

# Cabinet Members' Decisions


made between October and  
November 2014

Date Issued: 18 November 2014

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	<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CABINET MEMBER DECISION</b></p> <p align="center"><b>OCTOBER 2014</b></p>
<p><b>APPROVAL TO AWARD A STATIONERY CONTRACT TO OFFICE DEPOT FOR FOUR YEARS FROM 3<sup>rd</sup> NOVEMBER 2014 AT AN ESTIMATED COST OF £400,000</b></p>	
<p><b>Report of the Cabinet Member for Finance – Councillor Max Schmid</b></p>	
<p><b>Open report</b></p>	
<p><b>Classification</b> - For Decision  <b>Key Decision:</b> No (Cabinet previously agreed to it being delegated to the Cabinet Member)</p>	
<p><b>Wards Affected:</b> “All”</p>	
<p><b>Accountable Executive Director:</b> Jane West, Executive Director of Finance Services and Corporate Governance</p>	
<p><b>Report Author:</b> (Geoff Sorrell, Corporate Procurement)</p>	<p><b>Contact Details:</b>  Tel: 020 (8753 2583)  E-mail:  Geoff.sorrell@lbhf.gov.uk</p>

AUTHORISED BY: .....

The Cabinet Member has signed this report.  
DATE: 24 October 2014.....

**1. EXECUTIVE SUMMARY**

- 1.1. The Council’s current contract with Office Depot for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies expired on 31<sup>st</sup> August 2014. The London Borough of Havering on behalf of London authorities has put in place a new 4-year framework agreement which London authorities can call off. The agreement follows a procurement by e-auction representing best value for money for the Council. A decision is sought for the Council to call off this new framework.
- 1.2. In March 2014, in order to expedite matters, Cabinet agreed to delegate authority to the Cabinet Member to award the contract for the supply of

stationery from 1 September 2014 for a four year period to be based upon the proposed tendering exercise undertaken by the London Borough of Havering. Due to unforeseen circumstances, there were delays and the Council has in the interim continued to use the previous provider.

- 1.3. The new framework agreement was awarded to Office Depot Ltd and the estimated cost for four years is £400,000.
- 1.4. The prices that have been agreed with Office Depot are approximately 50% less than previous rates which has been achieved by running this procurement exercise using an e-Auction.

## **2. RECOMMENDATIONS**

To call off the four-year framework agreement awarded by the London Borough of Havering on behalf of London Authorities for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies commencing on 3<sup>rd</sup> November 2014 at an estimated cost of £.400,000.

## **3. REASONS FOR DECISION**

The current contract for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies has expired. It is therefore necessary to put another contract in place.

Participating in the pan London & Surrey framework agreement for the supply of stationery means the Council will continue to benefit from amalgamating its spend with other London authorities and public bodies to deliver lower prices, rebates and discounts for ordering supplies through an electronic portal.

## **4. INTRODUCTION AND BACKGROUND**

The existing framework agreement for the supply of office stationery was awarded to Office Depot UK Ltd in April 2010 by the LB of Havering (LBH) who acted as the lead authority on behalf of London authorities. This was extended by six months to August 2014 to accommodate a further retendering of a pan London framework agreement and has been held over subsequently. This has now been completed.

Under the framework agreement, no commitment is made as to the number of orders that are placed. The LBH will continue to manage the framework agreement remotely, chairing annual performance review meetings with Office Depot Ltd and representatives of the London boroughs. Each participating council manages their requirements independently including managing their own contractual/supplier relationships.

## **5. PROPOSAL AND ISSUES**

The proposal for the Council to call off the four-year framework agreement for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies at a total estimated cost of £400,000 is in line with the Council's procurement approach to collaborate with other Councils and public bodies where there is a clear business case for doing so to drive costs down and improve service delivery. This particular arrangement will benefit the Council in the following ways:

- Lower prices achieved through the aggregation of demand across London.
- Volume rebates/e-procurement discounts.
- Shared management arrangements across London Facility for electronic catalogues on its eProcurement system which streamlines ordering, improves controls and supports commitment accounting.

## 6. OPTIONS AND ANALYSIS OF OPTIONS

A number of options were considered including the following:

- a) **Do nothing.** This is not an option because the current contract has expired.
- b) **Go out to tender.** The Council could re-tender the contracts but given the much lower volumes involved is unlikely to secure the same value for money or quality of service.
- c) **Amey the Council's facilities management contractor undertake the procurement of office stationery on our behalf the Council.** Discussions were held with Amey who indicated they were unlikely to match the same value for money or quality of service currently provided under the existing arrangements.
- d) **Participate in the present Crown Commercial Services (CCS) framework agreement that will now terminate in 2015.** Given the shortness of the contract concerned and transition costs involved, the administrative cost of changing supplier would not be economical.
- e) **Participate in the current pan London framework agreement for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies put in place by the LBH:** This represents the best value for money for the Council is legally compliant and is therefore recommended.

## 7. CONSULTATION

The key consultees was other London authorities and public bodies participating in this framework agreement and appropriate consultation

was undertaken by the London Borough of Havering. The London Heads of Procurement were also consulted as part of the exercise.

## **8. EQUALITY IMPLICATIONS**

- 8.1. There are no direct equality implications resulting from the award of this contract.
- 8.2. Implications verified/completed by: Dave Bennett, Acting Head of Change Delivery 020 8753 1628.

## **9. LEGAL IMPLICATIONS**

- 9.1. The procurement process described in this report complies with the Council's Contract Standing Orders. The purchase of these supplies is ancillary to the Council's lawful functions and the recommended option is within the Cabinet Member's delegated responsibility.
- 9.2. Implications verified/completed by: Andre Jaskowiak, Senior Solicitor, Bi-Borough Legal Services. Telephone: 0207 361 2756.

## **10. FINANCIAL AND RESOURCES IMPLICATIONS**

- 10.1. Average annual spend on stationery in H&F in £160K. This new framework has the potential to save H&F £80K per annum. On the actual cost of the stationery being purchased. There will be the continued cost of approximately £20K per annum delivery charge. In the light of these savings, The Director of Finance and Corporate Services supports the recommendations
- 10.2. Implications verified/completed by: Andrew Lord Head of Budget Planning & Monitoring 020 8753 2531.

## **11. RISK MANAGEMENT**

- 11.1. The award of the contract presents a low risk to the Council but contributes to the management of corporate risk number 1 of the Strategic Risk Register, managing budgets.
- 11.2. Implications verified/completed by: Michael Sloniowski, Bi-borough Risk Manager ext 2587.


## **12. PROCUREMENT AND IT STRATEGY IMPLICATIONS**

- 12.1. The comments of the Director of Procurement and IT Strategy, are contained in the body of the report. The report sets out recommendation.

12.2. Implications verified/completed by: (Geoff Sorrell , Corporate Procurement and Contracts Officer 020 8753 2757).

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

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	none		

	<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CABINET MEMBER DECISION</b></p> <p align="center"><b>OCTOBER 2014</b></p>
<p><b>SIGNING THE STATEMENT OF SUPPORT FOR SHELTER CAMPAIGN EVICTING ROGUE LANDLORDS</b></p>	
<p><b>Report of the Leader of the Council – Councillor Stephen Cowan and Cabinet Member for Housing – Councillor Lisa Homan</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For Decision</b></p> <p><b>Key Decision: No</b></p>	
<p><b>Wards Affected: "All"</b></p>	
<p><b>Accountable Executive Director:</b> Nigel Pallace, Transport and Technical Services</p>	
<p><b>Report Author:</b> Richard Buckley</p>	<p><b>Contact Details:</b>  Tel: 020 8753 3971  E-mail: richard.buckley@lbhf.gov.uk</p>

AUTHORISED BY: .....

The Leader has signed this report.

DATE: 30 October 2014..

AUTHORISED BY: .....

The Cabinet Member has signed this report.

DATE: 30 October 2014..

**1. EXECUTIVE SUMMARY**

- 1.1. Shelter introduced its tackle 'rogue landlords' campaign back in 2013 and since then over a 100 Councils have signed up.
- 1.2. By signing the statement of support the council is agreeing to;
  - enforce the laws that already exist to stamp out rogue landlords
  - prosecute rogue landlords when they do not comply with the law
  - publicise our tough stance on rogue landlords in the local press
  - give renters the support they need to bring complaints to the council



- proactively inspect properties to make sure that they are appropriate homes for renters.

## **2. RECOMMENDATIONS**

- 2.1. That the council signs the statement of support for the Shelter Evict Rogue Landlords Campaign.
- 2.2. The council issues an appropriate press release confirming it has signed up to the campaign.

## **3. REASONS FOR DECISION**

- 3.1. The council tackles unsafe accommodation through robust enforcement. It supports Shelter's campaign to protect tenants from rogue Landlords and raise awareness.

## **4. INTRODUCTION AND BACKGROUND**

- 4.1. The private rented sector in Hammersmith and Fulham is a substantial proportion of our available accommodation. The 2011 census indicates there are over 25,500 privately rented dwellings within the borough representing 31.7% of our available dwellings and in some wards it can be over 40%.
- 4.2. The stock and tenure has changed significantly over the last decade with an approximate 9% increase in the size of the private rented sector between the 2001 and 2011 Census.
- 4.3. The number of people renting in the borough continues to rise and whilst the majority of landlords provide satisfactory accommodation the number of substandard premises that have serious hazards is also growing. This includes basement flats that have no natural light or ventilation, the subdividing of premises, overcrowding and inadequate fire safety protection.
- 4.4. The Council's Private Housing Team tackles residents' substandard premises and poor management by landlords in accordance with the Housing Act 2004. The Housing Options service has the role of investigating harassment and illegal eviction. The Act defines 29 hazard types ranging from damp to fire safety. A hazard classed as Category 1 requires compulsory enforcement. Last year the team licensed 43 House in Multiple Occupation (HMO) with a total of 320 habitable rooms each room providing the main home for a household (normally between one and two people).

