

Cabinet



Agenda

**MONDAY
2 NOVEMBER 2015
7.00 pm**

**COURTYARD ROOM
HAMMERSMITH
TOWN HALL
KING STREET
LONDON W6 9JU**

Membership

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

**Date Issued
22 October 2015**

If you require further information relating to this agenda please contact: Kayode Adewumi, Head of Governance and Scrutiny, tel: 020 8753 2499 or email: kayode.adewumi@lbhf.gov.uk

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

PUBLIC NOTICE

The Cabinet hereby gives notice of its intention to hold part of this meeting in private to consider items (16 to 17) which are exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972, in that they relate to the financial or business affairs of any particular person, including the authority holding the information.

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

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

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4-12** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to David Viles at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Wednesday 28 October 2015.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 4 November 2015**. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is: **Monday 9 November 2015 at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on **Monday 9 November 2015**.

Cabinet Agenda

2 November 2015

<u>Item</u>		<u>Pages</u>
1.	MINUTES OF THE CABINET MEETING HELD ON 12 OCTOBER 2015	1 - 12
2.	APOLOGIES FOR ABSENCE	
3.	DECLARATION OF INTERESTS	
	<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
4.	CORPORATE REVENUE MONITOR 2015/16 MONTH 5- AUGUST	13 - 52
5.	FUNDING APPROVAL FOR IMPLEMENTATION OF CLOUD-BASED PRODUCTIVITY AND COLLABORATION TOOLS (OFFICE 365)	53 - 64
6.	TFL FUNDED ANNUAL INTEGRATED TRANSPORT INVESTMENT PROGRAMME 2016/17	65 - 89

7.	PARKING ON HOUSING ESTATES - CONSULTATION RESULTS	90 - 112
8.	ADOPTION OF THE COUNCIL'S HOUSING ALLOCATION SCHEME, TENANCY STRATEGY AND HOME BUY ALLOCATION SCHEME	113 - 208
9.	CONSULTATION ON PROPOSALS TO IMPROVE THE PRIVATE RENTED SECTOR	209 - 224
10.	MULTIDISCIPLINARY FAMILY ASSESSMENT SERVICE - CONTRACT AWARD	225 - 244
11.	THE DIRECT AWARD OF A CONTRACT FOR THE PROVISION OF SUPPORTED HOUSING SERVICES FOR HOMELESS PEOPLE WITH COMPLEX NEEDS AT 229 KING STREET TO ST MUNGO'S BROADWAY	245 - 249
12.	STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING: ADOPTION OF DOCUMENT	250 - 325
13.	FORWARD PLAN OF KEY DECISIONS	326 - 342
14.	EXCLUSION OF PRESS AND PUBLIC	

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

15.	EXEMPT MINUTES OF THE CABINET MEETING HELD ON 12 OCTOBER 2015 (E)	
16.	MULTIDISCIPLINARY FAMILY ASSESSMENT SERVICE - CONTRACT AWARD : EXEMPT ASPECTS (E)	
17.	THE DIRECT AWARD OF A CONTRACT FOR THE PROVISION OF SUPPORTED HOUSING SERVICES FOR HOMELESS PEOPLE WITH COMPLEX NEEDS AT 229 KING STREET TO ST MUNGO'S BROADWAY : EXEMPT ASPECTS (E)	

London Borough of Hammersmith & Fulham



Cabinet

Minutes

Monday 12 October 2015

PRESENT

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

60. MINUTES OF THE CABINET MEETING HELD ON 7 SEPTEMBER 2015

RESOLVED:

That the minutes of the meeting of the Cabinet held on 7th September 2015 confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

61. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillor Mike Cartwright.

62. DECLARATION OF INTERESTS

There were no declarations of interest.

63. FINANCIAL MANAGEMENT OF FULHAM PALACE TRUST

RESOLVED:

1. That the following recommendations be noted:

- The explanation given to the Audit, Pensions and Standards Committee by the Fulham Palace Trust was that their pensions' deficit of £388,000 was a recent discovery and that the Trustees had not fully explored the financial issues at the time the Trust was established nor taken independent financial advice.
 - Fulham Palace Trust has therefore suggested that the Council has an obligation to cover this cost. However under the terms of the pension scheme Admission Agreement the Council has no obligation to fund the pension scheme for Fulham Palace Trust.
 - That officers revisited the arrangements because of Fulham Palace Trust's demand but confirmed that it is explicit in Section 4 Obligations of the Trust in the Grant Funding Agreement (GFA) that: [4.1] that The Trust will: 'accept staff transferred on TUPE terms from the Council' and as the Admission Agreement to the pension scheme was signed off by Fulham Palace Trust's Chairman, Tim Ingram, it remains Fulham Palace Trust's responsibility.
 - That in Fulham Palace Trust's draft accounts for 2014/15 it has netted this £388,000 liability off its unrestricted funds, suggesting it is provided for.
 - Council officers advise that in light of the Fulham Palace Trust financial expertise and management available, Fulham Palace Trust should be able to understand its liabilities and plot its income generation projections through the development of a robust business plan and fundraising strategy.
2. That the Council should not pay Fulham Palace Trust the £388,000 demanded.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

64. LEASING OF FORMER PETERBOROUGH SCHOOL BUILDING, CLANCARTY ROAD

RESOLVED:

- 1.1. That approval be given to delegate authority to the Director of Children's Services in conjunction with the Director for Building & Property and the Head of Legal Services to complete the grant of a supplemental lease on the terms outlined in this report or on such other terms as officers deem necessary. This will reflect the changed and additional uses of the available accommodation given the growth and development of the bilingual provision ,now known as "Fulham Bilingual".

- 1.2. That officers negotiate a variation to the existing lease to reflect the mutually-agreed changes in allocation of the accommodation currently and imminently to be used by the Ecole.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

65. CORPORATE REVENUE MONITOR 2015/16 MONTH 4 - JULY

RESOLVED:

- 1.1. That the General Fund and HRA month 4 revenue outturn forecast, be noted.
- 1.2. That the proposed virements of £1,170,000 as detailed in appendix 11 of the report, be agreed.
- 1.3. That all overspending departments to agree proposals/action plans for bringing spend in line with budget.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

66. CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2015/16 (FIRST QUARTER)

RESOLVED:

That the proposed technical budget variations to the capital programme totalling £9.5 million (summarised in Table 1 and detailed in Appendix 2 of the report), be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

67. CARERS' HUB SERVICE - EXTENSION AND VARIATION OF CONTRACT

RESOLVED:

- 1.1. That approval be given to extend the Carers Hub contract with Carers Network from 1 December 2015 to 30 April 2017 on existing terms and conditions with a three month termination clause for the value of £325,261. The total value of the contract, including the recommended contract extension, will be £784,453.
- 1.2. That approval be given that the Cabinet Member for Health and Adult Social Care may vary the contract from the 1 December 2015 and during the extension period in the event that the Council requires additional carers assessment work to be carried out by the service in relation to the Care Act 2014 up to and not exceeding £80,000 per annum, subject to the necessary budget approvals. The pricing schedule will be based on national models for the costing of carers' assessments.
- 1.3. That approval be given to delegate the authority to the Cabinet Member for Health and Adult Social Care to extend the contract by a further one month (i.e. up to the maximum 18 months extension period allowed for in the terms of the contract) should an additional period be required to meet the timetable of a future re-procurement of the service.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

**68. PUBLIC HEALTH, SEXUAL HEALTH & COMMUNITY BASED SERVICES
DIRECT AWARD**

RESOLVED:

1. Cabinet to approve the following recommendations:

- 1.1. That Option 3, detailed in section 6 of the report, to make direct award to a reduced number of contracts to align with GUM transformation programme, and allow a full procurement exercise to be completed for community and reproductive health services, be agreed.
- 1.2. That approval be given by the Cabinet and the Cabinet Member for Adult Social Care and Public Health, for each of sovereign authority that the Executive Director of Adult Social Care and Health may approve the recommendation made by the Contract Approval Board to direct award contracts.
- 1.3. That the total spend for the community and reproductive sexual health services, including young people across the three boroughs, for the 12 month period from 1st April 2016 to 31st March 2017 totalling £5,403,975, be agreed.
- 1.4. That approval be given to waiver in accordance with paragraph 3 of the Contract Standing Orders 11 (officer responsibilities) for the requirement to complete a competitive tendering exercise and (a) advertise the opportunity and (b) seek public quotations using the e-tendering system.
- 1.5. That approval be given to waive the requirement to carry out a competitive exercise as set out in table 12.3 of the of the Contract Standing Orders in order to allow the local authority to directly award the contracts to the providers listed in Appendix B (in the exempt report on the exempt Cabinet agenda).
- 1.6. That the direct award of the contracts, as defined in our contract standing orders (waivers and exemption) sovereign contracts as listed in Appendix B (in the exempt report on the exempt Cabinet agenda) effective from 1st April 2016 to expire on 31st March 2017, be approved.

