



London Borough of Hammersmith & Fulham

Cabinet

Agenda

MONDAY
30 MARCH 2015
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
20 March 2015

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 (18 to 21) which are exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972, in that they relate to the financial or business affairs of any particular person, including the authority holding the information.

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

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

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4-14** 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 25 March 2015.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 1 April 2015**. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is: **Wednesday 8 April 2015 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 **Wednesday 8 April 2015**.

Cabinet Agenda

30 March 2015

<u>Item</u>		<u>Pages</u>
1.	MINUTES OF THE CABINET MEETING HELD ON 2 MARCH 2015	1 - 8
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>	
4.	CORPORATE REVENUE MONITOR 2014/15- MONTH 10	9 - 45
5.	AUTHORITY TO AWARD SHARED SERVICES STATUTORY ENGINEERING INSPECTION SERVICE FOR LBHF, RBKC AND WCC FOLLOWING CAPITALESOURCING AND OJEU-COMPLIANT TENDER PROCESS	46 - 66

6.	AUTHORITY TO AWARD SHARED SERVICES MOTOR INSURANCE CONTRACT FOR LBHF, RBKC AND WCC FOLLOWING CAPITALSOURCING AND OJEU COMPLIANT TENDER PROCESS	67 - 96
7.	LONDON ENTERPRISE PANEL : NEW HOMES BONUS TOPSLICE PROGRAMME	97 - 103
8.	VERULAM HOUSE DEVELOPMENT - CHANGE OF TENURE OF THREE NEW BUILD PROPERTIES FROM DISCOUNT MARKET SALE (DMS) TO SOCIAL RENT	104 - 111
9.	CALL-OFF FROM THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA MULTI-SUPPLIER FRAMEWORK AGREEMENT FOR THE DELIVERY OF FAMILY GROUP CONFERENCES	112 - 121
10.	SCHOOL ORGANISATION AND INVESTMENT STRATEGY	122 - 177
11.	HRA HOUSING CAPITAL PROGRAMME 2015/16 TO 2017/18	178 - 190
12.	AMENDMENT TO HOUSING ALLOCATION SCHEME FOLLOWING COURT OF APPEAL JUDGMENT IN R (JAKIMAVICIUTE)V LB HAMMERSMITH & FULHAM	191 - 195
13.	CONTRACT AWARD : CHILD OBESITY PREVENTION AND HEALTHY FAMILY WEIGHT SERVICES	196 - 212
14.	AGREEMENT FOR DIRECT AWARD OF CONTRACTS FOR THE PROVISION OF DAY SERVICES FOR OLDER PEOPLE	213 - 225
15.	KEY DECISIONS LIST	226 - 242
16.	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.

17.	EXEMPT MINUTES OF THE CABINET MEETING HELD ON 2 MARCH 2015 (E)	
------------	---	--

- 18. AUTHORITY TO AWARD SHARED SERVICES ENGINEERING INSPECTION SERVICE FOLLOWING CAPITALSOURCING AND OJEU-COMPLIANT TENDER PROCESS : EXEMPT ASPECTS (E)**
- 19. AUTHORITY TO AWARD TRI-BOROUGH MOTOR INSURANCE CONTRACT FOLLOWING CAPITALSOURCING AND OJEU COMPLIANT TENDER PROCESS : EXEMPT ASPECTS (E)**
- 20. CONTRACT AWARD : CHILD OBESITY PREVENTION AND HEALTHY FAMILY WEIGHT SERVICES : EXEMPT ASPECTS (E)**
- 21. COMMUNITY EQUIPMENT CONTRACT EXTENSION (E)**

Agenda Item 1

London Borough of Hammersmith & Fulham



Cabinet Minutes

Monday 2 March 2015

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 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

154. MINUTES OF THE CABINET MEETING HELD ON 2 FEBRUARY 2015

RESOLVED:

That the minutes of the meeting of the Cabinet held on 2 February 2015 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

155. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Wesley Harcourt and Max Schmid.

156. DECLARATION OF INTERESTS

There were no declarations of interest.

157. CORPORATE REVENUE MONITOR 2014/15 MONTH 9

RESOLVED:

- 1.1. That the General Fund underspend of £4.464m and the HRA underspend of £0.636m be noted.
- 1.2. Subject to the overall General Fund financial position of the Council and the departmental underspend being higher or the same as the carry forward request at the year end and clearance by the Section 151 Officer in consultation with the Cabinet Member for Finance:

- To agree the carry forward of departmental underspends of £1.398m as detailed in appendix 11.
 - To agree that Adult Social Care can carry forward budget underspend up to £1.325m to meet future identified budget pressures as outlined in appendix 1, subject to the final ASC outturn position and confirmation from the Cabinet Member for Finance.
 - To agree that if a budget underspend in Environment, Leisure and Residents Services is achieved at year end they carry this forward to cover the budget pressures arising from Fulham Palace commitments as outlined in appendix 4. subject to the final ELRS outturn position and confirmation from the Cabinet Member for Finance.
- 1.3. That virements totalling £3.175m General Fund and £0.871m HRA (appendix 12) be approved.
- 1.4. That approval be given to the request for the Section 151 Officer, with the confirmation of the Cabinet Member for Finance, to take the necessary decisions required to ensure the Council's accounts are closed by 30th June 2015.

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.

158. 2014/15 SECTION 106 EXPENDITURE

Cabinet was informed that the finance comments in paragraph 8.1 of the report had been amended as a result of inconsistencies which arose from a drafting error. The proposal to spend £2.16m as itemised in Appendix 1 was correct.

The total spend in Appendix 1 breaks down as follows:

To cover existing General Fund spend (i.e. assisting the Council achieve its 14/15 savings commitments)	£1,125,000
To cover Planning costs of running section 106	£113,900
To cover SUDS project expenditure	£700,000
To fund additional spend on housing	£200,000
To fund additional spend on the parenting network	£20,000
Total	£2,158,900

RESOLVED:

That officers be authorised to spend Section 106 monies as set out in section 5 and Appendix 1 to 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.

159. KING STREET REGENERATION PROJECT AND 84-90B HIGH STREET FULHAM

Councillor Andrew Jones endorsed the scheme and highlighted the Administration's success in negotiating an increased affordable housing offer. The Leader noted that the Administration had inherited the scheme with little affordable housing provision. There had been a significant improvement to the affordable housing offer which will benefit local residents. A review of the Council office accommodation will take place once the Council's long term requirements are established.

RESOLVED:

- 1.1. That approval be given to accepting the offer from King Street Developments (Hammersmith) Ltd to pay a commuted sum (as set out in the exempt report) under the King Street Regeneration Project to the Council for off-site affordable housing;
- 1.2. That approval be given to accepting the offer from Tesco Stores Ltd to pay a sum (as set out in the exempt report) to the Council and provide a total of six shared ownership residential units as consideration for releasing the restrictive covenant on the site at 84 - 90B High Street in Fulham; and
- 1.3. That the transactions in recommendations 1.1 and 1.2 be completed simultaneously.

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.

160. SPEECH AND LANGUAGE THERAPY SERVICE LEVEL AGREEMENT EXTENSIONS (2015-2016)

Cabinet noted an update to the legal and procurement comments due to changes to legislation.

RESOLVED:

- 1.1 That Contract Standing Orders be waived, in accordance with CSO section 3.1, to approve an extension of the Early Years speech and language contract from 1 April 2015 to 30 September 2016 with the current provider, Central London Community Healthcare NHS Trust (CLCH).
- 1.2 That Contract Standing Orders be waived, in accordance with CSO section 3.1, to approve the extension of the Education speech and language service level agreement from 1 April 2015 to 30 September 2016 with the current provider, Central London Community Healthcare NHS Trust (CLCH).
- 1.3 That approval be given to the placing of a joint prior indicative notice with the NHS Clinical Commissioning Groups to signal the intention of running a competitive tendering exercise in 2015-16, and to help support pre-procurement dialogue with potential providers on how to optimise quality and value for money in the new contract.
- 1.4 That authority be delegated to the Cabinet Member for Children and Education to take any further decisions needed to continue existing service provision until the new contract is in place, should this be needed to ensure service continuity.

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.

161. EDWARD WOODS ESTATE - NORLAND, POYNTER AND STEBBING ROOFTOP APARTMENTS

Councillor Lisa Homan observed that there had been a catalogue of failures on this project. The scheme had cost the Council over £5m without the original objective being achieved. The properties could not be sold on the open market because the lift could not be used by the occupiers. In line with their manifesto commitment, the accommodation would be let to teachers. If the flats are not filled by teachers, they will be open to other people via a local letting policy.

The Leader noted that in 2007 the intention was for the flats to be sold as luxury flats but they could not be sold on the open market nor did they fit the Council's social housing criteria. The flats would be let to teachers who live in Hammersmith and Fulham. A number of lessons will have to be learned from the project.

RESOLVED:

- 1.1 That delegated authority be given to the Director for Housing Options, Skills and Economic Development, in conjunction with the Cabinet Member for Housing, to develop in consultation with residents a Local Lettings Plan to govern the allocation of these properties.
- 1.2 That the letting of the rooftop apartments be carried out by the Allocations team with the homes allocated in accordance with the Local Lettings Plan agreed specifically for these properties.

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.

162. CORE DRUG AND ALCOHOL ADULT SERVICES RE-PROCUREMENT

Councillor Vivienne Lukey noted that the procurement was being undertaken alongside Westminster City Council and the Royal Borough of Kensington and Chelsea. After the service review, each Council will be able to let sovereign contracts and shape local services. The Leader asked why the borough had the second highest rate for alcohol-related hospital admission in the country.

RESOLVED:

- 1.1 That approval be given to procure core drug and core alcohol services during 2015 in accordance with Option 3b as set out in this report,

providing for a revised service model across the three boroughs that retains sovereignty.

- 1.2 That the appointment of the successful provider be delegated to the Cabinet Member for Health and Adult Social Care.

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.

163. REVISED ENFORCEMENT POLICY FOR THE ENVIRONMENTAL HEALTH SERVICE GROUP

RESOLVED:

- 1.1. That the revised Enforcement Policy, attached as Appendix 1 to this report, be adopted by the Council.
- 1.2. That any future minor amendments and updates, following annual reviews, be approved by the Cabinet Member.

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.

164. KEY DECISIONS LIST

RESOLVED:

The Key Decision List was noted.

165. 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.]

166. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 2 FEBRUARY 2015 (E)

RESOLVED:

That the minutes of the meeting of the Cabinet held on 2 February 2015 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

167. KING STREET REGENERATION PROJECT AND 84-90B HIGH STREET FULHAM : EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

168. SPEECH AND LANGUAGE THERAPY SERVICE LEVEL AGREEMENT EXTENSIONS (2015-2016) : EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:


None.

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

None.

Meeting started: 7.00 pm
Meeting ended: 7.10 pm

Chair

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>30 MARCH 2015</p>
<p>CORPORATE REVENUE MONITOR 2014/15 - MONTH 10</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 Director: Hitesh Jolapara – Bi Borough Director of Finance</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 £7.009m with budget risks of £4.671m. This is a reported improvement of £2.1m since month 9. This is largely due to the use of contingencies, as approved at month 9, of £2.078m to cover Childrens Services and Unaccompanied Asylum Seeking Children demand pressures.
- 1.2. In CRM9 departments proposed a carry forward of £1.398m of underspends. This would lead to a net General Fund underspend of £5.611m after the transfer of these underspends to reserves. The carry forward of underspends is subject to the overall General Fund financial position of Council and the departmental underspend being higher or the same as the carry forward request at the year end and clearance by the S151 Officer in consultation with the Lead Member for Finance.
- 1.3. The HRA is forecast to underspend by £1.569m with HRA general reserves of £12.093m at year end. The HRA budget risks are £1.389m.
- 1.4. There are no virement requests at Month 10.
- 1.5. The Enhanced Revenue Collection project was implemented to improve debt collection and manage outstanding debt. Our external providers

Agilisys have reviewed a number of individually low value sundry debts which have been outstanding for over two years to identify whether they are collectable. Following their review, it is recommended that £0.11m of these debts are written off. The write off will be met from existing departmental bad debt provision.

2. RECOMMENDATIONS

- 2.1. To note the General Fund and HRA month 10 revenue outturn forecast.
- 2.2. That approval be given to the proposed debt write off of £0.11m.

3. REASONS FOR DECISION

- 3.1. The decision is required to comply with the Financial Regulations.

4. CORPORATE REVENUE MONITOR (CRM) 2014/15 MONTH 10 GENERAL FUND

Table 1: General Fund Projected Outturn – Period 10

Department	Revised Budget At Month 10 £000s	Forecast Year End Variance At Month 10 £000s	Forecast Year End Variance At Month 9 £000s
Adult Social Care	64,939	(283)	(278)
Centrally Managed Budgets	25,171	(2,495)	(2,495)
Children's Services	50,261	605	2,350
Unaccompanied Asylum Seeking Children	1,229	(25)	223
Environment, Leisure & Residents' Services	31,505	119	99
Finance and Corporate Services	17,232	(420)	(420)
Housing & Regeneration	7,899	(1,032)	(1,013)
Library Services (Tri- Borough)	3,239	(45)	(45)
Public Health Services	346	(346)	(346)
Transport & Technical Services	16,033	(445)	(412)
Controlled Parking Account	(20,291)	(2,642)	(2,572)
Net Operating Expenditure*	197,563	(7,009)	(4,909)
Interim Budget Savings		3,998	3,998
Revised Variance after Interim Savings		(3,011)	(911)
Key Risks		4,671	5,471

*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

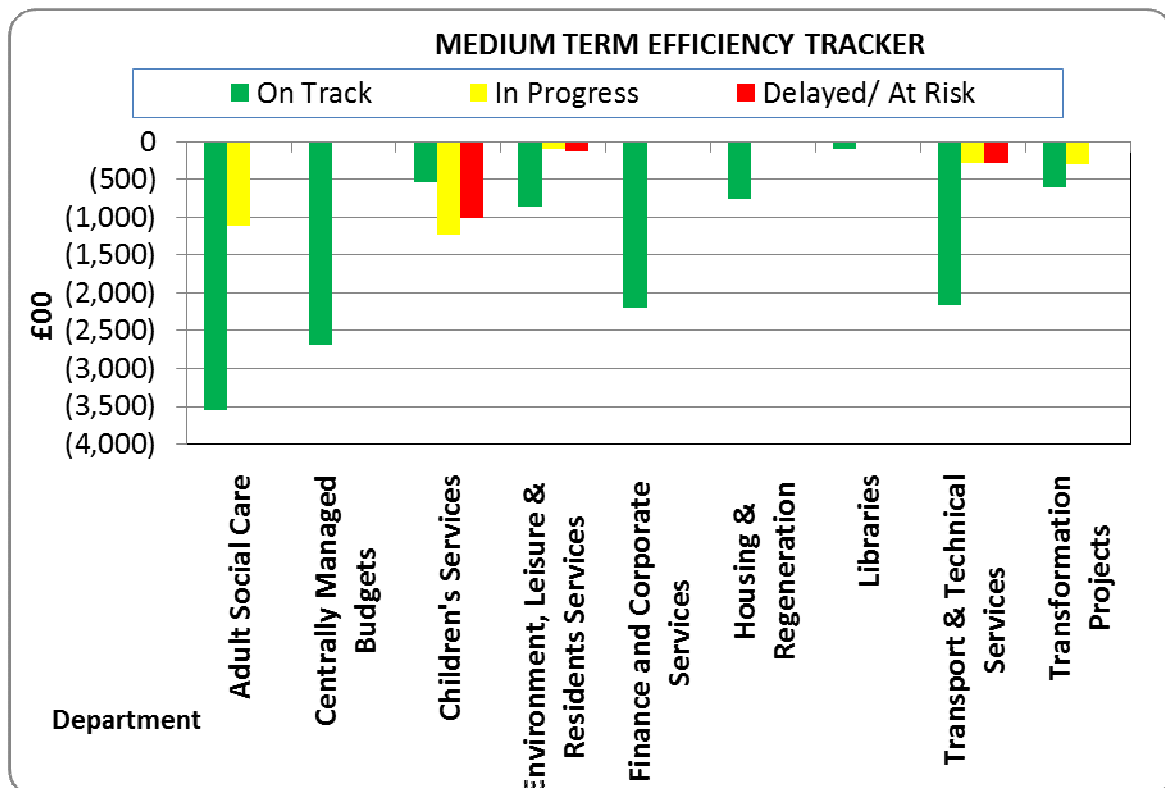
Table 2: Housing Revenue Account Projected Outturn - Period 10

Housing Revenue Account	£000s
Balance as at 31 March 2014	(7,494)
Add: Budgeted Contribution to Balances	(3,030)
Add: Forecast Underspend	(1,569)
Projected Balance as at 31st March 2015	(12,093)
Key Risks	1,389

- 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 £17.905m. 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. There are no virement requests at Month 10.
- 6.3. As part of the Enhanced Revenue Collection project, our external providers Agilisys have reviewed a number of individually low value sundry debts which have been outstanding for over two years to identify whether they are collectable. Following their review, it is recommended that £0.11m of these debts are written off. These debts are within Finance and Corporate Services (£0.059m), Housing Department (£0.008m) and Transport and Technical Services (£0.043m) The write offs will be met from the existing bad debt provision held by these departments.

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 10 is for a favourable variance of £7.009m. This is £3.011m more than the savings proposals identified in the Council's interim budget review.
- 10.2. This is a reported improvement of £2.100m since month 9. This is largely due to the use of contingencies of £2.078m to cover Childrens' Services and Unaccompanied Asylum Seeking Children demand pressures.
- 10.3. The HRA outturn forecast at Month 10 is an underspend of £1.569m.
- 10.4. Implications verified/completed by: Gary Ironmonger, Finance Manager (Revenue Monitoring). Tel. 029 8753 2109.

11. IMPLICATIONS FOR BUSINESSES

- 11.1. Nothing within this report impacts on local businesses. The proposed write off of any business related debts are for companies that have been dissolved or no longer traceable.

12. RISK MANAGEMENT

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

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1. Not applicable.

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	CRM 9	Gary Ironmonger - Tel: 020 8753 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 1: ADULT SOCIAL CARE**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Integrated Care	44,483	878	917
Strategic Commissioning & Enterprise	11,640	(1,053)	(1,087)
Finance & Resources	7,943	0	0
Executive Directorate	873	(108)	(108)
Total	64,939	(283)	(278)
Interim Budget Savings Reported to Full Council on 23 rd July 2014		809	809
Variance post Interim Savings		526	531

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

Departmental Division	Variance £000s	Explanation & Action Plans
Integrated Care	878	<p>There are continued pressures on the Home Care Packages and Direct Payments budgets as part of the out of hospital strategy, to support customers at home and avoid hospital admission or to enable early discharge. This has led to an increase in home care costs above that which would have normally occurred. There is a net projected overspend of £724,000. Discussions with the Clinical Commissioning Group (CCG) around the new home care and Community Independence services will assist from 2015/16 to address the increasing demand of Care at Home. In addition, ASC has formally requested Health funding for these costs for 2014/15.</p> <p>Within the Older People and Physical Disabilities service, the Placement budget is projecting a net underspend of (£595,000). Included in this projection is (£157,000) as a contribution from NHS funding for Social Care.</p> <p>Within the Learning Disability Service, there is a net projected overspend of £755,000 which</p>

Departmental Division	Variance £000s	Explanation & Action Plans
		<p>has increased by £12,000 since the period 9 report. The main reasons for the overspend relate to three transition customers being factored in (2 previously expected to be Continuing Care and one new customer) and a further five Social Care customers now staying for the full year, resulting in the net LD Placement projected overspend of £647,000. In the LD Direct Payment budget, there is a net projected overspend of £108,000 due to an increase of five customers.</p> <p>There are pressures emerging in the Assistive Equipment Technology budget with a projected overspend of £99,000 due to the out of hospital strategy and the additional spending on the CIS to prevent entry into hospital. From 2015/16, there is CCG funding from the CIS model to assist with the budgetary pressure.</p> <p>The projected underspend of (£143,000) in Mental Health Services is within the Placements budget with the reduction of three customers since the commencement of this year.</p> <p>The new Transport contract is not now expected to deliver savings in 2014/15.</p>
Strategic Commissioning & Enterprise	(1,053)	<p>Within this Division, (£552,000) of Supporting People costs and (£94,000) funding for employment costs are to be transferred to the Public Health grant. In addition there is a projected underspend of (£211,000) from Supporting People procurement savings on new contracts from the West London Framework agreement and variations on existing contracts. In addition, there is an underspend of (£100,000) within the no resource to Public Funds due to a lower number of customers and (£95,000) lower costs in a range of directly managed services.</p>
Finance & Resources	0	
Executive Directorate	(108)	<p>Within the Directorate Division, there is a reduction in general training budget costs of (£115,000) which is partly offset by a net marginal overspend of £7,000 on advertising</p>
Total	(283)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Residential and Nursing Inflation Negotiation	0	127
Total	0	127

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
Adult Social Care	(4,664)	(3,554)	(1,110)	0

5. Comments from the Executive Director

Adult Social Care (ASC) is projecting a net underspend of (£283,000) as at the end of period ten, this is an increase in underspend of (£5,000) compared to period nine projected underspend of (£278,000).

Department of Health has recently made available grant funding for reducing the Delayed Transfer of Care. Funding for Adult Social Care is £325,000, which might mitigate some pressures highlighting as part of the out of hospital strategy, although the spending plan has to be agreed with the H&F CCG.

As part of the Administration's review of the 2014/15 General Fund revenue budget, ASC has identified three savings that can be achieved in this financial year. As detailed in the table below, these savings totalling (£809,000) are included in the projected outturn position of (£283,000) underspend. A redirection of these resources would need to take into account the overall impact on the departmental variances.

Since July 2014 financial pressures have emerged and delivery of some MTFS savings proposals are anticipated to be delayed and demand is increasing. As a result the department has identified pressures of £1,325,000 as detailed in the last CRM report. Given that the projected pressures are greater than the projected underspend in this report, the department will review the pressures emerging highlight the areas for a possible carry forward when the final outturn positions are known.

There is one other potential risk to the forecast. 52 placements are still under negotiation with a requested increase in costs representing a full year cost of £127,000.

The department is expected to deliver savings of £4,664,000 in this financial year and at this stage of the year 76% are on track to be delivered. 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 or managed within existing resources.

Council Interim Budget Savings 2014-15	Savings £000's	On Target	Notes
Adult Social Care			
Improve outcomes and reduce dependency amongst residents through better joint services with the NHS.	(157)		Factored into the projections. If this is used for other purposes the ASC projection for year-end will move towards an overspend
Review of no recourse to public funds savings.	(100)		Factored into the projections. If this is used for other purposes the ASC projection for year-end will move towards an overspend
Additional Public Health external funding has been identified that offsets Support People costs by £552k	(552)		Factored into the projections if this is used for other purposes the ASC projection for year-end will move towards an overspend.
Adult Social Care Total	(809)		

APPENDIX 2: CENTRALLY MANAGED BUDGETS**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Corporate & Democratic Core	5,839	(5)	(5)
Housing and Council Tax Benefits	(90)	0	0
Levies	1,570	0	0
Net Cost of Borrowing	2,322	(200)	(200)
Other Corporate Items (Includes Contingencies, Insurance, Land Charges)	5,535	(240)	(240)
Pensions & Redundancy	9,995	0	0
Other (Council Tax Support, Contribution to Balances, provisions)	0	(2,050)	(2,050)
Total	25,171	(2,495)	(2,495)
Interim Budget Savings Reported to Full Council 23 rd July 2014		2,480	2,480
Variance post Interim Savings		(15)	(15)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Corporate & Democratic Core	(5)	An £80k reduction in Audit Fees is offset by an additional £75k in accommodation costs due to tri borough staff relocation.
Net Cost of Borrowing	(200)	Underspend based on expected change to debt profile over remainder of the year.
Other Corporate Items	(240)	Due to the housing market Land Charges income is forecast to be £150k better than budget. The cost of maternity leave is forecast to be £90k under budget.
Other	(2,050)	Potential redirection of resources in line with Interim Council budget for contribution to balances and provisions and Council Tax Support.
Total	(2,495)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
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)	500

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

After accounting for the Interim Budget savings identified below Centrally Managed budgets (excluding contingencies) are forecast to have a favourable variance of £15k. In line with previous years arrangements the position regarding contingencies will be reviewed when the accounts are closed. The current unallocated contingency balance is £800k.

Council Interim Budget Savings 2014-15	Savings £000's	Savings forecast at Period 10 £000's	Notes
CMB			
Budgeted contribution to balances	(900)	(900)	This saving is on target.
Inflation provision	(400)	(450)	The inflation contingency is expected to be under budget
Redundancy provision	(200)	(200)	Savings on target
External Audit savings	(80)	(80)	Savings on target
Debt restructuring	(200)	(200)	Proposals for the restructuring of debt to meet this saving are under review.
Council Tax Support	(500)	(500)	As unemployment falls reduced caseload is expected to deliver savings.
Land Charges	(200)	(150)	Land charge income is forecast to be £150k better than budget.
CMB Total	(2,480)	(2,480)	

APPENDIX 3: CHILDREN'S SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Tri Borough Education Service	4,387	(321)	(215)
Family Services	34,354	627	2,342
Children's Commissioning	5,645	312	328
Finance & Resources	5,871	187	95
Dedicated School Grant & Schools Funding	4	(200)	(200)
Total	50,261	605	2,350
Interim Budget Savings Reported to Full Council 23 rd July 2014		439	439
Variance post Interim Savings		1,044	2,789

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

Departmental Division	Variance £000s	Explanation & Action Plans
Tri Borough Education Service	(321)	Following a number of service reviews, underspends in staffing costs have been identified and are reflected in the projected variance movement since last period. Although there have been increases in transport contract costs due to new users of the service, the transport contract continues to project a net underspend for the year.
Family Services	627	This forecast is after accounting for the transfer of £1,862k of budget from contingencies as approved in period 9. As previously reported, Family Services continues to incur significant placement pressures with regards to new burdens established by the Coalition Government but which have not been fully funded. The Department will seek to contain as much as is but its ability to do so is compromised through other pressures and the increasing number of children who are entitled to new forms of support as set out in Executive Director comments.
Children's Commissioning	312	Pressures within the transport and placement commissioning teams, and prior year unachievable MTFs in Youth Management, have led to a projected overspend in the Commissioning service. These have been partially offset by youth commissioning and spot purchases related underspends.

Departmental Division	Variance £000s	Explanation & Action Plans
Finance & Resources	187	IT budget pressures from filestore and programme charges plus reduced rental income. The adverse movement from the previous month is as a result of a review of projected legal fees and an increase in departmental IT project costs.
Dedicated School Grant & Schools Funding	(200)	Appropriate expenditure will be identified to maximise the use of DSG effectively.
Total	605	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Secure Remand	135	200
No Recourse To Public Funds	200	300
Southwark Judgement Support	375	450
Kinship Fees related to the Tower Hamlets Judgement	375	450
Cost of supported accommodation rent rising above Housing Benefit	100	200
Rising cost of support to care leavers in education over 21	75	150
Staying Put and consequential costs of Staying Put	175	250
18+ Children With Disabilities (CWD) not meeting ASC criteria	80	150
Additional resources required in Looked After Children (LAC) and Leaving Care	360	600
Delayed start to Assessment Contract	80	100
S10 Public Health Funding	0	186
Total	1,955	3,036

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
Childrens' Services	2,780	544	1,225	1,011

5. Comments from the Executive Director

The Children's Services Department is projecting an overspend of £605k after accounting for the transfer of £1,862k of budget from contingencies, approved in CRM9, to cover demand pressures. This is due mostly to placement cost pressures as outlined below. There are other departmental pressures which are partially offset by projected underspends within the Education Service, but

additional placement cost pressures that have arisen in-month have resulted in an adverse variance movement from last period of £227k.

The department has identified and is working to deliver £2,780k of savings in this financial year, most of which has been dependant on reducing Looked After Children (LAC) numbers. Although LAC numbers are falling, the profile spend of those remaining in care is at the higher end due to their more complex needs, and higher cost placements.

The pressures that the department are facing manifest themselves in increased placement costs. However they can be explained as either the result of case law requiring changes in our level of provision e.g. the Southwark judgement that establishes the level of support including access to Leaving Care services that young people who are needed to be housed under this provisions are entitled to; or changes in the role of the Corporate Parent, as determined by the Coalition Government but for which the level of additional funding provided does not equal the cost of the additional liability that the Council is incurring. This additional pressure is contrary to the New Burdens doctrine whereby the Government is expected to provide additional funding equivalent to the level of liability incurred by local authorities.

The areas where there are particular pressures are as follows:

- Southwark Judgement
- No recourse to public funds
- Secure Remand Increase
- Increase in Education costs for Looked After Children over 21
- Staying Put
- 18+ CWD not meeting ASC criteria
- Increasing Adoption and Special Guardianship Arrangements

Significant pressures remain around Southwark judgement, no recourse to public funds and secure remand cases, which present pressures that may not be able to be contained within Children's Services budgets.

Council Interim Budget Savings 2014-15	Savings £000's	On Target	Notes
Children's Services			
The Tri-borough Children's Services has been successful in achieving a 'payment by results' bonus of £200,000 from its Troubled Families programme	(200)	Yes	
Further savings have been found arising from the corporate allocation of Dedicated Schools Grant that can reduce net spend in 2014/15 by £200,000	(200)	Yes	
Other external funding has also been identified that offsets costs of £39,000	(39)	Yes	
Children's Services Total	(439)		

APPENDIX 3a: UNACCOMPANIED ASYLUM SEEKING CHILDREN

BUDGET REVENUE MONITORING REPORT – PERIOD 10

1. Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Unaccompanied Asylum Seeking Children	1,013	(25)	223
Total	1,013	(25)	223

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

Departmental Division	Variance £000s	Explanation & Action Plans
Unaccompanied Asylum Seeking Children	(25)	The variance movement from last period is as a result of reduced forecast expenditure for Semi Independent Living and transfer of £216k of budget from contingencies to cover additional demand costs.
Total	(25)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Cost of supporting asylum seeking children continues to increase	100	200
Total	100	200

4. Comments from the Executive Director

The UASC reported variance has improved by £248k since month 9. This is largely due to the transfer of £216k of budget from contingencies, approved in CRM9, to cover demand pressures. The grant for asylum seeking children and UASC leaving care has not increased for the last 2 years however accommodation and support costs have risen beyond inflation. There is therefore a risk that an overspend will arise if accommodation costs cannot be reduced.

APPENDIX 4: ENVIRONMENT, LEISURE & RESIDENTS SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Cleaner, Greener & Cultural Services	21,299	(343)	(361)
Safer Neighbourhoods	9,056	338	324
Customer & Business Development	875	10	21
Director & Resources	275	114	115
Total	31,505	119	99

2. Variance Analysis with Action Plans to Address Forecast Overspends

Division	Variance £000s	Explanation & Action Plans
CCGS – Waste disposal	(380)	The partner boroughs negotiated a better unit cost of recycle this year which has reduced costs significantly. This is partly offset by increasing waste tonnages overall. Like other London Boroughs, more expensive general waste tonnages are increasing (up an average 4% on last year) whilst cheaper recycling tonnages are decreasing (down an average 9% on last year). This is compounded by reduced income from the sale of recycle as market commodity prices are decreasing. No commodity income was received for the month of December although £18k is still forecast for the last quarter. This will need to be monitored. The waste innovation group continues to research new interventions aimed at reducing waste disposal costs in the longer term. A report is expected before year end.
SND - Transport	303	As previously reported, reductions in the council's vehicle fleet over a number of years has resulted in a significant loss of recharge income. Across all departments, as vehicle requirements have reduced, services have included gross savings in their budget plans rather than net savings after accounting for the loss of recharge income for the Transport service. The ongoing budget pressure for the transport service is in the region of £400k, which is mitigated this year through drawing down the balance on the transport reserve (£100k) and some additional one off income that mostly relates to last year (£36k). For 2015/16 budget growth has enabled budgets to be reset in line with current service demands and so this pressure is one-off for 2014/15.

Division	Variance £000s	Explanation & Action Plans
SND – Cemeteries	145	Demand for grave space and burials is declining, with year to date income at £93k (18%) less than to the same period last year. Only one premium in-borough grave space has been sold this year compared to five sold last year. This trend is also being observed in RBKC. A project group has been formed to explore the reasons for this decline.
SND – Sports Bookings	(65)	There is a forecast overachievement of sports bookings income due to increased usage and more efficient booking and income collection arrangements. This has been included in the MTFS efficiency plans for 2015/16.
Director & Res. – People portfolio savings	118	As reported previously, only £6k of the £124k people portfolio savings target has been achieved. This is less than the £57k achieved last year due to interns reaching the end of their internship and being appointed into permanent roles. A corporate review of targets and actual performance was undertaken at quarter 2, the outcome of which was to review again at quarter 3. Targets for 2015/16 will also be revised and allocated on a more equitable basis. Given the increasing waste disposal costs, ELRS is not expecting to be able to offset this pressure within the department and will be looking for any shortfall to be met corporately.
Other	(2)	Other smaller underspends
Total	119	

Table 3: Key Risks

Risk Description	Lower Limit £000	Upper Limit £000
Risk of increased waste disposal and contamination tonnages	(100)	100
Risk that underground ducting concession contract will not achieve the income target in full	0	87
Total	(100)	187

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)	(865)	(100)	(140)

Red risks - Risk that underground ducting concession contract will not achieve the £140k income target in full.

5. Comments from the Executive Director

The department is forecasting a £119k net overspend, due mostly to recharge income shortfalls in the transport service and limited scope for achieving the ELRS share of the people portfolio savings target. There are some other pressures within the department that are being offset by one off waste disposal underspends. The major ongoing budget pressures have been addressed in the draft Council budget for 2015/16 and so will not continue into next year. The department will aim to mitigate smaller overspends before year end as far as possible, but is exploring the potential for an in-year virement from corporate reserves in recognition of the transport budget pressure this year.

APPENDIX 5: FINANCE AND CORPORATE SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
H&F Direct	19,389	0	0
Innovation & Change Management	(123)	(70)	(70)
Legal Democratic Services	(1,279)	(100)	(100)
Third Sector, Strategy & Communications	1,121	40	40
Finance & Audit	735	0	0
Procurement & IT Strategy	(2,399)	(35)	(35)
Executive Services	(670)	(50)	(50)
Human Resources	458	(205)	(205)
Other			0
Total	17,232	(420)	(420)
Less - Interim Budget Savings Reported to Full Council 23rd July 2014		206	206
Variance post Interim Savings		(214)	(214)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Legal & Democratic Services	(100)	The continuing underspend projection is due to positive fluctuations in the legal trading account with legal trading income above expectation for the year.
Third Sector, Strategy & Communications	40	The overspend reflects the loss of internal income due to significant reduction in print orders from other areas of the council
Human Resources	(205)	Corporate HR continues to anticipate a £205k underspend due to keeping posts vacant ahead of the Managed Services project.
Other	51	
Total	(214)	

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

Council Interim Budget Savings 2014-15	Savings £000's	On Target	Notes
Finance and Corporate Services			
General Fund savings from reduction in Communications activity.	(156)	Yes	
Human Resources Team have identified an on-going saving starting in 2014/15 of £50,000 from the reduction of a post	(50)	Yes	
Finance and Corporate Services Total	(206)		

Write Offs

As part of the Enhanced Revenue Collection project, our external providers Agilisys have reviewed a number of individually low value sundry debts which have been outstanding for over two years to identify whether they are collectable. Following their review, it is recommended that £59k of these debts relating to FCS are written off. Due to their age, these are already wholly provided for in the FCS Bad Debt Provision.

APPENDIX 6: HOUSING & REGENERATION DEPARTMENT**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Housing Options, Skills & Economic Development	7,958	(1,060)	(1,041)
Housing Strategy & Regeneration	4	0	0
Housing Services	40	0	0
Strategic Housing Stock Options Appraisal - General Fund	0	0	0
Finance & Resources	(103)	28	28
Total	7,899	(1,032)	(1,013)
Interim Budget Savings Reported to Full Council 23rd July 2014		34	34
Variance post Interim Savings		(998)	(979)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Housing Options, Skills & Economic Development	(1,060)	<p>This relates mainly to a forecast reduction in the net costs of Bed and Breakfast (B&B) accommodation of (£745k) due to a reduction in average client numbers from a budgeted figure of 275 to a forecast of 97. Additionally, the net costs of Private Sector Leasing (PSL) accommodation are expected to reduce by (£699k) due to a fall in the average number of units from a budgeted figure of 853 to a forecast of 706 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 96.0%).</p> <p>This is offset by a shortfall in income and increased costs on the business incubator units at Sullivan, Townmead and the BBC units of £184k. Additionally, 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 £190k will be funded from internal departmental reserves. Other minor variances of (£23k) are also predicted.</p>

Departmental Division	Variance £000s	Explanation & Action Plans
Housing Strategy & Regeneration	0	
Housing Services	0	
Finance & Resources	28	
Total	(1,032)	

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
Housing & Regeneration	(750)	(750)		

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 (£998k), a favourable movement of (£19k) from the CRM 9 position of (£979k). The main reasons for this are set out in Table 2 above.

The main reason for the movement is an increase in the net costs of Private Sector Leasing (PSL) accommodation of £35k following a reduction in the gross rental margin due to an increase in the costs of procuring rental properties from landlords. Also, the movement relates to a reduction in the net costs of Bed and Breakfast (B&B) accommodation of (£45k) due to a reduction in the forecast average client numbers from 103 at month 9 to 97 this month. Other minor movements of (£9k) are forecast.

In order to mitigate against the overspend of £184k on the business incubator units at Sullivan and Townmead and the BBC units, management action is being taken to improve the debtor management process, and consideration is being given to undertaking a programme of major repairs in order to maximise occupancy rates. The results of these initiatives will be reported upon during the early part of 2015/16.

Write Offs

Approval is requested to write off £8k of debt mainly relating to rechargeable repairs to temporary accommodation former clients. These debts have now been deemed irrecoverable following a review by the Council's enhanced revenue collection partner, Agilisys. As this debt is already fully provided for, there will be no adverse impact on the above departmental variance.

Council Interim Budget Savings 2014/15

On 23rd of July 2014 Cabinet approved the following additional savings targets which officers are working to achieve. This is included in the forecast variance reported above.

	Savings £000s	On Target	Notes
Housing & Regeneration			
HRD officers have identified £34,000 of savings originally proposed for 2015/16 that they have been asked to bring forward	(34)	(34)	
HRD Total	(34)	(34)	

APPENDIX 7: LIBRARY SERVICES (Shared Services)**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Tri-borough Libraries & Archives Service	3,239	(45)	(45)
Total	3,239	(45)	(45)
Interim Budget Savings Reported to Full Council on 23 rd July 2014		30	30
Variance post Interim Savings		(15)	(15)

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

No significant variances to report.

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Income from customer fees and charges	0	40
Premises and utility costs including Westfield	10	30
Total	10	70

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

At this stage in the year no significant financial issues causing an unmitigated pressure are foreseen. Due to a recently arisen overachievement of savings from the new Library Management System contract, a small underspend is projected of £15k. It is proposed to carry this forward to support service transformation work likely to begin in 2015/16.

Areas of budget risk include income from fees and charges due to the growth of digital formats replacing obsolete formats (DVDs, CDs etc.). Room and space hire opportunities are being reviewed as a means to mitigate these pressures over the longer term.

Both the original budget savings target for 2014/15 (£100k) and the interim savings target (£30k) have been achieved. The table below summarises the position on the interim budget savings:

Council Interim Budget Savings 2014-15	Savings £000's	On Target	Notes
Tri-Borough Libraries			
The Tri-borough Library Service has identified that due to the increase in demand for eBooks it can release £30,000 from its book stock budget	(30)	Yes	Book fund commitment has been released so this interim saving has been achieved.
Tri-Borough Libraries Total	(30)		

APPENDIX 8: PUBLIC HEALTH SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Sexual Health	6,978	(277)	(277)
Substance Misuse	5,464	(77)	(34)
Behaviour Change	2,110	(211)	(211)
Intelligence and Social Determinants	40	(23)	(23)
Families and Children Services	2,608	(195)	(195)
Childhood Obesity project	0	100	100
Public Health Investment Fund	0	1,902	1,902
Future Public Health Investment Funding	0	1,006	963
Substance Misuse – Grant, Salaries and Overheads	(5,470)	0	0
Public Health – Grant, Salaries and Overheads	(11,384)	(2,571)	(2,571)
Total	346	(346)	(346)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Sexual Health	(277)	Forecast adjusted to reflect; <ul style="list-style-type: none"> • Final CLCH contract values £(82K) • Revised forecast re condom distribution £(2K) • HIV prevention £9K • Sexual health service review £(10K) • Chlamydia Screening £(192K)
Substance Misuse	(77)	Forecast adjusted to reflect latest figures; <ul style="list-style-type: none"> • Over provision of 13/14 detox placements £(57K) • “Education, Training and Employment (ETE) Lead” budget correction £(15K) • Drug testing £(5K)

Departmental Division	Variance £000s	Explanation & Action Plans
Behaviour Change	(211)	Change in forecast due to; <ul style="list-style-type: none"> £86K over provision for 2013/14 Health Checks £43K estimated under-spend in 2014/15 on Health Checks £17K estimated under-spend in 2014/15 for Smoking Cessation £46K under-spend in 14/15 Health Trainers £19K under-spend in 14/15 Community Champions
Intelligence and Social Determinants	(23)	<ul style="list-style-type: none"> One-off contribution to Airtex, not in the original budget £0.5K Health Promotion project postponed £(24K)
Families and Children Services	(195)	The re-commissioning 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 £12K is the expected under-spend for dental health.
Childhood Obesity project	100	Allowance for the new Childhood Obesity project.
Public Health Investment Fund (PHIF)	1,902	Earmarked funds for Public Health investment in other Council Departments.
Future Public Health Investment funding	1,006	Unallocated budget and identified savings required to be earmarked to meet future Public Health Investment Fund spend.
Public Health – Grant, Salaries and Overheads	(2,571)	This represents the net movement of the above identified variances and the allocation of funds unallocated in the budget.
Total:	(346)	Planned reduction of General Fund contribution from £346K to zero.

