

Cabinet Members' Decisions


made up to July 2014

Date Issued: 09 July 2014

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	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET MEMBER DECISION</p> <p>JUNE 2014</p>
<p>CONTRACT EXTENSIONS FOR TWO SUPPORTING PEOPLE FLOATING SUPPORT CONTRACTS</p>	
<p>Report of the Cabinet Member for Health and Adult Social Care</p>	
<p>Open report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Liz Bruce, Executive Director of Adult Social Care</p>	
<p>Report Author: Julia Copeland – Supported Housing Commissioning Manager</p>	<p>Contact Details: Tel: 020 8753 1203 E-mail: julia.copeland@lbhf.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 24 June 2014.....

1. EXECUTIVE SUMMARY

- 1.1 The Council is using the West London Housing Support Framework Agreement 2012-16 ("The Framework") to call-off two Supporting People floating support services currently provided by Family Mosaic and Thames Reach. Both existing contracts are due to expire on 30 September 2014 and have no provision for further contract extensions.
- 1.2 Both contracts provide services that are strategically important to the Council. Floating support provides valuable support to vulnerable people in the community; prevents more costly adult social care interventions and assists other council departments including Children's Services, Housing and Regeneration and Community Safety to deliver their strategic goals.
- 1.3 This report seeks approval to vary the contractual terms of the Family Mosaic and Thames Reach contracts in order to extend both contracts for a period of up to 4 months (with a break clause allowing one month notice) at a potential total cost of £288,128.
- 1.4 Extending the contract end dates for up to 4 months is necessary in order to allow sufficient time to call-off new services from the Framework. This additional time is required due to delays encountered to the procurement timetable.
- 1.5 On 13 May 2013, Cabinet delegated the authority to extend and or vary the contractual terms of Supporting People contracts, including the Family Mosaic and Thames Reach contracts to the Cabinet Member for Community Care.

2. RECOMMENDATIONS

- 2.1 That approval be given to a variation of the contractual terms in order to extend the contract period of the Family Mosaic Floating Support contract from 01/10/2014 to 31/01/15 (with a one month break clause) at a potential total cost of £207,413.
- 2.2 That approval be given to a variation of the contractual terms in order to extend the contract period of the Thames Reach Floating Support contract from 01/10/2014 to 31/01/15 (with a one month break clause) at a total cost of £80,715.

3. REASONS FOR DECISION

- 3.1 The re-commissioning strategy for LB Hammersmith & Fulham Supporting People floating support was agreed by Cabinet Member Decision on 14 March 2014. The intention was to have the new services in place to start on 1 October 2014.

- 3.2 Officers have calculated that it will not now be possible to have new services in place by 01/10/14, when the Family Mosaic and Thames Reach contracts expire. It is anticipated that new services should be in place by December 2014; however, officers are seeking approval to vary the contractual terms in order to extend the contract period of both contracts for up to 4 months to 31/01/15 as a contingency in the event of any further delays to the procurement timetable to maintain continuity of service to vulnerable residents whilst the council procures the future services.
- 3.3 The procurement timetable has been delayed due to the following factors: There was a delay of one month in obtaining Cabinet Member sign-off of the commissioning strategy due to a pause to consider the synergies with Home Care; a longer than anticipated wait for the Actuarial Report on 2nd generation Local Government Pensions Scheme costs for three staff identified for TUPE transfer; a late Legal Department challenge to the decision to award a 7-year contract that was previously agreed by the Legal Department. These issues have now been resolved and the tender process has commenced.

4. BACKGROUND

- 4.1 The Thames Reach contract was commissioned on 1 April 2008 to provide support to assist people living in the community to maintain their accommodation and independence. The contract expired on 31 March 2013.
- 4.2 Subsequent delegated Cabinet Member decisions extended the contract for an initial 6-month period and then a second 12-month period expiring on 30 September 2014. These decisions were made in order to ensure service continuity whilst officers determined future commissioning requirements and procured new services, if required. The subsequent review determined that the Thames Reach service was achieving important outcomes for vulnerable people and that replacement services were required.
- 4.3 The Family Mosaic contract was commissioned on 1 June 2009 to provide support to assist people living in the community to maintain their accommodation and independence. The contract expired on 30 May 2014. A review of the service in 2013-14 determined that services were a key component in the Council's prevention strategy and that replacement services were required.
- 4.4 A delegated Cabinet Member Decision was made on 13 November 2013 to vary the contractual terms of the Family Mosaic Floating Support contract in order to extend the contract period from 1 June 2014 to 30 September 2014. This decision was made in order to align the end dates of the Thames Reach and Family Mosaic contracts in order to increase the future commissioning options available to the council to ensure best value for money and service improvements

4.5 On 14 March 2014, the Cabinet Member for Community Care approved the re-commissioning strategy for the Family Mosaic and Thames Reach contracts as follows:

- Utilise the Framework to re-commission two community floating support services for generic/complex needs;
- Restrict the market so that one organisation cannot be awarded both contracts to facilitate a more diverse, sustainable market for vulnerable people.

5. PROPOSAL AND ISSUES

5.1 Officers intend to use the West London Housing Support Framework Agreement 2012-16 (the Framework) to call off the new services.. As the revised re-commissioning timetable below indicates, there is insufficient time to conclude the procurement process by 30 September 2014 when the Thames Reach and Family Mosaic contracts expire. We have estimated that a minimum 3-month implementation phase is required due to the large number (350) of vulnerable residents affected and potentially complex TUPE arrangements.

Recommissioning Timetable

Task	Original Timetable	Revised Timetable
Approve re-let strategy	Feb. 14	March 14
Issue ITT	March 14	May 2014
Tender Submission date	April 14	June 2014
Tender Evaluation	May 14	July 2014
CoCo and Cabinet member approval	May-June 14	August –Sept. 2014
Cooling off period	July 14	Sept. 2014
Contract implementation	July-Sept. 14	Sept.-Nov. 2014
Expected Contract start date	01/10/14	01/12/2015

5.2 As it is not possible to have the new services in place by the current contract end date of 30/9/14, officers recommend a variation to the contract terms in order to extend the contracts up to 31 January 2015 at a total cost of £288,128 as set out below.

Contract	Contract start	Contract end	Current Expiry Date	Proposed extension	Current annual contract value	Potential total extension value
Thames Reach	1/04/08	31/3/11with option to extend for 2 X 12 month periods	30/9/14	1/10/14-31/1/15	£242,146	£80,715

Family Mosaic	1/6/09	31/5/12 with option to extend for 2 X 12 month periods	30/9/14	1/10/14-31/1/15	£622,240	£207,413
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5.3 Although it is anticipated that new contracts should be in place by December 2014, officers are recommending that the contracts are varied in order to extend the contract term for a period of up to 4 months to 31/01/15 as a contingency in case of any further delays to the timetable. A month break clause will ensure that the contracts are not extended unnecessarily for the total 4-month period.

6. OPTIONS AND ANALYSIS

Do not extend the contracts

6.1. This option would pose a risk to the council as vulnerable residents would be left without a service as it is not possible for the new services to be in place before the current contracts expire on 30/9/14.

Extend the contracts

6.2 Extending the contract end dates for up to 4 months (with one month break clauses) will allow sufficient time to procure the new services and to ensure continuity of service to vulnerable residents.

7. PROCUREMENT CODE IMPLICATIONS

7.1 LBHF Contract Standing Orders state (paragraph 20.2.3):

20.2.3 Providing that there is no breach of the Public Contracts Regulations 2006 (as amended); a variation may be made to the term of a contract that has no options to extend or where those options have already been exhausted. Any decision to extend the contractual term by way of a variation must be approved before the contract expires by:

- (a) Relevant Chief Officer where the total value of the extension or extensions is below £20,000 (subject to appropriate budgetary provision);
- (b) Relevant Cabinet Member where the total value of the extension or extensions is £20,000 or greater but does not exceed £100,000 (subject to appropriate budgetary provision); or
- (c) The Cabinet where the total value of the extension or extensions is £100,000 or greater.