2. To note the recommendations for Royal Borough of Kensington and Chelsea's Cabinet Member:

- 2.1. To approve a waiver in accordance with paragraph 2.09 of the RBKC Contract Regulations to waive the requirement to seek tenders in accordance with paragraph 2.28 in order to allow the local authority to directly award the contracts to the providers listed in Appendix B (in the exempt report on the exempt Cabinet agenda) in accordance with Contract Regulation 2.36.
- 2.2. To approve the direct award of the contracts to the providers listed in Appendix B (in the exempt report on the exempt Cabinet agenda) and for the values set out in the same appendix, effective from 1st April 2016 to expire on 31st March 2017.

3. To note the recommendations for Westminster City Council's Cabinet Member:-

- 3.1. The Chief Procurement Officer approve a waiver in accordance with section 2.2 of the Westminster Procurement Code to allow the local authority to directly award the contracts to the providers listed in Appendix B (in the exempt report on the exempt Cabinet agenda).
- 3.2. To approve the direct award of the contracts to the providers listed in Appendix B (in the exempt report on the exempt Cabinet agenda) and for the values set out in the same Appendix, effective from 1st April 2016 to expire on 31st March 2017.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

69. CAPITAL DEVELOPMENT VOIDS

RESOLVED:

- 1.1. That the proposed development voids programme as set out below, be approved:

Address	Recommended Proposed Option for Development
Property A	Rebuild rear elevation and resolve structural issues & refurb and create 1 x additional bedroom making a 5 Bedroom property
Property B	Convert to 1x 3 bedroom 1 x 2 Bedroom
Property C	Convert to 3 bedroom house
Property D	Convert to 2 x 1/2 bedroom flats

- 1.2. That the use of the Council's term contractor Mitie Property Services (UK) Limited to carry out the works, be noted.
- 1.3. That the proposed programme for delivery of this project is estimated to be 6 months from the date of this approval, be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

70. PROCUREMENT OF A FRAMEWORK AGREEMENT FOR LIFT MODERNISATION PROGRAMME WITHIN HOUSING PROPERTIES - BOROUGH-WIDE

RESOLVED:

- 1.1. That approval be given for officers to procure a 3 year Framework Agreement, with an option to extend for an additional 1 year, for up to 5 contractors, in accordance with the Public Contract Regulations 2015 via an OJEU restricted procedure with an anticipated total contract value of £7.5 million.
- 1.2. That funding for the proposed works is contained within the Housing capital programme, be noted.
- 1.3. That approval be given to waive the requirement in Contract Standing Orders to develop a business case because each individual mini-competition off the proposed framework agreement will be less than £1 million.

- 1.4. That delegated authority be given to the Cabinet Member for Housing in consultation Lead Directors for Housing to invite tenders for the proposed framework agreement and to appoint the successful contractors onto the framework.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

71. PHONE PAYMENT PARKING REPORT

RESOLVED:

- 1.1. That approval be given for the introduction of phone payment parking across the borough with the installation taking a phased approach, based on a zone by zone introduction.
- 1.2. That approval be given to place an order with Bouygues Ltd, the Council's existing Measured Term Highways Contractor in the sum of £964,676 for replacement signage (example is shown in the Appendix 1) and associated sign posts.
- 1.3. That approval be delegate to the Cabinet Member for Environment, Transport & Residential Services and the Leader of the Council, the authority to award a framework agreement for a telephone payment service provider, and to award a contract for telephone payment service.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

72. TICKET MACHINE PARKING REPORT

RESOLVED:

- 1.1. That approval be given to the mixed mode 1 option as the direction for Pay & Display equipment in Hammersmith and Fulham resulting in the purchase of about 400 new ticket machines and removing the existing 1100 ticket machines, as well as offering phone payment across the entire borough.
- 1.2. To consult with Businesses in the borough as to whether ticket machines in more commercial areas should offer cash as well as card payments.
- 1.3. That authorisation for the tender process for new Pay & Display ticket machines to be conducted, as well as the maintenance contract for the new machines, be approved.
- 1.4. That authority be delegated to the Cabinet Member for Environment, Transport & Residential Services and the Leader of the Council to award a framework agreement for a ticket machine purchase and maintenance contract.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

73. RENEWAL OF CONTRACT FOR THE PROVISION OF COLLECTION, COUNTING AND BANKING OF MONIES FROM PAY AND DISPLAY MACHINES

RESOLVED:

That the contract for the collection, counting and banking of monies from pay and display machines with the Royal Borough of Kensington and Chelsea be continued on the existing terms and conditions until the 31 August 2016 at cost of £973,059 met from existing budgets.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

74. LONDON BOROUGH OF HAMMERSMITH & FULHAM CYCLING STRATEGY 2015

Councillor Harcourt noted that a copy of the report will be sent to the London Cycling campaign. To encourage cycling amongst residents, an easy to read popular version of the strategy would be produced. This should be the standard set for all key documents.

RESOLVED:

That the publication of the Hammersmith & Fulham Cycling Strategy 2015, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

75. FORWARD PLAN OF KEY DECISIONS

RESOLVED:

The Key Decision List was noted.

76. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the remaining items of business on the grounds that they contain information relating to the financial or business affairs of a person (including the authority) as defined in paragraph 3]of Schedule 1A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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

77. **EXEMPT MINUTES OF THE CABINET MEETING HELD ON 7 SEPTEMBER 2015 (E)**

RESOLVED:

That the minutes of the meeting of the Cabinet held on 7th September 2015 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

78. **COMPLETION OF MANAGED SERVICES IMPLEMENTATION (LOT 1 FINANCE & HUMAN RESOURCES SERVICES) (E)**

RESOLVED:

That the recommendations contained in the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

79. **LEASING OF FORMER PETERBOROUGH SCHOOL BUILDING, CLANCARTY ROAD : EXEMPT ASPECTS (E)**

RESOLVED:

That the report and appendix be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

**80. PUBLIC HEALTH, SEXUAL HEALTH & COMMUNITY BASED SERVICES
DIRECT AWARD : EXEMPT ASPECTS (E)**

RESOLVED:

That Appendices A, B and C be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

81. CAPITAL DEVELOPMENT VOIDS : EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations contained in the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:


None.

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

None.