Table 3: Key Risks

Risk Description:	Lower Limit	Upper Limit
	£000s	£000s
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 Acting Director

It A general fund underspend of £0.346m is forecast as there is sufficient Public Health Grant to meet all existing and expected commitments.

Included within the Public Health budget are unallocated funds of £2.2m. Of this, £1.9m has been earmarked for Public Health Investment Fund projects (subject to Cabinet approval) and £0.1m for Childhood Obesity. The remaining amount of £1.006m (including savings identified above) will be required to fund PHIF projects in future years and will be carried forward for this purpose.

APPENDIX 9: TRANSPORT AND TECHNICAL SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Building & Property Management (BPM)	(1,367)	(219)	(237)
Transport & Highways	11,807	(162)	(71)
Planning	2,846	(327)	(366)
Environmental Health	3,331	(1)	1
Support Services	(584)	264	261
Total	16,033	(445)	(412)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Advertising Hoardings	(147)	The favourable variance is due to over achievement of advertising income against budget.
Valuation Services	118	The property disposal section is at risk of overspending by £148k due to property disposal costs exceeding the permitted levels that can be charged against estimated capital receipts. However, this is offset by a forecast underspend (£30k) in Valuation Services.
Facilities Management	16	Refunds due to underperformance on the TFM contract are expected from Amey but will not be included in the forecast until confirmed. The variance includes £150k which relates to 2013/14. However, this is offset by underspends mainly in the EC Harris contract and in carbon reduction.
Civic Accommodation	(96)	The favourable variance is mainly due to a combination of additional rental income, underspends in utilities and security costs
Other sections within Building & Property Management	(110)	A favourable variance in Building Control is partly due to additional income of (£23k) from a large building scheme. Technical Support is also underspending by (£65k) in staffing and supplies and services costs. There is a further favourable variance in Rent and Other Properties of (£14k).
Total - BPM	(219)	
Transport and Highways	(162)	The overall variance in Transport and Highways section is due to the forecast underspend of (£158k) in Lead Local Flood Authority budgets. The underspend on this budget was requested to be carried forward to fund future projects in CRM9.

Planning	(327)	The favourable position is due to higher than expected levels of income recovered from Planning Regeneration projects and a forecast underspend on HS2 Petitioning costs of £75k. This amount has been included in the carry forward request made in CRM9. The Development Management section is seeing high levels of routine planning applications as the wider economy recovers and applicants seek to beat the CIL deadline. Income of £130k is being received in 14/15 but Planning will be doing the work in 15/16 and thus requested that this be carried forward in the CRM9 report.
Environmental Health	(1)	
Support Services	264	This reflects the MTFs People Portfolio savings target. This budget pressure has been addressed in the 15/16 TTS Budget estimates proposals.
Total:	(445)	Favourable.

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
If the historic costs already incurred to dispose of HRA assets cannot be met from disposal proceeds, this would need to be funded from Corporate Reserves.	0	307
Total	0	307

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)	(2160)	(285)	(280)

Currently there are two schemes with red status:

- Planned national increases in Licensing fee income of £30k which is subject to consultation and yet to be confirmed.
- Plans for advertising on Pavements to generate income of £250k which cannot be progressed due to lack of demand.

Comments from the Executive Director

The overall position is a favourable variance of £445k against a net budget of £16,033k. The key risk to the 2014/15 budget is set out in Table 3 above. Progress in all budget areas will continue to be monitored closely by the Executive Director and the Management team.

Write Offs

TTS requests authorisation to write off unpaid debts of £43k. These debts are extremely old and have been deemed uncollectable due to insolvency or because the debtor is untraceable. The write offs will be met from the existing bad debts provision of (£468k).

APPENDIX 9a: CONTROLLED PARKING ACCOUNTS (CPA)**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Activity Area**

Activity Area	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Pay & Display (P&D)	(12,613)	635	505
Permits	(4,690)	49	101
Civil Enforcement Officer (CEO) Issued Penalty Charge Notice (PCN)	(6,814)	(114)	(175)
Bus Lane PCN	(915)	(37)	21
Parking CCTV PCN	(616)	(590)	(645)
Moving Traffic PCN's	(5,814)	(373)	(226)
Parking Bay Suspensions	(1,530)	(2,195)	(2,131)
Towaways / Removals	(352)	55	40
Expenditure and Other Receipts	13,053	(72)	(62)
Total	(20,291)	(2,642)	(2,572)

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

Activity Area	Variance £000s	Explanation & Action Plans
Pay & Display	635	A number of other councils are also seeing Pay & Display receipts falling. Pay and Display receipts will be monitored closely for the rest of the year.
Permits	49	A reduction in the receipts up to month 10 of 2014-15 has resulted in a forecast lower than budget.
CEO Issued PCN	(114)	CEO issued PCNs are at a similar level to 2013-14, but the recovery rate has improved, resulting in an improved forecast
Bus Lane PCN	(37)	Bus Lane PCNs are at a similar level as in 2013-14.
Parking CCTV PCN	(590)	CCTV parking PCNs are at a similar level as in 2013-14. There is a risk to this income arising from a change in Government policy (see Table 3 below)
Moving Traffic PCN's	(373)	The number of PCNs issued is lower than the previous year, but the recovery rate has improved.
Parking Bay Suspensions	(2,195)	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, including an increase in longer term suspensions.
Towaways / Removals	55	The unfavourable variance is due to a shortfall in receipts from fines of (£297k) compared to a budget of (£352k).
Expenditure and Other Receipts	(72)	Although resolved in December 2014, a delay in the introduction of IT requirements caused a delay in the co-location and the full implementation of the new Bi-borough staffing structure for the Parking Office, creating a £242k overspend in parking office staffing. There are also overspends in postage and delivery costs of

Activity Area	Variance £000s	Explanation & Action Plans
		£46k and debt registration costs of £56k. This is offset by an underspend in parking enforcement staffing of £204k and budgets of £100k for a CCTV enforcement vehicle and £76k for IT that are not expected to be used. There is also a £101k underspend expected on the P&D machine maintenance contract.
Total	(2,642)	

Table 3: Key Risks

None to report.

4. Comments from the Executive Director

The TTS Parking department is forecasting a favourable variance of £2,642k against a net credit budget of (£20,291k). Activity is broadly 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. Parking suspensions are running well ahead of budget including some longer term suspensions that started in 2013/14 but which extended into 2014/15.

APPENDIX 10: HOUSING REVENUE ACCOUNT**BUDGET REVENUE MONITORING REPORT – PERIOD 10****1. Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 10	Variance Month 9
	£000s	£000s	£000s
Housing Income	(75,698)	(351)	44
Finance and Resources	14,552	(83)	(83)
Housing Services	9,370	(466)	(246)
Commissioning and Quality Assurance	4,061	(231)	(155)
Strategic Housing Stock Options Appraisal HRA	30	0	0
Property Services	2,077	(120)	(152)
Housing Repairs	13,359	0	248
Housing Options	506	(132)	(106)
HRA Central Costs	0	0	0
Adult Social Care	48	0	0
Regeneration	331	112	112
Safer Neighbourhoods	578	0	0
Housing Capital	27,756	(298)	(298)
(Contribution to)/ Appropriation From HRA General Reserve	(3,030)	(1,569)	(636)

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

Departmental Division	Variance £000s	Explanation & Action Plans
Housing Income	(351)	A review of arrears trends for dwelling rents indicates that an underspend on bad debt charges of (£435k) is currently expected. Additionally, £84k of other income variances are predicted.
Housing Services	(466)	An overspend of £99k expected on trade waste charges is offset by underspends on incentive payments to enable tenant moves to appropriately sized homes (£137k), staffing costs (£119k), utility bills on sheltered housing offices (£77k), activities and events (£40k), telephone charges (£36k), legal costs (£73k), tree works (£20k), Hammerprint costs (£19k) and housing office running costs (£44k).
Commissioning and Quality Assurance	(231)	A forecast overspend due to less salary costs being able to be capitalised than predicted of £30k is offset by underspends on the costs of the new Resident Involvement structure (£78k), transfer and

Departmental Division	Variance £000s	Explanation & Action Plans
		decant payments (£94k), legal costs (£53k) and other minor variances (£36k).
Property Services	(120)	Underspends relating to staffing costs (£147k) and running costs (£58k) are offset by overspends on legal costs of £60k and other minor variances of £25k. The legal fees overspend all relates to Wilmott Dixon legal costs pending the outcome of the review by the costs draftsman of what the Council can claim.
Housing Options	(132)	This mainly relates to underspends on Temporary on Licence (TOLS) accommodation costs (£110k) arising mainly from lower than expected furniture costs, and on Hostel accommodation net costs (£101k) largely as a result of a reduction in the increase to the bad debt provision required due to an improvement in the collection rate (from a budgeted figure of 90% to a forecast of 94%). These underspends are offset by overspends of £65k on staffing, and of £14k on valuation fees for Right to Buys.
Regeneration	112	An underspend on salaries of (£35k) due to vacancies is offset by a reduced capitalisation of salary costs of £147k arising from a change in the expected work programme as the in-house Housing Development Programme is under review.
Housing Capital	(298)	This relates to additional interest receivable on HRA balances following a review of the average interest rate on short term investments and the forecast balances expected within the HRA general reserve, major repairs reserve and Decent Neighbourhoods Fund.
Other	(83)	There are no other individual divisional variances greater than £100k/(£100k).
Total	(1,569)	

Table 3: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Housing Development Programme: if the Council's housing development projects progress in accordance with approved plans, then the associated costs will be capitalised. However, if projects do not progress, there is a lack of certainty around plans at the year end, or a different construction method is used, then an element of the costs incurred will need to be written off to revenue.	250	1,389
Total	250	1,389

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)	(3,030)	(1,569)	(12,093)

6. Comments from the Executive Director

The Housing Revenue Account currently forecasts an under-spend of (£1,569k) for 2014/15, a favourable movement of (£933k) from the CRM 9 position. The movement relates primarily to the following:




- **Rents and Charges:** due to uncertainty about the timing of universal credit and the impact on the Council's ability to collect rental income, the budget for the increase in the bad debt provision was set on a prudent basis. Current monitoring of the arrears position indicates that this budget will deliver an underspend of (£435k) though arrears trends will continue to be monitored and any change in the level of underspend will be reported accordingly. Additionally, an adverse

movement of £40k relating to minor changes on various forecasts is predicted.

- Housing Services: underspends on telephone charges (£36k), sheltered office utility charges (£77k) and tree works (£20k) are newly identified; the underspend on incentive payments to enable tenant moves to appropriately sized homes has increased by (£75k) due to lower demand; underspends across a number of other budgets have increased by (£12k).
- Commissioning and Quality Assurance: the forecast underspend on the costs of the new Resident Involvement structure (£78k) where staff are not yet all in post is newly reported this month, offset by other minor movements of £2k.
- Property Services: the forecast underspend on salaries has reduced by £32k due to revised capitalisation estimates.
- Housing Repairs: the forecast overspend on contractors costs has reduced by (£248k), this is due to the virement of a £401k repairs provision from Finance and Resources.
- Housing Options: the movement of (£26k) is due primarily to reductions in forecast hostel repairs costs.

The Council received a challenge from Willmott Dixon Partnerships in relation 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. A court hearing of the challenge to the procurement process took place in July 2014 and the Council was informed in October 2014 that the hearing found in favour of the Council and ordered that Willmott Dixon pay the Council's costs. Following the expiry of a further period during which Willmott Dixon were able to appeal, the Council released a provision of £1m to revenue. The Council is progressing the recovery of its legal costs and this will be reported on in due course.

Executive Decision Report

<p>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</p>	<p>Full Cabinet</p> <p>Date of decision: 30 March 2015</p>	 <p>hammersmith & fulham</p>
	<p>Nicholas Holgate as Chief Executive has pre-delegated constitutional authority in respect of Insurance arrangements under Part 3 Section C – Functions delegated to Officers – Section 10 – “To effect all insurance cover, including the approval / acceptance of contracts for insurance cover”.</p> <p>Date of decision (i.e. not before): <i>[insert]</i></p>	 <p>THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA</p>
	<p>Steven Mair – City Treasurer consultation with Councillor Caplan as required</p> <p>Date of decision (i.e. not before): <i>[insert]</i></p>	 <p>City of Westminster</p>
<p>Report title (decision subject)</p>	<p>AUTHORITY TO AWARD SHARED SERVICE STATUTORY ENGINEERING INSPECTION SERVICE FOR LBHF, RBKC AND WCC FOLLOWING CAPITALESOURCING AND OJEU COMPLIANT TENDER PROCESS</p>	
<p>Reporting officer</p>	<p>Moyra McGarvey – Tri-Borough Director for Fraud, Audit and Insurance and Risk.</p> <p>Report prepared by Ray Chitty – Tri-Borough Insurance Manager</p>	
<p>Key decision</p>	<p>Yes</p>	
<p>Access to information classification</p>	<p>Public.</p> <p>A separate report on the exempt Cabinet agenda provides exempt information in relation to the procurement process.</p>	

1. EXECUTIVE SUMMARY

- 1.1. The report analyses the tender responses to the procurement of statutory engineering inspection services.
- 1.2. This service is required in order to comply with all three Borough's statutory obligations for certain items of plant such as Lifts and Boilers are certified as safe for continued service in compliance with the Health and Safety Executive regulations. This compliance testing must be carried out by certified and independently qualified engineers to those responsible for routine maintenance and repair services at the Boroughs.

2. RECOMMENDATIONS

- 2.1. Based on the conclusions in Section 6 of this report "Options and Analysis" the following is recommended: -
- 2.2. **LBHF** – That approval be given to the award of the contract for statutory engineering inspection services to Bureau Veritas for a three contract period (total contract award over three years £186,381).
- 2.3. **RBKC** – To approve the award of the contract for statutory engineering inspection services to Bureau Veritas for a three contract period. Total contract award over three years £153,000.
- 2.4. **WCC** - To approve the award of the contract for statutory engineering inspection services to Bureau Veritas for a three contract period. Total contract award over three years £293,309.

3. REASONS FOR DECISION

- 3.1. The reason for these recommendations to award the contract following competitive tender is that the terms are the most economically advantageous financial terms for all three boroughs to procure statutory engineering inspection services as analysed and concluded in section 6 of this report "Options and Analysis".

4. BACKGROUND

- 4.1. With reference to "CAB notification of the intention to procure statutory engineering inspection services" the three boroughs have since 2012 collectively procured this service.

Notwithstanding the expiry of the previous contract term the decision was taken to re-tender rather than extend for two years. This followed a recommendation to re tender with a greater quality / price balance, improved stakeholder

involvement and improved governance and contract monitoring arrangements after some service delivery issues.

- 4.2. A competitive procurement exercise was undertaken under the “Restricted” procurement procedure requesting responses in accordance with the service requirements of the Invitation to Tender (ITT) which included the following features: -

– On site audit during each inspection to verify all plant present against schedule new items requiring statutory inspection and only statutory inspection to be added and advised to the Council contacts to be provided.

Confirmation that all plant will be inspected at least 30 days prior to expiry of current statutory certification and immediate reporting if attainment or adherence to this service standard is in doubt

Weekly summary reporting by plant schedule sub group as detailed below confirming % of inspections on target; allocated resources for the following week and expected % on target by week’s end.

Indemnity against all costs, fines and any ensuing investigation charges imposed by the Health and Safety Executive or similar body against the Authorities arising directly from supplier failure to deliver upon the contract and service specification provisions including appropriate site audit activity to identify new plant at regular inspection visits.

- 4.3. Four bidders responded at the Pre-Qualification Questionnaire (PPQ) stage, one was eliminated as they were not a full member of the Safety Assessment Federation (SAFED) accredited to the international levels for inspection bodies.
- 4.4. Another dropped out close to final bid deadline as they did not consider they had the resources to deliver the contract. Tender responses were therefore only received from two bidders, one of which was the existing supplier.
- 4.5. Remaining bidders also gave a system demonstration to stakeholders on the 23rd January 2015 and answered questions about the proposed service delivery.

5. PROPOSAL AND ISSUES

- 5.1. To award the contract for Engineering Inspection Service an OJEU tender compliant process following a “Restricted” procurement process with reference to the recommendations and the options and analysis undertaken to support those recommendations on a shared services basis for LBHF, RBKC and WCC.
- 5.2. To note that following contract award the new contract will be on the long form services contract and will incorporate all the improvements sought and referenced in 4.2 above.

6. OPTIONS AND ANALYSIS

- 6.1. With reference for all boroughs, Appendix A was the Invitation to Tender (ITT) document issued and in particular reference contains the evaluation and award criteria. Further comment is in the exempt report.

7. CONSULTATION

- 7.1. The report is following the full Cabinet report route with appropriate consultation in accordance with that process for LBHF and referral for authorisation to the RBKC Chief Executive and WCC City Treasurer. The report applies equally to all Wards in LBHF, RBKC and WCC.

8. EQUALITY IMPLICATIONS

- 8.1 Not applicable.

9. LEGAL IMPLICATIONS

- 9.1. Failure to discharge statutory duty for a system to certify plant is safe for operation may lead to prosecution or fines from the Health and Safety authorities.
- 9.2. Insurance is a Part A service under the Public Contracts Regulations 2006 as amended, which apply to current procurements till the new Public Contracts Regulations kick in from 26 February 2015, and a competitive procurement using the Restricted Procedure would be in compliance with the Council's obligations under the applicable Regulations.
- 9.3 Implications confirmed by: Babul Mukherjee: Bi-Borough Legal Services.Tel. 02037613419.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. **LBHF** financial and resource implications – Endorsed by Andrew Lord – Head of Strategic Planning and Monitoring – Corporate Finance LBHF

The current annual charge for engineering inspection services is £100,386.00 plus VAT per year. Following procurement the new cost will be £62,127.00 plus VAT per year. Whilst this appears to be a procurement saving it is reflective of changes in the schedule after pre-tender audit process; unit costs will not have changed significantly.

The anticipated saving from the new contract will be taken account of within the Council's Medium Term Financial Strategy Process.

10.2. **RBKC** financial and resource implications – Endorsed by Lyn Myers – Group Finance Manager

The current annual charge for engineering inspection services is £80,207.00 plus VAT per year. Following procurement the new cost will be £51,000.00 plus VAT per year. Whilst this appears to be a procurement saving it is reflective of changes in the schedule of plant requiring statutory inspection, unit costs will not have changed significantly.

10.3. **WCC** financial and resource implications – Endorsed by Matthew Davis – Head of Corporate Finance

The current annual charge for engineering inspection services is £76,307.68 plus VAT per year. Following procurement the new cost will be £97,769.66 plus VAT per year. Whilst this appears to be a procurement increase it is reflective of changes in the schedule of plant requiring statutory inspection, unit costs will not have changed significantly.

11. PROCUREMENT IMPLICATIONS

11.1. Procurement process to comply with OJEU regulations following a “Restricted” procurement process. Final contract award to be approved in accordance with each Council's Contract Standing Orders and the Tri-Borough Procurement Code.

11.2. Contract award process verified by in consultation with Mark Cottis – LBHF, Chetan Jethwa – WCC

12. RISK MANAGEMENT

12.1 Approval of the awards will ensure that the Council's statutory duty to inspect lifts and boilers will have been met in accordance with risk number 8 of the shared service risk register, managing statutory duty – compliance with law and regulations. Additionally where savings have been made these contribute positively to the management of budget risk, number 1 on the register. Market testing risk, achieving best value for the taxpayer, risk number 4 will also have been achieved.

Moyra McGarvey
Tri-Borough Director of Fraud, Audit, Insurance and Risk

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Bids/quotations (exempt)	Ray Chitty 07739315565	Tel. Tri-Borough insurance

Contact officer(s): Ray Chitty – Tri-Borough Insurance Manager – Ray.Chitty@rbkc.gov.uk - 07739315565

Appendix A – ITT document for procurement of statutory engineering inspection services



TRI-BOROUGH COUNCIL
(City of Westminster, London Borough of
Hammersmith & Fulham and Royal
Borough of Kensington & Chelsea)

ENGINEERING INSPECTION
TENDER

INCEPTION DATE: 1 April 2015

CONTRACT NOTICE: 2014/S 203-360008

The information contained within this presentation is confidential to JLT Specialty Ltd and yourselves and has been produced solely for the purposed consideration of City of Westminster Council, London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea insurance programme. The content may not be reproduced or disclosed to any third party without the prior written approval of JLT Specialty Ltd.

Date of Preparation: November 2014

Jardine Lloyd Thompson Public Sector Risk Practice
The St Botolph Building
138 Houndsditch

Contents

Introduction	3
Instructions to Tenderers	6
Pricing Schedule	Error! Bookmark not defined.
General Information	Error! Bookmark not defined.
Risk Management Information	Error! Bookmark not defined.
Current Programme	8
Engineering Inspection.....	Error! Bookmark not defined.
Engineering Inspection Evaluation Criteria.....	9
Engineering Inspection.....	12
Engineering Service Delivery	Error! Bookmark not defined.
APPENDIX 1 – Contract Terms and Conditions	15
APPENDIX 2 - Engineering Plant Schedule and Inspection Frequency	15

Introduction

We are seeking quotations for an Engineering Inspection annual contract under a 5 year long term agreement which commences on 1 April 2015 in the name of:-

- **Royal Borough of Kensington and Chelsea**
The Town hall
Hornton Street
London
W8 7NX
- **City of Westminster**
64 Victoria Street
London
SW1E 6QP
- **London Borough of Hammersmith and Fulham**
Town Hall
King Street
London
W6 9JU
- **And any VA schools who opt into the service**

All premiums must be quoted net of commission but including Market Service Agreement in accordance with the normal JLT Agreement.

Please note in particular:-

- Confirmation of acceptance of the contract documents must be provided with the quotation and signed contract received prior to contract start.
- Relevant background information for tenderers.
- Detailed instructions for tenderers are set out in the following pages.
- The evaluation criteria to be used by the Authority in assessing tenders is set out in the Tender Evaluation Criteria.
- The pricing schedule and response document via the portal response document
- Confirmation that you are able to provide the service as specified within this document. Where there are variations in the service being offered this should be specifically highlighted.
- The annual fee (net of all commission) for the Engineering Inspection Service. Any Long Term Agreement discounts must also be made clear in your pricing schedule. Failure to provide your quotation on the basis outlined above may render your submission void.

Long Term Agreements

The Authority is looking for quotations based upon a Long Term Agreement of 5 years that will apply to all Authorities jointly – i.e. any increase in terms for any Authority will release all three from the LTA provisions other than inflation increases in accordance with the CPI.

Quotation Deadline

12 January 2015

Enquiries

If you have any queries about the content of this invitation to Tender all correspondence should be directed via Capital E Sourcing message system which will notify the project manager of your enquiry:

General Information on Tri-Borough and Bi-Borough

The final date for submitting any queries is **05 January 2015**. Please note that any queries received after this date will not be answered. Any additional information submitted will be circulated to all tenderers, although not include the identity of the enquiring party.

The Tri-Borough – Westminster City Council (WCC), LB Hammersmith and Fulham (LBHF) and RB Kensington and Chelsea (RBKC) came together to: -

- Reduce operating costs
- Achieve savings from aggregated procurement
- Contribute to economic growth by working together

The attached report was produced one year on and provides further background and early results.

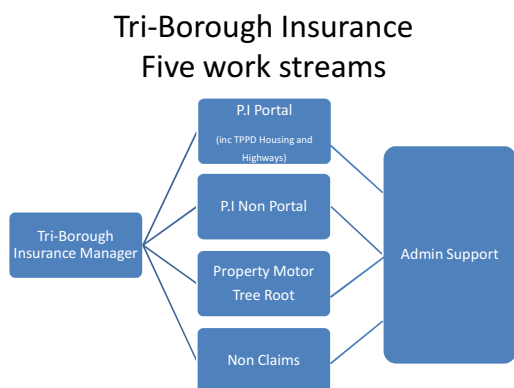


one_year_on_tri_borough_2012.pdf

The insurance service was one of the earliest services identified as an appropriate vehicle to deliver upon the Tri-Borough goals and the first joint procurement took place for 1st April 2012 inception with all classes of insurance except Motor being tendered jointly.

In the interim The Tri-Borough Insurance Service has had the opportunity to align systems and working practices culminating in a service hosted by RBKC with all team members based in the Kensington Town Hall. The underpinning focus of the service is to deliver an effective and efficient service. Most KPI's are therefore outcome based in terms of financial performance on claims handling and procurement strategy, although achieving these results is not achieved without a strong process of regular stakeholder engagement and MI to key service areas such as Highways, Trees, Fleet and Schools. The service will shortly expand to a team of ten delivering services to Tri-Borough members in the spirit of a service hub.

From the 1st January 2015 the service delivery model will be split into five work streams in accordance with the structure below: -



Authority Services and Structure

Business Description

The usual activity of the insured's as a London Borough Council.

Key Services within the Authorities

The functions of the Authorities are those normally associated with a unitary authority and include but are not limited to:-

Service / Function	Currently Undertaken (Y/N)		
	Royal Borough of Kensington and Chelsea	City of Westminster	London Borough of Hammersmith and Fulham
Building Control	Yes	Yes	Yes
Education	Yes	Yes	Yes
Elections	Yes	Yes	Yes
Environmental Health	Yes	Yes	Yes
Finance / Administration	Yes	Yes	Yes
Highways	Yes	Yes	Yes
Housing	Yes	Yes	Yes
Land Changes Searches	Yes	Yes	Yes
Leisure Centres	Yes	Yes	Yes
Licensing	Yes	Yes	Yes
Parks and open spaces	Yes	Yes	Yes
Planning & Planning Enforcement	Yes	Yes	Yes
Public Health	Yes	Yes	Yes
Refuse (outsourced)	No	No	No
Social Services	Yes	Yes	Yes

Instructions to Tenderers

Tender Timetable

(With the exception of the final date, these are target dates and may be subject to change)

Activity	Deadline
Tender documents available from	20 November 2014
Last date for submission of questions	5 January 2015
Deadline for return of tenders	12 January 2015
Clarification Period	13-30 January 2015
System demonstration and clarification meeting with potential suppliers	23 January 2015
Intention to Award	17 February 2015
Award of contract	2 March 2015
Contract inception	1 April 2015

General

Please read all the sections of this invitation to Tender to understand fully the Authorities requirements

Evaluation

Tenders will be evaluated according to the evaluation criteria set out.

Further Steps

The Authority reserves the right to ask bidders to clarify or explain any aspects of their tenders. This may include presentations to the Authority.

Alterations

You may not alter any of the documents

Incomplete Tender

Tenders may be rejected if the complete information requested is not given at the time of tendering. Where discounts are referred to but not specified, this may be deemed as an incomplete tender since insufficient information will be available to undertake the evaluation.

Acceptance of Tenders

By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender.

Period for which the Tenders shall remain valid

Unless otherwise stated by the tenderer, tenders shall remain valid for 90 days from the closing date for receipt of tenders or inception date whichever is the latest.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

Collusion

Please note that if you collude with any other supplier so that one of you does not submit a bid or restricts your prices, you will be disqualified from the tender process.

Cost and Expenses

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

Confidentiality

All information supplied by the Authority to you must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except as required by law, e.g. Freedom of Information Act 2000.

Current Programme

Service required

Class of Business	Current Provider	Renewal Date
Engineering Inspection Royal Borough of Kensington & Chelsea	Bureau Veritas	1 April 2015
Engineering Inspection London Borough of Hammersmith & Fulham	Bureau Veritas	1 April 2015
Engineering Inspection City of Westminster	Bureau Veritas	1 April 2015

The following pages outline the current programme structure and the options the Authority would like to consider.

Please note no Engineering Insurance cover is required

Engineering Inspection Evaluation Criteria

Each Tender submission will be evaluated as detailed below.

- Stage 1 – Validity and completeness

To ensure the Tender is compliant you must return the required response documents; pricing schedule and service requirements response document. You must confirm principal acceptance of contract wording contain in Appendix 2.

- Stage 2 - Detailed Consideration of Tenders to determine the Most Economically Advantageous Tender (MEAT) to the Council in terms of price and quality. In accordance with Part 5 of the Public Contracts Regulations 2006, we have set out below the criteria and weightings for the award criteria. As explained in the evaluation methodology this will include a systems demo and presentation.
- Stage 3 - Contract intention to award followed by contract award and Acceptance of Tender

Please note a Tender that does not satisfy the requirements of a given stage will be rejected.

The Authority reserves the right to request additional information which may be necessary to assist in the evaluation of Tenders and any such information must be provided in writing within a maximum period of **three working days** of receipt of a written request.

Stage 2 - Detailed Consideration of Tenders

The award criteria are set out in the following pages. They comprise both Financial (price) and Non-Financial (Engineering Service Delivery).

Criteria	Weighting
<p>Price for Inspection Services</p> <p>Maximum points will be awarded to the lowest priced bidder taking into account any Long Term Agreement discounts. A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in prices</p>	<p>40%</p>
<p>Engineering Service Delivery</p> <p>This will be evaluated against the requirements of the Contract within this Tender Document and during the presentation. Scores will be adjusted to take into account the difference between the services offered and those requested together with the quality of the management information available.</p>	<p>50%</p>
<p>Added Value</p> <p>This section is available to reflect additional marks where the service/product exceeds the specification requirements. This will be evaluated at the bidder's presentation and system demonstration.</p>	<p>10%</p>

Each of the three Criteria detailed above will be scored as overleaf

The Maximum points available for the whole Lot is 1000

Price for Inspection Services

The maximum points available for this section is 400 this will be allocated as shown below

Evaluation Methodology	Points available
<p>Lowest price bidder.</p> <p>Maximum points will be awarded to the lowest price bidder A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in price. For each 1% higher the premium is than the lowest price quoted 4 points will be deducted</p>	400

Engineering Inspection Service Delivery

The maximum points available for this section is 500 this will be allocated as shown below with points deducted where the provider is unable to evidence / confirm they meet the requirements or the evaluation methodology.

Evaluation Methodology	Points available
<p>System Demo and presentation including ability to accommodate to stakeholders (outsourced facilities management) preferred operating practices and desired output to be detailed at the presentation</p>	150
<p>Please provide details /evidence / confirmation of your ability to comply with and deliver against the service requirements detailed in this ITT. You must specify any non compliance, noting that points will be deducted dependent upon the severity in the Authorities view of the omission or alteration.</p>	200
<p>Evaluation of Internal governance, method statements and business continuity arrangements</p>	100
<p>Please provide details/evidence on the percentage of your organisation's inspections that are undertaken on time.</p> <p>Please provide details of the oldest outstanding inspection (excluding Plant not Available inspections)</p>	50

Added Value and Innovation

The maximum points available for this section is 100 this will be available where the specification requirements have been exceeded and those extra items are of interest/value to the Authority.

Evaluation Methodology	Points available
<p>Under this section 100 points are available</p> <p>Added Value</p> <p>Up to 100 points are available for items that improve the quality of the service/product requested. These improvement/benefits must be of interest/value to the Authority examples could include:</p> <ul style="list-style-type: none"> • Plant / Location Audit of non participating schools / sites • Training • Improvement in service standards requested • Administration of denial of access to vulnerable user locations such as stair lifts in tenanted properties • Commitment to x number of stakeholder forums • Review of current inspection frequencies and suggested frequencies to comply with statutory inspections and removal of non statutory 	100

items on schedule.

Points would be awarded to reflect the value provided by improvement/benefit.

Engineering Inspection Service Requirements

Inspection Service requirements

Periodic Examination of Boilers lifts, lifting equipment(s), and other Items as per the Schedule in Appendix 2 ensuring compliance with the Council's statutory obligations. The Service includes the issue and updating of appropriate documentation as well as advising the Authority on statutory requirements and industry practice.

Witnessing of hydraulic pressure tests and five yearly reviews of Written Schemes of Examination to meet the requirements of the Pressure Systems Regulations.

Initial interpretation of ultrasonic NDT reports on boilers and pressure vessels to satisfy current legislation.

On site audit during each inspection to verify all plant present against schedule – new items requiring statutory inspection and only statutory inspection to be added and advised to the Council contacts to be provided.

Confirmation that all plant will be inspected at least 30 days prior to expiry of current statutory certification and immediate reporting if attainment or adherence to this service standard is in doubt

Weekly summary reporting by plant schedule sub group as detailed below confirming % of inspections on target; allocated resources for the following week and expected % on target by week's end.

Indemnity against all costs, fines and any ensuing investigation charges imposed by the HSE or similar body against the Authorities arising directly from supplier failure to deliver upon the contract and service specification provisions including appropriate site audit activity to identify new plant at regular inspection visits.

Maintenance and update of real time plant schedules divided by Authorities and type

The schedule needs to contain the minimum of:-

- Description of plant item
- Plant type
- Address where item is located
- Post Code (six figure)
- Client asset reference
- Date of last inspection
- Date of next inspection
- Inspection outcome – i.e. Category of defects requiring action in specified timeframes or clear
- Inspection frequency required
- Three client definable fields and a system to enable client entry to confirm details like action taken and date following defect notification

Plant schedules to be split as follows: -

Facilities managed plant subdivided by Authority (please note regular maintenance and facilities management is outsourced and contract managed on a Tri-Borough basis)

Non facilities managed plant subdivided by Authority (Schools and other non facilities managed service)

Governance, method statement and business continuity arrangements

Please provide details of the above for evaluation including but not limited to the following: -

- Contract performance monitoring – please detail how you will internally monitor contract performance and what your escalation process will be for occurrences affecting service delivery.
- Method statement explaining your onsite inspection method, data recording and report issuing including timescales and escalation for serious defects.
- Business continuity arrangements providing assurance of data backup for plant schedules and service continuity in the event of staff absence / leaving.

Reporting Medium

Reports are to be delivered and stored electronically using an appropriate system. Please detail the specification and features of the system you would provide to assist the Council in the "management" of its plant and reports. Please see the table below

The Council would require all bidders to provide access to a suitable system through which they can monitor the service and access the Inspection records. The following items are the **essential** requirements for such a system and the contract generally. Within the overall Service Criteria, the bidders proposed system will be assessed

1	Electronic Reporting	
2	Ability to download inspection data into Excel or similar format	
3	Ability to draw down Management information on Inspection activity - inspections on time, Plant not available etc.	
4	Functionality for users to add/store notes to the reports - i.e. progress or completion of defects	
5	Retrieval facility for previous Inspection reports i.e. not just the current inspection report for a piece of plant maintained up to 2 years from contract expiry with the option for final data download.	
6	Premium allocation per Location for both Inspection fee	

APPENDIX 1 – Contract Terms and Conditions

The Contract award will be subject to following form of contract wording or similar terms, conditions and warranties and will incorporate all the provisions, specifications and requirements of this invitation to tender and the bidder's response commitments



Long Form Services
Contract.docx

1st draft to be sent within 1 week of notice of intention to award by Council, 1st response from bidder to be received prior to contract award date of 2nd March 2015. Please note significant and fundamental proposed amendments or deviations may jeopardise contract award.

APPENDIX 2 - Engineering Plant Schedule and Inspection Frequency

Westminster



CWH - WCC Housing
Assets excluding lifts



CWH - WCC Housing
Lifts.xlsx



WCC Corp Assets -
7th November 2014.>

LB Hammersmith and Fulham



LBHF Corp Assets
audited 24th Novemb



Pressure Vessels for
LBHF Housing.pdf



Stairlifts for LBHF
Housing.xls



Lifts for LBHF
Housing.xlsx

Royal Borough Kensington and Chelsea



RBKC corp assets
audited 24th Novemb



TMO - RBKC Housing
Assets - 25th Novemb




Schools



Schools only list for
ITT - audited - 24th N

Agenda Item 6

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: 30 March 2015	
	Nicholas Holgate as Chief Executive has pre-delegated constitutional authority in respect of Insurance arrangements under Part 3 Section C – Functions delegated to Officers – Section 10 – “To effect all insurance cover, including the approval / acceptance of contracts for insurance cover”.	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	Steven Mair – City Treasurer consultation with Councillor Caplan as required	 City of Westminster
Report title (decision subject)	AUTHORITY TO AWARD SHARED SERVICES MOTOR INSURANCE CONTRACT FOR LBHF, RBKC AND WCC FOLLOWING CAPITALESOURCING AND OJEU COMPLIANT TENDER PROCESS	
Reporting officer	Moyra McGarvey – Tri-Borough Director of Fraud, Audit, Insurance and Risk	
Key decision	Yes	
Access to information classification	Open report A separate report on the exempt Cabinet agenda provides exempt information about costs and evaluation of tenders.	

1. EXECUTIVE SUMMARY

- 1.1. The report analyses the tender responses to the procurement of Motor Insurance against four options with consideration of insurance premium costs and likely levels of self-financing required for claims where deductibles (excesses) are the options under consideration.
- 1.2. This procurement brings all three boroughs under the same insurance provider and enables the Issue of Motor Insurance certificates in the name of all three Boroughs jointly delivering cover that is any driver, any vehicle from any of the Three Boroughs of LBHF, RBKC and WCC both facilitating greater service integration whilst ensuring blanket cover and eliminating the possibility of oversight in compliance with insurance requirements.
- 1.3. Premium calculations and internal re-charges will continue to be based on the vehicle ownership and individual claims performance to avoid cross subsidy of other boroughs costs.

2. RECOMMENDATIONS

- 2.1. Based on the conclusions in Section 6 of this report "Options and Analysis" the following is recommended: -
- 2.2. **LBHF** – To approve the award of motor insurance and claims handling to Zurich Municipal in accordance option 1 (£250,000 self-retained deductible) on a three year long term agreement at an annual premium of £6,532.50 plus Insurance Premium Tax of £391.95 and claims handling services at £3,300 plus recoverable VAT at 20% (total contract award over 3 years £29,497.50 plus Insurance Premium Tax of £1,175.85).
- 2.3. **RBKC** – To approve the award of motor insurance and claims handling to Zurich Municipal in accordance option 1 (£250,000 self-retained deductible) on a three year long term agreement at an annual premium of £6,535.50 plus Insurance Premium Tax of £392.13 and claims handling services at £4,400 plus recoverable VAT at 20%. Total contract award over 3 years £32,806.50 plus Insurance Premium Tax of £1176.39.
- 2.4. **WCC** - To approve the award of motor insurance and claims handling to Zurich Municipal in accordance option 1 (£250,000 self-retained deductible) on a three year long term agreement at an annual premium of £13,425.75 plus Insurance Premium Tax of £805.55 and claims handling services at £9,180 plus recoverable VAT at 20%. Total contract award over 3 years £67,817.25 plus Insurance Premium Tax of £2,416.65.

3. REASONS FOR DECISION

- 3.1. The reason for these recommendations to award the contract following competitive tender is that the terms are the most economically advantageous

financial terms for all three boroughs to procure motor insurance as analysed and concluded in section 6 of this report "Options and Analysis".

- 3.2. This contract award places all three boroughs on the same contract terms and conditions and enables coverage on the basis of any driver, any vehicle from any borough.

4. BACKGROUND

- 4.1. With reference to "CAB notification of the intention to procure insurance services for Motor Insurance" the three boroughs have historically transferred some or all the financial risks associated with own damage to vehicles or claims by third parties in accordance with Common Law and the provisions of the Road Traffic Act to external insurance providers.

- 4.2. The current insurance arrangements across the three boroughs are diverse with different terms and conditions in one case a different insurer altogether. The current contracts were aligned to all expire at 31st March 2015 to enable procurement on a shared borough basis in line with the other insurance arrangements administered by the Tri-Borough Insurance Service.

- 4.3. A competitive procurement exercise was undertaken under the "Restricted" procurement procedure requesting responses on the basis of four options; one for each of the current basis of contract for each borough and a fourth option which was considered pre-tender to possibly yield preferential terms: -

Option 1: - Comprehensive Insurance with a £250,000 deductible each and every claim with insurance company handling of third party insurance claims and in-house management of own damage claims. This is the current basis of RBKC insurance arrangements.

Option 2: - Comprehensive Insurance with a £100,000 deductible each and every claim with insurance company handling of third party insurance claims and in-house management of own damage claims. This was identified pre-tender as an option which may yield preferential terms given the claim experiences.

Option 3: - Third Party only insurance including claims handling with no deductible for claims from Third Parties but no insurance coverage or claims handling for own damage losses. This is the current basis of LBHF insurance arrangements.

Option 4: - Fully Comprehensive Insurance subject to £500 own damage excess in respect of Minibuses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars including full claims handling. This is the current basis of WCC insurance arrangements.

- 4.4. The invitation to tender document contained and disclosed all the claims experiences and consolidated them in a comparable spreadsheet to assist underwriter's consideration of terms. The ITT document is attached in Appendix A.

- 4.5. Consideration of current premium expenditure and claims experience forms part of the consideration under the “Options and Analysis” and “Financial and Resource Implication” sections below.

5. PROPOSAL AND ISSUES

- 5.1. To award the contract for motor insurance and claims handling following an OJEU tender compliant process following a “Restricted” procurement process with reference to the recommendations and the options and analysis undertaken to support those recommendations.