- 4.5. In addition, the team undertook over 50 proactive Category 1 inspections of licensed HMOs and 248 risk based inspections of other HMOs identifying and remedying 139 Category 1 hazards.
- 4.6. Shelter is the principle charity for housing and homelessness. Shelter gives practical housing advice and support online, in person and by phone, 365 days a year, helping with everything from mortgage arrears to finding a place to sleep.
- 4.7. Shelter campaigns to tackle the root causes of housing problems. The Evict Rogue Landlords campaign promotes that Local Authorities who have signed up will:
  - Proactively manage and proactively inspect properties to make sure that they are appropriate homes for renters.
  - Adequately resource and support their local enforcement teams.
  - Take tough enforcement action against rogue landlords and publicise their tough stance in the local press.
  - Advise renters and give them the support they need to bring complaints to the council.
  - Implement a clear complaints procedure and harness the skills of other agencies.
  - Proactively manage their local private rented sector through accreditation and licensing schemes.
  - Work to educate tenants and landlords of their rights and responsibilities.

## **5. PROPOSAL AND ISSUES**

- 5.1. It is proposed that the London Borough of Hammersmith and Fulham support the Shelter Campaign to Evict Rogue Landlords by making a commitment to:
  - enforce the laws that already exist to stamp out rogue landlords
  - prosecute rogue landlords when they do not comply with the law
  - publicise their tough stance on rogue landlords in the local press
  - give renters the support they need to bring complaints to the council
  - proactively inspect properties to make sure that they are appropriate homes for renters.
- 5.2. In return, Shelter will promote examples of good practice that the council shares and use social media to publically celebrate tough action and successful prosecutions. And they will follow up with joint press and media work where appropriate.
- 5.3. Shelter will provide a range of resources, including:

- The 'Rogue Landlords Media Tool Kit', a guide to making the most out of your promise to stamp out rogue landlords. This includes a template press release and a quote from their Chief Executive Campbell Robb.
- A guide to emerging good practice.

5.4. To sign up to the campaign all the council has to do is complete the details in this web page:  
[http://england.shelter.org.uk/campaigns/fixing\\_private\\_renting/evict\\_rogue\\_landlords/sign\\_shelters\\_statement\\_of\\_support](http://england.shelter.org.uk/campaigns/fixing_private_renting/evict_rogue_landlords/sign_shelters_statement_of_support). There is an opportunity here for the Council to outline the steps that it is already taking.

## **6. OPTIONS AND ANALYSIS OF OPTIONS**

- 6.1. Over a hundred other local authorities across the country have signed up to this campaign. The campaign raises awareness across the private rented sector that the council's is committed to ensuring homes are safe and well-managed.
- 6.2. The campaign is in line with the administration manifesto and council's enforcement policy.

## **7. CONSULTATION**

8. Shelter has been consulted and is fully supportive of the proposal. Housing Options, Mike England, Director, Housing Options, Skills and Economic Development.

## **9. EQUALITY IMPLICATIONS**

- 9.1. No detrimental equality impacts arise from this campaign to residents.

## **10. LEGAL IMPLICATIONS**

- 10.1. There are no legal issues arising from the Report or the recommendations
- 10.2. Implications verified/completed by: Piero Ionta, SENIOR SOLICITOR (LITIGATION), 020 8753 2724

## **11. FINANCIAL AND RESOURCES IMPLICATIONS**

- 11.1. The proposal is a continuation of the council's policy to address rogue landlords whilst utilising the third sector to raise awareness of the issues.
- 11.2. Implications verified/completed by: Mark Jones Director, Finance and Resources TTS and ELRS, 020 8753 6700

## **12. RISK MANAGEMENT**

- 12.1. The Council's Private Housing Team tackles residents' substandard premises and poor management by landlords in accordance with the Housing Act 2004 and as such is noted on the Council's strategic risk register; risk number 5, managing statutory duty. Supporting the Shelter Campaign also contributes positively to the reputation of the Council, risk number 8 on the strategic risk register.
- 12.2. Implications completed by Michael Sloniowski, Bi-borough Risk Manager ext 2587.

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

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	N/A		



**London Borough of Hammersmith & Fulham**

**CABINET MEMBER DECISION**

**27 OCTOBER 2014**

**KENMONT GARDENS LANDSCAPING WORKS**

**Report of the Cabinet Member for Environment, Transport & Residents Services –  
Councillor Wesley Harcourt**

**Open Report**

**Classification - For Decision**

**Key Decision: No**

**Wards Affected: College Park Road & Old Oak Road**

**Accountable Executive Director: Nigel Pallace**

**Report Author: Slobodan Vuckovic,  
Projects Engineer**

**Contact Details:**  
Tel: 020 8753 3360  
E-mail:  
slobodan.vuckovic@lbhf.gov.uk

AUTHORISED BY: .....

The Cabinet Member has signed this report.

DATE: 27 October 2014.

**1. EXECUTIVE SUMMARY**

- 1.1 This report details proposed highway improvements within the residential area of College Park (junction of Ponsard Road with Kenmont Gardens). Other local roads adjacent to this location are Letchford Mews and Vallerie Road. Please see plan in Appendix 1 which shows the existing layout.
- 1.2 It is proposed to remove the existing emergency access at Ponsard Road by upgrading the area in question to a new landscaped area, with trees planted and benches provided as a traffic free public area. Please see the proposed layout in Appendices 2 and 4.

- 1.3 Cabinet approved the 2014/15 Integrated Transport Programme on 14<sup>th</sup> October 2013 which included an allocation of £225,000 for this scheme. Project approval was delegated to the Cabinet Member for Transport and Technical Services, in consultation with the Executive Director Transport and Technical Services.

## **2. RECOMMENDATIONS**

It is recommended that:

- 2.1. Approval be given to proceed with the landscaping and sustainable drainage works as detailed in this report at an estimated cost of £275,000 with £225,000 funding from the 2014/15 TfL Integrated Transport allocation and £50,000 from available SuDS funding.
- 2.2. Approval be given to prevent motor vehicles from using the small area of carriageway at the southern end of the proposed landscaped area. (See appendix 3).

## **3. REASONS FOR DECISION**

- 3.1. The proposal is intended to:
- Create an improved pedestrian space to better serve the local community..
  - Deter anti-social behaviour.
  - Provide a Sustainable Drainage System (SuDS)

## **4. INTRODUCTION AND BACKGROUND**

- 4.1. In 2010 the College Park Residents Association (CoPRA) wrote to the Council stating that “this community has no informal and freely available focal point to give it a sense of place”. With the Neighbourhood programme in College Park, officers have been able to engage with local people to evolve a scheme to provide a high quality public space for the local community in College Park.
- 4.2. The area in question is within the residential area of College Park, also known as the College Park 20mph zone. It is at the cross section of Ponsard Road with Kenmont Gardens, with Vallerie Road and Letchford Mews being adjacent to the area, see appendix 1. The area is raised and partially landscaped, with three trees planted, but it is in general a fairly low grade landscaped area. In total some 40 bollards are currently in situ to protect pedestrians and deter vehicles from using the area.

- 4.3. The bottom end of the landscaped area still allows vehicular access and a line of bollards prevents this being used as a through route. The Emergency Services have confirmed that this route is not needed. This provides an opportunity to extend the pedestrianised area southwards and thereby create an enlarged and enhanced landscaped area by preventing motor vehicles from using this area.
- 4.4. Kenmont Primary School, with its entrance in Vallerie Road is a short distance from this area, with lots of children using the above area on their way to and from the school. It was reported by residents that the area in question, although very close to the Kenmont Primary School, was often subject to various types of anti-social behaviour, drug dealing, fly tipping, drinking, etc.

## **5. PROPOSAL AND ISSUES**

- 5.1 The scheme elements are described in detail in section 7. The main elements are an ovoid area of seating surrounded by hard and soft landscaping. Lighting will be improved and a sustainable drainage system put in place.
- 5.2 The scheme would be enhanced further technically by introducing a Sustainable Drainage System ( SuDS) element to the scheme. This will include the installation of permeable surfaces, ground level planters and underground storage cells. Rainfall will permeate through the surface where it will be directed to the planters and then on to the storage cells for a controlled release to the sewer. This design will help to reduce the risk of surface water flooding to the immediate area. By holding the water at the surface and in the underground storage cells for a short space of time, we are helping to reduce the risk of sewer flooding to other properties downstream.
- 5.3 The surface area will be covered in a different surface material, in order to indicate pedestrian only area. The top material will be permeable, with an impermeable macadam binder course beneath. The surface water is expected to run through the permeable material and run along the impermeable surface towards the planting beds, where the water is let in through gaps in the sett edging.
- 5.4 During large rainfall events surface water will pond in a designed oval shape to the north of the southern planter. This will form a shallow play feature in addition to providing additional storage for the surface water to control flows into the sewer. The ponding will only occur for a limited period of time before permeating through the surface and flowing into the planter. During extreme rainfall events the designed ponding will occur and any additional flow will follow an exceedence path, created via slight contouring, leading to a gully located to the east on Ponsard Road.
- 5.5 No traffic disruption is expected during the scheme implementation. There are no major constraints to the implementation of the scheme.