Meeting started: 7.00 pm
Meeting ended: 7.10 pm

Chair

London Borough of Hammersmith & Fulham CABINET 2 NOVEMBER 2015		 hammersmith & fulham
CORPORATE REVENUE MONITOR 2015/16 MONTH 5- AUGUST		
Report of the Cabinet Member for Finance – Councillor Max Schmid		
Open Report		
Classification - For Decision		
Key Decision: Yes		
Wards Affected: All		
Accountable Director: Hitesh Jolapara – Strategic Director for Financial Corporate Services		
Report Author: Gary Ironmonger	Contact Details: Gary Ironmonger Tel: 020 (8753 2109) E-mail: gary.ironmonger@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1. The General Fund outturn forecast is an overspend of £5.226m with budget risks of £8.093m.
- 1.2. Overspends have reduced in Environmental Services and Finance and Corporate Services. Significant overspends (largely driven by demand and Government policy) remain in Adult Social Care and Children's Services. These four departments are agreeing updated action plans to bring spend in line with budget despite demand pressure, and in-year savings are being pursued across the council.
- 1.3. The HRA is forecast to underspend by £0.925m with HRA general reserves of £16.564m at year end. The HRA budget risks are £0.070m.
- 1.4. There are two General Fund virements totalling £0.514m. The first request is for Adult Social Care to draw down £0.384m from their Pressures and Demands reserve to fund demand led overspends. The second is from Children's Services requesting £0.130m to fund the employee led mutual overhead costs relating to Human Resources, ICT and other services.
- 1.5. Due to the on-going transition the CRM5 forecast is not based on data taken from Agresso. It is focused on high risk areas and reflects discussions with service managers and information taken from other systems (e.g. Adult Social Care framework-i care payments & management system). Whilst this provides some assurance to the forecast figures it does expose the authority to a higher than normal financial risk. The longer the transition takes the greater the financial risk.

- 1.6. Problems with the managed services implementation have impacted on council tax and business rates income collection rates. Whilst substantial amounts of income are still sitting in suspense accounts (which are now in the process of being cleared) and collection action can be taken in later months to rectify uncollected income, there is a risk that receipts will be lower than budgeted. This would not affect 2015/16's budget but would be relevant to the Collection Fund in 2016/17.

2. RECOMMENDATIONS

- 2.1. To note the General Fund and HRA month 5 revenue outturn forecast.
- 2.2. To agree the proposed virements of £0.514m as detailed in appendix 10.
- 2.3. Overspending departments to agree updated proposals/action plans for bringing spend in line with budget.

3. REASONS FOR DECISION

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

4. CORPORATE REVENUE MONITOR (CRM) 2015/16 MONTH 5 GENERAL FUND

Table 1: General Fund Projected Outturn – Period 5

Department	Revised Budget At Month 5 £000s	Forecast Year End Variance At Month 5 £000s	Forecast Year End Variance At Month 4 £000s
Adult Social Care	59,242	1,643	1,468
Centrally Managed Budgets	26,898	0	0
Children's Services	46,697	3,780	3,767
Environmental Services	45,533	332	600
Controlled Parking Account	(21,318)	(885)	(743)
Finance and Corporate Services	16,156	370	690
Housing Department	6,694	(14)	(59)
Library Services (Tri- Borough)	3,221	0	0
Public Health Services	0	0	0
Net Operating Expenditure*	183,123	5,226	5,723
Key Risks		8,093	7,145

*note: figures in brackets represent underspends

- 4.1. Detailed variance and risk analysis by department can be found in Appendices 1 to 9. Details of the main adverse variances can be found in appendices 1 (Adult Social Care) and 3 (Children's Services).
- 4.2. The favourable variance for Centrally Managed Budgets excludes any unspent contingency funds. Currently £2.1m of contingency balances are uncommitted.

- 4.3. Problems with the managed services implementation have impacted on council tax and business rates income collection rates. Whilst substantial amounts of income are still sitting in suspense accounts (which are now in the process of being cleared) and collection action can be taken in later months to rectify uncollected income, there is a risk that receipts will be lower than budgeted. This would not affect 2015/16's budget but would be relevant to the Collection Fund in 2016/17.

CORPORATE REVENUE MONITOR 2015/16 HOUSING REVENUE ACCOUNT

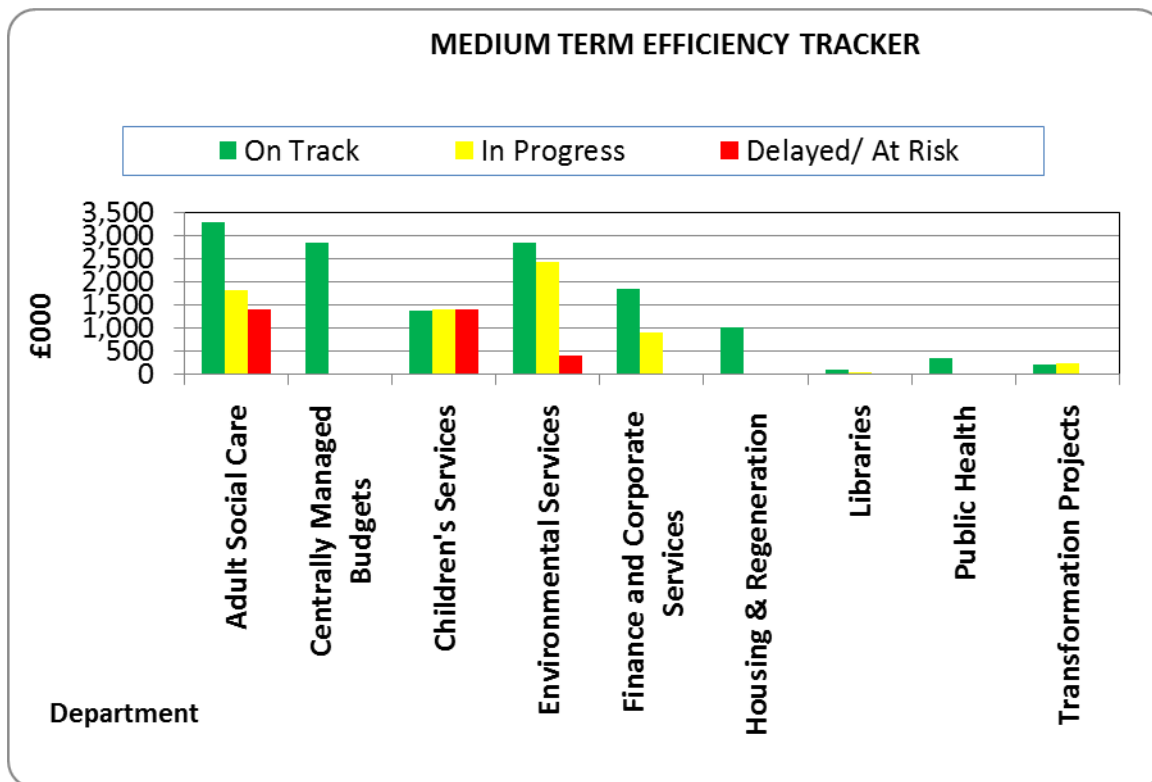
Table 2: Housing Revenue Account Projected Outturn - Period 5

Housing Revenue Account	£000s
Balance as at 31 March 2015	(13,165)
Add: Budgeted Contribution to Balances	(2,474)
Add: Forecast Underspend	(925)
Projected Balance as at 31st March 2016	(16,564)
Key Risks	70

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

5. MEDIUM TERM FINANCIAL STRATEGY EFFICIENCY TRACKER SUMMARY

- 5.1. The 2015/16 budget included efficiency proposals of £24m. Progress against these is summarised below and detailed in Appendices 1 to 9.



6. VIREMENTS & WRITE OFF REQUESTS

- 6.1. Cabinet is required to approve all budget virements that exceed £0.1m.
- 6.2. There are two General Fund virements totalling £0.514m. The first request is for Adult Social Care to draw down a further £0.384m from their Pressures and Demands reserve to fund demand led overspends. The second is from Children's Services requesting £0.130m to fund the employee led mutual overhead costs relating to Human Resources, ICT and other services
- 6.3. There are no write off requests at month 5.

7. CONSULTATION

- 7.1. N/A.

8. EQUALITY IMPLICATIONS

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

9. LEGAL IMPLICATIONS

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

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The General Fund outturn forecast at Month 5 is for an overspend of £5.226m. This forecast is offset by £2.1m of contingency balances that are currently uncommitted.
- 10.2. The HRA outturn forecast at Month 5 is an underspend of £0.925m.