6. OPTIONS AND ANALYSIS

- 6.1. This is set out in the exempt report.

7. CONSULTATION

- 7.1. The report is following the Cabinet Member report route with appropriate consultation in accordance with that process for LBHF and referral for authorisation to the RBKC Chief Executive and WCC City Treasurer. The report applies equally to all Wards in LBHF, RBKC and WCC.

8. EQUALITY IMPLICATIONS

- 8.1 Not applicable.

9. LEGAL IMPLICATIONS

- 9.1. Under the Road Traffic Act there is a requirement to maintain the motor insurance for motor vehicles owned or operated.
- 9.2. Insurance is a Part A service under the Public Contracts Regulations 2006 as amended, which apply to current procurements, till the new Public Contracts Regulations kick in from 26th Feb 2015, and a competitive procurement using the Restricted Procedure would be in compliance with the Council’s obligations under the applicable Regulations.
- 9.3 Implications provided by Babul Mukherjee – Bi-Borough Legal Services, 020 7361 3410.

10. FINANCIAL AND RESOURCES IMPLICATIONS

10.1. These are set out in the exempt report.

11. PROCUREMENT IMPLICATIONS

11.1. Procurement process to comply with OJEU regulations following a “Restricted” procurement process. Final contract award to be approved in accordance with each Council’s Contract Standing Orders and the Tri-Borough Procurement Code.

11.2. Contract award process verified by in consultation with officers above (Mark Cottis – LBHF, Chetan Jethwa – WCC)

12. RISK MANAGEMENT

12.1. The recommendations contribute positively to the management of risk number 1, managing budgets on the councils shared service risk register. It is a legal requirement to have motor insurance and therefore procurement of insurance meets this need, market testing has been undertaken to achieve the best possible cost to the taxpayer, risk number 4. Benefits arising from the flexibility of the contracts will enable any driver from each of the councils with whom insurance has been placed to use its fleet therefore contributing positively to risk number 11, complexity of working with partners.

12.2. Implications provided by: Michael Sloniowski, Tri-Borough Risk Manager, Tel. 030 8753 2587.

Moyra McGarvey

Tri-Borough Director of Fraud, Audit, Insurance and Risk

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Quotation papers (exempt)	Ray Chitty 07739315565	Finance & Corporate Governance

Contact officer(s): Ray Chitty – Tri-Borough Insurance Manager – Ray.Chitty@rbkc.gov.uk - 07739315565

APPENDIX A – ITT document for procurement of Motor Insurance Services

**Tri-Borough Council
(City of Westminster, London Borough of
Hammersmith & Fulham and Royal Borough
of Kensington & Chelsea)**

MOTOR INSURANCE TENDER

CONTRACT INCEPTION DATE: 1st April 2015

CONTRACT NOTICE: 2014/S 203-359846

The information contained within this document is confidential to JLT Specialty Limited and City of Westminster, London Borough of Hammersmith & Fulham and Royal Borough of Kensington & Chelsea and has been produced solely for the purpose of consideration of the latter's risk financing programme. The contents may not be reproduced or disclosed to any third party without the prior written approval of JLT Specialty Limited.

Date of Preparation: November 2014

Public Sector Risk Practice

JLT Specialty Limited
The St Botolph Building
138 Houndsditch
London. EC3A 7AW
Tel No: 020 7528 4000
Fax No: 020 7558 3289

Contents

Contents	2
Introduction	3
General Information on Tri-Borough	4
Authority Services and Structure	5
Risk Management Information	6
Instruction for Tendering	7
Current Insurance Programme	11
LOT 1 – Motor Fleet	13
Lot 1 - Motor Fleet Award Criteria	13
Motor Fleet	17
Claims Handling Requirements	21
APPENDIX 1 - Motor Vehicle Schedule	23
APPENDIX 2 - Claims Experience	24
APPENDIX 3 - Council Information Requirements	25

Introduction

We are seeking tender submissions for an annual policy, which commence on 1 April 2015 in the joint names of:-

- **Royal Borough of Kensington and Chelsea**
The Town hall
Hornton Street
London
W8 7NX

- **City of Westminster**
64 Victoria Street
London
SW1E 6QP

- **London Borough of Hammersmith and Fulham**
Town Hall
King Street
London
W6 9JU

- **And any VA schools who's mini buses and other transports are included**

You are invited to submit bids for this class of insurance.

All premiums must be quoted net of commission but including Market Service Agreement in accordance with the normal JLT agreement.

Please note in particular:-

- A full copy of the policy documentation must be provided with the quotation and original policy documentation must be issued within 14 days of cover commencing.
- Certificates and To Whom It May Concern letters to be supplied immediately on appointment.
- Relevant background information for tenderers, including details of the Authority's risk management programme

Long Term Agreements

The Authority is looking for tenders based upon a Long Term Agreement of 3 years that will apply to all authorities jointly – i.e. any increase in terms for any authority will release all three from the LTA provisions

The Long Term Agreement shall contain a break clause in the event of any significant changes to the Authority introduced by Central Government or other bodies that would make the continuance of the Long Term Agreement unsuitable for the Authority.

In the event of an intended break in the Long Term Agreement the insurer must provide the Authority with 6 months' notice to enable the Authority to procure a suitable alternative. Please advise within your Tender Specification if this cannot be complied with.

Tender Return Deadline

All tenders must be received no later than 12 January 2015

Tender Return

All tenders must be returned via the Capital E Sourcing portal utilising the response document.

Enquiries

If you have any queries about the content of this Invitation to Tender all correspondence should be directed via Capital E Sourcing message system which will notify the project manager of your enquiry.

The final date for submitting any queries is **05 January 2015**. Please note that any queries received after this date will not be answered.

General Information on Tri-Borough and Bi-Borough

The Tri-Borough – Westminster City Council (WCC), LB Hammersmith and Fulham (LBHF) and RB Kensington and Chelsea (RBKC) came together to: -

- Reduce operating costs
- Achieve savings from aggregated procurement
- Contribute to economic growth by working together

The attached report was produced one year on and provides further background and early results.



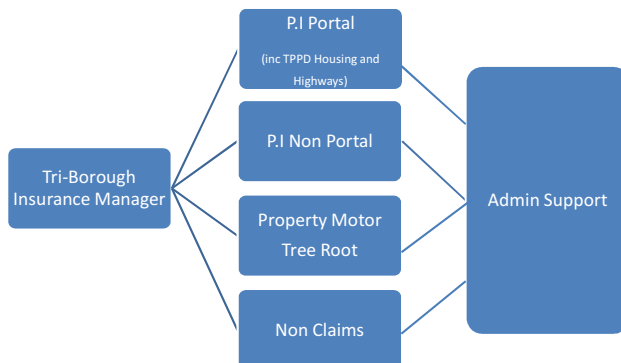
one_year_on_tri_borough_2012.pdf

The insurance service was one of the earliest services identified as an appropriate vehicle to deliver upon the Tri-Borough goals and the first joint procurement took place for 1st April 2012 inception with all classes of insurance except Motor being tendered jointly. Motor insurance contract dates were at the time out of sync and arrangements made to align them for tender at this window.

In the interim The Tri-Borough Insurance Service has had the opportunity to align systems and working practices culminating in a service hosted by RBKC with all team members based in the Kensington Town Hall. The underpinning focus of the service is to deliver an effective and efficient service. Most KPI's are therefore outcome based in terms of financial performance on claims handling and procurement strategy, although achieving these results is not achieved without a strong process of regular stakeholder engagement and MI to key service areas such as Highways, Trees, Fleet and Schools. The service will shortly expand to a team of ten delivering services to Tri-Borough members in the spirit of a service hub.

From the 1st January 2015 the service delivery model will be split into five work streams in accordance with the structure below: -

Tri-Borough Insurance Five work streams



Authority Services and Structure

Business Description

The usual activity of the insured's as a London Borough Council.

Key Services within the Authorities

The functions of the Authorities are those normally associated with a unitary authority and include but are not limited to:-

Service / Function	Currently Undertaken (Y/N)		
	Royal Borough of Kensington and Chelsea	City of Westminster	London Borough of Hammersmith and Fulham
Building Control	Yes	Yes	Yes
Education	Yes	Yes	Yes
Elections	Yes	Yes	Yes
Environmental Health	Yes	Yes	Yes
Finance / Administration	Yes	Yes	Yes
Highways	Yes	Yes	Yes
Housing	Yes	Yes	Yes
Land Changes Searches	Yes	Yes	Yes
Leisure Centres	Yes	Yes	Yes
Licensing	Yes	Yes	Yes
Parks and open spaces	Yes	Yes	Yes
Planning & Planning Enforcement	Yes	Yes	Yes
Public Health	Yes	Yes	Yes
Refuse (outsourced)	No	No	No
Social Services	Yes	Yes	Yes

Risk Management Information

The Tri-Borough Authorities are active members of the Association of Local Authority Risk Managers (ALARM) and participate in a number of seminars and external training events to share knowledge and strive for best practice in insurance and claims operations.

In terms of operational fleet management, the bringing together of the insurances also present an opportunity to work with the new supplier and develop an homogeneous fleet risk management strategy and look forward to working with you to deliver the following over the first six months: -

- Driver handbook including advice on common claim causes, accident behaviour and notification process
- Quarterly fleet management information to include driver accident by frequency, cause and quantum
- Development of a fleet management strategy to include consideration of non claims rewards and integrated HR backed processes for review and action for repeat accident drivers
- Review, communication and monitoring of revised policies to ensure regular driving license checks
- New driver assessment and MIDAS equivalent training where required
- LBHF fleet consists of no leased cars, RBKC fleet will consist of no leased cars as at 1st April 2015 (having been reducing the numbers for the last few years). WCC have just begun the same reduction process with this option for a leased car withdrawn in respect of new appointments.

Instruction for Tendering

Tender Timetable

With the exception of the final date, these are target dates and may be subject to change

Activity	Deadline
Tender documents available from	20 November 2014
Last date for submission of questions	5 January 2015
Deadline for return of tenders	12 January 2015
Clarification Period	13-30 January 2015
Intention to Award	17 February 2015
Award of contract	2 March 2015
Contract inception	1 April 2015

General

Please read all the sections of this invitation to Tender to understand fully the Authority's requirements.

Contents of your tender

Your tender must contain the following information:

- Confirmation that you are able to provide the cover as specified within this document. Where there are variations in the cover being offered this should be specifically highlighted.
- Any Long Term Agreement discounts must be made clear in your pricing schedule. Failure to provide your quotation on the basis outlined above may render your submission void.
- Please clearly explain the method of the premium calculation and how vehicle adjustments will be addressed
- Complete contract certain quotations
- All policy documents
- Please note this exercise is being conducted under the Restricted procedure It is the responsibility of all bidders to ensure that all information is included within their submission. Evaluation will be based upon documentation received from each bidder. If information is omitted from your quotation this will not be taken into account.
- **Include any response documents as requested via the portal**

Further Steps

The Authority reserves the right to ask bidders to clarify or explain any aspects of their tenders. This may include presentations to the Authority.

Alterations

You may not alter any of the documents

Incomplete Tender

Tenders may be rejected if the complete information requested is not given at the time of tendering. Where discounts are referred to but not specified, this may be deemed as an incomplete tender since insufficient information will be available to undertake the evaluation.

Acceptance of Tenders

By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender.

Period for which the Tenders shall remain valid

Unless otherwise stated by the tenderer, tenders shall remain valid for 90 days from the closing date for receipt of tenders or inception date whichever is the latest.

Amendment to the Tender Documents

The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipts of tenders. Any such amendment will be numbered, dated and issued via the portal. Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

Collusion

Please note that if you collude with any other supplier so that one of you does not submit a bid or restricts your prices, you will be disqualified from the tender process.

Cost and Expenses

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

Confidentiality

All information supplied by the Authority to you must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting the tender. All information supplied by you to the Authority will similarly be treated in confidence except as required by law, e.g. Freedom of Information Act 2000.

Award Criteria

Each Tender submission will be evaluated as detailed below.

Activity	Title	Activity
1	Valid tender	Validity – This is to ensure that all Tenders received are valid and in accordance with the Instructions for Tendering Completeness: A complete Tender shall include all documents required in accordance with the Instructions to Tenderers. Incomplete Tenders may result in your submission being excluded
2	Detailed Consideration of Tender Submission	Consideration of Tenders to determine the Most Economically Advantageous Tender (MEAT) to the Council in terms of price and quality. In accordance with Part 5 of the Public Contracts Regulations 2006, the criteria and weightings for the award criteria are set out at the front of the ITT
3	Notification of Award Process	All bidders will receive Intention to Award Letters following the completion of the Detailed consideration of the Tender submission.

Activity 2 - Detailed Consideration of Tender Submission

- The award criteria are set out at the front of the ITT. They comprise both Financial (price) and Non-Financial (policy cover, claims service, risk management & administration and added value) criteria.
- Please ensure you respond to each element of the evaluation criteria for each Lot you submit.
- Each Contractor will be awarded a score out of 1000 for each Lot.
- The Council may require the successful Tenderers to be available for a detailed clarification meeting to discuss their bid.
- The Council reserves the right not to award the Contract to the lowest bid or any Contractor, reserving also the right to accept the same in whole or in part.
- The Council reserves the right to 'disqualify' any bidder that the Council judges upon investigation to be incapable of fulfilling the contract requirements of the Lot.
- The Council reserves the right to 'disqualify' any bid that is 'qualified' or tries to change the terms on which the bid is submitted.
- The Council reserves the right not to award the Contract to any bidder if an unacceptable change in circumstances during the procurement process.
- The Council will award the Contract in accordance with the Public Contracts Regulations 2006

Activity 3 - Notification of Contract Award Process

When the Council has evaluated the bids, it will issue Intention to award letters to all bidders in respect of the Lot for which they have submitted a tender.

Acceptance of the Tender by the Council shall be in writing and shall be communicated to the bidder. Upon such acceptance the Contract shall thereby be constituted and become binding on both parties and, notwithstanding that, the bidder shall upon request of the Council enter into an agreed formal contract.

Tenderers should not undertake work without first having received a letter of intent or written notification that they have been awarded the contract and are required to start work. Contract documents will be prepared and issued for execution as soon as possible thereafter.

Current Insurance Programme

Risks to be Insured

LOT No.	Insured	Class of Business	Current Insurer	Renewal Date
1	City of Westminster	Motor Fleet	Zurich Municipal	1 st April 2015
1	London Borough of Hammersmith & Fulham	Motor Fleet	Aviva	1 st April 2015
1	Royal Borough of Kensington & Chelsea	Motor Fleet	Zurich Municipal	1 st April 2015

The following pages outline the current programme structure and the options the Authority would like to consider.

Current Insurance Details

City of Westminster – Fully Comprehensive cover subject to £250 excess on ADFTWS reducing to £50 in respect of leased cars

LB Hammersmith and Fulham – Third Party only with own damage claims administered via the transport depot

RB Kensington and Chelsea – Fully comprehensive cover subject to a £250,000 deductible to all claims; own damage and third party. Leased cars £100 ADFTWS although there will be none W.E.F 1st April 2015 and cover is no longer required

Historical Deductibles

We have included details of the current deductible and Aggregate under each policy section. These have not changed other than via standard indexation during the contract period, and to assist claims analysis calculations, summary details are provided below: -

Lot 1			
Year	Council Motor Deductible (Accidental Damage, Fire, Theft & Windscreen)		
	City of Westminster	London Borough of Hammersmith and Fulham	Royal Borough of Kensington and Chelsea
2010/2011	£500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars	N/A as self insured	£250,000 ADFTWS reducing to £100 ADFTWS in respect of Leased Cars which are not required W.E.F 01/04/2015
2011/2012	£500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars	N/A as self insured	£250,000 ADFTWS reducing to £100 ADFTWS in respect of Leased Cars which are not required W.E.F 01/04/2015
2012/2013	£500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars	N/A as self insured	£250,000 ADFTWS reducing to £100 ADFTWS in respect of Leased Cars which are not required W.E.F 01/04/2015
2013/2014	£500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars	N/A as self insured	£250,000 ADFTWS reducing to £100 ADFTWS in respect of Leased Cars which are not required W.E.F 01/04/2015
2014/2015	£500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars	N/A as self insured	£250,000 ADFTWS reducing to £100 ADFTWS in respect of Leased Cars which are not required W.E.F 01/04/2015

Non-Ranking Excess

A non-ranking excess has not applied

LOT 1 – Motor Fleet

This Lot incorporates the following classes of business:

- Motor Fleet

Lot 1 - Motor Fleet Award Criteria

Each Tender submission will be evaluated as detailed below.

- Stage 1 - Validity and Completeness of Submission to ensure the Tender is compliant.

Validity: This is to ensure that all Tenders received are valid in accordance with the Instructions for Tendering.

Completeness: A complete Tender shall include all documents required in accordance with the Instructions for Tendering. Incomplete submissions may result in your submission being excluded

- Stage 2 - Detailed Consideration of Tenders to determine the Most Economically Advantageous Tender (MEAT) to the Council in terms of price and quality. In accordance with Part 5 of the Public Contracts Regulations 2006, we have set out below the criteria and weightings for the award criteria.
- Stage 3 - Contract Award / Acceptance of Tender

The Authority reserves the right to request additional information which may be necessary to assist in the evaluation of Tenders and any such information must be provided in writing within a maximum period of **three working days** of receipt of a written request.

Stage 3 - Detailed Consideration of Tenders

The award criteria are set out in the following pages. They comprise both Financial (price) and Non-Financial (policy cover, claims service and ease of administration) criteria.

Criteria	Weighting
<p>Price for Insurance cover</p> <p>Maximum points will be awarded to the lowest priced bidder taking into account any Long Term Agreement discount. A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in prices</p>	50%
<p>Assessment of Policy Cover</p> <p>Marks will be awarded for insurers able to offer cover as per the specification. Reductions will be made for areas where the insurer is unable to meet the full requirements of the specification and / or onerous policy conditions and exclusions are applicable</p> <p>If there are serious omissions in the policy cover no points will be awarded and the tender will be rejected. An example of this might be if there is no cover provided for own vehicle damage</p> <p>All bidders are required to include a document which compares the cover they are offering against the cover being requested within this specification</p>	15%
<p>Claims Service</p> <p>This will be evaluated against the criteria shown within this Tender Document. Scores will be adjusted to take into account the difference between the services offered and those requested together with the quality of claims and the claims management data available.</p>	15%
<p>Added Value and Innovation</p>	20%

Each of the four Criteria detailed above will be scored as follows

The Maximum points available for the whole Lot is 1000

Price for insurance cover

The maximum points available for this section is 500 this will be allocated as shown below

Evaluation Methodology	Points available
<p>Lowest price bidder.</p> <p>Maximum points will be awarded to the lowest price bidder A formula will be used to adjust the scores of all remaining bidders to reflect the percentage difference in price. For each 1% higher the premium is than the lowest price</p>	500

quoted 5 points will be deducted

Assessment of Policy Cover

The maximum points available for this section is 150 this will be allocated as shown below

Evaluation Methodology	Points available
<p>Insurance Cover offered</p> <p>A tender that meets the requirements of the ITT will be awarded 150 points</p> <p>Reductions will be made for areas where the insurer is unable to meet the full requirements of the specification or additional restrictive terms, conditions, exclusions or endorsements are imposed.</p> <p>The value of the points deducted will be based upon the potential financial impact on the Authority.</p> <p>The points will be reduced in multiples of 10 for minor differences i.e. one minor difference would result in a 10 point reduction. More significant differences would result a point reductions of 50 to 100 points, for example an unacceptable vehicle accumulation limit.</p> <p>Please remember if there are serious omissions in the policy cover the tender will be rejected. An example of this might be there is no cover provided for own vehicle damage</p>	<p>150</p>

Claims Service

The maximum points available for this section is 150 this will be allocated as shown below

Evaluation Methodology	Points available
<p>Claims Service</p> <p>A tender that meets the requirements of the ITT will be awarded 150 points</p> <p>Reductions will be made for areas where the insurer is unable to meet the full requirements of the specification</p> <p>The value of the points deducted will be based upon the potential service impact on the Authority.</p> <p>The points will be reduced in multiples of 10 i.e. one minor difference would result in a 10 point reduction. An example could be response times on new claims being 1 day longer than requested. A more significant difference would result in a point reduction of 25 points. This might be that Motor engineers on large claims are not available within 24 hours or monthly claim listing reports are not available.</p>	<p>150</p>

Added Value and Innovation

The maximum points available for this section is 200 this will be available where the specification requirements have been exceeded and those extra items are of interest/value to the Authority.

Evaluation Methodology	Points available
<p>Under this section 200 points are available</p> <p>Added Value</p> <p>Up to 200 points are available for items that improve the quality of the service/product requested. These improvement/benefits must be of interest/value to the Authority examples could include:</p> <ul style="list-style-type: none"> • Cover enhancements • Risk Management Services • Training support for drivers such as telematics and driver training • Claims service guarantees' such as return of fee or PAD costs if down to service delivery failure by claims team <p>Points would be awarded to reflect the value provided by improvement/benefit.</p>	<p>200</p>

Motor Fleet

Vehicles Insured

- Vehicles owned and operated by the Authorities including vehicles on hire or loan for which the Insured becomes responsible and those operated by participating VA schools

Cover required one policy in respect of three authorities covering the business use, drivers and vehicles of all three authorities

- i. Comprehensive cover with £250,000 deductible on all losses subject to an aggregate deductible in any one insurance period by any individual authority – i.e. each authority's maximum self insurance contribution is capped at an individual aggregate per policy year.
- ii. Comprehensive cover with £100,000 deductible on all losses subject to an aggregate deductible in any one insurance period by any individual authority – i.e. each authority's maximum self insurance contribution is capped at an individual aggregate per policy year.
- iii. Third party cover only with no deductible.
- iv. Comprehensive cover subject to £500 ADFTWS in respect of Mini Buses and larger CV's reducing to £250 in respect of owned cars and smaller CV's and £50 in respect of leased cars

Cover to include whilst driving for domestic and pleasure purposes in addition to the business of the insured. Each option will be evaluated individually and the chosen option will be on the basis the one deemed most economically advantageous in terms of price, quality and the combined authorities appetite for self insured retention.

Limits of Indemnity

Death or Bodily Injury	Unlimited
Damage to Third party Property -	£10M – applicable to any commercial vehicle. £50M – applicable to any car.

Vehicle Numbers

WCC Vehicles	153 vehicles
LBHF Vehicles	55 vehicles
RBKC Vehicles	74 vehicles

A schedule of vehicle types is shown in Appendix 1

Underwriting Information

Currently the three motor fleets are insured as separate policies, going forward it is the intention there will be one overarching policy cover for all three Authorities. Given the nature of both Bi-Borough and Tri-Borough services policy coverage needs to be any driver in any vehicle for all three's business activities as authorised by the Authorities. Please however ensure a pricing breakdown is provided on a total per authority in accordance with listed vehicles basis to enable internal recharging and comparison with existing basis of cover

The current policies are insured on very different basis.

1. City of Westminster - General Fleet

- Comprehensive cover

Deductible own damage only £250 per insured vehicle subject to a maximum of £1,000 any one occurrence. Nil excess for stone chip repairs.

- Passenger Carrying Fleet (Mini-Buses)

Deductible own damage only £500 per insured vehicle subject to a maximum of £2,000 any one occurrence. Nil excess for stone chip repairs.

- Leased Vehicles (Cars)

Deductible own damage only £50 per insured vehicle

2. Royal Borough of Kensington and Chelsea – General Vehicles

- Comprehensive Cover

Deductible £250,000 each and every event.

3. London Borough of Hammersmith and Fulham and/or Hammersmith and Fulham Housing.

- Third party only Nil excess
- None of the vehicles require Airside cover.
- The authority does not own any vehicles with an individual value exceeding £500,000.

Motor Extensions

- Cross Liabilities
- Indemnity to Owner
- Indemnity to Principals
- Foreign Travel
- Legal defence for Manslaughter or causing Death by Dangerous or Reckless Driving
- Movement of third party vehicles
- Occasional Business Use
- Contingent Liability - Vehicles belonging to Members, employees and volunteers
- Contingent Liability - Vehicles Hired with Driver
- Repairs / Spare Parts
- Hire Purchase Agreements
- Trailers, attached and detached
- Towing Disabled Vehicles
- Unauthorised use

Quotations to include the following

Cover to be provided for:-

- Damage to vehicles resulting from riot or civil commotion in the British Isles and Europe (but excluding Northern Ireland).
- Passengers to be protected in respect of their acts of negligence.
- Liabilities assumed by contract or agreement but excluding liability under any penalty clause or in respect of liquidated damages.
- Driving by unlicensed drivers in circumstances where a licence is not required by law.
- Use authorised by the insured, of vehicles for business purposes other than the insured's own business.
- Liability for loss, damage or injury arising from parking or movement by Insured's employees of vehicles belonging to visitors to their premises.
- Legal liability arising from the use on the insured's business of vehicles not owned or provided by the policyholder including vehicles hired in with drivers.
- Loss or damage to demountable containers whilst attached to any vehicle or trailer, and during the mounting/demounting process.
- Liability for loss, damage or injury caused by disqualified drivers providing insured is unaware of the disqualification.
- Indemnity to be given to any owner of a vehicle used by the insured.
- Cover for removal and destruction of abandoned vehicles.
- Liabilities arising from loading vehicles.
- Provision of a mechanism to update the Motor Insurers Database.
- Option for insured evoked cancellation due to poor claims handling service following written notice of issues and failure to resolve satisfactorily within 90 days.

Claims Experience

City of Westminster

Years 01/04/2004 to 31/03/2008 & 01/04/2012 to current

Date of Preparation:	13/11/2014
Source of Information:	Zurich Municipal
Date of Last Claim:	See claims experience

Year 01/04/2008 to 31/03/2012

Date of Preparation:	06/10/2014
Source of Information:	RMP
Date of Last Claim:	See claims experience

London Borough of Hammersmith and Fulham

Year July 2010 to Current

Date of Preparation:	17/11/2014
Source of Information:	Aviva
Date of Last Claim:	See claims experience

Year 2003 to 2004

Date of Preparation:	13/11/2014
Source of Information:	Zurich Municipal
Date of Last Claim:	See claims experience

Royal Borough of Kensington and Chelsea

Year 01/04/2004 to Current

Date of Preparation:	13/11/2014
Source of Information:	Zurich Municipal
Date of Last Claim:	See claims experience

Please also see Appendix 2 for Claims Listings

Claims Handling Requirements

The Council will require the winning bidder to provide full claims handling for all claims including those falling below the deductibles regardless of the cover option chosen in respect of third party losses including damage, credit hire and personal injury. Quotations for fully comprehensive cover with nominal self insurance retention will need to include provision for the handling of own damage claims whereas those with larger self insured retention need to only be for third party losses as own damage will be administered in-house.

The claims Handler is required to provide:

- The provision of a high quality claims service. Clear and concise correspondence tailored to the claimant and appropriate to the claimant is required and staff fully experience in dealing with specific classes of business to be handled.
- Claims support to be included to include vetting of letters to claimants where required.
- Contact points, including telephone numbers and e-mail addresses on correspondence.

All bidders should include a method statement with regards to how they intend to deliver this service as part of their submission. Please note the following specific requirements in respect of this service, where required.

Topic	Measure
Management Information/Housekeeping	<ul style="list-style-type: none"> ▪ Monthly management information to be provided in electronic format and compatible with the JCAD Applications EDI module with LACHS (Local Authority Claims Handling System) for monthly download at no additional fee. ▪ Confirmation of Housekeeping procedures - dormant claims to be closed within six months. ▪ MOJ portal performance. ▪ Detailed claims listing to be provided on demand including all data fields in excel format.
Claims Recording	<ul style="list-style-type: none"> ▪ Real time claims database access to be provided where possible and at no additional fee. ▪ Claims to be recorded against individual authorities and vehicles
Claims Reporting	<ul style="list-style-type: none"> ▪ Electronic claims forms preferred combined with electronic reporting
Reserving Philosophy	<ul style="list-style-type: none"> ▪ Insurer to provide full details of reserving philosophy including parameters for closure of claims after a period of inactivity by the third party
Method of Payment	<ul style="list-style-type: none"> ▪ Via Imprest should self insurance retention options be

	<p>chosen with three separate funds, one for each authority and with periodic top up by the authorities?</p> <ul style="list-style-type: none"> No payment to be made without advanced consent unless in exceptional circumstances where failure to do so would incur additional costs.
Response Times	<ul style="list-style-type: none"> General Claims Correspondence - within 5 working days New Claims - Set up and acknowledged - within 1 working day to comply with MOJ portal requirements Telephone calls - returned within 1 working day
Litigation Management	<ul style="list-style-type: none"> Proceedings, Writs and Summons to be referred to agreed nominated Solicitor within 2 working days.
Settlements/Repudiation	<ul style="list-style-type: none"> Agreement for settlement/repudiation to be obtained from the Council prior to settlement of all claims.
Legal Suppliers, Loss Adjusters and Motor Repairers	<ul style="list-style-type: none"> Appointment and choice of solicitors subject to Council agreement when Council funded claim. Contact protocol to be agreed with panel solicitors and the Council. Confirmation of procedures used to manage the quality of Suppliers
Fraudulent Claims	<ul style="list-style-type: none"> Confirmation that claims handler will refer all suspected fraudulent claims to the Council for further discussion Provision of data to annual NFI or similar anti fraud initiatives

Item	Appendix Reference
City of Westminster	See attached spreadsheet below
London Borough of Hammersmith & Fulham	See attached spreadsheet below
Royal Borough of Kensington & Chelsea	See attached spreadsheet below

Vehicle Schedule



WCC Fleet and
Leased Car list - 17.1



















LBHF Fleet list -
17.11.2014.xlsx



RBKC Fleet list -
17.11.2014.xlsx


APPENDIX 2 - Claims Experiences

Item	Appendix Reference
WCC confirmed experience – ZM	   City of Westminster General Fleet 52 (2) cLeased Cars 51 (2) cSchool Minibuses 57 c  Westminster Motor claims - 2004 - 2014 (
WCC confirmed experience – RMP	   Westminster City General Motor claims PCV Fleet claims expEmployee Leased Sch  City of Westminster - Motor Claims Listing (
LBHF confirmed experience - Aviva	  London Borough of Hammersmith Fulham London Borough of Hammersmith and Ful
LBHF confirmed experience - ZM	 LBHF Motor claims - 2004 - 2014 - Motor C
RBKC confirmed experience - ZM	  Kensington Chelsea Kensington Chelsea General Motor 59 claiLeased Cars 51 claim NB no leased cars after 01.04.2015  RBKC Motor claims - 2004 - 2014 (3) - Mot
Client prepared consolidate experience including LBHF own damage costs 01/01/2009 to current prepared 12/11/2014 Essential to consider options	  LBHF Own Damage Costs from Transport Consolidated Experience.xlsx

APPENDIX 3 - Council Information Requirements

Item	Appendix Reference
Response Document	Response document via portal

Agenda Item 7

	London Borough of Hammersmith & Fulham CABINET 30 MARCH 2015
LONDON ENTERPRISE PANEL - NEW HOMES BONUS TOPSLICE PROGRAMME	
Report of the Cabinet Member for Economic Development and Regeneration : Councillor Andrew Jones	
Open Report	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Melbourne Barrett, Housing and Regeneration	
Report Author: Antonia Hollingsworth, Principal Business Investment Officer, Economic Development Learning & Skills, Housing and Regeneration Department	Contact Details: Tel: 020 8753 1698 E-mail: antonia.hollingsworth@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. The Council's Economic Development Learning & Skills (EDLS) service alongside Planning (ENV) have secured circa £1.6m for LBHF to fund apprenticeships, business sector support, and regeneration planning guidance. This has been secured from the Growth Fund held by the London Enterprise Panel (LEP).
- 1.2. This decision paper covers the contents of the bid submitted via London Councils, to the LEP. Bids were submitted on the 29 August 2014, final confirmation of Hammersmith & Fulham's bid along with a re-balancing of the budget was received on Wednesday 4 February 2015. The bid was signed off by Councillor Jones and the Leader prior to submission.
- 1.3. The source of the Growth Fund is the New Home Bonus (NHB). The Growth Fund is a result of a Government decision to top slice £70 million of the 2015/16 London allocation of the NHB, to meet the financial demands created by the Government's promise to provide a local growth fund to all Local Enterprise Partnerships. Importantly the Government

wished to see NHB money being used to support existing communities impacted by new housing developments

- 1.4. Each London Council has been required to bid to the LEP for return of this top-sliced amount, demonstrating how they will meet the LEP priorities.

2. RECOMMENDATIONS

- 2.1. To enter into an agreement with London Councils and the Greater London Authority (GLA) for New Homes Bonus Funding (NHB) and accept NHB funding of £1,617,842 as set out in this report.
- 2.2. That authority be delegated to the Cabinet Member for Economic Development and Regeneration, in conjunction with the interim Chief Executive and the Director for Planning, to agree and sign off the agreement with the GLA and any commissioning processes to secure employment, contracts and business support using this funding from 1 April 2015 to 31 March 2017.

3. REASONS FOR DECISION

- 3.1. LBHF will gain £1.6 million from the NHB top slice which will deliver targeted employment business support to residents and local businesses. We will also have the opportunity to work on a practical project with neighbouring boroughs and deliver on manifesto commitments.

4. INTRODUCTION AND BACKGROUND

- 4.1. London Councils was tasked with taking the lead role in developing themed criteria for the NHB bidding round, assessing bids with Councils and agreeing themes and funding allocations with the Greater London Authority (GLA).
- 4.2. Subsequently seven themes for the NHB LEP programme were developed which are based on the LEP's Jobs and Growth Plan. They cover key economic growth areas such as high streets, apprenticeships, unlocking development and business support.
- 4.3. London Councils engaged with London Local Authority Directors of Regeneration who were asked in June 2014 to nominate lead officers from within the boroughs to be part of working groups for each of the seven themes.
- 4.4. Following LBHF senior officer and Council Member discussion, and debate with London Councils, the National Apprenticeship Service and the GLA, the overall theme of "Building Resilience" was agreed for the LBHF bid

and the following three priorities were favoured: Apprenticeships, skills and training, Business Support and Unlocking development.

5. PROPOSAL AND ISSUES

- 5.1. Details of LBHF's approved programmes under the GLA themes including the GLA LEP approved outputs and fund amount, are shown in the table below.

PROJECT OVERVIEW			
LEP priority theme	Project summary	Time frame	Amount
Unlocking development	BUILDING RESILIENCE - UNLOCKING DEVELOPMENT: This proposal seeks to develop, consult on, adopt and publish a Supplementary Planning Document (SPD) for Hammersmith fly-under Phase 1. This document would supplement the Council's Development Plan Document (DPD) policies and would relate closely to the 2nd stage fly-under feasibility study. Output: Hammersmith Town Centre SPD	Nov 2014 - May 2016	£235,842
Apprenticeships, skills and training	BUILDING COMMUNITY RESILIENCE - APPRENTICESHIPS & SKILLS: Building resilience through a combination of apprenticeships, skills and training opportunities in the boroughs most disadvantaged communities and individuals including Looked After Children, ex-offenders and those supported through Adult Social Care and Mental Ill Health services. Output; a Multi Borough Apprenticeship programme, construction skills programme, skills maximisation programme, pre-employment training.	April 2015 - March 2017	£688,716
Business Support	BUILDING RESILIENCE - BUSINESS: This SME business support programme tackles; high rates of business deaths in a borough with high business births; very low 1 – 5 year survival rate; poor cash flow performance, and low levels of business that are able to respond to market changes. This programme will aid the take up of trading opportunities, add value to existing business support programmes, deliver intelligence on business failure, and address gaps in provision; whilst ensuring support is interconnected and inclusive. Output: Supply chain programme, bespoke face to face support, digital media training, intelligence checking monitoring and distribution.	April 2015 - March 2017	£693,284
	Projects total		£1,617,842

5.2. Programmes and project details were scrutinised and challenged in-house by the Cabinet Member for Economic Development and Regeneration, the Chair of the Economic Regeneration Housing and Arts Policy and Accountability Committee and with senior officers from Housing and Regeneration Department

5.3. All programmes have management time and resources built into them.

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. LBHF will gain additional investment in targeted employment business support to residents and local businesses. We will also have the opportunity to work on a practical project with neighbouring boroughs and deliver on manifesto commitments.

6.2. LBHF can potentially bid for European Social Funding using the NHB programmes as a lever for match and future local, pan-London, UK and European funding.

7. CONSULTATION

7.1. The bid was developed through a series of meetings involving a wide range of stakeholders, including the voluntary sector, Jobcentre Plus, Work Programme providers, local Business Forums and the Federation of Small Businesses. It also takes on board the findings from the papers and meetings of the Procurement and Social Value Taskforce, the EHRA PAC, the North End Road Action Group and the Business Rates Scrutiny Task Group.

7.2. Colleagues have been consulted within Planning, Housing and Regeneration, Finance, Adult Learning and Adult Social Services.

8. EQUALITY IMPLICATIONS

8.1. This initiative seeks to address disaffection, disadvantage and unemployment among residents across the borough. It will have high positive impacts for unemployed residents who are not supported through current provision such as the Single Work Programme. Two recent reports, **The Labour Market Status of Ethnicity by the Office of National Statistics and Unemployment by Ethnic Background** present data that clearly shows that BME groups and women are over-represented in terms of likelihood of being unemployed. The data in these reports is also presented by age so will also help in the planning stages of the projects (see below).

8.2. This paper is a request to proceed to the next stages of the project.

“enter into an agreement with London Councils and the Greater London Authority (GLA) for New Homes Bonus Funding (NHB) and accept NHB funding of £1,617,842...”

The project has three strands;

- Building Resilience – Unlocking Development
- Building Community Resilience – Apprenticeships and Skills
- Building Resilience – Business

It is recommended that full Equality Impacts Assessments (EIA) are carried out as an integral part of the subsequent planning process for the above project strands but at this stage a full EIA is not required.

- 8.3. Implications verified/completed by: David Bennett, Head of Change Delivery (Acting) and 0208 753 1628

9. LEGAL IMPLICATIONS

- 9.1 The Council should comply with any conditions attached to the New Homes Bonus Funding when expending the fund. In addition, the procurement of any services should be carried out in compliance with the Council's Contract Standing Orders and the requirements under public procurement legislation if costs exceed the relevant thresholds.

- 9.2 Legal Services will be available to assist throughout the Programme.

- 9.3 Implications verified/completed by: Kar-Yee Chan, Solicitor (Contracts), Bi-borough Legal Services, 020 8753 2772

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 There are no requirements to match fund the £1,617,842. The fund will be administered by EDLS. Management time and resources for the programme are included in the funding. EDLS will administrate the GLA's requirement to provide quarterly monitoring returns on projects related to the drawdown of funding.

- 10.2 Finance officers will review the terms and conditions of the agreement to ensure that financial and other risks are assessed and mitigated, and that monitoring / auditing / performance arrangements are set up in accordance with Council policy.

- 10.3 Implications verified/completed by: Kathleen Corbett, Director of Finance & Resources, Housing and Regeneration Department, Tel: 020 8753 3031

11. RISK MANAGEMENT

- 11.1 Additional funding streams contribute positively, 'opportunity risks', to the management of key strategic risks on the Council's risk register, risks

number 1 and 2, managing budgets and Government grants. The most significant benefits are those outcomes targeted for delivery to the community and local businesses. These have direct benefits aligned with risk 12, maintaining the reputation of the Council and meeting the public's needs and expectations. Resilient businesses in the Borough contribute to securer employment, opportunities for young people entering the employment market, developing local skills and strengthening the local supply chain.

- 11.2 The key operational risk surrounds the availability of staff resources to support the programme and whether the existing team resources will be able to meet the requirements of project development, delivery and liaison.
- 11.3 Implications verified by: Michael Sloniowski Tri-borough Risk Manager, telephone 020 8753 2587.

12 PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 If the £1.6m programme is wholly implemented using in-house resources there no procurement implications arising from this report.
- 12.2 If external expertise and support is required, the sourcing of this expertise will need to be carried out in accordance with the Council's Contracts Standing Orders and, where they apply, the Public Contracts Regulations 2015 which come into force on 23rd February 2015.
- 12.3 If the contract value of any external support required is estimated to be at or above £172,514, the contract opportunity will need to be the subject of a mandatory advertisement in the Official Journal of the EU. Contracts below this value will not be subject to a regulated competition, but will still need to comply with the Council's Contracts Standing Orders (CSOs) and demonstrate best value through a fair and transparent competition. Delegation of contract awards below £1m to the relevant Cabinet Member is permitted by CSOs where Cabinet has given its prior approval, which this report seeks to gain.
- 12.4 Paragraph 7.1 of this Cabinet Decision reports that a number of stakeholders were involved in developing the successful bid to the London Enterprise Board. Should the delivery plan submitted as part of the winning bid, and/or the terms of the grant award made by the LEP, include specific service delivery by any of these stakeholders, a prior waiver to Contracts Standing Orders requiring a competitive exercise may be agreed under section 3.1 of CSOs if the appropriate persons believe a waiver is justified and it is not above the EU threshold mentioned earlier.
- 12.5 If external expertise does need to be sourced, the Corporate Procurement team will be available to advise EDLS.
- 12.6 The H&F Social Value and Procurement Task Force referred to in paragraph 7.1 is expected to deliver its recommendations to Cabinet in the

spring-time. If the Task Force's recommendations are agreed, the LEP-funded programme will help give practical effect to their implementation.