## 6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Taking into the consideration residents' concerns and wishes, a feasibility study was developed in which 3 options were analysed and presented to the members of the **College Park Residents Association (CoPRA)** .
- 6.2. As a result of these initial discussions three options were presented to CoPRA members, and one of these options was chosen as their preferred scheme. This option was later subject to a number of minor changes, as a result of various issues, e.g. underground services, existing underground conditions and additional residents' concerns.

## 7. CONSULTATION

- 7.1. During the feasibility and design study, we have been closely liaising with the members of CoPRA in order to get their input into the design. The Council officers attended CoPRA's meetings at which ideas and plans were discussed and shared. The CoPRA members embraced the project from the start and were involved in spreading the word to their fellow residents. Initially three options were considered, with the members of the CoPRA settling for option 3, which was an even mix of a soft and hard landscaping ideas, with SuDS element underneath (see appendix 4).
- 7.2. Residents were keen to see the following improvements:
  - area designated to residents, children and elderly in a way that no vehicular traffic is allowed. *We agreed that an improved landscaped area in a way of "pocket park", with soft measures like low planters and plants, trees will be introduced*
  - more green space; *this was addressed through the introduction of a soft landscaping planting beds with number of trees planted.*
  - improvements to the exiting lighting; *existing lighting will be upgraded to a new modern lights with increased luminance*
  - *safer and well lit area with CCTV; the introduction of CCTV was disregarded due to a high costs and it is believed that once the area is upgraded to what is planned, it should deter antisocial behaviour from it.*
  - exercising elements within the new landscaped area; *it was deemed and agreed that with the size of the new proposed landscaped area and the vicinity of residential units, the introduction of exercising machines would not be necessary and it could bring type of behaviour not necessarily needed in the area.*



- sitting and playing area; *benches will be provided with undersitting lights provide. Playground element was disregarded due to the size of the area as well as the effects that can have on residential units nearby.*

- 7.3. Once the design was finalised we consulted residents of the College Park by letter. Please see the consultation letter in Appendix 3. About seven hundred letters were delivered, with no responses to the scheme being received.
- 7.4. The Emergency Services have been consulted on the proposed prohibition of motor vehicles at the southern part of the scheme and they confirmed no objections to this.
- 7.5. The scheme is intended to commence construction in November, 2014, with completion by the end of March, 2015. Residents and local businesses will be notified of any works before implementation begins.

## **8. EQUALITY IMPLICATIONS**

- 8.1. There are no especial equality implications.

## **9. LEGAL IMPLICATIONS**

- 9.1 There are no legal implications arising out of the physical highways works set out in the report. Any proposed changes to existing or the making of new traffic management orders including restricting the use of vehicles and limiting users to pedestrian and cycle use (paragraph 4.3) will require the council to follow the statutory process set out in the Road Traffic Regulation Act 1984 and secondary legislation and may lead to a public inquiry should objections be made.
- 9.2 As road traffic authority, the council must exercise its functions as far as practicable to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities.
- 9.3 Implications verified/completed by: Alex Russell, Bi-Borough Senior Lawyer (Planning Highways and Licensing), Ex. 2771.

## **10. FINANCIAL AND RESOURCES IMPLICATIONS**

- 10.1. The proposed works are estimated at £275,000. Transport for London (TfL) have approved funding of £226,000 from the LIP programme for 2014-15 and £50,000 has been set aside from the DEFRA funded Lead Local Flood Authority/SuDS programme in 2014-15.

- 10.2. At present the costs are based on an estimate. Officers may need to manage the workload to ensure that expenditure is contained within the approved provision.
- 10.3. Implications verified/completed by: Gary Hannaway, TTS Head of Finance, Ex. 6071

## 11. RISK MANAGEMENT

- 11.1. The works are subject to an internal road safety audit being undertaken.

### 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
	None.		

#### LIST OF APPENDICES:

*Existing layout of the junction*

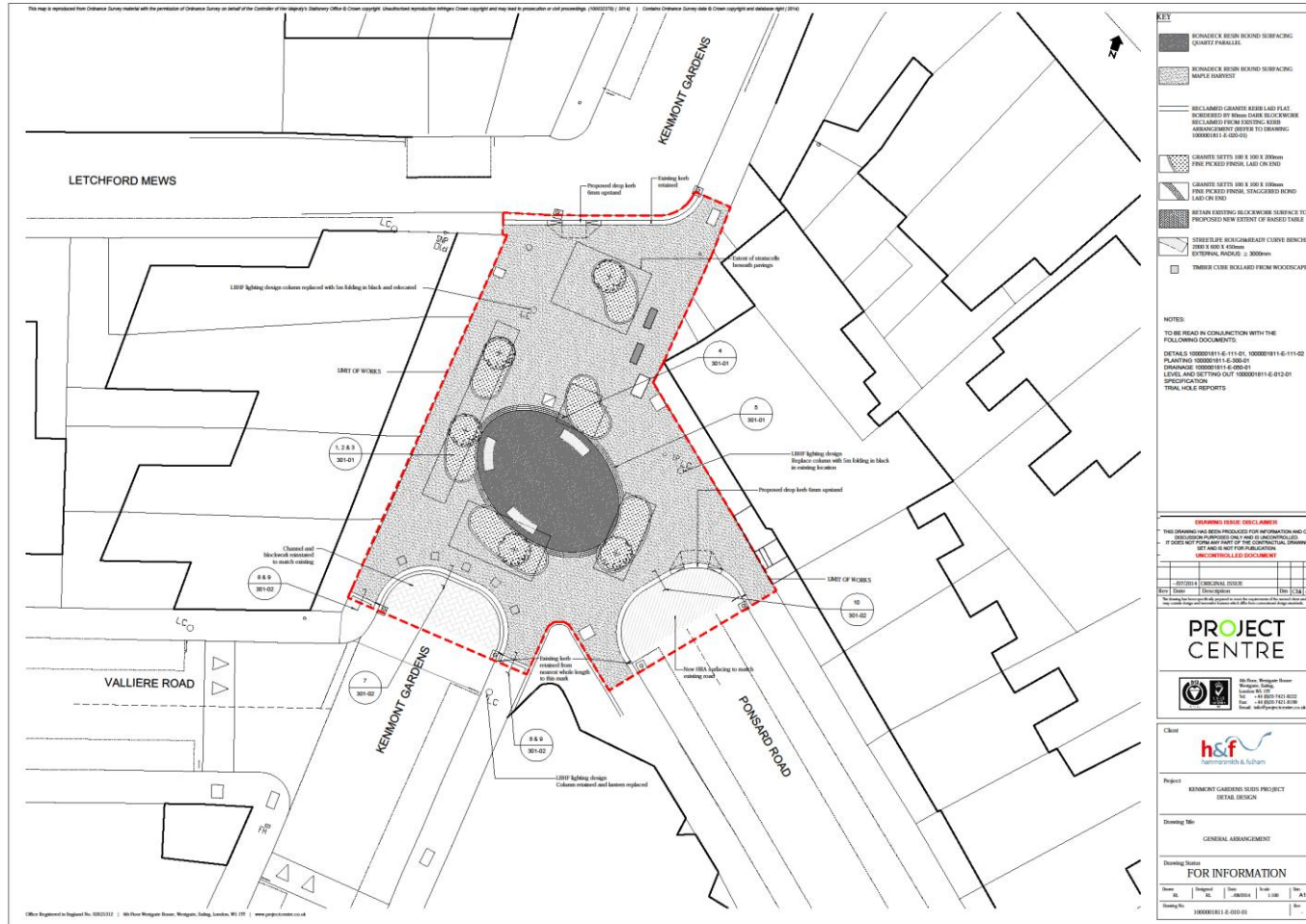
*Proposed layout /proposed extent of the landscaping area*

*The area to be closed for vehicular traffic*

*Landscaped proposal*



# Appendix 2



**KEY**

- BERNARDINI BENCH ROUND SUBSTITUTING QUERCUS FRAXILIS
- BERNARDINI BENCH ROUND SUBSTITUTING MAPLE HYBRID
- RECLAIMED GRANITE KIBBI LASH PLAT RECESSED TO SHOW LAMB BUCKLE MARK
- RECLAIMED GRANITE KIBBI LASH PLAT RECESSED TO SHOW LAMB BUCKLE MARK
- GRANITE SETTS 100 X 100 X 30mm PER PICKED PAVEMENT STAGGERED BOND LAY ON 100
- GRANITE SETTS 100 X 100 X 30mm PER PICKED PAVEMENT STAGGERED BOND LAY ON 100
- BENCH SEATING BUCKLE ROUND SUBSTITUTING TO PROPOSED NEW EXTENT OF BASED TABLE
- SEATTLE BUCKLE/READY CURVE BENCHES 2000 X 100 X 45mm
- EXTERNAL FINISHES: 3000mm
- TAMBER CURVE BOLLARD FROM WOODSCAPE

**NOTES**

TO BE READ IN CONJUNCTION WITH THE FOLLOWING DOCUMENTS:

DETAILS: 1000001811-E-11-01; 1000001811-E-11-02  
 PLANTING: 1000001811-E-20-01  
 DRAINAGE: 1000001811-E-20-02  
 LEVEL AND SETTING OUT: 1000001811-E-01-01  
 SPECIFICATION  
 TRIAL HOLE REPORTS

**DRAWING TITLE: CHECK AREA**

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**Client:** h&f  
 hampson & hughes