7.2 Although the value of the Family Mosaic contract variation exceeds £100,000, on 13 May 2013, Cabinet delegated the authority to extend and or vary the contractual terms of Supporting People contracts, including the Family Mosaic contract to the Cabinet Member for Community Care.

8 CONSULTATION

- 8.1 No consultation has been carried out in connection with the recommendations contained in this report.

9 EQUALITY IMPLICATIONS

- 9.1 None

10. RISKS

- 10.1 There will be reputational risks to the Council if the contracts are not varied in order to extend the contract end dates as vulnerable residents will be left without key services in place.
- 10.2 By extending the contracts there will be a small financial risk to the projected savings to be achieved by the procurement of new services due to the short delay to the start date of the new services. The impact of this risk is considered to be low.

11. LEGAL IMPLICATIONS

- 11.1 The services described in this report are Part B services under the Public Contracts Regulations 2006, as amended, and are therefore not subject to the full regime of those Regulations. However, the Council should still seek to comply with general treaty principles of transparency, equal treatment, non-discrimination and proportionality. On this basis, contracts should not generally be extended beyond the term for which they were originally advertised and procured. However, in mitigation, it is noted that the extension is to permit continuity of services whilst commissioners are conducting a mini-competition under the WLHRS framework to award the contracts.
- 11.2 Legal Implications by Babul Mukherjee, Solicitor (Contracts), 02083613410

12. FINANCIAL AND RESOURCES IMPLICATIONS

- 12.1 The recommendation in 2.1 above to extend the Family Mosaic Floating Support for up to 4 months with effect from 1 October 2014 will cost £207,413 in 2014-15.
- 12.2 The recommendation in 2.2 above to extend the Thames Reach Floating Support for up to 4 months with effect from 1 October 2014 will cost £80,715 in 2014-15. Both will be met from the 2014-15 Supporting People general fund budget.

	2013/14		2014/15		2015/16		Full year effect of proposals ie on-going effect £n/a
	Confirmed budget £	Costs of proposal £	Confirmed budget £	Costs of proposal £	Confirmed budget £	Costs of proposal £	
Revenue Implications							
Current Budgets			288,128	288,128			
Council Revenue budget							
External funding sources, e.g TfL, NHS etc.				0			
SUB TOTAL REVENUE BUDGET			288,128	288,128			
Start-up Costs							
Lifetime Costs				288,128			
Close-down Costs							
TOTAL REVENUE COST			288,128	288,128			
SAVINGS				0			

12.2 Financial implications completed by Cheryl Anglin-Thompson – Principal Accountant 020 875 4022.


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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	13/5/13 – Cabinet Report – Delegated Authority to extend and vary SP contracts	Julia Copeland	Tri-B ASC

Contact officer(s): Julia Copeland Commissioning Manager for Supported Housing
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Tri-Borough Cabinet Member 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	Cllr Schmid, Cabinet Member for Finance Date of decision: July 2014	
	Cabinet Member for Community Safety, IT and Corporate Services – Cllr Gardner Date of decision: not before 3 July 2014 Forward Plan reference: 04279/14/C/A .	 <p style="text-align: center; font-size: small;">THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA</p>
	Cabinet Member for Finance & Customer Services - Cllr Caplan Date of decision: 8 July 2014 Forward Plan reference: 740	 <p style="text-align: center;">City of Westminster</p>
Report title (decision subject)	TRI-BOROUGH PROCUREMENT OF KEY ICT SERVICES	
Reporting officer	Jane West, Executive Director, Finance & Corporate Governance, Hammersmith & Fulham Council Nicholas Holgate, Town Clerk and Executive Director of Finance, Royal Borough of Kensington & Chelsea Charlie Parker, Chief Executive, Westminster City Council	
Key decision	Yes	
Access to information classification	Public	
Cabinet Member or senior officer sign-off details		

AUTHORISED BY:

The Cabinet Member has signed this report...

DATE: 3 July 2014.....

1. EXECUTIVE SUMMARY

- 1.1 This report seeks Cabinet approval for the funding of the procurement strategy, definition and business case for key Tri-Borough ICT services, in line with the Tri-Borough ICT strategy. This is part of a programme that is anticipated to lead to cost reduction both within ICT and as a key enabler for savings in the delivery Tri-Borough. This initiative will contribute partly to the realisation of a Tri-Borough ICT savings target of £6.5m from 2017/18.

2. BACKGROUND

- 2.1 As part of the Tri-Borough arrangements, Westminster City Council, the London Borough of Hammersmith and Fulham, and the Royal Borough of Kensington and Chelsea share services to improve customer services and deliver savings. These Tri-Borough shared services are critically dependant on ICT.
- 2.2 Shared services demand joint support service provision. Currently, the three boroughs have different ICT service arrangements. RBKC has a largely in-house service. H&F own a strategic joint venture company with Agilisys which supplies the ICT service through H&F Bridge Partnership (HFBP) until November 2016. WCC ICT services, which are part in- and part out-sourced, are in the process of changing over to two new suppliers this year for three service towers; desktop and data centre services to BT and the service desk to Agilisys.
- 2.3 The Councils now need to turn their attention to the other four remaining service towers; voice and telecommunications; data network; standard business applications; specialist functional applications.
- 2.4 The current contracts are large and complex in nature so the Councils need to start the process now in order to be sure of meeting the target dates. The alternative could lead to procurement non-compliance or potential major disruption to ICT service.
- 2.5 The next stage is to quickly determine the approach to sourcing and procurement of these services to complement the contracts awarded in 2013.

3. RECOMMENDATIONS

- 3.1 That the approach for the ICT service provision procurement set out in section 6 be endorsed.
- 3.2 That funding of a total of £186,000 consisting of £62,000 from each borough be approved to support the procurement process (the H&F funding will be met from the Efficiency Projects Reserve).

4. GARTNER FINDINGS

- 4.1 Two years ago, Gartner were engaged to help the boroughs assess viable options for the future Tri-Borough ICT service. They assessed the strategic Tri-Borough business plans and used them to develop a set of ICT transformation principles which were approved in July 2012 by the three boroughs in a Cabinet paper entitled “Tri-borough ICT Strategy and Procurement”. These include:
- Standardised and common ICT services, when utilised across all Councils at a Tri-Borough level, will achieve the greatest cost savings for ICT
 - Any ICT service should be sized for foreseeable Tri-Borough demand and provide greater value for money, be adaptable and able to be responsive to the changing needs of the business
 - The ICT service and infrastructure should be designed to take account of an emerging business landscape with a large number of potential partners and providers including small, voluntary and independent providers
- 4.2 Gartner divided the ICT service into seven service towers, plus a retained ICT function, as a starting point for any Target Operating Model. The service towers are set out in **Appendix 1** and include
- The service desk
 - Distributed computing (desktops and associated services)
 - Data centre services
 - Voice and telecommunications
 - Data network
 - Standard business applications.
 - Specialist functional applications
- 4.3 As the first three service towers were those which WCC had to procure most immediately as their contract terminated in 2014, they were the first contracts to be awarded on a Tri-Borough basis.

Existing contracts

- 4.4 Several key contracts across the three Councils will terminate in the next two years. Significant decisions need to be made about their sourcing and procurement.
- 4.5 The expiry of a major WCC telephony contract with Ericsson takes place in October 2016.
- 4.6 RBKC have a series of contracts for networks, telephony and mobile phones which terminate in the next two years including with Computacenter UK Ltd, Mdnx Managed Services Ltd and O2.
- 4.7 The service contract between H&F and HFBP terminates in October 2016 and the Council will need to consider how it wishes to source a large number of services to replace those ending then, see **Appendix 2**.

