



London Borough of Hammersmith & Fulham

Cabinet

Agenda

MONDAY
6 OCTOBER 2014
7.00 pm

COURTYARD ROOM
HAMMERSMITH
TOWN HALL
KING STREET
LONDON W6 9JU

Membership

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

Date Issued
26 September 2014

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

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

PUBLIC NOTICE

The Cabinet hereby gives notice of its intention to hold part of this meeting in private to consider items (16 to 21) which are exempt under paragraphs 3 or 7 of Schedule 12A to the Local Government Act 1972, in that they relate to the financial or business affairs of any particular person, including the authority holding the information or to action taken or proposed to be taken in connection with the prevention, investigation or prosecution of crime.

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

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

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4-13** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to David Viles at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Wednesday 1 October 2014.**

COUNCILLORS' CALL-IN TO POLICY AND ACCOUNTABILITY COMMITTEES

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

The deadline for receipt of call-in requests is: **Monday 13 October 2014 at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on **Monday 13 October 2014**.

Cabinet Agenda

6 October 2014

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1.	MINUTES OF THE CABINET MEETING HELD ON 1 SEPTEMBER 2014	1 - 7
2.	APOLOGIES FOR ABSENCE	
3.	DECLARATION OF INTERESTS	
	<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
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15.	EXCLUSION OF PRESS AND PUBLIC	

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

16.	APPOINTMENT OF CONTRACT TO DELIVER CCTV MAINTENANCE AND NEW INSTALLATIONS FOR LBHF AND RBKC : EXEMPT ASPECTS (E)	
17.	EXTENSION OF YOUTH SERVICES CONTRACTS UP TO 31 MARCH 2016 - EXEMPT ASPECTS (E)	
18.	CONTRACT AWARD : HEALTH TRAINER SERVICE - EXEMPT ASPECTS (E)	
19.	LYRIC THEATRE (E)	
20.	ADULT LEARNING & SKILLS - PROVISION OF SPECIALIST INFORMATION TECHNOLOGY (IT) SERVICES - MANAGEMENT INFORMATION SERVICES (MIS) (E)	

**21. RECOMMENDATION FOR DELEGATED AUTHORITY FOR
PREVENT DELIVERY IN H&F (E)**

London Borough of Hammersmith & Fulham



Cabinet

Minutes

Monday 1 September 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 Lisa Homan, Cabinet Member for Housing
Councillor Sue Fennimore, Cabinet Member for Social Inclusion
Councillor Wesley Harcourt, Cabinet Member for Environment, Transport & Residents Services

ALSO PRESENT

Councillor Steve Hamilton

13. MINUTES OF THE CABINET MEETING HELD ON 11 AUGUST 2014

RESOLVED:

That the minutes of the meeting of the Cabinet held on 11th August 2014 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

14. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Vivienne Lukey.

15. DECLARATION OF INTERESTS

The following members declared an other significant interest in item 6 - 3rd 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.

16. CORPORATE REVENUE MONITOR 2014/15 MONTH 2

RESOLVED:

- 1.1. That the forecast underspend of £1.086m for the General Fund and the break-even position for the HRA, be noted.
- 1.2. That the virement requests totalling £0.811m General Fund and £0.112m Housing Revenue Account as detailed in Appendix 11, be approved.
- 1.3. That the Transport & Technical Services debts of £0.037m are written off. These debts are old and deemed uncollectable due to the debtor being insolvent or untraceable.

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. CORPORATE REVENUE MONITOR 2013-14 OUTTURN

RESOLVED:

- 1.1. That the General Fund underspend of £11.5 m (including contingencies) and the HRA underspend of £1.5m, be noted.
- 1.2. That the transfer to general reserves and earmarked reserves of £11.6m, be noted.
- 1.3. That the increase in the HRA reserves of £3.2m, 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. 3RD SECTOR INVESTMENT FUND ALLOCATION REPORT

Cabinet received a report seeking approval to fund 54 services for an initial 18 month term. During this time, the Council will review service specifications, funding support and the performance of funded services to ensure they robustly support the priorities of the Council and the needs of local residents.

Councillor Sue Fennimore noted that the new Administration was determined to strengthen its partnership with the 3rd sector and ensure that the services provided are even more effective and reach as many people as possible. Councillor Hamilton expressed concern that the Sands End Associated Projects In Action (SEAPIA) application was not recommended for approval. Officers noted that that SEAPIA had requested funding for a citizenship project rather than the Adventure playground. Officers will meet with the Group to go through their application. Further funding would be available via the 2nd bidding round.

The Leader noted that the new Administration had increased the budget by 40%, providing greater opportunities for organisations to access funding than previously available. He welcomed the move to strengthen the relationship with the 3rd Sector and work in close partnership around a shared objective of promoting social inclusion and improving the lives of residents.

RESOLVED:

1. That funding of 54 services for the period December 2014 until May 2016 (18 months) be approved:-
 - 1.1 £463,500 investment in Infrastructure services
 - 1.2 £882,701 investment in Children, Young People & Families services, including funding for a number of services commissioned by Children's Services which are delivered by 3rd sector organisations and will contribute to the delivery of the specification outcomes.
 - 1.3 £760,000 investment in Economic Development services, including consideration of additional employment support services needed for local residents.
 - 1.4 £772,834 investment in Health & Wellbeing services.
 - 1.5 £365,084 investment in Safer Communities services, including £145,833 contribution to Tri-Borough commissioning of VAWG services, or funding of local domestic violence services from April 2015.
 - 1.6 £517,501 investment in Arts, Culture & Sport services.
 - 1.7 £192,191 investment in Environment & Community Transport services, with the Community Transport service recommended for funding (and its associated budget moved to Infrastructure).
 - 1.8 £202,500 investment in Homelessness Prevention & Home Safety services.

- 1.9 That extension of funding agreements beyond May 2016 will be subject to a review of 3rd Sector Support, 3SIF service specifications and performance of funded groups.
2. That a number of services funded under 3SIF be identified and developed to pilot a social investment approach.
3. That further investment be made in the annual Fast Track Small Grant scheme.
4. That the balance of the 3rd Sector Investment Fund be tendered for additional services that contribute to delivering the priorities of the Administration; and
5. That authority be given for this funding to be awarded by the Cabinet Member for Social Inclusion in conjunction with the Executive Director for Finance and Corporate Services and with the relevant Cabinet Member(s).
6. That part of the balance of 3SIF from 2014-15 be carried forward to 2015-16.

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. PROPOSED REVOCATION OF DECISIONS TO DISCONTINUE SULIVAN PRIMARY SCHOOL AND ENLARGE NEW KING'S PRIMARY SCHOOL : OUTCOME OF STATUTORY REPRESENTATION PERIOD REGARDING THE REVOCATION PROPOSALS

On 23 June 2014 Cabinet approved the publication of statutory proposals to revoke the decisions of 10 February 2014 to discontinue Sulivan Primary School and enlarge New King's Primary School with effect from 1 September 2014. A statutory notice about the revocation proposals was published on 30 June and the six-week statutory representation period ended on 12 August 2014. Officers reported that 51 representations were received, 47 of which supported the Council's proposals.

Councillor Sue Macmillan noted that Sulivan School was an Outstanding School which had achieved very impressive Key Stage 2 results in the summer despite the uncertainty surrounding its status. The change in the Council's Housing Strategy which had placed a higher priority to provide more affordable rented housing and low cost home ownership opportunities in the borough will have a particular impact on the South Fulham Riverside development and the

need for school places in the area. Councillor Fennimore also endorsed the comments and supported the proposal. Councillor Hamilton expressed concern about the impact of the removal of the shared ownership scheme in the area but supported the Sullivan School proposal.

Cabinet considered all the representations received and the equality impact assessment attached to the report as Appendix D.

RESOLVED:

That, following full consideration of all representations received and other relevant information including the public sector equality duty and Equality Impact Assessment, and in light of the fact that, due to the change in housing policy with the aim of providing more affordable rented housing and the resultant increased demand for school places, circumstances have so altered since approval was given on 10 February 2014 that implementation of the proposals to discontinue Sullivan School and enlarge New King's Primary School would now be inappropriate, the Council therefore resolves to revoke its earlier decisions to discontinue Sullivan Primary School and enlarge New King's Primary School with effect from 1 September 2015 as set out in Option 2 in section 5.2 of the report.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

20. OLD OAK AND PARK ROYAL MAYORAL DEVELOPMENT CORPORATION CONSULTATION - LBHF RESPONSE

Cabinet noted that the consultation by the Mayor of London to establish a Mayoral Development Corporation (MDC) for Old Oak and Park Royal ends on 24 September 2014. The proposals would cede control of planning powers to the Greater London Authority (GLA) giving the Mayor control of plan making, determining planning applications and the Community Infrastructure Levy charge and collection for the area within the MDC boundary. The report outlined a response to the Mayor's consultation.

Councillor Jones in endorsing the response noted that the establishment of an MDC would take power away from the locally elected Members resulting in loss of their democratic mandate. The Council was not convinced based on the levels of affordable housing currently being achieved by the Mayor that the MDC would achieve high levels of affordable housing. Affordable housing provision should be left to the three local authorities to determine.

The Leader noted that this Council had constantly delivered local priorities through its local democratic mandate. The Mayor of London had failed to deliver his affordable housing targets. There was no role for the Mayoral Development Corporation in the regeneration of Old Oak and Park Royal.

RESOLVED:

- 1.1. That in the light of the Mayor's proposals summarised in this report, Cabinet endorses and approves the proposed Council response to the Mayor of London's consultation on the proposals for a Mayoral Development Corporation (MDC) at Old Oak and Park Royal as set out in the Appendix.
- 1.2. That the Executive Director of Transport and Technical Services be authorised to make any further changes, in consultation with the Cabinet Member for Economic Development and Regeneration, to the Council's proposed response letter to the MDC Consultation.

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.

21. FORWARD PLAN OF KEY DECISIONS

The Key Decision List was noted.

22. 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.

23. **EXEMPT MINUTES OF THE CABINET MEETING HELD ON 11 AUGUST 2014 (E)**

RESOLVED:

That the minutes of the meeting of the Cabinet held on 11th August 2014 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

Meeting started: 7.00 pm
Meeting ended: 7.19 pm

Chairman

Agenda Item 4

Executive Decision Report

Decision maker(s) at each authority and date of Cabinet meeting, Cabinet Member meeting or (in the case of individual Cabinet Member decisions) the earliest date the decision will be taken	Full Cabinet Date of decision: 6 October 2014	 hammersmith & fulham
	Cabinet Member for Community Safety, IT and Corporate Services Date of decision: 10/09/14 Forward Plan reference:	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	N/A	 City of Westminster
Report title (decision subject)	APPOINTMENT OF CONTRACT TO DELIVER CCTV MAINTENANCE AND NEW INSTALLATIONS IN HAMMERSMITH & FULHAM AND KENSINGTON & CHELSEA	
Reporting of	Report of the Deputy Leader - Councillor Michael Cartwright	
Key decision	Yes	
Access to information classification	Open report A separate report on the exempt Cabinet agenda provides exempt information on the outcome of the procurement process.	
Reporting officer	Lyn Carpenter : Executive Director of Environment, Leisure and Residents Services	
Key decision	Yes	

1. EXECUTIVE SUMMARY

- 1.1. The current contract for the maintenance and installation of borough wide LBHF CCTV cameras is delivered by Chroma Vision, who was awarded the contract when it was last tendered in 2007. The current contract is due to expire on 31st December 2014. Under the current contract LBHF is charged £48,500 per annum in fixed maintenance charges and incurs

variable annual maintenance costs of circa £160,000 (excluding one off capital works). This was an LBHF only maintenance contract.

- 1.2. The CCTV service became a Bi Borough service in June 2014. Therefore the contract was tendered on the basis of delivering the service in both the London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea. The contract will be for both planned maintenance and emergency repair of existing equipment, new installations across both boroughs and the maintenance of these new installations. The number of cameras in use at the time the existing and previous contracts were last awarded was 201 (148 in LBHF and 58 in RBKC). The current establishment across both boroughs is 963 (905 in LBHF and 58 in RBKC).
- 1.3. The previous RBKC maintenance contract was awarded to Tyco MTI and Protea at an annual sum of £54,000 per annum, on top of which variable maintenance charges of circa £18k per annum are incurred. This contract expired in March 2014 and the service has been provided by the LBHF contractor on an ad hoc basis since then in order to align the contracts in both boroughs and allow the new contract to be tendered on a Bi-borough basis.
- 1.4. The combined annual CCTV maintenance spend for LBHF and RBKC is £280,000 (£103,000 fixed and £177,000 variable). Tenders for the new contract were invited for sums ranging from £100,000 to no more than £300,000 per annum. The increase in the contract value reflects the increase in the number of CCTV cameras in both boroughs from 201 when the existing and previous contracts were awarded to a current establishment of 963 cameras (from 143 to 905 for LBHF, whilst RBKC has remained static at 58 cameras). It also reflects an expectation for more of the regular variable works to be incorporated into the new fixed contract.
- 1.5. The contract has now been retendered and the recommendation is that the contract is awarded to the highest scoring tenderer as set out in Appendix 1 to the exempt report.
- 1.6. The new contract will run for five years from 1 January 2015 to 31 December 2019, with an option to extend for a period of up to three further years to 31 December 2022. The annual contract sum will be £98,400 (£79,700 LBHF and £18,700 RBKC).
- 1.7. The new contract is expected to deliver a saving of £59,000 per annum across both boroughs (£24,000 LBHF and £35,000 RBKC), when comparing total fixed and variable maintenance spend. This is on the assumption that variable CCTV spend will remain unchanged under the new contract, with the exception of housing for which there will now be a fixed rate charge (excluding any one off capital spend). The £24,000 saving for LBHF is a £12,000 saving for the general fund and a £12,000 saving for the Housing Revenue Account. This is summarised in the table below. It should be noted that as variable spend is variable in nature, this

cannot be predicted with any certainty but it is the view of officers that this will significantly reduce under the new and more comprehensive fixed contract, particularly given the more centralised contract client side going forwards. This will need to be closely monitored in year. Any increase in CCTV capacity in LBH&F will have no negative financial impact on RBKC. Whilst the successful contractor will be engaged to carry out the new installations there is a provision whereby the client can engage other contractors for installations if the costs from the incumbent contractor are deemed to be poor value.

- 1.8. This report is being submitted for decision to LBHF Cabinet on 6 October 2014 and as a key single member decision at RBKC on 10 September 2014 by Councillor Gardner.

2. RECOMMENDATIONS

- 2.1. That the contract for CCTV maintenance and new CCTV installations in the London Borough of Hammersmith & Fulham and the Royal Borough of Kensington & Chelsea be awarded to Chroma Vision who submitted the most economically advantageous tender in terms of the specified price/quality evaluation model, for a period of 5 years from 1 January 2015 to 31 December 2019, with an option to extend for a period of up to three further years to 31 December 2022; the annual contract sum will be £98,400 (£79,700 LBHF and £18,700 RBKC).
- 2.2. That the Deputy Leader, in consultation with the Executive Director of ELRS, extends the contract in line with the provisions contained within the contract documentation, if the extension is considered appropriate at the time.
- 2.3. That the RBKC Cabinet Member for Community Safety, IT and Corporate Services note recommendation 2.2 above. LBHF will seek RBKC approval before any extension of the contract takes place to ensure that both council's wish to extend their provision. Should LBHF wish to extend the contract but RBKC do not agree to this LBHF will seek to vary the specification when exercising the option to extend so that RBKC elements are not included in the extension.

3. EQUALITY IMPLICATIONS

- 3.1. There are no equality implications to the award of the contract.
- 3.2. An equality impact assessment has been completed by the CCTV manager and is available to view on request.

4. LEGAL IMPLICATIONS

- 4.1. The proposed award of the Service Contract has been carried out in the compliance of the Council's Contract Standing Orders and the Public

Contracts Regulations. Accordingly the Bi-Borough Director of Law endorses the recommendations in this report.

- 4.2. Legal Services will be available to assist the client department with preparing and completing the necessary contract documentation.
- 4.3. Implications completed by: Kar-Yee Chan, Solicitor (Contracts), 020 8753 2772

5. FINANCIAL AND RESOURCES IMPLICATIONS

- 5.1. The recommendation to award the contract to Chroma Vision is supported from a financial perspective as they submitted the most economically advantageous tender in terms of the specified price/quality evaluation model. Overall, for both fixed and variable works it is expected that this will deliver ongoing cost savings for both LBHF and RBKC, which has already been factored into the budget for 2014/15 as part of the targeted savings for the ELRS department. Given that these savings are expected to be delivered through a combination of increased fixed costs and reduced variable costs, variable costs will need to be closely monitored in year to ensure no budget pressures arise.
- 5.2. Implications verified/completed by Kellie Gooch, Head of Finance ELRS, 0208 753 2203.

6. RISK MANAGEMENT

- 6.1. Privacy impact assessments (PIAs) are a tool that can be used to identify and reduce the privacy risks of projects. A PIA can reduce the risks of harm to individuals through the misuse of their personal information, including CCTV images. It can also help design more efficient and effective processes for handling personal data. The core principles of the PIA process can be integrated within existing project and risk management policies. This reduces the resources necessary to conduct the assessment and spreads awareness of privacy throughout the service and contracts.
- 6.2. Information management risk identification, assessment and mitigation remains the responsibility of the ELRS department. It is advised that a privacy impact assessment is undertaken at the preliminary stages of a procurement prior to award by the department to assess information risk. A PIA has not been made available for consideration in association with this award decision however some provision will exist to mitigate some risk in the contractual agreement. Whilst the award of the contract in itself is unlikely to infringe on privacy, new installations of CCTV cameras may. Therefore new installations will be expected to be the subject of a PIA. If deployed effectively the use of CCTV is an important tool to manage and maintain a safe and secure environment.
- 6.3. Implications verified/completed by: (Michael Sloniowski, Bi-borough Risk Manager, 0208 7532 587)


7. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 7.1. The proposed strategy to align the RBKC contract with the end point of the current H&F contract seeks to improve service delivery and contain costs. This is in line with the Council's Procurement Strategy.
- 7.2. The Corporate Procurement Team has offered support and guidance throughout the procurement process.
- 7.3. The Director confirms that the Council's procedures as defined in Contract Standing Orders have been complied with. The Director supports the recommendations contained in the report.
- 7.4. Implications verified/completed by: (Joanna Angelides, Procurement Consultant, 0208 753 2586

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		

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 OCTOBER 2014</p>
<p>CORPORATE REVENUE MONITOR 2014/15 - MONTH 3</p>	
<p>Report of the Cabinet Member for Finance – Councillor Max Schmid</p>	
<p>Open report.</p>	
<p>Classification - For Decision Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Jane West – Executive Director of Finance and Corporate Governance</p>	
<p>Report Author: Gary Ironmonger – Finance Manager Revenue Monitoring</p>	<p>Contact Details: Gary Ironmonger Tel: 020 (8753 2109) E-mail: gary.ironmonger@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. The General Fund outturn forecast is a favourable variance of £2.153m with budget risks of £6.107m. The forecast underspend is before taking account of contingencies. Risks will be monitored and mitigating actions taken should they develop into overspends.
- 1.2. The HRA is forecast to underspend of £0.086m with HRA general reserves of £10.502m at year end. The HRA budget risks are £0.130m.
- 1.3. General Fund virement requests of £0.902m are recommended for approval. The HRA virement request total £0.106m for Month 3.

2. RECOMMENDATIONS

- 2.1. To note the forecast underspend of £2.153m for the General Fund and the underspend of £0.086m forecast for the HRA.
- 2.2. That approval be given to the virement requests totalling £0.902m General Fund and £0.106m Housing Revenue Account as detailed in Appendix 11.

3. REASONS FOR DECISION

- 3.1. The decision is required to comply with the financial regulations.

**4. CORPORATE REVENUE MONITOR (CRM) 2014/15 MONTH 3
GENERAL FUND**

Table 1: General Fund Projected Outturn – Period 3

Department	Revised Budget At Month 3 £000s	Forecast Year End Variance At Month 3 £000s	Forecast Year End Variance At Month 2 £000s
Adult Social Care	64,403	283	384
Centrally Managed Budgets	27,751	(260)	0
Children's Services	48,741	836	802
Unaccompanied Asylum Seeking Children	1,013	0	0
Environment, Leisure & Residents' Services	31,134	51	(33)
Finance and Corporate Services	16,834	95	0
Housing & Regeneration	7,949	(664)	(505)
Library Services (Tri- Borough)	3,212	0	0
Public Health Services	346	(346)	(346)
Transport & Technical Services	15,722	121	194
Controlled Parking Account	(20,298)	(2,269)	(1,582)
Net Operating Expenditure*	196,807	(2,153)	(1,086)
Key Risks		6,107	3,128

*note: figures in brackets represent underspends

- 4.1. Detailed variance and risk analysis by department can be found in Appendices 1 to 9.

CORPORATE REVENUE MONITOR 2014/15 HOUSING REVENUE ACCOUNT

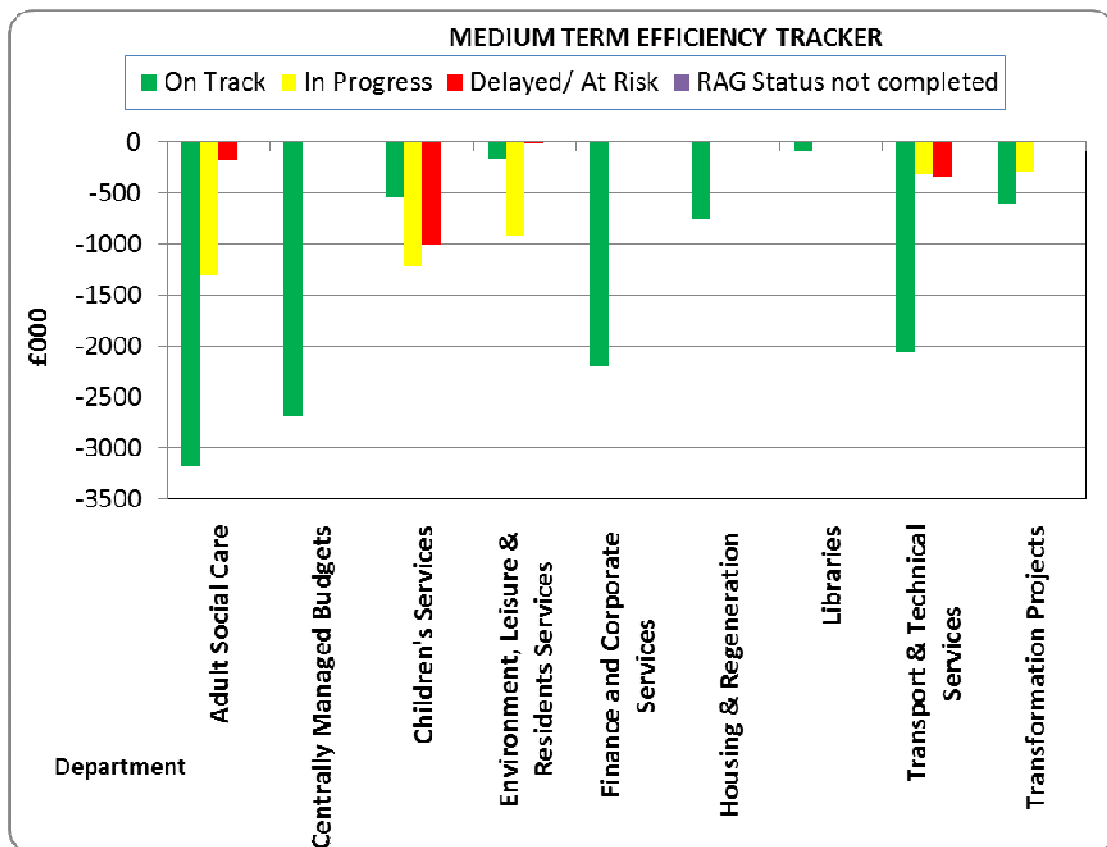
Table 2: Housing Revenue Account Projected Outturn - Period 3

Housing Revenue Account	£000s
Balance as at 31 March 2014	(7,494)
Add: Budgeted Contribution to Balances	(2,922)
Add: Forecast Underspend	(86)
Projected Balance as at 31st March 2015	(10,502)
Key Risks	130

- 4.2. Detailed variance and risk analysis can be found in Appendix 10.

5. MEDIUM TERM FINANCIAL STRATEGY EFFICIENCY TRACKER SUMMARY

- 5.1. The 2014/15 budget included efficiency proposals of £19.905m. Progress against these is summarised below and detailed in Appendices 1 to 9.



6. VIREMENTS & WRITE OFF REQUESTS

- 6.1. Cabinet is required to approve all budget virements that exceed £0.1m.
- 6.2. Virements totalling £0.902m to General Fund budgets and £0.106m for the HRA are requested (Appendix 11).

7. CONSULTATION

- 7.1. Not applicable.

8. EQUALITY IMPLICATIONS

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

9. LEGAL IMPLICATIONS

- 9.1. There are no legal implications for this report.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The General Fund outturn forecast at Month 3 is for a favourable variance of £2.153m.
- 10.2. The HRA outturn forecast at Month 3 is an underspend of £0.086m.
- 10.3. An Interim Budget Report was considered at Council on July 23rd. This set out a number of planned savings in 14/15 amounting to £3.998m. These are set out below

Table 3: New Planned General Fund Reduced spend for 2015/16.

	New savings Identified £000s
Finance and Corporate Services	(206)
Tri-Borough Libraries	(30)
Children's Services	(439)
Housing & Regeneration	(34)
Adult Social Care	(809)
Total Departmental Budget	(1,518)

Table 4: General Fund Corporately Held Budgets

Budget	New savings Identified £000s
Budgeted contribution to balances	(900)
Inflation provision	(400)
Redundancy provision	(200)
Council Tax Support	(500)
Land Charges	(200)
Debt Restructuring	(200)
External Audit Savings	(80)
Total Central Budgets	(2,480)

*note: figures in brackets represent underspends

Future monitoring reports will be adjusted to take account of such proposals.

- 10.4. Implications verified/completed by: James Arthur / Gary Ironmonger.

11. RISK MANAGEMENT

- 11.1. Details of actions to manage financial risks are contained within departmental Appendices (1-10).

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. Not applicable.

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

12

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	CRM3	Gary Ironmonger Tel. 020 8753 2562/2109	FCS

List of Appendices

- Appendix 1 Adult Social Care Revenue Monitor
- Appendix 2 Centrally Managed Budgets
- Appendix 3 Children's Services Revenue Monitor
- Appendix 3a Unaccompanied Asylum Seeking Children Revenue Monitor
- Appendix 4 Environmental Leisure and Residents Services Revenue Monitor
- Appendix 5 Finance and Corporate Services Revenue Monitor
- Appendix 6 Housing and Regeneration Department Revenue Monitor
- Appendix 7 Library Services (Tri-Borough) Monitor
- Appendix 8 Public Health Services Monitor
- Appendix 9 Transport and Technical Services Monitor
- Appendix 9a Controlled Parking Account Revenue Monitor
- Appendix 10 Housing Revenue Account Monitor
- Appendix 11 Virements Requests

APPENDIX 1: ADULT SOCIAL CARE

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Operations	36,984	349	460
Provided Service and Mental Health Partnership	8,962	(105)	(88)
Commissioning	8,990	39	12
Procurement and Business Intelligence	1,087	0	0
Finance	7,909	0	0
Directorate	471	0	0
Total	64,403	283	384

2.Variance Analysis with Action Plans to Address Forecast Overspends/(Underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Operations	349	<p>In line with Tri-Borough ASC strategy to support clients at home, there are pressures on the Home Care Packages and Direct Payments budgets. There is a net projected overspend of £553,000 in this budget. Between April 2013 and May 2014 there was an increase of 28 clients. Discussions are on-going with the Clinical Commissioning Groups to secure permanent funding for the increasing demand of meeting Care at Home.</p> <p>Within the Older People and Physical Disabilities Placement services, there is a net projected underspend of (£295,000) as a result of a review of high cost clients.</p> <p>The other area of the projected overspend is primarily due to MTFs savings on the customer journey workstream of £287,000. When the savings plans were drafted we had hoped that the outcome of the customer journey work would have begun to be achieved, but we won't see this until 2015/16.</p> <p>The main change in the projections since period 2 is within the Learning Disability (LD) Service, there is a net projected underspend of (£209,000).The main reasons for the underspend relate to lower activity levels in LD Placement budget of (£121,000) which has a reduction of 7 placements clients since April 2013 and the reduction in the transport cost of</p>

Departmental Division	Variance £000s	Explanation & Action Plans
		(£88,000) due to the new transport contract price.
Mental Health and Provided Service	(105)	Within the Provided Service Division the main reason is a projected underspend of (£100,000) with a lower number of no recourse to the Public Funds clients.
Commissioning	39	Within the Community Commissioning third sector budget, there is £128,000 delay in achieving MTFS savings on the new advocacy contract. This overspend can be partly compensated for by (£40,000) from the 2013-14 carry forward. There is a £30,000 projected overspend on the legal cost budget, which is offset by a (£79,000) underspend from Supporting People savings on new contracts from the West London Framework agreement and variations on existing contracts.
Procurement & Business Intelligence.	0	
Finance	0	
Directorate	0	
Total	283	

Table 3: Key Risks

Risk Description	Lower Limit £000s	Upper Limit £000s
Given the ongoing concerns over the contract's performance; it is prudent to flag up the transport cost reduction as a risk at the Month 3 stage. However, it is envisaged that the contract would not deliver the savings in 2014/15; thus the consequent CRMs will not report the saving and the associated risk.	0	88
Total	0	88

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target £000s	On Track (Green) £000s	In Progress (Amber) £000s	Delayed/ At Risk (Red) £000s
Adult Social Care	(4,664)	(3,172)	(1,307)	(185)

5. Comments from the Executive Director

Adult Social Care (ASC) is projecting a net overspend of £283,000 as at the end of period three; there is a reduction in the overspend of £101,000 compared to the period two projected overspend of £384,000.

As detailed in table 2 there are projected underspends relating to No Recourse to Public Funds and passenger transport procurement savings. Without these underspending areas, the revised departmental outturn would be a projected overspend of £471,000.

The department is expected to deliver savings of £4,664,000 in this financial year and at this stage of the year 68% are on track to be delivered. The majority of the remaining savings are classified as amber as discussions are on-going with the service providers and at this stage are expected to be delivered.

There is one saving, relating to Customer Journey for Operational services, which is classified as red until the outcome of the Customer Journey for Operations review is known.

Within the Community Independence Service, there is an income shortfall on Careline of £400,000 which the department can fund from the balance sheet reserves in the current year. The service is currently being reviewed as part of a wider project to include telehealth.

APPENDIX 2: CENTRALLY MANAGED BUDGETS

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1 Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Corporate & Democratic Core	5,839	(60)	0
Housing and Council Tax Benefits	(90)	0	0
Levies	1,570	0	0
Net Cost of Borrowing	2,360	0	0
Other Corporate Items (Includes Contingencies, Insurance, Land Charges)	8,077	(200)	0
Pensions & Redundancy	9,995	0	0
Total	27,751	(260)	0

2.Variance Analysis with Action Plans to Address Forecast Overspends/(Underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Corporate & Democratic Core	(60)	The spend on Audit Fees is forecast to be £60k under budget based on previous years audit work.
Other Corporate Items (Includes Contingencies, Insurance, Land Charges)	(200)	Land charge income is forecast to be £200k better than budget.
Total	(260)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
There is a risk that Tri Borough accommodation costs will be over budget due to departmental office moves.	0	250
There is a risk that the Net Cost of Borrowing may be under or over budget depending on the changes to the capital programme implemented in 2014/15	(500)	500
Total	(500)	750

Table 4: MTFs Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Centrally Managed Budgets	(2,686)	(2,686)	0	0

5. Comments from the Director

None to report at this stage.

APPENDIX 3: CHILDREN'S SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Tri Borough Education Service	5,180	(328)	(541)
Family Services	32,104	822	817
Children's Commissioning	5,601	342	526
Finance & Resources	5,812	0	0
Dedicated School Grant & Schools Funding	44	0	0
Total	48,741	836	802

2. Variance Analysis with Action Plans to Address Forecast Overspends/(underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Finance & Resources	0	
Family Services	822	Significant placement pressures remain with regards to Southwark Judgement cases £250k, No Resource to Public Funds £300k, Secure Remand £200k and support to children and families in need via s23 £100k
Children's Commissioning	342	Funding the Adult School Meals shortfall of £146k by Dedicated Schools Grant (DSG) is still uncertain. Pressures remain relating to transport commissioning and risk regarding in year MTFS. The variance has reduced since CRM2 due to recommissioning proposals around Youth Commissioning.
Tri-Borough Education Service	(328)	Main saving is from new Tri-borough transport contract. However, legacy costs from the in-house service and fluctuating contract costs have led to a reduction in underspend since CRM2, but there is a risk attached to this saving area due to issues regarding the performance of the contract.
DSG & School Funding	0	
Total	836	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
Secure Remand	100	200
No Recourse To Public Funds	200	300
Southwark Judgement Support	150	250
Kinship Fees related to the Tower Hamlets Judgement	0	450
There is a potential saving from the new Tri-Borough Transport contract. However, this may not be realised due to legacy costs from the in-house contract, fluctuating contract costs and significant concerns over the performance of the contract raised in the July meeting of the Policy and Accountability Committee.	0	328
Total	450	1,528

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Children's Services	(2,780)	(544)	(1,225)	(1,011)

5. Comments from the Executive Director

The Children's Services Department is projecting an overspend of £802k at this early stage of the financial year. The department's 13/14 outturn was a balanced position with no further balances established to assist with pressures and risks in this financial year.

The department has identified and expects to deliver £2.780m of savings in this financial year.

Significant pressures remain in this financial year and are ongoing issues created by changes in legislation and court rulings affecting the delivery of services to children and young people in need.

Cases presenting under the Southwark Judgement continue to cause a pressure and we are expecting additional expenditure of approximated £250k this year.

Changes to the youth offending remand funding has previously been identified as a risk and is on-going, last year the department saw 23 young people remanded. Since April 14 five young people have been in remand.

The department have experienced increasing numbers of families presenting who have no recourse to public funds. In last financial year 95 cases were in need of support costing a total £213k. We continue to experience high levels of cases presenting for support and expect at this stage that the expenditure will be at a similar level. Further evidence based analysis will be undertaken with the aim of driving down demand and therefore costs associated with this group.

The risk arising from the recent Tower Hamlets court case challenging an authority's right not to pay kinship carers the same fees as registered foster

carers remains. Tower Hamlets lost the case and we are therefore currently looking at the qualifying criteria which carers will have to meet in order to receive the carer fee element in line with main stream foster cares. The current foster carer weekly fee is £237. The potential risk on a full year basis if all kinship carers qualified for a fee payment would be £450k .

APPENDIX 3a: UNACCOMPANIED ASYLUM SEEKING CHILDREN

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Unaccompanied Asylum Seeking Children	0	0	0
Total	1,013	0	0

2.Variance Analysis with Action Plans to Address Forecast Overspends/(Underspends)

None to report

Table 3: Key Risks

None to report

4. Comments from the Executive Director

At this early stage in the financial year no material risks have been identified.

APPENDIX 4: ENVIRONMENT, LEISURE & RESIDENTS SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Cleaner, Greener & Cultural Services	21,353	(512)	(403)
Safer Neighbourhoods	9,174	630	370
Customer & Business Development	693	(146)	0
Director & Resources	(86)	79	0
Total	31,134	51	(33)

2. Variance Analysis with Action Plans to Address Forecast Overspends

Departmental Division	Variance £000s	Explanation & Action Plans
Clinical Commissioning Groups (CCGS) – Waste disposal	(489)	The partner boroughs strongly negotiated a much better unit cost of recycle this year which has reduced costs by circa £500k. This is partly offset by increasing waste tonnages overall. A London-wide trend is showing that more expensive general waste tonnages are increasing whilst cheaper recycling tonnages are decreasing. A waste innovation group, set up to progress initiatives to reduce waste tonnages and increase recycling in the medium term, will report its findings in the Autumn. A more detailed analysis of the Waste Authority costs was submitted to the Finance and Delivery Policy and Accountability Committee on 15 September.
Safer Neighbourhood Directorate (SND) - Transport	375	Reductions in the council's vehicle fleet over a number of years has resulted in a recharge income pressure. £100k growth is included for 2015/16 and ELRS will look to offset this from waste disposal underspends in 2014/15. The pressure also includes a saving from closure of the vehicle repair workshop, which is not deliverable as the workshop more than covers its cost, although the actual surplus is much less than the budgeted surplus. Alternative solutions are being explored to deliver this saving, which are wholly dependent on securing new income generating business.
SND - Coroners & Mortuary	89	A reduction in corporate overheads means less recharge income from partner boroughs. Where possible, ELRS will look to offset this from one off underspends on waste disposal this year. Growth has been proposed to fund this pressure from 2015/16.
Director & Resources – People portfolio savings	79	It is assumed that £45k of the £124k people portfolio savings target will be achieved, in line with 2013/14 actuals. The department is already maximising use of interns. It is expected that a shortfall against this transformational target will be met corporately.
Other	(3)	Other smaller underspends

Departmental Division	Variance £000s	Explanation & Action Plans
Total	51	Expected to be brought down to budget over the course of the year

Table 3: Key Risks

Risk Description	Lower Limit £000	Upper Limit £000
Hammersmith All Weather Pitch – loss of income due to a review of the contract. £70k full year impact mitigated by £35k carry forward from 2013/14.	0	35
Non-guaranteed income target for new ducting concession contract (£90k guaranteed income)	0	55
Cemeteries income shortfall if activity same as in 2013/14	0	50
Risk of increased waste disposal and contamination tonnages	(500)	100
Non-achievement of People Portfolio savings	0	124
Total	(500)	364

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
ELRS Department	(1,105)	(160)	(920)	(25)

The red risk reflects the plan to rationalise the number of bring back recycling units currently being on hold whilst the impact on recycling rates and the street scene is being assessed.