- 12.7 Implications completed by John Francis, Principal Consultant, H&F Corporate Procurement Team, 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.	NHB papers and background documents (published)	Antonia Hollingsworth x 1698	HRD, EDLS

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>30 MARCH 2015</p>
<p>VERULAM HOUSE DEVELOPMENT - CHANGE OF TENURE OF THREE NEW BUILD PROPERTIES FROM DISCOUNT MARKET SALE (DMS) TO SOCIAL RENT.</p>	
<p>Report of the Cabinet Member for Economic Development & Regeneration: Councillor Andrew Jones</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: Hammersmith Broadway</p>	
<p>Accountable Executive Director: Melbourne Barrett, Executive Director Housing & Regeneration</p>	
<p>Report Author: Matt Stafford, Development Officer</p>	<p>Contact Details: Tel: 020 8753 2734 E-mail: Matthew.Stafford@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. Approval was granted in 2014 to develop three one bedroom homes in an undercroft area at Verulam House. These homes were intended to be sold on a Discount Market Sale (DMS) basis. It is now proposed that the three homes will be let at social rent.
- 1.2. Residents had previously been advised that the units were to be sold on a DMS basis. Residents will be informed about the Cabinet report prior to the meeting on 30 March 2015.

2. RECOMMENDATIONS

- 2.1. That the three, new one-bedroom units at Verulam House be let at social rent and allocated through the housing allocation scheme.

- 2.2. That £326,000 from future S106 commuted funds be allocated from Riverside Studios to this project, and to note that if these funds are not received as expected then alternative funding will need to be identified for this scheme.

3. REASONS FOR DECISION

- 3.1. To provide additional Social Rented homes in the Borough

4. INTRODUCTION AND BACKGROUND

- 4.1. Approval was granted in 2014 to develop three one bedroom homes in an undercroft area at Verulam House. These homes were intended to be sold on a Discount Market Sale (DMS) basis. It is now proposed that the three homes will be let at social rent.
- 4.2. This report sets out details of the homes that have been built and the proposed revised funding for the project. The homes are expected to be completed by the end of March 2015
- 4.3. This scheme is included within the Council's four year Housing Development Programme Business Plan (2013 – 2017), which was approved by Cabinet on 24 June 2013.

5. PROJECT PARTICULARS

Site Description

- 5.1. The Verulam House estate is located in the north of the borough. The property is located on the corner of Hammersmith Grove and Goldhawk Road, and a short distance from Goldhawk Road tube station on the Hammersmith and City Line and Shepherd's Bush on the Central Line.
- 5.2. The project converted the undercroft and underused storage area in the ground floor of the residential block into three new one-bedroom residential properties. Where possible the scheme has been designed to comply with London Housing Design Guidelines, Lifetime Homes Standards and Secure by Design Standards.

Site Photographs – Verulam House Scheme – Before



Site Photographs – Verulam House Scheme – After



Table A: Verulam House - Schedule of Properties

Property Type	No. of units	Size (m²)	Revised Proposed Tenure
Ground floor flat (1b2p)	1	53.8	Social Rent
Ground floor flat (1b2p)	1	65	Social Rent
Ground floor flat (1b2p)	1	54.7	Social Rent

5.3. The project also comprised works to existing sheds and the addition of secure fobbed access to the refuse and store areas together with associated external landscaping works, including new cycle and motorcycle storage areas.

Programme

- 5.4. Practical Completion is scheduled for 31/03/15, subject to successful completion of outstanding Thames Water utility connections. Handover of the units to Housing will occur approximately two weeks later c14/04/15.

6. FINANCIAL AND RESOURCES IMPLICATIONS

- 6.1. The final cost of constructing the three flats is forecast to be £520k; this is £37k less than the original approved cost of the project. In addition to the cost of constructing the flats £600k has been spent on associated estate improvement works, these have been funded by receipts from the sale in January 2013 of a plot of land adjoining Verulam House.
- 6.2. The cost of constructing the three homes was previously funded by a combination of receipts from the Discount Market Sales and £81k of GLA grant. As Verulam House is no longer providing DMS units then the £81k GLA grant previously expected on practical completion will now not be realised.
- 6.3. The revised proposed funding for the project is set out below:

Cost of Construction Total	520,418
Proposed Funding	
Recycling of RTB 1-4-1 receipts - 30% of costs	156,125
Future S106 funding - Riverside Studios	326,000
Bought Forward Housing Capital Receipts	38,293
Total	520,418

- 6.4. The Council's legal agreement with DCLG allows for 30% of the costs of construction to be funded by retained RTB 1-4-1 receipts. The Council currently has £8,649,948 of retained RTB 1-4-1 receipts, allocating £156,125 to this project will leave a balance of £8,493,823 available for other Affordable Rented Housing. Details of applied RTB funding will need to be disclosed in the quarterly pooling of capital receipts return made to DCLG.
- 6.5. The remaining 70% of the development costs will be funded from future S106 commuted funding (source: Riverside Studios) (£326k) & Housing capital receipts (£38k). As the S106 commuted funding from Riverside Studios is not yet due there is a risk that it will not be received. Progress on this site will need careful monitoring and should this receipt not be received alternative funding would need to be identified for this project, which may impact on other housing capital investment.

- 6.6. Implications provided by : Firas Al-Sheikh, Principal Accountant (Housing & Regeneration). Tel. 020 753 4790.

7. DELIVERY MECHANISM

- 7.1. Advice from Eversheds LLP confirmed that the Council was able to undertake development activity directly. Pricewaterhouse Coopers also provided taxation advice looking at stamp duty land tax (SDLT), VAT and corporation tax which confirmed that there was no financial disadvantage to the Council if the housing development activity was undertaken directly. The Verulam House scheme was therefore undertaken directly by the Council, using the Council's Term Void Contractor, Mitie.
- 7.2. Project progress has been monitored by the Housing Development Programme Board (chaired by the Executive Director of Housing & Regeneration). Quarterly progress reports have been provided to H&F Business Board and to Members as part of the housing development programme governance structure and reporting process, details of which are presented separately in the Business Plan.
- 7.3. The project has been managed by a dedicated Development Officer supported by professional consultants (Baily Garner LLP).

8. CONSULTATION

- 8.1. Formal planning consultation was undertaken with both residents of the estate and the wider area, resulting in planning consent being granted on 18th November 2012. The units were described as "affordable" as part of this planning application and no reference to DMS was made.
- 8.2. A pre-construction resident consultation event took place on 6th November 2013 and further resident consultation has been undertaken by the contractor. Residents had previously been advised that the units were to be sold on a DMS basis and this is still the current expectation. The recommended change of tenure to social rent will be communicated to the residents via letter drops and a consultation event prior to the Cabinet meeting on 30 March 2015.

9. EQUALITY IMPLICATIONS

- 9.1. As per the Equality Act 2010, the Council must consider its obligations with regard to the Public Sector Equality Duty (PSED). It must carry out its functions (as defined by the Human Rights Act 1998) with due regard to the duty and its effect on the protected in a relevant and proportionate way. The duty came into effect on 6th April 2011.
- 9.2. An Equality Impact Analysis (EqIA) was undertaken for The Verulam house scheme. It shows that the conversion of the vacant premises in to

new affordable accommodation will have a positive impact on, the following groups:

- Age (especially younger/older age groups)
- Disabled people (and the Council recognises that some disabled people may require more assistance to benefit)
- Race groups (BME in particular)
- Women

9.3 Implications completed by: Matthew Stafford, Development Officer
0208 753 2734.

10. LEGAL IMPLICATIONS

10.1 There are no legal implications for this report.

10.2 Implications verified/completed by: Janette Mullins, Principal Solicitor (Housing and Litigation). Tel. 0208 753 2744.

11. RISK MANAGEMENT

11.1 There is a reputational risk associated with the change of tenure because the existing residents of Verulam house were originally consulted on the grounds that the homes would be sold on a DMS basis.. As set out in 8.2 it is intended to inform residents of the proposal and it will be stressed that the change of tenure is necessary to meet the Council's objective of providing additional new homes for social rent.

11.2 There is a potential risk of S106 funding not being received. Commuted sums from the redevelopment of Riverside Studios have been identified to fund the scheme, should this receipt not be received alternative funding would need to be identified for this project, which may impact on other housing capital investment.

11.3 Implications verified/completed by: Matthew Stafford, Development Officer
Tel. 0208 753 2734.


12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

12.1 There are no procurement or IT implications arising from this report.

12.2 Implications verified/completed by: Robert Hillman, Procurement Consultant. Tel. 0208 753 1538.

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

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

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>30 MARCH 2015</p>
<p>CALL OFF FROM THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA MULTI-SUPPLIER FRAMEWORK AGREEMENT FOR THE DELIVERY OF FAMILY GROUP CONFERENCES</p>	
<p>Report of the Cabinet Member for Children and Education : Councillor Sue Macmillan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Andrew Christie, Executive Director of Children's Services</p>	
<p>Report Author: Terry Clark, Lead Commissioner (Social Care)</p>	<p>Contact Details: Tel: 020 7938 8336 E-mail: terry.clark@rbkc.gov.uk</p>

1 EXECUTIVE SUMMARY

- 1.1 This report sets out recommendations to approve a call-off from the Multi-supplier Framework Agreement for the delivery of Family Group Conferences ('FGC').
- 1.2 The selected providers have been appointed to the Framework Agreement for the duration of 4 years, commencing on 12 January 2015 and expiring on 11 January 2019. The recommendation is to initially award the call off contract for 2 years with the ability to extend for a further 2 years (one year at a time) subject to satisfactory performance by the selected providers against agreed key performance indicators (KPIs).

- 1.3 As the London Borough of Hammersmith and Fulham were named as one of the participating authorities, the Council can call off this framework rather than undertaking its own procurement process.
- 1.4 By approving the recommendation to call off from the framework it will enable the Council to:
- Have a flexible arrangement for the commissioning of FGCs within Hammersmith and Fulham.
 - Provide FGCs on a rotational basis as required by Social Work teams.
 - Establish FGCs before court proceedings so that the agreed plans can feed into court decisions.
 - Support the FGC objectives of reducing the number of children that are accommodated, supporting family members and Connected Persons in the long-term care of the child and reducing the number and length of Care Proceedings.
 - Embed agreed FGC service principles in service delivery to improve quality and outcomes for the child and family as part of a new local FGC service model.
 - Ensure that high standards are consistently applied across local FGC services.
 - Implement a robust performance management framework for collecting data/information on the service outcomes, which will also assist in measuring care costs avoided through the use of FGCs.

2 RECOMMENDATIONS

- 2.1 That approval be given to access the Royal Borough of Kensington and Chelsea's framework contract for Family Group Conference services, which commenced on 12 January 2015.
- 2.2 That the Council enters into a call off contract for no-volume with the three providers named on the Multi-Supplier Framework Agreement for the delivery of Family Group Conferences from 20 April 2015 until 19 April 2017, for the prices contained in their tender submissions – namely in order of ranking:
- I. Family Plans Ltd
 - II. Forward4families
 - III. Your Family Matters
- 2.3 That the issuing of Individual Service Orders be delegated to the Executive Director of Children's Services up to a total value of £50,000 per annum as per projected annual cost set out in section 9 of this report.
- 2.4 That authority be delegated to the Cabinet Member for Children and Education to vary the annual spends by up to £100,000 if there is need to increase the number of Family Group Conferences required.

- 2.5 That the decision on whether to continue accessing the RBKC framework beyond the initial two-year period be delegated to the Cabinet Member for Children and Education.

3 REASONS FOR DECISION

- 3.1 The recommendations in this report will enable the new service model as describe in section 4.5 of this report to be implemented.
- 3.2 The recommendations will support the Council in delivering its statutory duties.

4 BACKGROUND

- 4.1 Family Group Conferences are decision-making meetings about the care of children that include and involve the extended family or friendship networks in the planning and decision-making process.
- 4.2 Following a referral by social workers, an independent FGC Co-ordinator will identify the extended family network and arrange and facilitate a conference with the child and family. The FGC Co-ordinator will ensure that clear decisions are made in regard to the child's welfare and that the family are provided with Private Family Time to discuss and draw up a Plan for the child. The Plan is then agreed with the child's social worker and is open to future FGC reviews to discuss progress and make any necessary adjustments.
- 4.3 Although FGCs are not a statutory requirement, the introduction of Public Law Outlines in 2008 and 2013 implemented a 26-week timescale for the completion of all Care Proceedings, and made it imperative that FGCs occur prior to Court Proceedings in order to identify and support family networks and assist the completion of assessments at the earliest stages of proceedings.
- 4.4 As part of the Child Protection and Child in Need Review, a Review of FGC provision within Hammersmith & Fulham started in December 2013. The Review explored current provision to identify best practice models for delivering FGCs, and, establish whether efficiencies could be gained across FGC Services by benchmarking current and alternative delivery arrangements.
- 4.5 The review recommended a new model of delivery within Hammersmith and Fulham which consists of the following roles and responsibilities:
- An FGC Champion who is responsible for the service and champions the use of FGCs across the Council – this person will have line management responsibility for the FGC Lead.
 - A FGC Lead who will work with social work teams to support their requests for an FGC and to co-ordinate the referral to framework providers. It is

envisaged that such a role will improve the quality and outcomes of FGCs as demonstrated through the review benchmarking.

- FGC providers who will deliver the actual FGC with the family and submit a family plan to the Council within the KPIs set out in the specification.

This report relates to the call-off from the framework to implement point three above of the service model.

4.6 The current FGC service in Hammersmith and Fulham has been delivered via a spot purchasing arrangement with Forward4Families since April 2014. Forward4Families were successful in being appointment to the Framework. Previous to the spot purchasing arrangement being implemented the service was delivered in-house.

4.7 These proposals set out in 4.5 will reconfigure the service model to a mixed in-house resource for the FGC Lead post (ensure effective oversight of the FGC) and an outsourced FGC plan delivery. Commissioners believe that delivering the FGC plan via an outsourced service will deliver the following:

- Improve the quality of FGCs and plans developed
- Offer independent support to the family as part of the process – which will ensure they own the plans outcomes.
- Deliver improved outcomes for children and young people by ensuring engagement of the family at an early stage.
- Improve service resilience, by having a pool of providers to deliver FGCs on a needs basis.
- Allow for a fluctuation in service need – up or down
- Deliver service efficiencies and cost avoidance as set out in this report.

4.8 Utilising national benchmarking data, through the delivery of high quality family plans, the Council could benefit from a cost avoidance rate of £18,000 per FGC that is conducted, as set out in the tables below:

	Cost ¹
Unit Avoidance cost of 1 set of Court Proceedings	25,000
Approx. Cost of LAC per year	46,500
Connected Person average Cost	(16,244)

Potential savings 1 full year net – (Approx cost of LAC per year minus connected person)	£30,256
Potential savings 0.6 of a full year net	£18,153

¹ * Note: Loughborough University 'cost calculator' approximates cost of LAC per week is £895 (£46,500 per year) and cost of a child placed with Connected Persons is £312 (£16,224) saving £583 per week/ £30,316 per year for every child that goes to live with Connected Persons as opposed to foster care). According to The Review of Childcare Proceedings (DfES, 2006) every set of proceedings costs £25 000, preventing 1 set of proceedings with a FGC can save on average £25,000.

5. PROCUREMENT PROCESS

- 5.1 The market for Family Group Conferences consists of a small number of specialist providers. The majority of which are Small and Medium sized enterprises. Commissioners engaged with the Family Group Conference Network as part of the procurement process.
- 5.2 A Multi-Supplier Framework Agreement for Family Group Conferences was tendered by Children's Services. Following agreement from the Cabinet Member for Children and Education in Hammersmith and Fulham, the Council was named as a Participating Authority on the contract notice. As the Council was named in the advert, it allows the Council to access the Framework via an access agreement, should the Council choose to exercise the option of calling-off from the Framework at any stage.
- 5.2 If the Council decided to call off from the framework, it would be responsible and liable for its own contracts.
- 5.3 The procurement process was conducted as a PART B service in full compliance with EU Procurement Regulations.
- 5.4 The Framework was let on a 60% quality and 40% price award criteria.
- 5.5 The following organisations were successful in being appointed on to the Framework; this includes the incumbent provider currently delivering FGCs for the Council:

Family Plans Ltd
Forward4Families
Your Family Matters

- 5.6 All three providers have extensive experience of delivering Family Groups Conferences and have experience of delivering these for a range of different local authorities. The providers demonstrated through the tender and clarification questions their ability to delivery FGCs to the Council's required levels.
- 5.7 Two of the three providers that were successful in gaining appointment to the framework are London based, located in the Royal Borough of Kensington and Chelsea and the London Borough of Hillingdon. The other provider is based in Manchester but plans to establish a delivery hub in London.
- 5.8 Under the framework the following call-off process would be followed:
- The appointed providers will be fully responsible for the operational management and administration of the service as set out in the terms and conditions of the Framework Agreement and the key performance indicators and standards contained in the service specification.

- The FGC Lead will award or ‘call-off’ the required services from the appointed providers via Individual Service Orders which will detail the work to be completed for each FGC in support of the children and their families.
- The Individual Service Orders will be made via Direct Award to the selected providers (i.e. without re-opening the tender exercise or undertaking a mini-competition) in one of two ways: Rotational call-off – issuing orders to providers in turn or through the appointment of a specific provider that meets the needs of the individual family. This will provide the Council with choice and control over who delivers the FGC in order to meet the individual requirements of each family.
- The appointed providers will be paid per Family Group Conference and per Review held in line with the KPIs and target timeframe as set out in the service specification.

6 OPTIONS AND ANALYSIS

6.1 There are three main options arising from the report:

6.2 Option 1: To agree the recommendation set out in this report.

6.3 Option 2: Do nothing

6.4 Option 3: Procure an H&F only Framework

6.5 Option 1 is recommended because it allows the Council to ensure it is obtaining best value competitive bids and is compiling with its Contract Standing Orders. Alternative contractual solutions for the delivery of FGCs were considered and evaluated in the options paper presented to Children’s Services Contract and Commissioning Board. The report recommended calling off from the framework as the most cost-effective procurement route on the basis of service level flexibility, access to a wider pool of suppliers and cost-effectiveness.

6.6 Option 2 is not recommended for the following reasons:

- Calling-off from the framework will deliver the agreed service model.
- The Council would be in default for compliance with Public Law Outlines in 2008 and 2013 which implemented a 26-week timescale for the completion of all Care Proceedings, and made it imperative that FGCs occur prior to Court Proceedings in order to identify and support family networks and assist the completion of assessments at the earliest stages of proceedings etc.
- The Council would not be compliant with its Contract Standing Orders.

6.7 Option 3 is not recommended for the following reasons:

- From April 2015 the Council's delivery model will mirror that in the tender specification. Therefore accessing the framework will meet the needs of the Council.
- Accessing the framework will deliver improved value for money for the Council, through the collective buying power of the named participating authorities on the framework, offering cost and volume discounts.
- The Council will still retain sovereignty of the service and provider delivering the FGC. In addition the Council will own its own contracts and be able to terminate the call-off contracts if it so decided.

7. IMPLICATIONS FOR BUSINESS

7.1 Comments contained within the main body of the report.

8. CONSULTATION

8.1 The Director of Family Services has been consulted on these recommendations.

8.2 The Children's Service Commissioning and Contract Board have been consulted on these recommendations.

8.3 The Contract Approval Board has been consulted on these recommendations.

8.4 Legal Services, Finance and Procurement have been consulted on these recommendations.

9. TUPE IMPLICATIONS

9.1 There are no TUPE implications for the London Borough of Hammersmith and Fulham.

10. FINANCIAL AND RESOURCE IMPLICATIONS

10.1 Tenderers submitted their prices (excluding VAT) for providing the Service in line with the Terms and Conditions of the Framework Agreement and the service specification. Tenderers also submitted cost-and-volume discounts.

10.2 The FGC rate will incorporate all associated costs for the provision of staff and the services in general, including but not limited to account management, internal processes and provision of management information, and will be inclusive of food, refreshments, travel and related expenses for the provision of FGCs. No additional charges will be payable by the Authority unless where any entitlement is explicitly stated in the Framework Pricing Schedule or Letter of Appointment and Call-Off Terms, following agreement by the FGC Leads.

- 10.3 The Framework unit price will be fixed for the duration of the Framework Agreement.
- 10.4 The selected providers are collectively expected to deliver 36 FGCs per annum for the Council (approx. 144 FGCs over the 4 years).
- 10.5 The projected cost to the Council based on the average cost £1,293.33 per FGC is shown in Table 3:

Table 3

2014/15 projected costs	2015/16 projected costs	Variance 2015/16
£52,200	£46,559	-£5,641

- 10.6 The projected costs set out in table 3 do not include any potential cost and volume discounts that may be applied.
- 10.7 Efficiencies –The appointed providers have submitted prices below the current calculated FGC unit cost of £1450, offering potential savings per FGC of £156.67
- 10.8 The appointed providers will be paid per Family Group Conference and per Review held in line with the KPIs and target timeframe as set out in the service specification.
- 10.9 Comments Provided by: Alex Ward, Finance Officer, Children’s Services, tel. 020 8753 5040.

11. CONTRACT MANAGEMENT AND EVALUATION

- 11.1 The contract will be managed by Children’s Social Care Commissioning, with the FGC Lead playing a vital role in overseeing the delivery of FGCs by the appointed providers.
- 11.2 Providers will be managed in line with the key performance indicators and expected outcomes as stated in the service specification. Appropriate measures will be taken to ensure that the providers deliver all the activities and services that are agreed upon and that appropriate levels of quality will be maintained via regular activity reporting, contract monitoring and service evaluation processes.

12. EQUALITY IMPLICATIONS

- 12.1 A full Equality Impact Assessment was undertaken and is available in Appendix 2. The impact assessment has been carried out with due regard to the Councils' statutory duties under the Equality Act 2010.
- 12.2 The decision to award FGC services via the Framework Agreement will on the whole have a positive impact on all of the protected characteristics. It is not anticipated that the services received by children and young people will vary significantly from what is currently received by awarding this contract. Eligibility for access to these services is not affected under this process; rather, it is hoped that by working collaboratively and focusing on outcomes across service areas and the three Councils (whilst ensuring local needs continue to be met) service users and the wider resident population will receive both better quality and value for money from the services procured.

13. LEGAL IMPLICATIONS

- 13.1 The Proposal to call off for the FGC services from the RBKC Framework would be in compliance with the Council's obligations under the Procurement Laws and its own CSOs. The recommendations are accordingly endorsed.
- 13.2 Comments provided by: Babul Mukherjee, Solicitor (Contracts), Legal Services. Tel. 020 762 3410.

14. RISK MANAGEMENT IMPLICATIONS

- 14.1 The proposals contribute positively to the management of the following strategic risks on the Tri-borough risk register. Market testing is noted as risk number 4 on the strategic risk register, delivering high quality commissioned services at the best cost to the taxpayer. The recommendation in this report ensures a continuation of service delivery also noted on the register, risk number 6 – Business Resilience and Information Management risks and issues noted as risk number 7. The Tri-borough Children's Services Department have an established risk management framework through which all risks are managed.
- 14.2 Comments Provided by Michael Sloniowski, Bi-borough Risk Manager, tel. 020 8753 2587.

15. PROCUREMENT AND IT STRATEGY IMPLICATIONS


- 15.1 The report seeks approval to access a Family Group Conference services framework contract tendered by RB Kensington & Chelsea on behalf of Children's Services, and prior approval to delegate award of individual service orders called-off from the framework to either the Executive Director for Children's Service or the Cabinet Member for Children and Families. The

financial value of the delegated call-offs being sought are in accordance with the Council's Contracts Standing Orders (CSOs) for these sums.

- 15.2 The services to be provided fall under Part B of Schedule 3 of the Public Contract Regulations 2006 (as amended). Part B services are subject to the Regulations only to a limited extent, but procurements for them must nonetheless observe the Treaty Principles of equal treatment and transparency. Contracting authorities must consider the likelihood of both cross-border interest and domestic interest in order to determine appropriate advertising of the contract.
- 15.3 Taking into account the nature of the services, the fact that they will not be delivered in close proximity to any international border and the market for suppliers, it is highly unlikely that there would be any cross-border interest [despite the relatively high value of the contracts]. It follows from this conclusion that advertising of the contract opportunity can be confined to the UK.
- 15.4 Procurement of the framework has been carried out in a transparent, fair and robust manner via the capitalEsourcing tendering portal, consistent with H&F's own CSOs. The framework should help deliver service improvements for vulnerable children, their families and support networks, and improved value for money for the Council. The Director for Procurement & IT Strategy supports the report's recommendations.
- 15.5 Comments provided by John Francis, Principal Procurement Officer, H&F Corporate Procurement Team, FCS, tel. 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	JSRB Review and Options Paper – June 2014	Terry Clark/x8336	Children's Services/ Kensington Town Hall
2	CoCo Board Gate 1 Procurement Strategy – August 2014	Terry Clark/x8336	Children's Services/ Kensington Town Hall
CONTACT OFFICERS:		Terry Clark: Terry.Clark@rbkc.gov.uk	

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">30 MARCH 2015</p>
<p>SCHOOL ORGANISATION AND INVESTMENT STRATEGY</p>	
<p>Report of the Executive Director of Children’s Services</p>	
<p>Open Report</p>	
<p>Classification – For approval</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Andrew Christie, Executive Director of Children’s Services</p>	
<p>Report Author: Alan Wharton, Head of Asset Strategy (Schools and Children’s Services)</p>	<p>Contact Details: Tel: 020 7641 2911 E-mail: awharton@westminster.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. Cabinet is invited to consider the School Organisation and Investment Strategy 2015.

2. RECOMMENDATION

- 2.1. That the School Organisation and Investment Strategy 2015 be approved.

3. INTRODUCTION AND BACKGROUND

- 3.1. The School Organisation Strategy was last updated in February 2014. The Strategy outlined the programme of capital investment projects which are necessary to meet the need for additional school places.
- 3.2. Significant progress has been made during the year in delivering this programme. In addition, the Council has agreed in principle the development of a new Bi-Borough Alternative Provision Hub School at the

existing site in Finlay Street, Fulham. The new Fulham Boys free school (secondary) opened in September 2014.

3.3 The current projections indicate that this investment is sufficient to comply with the Council's statutory duty to provide school places until 2022 in the primary sector and until 2019 in the secondary sector.

3.4 The Council is currently consulting on the new draft Local Plan which envisages major new housing investment in five regeneration areas. These have a capacity to deliver up to 37,800 new homes during the plan period of 20 years. The revised School Organisation Strategy notes the scale of new school provision likely to be required as a result of these plans, with provisional plans for delivery in the earlier phases.

4. CONSULTATION

4.1 Key stakeholders including the Diocesan Authorities, the Education Funding Agency, Tri-Borough forums, and individual schools, are consulted on the development of strategy and on individual proposals.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications arising directly from these proposals.

5.2 Implications verified/completed by: (David Walker, Bi-Borough Head of Legal Services, 0207361 2211)

6. FINANCIAL AND RESOURCES IMPLICATIONS

8.1 The Council has not been allocated Basic Need grant for the period 2015 to 2018. This reflects the success of the significant investment from previous allocations, and the contribution to delivery of new school places by new free schools.

8.2 Any potential future schemes are expected to arise as a result of large regeneration projects. These will be eligible for s106 planning contributions, or the Community Infrastructure Levy.

8.3 Implications verified/completed by: (Dave McNamara, Director of Finance, Children's Services, 020 8753 3404)

9. IMPLICATIONS FOR BUSINESS

- 9.1 The proposals will contribute to business sustainability within the Borough by preparing pupils with good levels of educational attainment including secondary schools with a business or technology specialism. This will enable pupils to enter the working environment or further and higher education. The Council is making good progress in reducing the number of young people Not in Education, Employment and Training (NEET), and is also seeking to enhance work experience opportunities for all pupils.

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.	School Organisation Strategy 2014	Alan Wharton, 020 7641 2911	Children's Services, Kensington Town Hall

LIST OF APPENDICES:

School Organisation and Investment Strategy 2015

London Borough of Hammersmith & Fulham

School Organisation and Investment Strategy

2015

Executive Summary

In October 2014 there were 19,455 pupils recorded on roll in state-funded schools in Hammersmith & Fulham:

- 326 at 4 Nursery schools
- 9,568 at 37 Primary schools (10,481 including nursery)
- 6,350 at 11 Secondary schools (7,386 including 6th form)
- 725 at 1 Post 16 Provision
- 366 at 4 Schools for children with Special Educational Needs
- 171 at 3 Alternative Provision schools for children unable to attend mainstream schools.

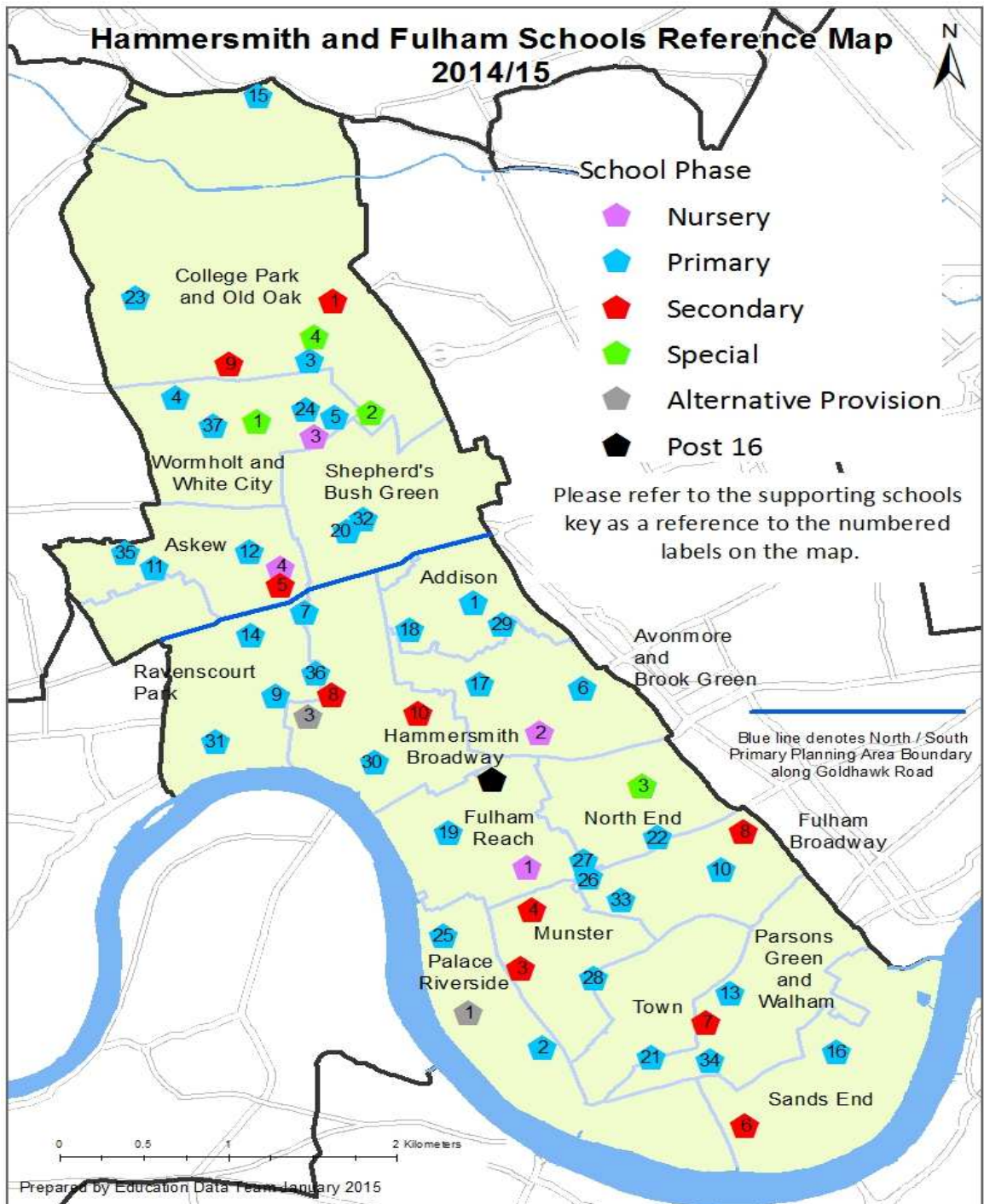
The Hammersmith & Fulham Council has invested heavily in recent years to provide sufficient places for every child who needs a school place, as well as those who require special provision. The details are set out later in this report. The Council's current capital programme, combined with investment in free schools, will deliver 1,694 new primary places (56.5 FE) and 1,305 new secondary places (43.5 FE) by 2023.

School place planning is a complex business in a constantly changing social and economic environment. On the basis of current population projections and school development which has been committed, the Council believes that there are sufficient primary school places until 2020, but that the equivalent of a 6FE secondary school of 800 places should be provided within 5 years. New housing development, especially in regeneration areas, may further increase the need for school places. The Council will always seek to fill places as shown in the Published

Admissions Numbers (PAN), and expand the capacity of existing schools where possible.

Schools represent a major asset in the community, so as well as providing an excellent standard for education, the buildings are increasingly being used to deliver other strategies for improving the lives of very young children, pupils leaving schools and entering the world of work, and a wide range of other services, in a cost effective and coordinated way.

This Strategy sets out the Council's plans to respond to these factors. It will be revised regularly.



See Key Appendix 1

1. Background

London as a whole is facing an increase in demand for school places. Forecasts show the pupil growth rate in London over the six years from 2012/13 is expected to be twice that of any other region. By the start of the 2017/18 academic year, pupil numbers in London are expected to have increased by 18 per cent or 194,000, with some boroughs forecasting growth patterns of up to 36 per cent.

According to 'Do the Maths', a London-wide study by London Councils in 2014, for the period 2012/13 to 2017/18, the primary population in H&F is set to increase by up to 20 per cent and the secondary population is set to increase by at least 25 per cent.

The provision of sufficient school places for all children who require one is a statutory duty for local authorities. H&F has an extensive programme to deliver the additional school places required in the next 10 years. As well as expanding existing schools, the Council is collaborating with free schools providers to provide new places.

Over the past few years capital funding allocated to H&F by the DfE has reduced. This reflects the success of the Council's development programme in delivering new places, and resources being diverted to new free schools.

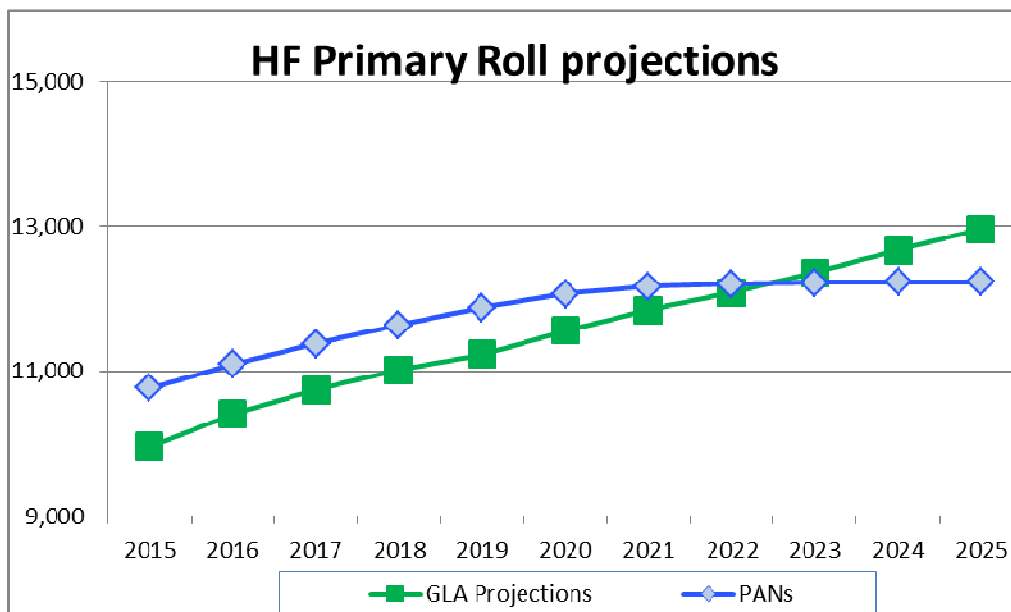
Between 2012 and 2015 the Council was allocated DfE Basic Need funding of over £37M. This is contributing to the delivery of 2,017 new primary and 1,560 new secondary places. Free schools, which are separately funded by the DfE, have also significantly contributed to the places required. The full programme is set out in section 4.

2. Projections

H&F subscribes to the GLA School Roll Projection Service (SRP), and the annual projections form the initial source of data for school place planning. The GLA's school roll projection model incorporates historic roll data, regeneration, and multiple sets of GLA ward-level population projections. These school roll projections are also used to complete the annual School Capacity (SCAP) return to the DfE. The projections are then used to calculate the Basic Needs allocations to local authorities to fund the provision of new school places (other than free schools).

The following charts summarise the primary and secondary roll projections, based on GLA projections, compared to the Published Admissions Numbers. In H&F the need for additional secondary places will increase after 2017 at a much faster rate than for primary places. The reason for this is analysed in section 3.

When planning investment to provide additional school places, the Council will also take account of the Numbers on Roll (NOR), being the actual numbers of pupils attending school at a given date. As this data is historic, it is of limited relevance to future planning but does reflect previous trends. The Council will also take account of the capacity of existing buildings and sites, measured on a formula basis. This usually has limited relevance to the actual usage of buildings, but can indicate where better use can be made of buildings and where there may be scope for short term solutions.

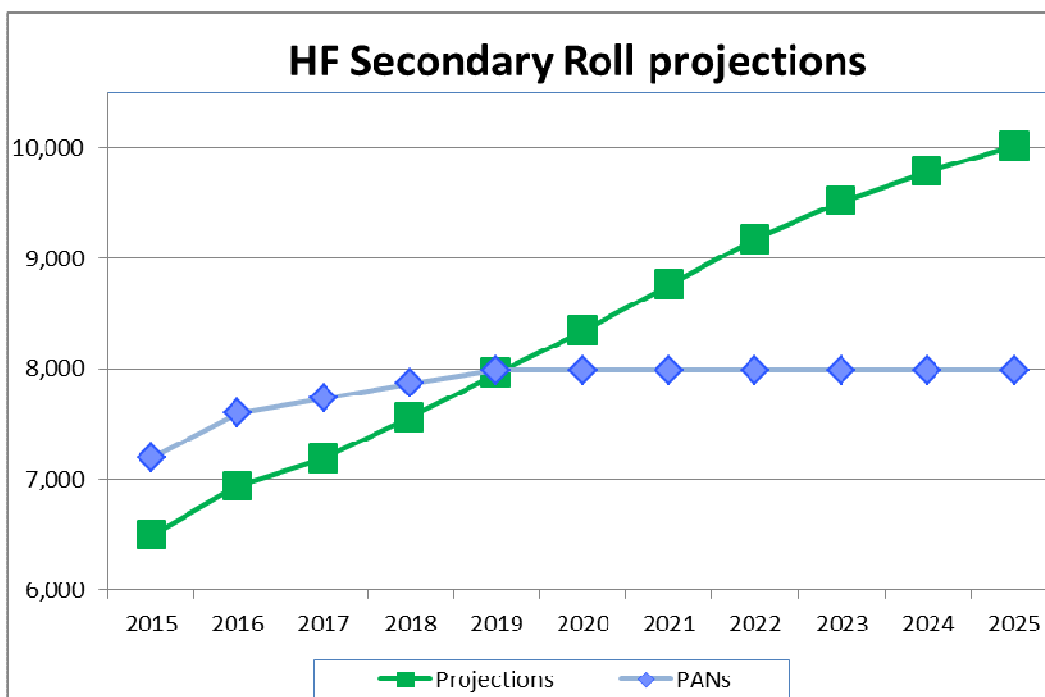


Year	Published Admissions Number (PAN)	Projection	Difference PAN/Projection
2015	10,765	9,953	812 (8.16% surplus of PAN)
2020	12,066	11,560	506 (4.37% surplus on PAN)
2025	12,231	12,957	-726 (5.94% deficit of PAN)

These statistics exclude nursery provision at schools. The table shows sufficient capacity in the system to meet the primary school place demand until 2022/23 academic year

- For the 9 years 2014/15 to 2022/23 there are sufficient primary places to meet demand

- 2023/24 the impact of the baby boom will begin to be felt in H&F and by 2025 the borough will need the equivalent of 24.2 FE to cope with increased primary numbers.



Year	Published Admissions Number (PAN)	Projection	Difference PAN/projection
2015	7,165	6,494	671 (10.33% surplus on PAN)
2020	7,990	8,345	-355 (4.44% deficit on PAN)
2025	7,990	10,020	-2,030 (25.41% deficit on PAN)

These statistics exclude 6th form provision at schools.

The GLA School Roll Projection Service enables comparisons to be made on a consistent basis with most other London boroughs including its neighbours, such as Ealing, Hounslow, Brent and K&C. Neighbouring boroughs are experiencing the same pattern of demand

for pupil places as in H&F. The GLA projections are based on existing rolls, forward population estimates, migration, new housing developments, GP registrations, and Child Benefit data. The GLA model does not account for children in the Private, Voluntary and Independent (PVI) settings. A new Pan-London model is currently in development to take into account pupils in the independent sector, cross border movements, and also the effects of popular schools reaching capacity. The Pan-London model will yield results that are more consistent with the underlying total population data, and will allow boroughs to access information from neighbouring local authorities which will be beneficial to the LA.

The GLA model does not take account of schools which are not yet open, or forecast the potential impact of regeneration. The Council's analysis, below, anticipates the potential impact of regeneration on future pupil place planning.