- 4.8 The WCC Next Generation Networks (NGN), which all three boroughs use, finishes June 2016. This framework contract is also extensively used across London with an estimated contract value of upwards of £10m. There is already a considerable demand from other public sector organisations with those already taking advantage of this contract including the London boroughs of Southwark and Hillingdon, North, Central and East London NHS Community Support Trust, the City of London Corporation and the Metropolitan Police Service. Several other boroughs are in the advanced stages of procuring NGN services.
- 4.9 The value of the contracts listed above is in the region of £20m in total with the HFBP service contract being the largest single cost.
- 4.10 As part of the process, therefore, the Councils will need to consider whether any Tri-Borough procurement should be for framework contracts that may be open to other public sector entities. During the determination of the procurement strategy, the Councils will take soundings from other London boroughs on their appetite for collaboration in this process. Should there be significant interest, not only the Tri-Borough Councils but other local authorities and public sector bodies may be able to achieve economies of scale which could be enjoyed by all parties concerned.

Approach to service delivery

- 4.11 While the ICT service across the Councils is expected to make its own savings, Gartner points out that ICT will also be integral in enabling the delivery of future business changes and savings. This must not be compromised by any change programme.
- 4.12 In Gartner's view, neither pure internal delivery nor full outsourcing is the long term solution where organisations face challenging business requirements for increased flexibility and lower cost, increasing ICT complexity and rapid change. In their view, a hybrid solution needs to be developed that takes the best of both models and allows the three Councils to balance these demands.
- 4.13 When a service is outsourced, it is common to have a small retained organisation which acts as an interface between client and supplier to ensure a specified quality of service. The intelligent client retains sufficient technical knowledge of the services being provided by a third party to design, specify requirements competently and manage delivery of the services. The intelligent client also maintains a strategic approach to sourcing - as technology and business needs change. This is particularly relevant to services required such as applications support, business analysis, project management, and strategic relationship management. The full list is in **Appendix 2**.
- 4.14 In addition to this function, part of the intelligent client is service focussed - helping to scope and deliver service improvement and ICT-enabled business change – drawing on outsourced services where needed. This is a key component of the proposed hybrid model which will enable the new ICT service to meet the needs of the business for ICT enabled transformation. A diagram showing the format of this hybrid model is shown in **Appendix 3**.

- 4.15 Gartner recommended a hybrid service delivery model focusing on the outsourcing of areas such as commoditised infrastructure where there is a good business case with potential for significant savings identified and an in-house service which has a customer and business transformation focus as well as a client role.
- 4.16 Between these two categories – commodity or transformational - there is a choice as to whether to outsource or host in-house. In the next stage the Councils will determine which side of the line the four service towers fall. Two areas are more clearly commoditised than others – network and telephony/unified communications.
- 4.17 The standard business applications will mainly be covered by Managed Services and Total Facilities Management so little is left to procure there.
- 4.18 Specialist functional applications is a service tower where different approaches may be appropriate. These will be considered during the second phase of developing a target operating model for the ICT service during 2015. The complexity here is that a number of applications are gradually moving to provision by an external hosting supplier and are fully supported by that supplier. Other applications could be hosted in the BT data centre cloud service with support provided either by an in- or outsourced team. The shape of this is likely to be determined by the ICT target operating model to a great extent.
- 4.19 In addition, the Councils must retain IT strategy and enterprise architecture, the digital strategy and other key strategic leadership roles eg strategic sourcing, otherwise suppliers will have the opportunity to take decisions in their interests rather than those of the Councils.

5. TRI-BOROUGH ICT TECHNICAL BLUEPRINT AND ENTERPRISE ARCHITECTURE

- 5.1 One of Gartner's key recommendations was that the three Councils undertake some technical design work before going to the market. The aim was not to undertake a detailed technical design but to specify in sufficient detail the future technical blueprint that will inform the imminent and any future procurement and set a clear technical direction for a cohesive infrastructure.
- 5.2 The Councils sought advice from a consultancy, Fordway, to provide an impartial recommendation and an optimal design to give a framework within which future ICT decisions can be made which will ensure future integration of ICT systems, processes and information as well as value for money. Its output was a strategic roadmap and a set of technical design principles.
- 5.3 Following the awarding of distributed computing and data centre towers, the Councils now need to develop a full enterprise technical architecture to enable a convergence path across all service towers, particularly those affected by the proposed procurement. This is highly specialised work beyond the remit of the current ICT function. Councils generally find it impossible to recruit or retain key specialist resources who can do this. The estimated cost for the development of this key paving architecture is £75k.

6. TRI-BOROUGH PROCUREMENT STRATEGY

- 6.1 This procurement must be undertaken on a Tri-Borough basis to provide the flexibility for services at a minimum to be aligned at the end of H&F's HFBP and WCC's NGN and Ericsson telephony contracts in 2016 and enable effective provision of Tri-Borough ICT services.
- 6.2 It is recommended that the procurement strategy and business case should be developed over the next four months and a strategic sourcing strategy detailed to align with the Tri-Borough Chief Information Officer-led target operating model work. At that point the Councils can make a decision as to which services they are going to market for. The services to be procured are likely to include security services, voice and telecommunications and data networks.
- 6.3 The proposal is that the development of the procurement strategy be led by Director for Procurement and IT strategy, Tri-Borough ICT, with each borough playing an active role in determining the sourcing strategy in this phase, defining the requirements and choosing the eventual suppliers in the next phase. The ICT procurement strategy will take account of all key stakeholders views across the three boroughs, in particular by consultation at H&F with the Critical Friends Board and the H&F procurement task force. The ICT procurement strategy will be designed in such a way as to adapt to any relevant outcomes arising from that consultation.
- 6.4 The estimated budget required to undertake this phase of the procurement exercise is £111,000. WCC provided the budget and outturn figures for the last IT service provision procurement which completed in 2013. The Councils have used these in estimating the next procurement exercise. The key resources needed are programme management, legal and procurement advice and technical advice over the next four months.
- 6.5 Originally all three Councils would have had to fund single borough procurement exercises within the next year. A three borough approach will cost less per borough than undertaking the procurement individually.
- 6.6 A timeline showing key milestones is shown at **Appendix 4**.

7. REASONS FOR DECISION

- 7.1 Cabinet endorsement of the sourcing strategy, direction and approval of the proposed funding of £186,000 to support the procurement process is required from all three boroughs to enable both key components to be put in place and to make an approach to the market.

8. EQUALITY IMPLICATIONS

- 8.1 There is considered to be little or no impact on equality as a result of the issues in this report. It should be noted that it is likely that there will at a later stage be TUPE implications for staff at RBKC, WCC, H&F and HFBP. This will need to be considered as part of the procurement strategy. An Equalities Impact Assessment (EIA) will be done as part of the next stage of the procurement.

9. LEGAL AND PROCUREMENT IMPLICATIONS

- 9.1 Procurement of the expert support services will need to be carried out in accordance with EU procurement rules and the three Councils' contract standing orders and the method of procuring this service will be determined by a Tender Appraisal Panel in the future.
- 9.2 Verified by Mark Cottis – e-Procurement Consultant (020 8753 2757) and Dian West Contracts solicitor.

10. RISK MANAGEMENT IMPLICATIONS

- 10.1 The report contributes to the management of Tri-borough IT Business Continuity service delivery through a more resilient IT Infrastructure and ultimately supporting the needs and expectations of service users through a more efficient and stable IT environment.
- 10.2 Verified by Mike Sloniowski Bi-Borough Risk Manager.

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1 The Tri-borough Corporate Services Programme and Gartner have both predicted in 2011 that savings of £3 million should be deliverable from the ICT function alone by 2016 by bringing the ICT services together.
- 11.2 Costs will be incurred in developing the procurement strategy and letting contracts but in reality many of these costs would have been incurred if the boroughs had continued with single ICT functions. The procurement strategy is estimated to require funding of £111,000 for the three boroughs. All three Councils would have in any event required procurement funding as existing contracts fell for renewal or new commoditised services were accessed e.g. data networks. In addition, the enterprise technical architecture requires the sum of £75,000.
- 11.3 It is recommended in the report that the H&F share of the cost of the procurement strategy ie £62,000 be funded from the Efficiency Projects Reserve. There will also be a need for transition costs but these will depend on what services are drawn down from the contracts and when. Some of

these costs are likely to be funded by existing ICT investment budgets in the three boroughs.