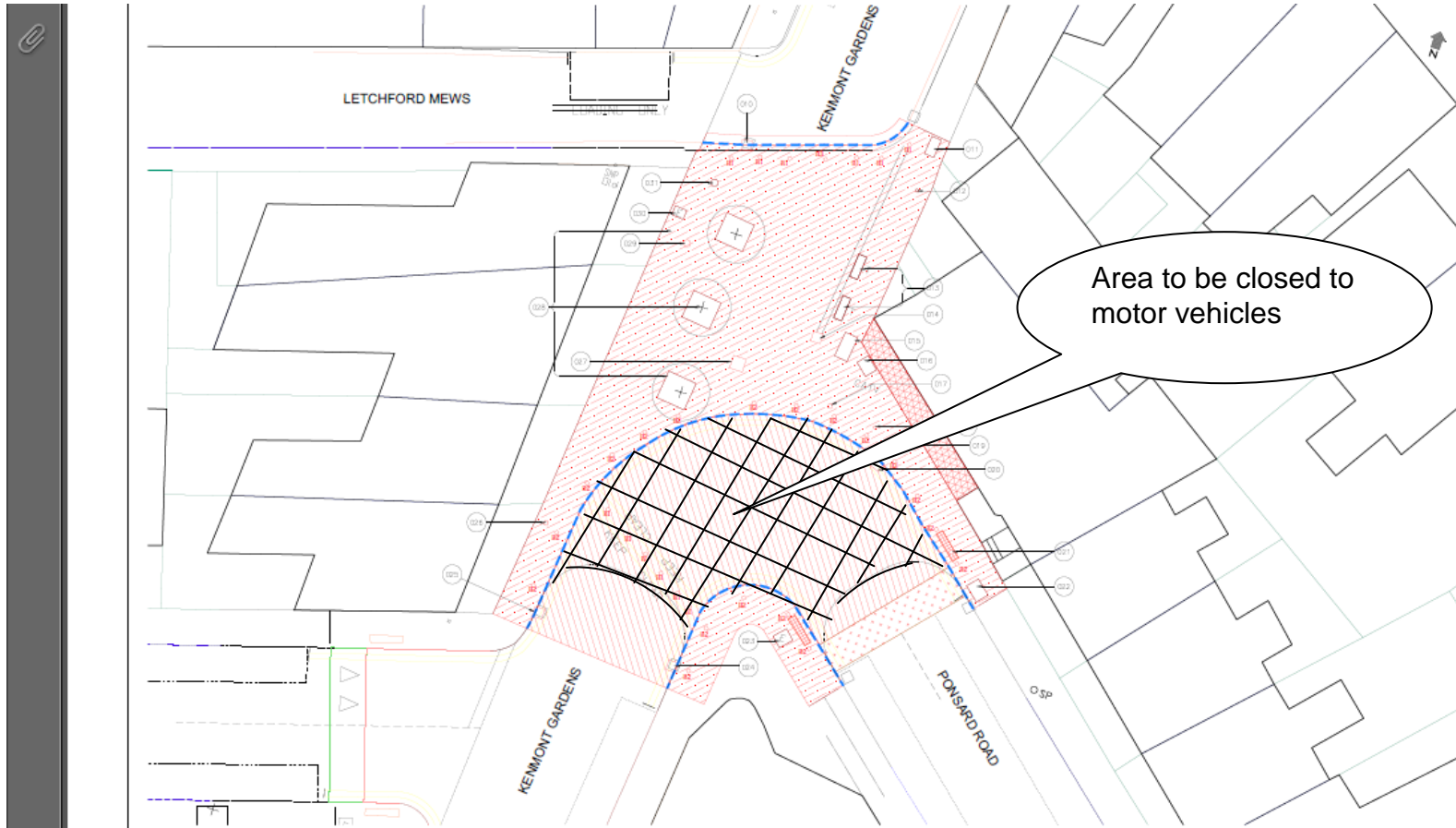
**Project:** KENMONT GARDENS BUIS PROJECT  
 DETAIL DESIGN

**Drawing Title:** GENERAL ARRANGEMENT

**Drawing Status:** FOR INFORMATION

Drawn By:	Checked By:	Scale:	Date:	Sheet:	Total:
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Appendix 3



# KENMONT RAIN GARDEN

## Landscape Proposals

precedent images/examples:



1. Pedestrian surface - resin bound gravel (permeable)
2. Street trees - Snowy Mespilus (Amelanchier lamarckii 'Robin Hill')
3. Curved timber benches with integral lighting, arm rests and backs
4. Rainwater collection from hall roof
5. Seat bollards
6. Maximum extent of temporary rain garden water collection
7. Concrete blocks to match existing raised table
8. Ground level planters edged with granite cubes
9. New white street lighting on 5m columns

PERSPECTIVE SKETCH



LAYOUT PLAN





# London Borough of Hammersmith & Fulham

## CABINET MEMBER DECISION

OCTOBER 2014

### CONSTITUTION OF THE GOVERNING BODY OF KENMONT PRIMARY SCHOOL

#### Report of the CABINET MEMBER FOR EDUCATION

#### Open Report

**Classification** - For Decision

**Key Decision:** No

**Wards Affected:**

**Accountable Executive Director:** Jane West, Executive Director Finance and Corporate Governance

**Report Author**  
**Jackie Saddington**  
**Tri-Borough Head of School Governor Services**

**Contact Details:**  
E-mail:  
Jackie.saddington@rbkc.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 31 October 2014

## 1. EXECUTIVE SUMMARY

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

## 2. RECOMMENDATIONS

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

### **3. REASONS FOR DECISION**

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

### **4. BACKGROUND**

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.

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.

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**

At the Full Governing Body meeting of Kenmont Primary School held on 15th October 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 2003. The total number of governors will remain at 12 and 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 3 to 1
- Headteacher
- Community Governors are renamed to Co-Opted Governors and will change from 3 to 7.

Total = 12

### **6. INSTRUMENT OF GOVERNMENT**

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 Kenmont Primary School.



**7. RISK MANAGEMENT**

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**

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

**9. EQUALITY IMPLICATIONS**

There are no equality implications.

**10. LEGAL IMPLICATIONS**

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

## APPENDIX 1

### LONDON BOROUGH OF HAMMERSMITH AND FULHAM

#### INSTRUMENT OF GOVERNMENT:

#### KENMONT PRIMARY SCHOOL

1. The name of the school is Kenmont Primary School.
2. The school is a Community school.
3. The name of the governing body is “The governing body of Kenmont Primary 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).

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

<b>No .</b>	<b>Description of Background Papers</b>	<b>Name/Ext of Holder of File/Copy</b>	<b>Department/Location</b>
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



**London Borough of Hammersmith & Fulham**

**CABINET MEMBER DECISION**

**OCTOBER 2014**

**CONSTITUTION OF THE GOVERNING BODY OF PHOENIX HIGH SCHOOL**

**Report of the CABINET MEMBER FOR EDUCATION**

**Open Report**

**Classification** - For Decision

**Key Decision:** No

**Wards Affected:**

**Accountable Executive Director:** Jane West, Executive Director Finance and Corporate Governance

**Report Author**  
**Jackie Saddington**  
**Tri-Borough Head of School Governor Services**

**Contact Details:**  
E-mail:  
Jackie.saddington@rbkc.gov.uk

AUTHORISED BY:

Tha Cabinet Member has signed this report.

DATE: 20 October 2014

**1. EXECUTIVE SUMMARY**

The report recommends a variation in the Instrument of Government for the governing body of Phoenix High School to allow for an additional co-opted governor and a variation in the number of parent governors.

**2. RECOMMENDATIONS**

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

### **3. REASONS FOR DECISION**

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

### **4. BACKGROUND**

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.

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.

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**

At the Full Governing Body meeting of Phoenix High School held on 15th September 2014 the governors voted to reconstitute the Governing Body to increase the total number of governors by one and vary the number of parent governors. This is in line with the School Governance (Constitution) (England) Regulations 2012. Up until September 2013 Phoenix High School was part of a federation with Canberra Primary School under the School Governance (Federations) (England) Regulations 2007. However, an Academy Order was made for Canberra Primary School under section 4 of the Academies Act 2010 whereby the school ceased to be maintained by the local authority on 1 September 2013 and acquired academy status from that date. Before the date of the discontinuance, the two schools had to establish new, independent governance arrangements. In the case of Phoenix High School it was the local authority's responsibility to do this by making a new Instrument of Government for the school which took effect once the federation was discontinued. Therefore, the Governing Body re-constituted under the School Governance (England) (Constitution) 2012.

The total number of governors will now increase from 14 to 15 and 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 5 to 3
- LA Governors will remain at 1
- Staff Governors will remain at 1
- Headteacher

- Partnership governors reduce from 2 to 0
- Co-Opted Governors will increase from 3 to 9

Total = 15

## **6. INSTRUMENT OF GOVERNMENT**

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 Phoenix High School.

## **7. RISK MANAGEMENT**

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**

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

## **9. EQUALITY IMPLICATIONS**

There are no equality implications.

## **10. LEGAL IMPLICATIONS**

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

## **APPENDIX 1**

### **LONDON BOROUGH OF HAMMERSMITH AND FULHAM**

#### **INSTRUMENT OF GOVERNMENT:**

#### **PHOENIX HIGH SCHOOL**

1. The name of the school is Phoenix High School.
2. The school is a Foundation school.
3. The name of the governing body is “The governing body of Phoenix High School”.
4. The governing body shall consist of:
  - a. 3 parent governors
  - b. 1 staff governor
  - c. 1 Local Authority governor
  - d. The Head Teacher
  - e. 9 co-opted governors
5. Total number of governors is 15.
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).