In previous years, the Council has used forecasts which calculate the demand for primary places as a percentage of births, the number of requests for Reception places, and roll counts derived from the January census. The methodology applied a benchmark whereby 60 per cent of births in the borough equate to the number of primary pupils as a measure of future need. At secondary phase pupil projections are based on applications from the primary sector.

3. Analysis

• *Population Growth and Migration*

The impact of rising birth rates from 2001 to 2011 are already being catered for at primary phase, but the Council expects to see further demand for secondary places as these pupils move through the system.

The GLA projections forecast pupil numbers increasing at both primary and secondary phase for the foreseeable future. These forecasts are consistent with ONS which whilst is showing a slight decline in birthrates, ONS projections does not take into account regeneration projects. As data from ONS and SCAP returns are used to update this forecast the figure may fluctuate as numbers increase or decrease.

LAs must also respond to demand resulting from inward migration that has not been forecast. New arrivals account for the majority of 'in-year' school admissions, whereas the existing population account for most 'on-time applications'.

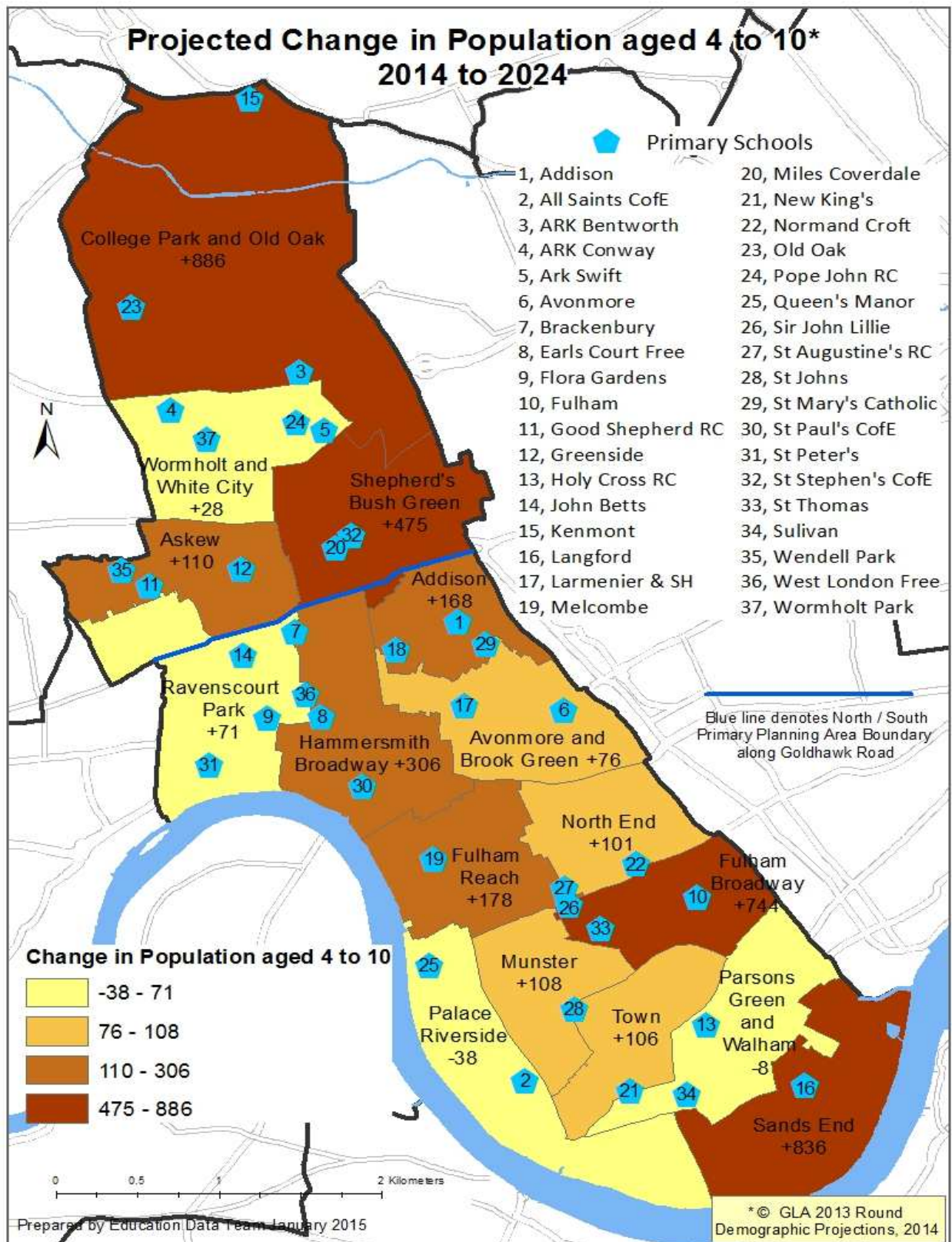
Different areas within H&F also show variations in population growth.

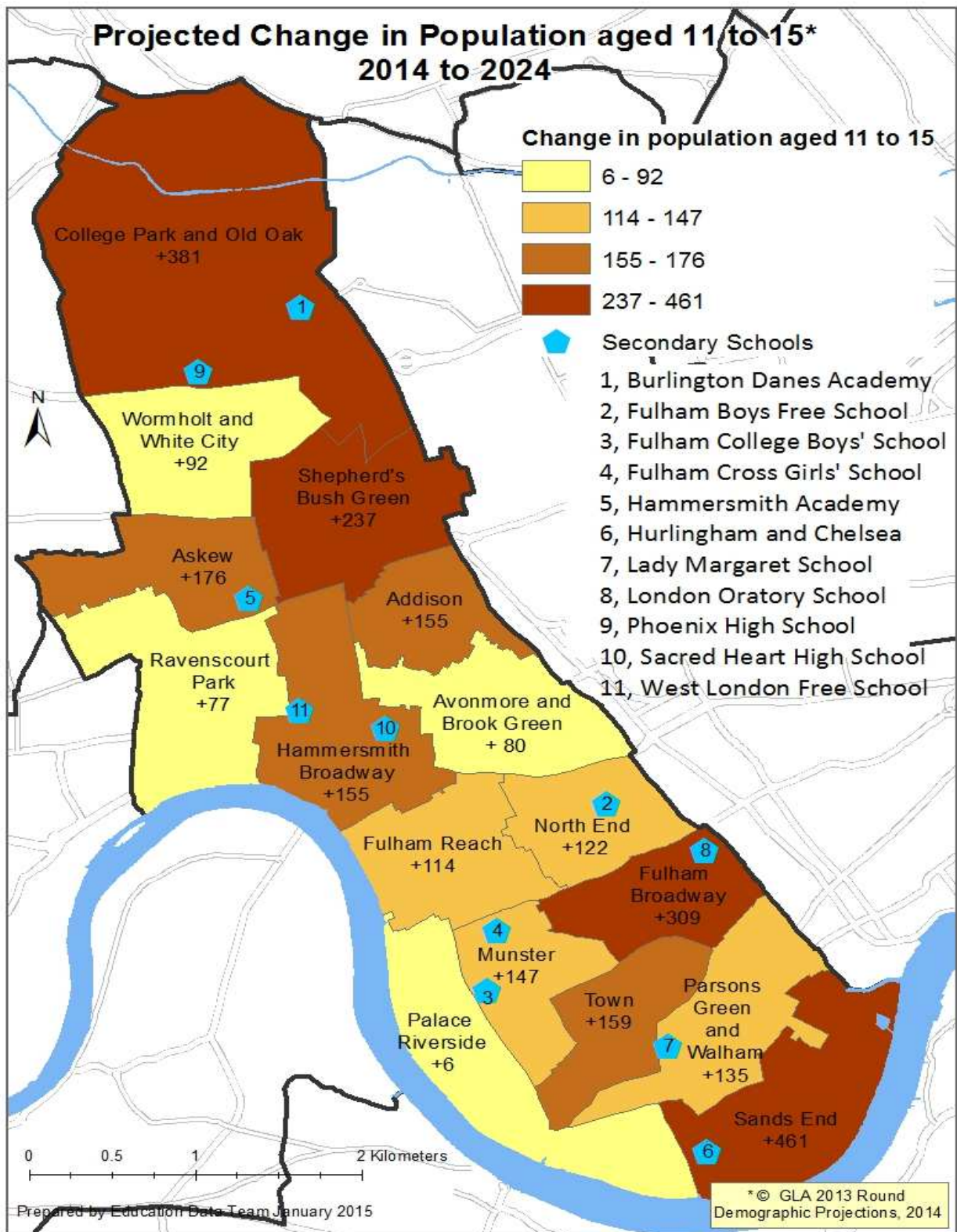
According to the GLA 2013 round Borough Preferred Option (BPO) based ward projections; indicate that the overall population of the primary (4-10 year old) sector is projected to increase by 30% during the period 2014-2024. Sands End, Fulham Broadway and College Park and Old Oak and Shepherd's Bush Green wards will have the highest increase, more than doubling its 4-10 year old population in ten years. Conversely, Parsons Green, and Walham and Palace Riverside wards will decrease significantly.

The secondary (11-15 year old) sector is expected to increase in all areas, including those wards which show a decrease in the primary sector.

The Post 16 population in College Park and Old Oak ward is predicted to increase by over four times the overall LA average of 19%.

These are not school roll projections, but illustrate wider population trends.





• **Cross border movement**

In January 2014, 9,459 (89.1%) of primary pupils and 4,320 (53.2%) of secondary pupils in H&F schools were resident in the borough.

864 (9.4%) of primary aged pupils and 1,779 (35.1%) of secondary aged pupils resident in the borough attended state schools in other boroughs.

Free cross border mobility is expected due to the Greenwich Judgment which allows pupils free movement across borough borders, and its effect factored into future demand. In recent years H&F pupil exports have significantly lowered. In 2014 13,160 resident pupils enrolled in H&F schools, which demonstrates the confidence of parents in the quality of H&F schools.

H&F is a net importer of 158 primary age children and 1,119 secondary age pupils.

Primary

The distribution of cross borough movement at primary level is shown below.

H&F Imports 2014 (Primary)			H&F Exports 2014 (Primary)		
Authority	Imports	% of Total Imports	Authority	Exports	% of Total Exports
Ealing	428	42%	Kensington and Chelsea	570	66%
Brent	182	18%	Ealing	106	12%
Kensington and Chelsea	144	14%	Hounslow	42	5%
Hounslow	118	12%	Brent	39	5%
Wandsworth	52	5%	Westminster	36	4%
Imports from Other LAs	98	9%	Exports from Other LAs	71	8%

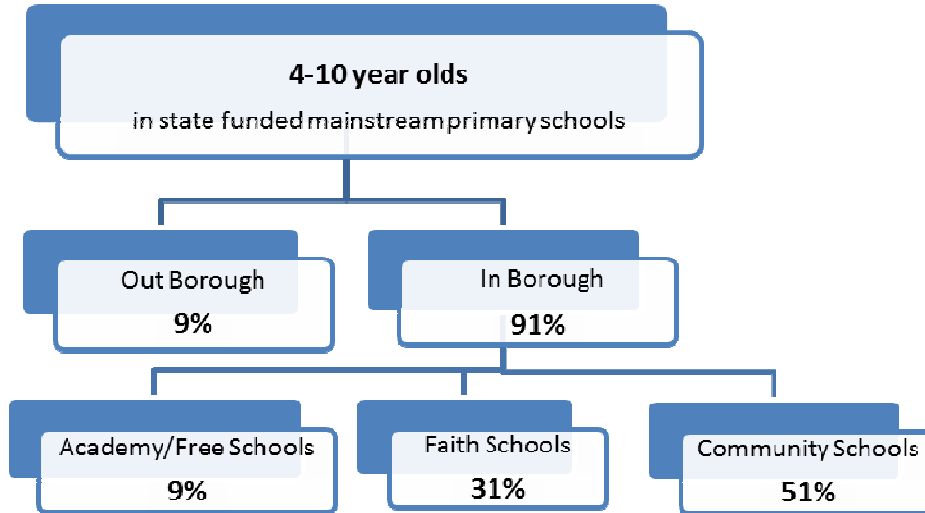
The table shows that 'imports' and 'exports' are roughly equal at about 5% of the primary school population.

Secondary

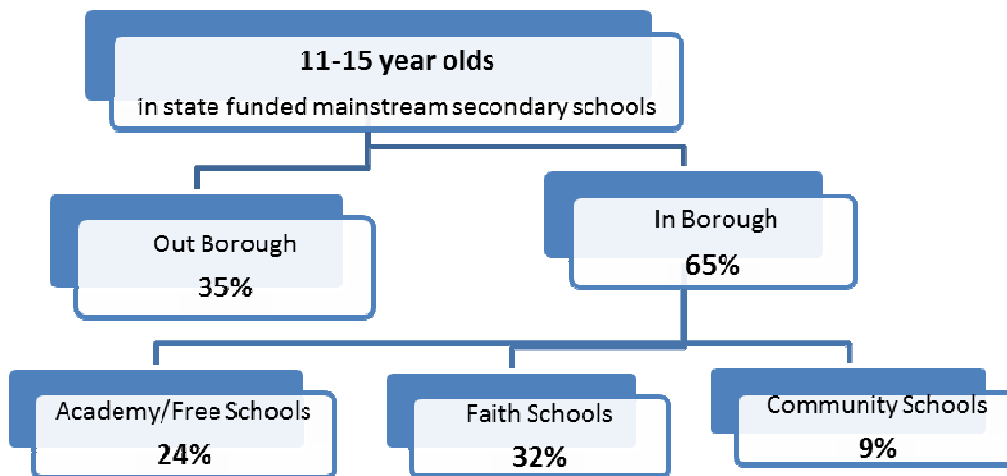
H&F Imports 2014 (Secondary)			H&F Exports 2014 (Secondary)		
Authority	Imports	% of Total Imports	Authority	Exports	% of Total Exports
Kensington and Chelsea	595	21%	Kensington and Chelsea	579	33%
Ealing	550	19%	Hounslow	513	29%
Wandsworth	441	25%	Ealing	221	12%
Brent	238	8%	Wandsworth	217	12%
Westminster	213	7%	Richmond upon Thames	58	3%
Imports from Other LAs	861	30%	Exports from Other LAs	191	11%

The table shows that in the secondary sector, most cross-borough movement takes place with K&C. The Borough imports twice as many children from Ealing and Wandsworth as are exported to those boroughs. A high volume of cross border movement with Hounslow is outwards whereas small numbers of resident pupils attend schools in Brent or Westminster although 451 pupils from those boroughs residents attend school in H&F.

Distribution of Primary pupils in H&F:



Distribution of Secondary pupils in H&F



At primary and secondary level pupil cohort does not include students attending PVI settings or pupils on roll at a special schools or Alternative Provision establishments.

Note: All Faith schools at secondary phase have academy status.
Hurlingham & Chelsea School became an academy converter school on

1 January 2015

• ***School Place Planning in neighbouring boroughs***

Although H&F's neighbouring boroughs are experiencing similar challenges when creating additional primary and secondary places to meet local need for residents, H&F schools remain popular with pupils from Brent, Ealing, Hounslow, Wandsworth and RBKC (See Appendix 2).

• ***VA sector***

The contribution of Voluntary Aided schools operated by the C of E and the RCC in H&F is significant. Of the 36* primary schools one-third are faith schools (5 are Church of England Schools and 7 are Roman Catholic Schools). Of the 11** secondary schools nearly one-third are faith schools (2 are Church of England and 2 are Roman Catholic)

* Excluding L'Ecole Marie D'Orliac (Bilingual), which is part of Holy Cross RC School and London Oratory Lower School.

** Excluding William Morris Sixth Form School

The tables below show that in the primary sector, one third of pupils attend a VA school of whom the majority are resident in the Borough. The proportion attending VA schools rises in the secondary sector, of which almost a quarter attend RC schools. The majority of these are resident outside the Borough.

Several faith schools are currently consulting on changes to their admissions criteria. The effect will be greater transparency and a closer alignment with the principles of the national Admissions Code. Most Church of England schools offer balance of open and foundation places (the latter using faith based criteria) have a largely open admissions criteria, while RC schools will only accept pupils from other denominations and local non-faith applicants when there are surplus places not filled by Catholics in line with Canon Law.

Primary	H&F resident	Non H&F resident	Number on Roll (including nursery)
5 C of E	1,182	140	1,322
7 Catholic	1,949	261	2,210
24 Other	6,094	855	6,949

Secondary	H&F resident	Non H&F resident	Number on Roll (including 6 th form)
2 C of E	840	897	1727
2 Catholic	345	1,883	2,228
7 Other*	2,529	902	3,431

* excluding William Morris Sixth Form

• **Free Schools and Academies**

At start of the 2014/15 academic year there were 51 primary, secondary, special and Alternative Provision schools in H&F of which 4 are Free Schools and 14 have academy status following conversion. These account for one-third of schools in the borough.

- Primary: 4 Academy, 2 Free Schools
- Secondary: 7 Academy, 2 Free Schools
- Alternative Provision: 2 Academies, 1 Free School

In autumn 2014 the pupil population in free schools or schools with academy status made up 42% of H&F's primary and secondary roll. Of this group 21% of the free schools and schools with academy status cohort are at primary and 79% secondary academies or free schools.

All state-maintained schools are required to take part in a nationally coordinated admissions process for entry into Reception Class and Secondary Transfer (Year 6 to Year 7). Schools which are their own admissions authority (e.g. Voluntary Aided, Foundation, Free Schools and Academies) are free to administer their own in-year admissions

process independent from the LA, though criteria and process must still be 'code compliant'.

These schools are bound by the following provisions:

- School Admissions Code
- School Standards and Framework Act 1998
- Locally agreed Fair Access Protocols
- Funding agreement with the EFA (in the case of Free Schools and Academies)

The School Admissions Code requires schools to participate in the coordinated admissions process for Reception Class and at Secondary Transfer. There is no requirement for schools which are their own 'admissions authority' to participate in 'in-year' co-ordination. The majority of both primary and secondary schools opt for either partial LA co-ordination or no co-ordination. All these schools are required to update the local authority on vacancies.

Free Schools and Academy chains can change their admissions criteria and allow up to 10% of their places to attract gifted and talented pupils in any of the following fields

- Physical education/sport
- Performing Arts
- Visual Arts
- Modern Foreign Languages

West London Free School is the only secondary school that offers selected places to pupils who are talented in music. Any change of admission criteria could affect all establishments in the Academy or Free School chain. Although these establishments are independent of the local authority the Council continues to nurture a close relationship with free schools and academies as they are key partners in the provision of new school places.

- ***Admissions Policies affecting school place planning***

Half of schools in the primary sector and all but one school in the secondary sector are now their own 'admissions authorities', as shown below:

	Community schools	Free School & Academies, Foundation or Voluntary Aided schools	Total
Primary	18	19	37
Secondary	0	11	11

Primary schools

In the primary sector, H&F has a roughly equal number of Community and other state funded schools in the VA and academy sector. The majority of faith schools are oversubscribed with faith applicants, although, as already noted, C of E schools offer a proportion of their places to local non-faith applicants and RC schools will only accept non-Catholics if the school has vacancies remaining after allocating places to all Catholic applicants.

Secondary schools

There were 3,839 on-time applications for secondary school places in September 2015 with the 8,621 preferences.

- **Welfare Reform**

Welfare reform and changes to social benefits has impacted some children and families in H&F. Roll counts have not changed significantly across the borough because of this. Children resident in areas of high property rents in the private housing sectors are most likely to be affected. Inner London areas will be affected first. At present data is not available to demonstrate the effect to which this is affecting H&F resident children or whether application for places is affected by families moving away from high value areas in the borough. Further analysis will be done in this area.

- **School Performance and preferences**

School performance is a key factor in parental preference. Schools with high attainment and good or outstanding Ofsted reports are the most popular choice with parents. At secondary level students are willing to travel long distances to high performing schools. However, at the other end of the spectrum under performing schools usually have surplus places but find them difficult to fill. Because of this perceived poor attainment or bad reputation parents are reluctant to apply for places at these schools and are disappointed when faced with the prospect of having to accept a place as a last resort.

The H&F secondary school application and preference data showed a high level of parental preference for local schools. Applications for school places had increased by 8% in 2013. However, early indications from on-time applications for September 2014 show a 6% drop in applications in 2014 compared to 2013 (1,571 to 1,477 but this was due to a higher number of applications in 2013 than was expected. The overall trend in pupil applications is on the increase.

The 6 most popular secondary schools with first preference for Y7 places in 2015 are as follows:

School	Type		1st Preference	PAN
Sacred Heart	RC (Academy Converter)	Girls	314	165
London Oratory	RC (Academy Converter)	Boys	306	160
Lady Margaret	C of E (Academy Converter)	Girls	283	120
Burlington Danes Academy	C of E (Academy Converter)	Mixed	255	180
West London Free School	Free School	Mixed	178	120
Hammersmith Academy	Academy	Mixed	140	120
All Other Schools			223	
Total number of 1st Preference			1699	

1,476 (86%) pupils choose these schools as their first preference at secondary applications. Of these pupils 852 (57%) applicants were out borough pupils.

- **Conclusions**

- I. There is one borough policy which covers all community schools in Hammersmith although each Voluntary Aided schools, Free School and Academies will have their own school policy.
- II. Across the borough over 70% of schools control their own admissions.
- III. The Borough's current investment programme, alongside the Government's free school programme, will deliver sufficient primary school places until 2023, and secondary places until 2019 based on existing projections.
- IV. The need for new places will increase as a result of regeneration plans, which are outlined in Section 10.

4. Progress on School Development

Over the past 5 years a number of new schools have opened or due to open and others have been expanded or are due to expand to meet demand for places across all types:

Primary

- Academies and free schools: ARK Conway (2011), Burlington Danes (2015), West London Free School (2013), Earl's Court Free School (2014),
- Faith Schools: Holy Cross RC, (2011), Pope John RC (2016), St Stephen's CE (2013), St John's CE (2009), St Thomas of Canterbury RC (2011)
- Community: Old Oak (2012)

Secondary

- Academies and free schools: Hammersmith Academy (2011), West London Free School (2011), Lady Margaret (2015), Fulham Boys School (2014), Sacred Heart RC. (2017)

The figures in the tables below vary slightly from the projections in paragraph 2. Projections have been updated and readjusted from 2014 to take into account the latest projections for primary and secondary. The primary sector is split into the north/south planning areas as reported to the GLA in the SCAP return.

Hammersmith and Fulham School Place Planning				
Primary Planning Area NORTH - Reception - Year 6				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2014/15	3,059	3,465	406	St Stephen's = + 30 (Year 1) Ark Conway = + 30 (Year 4) Old Oak = + 15 (Year 3) TOTAL = + 75
2015/16	3,229	3,660	431	St Stephen's = + 30 (Year 2) Burlington Danes Primary = + 60 (reception) Pope John = + 30 (Year 1) Ark Conway = + 30 (Year 5) Old Oak = + 15 (Year 4) TOTAL = + 165
2016/17	3,359	3,825	466	St Stephen's = + 30 (Year 3) Burlington Danes Primary = + 60 (Year 1) Pope John = + 30 (Year 2) Ark Conway = + 30 (Year 6) Old Oak = + 15 (Year 5) TOTAL = + 165
2017/18	3,433	3,990	557	St Stephen's = + 30 (Year 4) Burlington Danes Primary = + 60 (Year 2) Pope John = + 30 (Year 3) Ark Conway COMPLETE Old Oak = + 15 (Year 6) TOTAL = + 135
2018/19	3,525	4,125	600	St Stephen's = + 30 (Year 5) Burlington Danes Primary = + 60 (Year 3) Pope John = + 30 (Year 4) Ark Conway = + 30 (Year 3) TOTAL = + 165 Old Oak = + 15 (Year 2)

Hammersmith and Fulham School Place Planning				
Primary Planning Area NORTH - Reception - Year 6 continued				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2019/20	3,697	4,245	548	Old Oak = COMPLETE St Stephen's = + 30 (Year 6) Burlington Danes Primary = + 60 (Year 4) Pope John = + 30 (Year 5) TOTAL = + 120
2020/21	3,813	4,344	531	St Stephen's = COMPLETE Burlington Danes Primary = + 60 (Year 5) Pope John = + 30 (Year 6) TOTAL = + 90
2021/22	3,932	4,374	442	Burlington Danes Primary = + 30 (Year 6) Pope John = COMPLETE TOTAL = + 30
2022/23	4,052	4,374	322	Burlington Danes Primary = COMPLETE TOTAL = + 0
2023/24	4,212	4,374	162	TOTAL = + 0

Hammersmith and Fulham School Place Planning				
Primary Planning Area SOUTH - Reception - Year 6				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN minus Projected Population	New Provision/Expansions
2014/15	6,894	7,270	376	WLFS Primary = + 60 (Y1) St John's = + 30 (Y5) St Thomas' = + 15 (Y5) Holy Cross bilingual = + 28 (Y4) Holy Cross = + 30 (Y2) Earls Court Primary NEW 1 FE = + 15 (YR - 50% H&F) TOTAL = + 178
2015/16	7,171	7,433	262	WLFS Primary = + 60 (Y 2) St John's = + 30 (Y6) St Thomas' = + 15 (Y6) Holy Cross bilingual school = + 28 (Year 5) Holy Cross = + 30 (Y3) WLFS Earls Court 1FE = + 15 (Year 1 - 50% H&F) TOTAL = + 163
2016/17	7,376	7,551	175	WLFS Primary = + 60 (Y3) St John's = COMPLETE St Thomas' = COMPLETE Holy Cross bilingual = + 28 (Y6) Holy Cross = + 30 (Y4) WLFS Earls Court 1FE = + 15 (Y2 - 50% H&F) TOTAL = + 118
2017/18	7,584	7,641	57	WLFS Primary = + 60 (Y4) Holy Cross bilingual school = COMPLETE Holy Cross = + 30 (Y5) WLFS Earls Court 1FE = + 15 (Y3 - 50% H&F) TOTAL = + 90
2018/19	7,707	7,701	-6	WLFS Primary = + 60 (Y5) Holy Cross = + 30 (Y6) WLFS Earls Court 1FE = + 15 (Y 4 - 50% H&F) 2FE = + 15 (YR - 50% H&F) TOTAL = + 60

Hammersmith and Fulham School Place Planning				
Primary Planning Area SOUTH - Reception - Year 6 continued				
Academic Year	GLA Projected Population	Published Admission Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2019/20	7,863	7,716	-147	WLFS Primary = + 60 (Y6) Holy Cross = COMPLETE WLFS Earls Court 1FE = + 15 (Y5 - 50% H&F) 2FE = + 15 (Y1 - 50% H&F) TOTAL = + 15
2020/21	8,028	7,731	-297	WLFS Primary = COMPLETE WLFS Earls Court 1FE = + 15 (Y6 - 50% H&F) 2FE = + 15 (Y2 - 50% H&F) TOTAL = + 15
2021/22	8,149	7,731	-418	WLFS Earls Court 1 FE COMPLETE 2 FE = + 15 (Y3 - 50% H&F) TOTAL = + 0
2022/23	8,300	7,746	-554	WLFS Earls Court 2 FE = + 15 (Y4 - 50% H&F) TOTAL = + 15
2023/24	8,450	7,761	-689	WLFS Earls Court 2 FE = + 15 (Y5 - 50% H&F) TOTAL = + 15

Hammersmith and Fulham School Place Planning				
Secondary - Year 7 - Year 11				
Academic Year	Projected Population	Published Admissions Number (PAN)	Surplus/Deficit = PAN number minus Projected Population	New Provision/Expansions
2014/15	6,494	7,180	686	Hammersmith Academy = + 120 (Year 10) WLFS = + 120 (Y10) Lady Margaret = + 30 (Y7)* Fulham Boys School NEW = + 120 (Year 7) TOTAL = + 390
2015/16	6,936	7,600	664	Hammersmith Academy = + 120 (Y11) WLFS = + 120 (Y11) Lady Margaret = + 30 (Y8)* Sacred Heart High (expansion to 180) = + 30 (Y7) Fulham Boys School = + 120 (Y8) TOTAL = + 420
2016/17	7,188	7,780	592	Hammersmith Academy = COMPLETE WLFS = COMPLETE Lady Margaret = + 30 (Year 9)* Sacred Heart = + 30 (Y8) Fulham Boys School = + 120 (Y9) TOTAL = + 180
2017/18	7,562	7,930	368	Sacred Heart = + 30 (Y9) Fulham Boys School = + 120 (Y10) TOTAL = + 150
2018/19	7,962	8,080	118	Sacred Heart = + 30 (Y10) Fulham Boys School = + 120 (Year 11) TOTAL = + 150
2019/20	8,345	8,095	-250	Sacred Heart = + 15 (+ 15 PAN captured in 2013/14 year 7 cohort) Fulham Boys School = COMPLETE TOTAL = + 15
2020/21	8,759	8,095	-664	-
2021/22	9,172	8,095	-1,077	-
2022/23	9,517	8,095	-1,422	-
2023/24	9,787	8,095	-1,692	-

In addition the Council opened the new Queensmill Special School in 2014.

5. Early Years

In January 2014 there were 3,191 pupils aged two to four years on roll in schools and nurseries. 1,750 of these pupils were recorded on roll at Private, Voluntary and Independent (PVI) settings. H&F residents on roll at LA maintained settings numbered 1,312 which accounts for 84% of LA maintained pre-school cohort.

The DfE has estimated that nationally 40% of 2 year olds are now eligible for a targeted early years place and has advised local authorities to plan for an 80% take-up from eligible parents. The table below shows the numbers of eligible families in H&F who have accessed places available under the scheme.

The take up in H&F has been low as only 296 or 42% of 2 year old places have been taken up by eligible families, which is below the 55.2% national average. London has the lowest take up across the country with only 8 London boroughs above the national average as at October 2014.

There are a number of reasons why only 8 London boroughs were above the national level. But some of the causes are as follows:

- not enough places were available to eligible families in the majority of London boroughs in order to increase take up
- Some boroughs with sufficient places need to improve demand through better marketing/engagement with eligible families
- The expanded eligibility criteria to include 40% of families nationally only came into effect in September 14 and take up is measured against each borough's total number of eligible families whereas previously take up was measured against those meeting the 20% criteria
- the timing of the survey at the end of September has been criticised by LAs for being too early and not including eligible rising 3 year olds
- eligible 2 year old places are being occupied by 3 year olds who are unable to move to a primary settings until the following academic year (more likely to have an impact from Spring term onwards)

As at November 2014, 79% of available places were filled. Further marketing of the offer is planned to increase demand as more families

have become eligible since September 2014, and further capacity building will be required to accommodate demand. An additional 100 places will be available shortly following completion of capital projects and new providers participating from early 2015. A review of suitable premises for further expansion, in conjunction with schools and other early years' services, is on-going. The Council believes that there will be sufficient capacity to meet demand.

6. Other Children's Services provision

Schools across the LA are making more use of their premises for other Children's Services and community purposes, these include Children's Centres, nurseries and youth clubs in order to provide a range of services such as:

- Breakfast clubs
- After school childcare (Stay and Play)
- Adult learning/education
- Twilight and weekend activities
- Health and well-being clinics
- Support groups e.g. space for training child minders
- Holiday clubs

An audit of all uses is underway

7. Special Educational Needs

• Early Years

The SEN team is assessing the possible demand for a high-need autism nursery

• Primary

There is provision of additional support for pupils with Severe Learning Difficulty. This provision may include the re-designation of one of the primary autism units at Queen's Manor school.

• Secondary

The provision for an additional 50 high-need pupil places at secondary phase.

- **16-25 age group**

During 2014/15 the SEN team is conducted exploratory work for 16-19s with SEN which is due to be implemented during the following academic year 2015/16.

Curriculum development work for Post-16 FE provision is underway with all colleges. The focus moving forward is to ensure that Post 16 Learners with SEND follow well designed, individual programmes, clearly linked to plans for next steps in their careers in line with the core aim of Transforming 16–19 education and training. Work experience should be expected for all learners, supported by appropriate work related activity and internal work experience. H&F provision for post 19 will need to be jointly commissioned with Education, Health and Adult Social Care. In specific developments:

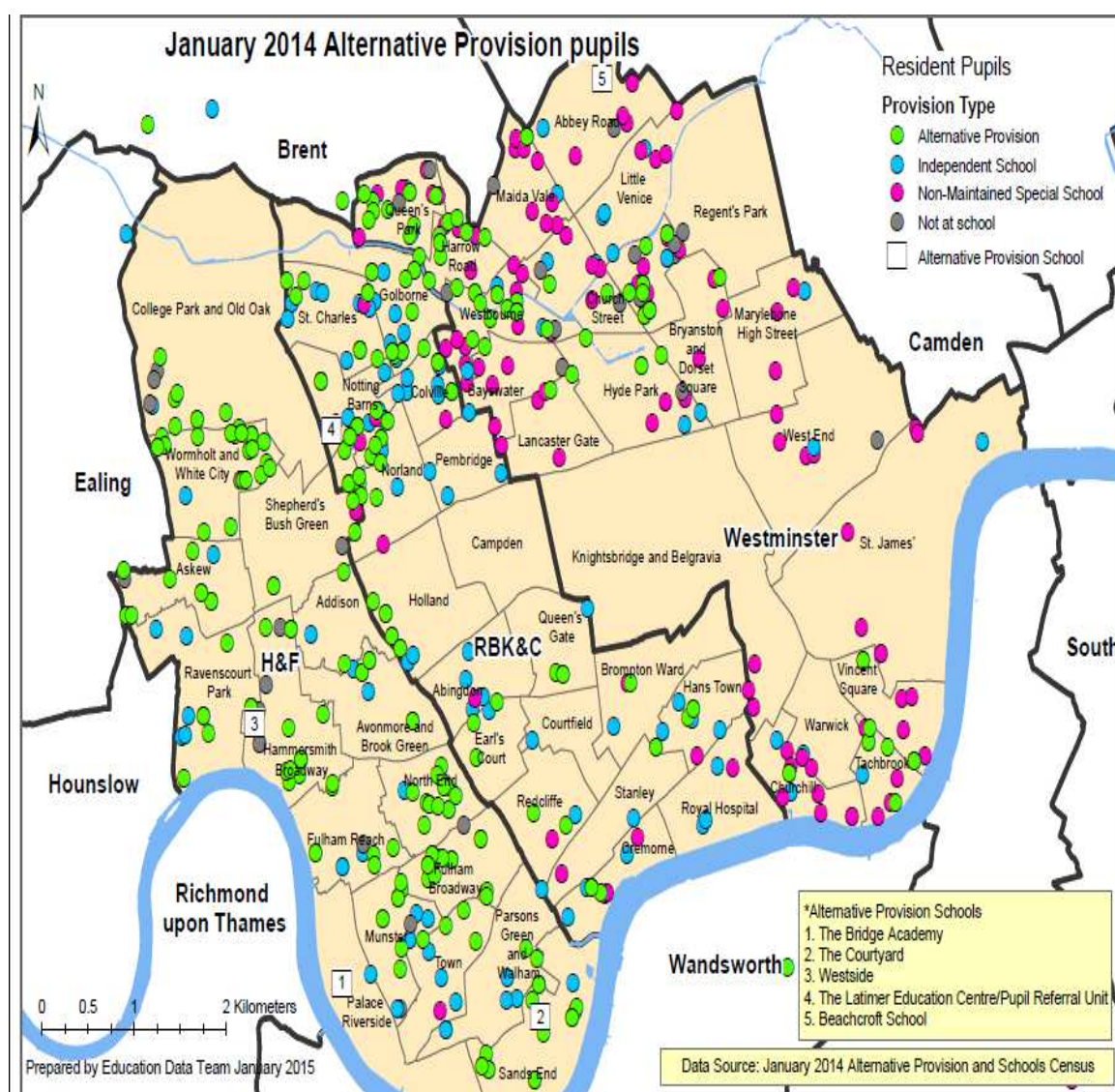
- The projected number of students at Jack Tizard School is still to be determined but could increase from the current 4 young people to 22.
- The H&F Post 19 curriculum development is underway at Queensmill School to support the needs of young people with complex needs through establishing an integrated Education, Health and Care (EHC) provision for 19–25 year olds. By 2021 the provision will have increased to support 22 young people in education.

8. Alternative Provision

The TBAP Multi-Academy Trust (MAT) has been established to oversee the delivery of alternative education provision across H&F, K&C and Westminster.

The creation of a Bi-Borough Alternative Provision (AP) Hub School is a key aspiration of the service, which would create an environment much more able to support the raising of achievement and opportunities consistently across the area. The Council is therefore considering a proposal to create a Bi-Borough Hub at the current location in Finlay Street, Fulham.

The map below shows the home location of pupils registered with the Alternative Provision service in the area covered by the Multi-Academy Trust and the type of school or institution attended. The home locations of the students attending the Bridge in H&F and Latimer in K&C respectively do not favour one location over the other. The new Unit will cater for 150 pupils, but it is expected that student numbers at the Bridge AP Academy in H&F will not alter significantly in the coming 3-5 years.



The TBAP MAT also proposes to set up an AP Academic 6th Form Free School at the same location. This school will target academically able

pupils in AP who do not achieve their potential GCSE grades. These pupils will join the free school AP Academy and complete A-levels to facilitate progression to good universities. TBAP propose that the school should be co-located with the Bi-Borough hub and would anticipate appropriate levels of capital funding to be made available from the DfE's Free School programme.

One of the biggest single indicators of successful outcomes for Alternative Provision is related to NEETs (Not in Education, Employment and Training) in the post-16 sector. While there is a broad range of post-16 provision across all academic and vocational areas and a high level of job vacancies, in 2013, 110 young people aged 16-18 were classified as NEET. In January 2014 the H&F NEET population was 3.2% of the sector, which was 2.3% below its target and lower than both the London average of 3.8% and the national average of 5.3%.

The importance of reducing NEETs cannot be underestimated: nationally some 15% of long term NEETs die within 10 years of leaving school. TBAP Academies work with a range of other local providers to offer the support most appropriate to each individual student. The success of the Bridge AP academy provision is reflected in LBHF by:

- The demonstrable reduction of NEETs;
- The reduction in statements and referrals for support for behaviour;
- The reduced need for other SEN provision related to such needs.

9. Post 16

In January 2014, 664 post-16 resident students attended school sixth forms, and a further 600 at other colleges. Eight secondary schools in H&F provide Post 16 provision. A third of students in the maintained school sector are H&F residents. Between 2013 and 2015, the GLA estimated that the Post 16 population would grow by 1.1% when the participation age rises to 18 in September 2015. Some of this increase will be absorbed by maintained schools with 6th form provision but the majority is likely to be within other Further Education or apprenticeship providers. The figures for NEETs are shown in paragraph 9 above.

There is sufficient capacity to meet demand for mainstream Post 16 students, but there is a requirement for additional SEN and vocational provision leading to apprenticeships and supported internships for students with SEND.

10. Regeneration and development

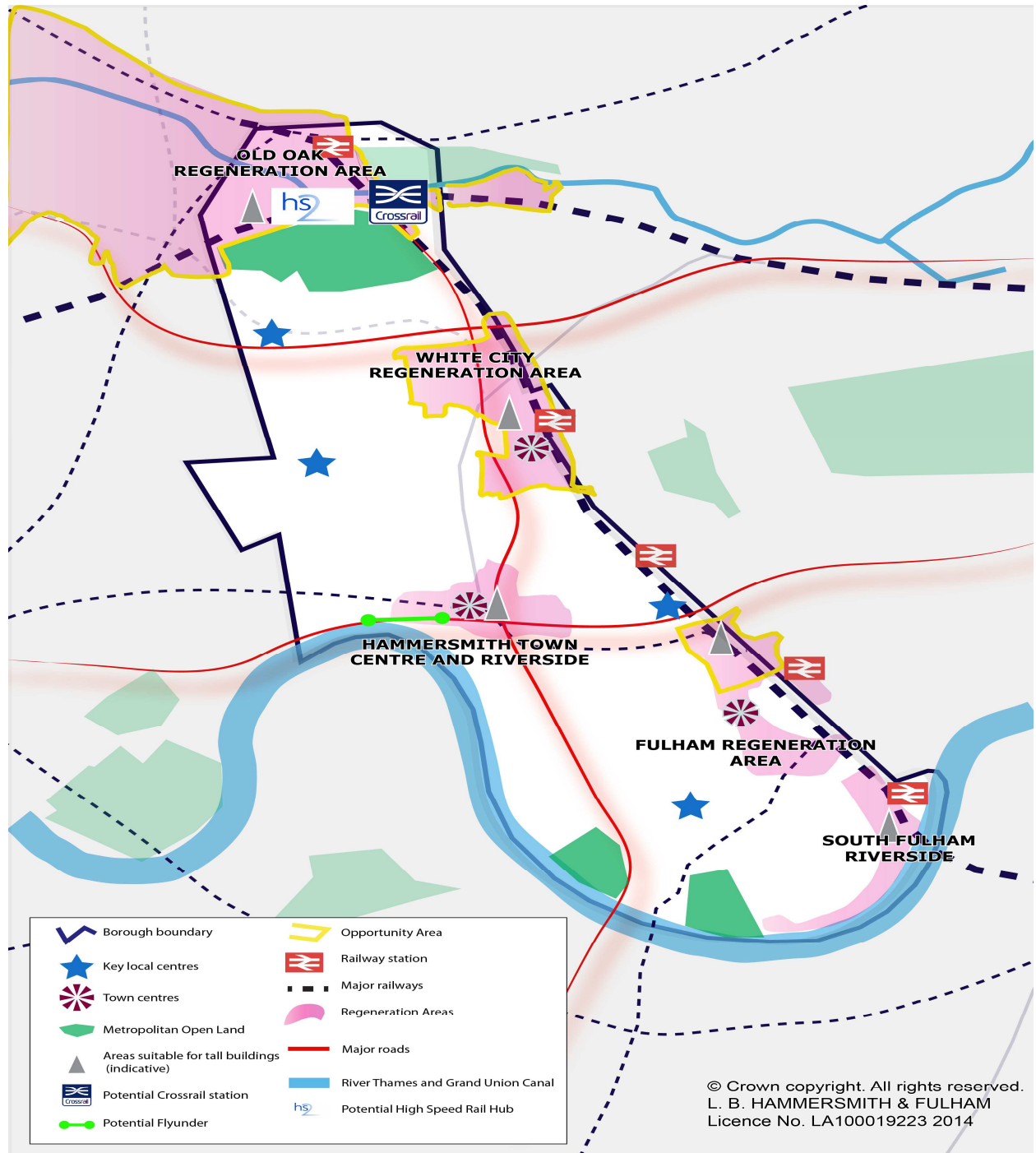
A review of the Council's development plan documents, including the Core Strategy (adopted in October 2011) and the Development Management Local Plan (DMLP) (adopted in July 2013), has been undertaken. The review reflects the need to acknowledge new housing targets set by the Mayor of London in the draft further alterations to the London Plan, as well as the need for new policy for the Old Oak Regeneration Area (OORA).