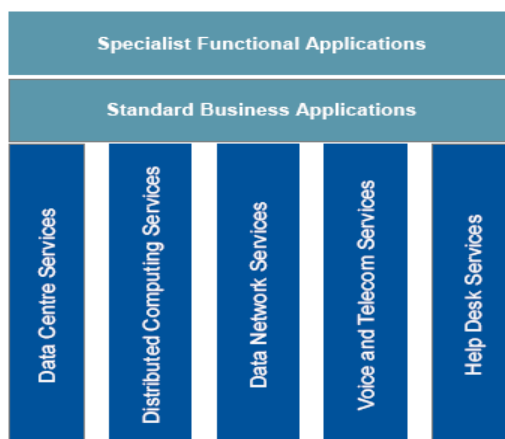
Verified by Andrew Lord, Head of Strategic Planning and Monitoring, Corporate Finance.

12. CONSULTATION

12.1 There is no legal requirement to consult with the public.

12.2 Staff may need to be consulted on the development of the new support functions however this can be done through work led by the Tri-Borough CIO on the development of the ICT target operating model.

Appendix 1 - ICT Service Towers (copyright Gartner)



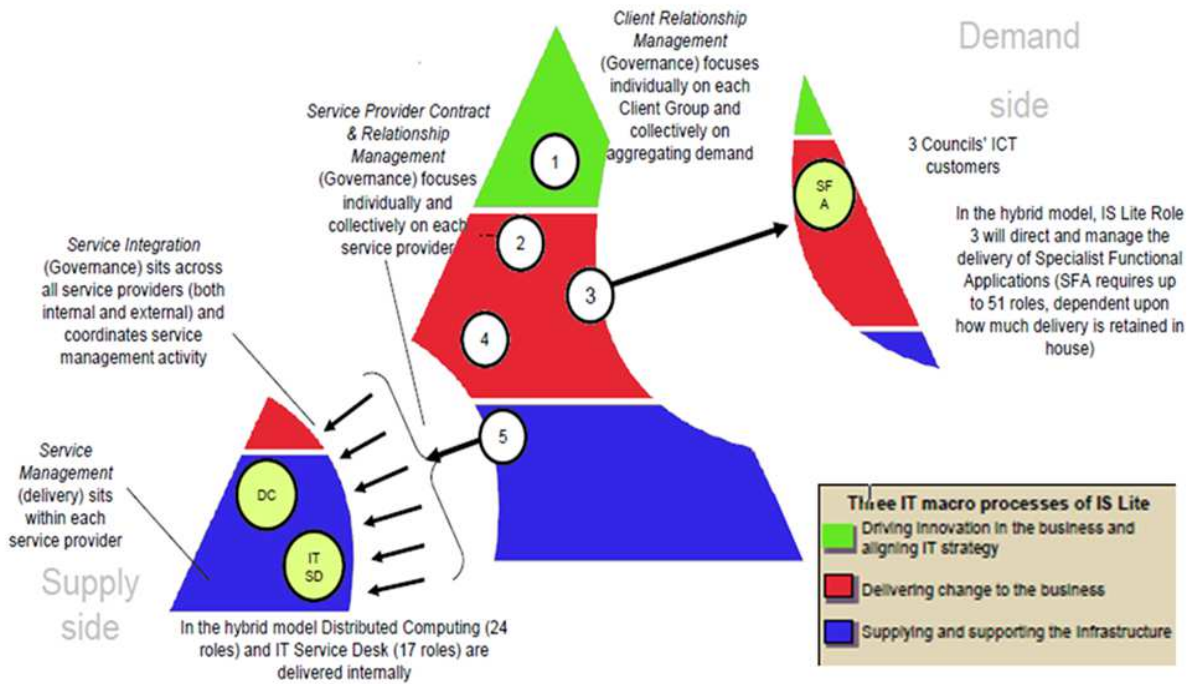
1	Help Desk Service	Personnel, hardware and software required to manage calls, such as PBX, Automated Call Distribution (ACD), service desk client & peripheral devices as well as service desk application servers.
2	Specialist Functional Applications	Applications that have functionality which is specific to the three Councils. For example, Children's' Services, Adult Social Care, Libraries
3	Standard Business Applications	Such as Finance and HR systems. These are being considered separately as part of the Tri-Borough Managed Services Programme.
4	Distributed Computing	Desktop, laptop, thin client, tablet, and handhelds, and associated user client and messaging software.
5	Voice And Telecom	Voice premise technology and wide-area voice network. Hardware includes wide-area voice hardware — switching and routing as well as terminating hardware, and telephone system equipment, but excludes smart-phone devices.
6	Data Network	WAN, MAN, LAN, Internet Access Services (IAS). Security hardware and software, transmission, and network operations are also included.
7	Data Centre	Mainframe, Unix, Wintel, Storage plus any other platform running in the data centre. This tower also includes disaster recovery, software licenses, and inter- and intra-data centre connectivity.

Appendix 2 – ICT Services in scope

1. Technical Consultancy and IT Strategy
2. Business Analysis
3. Procurement
 - a. Software package or service acquisition
 - b. Hardware
4. Data Network and Remote Access Services
5. Voice Network and Unified Communications
6. Asset Management
7. Information Security
8. IT Change in relation to these services
9. Business Continuity
10. Contracts Services
 - a. Supplier Management
 - b. Transferring Contracts
11. Applications Services
 - a. Application Support Definition
 - b. Application Hardware Maintenance
 - c. Back-up and Security
 - d. Server Support
 - e. Intranet
 - f. New Users
 - g. Application SLAs
12. Internet Services
13. Project Management Services
14. Additional Commissioned Work
 - a. Systems development and integration
 - b. Package implementation


Appendix 3 - Hybrid model for ICT service delivery (copyright Gartner)

IS Lite



Appendix 4 – Timeline showing key milestones

Activity	Completion date
Options appraisal and soft market testing	September 2014
Obtain funding for procurement phase	October 2014
Go to market, publish PIN and PQQ	October 2014
Shortlist suppliers	December 2014
Publish ITT draft	January 2015
Publish ITT	February 2015
Select suppliers	April 2015
Councils award contracts	June 2015
Transition to new suppliers	June 2016
Decommission existing arrangements	September 2016
Exit existing contracts	October 2016

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET MEMBER'S DECISION</p> <p>JUNE 2014</p>
<p>145 KING STREET, GROUND FLOOR – ALTERATIONS TO PROVIDE NEW MEETING ROOM</p>	
<p>Report of the Cabinet Member for Finance: Councillor Max Schmid</p>	
<p>Open report</p>	
<p>Classification: For Decision</p> <p>Key Decision: No</p>	
<p>Ward Affected: All</p>	
<p>Accountable Executive Director: Nigel Pallace - Transport & Technical Services</p>	
<p>Report Author: Mike Cosgrave Head of Professional Services Building Property Management - TTS</p>	<p>Contact Details: Tel: 020 8753 4849 E-mail; mike.cosgrave@lbhf.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report...

DATE: 28 June 2014.....