10.3. Due to the on-going transition the CRM5 forecast is not based on data taken from Agresso. It is focused on high risk areas and reflects discussions with service managers and information taken from other systems (e.g. Adult Social Care framework-i care payments & management system). Whilst this provides some assurance to the forecast figures it does expose the authority to a higher than normal financial risk. The longer the transition takes the greater the financial risk.

10.4. Implications verified/completed by: Gary Ironmonger

11. IMPLICATIONS FOR BUSINESSES

11.1. Nothing within this report impacts on local businesses.

12. RISK MANAGEMENT

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

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

13.1. N/A

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

- Appendix 1 Adult Social Care Revenue Monitor
- Appendix 2 Centrally Managed Budgets
- Appendix 3 Children’s Services Revenue Monitor
- Appendix 4 Environmental Services Revenue Monitor
- Appendix 4a Controlled Parking Account Revenue Monitor
- Appendix 5 Finance and Corporate Services Revenue Monitor
- Appendix 6 Housing Department Revenue Monitor
- Appendix 7 Library Services (Tri-Borough) Monitor

Appendix 8	Public Health Services Monitor
Appendix 9	Housing Revenue Account Monitor
Appendix 10	Virements

APPENDIX 1: ADULT SOCIAL CARE

BUDGET REVENUE MONITORING REPORT – PERIOD 5

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Integrated Care	41,442	2,640	2,378	<p>Similar to the previous year, there are increasing pressures on the Home Care Packages and Direct Payments budgets as part of the out of hospital strategy, to support customers at home and avoid hospital admission or to enable early discharge. This has led to an increase in home care costs above that which would have normally occurred. There is a projected overspend of £1,424,000 which is partially offset by Community Independence Service (CIS) one off Investment allocation of (£358,000) to £1,066,000. The projected overspend in the home care budget has increased by £204,000 since last month with the increasing activity. The department jointly with the Clinical Commissioning Groups (CCG) have commissioned a piece of work to understand the pressures on the health system and what is causing the overspend in homecare. There will be additional cost pressures on the Homecare budget with the tendering of the new Home care contracts during 2015/16 - both from an increase in prices to improve quality and a potential increase in demand although this is excluded from the current projections. The modelling of the effects of the contract will also include mitigations such as negotiating a contribution from the CCG and potential economies from new ways of working. In 2015/16 any budget pressures will be funded from the departmental pressures and demand balance sheet reserve.</p> <p>There is an underspend in the Private Finance Initiative (PFI) budget of (£365,000) in 2015/16 due to an out of court settlement reached with Care UK under the PFI contract in April 2015</p> <p>Within the Learning Disability (LD) Service, there is a net projected overspend of £616,000. The main reasons for the overspend relate to the full</p>

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
				<p>year effect of transitions customers and a further five Social Care customers now staying for the full year, resulting in the net LD Placement projected overspend of £320,000. Included in the projections is £87,000 MTFs shortfall and in Day Care review, an additional pressure of £198,000 of 7 new day centre clients. The department has commenced a management review of the high cost placements to see if any meet Continuing Health Care.</p> <p>Within Mental Health services, the net projected underspend is (£35,000). The Placements budget shows a continued reduction in customer numbers since the commencement of this year and is projecting an underspend of (£298,000). This is offset by pressures in Home Care of £158,000 and in Supporting Living with four new customers with a projected overspend of £105,000.</p> <p>There are pressures emerging in the Assistive Equipment Technology budget with a projected overspend of £120,000 due to the out of hospital strategy and the additional spending on the CIS to prevent entry into hospital. From 2015/16, there is CCG funding from the CIS model to assist with the budgetary pressure. There is an income shortfall of £280,000 on Careline services.</p> <p>There is a £2 million risk that Better Care Fund savings will not be fully realised. The majority of the savings are from the new Community Independence Service enabling reductions in residential and nursing placements as well as a reduction in homecare from reablement. The early data shows that the CIS service is moving in the right direction, with some reduction in volumes of residential and nursing and the savings will be closely monitored during the year. Partly offset by this pressure is within the Physical Support, Sensory Support and Support with Memory and Cognition client groups, the Placement budget is projecting a net underspend of (£613,000)</p>

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
				which is consistent with the departmental strategy to reduce the number of customers in residential and nursing placements. In addition there is a projected underspend of (£650,000) from additional integrated care from health funding, leaving a net shortfall of £737,000.
Strategic Commissioning & Enterprise	9,598	315	247	There is a projected overspend of £232,000 from Supporting People (SP) procurement savings mainly resulting from three MTFS projects that cannot be progressed of which £80,000 can be funded from the SP reserve. There are £83,000 of unachievable MTFS savings relating to Advocacy in the commissioning third sector payment services which can be funded from the pressures & reserve fund.
Finance & Resources	7,420	0	0	
Executive Directorate	782	(75)	0	A projected underspend within the workforce development training budgets.
Total	59,242	2,880	2,625	
Funding from Pressures and Demand Reserve		(1,237)	(1,157)	An increase in the requested funding from reserves to reflect the increase in the projected overspend in month 5. The total ASC Pressures & Demand Reserve at the commencement of the financial year was £4.4m. Cabinet in September approved use of £0.853m of these reserves. The department is requesting an additional £0.384m funding from the reserve. After allowing for the total drawn down of £1.237m, the balance of the reserve of £3.163m is earmarked for further pressures resulting from the new Home Care contracts and demand pressures in Learning Disabilities and Older people care groups over the next two financial years.
Variance Post Reserve Funding	59,242	1,643	1,468	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
There is an aging population as growth is expected to be 1% per annum. The budget has been set with no overall growth for this financial year.		450
Increase in inflationary pressures for Older People, Physical Disabilities & Learning disabled people		300
Increase in demand Learning disabled transitions placements and care packages as no growth has been budgeted for.		290
Total		1,040

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Adult Social Care	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFS Savings	6,514	3,287	1,821	1,406
Schemes Delayed/ At Risk	£000s	Reason		
In Progress	1,821	Discussions are on-going with the service providers and at this stage are expected to be delivered		
Delayed / at Risk	1,406	Factored into the month 5 projections to be managed as part of the over all departmental budget.		

Page 22

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

Adult Social Care (ASC) is projecting a net overspend of £1,643,000 as at end of period five, this is an increase in the overspend of £172,000 compared to the period four projected overspend of £1,468,000. This is after funding from the pressures and demand balance sheet reserve of (£1,237,000) to mitigate on a one off basis the overall projected pressures of £2,880,000.

The department is expected to deliver savings of £6,514,000 in this financial year and at this stage of the year 50% are on track to be delivered.

The Department is proposing to drawdown the following balances from the carry forward of the 2014-15 underspend to arrive at the projected position of £1,468,000.

Learning Disabilities Service	£ 674,000
Careline Income Shortfall	£ 280,000
Equipment pressures	£ 120,000
Advocacy Services	£ 83,000
Supporting People Reserve	<u>£ 80,000</u>
Total	<u>£1,237,000</u>

Similar to last month's report, the projections should be treated with caution due to difficulties experienced with the introduction of the Agresso new Managed Services system.

5. Action Plan to Monitor Budget Overspend.

Page 23 The Department has commenced work with budget managers to produce action plans to reduce overspend and bring the budget to break-even. In addition, the ASC Transformation Programme reviews progress on a two-weekly basis of the projects and programmes which will bring about the savings, with deep dives to check on progress.

The reviews will focus on the LD budget overspend, the emerging supported living customers, the review of homecare costs pressures and level of reserve funding that can be utilised on a one-off basis to bring the budget into balance.

The Executive Director and Deputy Executive Director are commencing funding negotiations with Health colleagues for 2016/17, in liaison with the LBHF Director for Finance.