5. Comments from the Executive Director

ELRS forecasts a £51k pressure this year due to the increased people portfolio savings target. The department maximised its use of interns in 2013/14 and will continue to do the same in 2014/15. However, we are not expecting to exceed last year's levels and the savings target has increased from £91k to £124k this year. Officers will continue to support the people portfolio programme, but should there be a shortfall at year end we expect this to be funded corporately. Also included in the current forecast are £197k of drawdowns from ELRS reserves, mostly for known one off pressures agreed as carry forwards from 2013/14. Budget managers have produced budget recovery plans to address ongoing pressures, that will be monitored as part of the monthly budget monitoring cycle.

APPENDIX 5: FINANCE AND CORPORATE SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget £000s	Variance Month 3 £000s	Variance Month 2 £000s
H&F Direct	19,006	215	0
Innovation & Change Management	(188)	(35)	0
Legal Democratic Services	(1,296)	0	0
Third Sector, Strategy & Communications	1,133	0	0
Finance & Audit	409	(85)	0
Procurement & IT Strategy	2,455	0	0
Executive Services	(466)	0	0
Human Resources	691	(150)	0
Other	0	150	0
Total	16,834	95	0

2. Variance Analysis with Action Plans to Address Forecast Overspends/(Underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
H&F Direct	215	£450k overspend on temporary staff in the Revenue & Benefits division, partially offset by lower use of the Taxicard scheme £240k
Finance & Audit	(85)	The Internal Audit and Fraud service has a projected underspend of £85k due to lower staff costs. There is a projected underspend on the Managed Services programme, but this will be transferred to the Managed Services reserve account to meet future implementation costs.
Human Resources	(150)	Lower staffing costs as posts are being held vacant pending the inception of Managed Services
Other	115	
Total	95	

Table 3: Key Risks

None to report

Table 4: MTFs Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Finance & Corporate Services	(2,192)	(2,192)	0	0

5. Comments from the Director

The 2014/15 budget included a transformation programme saving of £0.1m for reduced IT spend. This was to be achieved through transforming contract management and IT management with departments. As the main IT budget is held within Finance and Corporate Services this potential saving was netted off the FCS budget. In practice this aspirational saving will not be delivered. Reductions could not be made in time for the 2014/15 Billing Cycle and would require significant staff resources to be delivered. In line with existing practice if transformational savings are not delivered then the shortfall is met from the efficiency delivery reserve. A proposed budget virement of £0.1m is included in Appendix 11.

APPENDIX 6: HOUSING & REGENERATION DEPARTMENT

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1.Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Housing Options, Skills & Economic Development	8,008	(664)	(505)
Housing Strategy & Regeneration	4	0	0
Housing Services	40	0	0
Finance & Resources	(103)	0	0
Total	7,949	(664)	(505)

2. Variance Analysis with Action Plans to Address Forecast Overspends/(underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Housing Options, Skills & Economic Development	(664)	This relates mainly to a forecast reduction in the net costs of Bed and Breakfast (B&B) accommodation of (£370k) due to a reduction in average client numbers from a budgeted figure of 275 to a forecast of 127. Additionally, the net costs of Private Sector Leasing (PSL) accommodation are expected to reduce by (£695k) due to a fall in the average number of units from a budgeted figure of 853 to a forecast of 640 and a reduction in the increase to the bad debt provision required due to an improvement in the collection rate (from a budgeted figure of 89.0% to a forecast of 95.0%). A shortfall of income and increased costs on the business incubator units at Sullivan and Townmead and the BBC units has resulted in a net adverse variance of £156k. It is proposed to utilise £223k of the temporary accommodation underspend to fund the first five months of a package of incentive payments to landlords associated with the Council's temporary accommodation portfolio which was originally budgeted to come from corporate contingencies. Note that forecast incentive payments payable over the remaining seven months of the year of £257k will be funded from internal departmental reserves. Other minor variances of £22k are also predicted.
Housing Strategy & Regeneration	0	
Housing Services	0	
Finance & Resources	0	
Total	(664)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Economic Development Employment & Training Initiatives – a number of employment, training and business development schemes are due to be funded from Section 106 monies provided by Earls Court development partners, elements of these schemes would normally be resourced using staff already in post and money was allocated to fund these posts as part of the budget. However, as a result of the current review of the Council's Earls Court regeneration project plan, the delivery and funding of these schemes are at risk.	0	56
Total	0	56

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Housing & Regeneration	(750)	(750)	0	0

5. Comments from the Executive Director

The Housing and Regeneration department currently expects the overall outturn for the year 2014/15 to produce a favourable variance of (£664k), a favourable movement of (£159k) from the CRM 2 position of (£505k). The reasons for this are set out in Table 2 above.

The main reasons for the movement are:

- a reduction in the increase to the bad debt provision required of (£472k) due to an improvement in the collection rate (from a budgeted figure of 89.0% to a forecast of 95.0%);
- the funding of the first five months of a package of incentives to landlords associated with the Council's temporary accommodation portfolio of the departmental underspend of £223k;
- lower than budgeted occupancy rates at the business development units at Townmead Road of 70% and ongoing difficulties in securing leases at the BBC units resulting in a projected under-recovery of income of £61k and an increase in bad debts of £35k.
- other minor movements of (£6k) are forecast.

Approval is requested to draw down a budget of £99k to support for five months the Housing Benefit Assist Plus project team in managing the impact of Welfare Reform.

APPENDIX 7: LIBRARY SERVICES (Tri-Borough)

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Tri-borough Libraries & Archives Service	3,212	0	0
Total	3,212	0	0

2. Variance Analysis with Action Plans to Address Forecast Overspends

None to report

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
Income from customer fees and charges	10	50
Westfield premises and utility costs	10	30
Total	20	80

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Tri-borough Libraries & Archives	(100)	(100)	0	0

5. Comments from the Director

The new Tri-Borough library management system went live on 10th June which has completed the achievement of our savings target for the year.

At this stage in the year no significant financial issues causing an unmitigated pressure are foreseen. However areas of risk include income from fees and charges due to income generated from increasingly obsolete formats (DVDs, CDs). Room and space hire opportunities are being reviewed as a means to mitigate these pressures over the longer term. Rising utility costs across all premises cause pressures.

APPENDIX 8: PUBLIC HEALTH SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	0
Sexual Health	6,978	(82)	0
Substance Misuse	5,464	0	0
Behaviour Change	2,110	0	0
Intelligence and Social Determinants	40	1	0
Families and Children Services	2,608	(192)	0
Substance Misuse – Grant, Salaries and Overheads	(5,470)	0	0
Public Health – Grant, Salaries and Overheads	(11,384)	(73)	(346)
Total	346	(346)	(346)

2. Variance Analysis with Action Plans to Address Forecast Overspends/ (Underspend)

Departmental Division	Variance £000s	Explanation & Action Plans
Sexual Health	(82)	Forecast adjusted to reflect final Central London Community Health Care contract values.
Substance Misuse	0	
Behaviour Change	0	
Intelligence and Social Determinants	1	One-off contribution to Airtex, not in the original budget.
Families and Children Services	(192)	The recommissioning of the obesity prevention service, as part of the childhood obesity programme, has been rescheduled to April 2015, saving this year's budget £183k. The remaining £9k is the expected underspend for dental health.
Substance Misuse – Grant, Salaries and Overheads	0	
Public Health – Grant, Salaries and Overheads	(73)	£73K is the required reduction in unallocated budget (in addition to the savings identified above) to enable Public Health to reduce General Fund contributions from a budgeted amount of £346K to zero.
Total:	(346)	

Table 3: Key Risks

Risk Description:	Lower Limit £000	Upper Limit £000
PCT Legacy invoices – low risk. Dispute over ownership of liability (and corresponding NHS funding)	0	244
Total	0	244

Table 4: MTFs Progress (with explanations of schemes at red status)

None to report

5. Comments from the Director

It is currently expected that the budgeted contribution from the general fund (£346K) will not be required to be drawn down, as there is sufficient Public Health Grant to meet all existing and expected commitments. This saving will be funded by unallocated budget and identified areas of under-spend (see above).

Included within the Public Health budget are unallocated funds of £2.2M. We have a number of plans in the pipeline and invited other departments within the council to submit proposals for Public Health funding. In all 60 proposals were received (LBHF specific or Tri/Bi-borough). These were shortlisted to 11, of the most appropriate, and are due to go before the Joint Management Team and Cabinet Members for consideration.

APPENDIX 9: TRANSPORT AND TECHNICAL SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Building & Property Management (BPM)	(1,607)	(234)	(167)
Transport & Highways	11,806	227	213
Planning	2,747	(96)	(117)
Environmental Health (EH)	3,332	(56)	14
Support Services	(556)	280	251
Total	15,722	121	194

2. Variance Analysis (include Action Plans to Address Forecast Overspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Advertising Hoardings	(353)	Income is consistently overperforming against budget. The forecast includes an estimated reduction due to Hammersmith Flyover closures.
Building Control	(17)	Building Control income is slightly higher than budgeted. This is mainly from large building schemes.
Facilities Management	174	<p>The main pressure is the forecast overspend in the TFM contract and this is partly offset by a underspend in the EC Harris contract The adverse variance includes £150k which relates to 2013/14. The Council did not receive the accrual information about this until June 2014. This will not occur again in 2015/16.</p> <p>The TFM contract has increased in value due to the final costs of staff transferred to Amey, the final costs of pensions and costs of the space planning function. Some penalty payments are due from Amey for underperformance, but the amount is not known yet. These will be included in the financial variance forecast once known.</p>
Civic Accommodation	(184)	The favourable variance is due to a combination of forecast additional rental income (£116k) and an underspend on utilities of (£183k). The effect of these variances is partially offset by an unachievable accommodation savings target (£34k) and a number of other minor overspends.
Sections within Building & Property management	146	The overall forecast overspend is mainly due to a savings target of £42k on an IT application and an estimated £100k of property disposals costs not chargeable to receipts.
Total - BPM	(234)	
Transport and Highways	227	The 2014/15 MTFS included a new £250k income target for advertising on pavements. A trial has shown that there is insufficient demand in the market to allow this income budget to be met.
Planning	(96)	The forecast underspend is due to high levels of

Departmental Division	Variance £000s	Explanation & Action Plans
		routine planning applications expected as the wider economy recovers and applicants seek to beat the Community Infrastructure Levy (CIL) deadline. In regeneration, income from developers is expected to fall significantly, and planning expenditure will need to be managed down.
Environmental Health	(56)	Underspends in staffing are offset by some overspends due to delays in co-locating the EH team preventing the full implementation of the Bi-borough service review.
Support Services	280	This budget is holding, on behalf of the whole department, a savings target of £214k from the People Portfolio (relating to the use of interns, flexible working, etc.). This target is not expected to be met, as the financial benefits of these initiatives will tend to flow back to non-General Fund budgets.
Total:	121	Unfavourable.

Table 3: Key Risks

Risk Description	Lower Limit £000s	Upper Limit £000s
In regeneration, income from developers may fall, and planning expenditure will need to be managed down. If income falls more quickly than expenditure Planning will experience financial pressure.	0	300
The budget and forecast include an increase in licensing fee income. These increases are subject to consultation that may or may not be agreed.	0	40
If there is a change in the sharing of TFM costs between the three boroughs	0	233
If the costs of asset disposals already incurred cannot be met from disposal proceeds	0	1,184
If there are further delays in co-locating EH beyond mid 2014/15	0	60
Total	0	1,817

Table 4: MTFS Progress (with explanations of schemes at red status)

Department	2013/2014 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Transport & Technical Services	(2,725)	(2,068)	(317)	(340)

Currently there are three schemes on red status:

- Planned increases in Licensing fee income of £30k which is subject to consultation and yet to be confirmed.
- Bi-borough service review savings reduced by delays in co-location £60k.
- Plans for Advertisement on Pavements generating income of £250k cannot be progressed due to lack of demand.

6. Comments from the Executive Director

The overall position is an unfavourable variance of £121k against a net budget of £15,722k. The significant risks to the 2014/15 budget are explained in this report.

Progress in all budget areas will continue to be monitored closely by the Executive Director and the management team who will exercise the necessary financial control to ensure that the department achieves its budget by year-end.

APPENDIX 9a: CONTROLLED PARKING ACCOUNTS (CPA)

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Activity Area

Activity Area	Revised Budget	Variance Month 3	Variance Month 2
	£000s	£000s	£000s
Pay & Display (P & D)	(12,613)	222	424
Permits	(4,690)	92	16
Chief Enforcement Officer (CEO) Issued Penalty Charge Notice (PCN)	(6,814)	(114)	(186)
Bus Lane PCN	(915)	129	149
CCTV PCN	(616)	(728)	(728)
Moving Traffic PCN's	(5,814)	(629)	(629)
Parking Bay Suspensions	(1,530)	(1,173)	(791)
Towaways / Removals	(352)	53	67
Expenditure and Other Receipts	13,046	(121)	96
Total	(20,298)	(2,269)	(1,582)

2. Variance Analysis (include Action Plans to Address Forecast Overspends)

Activity Area	Variance £000s	Explanation & Action Plans
Pay & Display	222	There has been an increase of 1.4% as compared with the first 2 months of 2013-14. This means the forecast is better than last year's outturn, but is still short of the budget.
Permits	92	A reduction in the receipts in the first 2 months of 2014-15 has resulted in a forecast lower than budget.
CEO Issued PCN	(114)	CEO issued PCNs have been forecast at a similar level as in 2013-14, but the recovery rate has improved, resulting in an improved forecast
Bus Lane PCN	129	Bus Lane PCNs have been forecast at a similar level as in 2013-14.
CCTV PCN	(728)	CCTV parking PCNs have been forecast to continue at a similar level as in 2013-14.
Moving Traffic PCN's	(629)	Moving traffic offences have been forecast at a similar level to the previous year, but the recovery rate has improved, resulting in an improved forecast.
Parking Bay Suspensions	(1,173)	Parking bay suspensions receipts have continued at a higher than budgeted level, following the change in pricing structure in 2013-14 and an increase in the volume of suspensions requested.
Towaways / Removals	53	The unfavourable variance is due to a shortfall in receipts from fines of (£284k) compared to a budget of (£351k).
Expenditure and Other Receipts	(121)	A delay in the introduction of IT requirements has caused a delay in the co-location and the full implementation of the new Bi-borough staffing structure for the Parking Office. This is expected to cause an additional cost of around £30k per month until the end of September. This is offset by budgets of £100k for a CCTV enforcement vehicle and £100k for IT that are not

Activity Area	Variance £000s	Explanation & Action Plans
		expected to be used. There is also an underspend expected on the P&D machine maintenance contract
Total	(2,269)	

Table 3: Key Risks

Risk Description	Lower Limit £000s	Upper Limit £000s
Changes in legislation around CCTV parking enforcement	0	1,000
If there are further delays in co-locating the Parking office beyond mid 2014/15	0	180
Total	0	1,180

4. Comments from the Executive Director

The TTS Parking department is forecasting a favourable variance of £2,269k against a net budget of (£20,298k). Activity is broadly assumed to be in line with the previous year, but with an improvement in the payment rate for penalty charge notices and increases in the number and value of parking bay suspensions. Receipts in advance for suspensions that began in 2013-14 have also improved the forecasts.

APPENDIX 10: HOUSING REVENUE ACCOUNT

BUDGET REVENUE MONITORING REPORT – PERIOD 3

1. Variance by Departmental Division

Departmental Division	Revised Budget £000s	Variance Month 3 £000s	Variance Month 2 £000s
Finance and Resources	14,842	(95)	0
Housing Services	10,251	6	0
Commissioning and Quality Assurance	3,023	0	0
Property Services	2,078	(17)	0
Housing Repairs	13,359	86	0
Housing Income	(75,698)	13	0
Housing Options	402	(79)	0
HRA Central Costs	0	0	0
Adult Social Care	48	0	0
Regeneration	331	0	0
Safer Neighbourhoods	578	0	0
Housing Capital	27,864		0
(Contribution to)/ Appropriation From HRA General Reserve	(2,922)	(86)	0

2. Variance Analysis with Action Plans to Address Forecast Overspends/(underspends)

Departmental Division	Variance £000s	Explanation & Action Plans
Other	(86)	There are no individual divisional variances greater than £100k/(£100k).
Total	(86)	

Table 3: Key Risks

Risk Description	Lower Limit £000	Upper Limit £000
Advertising hoarding income: Building and Property Management advise that a shortfall is likely following delays in letting various sites due to a retendering process and other planning delays.	105	130
Total	105	130

Table 4: MTFs Progress (with explanations of schemes at red status)

Department	2014/2015 MTFS Target	On Track (Green)	In Progress (Amber)	Delayed/ At Risk (Red)
	£000s	£000s	£000s	£000s
Housing Revenue Account	3,299	3,299	0	0

Table 5 HRA General Reserve

	B/Fwd	Budgeted (Contribution to)/Appropriation from General Reserve	HRA Variance (Surplus)/ Deficit	Forecast C/F
	£000s	£000s	£000s	£000s
HRA General Reserve	(7,494)	(2,922)	(86)	(10,502)

6. Comments from the Executive Director

The Housing Revenue Account currently forecasts an under-spend of (£86k) for 2014/15, a movement of (£86k) from the CRM 2 position. The movement relates to a number of minor movements across several divisions.

The Council had a lease on two industrial units at 12 & 20 Mitre Bridge until June 2017. The units were previously sublet to Staying First until they vacated in September 2012. Unfortunately the Council has been unable to find permanent new tenants since that date, this was resulting in on-going net costs of approximately £68k per annum to the Housing Revenue Account until the expiry of the lease. Rather than continue to seek a new tenant for the unit at 20 Mitre Bridge, the Council agreed a reverse premium with the landlord to surrender the Council's lease as soon as possible for 20 Mitre Bridge, the £106k is the reverse premium being drawn down from the earmarked reserve.

A budget of £200k was set up in 2013/14 within an earmarked reserve to provide for the costs associated with permanently resolving the 12 & 20 Mitre Bridge lease issue. Negotiations are continuing on 12 Mitre Bridge.

The Council has received a challenge from Wilmot Dixon Partnerships to a procurement process. In September 2013, the stay which had prevented the Council from signing the proposed new Repairs and Maintenance contract with MITIE was lifted and this contract is now signed. However, the challenge to the procurement process remains and a court hearing will take place in July 2014. The Council continues to work on quantifying the extent of this claim.


APPENDIX 11 - VIREMENT REQUEST FORM

BUDGET REVENUE MONITORING REPORT – PERIOD 3

Details of Virement	Amount (£000)	Department
GENERAL FUND:		
Realign leisure budgets by increasing budgeted income from sports bookings customers and decreasing budgeted contribution from Wormwood Scrubs Charitable Trust (WSCT) towards Linford Christie Stadium running costs as agreed by WSCT committee in 2013/14.	39/(39)	ELRS
Review and merger of cost centres within Adult Learning and Skills Service	534/(534)	HRD
Review and merger of cost centres within Economic Development	229/(229)	HRD
Drawdown from 2014_15 Efficiency Delivery Reserve to fund shortfall in the IT Strategy saving.	100/(100)	FCS
Total General Fund Virements (Debits)	902	
HRA:		
Drawdown from HRA Commercial Property Lease reserve to fund the 20 Mitre Bridge lease surrender cost	106/(106)	HRA
Total HRA Virements (Debits)	106	

Departmental Name Abbreviations	
ELRS	Environmental, Leisure & Residents Services
HRD	Housing & Regeneration
FCS	Finance & Corporate Services
HRA	Housing Revenue Account

Agenda Item 6

 hammersmith & fulham	London Borough of Hammersmith & Fulham CABINET 6 OCTOBER 2014
CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2014/15 (FIRST QUARTER)	
Report of the Cabinet Member for Finance – Councillor Max Schmid	
Open Report	
Classification: For decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Jane West, Executive Director of Finance & Corporate Governance	
Report Author: Christopher Harris, Head of Corporate Accountancy and Capital	Contact Details: Tel: 0208 753 6440 Email: christopher.harris@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report provides a financial update on the Council's Capital Programme and seeks approval for technical budget variations as at the end of the first quarter, 2014/15. A net increase to the 2014/15 programme of £24.3m is proposed. These variations are wholly of a technical nature, either to adjust for programme slippage between financial years or to recognise external funding now confirmed.
- 1.2. A review of the various policies and strategies which comprise the overall capital programme is underway. A separate report to consider the approach to key discretionary aspects of the capital programme – including expenditure on the General Fund Mainstream programme and debt reduction – has been submitted to the Finance and Delivery Policy and Accountability Committee with a view that recommendations will be made to Cabinet in due course.
- 1.3. Although a revised Council policy position in respect of the disposal of housing voids is yet to be adopted, this report prudently assumes a significant reduction in the level of housing capital receipts. The Housing programme remains fully funded in 2014/15 through the use of reserved capital receipts. A review of resource options is underway for subsequent years.

2. RECOMMENDATIONS

- 2.1. That the proposed technical budget variations to the capital programme totalling £24.3m (summarised in Table 1 and detailed in Appendix 2) be approved.
- 2.2. That approval be given to the Council's policy to manage its VAT Partial Exemption position (para 8.2) for 2014/15 and 2015/16.

3. REASONS FOR DECISION

- 3.1. This report seeks revisions to the Capital Programme which require the approval of Cabinet in accordance with the Council's financial regulations.

4. CAPITAL PROGRAMME

- 4.1. The Council's capital programme as at the end of the first quarter 2014/15 – including proposed variations - is summarised in table 1 below. Further detail for each service can be found in Appendix 1. A full analysis of elements of the programme funded from internal Council resource is included in section 6.

Table 1 – LBHF Capital Programme 2014-18 with proposed 2014/15 Variations

	Original Budget 2014/15 £'000	Proposed Variations: Original Budget to Q1				Revised Budget 2014/15 (As at Q1) £'000	2014/15 Spend to Date £'000	Indicative Budgets			Total Budget (All years) £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/(Reductions)/Transfers £'000	Total Proposed Variations (Q1) £'000			2015/16 £'000	2016/17 £'000	2017/18 £'000	
CAPITAL EXPENDITURE											
Children's Services	38,316	16,787	-	7,719	24,506	62,822	5,690	4,791	100	-	67,713
Adult Social Care	1,971	568	(957)	473	84	2,055	152	1,407	450	450	4,362
Transport & Technical Services	7,236	5,515	-	1,198	6,713	13,949	390	7,155	7,231	7,231	35,566
Finance & Corporate Services	1,058	128	-	-	128	1,186	-	750	750	750	3,436
Environment, Leisure & Residents Services	700	1,614	-	-	1,614	2,314	171	692	500	500	4,006
Libraries	-	160	-	1,425	1,585	1,585	587	-	-	-	1,585
Sub-total (Non-Housing)	49,281	24,772	(957)	10,815	34,630	83,911	6,990	14,795	9,031	8,931	116,668
HRA Programme	48,391	4,370	(3,712)	400	1,058	49,449	2,268	49,068	45,937	45,438	189,892
Decent Neighbourhoods Programme	43,256	(460)	(13,095)	2,175	(11,380)	31,876	1,347	45,622	20,449	17,389	115,336
Sub-total (Housing)	91,647	3,910	(16,807)	2,575	(10,322)	81,325	3,615	94,690	66,386	62,827	305,228
Total Expenditure	140,928	28,682	(17,764)	13,390	24,308	165,236	10,605	109,485	75,417	71,758	421,896
CAPITAL FINANCING											
Specific/External Financing:											
Government/Public Body Grants	35,669	15,303	(1,119)	8,777	22,961	58,630	5,823	9,932	2,257	2,157	72,976
Contributions from Developers & Leaseholders (includes S106)	4,824	2,919	1,945	2,346	7,210	12,034	662	5,762	5,648	5,011	28,455
Other Specific Financing	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Specific Financing	40,493	18,222	826	11,123	30,171	70,664	6,485	15,694	7,905	7,168	101,431
Mainstream Financing (Internal):											
Capital Receipts - General Fund	13,218	6,076	-	(308)	5,768	18,986	505	6,503	6,230	6,230	37,949
Capital Receipts - Housing*	68,457	3,991	(20,715)	2,575	(14,149)	54,308	3,615	44,094	35,517	2,091	136,010
Revenue funding - General Fund	761	80	-	-	80	841	-	544	544	544	2,473
Revenue Funding - HRA	113	-	-	-	-	113	-	761	553	2,773	4,200
Major Repairs Reserve (MRR) [Housing]	17,886	-	2,125	-	2,125	20,011	-	16,751	18,877	19,124	74,763
Earmarked Reserves (Revenue)	-	313	-	-	313	313	-	-	-	-	313
Sub-total - Mainstream Funding	100,435	10,460	(18,590)	2,267	(5,863)	94,572	4,120	68,653	61,721	30,762	255,708
Borrowing	-	-	-	-	-	-	-	-	-	-	-
Funding to be identified	-	-	-	-	-	-	-	25,138	5,791	33,828	64,757
Total Capital Financing	140,928	28,682	(17,764)	13,390	24,308	165,236	10,605	109,485	75,417	71,758	421,896

*Capital Receipts include use of brought forward Housing receipts

- 4.2. A net variation to the 2014/15 programme of **£24.3m** is proposed, increasing total budgeted expenditure from **£140.9m** to **£165.2m**. Of the proposed net variation, £28.7m relates to slippages from the previous financial year. This is off-set by proposed slippage to future years of £17.8m, resulting in net slippage of £10.9m. The remaining £13.4m variation relates to growth in the programme where external sources of finance have now been confirmed or the recognition of cabinet decisions taken following the approval of the original capital programme in February 2014. The primary growth item is £7.7m in the Schools' Capital Programme following confirmation of Basic Needs Grant allocations for 2014/15. A detailed analysis of proposed variations for approval is included at Appendix 2.
- 4.3. All variations pertain to either slippage due to re-profiling, the recognition of external ring-fenced resource being granted to the Council or the reflection of cabinet decisions already taken. **There are no growth bids for internally resourced projects at this time.** As such, these adjustments should be considered technical in nature. Any strategic change to the programme, together with any potential re-allocation of resource, will be reflected in the programme as and when each area has been considered by officers and members over the coming months. A review of the various strategies which comprise the overall capital programme is underway.

5. GENERAL FUND DEBT REDUCTION

- 5.1. Since 2006 the Council has operated a strategy to reduce general fund debt using surplus capital receipts from the mainstream programme (see section 6). The current debt forecast is shown below:

Table 2 – Summary of General Fund Debt Reduction

	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m
Opening Capital Finance Requirement (CFR)	74.2	68.6	51.8	43.2
Revenue Repayment of Debt (MRP)	(1.2)	(1.0)	(0.3)	0.0
Application of Mainstream Programme (Surplus)	(4.3)	(15.8)	(8.3)	0.0
Closing Capital Finance Requirement (CFR)	68.6	51.8	43.2	43.2
<i>Related revenue savings assumed in MTFS</i>	<i>1.3</i>	<i>1.9</i>	<i>2.5</i>	<i>2.7</i>

- 5.2. The revenue savings associated with debt reduction - as assumed in the Medium Term Financial Strategy (MTFS) - are shown in the table above.
- 5.3. It should be noted that the Council achieves no revenue benefit from reducing CFR debt below £43.2m due to floor in the MRP formula (known as 'Adjustment A').

6. GENERAL FUND – MAINSTREAM PROGRAMME AND CAPITAL RECEIPTS

- 6.1. The General Fund mainstream programme cuts across the departmental programmes and represents schemes which are funded from internal Council resource – primarily capital receipts. It is effectively the area of the programme where the Council has the greatest discretion. The receipts available to the

mainstream programme come via the General Fund asset disposal strategy which sits as part of the Asset Management Plan. The mainstream programme is summarised in Table 3 below.

Table 3 – General Fund Mainstream Programme

	Original Budget 2014/15 £'000	Proposed Variations (Q1)	Revised Budget 2014/15 (As at Q1) £'000	2014/15 Spend to Date (Q1) £'000	Indicative Budget 2015/16 £'000	Indicative Budget 2016/17 £'000	Indicative Budget 2017/18 £'000	Total Budget (All years) £'000
Approved Expenditure								
Ad Hoc Schemes:								
Schools Organisation Strategy [CHS] (mainstream element)*	6,837	2,107	8,944	-	273	-	-	9,217
Grants To Social Landlords (Hostel Improvement) [ASC]	60	-	60	30	-	-	-	60
Fulham Cemetery (Porta Cabins)	-	85	85	-	-	-	-	85
Rolling Programmes:								
Disabled Facilities Grant [ASC]	450	-	450	-	450	450	450	1,800
Planned Maintenance/DDA Programme [TTS]	2,500	3,714	6,214	156	2,500	2,500	2,500	13,714
Footways and Carriageways [TTS]	2,030	-	2,030	231	2,030	2,030	2,030	8,120
Controlled Parking Zones [TTS]	275	61	336	-	275	275	275	1,161
Column Replacement [TTS]	269	19	288	-	269	269	269	1,095
Contribution to Invest to Save Fund [FCS]	750	-	750	-	750	750	750	3,000
Parks Programme [ELRS]	500	170	670	170	500	500	500	2,170
Total Mainstream Programmes	13,671	6,156	19,827	587	7,047	6,774	6,774	40,422
Available and Approved Resource								
Capital Receipts (total available)	22,676	658	23,334	3,916	22,329	19,699	6,259	71,622
General Fund Revenue Account	761	80	841	-	544	544	544	2,473
Available Mainstream Resource	23,437	738	24,175	3,916	22,873	20,243	6,803	74,095
In-year surplus/(deficit)	9,766		4,348		15,826	13,469	29	
Surplus/(deficit) brought-forward	-		-		4,348	20,174	33,644	
Surplus/(deficit) carried forward	9,766		4,348		20,174	33,644	33,673	

*Queensmill redevelopment using Earls Court receipt, £9m of which has been ring-fenced for this purpose

- 6.2. A net variation to the 2014/15 mainstream programme of **£6.2m** is proposed, increasing total budgeted expenditure from **£13.7m** to **£19.8m**. This variation is captured as part of wider variations to the programme requested at para 4.2. All variations relate to slippage from the prior year and **there is no proposed growth to the overall programme**.
- 6.3. Forecast capital receipts for the year have increased by **£0.7m** to **£24.2m**. As at the end of the first quarter, **£3.9m** of receipts had been received. A summary of forecast receipts by year is included at Appendix 3.
- 6.4. As at the end of the first quarter, **£1.6m** of deferred disposal costs have been accrued in respect of anticipated General Fund disposals. These costs are netted against the receipt when received (subject to certain restrictions). In the event that a sale does not proceed these costs must be written back to revenue.
- 6.5. The mainstream programme is currently showing an overall forecast surplus in 2014/15 of **£4.3m**. Over the next four years the programme is forecast to be in surplus by **£33.7m**. The surplus currently underpins the debt reduction forecast.

7. OTHER PROGRAMMES

7.1. Housing Capital Programme

7.1.1 The Decent Neighbourhoods Fund contains the Council's Housing Capital Receipts which in accordance with the change in capital regulations, effective from 1 April 2013 must be used for Housing or Regeneration purposes and shows how the Council plans to reinvest those receipts in Housing and Regeneration.

7.1.2 The new administration is currently reviewing financing options, investment priorities and funding for the Decent Neighbourhoods Fund as part of the review of the Council's Housing Strategy and HRA Financial Strategy.

7.1.3 Although a revised Council policy position in respect of the disposal of housing voids is yet to be adopted, the table below prudently assumes a substantial reduction in Housing Capital Receipts. The receipts projected below are primarily from staircasing of Discount Market Sale homes and the sale of licences to leaseholders.

Table 4 – Housing Capital Programme 2014-18

	Original Budget 2014/15 £'000	Proposed Variations Q1 £'000	Revised Budget 2014/15 (Q1) £'000	Spend to Date £'000	Indicative Budget 2015/16 £'000	Indicative 2016/17 Budget £'000	Indicative 2017/18 Budget £'000
Approved Expenditure							
Decent Neighbourhood Schemes	43,256	(11,380)	31,876	1,347	45,622	20,449	17,389
HRA Schemes	48,391	1,058	49,449	2,268	49,068	45,937	45,438
Total Housing Programme - Approved Expenditure	91,647	(10,322)	81,325	3,615	94,690	66,386	62,827
Available and Approved Resource							
Capital Receipts	40,000	(21,988)	18,012	3,615	6,000	6,000	6,000
Sale of new build homes	1,800	136	1,936		11,315	20,202	
Earls Court Land Receipts						13,408	
Housing Revenue Account (revenue funding)	113	-	113		761	553	2,773
Major Repairs Reserve (MRR)	17,886	2,125	20,011		16,751	18,877	19,124
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)	4,624	1,945	6,569		5,570	5,648	5,011
Capital Grants and Contributions from GLA Bodies	567	(243)	324	0	2,376	0	
Use of Reserves		-	-				
Total Available Forecast Resource	64,990	(18,025)	46,965	3,615	42,773	64,688	32,908
In-year surplus/(deficit)	(26,657)	(7,703)	(34,360)		(51,917)	(1,698)	(29,919)
Surplus/(deficit) brought-forward	59,200	11,478	70,678		36,318	(15,599)	(17,297)
Surplus/(deficit) carried forward*	32,543	3,775	36,318		(15,599)	(17,297)	(47,216)
<i>*Earmarked from above to cover Earls Court Cost of Disposal & 1-4-1 Replacement under RTB agreement</i>		4,774	4,774		9,539	13,632	17,541
Surplus/(Deficit) after earmarked resources			31,544		(25,138)	(30,929)	(64,757)

7.1.4 The 2014/15 Decent Neighbourhoods Capital Programme remains fully funded through the use of reserved capital receipts. The strategy for future years is under review as part of the review of the Council's Housing Strategy and HRA Financial Strategy.

7.2. Schools Programme

7.2.1 This report seeks to increase the overall schools capital programme budget by £7.7m following confirmation of external, ring-fenced government funding (captured through the variation request at 4.2). The specific allocation of this money will be the subject of a future report (the Schools' Organisation Strategy) to be put to Cabinet by the Executive Director of Children's Services in the Autumn.

7.3. Community Infrastructure Programme

7.3.1 The Community Infrastructure Board administers S106 monies and the Community Infrastructure Levy - due to come on line this year - and makes periodic recommendations to Cabinet concerning the allocation of these funds. These allocations currently cut across departmental programmes. This report does not include variations to this programme, a review of which is underway.

8. VAT IMPLICATIONS

8.1. The capital programme has a significant impact on the Council's VAT partial exemption position and thus its ability to reclaim VAT relating to exempt activity. Not all capital projects generate exempt activity, but due to the value of expenditure, any projects that do, significantly contribute to the position. The Council breached its limit in 2013/14 and is projecting for the breach to continue in 2014/15. The Lyric Theatre capital project has been the cause of the breach. The Council notified the HMRC of the prospective breach in 2013, and gained the available mitigation for this one-off breach to be allowed. In order, for the mitigation to remain valid, the Council must manage its position over the medium term to ensure that exempt VAT generated remains within agreed limits. An additional breach or failure to manage the position within the terms agreed with HMRC would lead to the Council being unable to reclaim any VAT relating to exempt activity in the year of the breach, which would represent a cost of approximately £3m.

8.2. The Council implemented a VAT policy to aid the management of the Partial Exemption position in 2013/14. The policy, updated for 2014/15, is detailed below and it is recommended its approval is reconfirmed:

- Projects should be 'opted-to-tax' where this option is available and is of no financial disadvantage to the Council.
- If an option-to tax is unavailable it is advised that any avoidable, new projects in 14/15 incurring exempt VAT are deferred for the present time.
- New or re-profiled projects planned for 15/16 and beyond incurring exempt VAT must be agreed with the Corporate VAT team.
- In all cases the VAT team should be consulted in advance in order that the forecasts can be updated and re-checked against limits.

9. EQUALITY IMPLICATIONS

- 9.1. There are no direct equalities implications in relation to this report.
- 9.2. Implications verified/completed by: David Bennett, Head of Change Delivery (Acting) - 020 7361 1628.

10. LEGAL IMPLICATIONS

- 10.1. There are no direct legal implications in relation to this report.
- 10.2. Implications verified/completed by: David Walker, Head of Commercial (Bi-Borough) 020 7361 2211.

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1. This report is wholly of a finance nature.

12. RISK MANAGEMENT

- 12.1. Large scale capital projects can operate in environments which are complex, turbulent and continually evolving. Effective risk identification and control within such a dynamic environment is more than just populating a project risk register or appointing a project risk officer. Amplifying the known risks so that they are not hidden or ignored, demystifying the complex risks into their more manageable sum of parts and anticipating the slow emerging risks which have the ability to escalate rapidly are all necessary components of good capital programme risk management.
- 12.2. Major capital projects can significantly enhance value based on how well they are executed. Considering their high impact nature, the levels of oversight, governance, risk management and assurance need to be in place. For this the standards for the Council are set out in the financial regulations and scheme of delegation along with the key controls. A clearly defined enterprise wide risk management framework is now established across Tri-borough which considers all relevant risk classes and provides a common definition and approach to risk management. This will ensure that a common language and understanding is secured. Capital projects form part of the Strategic Tri-borough risks and monitoring of the programme is noted as a key mitigating action.
- 12.3. Implications completed by: Michael Sloniowski, Bi-borough Risk Manager ext. 2587

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1. There are no direct equalities implications in relation to this report.