1.0 EXECUTIVE SUMMARY

- 1.1 As part of the Council's Asset Management Strategy, the lease for Cambridge House will be surrendered to the Superior Landlord at the end of its term on the 1st August 2014. All services previously delivered from the building have now been relocated to alternative accommodation, with the exception of a large meeting room (26M2) used specifically for highly sensitive and confidential subjects, such as Child Protection meetings. Hence the room is required to deliver a statutory function, CHSD are currently convening an average of 11 conferences a week. Each conference takes approx half a day and if complex can take all day, but this is usually the exception. The proposed facility is required to deliver statutory services, solely for Hammersmith & Fulham Council residents and their families.
- 1.2 The options available have been fully explored with the appropriate CHSD Director and the solution recommended for adoption, is that a new facility be constructed on the ground floor of 145 King Street (Customer Services Centre) on the site of the redundant HRD reception. This location has only limited direct daylight and no natural ventilation and consequently it will be necessary to mechanical ventilate and air condition this facility, The construction will also include for a high quality partitioning system with higher than standard acoustic qualities, including double glazing, hence the relatively high construction cost to provide this facility.
- 1.3 Amey Community Limited (ACL) have obtained sub-contractor quotations for the required works as follows:

SUB – CONTRACTOR	(£)
Core Projects Limited	39,763.79
JA Cornish Limited	44,862.44
VP Contractors Limited	47,946.88

2.0 RECOMMENDATIONS

- 2.1 That approval be given for the works to be procured via Amey Community Limited (ACL) in accordance with the approved Terms and Conditions of the Tri-Borough TFM contract.
- 2.2 That approval be given to award the contract to ACL and their sub-contractor (Core Projects Limited) for works to create a new meeting room in the sum of £39,763.79, plus a 10% Contingency Sum of £3,976.00 and associated fees of £2,863.00, making a total cost for approval of £46,602.79.

3.0 REASONS FOR DECISION

- 3.1 The works detailed in this report needs to be undertaken to provide appropriately secure and confidential facilities, which will be used predominantly for highly sensitive and confidential meetings, such as Child

Protection case conferences / meetings. The facilities currently used for these meeting will no longer be available, once the lease at Cambridge House has ended on the 1st August 2014. However there is currently no suitable alternative accommodation available at 145 King Street, that fulfils the essential criteria, by way of Size, Security, Accessibility, Environmental conditions and proximity for Hammersmith & Fulham Council residents and their families.

4.0 INTRODUCTION AND BACKGROUND

4.1 As part of the Council's Asset Management Strategy, the lease for Cambridge House will be surrendered to the Superior Landlord at the end of its term on the 1st August 2014. All services previously delivered from the building have now been relocated to alternative accommodation throughout the Tri-Borough estate, with the exception of a large meeting room (26M2) used specifically for highly sensitive and confidential subjects, such as Child Protection meetings, relating solely to Hammersmith and Fulham Council residents.

5.1 PROPOSAL AND ISSUES

5.1.1 The options available have been fully explored with the appropriate CHSD Director and the solution recommended for adoption is that a new facility be constructed on the ground floor of 145 King Street (Customer Services Centre) on the site of the redundant HRD reception. This location has only limited direct daylight and no natural ventilation and consequently it will be necessary to mechanical ventilate and air condition this facility, The construction will also include for a high quality partitioning system with higher than standard acoustic qualities, hence the relatively high construction costs for providing this facility.

5.1.2 The proposed works consist of the removal of the redundant Decent Homes reception desk, alterations to the existing internal partitions, erection of new glazed office partitioning to form new large meeting room and new suspended ceiling, new lighting, air conditioning (No natural ventilation available), new floor coverings and redecoration within new meeting room.

5.2 Funding, Cash flow and programme of works

5.2.1 As previously stated in this report the provision of this facility is necessary, as a direct result of the surrendering of the lease for Cambridge House to the Superior Landlord at the end of its term on the 1st August 2014. These works will be funded from the Capital programme.

5.2.2 The anticipated cash flow for these works is as follows

	<u>2014 / 2015</u>	<u>2015/ 2016</u>	<u>TOTAL</u>
Works	£39,763.79	£0	£39,763.79

Contingency Sum	£ 3,976.00	£0	£ 3,976.00
Fees	£ 2,863.00	£0	£ 2,863.00
TOTAL	£46,602.79	£0	£46,602.79

5.2.3 Cost Code: 99205PLE001 project code...CENV 00881

5.3 Programme of works

5.3.1 The anticipated programme of work is as follows

Cabinet Member Approval	25 th June 2014
Lead-in period	2 weeks
Commencement of work	9 th July 2014
Completion of works	25 th July 2014

6.0 OPTIONS AND ANALYSIS OF OPTIONS

6.1 Procurement Details

6.1.1 The Cabinets of each of the Tri-Borough councils gave approval to the appointment of Amey Community Limited to provide Facilities Management Services for a period of 10 years (Plus 3 years optional extension). The Cabinet of Hammersmith & Fulham Council giving their approval on the 13th May 2013.

6.1.2 Client-side officers from LINK (WCC, RBKC & LBHF) have reviewed the project requirements and programme timescale and agree that the appointment of Amey Community Limited is appropriate for this project. The contractor has been approached and agrees that they can meet the specific requirements of this project.

7.0 CONSULTATION

7.1 These proposals have been developed and determined, as a result of extensive consultation with the various service heads and Directors of CHSD and HRD and the proposals are fully supported accordingly.

7.2 There are no energy saving implications for these works.

7.3 These works are a non-structural alteration and hence Landlords License will not be necessary.

8.0 EQUALITY IMPLICATIONS

8.1 Non Applicable.

9.0 LEGAL IMPLICATIONS

- 9.1 There are no direct legal or procurement implications as it is proposed to carry out the work under an existing Council contract.
- 9.2 Implication verified by Babul Mukherjee – Solicitor (Contracts) - Bi-Borough Legal Services - Extension 3410.

10.0 FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 This project is fully funded by the Corporate Planned Maintenance Programme.
- 10.2 Implications verified by Christopher Harris - Head of Corporate Accountancy & Capital – FCS - Extension: 2581

11.0 RISK MANAGEMENT


- 11.1 A post-contract risk register will be developed jointly with the contractor once they have been appointed, in order that risks can be managed throughout the duration of the project.
- 11.2 Implications verified/completed by: Warren O’Leary, Interim Practise Manager, TTS- Building Property Management 020 8753 1707

12.0 PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1 There are no procurement related issues as the recommendation relates to the placing of an order under an existing term contract awarded to Amey Community Ltd for facilities management services (including planned and reactive building maintenance).
- 12.2 Implications verified/completed by:
Alan Parry Bi-borough Procurement Consultant (TTS)
Corporate Procurement Team, Extension: 2581

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	ACL tender details and LINK recommendations	Suha: Al-Dhayf,	LINK (RBK&C)

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JUNE 2014</p>
<p>CONSTITUTION OF THE GOVERNING BODY OF CAMBRIDGE SCHOOL</p>	
<p>Report of the Cabinet Member for Children and Education</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p>	
<p>Key Decision: No</p>	
<p>Wards Affected: Wormholt and White City</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington, Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY: The Cabinet Member has signed this report

DATE: 27 June 2014

1. EXECUTIVE SUMMARY

- 1.1 The report recommends a variation in the Instrument of Government for the governing body of Cambridge School to bring them in line with the School Governance (Constitution) England) Regulations 2012.

2. RECOMMENDATION

- 2.1 That the Instrument of Government for the governing body of Cambridge School, as set out in Appendix 1 of this report, be made, coming into effect from the date of making.

3. REASONS FOR DECISION

- 3.1 The Council is required to make a new Instrument of Government.

4. BACKGROUND

- 4.1 The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.
- 4.2 The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.
- 4.3 The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5. UPDATE

- 5.1 At the Full Governing Body meeting of Cambridge School held on 11 March 2014 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2007. The total number of governors will remain the same at 12 but the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

Parent Governors from 4 to 2
LA Governors from 2 to 1
Staff Governors from 2 to 1
Headteacher
Community Governors are renamed to Co-Opted Governors and will change from 3 to 7.

Total = 12

6. INSTRUMENT OF GOVERNMENT

- 6.1 Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors. Appendix 1 of this report sets out the constitution of the governing body in the form of

an Instrument of Government, as requested by the governors of Cambridge School.

7. RISK MANAGEMENT

- 7.1 The subject of the report is not included on a departmental or corporate risk register.

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

- 8.1 There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

- 9.1 There are no equality implications.