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

<b>No .</b>	<b>Description of Background Papers</b>	<b>Name/Ext of Holder of File/Copy</b>	<b>Department/Location</b>
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





# London Borough of Hammersmith & Fulham

## CABINET MEMBER DECISION

OCTOBER 2014

### CONSTITUTION OF THE GOVERNING BODY OF SIR JOHN LILLIE PRIMARY SCHOOL

#### Report of the CABINET MEMBER FOR EDUCATION

#### Open Report

**Classification** - For Decision

**Key Decision:** No

**Wards Affected:**

**Accountable Executive Director:** Jane West, Executive Director Finance and Corporate Governance

**Report Author**  
**Jackie Saddington**  
**Tri-Borough Head of School Governor Services**

**Contact Details:**  
E-mail:  
Jackie.saddington@rbkc.gov.uk

AUTHORISED BY:

Tha Cabinet Member has signed this report.

DATE: 20 October 2014

## 1. EXECUTIVE SUMMARY

The report recommends a variation in the Instrument of Government for the governing body of Sir John Lillie Primary School to bring them in line with the School Governance (Constitution) England) Regulations 2012.

## 2. RECOMMENDATIONS

That the Instrument of Government for the governing body of Sir John Lillie Primary School, as set out in Appendix 1 of this report, be made, coming into effect from the date of making.

### **3. REASONS FOR DECISION**

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

### **4. BACKGROUND**

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.

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.

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**

At the Full Governing Body meeting of Sir John Lillie Primary School held on 18th September 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 2003. The total number of governors will reduce from 12 to 9 and 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 4.

Total = 9

### **6. INSTRUMENT OF GOVERNMENT**

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 Sir John Lillie Primary School.

**7. RISK MANAGEMENT**

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**

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

**9. EQUALITY IMPLICATIONS**

There are no equality implications.

**10. LEGAL IMPLICATIONS**

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

## **APPENDIX 1**

### **LONDON BOROUGH OF HAMMERSMITH AND FULHAM**

#### **INSTRUMENT OF GOVERNMENT:**

#### **SIR JOHN LILLIE PRIMARY SCHOOL**

1. The name of the school is Sir John Lillie Primary School.
2. The school is a Community school.
3. The name of the governing body is “The governing body of Sir John Lillie Primary 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. 6 co-opted governors
5. Total number of governors is 11.
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).

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

<b>No</b>	<b>Description of Background Papers</b>	<b>Name/Ext of Holder of File/Copy</b>	<b>Department/Location</b>
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



# London Borough of Hammersmith & Fulham

## CABINET MEMBER DECISION

NOVEMBER 2014

### CONSTITUTION OF THE GOVERNING BODY OF WENDELL PARK PRIMARY SCHOOL

#### Report of the CABINET MEMBER FOR EDUCATION

#### Open Report

**Classification** - For Decision

**Key Decision:** No

**Wards Affected:**

**Accountable Executive Director:** Jane West, Executive Director Finance and Corporate Governance

**Report Author**  
**Jackie Saddington**  
**Tri-Borough Head of School Governor Services**

**Contact Details:**  
E-mail:  
Jackie.saddington@rbkc.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 18 November 2014

## 1. EXECUTIVE SUMMARY

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

## 2. RECOMMENDATIONS

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

### **3. REASONS FOR DECISION**

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

### **4. BACKGROUND**

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.

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.

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**

At the Full Governing Body meeting of Wendell Park Primary School held on 9th October 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 2003. The total number of governors will reduce from 14 to 12 and 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 5 to 3
- LA Governors from 3 to 1
- Staff Governors from 3 to 1
- Headteacher
- Community Governors are renamed to Co-Opted Governors and will change from 3 to 6.

Total = 12

### **6. INSTRUMENT OF GOVERNMENT**

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 Wendell Park Primary School.

**7. RISK MANAGEMENT**

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**

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

**9. EQUALITY IMPLICATIONS**

There are no equality implications.

**10. LEGAL IMPLICATIONS**

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



## APPENDIX 1

### LONDON BOROUGH OF HAMMERSMITH AND FULHAM

#### INSTRUMENT OF GOVERNMENT:

#### WENDELL PARK PRIMARY SCHOOL

1. The name of the school is Wendell Park Primary School.
2. The school is a Community school.
3. The name of the governing body is “The governing body of Wendell Park Primary School”.
4. The governing body shall consist of:
  - a. 3 parent governors
  - b. 1 staff governor
  - c. 1 Local Authority governor
  - d. The Head Teacher ex-officio
  - e. 6 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).

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

<b>No .</b>	<b>Description of Background Papers</b>	<b>Name/Ext of Holder of File/Copy</b>	<b>Department/Location</b>
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



**London Borough of Hammersmith & Fulham**

**CABINET MEMBER DECISION**

**NOVEMBER 2014**

<b>SEMI-INDEPENDENT LIVING SERVICES FOR LAC AND CARE LEAVERS</b>	
<b>Report of the Cabinet Member for Children’s Services and the Cabinet Member for Health and Adult Social Care</b>	
<b>Open Report</b>	
<b>Classification:</b> For Decision	
<b>Key Decision:</b> No	
<b>Wards Affected:</b> All	
<b>Accountable Executive Director:</b> Andrew Christie, Executive Director for Children’s Services	
<b>Report Author:</b> Terry Clark, Lead Commissioner (Social Care)	<b>Contact Details:</b> Tel: 020 7938 8336 E-mail: terry.clark@rbkc.gov.uk

AUTHORISED BY: .....

Both Cabinet Members have signed the report

DATE: 17 November 2014.....

**1. Executive Summary**

- 1.1. This paper provides a summary of the recent review of semi-independent living services (SIL) for Looked After Children aged 16/ 17 and Care Leavers aged 18 – 24 and seeks Cabinet Member approval of the approach to commissioning SIL services commencing in 2015 for LBHF.
- 1.2. The council provides semi-independent living services to enable young people to make a successful transition from being looked after to becoming a care leaver and then on to living independently. A Project Group of key stakeholders has reviewed current arrangements and developed a Semi-independent Living Commissioning Strategy for Looked After Children aged 16 / 17 and Care Leavers.
- 1.3. By implementing the recommendations of the Commissioning Strategy, the council will:

- Enable Care Leavers to develop the skills they need to make a successful transition into independent living through an improved focus on outcomes;
  - Improve the overall quality and quality assurance of semi-independent living services, ensuring that Care Leavers are maintained in 'suitable accommodation';
  - Deliver savings and ensure value for money through more robust commissioning and Housing Benefit arrangements;
  - Ensure ongoing quality and service improvement through robust contract monitoring arrangements and improved collaborative approaches with providers.
- 1.4 This report requests approval from the relevant Cabinet Member for the commissioning strategy set out in this paper and the proposed route for delivering the strategy within Hammersmith and Fulham.
- 1.5 On the 5<sup>th</sup> March 2012 a report was submitted to Cabinet for decision on the '*Award of the West London Housing Related Support Joint Framework Agreement 2012-2016*' and to delegated to the then Cabinet Member for Community Care (now Cabinet Member for Health and Adult Social Care), the authority to authorise the entering into of ancillary agreements (mini-tenders) for the operation of the framework once awarded.

## **2. Recommendations**

- 2.1. That the Cabinet Member for Children and Education approves commissioners initiating a commissioning exercise to implement:
- A block contract for the provision of SIL placements located in the borough.
  - A Framework Agreement for the commissioning of additional SIL placements via an open tendering procedure.
- 2.2. That commissioners prepare a detailed report for approval by Cabinet on the implementation of a Framework Agreement for the procurement of additional SIL placements; and that prior approval to delegate award of the framework and subsequent call off from it, be given to the Cabinet Member for Children and Education in consultation with the Executive Director of Children's Services.
- 2.3. That the Cabinet Member for Health and Adult Social Care approves that commissioners undertake a mini-competition from the West London Alliance (WLA) Framework for Housing Related Support Services under LOT 6: Young People for the block contract and;
- 2.4. That commissioners submit a further report on the outcome of the mini-competition for the Cabinet Member to decide if they wish to award a contract to the highest ranked provider from the mini-competition, in consultation with the Cabinet Member for Children and Education.

### **3. Reason for Recommendations**

- 3.1. The council has a statutory duty to support young people leaving care through the Children (Leaving Care) Act 2000. As a result, the council has a duty to provide a range of semi-independent living services for Looked After young people aged 16 – 18 and Care Leavers aged 18 – 24. The purpose of these services is to work with young people to build a range of life skills within a supportive environment which enables them to make a successful transition from being looked after to becoming a care leaver and then on to living independently.

### **4. Introduction and Background**

- 4.1. Semi-independent living refers to the provision of supported accommodation and one-to-one key worker support for young people leaving care to enable a smooth transition into independent living as an adult. It supports the duty of the local authority to provide services, including the provision of suitable accommodation, to Relevant and Former Relevant children to the age of 21 (or 25 if pursuing a programme of education or training).
- 4.2. Children's Service has undertaken a review of current arrangements for semi-independent living (SIL) for Looked After Children aged 16+ and Care Leavers in the London Borough of Hammersmith & Fulham. Our aim is to develop a consistent approach to the commissioning and utilisation of semi-independent placements, providing a continuum of support for young people from leaving care to living independently in the community. This Commissioning Strategy was developed in collaboration with other departments (including social workers from Family Services, Adults Social Care, Housing and legal services, young people and providers, with key engagement activities mapped out in Appendix A. It includes proposals for new semi-independent living arrangements to be implemented from 2015.
- 4.3. Current provision is varied across the borough in terms of need, quality and models of service delivery. The council places many young people in borough through block contracts with Supporting People Housing providers. The commissioning responsibilities for these providers are split to varying degrees between Children's Services and Adult Social Care. Additional and out-of-borough placements are spot purchased as required from private and voluntary providers by the Placements Team in the Children's Services Commissioning Directorate. It is an unregulated market in which quality and price varies hugely.
- 4.4. It was recognised that the authority needed to improve the quality of the provision being used but could also make significant savings in the area through improved commissioning. In early 2014, the Semi-Independent Living project was initiated and a cross-departmental, cross-borough Project Group was established to lead the work. Its purpose was to explore opportunities for rationalising service delivery, improving outcomes for young people and making financial efficiencies.