13.2. Implications verified/completed by: Alan Parry, Bi-borough Procurement Consultant - 020 7361 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.	Capital Budget Monitoring Documents	Christopher Harris tel. 6440	Finance Dept., 2 nd Floor, Town Hall Extension

LIST OF APPENDICES:

Appendix 1 – Detailed Capital Budgets, Spend and Variation analysis by Service

Appendix 2 – Analysis of Budget Variations

Appendix 3 – Capital Receipts Forecast

Appendix 1 – Detailed Capital Budget, Spend and Variation Analysis by Service

Children's Services	Current Year Programme							Indicative Future Years		
	Original Budget 2014/15 £'000	Analysis of Movements (Original budget to Q1)				Revised Budget 2014/15 (Q1) £'000	Spend to Date £'000	2015/16 Budget £'000	2016/17 Budget £'000	2017/18 Budget £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/(Reductions)/ Transfers £'000	Total Transfers/ Virements £'000					
Scheme Expenditure Summary										
Lyric Theatre Development	3,991	2,791		(19)	2,772	6,763	1,895	212		
Devolved Capital to Schools					-	-	(24)			
Schools Organisational Strategy	34,325	13,409		7,738	21,147	55,472	3,807	4,579	100	
Other Capital Schemes		587			587	587	12			
Total Expenditure	38,316	16,787	-	7,719	24,506	62,822	5,690	4,791	100	-
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government	27,705	11,980		7,719	19,699	47,404	3,795	4,325	100	
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)					-	-				
Capital Grants/Contributions from Non-departmental Capital Grants and Contributions from GLA Bodies	3,774	2,700			2,700	6,474	1,895	193		
Sub-total - Specific or Other Financing	31,479	14,680	-	7,719	22,399	53,878	5,690	4,518	100	-
Mainstream Financing (Internal Council)										
Capital Receipts	6,620	2,107			2,107	8,727		273		
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)	217				-	217				
Use of Reserves					-	-				
Sub-total - Mainstream Funding	6,837	2,107	-	-	2,107	8,944	-	273	-	-
Borrowing										
Total Capital Financing	38,316	16,787	-	7,719	24,506	62,822	5,690	4,791	100	-

Adult Social Care Services	Current Year Programme							Indicative Future Years		
	Original Budget 2014/15 £'000	Analysis of Movements (Original budget to Q1)				Revised Budget 2014/15 (Q1) £'000	Expenditure to Date £'000	2015/16 Budget £'000	2016/17 Budget £'000	2017/18 Budget £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/(Reductions)/ Transfers £'000	Total Transfers/ Virements £'000					
Scheme Expenditure Summary										
Extra Care New Build project (Adults' Personal Social Services Grant)	957		(957)		(957)	-		957		
Grants To Social Landlords (Hostel Improvement)	60				-	60	30			
Adult Social Care IT		16			16	16				
Community Capacity Grant	504	227			227	731	10			
White City Collaborative Care project		254			254	254				
Disabled Facilities Grant	450	71		473	544	994	112	450	450	450
Total Expenditure	1,971	568	(957)	473	84	2,055	152	1,407	450	450
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government	1,461	314	(957)	473	170	1,291	122	957		
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)					-	-				
Capital Grants/Contributions from Non-Capital Grants and Contributions from GLA					-	-				
Sub-total - Specific or Other Financing	1,461	314	- 957	473	170	1,291	122	957	-	-
Mainstream Financing (Internal Council)										
Capital Receipts	510				-	510	30	450	450	450
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)					-	-				
Use of Reserves		254			254	254				
Sub-total - Mainstream Funding	510	254	-	-	254	764	30	450	450	450
Borrowing										
Total Capital Financing	1,971	568	(957)	473	84	2,055	152	1,407	450	450

Appendix 1 – Detailed Capital Budget, Spend and Variation Analysis by Service (cont.)

Transport and Technical Services	Current Year Programme							Indicative Future Years		
	Original Budget 2014/15 £'000	Analysis of Movements (Original budget to Q1)				Revised Budget 2014/15 (Q1) £'000	Spend to Date £'000	2015/16 Budget £'000	2016/17 Budget £'000	2017/18 Budget £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) / Transfers £'000	Total Transfers/ Virements £'000					
Scheme Expenditure Summary										
Planned Maintenance/DDA Programme	2,500	3,714			3,714	6,214	156	2,500	2,500	2,500
Footways and Carriageways	2,030	0			-	2,030	231	2,030	2,030	2,030
Transport For London Schemes	2,162	207		585	792	2,954	(201)	2,081	2,157	2,157
Controlled Parking Zones	275	61			61	336	0	275	275	275
Column Replacement	269	19			19	288	0	269	269	269
Other Capital Schemes	0	1,514		613	2,127	2,127	204			
Total Expenditure	7,236	5,515	-	1,198	6,713	13,949	390	7,155	7,231	7,231
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government					-	-				
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)		1,514		613	2,127	2,127	(8)			
Capital Grants/Contributions from Non-Capital Grants and Contributions from GLA Bodies	2,162	207		585	792	2,954	(201)	2,081	2,157	2,157
Sub-total - Specific or Other Financing	2,162	1,721	-	1,198	2,919	5,081	3	2,081	2,157	2,157
Mainstream Financing (Internal Council)										
Capital Receipts	4,530	3,714			3,714	8,244	387	4,530	4,530	4,530
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)	544	80			80	624		544	544	544
Use of Reserves					-	-				
Sub-total - Mainstream Funding	5,074	3,794	-	-	3,794	8,868	387	5,074	5,074	5,074
Borrowing										
Total Capital Financing	7,236	5,515	-	1,198	6,713	13,949	390	7,155	7,231	7,231
Finance & Corporate Governance										
Scheme Expenditure Summary										
Relocation of HAFAD to Edward Woods Community Centre and Related Refurbishment	308	128			128	436				
Contribution to Invest to Save Fund	750				-	750		750	750	750
Total Expenditure	1,058	128	-	-	128	1,186	-	750	750	750
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government					-	-				
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)		128		308	436	436				
Capital Grants/Contributions from Non-Capital Grants and Contributions from GLA Bodies					-	-				
Sub-total - Specific or Other Financing	-	128	-	308	436	436	-	-	-	-
Mainstream Financing (Internal Council)										
Capital Receipts	1,058			(308)	308	750		750	750	750
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)					-	-				
Use of Reserves					-	-				
Sub-total - Mainstream Funding	1,058	-	-	(308)	308	750	-	750	750	750
Borrowing										
Total Capital Financing	1,058	128	-	-	128	1,186	-	750	750	750

Appendix 1 – Detailed Capital Budget, Spend and Variation Analysis by Service (cont.)

Environment, Leisure and Residents Services	Current Year Programme						Indicative Future Years			
	Original Budget 2014/15 £'000	Analysis of Movements (Original budget to Q1)				Revised Budget 2014/15 £'000	Spend to Date £'000	2015/16 Budget £'000	2016/17 Budget £'000	2017/18 Budget £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) / Transfers £'000	Total Transfers/ Virements £'000					
Scheme Expenditure Summary										
Parks Expenditure	500	437			437	937	170	500	500	500
Bishops Park		97			97	97				
Shepherds Bush Common Improvements		750			750	750	1			
Recycling		19			19	19				
CCTV	200	79			79	279	1	192		
Fulham Cemetery (Porta Cabin Facility)		85			85	85				
Linford Christie Stadium Refurbishment		147			147	147				
Total Expenditure	700	1,614	-	-	1,614	2,314	171	692	500	500
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government					-	-				
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)	200	1,117			1,117	1,317	83	192		
Capital Grants/Contributions from Non-Capital Grants and Contributions from GLA Bodies		183			183	183				
Sub-total - Specific or Other Financing	200	1,300	-	-	1,300	1,500	83	192	-	-
Mainstream Financing (Internal Council)										
Capital Receipts	500	255			255	755	88	500	500	500
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)					-	-				
Use of Reserves		59			59	59				
Sub-total - Mainstream Funding	500	314	-	-	314	814	88	500	500	500
Borrowing										
Total Capital Financing	700	1,614	-	-	1,614	2,314	171	692	500	500

Libraries Services	Current Year Programme						Indicative Future Years			
	Original Budget 2014/15 £'000	Analysis of Movements (Original budget to Q1)				Revised Budget 2014/15 £'000	Spend to Date £'000	2015/16 Budget £'000	2016/17 Budget £'000	2017/18 Budget £'000
		Slippages to/from 13/14 £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) / Transfers £'000	Total Transfers/ Virements £'000					
Scheme Expenditure Summary										
Hammersmith Library Refurbishment Project		160		1,425	1,585	1,585	587			
Total Expenditure	-	160	-	1,425	1,585	1,585	587	-	-	-
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government					-	-				
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)		160		1,425	1,585	1,585	587			
Capital Grants/Contributions from Non-Capital Grants and Contributions from GLA Bodies					-	-				
Sub-total - Specific or Other Financing	-	160	-	1,425	1,585	1,585	587	-	-	-
Mainstream Financing (Internal Council)										
Capital Receipts					-	-				
Housing Revenue Account (revenue funding)					-	-				
Major Repairs Reserve (MRR) / Major Repairs					-	-				
General Fund Revenue Account (revenue funding)					-	-				
Use of Reserves					-	-				
Sub-total - Mainstream Funding	-	-	-	-	-	-	-	-	-	-
Borrowing										
Total Capital Financing	-	160	-	1,425	1,585	1,585	587	-	-	-

Appendix 1 – Detailed Capital Budget, Spend and Variation Analysis by Service (cont.)

Housing Capital Programme	Current Year Programme					Indicative Future Years Analysis				
	Original Budget 2014/15	Analysis of Movements (Original budget to Q1)			Revised Budget 2014/15 (Q1)	Spend to Date	2015/16 Budget	2016/17 Budget	2017/18 Budget	
		Slippages to/from 13/14	Slippages from/(to) future years	Additions/ (Reductions) / Transfers						Total Transfers/ Virements
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Scheme Expenditure Summary										
HRA Schemes:										
Supply Initiatives (Major Voids)	1,521	300	(321)	2,000	1,979	3,500	0	1,821	1,000	1,000
Energy Schemes	2,213	633	125	0	758	2,971	376	3,391	3,566	3,430
Lift Schemes	5,977	254	0	(548)	(294)	5,683	516	5,868	5,813	5,800
Internal Modernisation	2,610	0	500	889	1,389	3,999	0	3,551	3,600	3,500
Major Refurbishments	6,206	1,864	(420)	(58)	1,386	7,592	714	6,220	13,028	23,668
Planned Maintenance Framework	19,848	-2,028	(2,714)	(250)	(4,992)	14,856	284	20,257	10,914	0
Minor Programmes	8,966	2,419	(882)	(691)	846	9,812	34	7,795	6,966	6,990
Decent Homes Partnering	0	0	0	1,200	1,200	1,200	15	0	0	0
ASC/ELRS Managed	1,050	129	0	0	129	1,179	329	1,050	1,050	1,050
Rephasing & Reprogramming	0	799	0	(2,142)	(1,343)	(1,343)	0	(885)	0	0
Subtotal HRA	48,391	4,370	(3,712)	400	1,058	49,449	2,268	49,068	45,937	45,438
Decent Neighbourhood Schemes:										
HRA Debt Repayment	2,414				-	2,414	0	13,020	5,866	6,150
Earls Court Buy Back Costs	21,743		(9,421)		(9,421)	12,322	0	9,805	10,444	8,330
Earls Court Project Team Costs	3,639		135		135	3,774	408	3,765	3,093	2,909
Housing Development Project	12,041	(460)	(3,809)		(4,269)	7,772	905	18,317	2,346	0
Other DNP projects	3,419			2,175	2,175	5,594	34	715	(1,300)	0
Subtotal Decent Neighbourhoods	43,256	(460)	(13,095)	2,175	(11,380)	31,876	1,347	45,622	20,449	17,389
Total Expenditure	91,647	3,910	(16,807)	2,575	(10,322)	81,325	3,615	94,690	66,386	62,827
Capital Financing Summary										
Specific/External or Other Financing										
Capital Grants from Central Government					-	-				
Grants and Contributions from Private Developers and leaseholders, etc. (includes S106)	4,624		1,945		1,945	6,569		5,570	5,648	5,011
Capital Grants/Contributions from Non-departmental Capital Grants and Contributions from GLA Bodies	567	(81)	(162)		(243)	324		2,376	0	0
Sub-total - Specific or Other Financing	5,191	(81)	1,783	0	1,702	6,893	-	7,946	5,648	5,011
Mainstream Financing (Internal Council Resource)										
Capital Receipts	68,457	3,991	(20,715)	2,575	(14,149)	54,308	3,615	44,094	35,517	2,091
Housing Revenue Account (revenue funding)	113		0		-	113		761	553	2,773
Major Repairs Reserve (MRR) / Major Repairs	17,886		2,125		2,125	20,011		16,751	18,877	19,124
General Fund Revenue Account (revenue funding)					-	-		0	0	0
Use of Reserves					-	-		0	0	0
Sub-total - Mainstream Funding	86,456	3,991	(18,590)	2,575	(12,024)	74,432	3,615	61,606	54,947	23,988
Borrowing					-	-				
Funding to be identified/agreed								25,138	5,791	33,828
Total Capital Financing	91,647	3,910	(16,807)	2,575	(10,322)	81,325	3,615	94,690	66,386	62,827

Appendix 2 – Analysis of Budget Variations


Variation by Service	Amount £'000
Children's Services	
Lyric Theatre Development – programme slippage from prior year	2,791
School's Organisation Strategy - programme slippage from prior year	13,409
Programme slippage in respect of other capital schemes	587
School's Organisation Strategy – additions to programme following confirmation of external forward year funding.	7,738
Other adjustments	(19)
Total CHS variations	24,506
Adult Social Care	
Adult Social Care IT - programme slippage from prior year	16
Community Capacity Grant - programme slippage from prior year	227
White City Collaborative Care project - programme slippage from prior year	254
Disabled Facilities Grant - programme slippage from prior year	71
Extra Care New Build project (Adults' Personal Social Services Grant)- programme expected to slip into 2015/16	(957)
Disabled Facilities Grant – addition to programme following confirmation of external funding.	473
Total ASC variations	84
Transport and Technical Services	
Planned Maintenance/DDA Programme -programme slippage from prior year	3,714
Transport For London Schemes -£207k programme slippage from prior year plus additional external TFL funding for 2014/15 of £585k	792
Controlled Parking Zones -programme slippage from prior year	61
Column Replacement -programme slippage from prior year	19
Other Capital Schemes -£1.5m programme slippage from prior year plus £613k of additional external funding for 2014/15	2,127
Total TTS variations	6,713
Finance and Corporate Services	
Refurbishment of Edward Woods Community Centre - programme slippage from prior year.	128
Refurbishment of Edward Woods Community Centre – funding transfer: S106 monies (now agreed for this project) to replace use of general capital receipts - £308k	nil
Total FCS variations	128
Environment, Leisure and Residents Services	
Parks Expenditure -programme slippage from prior year	437
Bishops Park -programme slippage from prior year	97
Shepherds Bush Common Improvements -programme slippage from prior year	750
Recycling -programme slippage from prior year	19
Linford Christie Stadium Refurbishment- programme slippage from prior year	147
Porta Cabin Facility -programme slippage from prior year	85
CCTV- programme slippage from prior year	79
Total ELRS variations	1,614
Libraries	
Hammersmith Library Refurbishment – programme slippage from prior year	160
Hammersmith Library Refurbishment – programme addition following confirmation of S106 funds – this expenditure has previously been agreed by a separate cabinet report but is now recognised in the programme further to confirmation of funds.	1,425
Total Libraries variations	1,585

Appendix 2 – Analysis of Budget Variations cont.

Housing Capital Programme	
Net slippage on HRA programmes to and from previous/future years due to rephrasing of works.	658
Addition to programming following confirmation of external funding from Decent Homes Partnering.	400
Decent Neighbourhoods/Earls Court – Reduction to 14/15 funding programme due to reduction of the number of buybacks from 45 units to 24 units due to review of project.	(9,421)
Earls Court Project Team Costs – re-profiling of spend from future years	135
Housing Development Project – Slippage in delivery of programme due to change of contractor from Wilmot Dixon, and reprocurring of project	(4,269)
Recognition in programme of increase in 3 HEIP schemes as approved by Cabinet in January 2014	2,175
Total Housing variations	(10,322)

Appendix 3 – General Fund – Forecast Capital Receipts

Financial year	Previous Forecast	Movement/Slippage	Forecast Outturn at Quarter 1	Deposit received as @ P3	Full sales proceeds @ P3	Deferred Costs of Disposal reserved
	£'000	£'000	£'000	£'000	£'000	£'000
2014/15						
Total 2014/15	23,655	(321)	23,334	876	3,916	607
2015/16						
Total 2015/16	25,329	(3,000)	22,329	250	0	898
2016/17						
Total 2016/17	18,699	1,000	19,699	0	0	82
2017/18						
Total 2017/18	6,259	0	6,259	0	0	0
Total All Years	73,943	(2,321)	71,622	1,126	3,916	1,587

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">6 OCTOBER 2014</p>
<p>CHILDREN AND FAMILIES ACT: IMPLEMENTATION PLAN</p>	
<p>Report of the Cabinet Member for Children and Education – Councillor Sue Macmillan</p>	
<p>Open Report</p>	
<p>Classification - For Decision Key Decision: - Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Andrew Christie, Tri-Borough Executive Director of Children’s Services</p>	
<p>Report Author: Ian Heggs, Tri-borough Director of Schools</p>	<p>Contact Details: Tel: 020 7745 6458 E-mail: ian.heggs@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This paper outlines the principles of the initial eligibility guidelines for young people with special educational needs that have been developed and used as a working document as a result of the Children and Families Act, which comes into effect from September 2014.
- 1.2. The paper recommends that Cabinet approves the initial eligibility guidelines to be formally implemented for the academic year 2014/15 and then reviewed with parents and other stakeholders throughout the first year of operation.

Why are we implementing these initial guidelines?

- 1.3. The Children and Families Act requires Education, Health and Social Care services to work more closely together and undertake a combined assessment process for young people with complex needs. This assessment process will result in a combined Education, Health and Care plan that will, in effect, replace current 'Statements' of special educational need.

What have we done?

- 1.4. As part of our preparation for the implementation of the Act, we have reviewed the systems and processes used within the Special Educational Needs Service. This process has required a review of the eligibility guidelines and the processes for assessment for Special Educational Needs to ensure that they meet the requirements of the new Act.
- 1.5. The initial guidelines (Appendix A) will be implemented in line with the Children and Families Act to guide our decision making process under the new system. However, each case will be judged on its merits on the basis of the child's / young person's needs.

Who do these guidelines apply to?

- 1.6. The government has stated that **all young people who currently have statements of SEN will be entitled to transfer to an Education Health and Care Plan**. There is four-year period of transition for this to take place and, during this period, statements of SEN will continue to have the same legal status as they do currently. This entitlement to transfer to an Education, Health and Care Plan means that **only children and young people who are new to the system will be subject to the revised eligibility guidelines**.

How will we review the effectiveness of these guidelines?

- 1.7. During the next 12 months we will work closely with parents, Parent Representative Groups and the Hammersmith and Fulham Children's and Education Policy and Accountability Committee to review the effectiveness of the initial guidelines and will consider amendments as required. This process will start following the implementation of the initial guidelines for a six month period.

2. RECOMMENDATION

- 2.1. That approval be given to the initial eligibility guidelines for formal implementation for the academic year 2014/15 as set out in this report.

3. CONTEXT

National Legislation and the SEN Service

- 3.1. The Children and Families Act requires Education, Health and Social Care services to work more closely together and undertake a combined assessment process for young people with complex needs. This assessment process will result in a combined Education, Health and Care plan that will replace current 'Statements' of special educational need.
- 3.2. As part of our preparation for the implementation of the Act, we have reviewed the systems and processes used within the Special Educational Needs Service. This process has required a review of the eligibility guidelines for Special Educational Needs to ensure that they meet the requirements of the new Act. We have been unable to finalise the guidelines until now, as we have been awaiting the final SEN Code of Practice which was published in June 2014.
- 3.3. The principles of the new legislation are based on working more closely with parents throughout the assessment process so that the final Education Health and Care Plan is a result of 'co-production' and that support is provided to achieve jointly developed and agreed outcomes for the young person.
- 3.4. As a result, where assessment was previously considered a broadly administrative process, it will now require a more in depth and detailed approach to produce each young person's plan. We are therefore working on developing future assessment models on the basis that we will concentrate our focus on those children with the most complex needs, while ensuring that support provided in mainstream schools is robust and able to support those who have less complex needs and do not require an Education Health and Care Plan. More detail on the rationale behind this approach is provided in section 5 of this paper.

Changes to school funding – High Needs Block

- 3.5. The principles underpinning the new legislation are;
 - greater involvement of parents/carers in decision-making about a child's plan and;
 - transparency and accountability for the deployment of resources (notional budget) to support a child or young person achieve specified outcomes using resources detailed in the schools Local Offer
- 3.6. The local authority is keen to support schools in having a well-resourced Local Offer to meet children's additional learning needs. The approach that is being taken with regards to High Needs Funding is based on the premise that the majority of children can have their needs met in mainstream schools from available resources and that provision for the children with complex needs such that they have an Education, Health and Care Plans will be funded through a relatively small additional top-up.
- 3.7. Therefore, since April 2014, there has been a slightly different approach to the distribution of High Needs Funding to schools, ensuring that a genuine High Needs Block top-up model is operational for mainstream schools, with the Local Authority

making only making payments for provision over and above the notional £6,000 SEN budget. Please see Appendix B for a diagram which demonstrates this approach.

- 3.8. This approach will ensure that we have identified the required resources for a robust local offer within mainstream schools, to support those young people with special educational needs that are not severe and complex. This will therefore manage expectations and potential strain on High Needs Block – allowing additional support, provided via Education Health and Care Plans, to be focused on those with most complex needs.

4. PRINCIPLES OF THE NEW GUIDELINES

Who do the guidelines apply to?

- 4.1. The guidelines have been written in accordance with paragraph 9:16 of the Special Educational Needs Code of Practice 2014 which provides:

“Local authorities may develop criteria as guidelines to help them decide when it is necessary to carry out an EHC needs assessment (and following assessment, to decide whether it is necessary to issue an EHC plan). However, local authorities must be prepared to depart from those criteria where there is a compelling reason to do so in any particular case and demonstrate their willingness to do so where individual circumstances warrant such a departure. Local authorities must not apply a ‘blanket’ policy to particular groups of children or certain types of need, as this would prevent the consideration of a child’s or young person’s needs individually and on their merits”.

- 4.2. The guidelines apply when considering requests for EHC Assessments. They do not apply to those children and young people with existing Statements of Special Educational Needs or Learning Disability Assessments at 1 September 2014.

Why are we implementing the guidelines?

- 4.3. The guidelines have been produced to assist the Local Authority in deciding whether it is necessary for the Local Authority to initiate an Education, Health and Care Assessment. In addition to the guidelines, all requests for an EHC Assessment will be considered on an individual basis considering some or all of the following:

- The views and evidence submitted by parents/carers
- Where applicable, the views and evidence submitted by the young person¹
- The evidence presented by the educational setting
- The evidence presented by professionals
- Any other relevant body with information about the child/young person

¹ The term ‘young person’ refers to those aged 16-25 who are more experienced and able to make decisions for themselves. In this instance, the young person will be the main point of consultation.

Who can make a request for an EHC Assessment?

- 4.4. A request for an Education, Health and Care assessment for a child or young person aged 0-25 years and with special educational needs and/or disabilities can be made by:
- The child's² parent
 - A young person aged 16-25 years
 - A person acting on behalf of a school or post 16 institution
 - Children and young people under 19 in youth custodial establishments have the right to request assessment for an EHC Plan.
- 4.5. Following a request for an EHC needs assessment, or the child having otherwise been brought to its' attention, the Local Authority must determine whether an EHC needs assessment is necessary.
- 4.6. The Local Authority must make this decision and communicate the decision to the child's parent within six weeks of receiving the request.

Considering a Request for an EHC Assessment – The Legal Context

- 4.7. The Children and Families Act defines whether a child/young person has special educational needs and requires an Education, Health and Social Care Assessment.
- 4.8. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.
- 4.9. A child of compulsory school age has a learning difficulty if he or she:
- Has a significantly greater difficulty in learning than the majority of others of the same age or
 - Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 provision
- 4.10. A child of under compulsory school age has special educational needs if he or she is likely to fall within the definition above when he/she reaches compulsory school age or would do if special educational provision was not made for him/her.
- 4.11. In some exceptional circumstances, it may be possible for a combination of less severe special educational needs to have a cumulative effect on a child's educational progress. An EHC Assessment will be considered if the cumulative

² The term 'children' refers to those aged 0-16 who do not have the maturity and understanding to make important decisions for themselves. In this instance, parents will be the main point of consultation.

effect may call for special provision which cannot reasonably be provided within the resources normally available to mainstream settings

- 4.12. The four broad categories of needs as set out in the SEND Code of Practice 2014 form the basis for decision-making:
- Speech, language and communication
 - Cognition and learning
 - Social, emotional mental health
 - Physical, sensory medical
- 4.13. In each of these areas the borough has produced guidelines to identify the significance of a child's difficulty and to identify whether there needs can be met through the resources that are available to mainstream school. The questions have been designed by professionals and they act as a guide only in deciding whether or not an EHC Assessment is necessary. The guidelines for each area will be completed by parents, the educational setting and professionals to identify the significance of the child's difficulties.
- 4.14. For each area of difficulty the child's parents/school/professional score the severity of the child's presenting difficulties. If the child reaches a certain score, the Council can use this information to determine whether the child's needs are significant to meet the criteria for an EHC Assessment. It is important to state that the guidelines are not a diagnostic tool and are simply used to weigh how the child's difficulties are reported to impact on their education. In addition to the guidelines the local authority will also consider the information which is gathered as part of the EHC Request for an Assessment process.
- 4.15. For reference, a full copy of the revised SEN Eligibility Guidelines is attached to this document at Appendix A.

5. EXPECTED IMPACT OF THE NEW GUIDELINES

- 5.1. The government has stated that **all young people who currently have statements of SEN will be entitled to transfer to an Education Health and Care Plan**. There is four-year period of transition for this to take place and, during this period, statements of SEN will continue to have the same legal status as they do currently. This entitlement to transfer to and Education, Health and Care Plan means that **only children and young people who are new to the system will be subject to the new eligibility guidelines**.
- 5.2. We will be converting statements of SEN throughout the four-year transition period. Given our aim to undertake conversions using the principles of the new Act (i.e. person-centred and outcome focused) and given the capacity of the SEN Team our approach will be to convert every child's statement of SEN during the year prior to changing Key Stage phase. The number of young people that will have their statement converted each year is outlined below, broken down by year group:

5.3.

2014/15		2015/16		2016/17	
Year Group	Total	Year Group	Total	Year Group	Total
Nursery	11	Nursery	0	Nursery	0
Year 2	55	Year 1	43	Reception	26
Year 6	49	Year 5	39	Year 3	46
Year 9	54	Year 8	47	Year 4	43
Year 11	46	Year 10	65	Year 7	45
Year 13	29	Year 12	32		
Beyond 13	17				
Total	261	Total	226	Total	160

- 5.4. Individual personalised letters were sent to parents in August 2014 to ensure that they are informed of the transition plan for their child. The letters outline the year that conversions will take place, in line with the child’s transition through a Key Stage.
- 5.5. An EHC Plan will differ from a statement of SEN. Rather than only outlining provision to be received, an EHC Plan will outline a set of agreed outcomes that a child or young person will work towards. Progress towards these outcomes will be reviewed on a regular basis and the plan will be amended accordingly. When a child or young person achieves their outcomes, their plan may end. If a lower level of support is still required, this will be provided from the Local Offer.
- 5.6. Nationally, it is expected that around 2% of the child population in state funded schools will have special educational needs that require support over and above what is normally available and therefore require a statement of SEN.
- 5.7. The most recent figures show that, of the child population in Hammersmith and Fulham that are of statutory school age and attend state funded school provision (14,263), there are 647 young people with a statement. This equates to 4.5% of the borough’s the statutory school age population that attend state funded schools. This percentage is in line with the higher levels of children and young people in the borough who qualify for Free School Meals (27% compared with 16% nationally) and who have English as an additional language (36% compared with 17% nationally).
- 5.8. It is anticipated that the implementation of these initial eligibility guidelines will enable us to more effectively target our resources on those young people with the most complex needs, while working with local mainstream schools to ensure the continuous improvement of our ordinarily available offer of support for children with less complex additional needs, thus ensuring that the boroughs resources are used more efficiently and that young people with special educational needs continue to achieve improved outcomes.

- 5.9. In line with the overall ethos of the new legislation, the local authority want to ensure that the children with the most complex needs and their families experience a different, more person-centred approach to assessment. The aim of this approach is to support the active engagement of parents in identifying the outcomes that are important to them and in planning for their child to achieve these goals. To achieve this, SEN keyworkers will need to be in a position to work with other practitioners from, for example, Health and Social Care services in such a way that makes the management of person-centred delivery a reality. Focusing on the most complex children enables SEN keyworker resource to be distributed in such a way that those who are most in need of this specialist SEN support are able to receive it.
- 5.10. Furthermore, the new legislation is very much focused on SEN children achieving outcomes. As a consequence we will be focused on working with parents to track and monitor the outcomes that children with an Education, Health and Care Plan achieve. When a child who has an Education, Health and Care Plan achieves the outcomes that have been identified it would be expected that in a number of cases the local authority would no longer need to maintain an Education, Health and Care Plan for the child and that his/her needs could be met from the Local Offer of provision that is normally available for children with additional learning needs. By focusing on outcomes, more children would have a plan for a time-limited period than is currently the case, where statements of SEN often remain for the duration of their school life.
- 5.11. When compared with previous practice, the new guidelines are more open, transparent and specific in the levels required to qualify for an Education, Health and Care Plan. This will enable clearer decision making by practitioners throughout the assessment process and may result in a different cohort of children and young people qualifying for a statutory plan than is currently experienced.
- 5.12. As part of our preparations for the implementation of the Act and the new ways of working in the SEN team, a full modelling exercise is planned to establish a more detailed outline of the impact that the guidelines will have. This will be undertaken by SEN Management Team. The findings of this modelling will be incorporated into our on-going equalities impact assessment document.

6. ELIGIBILITY OF YOUNG PEOPLE AGED 16-25

- 6.1. Currently, statements of SEN only last until the age of 18. The Act has extended the eligibility for a new Education, Health and Care Plan meaning that, as long as their needs continue to be the same and that they stay in education, young people will be potentially be entitled to funded support until the age of 25. It is estimated that around 10% of young people in further education currently have a statement of SEN. Due to the increase in the age limit; this figure could increase once EHC Plans are introduced.

- 6.2. There is no automatic entitlement to continued support or an expectation that those with an EHC Plan at age 18 must be allowed to remain in education or training from 19 - 25.
- 6.3. The local authority working with the young person, their parent and relevant professionals should consider whether there is clear evidence that special educational provision provided through an EHC Plan will continue to enable young people to progress towards agreed outcomes that will prepare them for adulthood.
- 6.4. The new SEN Code of Practice makes clear that a local authority should continue to maintain an EHC Plan for a 19 - 25 year old where all of the following apply:
 1. The education and training outcomes set out in their plan have not yet been achieved.
 2. The young person wants to remain in education or trainings so they can complete or consolidate their learning, including accessing provision that will help them prepare for adulthood.
 3. Special Educational provision is still needed.
 4. Remaining in education and/or training would enable the young person to progress and achieve those outcomes.
- 6.5. Support should continue to be reviewed at least annually.
- 6.6. When reviewing and EHC Plan or deciding that whether support should end for young people aged over 18, the local authority must consider whether the educational or training outcomes specified in the plan, have been achieved.
- 6.7. Young people have the right to request an assessment of their SEN at any point before their 25th birthday.
- 6.8. Where a young person is 19 or over the local authority must consider whether the young person requires more time to complete his/her education or training when compared with the majority of others of the same age who do not have SEN.
- 6.9. As this is a completely new area for eligibility, we have built upon the content and good practice of the 0-16 guidelines to develop Post 16 guidelines. The further development of these Post 16 guidelines will be done on the basis of consultation with young people who are currently in education and receiving support.
- 6.10. We will ensure that this process incorporates close working with the Hammersmith and Fulham Children and Education Policy and Accountability Committee, which will enable us to review the initial guidelines and their impact with a wide group of residents who attend the meetings.
- 6.11. Young people aged over 18 are currently supported by services provided by Adult Social Care. There is therefore a need for Children's Services and Adult Social Care to work closely to establish any potential financial risks within the post 16 cohort and ensure that these are managed. We urgently need to identify young people that

Adult Social Care teams are currently supporting, the value of the support that they receive and establish which department will be responsible for these costs in future.

7. PILOTING NEW GUIDELINES AND THE SINGLE ASSESSMENT PROCESS

- 7.1. An Education Health and Care Plan format has been agreed and is now in place (Appendix C). A pilot of the plan took place from June to September 2014.
- 7.2. The Education Health and Care Plan was designed using best practice from the national pathfinder boroughs and is aligned with the needs of existing service assessments (Children with Disabilities, Special Educational Needs and Health). Parent representative engagement featured throughout the development of the plan.
- 7.3. Three groups were identified for a small pilot exercise across health, education and social care services: 0-3 age; school age; and a school leaver. Two children / young people from each group were identified to take part. Feedback on the use of the Plan and the new SEN Eligibility Guidelines was gathered to enable learning prior to full implementation from September 2014.
- 7.4. The Special Educational Needs Service has developed the pathway for assessment and planning in order that all Education Health and Care Plans can be produced within the statutory 20 week time limit (current draft at Appendix D).
- 7.5. We recognise that there are also separate eligibility guidelines for access to Children's Social Care³, Adults' Social Care⁴ and Health Services⁵ and that each of these guideline documents will be referred to independently during the single assessment process. We have started a process of reviewing the guidelines for each of these services and understanding how they can be aligned in order to simplify the overall assessment process. The government recognise that this is a significant task that all local authorities will need to undertake during the period of transition, which runs until April 2018.

8. LINKS TO THE LOCAL OFFER

- 8.1. Parents of children and young people with disabilities report that they often feel overwhelmed by the sheer volume of information available to them from differing sources and do not know where to start when searching for services that meet the

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http://www.lbhf.gov.uk/Directory/Health_and_Social_Care/Children_and_family_care/Disabled_children/28064_Disabled_children.asp

⁴ <http://www.scie.org.uk/publications/guides/guide33/files/guide33.pdf>

⁵ <http://www.nhs.uk/CarersDirect/guide/practicalsupport/Pages/continuing-care-children.aspx>

needs of their child. The aspiration is for the local offer to address these issues by providing a single solution that is clear, comprehensive, relevant and transparent, and provides current information in a way that can be understood, accessed by all and most importantly that can be trusted

- 8.2. The local offer is the Council's offer for parents and young people. It will include provision both in and out of school and will include services and support provided by the private and voluntary sectors as well as the Council and the National Health Service. It will also include information about the arrangements for identifying and assessing children and young people's special educational needs and for requesting an Education, Health and Care (EHC) assessment. In addition there will be information on how to raise concerns about services.
- 8.3. Each school will also publish their own school offer (known as 'the SEN Information Report') for children with special educational needs and disabilities. For more information about your school's offer speak to your child's special educational needs co-ordinator or head teacher.
- 8.4. The SEN guidelines are designed to ensure that those young people with complex needs receive an Education Health and Care Plan. Those young people who have less complex special educational needs will still receive support via services that are normally available through the local authority and schools' Local Offer.
- 8.5. Following the production of a first draft of the local offer, consultation was undertaken with parents, carers and young people across the three boroughs. On this basis of this consultation, a format for the second draft was developed by the Local Offer group and signed off by parent representatives from each borough.
- 8.6. Using this format, information has been collated from services across Education, Health and Social Care and has been put together to produce a Local Offer of services available the borough. This was published on the borough's website from September 2014. The current local offer of provision is available on the local authority's website and can be made available in hard copy on request⁶.

9. PERSONAL BUDGETS

- 9.1. Parents have the right to request a Personal Budget when a local authority has completed an Education, Health and Care needs assessment and confirmed that an Education, Health and Care plan will be prepared. As required by the published SEN and Disability Code of Practice, Personal Budgets will be focused to secure the provision agreed in the Education, Health and Care plan and will be designed to secure the outcomes specified in the plan.

⁶ <http://www.lbhf.gov.uk/localoffer>

- 9.2. A child or young person is eligible for a personal budget under the Children and Families Act 2014 if they have been assessed for an EHC Plan and additional needs have been identified and an EHC Plan is to be put in place. This can be:
- A notional budget summarising resources and how they will be deployed
 - A direct payment to the young person or family
 - A direct payment arrangement to a third party which can include a broker, provider or nominee
 - A combination of the above
- 9.3. Personal budgets cannot be offered for services where the funding has been already delegated to the providers, for example a school or college. Additionally, where the support or service is to be delivered in a school, early years setting or college, the headteacher must agree the arrangement and where they do not, the personal budget cannot be allocated.
- 9.4. The Personal Budget can include funding from education, health and social care. However, the scope of that budget will vary depending on the needs of the individual and the areas that a local authority includes in its Personal Budget Policy. From September, the local authority will be building on arrangements that are currently in place in Education, Health and Social Care, formalising these within our new Personal Budgets Policy and Guidance (see appendix E). Therefore, from September 2014, a personal budget option will be offer to any family receiving an Education, Health and Care Plan where the following needs have been identified:
- Home to School Travel Assistance
 - Personal Care
 - Short Breaks
 - Equipment and disposables
- 9.5. The scope of Personal Budgets should increase over time as local joint commissioning arrangements provide greater opportunity for choice and control over local provision.

10. CONSULTATION AND REVIEW

With parents

- 10.1. Consultation and co-production with parents is a key principle of the new legislation. In order to undertake this effectively, we have established a Parents' Reference Group, which contains representatives from the local Parents' Support Group (ParentsActive) and the Parent Partnership Group.
- 10.2. The initial eligibility guidelines were presented to the Parent Reference Group on Monday 21 July 2014. The representatives on the group recognised the increased focus on those young people with the most severe and complex needs and that this will require an effective mainstream local offer for those that have less severe needs.

They highlighted that there is a risk that some children may not qualify for an Education, Health and Care Plan, but could struggle to have their needs met in a mainstream school. The parents' representatives have been reassured that these new guidelines will not impact anyone who currently has a statement of special educational needs and will only apply to those who are new to the system.