The Council's own draft Local Plan 2014 proposes significant growth in 5 regeneration areas which will result in the need for additional school places (see following tables). The Council has revised its policies for the supply of affordable housing (Borough wide policy HO3). An initial assessment of the 'child yield' resulting from each regeneration area is set out below, based on previous analysis of development impact in the South Fulham and Old Oak areas. For high-level planning purposes, this shows that each development of 1,000 homes requires an average of 0.5-1 FE at primary level and up to 0.5FE at secondary level. In the table below, a broad view has been taken of how the additional demand for school places could be met from developments already in the investment programme, or where new places will need to be provided through expansion or new schools.

As some of the regeneration plans are at a relatively early stage, some broad assumptions have also been made of the size of school required. While the Indicative Housing Targets have a 20 year lifespan, the School Investment Strategy has a 10 year lifespan, and therefore no detailed consideration is given to the need for school places for years 11-20. However, the design of any new schools will have regard to the need for possible expansion in future years.

The current projected surplus of primary school places will continue until 2023, and secondary school places until 2019, and has been noted in this assessment.

Hammersmith & Fulham Regeneration Map



North

Area	2015-2020	Solution	2020-2025	solution	2025-2035
	No. of dwellings and Child Yield		No. of dwellings and Child Yield		No. of dwellings and Child Yield
White City	1,000 0.5 FE primary, 0.5 FE secondary	Absorb both in existing schools	2,500 2.5 FE primary, 1.0 FE secondary	New provision for both (see comment below)	2,500
Old Oak DIF - See note below	1FE primary	New provision in expanded existing schools	2,000 This could increase to 2FE primary and 2FE secondary	Old Oak DIF - See note below	1FE primary

White City

There are currently two primary schools within the White City area of H&F, Pope John RC School and ARK Swift Primary Academy. Pope John RC School will expand from 1 FE to 2FE in 2015. A new 2 FE primary academy will open on the Burlington Danes Secondary Academy site in 2015.

There are no proposed new secondary schools within the development area. The two closest schools in H&F are Burlington Danes Secondary Academy and Phoenix High School, which has some spare places particularly in Year 7. Kensington Academy opened in K&C in 2014.

Although some schools currently have vacancies, further consideration of secondary provision in H&F will be required.

Old Oak

The GLA is preparing an Area Opportunity Planning Framework Document, which will be considered by the new Mayoral Development Corporation

once it has been established. The draft Development Infrastructure Funding (DIF) study for Old Oak, compiled by the GLA, will be issued in January 2015. The schools in the area include Old Oak, ARK Conway and Wormholt primary schools, and Phoenix Secondary school, all of which may be able to absorb some additional demand for places before new schools are required. The anticipated number of new dwellings in the Council's draft Local Plan is shown in the table above, but the DIF may indicate the requirement for new school places at an earlier phase.

South

Area	2015-2020	Solution	2020-2025	Solution	2025-2035
	No. of dwellings and Child Yield		No. of dwellings and Child Yield		No. of dwellings and Child Yield
Hammersmith Town Centre and Riverside	200	Absorb within existing schools	800	0.5FE primary – expand existing schools	2,000
Fulham Regeneration Area (FRA) – including Earl's Court	1,500 1.0 FE primary 0.5 FE secondary	new provision already secured Absorb within existing schools	2,500 2.5 FE primary 1.0 FE secondary	New provision Expand existing schools	3,000

South Fulham Riverside	1,500	New provision already secured (with FRA above) Expand	1,500	Expand existing schools Expand existing schools	1,000
	1.0FE Primary		1.0FE primary		
	0.5FE Secondary		0.5FE secondary		

Hammersmith Town Centre and Riverside

This area has benefitted from the opening of West London Free School and no further major school development is expected.

South Fulham Riverside

The requirement for a new 2FE primary school within the regeneration area and the equivalent of 1FE at secondary level, can be met within existing schools where space is currently available, e.g. Sullivan, new King’s and Langford primary schools, and Hurlingham & Chelsea secondary school.

Fulham Regeneration Area (including Earl’s Court)

A new 2 FE primary school in Earl’s Court has been secured by a planning obligation on the developer. The school has already opened as a 1 FE school with West London Free School Academy Trust as the sponsor, at interim accommodation on the Trust’s existing site in Hammersmith. This is already factored into the projections of pupil numbers. The Council is also exploring whether demand for secondary school places created by the development could be provided by an all-through school. The requirement for these places is subject to the review of the Earl’s Court development proposals.

The area also benefits from the opening of Fulham Boys School.

Other areas of the Borough are expected to see an additional 2,400 new dwellings. It is noted that regeneration areas are expected to

deliver 6,500 additional homes in the North and 8,600 homes in the south during the period 2025 to 2035.

11. Funding for new schools

Where new provision is required, the Council would expect that developer contributions (from s106 or CIL levies) and external Government grant from Basic Need allocations (including funding for free schools) will meet the majority of the funding.

- **Planning and infrastructure contributions**

The new Earl's Court free school is an example of a planning contribution which, in this case, was sufficiently substantial to deliver a complete new school.

The Council is currently holding unallocated s106 funds of £600,000 for education projects.

The Community Infrastructure Levy (CIL) is a non-negotiable tax on development and is not site specific. No contributions have yet been received from CIL.

- **DfE Allocations for Basic Need provision**

Funding allocations by the DfE for new school places (Basic Need) are based on statistical returns on projected pupil numbers, supplied by the Council, which are in turn derived from data provided by the GLA.

The pattern of Basic Need Allocations since 2011 has been as follows:

2011-12	£19,097,586
Basic Need Allocation 2012-13 Including Additional Allocation of £18.8M from the national £600M pot to address the need for additional places	£33,139,004
Basic Need Allocation 2013 to 2015 (two years)	£8,491,985
Basic Need Allocation 2015-17	NIL
Total	60,728,575

The spend against the Basic Need allocation has been as follows:

Primary and secondary schools listed in section 4 above	£27,310,000
Queensmill Special School plus Council and other funds towards a total scheme cost of £11M	£2,800,000
Priority condition needs across the portfolio	£7,770,000
Curriculum improvements	£2,302,000
Other works including previous schemes, re-modelling and extensions	20,546,575
Total	60,728,575

The Council's Basic Need allocation is fully committed.

The current surplus provision at both primary and secondary level reflects the success of the Council's investment programme, but has also resulted in the reduction of Basic Need funding in this allocation period. In 2013 the Government also announced that the Targeted Basic Need Programme would fund the provision of new places in the areas that need it most. The approach signalled a move away from formula based funding allocations, and targeting resources to areas facing high demand for new places. TBNF will also deliver free schools and academies in future. The Government has not yet announced a further round of Basic or TBN allocations.

- **Investment in free school and academies**

Fulham Boys Free School opened in 2014, in temporary accommodation formerly occupied by Queensmill Special School at Mund Street prior to its move to a new building. The Mund Street site has been sold for development, but the school buildings are occupied

by the School while a permanent site is identified by the Education Funding Agency.

12. Investment Programme for Schools

The School Organisation Strategy approved in 2014 set out the current investment programme in new school places for the period 2015 to 2023, as follows:

- 609 primary places in community or VA schools
- 1085 primary places in free schools
- 1095 secondary places in community or VA schools
- 210 secondary places in free schools

Whilst it is expected that this will meet the requirement for new primary school provision for the 10 year period covered by the Strategy for 2015, additional secondary provision will be required by 2019. The Council has therefore supported a proposal for a new secondary free school in the Shepherd's Bush area, which will open in 2016.

- **Strategy for 2015-20: existing buildings**

The Council will also review its existing school portfolio in collaboration with its Voluntary Aided sector and academy partners, with a view to maximising the potential of each site. It will do this by a programme of reviewing the capacity and condition of buildings in order to target resources most effectively.

- **Regeneration Areas**

2015-2020

The Council would expect to be able to absorb additional demand for new places arising from the Regeneration Areas for the period 2015-20.

2020-2025

The following new provision is expected to be required in the Regeneration Areas for the period 2020-2025:

- 3.5 FE primary and 2.0 FE secondary provision in the North
- 3.5 FE primary and 1.5FE secondary provision in the South.

This equates to a capital cost of £30-40M excluding land costs.

This requirement is based on the expected new provision shown in section 11 above. Although the Council will seek to expand existing schools (especially at secondary level), by this stage, capacity may have been reached and new sites will be required within the Regeneration Areas.

2025 - 2035

If the Regeneration Areas deliver the anticipated number of new homes during the period during 2025 to 2035, a further 6 FE primary provision and 3 FE secondary provision in the North, and 8 FE primary provision and 4 FE secondary provision in the South will be required, in addition to demand created by natural population growth. All this would be required in new schools.

This Strategy will be revised on an annual basis as the impact of proposed development in the Regeneration Areas, and other demand drivers are confirmed.

Ian Heggs
Director of Schools

Alan Wharton
Head of Asset Strategy

Appendices

1. Key for School Map Reference
2. Neighbouring Borough School Place Planning proposals
3. Census information showing Published Admissions Numbers and Rolls 2014
4. Schools preferences
5. Ofsted ratings

Appendix 1: Key for School Reference Map

Hammersmith and Fulham Schools Key for School Reference Map				
	School	DfE School Number	Postcode	Map Key
Nursery	Bayonne Nursery School	2051059	W6 8PF	1
	James Lee Nursery School	2051056	W14 9BH	2
	Randolph Beresford	2051034	W12 7PH	3
	Vanessa Nursery School	2051039	W12 9JA	4
Primary	Addison	2052002	W14 0DT	1
	All Saints C of E	2053300	SW6 6ED	2
	ARK Bentworth Academy	2052045	W12 7AJ	3
	ARK Conway Academy	2052000	W12 0QT	4
	Ark Swift Academy	2052003	W12 7PT	5
	Avonmore	2052026	W14 8SH	6
	Brackenbury	2052061	W6 0BA	7
	Earls Court Free School	2052004	W6 0LB	8
	Flora Gardens	2052223	W6 0UD	9
	Fulham	2052286	SW6 1JU	10
	Good Shepherd RC	2053602	W12 9BY	11
	Greenside	2052913	W12 9PT	12
	Holy Cross RC School	2053354	SW6 4BL	13
	John Betts	2053368	W6 0UA	14
	Kenmont	2052350	NW10 6AL	15
	Langford	2052367	SW6 2LG	16
	Larmenier & SH RC	2053649	W6 7BL	17
	Lena Gardens	2052383	W6 7PZ	18
	Melcombe	2052408	W6 9ER	19
	Miles Coverdale	2052134	W12 8JJ	20
	New King's	2052309	SW6 4LY	21
	Normand Croft Community	2053650	W14 9PA	22
	Old Oak	2052444	W12 0AS	23
	Pope John RC School	2053645	W12 7QR	24
	Queen's Manor School	2052484	SW6 6ND	25
	Sir John Lillie	2052555	SW6 7LN	26
	St Augustine's RC (H&F)	2053378	W6 8QE	27
	St John's Walham Green C of E	2053463	SW6 6AS	28
	St Mary's Catholic	2053529	W14 0LT	29
	St Paul's C of E	2053566	W6 9BP	30
	St Peter's (H&F)	2053578	W6 9BA	31
	St Stephen's C of E (H&F)	2053600	W12 8LH	32
	St Thomas of Canterbury	2053648	SW6 7HB	33
Sulivan	2052577	SW6 3BN	34	
Wendell Park	2052632	W12 9LB	35	
WLFS Primary	2052001	W6 0DT	36	
Wormholt Park	2052660	W12 0SR	37	

Hammersmith and Fulham Schools Key for School Reference Map

	School	DfE School Number	Postcode	Map Key
Secondary	Burlington Danes Academy	2056905	W12 0HR	1
	Fulham Boys Free School	2054001	W14 9LY	2
	Fulham College Boys' School	2054106	SW6 6SN	3
	Fulham Cross Girls' School	2054315	SW6 6BP	4
	Hammersmith Academy	2056906	W12 9JD	5
	Hurlingham and Chelsea	2054319	SW6 3ED	6
	Lady Margaret School	2054632	SW6 4UN	7
	London Oratory School	2055400	SW6 1RX	8
	Phoenix High School	2054314	W12 0RG	9
	Sacred Heart High School	2054620	W6 7DG	10
	West London Free School	2054000	W6 0LB	11
Special Schools	Cambridge School	2057204	W12 0SP	1
	Jack Tizard School	2057203	W12 7PA	2
	Queensmill School	2057014	W14 9LY	3
	Woodlane High School	2057153	W12 0TN	4
Alternative Provision	Bridge AP Academy	2051101	SW6 6HB	1
	Courtyard AP Academy	2051106	SW6 2LG	2
	Westside AP:	2056394	W6 0LT	3
Sixth Form	William Morris 6th Form	2054320	W6 8RB	1

Appendix 2: Neighbouring Borough's School Place Programme

Brent Primary Expansion

2014 The LA has managed to keep pace with demand for primary places.

Measures have been taken to include a bulge provision to create sufficient places to meet demand for September 2014.

2016 The LA will need a further 6FE.

Brent' Secondary Expansion

2014 Sufficient places to meet demand

2017 Uncertainty of when free schools will open may cause a shortage at secondary phase by 2017/2018.

Ealing Primary Expansion

2014 Created a bulge provision to create sufficient places to meet demand

2016 6 FE need to create sufficient places

Ealing Secondary Expansion

2015 New 4FE secondary free school opening in September

2016 2FE expansion in September

2018 2FE shortfall identified in Ealing and Hanwell rising to 5FE by 2019.

Hounslow Primary Expansion

2015 5 expansions confirmed for September

A new Free School is due to open in Brentford

2016 Statutory consultation due to commence Jan 2015 on expanding one primary school from 3FE to 5FE

A new Free School due to open

2017 1 school expansion confirmed expanding from 2FE to 4FE

Hounslow Secondary expansion

2015 Chiswick Community School which borders H&F will be affected by an expansion program. Expanding from 7.2FE to 8FE in Sept

2019 29.5 FE needed

Feasibility studies are being carried out

All existing Hounslow Secondary Schools are academies that wish to grow

3 potential free schools are awaiting EFA announcements next March re successful bids. If agreed potential to provide up to 16 FE although.

The LA is working to identify sites in areas of need in the Brentford and Central Hounslow

RBKC Primary Expansion

2015 Planned expansion of Marlborough School by 30 spaces per year
Fox school providing 30 permanent spaces in place of bulge class
2016 1 FE school on Warwick Road (new development)

RBKC Secondary Expansion

2014 Kensington Aldridge Academy: 900 places + 240 Sixth Form

School place planning information has not been obtained from Wandsworth or Richmond.

Appendix 3: PAN less Census Roll: Surplus Places

Primary

PRIMARY Oct 2014	Pan Oct 14 YR-Y6	Oct 14 Roll YR-Y6	Surplus Places	% Surplus Places
Addison	420	406	14	3.3%
All Saints	210	202	8	3.8%
Ark Bentworth*	210	199	11	5.2%
Ark Conway*	120	122	0	0
Ark Swift Canberra*	420	353	67	16.0%
Avonmore	210	198	12	5.7%
Brackenburg	480	457	23	4.8%
Earl's Court FS^	30	30	0	0
Flora Gardens	270	212	58	21.5%
Fulham	420	282	138	32.9%
Good Shepherd	240	232	8	3.3%
Greenside	210	199	11	5.2%
Holy Cross	440	428	12	2.7%
John Betts	240	235	5	2.1%
Kenmont	210	206	4	1.9%
Langford	315	176	139	44.1%
Larmenier Sacred Heart	420	417	3	0.7%
Lena Gardens*	210	177	33	15.7%
Melcombe	420	351	69	16.4%
Miles Coverdale	210	223	0	0
New Kings	210	168	42	20.0%
Normand Croft	210	187	23	11.0%
Old Oak	375	341	34	9.1%
Pope John	240	240	0	0
Queens Manor	210	197	13	6.2%
Sir John Lillie	420	368	52	12.4%
St. Augustine's	210	211	0	0
St. John's	390	340	50	12.8%
St. Mary's	210	193	17	8.1%
St. Paul's	210	204	6	2.9%
St. Peter's	210	202	8	3.8%
St. Stephen's	300	292	8	2.7%
St. Thomas	405	339	66	16.3%
Sullivan	315	241	74	23.5%
Wendell Park	450	412	38	8.4%
WLFS Primary^	120	120	0	0
Wormholt Park	450	408	42	9.3%
Total Community (+ /-)	,805	5,032	773	13.3%
Total VA (+ /-)	4,835	4,536	299	6.2%
North of Borough	6,105	5,724	381	6.2%
South of Borough	4,535	3,844	691	15.2%
Primary Total	10,640	9,568	1,072	10.1%

Secondary

January 2014 *Academy ^Free school	PAN May 14 Y7-Y11	Jan 14 Roll Y7-Y11	Surplus Places	% Surplus Places
Burlington Danes*	900	861	39	4.3%
Fulham Boys^	See below			
Fulham College Boys'*	720	352	368	51.1%
Fulham Cross Girls'*	625	606	19	3.0%
Hammersmith Academy*	780	360	420	53.8%
Hurlingham & Chelsea	750	521	229	30.5%
Lady Margaret*	510	503	7	1.4%
London Oratory*	900	905	0	0
Phoenix High	900	845	55	6.1%
Sacred Heart*	765	817	0	0
WLFS^	360	360	0	0
Total Community (+/-)	1,650	1,366	284	17.2%
Total VA (+/-)	5,560	4,764	796	14.3%
Secondary Total	7,210	6,130	1,080	15.0%

SECONDARY Oct 2014	PAN Oct 14 Y7-Y11	Oct 14 Roll Y7-Y11	Surplus Places	% Surplus Places
Burlington Danes	900	877	23	2.6%
Fulham Boys	180	75	105	58.3%
Fulham College Boys'	690	372	318	46.1%
Fulham Cross	625	621	4	0.6%
Hammersmith Academy	480	482		
Hurlingham & Chelsea	750	417	333	44.4%
Lady Margaret	540	538	2	0.4%
London Oratory	900	910		
Phoenix High	900	762	138	15.3%
Sacred Heart	780	821		
WLFS	480	475	5	1.0%
Total Community (+/-)	1,650	1,179	471	28.5%
Total VA (+/-)	5,575	5,171	404	7.2%
Secondary Total	7,225	6,350	875	12.1%

Note: **Hammersmith Academy** is a new school with phased year entry. A full complement of students will be on roll from the 2015/16 academic year.
Fulham Boys Free School opened in September 2014 with phased year entry. A full complement of students will be on roll in 2018.

Appendix 4: School Preferences - 2014

Primary

SCHOOL	PAN	1st	2nd	Total
Addison	60	49	24	138
All Saints	30	54	41	151
Ark Bentworth	30	25	17	78
Ark Conway	30	38	26	142
Ark Swift	60	29	12	71
Avonmore	30	30	20	97
Brackenbury	60	65	60	337
Canberra	0	Converted to Ark Swift (above)		
Earl's Court Free Primary	30	9	29	119
Flora Gardens	30	20	12	114
Fulham Primary	60	25	11	93
Greenside	30	22	26	135
Holy Cross L'ECole	28			
Holy Cross	60	68	33	131
Holy Cross	60	54	41	157
John Betts	30	79	75	339
Kenmont	30	40	34	122
Langford	45	23	4	35
Larmenier & Sacred Heart	60	81	53	192
Lena Gardens	30	20	15	95
Melcombe	60	47	29	154
Miles Coverdale	30	44	31	143
New Kings (merging with Sullivan from 2014)	30	19	22	90
Normand Croft	30	37	15	97
Old Oak	60	43	10	82
Pope John	30	37	25	93
Queens Manor	30	29	18	91
Sir John Lillie	60	39	35	124
St Augustines	30	45	52	165
St John's	60	54	50	149
St Mary's	30	25	42	127
St Paul's	30	25	7	65
St Peter's	30	32	18	112
St Stephen's	60	65	48	202
St Thomas of Canterbury	60	38	23	129
Sullivan (merging with New Kings from 2014)	45	27	10	82
The Good Shepherd	30	42	22	124

Wendell Park	60	38	27	158
West London Free School	60	102	106	373
Wormholt Park	60	50	20	129
Total	1,618	1,569	1,143	5,235

Secondary

School *Academy ^Free school	Applications for Hammersmith & Fulham Schools – By Preference and Residence		
	1st preference		
	Total	H&F	Out of Borough
Sacred Heart High (H&F)*	314	84	230
London Oratory School*	306	33	273
Lady Margaret Secondary School*	283	151	132
Burlington Danes Academy*	260	147	113
West London Free School^	179	100	79
Hammersmith Academy*	140	115	25
Fulham Boys' Free School^	79	54	25
Fulham Cross Girls School*	71	56	15
Phoenix High School	50	43	7
Fulham College Boys School*	26	22	4
Hurlingham & Chelsea Secondary School	13	12	1
Total	1721	817	904

School *Academy ^Free school	PAN	1st	2nd	3rd	4th	5th	6th	Total 2015	Total 2014	% Dif.
Sacred Heart High (H&F)*	165	314	154	95	65	38	29	695	671	4%
London Oratory*	160	306	308	130	93	47	29	913	846	8%
Lady Margaret*	120	283	206	127	70	39	16	741	677	9%
Burlington Danes Academy*	180	260	197	173	116	80	60	886	718	23%
West London Free School^	120	179	264	244	215	125	95	1122	1123	0%
Hammersmith Academy*	120	140	212	162	110	65	42	731	700	4%
Fulham Boys' I^	120	79	58	49	40	22	19	267	207	29%
Fulham Cross Girls'*	125	71	64	52	26	40	30	283	279	1%
Phoenix High School	180	50	34	35	41	18	25	203	260	-22%
Fulham College Boys'*	120	26	19	26	21	20	12	124	144	-14%
Hurlingham and Chelsea	150	13	21	22	30	20	32	138	212	-35%
Hammersmith & Fulham Total	815	1721	1537	1115	827	514	389	6103	5837	5%

The table below shows the popularity of schools by the number of applications received against the number of places available.


School *Academy ^Free School	Total	PAN	Applications per place
West London Free School^	1128	120	9.4
Lady Margaret Secondary School*	745	120	6.21
Hammersmith Academy*	740	120	6.17
London Oratory School*	920	160	5.75
Burlington Danes Academy*	894	180	4.97
Sacred Heart High (H&F) *	696	165	4.22
Fulham Cross Girls School*	284	125	2.27
Fulham Boys' Free School^	266	120	2.22
Phoenix High School	208	180	1.16
Fulham College Boys School*	125	120	1.04
Hurlingham & Chelsea Secondary School	137	150	0.91

Please note: The Admission school preference numbers in these tables slightly differ as the Y7 process is still ongoing. For the purposes of the strategy the slight differences should be ignored as they do not affect the outcome.

Appendix 5: Ofsted ratings

School Primary	Ofsted Inspection	Judgement				
		All	Teach	Lead	Achieve	Behaviour
Addison	Oct-11	G	G	G	G	G
All Saints CE	Jun-11	G	G	G	G	G
Ark Bentworth Academy*	Nov-14	G	G	G	G	G
Ark Conway Primary Academy*	Jul-13	O	O	O	O	O
Ark Swift Academy*	Jul-12	I	I	I	I	RI
Avonmore Primary School	Sep-11	G	G	G	G	O
Brackenbury	Jan-09	O	O	O	O	O
Earl's Court Primary (WLFS)						
Flora Gardens	May-10	G	G	G	G	G
Fulham	Sep-12	G	G	G	G	G
The Good Shepherd RC	Apr-14	O	O	O	O	O
Greenside	Oct-14	G	G	O	G	O
Holy Cross RC	Sep-13	RI	RI	RI	RI	RI
John Betts	Jun-07	O	O	O	O	O
Kenmont	Sep-12	G	G	G	G	G
Langford	Jul-14	RI	RI	RI	RI	G
Larmerier & Sacred Heart	Feb-09	O	O	O	O	O
Lena Gardens Academy*	Jul-09	G	G	G	G	G
Melcombe	Sep-13	O	O	O	O	O
Miles Coverdale	Feb-13	O	O	O	O	O
New King's	Dec-12	G	G	G	G	G
Normand Croft Community	Oct-14	RI	RI	RI	RI	G
Old Oak	Nov-13	G	G	G	G	G
Pope John RC	May-08	O	O	O	O	O
Queen's Manor	May-12	G	G	G	G	O
Sir John Lillie	Nov-13	RI	RI	RI	RI	RI
St Augustine's Catholic	Jan-07	O	O	O	O	O
St John's CE Walham Green	Dec-12	G	G	G	G	G
St Mary's RC	Nov-14	G	G	G	G	G
St Paul's CE	Apr-13	RI	RI	RI	RI	G
St Peter's CE	May-12	G	G	G	G	G
St Stephen's CE	May-11	O	O	O	O	O
St Thomas RC	Dec-13	G	G	G	G	G
Sullivan	May-10	G	G	G	G	O
Wendell Park	Jan-13	G	G	G	G	G
WLFS Primary ^						
Wormholt Park	May-13	G	G	G	G	G

School	Ofsted Inspection	Judgement				
		All	Teach	Lead	Achieve	Behaviour
Secondary						
Burlington Danes Academy	Dec-13	O	O	O	O	O
Fulham College Boys' Academy	Jul-10	G	G	G	G	G
Fulham Boys Free School						
Fulham Cross Girls' Academy	Sep-09	O	G	O	O	O
Hammersmith Academy	Feb-13	G	G	G	G	O
Hurlingham and Chelsea	Feb-14	I	I	I	I	RI
Lady Margaret CE Academy	Sep-11	O	G	O	O	O
London Oratory RC Academy	Mar-09	O	O	O	O	O
Phoenix High	Nov-13	RI	RI	RI	RI	G
Sacred Heart RC High Academy	Jan-09	O	O	O	O	O
West London Free Academy	Jul-13	G	G	G	G	O
Sixth Form						
William Morris	May-13	G	G	G	G	G

	<p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">CABINET</p> <p style="text-align: center;">30 MARCH 2015</p>
<p>HRA HOUSING CAPITAL PROGRAMME 2015/16 TO 2017/18</p>	
<p>Report of the Cabinet Member for Housing – Councillor Lisa Homan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Melbourne Barrett, Executive Director, Housing and Regeneration Department</p>	
<p>Report Author: Stephen Kirrage, Director Asset Management and Property Services, Housing and Regeneration Department</p>	<p>Contact Details: Tel: 020 8753-3064 E-mail: Stephen.kirrage@lbhf.gov.uk</p>

AUTHORISED BY:



DATE: 6 March 2015

1. EXECUTIVE SUMMARY

- 1.1. This report provides specific details of the proposed 2015/16 housing capital programme, proposes budget envelopes for the following two years to allow for certainty when planning the forward programme, especially where projects are not completed within any one financial year, and seeks authority to proceed with the various projects identified in Appendix 1.

2. RECOMMENDATIONS

- 2.1. To approve the projects and schemes identified in this report (see Appendix 1) which form the 2015/16 Housing Capital Programme to the value of £57.548 million (this envelope of £57.548 million approved at Budget Council on 25th February 2015).
- 2.2. To approve the budget envelope of £44.502 million for 2016/17 and £44.170 million for 2017/18 and note the funding streams identified as part of the Financial Plan for Council Homes. This recommendation is subject to future quarterly / annual changes to the overall Council capital programme.
- 2.3. To delegate authority to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration, to issue orders for work and projects to be carried out using the council's ten year Term Partnering Contract with Mitie Property Services, approved by Cabinet 8th April 2013.
- 2.4. To delegate authority to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration to award contracts over £100,000 and, if appropriate, exercise built-in options to extend such contracts in respect of any individual projects and schemes under the Housing Capital Programme identified in Appendix 1, in accordance with Contract Standing Order 9.4 and 9.4.1.
- 2.5. To delegate authority to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration, to approve future amendments to the 2015/16 programme for operational reasons where such amendments can be contained within the overall approved 2015/16 – 2017/18 budget envelope and available resources.

3. REASONS FOR DECISION

- 3.1 On 5th January 2015 Cabinet approved the Financial Plan for Council Homes. The plan maintains the same level of proposed investment for planned maintenance and improvement to Council homes as the previous Housing Revenue Account Business plan approved by Cabinet in February 2014, and Asset Management Plan approved in April 2013. Together, these plans set out the Council's strategic approach and priorities relating to managing the housing related assets held in the Housing Revenue Account (HRA) to ensure stock is safe, sustainable and well managed;
- 3.2 Approval of the 2015/16 capital programme and the budget envelopes for the two subsequent years provides the delivery mechanism for this and allows certainty when programming. It will enable the Council to continue

to fulfil its statutory obligations and protect the health, safety and wellbeing of residents whilst preserving the integrity and asset value of the housing stock.

4. INTRODUCTION AND BACKGROUND

- 4.1. On 25th February 2015 Budget Council considered as part of the Council's capital programme a funding envelope of £57.548 million for the housing capital programme for 2015/16. This report provides further details of the proposed projects to be undertaken in 2015/16 and of the proposed budget envelopes for 2016/17 and 2017/18. A list of schemes, including budget estimates, is provided in Appendix 1.

5. PROPOSAL AND ISSUES

5.1. Detailed 2015/16 Capital Programme

- 5.3.1 The 2015/16 programme has been broadly divided into four categories as follows:

- Category 1: Prior commitments
- Category 2: Statutory works; health and safety priorities; capitalisation
- Category 3: Mechanical and electrical works; building structure
- Category 4: Internal amenities; estate environment; miscellaneous

Category 1: Prior commitments

- 5.3.2 Prior Commitments, Refs 1-19 (£30.337m): This category includes approved contracts on site where expenditure will continue to be incurred during 2015/16; completed projects pending settlement of final accounts; and projects originally approved as part of the 2014/15 programme which are still being developed and are due to start imminently.

5.3.3 Category 2: Statutory and health and safety works; capitalisation

- 5.3.4 Fire Safety Improvements, Ref 20 (£1.500m): A management plan has been developed for the delivery of large-scale improvements to the borough's housing stock to comply with current regulations and best practice under The Regulatory Reform (Fire Safety) Order 2005. Specific works are dependent on the recommendations of detailed fire risk assessments and guidance from The London Fire Brigade. Works within the plan may include the replacement of communal or flat entrance doors, compartmentalisation of roof voids, improvements to means of escape and the like. Where feasible, fire safety works will be integrated within wider refurbishment projects.

- 5.3.6 Water Tank Replacements, Ref 21 (£0.1m): A rolling programme replacing old steel communal water tanks is largely completed. The proposed budget provision for 2015/16 will allow for ad hoc replacements where the potential spread of legionella is identified as a risk during statutory biennial surveys or other site inspections. Works may also include the upgrade of loft spaces to ensure secure access and a safe working environment for operatives.
- 5.3.7 Disabled Adaptations, Ref 22 (£1.0m): A programme delivering major adaptations to the homes of disabled tenants in order to meet their needs and statutory entitlements. The programme is important in restoring or enabling independent living, privacy, confidence, and dignity for individual tenants and their families. The Government Office for Disability Issues has published research showing that the provision of housing adaptations and equipment for disabled people produces savings to health and social care budgets by reducing the need for admission to, or facilitating the earlier discharge from, residential care; by reducing the need for home care; and by prevention of accidents within the home. The proposed budget is set to meet current demand and is broadly in line with the annual sums for Disability Facilities Adaptations assumed in the 2012 self-financing settlement. As of December 2014 the adaptations team have completed 186 major adaptations (e.g. level access showers, ramps etc.) and 3,448 minor adaptations (e.g. grab rails, lever taps etc.). A further 30-40 major and 1,000 minor adaptations are anticipated by the end of March 2015. A review of the service is planned during 2015 to consider ways of increasing efficiency, particularly via greater integration with other major works programmes.
- 5.3.8 Landlord's Electrical Installations, Ref 23 (£0.6m): This programme seeks to ensure the safety and reliability of landlord's electrical installations and distribution systems. Blocks are being prioritised based on the recommendations of periodic inspections. Proposed works will include the replacement of old cabling, risers and distribution boards, together with improvements to communal and external lighting where currently inadequate and the provision of emergency lighting where none exists.
- 5.3.9 Capitalisation Works Refs 24-25 (£3.0m): The day-to-day running of the housing repairs service will sometimes require works of a capital nature to be undertaken because circumstances mean they cannot be reasonably deferred to future planned programmes. Such work may include remedial works to address potential hazards, or to prevent deterioration of elements that might otherwise have a secondary effect to the detriment of the property and its occupants. The category includes the refurbishment of void properties to ensure they remain in a lettable condition.
- 5.3.10 Capitalisation Salaries/IT Refs 26-27 (£2.0m): The delivery of the programme requires building architects, mechanical and electrical engineers, Quantity Surveyors, CDM Co-ordinators, Clerk Of Works, project managers and support staff. These costs can be legitimately

charged to capital as they are directly attributable to the works. A budget provision is included for the upgrade of existing and provision of new information technology systems to improve services and increase efficiency. A sound business case will need to be made before commissioning work against this budget.

5.3.11 Category 3: Mechanical and electrical works, building structure.

5.3.12 Communal Boilers, heating distribution systems, Refs 28-29 (£1.8m): Over 1,700 homes are connected to district heating systems. Communal boilers supporting these systems have been gradually replaced as they approach the end of their economic lives to ensure residents continue to receive an efficient, effective supply of heating and hot water. The schemes to be progressed in 2015/16 will be subject to further site investigation but are expected to include Banim Street Sheltered Housing, Malabar Court, Wheatsheaf Lane, and Farm Lane. 2015 is also expected to see the start of a phased replacement of the distribution pipework at Seagrave Road Estate. The council's Partnering Contractor, Mitie Property Services, are commissioned to replace all individual gas central heating boilers during the initial ten year partnering term (see Appendix 1, ref 4). It is now proposed to include the renewal of radiators and pipework where specific criteria are met with regard to age and condition of these elements. The 2015/16 budget for this work is based on the replacement of boilers to circa 1,000 properties and assumes an estimated 40% of these will require the additional works.

5.3.13 Communal Extract Fans – Ref 30 (£0.4m): A pilot scheme to replace the communal extract system at Bush Court, Charecroft Estate has been successfully completed during 2014/15. It is now proposed to roll out these works to the remaining three blocks on the estate, Shepherds Court, Roseford Court, and Woodford Court.

5.3.14 Lift modernisation, Refs 32-39 (£0.3m): The council's housing assets include 217 passenger lifts, (and one goods lift), the majority of which serve blocks of six or more storeys. In 2012 a prioritised programme began to modernise lifts that had exceeded or were approaching the end of their design life and were thus becoming increasingly difficult to maintain due to obsolete parts. Sixty seven lifts will have been completed by end of March 2015; a further fifty one lifts are either on site or have been designed and tendered and are scheduled to start on site during 2015. The 2015/16 programme seeks to continue this accelerated catch-up programme and thirty three lifts have been identified for full modernisation. Due to the long lead-in time for the design and manufacture of lifts these schemes will be approved during 2015/16 but the majority of expenditure will fall in 2016/17. The individual scheme budgets will be re-profiled following tender approval.

5.3.15 Cyclical Planned Maintenance, Ref 40 (£6.832m): 2012 saw the start of a three-year contract with Mitie Property Services to deliver a programme of preventative maintenance, repairs, and renewals, primarily to the stock

that did not have external or communal works carried out under the decent homes programme. The establishment of an effective preventative programme is essential to avoid much costly future failure of building components and ultimately reduce the responsive repair workload. Where components need to be replaced this will be, where possible, in low-maintenance materials to reduce future decoration and pre-decoration repair bills. The programme is now substantially committed with surveys ongoing for the remaining properties. It should be noted that this contract pre-dates and is entirely separate from the ten-year Term Partnering Contract with Mitie.

5.3.16 Major external and communal refurbishment, Refs 41-48 (£7.60m): Various schemes are currently being developed under the separate Term Partnering Contract with Mitie Property Services. The scope of these schemes is varied but they will generally seek innovative and lasting solutions to historic and persistent problems of: poor energy performance such as that experienced in the system-built blocks Hartopp Point and Lannoy Point; high levels of uneconomic reactive repairs, such as Ashcroft Square; and defective construction, such as Millshott Close. Improvements are proposed to Charnock House on the White City Estate including the twenty commercial units at ground floor level fronting Bloemfontein Road. Various options are being considered ranging from a fairly basic refurbishment to a more radical transformation including possible recladding of the block and a restyling of the shopfronts. The potential scope will be fully evaluated but the current budget provision of £500k may need to be reviewed depending on the favoured option.

5.3.17 Controlled Access, Ref 49 (£0.6m): A rolling programme to replace ageing systems has been established and individual sites are presently being prioritised for 2015/16. In addition, blocks which do not currently benefit from controlled access will be considered for installation where it is technically feasible, cost-effective, and supported by residents.

5.3.18 Category 4: Internal amenity, estate works, miscellaneous

5.3.19 Internal Modernisation, Ref 50 (£3.5m): A programme of internal modernisation has been established to replace attributes such as kitchens, bathrooms, and wiring, as they reach the end of their standard lives. The programme planned for 2015/16 primarily targets the White City Estate but will also include medium-rise blocks on the Clem Attlee Estate and decent homes refusals as necessary.

5.3.20 Estates CCTV, Ref 51 (£0.25m): This budget will support the continued extension and upgrade of CCTV on housing estates, a programme started in 2009. Priorities for 2015/16 are being finalised by the Safer Neighbourhoods team in consultation with residents, housing management and the local police. Proposals for new CCTV include schemes at Sullivan Court, Barclay Close, White City Close, Flora Gardens, and Emlyn Gardens. In addition, improvements to existing infrastructure at Clem

Attlee, Charecroft, Edward Woods, and Walham Green Court will be phased over the next couple of years.

5.3.21 Minor Estate Improvement Programme, Ref 52 (£0.270m) and Groundwork Environmental Programme, Ref 53 (£0.220m): The Minor Estate Improvement Programme is an annual budget historically controlled by registered Tenant and Resident Associations and earmarked for small-scale improvements to the estate environment or tenant facilities. Schemes are considered and funding allocated by each Local Area Housing Forum. The Groundwork Environmental Programme is an annual budget allocation administered by a tenant representative panel in partnership with Groundwork West London. The panel considers and approves environmental improvement schemes submitted by TRAs which can include, for example, soft and hard landscaping of open spaces or provision of new play areas.

5.3.22 Other environmental projects, Refs 54-56 (£1.0m): Bids will be considered for various other environmental schemes that fall outside the scope of the MEI and Groundwork budgets. These include improvements to estate lighting, roads, paths, soft and hard landscaping, renewal of street furniture and so on. For example, a potential scheme at Edward Woods Estate is in the early stages of development and will be progressed in consultation with residents and other stakeholders. In addition, Estate Services will be taking forward an initiative on refuse management, "Neighbourhood Award", in conjunction with relevant service providers and Keep Britain Tidy. This scheme may require some capital contributions where, for example, the construction of new refuse enclosures, or improved access to them, is required.

5.3.23 Tenant Halls, Ref 57 (£0.25m): A programme of stock condition surveys is being undertaken to all HRA tenant and community halls and this will inform a comprehensive investment plan for the next few years. Works will include necessary improvements for accessibility, essential repairs to building fabric, and modernisation of fixtures and fittings. The provision of adequate facilities is essential to encourage resident involvement and wider community participation in line with the council's priorities. A scheme to improve Lytton Estate resident hall has been completed during 2014/15 whilst another project to reinstate a disused community room at William Banfield House is on site.

5.3.24 Play Areas, Ref 58 (£0.3m): Various schemes for play innovation at Bayonne Road, Rainville Court, and Lancaster Court Estates are being considered in consultation with residents. Potential works include the provision of new equipment and facilities, refurbishment of surfaces, renewal of boundaries, and improvements to access. The schemes aim to provide innovative community facilities that will encourage regular use by all demographic groups.

5.3.25 Brought forward and unforeseen works, Ref 59 (£0.5m): This budget is proposed for unforeseen or emergency works that may arise during the

year and where project substitution is not practicable. It will be allocated to specific projects in consultation with the Cabinet Member for Housing.