6. Transfer of Independent Living Fund (ILF) to Local Authorities

Hammersmith and Fulham took responsibility for the payment of Independent Living Fund (ILF) to 48 customers on 1st July 2015. These customers have had annual reviews of their Adult Social Care needs by social workers and have been kept informed via a series of meetings and letters regarding the transfer of ILF. The unringfenced grant determination issued by the Department of Communities and Local Government confirmed funding for LBHF of £671,292, which covers the ILF payments of the 48 ILF customers for the period 1st July 2015 to 31st March 2016. This grant will be vired into the ASC budget to fund the full ILF financial requirements for 2015/16.

The grant determination also advises that funding beyond April 2016 will be decided as part of the next Government spending review. The financial commitments from 2016/17 is estimated at an annual figure of £894,458.

APPENDIX 2: CENTRALLY MANAGED BUDGETS**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Corporate & Democratic Core	5,857	0	0	
Housing and Council Tax Benefits	(91)	0	0	
Levies	1,570	0	0	
Net Cost of Borrowing	1,082	0	0	
Other Corporate Items (Includes Contingencies, Insurance, Land Charges)	8,644	0	0	
Pensions & Redundancy	9,836	0	0	
Total	26,898	0	0	

Page 20

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Risk of additional borrowing costs due to interest rate rises.		1,000
Land Charge Income risk due to housing market activity levels.		100
Total		1,100

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Centrally Managed Budgets		MTFS Target	On Track	In Progress	Delayed/ At Risk
		£000s	£000s	£000s	£000s
Total MTFS Savings		2,833	2,833		
Schemes Delayed/ At Risk	£000s	Reason			

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

Due to continuing problems with Agresso this is a light touch monitor. In some areas (e.g. Land Charge income) activity levels have been used to determine the budget forecast and potential risks.

APPENDIX 3: CHILDREN'S SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Schools Commissioning and Education Services	4,531	196	196	<p>As reported previously, a pressure of £359k is forecast as a result of the requirement for additional unfunded posts required to support service stability through the conversion of Special Education Needs (SEN) Statements into the new Education, Health and Care Plan (EHCP) format.</p> <p>This pressure is partially mitigated by overachievement of income at the Professional Development Centre (£57k). There are also further projected underspends in the Attendance, Children employment and Elective home education (ACE) team (£41k), reduced levels of client expenditure in Pupil Travel (£29k) plus small underspends across the division (£36k),</p>
Family Services	30,023	3,153	2,975	<p>Demand-led placement pressures continue to present significant challenges to contain within current budgets, for which the directorate is forecasting a pressure of £1,777k in Period 5. Many of these pressures have arisen as a result of legislative and/or regulatory changes imposed by Central Government resulting in a number of areas being underfunded.</p> <p>£1,200k of these demand-led pressures at CRM 5 can be explained as detailed as below and further outlined in the key concerns area:</p> <p>£195k as a result of a change in Case Law requiring a change in the</p>

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
				<p>level of our provision (Southwark Judgement); £20k in relation to Families and individuals may have a right to financial support (accommodation and subsistence) to avoid destitution or because of complex health needs (No Recourse to Public Funds); £196k as the additional & consequential cost of a child Staying Put with a carer over the age of 18; £371k for Unaccompanied Asylum Seeking Children (UASC) due to underfunding from the Home Office; £250k impact of Secure Remand on Leaving Care and high cost cohorts; £80k impact of 18+ Children With Disabilities (CWD) not meeting Adult Social Care criteria; £88k regarding 21+ Increase in Education costs of young people who have been Looked After Children (LAC), returning to Education post 21 years of age.</p> <p>A further £220k pressure is now forecast in Youth Offending services, mainly as a result of the impact of the new Government's recent decision to reduce Youth Justice grant funding by 14%.</p> <p>There are staffing cost pressures across the service of £373k. Within this pressure, £250k is in relation to the LAC and Leaving Care teams, of which £135k is directly attributable to social work on UASC cases.</p> <p>There is an overall £242k pressure on the Fostering and Adoption service in the following areas: Client support costs (training and out of hours contact - £57k); Inter</p>

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
				<p>agency and inter country adoption fees (£35k); Advertising and costs for recruitment of foster and adoptive carers, and subscriptions to professional networks (£107k); plus support services including legal, vetting, medical expenses (£42k).</p> <p>The Multi Agency Safeguarding Hub (MASH) continues to present a budget pressure and the forecast expenditure at period 5 is £180k.</p> <p>A shortfall of income at the Haven short break residential unit is forecast as a result of non-achievable MTFS targets, resulting in a pressure of £125k, plus a further MTFS shortfall in relation to Virtual Schools of £113k.</p> <p>There is also a pressure of £98k as a result of the delay to the Assessment Contract, plus a further £25k pressure for costs in relation to Serious Case Reviews.</p>
Children's Commissioning	5,290	200	200	An in year pressure is forecast as full delivery of some MTFS savings in relation to service restructure are anticipated to be delayed (200k), although there are potential opportunities that have been identified to mitigate this pressure through a review of services.
Safeguarding, Review and Quality Assurance	1,737	211	211	Projected overspend due to staffing costs pressures within the Safeguarding team as a result of previous years MTFS target not being achieved (£170k). The service will look to move towards meeting current budget pressure through further service review. There are also underfunded staffing costs within the Local Safeguarding Childrens Board team.

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Finance & Resources	5,116	0	185	There are pressures in relation to delivery of savings within the Finance team due to the delay in full implementation of the Managed Services project, plus costs to support the development of major projects and service reviews within Family and Children's Services, a shortfall in contributions from the employee-led mutual and ICT team costs. These pressures are offset by additional rental income. The favourable movement from the previous month is a result of a review by senior management to identify and mitigate in-year cost pressures.
Total	46,697	3,780	3,767	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
21+ Increase in Education	88	175
Staying Put	179	235
Consequential Costs of Staying Put Arrangements	17	30
18+ Children With Disabilities not meeting ASC criteria	80	160
Impact of Secure Remand on Leaving Care	250	295
Serious Case Review Costs	25	50
Unaccompanied Asylum Seeking Children 18+ (unfunded 25 FTEs)	371	400
No Recourse to Public Funds	20	50
Southwark Judgement	195	250
Delayed start to Assessment Contract	98	118
ICT Costs	30	100

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
New users to SEN Transport service	0	150
LAC and Leaving Care Team	135	225
Tower Hamlets Kinship Fee Payments	0	174
Multi Systemic Therapy (MST) contribution	0	50
Total	1,488	2,462

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Children's Services		MTFS Target	On Track	In Progress	Delayed/ At Risk
		£000s	£000s	£000s	£000s
Total MTFS Savings		4,199	1,386	1,400	1,413
Schemes Delayed/ At Risk	£000s	Reason			
People Portfolio Savings	128				
Commissioning staff reduction	140				
IFA Review	250	The profile of the current LAC population and the un-availability of suitable in-house foster carers has meant an over reliance on more expensive Independent Fostering Provider placements. Strategies to increase the pool of available in-house foster carers are currently being scoped.			
Finance Restructure	250	Delay in the proposed restructure of the service as resources are retained for the full implementation of the Managed Services project.			
Better support to foster carers to reduce residential need	250	There has been an increase in the number of children presenting with complex needs and requiring residential placement in 15/16, in some cases where fostering placements have proved to be unsustainable, there has been no other alternative available to the service.			

Substitution funding (Education DSG, PHS, Troubled Families)	200	The strategy to deliver the £200k saving has not yet been defined. The strategy of using one off grant funding or Performance By Results will not result in long-term efficiencies and is uncertain.
10 more relative placements	70	The service will explore the availability and willingness of connected persons to care for LAC children in all appropriate cases, however may not be able to achieve this target.
New model for Respite overnight care	125	The strategy to deliver this saving has not yet been clearly defined.