10. LEGAL IMPLICATIONS

- 10.1 The School Governance (Constitution) (England) Regulations 2012 set out the framework for the constitution of governing bodies and the process of making Instruments of Government. The Instrument of Government proposed in appendix 1 of this report complies with those regulations.

Comments supplied by Jackie Saddington


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

No	Description of Background Papers	Name/Ext of Holder of File/Copy	Department/Location
1.	Education Act 2002	Jackie Saddington 020 7598 4782	Tri-borough Children's Services Kensington Town Hall
2.	The School Governance (Constitution) (England) Regulations 2012	Jackie Saddington 020 7598 4782	Tri-borough Children's Services Kensington Town Hall

APPENDIX 1

LONDON BOROUGH OF HAMMERSMITH AND FULHAM INSTRUMENT OF GOVERNMENT: CAMBRIDGE SCHOOL

1. The name of the school is Cambridge School.
2. The school is a Community Special school.
3. The name of the governing body is “The governing body of Cambridge School”.
4. The governing body shall consist of:
 - a. 2 parent governors
 - b. 1 staff governor
 - c. 1 Local Authority governor
 - d. The Head Teacher ex-officio
 - e. 7 co-opted governors
5. Total number of governors is 12.
6. This instrument of government comes into effect on the date of making.
7. This instrument was made by order of Hammersmith & Fulham Local Education Authority on
8. A copy of the instrument must be supplied to every member of the governing body (and the Head Teacher if not a governor).

 the low tax borough	London Borough of Hammersmith & Fulham CABINET MEMBER DECISION
APPOINTMENT OF LA GOVERNOR – FLORA GARDENS PRIMARY SCHOOL	
Report of the CABINET MEMBER FOR EDUCATION – Councillor Sue Macmillan	
Open Report	
Classification - For Decision	
Key Decision: No	
Wards Affected: ALL	
Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance	
Report Author Kayode Adewumi Head of Governance and Scrutiny	Contact Details: Tel: 0208 753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 1 July 2014

1. EXECUTIVE SUMMARY

- 1.1 This report records the Cabinet Member’s decision to appoint LA Governors, which falls within the scope of her executive portfolio.

2. RECOMMENDATIONS

- 2.1. That the following LA Governor appointments be made:

That Councillor Michael Cartwright be appointed as LA Governor for Flora Gardens Primary School for a four year term with effect from date of signature.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following appointments:

Councillor Michael Cartwright has been a School Governor for over 20 years at two other local schools. Based on his professional experience and contributions to the education and wellbeing of children in other schools in the Borough, he would make a positive contribution to the work of the Governing Body of Flora Gardens Primary School, and should therefore be appointed.

4. INTRODUCTION AND BACKGROUND

4.1 The Council is entitled to appoint governors to school governing bodies. This power is delegated to the Cabinet Member.

5. PROPOSAL AND ISSUES

5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. Not applicable

7. LEGAL IMPLICATIONS

7.1 The Council Constitution gives the Cabinet Member for Children and Education the power to appoint LEA governors. Item 3.9 ('Educations functions') states the following: "Appointments to school governing bodies".


7.2 Implications completed by: Tasnim Shawkat, Bi-Borough Director of Law tel 020 8753 2088.

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1. Not applicable.

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

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

 the low tax borough	London Borough of Hammersmith & Fulham CABINET MEMBER DECISION
APPOINTMENT OF LA GOVERNOR – BRACKENBURY PRIMARY SCHOOL	
Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan	
Open Report	
Classification - For Decision Key Decision: No	
Wards Affected: ALL	
Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance	
Report Author Kayode Adewumi Head of Governance and Scrutiny	Contact Details: Tel: 0208 753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

AUTHORISED BY:
 The Cabinet Member has signed this report.

DATE: 7 July 2014

1. EXECUTIVE SUMMARY

- 1.1 This report records the Cabinet Member’s decision to appoint LA Governors which falls within the scope of her executive portfolio.

2. RECOMMENDATIONS

- 2.1. That the following LA Governor appointment be made:

 That Mr Charles Napier be appointed as LA Governor for Brackenbury Primary School for a four year term with effect from date of signature.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following appointments:

Mr Charlie Napier has lived in the Brook Green/Shepherds Bush area for the last 15 years. For eight of those years he was a LA Governor (3 years as Vice Chair) at Peterborough Primary School and four years at Fulham Primary. He was also a Councillor in Fulham Broadway from 2002-06. He runs his own consultancy firm based in Hammersmith. Based on his professional experience and contributions to the education and wellbeing of children in other schools in the Borough, he would make a positive contribution to the work of the Governing Body of Brackenbury Primary School, and should therefore be appointed.

4. INTRODUCTION AND BACKGROUND

4.1 The Council is entitled to appoint governors to school governing bodies. This power is delegated to the Cabinet Member.

5. PROPOSAL AND ISSUES

5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. Not applicable

7. LEGAL IMPLICATIONS

7.1 The Council Constitution gives the Cabinet Member for Children and Education the power to appoint LEA governors. Item 3.9 ('Educations functions') states the following: "Appointments to school governing bodies".


7.2 Implications completed by: Tasnim Shawkat, Bi-Borough Director of Law tel 020 8753 2088.

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1. Not applicable.

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

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

 the low tax borough	London Borough of Hammersmith & Fulham CABINET MEMBER DECISION
APPOINTMENT OF LA GOVERNOR – KENMONT PRIMARY SCHOOL	
Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan	
Open Report	
Classification - For Decision Key Decision: No	
Wards Affected: ALL	
Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance	
Report Author Kayode Adewumi Head of Governance and Scrutiny	Contact Details: Tel: 0208 753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

AUTHORISED BY:
 The Cabinet Member has signed this report.

DATE: 7 July 2014

1. EXECUTIVE SUMMARY

- 1.1 This report records the Cabinet Member’s decision to appoint LA Governors which falls within the scope of her executive portfolio.

2. RECOMMENDATIONS

- 2.1. That the following LA Governor appointment be made:

That Mr Zarar Qayyum be appointed as LA Governor for Kenmont Primary School for a four year term with effect from date of signature.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following appointments:

Mr Zarar Qayyum lived in Hammersmith & Fulham for over 15 years. He has a Masters degree in Human Resources and currently manages a welfare to work company specialising in economic regeneration through providing skills to unemployed individuals receiving state benefits and placing them in to sustainable employment. Before setting up his own company he worked in public, private and third sector organisations and was involved in delivering high profile HR and governance projects for DFID, DWP and the commonwealth office. He has managed and successfully delivered welfare to work sector projects across London and other regions in the country which also included projects (worth 100 million plus) tackling youth unemployment in London and was awarded with best performer in London. He has significant experience of working with local volunteer and community groups to tackle barriers to employment and economic regeneration. Based on his professional experience, he would make a positive contribution to the work of the Governing Body of Kenmont Primary School School, and should therefore be appointed.

4. INTRODUCTION AND BACKGROUND

4.1 The Council is entitled to appoint governors to school governing bodies. This power is delegated to the Cabinet Member.

5. PROPOSAL AND ISSUES

5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. Not applicable

7. LEGAL IMPLICATIONS

7.1 The Council Constitution gives the Cabinet Member for Children and Education the power to appoint LEA governors. Item 3.9 ('Educations functions') states the following: "Appointments to school governing bodies".


7.2 Implications completed by: Tasnim Shawkat, Bi-Borough Director of Law tel 020 8753 2088.

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1. Not applicable.

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

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

 the low tax borough	London Borough of Hammersmith & Fulham CABINET MEMBER DECISION
APPOINTMENT OF LA GOVERNOR – QUEEN’S MANOR PRIMARY SCHOOL	
Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan	
Open Report	
Classification - For Decision Key Decision: No	
Wards Affected: ALL	
Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance	
Report Author Kayode Adewumi Head of Governance and Scrutiny	Contact Details: Tel: 0208 753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report

DATE: 8 July 2014

1. EXECUTIVE SUMMARY

- 1.1 This report records the Cabinet Member’s decision to appoint LA Governors which falls within the scope of her executive portfolio.