- 10.3. During the next 12 months we will work closely with parents and Parent Representative Groups to review the effectiveness of the guidelines and will consider amendments as required. This process will start following the implementation of the initial guidelines for a six month period.
- 10.4. We will ensure that this process incorporates close working with the Hammersmith and Fulham Children and Education Policy and Accountability Committee (CPAC), which will enable us to review the initial guidelines and their impact with a wide group of residents who attend the meetings. CPAC will review all arrangements that have been put into place as a result of Part 3 of the Children and Families Act at their meeting in January 2015 and will make recommendations as required.

With schools

- 10.5. The principles underpinning the new eligibility guidelines have been outlined in discussions with all headteachers of special schools and additionally resourced units via the Tri-borough Special Heads' Meeting and at local mainstream headteacher meetings. The direction of travel has also been referenced as part of the discussions at the High Needs Block reference meetings attended by mainstream headteachers in each borough. All heads understand the expected impact and are expecting a final version of the guidelines to be distributed at the beginning of the academic year 2014/15.
- 10.6. The Special Schools Headteacher Representative on the Children and Families Act Executive Board welcomed the introduction of the guidelines, stating that they are much clearer and straightforward in their approach to assessment that what is currently used in schools.
- 10.7. We will continue to work with schools to ensure they understand the new guidelines and work effectively within its framework. In order to do this effectively we will be allocating some of the SEN Reform Grant to fund SENCOs from schools across the three boroughs to lead on this.

11. LEGAL IMPLICATIONS

- 11.1. The relevant legislation is the Children and Families Act 2014. Part 3 of the Act together with associated regulations and Code of Practice come into force on 1st September 2014.
- 11.2. The main body of the report sets out the proposed implementation process leading to introduction of the Local Offer including the new eligibility guidelines, and refers at

paragraph 5.1 to the transitional provisions which apply to those who already have a statement of SEN.

- 11.3. Local Authorities are under a duty to keep under review educational provision, training provision and social care provision for children and young people with special educational needs or a disability. Paragraph 1.7 of this report addresses this duty.
- 11.4. Implications completed by Joyce Golder, Principal Solicitor, Bi-borough Legal Services (020 7361 2181)

12. FINANCIAL AND RESOURCES IMPLICATIONS

- 12.1. Funding for the delivery of services to support children and young people's education needs is provided through the Dedicated Schools Grant (DSG). This includes post-16 provision that was transferred into the DSG in the last couple of years. There is no indication of additional DSG funding being made available and therefore the expectation is that any spending pressures relating to the educational needs of children who have a combined Education, Health and Care Plan are contained within existing resources. Detailed monitoring of expenditure will be required so that if it becomes apparent that additional burdens are being generated then appropriate representation can be made, especially with regard to post-16.
- 12.2. The table below sets out the numbers and level of support provided to students with statements of educational need (excluding nursery pupils) which is funded through the High Needs block of the DSG.

	Cost (£)	Volume (pupils)	Average Cost (£)	
Independent Schools & Non-maintained Special Schools	855,985	30	28,533	
Other Borough Schools	994,292	91	10,926	
Sub-Total	1,850,277	121	15,292	72%
Maintained Schools and Academies in Borough	4,805,458	521	9,224	28%
Total	6,655,735	661	10,069	

- 12.3. Within the DSG, where a relatively low-level support for children with high needs is being delivered by mainstream schools, this funding is provided through the Schools Block of DSG.

Funding for Schools – the ‘High Needs Block’

- 12.4. The local authority is keen to support schools in having a well-resourced Local Offer to meet children’s additional learning needs. This will require a change in the way that funds are distributed directly to schools. As there are restrictions on the way that school funding can be distributed any transfer of funds is unlikely to completely reflect the way that the number of children with statements are distributed across the borough’s schools. Officers are working to ensure that any change in funding does not disadvantage those schools with a greater than average number of children with statements whilst looking at ensuring that all schools support children with less complex needs. The approach that is being taken with regards to High Needs Funding is based on the premise that the majority of children can have their needs met in mainstream schools from available resources and that provision for the children with complex needs such that they have an Education, Health and Care Plans will be funded through a relatively small additional Top Up.
- 12.5. Consultation and engagement with schools is vital to the success of any proposals. Following consultation with tri-borough Schools Forums, each Borough has established a ‘mainstream school High Needs Block reference group’ to support a partnership approach to the on-going decision-making about the distribution of the High Needs Block.

Conversion of current ‘SEN Statements’ into ‘Education, Health and Care Plans

- 12.6. We will be converting statements of SEN into Education Health and Care Plans throughout the established four-year transition period. During this period, Statements will continue to have exactly the same legal status as they had before the implementation of the Children and Families Act.
- 12.7. A plan is in place to ensure that the conversion process can be completed using the resources available within the Special Educational Needs Service, however, significant engagement will need to be undertaken with parents to ensure that demand for early conversions is managed.

Post 16 – expansion of eligibility to 25

- 12.8. Currently, statements of SEN only last until the age of 18. The Act has extended the eligibility for a new Education, Health and Care Plan meaning that, as long as their needs continue to be the same and that they stay in education, young people will be potentially be entitled to funded support until the age of 25

- 12.9. Young people aged over 18 are currently supported from by services provided by Adult Social Care. There is therefore a need for Children's Services and Adult Social Care to work closely to establish any potential financial risks within the post 16 cohort and ensure that these are managed. We urgently need to identify young people that Adult Social Care teams are currently supporting, the value of the support that they receive and establish which department will be responsible for these costs in future.

Staffing implications

- 12.10. The implementation of the Act and the bringing together of the three previously borough based Special Educational Needs Teams represents an opportunity to review the way in which financial and performance information is managed. Representatives from the SEN Service, Children's Services Finance and Children's Services Business Analysis have worked together to reorganise the entire service. A new staffing structure is in place and assimilation and recruitment into newly vacant posts has been completed.
- 12.11. Implications verified/completed by: Dave McNamara, Director for Children's Services Finance and Resources.

13. EQUALITY IMPLICATIONS

- 13.1. An equalities impact assessment is attached along with this paper. This outlines the predicted numbers of young people whom the guidelines will apply to during the first year of operation and the needs that they are likely to have. It also outlines the risks of implementing the new guidelines.
- 13.2. The key characteristics where an equalities impact could be experienced are 'age' and 'disability'.
- 13.3. The equalities impact assessment will be continuously referred to, redrafted and updated as the guidelines are reviewed during the first year of implementation.

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

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

LIST OF APPENDICES:

- Appendix A. New SEN Eligibility Guidelines in detail
- Appendix B. New funding model for SEN in Mainstream Schools from September 2014.
- Appendix C. Current Draft Education, Health and Care Plan
- Appendix D. Current draft Single Assessment pathway
- Appendix E. Policy and guidelines for Personal Budgets

APPENDIX A

Tri-borough Education, Health and Care Assessment

Special Educational Needs Guidelines for Education Health and Care Plan Assessment

DRAFT

Who do these guidelines apply to?

These guidelines have been written in accordance with paragraph 9:16 of the Special Educational Needs Code of Practice 2014 which provides:

“Local authorities may develop criteria as guidelines to help them decide when it is necessary to carry out an EHC needs assessment (and following assessment, to decide whether it is necessary to issue an EHC plan). However, local authorities must be prepared to depart from those criteria where there is a compelling reason to do so in any particular case and demonstrate their willingness to do so where individual circumstances warrant such a departure. Local authorities must not apply a ‘blanket’ policy to particular groups of children or certain types of need, as this would prevent the consideration of a child’s or young person’s needs individually and on their merits”.

Who these guidelines apply to:

These guidelines apply when considering requests for EHC Assessments. They do not apply to those children and young people with existing Statements of Special Educational Needs or Learning Disability Assessments at 1 September 2014.

Why are we implementing these guidelines?

These guidelines have been produced to assist the Local Authority in deciding whether it is necessary for the Local Authority to initiate an EHC Assessment. In addition to the guidelines, all requests for an EHC Assessment will be considered on an individual basis considering some or all of the following:

- (1) The views and evidence submitted by parents/carers
- (2) Where applicable, the views and evidence submitted by the young person
- (3) The evidence presented by the educational setting
- (4) The evidence presented by professionals
- (5) Any other relevant body with information about the child/young person

How will we review the effectiveness of these Guidelines?

During the next 12 months we will work closely with parents and Parent Representative Groups to review the effectiveness of the criteria and will consider amendments as required.

The following guidance is for children aged 0-25 and specifically relates to the identification of whether a child/young person has Special Educational Needs.

We recognise that there are also separate eligibility criteria for access to Children's Social Care, Adult's Social Care and Health Services and that each of these criteria will be referred to independently during the single assessment process. We have started a process of reviewing the criteria for each of these services and understanding how they can be aligned in order to simplify the overall assessment process. The government recognise that this is a significant task that all local authorities will need to undertake during the period of transition, which runs until April 2018.

Who can make a request for an EHC Assessment?

A request for an Education, Health and Care assessment for a child or young person aged 0-25 years and with special educational needs and/or disabilities can be made by:

- The child's parent
- A young person aged 16-25 years
- A person acting on behalf of a school or post 16 institution
- Children and young people under 19 in youth custodial establishments have the right to request assessment for an EHC Plan.

Following a request for an EHC needs assessment or the child having otherwise been brought to its' attention, the Local Authority must determine whether an EHC needs assessment is necessary.

The Local Authority must make this decision and communicate the decision to the child's parent within six weeks of receiving the request.

Considering a Request for an EHC Assessment – The Legal Context

The Children and Families Act defines whether a child/young person has special educational needs and requires an Education, Health and Social Care Assessment.

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age has a learning difficulty if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 provision

A child of under compulsory school age has special educational needs if he or she is likely to fall within the definition above when he/she reaches compulsory school age or would do if special educational provision was not made for him/her.

In some exceptional circumstances, it may be possible for a combination of less severe special educational needs to have a cumulative effect on a child's educational progress. An EHC Assessment will be considered if the cumulative effect may call for special provision which cannot reasonably be provided within the resources normally available to mainstream settings

The four broad categories of needs as set out in the SEND Code of Practice 2014 form the basis for decision-making:

- Speech, language and communication
- Cognition and learning
- Social, emotional mental health
- Physical, sensory medical

In each of these areas the borough has produced guidelines to identify the significance of a child's difficulty and to identify whether there needs can be met through the resources that are available to mainstream school. The questions have been designed by professionals and they act as a guide only in deciding whether or not an EHC Assessment is necessary. The guidelines for each area will be completed by parents, the educational setting and professionals to identify the significance of the child's difficulties.

For each area of difficulty the child's parents/school/professional score the severity of the child's presenting difficulties. If the child reaches a certain score, the Council can use this information to determine whether the child's needs are significant to meet the criteria for an EHC Assessment. It is important to state that the guidelines are not a diagnostic tool and are simply used to weigh how the child's difficulties are reported to impact on their education. In addition to the guidelines the Tri-Borough will also consider the information which is gathered as part of the EHC Request for an Assessment process.

Speech, Language and Communication

Speech, Language and Communication Scales

Specific Criteria: Autistic Spectrum Disorders/Speech and Language Difficulties

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Statutory Action	Social Communication	Social Interaction	Social Imagination	Receptive Language	Expressive Language	Motor/Organisational	
End of Foundation Stage	0 – 5 points	0 – 5 points	0 – 2 points	3 points or less	3 points or less	0 – 10 points	Working towards EYFS* levels 2 or more years below chronological age
End of KS1	5 points or less (where all ticks fall in the 'not at all', 'rarely' or 'sometimes' columns)	5 points or less (where all ticks fall in the 'not at all', 'rarely' or 'sometimes' columns)	2 points or less (where all ticks fall in the 'not at all' or 'rarely' columns)	7 points or less	11 points or less	10 points or less	At or below 2 nd centile speaking and listening P6 or below
End of KS2	15 points or less	15 points or less	10 points or less (where all ticks fall in the 'not at all', 'rarely' or 'sometimes' columns)	21 points or less	23 points or less	20 points or less	At or below 2 nd centile speaking and listening level 1C or below
End of KS3/4 and FE 14-25 years old	22 points or less	22 points or less	12 points or less (where all ticks fall in the 'not at all', 'rarely' or 'sometimes' columns)	24 points or less	28 points or less	24 points or less	At or below 2 nd centile speaking and listening level 2A or below

Pre-school	Working towards EYFS levels 2 or more years below chronological age and/or similarly recorded levels using alternative developmental checklists (e.g. Teaching Talking, Portage, PIP Checklist) in the area of language and communication skills.
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It is important to note the above relates to **specific criteria for statutory action** and that a request for statutory assessment additionally requires considerable evidence of process criteria being met.

* EYFS = Early Years Foundation Stage

Specific Criteria: Communication and Interaction

Please refer to guidance notes before completing this form.

Name:	Age:	Date:
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<i>Observed behaviour</i>	Not at all	Rarely	Some-times	Fairly often
SOCIAL COMMUNICATION	0	1	2	3
1. Responds when called by name.				
2. Follows verbal instructions in 1:1 setting.				
3. Follows verbal instructions in small group setting.				
4. Follows verbal instructions in whole class setting.				
5. Takes turn in conversations.				
6. Initiates conversation.				
7. Changes topic of conversation.				
8. Maintains an appropriate conversation.				
9. Shows awareness of the listener's needs.				
10. Gives appropriate non-verbal signals as a listener.				
11. Changes the topic or style of a conversation to suit the listener.				
12. Changes appropriately the volume and tone of voice.				
13. Recognises and responds to non-verbal cues eg: a frown.				
14. Understands implied meanings.				
15. Tells or writes an imaginative story.				
16. Relates a sequence of events.				
17. Gives a simple sequence of instructions.				

SOCIAL INTERACTION	0	1	2	3
18. Uses gesture, body posture, facial expression and eye-to-eye gaze in 1:1 situation.				
19. Uses gesture, body posture, facial expression and eye-to-eye gaze in group interaction.				
20. Follows social cues in 1:1 situation with adults.				
21. Follows social cues in 1:1 situation with other children.				
22. Follows social cues in group interaction.				
23. Shares an activity with other children.				
24. Shares an activity with an adult.				
25. Develops peer friendships.				
26. Seeks comfort/affection when upset.				
27. Offers comfort/affection to others.				
28. Shares in others' enjoyment/pleasure.				
29. Imitates other children.				
30. Imitates adults.				

31. Shows different responses to different people in different situations.				
32. Responds appropriately to social praise.				
33. Responds appropriately to criticism.				

Observed behaviour	Not at all	Rarely	Some-times	Fairly often
SOCIAL IMAGINATION & FLEXIBLE THINKING	0	1	2	3
34. Has varied interests.				
35. Shares interests.				
36. Changes behaviour according to the situation.				
37. Accepts changes in rules, routines or procedures.				
38. Plays imaginatively when alone.				
39. Plays imaginatively with others.				
40. Accepts others' points of view.				
41. Generalises learning.				
42. Transfers skills across the curriculum.				
43. Plans an event or task.				
44. Suggests possible explanations for events.				
45. Uses inference and deduction.				

RECEPTIVE LANGUAGE (listening and understanding)	0	1	2	3
46. Listens 1-1.				
47. Listens in a small group.				
48. Listens in classroom context without visual cues.				
49. Follows instructions to carry out an activity step by step without visual cues.				
50. Is able to retain information from one lesson to another.				
51. Shows understanding of an age-appropriate story/text told to a large group of pupils.				
52. Shows understanding of where/when/how questions.				
53. Shows ability to predict outcomes.				
54. Shows ability to make inferences.				
55. Understands abstract concepts of time and sequence.				
56. Shows an appropriate understanding of words.				
57. Can understand how words are linked in categories.				

EXPRESSIVE LANGUAGE (spoken language)	0	1	2	3
58. Uses intelligible connected speech.				
59. Uses familiar vocabulary appropriately.				
60. Uses phrases and statements to comment on ongoing				

<i>activities.</i>				
<i>61. Finds words and joins them together with appropriate word order.</i>				
<i>62. Uses appropriate grammatical structures, taking into account local dialect.</i>				
<i>63. Recalls and describes in sequence activities that have been recently completed.</i>				
<i>64. Asks appropriate questions to obtain information.</i>				
<i>65. Gives meaningful instructions.</i>				
<i>66. Tells/retells a story or imagined events in chronological order.</i>				
<i>67. Contributes to discussion about behaviour or feelings in different situations.</i>				
<i>68. Gives an explanation of why events occur and predicts alternative endings/outcomes.</i>				
<i>69. Uses language appropriately in a variety of situations.</i>				

MOTOR & ORGANISATIONAL SKILLS	0	1	2	3
<i>70. Finds way around classroom.</i>				
<i>71. Finds way around school.</i>				
<i>72. Sits still.</i>				
<i>73. Sits amongst a small group.</i>				
<i>74. Sits amongst a large group eg: assembly.</i>				
<i>75. Finds and organises the equipment needed for a given task.</i>				
<i>76. Writes legibly and draws accurately.</i>				
<i>77. Gets changed without help eg: for PE.</i>				
<i>78. Organises movements for PE and games.</i>				

	SCORE
SOCIAL COMMUNICATION	
SOCIAL INTERACTION	
SOCIAL IMAGINATION & FLEXIBLE THINKING	
RECEPTIVE LANGUAGE (listening and understanding language)	
EXPRESSIVE LANGUAGE (Spoken language)	
MOTOR & ORGANISATIONAL SKILLS	

PLEASE ENSURE THAT THIS FORM IS COMPLETED AND RETURNED AS PART OF THE SUPPORTING EVIDENCE.

Special educational needs and disability code of practice: 0 to 25 years - 2014:

6.28 Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

6.29 Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Cognition and Learning

Threshold Criteria for Statutory Assessment of Children with Learning Difficulties

Age of pupil	Year group	Criteria for Learning Difficulties
5 years	R	Working towards early year foundation Stage Learning Goals 2 or more years below chronological age and/ or standardised assessment evidences progress towards developmental milestones within 2 nd Centile.
6 years	Y1	Working towards level 1 in all NC core subjects – P level 5 or below
7 years	Y2	Working towards level 1 in all NC core subjects – P level 6 or below
8 years	Y3	Working towards level 1 in all NC core subjects – P level 7 or below
9 years	Y4	Working towards level 1 in all NC core subjects – P level 8 or below
10 years	Y5	Mixture of working towards level 1 and working at level 1c in all NC core subjects
11 years	Y6	Mixture of working towards level 1 and working at level 1b in all NC core subjects
12 years	Y7	Level 1a in all NC core subjects
13 years	Y8	Mixture of level 1 and level 2c in all NC core subjects
14 years	Y9	Mixture of level 1 and up to level 2b in all NC core subjects
15 years	Y10	Working at 2a in all NC core subjects
16-25 years	Y11 - FE	Working at level 2a/3 in NC core subjects or Foundation Level 3

Special educational needs and disability code of practice: 0 to 25 years - 2014:

6.30 Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

6.31 Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

Social, Emotional and Mental Health

Threshold Criteria for Assessment for children with social, emotional and/or mental health needs

A small proportion of children will demonstrate severe and complex social, emotional difficulties over time despite appropriate interventions. These children will display a range of related behaviours to a severe degree, which would include at least three of the following:

- very poor social skills, including difficulties interacting with peers
- lack of self-esteem
- continual, high-level disruptive behaviour in the classroom
- poor concentration and organisation.

In addition, there would be evidence of at least two of the following:

- frequent, inappropriate challenging of authority, experienced as non-compliance
- regular confrontational interaction with adults
- violent or severely disruptive behaviour which is not confined to a particular teacher, class, task or set of circumstances
- regular aggressive or violent acts against people and/or property
- self-harming
- withdrawal, depressive or suicidal tendency.

The degree and complexity of these behaviours for any children will need to be assessed against:

- the inappropriateness of the presenting social emotional behaviour (particularly with regard to the age of the child and to the context in which the behaviour occurs)
- the frequency of the behaviour
- its intensity
- its duration
- its persistence over time

The evidence submitted with a request for an EHC assessment will need to demonstrate the degree to which a child's social emotional development has an effect on:

- access to the curriculum and learning
- the safety or welfare of the child or other children
- teacher attention and time

Since context can play a significant part in determining the extent of a child's social emotional difficulties, a child who has recently moved from another school should be given the opportunity to settle before a statutory assessment request is initiated.

Evidence from the previous school, if this can be obtained, would be relevant.

The child's social, emotional difficulties may be experienced by those who have contact with him or her as non-compliant, confrontational and potentially threatening and/or as mental health needs. The young person's targeted intervention programme will have been in place for a reasonable period of time and reviewed in consultation with all staff working with the child, as well as with his or her parents.

Provision maps and/or pastoral support plans with specific measurable targets which show evidence of reviewing strategies and/or interventions relevant to the child's social, emotional difficulties over time with parents must be provided.

The evidence will also include completion of the Social Emotional Development Questionnaire with parents and evidence of tracking Well-being in response to intervention over time.

Children/young people would be likely to score 8 or less on any two parts of this scale and 14 or less on all three parts to meet the criteria.

Tri-borough Social Emotional Development Questionnaire

Specific Criteria for EHC Assessment
15 points or less where all ticks fall in the 'not at all' or 'rarely' columns.

USING THE SCALE - INSTRUCTIONS FOR COMPLETION

Each item is rated on a four-point scale from 'Not at all' to 'Fairly often' (0 – 3). When completing the assessment, an individual pupil's behaviour should be considered over the period of a term.

A practitioner who has worked closely with the child/young person should complete the form in liaison with the school's link EP, a specialist teacher and/or another specialist service. It would be expected that the school's SENCo would contribute to this process.

'**Not at all**' should be marked if the pupil has **not** shown the behaviour **at all** during the last three months.

'Rarely' should be marked if the pupil has demonstrated the behaviour on only **a few occasions** during the last three months. It is helpful if in discussion with parents there is agreement about the definition of 'sometimes' and 'fairly often'.

Account should be taken of the age of the pupil and consideration given to expectations of social, emotional behavioural regulation for that age group.

Please note: When a member of school staff and/or parent makes a request to the Local Authority to carry out an EHC single assessment of special educational needs for a child/young person with Social Emotional Mental Health Needs it would be expected that:

- The nature and severity of the child/young person's needs would meet criteria and that this would be evident from completion and submission of the Tri-borough Social Emotional Development Questionnaire
- The evidence of school-based, health and care intervention was matched to the child's identified need and had been reviewed regularly

When requesting single assessment of a child in the Early Years Foundation Stage it would be expected that evidence would be provided of EYFS assessment of personal, social, and emotional development showing a developmental gap of two or more years below chronological age.

Alternatively age appropriate checklists showing a similar social, emotional behavioural developmental pattern, such as Portage and/or PIP could be submitted as evidence, providing these have been shared with parents.

Tri-borough Social, Emotional Development Questionnaire
Please refer to guidance notes before completing this form.

Name:	Age:	Date:
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OBSERVED Social Responses	Not at all	Rarely	Some-times	Fairly often
	0	1	2	3
1. Behaves respectfully towards teacher/practitioner Eg respects teacher/practitioners and answers teacher/practitioners demonstrating age appropriate understanding of behavioural expectations, does not interrupt or deliberately annoy, does not show verbal aggression.				
2. Shows respect to other children/young people Eg interacts with other children/young people demonstrating age appropriate understanding of expected behaviour and does not tease, call names, swear, use psychological intimidation.				
3. Only interrupts and seeks attention appropriately Eg behaves in ways warranted by the classroom/setting activity. Does not disrupt unnecessarily, or distract or interfere with others, does not pass notes, talk when others are talking. Is not attention-seeking.				
4. Self-regulates social response Eg is not physically aggressive, avoids fights, is pleasant to other children/young people, is not cruel or spiteful, does not strike out in temper.				
5. Respects property Eg values and looks after property, does not damage or destroy property, does not steal.				
EMOTIONAL Response	0	1	2	3
6. Has empathy Eg is tolerant of others, shows understanding and sympathy, is considerate.				
7. Is socially aware Eg interacts appropriately with others, is not a loner or isolated, reads social situation well.				
8. Is happy Eg has fun when appropriate, smiles, laughs, is cheerful, is not tearful or depressed.				
9. Is confident Eg is not anxious, high self-esteem, relaxed, does not fear failure, is not shy or afraid of new things, is robust.				
10. Is emotionally well-regulated and shows self control Eg moods remain relatively stable, does not have frequent mood swings. Patient, not easily flustered, able to maintain emotional regulation. Can delay gratification (e.g. wait until finished activity)				
BEHAVIOUR for Learning	0	1	2	3
11. Is attentive and has an interest in schoolwork/activities Eg not easily distracted, completes work, keeps on task and concentrates, has good motivation, shows interest, enjoys schoolwork/activities.				
12. Good learning organisation Eg works systematically, at a reasonable pace, knows when to move onto next activity or stage, can make choices, is organised.				
13. Is an effective communicator Eg speech is coherent, thinks before answering.				
14. Works efficiently in a group Eg takes part in discussions, contributes readily to group tasks, listens well in groups, works collaboratively.				
15. Seeks help where necessary Eg can work independently until there is a problem that cannot be solved without the teacher/practitioner's intervention.				
			SCORE	
			Social Response	
			Emotional Response	
			Behaviour for Learning	
			TOTAL	

Please return this form as part of the supporting evidence.

Guidance: using the Tri-borough Social, Emotional and Development Scale (TSEDS)

Parents/Teacher/practitioners/keyworkers are asked to focus on positive aspects of children/young peoples' social emotional development to effect change. It is only for speed and accuracy of assessment that the examples of negative behaviours are included below.

Social Response	
1. Prosocial behaviour /practitioner	
Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § respects the teacher/practitioner and is cooperative and compliant, responding positively to instruction § does not talk back to the teacher/practitioner or aim verbal aggression at the teacher/practitioner § interacts politely with the teacher/practitioner § will not be quarrelsome or deliberately try to annoy the teacher/practitioner § will not interrupt or answer the teacher/practitioner rudely. 	<p><i>The child/young person:</i></p> <ul style="list-style-type: none"> § <i>responds negatively to instruction</i> § <i>is uncooperative with the teacher/practitioner</i> § <i>aims verbal violence at the teacher/practitioner</i> § <i>answers the teacher/practitioner rudely</i> § <i>is quarrelsome with the teacher/practitioner</i> § <i>appears to deliberately annoy the teacher/practitioner.</i>
2. Prosocial children/young people	
Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § respects other children/young people and uses appropriate language, for example, not swearing or calling them names § treats other children/young people as equals and does not dominate them with the use of intimidation or abuse § respects the views or rights of other children/young people and avoids bullying or intimidation. 	<p><i>The child/young person:</i></p> <ul style="list-style-type: none"> § <i>aims verbal violence at other children/young people</i> § <i>uses psychological intimidation</i> § <i>shows social aggression</i> § <i>tries to dominate</i> § <i>uses unethical behaviour</i> § <i>uses inappropriate sexual behaviour</i>
3. Has effective strategies for seeking attention – does not disrupt inappropriately	
Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § does not seek to attract inappropriate attention in the classroom/setting; § acts in a manner appropriate to the classroom/setting situation and does not play the fool, try to make the class laugh, shout out smart remarks or show off in the classroom/setting; § does not display attention-seeking behaviour; § does not unnecessarily disrupt or interrupt other children/young people who are working; § does not verbally disrupt the class and keeps unauthorised talking to other children/young people to a minimum; § does not disrupt other children/young people using physical disruption such as nudging or poking. 	<p><i>The child/young person:</i></p> <ul style="list-style-type: none"> § <i>is verbally disruptive</i> § <i>throws things about during lessons</i> § <i>climbs on things</i> § <i>runs around classroom/setting</i> § <i>shouts in class</i> § <i>eats, sucks or drinks inedible substances</i> § <i>is hyperactive and/or excitable</i> § <i>shows concern for immediate rewards</i> § <i>needs excessive adult contact</i> § <i>does dangerous things without thinking</i>

Emotional Response

4. Is physically self regulated

Positive

The child/young person:

- § does not show physical aggression towards adults or other children/young people
- § does not physically pick on others
- § is not deliberately unkind or hurtful to others
- § avoids getting into fights with others
- § does not strike out in anger, have temper tantrums or aggressive outbursts.

Negative

The child/young person:

- § fights
- § aims physical violence at other students
- § often loses their temper
- § yells and throws things
- § bullies
- § aims physical violence at teacher/practitioners
- § forces other students to do things against their will
- § is deliberately cruel
- § is spiteful.

5. Respects property

Positive

The child/young person:

- § respects the property of others – this may be seen by the child/young person taking good care of property
- § does not take part in acts of wilful damage or destruction
- § does not steal from others.

Negative

The child/young person:

- § has poor respect for property
- § destroys their own things
- § destroys others' things
- § damages school property
- § steals things.

6. Has empathy

Positive

The child/young person:

- § is tolerant and considerate towards others
- § understands how others are feeling and tries to act in a way appropriate to the situation
- § may try to comfort someone who is upset or hurt
- § displays emotions appropriate to the situation and is not emotionally detached
- § does not laugh at someone who is upset or injured.

Negative

The child/young person:

- § is intolerant of others
- § is emotionally detached
- § has no awareness of others' feelings.

7. Is socially aware

Positive

The child/young person:

- § is conscious of, and understands, the social interactions happening around them
- § interacts appropriately with other people both verbally and non-verbally
- § is not socially isolated and does not spend long periods of time sitting or standing alone
- § has friends among their peers, and is not a loner

Negative

The child/young person:

- § is inactive
- § is passive
- § is aloof
- § is out of touch with reality
- § is withdrawn and unresponsive to stimulation
- § does not participate in class activities

<ul style="list-style-type: none"> § is not frequently daydreaming and staring into space § is actively involved in activities within the classroom/setting § does not seem aloof, inactive, passive or withdrawn. 	<ul style="list-style-type: none"> § lacks accurate perceptions of others § says or feels they do not have any friends § stares blankly § is listless § shows bizarre behaviours § lacks self-awareness.
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8. Is happy

Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § appears happy by smiling and laughing when appropriate § is able to have fun § is generally cheerful and not tearful and upset § is not discontented, sulky, morose or miserable. 	<p>The child/young person:</p> <ul style="list-style-type: none"> § is depressed § is discontented § is unhappy § is distressed § talks about not wanting to live § is prone to emotional upset § is unable to have fun § is self-harming

9. Is confident

Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § is not anxious and is confident in most situations, while not showing bravado, recklessness or unrealistic expectations of their competence § is not afraid of new things and does not fear failure when taking on new tasks § is not self-conscious or shy in most situations and does not feel inferior to other children/young people § is willing to read out loud in class and put their hand up to answer or ask appropriate questions § is typically forthcoming in group/class discussions. 	<p>The child/young person:</p> <ul style="list-style-type: none"> § acts as if extremely frightened to the point of crying § is anxious, tense or fearful § is upset by new people or situations § lacks confidence § fears failure § has feelings of inferiority § is negativistic § is afraid of new things § lacks self-esteem § is overly submissive.

10. Demonstrates effective emotional regulation

Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § remains relatively emotionally stable and does not frequently swing from positive to negative moods § soon returns to a stable frame of mind after being upset, shows good emotional resilience and is not moody § shows good self-control and is able to manage their feelings and actions to suit the situation § is not easily frustrated or flustered and does not show signs of being touchy or uneasy § is able to delay gratification when required, and can wait for rewards or pleasurable items for prolonged periods of time. 	<p>The child/young person:</p> <ul style="list-style-type: none"> § displays inappropriate emotional reactions § has difficulty expressing needs and feelings § has frequent or strong mood changes § is unable to delay gratification § has little self-respect § over-reacts to normal situations § does not accept punishment or praise § instigates poor situations § is unable to accept responsibility for his/her actions.

Behaviour for Learning

11. Is attentive and has an interest in schoolwork/activities

Positive

The child/young person:

- § listens to the teacher/practitioner and is not easily distracted from the task in hand
- § does not find it difficult to work when others around are talking at a reasonable level
- § shows an interest in most schoolwork/activities
- § gets started on tasks without delay and has the motivation to carry them through
- § generally gets enjoyment from tasks and consequently completes them without complaint.

Negative

The child/young person

- § *has trouble paying attention*
- § *finds it hard to sit still*
- § *does not concentrate on tasks*
- § *has a short attention span*
- § *is easily distracted*
- § *has a negative approach to schoolwork/activities in general*
- § *responds negatively to school*
- § *is frequently absent or arrives late at lessons*
- § *arrives late at school*
- § *is not keen to achieve.*

12. Good learning organisation

Positive

The child/young person:

- § competently copes with individual learning situations
- § produces tidy work, at a reasonable pace
- § seems to have a good grasp of how to organise learning tasks so that they can be successfully completed.

Negative

(This item deals with organisation deficits, which significantly hamper the learning of the individual, rather than motivational deficits.)

The child/young person:

- § *is forgetful*
- § *has trouble organizing schoolwork/activities*
- § *rushes into things without thinking*
- § *appears confused about learning tasks*
- § *worries about things that cannot be changed*
- § *is occupied overly with one activity*
- § *is easily frustrated*
- § *has difficulty in making choices*
- § *complains of not being able to cope with schoolwork/activities.*

13. Is an effective communicator

Positive

The child/young person:

- § shows good communication skills
- § is able to communicate effectively with adults and peers
- § is coherent
- § knows when it is appropriate to speak
- § is able to alter voice pitch and tone appropriately and uses non-verbal signals effectively, for example, eye contact, stance, distance
- § is able to organise communication in both individual and group situations.

Negative

This item refers to using or ignoring social communication and not medical problems, for example, stuttering.

The child/young person:

- § *does not use language to communicate*
- § *has repetitive speech*
- § *has incoherent speech*
- § *avoids looking others in the eye*
- § *has difficulty communicating*
- § *has a speech difficulty*
- § *has limited non-verbal support of speech*
- § *has difficulty planning behaviour and feedback and responding to feedback*
- § *has limited non-verbal communication of attitudes and*

	<p><i>emotions</i></p> <p>§ <i>talks constantly.</i></p>
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14. Works efficiently in a group	
Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § works well in a group situation § works collaboratively with others and is an effective communicator in group discussions § listens to what others have to say and consequently adds positively to group discussions § is willing to take on responsibilities in a group context. 	<p><i>The child/young person:</i></p> <ul style="list-style-type: none"> § <i>refuses to share with another student</i> § <i>has trouble waiting their turn</i> § <i>refuses interactive games or tasks</i> § <i>is not willing to work collaboratively.</i>
15. Seeks help where necessary	
Positive	Negative
<p>The child/young person:</p> <ul style="list-style-type: none"> § seeks attention from the teacher/practitioner when appropriate § works independently unless a problem arises that cannot be solved without the teacher/practitioner's help. 	<p><i>The child/young person</i></p> <ul style="list-style-type: none"> § <i>is unable to work independently</i> § <i>constantly seeks help</i> § <i>makes excessive demands</i> § <i>does not seek information appropriately</i> § <i>does not ask relevant questions.</i>

Using the scale - Instructions for completion

Each item is rated on a four-point scale from 'Not at all' to 'Fairly often' (0 – 3).

When completing the assessment, children's social emotional development should be considered over a period of at least a term.

An appropriate practitioner such as a teacher or TA should complete the form in discussion with the child's parents..

'**Not at all**' should be marked if the pupil has **not** shown the social emotional response **at all** during the last three months.

'**Rarely**' should be marked if the pupil has demonstrated the response on only **a few occasions** during the last three months.

Account should be taken of the age of the pupil and consideration given to expectations of social, emotional behavioural regulation at that age.

Special educational needs and disability code of practice: 0 to 25 years - 2014:

6.32 Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

6.33 Schools and colleges should have clear processes to support children and young people, including how they will manage the effect of any disruptive behaviour so it does not adversely affect other pupils. The Department for Education publishes guidance on managing pupils' mental health and behaviour difficulties in schools – see the References section under Chapter 6 for a link.

Physical Sensory Medical

SENSORY AND/OR PHYSICAL NEEDS

Most children with significant sensory and/or physical needs will be identified through developmental assessment pre-school. Children with severe sensory and/or physical disabilities are likely to require on-going adaptations to ensure curriculum and/or physical access.

These may take the form of:

- specialist equipment
- curriculum material modification
- teaching of specialist skills
- specialist support (eg. communicator/ brailist /intervenor)
- mobility training
- adaptation of environment

National Curriculum levels can be significantly affected in some or all areas. However, the key indicator will be that the child's sensory or physical need has long term and significant implications for access and learning. Where a child has a sensory or physical disability, the school should consider whether it has made appropriate adaptations under the Disability Discrimination Act (2005) before making a request for a single EHC assessment.

Special educational needs and disability code of practice: 0 to 25 years - 2014:

6.34 Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Information on how to provide services for deafblind children and young people is available through the Social Care for Deafblind Children and Adults guidance published by the Department of Health (see the References section under Chapter 6 for a link).

6.35 Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Hearing Impairment

Children with significant hearing impairment are likely to be identified pre-school and their needs met early. Hearing impairment describes a continuum of difficulty with widely differing implications for a child's communication and access to learning. Children will only be considered for a statutory assessment if their diagnosis of hearing impairment is, or is likely to be, ongoing and/or permanent and it has long term, significant implications for access and learning affecting five or more of the following areas:

- communication
- interaction (attention and concentration)
- speech discrimination
- speech intelligibility
- comprehension
- expression
- independence
- interpersonal skills
- curriculum access
- attainment
- social inclusion

Evidence may also include:

- a significant discrepancy between language abilities and other abilities
- difficulties with spoken and written comprehension, and with communicating thoughts and feelings to others
- specific examples of the hearing impairment placing the child under stress, with associated withdrawn or frustrated behaviour.

Children who have significant hearing impairment may require:

- provision of specialist equipment
- modification of the classroom in order to improve the acoustic environment
- teaching strategies which take into account the impact of the child's hearing impairment on his or her learning.