5.3.26 Reprofiting/Reprogramming, Ref 60 (£4.811m): This figure equates to less than 10% of the overall programme and is considered a reasonable level of overprogramming at the start of the financial cycle. This will be reduced as the year progresses and expenditure will be managed down to resource level by year-end.

5.4 2016/17 and 2017/18 Budget Envelope

5.4.1 The proposed budget envelope for 2016/17 and 2017/18 is derived from the HRA Asset Management Plan and current stock condition data.

5.4.2. Approval of a budget envelope for the years 2016/17 and 2017/18 will provide greater certainty for forward programming. Appendix 1 includes some detail on the proposed spending plans in these years. However, further detailed site surveys and continued analysis of repairs data will be used to prioritise specific schemes within the headings identified.

5.4.2. Various lift and planned maintenance schemes identified and expected to be approved in 2015/16 will carry a significant commitment into 2016/17. This has been allowed for within the proposed budget envelope. Commitments will be closely monitored to ensure that expenditure does not exceed resources.

6. **OPTIONS AND ANALYSIS OF OPTIONS**

6.1. The HRA Asset Management Plan approved at Cabinet on 8th April 2013 was the first since the housing stock returned to direct council management in April 2011. It sought to build on the achievements of the Decent Homes initiative whilst acknowledging that programmes' limitations. The plan use HRA reform as an opportunity for the council to adopt a pro-active asset management approach to its stock, creating a multi-year investment plan that allows for realistic future investment needs, and feeds into the HRA business plan. This information will be refreshed during 2015 with updated stock condition information to maintain the resilience of the Asset Management Plan.

6.2. The plan includes assumptions about life cycles and costs of various building components. It has drawn from the work undertaken by the Building Research Establishment for Communities and Local Government as part of the wider review of finance for council housing. This looked at differentials between archetypes, reviewed detailed specifications of work, examined prices, reviewed current costs and lifetime scenarios, and ultimately produced new models for estimating spend profiles over thirty years¹. The stock validation exercise undertaken in 2013 by Lambert

¹ Extended to 40 years for the Financial Plan for Council Homes

Smith Hampton and Pennington Choices further examined rates and life cycles, drawing on previous benchmarking exercises, recent tenders, and comparing with standard unit costs and lives used by Savills. These assumptions will be continually reviewed in light of actual costs and the longevity, or otherwise, of building components.

- 6.3. In developing the annual capital programme, the analysis of building components in relation to life cycles will be a starting point only. Further site surveys and analysis of actual repair data will determine whether replacement is appropriate for individual elements in specific properties at any given time.
- 6.4. The proposed 2015/16 programme seeks to meet the ongoing investment needs of the borough's social housing stock which comprises nearly 12,500 rented homes and over 4,500 leasehold homes. The investment needs of the stock have been prioritised and a balance sought between maintaining homes at a decent standard and addressing the residual backlog of works to elements not specifically covered by the standard, particularly: specific Health and Safety risks; lift modernisation; controlled entry upgrades; landlord's electrical services; cyclical external and communal repairs; and improvements to curtilage areas and the public realm.

7. CONSULTATION

- 7.1. There is a statutory obligation to consult with tenants and leaseholders before carrying out works and to have regard to any observations or representations made by the residents. For schemes included in the 2015/16 capital programme, residents will be consulted on the proposed works in line with the Department's updated communications strategy.
- 7.2. Following approval of the programme it is proposed to submit to individual members, details of proposed schemes in their wards. Ward members will also be invited to resident consultation meetings.

8. EQUALITY IMPLICATIONS

- 8.1. An Equality Impact Assessment has been completed for the 2015/16 Housing Capital Programme and some key issues are discussed below.
- 8.2. The programme includes various projects specific to sheltered housing that is accommodation specifically designed or adapted for people aged 60 years or over. Schemes include upgrades to communal heating, renewal of warden call systems, and replacement windows. Other than the potential short-term inconvenience of having works on site, these schemes will have a positive impact.
- 8.3. The programme includes projects to modernise passenger lifts serving blocks on various housing estates. These works will mean that lifts are

temporarily out of service and this may be of particular inconvenience to elderly residents, people with impaired mobility, pregnant women, or residents with young children. Prior to works, consultation with residents will be undertaken and alternative arrangements for vulnerable residents will be considered. In exceptional circumstances this may entail a temporary decant while service is interrupted. However, in the longer term, the works will improve the reliability of the affected lifts. This project is therefore analysed as having both positive and negative impacts, with the positive outweighing the short-term negative impacts.

- 8.4. The programme includes a budget of £1m for disabled adaptations. These are works that can help give tenants more freedom into and around their home and to access essential facilities within it. Adaptations can range from minor works such as the provision of grab rails or stair rails to major improvements such as the installation of stairlifts, ramps or walk-in showers. Eligibility for equipment or adaptations is assessed under the Fair Access to Care Services (FACs) criteria. Major adaptations are subsequently assessed by the Council's Occupational Therapist and will be appropriate to meet the needs of tenants with a permanent or substantial disability.
- 8.5. The Tri-Borough Head of Change Delivery has reviewed the EIA and commented that it has taken a detailed look at the potential impacts on the protected groups and that the conclusions drawn are reasonable. In his opinion, due regard has been given to the impacts on protected groups and the necessary thinking around mitigating actions on the temporary negative impacts of access to lifts is demonstrated by the EIA.

9. LEGAL IMPLICATIONS

- 9.1. The Council should ensure that individual projects are procured in accordance with the EU Procurement Rules and the Council's contract standing orders.
- 9.2. The Council has a statutory obligation to consult with tenants and leaseholders before carrying out works of improvement.
- 9.3. Implications completed by: Babul Mukherjee, Solicitor, Bi-Borough Legal Services, telephone 020 7361 3410)

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. Budget Council on 25th February 2015 approved a funding envelope of £57.548.m for the 2015/16 housing capital programme. The various funding streams are shown in Table 1 below:

Funding Stream	Value (£m)
Major Repairs Reserve	16.849
Capital receipts	34.245
Leasehold contributions	5.693
Revenue contributions	0.761
Total	57.548

- 10.2. Any significant variances will be reported via the Council's quarterly capital monitoring regime.
- 10.3. With regard to the capitalisation of salaries and IT charges (cited in paragraph 5.3.10), officers will ensure that statutory capitalisation guidance is adhered to with time sheets being completed as appropriate.
- 10.4. It should be noted that the budget envelope of £44.502 million for 2016/17 and £44.170 million for 2017/18 are subject to future quarterly / annual changes to the overall Council capital programme including any which may arise as a result of the current on-going reviews of Earls Court, the Stanhope Venture and the Housing Development Programme.
- 10.5 Implications completed by: Kathleen Corbett, Director Finance & Resources, HRD, 020-8753-3031.

11. RISK MANAGEMENT

- 11.1. Various risks associated with the delivery of the housing capital programme are included on the corporate risk register. Appropriate risk strategies will be developed for the programme overall and for individual projects.
- 11.2. Individual projects will be subject to separate, appropriate tender approval reports by Members or delegated officers. Recommendations for contract awards will include an assessment of the financial standing of successful contractors.
- 11.3. Implications verified/completed by: Stephen Kirrage, Director Asset Management & Property Services, HRD, 020-8753-3064

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 All procurements will need to comply with the council's Contract Standing Orders and the Public Contracts Regulations 2006 (as amended).
- 12.2 It is noted that recommendation 2.4 is "To delegate authority to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration, to approve future amendments to the 2014/15

programme for operational reasons where such amendments can be contained within the overall approved 2015/16 – 2017/18 budget envelope and available resources.

- 12.3 Implications verified/completed by: Robert Hillman, Procurement Consultant x 1538

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


No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	HRA Asset Management Plan 2013-16 (published)	Vince Conway x1915	HRD, Property Services, 3 rd Floor HTH Extension

LIST OF APPENDICES:

Appendix 1: 2015-18 Housing Capital Programme, details of proposed schemes

Category 1: Prior Commitments					
Ref	Scheme	Description	2015/16	2016/17	2017/18
1	Warden Call System upgrade	Replacement of emergency call systems within sheltered housing	1,200		
2	Hostel refurbishments	Major refurbishment of existing hostel accommodation	621		
3	Boiler Monitoring System Phase 2	Installation of remote monitoring systems for communal heating	215		
4	Individual boiler replacements	Planned individual boiler replacement programme	1,468	1,504	1,542
5	Cobbs Hall, Ash Lodge	Full modernisation of 3 no. passenger lifts	276		
6	West Kensington Estate high-rise	Lift component renewal to 8 no. passenger lifts	329		
7	Edward Woods tower blocks	Full modernisation of 9 no. passenger lifts	1,300	1,600	
8	Jim Griffiths, Tom Williams	Full modernisation of 4 no. passenger lifts	724		
9	White City lifts (Durban, Lugard, Malabar, Mackay, Wolfe)	Full modernisation of 6 no. passenger lifts	800		
10	Sullivan Court Blocks C,E,F,G,A	Full modernisation of 5 no. passenger lifts	700		
11	Walham Green Ct Block A; 1,25,50 Vereker Rd, College Ct	Full modernisation of 6 no. passenger lifts, 1 no. goods lift	875		
12	Creighton Close PPM	External/communal refurbishment	470		
13	Philpot Square B & C windows	Window and roof replacement; external/communal refurbishment	800		
14	Chelmsford Close/St Albans Terrace windows	Window replacement; external/communal refurbishment	750		
15	Richard Knight House	Window and roof replacement; external/communal refurbishment	150		
16	PPM Framework Year 2	External/communal refurbishment, Mitie PPM framework	18,926		
17	Integrated Digital TV Reception Systems	Provision of digital systems to blocks lacking facility	400		
18	Field Road amenity deck	Refurbishment of deck and upgrade of play facilities	150		
19	EU Life+ Sustainability project	Various projects around environmental sustainability	183	139	
Sub-total			30,337	3,243	1,542
Category 2: Statutory works; Health & Safety priorities; capitalisation					
Ref	Scheme	Description	2015/16	2016/17	2017/18
20	Fire Safety improvements	Various works arising from Fire Risk Assessments	1,500	1,500	1,500
21	Water tank replacements	Replacement of communal cold water storage systems	100	100	100
22	Disabled Adaptations	Provision of aids and adaptations	1,000	1,000	1,000
23	Landlord's electrical, various sites	Works arising from periodic testing of landlord's electrics	600	600	600
24	Major voids	Major refurbishment of void properties	1,500	1,500	1,500
25	Planned capital repairs	Capitalisation of planned repair works; ad hoc capital projects	1,500	1,500	1,500
26	Project management	Project management costs, engineers, architects etc	1,750	1,750	1,750
27	IT	Major IT projects, systems development	250	250	250
Sub-total			8,200	8,200	8,200
Category 3: Mechanical & Electrical services, building structure					
Ref	Scheme	Description	2015/16	2016/17	2017/18
28	Communal boilers	Replacement of life-expired communal boilers and associated works	800	600	600
29	Individual heating system upgrades	Replacement of life-expired radiators and pipework	1,000	1,000	1,000
30	Communal extract fans	Replacement of life-expired communal extract fans	400	200	200
31	Wall insulation & other energy efficiency	Potential LBHF contributions to match-funded energy initiatives		500	500
32	Pearscroft, Wheatsheaf, Rainville, Sherbrooke	Full modernisation of 5 no. passenger lifts	600		
33	Ellen Wilkinson, Stafford Cripps	Full modernisation of 3 no. passenger lifts	410		
34	Lytton Estate	Full modernisation of 5 no. passenger lifts	650		
35	Malvern, Rowberry, Swanbank	Full modernisation of 6 no. passenger lifts	735		
36	Sullivan Court Blocks V,U,T,S,R,P,N,H	Full modernisation of 8 no. passenger lifts	1,100		
37	Springvale Estate	Full modernisation of 7 no. passenger lifts	840		
38	Lifts reprofiling	Reprofiling of lift modernisation projects cashflowed over two years	-4,035		
39	Lift programme future years	Continuing programme of lift modernisation		4,213	5,800
40	Mitie PPM Year 3	External/communal refurbishment, Mitie PPM framework	6,832	10,659	
41	Verulam House	External/communal refurbishment	500		
42	The Grange	External/communal refurbishment	900		
43	Hartopp Point & Lannoy Point	External/communal refurbishment including EWI	2,000	2,000	
44	Tamworth Street	Window replacement; external refurbishment	1,000		
45	Charnock House/Bloemfontein Rd shops	External and communal repairs including shopfronts	500		
46	Millshott Close external works	External refurbishment	200		
47	Ashcroft Square	Drainage improvements; replacement of walkway soffits	500		
48	PPM, non-framework	Continuing programme of ppm outside of existing PPM framework	2,000	8,978	21,450
49	Controlled Access upgrades	Upgrade of existing old installations, provision of new	600	600	600
Sub-total			17,532	28,750	30,150
Category 4: Internal amenity, estate works, miscellaneous					
Ref	Scheme	Description	2015/16	2016/17	2017/18
50	Internal Modernisation	Kitchen & bathroom renewal, electrical upgrade	3,500	3,500	3,500
51	Estates CCTV	New systems and extension of existing	250	250	250
52	Minor Estate Improvement programme	Minor improvements to estate amenities or tenant facilities	270	270	270
53	Groundwork Estate Improvements	Tenant led environmental projects via GWL	220	220	220
54	Major environmental projects	Continuing programme of improvements to estates/public realm	600	600	600
55	Estate lighting	Renewal of estate lighting columns, fixtures, fittings etc	200	200	200
56	Estate Roads	Major works to estate roads, paths, parking areas etc	200	200	200
57	Tenant Halls	Essential works to TRA/Community halls (H&S, DDA, general fabric)	250	250	250
57	Play Areas	Major refurbishment/new provision of play or amenity areas	300	150	150
58	Brought forward/Unforeseen works	Contingency for brought forward works/unforeseen new calls	500	500	500
Sub-total			6,290	6,140	6,140
59	Reprofiling/Re-programming		-4,811	-1,831	-1,862
Grand Total			57,548	44,502	44,170

Agenda Item 12

 hammersmith & fulham	London Borough of Hammersmith & Fulham CABINET 30 MARCH 2015
AMENDMENT TO HOUSING ALLOCATION SCHEME FOLLOWING THE COURT OF APPEAL JUDGMENT IN R (JAKIMAVICUITE) V LB HAMMERSMITH & FULHAM	
Report of Councillor Lisa Homan: Cabinet Member for Housing	
Open report	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Melbourne Barrett – Executive Director for Housing and Regeneration	
Report Author: Mike England - Director for Housing Options, Skills & Economic Development	Contact Details: Tel: 020 8753 5344 E-mail: mike.England@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The Council's current scheme Housing Allocation Scheme was approved by the Council's previous administration in December 2012. The purpose of this report is to allow the current administration to revise the scheme following the Court of Appeal Judgment in R (Jakimavicuite) v LB Hammersmith & Fulham which found a part of it to be unlawful.
- 1.2 This judgment has ruled a specific element of the Housing Allocation Scheme (described in Section 5.1 below) is unlawful and this must be remedied by the Council.
- 1.3 Officers do not consider it advisable to delay a revision to the Housing Allocation Scheme (December 2012) to reflect the Court of Appeal judgment until a wider review of the Housing Allocation Scheme is completed later in 2015.

2. RECOMMENDATIONS

- 2.1 That the Housing Allocation Scheme adopted by the previous Council administration in December 2012 be amended to **delete** paragraph Section 2.14(d).
- 2.2 That any associated transitional costs arising from implementing the change to the Scheme be funded from an existing approved earmarked reserve set aside for this purpose.

3. REASONS FOR DECISION

- 3.1. The reason for the decision is to comply with the judgment of the Court of Appeal.

4. INTRODUCTION AND BACKGROUND

- 4.1 The Council is statutorily obliged to adopt and operate a Housing Allocation Scheme (also known as the 'Scheme of Allocation') which sets out the rules by which it allocates available affordable rented accommodation. The current Housing Allocation Scheme was adopted by the previous council administration in December 2012 and implemented from April 2013.
- 4.2 The Housing Allocation Scheme will be the subject of a review later in 2015 and an initial consultation process, as part of the broader housing strategy revision process, began on 6 January 2015. Cabinet will be asked to adopt a final Housing Strategy document on 19 May 2015, with a final Housing Allocation Scheme adopted later in the year.

5. PROPOSAL AND ISSUE

- 5.1. Section 2.14 of the Housing Allocation Scheme (December 2012) includes classes of persons who do not normally qualify for inclusion on the housing register. The proposal is to **delete** paragraph Section 2.14(d) which reads as follows:

“Section 2.14 (d) – Homeless applicants placed in long term suitable temporary accommodation under the main homelessness duty, unless the property does not meet the needs of the household or is about to be ended through no fault of the applicant. Long term temporary accommodation can include the private sector homes let via the council or a housing association under a leasing arrangement, and non-secure tenancies on regeneration estates.”

- 5.2 As set out above the Council has a statutory obligation to adopt and operate a Housing Allocation scheme and it is also required to give

'reasonable preference' to certain classes of applicant in defined needs groups. Households who are owed the statutory duty to accommodate under homelessness legislation ("the full homelessness duty") are one of the defined reasonable preference groups.

- 5.3 Previous case law has established that the duty to give a reasonable preference to the defined groups does not amount to an individual right that applies to any member of that group. Rather the duty is owed to the group as a whole and the requirement is that overall the scheme must give preference to applicants from within those groups over applicants from outside of those groups. In the Jakimavicuite case the applicant who brought the claim argued that 2.14(d) breached the Council's duty to give reasonable preference to applicants owed the full homeless duty and, that in effect, the Council had pushed the power to set qualification criteria farther than the law allowed.
- 5.4 The power to set qualification criteria was established by the 2011 Localism Act. Where local authorities exercised that power, the potential for a 'tension' between exercising that power and the duty to give reasonable preference to certain groups was created. This tension was the issue before the court. The Court of Appeal held that it was not open to the council to use the power to set qualification criteria to 'carve out' a sub group of applicants from within the reasonable preference groups who could then be disqualified on the basis of lesser need. Consequently it held that section 2.14 (d) of the scheme was unlawful.
- 5.5 The Council is required to amend its Housing Allocation Scheme to comply with the judgment. It should be noted that the judgment did not quash the scheme, but simply declared 2.14(d) to be unlawful.
- 5.6 The Council's draft new Housing Strategy, currently out to consultation, seeks views on a range of possible amendments to the Allocation Scheme. Once comments have been received, members will wish then to consider whether to proceed with further amendments. However, this will take longer than what might be seen as a reasonable period for the council to respond to the court judgement. A two-stage approach is therefore proposed. Stage one will be focused on achieving specific compliance with the requirements of the court's judgment and stage two with the wider changes.
- 5.7 Once they have authority to amend the Allocation Scheme officers will begin the process of approaching applicants and reinstating them to the Housing Register. In the first instance, applicants are likely to be placed in Band 3 of the Housing Register. Some may be placed in Band 2 (i.e., where the applicant meets the community contribution criteria). Applicants who do not meet the five year residence criteria will however continue to have reduced priority and will be placed in band 4 until such time as the residence criteria are satisfied. Each applicant's circumstances will need to be considered and banding will be awarded accordingly. It is anticipated that around 800 applicants will be added to the Housing Register. This will have a 'knock on' impact on waiting times for the other c 850 applicants

currently on the Register. Once the re-instatement process is fully complete, officers can then begin measuring the impact of the amendment to the housing allocation scheme.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1 In the absence of an appeal to the Supreme Court there are no options available to the Council other than to comply with the judgement.

7. CONSULTATION

- 7.1. The Council is statutorily obliged to consult with Registered Providers (i.e., housing associations) when making major amendments to its Housing Allocation Scheme. Officers have informed members of the H&F Housing Association Forum (the consultative forum for the council and housing associations) of the Council's intention to make the change necessary described in section 2.1 and sought comments accordingly. The scope to influence the Court of Appeal's judgment is considered to be very limited but Registered Providers may be able to assist in advising how the change in the Housing Allocation Scheme can be most effectively implemented.

8. EQUALITY IMPLICATIONS

- 8.1. The equality implications of reinstating homeless applicants living in temporary accommodation to the Housing Register are expected to be broadly positive. Given applicants who present themselves as homeless are more likely to be from black, Asian and minority ethnic backgrounds; women; young people; then the impacts can be expected to be positive. By reinstating the c.800 former applicants to the housing register, this will have 'knock on' impacts, e.g., longer waiting times, on those already on the housing register, many of whom will also be from protected equality groups.
- 8.2. Implications completed by: Aaron Cahill, Interim Housing Strategy Manager 0208 753 1649

9. LEGAL IMPLICATIONS

- 9.1 The legal implications of this decision are contained within the report. Failure to amend the Scheme of Allocation would expose the Council to further legal challenges. This is an interim change to ensure that the Council operates lawfully pending a wider review of the Scheme.
- 9.2 Implications completed by: Janette Mullins, Principal Solicitor (Housing and Litigation) 020 8753 2744.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 It is anticipated that there will be a one-off cost associated with implementing the amendment to the Scheme of Allocation. These transitional costs are not expected to exceed £25k and relate mainly to the costs of systems changes, administration and communication costs arising from reinstating c.800 former applicants to the housing register.
- 10.2 There are no significant ongoing financial implications resulting from the amendment to the Scheme. The Housing Allocations service will continue to be sufficiently funded from existing resources.
- 10.3 It is recommended that the additional one-off costs of up to £25k are funded from the existing approved reserve held by Housing & Regeneration which was established specifically to provide for the one-off costs associated with the review of the Housing Register and the Housing Allocation Scheme.
- 10.4 Implications completed by: Kathleen Corbett, Director of Finance and Resources, 020 8753 3031.

11. RISK MANAGEMENT

- 11.1 Following the Court of Appeal judgement, the proposed amendment must be made to the Housing Allocation Scheme. Inaction on the council's part exposes the council to the risk of a further legal challenge. Compliance with Legal Duty is a Corporate risk and is noted as risk number 8 on the council's risk register.
- 11.2 Implications completed by: Michael Sloniowski, BiBorough Risk Manager Telephone: 0208 753 2587.




12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 There are no procurement related implications contained in the report.
- 12.2 Implications verified by: Robert Hillman, Procurement Consultant (HRD), x1538

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.	No unpublished papers		

Key Decision Report Agenda Item 13

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: 30 th March 2015	
	Cabinet Member for Adult Social Care and Public Health Date of decision (i.e. not before): 20 th February 2015 Forward Plan reference: 04391/15/A/AB	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	Cabinet Member for Adults and Public Health Date of meeting or formal issue: 10 th February 2015	 City of Westminster
Report title (decision subject)	CONTRACT AWARD: CHILD OBESITY PREVENTION AND HEALTHY FAMILY WEIGHT SERVICES	
Reporting officer	<i>Elizabeth Dunsford-Public Health Commissioner</i>	
Key decision	Yes	
Access to information classification	Open report A separate report on the exempt Cabinet agenda provides information regarding the tender evaluation process and outcomes.	

1. EXECUTIVE SUMMARY

To reduce the prevalence of obesity in the boroughs by helping children, young people and their families to eat healthier and be more active, tenders have been sought for two services:

Lot 1 Planning, Policy and Workforce Development

Lot 2 Prevention and Weight Management Programmes

The report proposes that each of the three Councils enters into a contract with the recommended provider to deliver these services.

The report was presented and agreed at Adults Coco Board on 17th November 2014 and at the Shared Services Contracts and Approvals Board on 27th

November 2014. It was also been presented to the Shared Services Business Board on 26th November 2014 and has been agreed.

2. RECOMMENDATIONS

2.1 For Westminster City Council

That this report be exempt from disclosure by virtue of the Local Government Act 1972 Schedule 12A, Part 1, paragraph 3 (as amended), in that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

Approval to award a framework agreement for three years, with the option to extend for one further year, to Mytime Active for Lot 1

Approval to award a framework agreement for three years, with the option to extend for one further year, to Mytime Active for Lot 2.

To call off of the framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 1 at a three year contract cost of £599,517.33. One year extension cost is £201,235.36 making a 4 year total contract value of £800,752.69.

To call off of the framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 2 at a three year contract cost of £1,486,505. One year extension cost of £548,009.78 making a 4 year total contract value of £2,034,514.78.

2.2 For the Royal Borough of Kensington and Chelsea

To call off of the WCC framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 1 at a three year contract cost of £599,517.33. One year extension cost is £201,235.36 making a 4 year total contract value of £800,752.69

To call off of the WCC framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 2 at a three year contract cost of £1,056,201. One year extension cost of £389,375.37 making a 4 year total contract value of £1,445,576.37

To approve a waiver of the Procurement Standing Orders as only two PQQ's were submitted for Lot 1 and four PQQ's for Lot 2.

2.3 For the London Borough of Hammersmith and Fulham

- 2.3.1 To call off of the WCC framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 1 at a three year contract

cost of £599,517.33. One year extension cost is £201,235.36 making a 4 year total contract value of £800,752.69.

2.3.2 To call off of the WCC framework agreement and enter into a contract for three years from 1st July 2015, with the option to extend for a further year (subject to performance), with the recommended provider for Lot 2 at a three year contract cost of £1,369,149. One year extension cost of £504,745.85 making a 4 year total contract value of £1,873,894.85.

2.3.3 That the decision on whether to extend the contracts for both Lots to a fourth year be delegated to the Cabinet Member for Health and Adult Social Care.

3. REASONS FOR DECISION

3.1 To improve the health of children, young people and families in the three boroughs and to reduce health inequalities.

For the London Borough of Hammersmith and Fulham

3.2 The Labour Manifesto has a strong commitment to putting children and families first, including:

- Sharpening focus on the health of the public,
- Helping children to participate in sport and active play,
- Supporting schools and children and youth centres to provide healthy food and stopping any child going hungry,
- Working with fast food outlets near schools to improve the nutritional content of their food as well as
- Reducing childhood poverty and the effects of it.

The new services proposed will contribute to delivery on all the above commitments by helping children and families to be healthy and improve children's chances in life, for example through increasing physical activity; improving nutrition, promoting early intervention and reducing the effects of child poverty.

4. BACKGROUND

4.1 Tackling childhood obesity is included explicitly or implicitly in the council priorities for all councils and the three boroughs Public Health Service.

London Borough of Hammersmith and Fulham Priorities:

- Every child has the best start in life
- Tackling childhood obesity
- Tackling child poverty

Royal Borough of Kensington and Chelsea Priorities:

- Nutrition
- Physical Activity

Westminster City Council priorities:

- Every child has the best start in life.
- Enabling young people to have a healthy adulthood

Annual Public Health Report priorities

- Giving every child the best start in life
- Tackling childhood overweight and obesity

4.2 The Child Obesity Prevention and Healthy Family Weight services will support children, young people and their families in the boroughs achieve positive healthy eating and physical activity habits and subsequent healthy weight management.

4.3 Overweight and obesity, lack of physical activity and poor nutrition present a major challenge to the current and future health and wellbeing of the local population.

4.4 Obesity, a result of imbalance between energy intake and output, is associated with increased risk of:

- Physical health problems in childhood (with rising rates of hospital admissions in children/young people for conditions exacerbated by obesity such as asthma, sleep apnoea and pregnancy-related conditions).
- Psycho-social problems in childhood include low self esteem, anxiety, depression, bullying and poor educational attainment
- Physical and psycho-social health problems in adulthood, including type 2 diabetes, coronary heart disease, hypertension, some forms of cancer, depression and premature mortality

4.5 In the three boroughs the prevalence of childhood obesity for 2013-14 in year 6 children measured in local authority schools in all three boroughs is significantly higher than the England average of 18.9% (20.1% in H+F, 20.1% in K+C, 25.3% in Westminster)ⁱ. Fig. 1a and Fig.1b demonstrate how childhood obesity rates double between Reception Age and Year 6.

Fig.1a Trend in rates of Childhood Obesity over time Reception Age Children

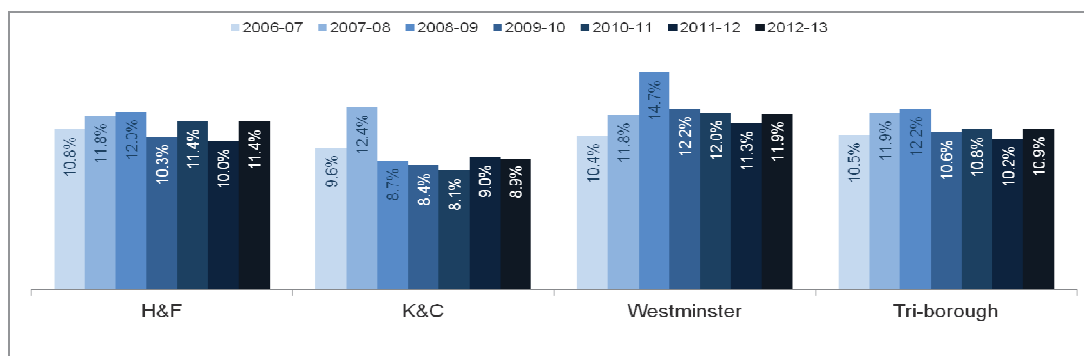
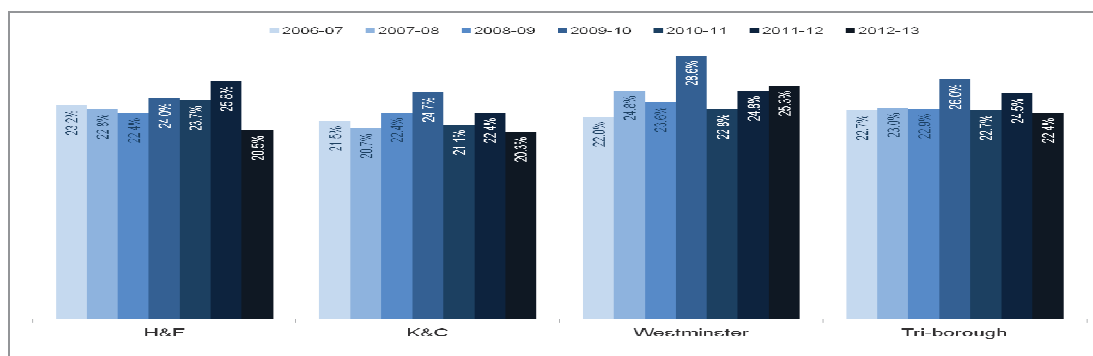


Fig.1b Trend in rates of Childhood Obesity over time Year 6 Children



- 4.6 Recent modelling shows that if the prevalence of obesity trend continues unchecked, 41 - 48% of men, 35 - 43% of women in the UK could be obese by 2030ⁱⁱ.
- 4.7 Many parents believe their child's obesity is linked to metabolic problems rather than lifestyle. The strongest predictor is parental obesity: only 3% of obese children have parents who are not obese. Children with one or two obese parents are more likely to become obese and remain obese into adulthood. However income, social deprivation and ethnicity also have an important impact on the likelihood of an adult or a child becoming obeseⁱⁱⁱ.
- 4.8 Breaking this generational cycle is key to prevent obesity in childhood and therefore achieve the objective to halt and reverse the rising trend in childhood obesity across the three boroughs.
- 4.9 Research shows that 79%^{iv} of obese children become obese adults resulting in vast long term the health and social care costs of obesity, with both direct costs and indirect costs such as increased sickness absence from work (See Table 1.)

Table 1 Modelled Estimates of the costs of childhood obesity

Category	Estimated cost of children currently obese becoming obese adults			
	Hammersmith & Fulham	Kensington & Chelsea	Westminster	Total
Estimated number of children obese aged 4-15 years (2012)	4,000	3,000	4,000	11,000
Annual direct cost based on £31pa per obese child (2007 costing*)	£124,000	£93,000	£124,000	£341,000
Annual cost both direct and indirect if 79% of obese children become obese adults based on £611 pa per person (2007 costing*)	£1,931,000	£1,448,000	£1,931,000	£5,310,000
Lifetime cost if 79% of obese children become obese adults assuming they live to 75 years. (2007 costing*)	£112,726,000	£84,547,000	£112,726,000	£309,999,000

(*Annual cost of child and adult obesity derived from *Tipping the scales Childhood obesity in London April 2011: GLA*)

- 4.10 A high quality, evidence based, service has been sought based on an extensive review and engagement process including:
- A review of the evidence base for child obesity prevention and weight management programmes
 - A review of current Public Health service provision
 - Health needs analysis
 - Mapping of activities that contribute to children's obesity prevention and weight management across the three boroughs
 - Identification of potential providers

- A wide consultation exercise including;
- A stakeholder engagement event including potential providers
- Questionnaire
- Focus groups
- One to one meeting/interviews

Contributions to the consultation came from Central London Community Health Trust (Health Visitors, School Nurses, Oral Health Promotion), GPs, existing providers, potential providers, schools, Healthy Schools Partnership, Children's Services, Local Authority parks, sports and leisure services, planning departments, environmental health departments, social housing, Community Champions and parents from areas of higher child obesity prevalence.

- 4.11 The evidence demonstrates that an increasingly obesogenic environment means it is easy to eat more, move less and gain weight. For children this is particularly pertinent, as they find it harder to influence their environment or control their behaviour. The most recent and comprehensive Cochrane^v review as well as the Foresight^{vi} report conclude the following to be effective in tackling obesity and these findings have recently be reinforced by the Mckinsey^{vii} report:

That a holistic approach combining multiple components is required to address childhood obesity:

- Multi-level: Preventing obesity and treating those already obese at the same time^{viii}.
- Multi-stage: There are opportunities for intervention at key life stages from before birth until early adulthood and then again pregnancy'
- Multi-disciplinary: A range of stakeholders from different fields must work together. Health professionals cannot deal with the issue alone.

Evidence shows that only this holistic approach, with mutually reinforcing components, promises to achieve the impact required to reverse the trends in childhood obesity.

- 4.12 At the same time as having interventions in place to prevent childhood obesity The National Institute for Health and Care Excellent Guidance (PH47)^{viii} reports lifestyle weight management services should be offered to families and are effective in reducing BMI adjusted for age and sex (BMI z scores).

- 4.13 The provider will be regularly reporting on a range of indicators including reduction in BMI, increased time spent physically active and improvements in healthy eating for both prevention and weight management services.

4.14 **Lot 1 Service Aims - Planning, Policy and Workforce Development;**

- To improve settings and environments to make healthy choices the easy choices for children and families in relation to physically activity and healthy eating (including that related to oral health).
- To train the Children's Workforce, and the wider workforce who work with children and families to:
 - Understand their role in obesity prevention

- Be skilled and confident to discuss children's weight with parents/carers and motivate them towards a healthy active lifestyle Be able to signpost families to other relevant services
- To improve the take-up of the Healthy Start scheme for eligible Service Users thereby improving nutrition for the worse off families.
- To promote the importance of recommended vitamin supplements for all pregnant or breastfeeding women and children under 5 and manage the Healthy Start Vitamins programme.

4.15 **Lot 2 Service Aims - Obesity Prevention and Weight Management Programmes;**

- Universal tier 1 lifestyle parent and child obesity prevention services that will assist children aged 0-4 maintain a healthy BMI. This will comprise of delivery in community settings prioritizing children and youth centres, of a range of programmes on healthy eating, physical activity, behavior management and formation of healthy habits for families with children aged 0 to 4, emphasizing the importance of developing good nutrition and physical activity early habits for life .
- Tier 2 lifestyle child weight management services that will assist children and young people between 5 and 18 years of age who are on or above the 91st BMI centile to reach and maintain a healthier BMI.
- Whole school obesity prevention programme for children in target schools with highest rates of obesity over a 3 year period comprising of practical fun, healthy eating activities and extra physical activity and engagement work with parents.

4.16 The provider for Lot 1 will work with all services who work with families and children aged 0-19 but will prioritise those who work with children and families at increased risk of childhood obesity.

4.17 The provider for Lot 2 0-4 year old obesity prevention services will prioritise the recruitment of families at higher risk of childhood obesity but the services are open to all families. Eligibility for services for children and young people above a healthy weight will be based on health need. Priority for schools to receive the whole school obesity prevention programme priority will be given to schools by a range of criteria including: a higher rate of obesity prevalence than the borough average; demonstrated commitment to taking a whole school approach to health and wellbeing through gaining the Healthy Schools Partnership Bronze Award and higher rates of entitlement to the Pupil Premium.

4.18 The outcomes of the Child Obesity Prevention and Healthy Family Weight services are as follows. For detail of how these will be measured and monitored see section B1 on page 20:

Lot 1 Planning, Policy and Workforce Development

- Improvement in settings and environments where children and families live, study and access leisure to support them to eat healthily, be active and maintain a healthy weight

- The Children's Workforce is trained to support and advise families on how to eat healthily and be physically active and signpost families to the Authority's 0-4 child obesity prevention services and 5-18 lifestyle weight management services.
- Improved take-up of the Healthy Start scheme by eligible Service Users, including the take of Healthy Start Vitamins. Increase the numbers of all pregnant and breastfeeding mothers and children under 5 taking vitamin supplements recommended by the Department of Health.

Lot 2 Prevention and Weight Management Programmes

- Reduction in sedentary behaviour
 - Increased time spent physically active
 - Positive changes in health eating behaviour
 - Improvement in knowledge, skills and attitudes about physical activity and healthy eating
 - Increased awareness of and use of local facilities to be physically active.
 - For those children and young people attending weight management services maintenance or reduction in the BMI z-score.
- 4.19 The services will work closely with CCGs, Children's Services, Schools and Early Years Providers, Environmental Health, Children and families community and primary care services including: GPs, Midwifery, Health Visiting and School Nursing services, Community and Leisure services, Third Sector Community Health and Social Care providers, Public Health, CCG and NHS England commissioned child obesity prevention and treatment services.
- 4.20 Current provider performance across the three boroughs is variable and the ranges of services provided are uneven.
- 4.21 The three boroughs had different unit costs due to historical legacy; the services began at different times in different Primary Care Trusts with different resources available and different procurement processes.
- 4.22 A three borough tender enabled an analytical review the level of need for a Child Obesity Prevention and Healthy Family Weight Service based on the evidence base and the National Child Measurement Programme data.
- 4.23 The splitting of the procurement into two lots balanced the need to access as wide a supply market as possible but enables one supplier across the three boroughs, with associated scale benefits. It also has the additional benefit of opening up the opportunity to smaller Voluntary Sector Organisations and helps develop the emerging market for future competitions.
- 4.24 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 three boroughs 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 for each Lot, 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.

- 4.25 Both Lots were openly advertised on capitalEsourcing. 8 suppliers downloaded the PQQ for Lot 1 and 20 downloaded the PQQ for Lot 2.
- 4.26 Pre-Qualification Questionnaires (PQQs) were received from two suppliers, CLCH and Mytime Active for Lot 1 and four suppliers, CLCH, Mytime Active, Morelife and Weight Management Centre, for Lot 2.
- 4.27 Details of the evaluation and tender analysis are shown in the separate report on the exempt Cabinet agenda.

5. CONSULTATION

- 5.1 An options paper was developed from report findings which was presented in March 2014 to Cabinet Member for Public Health for each borough with three options developed. Councillor decision was to proceed with additional investment in child obesity prevention services.
- 5.2 The new Cabinet Member for Public Health in Hammersmith and Fulham was updated on the commissioning in September 2014.
- 5.3 Cabinet Members for Public Health and Adult Social Care were updated on the commissioning process on:

Councillor Robathan	4 th November 2014
Councillor Lukey	6 th November 2014
Councillor Weale	14 th November 2014

Cabinet Member's for Children's Services have been briefed about the Children's Obesity Commissioning at the joint Public Health Children's Services Cabinet Member Meetings.

- 5.4 Public Health is part of Adult Social Care however given the nature of this programme both Adult's and Children's Commissioning and Contracts Boards have received updates on this commissioning and been consulted on the contract award paper.
- 5.5 Children's Services have been engaged from the start of the commissioning process, contributing to the Obesity Review and the design of the specifications. Public Health is currently working with Children's Services to ensure that the training and development that will be on offer to them will suit the needs of their workforce and will be integrated with the new business requirements to roll-out Focus on Practice, thereby minimising time required but optimising skill development.

6. EQUALITY IMPLICATIONS

- 6.1 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 for Lot 1 and for Lot 2 with the successful provider. Legal advice on the procurement process has been provided by Sharpe Pritchard.
- 7.2 Westminster's Contract value is over £175,000 and will be sealed by the Head of Legal Services.
- 7.3 Bi-Borough Legal Services will be available to assist the client department with preparing and completing the necessary contract documentation.
- 7.4 Implications for RBKC and LBHF completed by: Kar-Yee Chan, Solicitor (Contracts), 020 8753 2772 and by Rhian Davies, Corporate Solicitor, for WCC.

8. RISK IMPLICATIONS

- 8.1 The solution is priced as an integrated service where sharing of infrastructure and dedicated resources resulted in efficiency savings for all three boroughs. If one borough does not wish to proceed with the solution, the current proposal from the supplier is no longer applicable and would have to be reworked from first principles. The way forward would be to procure an individual solution for each borough or, if two boroughs continued to procure jointly, an alternative solution that will only result in the efficiencies afforded by two of the three boroughs sharing those dedicated resources and infrastructure.
- 8.2 Lot 1 is deemed as having low risk in contract failure, as the provider has good experience and in-depth knowledge in providing similar services. Contract monitoring provision is a requirement of the contract which enables early identification should any issues or failures arise at any stage of the contract.
- 8.3 Lot 2 is deemed as having low risk in contract failure, as the provider has good experience and in-depth knowledge in providing similar services. Contract monitoring provision is a requirement of the contract which enables early identification should any issues or failures arise at any stage of the contract.
- 8.4 There are clauses in the contract terms and conditions covering breaches in performance. These relate to a number of factors including critical performance defaults, non-critical performance defaults. Remedies include improvement action plans, warnings if improvements are not rectified on time, withholding of payments or part-payments. The contract may be terminated if more than two warnings were given to the provider for such breaches.
- 8.5 There is also provision for contract termination based on termination or reduction of funding from the ring-fenced PH grant. There are also the provisions one would expect to have around failures in consent or having Regulatory Body registration

where applicable, breaches in obligations relating to data protection, insolvency and bankruptcy, bribery etc.