- 4.5. The project was required to review current arrangements, undertake analysis of current and projected needs, and model options for future delivery, in order to prepare and subsequently implement a commissioning strategy for semi-independent living services.
- 4.6. The project's primary objective is to ensure Care Leavers in Hammersmith and Fulham are placed in safe and instructive semi-independent supported accommodation that is most suited to their requirements and represents best value to the council. The accommodation will provide young people with the understanding and life skills required to move on to independent living in the community when appropriate.

## 5. The Commissioning Strategy

- 5.1. Between March and September 2014, Children's Services conducted a review of existing arrangements for semi-independent living services for LAC aged 16+ and Care Leavers. This led to the development of a Commissioning Strategy which sets out the department's purpose and intentions regarding these services for the next four years.
- 5.2. The Commissioning Strategy consists of three parts:

**Part A – Analysis:** which provides an overview of current arrangements, identified strengths and areas for development, total SIL spend, needs analysis, market analysis and benchmarking research;

**Part B – Pathways:** which addresses Staying Put (staying put arrangements are where a young person remains with their foster carer post 18) and supported accommodation as the different accommodation pathways for young people leaving care and provides an overview of the vision / expectations for future SIL service arrangements;

**Part C – Options:** which provides the contracting options and procurement approaches which have been considered and the different recommendations for implementation in LBHF.

### 5.3. Commissioning Strategy – Analysis

- 5.3.1 For care leavers in Hammersmith & Fulham, a dedicated Care Leaver pathway is currently commissioned as part of Supporting People arrangements, providing 59 units of accommodation (20 high / 39 medium support) across 8 properties located in the borough. Services are delivered through three supported accommodation contracts with two providers, which commenced on 1<sup>st</sup> April 2010 and are due to expire 1<sup>st</sup> April 2015.
- 5.3.2 Supporting People provision in LBHF meets approximately 50% of the total placement requirements, with 21,535 bed nights available (59 FTE). Other semi-independent living placements, typically out-of-borough, are required for a variety of reasons, including young people placed in foster care outside of LBHF; young people with additional needs beyond the Supporting People provision; or young people who cannot be placed in LBHF due to safeguarding issues. These placements are arranged by the Placements Team in the Commissioning directorate of Children's Services.

5.3.3 These additional placements are spot-purchased as and when required from a large pool of private and voluntary sector providers. It is an unregulated market in which quality and price varies hugely, and most of the providers are small businesses with little infrastructure.

5.3.4 Through the review, social work practitioners, commissioners, young people and providers identified common themes as key areas for service development:

- Improved focus on outcomes instead of prescriptive support hours;
- Greater consistency in service quality and standards, supported by enhanced monitoring arrangements;
- Increased clarity of roles and responsibilities for providers, social workers, commissioners and young people;
- Consistent processes for referrals, move-in, move-on and ongoing arrangements to improve placement resilience.

5.3.5 Young people's views were central to the review of existing arrangements and planning for future services. Their ideas included:

- More needs to be done to reduce support levels at the right times, in order to prevent young people from becoming over-reliant on the service;
- More opportunities for group work with other young people would be a good way of developing life skills and would help address the isolation experienced by some young people in semi-independent living;
- More 'supervision' sessions with their support worker to monitor their progress towards agreed outcomes, including what life skills they have developed.

5.3.6 In 2013/14, 117 full time equivalent (one placement for one full year) semi-independent living placements were commissioned for LAC aged 16+ and Care Leavers from Hammersmith & Fulham.

5.3.7 Based on analysis of historic and current LAC populations and trends, commissioners predict that this service requirement will remain relatively constant. It is projected that between 116 and 121 FTE SIL placements will be required annually up to 2018.

5.3.8 It is estimated that 29% of such placements will be required for young people with high support needs, 39% for medium support needs, and 32% for lower support needs.

## 5.4 Commissioning Strategy – Pathways

5.4.1 There are three main pathways identified for young people leaving care:

- Directly entering independent living in the community, if the young person is believed to be ready;
- Staying Put arrangements, enabling young people to remain with their long term foster carer for a period of time post 18;
- Supported accommodation.

- 5.4.2 A policy for Staying Put arrangements is currently in development, including consultation with the Fostering & Adoption Service, social workers, young people and the local Fostering Association.
- 5.4.3 In the Commissioning Strategy, the department's vision for supported accommodation emphasises the expectation of providers to share our corporate parenting responsibility and aspirations for Looked After Children aged 16+ and Care Leavers, acting as any good parent would for their own child.
- 5.4.4 In order to fulfil this corporate parenting responsibility and enable young people to transition successfully into independence and adult life, supported accommodation will be based on four key principles, or 'pillars of parenting':
- **Personalisation:** Services tailored to the needs and requirements of each young person.
  - **Outcomes:** A focus on how well the service is helping young people to prepare for independent living, rather than simply what is being delivered.
  - **Collaboration:** Improved teamwork, communication and co-ordination between all professionals providing support for young people.
  - **Community:** An emphasis on young people feeling safe, secure and comfortable as part of a community, in both their accommodation and local neighbourhood.

## 5.5 Commissioning Strategy – Options

- 5.5.1 It is projected that over the next 5 years, the council will need to provide provision for between 116-121 Care Leavers at any one time. Through agreements with a number of Registered Social Landlords, 71 units of accommodation are made available to the council within the borough. This accommodation can provide for approximately 60% of the borough's care leavers. In addition to this the council will need to ensure there is sufficient capacity for the additional 40% of the borough's requirements.
- 5.5.2 Commissioners have explored a number of options to deliver the councils requirements as set out within this report; these options include:
- **Approved providers list** - An approved provider list is a list of potential providers for a service that is maintained by the commissioning organisation. Providers have to pre-qualify for the list through a selection process using a pre-qualification questionnaire. When services are actually required, commissioners 'call off' the list by issuing a separate spot contract that sets out the remaining terms and specific service requirements. No specification is agreed and no prices are set when an Approved Provider List is set up
  - **Block Contract Arrangements** - A block contract guarantees a certain volume of business with a dedicated service provider over a set period of time to an agreed written specification. Block contracts are typically set at a fixed price.
  - **Dynamic purchasing** - . A DPS is an electronic system for the purchase of commonly used goods, services or works, usually limited to a maximum duration of four years. It can only be established using the rules of the Open Procedure and must be open throughout its duration for the admission of any provider which satisfies the selection criteria



and submits an indicative tender which complies with the service specification.

- **Framework Agreements** - A framework agreement is an overarching agreement with a fixed number of providers which sets out the broad terms (both quality and price) on which the commissioning organisation will purchase services from those providers in the future. The core service specification and prices are set when the Framework Agreement is established.
- **Spot purchase contracting** - Stand-alone spot contracts are individual contracts for services that are provided on a case-by-case basis, typically for an individual service user. There is no other overarching agreement in place and the spot contract sets out all the terms and conditions.

5.5.3 Commissioners have examined the 5 contracting options in order to propose the best option for the council of delivering the commissioning intentions set out in the strategy. It is therefore proposed that: **(i)** the council enter into a block contract for the 71 units of in-borough accommodation delivering 60% of the councils need and **(ii)** establish a Framework Agreement for additional SIL placements delivering the remaining 40% of the councils requirement.

## **6. Delivering the Commissioning strategy - Block Contract**

- 6.1. It is proposed that a dedicated Care Leaver supported accommodation pathway (in-borough 71 units) is commissioned using Lot 6 (Young People) of the existing West London Alliance Framework Agreement for Housing Related Support Services. A block contract with a single supplier for 5 + 2 years will provide a total of 71 FTE placements across 9 properties located in Hammersmith & Fulham, the core of the SIL placement requirements.
- 6.2. A block contract offers the most efficient means of commissioning SIL placements while also enabling the development of a collaborative relationship with the provider, which will facilitate ongoing service development and improved outcomes for young people over time.
- 6.3. Hammersmith & Fulham is the Primary Contracting Authority for the WLA Framework Agreement, which was established in September 2012. The use of the framework provides the local authority with an efficient means of fulfilling its duty to secure value for money and comply with the EU regulations without the time and cost implications of running a full tender process.
- 6.4. Lot 6 (Young People) of the WLA Framework includes 22 providers who will be eligible to submit tenders for the opportunity. The Lot includes providers with the requisite skills, experience and capacity to deliver the required services, including the incumbent providers. One potential provider, St Christopher's Fellowship, did not meet the standards required when the Framework was established; therefore this organisation will not be eligible to submit a tender for this opportunity. The administration in their manifesto gave a commitment to support local businesses through council procurement exercises. Commissioners have examined the market and are of the opinion that there are currently no local providers with sufficient experience to deliver the required services who would be excluded through the use of the WLA Framework.