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

The majority of these pressures relate to changes in practice forced by legislation and regulation changes introduced by the Coalition Government for which inadequate funding has been distributed to local authorities to meet the additional liability. Decisions taken by the current Government will also impact on local services. The reduction in Justice Funding impacts directly on the funding of our Youth Offending Service.

Some pressures have been present for a number of years such as Southwark Judgement costs which have been appropriately identified as demand-growth and have been fully funded from corporate contingency. However the department has sought to contain other pressures, which had not been identified as growth, within Children's Services budgets through underspends elsewhere in the department or use of specific provisions. Provisions had been made on the balance sheet for Secure Remand and Leaving Care pressures. Expenditure on children who have No Recourse to Public Funds (NRPF) has been covered by prior years' asylum balances which is considered appropriate given the overlap of the client base, however this is being exhausted and the pressure is now being felt in-year.

Staying Put is a relatively new pressure, as is the rise of Remand Children presenting for Leaving Care services. There are also pressures relating to staffing levels in the LAC team.

The following table sets out the impact that the above pressures have had on the department's finances.

Service Area	2015/16 Budget (£000s)	2015/16 Pressures (£000s)
Leaving Care -		
Southwark Judgement	600	195
No Recourse to Public Funds	200	20

Service Area	2015/16 Budget (£000s)	2015/16 Pressures (£000s)
21+ increase in education	70	88
Unaccompanied Asylum Seeking Children18+	0	371
Staying Put	71	179
Staying Put (Consequential Costs)	25	17
18+ CWD not meeting ASC criteria	80	80
Impact of Secure Remand on LC	0	250
Looked After Children -		
Secure Remand	200	0
Permanency		
Increasing Adoption Arrangements	117	0
Increasing Special Guardianship Orders arrangements	254	0
Total	1,617	1,200

At present, we have 5 children who were taken into care as a direct result of concerns over Child Sexual Exploitation (CSE). These children are typically moved away from their local area and we forecast that we are currently spending £362k towards their placement costs. In addition, 2 children who were Looked After Children (LAC) have had to be moved to different placements due to ongoing concerns over CSE, with a resulting increase in the placement forecasts of £117k from the previous year.

Virement Request

Upon establishing the employee-led mutual (3BM), included in the contract sum was an allowance for those overheads that 3BM will no longer require from the council. The amount required by the mutual to purchase equivalent services was set out as £130,600 in the Cabinet Report of 2011.

CHS is therefore requesting a virement of £130,600 in order to cover this shortfall.

APPENDIX 4: ENVIRONMENTAL SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
Cleaner, Greener & Cultural Services	20,944	(1,003)	(934)	<p>(£1,081k) Waste Disposal – Western Riverside Waste Authority (WRWA) has been able to freeze waste disposal tonnage prices for 2015/16 and as a result we are expecting to underspend by £446k on overall waste tonnages. Year to date total waste tonnages are broadly in line with last year, but recycle tonnages have reduced by an average 4%. No commodity income from the sale of recycle is forecast (only £50k was achieved last year). An additional £634k one off rebate has also been received relating to the period 2011/12 to 2014/15, arising from the treatment of government payments to electricity generators set out in the contract between WRWA and Cory. We do not know at this stage whether such payments will flow in the future.</p> <p>£65k Street Scene Enforcement – A £16k legal pressure is forecast. The council always prosecutes those who do not pay Fixed Penalty Notices (FPNs). Prosecutions for flytipping have also been stepped up, as FPNs cannot be used for this type of offence. FPNs are also reducing, mostly due to increased littering compliance in the borough's transport hubs, which has a positive impact on the overall street scene but at the same time is expected to give rise to a £49k income pressure.</p> <p>£13k Other net overspends</p>
Safer Neighbourhoods	7,757	592	539	<p>£50k Cemeteries Income – Year to date income is strong compared to last year (2014/15 ended with a £120k shortfall), although current expectations are that full year income will be less than budget.</p> <p>£125k Transport – The Transport budgets are set on the assumption that the</p>

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
				<p>Passenger Transport service would be brought back in house for 2015/16, meaning £100k p.a. additional management and repair income for ELRS. This is now treated as unlikely and so the full year shortfall is included in the forecast. Staffing structures are under review to address the remaining budget pressure.</p> <p>£70k Hammersmith All Weather Pitch – the arrangements for the leisure facility have been reviewed and it is not expected that the prior year saving in this area will now be achieved. A growth item is included in the 2016/17 MTFS.</p> <p>£279k Phoenix Fitness Centre – invest to save. The £319k one off investment required to deliver ongoing annual savings of £350k is included in the forecast. This is also the subject of a separate cabinet report.</p> <p>£29k CCTV – one off pressure due to cover for long term sickness absence.</p> <p>£24k Parks Police – one off budget pressure due to delays in implementing phase 2 of the restructure. Staff consultation is currently underway.</p> <p>£15k Other net overspends</p>
Customer & Business Development	631	60	184	<p>£40k Registrars – Extended opening hours and increased staffing resource has allowed the forecast income shortfall to be reduced from £60k to £40k. The expectation is that this will reduce further before year end.</p> <p>£195k Ducting contract – There is a risk that the underground ducting concession contract will not achieve the income target in full. The guaranteed element is £87k in 2015/16 compared to the overall target of £282k.</p> <p>(£98k) Commercial Waste – waste disposal charges attributable to commercial waste are less than budget for the reasons set out above.</p> <p>(£77k) Director post – early delivery of 2016/17 MTFS saving now factored into the forecast.</p>
Former ELRS Directorate & Resources	(153)	120	153	<p>£153k People Portfolio Saving – the savings target is not expected to be met, both in this year and in future years.</p> <p>(£43k) Executive Director post – early delivery of 2016/17 MTFS saving now factored into the forecast (part year saving).</p>

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
				£10k Other net overspends
Building & Property Management (BPM)	(1,957)	764	693	<p>The adverse variance in BPM relates to the following</p> <p>£713k in Advertising Hoardings – A meeting has taken place with Ocean to discuss a recovery plan for the income on the Two Towers site on the A4. The Council has also asked Deloitte to undertake a one-off audit of Ocean's books. The Council is reviewing the options to secure recovery of the income for the Two Towers. This would include changing the rent payable from a profit sharing model to a fixed rent with possibly a profit sharing element; continuing with the current agreement and retendering the site in 2017; or varying the planning conditions to permit moving images at specific times which may result in profits increasing.</p> <p>The aim of these negotiations is to rectify the adverse variance we are seeing in 2015/16. If negotiations do not succeed, we can expect a further deterioration instead of an improvement.</p> <p>£75k in Civic Accommodation – This is due to a combination of an unachievable rental income target of about £42k and an anticipated overspend on utilities of £32k.</p> <p>£82k Valuation Services - There is a risk that the Property Disposal section will overspend by £180k due to disposal costs exceeding the permitted levels. However, this will be offset by a drawdown from reserve of (£100k).</p> <p>£16k Technical Support – Staffing overspend.</p> <p>The above overspends will be offset mainly by the following:-</p> <p>(£67k) Facilities Management section deriving from the EC Harris contract and Carbon Reduction. In addition, there is an underspend in BPM Professional Services because of the staffing restructure that took place in July.</p> <p>(£64k) Building Control –This is due to additional income from large building schemes.</p>
Transport &	12,684	(8)	(24)	

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
Highways				
Planning	2,622	(66)	(61)	The favourable position is mainly from higher than expected levels of income recovered from Planning Regeneration projects.
Environmental Health	3,478	(145)	32	(£161k) Staffing underspend due to vacant posts and the impact of S113 staff recharges to Kensington and Chelsea. (£92k) Pest Control income is forecast to be greater than budgeted. £108k shortfall expected for Licensing income .
Former TTS Support Services	(473)	18	18	
Total	45,533	332	600	