Sensory and Physical Development (Hearing Impairment): Criteria

A child is eligible for single Education Health and Care assessment if most of the following usually apply:

- Inability to make progress within the curriculum (or, for the very young child, to develop within expected/predicted milestones) without extensive amplification of hearing and the support of visual means of communication (e.g. lip-reading; signed support)
- Significant speech and language difficulties restricting communication with peers and teachers/practitioners and inhibiting language use in the curriculum

- Difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- Emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school/setting
- Significant difficulties in maintaining and sustaining concentration in the classroom/setting leading to problems in completing work;
- A need for adapted materials and a level of support beyond that which is realistic through an SEN Support resourced plan. .

Deaf blindness/Dual Sensory Impairment

Most children with impairment of both vision and hearing will be identified at pre - school stage and their needs met early. However, some severe deteriorating conditions may become evident in later life and require fast track intervention and support. Some may acquire a second sensory impairment later in life, either expectedly or unexpectedly, and need additional and changed support. Children with deaf blindness may have multiple disabilities.

Children will be eligible for single EHC assessment if their diagnosed impairments of hearing and vision are, or are likely to be, ongoing and/or permanent and they have significant, long term implications for access and learning in five or more of the following areas, at least one under each of the headings below: Information

Sensory access to the curriculum

- perceptual skills (ability to uses senses to understand the environment)
- incidental learning (learning that is not directly taught or made explicit but that happens as a result of experiencing something)
- development of concepts (the ability to make links between experiences, develop a better understanding of them and apply this understanding in future situations)

Communication

- development of receptive and expressive communication
- development of interactive skills
- use of alternative and augmentative means of communication
- use of alternative access to printed and spoken material
- enhanced requirement for personal experience of concepts

Orientation

- motor and movement skills

- independence skills
- mobility and orientation
- involvement in the community
- social isolation and adaptability
- self esteem and self confidence
- safety

Evidence may also include:

- underdeveloped perceptual skills
- difficulties with behaviour or social isolation
- difficulties in attainment, learning and cognition due to, or in addition to, sensory impairment
- difficulty in concentration and attention

Children with significant dual sensory impairment/ deaf blindness may require:

- provision of and training in the use of, specialist equipment
- modification of the classroom to include visual and auditory access
- provision of specialist teaching programmes
- modification and adaptation of visual materials
- augmentative or alternative means of communication
- modification of communication
- perceptual skills training
- mobility and orientation advice or training

Visual Impairment

Children with a visual impairment are likely to be identified pre-school and their needs met early. However, some deteriorating conditions are not necessarily evident in pre-school children and will require proactive intervention and support. Visual impairment describes a continuum of difficulty taking many forms with widely differing implications for a child's education. In some cases visual impairment is one aspect of multiple disabilities.

Whatever the cause of the child's visual impairment, the major issue in identifying and assessing the child's SEN will relate to the degree and nature of functional vision and the child's ability to adapt socially and psychologically, as well as to progress in an educational context.

Children will be eligible for single EHC assessment if their diagnosed visual impairment is, or is likely to be, ongoing and/or permanent and it has a long term, significant implications for access and learning affecting five or more of the following areas:

- concept development
- communication (verbal and non verbal)

- visual skills and strategies
- mobility skills
- orientation skills
- interpersonal skills
- independence
- curriculum access
- attainment
- social and emotional development

Evidence may also include:

- under or partially developed visual skills
- specific examples of the visual impairment placing the pupil under stress, with associated withdrawn or frustrated behaviour.

Children who have significant visual impairment may require:

- provision of, and training in the use of, specialist equipment
- modification of the classroom and school environment to improve the visual access
- provision of specialist teaching programmes
- teaching strategies to enable access to the curriculum
- supervision on health and safety grounds in some practical lessons
- significant medication and adaptation of normal print and other teaching materials
- tactile modification for the educationally blind and Braille user
- training in appropriate mobility and orientation
- a safe and accessible environment for travel and learning

Sensory and Physical Development (Visual Impairment): Criteria

The level of visual loss alone does not determine the degree of difficulty that the child/young person experiences in the school/setting. It has to be set alongside other indicators more directly related to the teaching and learning environment. In order to ensure that the child/young person with the most severe visual impairment maintains

adequate progress, the parents and/or young person may request that the LA undertake and the LA/Health may become actively involved through single EHC assessment when;

The child or young person is blind or has a severe visual impairment that causes substantial and extensive barriers to learning and to the development of social relationships

For a child to be eligible for a single EHC assessment, most of the following criteria would be likely to apply:

- Inability to make progress within the curriculum (or, for the very young child, to develop within expected/predicted milestones) without the use of specialist materials and equipment
- Mobility problems impacting significantly on participation in school and classroom activities
- Difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- The visual impairment leads to significant difficulties in maintaining and sustaining concentration in the classroom and in completing work
- Emotional and/or behavioural difficulties including periods of withdrawal, disaffection and reluctance to attend school/setting;
- A need for adapted materials and a level of support beyond that which is available through an SEN support resourced plan.

Physical impairment

Children with severe physical impairment are normally identified at pre-school stage and their needs met early. However, some severe deteriorating conditions are not necessarily evident in pre-school children and will require additional intervention and support. Condition such as:

- Duchenne Muscular Dystrophy
- other Muscular Dystrophy
- Friedrich's Ataxia
- Juvenile Arthritis

Physical impairment describes a continuum of difficulty. There will be some children, without significant learning difficulties, who have a marked physical impairment and require the environment or some occasional additional adult support in order to gain access to the curriculum. Special teaching strategies may be required occasionally which take into account the impact of the child's disability on his or her learning. It is expected that schools will provide for these children from the notional SEN budget. In some instances a medical condition will affect a child's performance and progress intermittently, whilst others will be affected on a continuous basis throughout their school career. A medical diagnosis or a disability does not necessarily imply special educational needs. It may not be necessary for a child or a young person with a particular diagnosis or medical condition to require any significant form of additional educational provision. It is the child's educational needs rather than a medical diagnosis that must be considered. Children will be considered for EHC single assessment if their diagnosed physical impairments is, or is likely to be, ongoing and/or permanent and it has long term and significant implications for access and learning affecting four or more of the following areas:

- perceptual skills
- fine motor skills
- mobility
- communication
- independence
- interpersonal skills
- curriculum access
- curriculum attainment
- emotional regulation
- social inclusion

Evidence may also include:

- difficulties with spoken and written comprehension, and with communicating thoughts and feelings to others
- specific examples of the physical impairment placing the child under stress, with associated withdrawn or frustrated behaviour

Children who have significant physical impairment may require:

- provision of specialist equipment
- modification of the site in order to improve access
- teaching strategies which take into account the impact of the child's physical impairment on his or her learning
- provision of specialist teaching programmes

Sensory and Physical Development (Physical and Medical Difficulties): Specific Criteria

Some children/young people who experience physical or medical difficulties have no difficulties in accessing the curriculum and learning effectively. Simply having a medical diagnosis, therefore, does not imply that a child/young person has special educational needs.

In order to ensure that the child/young person with the most complex physical needs maintains adequate progress, the LA may need to become more actively involved if:

The child or young person has a permanent, severe and/or complex physical disability or serious medical condition that causes substantial and extensive barriers to learning and to the development of social relationships.

For a child to be eligible for a single EHC assessment it is likely that, most of the following criteria would apply:

- Inability to make progress within the curriculum (or, for the very young child, to develop within expected/predicted milestones) without the extensive use of specialist materials, aids, equipment, furniture and/or adaptations to the physical environment of the school/setting
- Difficulties in making and sustaining peer relationships leading to concerns about social isolation, the risk of bullying and growing frustration
- Social, emotional and/or mental health difficulties including periods of withdrawal, disaffection and reluctance to attend school/setting
- Significant difficulties in maintaining and sustaining concentration in the classroom/setting leading to problems in completing work
- A need for adapted materials and a level of support beyond that expected of an SEN support resourced plan ;
- Attainment levels in most tasks and curriculum areas significantly depressed by irregular attendance brought about by the nature of the physical difficulty and/or the need for regular therapy.

Notes

1. *Speech, Language and Communication*

Communication and Interaction scales were developed by working groups of education and health professionals. The association between scores gained and age related criteria for statutory assessment are included in the document.

2. *Cognition and learning*

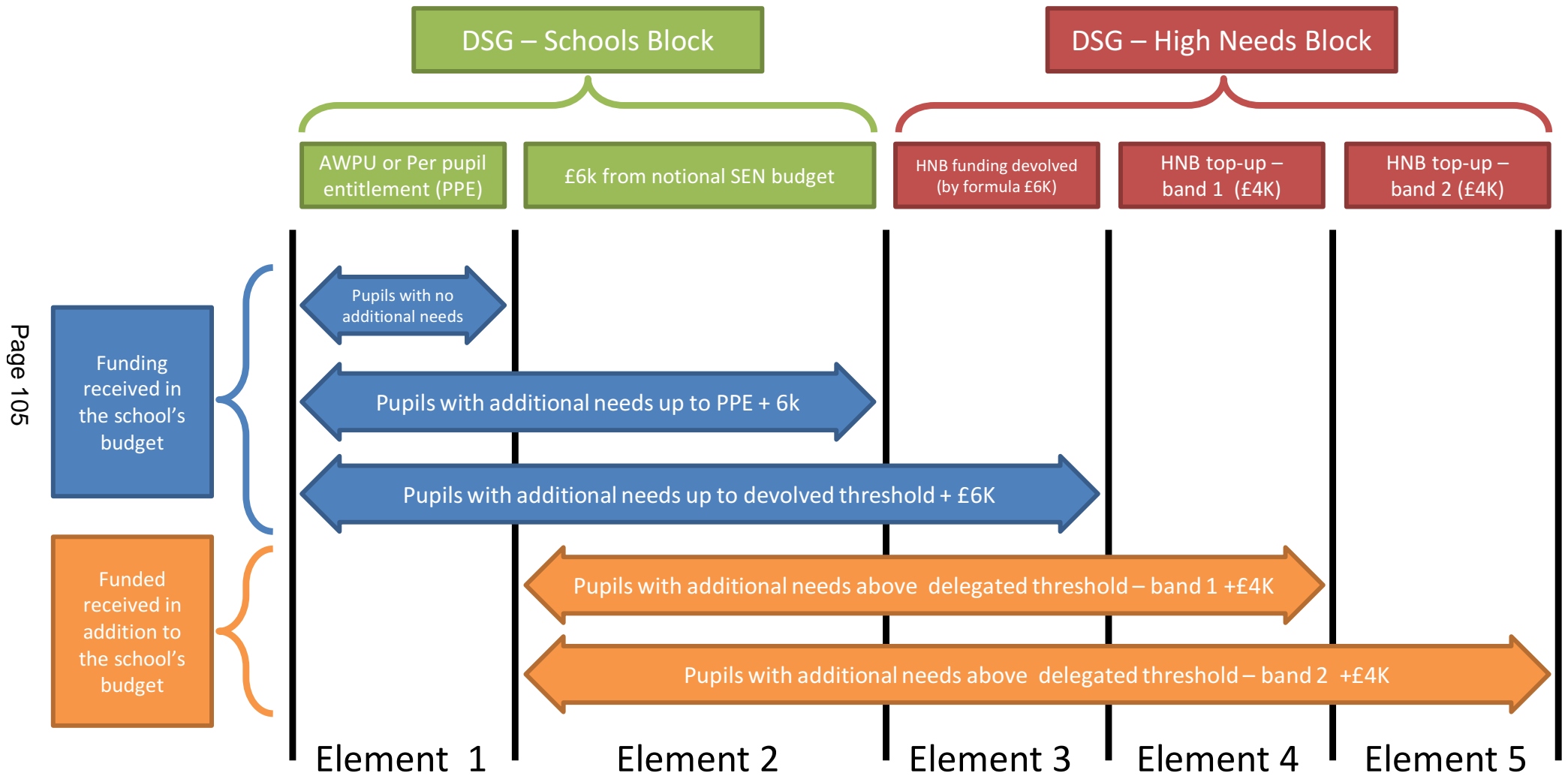
3. *Social, Emotional Development*

The *Social, Emotional Development Scale* is adapted for use with individual children/young people from *Supporting School Improvement – emotional and behavioural development* (QCA 2001).

Instructions for completion of the scale are included in the document itself.

4. *Physical sensory medical*

New funding model for SEN in Mainstream schools from September 2014



Page 105

PTO for an explanation of this diagram and its implementation

What are the elements?

Element 1	Per Pupil Entitlement (AWPU)
Element 2	Notional SEN budget (up to £6K)
Element 3	Top Up funding distributed through contingency or further delegation
Element 4	Top Up funding for children with a statement of SEN or EHC (adds to Schools
Element 5	Block notional £6K budget)

Element 4 Top Up = approx £8K

Element 5 = approx £11.5K

From April 2014:

1. In compliance with the funding regulations for 2014/15:
 - We have delegated the first £6000K of all statements to schools through schools block funding (Element 2 – ‘notional SEN budget’)
 - We have achieved the distribution of this funding through a formula based on a limited set of criteria (e.g. prior attainment and number on roll) and lump sum allocation by way of a transitional arrangement
 - Distribution through the formula will ensure little change for schools other than where there has been a significant change in numbers of children either on roll or with a statement of SEN

What have we agreed already?

2. Schools forum have already agreed to comply with the above requirement, which is essentially to redistribute the following money previously directed towards children individually funded through statements of SEN:

LBHF - £1.8 m via HNB

From April 2014 this will mean that within mainstream schools a genuine High Needs Block Top Up model will be operational with the Local Authority making payments for provision over and above the notional £6K SEN budget.

What more do we want to do – from September 2014?

3. We are keen to ensure that mainstream schools are able to provide a robust local offer for children with additional learning needs from resources that are available to support flexible and responsive planning between teachers and parents to address children’s predictable learning needs and unless a young person has complex and significant education, health and/or care needs, without the need for a lengthy assessment.
4. We are therefore proposing some further changes to funding arrangements from September 2014 (please note these changes relate to tri-borough children in tri-borough schools).
5. From September 2014 we are proposing that the High Needs Block funding in Element 3 (above £6K and below current level of Statement of SEN (approx £9K) is distributed through a contingency fund managed by nominated HNB reference group members and the LA in response to requests made regarding individual children.

6. During autumn term 2014 and spring term 2015 the HNB reference groups will consider the options for further delegation to mainstream schools, so that the equivalent of up to £6K schools block 'notional SEN budget and £6K top up funding is available to support tri-borough children in tri-borough mainstream schools.
7. Under these arrangements and from September 2014 schools would claim Band 1 or 2 Top Up from the Local Authority for those young people who currently have a statement of SEN with more than 20 TA support hours. Eligibility criteria for Band 1 and 2 will be developed from existing criteria and as part of the preparation for the Education, Health and Care assessment process. The High Needs Block Reference Group would be invited to support review and moderation of Band criteria.

EDUCATION, HEALTH AND CARE PLAN

This is (name of child)'s plan
This plan has been completed by (name of key worker)

Date plan agreed – xx/xx/xx
Review date – xx/xx

DRAFT/FINAL

CONTENTS

Sections of the Education, Health and Care Plan

- A:** Views, interests and Aspirations – parent and child/young person
- B:** Special educational needs
- C:** Health needs
- D:** Social care needs
- E:** Outcomes
- F:** Special educational provision
- G:** Any health provision reasonably required
- H1:** Social care provision under S2 of Chronically Sick and Disabled Persons Act 1970
- H2:** Any other social care provision
- I:** Name and type of setting
- J:** Personal budget
- K:** Advice and information gathered

Confidentiality

Information shared and recorded in this plan will be circulated to those who have contributed advice and may also be shared with those listed in the contacts and other practitioners, where appropriate. A copy will be retained in the child's file in the respective teams involved with the child. We ask that upon receipt this plan not be copied or distributed. As practitioners, we respect confidentiality and must observe safeguarding and child protection procedures.

Reviewing the plan

The school/setting will review X's progress regularly. Specific targets relating to the outcomes for X should be developed as part of his individual educational programmes/plans (SEN Support Resource Plan) by those working with him/her. X's Education, Health and Care plan should be reviewed at least annually and reference should be made at the review to the outcomes that he/she has been working towards. The review should consider how far the outcomes have been met using eligibility guidelines, to establish whether future outcome can be met through the Local Offer. Where outcomes have not been met, clear reasons should be given.

SECTION A: PERSONAL DETAILS

Name:	
Unique Pupil No:	
Date of Birth:	
Gender:	
Child/Young Person's Home Address:	
Home Authority:	
Ethnicity:	
Religion:	
Language(s) Spoken at home:	
Interpretation needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Educational Setting / Place of Work:	
Year Group:	Key Stage:
NHS Number:	Name of GP:
Looked After by the Local Authority: <input type="checkbox"/>	
Subject to Child Protection Plan: <input type="checkbox"/>	
Child in Need: <input type="checkbox"/>	
Parent/Carer Name:	2nd Parent/Carer Name:
Relationship:	Relationship:
Parent/Carer Address (if different):	Parent/Carer Address (if different):
Phone Number:	Phone Number:
Email:	Email:
Siblings:	
Who child/young person lives with if different from above:	

Practitioners working with the child/young person and their family

Name of Service and/or Practitioner	Job title	Contact details

Other people who help and support the child/young person and their family

Name	What they do

SECTION A
Views, interests and aspirations

One page profile – Name DOB

How this one page profile was written -

Communication

Likes and motivation

Don't like / Please don't

Independence and physical skills

General health

Behaviour

You may also need to know

SECTION A continued

Important to (Name)

Important for (Name)

Aspirations

(Name's) history

SECTION B, C and D

Assessed needs. This section should be completed using the advice provided by practitioners, considering any cognition and learning, communication, personal, social and emotional and physical and sensory needs.

SECTION B – Education Needs

This child/young person's educational needs have been identified as:

SECTION C – Health Needs

This child/young person's health needs which are related to their SEN have been identified as:

SECTION D – Social Care Needs

This child/young person's social care needs which are related to their SEN have been identified as:

Summary of (Name's) strengths and needs

Strengths and needs

Section E: Outcomes

Section F: Special educational provision

Section G: Any health provision reasonably required

H1: Social care provision under S2 of Chronically Sick and Disabled Persons Act 1970

H2: Any other social care provision

Identified need – (as stated in section B)

Section E	Sections F, G, H1 & H2
Outcomes – These must be specific, measurable, achievable, realistic and time bound	Provision required to make steps towards achieving the outcome – What will happen? How often will it happen? What resources are needed? Who will make it happen?
	Education:
	Health:
	Social Care:

Identified need - (as stated in section B)

Section E	Sections F, G, H1 & H2
Outcomes – These must be specific, measurable, achievable, realistic and time bound	Provision required to make steps towards achieving the outcome – What will happen? How often will it happen? What resources are needed? Who will make it happen?
	Education:
	Health:
	Social Care:

Identified need - (as stated in section B)

Section E	Sections F, G, H1 & H2
Outcomes – These must be specific, measurable, achievable, realistic and time bound	Provision required to make steps towards achieving the outcome – What will happen? How often will it happen? What resources are needed? Who will make it happen?
	Education:
	Health:
	Social Care:

Identified need - (as stated in section B)

Section E	Sections F, G, H1 & H2
Outcomes – These must be specific, measurable, achievable, realistic and time bound	Provision required to make steps towards achieving the outcome – What will happen? How often will it happen? What resources are needed? Who will make it happen?
	Education:
	Health:
	Social Care:

For young people in year 9 and above outcomes and how they will be achieved must be identified for the following areas.

Identified need - (as stated in section B)

Section E	Sections F, G, H1 & H2
Outcomes – These must be specific, measurable, achievable, realistic and time bound	Provision required to make steps towards achieving the outcome – What will happen? How often will it happen? What resources are needed? Who will make it happen?
Education / Training and Employment	Education:
Independent Living	Health:
Housing	Social Care:
Participation in society	

SECTION I

Section I of this Education, Health and Care plan has been completed following a draft plan meeting and subsequent consultation with schools/settings. The resources indicated reflect the recommendations made at the most recent panel at which this child's plan was discussed.

In order to achieve the outcomes identified in section E of this Education, Health and Care Plans the following resources have been identified to support the child or young person.

[NAME]'s EDUCATION PLACEMENT	
Name and type of setting	

EDUCATION (Refer to sections E & F)	
Education provision – linked to outcomes and reflecting additional and different resources over and above the provision in the local offer	Date agreed

HEALTH (Refer to sections E & G)	
Health provision – linked to outcomes and reflecting additional and different resources over and above the provision in the local offer	Date agreed

SOCIAL CARE (Refer to sections E, H1 and H2)	
Social Care provision – linked to outcomes and reflecting additional and different resources over and above the provision in the local offer	Date agreed

SECTION J: Personal budget

Have the family/young person made a request for a personal budget	Yes/No
--	--------

Services that might be considered for provision via a personal budget	Cost	Monitored and audited by

Signed on behalf of the Local Authority by:

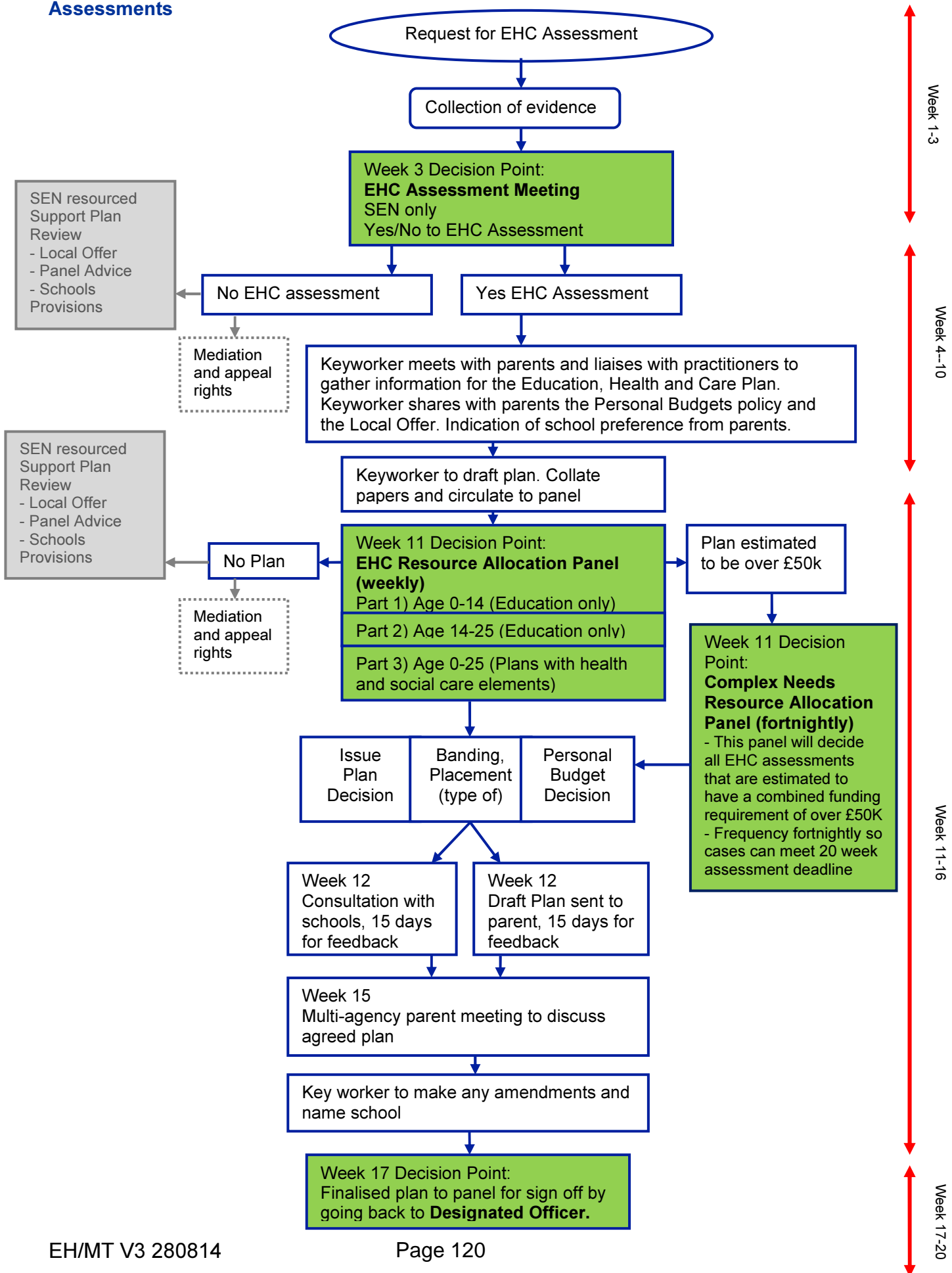
Signed	Date:
---------------	--------------

SECTION K: Advice and information gathered

Appendix A – Child and parent additional advice	Date:
Appendix B – Educational Advice	Date:
Appendix C – Medical Advice	Date
Appendix D – Psychological Advice	Date:
Appendix E – Social services Advice	Date:
Appendix F – Advice from others	Date:
Appendix G – Advice obtained by the authority since the last assessment of the child	Date:

APPENDIX D

Local Authority Decision-Making Process for Education, Health and Care Assessments



Children and Young Person's Provisional Personal Budgets Policy & Guidance DRAFT

London Borough of Hammersmith & Fulham

Royal Borough of Kensington & Chelsea

Westminster City Council and

**Hammersmith and Fulham, West London and
Central London Clinical Commissioning
Groups**

Sept 2014

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London Borough of Hammersmith & Fulham, Royal Borough of Kensington & Chelsea, Westminster City Council and the Inner North West London Clinical Commissioning Group's¹

Children and Young Person's Provisional Personal Budgets Policy & Guidance

1. Introduction

The Children and Families Act 2014 introduces new duties, policies and procedures for Local Authorities and Clinical Commissioning Groups (CCGs) and the support they provide to children and 'young people' with Special Educational Needs (SEN) and/or disabilities. A 'young person' in this context is a person over compulsory school age and under 25.

The Children and Families Act 2014 replaces Statements of Special Educational Needs and introduces Education Health and Care (EHC) Plans which include the right to request a Personal Budget.

In accordance with the Special Educational Needs and Disability Code of Practice 2014², local authority and health partners (CCGs) **must** set out their joint commissioning arrangements for agreeing Personal Budgets and this is the purpose of this policy and guidance. The eligibility criteria for personal budgets and how they may be accessed must also be published in the Local Offer.

The Special Educational Needs (Personal Budgets) Regulations 2014 were approved by Parliament on the 18 June 2014. Personal budgets will be offered alongside the introduction of Education, Health & Care (EHC) Plans and children and young people assessed as needing an EHC plan will have the option of a personal budget from September 2014. The Code defines a personal budget in the following terms:

'A personal budget is an amount of money identified by the local authority to deliver provision set out in an EHC plan where the parent or young person is involved in securing that provision.' **SEN and Disability Code of Practice June 2014 P167 para. 9.95**

'Personal Budgets should reflect the holistic nature of an EHC plan and can include funding for special education, health and social care provision. They should be focused to secure the provision agreed in the EHC plan and should be designed to secure the outcomes specified in the EHC plan.' **SEN and Disability Code of Practice June 2014 P167 para. 9.98**

The Tri-Borough and Inner North West London Clinical Commissioning Group's (INWL CCGs) Children and Young Person's Personal Budgets Policy and Guidance provides:

- A clear statement of eligibility criteria and the decision-making process.
- A description of the services across Education, Health and Social Care that lend themselves to personal budgets.
- The mechanisms of control available to parents and young people including:

¹ Hammersmith and Fulham, West London and Central London Clinical Commissioning Groups (CCGs)

² Page 37 Para 3.38

- § Direct payments - where individuals receive the cash to contract, purchase and manage services themselves
- § An arrangement - whereby the local authority, school or college holds the funds and commissions the support specified in the EHC plan (sometimes called notional budgets)
- § Third party arrangements - where funds (direct payments) are paid to and managed by an individual or organisation on behalf of the child's parent or the young person
- § A combination of the above

2. Policy Statement

The London Borough of Hammersmith & Fulham, the Royal Borough of Kensington & Chelsea and Westminster City Council

And

Hammersmith & Fulham CCG, West London CCG and Central London CCG

are jointly committed to implementing the Children & Families Act 2014 and specifically:

- Publishing a local offer of services for children and young people with special educational needs and/or disabilities
- Working together to assess, agree and review Education, Health and Care Plans
- Developing joint commissioning arrangements to deliver services for children and young people with special educational needs and/or disabilities
- Offering a personal budget option where an EHC Plan has been agreed
- Extending the services where a personal budget can be applicable over the next two years (2015-17)

This policy and guidance will be reviewed with parents, young people and CCG partners in March 2015 and revised as is appropriate.

3. Personal Budgets

Information will be provided on Personal Budgets as part of the Tri-Borough and INWL CCG Local Offer and a Personal Budget will be prepared when requested by Parents/Young Person.

Parents/Young Person have the right to request a Personal Budget when a local authority has completed an EHC needs assessment and confirmed that an EHC plan will be prepared. They may also request a Personal Budget during a statutory review of an existing EHC plan.

As required by the published SEN and Disability Code of Practice, Personal Budgets will be focused to secure the provision agreed in the EHC plan and will be designed to secure the outcomes specified in the EHC plan.

4. Eligibility Guidance - what types of person budget can we make?

A child or young person is eligible for a personal budget under the Children and Family Act 2014 if they have been assessed for an EHC Plan and additional needs have been identified and a EHC Plan is to be put in place.

Local authorities must consider each request for a personal budget on its own individual merits. If a local authority is unable to identify a sum of money they should inform the child's parent or young person of the reasons. The Personal Budget can be used in the following ways:

- The Local Authority producing a notional budget summarising resources and how they will be deployed
- A direct payment directly to the young person or family
- A direct payment arrangement to a third party which can include a broker, provider or nominee
- A combination of the above

Additionally, a young person under 18 will be eligible for a direct payment if they meet national children's continuing care criteria.

Furthermore, young people older than 18 will be eligible for a direct payment

5. Setting and Agreeing a Personal Budget

It is for the Local Authority to determine how it calculates the level of personal budget and this should be done as an indicative figure in the first instance.

Some local authorities have decided to use resource allocation or banding systems to calculate this board funding figure. As these systems have a number of flaws, the broad funding figures will be calculated by estimating the amount of activity or service required and the relevant unit costs involved. All figures discussed at this stage are indicative only.

Where a direct payment is provided it must meet the costs of delivering the provision set out in the EHC Plan.

The Local Authority should set out clearly the appeal arrangements where the parent/young person disagrees with the personal budget allocation or alternative that a personal budget has been refused.

6. Services that can be considered as part of a Personal Budget or Direct Payment

From Sept 2014 the following will be available within a personal budget:

- Home to School Travel Assistance (see appendix 1)
- Personal Care
- Short Breaks
- Equipment and disposables

During 2014-15 the three local authorities and staff from the three CCGs will work with local parents to increase the scope of personal budgets based on the needs of children and young person and the provision that is available locally.

An immediate area for consideration will be how and when personal budgets could be utilised for therapy needs identified in EHC Plans, where the therapy provision could be delivered by an alternative provider and/or at a cheaper cost to the Local Authority than through NHS block therapy contracts.

Personal budgets may not be offered for services where the funding has been already delegated to the providers e.g. a school or college or where it is not possible to separate the funding allocated to the setting.

Additionally, where the support or service is to be delivered in a school, early years setting or college, the Head Teacher must agree to the arrangement and where they do not, the personal budget cannot be implemented in school. The local authority should also seek assurances from the parent, young person or nominee that any person employed by the young person or parents will conform to the policies and procedures of that institution and this may be written into the direct payment funding agreement.

7. Person Centred Planning

Young people and parents must be consulted and actively involved throughout the assessment and production of an EHC Plan. This includes a focus on a young person as an individual, allowing parents and young people's views to be expressed and involving the family in the decision making process. This approach is often referred to as person centred planning³. This approach should also be applied to personal budgets.

8. Advice and Support for Families

Local authorities must provide information to parents and young people about which organisations can offer advice about personal budgets so that families can make informed decisions.

This can include local parent's organisations and local and national voluntary organisations who will provide an independent view.

A programme of training will also be delivered to relevant local authority and health staff including keyworkers and social workers to ensure that there is a consistent approach and that they are able explain the personal budget options, benefits and responsibilities that individuals and families should consider.

9. Education

The special educational provision specified in an EHC plan can include provision funded from the school's budget share (or in colleges from their formula funding) and more specialist provision funded wholly or partly from the local authority's high needs funding.

The amount of funding will generally come from the "High Needs Block" and it will be the "top up" funding that is allocated by the Local Authority to an EHC Plan that will be used to form the personal budget.

³ See section 9.20 – 9.29 for full description: SEN and Disability Coded of Practice: 0 to 25 Years June 2014

The funding from the local authority's high needs budget for the SEN element of a Personal Budget will vary depending on how services are commissioned locally and what schools and colleges are expected to provide as part of the Local Offer.

With the agreement of the Head Teacher schools can agree to contribute their own funding to a personal budget.

10. Social Care

The Care Act 2014 mandates a personal budget as part of the care and support plan for people over 18 with eligible care and support needs. The Act also clarifies people's right to request a direct payment to meet care and support needs and covers people without capacity to request direct payments.

For children under 18 local authorities are under a duty to offer direct payments for services which local authorities provide to children with disabilities under section 17 of the Children Act 1989.

11. Personal Health Budgets

Personal Health Budgets for health care are not appropriate for all aspects of NHS care. Full details of excluded services are set out in guidance provided by NHS England and include primary medical (i.e. GP services) and emergency services.

Since April 2014 everyone receiving NHS Continuing Health Care (including children's continuing health care) has the right to ask for a personal health budget. From October 2014 this group will have the 'right to have' a personal health budget.

Young people reaching the age of 18 may require a health assessment to determine eligibility for 'adult' Continuing Health Care support.

12. Direct Payments

Direct payments are payments made directly to a child's parent, the young person or their nominee. This allows them to arrange provision themselves. They must be set at a level that will secure the provision specified in the EHC Plan. If a direct payment is not set at a suitable level it must be reviewed and adjusted.

A local authority must not make a payment for the purposes of funding a school place or post-16 institution.

Direct payments for special educational provision, health care and social care provision are subject to separate regulations:

- The community Care, services for Carers and Children's Services (Direct Payments) Regulations 2009 (to be replaced by the Care Act 2014)
- The National Health Service (Direct Payments) Regulations 2013
- The Special Educational Needs (Personal Budgets) regulations 2014

These regulations make common requirements including covering consent, use of nominees, conditions of receipt, monitoring and review of direct payments and persons to

whom direct payments **must not** be made (such as those subject to certain rehabilitation orders).

Education and Social Care must be satisfied that the person receiving the direct payment will use them appropriately in the best interest of the child.

Additional requirements include considering the impact on other service users, value for money and seeking the agreement of educational establishments where a service funded by direct payments is delivered in their premises.

Direct Payments for Health require the agreement of a Care Plan between the CCG and the recipient. This will include:

- The health care needs to be met and the outcomes to be achieved
- The things the payment will be used to purchase
- The name of the care co-ordinator managing the care plan
- Who is responsible for monitoring the health condition
- The date of the first review
- The notice required if the CCG decides to reduce the direct payment
- A procedure for discussing risk
- Where people lack capacity and are vulnerable, the plan should consider safeguarding, promoting liberty and where appropriate set out any restraint procedures⁴.

If the local authority refuses a Direct Payment they must explain their decision in writing and also explain the process for review of the decision. If the refusal concerns the personal health part of the EHC plan, then the explanation for the refusal and the opportunity for a review must be provided by the CCG responsible for the decision.

13. Quality and Risks

Individual young people who use education health and social care support services and their parents are able to make their own decisions and calculate and take risks which they deem to be acceptable to lead their lives their way.

Where parents or a young person takes a Direct Payment to secure a service they also accept the responsibility to ensure the service is safe and of acceptable quality.

However, in order to ensure that provision secured by parents or young people is 'fit for purpose' local authorities and CCGs have a responsibility to ensure that those choosing to take direct payments have access to independent organisations as well as informed and expert advice from local authority of health staff. This can include guidance on questions to ask when engaging a service provider and suggestions on how to monitor quality of delivery.

14. Safeguarding

⁴ SEN and Disability Code of Practice June 2014 P172 para 9.123/4

Young people and families must be given appropriate advice and information on the relevant safeguarding issues to be considered and the steps that can be taken if concerns arise in relation to securing provision from third party providers.

15. Agreement for Direct Payments

A parent or young person who chooses to proceed with a direct payment as part of their personal budget will be required to have a separate bank account to receive the funding and making payments for services or equipment purchased. The bank account must solely be used for this purpose. The local authority is currently developing the use of payment cards for the purpose of direct payments funding and payment.

The local authority will also require a Direct Payment agreement to be signed which will also cover personal health budgets where relevant.

It is important that the agreement is read carefully and understood.

The purpose of the agreement is to ensure that the parent or young person understands how the direct payment is to be spent. It will explain what the responsibilities are for the person receiving the money and also the responsibilities the council and the CCG holds in providing the direct payment.

The agreement will identify the amount of the personal budget that is to be allocated as direct payments. Funding will be paid in equal instalments. Unless specifically agreed with the key worker.

As part of the agreement the parents or young person must ensure that the services purchased do meet the needs of the child or young person, as identified in the EHC plan and the funding available in the personal budget. It is important that the funding supports the outcomes of the young person and does not impact adversely on the agreed outcomes.

It is a requirement that the Direct Payment will be spent on purposes agreed as part of the EHC plan agreed with the key worker and not for any other purposes.

Where it is confirmed that funding has not been used for the purpose intended, then the ability to use this facility will be stopped with immediate effect. Any money spent on services not agreed with the local authority must also be paid back.

The parent or young person receiving the Direct Payment must ensure that the quality and viability of the providers is sufficiently robust to deliver the required service and outcomes.

Any money not used at the end of the financial year or the end of the EHC plan must be returned to the local authority.

16. Accountability of Public Funds

In order for the system of personal budgets and in particular the direct payments to work effectively, there is a need for mutual trust and acceptance that the allocation of funds will only be used for the purpose intended and as set out in the funding agreement. The use of the funds for any items not agreed with the local authority or CCG will be a breach of the agreement. The implications of this will be laid out in detail in the agreement and can include

- Cessation of Direct Payments
- Return of funds to the local authority
- In the event that fraud is suspected i.e. intentional miss-use of public funds, the matter will be reported to the Police Authority. This may lead to prosecution and a criminal record.