- 6.5. To supplement the WLA Framework specifications, an addendum specification will set out the requirements for housing related support services for the specific context of Care Leavers. This will include all the key service features and the required outcomes outlined in the Pathway section of the Commissioning Strategy.
- 6.6. It is proposed that the block contract will run for 5 + 2 years from 1<sup>st</sup> April 2015. Formal service reviews will be built into the contractual arrangements for the end of Year One and the end of Year Three, in order to ensure the provider is successfully meeting the service specification and required outcomes are being achieved.
- 6.7. Commissioners are of the opinion that a single provider for the dedicated care leaver pathway in LBHF is the best way to deliver the services as identified in the Pathway section of the Commissioning Strategy. A single provider will allow for innovation in the way the service is modelled and delivered on the ground, without commissioners being prescriptive of how the properties and support should be organised on a day to day basis. A single provider allows commissioners to build a collaborative partnership in order to deliver our parenting approach as outlined in the strategy. Commissioners also believe that this option represents the best value for money for the council.
- 6.8. The process for a mini-competition from the WLA Framework will be as follows:
- All Providers capable of providing the Service, listed on Lot 6: Young People, will be notified of the contract opportunity and invited to express an interest;
  - The council will issue a mini-competition questionnaire to all interested eligible Providers, together with details of the Service and the award criteria for the contract via capital E-sourcing (the councils electronic procurement portal)
  - The contract award criteria will be the same as the Framework award criteria, but with the additional requirements incorporated and the weightings adjusted to 50% price 50% quality. This is the highest quality weighting possible within the terms of the WLA Framework;
  - The timeframe for return of mini-competition questionnaires will be six - eight weeks, which takes into account the amount of information to be requested and the time needed to prepare the information;
  - Mini-competition returns will be evaluated and scored in accordance with the issued contract award criteria and the highest ranked Provider will be recommended to the relevant Cabinet Member for contract award.

6.9. The high-level procurement plan for the block contract is as follows:

<b>Date</b>	<b>Activity</b>
November 2014	Providers on WLA Framework invited to tender for the opportunity
January 2015	Tenders submitted and evaluated
February 2015	Officer and Cabinet Member approvals of contract award
March and April 2015	Mobilisation of new contract
April 2015	Commencement of new contract

- 6.10. On the 5<sup>th</sup> March 2012 a report was submitted to Cabinet for decision on the *'Award of the West London Housing Related Support Joint Framework Agreement 2012-2016'*. This report set out the procurement process and award of the framework. The Cabinet report of 5<sup>th</sup> March 2012, also delegated to the then Cabinet Member for Community Care (now Cabinet Member for Health and Adult Social Care), the authority to authorise the entering into of ancillary agreements (mini-tenders) for the operation of the framework once awarded. This report seeks to use this delegation to agree the recommendation set out at paragraph 2.3 of this report.

## **7. Delivering the Commissioning strategy - Additional SIL Framework**

- 7.1. For circumstances where it is not possible for a Care Leaver to be placed in supported accommodation using block provision, it is proposed that the London Borough of Hammersmith & Fulham establishes a Framework Agreement for additional SIL Placements located in Greater London.
- 7.2. Replacing current spot purchasing arrangements with a Framework Agreement will result in a number of benefits, including more robust approaches to managing cost and quality of placements, building collaborative relationships with a smaller number of providers, and ensuring continued flexibility in commissioning to meet varied service volumes and placement requirements.
- 7.3. Once the Framework Agreement is in place, placements can be called off to meet the needs of individual young people. The Framework will provide an effective and efficient means of securing placements, but there will be no contractual binding commitment on the local authority to purchase placements through it.
- 7.4. It is proposed that the Royal Borough of Kensington and Chelsea and Westminster City Council are named as other contracting authorities in the Framework and they will be able to access the Framework via access agreements. The framework will maintain the sovereignty of each borough. Each borough would undertake individual call-offs from the framework, in which they will be responsible for and issue their own placement contract for each young person.
- 7.5. Commissioners will prepare a more detailed report for Cabinet in respect of the proposed Framework Agreement; the report will seek approval to undertake a tender exercise and the proposed delegation.

## **8. Consultation**

- 8.1. All key stakeholders were extensively engaged and involved in the development of the SIL Commissioning Strategy. Key engagement activities are mapped out in Appendix A.
- 8.2. The project established a short life working group of care leavers to work with commissioners on the design of the strategy. The group met on three occasions to discuss a range of topics, which included review of current

arrangements, design of outcomes and future delivery, such as what to expect in your first week and key skills. The final session focused on how care leavers can be involved in the procurement process. The work developed through this group helped shape the recommendations in the commissioning strategy.

- 8.3. Over 40 people from 26 different organisations attended a service development engagement event in June. A further market engagement event was held on 22 September which was attended by 36 people from 28 different potential providers.

## **9. Equality**

- 9.1 From initial assessments, there will be no adverse impact of the SIL Commissioning Strategy on certain groups. There is no projected reduction in commissioned placements affecting access through the strategy. It is in fact aimed for there to be an increase in the quality of placements.

## **10. Legal Implications**

- 10.1 It is the duty of the Local Authority to provide services, including the provision of suitable accommodation, to both Looked After Children [s22A Children Act 1989] and Relevant Children i.e. those aged 16 and 17 who have left care and where to do so is necessary to safeguard and promote welfare [ s23B CA1989]. When a young person becomes an adult at age 18 the duty to him or her as a Former Relevant Child continues until s/he attains the age of 21 and, if pursuing a programme of education or training, until s/he attains the age of 25 [s23C; s23CA CA1989].

*Comments provided by Jade Monroe, Senior Solicitor (Social Care and Education), Bi-borough Legal Services*

- 10.2 These are Part B services under the Public Procurement Regulations 2006 as amended and not subject to full rigour of the Regulations. Nevertheless it is essential to fulfil transparency duties.
- 10.3 Proposed strategy for procurement of block contracts using existing framework and mini-competition provisions thereunder, setting up a framework contract for additional SIL Placements and any further requirements by spot purchasing with specified service standards would be in compliance with the Council's obligations under the Public Contracts Regulations as well as of the best value duty.

*Comments provided by Babul Mukherjee, Solicitor (Contracts), Bi-borough Legal Services*

## **11. Finance considerations**

- 11.1. In 2013/14, Hammersmith & Fulham spent £3,289,112 on semi-independent living services, which includes the costs of rent and support.

- 11.2. Based on financial modelling of the proposed arrangements, commissioners believe that significant savings can be achieved through more efficient and robust commissioning arrangements, shifting Housing Benefit liability to suppliers, and a clearer definition of the entitlement of support hours for Framework placements.
- 11.3. However, anticipated savings cannot be confirmed until commissioners have gone out to the market and commercial information has been returned.

*Comments provided by Alex Pygram, Group Accountant, Children's Services Finance*

## **12. Procurement and IT Strategy Implications**

- 12.1 This report seeks Cabinet Member approval to proceed with a procurement strategy aimed at improving the provision and outcomes of Semi-Independent Living for looked after children and care leavers. The two-pronged strategy is to establish a H&F framework contract for individual placements outside of the borough, and, in tandem with this to ensure sufficient local supply of suitable accommodation, to also create a block contract for in-borough H&F provision by using the existing WLA framework for which H&F is the lead contracting authority on behalf of the WLA.
- 12.2 The strategy also seeks delegated authority to award these future contracts. Such delegations are permissible under the Council's Contracts Standing Orders so long as they comply with section 12 of the CSOs.

*Comments provided by John Francis, Procurement Consultant, H&F*

## **13. Risk Management**

- 13.1. The Children's Services Department would be responsible for the effective delivery of the strategy and management of risk associated with that. The department has established risk management protocols that include the identification and measurement of risk. Risk is also reviewed periodically by the Senior Management team. Commissioning and Market Testing are risks noted on the councils strategic risk register, risk number 2. The legal duty is also noted, risk number 5.