2: Key Risks

Risk Description	Lower Limit £000s	Upper Limit £000s
Due to the delay in the sales to cash module in Agresso becoming operational the department is not up to date with sales invoicing, which increases the likelihood of bad debts. This is a particular risk where services have already been provided but not yet invoiced (e.g. events and filming).	0	300
Risk that central government funding will not be secured for the additional Coroner and Mortuary costs associated with the terror attacks in Tunisia (LBHF share of the West London costs).	0	100
If expenditure incurred on disposed assets cannot be met by disposal receipts and on properties not being sold, this would need to be funded from Corporate Reserves.	0	180
If there is a continuing shortfall for the rest of the year in advertising hoarding income on certain sites	0	500
Risk of increase in write off due to late billing (if bad debts were 20% of first quarter's income)	0	500
If a legal challenge on the sex establishment license fees is successful	0	42
Total	0	1,622

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Environmental Services		MTFS Target	On Track	In Progress	Delayed/ At Risk
		£000s	£000s	£000s	£000s
Total MTFS Savings		5,702	2,855	2,423	424
Schemes Delayed/ At Risk	£000s	Reason			
Increased income from CCTV ducting contract	160	See table one			
Advertising Hoarding Income	200	Lower than expected income from Advertising Hoardings sites.			
LED lighting and Column replacement maintenance budgets	64	Street lighting LED pilots are running, and plans are in place to extend this. In the current year only 36% of the savings are expected to be achievable.			

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

A number of pressure areas exist that are being offset by significant one off underspends. With regard to the ongoing budget pressures, a £65k permanent budget virement is proposed from the waste disposal budget to re-base the ongoing budget requirement for street enforcement (see table one). Budget growth is being requested for both Hammersmith All Weather pitch (ongoing) and the Phoenix Fitness Centre invest to save proposal (one off) as part of the 2016/17 MTFS process. It is expected that the People Portfolio target will be reviewed council wide to determine whether this is deliverable in the longer term. Cemeteries income and Passenger Transport income will continue to be reviewed and reported. The remaining pressures are expected to be one off for 2015/16.

Progress in all budget areas will be monitored closely by the Management Team. Where there are significant variances, remedial actions and financial controls are being developed to contain actuals within budget.

APPENDIX 4a: CONTROLLED PARKING ACCOUNTS (CPA)**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
Pay & Display (P&D)	(12,229)	1,118	1,139	Pay and display receipts are lower in the first five months of 2015-16 than they were in the same period last year, but with some signs of improvement in July and August. This will be monitored closely over the coming months.
Permits	(4,690)	57	71	The amount received for parking permits to the end of August is similar to the previous year.
Civil Enforcement Officer (CEO) Issued Penalty Charge Notice (PCN)	(6,814)	851	798	The number of PCNs issued in the first four months of 2015-16 is 10% lower than in the same period last year. This has resulted in a forecast shortfall against budget.
Bus Lane PCNs	(915)	(637)	(637)	There has been an increase in the numbers of PCNs issued in the first four months of the year as compared with the same period in the previous year. This has led to a forecast surplus against budget.
CCTV Parking PCNs	0	(63)	(64)	New legislation came into effect in 2015-16 to no longer allow the enforcement of parking through the use of CCTV, except in certain limited circumstances. The forecast variance assumes a virement takes place from the corporate contingency created for this purpose. This was requested in the CRM2 report.
Moving Traffic PCNs	(5,814)	(1,075)	(1,179)	The number of PCNs issued in the first four months of 2015-16 is higher than the same period in the previous year. This has resulted in a forecast above the budgeted amount.

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Parking Bay Suspensions	(2,423)	(774)	(772)	Income from parking bay suspensions has continued at the level seen last year. The budget for income was increased by £863k for 2015-16.
Towaways and Removals	(352)	57	53	Receipts from towaways are at a similar level to the previous year.
Expenditure and Other Receipts	11,919	(421)	(152)	Staffing is forecast to underspend by £421k. The forecast is based on the actual spend in the first 5 months, with the assumption that the vacant posts are filled for an average of 4 months in 2015-16.
Total	(21,318)	(885)	(743)	

2: Key Risks

None to report

3: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

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

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
H&F Direct	19,132	180	300	The main pressure remains a projected £150k shortfall in Collection Fund court costs recovery (due to an expected reduction in recovery resulting from Agresso delays and a shortfall against income and debt provision targets). However, one-off funding from DWP has offset the majority of the projected overspend in Housing Benefits temporary staff.
Innovation & Change Management (ICM)	(209)	65	65	The overspend is forecast as the potential reduction in ICM headcount may mean there is insufficient capacity to generate external income and meet the division's external income target.
Legal and Electoral Services	(183)	(32)	(32)	
Finance & Audit	259	0	0	
Shared ICT Services & Procurement	(2,630)	0	155	Having received HFBP's update on the outstanding Shared Services Support Costs plus the reduced Microsoft Licensing charges arising from the new RBKC framework, the service is forecast to be on budget.
Executive Services	(833)	(47)	(47)	
Human Resources	393	(70)	(25)	
Delivery and Value	227	274	274	There is continuing pressure in historic budgets due to lack of income streams against past MTFS savings.
Other				
Total	16,156	370	690	

Page 41

2: Key Risks

None to report.

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Finance & Corporate Services		MTFS Target	On Track	In Progress	Delayed/ At Risk
		£000s	£000s	£000s	£000s
Total MTFS Savings		2,762	1,845	917	
Schemes Delayed/ At Risk	£000s	Reason			

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

The key risks have been identified in the variance analysis above. The department continues to work to mitigate the risks and pressures in year.

APPENDIX 6: HOUSING DEPARTMENT**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget £000s	Variance Month 5 £000s	Variance Month 4 £000s	Variance Analysis
Housing Options, Skills & Economic Development	6,758	(14)	(59)	<p>This mainly relates to:</p> <ul style="list-style-type: none"> a reduction in procurement costs (£177k) following the expiry of an expensive lease for temporary accommodation, a reduction in the net costs of Bed and Breakfast (B&B) accommodation of (£304k) due to lower average client numbers (103 forecast compared to 175 in the original budget) which is offset by a predicted overspend of £368k as a result of inflationary pressures on rents for suitable temporary accommodation from private sector landlords. a £99k salary overspend as a result of long term sickness in the Reviews and Complex Cases team.
Housing Strategy & Regeneration	7	0	0	
Housing Services	43	0	0	
Strategic Housing Stock Options Appraisal - General Fund				
Finance & Resources	(114)	0	0	
Total	6,694	(14)	(59)	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
Temporary Accommodation Procurement Costs – recent months have seen increased difficulties in containing the inflationary cost pressures associated with procuring suitable temporary accommodation from private sector landlords. Officers are continuing to make use of incentive payments to private landlords in mitigating this risk. This cost pressure has been further exacerbated by the withdrawal of properties by some landlords due to late payments as a result of the Managed Services implementation. In the event that this risk crystallises, the resultant costs will be mitigated by the Temporary Accommodation reserve.	160	392
Managed Services – the general lack of data available from the system, the lack of systems assurance and reconciliation reporting, the time taken to resolve payment issues, the opportunity cost of officer time in managing issues arising and other factors are expected to have both a financial and non-financial impact on the Council.	Unknown	Unknown
Total	Unknown	Unknown

Page 44

3: MTFs Progress (with explanations of schemes Delayed or at Risk)

Housing & Regeneration Department	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFs Savings	1,023	1,023		
Schemes Delayed/ At Risk	£000s	Reason		

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

The Housing and Regeneration department currently expects the overall outturn for the year 2015/16 to produce a favourable variance of (£14k).

The movement mainly relates to a forecast reduction in the net cost of Bed and Breakfast (B&B) accommodation of (£17k), and inflationary cost pressures of £62k on the rents for providing suitable temporary accommodation from private sector landlords to enable the Council to meet its homelessness obligations.