The local authority and the CCG as the custodians of public funds are required to ensure that any public funds are used for the purpose intended. This includes the requirement for accountability for funds transferred to third parties which include direct payments.

The local authority will therefore undertake regular monitoring and review of the use of funding. Recipients of Direct Payments will be required to work effectively with the local authority to support this process. It should be noted that reviews will be in part random recognising that all recipients at some stage will be reviewed. This will include access to any records of payments /contracts including invoices, bank statements etc.

It should also be noted that this process supports the periodic reconciliations of returns e.g. bank statements, invoices etc.

17. Legal

Relevant Legislation:

Section 49 of the Children and Families Act 2014, the Special Educational Needs (personal Budgets) Regulations 2014, the Community Care, services for Carers and Children's Services (Direct Payments) Regulations 2009 (the 2009 regulations are replaced by those made under the Care Act 2014), and the National Health Service (Direct Payments) Regulations 2013.

18. Extending Personal Budgets 2014-17

Working with local parents and young people, the Tri-B local authorities and the Inner London CCGs will be working to expand the needs and services covered by personal budgets.

This will include looking at identified therapy needs as an immediate priority for early inclusion.

Where parents have chosen to make their own travel arrangements they are able to request a Direct Payment for home to school/college transport on behalf of their son or daughter, if they are eligible for transport support. Direct Payments cannot be used where a family has opted to use the local authority transport.

Eligibility Guidance for Home to School Travel Assistance

The statutory walking distance for travel, which applies to all children and young people is up to 2 miles for children aged under 8 and up to 3 miles for children and young people aged over 8. However, in addition to a child's age, Education will also take in to account a child or young person's level of need.

The fact that a child or young person has an EHC Plan does not in itself entitle them to Home to School Travel Assistance to and from school. Most children and young people are able to travel to and from school, accompanied by a parent/carer if necessary. Additionally, depending on the age and need of the child/young person, Education are able to provide travel training to help young people travel independently.

Education are also able to assist in cases where a child or young person can travel by foot or public transport, but needs accompanying in order to remain safe.

In some cases however, the only practical way for a child or young person to travel to and from school is in a vehicle. Where this is necessary, parents can ask for the costs of the transport to be given in the form of a Direct Payment. The guiding principle is that the amount provided cannot exceed the amount it would cost the local authority to make provision.

In taking a Direct Payment for transport provision, parents assume full responsibility for ensuring their son or daughter gets to school/college on time and ready to learn.

Direct Payments cannot be used to purchase alternative passenger assistants on local authority transport.

Budgets

Transport budgets may be made up of one or two elements: mileage and, in some cases, a passenger assistant.

Mileage


The amount payable per mile is governed by Her Majesty's Revenue & Customs (HMRC) rates. The amount allowed is increased from time to time and the actual payment made will reflect this.

Passenger Assistant and Walking Escort

Where it is agreed that a young person needs either a walking escort or a passenger assistant an assessment will be made of the journey time. The journey time will be measured from the home address to the school/college. Assistants/Escorts will be paid for both the out journey with the child/young person, and for their own journey back to the home address.

Carer

Where a child or young person has a medical need that requires a more highly trained carer to accompany them, the hourly rate will be agreed on a case by case basis.

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>6 OCTOBER 2014</p>
<p>INTERIM PROPOSAL TO EXTEND CURRENT 16 HAMMERSMITH AND FULHAM CHILDREN'S CENTRE CONTRACTS FOR UP TO ONE YEAR</p>	
<p>Report of the Cabinet Member for Children and Education : Councillor Sue Macmillan</p>	
<p>Open Report – Yes</p>	
<p>Classification - For Decision</p>	
<p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Andrew Christie, Executive Director for Children's Services</p>	
<p>Report Author: Mike Potter Head of Commissioning for Early Intervention, Children's Services</p>	<p>Contact Details: Tel: 020 7641 2165 E-mail: mpotter@westminster.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 Contracts to operate Hammersmith and Fulham's 16 children's centre sites are due to expire on the 31 March 2015 and do not contain any provisions allowing for contract extensions. Given the financial value of these services, the Council's Standing Orders (CSOs) would normally require a competition to be run to determine the award of new contracts.
- 1.2 Due to the recent change in administration, the future shape of the services, including any strategic role the new administration sees the service playing in the delivery of key objectives and priorities, is not yet fully defined. To undertake a full scale procurement exercise at this time would therefore not be sensible.

- 1.3 In these circumstances, it is important that the new administration has sufficient time to consider its options for the future service based on an informed, evidenced and costed options paper. These options could include a review of the use of existing sites, staffing structure and delivery models. The most pragmatic solution, both to supporting this process of policy development and maintaining continuity of a statutory service with minimum disruption to service users, is to further extend the existing arrangements for a period of up to 12 months, by which time future direction and priorities will be clear.
- 1.4 In addition during the last year, the Children's Services Commissioning Directorate has been working with Family Services on an Early Help Review to assess the current picture, identify local and national best practice, and make some recommendations about future delivery of services. Additional time is needed to incorporate the lessons from this exercise in order to produce a clear service specification to enable an efficient and effective procurement of children's centres and provision of services for under-fives.
- 1.5 Children's centres provide a range of front-line services for vulnerable families and enable the Council to meet a number of statutory duties. Maintaining service continuity is essential and as such an extension of current contracts by up to one year is requested.

2. RECOMMENDATIONS.

- 2.1. That the application of the Council's Standing Orders (CSO) be waived so that a new contract can be awarded to the existing service providers in the absence of competition.
- 2.2. That the current service providers continue to provide the service beyond the current expiry date of the contracts for up to one year i.e. contracts are extended from 1 April 2015 – 30 September 2015, with provision for further extension to 31 March 2016 if required.
- 2.3. That the service provision is on the same terms and conditions as the current contracts, including the option for the Council to terminate the service on a minimum of three months' notice.
- 2.4. That the level of funding for the duration of the extension remains the same as current contracts paid on a quarterly basis, as set out in Appendix 1 which details the total contract value for year.
- 2.5. That authority to approve any further actions necessary to ensure that the Council meets its statutory duties for the provision of children's centres and to give practical effect to the interim measures that are proposed, be delegated to the Cabinet Member for Children and Education.

3. REASONS FOR DECISION

3.1. The reasons for the recommendations are:

- the expiry date of the current contracts is imminent;
- it will be prudent to allow time 'buy more time' to ensure that efficient and effective procurement of new contracts is based on clarity about future policy direction and stakeholder input.
- to achieve seamless service continuity and to ensure that compliance with statutory duties is not compromised.

3.2 Further details of the above are set out in section 6 below.

4. INTRODUCTION AND BACKGROUND

4.1 In recent years, children's centres in Hammersmith & Fulham have developed and adapted their delivery as required. Some of this has been in response to local circumstances and priorities, whilst some have been prompted by changes in government policy. The following section summarises the changes to delivery model to help contextualise the rationale for the recommendations being made.

Children's Centres and Sure Start Services

4.2 A Sure Start children's centre is a place, or a group of places:

- that is managed by or on behalf of the local authority, with the purpose of ensuring that early childhood services are available in an integrated manner;
- through which early childhood services are made available;
- at which activities for young people are provided.

4.3 They are designed for families with young children from conception to five years. The Department of Education's 'Sure Start Children's Centres Statutory Guidance' (April 2013) includes an expectation that children's centres will "*target children's centres services at young children and families in the area who are at risk of poor outcomes*".

4.4 Children's centres can also offer 'universal' services open to all children and their families. These services - for example, Stay and Play, and health sessions - provide a non-stigmatising front door to basic services for young children through which families with additional needs can be identified and early action taken to help in a proactive manner.

- 4.4 In 2011, the Government re-defined the core purpose of children's centres as being to improve outcomes for young children and their families, especially the most disadvantaged, in order to reduce inequalities in child development and school readiness, and to improve parenting skills and child and family health.
- 4.5 In Hammersmith & Fulham a hub and spoke model is used for service delivery. Hubs provide a universal offer but their main focus is on preventative and early intervention services for vulnerable families. Spoke centres deliver a universal offer, signpost to other relevant services and also provide space for targeted work and courses/sessions delivered by "hubs" and other partners. They are also places where the Family Support Localities Teams could meet and work with families.

Previous Cabinet decisions and model of service delivery

- 4.6 In February 2013 Cabinet approval was sought and approved to extend the existing children's centre contracts for two years until 31 March 2015.
- 4.7 The extension of the current contracts was primarily to ensure the local children's centre model of delivery could be adapted to take account of the anticipated reduction in government funding, changes to the Ofsted inspection regime and how this would necessitate service realignment and reconfiguration, and also to review how the targeted two year old programme would be embedded alongside children's centre delivery.
- 4.8 Hammersmith and Fulham has 16 children's centre sites; seven are hub children's centres and are categorised as stand-alone children's centres for the purpose of Ofsted inspection. As part of the work around the extension of contracts for 2013-2015 the relationship between hub and spoke centres was reviewed.
- 4.9 Hub centres now have clearly defined linked spoke centres, where applicable, which they work with under the conditions of an operating protocol which is part of their contracts. This arrangement includes Ofsted requirements during an inspection. As part of this work some of the reach boundaries were also adjusted to reflect the new arrangements.
- 4.10 In December 2011, the Department for Education reiterated its commitment to the delivery of the 2-year old offer, and advised that the initial intention to deliver to 20% of all 2 year olds (September 2013) had been increased to 40% of all 2 year olds (September 2014).
- 4.11 With ambitious local targets for the delivery and creation of places, it provided the Local Authority the opportunity to work with current children's centre providers to explore new ways of delivering early help services from centres, including offering 2 year old places. Bayonne Nursery and children's centre and Cathnor Park children's centre are delivering the offer and currently have capacity for 16 children. Masbro children's centre will also be offering 2 year old places from September 2014.

5. PROPOSAL AND ISSUES

- 5.1. The current contracts for Children's Centre services expire on 31 March 2015, and do not contain provisions to extend.
- 5.2. The proposal is to extend the contracts for one year to ensure continuity of front-line service delivery while a competitive procurement exercise is completed.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. An extension of current contracts is believed necessary and the only feasible interim option as it is not in the Council's overall interest to run a procurement exercise at this time with the reasons highlighted in 1.2 to 1.4.
- 6.2. Ofsted currently has a national target to inspect all its children's centres by July 2015. The current children's centre providers are experienced in the delivery of the services to their local communities; therefore an extension of contracts will provide the continuity in delivery to assist with preparation for Ofsted inspection.
- 6.3. The Family Support Localities Team, which was also a new service in June 2011, continues to develop effective working practices with children's centres which need time to embed and outcomes continue to be measured. This includes the ongoing development of the multi-agency 'Team around the children's centre' meetings and the new operating arrangements of the Localities working to a North and South model since June 2014. Continuation of delivery with current providers will further strengthen the early help offer delivered through children's centres and the Family Support Localities Service to Hammersmith & Fulham families.

7. CONSULTATION

- 7.1. Local authorities have a duty under the Childcare Act 2006 to consult with the public before opening, closing or significantly changing the services provided through children's centres, and so far as is reasonably practical to secure sufficient provision of children's centres to meet local need. In discharging their duties the Council must have regard to any guidance given from time to time by the Secretary of State. Engagement would be with residents, service users and professional agencies that have an interest in the remit of children's centre delivery.
- 7.2. Prior to the reconfiguration of the borough's children's Centres into a hub and spoke model in 2011 a comprehensive public consultation was completed and feedback considered when making the final recommendations.

- 7.3. As the recommendations in this report do not propose significant changes to the services provided in the centres, no further consultation has been considered necessary at this time.

8. EQUALITY IMPLICATIONS

- 8.1. A completed Equality Impact Assessment, (EIA) is not required as the proposals do not involve any change to services.
- 8.2. Recommendation 2.5 requests a delegation of authority to the Cabinet Member for Children and Education for further, related decisions that may be necessary. Should this be the case and should the PSED (Public Sector Equality Duty) be relevant, due regard will be given as and when any proposals are put before the Cabinet Member. This may or may not include proposals that are informed by an EIA.
- 8.3. Implications verified/completed by: (David Bennett, Head of Change Delivery (Acting), 020 8753 1628.

9. LEGAL IMPLICATIONS

- 9.1. The provision of children centre services is a Part B service pursuant to the Public Procurement Regulations 2006 (the "Regulations").
- 9.2. Part B services are not subject to the full regime of the Regulations; however the Council must still comply with general EU principles of fairness, transparency and non-discrimination when procuring the service. This will generally require the Council to undertake an open competition. Where the Council does not comply with the principles of the public procurement rules there is a risk of challenge from organisations who would have wished to express an interest in the provision of the service.
- 9.3. The main body of the report sets out the challenges and future changes facing children's centres over the next few years. For the reasons set out in the report, it is sensible to wait before undertaking a full scale procurement process and as an interim alternative, to in effect extend the current contracts by varying the current term, in order to secure the service over the requisite additional period. Although there is a risk of challenge, that risk will be mitigated if the proposed period of extension is kept to a reasonable minimum and plans for an open competition are made and implemented at the earliest opportunity.
- 9.4. Implications completed by: Dian West, Contracts Lawyer, 020 8753 2335

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. This paper sets out the interim position with regard to the delivery of children's centres. No savings are expected as this is a proposal to extend current contracts for up to one year under the existing terms and conditions.
- 10.2. Appendix 1 provides a breakdown of the cost of the extension of current contracts, which would include the option of giving providers a minimum of three months' notice of termination. The total expenditure, including the notice period of 3 months, will be **£2,045,000**
- 10.3. Implications completed by: Andrew Tagg, Head of Resources, 020 7361 2258.

11. RISK MANAGEMENT

- 11.1. The paper proposes an interim solution as identified in the body of the report and contributes positively to the management of risk number 5 (Managing Statutory Duty).
- 11.2. Implications completed by: Michael Sloniowski, Principal Consultant Risk Management, 020 8753 2587.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. The current contracts for the delivery of children's centres expires on 31 March 2015, with no provision having been made at the time of contract award for any further extensions beyond those previously agreed.
- 12.2. Further extensions without competition to help evidence quality and value for money is not ideal. However, the Council does not currently have the clarity and certainty about its future policy priorities and direction of travel for this high profile service essential to the running of a good competition; that is, a competition likely to deliver the (yet to be articulated) desired outcomes. As such, the report recommends a pragmatic interim solution that will ensure continuity of statutory services for vulnerable children and families while a longer term vision and strategy is agreed.
- 12.3. As the service is defined as "Part B" rather than a "Part A" service under the EU procurement rules, the Council has a degree of flexibility in determining contract extensions not originally provided for.
- 12.4. A risk of possible challenge from another provider to a further extension without competition exists, but this risk is believed to be slight and could be mitigated by Children's Services considering whether to place some kind of prior information notice (ahead of a formal contract advertisement)

signalling the Council's intention to run a forthcoming procurement in 2014-2015 once the future direction of travel for the service is known.

- 12.5. The H&F Director of Procurement & IT Strategy supports the report's recommendations, and concurs with the Head of Legal Services that the risk of possible challenge will be mitigated if plans for future a competition are openly communicated.
- 12.6. Implications completed by John Francis, Principal Consultant H&F Corporate Procurement, FCS, 020 8753 2582.

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


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

APPENDIX:

Appendix 1: Current contract value 2014/15 and proposed contract values for 2015/2016

Children's Centre	Current Value - 2014/2015	12 month extension value - April 2015- March 2016
Old Oak Children's Centre and Community Centre (Hub)	£285,000	£285,000
Randolph Beresford Early Years Centre (Hub)	£286,000	£286,000
Wendell Park Family Centre	£25,000	£25,000
Cathnor Park Children's Centre (Hub)	£150,000	£150,000
Masbro Children's Centre (Hub)	£285,000	£285,000
Masbro Brook Green Family Centre	£19,000	£19,000
Avonmore Neighbourhood Family Centre	£19,000	£19,000
Flora Gardens Children's Centre (Hub)	£285,000	£285,000
Melcombe Children's Centre (Hub)	£285,000	£285,000
Bayonne Children's Centre	£19,000	£19,000
Fulham Central Children's Centre (Hub)	£285,000	£285,000
Fulham Palace children's centre	£19,000	£19,000
Pre- School Learning Alliance children's centre services at Normand Croft Community school	£19,000	£19,000
Pre-School Learning Alliance children's centre services at New Kings school	£25,000	£25,000
Rays Playhouse Ltd.	£19,000	£19,000
Shepherds Bush Families Project and Children's Centre	£20,000	£20,000
Total of all contracts	£2,045,000	£2,045,000

Agenda Item 9

	<p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">CABINET</p> <p style="text-align: center;">6 OCTOBER 2014</p>
<p style="text-align: center;">EXTENSION OF YOUTH SERVICE CONTRACTS UP TO 31 MARCH 2016</p>	
<p>Report of the Cabinet Member for Children and Education - Councillor Sue Macmillan; and the Cabinet Member for Social Excusion – Councillor Sue Fennimore</p>	
<p>Open report</p> <p>A separate report on the exempt Cabinet agenda provides commercially sensitive information about individual contract values.</p>	
<p>Classification - For Decision Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Andrew Christie, Tri-Borough Executive Director of Education and Children’s Services</p>	
<p>Report Author: Vikki Wilkinson, Lead Commissioner, Young Peoples Services</p>	<p>Contact Details: Tel: 020 7641 4099 E-mail: vwilkinson@westminster.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 The London Borough of Hammersmith and Fulham undertook a commissioning activity in 2013 and awarded 13 contracts (Appendix One) to deliver borough wide school and community youth provision, specialist youth provision and borough wide generic and specialist holiday provision. The contracts were for a 2 year period and commenced on the 1st April 2013 until the 31st March 2015 with an option (at the Council’s discretion) to extend for a further 1 year.

- 1.2 This report requests that the extension option of a further year from 1st April 2015 to 31st March 2016 to be taken up.

2. RECOMMENDATIONS

- 2.1 That approval be given to enact the extension option so as to extend the contracts for a period of up to 12 months, with effect from the 1st April 2015 , as per contract clause 1.1 (duration) outlined below:

The Agreement shall take effect on the Commencement Date and shall continue for a period of two years (the "Initial Term"), unless terminated earlier.

Subject to satisfactory performance by the Organisation, the Council may wish to extend the Agreement for a further period of up to 12 (twelve) calendar months. The Council may approach the Organisation if it wishes to do so before the end of the Initial Term. The clauses in the Agreement will apply throughout any such extended period unless otherwise stated to the contrary.

- 2.2 That the level of funding for the duration of the extension remains the same as current contracts paid on a quarterly basis.

3. REASONS FOR DECISION

- 3.1 The Council has entered into contracts with providers for a term of 2 years with an option (at the Council's discretion) to extend for a further 1 year, subject to satisfactory performance and value for money being delivered, as per contract clause 2. The option to extend was agreed by Cabinet to provide flexibility and allow Hammersmith and Fulham to extend some or all of the contracts for an additional year if sufficient funding is available in 2015 and agreed with by Cabinet - without having to undertake new tendering exercises earlier than is necessary.
- 3.2 Current youth provision is well established and engages young people across the borough. All providers are satisfactorily meeting their contractual targets with a number of providers exceeding their requirements. An extension of up to 12 months maintains stability of provision whilst a new specification is developed that reflects the new administrations priorities for young people's services.
- 3.3 The Government's policy document "Positive for Youth; a new approach to cross government policy for young people aged 13-19"¹ emphasises that Local Authorities have "the primary responsibility for improving young people's outcomes and commissioning appropriate services." Commissioning youth services enables Hammersmith and Fulham to fulfil the statutory guidance requirements; offering services to young people

¹ <https://www.gov.uk/government/publications/positive-for-youth-a-new-approach-to-cross-government-policy-for-young-people-aged-13-to-19>

across the borough which improves young people's outcomes by engaging young people in positive activities.

- 3.4 Youth services, working in partnership with the Hammersmith and Fulham Locality Family Support Service, voluntary sector partners, sports and creative arts providers and schools, will have a key role in identifying vulnerable young people and of engaging and supporting them to achieve positive outcomes.

4. BACKGROUND

- 4.1 In August 2010, Cabinet agreed to the commissioning of youth provision within the borough. This meant that the council moved from directly delivering provision, to a commissioned model, where services are delivered by a range of providers across the borough, delivering services that meet the needs of a particular community.
- 4.2 Officers completed the commissioning process for these services in March 2011, with the commissioned services going live in April 2011.

COMMISSIONING FRAMEWORK 2013-15

- 4.4 Services were re-commissioned with effect from 1st April 2013. The service offer continued to be based on the findings from the borough-wide consultation with young people and consists of the following services:
- School based generic locality provision
 - Community based generic locality provision
 - Community based specialist provision
 - Positive Activities – holiday programmes
- 4.5 School based provision continued to be available at the following school sites, directly after school and during the holidays:
- Hurlingham & Chelsea School
 - Henry Compton School & Fulham Cross School (Fulham College)
 - Phoenix School
 - Cambridge School

Provision is offered 38 weeks a year, Monday to Friday at each site, except Cambridge School, where an inclusive Saturday programme is offered. Subsequent to the re-commissioning exercise Fulham College chose to discontinue offering youth services and the contract ceased in July 2013.

- 4.6 In addition to the school based provision providers were commissioned to deliver community based provision across the following wards at buildings to be identified by the provider:
- Wormholt & White City and Shepherds Bush wards

- College Park & Old Oak ward
- Askew and Shepherds Bush wards
- North End and Fulham Broadway wards
- Sand End ward
- Avonmore & Brook Green and Addison wards

4.7 The commissioning strategy for youth provision in Hammersmith and Fulham will be developed in parallel with an interim extension of these contracts.

4.8 The current annual budget of the youth provision contracts is £876,600 (see the Appendix of the exempt report)

5 EQUALITY IMPLICATIONS

5.1 An Equality Impact Assessment, (EIA) is not required as the proposals do not involve any change to services.

6. LEGAL IMPLICATIONS

6.1 Unless the recommendation to extend the current youth service contracts is granted, the service provision will terminate on the 31st March 2015. The Contracts contain a provision allowing for an extension of up to one year and in accordance with the Council's Contract Standing Orders, authority to exercise the option can be granted either by the relevant Cabinet Member or Cabinet, (depending on the values involved). If the option to extend is exercised, the Contract will continue in effect until the 30th September 2015. With regards to the procurement strategy going forwards, Legal Services will work with the client department to ensure that procurement of the service provision is in accordance with the Council's Contract Standing Orders and EU procurement rules, so far as those rules may apply. In accordance with the Council's Standing Orders, because of the values involved, the Contracts, once finalised, will be executed under seal.

6.2 Legal comment provided by Dian West, dian.west@lbhf.gov.uk 020 8753 2752.

7. FINANCIAL AND RESOURCES IMPLICATIONS

7.1 The contract extension (up to a 12 month period) for 2015-16 is estimated at £812,600, though the expectation is that it could only be used for 6 months (Appendix One)

7.2 Two of the contracts are currently funded under the Third Sector Investment Fund programme agreed by Cabinet on 1 September 2014. The remaining costs of the contract will be met from existing budgets within Children's Services.

- 7.3 The LBHF budget for 2015/16 is £876,600 which is sufficient for the 12 months contract extension. However, there are some savings identified for this budget which could possibly be achieved by the part-year saving in 2015/16. (Appendix One)
- 7.4 There is no direct link to the Council's capital programme.




Financial risks

- 7.5 The budget holder is The Head of Commissioning (Early Intervention). The figures set out in the report are the current contract prices. If the full 12 months of the available contract extension period is required, compensatory savings would need to be made elsewhere in the budget in order to meet planned MTFs savings. At this stage of budget development, it is not possible to say how this would be achieved. Without compensatory savings the contract extension period would be from 1 April 2015 to 30 September 2015 only.
- 7.6 Given the current economic climate, the need to reduce central Government borrowing and the Council's own financial situation there is a clear risk to City Council budgets and partner funding. This applies to the current financial year as well as future years. The figures stated above are within approved budgets as at the date of this report, but are subject to change at short notice. In the event of a further budget reduction, a review of services would need to be undertaken in order to bring the provision within the available resources. An in-year budget reduction would need to be met by similar in-year service reductions.
- 7.7 Finance comment provided by Adele Patriciello
Adelaide.Patricciello@lbhf.gov.uk 020 8753 2897

Local Government Act 1972 (as amended) – Background papers used in the preparation of this report : None

Contact officer(s): Vikki Wilkinson, Lead Commissioner, Young Peoples Services,
vwilkinson@westminster.gov.uk 020 7641 4099

Key Decision Report

Decision maker(s) at each authority and date of Cabinet meeting, Cabinet Member meeting or (in the case of individual Cabinet Member decisions) the earliest date the decision will be taken	Full Cabinet Date of decision: 6 October 2014	 h&f hammersmith & fulham
	Cabinet Member for Adult Social Care and Public Health Date of decision (i.e. not before): 18 September 2014 Forward Plan reference: [insert]	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	Cabinet Member for Adults and Public Health Date of meeting or formal issue: TBC	 City of Westminster
Report title (decision subject)	CONTRACT AWARD: HEALTH TRAINER SERVICE	
Reporting officer	Christine Mead- Tri-Borough Public Health Behaviour Change Commissioner	
Key decision	Yes	
Access to information classification	Open. A separate report dealing with the procurement process and its outcome is on the exempt part of the Cabinet agenda.	

1. EXECUTIVE SUMMARY

Tenders have been sought for Health Trainer Service to support residents to make lifestyle changes to improve their health and reduce their risk of developing cardiovascular disease and long term conditions in line with Public Health commissioning priorities. The report proposes that each of the three Councils enters into a contract with the recommended provider to deliver this service.

2. RECOMMENDATIONS

2.1 For Westminster City Council

Approval to award a framework agreement for three years, with the option to extend for one further year, to the recommended provider was approved at Tri Borough CAB on 4th August 2014.

To call off of the framework agreement and enter into a contract for three years from 1st January 2015, with the option to extend for one further year (subject to performance), with the recommended provider at a three year contract cost of £1,884,750.

2.2 For the Royal Borough of Kensington and Chelsea

To call off of the framework agreement and enter into a contract for three years from 1st January 2015, with the option to extend for one further year (subject to performance), with the recommended provider at a three year contract cost of £1,238,550.

2.3 For the London Borough of Hammersmith and Fulham

To call off of the framework agreement and enter into a contract for three years from 1st January 2015, with the option to extend for one further year (subject to performance), with the provider recommended in the exempt report at a three year contract cost of £2,261,700.

3. REASONS FOR DECISION

To improve the health of Tri-borough residents and to reduce health inequalities.

The outcomes of the health trainer service are lifestyle changes including weight loss, increased physical activity, reduced alcohol and smoking, and healthier diets. All of these changes contribute to reducing cardiovascular disease and cancers which account for the majority of preventable early deaths.

4. BACKGROUND

4.1 The Health Trainer service supports residents to make lifestyle changes to reduce smoking, reduce obesity, increase physical activity, eat healthier diets with more fruit and vegetables, improve health and wellbeing and reduce their alcohol consumption.

4.2 Health Trainers work with all residents but have targets that 75% of their clients must come from the two most deprived quintiles of deprivation. Health Trainers

are recruited from the communities they work in, to make sure they reflect the local population and to build on the relationships they have within their local communities.

- 4.3 Health Trainers developed through a national programme based on evidence about how to support effective behaviour change. They are trained and qualified to engage with people to support the motivation needed to make sustained changes in behaviour. The service will follow up with service users at 3 months and 12 months to support sustained behaviour change.
- 4.4 Health Trainers also support the development of the local economy. Nationally 56% of health trainers come from the top two quintiles of deprivation in the areas they work in. The health trainer service provides employment to local residents at an entry level position, to support local employment opportunities.
- 4.5 The outcomes of the Health Trainer service are in health improvement. People who use the service to develop and complete personal health plans report on average a 20% improvement for clients from quintile 1 and 30% improvement for clients from quintile 2 in their reported health state.
 - 63% choose to work on improving their diet
 - 57% report eating more fruit and vegetables
 - 53% report reducing the amount of fried, fatty food and snacks.
 - Clients on measurement demonstrate a 4% reduction in BMI
 - 19% choose to work on increasing their physical activity
 - 8% choose to work on general wellbeing issues, relating to low mood and depression
 - 2% chose to work on alcohol reduction; the outcome is a reduction of 45% in the number of units of alcohol consumed each week.
 - 23% clients were referred on to other services
- 4.6 For LBHF, 1,560 residents each year will be supported to develop and achieve Personal Health Plans, and 1,794 residents between the ages of 40 and 74 will receive health checks.
- 4.7 A high quality, evidence based, service has been sought to reduce the health inequalities in the area through supporting residents to make healthy lifestyle choices. The service will do this through:
 - Assessing and supporting residents readiness for change
 - Developing Personal Health Plans, based on each individual's identified goals and motivation
 - Supporting the goals identified in the plans with regular meetings
 - Signposting to other services
 - Delivering health checks, a standardised national check of BMI, blood pressure, cholesterol, blood glucose, physical activity, alcohol intake, dementia for people between the ages of 40-74 who do not already have a

long term condition. The results quantify the level of risk of developing cardiovascular disease in the next 10 years.

- 4.8 The service will also work closely with employment services, carers services, health services, GP practices, libraries and community organisations. 50% of service users who are unemployed will be referred to employment services, and 50% of all service users will be referred to other services.
- 4.9 Health checks are a mandatory Public Health service, as are delivering services to people who have risk factors identified through health checks. Following a health checks, people who are overweight, inactive, have high cholesterol or high blood glucose will receive referrals where appropriate to the health trainer service.
- 4.9 Current provider performance across the Tri-borough area is variable. All three current providers are delivering Personal Health Plans according to contract, but only the service in Westminster is delivering health checks according to contract.
- 4.10 The three boroughs had different unit costs for personal health plans, ranging from £408 in RBKC to £462 in LBHF to £593 in Westminster. As all three services were able to deliver, the service went out to tender with a provisional budget based on the lowest rate.
- 4.11 The unit cost differences are due to historical legacy; the services began at different times in different Primary Care Trusts with different resources available and different procurement processes.
- 4.12 A Tri borough tender enabled an analytical review of what the level of need might be for a health trainer service. A decision was made to base the level of provision in each borough on the numbers of the population living in the top two quintiles of deprivation:

ONS census population in the two most deprived quintile based on national deprivation quintiles

National quintile	City of Westminster	Hammersmith and Fulham	Kensington and Chelsea	Tri-borough population
Most and second most deprived	105,874	129,877	73,212	308,963

- 4.13 This resulted in a calculation of the targets for delivering Personal Health Plans based on having 1 health trainer per 10,000 residents in the top two deprivation quintiles. This has resulted overall in an increase of the combined units of personal health plans and health checks of 160% over the current contracts.
- 4.14 Pre-tender research identified a limited supply market. To minimise the barriers to entry for voluntary sector organisations and maximise the limited competitive tension less onerous prequalifying criteria were set.

- 4.15 An engagement event was held prior to the tender to gather feedback from community organisations, current providers and potential providers to stimulate the market and to support the involvement of local community organisations.
- 4.16 A Multi Supplier Framework was not appropriate for this service because not only are there limited suppliers within the market but the service levels across the Tri Borough need to be consistent which is why the procurement is for a Single Supplier Framework Agreement. The Participating Authorities intend to access the Services by awarding contracts (Call-Off Contract) under this Framework Agreement which the successful Tenderer will enter into with the Authority. Current contracts developed differently in three separate Primary Care Trusts prior to the move from the NHS to local government and have different suppliers working to different service specifications. This Single Supplier Framework ensures consistency and standardisation of service.
- 4.17 Collaboration with other Local Authorities were considered but were not included in this procurement as they are at an earlier stage of the procurement process due to the transition from NHS to local government.
- 4.18 The tender was openly advertised and Pre-Qualification Questionnaires (PQQs) were received from seven organisations. Of the seven PQQs two failed to meet the required standard.
- 4.19 Details of the tender analysis are shown in the separate exempt report.

5. CONSULTATION

- 5.1 Consultation meeting with Cllr Robathan held on July 1 2014
- 5.2 Consultation meeting with Cllr Weale held on July 16 2014.
- 5.3 Consultation meeting with Cllr Lukey held on July 14 2014

6. EQUALITY IMPLICATIONS

- 6.1 An equality impact analysis was undertaken prior to tender and the findings integrated into the specification. The service has been designed to tackle health inequalities.

7. LEGAL IMPLICATIONS

- 7.1 This service has been commissioned by Westminster City Council on behalf of the Tri-borough Authorities. The service has been commissioned in line with the Local Authorities' new duties under the Health and Social Care Act 2012. Each

borough will enter into its own contract with the successful provider. Legal advice on the procurement process has been provided by Sharpe Pritchard.

- 7.2 Bi-Borough Legal Services will be available to assist the client department with preparing and completing the necessary contract documentation.
- 7.3 Implications for RBKC and LBHF completed by: Kar-Yee Chan, Solicitor (Contracts), 020 8753 2772.

8. FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 The budget for each contract will be held within the respective borough. The provider will be paid by the three boroughs separately. The budget holder for the project is Meradin Peachey, Tri-borough Director Public Health.
- 8.2 The proposed contract would be fully funded from the Public Health Grant, over the 3 years the apportionment is as follows;

Borough	14/15 Budget (1 qtr)	FY 15/16 Budget	FY 16/17 Budget	17/18 Budget (3 qtrs)	Total
LBHF	£ 188,475	£ 753,900	£ 753,900	£ 565,425	£ 2,261,700
RBKC	£ 103,213	£ 412,850	£ 412,850	£ 309,638	£ 1,238,550
WCC	£ 157,063	£ 628,250	£ 628,250	£ 471,186	£ 1,884,750

8.3 Contract Comparison

Below is a full year comparison between the existing contracts and the proposed replacement.

Borough	Existing Contracts Value Full Year (full target) £000's	Proposed Contract Value Full Year £000's
LBHF	400	754
RBKC	295	413
WCC	298	628
TOTAL	993	1795

8.4 Effects on Forecast

The increase in Health Trainers expenditure has been budgeted for, below shows the effect of the new contract against budget.

Borough	14/15 Budget £000's	14/15 Forecast £000's	15/16 Budget £000's	15/16 Forecast £000's
LBHF	494	450	772	754
RBKC	325	324	416	413
WCC	406	335	656	628
TOTAL	1,225	1,109	1,844	1,795

The 2014/15 agreed budgets include $\frac{1}{4}$ at the pre-tender estimated cost of the new contracts and $\frac{3}{4}$ of the existing contracts. 2014/15 estimated savings against budget arise from both the proposed contract coming in under budget and estimated under spend on the existing contracts due to underperformance of existing suppliers.

2015/16 savings are the difference between the pre-tender estimated cost of the Health Trainers service and the proposed contracts. Subsequent budgets would reflect the contractual actual cost of the service.

- 8.5 A Parent Company Guarantee is required from Turning Point which will be obtained prior to calling off any of the contracts from the Framework Agreement.
- 8.6 Implications confirmed by Rachel Wigley, Tri-borough Director of Finance - Adult Social Care. Tel. 020 8753 3121

9. VALUE FOR MONEY

- 9.1 The development of this model by the Department of Health was based on a cost benefit analysis of multiple interventions which support different aspects of behaviour changes such as losing weight, stopping smoking, increasing physical activity. The health trainer model is based on the evidence of what works best to support sustained behaviour change, and includes the following elements: peer trainers; an understanding of behaviour change theory, models of change and motivational interviewing; goals set by the service user; goal setting that is SMART; ongoing support over a period of time to succeed in changing behaviour; links with other people to support ongoing behaviour change. All of these elements enhance the likelihood of achieving successful change above an individual setting out on their own to change their behaviour through their own will power.
- 9.2 In the Health Trainer Half Year Review report, April-Sept 2013, Richard Shircore, Royal Society of Public Health, www.rsph.org.uk the following key findings were identified in respect to health trainer services:

- The data supports the notion that the methodology and deployment of HT is well suited to the challenge of improving the health behaviours of those in greatest need of assistance.
- These services are an important strategic and tactical asset in reducing health inequalities.
- Besides immediate, tangible gains, this workforce has an almost unique ability to leave a legacy with their clients in terms of improved health awareness and understanding which has longer term benefits.
- Recruitment continues from Quintile 1 indicating that the service is holding true to its original concepts.
- Results demonstrate an excellent capacity to engage with clients in the lowest socio-economic Quintile 1. Many in this quintile being the most difficult to engage with in respect of health issues.
- Services have a strong track record in demonstrating an ability to positively improve clients' health behaviour and are actively engaging with some of the most important modifiable determinants' of health such as: food, diet, eating, alcohol, mental health and resilience.
- The role of the Data Collection and Reporting Service (DCRS) in collecting and making Public Health data available is a valuable asset that should be more fully exploited.
- This half year review also demonstrates that the HTS is continuing to operate to its original specifications of using local people in deprived areas to be a primary change agent. For those commissioners concerned with reducing health inequalities the way HTS operate is much more likely to be effective than simple campaigns focusing on topics.

9.1 The new contracts will mean an increase in costs. This is because they represent an increased investment in Health Trainers, with increased outcomes measured by the number of health checks and personal health plans delivered. This is shown in the table below.

	Previous contract Volume	Proposed contract Volume
WCC	1,130	2,838
RBKC	1,080	1,806
H&F	852	3,354
Total	3,062	7,998

9.2 However, the new contracts provide better value for money measured by lower unit costs. The average unit cost saving in the new contracts compared to the current unit cost across the Tri- borough is over 22%, with a saving range from 16.5% in RBKC to 27.5% in H&F.