2. RECOMMENDATIONS

- 2.1. That the following LA Governor appointment be made:

That Mr Frank Lukey be appointed as LA Governor for Queen’s Manor Primary School for a four year term with effect from date of signature.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following appointments:

Mr Frank Lukey has lived in Hammersmith and Fulham for over 30 years and cares deeply about making the borough a great place to live. He is an active member of the local Save our Hospitals campaign and has been involved in organising petitions to prevent inappropriate traffic management schemes being introduced. Now retired, Frank previously worked as a manager in charge of the development of computer software used for publishing books and academic journals on the internet. He has previously served as a school governor and is keen to ensure that our local schools serve the needs of everyone in the local community. Based on his professional experience and contributions to the education and wellbeing of children in another school, he would make a positive contribution to the work of the Governing Body of Queen’s Manor Primary School, and should therefore be appointed.

4. INTRODUCTION AND BACKGROUND

4.1 The Council is entitled to appoint governors to school governing bodies. This power is delegated to the Cabinet Member.

5. PROPOSAL AND ISSUES

5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. Not applicable

7. LEGAL IMPLICATIONS

7.1 The Council Constitution gives the Cabinet Member for Children and Education the power to appoint LEA governors. Item 3.9 (‘Educations functions’) states the following: “Appointments to school governing bodies”.


7.2 Implications completed by: Tasnim Shawkat, Bi-Borough Director of Law tel 020 8753 2088.

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1. Not applicable.

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

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

 the low tax borough	London Borough of Hammersmith & Fulham CABINET MEMBER DECISION
APPOINTMENT OF LA GOVERNOR – WENDELL PARK PRIMARY SCHOOL	
Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan	
Open Report	
Classification - For Decision Key Decision: No	
Wards Affected: ALL	
Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance	
Report Author Kayode Adewumi Head of Governance and Scrutiny	Contact Details: Tel: 0208 753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 8 July 2014

1. EXECUTIVE SUMMARY

- 1.1 This report records the Cabinet Member’s decision to appoint LA Governors which falls within the scope of her executive portfolio.

2. RECOMMENDATIONS

- 2.1. That the following LA Governor appointment be made:

That Mr Julian Hillman be appointed as LA Governor for Wendell Park Primary School for a four year term with effect from date of signature.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following appointments:

Mr Julian Hillman has lived in Hammersmith & Fulham for 36 years. He has a Master's degree in Public and Social Administration and in Social Work. He has extensive experience working in the voluntary sector. He is a current Governor at St Ann's School (for children with severe learning difficulties - SLD) in the London Borough of Ealing, Chair of H&F Mencap, trustee and Deputy Chair of Hammersmith United Charities, trustee of Upper Room in Shepherd's Bush and trustee of Lido Centre (community resource centre for Ealing). He has previously worked in various managerial roles in Hammersmith and Fulham Social Services, as a probation officer and as a self-employed child care and child protection trainer, as well as an elected local Councillor. He has previously been a school governor of Wendell Park Primary School. Based on his professional experience and contributions to the education and wellbeing of children in other schools, he would make a positive contribution to the work of the Governing Body of Wendell Park Primary School, and should therefore be appointed.

4. INTRODUCTION AND BACKGROUND

- 4.1 The Council is entitled to appoint governors to school governing bodies. This power is delegated to the Cabinet Member.

5. PROPOSAL AND ISSUES

- 5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Not applicable

7. LEGAL IMPLICATIONS

- 7.1 The Council Constitution gives the Cabinet Member for Children and Education the power to appoint LEA governors. Item 3.9 ('Educations functions') states the following: "Appointments to school governing bodies".


- 7.2 Implications completed by: Tasnim Shawkat, Bi-Borough Director of Law tel 020 8753 2088.

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. Not applicable.

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

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

 <p>h&f the low tax borough</p>	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">April 2014</p>
<p>KING'S MALL CAR PARK REDEVELOPMENT - TEMPORARY HIGHWAY WORKS</p>	
<p>Report of the Cabinet Member for Transport and Technical Services</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: Hammersmith Broadway</p>	
<p>Accountable Executive Director: Nigel Pallace</p>	
<p>Report Author: Graham Burrell Projects and Development Manager</p>	<p>Contact Details: Tel: 020 8753 3461 E-mail: graham.burrell@lbhf.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.....

DATE: 7 April 2014.....

1. EXECUTIVE SUMMARY

- 1.1. This report outlines temporary highway works proposed for Glenthorne Road in respect to construction works associated with the redevelopment of the Kings Mall car park (Phase 1).
- 1.2 The report seeks approval to enter into a section 278 agreement under the Highways Act, 1980, for the proposed highway works.

2 RECOMMENDATIONS

- 2.1 That approval is given for the Council to enter into a section 278 agreement with the developer to undertake the highway works necessary to allow the construction works to proceed based on one of the options discussed in paragraphs 5.1 - 5.3 below.

3 REASONS FOR DECISION

- 3.1 In order to ensure the safety of road users and address pedestrian movements during the Phase 1 construction period of the development.

4 INTRODUCTION AND BACKGROUND

- 4.1 The redevelopment of the Kings Mall car park site will result in the demolition of the existing West 45 office building and the 950 space public car park, and redevelopment of the site comprising a single building to provide a mixed use development comprising a 700 space replacement public car park, 529 square metres of ground floor commercial floor space (use classes A1-A4, D1 and D2) and 418 new homes
- 4.2 The site is being redeveloped in two phases. This will ensure that some public car parking spaces remain available whilst the development is in progress. This report addresses temporary highway works associated with phase one of the development which relates to the eastern part of the site. Issues in respect of phase two works will require a separate approval
- 4.3 For most of the construction period the constrained nature of the phase one site means that construction vehicles will use the public highway to pick up and deliver building materials. The strategy developed for construction involves stopping the use of the footway on the southern side of Glenthorne Road adjacent to the Phase one site - see plan A attached. Consequently the zebra crossing in Glenthorne Road, just west of Beadon Road is proposed to be removed. The developer is proposing two temporary zebra crossings, one in Glenthorne Road just east of Beadon Road and one just to the west of the phase one part of the site, see again Plan A. This would allow pedestrians to cross Glenthorne Road to the northern footway and then rejoin the southern footway as soon as possible (and vice-versa for eastbound pedestrian movements). The works would also include revisions to traffic orders and road markings.

- 4.4 Any works are subject to a satisfactory detailed design, safety audit and a designer's report being provided, approval by Transport for London (in particular their Network Management team as part of the Strategic Route Network approval process and London Buses) traffic management orders, Notices under the Road Traffic Regulation Act 1984 and consultation with other parties including residents and businesses. In principle, the proposed temporary highway works are considered acceptable to the highway authority and are considered of public benefit as it will ensure that the needs of pedestrians are addressed during the phase one construction works.

5 OPTIONS

Option 1: Do minimum - remove existing crossing point

- 5.1 The zebra crossing in Glenthorne Road just west of Beadon Road will need to be relocated permanently as part of the development of the Kings Mall car park site and its removal during the construction period is considered necessary. One option would be to simply remove the current crossing and not relocate it, leaving it to the judgement of pedestrians to determine when it is safe to cross. However the busy nature of Glenthorne Road would create a barrier to pedestrian movements which would be undesirable.

Option 2: Relocate the existing crossing only.

- 5.2 One option would be to relocate the current crossing but not install a new crossing just west of the phase one works. Pedestrians could use the existing zebra crossing just west of Cambridge Grove. The advantage of this would be to limit the number of zebra crossings in Glenthorne Road. It is generally considered that an excessive amount of formal crossings along a road diminishes the overall safety of crossing points along a road as well as impacting on smooth traffic flow.

Option 3: Relocate the existing crossing and install new crossing west of the Phase one works.