*Comments provided by Michael Sloniowski, Bi-borough Risk Manager*

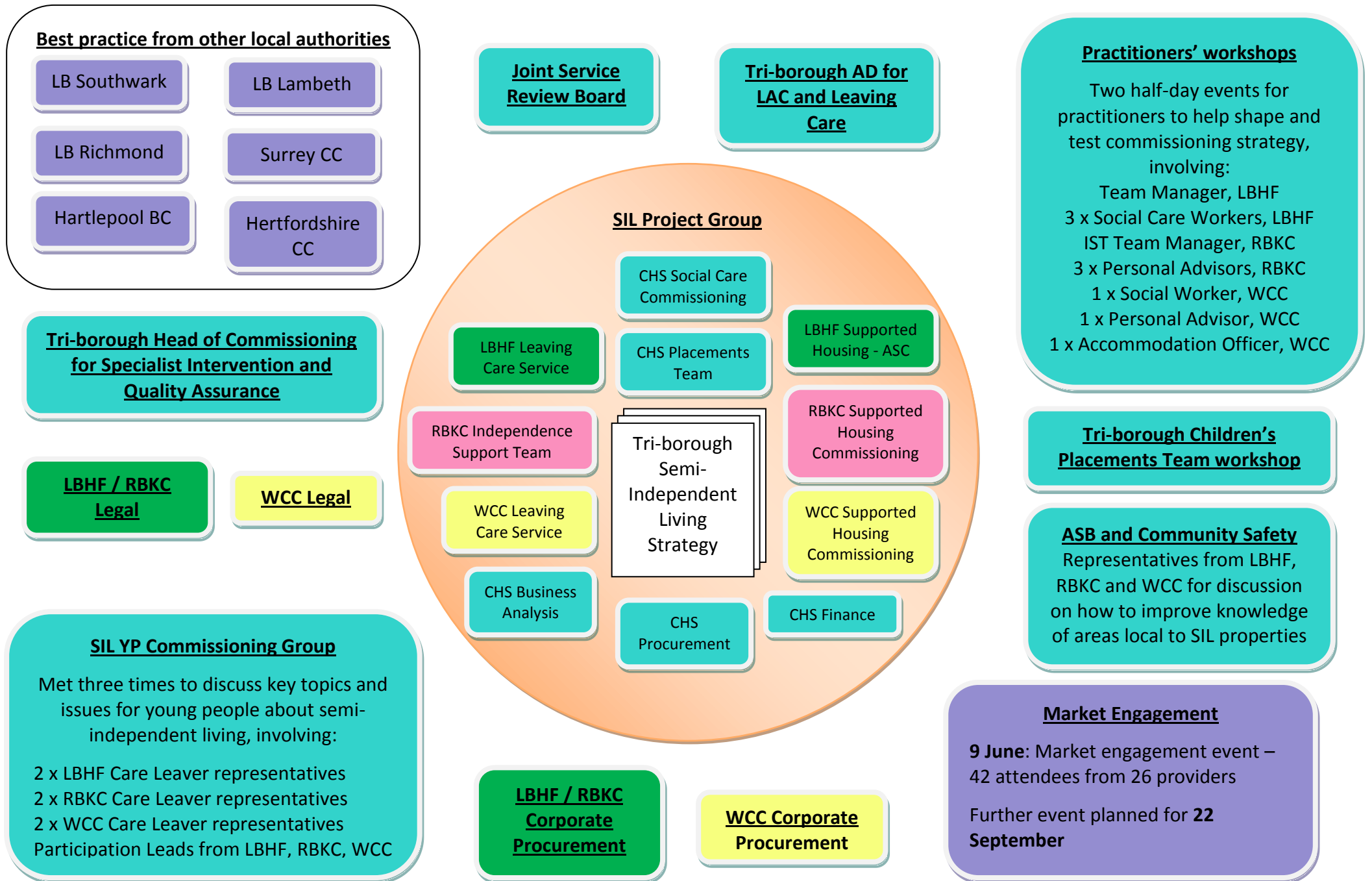
**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	Commissioning Strategy	Terry Clark	Children's Services

**LIST OF APPENDICES:**

Appendix A – Engagement Map.

## Appendix A - Engagement Map - Tri-borough Semi-Independent Living Project





# London Borough of Hammersmith & Fulham

## CABINET MEMBER'S DECISION

NOVEMBER 2014

### HOUSING ESTATE IMPROVEMENT PROJECTS -TENDER

#### Report of the Cabinet Member for Housing

#### Open Report

#### Classification - For Decision

Key Decision: No

#### Wards Affected: (All Wards);

Accountable Executive Director: Melbourne Barratt

Report Author: Sharon Schaaf Head of Estate Services

#### Contact Details:

Tel: 02087532570

E-mail:

sharon.schaaf@lbhf.gov.uk

AUTHORISED BY: .....

The Cabinet Member has signed tis report.

DATE: 17 November 2014.....

## 1. EXECUTIVE SUMMARY

- 1.1. A capital budget is allocated annually to fund resident led improvement schemes to the communal areas of property managed by the Housing and Regeneration Department. Groundwork London has historically worked with the council to deliver the improvement projects approved by representatives of the Housing Area Forums through the 'Housing Estate Improvement Panel'.
- 1.2. Groundwork London collaborates with the Council on a number of initiatives across departments. The agreement originally put in place to manage HRD's resident led improvement budget has lapsed and it is now necessary to put a new formal agreement or contract in place, through a tender process. The budget allocated for 14/15 is £220k, of which approximately £200k is allocated for capital improvement schemes with the remaining £20k available to fund the current arrangement with Groundwork.



## **2. RECOMMENDATIONS**

- 2.1. That approval be given to contract a suitably qualified and experienced organisation to provide a 'landscaping and architectural' service for a 5 year term commencing in April 2015.
- 2.2. That the successful contractor be expected to provide added value through sourcing additional funding to supplement HRD's annual budget for the improvement projects to mirror the existing arrangement with Groundwork.
- 2.3. To note that the contract will be a term contract, reviewed annually with no guarantee that a budget will be available for any given year with fees payable to the contractor in the range of £15-25k per annum (to be funded from the overall budget envelope of £220k from which any programme of capital schemes are also payable).

## **3. REASONS FOR DECISION**

- 3.1. This recommendation allows officers to test the market and ensure that Value for Money is achieved in delivery of the individual improvement projects.
- 3.2. Annual review of the term contract enables the Council to react to budget constraints and reprioritise funding if necessary.

## **4. INTRODUCTION AND BACKGROUND**

- 4.1. H&RD has delivered an annual programme of improvement works to housing estates in partnership with Groundwork London (GWL) for around 12 years. The improvement works have been sponsored and approved by a panel of resident representatives elected by the area housing forums. In recent years, this panel has been chaired by the Cabinet Member for Housing.
- 4.2. Groundwork is a national charity that works with communities across the UK supporting them to create better places, live and work in a greener, more sustainable way and to improve their economic prospects.
- 4.3. LBHF's allocation of capital funding specifically to deliver resident led improvement projects is a positive example of resident engagement and involvement. The budget is intended to ensure that residents have access to funding for 'desirable' non-essential works that improve the communal areas of their homes that would not normally be carried out on day to day maintenance or a planned maintenance programme.

- 4.4. Typical projects completed include installation of playgrounds, soft landscaping schemes, food growing projects, development of 'community use' spaces on estates or sheltered housing schemes.
- 4.5. Groundwork have carried out a holistic 'project management' role as well as managing the landscaping and architectural service, and dealt with resident consultation, sourcing third party funding, procurement of contractors, supervision of the works etc. within their fees. A new contract will continue to include all these work areas.

## **5. PROPOSAL AND ISSUES**

- 5.1. To carry out a tender exercise using the Open Procedure, made available through the CapitalSourcing system, to provide a 'landscaping and architectural' service for a 5 year term commencing no later than April 2015 to ensure the budget for 2015/16 can be allocated and projects completed during the financial year.

## **6. OPTIONS AND ANALYSIS OF OPTIONS**

- 6.1. The contract will be competitively tendered, and bids reviewed to assess whether they offer value for money and improve the quality of our services provided.
- 6.2. As this is not a statutory service, and the scope of works covers a range of specialisms, this expertise has always been sourced outside of the organisation. It is essential to the continued running of this scheme that we engage industry experts that will provide the range of services and skills necessary from a single source.
- 6.3. The current purchasing arrangement with Groundwork has expired and it is necessary to formalise a new agreement or contract through a competitive tender process.

## **7. CONSULTATION**

- 7.1. Resident representatives who participate in the existing improvement panel will be consulted on the tender award, and their feedback sought during the tendering process.
- 7.2. The work completed under this programme impacts on various services. Views of officers across the council where this impact occurs will have opportunity to review the contract documentation and their comments considered – this would include HRD's property service and housing management teams, and the Council's Flood Risk Manager, and biodiversity lead .
- 7.3. This tender does not require statutory consultation with the community, unions or staff.

7.4. The works are not subject to leaseholder s20 consultation.

## **8. EQUALITY IMPLICATIONS**

8.1. There are no impacts on the public sector equality duty as a result of the recommendations in this report.

8.2. I have reviewed this document and am in agreement that there are no equality impacts in respect of this proposal.

David Bennett. Head of Change Delivery (Acting). Innovation and Change Management Division. Finance and Corporate Services.

## **9. LEGAL IMPLICATIONS**

9.1. The procurement of the contract for the provision of landscaping and architectural service should be procured in accordance with the Council's Contract Standing Orders and the Public Contracts Regulations 2006, if applicable. Legal Services will be available to assist with the procurement exercise.

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

## **10. FINANCIAL AND RESOURCES IMPLICATIONS**

10.1. The 2014/15 approved capital budget allocated for resident-led Housing Estate Improvement Projects is £220k. This is inclusive of fees of approximately 10% (c£20k) to the Council's 'landscaping and architectural' service contractor, currently Groundwork. The budget is held on cost centre MEI001, project code CHRA02200.

10.2. This budget is assumed to be ongoing in future years for financial planning purposes within the Decent Neighbourhoods programme, though is subject to annual review and is normally approved via the Council's annual budget setting regime.

10.3. A further report will follow recommending the appointment of the preferred contractor and confirming the cost of the contract. This further report will have considered the financial standing and performance of the preferred contractor, and will also ensure that adequate budgetary provision has been made for any contract recommended to be approved.

10.4. As part of any future contract management arrangements, finance officers will review the nature of the spend for each proposed scheme in advance, in order to ensure that capital funding is utilised in accordance with financial regulations.

10.5. Implications verified/completed by: Danny Rochford, Head of Finance, 020 8753 4023.

## 11. RISK MANAGEMENT

11.1. The Housing and Regeneration department manage risk using the Council's agreed Tri-borough approach. The scheme contributes positively to the management of public needs and expectations risk and the procurement of the service to the management of strategic risk number 2, market testing, as recorded on the councils risk register.

11.2. Implications completed by Michael Sloniowski Bi-borough Risk Manager ext 2587.

## 12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

12.1. The procurement of the contract for the provision of landscaping and architectural service should be procured in accordance with the Council's Contract Standing Orders and the Public Contracts Regulations 2006 if applicable using the CapitalEsourcing portal.

12.2. The Corporate Procurement team will be available to assist with the procurement exercise.

12.3. Implications verified/completed by: (Robert Hillman, Procurement Consultant, x1538)

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

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