Cost per unit	Previous contract	Proposed contract	Saving per unit	% saving per unit
WCC	£279	£221	£58	20.8%
RBKC	£273	£228	£45	16.5%
H&F	£309	£224	£85	27.5%
Average	£288	£224	£64	22.2%

9.3 The benefits of the health trainer service are an investment in positive and sustained health outcomes focusing on areas of greatest health inequality. National evaluation reveals sustained improvement in all areas the service addresses: losing weight, increasing activity, eating healthier diets, reducing alcohol, reducing BMI, increasing self- efficacy and self- confidence.

9.4 The service also contributes to the local economy as it is based on recruiting, training and employing people from the areas they will work in, making good use of peer networks and increasing local employment. This is based on social marketing principles as well as an understanding that to reduce health inequalities what is required is to engage local people on their own terms in improving their own health.

Meradin Peachey
Director of Public Health

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


Note: Report to Westminster City Council Gate Panel

Contact officer(s):

Christine Mead, Tri-Borough Public Health Behaviour Change Commissioner, cmead@westminster.gov.uk, 020 7641 4662

Linda Pinder, Category Manager, Strategic and Commercial Procurement, Westminster City Council, lpinder@westminster.gov.uk, 020 7641 4494

Agenda Item 11

	London Borough of Hammersmith & Fulham CABINET DECISION 6 OCTOBER 2014
USE OF 2014-15 PUBLIC HEALTH UNDERSPEND IN LBHF	
Report of the Cabinet Member for Health and Adult Social Care : Councillor Vivienne Lukey	
Open Report	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Liz Bruce, Executive Director of ASC and Health	
Report Author: Stuart Lines, Deputy Director of Public Health for LBHF	Contact Details: Tel: 020 7641 4690 E-mail: slines@westminster.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. The latest forecast outturn for 2014/15 for Public Health, indicates funding of £2,588,000 is available from the underspend. In the following two years this underspend is expected to be approximately £1m per year, assuming no reduction in the Public Health Grant allocation.
- 1.2. The Public Health grant is currently ring fenced by government for use in areas directly related to the achievement of public health outcomes.
- 1.3. A process was undertaken whereby all Council departments were invited to make proposals for the appropriate use of this underspend against agreed criteria, including return on investment.
- 1.4. Of the 60+ proposals received that are relevant to LBHF, fourteen are recommended for support in this paper. These 14 recommendations will utilise the PH underspend in LBHF, for each of the four years starting from 2014-15 and £794,000 of available funds brought forward from 2013/14.

- 1.5. A summary of the fourteen proposals and their funding implications over the next three years is summarised in the table below. Further detail of each proposal and its relevance to the Public Health Outcomes is given in Appendix 2.

ref	Theme/Proposal	2014/15 £	2015/16 £	2016/17 £	Total £
1a	Health and Wellbeing	162,515	185,628	189,809	537,952
1b	Fit for the future	101,655	229,620	242,763	574,038
1c	Advice & Opportunities	221,774	560,574	559,241	1,341,589
2	Best Start in Life	38,889	38,889	38,889	116,667
3	ASC supportive housing	551,309	551,309	551,309	1,653,927
4	Improving pathway to employment for people with disabilities	94,000	94,000	94,000	282,000
5	Phoenix Centre	350,000			350,000
6	Fuel poverty	130,000	130,000	-	260,000
7	Healthy catering commitment	43,080	-	-	43,080
8	Air quality and vulnerable groups	16,500	-	-	16,500
9	Healthy workplace charter	31,230	27,250	-	58,480
10	Sanctuary scheme	20,000	-	-	20,000
11	Hospital to home	70,520	-	-	70,520
12	In situ overcrowding solutions	71,000	-	-	71,000
	Total	1,902,472	1,817,270	1,676,011	5,395,753
	PH Underspend in 2014/15 (forecast outturn) and projected underspend in 15/16 and 16/17	2,588,211	1,007,000	1,007,000	4,602,211
	Funded from reserves b/f				793,542

- 1.6 The table above provides investment in children's issues both through the CVS Fit for the Future grants and the Best Start in Life proposal. In recognition of the priority to invest in children, Public Health also commits to release £368,000 of public health funding to invest in public health outcomes in children's centres from 2015-16 onwards, by achieving efficiencies in contracted and planned expenditure.

2. RECOMMENDATION

- 2.1. That approval be given to the funding of the fourteen proposals set out in this report, totalling £5,395,753, from the Public Health ring-fenced grant for LBHF for 2014/15 to 2016/17 and the ring-fenced surplus brought forward from 2013/14.
- 2.2. That the commitment from Public Health to invest £368,000 per annum into Children's Centres in order to achieve public health outcomes from 2015-16 onwards be approved, to be funded by efficiencies in contracted and planned expenditure.

3. REASONS FOR DECISION

- 3.1. The fourteen recommended proposals represent the outcome of consultation with officers, senior executives and the Cabinet Member for Health and Adult Social Care.
- 3.2. The 2014/15 ring-fenced public health grant allocation for LBHF is £20.855m, of which £2,588,000 is currently unallocated. There is also expected to be unallocated funding in the following two years.
- 3.3. The use of the unallocated funding in this way represents an opportunity to help integrate and embed public health outcomes into a range of Council services. The emphasis on prevention also creates the potential for longer term savings to be realised across a number of council departments.
- 3.4. Local authorities are required to account to the Department of Health (DH) for how the public health grant is used and Chief Executives are required to provide assurance that the grant has been used as intended. External auditors are required to highlight any issues of concern to the DH should they be evident.

4. INTRODUCTION AND BACKGROUND

- 4.1. The purpose of this report is to summarise the use of the LBHF public health underspend for 2014/15.
- 4.2. The detailed background to the process and the decisions taken are outlined in Appendix 1.
- 4.3. The rapid assessment process of the proposals considered how well they met the key principles articulated in the original letter that invited expressions of interest:
 - invests to save
 - supports the delivery of public health outcome(s)
 - reduces health inequalities

- shifts budgets towards positive health behaviour change
- delivers value for money
- puts evidence into practice (including from local JSNAs)
- supports equitable access to services

5. PROPOSAL AND ISSUES

Approval of funding

- 5.1 It is proposed that Cabinet approve funding for the fourteen proposals that will make appropriate use of the unallocated public health funding for 2014/15 to 2016/17 and underspend from 2013/14 and also approve the commitment from Tri-borough Public Health to invest £368,000 per year to strengthen public health outcomes in Children's Centres following a review of all Public Health contracts in order to achieve efficiencies.

Funding duration

- 5.2 The funding period is for 2014/15 to 2016/17 and underspends from 2013/14.

Implementation

- 5.3 Should funding be approved, officers from Tri-borough Public Health will work closely with proposal leads to set and agree suitable metrics to enable monitoring of the expected relevant public health outcomes.

6. OPTIONS AND ANALYSIS OF OPTION

- 6.1. Identified alternative options for use of the public health underspend are as follows:
- Option One - to confirm allocations as set out in the table in section 1, responding to proposals received from departments across the council.
 - Option Two - to retain unallocated funding within the Public Health Budget.
- 6.2. It is recommended that option one is progressed to ensure effective use of the Public Health budget.

7. CONSULTATION

- 7.1 All Council services have had the opportunity to engage in the process and provide proposals on the best use of public health funding in relation to their service areas.

- 7.2 Each Department will be responsible for appropriately engaging with residents and community groups in the development of their proposals.

8. EQUALITY IMPLICATIONS

- 8.1. Each Department will complete an Equality Impact Assessment (EIA) where required in the development of the proposal.

9. LEGAL IMPLICATIONS

- 9.1. The Council should comply with the terms of the Grant Agreement between the Department of Health (DH) and the Council dated 13 December 2013 (the Grant Agreement). The Grant Agreement provides that if there are any funds left over at the end of the financial year, they can be carried over into the next financial year as part of a public health reserve. All the conditions that apply to the use of the grant will continue to apply to any funds carried over. However, where there are large underspends, the DH has the right to reduce the grant allocations in future years.
- 9.2. The National Health Service Act 2006 as amended by the Health and Social Care Act 2012 states that “each local authority must take such steps as it considers appropriate for improving the health of the people in its area.” It is understood that the Department of Health has clarified that they consider it is within the Local Authority’s discretion to use the Public Health Grant to improve the health of all people in an area, not just those who are resident in it.
- 9.3. Implications completed by: Kar-Yee Chan, Solicitor (Contracts) Bi-Borough Legal Services, 020 8753 2772.

10. FINANCIAL AND RESOURCE IMPLICATIONS

- 10.1. The proposed funding will be met from the existing budgetary provision for public health, as outlined below. Funding the proposals over the 4 year period will require all of the current year unallocated budget and all of the expected surplus in the next three years, together with £793,000 of reserves brought forward from 2013-14. This assumes that the Public Health grant reflects at least current levels.

LBHF projected Income and Expenditure	Outturn 2014/15 £'000	Projected 2015/16 £'000	Projected 2016/17 £'000	Total 2014/15 to 2015/16 £'000
Public Health Grant Income	(20,855)	(20,855)	(20,855)	(62,565)
Contract Expenditure				
Substance Misuse	5,463	5,463	5,463	16,389
Sexual Health	6,903	6,896	6,896	20,696
Behaviour Change	1,913	2,711	2,711	7,335
Families and Children's Services	2,416	3,157	3,157	8,729
Childhood Obesity project	100	145	145	390
Intel & Social Determinants	41	41	41	122
Total Contract Expenditure	16,836	18,413	18,413	53,661
Total Salaries and overheads	1,431	1,435	1,435	4,302
Underspend available (table at 1.5)	(2,588)	(1,007)	(1,007)	(4,603)
Projects for approval (table at 1.5)	1,902	1,817	1,676	5,396
Total net expenditure(surplus)	(686)	810	669	793
Ring-fenced grant b/f (note 1)	(793)	(1,479)	(669)	(793)
Ring-fenced grant c/f	(1,479)	(669)	0	0

Note 1: The ring-fenced grant brought forward excludes earmarked amounts

10.2. In addition, in order to invest £368,000 per year into Children's Centres, there will be a review of all Public Health contracts in order to achieve efficiencies of at least £368,000 per year.

10.3. Implications verified by: Rachel Wigley, Tri-borough Director of Finance, Adult Social Care, 020 8753 3121.

11. RISK MANAGEMENT

11.1. Most of these proposals are existing services so there will be no change to the management of risk. Once authority has been received to fund new proposals risks and issues will be monitored by the relevant Directorate as part of their procurement procedures.

11.2. Funding the proposals over the 4 year period will require all of the current year unallocated budget and all of the expected surplus in the next three years, together with £793,000 of reserves brought forward from 2013-14. This assumes that the Public Health grant will continue reflecting at least current levels. This is not certain.

11.3. Implications verified by: Michael Sloniowski, BiBorough Risk Manager, 020 8753 2587.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

12.1. There is no procurement activity involved in this matter.

12.2. Implications verified by: Tim Lothian, Tri Borough Procurement Manager, Tri Borough ASC Procurement Team, 020 8753 5377.

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.	Budget monitoring documents	Stuart Lines tel. 020 7641 4690	Deputy Director of Public Health for LBHF

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APPENDIX 1

BACKGROUND

April 2013	<ul style="list-style-type: none"> • Following the Health and Social Care Act 2012, most local public health responsibilities were transferred to local government. • In LBHF, Public Health is a Triborough service hosted by Westminster City Council. • As part of the transfer of responsibilities the DH allocated funding to each borough based on a population based funding formula. This funding is currently ring-fenced for public health activity and its use is monitored by Public Health England annually.
April 2014	<ul style="list-style-type: none"> • The 2014/15 public health grant for LBHF is £20.855m. Around 80% of this grant is spent on contracts with NHS and other providers, such as sexual health and substance misuse. • The DH reserves the right to reduce the allocation in future years if there is significant underspend. • Public Health identified options for use of the unallocated public health funding and discussed these with cabinet members.
19 May 2014	<ul style="list-style-type: none"> • Following agreement from the three lead Cabinet Members for public health across the Triborough, the Triborough Director of Public Health wrote to all senior executive officers inviting public health related proposals.
June 2014	<ul style="list-style-type: none"> • A total of 121 expressions of interest were received from across the Triborough. • Over 60 had implications for LBHF, either because they were proposed by LBHF services, Bi-borough services or Triborough services. • The proposals made requests totalling several times the amount of funding available. • All of the expressions of interest were subject to a rapid assessment by a six member panel from Triborough Public Health team. • Cllrs Cowan and Lukey discussed the use of the underspend and its potential to support local community and voluntary services.
10 June 2014	<ul style="list-style-type: none"> • The three cabinet members received a briefing outlining the results of the rapid assessment and asking them to consider the use of the underspend funds in each borough.
11 June 2014	<ul style="list-style-type: none"> • A follow-up letter was sent to all JMT members providing further clarification on the process. • This requested that each department identify key priorities from their submitted proposals in order to develop a shortlist.
17 June 2014	<ul style="list-style-type: none"> • The Council Leader and Cabinet Member indicated that they would like a portion of the fund to be used to off-set cuts to community and voluntary grants that have a strong link to public health outcomes.

18 June 2014	<ul style="list-style-type: none"><li data-bbox="480 190 1409 293">• The Public Health underspend was discussed at JMT where Nicholas Holgate also asked for proposals that were assessed as strong by the original public health panel to be considered.<li data-bbox="480 315 1409 418">• This additional process produced a long-list of 25 proposals which was subsequently reduced to the 14 proposals recommended in this report.<li data-bbox="480 441 1409 566">• This reduction was made by considering the amount of funding available, the strength of the proposals in terms of achieving public health outcomes and return on investment and the feasibility of the funding being spent this financial year.
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Appendix Two

Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
<p>1.(a) CVS: Health and Well-Being</p> <p>Directorate: Communications, Policy and Performance</p>	<p>Eight priority programmes from the LBHF Community Grants programme that focus on reducing social isolation amongst adult residents with specific needs (including learning disabilities, bereavement, chronic health conditions including dementia and severe deprivation).</p> <p>Interventions include telephone support, physical activity sessions, supportive volunteering opportunities, one-to-one befriending, escorted shopping, drop-in centres and digital inclusion sessions. A number of these services are already well established and the intention is to continue to develop and improve them.</p> <p>Further financial support provided by the LBHF 3rd Sector Investment Fund programme, together with a range of external match funding sources.</p>	<ul style="list-style-type: none"> • Social Isolation • Self reported Wellbeing • Excess weight in adults • Physically active and inactive adults • Utilisation of outdoor space. • Injuries due to falls in 65 plus • Health related quality of life for older people 	<p>The programmes listed as priorities for public health funding all have strong links to public health outcomes.</p> <p>Funding will allow them to continue and improve.</p> <p>It provides leverage for Tri-borough Public Health to input into future grant decisions, helping to ensure public health principles and community needs identified in the JSNA are considered.</p>	<p>£537,952 (3 years)</p>
<p>1.(b) CVS: Fit for the Future</p> <p>Directorate: Communications, Policy and Performance</p>	<p>Nine priority programmes from the LBHF Community Grants programme that will support a range of activities for children and young people.</p> <p>Interventions focus on improving health and social connectedness, and include outdoor learning sessions, leisure and sports activities, life skills training, parental and family workshops and one-to-one support. A number of these services are already well established and the intention is to continue to develop and improve them.</p> <p>Further financial provided by the LBHF 3rd Sector Investment Fund programme, together with a range of external match funding sources.</p>	<ul style="list-style-type: none"> • Excess weight in 4-5 and 10-11 year olds • Utilisation of outdoor space • School readiness • Child development 	<p>The programmes listed as priorities for public health funding all have strong links to public health outcomes.</p> <p>Funding will allow them to continue and improve.</p> <p>It provides leverage for Tri-borough Public Health to input into future grant decisions, helping to ensure public health principles and community needs identified in the JSNA are considered.</p>	<p>£574,038 (3 years)</p>


Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
<p>1.(c)CVS: Advice and Opportunities</p> <p>Directorate: Communications, Policy and Performance</p>	<p>Six priority programmes from the LBHF Community Grants programme that support a range of activities targeting employment (including NEETs), homelessness and safety in the home.</p> <p>Two contracts focus on building confidence and entrepreneurial capacity of NEETs (88k) and the remainder provides employment and housing advice and support to enable residents to move away from dependency.</p> <p>A number of these services are already well established and the intention is to continue to develop and improve them.</p> <p>Further financial provided by the LBHF 3rd Sector Investment Fund programme, together with a range of external match funding sources.</p>	<ul style="list-style-type: none"> • 16 to 18 year olds not in education employment or training (NEET) • Self-reported well-being • Domestic abuse • Statutory homelessness • Perceptions of community safety 	<p>The programmes listed as priorities for public health funding all have strong links to public health outcomes.</p> <p>Funding will allow them to continue and improve.</p> <p>It provides leverage for Tri-borough Public Health to input into future grant decisions, helping to ensure public health principles and community needs identified in the JSNA are considered.</p>	£1,341,589 (3 years)
<p>2. Best Start in Life</p> <p>Directorate: Children's Services</p>	<p>To accelerate progress towards a shared long term aim for a whole systems approach across the tri-borough to family wellbeing through integration of community based services for children's services.</p>	<ul style="list-style-type: none"> • School Readiness • Self Reported Wellbeing • Excess weight in 4-5 and 10-11 year olds • Tooth decay in children under 5 • Population vaccination Coverage 	<p>The original proposal was for £1.9m pa across the three boroughs. The Public Health recommendation is to fund but at a reduced cost of £350K (total over 3 years).</p> <p>Children's Services should work with Public Health to develop the proposal and focus on time-limited resource to develop a robust evidence-based integrated model that maps, evaluates and designs a new model of service delivery, which is piloted in a limited set of areas.</p>	£116,667 (3 years)
<p>3. Supportive Housing Services</p> <p>Directorate: Adult Social Care</p>	<p>Twenty-four existing ASC contracts with providers of housing support in LBHF.</p> <p>Six of these contracts are for floating support and eighteen are for accommodation. ASC Is requesting a 10% contribution to the high support services and 5%</p>	<ul style="list-style-type: none"> • Adults with learning disability living in stable accommodation • Statutory homelessness • Social isolation 	<p>LBHF's ASC has an established, non-statutory housing support service for people with complex health, housing and social care needs. These contracts enable almost 1300 vulnerable residents to maintain their independence, reduce</p>	£1,653,927 (3 years)

Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
(ASC)	for services working with individuals with less complex needs or in the community. Prevention through supporting independent living.	<ul style="list-style-type: none"> • Older people's perception of community safety • Screening coverage • Self-reported wellbeing • Injuries and falls 	<p>their need for unplanned health and social care services and maximise their social inclusion. Ensuring people are supported to live independently in their own homes has significant public health benefit and can generate significant savings.</p> <p>This funding will enable Public Health to work with ASC to develop preventative activity towards individuals with less complex needs and how advise on housing support service specifications to be linked more closely with public health outcomes.</p>	
4.Improving the Pathway to Employment for People with Learning and Physical Disabilities Directorate: ASC	Targeted employment support (including a volunteering programme) for residents of H&F with physical and/or learning disabilities. Improving quality of life for vulnerable adults.	<ul style="list-style-type: none"> • Employment for those with long-term health conditions including adults with a learning disability or who are in contact with secondary mental health services. 	This proposal uses Public Health funding to enable coverage to H&F to facilitate access to supported employment and volunteering support, in addition to enabling a Tri-Borough evaluation. The programme of work leads directly from JSNA information and is an evidence based model.	£282,000 (3 years)
5.Improvements to The Phoenix Sports and Fitness Centre and Janet Adegoke Swimming Pool Directorate:	To update and regenerate the Phoenix Sports and Fitness Centre and the Janet Adegoke Swimming Pool facilities. Improving the current offer of equipment and facilities including a review of the use of spaces and the possible development of another gym area that would provide greater resident access to the public during the day. The existing gym area would be adapted to be more youth/play orientated array of equipment to	<ul style="list-style-type: none"> • Physically Active and inactive adults • Self Reported Wellbeing • Excess Weight in 4-5 and 10-11 year olds • Excess Weight in Adults • Social isolation 	<p>This proposal presents a scheme that is desirable and has public health benefits.</p> <p>The investment needs to be matched by significant transformation of sports and leisure services in the area to ensure that residents have access to activities that will help them become more physically active.</p>	£350,000 (1 year)

Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
ELRS	increase engagement. A community asset used to promote physical activity for children and adults in an area of the borough with low levels of physical activity and high levels of obesity.			
6.The Impact of Fuel Poverty and the Home Environment <u>Directorate:</u> TTS/EH	To work closely with GPs, Practice Nurses and social care services in LBHF to reduce the impact of cold, damp and mould in poor housing on the health and wellbeing of vulnerable residents. Prevention of housing related poor health, e.g. CVD and respiratory illness.	<ul style="list-style-type: none"> • Fuel Poverty • Excess winter deaths • Under 75 mortality from CVD and respiratory disease • Emergency readmissions within 30 days discharge • Injuries due to falls • Health related quality of life 	Four proposals relating to fuel poverty in LBHF were received and Public Health recommended that these proposals be combined. Fuel poverty is a significant public health issue. The proposals will be merged to ensure value for money and invest to save principles are met, and that the initiative taken forward is appropriately targeted and delivered to secure sustainable and transformational impact.	£260,000 (2 years)
7.Healthier Catering Commitment Scheme <u>Directorate:</u> TTS/EH	To encourage a further 15 food businesses in H&F to participate in the London Healthier Catering Commitment, in liaison with the Public Health Nutrition Team by March 2015. Contribution to child and adult obesity reduction.	<ul style="list-style-type: none"> • Excess weight in 4-5 and 4-5 year olds • Excess weight in 4-5 and 10 – 11 year olds Excess weight in adults • Under 75 mortality rate from CVD 	The proposal extends the reach rather than duplicate existing work, and is in-line with long term commissioning intentions. Aligns with wider intentions of tri-borough childhood obesity prevention programme.	£43,080 (1 year)
8.Mitigating the Impact of Poor Air Quality on Vulnerable Groups <u>Directorate:</u> TTS/ EH	To mitigate the health impact of poor environmental air quality on the most vulnerable residents in LBHF , specifically people living with CVD and respiratory disease.	<ul style="list-style-type: none"> • Fraction of Mortality attributable to particulate air pollution • Under 75 mortality rate from CVD and respiratory disease • Emergency readmission within 30 days discharge 	The cost benefit evidence for investing in air quality is substantial. For every £100 there is a £620 return. It extends existing work already underway in Westminster and also proposed for RBKC. A tri-borough approach will improve the effectiveness of the campaign as many of the health providers who will need to be involved serve residents from all three boroughs (acute hospitals, Central	£16,500 (1 year)

Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
			London Health Care).	
9.Developing the London Healthy Workplace Charter Directorate: TTS/EH	To target employers within LBHF to promote the London Healthy Workplace Charter and engage with businesses to support them to achieve recommended standards. Essential training will be offered to help businesses develop their own skills and knowledge to enable them to continue to improve their policies and systems for workplace health. Prevention and health promotion through healthier workplaces.	<ul style="list-style-type: none"> • Sickness Absence • Excess weight in adults • Physically active and inactive adults • Adult smoking prevalence • Take up of NHS Health Checks 	<p>This will increase the number of participating businesses within LBHF and enables tangible employer engagement work. It will ensure equitable delivery across the tri-boroughs as funding is also recommended for WCC and RBKC.</p> <p>It is important to note that a significant proportion of employee beneficiaries are likely to be non residents. However, this is permissible within the conditions of the public health grant.</p>	£58,480 (2 years)
10.Sanctuary Scheme Directorate: Housing	To offer enhanced security in the home to women in LBHF who are experiencing domestic violence. Supports families to stay in their homes through early intervention and support.	<ul style="list-style-type: none"> • Domestic Abuse • Social isolation • Self reported wellbeing 	The scheme offers value for money for a high profile initiative. It offers 'invest to save' value through the reduction on reliance on services such as community safety, children and families and NHS care.	£20,000 (1 year)
11.Hospital to Home Project Directorate: Housing	The DH 'Hospital to Home' (H2H) pilot requires match funding for a grant allocation from Imperial Healthcare Trust to develop the service. The project in H&F is delivered by St Mungo's Broadway and aims to improve develop greater contact, communication, access and engagement between H2H patients, community health services, and housing and support providers at point of discharge. Supports improved access to services for a vulnerable population and supports service integration.	<ul style="list-style-type: none"> • Emergency Readmissions within 30 days of discharge • Statutory homelessness 	Based on a successful pilot and develops public health partnership with acute trust (Imperial).	£70,520 (1 year)
12.In-Situ Overcrowding solutions Directorate:	To expand the existing Occupancy Team role to offer an enhanced In-Situ overcrowding service. This will involve working with overcrowded tenants, giving advice and practical assistance to better use the space that tenants have within their existing property. The project aims to	<ul style="list-style-type: none"> • Self Reported Wellbeing • Social isolation • School readiness 	The 'invest to save' element of this initiative is strong with gains across council departments within the timeframe (and to a lesser extent the NHS). The service will secure sustainable impact for some of our most vulnerable families in the	£71,000 (1 year)

Proposal	Description	Links to Public Health Outcomes	Public Health Analysis	Total Allocation
Housing	improve living conditions within a property. Prevention of ill health associated with overcrowding.		short, medium and long term. It offers value for money and embeds public health considerations to significantly reduce the impact of an intractable problem.	

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">6 OCTOBER 2014</p>
<p>TFL FUNDED ANNUAL INTEGRATED TRANSPORT INVESTMENT PROGRAMME 2015/16</p>	
<p>Report of the Cabinet Member for Environment, Transport and Resident's Services - Councillor Wesley Harcourt</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Nigel Pallace – Bi-borough Executive Director of Transport and Technical Services</p>	
<p>Report Author: Nicholas Ruxton-Boyle – Transport and Development Manager</p>	<p>Contact Details: Tel: 020 8753 3069 E-mail: nick.boyle@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This report refines and details the Council's integrated transport programme which forms part of the Council's 2011 – 2031 Transport Plan (Local Implementation Plan 2 or LIP2) to be delivered in 2015/16 and funded entirely by Transport for London (TfL). This report seeks the approval of the submission of the programme to TfL and the design, consultation and implementation of various elements of the programme. It further seeks approval for the delegation of the approval of construction of the capital programme to the Cabinet Member for Environment, Transport and Residents Services.
- 1.2. The Council's integrated transport award for 2015/16 is £1,711,000, for principal road maintenance £538,000 and for local transport funding £100,000. This funding is specifically provided by TfL for transport projects delivering the Council's transport objectives and targets, as detailed in paragraph 4.1.

Funding category	Capital (£)	Revenue (£)	Total (£)
Integrated transport	1,204,000	507,000	1,711,000
Principal road maintenance	538,000	-	538,000
Local transport fund	100,000	-	100,000
Borough cycling programme year 2*	-	94,000	94,000
Total	1,842,000	601,000	2,443,000

*The borough cycling programme was subject to a competitive bidding process for three years funding in 2013/14 and Cabinet approval on 14 October 2013.

- 1.3 The 2015/16 integrated transport programme has been developed in line with the Labour group's manifesto document 'The change we need'. In particular point 5 'greening the borough, being fair to drivers and better for cycling'.
- 1.4 The Council continues to review the TfL LoHAC (London Highways Alliance Contract) option however at this time there is no clear evidence that this contract will provide any improved benefits against the Council's own contracts.

2. RECOMMENDATIONS

- 2.1 That approval be given to carry out feasibility design and consultation on projects C1 to C3, E1 to E4 and L1 to L3 (identified in the body of the report) at a total cost of £91,500 (approximately 15% of the total capital project cost, and all charged to the capital project) as set out in paragraph 5.2 (forms part of the £1,711,000).
- 2.2 That authority be delegated to the Cabinet Member for Environment, Transport and Residents Services, in consultation with the Executive Director of Transport and Technical Services, to approve the implementation of projects C1 to C3, E1 to E3 and L1 to L3 (identified in the body of the report) totalling £518,500 (forms part of the £1,711,000), subject to favourable outcome of public engagement and consultation.
- 2.3 That authority be given to carry out feasibility design and consultation on a borough wide 20mph speed limit at a total cost of £200,000 as set out in paragraph 5.2 (forms part of the £1,711,000).
- 2.4 That authority be given to utilise £200,000 to contribute to the £2m plus Shepherd's Bush Town Centre West major project that is approved by Cabinet and construction currently underway as set out in paragraph 5.3 (forms part of the £1,711,000).

- 2.5 That approval be given to complete the 2014/15 integrated transport capital projects at a cost of £149,000 as set out in paragraph 5.3 (forms part of the £1,711,000).
- 2.6 That authority be given to utilise £50,000 to enhance the TfL traffic signal modernisation programme in 2015/16 and £100,000 to enhance the Council's own carriageway and footway planned maintenance programme in 2015/16 as set out in paragraph 5.4 (forms part of the £1,711,000)
- 2.7 That approval be given to deliver the smarter travel programme at a cost of £257,000, as detailed in paragraph 5.5 (forms part of the £1,711,000).
- 2.8 That approval be given to utilise £50,000 to develop the Council's 2016/17 annual spending submission (charged to revenue), utilise £70,000 to contribute match funding for the Mayor's Air Quality Fund and utilise £25,000 as a contingency as detailed in paragraph 5.6 (forms part of the £1,711,000).
- 2.9 That authority be delegated to the Cabinet Member for Environment, Transport and Residents Services, in consultation with the Bi-borough Executive Director of Transport and Technical Services, to approve the implementation of the Local Transport Fund programme of £100,000, as detailed in paragraph 5.7.
- 2.10 That authority be given to place all works orders with one of the Council's existing term or framework contractors; Conway and Colas, and in exceptional circumstances (where the Council does not have the specific expertise) design work services through the London Borough of Ealing's framework consultants contract with Project Centre Limited.

3. REASONS FOR DECISION

- 3.1. Physical improvements to the public highway and programmes of work designed to reduce congestion, manage traffic and promote road safety fall under the Council's statutory duties under a variety of acts including the Traffic Management Act 2004.
- 3.2. The production, management and maintenance of a Local Implementation Plan (LIP2) is a statutory duty for all London boroughs under the 1999 GLA Act and failure to do so could ultimately result in TfL undertaking the work and charging the Council for doing so.
- 3.3. Where changes to the highway are proposed, these are in line with section 122 of the Road Traffic Regulation Act 1984; securing the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities.

4. INTRODUCTION AND BACKGROUND

4.1 The Council's Transport Plan 2011 – 2031 (LIP2) was approved by both the Cabinet and TfL in 2011. The production of LIP2 is a statutory duty and its purpose is to show how each borough will implement the Mayor of London's Transport Strategy (MTS2) which was adopted in May 2010. The main focus is how to accommodate the predicted growth in population and employment in London – the equivalent of an additional city the size of Birmingham will have to be accommodated by 2031. Without significant interventions, problems of congestion, overcrowding, poor air quality, collisions and network disruptions are likely to become significantly worse than they are at present. The Council's Transport Plan contains seven borough transport objectives and a performance management plan containing seven borough transport targets (short term for 2016 and long term for 2030), both of which are detailed below;

Transport objectives and targets

1.	To support sustainable population and employment growth in the five regeneration areas - White City, Earl's Court/West Kensington, Hammersmith Town Centre, Fulham Riverside and Old Oak Common.
2.	To improve the efficiency of our road network. (reduce congestion)
3.	To improve the quality of our streets.
4.	To improve air quality in the borough.
5.	To make it easier for everyone to gain access to transport opportunities.
6.	To support residents and businesses by controlling parking spaces fairly.
7.	To reduce the number of people injured and killed on our streets.

target	indicator	2010 baseline	2013 performance	2016 target	2030 target
1a	walking mode share	36.90%	39.00%	37.95%	40%
1b	cycling mode share	3.90%	5.00%	5.50%	8%
2	bus service reliability (mins)	1.2	1.1	1.2	1.2
3	asset condition	8.40%	7.00%	8.40%	10%
4a	road casualties (ksi)	110	78	90	51
4b	road casualties (all)	721	737	595	500
5	CO ² emissions (thousand tonnes per year)	156	144	115	85
6a	220 northbound journey time (all mins)	18.4	15.9	15	14
	220 northbound reliability	15.2	8.9	9	7
	220 southbound journey time	18	15	16	14
	220 southbound reliability	10.2	8.4	7	5

6b	237 eastbound journey time	7	6.3	7	6
	237 eastbound reliability	4.3	4.4	3	3
	237 westbound journey time	11.6	7.6	11	9
	237 westbound reliability	7.9	4.1	5	4
7	school run (% walking and cycling)	42%	52%	52%	70%

4.2 Performance against the 2013 interim targets was good with 11 out of the 16 targets met, as reported to Cabinet in 2013. The targets not met were all road casualties (4b), CO² emissions (5), bus route 220 northbound journey time, bus route 220 southbound reliability (6a) and bus route 237 eastbound reliability (6b). Progress has been made towards three of the above targets not yet met.

4.3 Based on the above performance, sub-regional transport plans, the Mayor's road task force, cycling vision, road safety action plan and all available funding streams, 2016 targets were developed and approved by Cabinet in 2013 to maintain a similar trajectory to the 2013 targets towards the long term 2030 targets.

5. INTEGRATED TRANSPORT PROGRAMME 2015/16

5.1. The 2015/16 integrated transport programme is made up of a number of different project areas. Each project area has a slightly differing nature and as such the recommendation for each area differs. However, all the projects will include underlying themes of de-cluttering and removing redundant street furniture, the provision of additional car and bicycle parking spaces subject to considerations of road safety and pedestrian convenience (particularly for those with mobility impairments), and renewing street materials and necessary assets so that there is a reduced demand on future maintenance funding for the Council. There are six project areas: new projects, completion projects, enhancement projects, smarter travel projects, other transport projects and local transport fund projects.

project area	budget	paragraph
new projects	£810,000	5.2
completion projects	£349,000	5.3
enhancement projects	£150,000	5.4
smarter travel projects	£257,000	5.5
other transport projects	£145,000	5.6
local transport fund projects	£100,000	5.7
total	£1,811,000	

5.2. New Projects (£810,000)

The plan attached to this report as appendix 1 shows the location of the new projects, except the borough-wide 20mph limit.

Borough-wide 20mph limit - £200,000

Feasibility design and consultation into implementing a borough wide 20mph speed limit. Implementation will be dependent on public support, the extent of limit and detailed design, however is likely to be through 2016/17 and 2017/18 based on other Councils' experiences and likely available funding.

Local Safety Schemes (L1-L3) - £150,000

Collision studies, optioneering, consultation and implementation of improvements to a selection of junctions which exhibit a high level of collisions and casualties. The following junctions are ranked highly within the boroughs road network.

- Uxbridge Road/Old Oak Road
- Scrubs Lane/North Pole Road
- Fulham High Street/New Kings Road

Du Cane Road (C1) - £100,000

Design and delivery of a package of improvements to the Du Cane Road corridor to include improvements to the pedestrian and cycle link to Primula Street and upgrade to the signalised junction at Wood Lane, to include pedestrian countdown and to be co-ordinated with TfL's modernisation programme planned for 2015/16.

A315 (C2) - £150,000

Refinement and delivery of a package of cycling improvements identified during the borough led optioneering exercise undertaken on behalf of TfL in 2012 for their now deleted Cycle Superhighway 9 project. Improvements to be delivered along Hammersmith Road and King Street alignments (however not bound by these routes)

Significant cycling improvements at the Hammersmith Gyratory are to be delivered as part of a separately funded (by TfL) project as part of their better junctions programme (and linked to the next stage of the Flyunder studies). TfL have indicated that there might be possible match funding available to consider "light segregation" along this alignment where appropriate.

Fulham Road (C3) - £50,000

Design and delivery of a package of holistic improvements to the Fulham Road corridor to include replacement of the series of demountable traffic islands that were installed for the Olympic cycle road races in 2012, funded separately by TfL.

Environmental Improvement projects (E1-E3) – £130,000

Design, consultation and delivery of a portfolio of sustainable urban drainage led environmental improvement projects;

Stevenage Road - Upgrade of tree pits along the pedestrianised section of Stevenage Road to 'Stockholm' tree pits and installation of a rain garden.

Edith Road - Installation of rain gardens in existing build outs and areas of hatched markings at the end of the current echeloned on street parking bays.

Westville Road - Installation of green infrastructure along the pedestrianised section of Westville Road outside Greenside Primary School.

Match funding of £130,000 is provided through the sustainable urban drainage fund.

Parsons Green (E4) - £30,000

Upgrade of the existing zebra crossing connecting Parsons Green and Peterborough Road to a new type of zebra crossing (that is planned to achieve DfT approval in March 2015) that cyclists can use without dismounting. To include the investigation to extend project to include signalised crossing at south-west corner of green that does not have a pedestrian phase

5.3 Completion projects (£349,000)

Shepherd's Bush Town Centre West - £200,000

Funding contribution towards the £2m plus major project in Shepherd's Bush Town Centre which will see significant public realm improvements including de-cluttered and widened footways, new green infrastructure, lightly segregated cycle routes, improved pedestrian crossings and upgraded street lighting.

2014/15 Neighbourhood projects - £149,000

Funding to complete and review the five year neighbourhood programme (2010/11 to 2014/15) of reactive and proactive improvements which has now seen the whole borough covered. Review to inform how to adapt the neighbourhood programme in 2016/17 and beyond to align with the proposed ward panels.

5.4 Enhancement projects (£150,000)

Traffic signal modernisation - £50,000

Delivery of improvements to traffic signals on Council managed roads as part of TfL's modernisation programme (as yet unknown for 15/16, however there were six sites in 14/15) including installation of pedestrian countdown. Funding to allow identification and delivery of borough

selected upgrades to traffic signals (up to three sites per year) and to include installation of pedestrian countdown.

Planned maintenance - £100,000

Funding to review footway and carriageway planned maintenance projects and to allow for improvements to be built into designs and implemented during maintenance works to avoid revisiting streets in subsequent years. To include gully review in line with the sustainable urban drainage projects and priorities.

5.5 Smarter Travel projects (£257,000)

Package or annual projects covering road safety education, training and publicity and travel awareness, ranging from cycle training in schools to working with large employers in their borough on their travel plans.