- 5.3 The basis of considering an additional zebra crossing during the period of phase one works is to ensure that pedestrians are inconvenienced as little as possible, and are also dissuaded from making more dangerous ad hoc movements past the construction works. The retention of the additional crossing point during phase one construction works is therefore considered desirable but it is intended to remove this post construction..

6 CONSULTATION

- 6.1 Paragraph 4.4 outlines the consultation and other approval processes which need to take place ahead of implementation.

7 COSTS AND PROGRAMME

- 7.1 Any of the options would need to be subjected to consultation, approval processes, final design and detailed estimates. It is however envisaged that the likely costs including officers' time are approximately £10,000 (option one), £45,000 (option two) and £95,000 (option three).
- 7.2 The developer has asked for the highway works to be completed by June, 2014. The processes outlined in paragraph 4.4 are however likely to take longer than this and implementation in late Summer 2014 is more realistic. Officers are examining how the processes could be "fast-tracked". One approach is to ensure that the developer's consultants are tasked with producing an acceptable detailed design, carrying out safety audits, risk assessment, and producing a designer's response to the safety audit. This places the onus on the developer to complete these elements in the programme as quickly as possible. Officers at LBHF will audit the documents submitted and judge their acceptability. The works though will be carried out by the highway authority not the developer using the Council's measured term contractors.

8 EQUALITY IMPLICATIONS

- 8.1 The proposed works do not cause any notable changes to equality. For some journeys on foot or by wheelchair the length of the journey will be longer, but only marginally. Option three would offer shorter journey lengths than option two for some journeys if the formal crossing points were utilised. Any new crossings will be constructed with dropped kerbs, and anti-skid resistance material will be provided on the approach to these crossings.

9 LEGAL IMPLICATIONS

- 9.1 The highway authority is permitted under Section 278 of the Highways Act 1980 to enter into agreements with developers for the execution of works at the the developer's expense.
- 9.2 The preconditions for an agreement under this agreement are firstly that the highway authority should be satisfied that it will be of benefit to the public to enter into an agreement for the execution of works by the authority.
- 9.3 Secondly, the works must be such that the highway are authorised to execute. The proposed works could fall within the highway authority's power of improvement.

10 FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 The costs of this project will be charged to the developer. There are therefore no financial implications.
- 10.2 Implications verified/completed by: Giles Batchelor, Finance Manager, Ex. 2407

11 RISK MANAGEMENT

- 11.1 A designer's risk assessment will be undertaken and kept on record.
- 11.2 Implications verified/completed by: Graham Burrell, Projects and Development Manager, Graham Burrell, Tel: 020 8753 3461

12 PROCUREMENT AND IT STRATEGY IMPLICATIONS

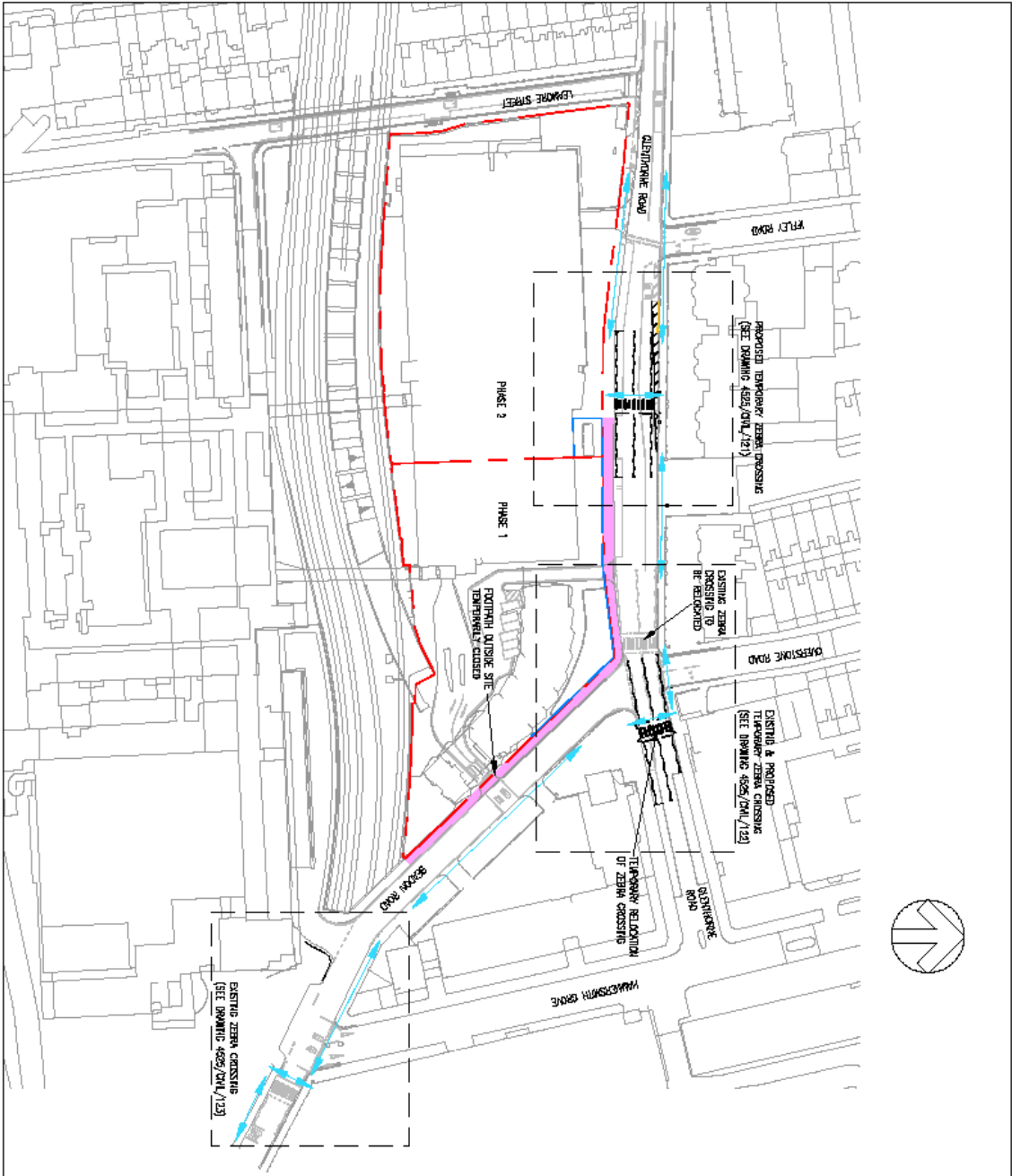
- 12.1 There are no procurement related issues as any works will be carried out under the Council's Highways Term Contracts

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.			

[Note: Please list only those documents that are not already in the public domain, i.e. you do not need to include Government publications, previous public reports etc.] Do not list exempt documents. Background Papers must be retained for public inspection for four years after the date of the meeting.

PLAN A - temporary highway works proposed by developer (option 3)



- KEY**
- SITE BOUNDARY
 - TEMPORARY PEDESTRIAN ROUTES DURING PHASE 1 WORKS
 - FOOTWAY CLOSED DURING PHASE 1 WORKS
 - EXISTING HOARDING

Rev.	Date	Revision	By	CHK
B	04.03.14	WORKS TO BE UNDERTAKEN STARTING WITH ROAD NARROWING WORKS FOR THE WESTERN CROSSING.	PR	AD
A	04.02.14	POSITION OF NEW TEMP CROSSING OUTSIDE PHASE 2 MAINTAINED EXISTING CROSSOVER POSITION ON ROADWAY (ROAD REVISED).	PR	AD
D	31.01.14	ISSUED FOR INFORMATION	PR	AD

Project
 SOVEREIGN COURT
 HAMMERSMITH

Drawing Title
 ZEBRA CROSSING WORKS
 DURING PHASE 1 WORKS
 OVERVIEW PLAN

Drawn by: PR
 Checked by: AD
 Scale: 1:1,000 @ A3
 Drawing No: 4525/CML/120
 Revision: B

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