- 8.6 Contract bids are valid for 9 months, therefore the contracts for the new child obesity prevention and health weight services need to be awarded and started by 17 July 2015 otherwise the contract bidders reserve the right to amend their tender prices.

9. FINANCIAL AND RESOURCES IMPLICATIONS

- 9.1 The budget for Lot 1 across the three Councils is £1.8 million for 3 years (£2.4 million across 4 years (3+1 year extension)) which is £600,000 per annum. This will be shared £200,000 per borough per annum.
- 9.2 The service review conducted in March 2014 found various gaps in services in each borough (e.g. no Healthier Catering Commitment in HF and WCC and lack of Healthy Start vitamin delivery infrastructure in WCC and HF) as well as a large variation in funding.
- 9.3 The objective in commissioning Lot1 services is to address these gaps as well as to provide equitable access to services for children and families across the geographical area. It is important to note that providing advice and guidance to schools incurs a level of fixed costs. The number of schools and early years' settings does differ between the three boroughs. Close contract monitoring will ensure that the amount of time available to schools in all three boroughs is proportionate to their funding.
- 9.4 The 3 year contract value across the three boroughs for Lot 1 is £1,798,552 (£2.4 million across 4 years (3+1 year extension)). This will be shared equally across the three boroughs, at £199,839 per year and funded from the ring fenced Public Health budget. (See Table 2)

Table 2 Lot 1 Contract Value

Contract Value	Hammersmith & Fulham	Kensington & Chelsea	Westminster	Total
Year 1	£199,839	£199,839	£199,839	£599,517
Year 2	£199,839	£199,839	£199,839	£599,517
Year 3	£199,839	£199,839	£199,839	£599,517
Total	£599,517	£599,517	£599,517	£1,798,551
1 year extension	£201,235	£201,235	£201,235	£603,705
Grand Total	£800,752	£800,752	£800,752	£2,402,256

- 9.5 The budget for Lot 2 across the three councils is £6.4 million for 3 years (£8.576 million across 4 years (3+1)).
- 9.6 The 3 year contract value for the three boroughs Lot 2 is £3,911,855.65. This will be funded from the ring fenced Public Health budget and shared as detailed in table 3 below:

Table 3 Lot 2 contract value

Contract Value	Hammersmith & Fulham	Kensington & Chelsea	Westminster	Total
Year 1	£408,984	£315,502	£444,040	£1,168,526
Year 2	£455,420	£351,324	£494,455	£1,301,199
Year 3	£504,746	£389,375	£548,010	£1,442,131
Total	£1,369,150	£1,056,201	£1,486,505	£3,911,856
1 year extension	£504,874	£389,375	£548,009	£1,442,131
Grand Total	£2,738,895	£1,445,756	£2,034,514	£5,353,987

9.7 The contract values for Lot 2 increase from Year 1 to Year 3 for each borough reflecting the stepped increase in the number of places to be provided each year on 0-4 year old obesity prevention programmes and 5-12 year old weight management programmes. By year 3 the number of places provided are sufficient to offer a place to 30% of families with children aged 0-4 and 70% of children identified as obese each year by the National Child Measurement Programme.

9.8 The contract values vary between the boroughs as differing volumes of places on programmes are being commissioned and differing numbers of schools will receive the target schools programme reflecting:

- the differing numbers of children in the borough populations
- the differing numbers of schools with higher than the borough levels of childhood obesity prevalence
- the differing numbers of children identified as obese by the National Child Measurement Programme in each borough annually

9.9 Combining the information for both lots is represented in table 4 below:

Table 4 Combined Lots 1 and 2 contract value

Contract Value	Hammersmith & Fulham	Kensington & Chelsea	Westminster	Total
Year 1	£608,823	£515,341	£643,879	£1,768,043
Year 2	£655,259	£551,163	£694,294	£1,900,716
Year 3	£705,585	£589,214	£747,849	£2,042,648
Total	£1,969,667	£1,655,718	£2,086,022	£5,711,407
1 year extension	£705,980	£590,610	£749,244	£2,045,836
Grand Total	£2,675,647	£2,246,328	£2,835,266	£7,757,243

9.10 The budget for each contract will be held within the respective borough. The provider will be paid by the three boroughs separately.

9.11 Contract Comparison

The existing contracts and the proposed replacements are not directly comparable as they comprise of a more limited range of services. The current service offer also differs between boroughs.

LBHF's existing contract value is £212,000 delivering some workforce training and 0-4 child obesity prevention and some limited school delivery.

RBKC's existing contract value is £794,827 (revised from £898,061, less £100,000 for adult services). This contract delivers workforce training, advice and guidance for school and early year's settings, the Healthier Catering Commitment and Healthy Start.

WCC's existing total contract value is £210,388 (revised from £301,543) comprising of two contracts delivering 0-4 child obesity prevention programmes, a very small amount of workforce training and a weight management programme for 6-12 year olds.

9.12 Effects on Forecast

The increase child obesity expenditure has been budgeted for. The two tables below show A) a comparison between the existing services and the new proposal and B) a projected spend against budget across the life of the proposed contract.

Table A Comparison between existing services and the new proposed services

Borough	14/15 Budget £000's	14/15 Forecast £000's	15/16 Budget £000's	15/16 Forecast Budget £000's
LBHF	395	212	944	609
RBKC	769	795	791	515
WCC	410	210	1,009	644
TOTAL	1,574	1,217	2,744	1,768

Table B Projected spend against budget over the life of the contracts

Borough	15/16 Budget £000's	15/16 Forecast Budget £000's	16/17 Budget £000's	16/17 Forecast Budget £000's	17/18 Budget £000's	17/18 Forecast Budget £000's
LBHF	944	609	944	655	944	705
RBKC	791	515	791	551	791	589
WCC	1,009	644	1,009	694	1,009	748
TOTAL	2,744	1,768	2,744	1,900	2,744	2,042

Although the new proposed contract sees a significant increase in investment, the costs of the improved services are coming in below the budgeted amount.

9.13 Supporting Children's Centres

The specifications for both Lots were developed in consultation with Children's Services, as stated in paragraph 5.5 above. The successful Provider shall provide the services from venues agreed with the Commissioner, who will be working with

key local partners, Children's services in particular, to identify appropriate venues, such as Children's Centres.

The Provider will work in partnership with Children's Centres' Managers and Hub Leads to tailor these services as appropriate to local needs. This will ensure that the Provider and the services are an integral part of Children's Centres and other early year's provision.

At all times the Commissioner will be working with the Provider to maximise the opportunity for children and families at greatest risk of poor nutrition and poor oral health, both strongly associated with child poverty, to participate in these healthy lifestyle programmes.

10. VALUE FOR MONEY OUTCOMES

10.1 The new services will deliver improvements in child nutrition, child obesity prevention and healthy family weight. It will also ensure a frontline children's workforce who can make the places where children and families go places that support and encourage families in the greatest need to eat well and be physically active and so maintain a healthy weight.

10.2 The investment is proportionate to the scale of childhood obesity identified in the three boroughs and will help mitigate for the significant long term costs of obese children growing up to be obese adults.

10.3 The procurement strategy of grouping a number of services in each lot has optimised monetary resources and the use of a skilled workforce as illustrated in Table B above.

10.4 Lot 1 Planning, Policy and Workforce Development

Mytime Active will deliver the following outputs across the three boroughs by the end of year 3:

- 95% of Local Authority Early Years Settings will have implemented the Eat Better Start Better Guidelines and the Early Years Framework for Physical Development.
- A programme of intensive work will have been delivered in 47 Children's Centres and nurseries in areas of high obesity prevalence as well as outreach to local child minders, libraries, children's play centres etc.
- 95% (120) of schools will have achieved the Healthy Schools Bronze award criteria for Healthy Eating.
- 1,050 front line children and community workers will have been trained by physical activity specialists and nutritionists.
- A minimum of 10 food businesses per year per borough will have achieved the Healthier Catering Commitment Award in target areas e.g. near schools or in high obesity prevalence. In addition all food provision in local authority services used by children and families including without limitation, parks, leisure services etc. will be encouraged to achieve the Healthier Catering Commitment.

- Increased vitamin D supplementation in pregnant and breastfeeding women and children under 5 and maximised take-up of the free Healthy Start Vitamins programme by families living in poverty and from black and minority ethnic groups.

10.5 Lot 2 Prevention and Weight Management Programmes

Mytime Active will deliver the following outputs by the end of year 3:

- **An obesity prevention programme for families with children aged 0-4** comprising of 3 elements; a post-natal programme, toddler group programme and 1 to 1 appointments amounting to **900 places** in year 1, **1,600 places** in year 2 and **2,420 places** in year 3.
- For those already above a healthy weight **child weight management services that will assist children between 5 and 12 years of age** to reach and maintain a healthier BMI delivering **384 places** in year 1, **1,600 places** in year 2 and **968 places** in year 3.
- **A weight management service for 13-18 year olds** co-designed, piloted and evaluated **3 pilot programmes** run in year 1, **11 programmes** run in year 2 and **12 programmes** run in year 3.
- **43 target schools** (15 in HF, 10 in RBKC and 18 in WCC) will be offered a 3 year evidence based **whole school obesity prevention programme** for all their children in school year 1 and school year 4. By the end of the 3 years all the children in the participating schools will have benefited from the programme.

10.6 Evaluation

Contract performance will be closely monitored and evaluated. The provider will report quarterly against Key Performance Indicators and meet quarterly with the Commissioner to discuss performance against expected outcomes. Details of the Key Performance Indicators are included in Part B, section B11, page 4, Contract Monitoring and Reporting.

Stuart Lines

Acting Director of Public Health for the London Borough of Hammersmith and Fulham

Andrew Burnett

Acting Director of Public Health for the Royal Borough of Kensington and Chelsea

Eva Hrobonova

Acting Director of Public Health for Westminster City Council

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

None.

Contact officer(s):

Elizabeth Dunsford, Commissioner in Public Health, edunsford@westminster.gov.uk, 020 7641 4655

Samantha Woolvett, Category Manager, Strategic and Commercial Procurement, Westminster City Council, swoolvett@westminster.gov.uk, 020 7641 2861

Jon Laker, Finance Business – Public Health, Westminster City Council, jlaker@westminster.gov.uk, 020 7641 1059

Bibliography

ⁱ National Child Measurement Programme data 2013-14

<http://www.hscic.gov.uk/catalogue/PUB16070>

^{ii, iii, iv} Foresight, Tackling obesity: future choices—project report. London: The Stationery Office, 2007

http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Publichealth/Healthimprovement/Obesity/DH_079713

^{iv} CMO, (2008), The Chief Medical Officer's report 2007. Under their skins: tackling the health of the teenage nation. London: Department of Health.

^v Waters E, de Silva-Sanigorski A, Hall BJ, Brown T, Campbell KJ, Gao Y, Armstrong R, Prosser L, Summerbell CD. Interventions for preventing obesity in children. Cochrane Database of Systematic Reviews 2011, Issue 12. Art. No.: CD001871.

http://www.cochrane.org/CD001871/PUBHLTH_interventions-for-preventing-obesity-in-children

^{vii} Dobbs et al. Overcoming obesity: An initial economic analysis, Discussion paper McKinsey Global Institute 2014.

<http://www.mckinsey.com/>

^{viii} Managing overweight and obesity among children and young people: lifestyle weight management services. *NICE public health guidance 47*, 2013.

Other References

Child Poverty JSNA, April 2014, Three Borough Shared PH Service

<http://www.jsna.info/document/child-poverty>

Department of Health. Annual Report of the Chief Medical Officer, 2012, Our Children Deserve Better: Prevention Pays. London: Department of Health 2013

<https://www.gov.uk/government/publications/chief-medical-officers-annual-report-2012-our-children-deserve-better-prevention-pays/cmoss-annual-report-2012-our-children-deserve-better-cmos-summary-as-a-web-page>


Managing overweight and obesity among children and young people: lifestyle weight management services. *NICE public health guidance 47*, 2013.

<http://www.nice.org.uk/guidance/ph47>

Perez-Pastor EM, Metcalf BS, Hosking J, Jeffery AN, Voss LD and Wilkin TJ. Assortative weight gain in mother–daughter and father–son pairs: an emerging source of childhood obesity. Longitudinal study of trios (EarlyBird 43) [Int J Obes \(Lond\)](#). 2009 Jul;33(7):727-35. doi: 10.1038/ijo.2009.76. Epub 2009 May 12.
<http://www.ncbi.nlm.nih.gov/pubmed/19434065>

Physical activity JSNA, May 2014, Three Borough Shared PH Service
<http://www.jsna.info/document/physical-activity-0>

Agenda Item 14

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET MEETING</p> <p>30 MARCH 2015</p>
<p>AGREEMENT FOR DIRECT AWARD OF CONTRACTS FOR THE PROVISION OF DAY SERVICES FOR OLDER PEOPLE</p>	
<p>Report of the Cabinet Member for Health and Adult Social Care : Councillor Vivienne Lukey</p>	
<p>Open Report.</p>	
<p>Classification - For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Liz Bruce Executive Director of Adult Social Care</p>	
<p>Report Author: Laxmi Jamdagni ASC Commissioner</p>	<p>Contact Details: Tel: 020 7361 3926 E-mail: Laxmi.jamdagni@rbkc.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This report seeks a waiver from the Council's Contract Standing Orders (under CSO 3) of the requirement to seek competitive bids and approval for the direct award of three contracts to Notting Hill Housing (for Elgin Resource Centre), Nubian Life and Shanti to extend the day services to older people in the London Borough of Hammersmith and Fulham (H&F) for two years from 1 April 2015 until 31 March 2017 with a break clause of three months.

- 1.2. Day services support older people who have been assessed as eligible for support from Adult Social Care. Through this support people are able to continue living at home and family carers are enabled to continue in their caring role.
- 1.3. The contracts for these services expire on the 30th March 2015 and there is no facility within these contracts to be extended.
- 1.4. The cost to H&F over the two year extension period will be a total of £980,784: The Service and values are set out in Table 2, 3 and 4 of Section 2 of the report (Recommendations).

For Elgin Resource Centre - £564,336

For Nubian Day Centre - £233,048

For Shanti Day Centre - £183,400

- 1.5. The report also requests that Cabinet delegate to the Executive Director of Adult Social Care and Health the authority to realise any contract efficiency savings during the term of the contract.

2. RECOMMENDATIONS

- 2.1 That approval be given to the award of three contracts to Notting Hill Housing (for Elgin Resource Centre), Nubian Life and Shanti to extend the day services to older people for two years from 1st April 2015 until 31st March 2017 at an estimated total cost of £980,784
- 2.2 That approval be given to a waiver under Contract Standing Order 3 for the requirement for seeking competitive tenders for the reasons set out in Para 9.5 of this report.
- 2.3 That authority be delegated to the Executive Director of Adult Social Care and Health to realise any contract efficiency savings during the term of the contract.

Table 1 – H&F Day Services for Older People

Provider	Service Name	Description	Current Contract Start/End	Annual Contract Value	Health Annual Contribution	ASC Annual Contribution	Total Value for Contract 24 months- 01/04/15 – 31/03/17
Notting Hill Housing	Elgin Day Centre	Provision of 25 places per day weekdays + 10 places Weekends	Ends March 2015	£282,168	£0	£282,168	£564,336
Nubian Life	Nubian Life	Provision of 16 places per day weekdays	Ends March 2015	£116,524	£74,738*	£116,524	£233,048
The Asian Health Agency	Shanti	Provision of 10 places per day weekdays	Ends March 2015	£91,700	£0	£91,700	£183,400

* This is Section 75 funding for black and minority ethnic elderly and dementia services.

3. REASONS FOR DECISION

- 3.1. The current services are well regarded and support the Adult Social Care (ASC) strategy of supporting older people to remain living in their own homes and of supporting family carers in their caring role.

- 3.2. Officers have been tasked with identifying the best way forward to introduce the Care Act 2014 requirements of Personal Budgets for each ASC customer from April 2015 and ensuring a good range of services are available. This paper outlines the need for market stability of the current arrangements in order to meet this target.
- 3.3. A waiver from the Contract Standing Orders is required as the current contracts contain no further provision to extend. In line with the requirement set out in 3.2 previous attempts to move services away from block contracted provision to a model using personalised budgets have shown that there is a significant risk of destabilising the market. Commissioners are currently exploring different models of service delivery which may not result in a reprocurement exercise.

4. INTRODUCTION AND BACKGROUND

- 4.1 Day services provide older people who are eligible for support from ASC with care, support and companionship in a safe, warm and stimulating environment. Nutritious hot meals and drinks and seated exercises are also part of the day services offer, which is tailored to meet individual needs according to the agreed care plan following assessment by the social work team.
- 4.2 The current strategy for ASC and the Hammersmith and Fulham Clinical Commissioning Group (CCG) is to ensure there are sufficient community services to ensure more people can be supported in their own homes and to reduce reliance on hospital services for the provision of health treatment. This means that day services will increasingly cater for older people with more complex needs.
- 4.3 The planned introduction of the Personalisation of services included the setting of targets to provide more people with Personal Budgets and Direct Payments. This approach was outlined in the previous Key Decision Report of 11 November 2013 "Approval to vary contracts for Older People's Day Services to enable a phased approach to move the services to Personal Budgets and Direct Payments ". The decision was made to extend the contracts for these services to 30 March 2015.

5. PROPOSAL AND ISSUES

- 5.1 A Personal Budget is the amount allocated to a customer that is equivalent to the cost of the services they have been assessed as

needing. This doesn't involve the transfer of any funds, but means that the customer has the information about the cost of the services listed in their care plan. A Direct Payment is the transfer of funds to a customer's bank account so that they can purchase services directly from the supplier of their choice.

- 5.2 Work to Personalise day service provision has continued, including draft plans to cease contract funding arrangements and to transfer funding to Direct Payments. It has involved consultation with the organisations that provide services and the people that use them. This goal has proved hard to achieve for a variety of reasons, and contract extensions are requested in order to identify the best way forward.
- 5.3 There is a duty under the Care Act to promote diversity and quality in the market of care and to support providers in their local area. In particular, local authorities must act to ensure that there is a range of providers of services available, which together offer services shaped by the demands of individuals, families and carers. Nubian Life and Shanti provide services targeted at the African Caribbean and Asian communities respectively. The Care Act also directs local authorities to extend support to carers. Day centres provide valuable community resources for carers, especially working carers, offering respite from the burden of normal caring duties.
- 5.4 Although there has been good involvement of provider organisations up to this point, there had been a set agenda of moving away from block contracts. The Care Act and the local importance of voluntary sector provision require a new agenda of discussion that can address the issues of Personalisation, choice, levels of activity, increasing complexity of need and sustainability of local services.
- 5.5 Providers need a medium to long term approach to accommodate any planned change of direction in such a specialist service area, and especially with a growing older population.
- 5.6 The contracts for these services expire on the 30th March 2015 and there is no facility within these contracts for an extension. The Contract Standing Orders permit the direct award of contracts in certain circumstances as outlined in section 9.

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1

Options	Analysis
Option 1- Do nothing	<ul style="list-style-type: none"> • The services will be out of contract (from 30 March 2015), leaving the services vulnerable to closure. • Without this provision the council would be unable to make the necessary services available to eligible clients.
<i>Option 2 – Introduce a system based on Personal Budgets and Direct Payments</i>	<ul style="list-style-type: none"> • Consultation highlighted that customers did not want the burden of managing their own budgets • The notion of choice would be challenging for the large number of older people who lack capacity to make decisions about which services to use. • Customers expressed their desire to continue with their current service provision • The move away from block contracts which give guaranteed income, to a system based on Personal Budgets and Direct Payments, introduces new levels of risk to the provider. Business planning strategies need to be developed to address this as well as the council's requirement to achieve savings from contract awards. • The funding of voids (under-utilisation in some day services) would transfer from the council to the provider, significantly increasing the risk for providers, and destabilising some organisations and risking service closure. It requires a medium to longer term approach to manage this risk effectively
Option 3 – Seek contract extensions of two years	This option would enable officers to maintain the current market which customers are satisfied with, and identify a model of service delivery in line with Care Act requirements.

7. CONSULTATION

- 7.1 A regular Older People's Day Services Provider Forum, convened and supported by ASC officers, met bi-monthly during 2013 and part of 2014 to discuss the move to Personal Budgets. It has had key speakers, including the Shared services ASC lead for personalisation. Commissioners have planned further meetings with providers in 2015.
- 7.2 All providers have consulted with customers on the options available under achieving the implementation of Personal Budgets, and the outcomes of these have been used to shape the current proposals.

8. EQUALITY IMPLICATIONS

- 8.1 It is envisaged that by awarding these contracts the impact on the protected groups will be neutral or positive. It is not anticipated that the services received by current service users will vary significantly from what is currently received. Eligibility for access to these services is not affected and the impact of any reductions in current levels of funding will be minimised through careful discussion with the provider organisations.
- 8.2 For any future arrangement of services, the take up of the service by diverse communities in the context of local population data analysis will be carefully monitored to ensure no adverse impact.

9. LEGAL IMPLICATIONS

- 9.1 "Health and Social Services are Part B services for the purposes of the Public Contracts Regulations 2006 (Regulations). Currently Part B services are subject only to a few provisions of the Regulations – namely, obligations relating to technical specifications and post contract award information.
- 9.2 The Council will have to submit an award notice to the Official Journal of the European Union which will alert economic operators to the new contract. This is not necessarily an issue unless there is a market for these particular services outside the UK, in which case there is a risk that an economic operator could challenge the award on the basis that the new contract was not previously advertised. It cannot be said with certainty that there is no risk of challenge, however, on the basis of the

information provided by client officers, it is felt that a risk of challenge in this particular case is low.

Implications completed by: Kar-Yee Chan, Solicitor (Contracts), Bi-borough Legal Services, 020 8753 2772."

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 The proposed budget for the three contract awards from 1 April 2015 to 31 March 2017 is £1,130,260.

Table 2 – Notting Hill Housing, Elgin Day Centre

	2015/16		2016/17		Total Cost of proposal
<i>Please separate revenue and capital implications into two tables</i>	Proposed budget figure £	Costs of proposal £	Proposed budget figure £	Costs of proposal £	Costs of proposal £
Current Budgets					
Council Revenue budget	282,168		282,168		
Council Capital budget					
External funding sources, e.g. TfL, NHS etc.					
SUB TOTALS	282,168		282,168		
Start-up Costs					
Lifetime Costs		282,168		282,168	564,336
Close-down Costs					
TOTALS	282,168	282,168	282,168	282,168	564,336
Over/(under) spend		0		0	

Table 3 – Nubian Life

	2015/16		2016/17		Total Cost of proposal
<i>Please separate revenue and capital implications into two tables</i>	Proposed budget figure £	Costs of proposal £	Proposed budget figure £	Costs of proposal £	Costs of proposal £
Current Budgets					
Council Revenue budget	116,524		116,524		
Council Capital budget					
External funding sources, NHS (CCG) .	74,738		74,738		
SUB TOTALS	191,262		191,262		
Start-up Costs					
Lifetime Costs					
Close-down Costs					
TOTALS	191,262	191,262	191,262	191,262	382,524
Over/(under) spend		0		0	

Table 4 – Asian Health Agency, Shanti

	2015/16		2016/17		Total Cost of proposal
<i>Please separate revenue and capital implications into two tables</i>	Proposed budget figure £	Costs of proposal £	Proposed budget figure £	Costs of proposal £	Costs of proposal £
Current Budgets					
Council Revenue budget	91,700		91,700		
Council Capital budget					

External funding sources, e.g. TfL, NHS etc.					
SUB TOTALS	91,700		91,700		
Start-up Costs					
Lifetime Costs		91,700		91,700	183,400
Close-down Costs					
TOTALS	91,700	91,700	91,700	91,700	183,400
Over/(under) spend		0		0	

- 10.2 The costs of the proposal can be met from within H&F Adult Social Care budgets and any saving negotiated will contribute to the Medium Term Financial Savings Plan for ASC
- 10.3 The proposed budgets and cost for the three contract awards are shown in the tables above, section 10.1.
- 10.4 The contract awards are based on existing contract costs and the current budgets match the costs.
- 10.5 The report requests authority that Cabinet delegate to the Executive Director of Adult Social Care and Health the responsibility for negotiating any contract efficiency savings or variations to the contract. Any efficiency savings that result from the contract re-negotiation will contribute to the ASC Procurement savings in the Medium Term Financial Savings.
- 10.6 Implications completed by Andrew Jones, H&F Head of Finance – Business Planning and Monitoring. 0208 753 2531.

11. IMPLICATIONS FOR BUSINESS

- 11.1 Whilst Notting Hill is a larger London wide organisation, this report also recommends extensions for Nubian Life and Shanti which are small borough based organisations.

12. RISK MANAGEMENT

- 12.1 Ending the current block contract arrangements, and thereby the total guaranteed funding regardless of service level and demand, would represent a transfer of risk from the Council to the service providers and this needs to be re-examined in respect of the new duties of the Care Act. At present current service users have shown no interest in taking the option to transfer to direct payments and purchase other services, preferring to continue using the services as they are. Therefore if the council as intended, terminated the fixed provision and moved away from the block arrangements, there is a risk of service closure and Council would not be able to guarantee availability of places for those people that needed them. It is therefore in the council's best interest to award interim contracts for two years only with a three month break clause. When the longer term impact of the Care Act is evident the council can consult with the market.
- 12.2 There is a risk of challenge from other providers, but this risk is low because of:
- the specialist nature of these services and the requirement of a property from which to deliver them
 - the contract awards are two years
 - planned work with existing and other providers to develop future models of delivery.
- 12.3 There is a risk of funding voids for the two years of the contract award, but this will be mitigated by delegated authority to negotiate the activity levels with each of the current providers and break clauses in the contract, should there be insufficient budget provision in future years.
- 12.4 The management of commissioning and procurement risk remains the responsibility of the Adult Social Care department. A framework for the management of risk exists in the department for the assessment and monitoring of risk according to the risk appetite of the department. Risks are outlined in section 12 of the report. There are no strategic risks associated with the report content.
- 12.5 Implications completed by Michael Sloniowski, Tri-borough Risk Manager, 0208 753 2587.

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 The existing arrangements for provision of day services for older people are due to expire on 31st March 2015. Normally, a competitive tendering exercise would be run to procure a new contract. However, for reasons explained in the report, the Council does not currently have the certainty and clarity about the future delivery model required to run an efficient procurement.
- 13.2 Day services for older people are currently defined as being “Part B” under the Public Contract Regulations 2006 (as amended) and not therefore subject to the full mandatory regulated procurement regime that services defined as “Part A” are. However, the new Public Contract Regulations 2015 come into force 24th February 2015 and will remove the distinction between Part A and Part B services. At the time of writing, statutory guidance has yet to be issued on how contracts nearing their expiry date but which need to be extended after 24th February (for reasons of essential service continuity) should be treated. Legal advice on this matter will need to be sought.
- 13.3 Should legal advice indicate that a variation to the current contract’s period is permissible under the 2015 regulations, waivers to the Council’s Contracts Standing Orders are permitted under section 3.1 where these are agreed by the appropriate persons – in this case Cabinet – where they believe the waiver is justified; for instance, it is in the interests of the Council (and in this case vulnerable service users) to do so.
- 13.4 The risk of possible challenge from another service provider to a continuation of the current arrangements exists. This would be mitigated by the placing of an indicative notice stating the Councils’ intention to run a competitive tendering exercise in 2016-17. It would also support pre-procurement dialogue between commissioners and potential providers on how best to meet the longer term impact of the Care Act, including payment models that suit service users, the council, and are commercially viable to service providers.
- 13.5 Whilst the existing arrangements remain in place, Commissioners should continue to seek service and efficiency improvements from the current provider for the duration of the contract, in line with the Council’s contracts review programme.
- 13.6 The Director of Procurement & IT Strategy supports the report’s recommendations. Implications completed by Joanna Angelides

Procurement Consultant, H&F Corporate Procurement Team, FCS. 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		

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 30 MARCH 2015 AND AT FUTURE CABINET MEETINGS UNTIL MAY 2015

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. 30 (published 27 February 2015)

KEY DECISIONS LIST - CABINET ON 30 MARCH 2015

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>
30 March				
Cabinet	30 Mar 2015	<p>Contract Award : Child Obesity Prevention and Healthy Family Weight Services</p> <p>To reduce the prevalence of obesity in the boroughs by helping children, young people and their families to eat healthier and be more active, tenders have been sought for two services: Lot 1 Planning, Policy and Workforce Development; Lot 2 Prevention and Weight Management Programmes; The report proposes that each of the three Councils enters into a contract with the recommended providers to deliver these services.</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 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: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
Cabinet	30 Mar 2015	<p>Service arrangements for Passenger Transport</p> <p>Report summarising outcomes from consultation and recommendations for future passenger transport service arrangements.</p>	Cabinet Member for Children and Education, 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: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	30 Mar 2015	<p>London Enterprise Panel - New Homes Bonus Programme</p> <p>DWP has top sliced the New Homes Bonus budget and allocated it to the London Enterprise Panel. Each London Borough has then been required to bid for the funding top sliced from their borough. For LBHF this is estimated as £1.6m.</p> <p>Activities have been required to align with LEP priorities. We have bid for a mixture of enterprise, employment and planning support.</p> <p>This report gives detail of the programme and asks for agreement of the Cabinet to accept the funding and deliver the programme of activities.</p>	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): All Wards	
Cabinet	30 Mar 2015	<p>Corporate Plan 2015-18</p> <p>A new Corporate Plan for H&F, setting seven key priorities and new corporate objectives to deliver on over the next three years.</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: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
Cabinet	30 Mar 2015	<p>Call off from the Royal Borough of Kensington and Chelsea Multi-Supplier Framework Agreement for the delivery of Family Group Conferences</p> <p>Recommending the approval of award of a multi-supplier Framework Agreement to 3 providers for the provision of Family Group Conference (FGC) services from 2nd January 2015 until 1st January 2017 with the ability to extend for a further two years subject to satisfactory performance.</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	
Cabinet	30 Mar 2015	<p>Corporate Revenue monitor 2014/15 Month 10</p> <p>Update Revenue Outturn forecast and agreement of virement requests</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	30 Mar 2015	<p>HRA Housing Capital Programme 2015/16 to 2017/18</p> <p>This report provides specific details of the proposed 2015/16 housing capital programme and proposes budget envelopes for the following two years.</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	30 Mar 2015	<p>School Organisation and Investment Strategy 2015 (SOIS)</p> <p>To approve the SOIS</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
	Reason: Affects 2 or		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
	more wards		Contact officer: Ian Heggs Tel: 020 7745 6458 ian.heggs@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
Cabinet	30 Mar 2015 Reason: Expenditure more than £100,000	<p>Community Equipment contract extension</p> <p>Once the Framework Agreement let by RBKC is extended, that approval be given by Cabinet to extend and vary the contract for the Integrated Community Equipment Service for a period of two years from 1st April 2015 to 31st March 2017.</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 Health and Adult Social Care Ward(s): All Wards Contact officer: Sherifah Scott sherifah.scott@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	30 Mar 2015 Reason: Expenditure more than £100,000	<p>Authority to award Tri-Borough Engineering Inspection contract</p> <p>The report analyses the tender responses to the procurement of statutory engineering inspection services.</p> <p>This service is required in order to comply with all three Borough's statutory obligations for certain items of plant such as Lifts and Boilers are certified as safe for continued service in compliance with HSE regulations. This compliance testing must be carried</p>	Cabinet Member for Finance Ward(s): All Wards Contact officer: Ray Chitty Tel: 07739 315 565 Ray.Chitty@rbkc.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		<p>out by certified and independently qualified engineers to those responsible for routine maintenance and repair services at the 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>		
Cabinet	<p>30 Mar 2015</p> <p>Reason: Expenditure more than £100,000</p>	<p>Agreement for direct award of contracts for the provision of day services for older people</p> <p>This report seeks a waiver from the Council's Contract Standing Orders (under CSO 3) of the requirement to seek competitive bids and approval for the direct award of three contracts to Notting Hill Housing (for Elgin Resource Centre), Nubian Life and Shanti to extend the day services to older people in the London Borough of Hammersmith and Fulham (H&F) for two years from 1st April 2015</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Laxmi Jamdagni Tel: 020 7361 3926 Laxmi.Jamdagni@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>30 Mar 2015</p> <p>Reason: Budg/pol framework</p>	<p>Serco Novation</p> <p>To enter into a novation and variation agreement for the Waste Collection and Street Cleansing Contract to Serco Environmental Services Limited, subject to the Council being no worse off</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Lyn Carpenter Tel: 0208 753 5710 lyn.carpenter@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>

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>
		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	30 Mar 2015 Reason: Expenditure more than £100,000	<p>Approval to establish a framework for the provision of new temporary accommodation and enter into a Development Agreement to develop Lavender Court</p> <p>The report is aimed at improving services for homeless people. It seeks to establish a framework for the provision of new, good quality temporary accommodation and to award a contract for the redevelopment of Lavender Court.</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 Housing</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Matin Miah Tel: 0208753 3480 matin.miah@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	30 Mar 2015 Reason: Expenditure more than £100,000	<p>Authority to award Tri-Borough Motor Insurance contract following captalesourcing and OJEU compliant tender process</p> <p>The report analyses the tender responses to the procurement of Motor Insurance against four options with consideration of</p>	<p>Cabinet Member for Finance</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Ray Chitty Tel: 07739 315 565</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>insurance premium costs and likely levels of self financing required for claims where deductibles (excesses) are the options under consideration.</p> <p>This procurement brings all three Boroughs under the same insurance provider and enables the Issue of Motor Insurance certificates in the name of all three Boroughs jointly delivering cover that is any driver, any vehicle from any of the Tri-Boroughs both facilitating greater service integration whilst ensuring blanket cover and eliminating the possibility of oversight in compliance with insurance requirements.</p> <p>Premium calculations and internal re-charges will continue to be based on the vehicle ownership and individual claims performance to avoid cross subsidy of other boroughs costs.</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>	Ray.Chitty@rbkc.gov.uk	and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	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>)
27 April				

Cabinet	27 Apr 2015	Property Asset Data Management Lot 3 pricing model - proposed call-off	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	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.	Ward(s): All Wards Contact officer: Maureen McDonald-Khan Tel: 020 8753 4701 maureen.mcdonald-khan@lbhf.gov.uk	
Cabinet	27 Apr 2015	Shared Services Strategy regarding violence against women & girls	Deputy Leader	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	For Cabinet to approve the VAWG strategy for LBH&F, RBKC and WCC	Ward(s): All Wards Contact officer: Claire Rai Tel: 020 8753 3154 claire.rai@lbhf.gov.uk	
Cabinet	27 Apr 2015	Tri-borough contract for Internal Audit services	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	The current contracts for Internal Audit services held by LBHF and RBKC are due to expire in June 2015 and need to be replaced with a single tri-borough contract.	Ward(s): All Wards Contact officer: Geoff Drake Tel: 020 8753 2529 geoff.drake@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
Cabinet	27 Apr 2015 Reason: Expenditure more than £100,000	<p>Procurement of a Homecare service for the London Borough of Hammersmith and Fulham (H&F); Royal Borough of Kensington and Chelsea (RBKC) and Westminster City Council (WCC)</p> <p>Seeking Cabinet agreement to the awarding of three new contracts for the provision of Homecare services in the London Borough of Hammersmith and Fulham.</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: Michael Gray Tel: 0208 753 1422 Michael.Gray@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	27 Apr 2015 Reason: Affects 2 or more wards	<p>Appointment of contractor to deliver services relating to Violence Against Women & Girls across LBH&F, RBKC and WCC</p> <p>The report requests the approval of the recommendation to allocate contracts for: The coordination of Specialist Domestic Violence Courts and Multi Agency Risk Assessment Conferences (lot 1); and Integrated Support Services (ISS) which includes a range of specialist frontline services to support adults and young people, children and families who are victims or affected by gender based violence (lot 2) across the three boroughs</p>	<p>Deputy Leader, Cabinet Member for Social Inclusion</p> <p>Ward(s): All Wards</p> <p>Contact officer: Mina Cobbinah, Pat Cosgrave Tel: 020 8753 2810 Mina.Cobbinah@rbkc.gov.uk, Pat.Cosgrave@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.

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>		
Cabinet	27 Apr 2015 Reason: Affects 2 or more wards	<p>Parking Projects Programme 2015/16</p> <p>This report outlines the key parking priorities for the Council and presents a parking projects and policy programme. The report seeks formal approval for these proposals to be agreed for implementation during 2015/16.</p>	Cabinet Member for Environment, Transport & Residents Services Ward(s): All Wards Contact officer: Antoneta Horbury Tel: 020 7361 2094 Antoneta.Horbury@rbkc.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	27 Apr 2015 Reason: Income more than £100,000	<p>Land adjoining 95 Goldhawk Road</p> <p>Disposal of surplus land.</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 Housing Ward(s): Hammersmith Broadway Contact officer: James Adam Tel: 020 8753 2833 James.Adam@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet	27 Apr 2015	<p>Shared ICT Services – Strategy and procurement of cloud based collaboration tools.</p> <p>Approval of the strategy and funding to procure cloud based collaboration tools enabling convergence of a suite of productivity and collaboration tools across the three councils of the London borough of Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea, and Westminster City 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>	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	27 Apr 2015	<p>Recruitment Resourcing and HR Consultancy Services Lots</p> <p>Report on tender for Lot 1 Strategic HR Management Consultancy Service, Lot 2 Executive and Interim Search & Selection, Lot 3 Talent Wave Portal and Lot 4 Recruitment Advertising.</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</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	

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>
		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	27 Apr 2015	<p>Day services for people with dementia</p> <p>The report seeks agreement to directly award contracts for the provision of day services for people with dementia.</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 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: Expenditure more than £100,000		Ward(s): All Wards	

19 May				
Cabinet	19 May 2015	<p>Carers Hub Hammersmith & Fulham</p> <p>Report to extend the Carers Hub Service with Carers Network.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption</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: Expenditure more than £100,000		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)
		outweighs the public interest in disclosing the information.		
Cabinet	19 May 2015 Reason: Affects 2 or more wards	<p>London Borough of Hammersmith & Fulham Cycling Strategy</p> <p>The Cycling Strategy sets out how the London Borough of Hammersmith & Fulham will improve the quality and extent of provision for cyclists, encourage more people to use bicycles, increase the number of journeys made by cycle, and improve public health outcomes.</p> <p>In order to achieve this, the Cycling Strategy develops an Action Plan that can be used to direct funding in a way that responds to the cycling needs of Hammersmith and Fulham residents / businesses.</p> <p>The Cycling Strategy is not a statutory document. However it has been identified as playing a crucial role in reducing congestion on our roads, relieving pressure on the public transport system, and improving the health of residents and visitors.</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Rory Power Tel: 020 8753 6488 rory.power@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	19 May 2015 Reason: Affects 2 or more wards	<p>Housing Strategy - Delivering the Change We Need in Housing</p> <p>Seeking to agree a new Housing Strategy (and associated documents) to reflect changes in policies required to meet the Administration's Manifesto commitments.</p>	<p>Cabinet Member for Housing</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Aaron Cahill, Erin Macgalloway Tel: 020 8753 1649, Tel: 0208 753 5727 Aaron.Cahill@lbhf.gov.uk, Erin.Macgalloway@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.

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>)
Cabinet	19 May 2015 Reason: Expenditure more than £100,000	<p>Transition of the HFBP ICT Service Desk, Data Centres and distributed computing to new service providers</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	19 May 2015 Reason: Affects 2 or more wards	<p>Tomorrow's Hammersmith - Reimagining Hammersmith Town Centre</p> <p>A summary of Hammersmith's Assets, challenges and opportunities and how the Council will work with the wider community and the Greater London Authority to deliver a new town centre.</p>	Cabinet Member for Economic Development and Regeneration Ward(s): Hammersmith Broadway Contact officer: Nick Boyle Tel: 020 8753 3069 nick.boyle@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.

**NOTICE OF CONSIDERATION OF TWO
ADDITIONAL KEY DECISIONS PROPOSED TO BE
MADE BY CABINET ON 30 MARCH 2015
(published on 2 MARCH 2015)**



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.

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 the Key Decision referred to in this Notice 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 this Key Decision which the Cabinet will take at its private meeting are indicated 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.

*If you have any queries on this Key Decisions List, please contact
David Viles on 020 8753 2063 or by e-mail to david.viles@lbhf.gov.uk*

The decision 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 (other relevant documents may be submitted)
Cabinet	30 Mar 2015 Reason: Income more than £100,000	Housing Development Programme - Verulam House New Build Decision regarding letting 3 new build properties as social rent.	Cabinet Member for Economic Development and Regeneration Ward(s): Shepherds Bush Green Contact officer: Matin Miah Tel: 0208753 3480 matin.miah@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	30 Mar 2015 Reason: Income more than £100,000	Land adjoining 95 Goldhawk Road Disposal of surplus land. 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): Hammersmith Broadway Contact officer: James Adam Tel: 020 8753 2833 James.Adam@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.