5.6 Other transport projects (£145,000)

Delivery Plan development - £50,000

Top sliced funding to allow for the collection and analysis of a wide range of transport data to inform subsequent years integrated transport programme. To include engagement with amenity groups, transport lobby groups and ward panels.

Mayors Air Quality Funding - £70,000

Final year (of three) match funding for the Mayor's Air Quality Fund to deliver a range of air quality initiatives with partner boroughs and other organisations.

Contingency fund - £25,000

This is to allow over programming of projects and to provide for any unforeseen overspend.

5.7 Local Transport Fund projects (£100,000)

Since 2011/12 TfL provide each Council with a local transport fund of £100,000 that can be spent on any local transport projects that broadly meets the high level objectives of the Mayor's Transport Strategy. In 2014/15 the following project work has been approved by the Cabinet Member for implementation;

- school travel plan engineering measures
- cycle parking
- accessibility works
- local traffic management projects

During the year officers collate requests for project work under this fund and this report seeks the delegation of the approval of this part of the programme to the Cabinet member for Environment, Transport and Resident's Services.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. LIP2 funding is ring fenced for the sole use of developing, consulting on and delivering revenue and capital projects that in some way work towards the Council meeting its own transport objectives and targets and those set out by the Mayor of London in his Mayor's Transport Strategy (MTS2).
- 6.2. The indicative budget assigned to a project is based on a wide range of transport data, opportunities and risks identified through an internal working party set up with the sole purpose of allocating the annual grant. This work is funded from the grant itself through a top slice in the previous year. Some of the principles of allocation are set out in the LIP2 (smarter travel funded at 15% for example) and others are influenced by match funding opportunities, third party funding opportunities, emerging transport trends and policies and the council's ability to deliver projects.

7. CONSULTATION

- 7.1 This 2015/16 integrated transport programme is the second year of the Council's second three year delivery plan. The first three year delivery plan formed part of the Council's transport plan (LIP2) which was subject to considerable consultation with a wide range of stakeholders during its development in 2010/11. The delivery plan sets out sources of funding, delivery actions and a high level programme of investment in order to achieve the Council's transport objectives and targets detailed in paragraph 4.1.
- 7.2 The recommendations in the report at paragraphs 2.1 and 2.3 seek the approval of the design and consultation of new projects and the borough-wide 20mph speed limit. Project consultation is carried out by an internal project team and varies depending on the size and type of project. However in all cases residents and businesses directly fronting any proposed road improvements are consulted as are emergency services, transport lobby groups and ward Councillors. The results of these consultations are reported back to the relevant cabinet member for further approval to implement the project.
- 7.3 The borough-wide 20mph speed limit proposal involves a significant piece of community engagement and consultation. During 2014/15 an engagement strategy will be developed, based on discussions with other Councils that have implemented borough-wide 20mph speed limits recently; Camden, Islington and the City of London. This will be lead and advised by the relevant Policy and Accountability Committee.

8. EQUALITY IMPLICATIONS

- 8.1. The groups with the following protected characteristics will benefit from improvements to the Council's highway network and urban environment through accessibility improvements such as dropped kerbs, decluttered and widened footways and improved street lighting; Age, Disability, Pregnancy and Maternity.

9. LEGAL IMPLICATIONS

- 9.1 Where further consultation is to be carried out (as indicated in various parts of the report) either on an informal or statutory basis, it must follow public law principles in that it must be carried out at a formative stage of the decision making process, last for a reasonable period, provide sufficient information for consultees to make an informed representation and all representations must be taken into account before any decision is made.
- 9.2 The Council has the power to carry out the physical highway works anticipated in the report under the Highways Act 1980 although some will require the Council to follow a formal procedure, which may lead to a public inquiry. Any changes made to existing traffic management orders will require the Council to follow the statutory process set out in the Road Traffic Regulation Act 1984 and secondary legislation and may lead to a public inquiry. A number of projects identified are exercisable pursuant to the Council's incidental powers as highway authority under section 111 of the Local Government Act 1972 and general powers of competence under section 1 of the Localism Act 2011.
- 9.3 As road traffic authority, the Council must exercise its functions as far as practicable to secure the expeditious, convenient and safe movement of vehicular traffic (including pedestrians) and the provision of suitable and adequate parking facilities.
- 9.4 Implications verified/completed by: Alex Russell – Environmental Services Lawyer. 0208 753 2771.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 At present the costs of each scheme are based on estimates. These are subject to change once the detail of each scheme has been costed. The funding however is limited to the amount approved by TfL. Any variation in costs in excess of the amount approved cannot be assumed to be funded by TfL unless this is approved in advance. Alternatively, officers may need to manage the workload to ensure that expenditure is contained within the approved provision.
- 10.2 Design, feasibility and consultation costs relating to certain projects set out in section 2 will be funded from the TfL grant and charged to capital and revenue depending on the nature of the project.

10.3 Implications verified by: Gary Hannaway, Head of Finance. 0208 753 6071.

11. RISK MANAGEMENT

11.1 The Council and TfL approved transport plan deals with programme level risk management, in particular chapter three, the delivery plan. The table below details the capital programme risk and mitigation measures:

Risk	Mitigation measure(s)
Cost increase/budget reduction	all designs developed to be flexible to allow amendments to reflect budget reduction whilst still maintaining principles of LIP objectives
Delay to schemes	LIP funding to be allocated in consecutive years to allow more involved projects to be run over 18 months rather than the traditional 12 months
Lack of Stakeholder support	develop designs that meet our LIP objectives that can be justified and presented to stakeholders in a suitable manner
Policy compatibility	to develop a bespoke policy compliance tool that all potential projects will be assessed against
Lack of resources to deliver	to maintain our working relationships with the RB Kensington & Chelsea and framework consultants to ensure resources are in place to deliver LIP objectives.

11.2 All integrated transport projects are managed through the divisional quality management system which incorporates all elements of project risk management and mitigation required for capital and revenue projects.

11.3 Physical improvements to the public highway and programmes of work designed to reduce congestion, manage traffic and promote road safety fall under the Council's statutory duties under a variety of acts including the Traffic Management Act 2004, these works and other their associated statutory requirements therefore contribute positively to the management of risk number 5 managing statutory duty on the Council's strategic risk register.

11.4 Implications verified by: Michael Sloniowski – Head of Risk Management. 0208 753 2587

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

12.1 There are no procurement related issues associated with the recommendations as the intention is to use existing works term contractors or highway engineering consultants.

12.2 Implications verified by: Alan Parry – Corporate Procurement Consultant (TTS). 020 8753 2581

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

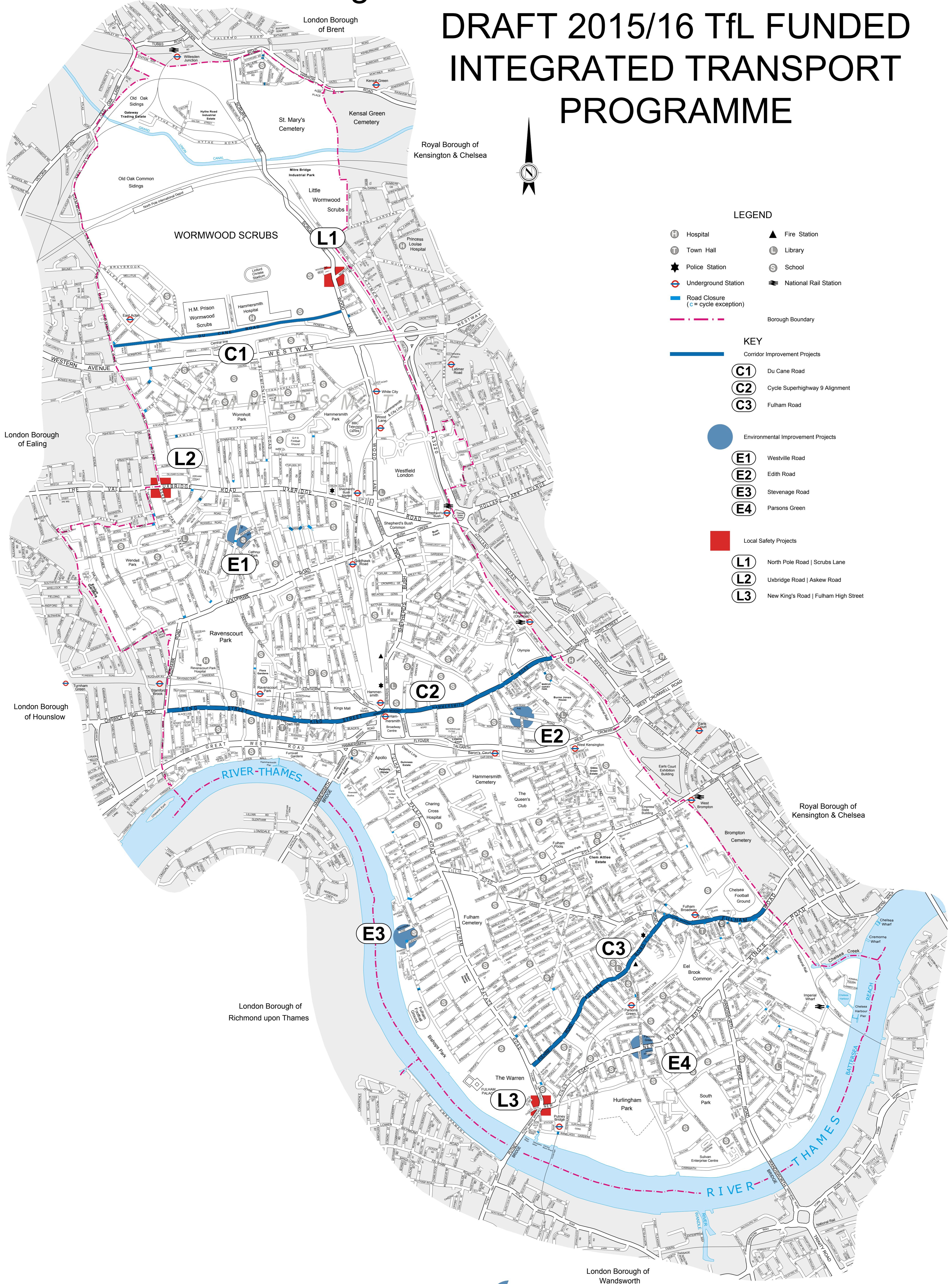
No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	TfL Local Implementation Plan (LIP) 2015/16 annual spending submission guidance (published)	Nicholas Ruxton-Boyle	TTS, HTHX

LIST OF APPENDICES:

Appendix 1 – 2015/16 TfL funded integrated transport programme plan

London Borough of Hammersmith & Fulham

DRAFT 2015/16 TfL FUNDED INTEGRATED TRANSPORT PROGRAMME




LEGEND

- Hospital
- Town Hall
- Police Station
- Underground Station
- Road Closure
(c = cycle exception)
- Fire Station
- Library
- School
- National Rail Station
- Borough Boundary

KEY

- Corridor Improvement Projects
 - Du Cane Road
 - Cycle Superhighway 9 Alignment
 - Fulham Road
- Environmental Improvement Projects
 - Westville Road
 - Edith Road
 - Stevenage Road
 - Parsons Green
- Local Safety Projects
 - North Pole Road | Scrubs Lane
 - Uxbridge Road | Askew Road
 - New King's Road | Fulham High Street

Agenda Item 13

 hammersmith & fulham	London Borough of Hammersmith & Fulham CABINET 6 OCTOBER 2014
BRADMORE CONSERVATION AREA - EXTENSION	
Report of the Cabinet Member for Environment, Transport and Residents' Services : Councillor Wesley Harcourt	
Open Report	
Classification - For Decision Key Decision: - Yes	
Wards Affected: Hammersmith Broadway	
Accountable Executive Director: Nigel Pallace, Executive Director Transport and Technical Services	
Report Author: Adam O'Neill, Principal Urban Design and Conservation Officer	Contact Details: Tel: 020 8753 3318 E-mail: adam.o'neill@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report seeks a resolution to designate an extension to the Bradmore Conservation Area in response to requests from local residents, amenity groups and ward members. Officers have determined that the area as set out in the attached plan is an area of special architectural and historic interest the character and appearance of which it is desirable to preserve and enhance.
- 1.2. The proposed extension would establish a more logical boundary to the Conservation Area properly reflecting the extent of the special architectural and historic interest of the predominantly Victorian residential area between Goldhawk Road and Glenthorne Road in advance of public consultation on the Bradmore Conservation Area Character Profile. The designation of an extension to the Bradmore Conservation Area would enable the Council to exercise its planning powers in relation to Conservation Areas within the extended area in order to preserve and enhance its special architectural and historic interest. These powers include restrictions of some permitted development rights, extra controls over the display of advertisements, a requirement to give notice in relation

to works to trees and planning permission would be required for significant demolition works.

2. RECOMMENDATION

- 2.1 That approval be given to the designation of an extension to the Bradmore Conservation Area as set out in the plan in Appendix 1 to include the following properties: Nos. 2-26 (even) & Nos. 1-21 (odd) Brackenbury Gardens; Nos. 1, 1A, Brickfields House 1B & 3-15 (odd) Brackenbury Road; Nos. 1-9 Providence Villas, Brackenbury Road; Nos. 155-163 (odd) Goldhawk Road; Nos. 18-22 (consec.) Sycamore Gardens; Nos. 26-48 (even) Glenthorne Road; Overstone House & Nos. 2-92 (even) & Nos. 1-71 (odd) Overstone Road; Nos. 2-26 (even) & Nos. 30-76 (even) & Nos. 1-63 (odd) Southerton Road; Nos. 2-16 (even) Iffley Road and Nos. 1-17 (consec.) Kilmarsh Road.

3. REASONS FOR DECISION

- 3.1. It is considered that the area included within the proposed Bradmore Conservation Area extension, as set out in the plan in Appendix 1, is of special architectural and historic interest, the character and appearance of which it is desirable to preserve or enhance through Conservation Area designation in accordance with s.69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

4. INTRODUCTION AND BACKGROUND

- 4.1. The boundary of the Bradmore Conservation Area was last amended in 1991. The Council has a statutory duty to review the boundaries of its Conservation Areas from time to time. In recent years officers have received requests from residents, local amenity groups and ward members for the Bradmore Conservation Area to be extended.
- 4.2. Officers are currently drafting a Conservation Area Character Profile for the Bradmore Conservation Area which together with an analysis of resident requests has identified the need to extend the Conservation Area to create a more logical boundary and properly reflect the extent of the special architectural and historic interest of the predominantly Victorian tight knit residential area between Goldhawk Road and Glenthorne Road. Officers have identified the area shown on the attached plan as being of special architectural and historic interest. The extended area will be included in the Conservation Character Profile which will be consulted on in the autumn.

5. PROPOSAL AND ISSUES

- 5.1. The proposed extension would extend the Conservation Area to include properties to the south east and north of its current boundary as set out in the plan in Appendix 1.
- 5.2. To the south east properties within Iffley Road, Kilmarsh Road, Overstone Road and Southerton Road would be included in the Conservation Area. These streets form a mid to late Victorian residential development contiguous and contemporaneous with the residential streets in the existing Bradmore Conservation Area and are also of special architectural and historic interest. The proposed southern boundary along Glenthorne Road would provide a strong edge to the Conservation Area, the boundary to the east largely aligns with the boundary of the Hammersmith Grove Conservation Area. Most of the properties to be included are two or three storey terraced houses, many with semi-basements, and date from the 1860s-1880s in the period following the opening of the Hammersmith and City Line. The extended area would also include the Edwardian former Methodist Chapel at Nos. 30-32 Southerton Road and the Victorian Dartmouth Castle Public House, 26 Glenthorne Road which is on the Local Register of Buildings of Merit.
- 5.3. To the north predominately mid to late Victorian properties within Brackenbury Gardens, Brackenbury Road, Goldhawk Road and Sycamore Gardens would be included in the Conservation Area. These properties are contiguous and contemporaneous with the residential streets in the existing Bradmore Conservation Area and are also of special architectural and historic interest. Providence Villas which date from the 1980s are included due to their close relationship with Brackenbury School, their architectural detail and their role in enclosing the streetscene at the entrance to the Conservation Area. The proposed northern boundary along Goldhawk Road would provide a strong edge to the Conservation Area. The extended area would also include the Buildings of Merit at: 1, 1A and Brickfields House, 1B Brackenbury Road, the parade of shops at Nos. 155-161 (odd) Goldhawk Road and the former Brackenbury PH at 163 Goldhawk Road.
- 5.4. Designation of an extension to the Bradmore Conservation Area will enable the Council to exercise its planning powers in relation to Conservation Areas within the extended area in order to preserve and enhance its special architectural and historic interest. Some permitted development rights to properties within the Conservation Area extension would be restricted as a result of designation including the installation of satellite dishes on front elevations and the erection of rear or side roof extensions to single dwelling houses. Such works would require planning permission. However designation is unlikely to result in a significant increase in planning applications since most properties in the Conservation Area extension are in flats or have flat or valley roofs and therefore do not currently benefit from permitted development rights for roof extensions. Significant or total demolition of a building within the

Conservation Area would also require planning permission. Additional controls over the display of advertisements and a requirement to give notice of works to trees would also apply. Any planning application within the extended area would be assessed against the policies relating to Conservation Areas in the Core Strategy, Development Management Local Plan and Planning Guidance SPD.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Officers have incorporated all resident and amenity group suggestions received in relation to an extension of the Bradmore Conservation Area into the recommendation. Officers are satisfied that the extended area meets the statutory requirement of being an area of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance and that it would be appropriate to include it within the Bradmore Conservation Area.

7. CONSULTATION

- 7.1. There is no statutory requirement for public consultation in relation to the designation of Conservation Areas or an extension of an existing one. All property owners and occupiers within the extended area and local amenity groups will be notified of the Conservation Area extension once it is designated. Requests for an extension to the Conservation Area have been received in recent years from local residents, the Brackenbury Residents Association, the Hammersmith Society, Hammersmith and Fulham Historic Buildings Group and ward Councillors. English Heritage guidance supports such community led proactive identification of designation potential.
- 7.2. In February 2011 local residents carried out a survey to obtain residents' views on a Conservation Area extension and delivered a questionnaire to households in Iffley Road (southern part), Kilmarsh Road, Overstone Road and Southerton Road. Local residents report that of the 51 questionnaires returned, 43 responses were in support of designation of a Conservation Area extension.

8. EQUALITY IMPLICATIONS

- 8.1. An Equality Impact Assessment has been completed. All impacts on protected characteristic groups have been assessed to be neutral.

9. LEGAL IMPLICATIONS

- 9.1. Under s.69 of the Planning (Listed Buildings and Conservation Areas Act) 1990 Local Planning Authorities are required from time to time to determine which parts of their area are areas of special architectural or

historic interest, the character or appearance of which it is desirable to preserve or enhance. Local Planning Authorities are also required to determine whether any further areas should be designated. The recommendation would fulfil that requirement in relation to the Bradmore Conservation Area.

9.2. Designation of an extension to the Bradmore Conservation Area will mean that some permitted development rights to properties under the Town and Country Planning (General Permitted Development) Order 1995 will be restricted. The effect of removal of permitted development rights is that a householder will need to obtain formal planning permission before undertaking the categories of development restricted.

9.3. The Council will exercise its planning powers in relation to Conservation Areas within the extended area in order to preserve and enhance its special architectural and historic interest. These powers include control over significant demolition, a requirement to give prior notice of works to trees and restrictions on the display of advertisements.

9.4. Under the Human Rights Act 1998, the Council must not act in a way which is incompatible with the rights referred to in the Act. There is an exception to this, in that the Council will not be acting unlawfully if Acts of Parliament mean that it cannot act in any other way. The relevant human rights in this instance are the:

- right to respect for the home, under Article 8; and
- right to peaceful enjoyment of possessions, under Article 1 of Protocol 1.

These rights are not absolute, and may lawfully be infringed in certain defined circumstances. Where infringement is permissible, it must occur in accordance with, or subject to the conditions provided for by, the law. It must also be proportionate; ie, it must achieve a fair balance between competing interests and not go beyond what is strictly necessary to achieve the purpose involved. In the case of Article 8, permitted infringements include those necessary for the protection of the rights and freedoms of others. With regard to Article 1 of Protocol 1, controls over the use of property are permissible where in the public interest.

9.5. Implications verified by Adesuwa Omoregie, Solicitor (Planning, Highways and Licensing) – Tel. no. 020 8753 2297.

10. FINANCIAL AND RESOURCES IMPLICATIONS

10.1. There are no major financial or resources implications relating to designating an extension to a Conservation Area. The minor costs of designation and notification of owners and occupiers will be met from existing budgets. The recommendation is unlikely to generate a significant increase in the number of planning applications received.

10.2. Implications verified by Mark Jones, Director for Finance and Resources (TTS) – Tel. no. 020 8753 2581.

11. RISK MANAGEMENT

11.1. There are no risk management issues associated with the recommendation.

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

12.1. There are no procurement issues contained in this report.

12.2. Implications verified by:
Alan Parry, Procurement Consultant (TTS) – Tel. no. 020 8753 2581.

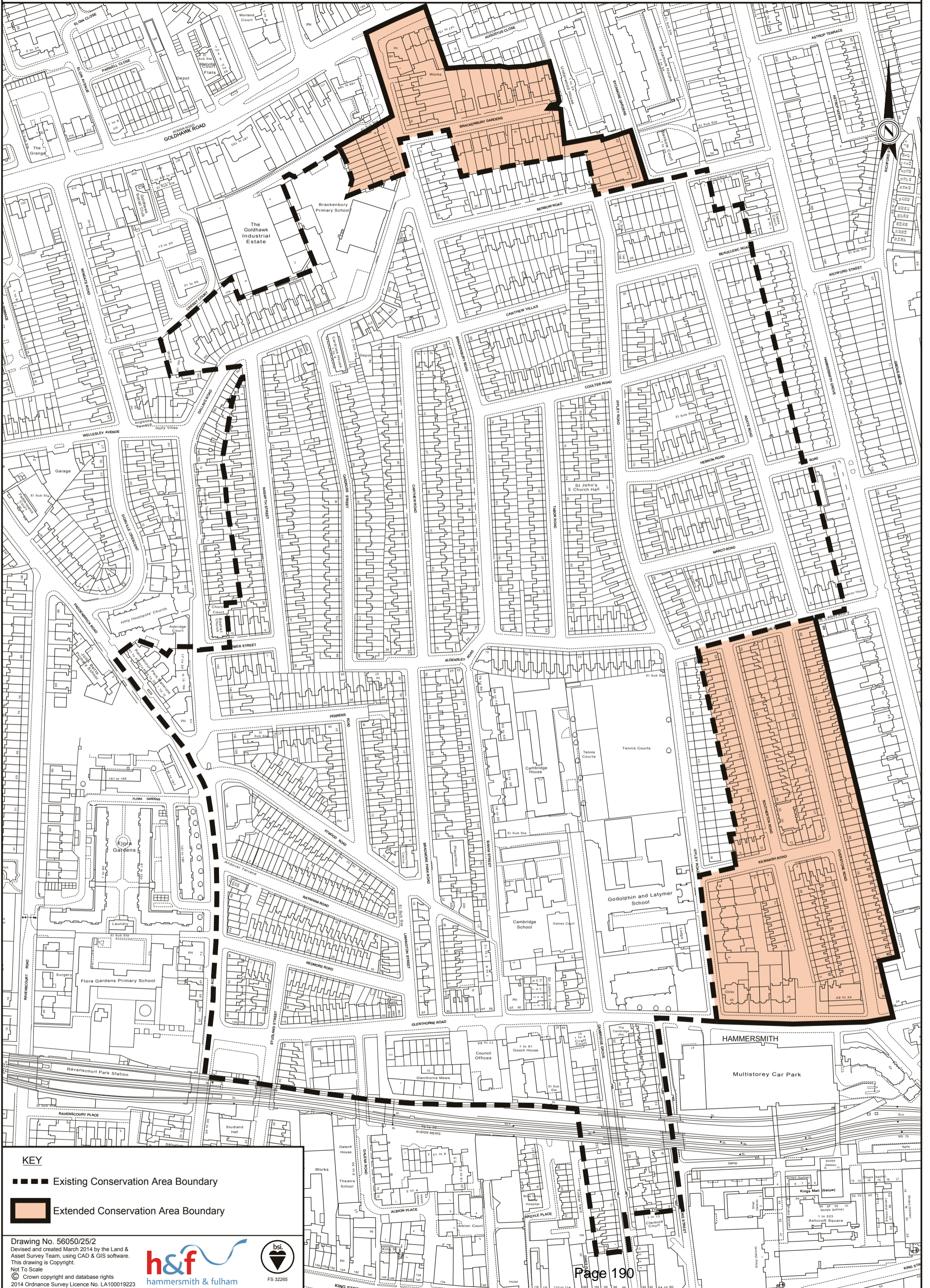
LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Requests for extension to Bradmore Conservation Area	Adam O'Neill, x3318	TTS

LIST OF APPENDICES:

Appendix 1: Plan showing boundary of existing Bradmore Conservation Area and proposed extension



PLAN OF BRADMORE CONSERVATION AREA EXTENSION



KEY

- Existing Conservation Area Boundary
- Extended Conservation Area Boundary

Drawing No. 56050/25/2
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FS 32265



NOTICE OF CONSIDERATION OF A KEY DECISION

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

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

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

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

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

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

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

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

The Key Decisions List will be updated and published on the Council's website on a monthly basis.

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

If you have any queries on this Key Decisions List, please contact

Katia Richardson on 020 8753 2368 or by e-mail to katia.richardson@lbhf.gov.uk

Access to Cabinet reports and other relevant documents

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

Decisions

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

Making your Views Heard

You can comment on any of the items in this list by contacting the officer shown in column 4. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) will be shown in the Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2014/15

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

Key Decisions List No. 24 (published 5 September 2014)

KEY DECISIONS LIST - CABINET ON 6 OCTOBER 2014

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

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

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

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
October				
Cabinet	6 Oct 2014	<p>Adult Learning & Skills Service - Provision of specialist IT services</p> <p>This report seeks approval for expenditure related to the provision of specialist Management Information Services (MIS) for the Council's adult learning service (Adult Learning & Skills Service; ALSS). The Tribal Group Ltd is a specialist education information software and services business supplier and has been satisfactorily delivering the MIS since 2007.</p> <p>The MIS enables ALSS to track individual learners' progress, accreditation and qualifications as well as submit funding claims to the Skills Funding Agency (SFA), a division of the Department for Business Innovation & Skills. The SFA grant to the Council's adult learning & skills service annually exceeds £2.8m. Accurate monitoring and accountancy is a compulsory requirement for performance management, continued funding and adherence to Ofsted standards.</p> <p>The Tribal Ltd MIS contract is currently valued at £75,924 pa.</p>	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>		
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Alternative provision Bi-Borough Hub School</p> <p>To outline the need for a Bi-Borough Hub School (LBHF/RBKC) and to discuss the property issues associated with that proposal.</p>	<p>Cabinet Member for Children and Education</p> <p>Ward(s): All Wards</p> <p>Contact officer: Ian Heggs Tel: 020 7745 6458 ian.heggs@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Tri-borough Corporate Services Review Report</p> <p>This report describes the recommendation and business case to establish a Tri-borough Corporate Service including an Executive Director re-organisation, Tri-borough ICT, Tri-borough Procurement, Tri-borough Legal, Tri-borough Revenues & Benefits and Bi-borough Customer Services function.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Youth Services 2015-2018 - contract extension and Commissioning Strategy</p> <p>A report seeking approval to extend existing youth service contracts until 30 September 2015 and the Commissioning strategy for Youth Services 2015-2018.</p>	<p>Cabinet Member for Children and Education</p> <p>Ward(s): All Wards</p> <p>Contact officer: Victoria Wilkinson and</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Mike Potter Tel: 020 7641 8551 vwilkinson@westminster.gov.uk mpotter@westminster.gov.uk</p>	<p>and / or background papers to be considered.</p>
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Speech and Language Therapy Services - Extension of Service Level Agreements (2014-2016)</p> <p>Requests agreement to extensions to the Service Level Agreement's (SLA's) for speech and language therapy services for 2014 - 2016. The extensions are required to enable a procurement exercise to be completed.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Children and Education</p> <p>Ward(s): All Wards</p> <p>Contact officer: Alison Farmer Alison.Farmer@rbkc.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>50 Commonwealth Avenue</p> <p>Approval to sell 50 Commonwealth Avenue as it is surplus to requirements and is not suitable for letting as substantial repairs are required.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): Wormholt and White City</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details</p>

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Contact officer: Marcus Perry Tel: 020 8753 6697 Marcus.Perry@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	<p>6 Oct 2014</p> <p>Reason: Expenditure more than £100,000</p>	<p>Extension and re-tender recommendations for Insurance contracts 2015</p> <p>This report seeks approval to extend five of seven contract lots for insurance for two years in accordance with the contractual terms at last procurement in 2012. These allow the Council, at its sole discretion, to extend the contract terms by a period of up to two years until 31st March 2017.</p> <p>This report seeks approval to re-procure two of seven contract lots for insurance to improve service delivery and assurance.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Andrew Lord Tel: 020 8753 2531 andrew.lord@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	6 Oct 2014 Reason: Expenditure more than £100,000	<p>Health Trainer Service Contract Award Decision</p> <p>The health trainer service has been retendered on a triborough basis to achieve efficiencies and a standard quality of service. A decision is required about contract award by each Council.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Christine Mead Tel: 020 7641 4662 cmead@westminster.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Oct 2014 Reason: Expenditure more than £100,000	<p>TfL funded annual integrated transport investment programme 2015/16</p> <p>This report refines and details the integrated transport programme which forms part of the councils approved transport plan (LIP2). This report is seeking approval for the design, consultation and implementation of various elements of the programme and delegation of approval for construction of the capital programme to the Cabinet Member for Environment, Transport and Residents Services.</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Nick Boyle Tel: 020 8753 3069 nick.boyle@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Oct 2014 Reason: Expenditure more than £100,000	<p>Appointment of contractor to deliver CCTV maintenance and new installations for London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea</p> <p>Appointment of contractor to deliver CCTV maintenance and</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Pat Cosgrave</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation

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		<p>new installations for London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Tel: 020 8753 2810 Pat.Cosgrave@lbhf.gov.uk	and / or background papers to be considered.
Cabinet	6 Oct 2014 Reason: Expenditure more than £100,000	<p>Use of public health underspend in LBHF</p> <p>This paper makes recommendations on the use of £1.9m funding from the public health ringfence across Council Departments.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Stuart Lines Tel: 020 7641 4690 slines@westminster.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Oct 2014 Reason: Affects 2 or more wards	<p>Bradmore Conservation Area - extension</p> <p>Proposed extensions to the Bradmore Conservation Area.</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): Hammersmith Broadway</p> <p>Contact officer: Paul Goodacre Tel: 020 8753 3314 paul.goodacre@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	6 Oct 2014	<p>Capital Monitoring Report 2014/15 - Quarter 1</p> <p>To provide an update on the Capital Programme as at the end of Q1 2014/15 and to seek approval for proposed slippages and adjustments.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	6 Oct 2014	<p>Children and Families Act, Implementation Plan</p> <p>To agree the Special Educational Needs eligibility guidelines, which have been amended in light of changes to national legislation.</p>	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	6 Oct 2014	<p>Extension of Hammersmith and Fulham Children's Centre Contracts</p> <p>Proposal to extend the 16 Hammersmith and Fulham children's centre contracts due to expire in 31 March 2015 for a further 6 months.</p>	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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Cabinet	6 Oct 2014	<p>Funding Request for Tri-Borough Working from Anywhere Programme</p> <p>The Working from Anywhere Programme (WfA) will deliver an agile workforce, capable of working more productively across the Tri-borough geography and beyond. It will reduce the demand for office accommodation. This programme will deliver a consistent and joined up approach to the 'People', Property' and 'IT' aspects of the way we work.</p> <p>This paper seeks approval for funding and agree the governance for this work.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	6 Oct 2014	<p>Delegated authority for Prevent delivery in H&F</p> <p>Request for delegated authority for Prevent delivery and any associated expenditure to the Bi-borough Director of Safer Neighbourhoods and Bi-borough Head of Improvement, Integration and Prevent based on revised security clearance requirements.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it</p>	Cabinet Member for Social Inclusion	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

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		contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	6 Oct 2014 Reason: Expenditure more than £100,000	Surrender and re-grant of leases at 16 St Stephens Avenue Surrender and re-grant of leases at 16 St Stephens Avenue. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Housing Ward(s): Shepherds Bush Green Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Oct 2014 Reason: Affects 2 or more wards	Income Recovery Service Level Agreement (SLA) Transfer of income recovery function from FCF to HRD	Cabinet Member for Housing Ward(s): All Wards Contact officer: Geoff Wharton Tel: 020 8753 1313 geoffrey.wharton@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	6 Oct 2014	Corporate Revenue Monitor 2014/15 Month 3 Update of Forecast Revenue Outturn as at end of June 2014.	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	6 Oct 2014	Lyric Theatre Project Additional Funding. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Economic Development and Regeneration	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway	
Cabinet	6 Oct 2014	Future Highway Maintenance Contracts 2015 Options for future highway maintenance contract provisions.	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
			Contact officer: Arif Mahmud arif.mahmud@lbhf.gov.uk	

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November				
Cabinet	3 Nov 2014 Reason: Expenditure more than £100,000	<p>Permission to tender for bi-borough printing, scanning and payment processing contracts for Parking Services</p> <p>A bi-borough Parking Service was established in April 2014. Linked to the procurement of a shared Parking IT system scheduled for implementation in mid 2015, the boroughs will need to separately retender for services covering the printing of statutory documentation and the scanning and processing of incoming post and payments.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Environment, Transport & Residents Services Ward(s): All Wards Contact officer: Matt Caswell Tel: 020 8753 2708 Matt.Caswell@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Nov 2014 Reason: Expenditure more than £100,000	<p>Transfer of 5 lodges from Environment, Leisure and Residents' Services (ELRS) to Housing (HRA)</p> <p>Approval is sought to transfer the properties from ELRS to Housing, and thus requiring appropriation from General Fund (GF) to the Housing Revenue Account (HRA).</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the</p>	Cabinet Member for Housing Ward(s): Palace Riverside; Ravenscourt Park; Sands End Contact officer: Manjit Gahir, Danny Rochford Tel: 020 8753 4886, Manjit.Gahir@lbhf.gov.uk, Danny.Rochford@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	3 Nov 2014 Reason: Expenditure more than £100,000	Property Asset Data Management - Proposed Call-Off Seeking approval to a proposed call-off contract. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Finance Ward(s): All Wards Contact officer: Maureen McDonald-Khan Tel: 020 8753 4701 maureen.mcdonald-khan@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Nov 2014 Reason: Affects 2 or more wards	Draft Hammersmith and Fulham Local Plan – Approval of consultation document The Core Strategy and Development Management Local Plan are being revised in order to include new policies for the part of the Old Oak area that is within H&F. The opportunity is being taken to combine the 2 separate documents into one document but many existing policies remain largely unchanged.	Cabinet Member for Environment, Transport & Residents Services Ward(s): All Wards Contact officer: Pat Cox Tel: 020 8753 5773 pat.cox@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	3 Nov 2014 Reason: Expenditure more than £100,000	<p>Change ICT service desk supplier and provision</p> <p>At the end of the HFBP service contract the Council will need to transition all ICT services to other suppliers. By changing the service desk earlier than contract expiry, H&F will be able to reduce the effort, costs and risk and align to the one team Tri-borough. This paper recommends an early transition from the current service desk provider to the new service desk provider by calling off the Tri-borough framework contract which has the benefit of providing a consistent user experience for staff.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance Ward(s): All Wards Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Nov 2014 Reason: Expenditure more than £100,000	<p>CPZ J Match Day Parking Consultation Report</p> <p>A consultation of residents and businesses in CPZ J asking whether they want match day parking controls introduced in response to the parking pressures that events at Loftus Road stadium caused on the surrounding streets.</p>	Cabinet Member for Environment, Transport & Residents Services Ward(s): Shepherds Bush Green Contact officer: Naveed Ahmed Tel: 020 8753 1418 Naveed.Ahmed@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	3 Nov 2014	<p>Contract for the supply of temporary agency workers</p> <p>H&F's contract with Pertemps for the supply of temporary agency workers will expire on 1st October 2015 without the possibility of an extension. Given the importance of maintaining flexibility in resourcing, the overall contract value and the time scale for a tendering process, we are seeking decisions on the objectives, options and timescale for procuring a new contract.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	3 Nov 2014	<p>Proposed Outsourcing of Commercial Property Management Function</p> <p>Lot 1 of New Property Contract.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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Cabinet	3 Nov 2014	Focus on Practice - Innovation Fund Grant Report seeking agreement to plans outlining the use of the £4m Innovation Fund Grant awarded to the Tri Borough Family Services	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	3 Nov 2014	Regulation of Investigatory Powers Recommends joint working arrangements and a joint policy with RBKC for the exercise of functions under the Regulation of Investigatory Powers Act 2000 (RIPA)	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	3 Nov 2014	Corporate Revenue Monitor 2014/15 Month 5 Update on revenue return forecast as at end of August 2014.	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
December				
Cabinet	1 Dec 2014	Contract Award for a Bi-Borough Parking Management Information System Award of a Bi-borough contract for a Parking Management Information System for processing of Penalty Charge Notices, Permits and Suspensions.	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
			Contact officer: Matt Caswell Tel: 020 8753 2708	

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		<p>Note the approval on 7th April to go out to tender included delegation of the Contract award to the lead Cabinet Member in each borough.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Matt.Caswell@lbhf.gov.uk	background papers to be considered.
January				
Cabinet	<p>5 Jan 2015</p> <p>Reason: Expenditure more than £100,000</p>	<p>ASC Information and Signposting Website - People First</p> <p>Discussions and decision around rolling out the People First ASC information and signposting website to LBHF. Currently operational in RBKC and WCC.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Mark Hill Tel: 0208 753 5126 mark.hill2@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.