It should be noted that it has not been possible to complete detailed budget monitoring via Agresso this month due to the delay on the roll out of key monitoring reports. However, finance officers have met with Heads of Service in order to identify significant variances from budget and to ensure that appropriate management action is taken in order to contain cost pressures. Nevertheless, there remains a significant risk to the accuracy of forecasts until Managed Services is fully implemented.

Further detail relating to the issues arising as a result of Managed Services are outlined in the Key Risks section above.

APPENDIX 7: LIBRARY SERVICES (Shared Services)**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Libraries Shared Service	3,221	0	0	At this stage forecast is to budget
Total	3,221	0	0	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Reduced fees and charges income due to less demand for increasingly obsolete product formats (DVDs, CDs etc.).	10	30
Increased premises and utility costs including Westfield	10	30
Total	20	60

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Libraries Shared Services	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFS Savings :	162	107	55	
Schemes Delayed/ At Risk	£000s	Reason		

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

At this stage in the year, no significant financial issues causing an unmitigated pressure are foreseen.

APPENDIX 8: PUBLIC HEALTH SERVICES**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Sexual Health	6,410	0	0	
Substance Misuse	5,464	0	0	
Behaviour Change	2,753	(126)	(22)	Estimated underspends in Behaviour Change services, including health checks, smoking cessation and Community Champions.
Intelligence and Social Determinants	89	(40)	0	Underspend caused by delay in commencing new projects.
Families and Children Services	5,135	163	163	Variance due to the 0-5 programme to be transferred to LBHF in October 2015, actual figures replacing the original estimates included the budgeted figures.
Public Health Investment Fund (PHIF)	2,185	248	226	Updated for latest position.
Salaries and Overheads	1,435	0	0	
Drawdown from Reserves	(783)	(1,499)	(1,621)	
Public Health – Grant	(20,855)	1,417	1,417	Estimated grant cut based on Department of Health preferred calculation.
Public Health 0-5 Programme Grant (from Oct 2015)	(1,833)	(163)	(163)	Variance due to the 0-5 programme (see Families & Children's above).
Total	0	0	0	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
In-year Public Health Grant cut, based on Department of Health preferred calculation (per consultation paper)	1,417	1,417
Total	1,417	1,417

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Public Health Services	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFS Savings	350	350	0	0

The £350,000 MTFS target is achieved by reducing the budgeted contribution from the General Fund from £350,000 in 2014/15 to zero in 2015/16.

Other contributions from Public Health to the MTFS, take the form of replacement funding in other council departments who are contributing to Public Health outcomes. These savings are reported within those departments.

4: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

The DH consultation process to determine how the £200M grant cut should be applied has ended. Although stating that PH grant should not be cut, LBHF also stated its preferred option as a reduction of 6.2% to grant for all councils. The Government's decision will follow in due course.

Re-procurement

A number of large contracts will come to an end during this financial year. This, combined with the possible need to re-procure early following the announcement of cuts to the Public Health Grant, will mean that PH need to identify the necessary resources to achieve this in the given time frame.

APPENDIX 9: HOUSING REVENUE ACCOUNT**BUDGET REVENUE MONITORING REPORT – PERIOD 5****1: Variance by Departmental Division**

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
Housing Income	(77,484)	(500)	(500)	It is anticipated that there will be an underspend on the bad debt provision for rental income on Council homes, primarily as a very prudent allowance was been made in the budget for the impact of Welfare Reform. The full impact of welfare reform has not been felt yet and the Government has not rolled out Universal Credit at the speed allowed for in our budget.
Finance and Resources	15,164	(250)	(250)	Underspends on salaries (£75k) and IT projects (£175k) are expected.
Housing Services	9,578	0	0	
Commissioning and Quality Assurance	3,119	0	0	
Strategic Housing Stock Options Appraisal HRA	0	0	0	
Property Services	2,163	0	0	
Housing Repairs	13,748	0	0	
Housing Options	369	(20)	0	
HRA Central Costs	0	0	0	
Adult Social Care	48	0	0	
Regeneration	267	0	0	
Safer Neighbourhoods	578	0	0	
Housing Capital	29,976	(155)	(155)	This relates to additional interest receivable on HRA balances following a review of the average interest rate on short term investments and the

Departmental Division	Revised Budget	Variance Month 5	Variance Month 4	Variance Analysis
	£000s	£000s	£000s	
				forecast balances expected within the HRA general reserve, major repairs reserve and Decent Neighbourhoods Fund.
(Contribution to)/ Appropriation From HRA General Reserve	(2,474)	(925)	(905)	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Managed Services: the general lack of data available from the system, the lack of systems assurance and reconciliation reporting, the time taken to resolve payment issues, the delay in implementing the system for leaseholder service charges, delayed and missing cash files preventing rent arrears from being managed and the associated bad debt risk, the opportunity cost of officer time in managing issues arising and other factors are expected to have both a financial and non-financial impact on the department.	unknown	unknown
Housing Repairs - There is a risk of approx. £70k for the CCTV (Chroma Vision) contract where there is no budget provision and where an additional request has been made for further funding by corporate colleagues and a business case is awaited.	70	70
Total	unknown	unknown

Page 50

3: MTFS Progress (with explanations of schemes Delayed or at Risk)

Housing Revenue Account	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFS Savings	2,187	2,187	0	0
Schemes Delayed/ At Risk	£000s	Reason		

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4: HRA General Reserve

	B/Fwd	Budgeted (Contribution to)/Appropriation from General Reserve	HRA Variance (Surplus)/ Deficit	Forecast C/F
	£000s	£000s	£000s	£000s
HRA General Reserve	(13,165)	(2,474)	(925)	(16,564)

5: Supplementary Monitoring Information (Action Plans, Virement requests or key concerns)

Page 51

The Housing Revenue Account currently forecasts an under-spend of (£925k) for 2015/16, a favourable movement of (£20k) since last month.

The movement mainly relates to an underspend on running costs on Temporary on Licence properties (£20k).


It should be noted that it has not been possible to complete detailed budget monitoring via Agresso this month due to the delay on the roll out of key monitoring reports. Whilst BT has released these reports to LBHF, they still cannot be accessed by key staff. However, finance officers have met with Heads of Service in order to identify significant variances from budget and to ensure that appropriate management action is taken in order to contain cost pressures. **Nevertheless, there remains a significant risk to the accuracy of forecasts until Managed Services is fully implemented.**

Further detail relating to the issues arising as a result of Managed Services are outlined in the Key Risks section above.

APPENDIX 10 - VIREMENT REQUEST FORM**BUDGET REVENUE MONITORING REPORT – PERIOD 5**

Details of Virement	Amount (£000)	Department
GENERAL FUND:		
Drawdown from ASC Pressures & Demands Reserve to cover demand pressures across the department (see appendix 1 for detail)	384/ (384)	ASC/ASC Reserves
Funding for CHS employee led mutual (£BM) overhead costs (see appendix 2 for detail) Permanent Virement from Corporate Contingency	130.6/(130.6)	CHS/CMB
Total General Fund Virements (Debits)	514.6	
HRA:		
Total HRA Virements (Debits)	0	

Departmental Name Abbreviations	
ASC	Adult Social Care
CMB	Centrally Managed Budgets
CHS	Children's Services
ELRS	Environment, Leisure and Residents' Services
TTS	Transport & Technical Services

<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">2 NOVEMBER 2015</p>	
<p align="center">FUNDING APPROVAL FOR IMPLEMENTATION OF CLOUD-BASED PRODUCTIVITY AND COLLABORATION TOOLS (OFFICE 365)</p>	
<p>Report of the Leader - Councillor Stephen Cowan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All Wards</p>	
<p>Accountable Director: Ed Garcez, Chief Information Officer</p>	
<p>Report Author: Howell Huws, Head of Operations</p>	<p>Contact Details: Tel: 020 8753 5025 E-mail: howell.huws@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This report seeks approval to proceed to Phase 3 of the cloud-based collaboration and productivity tools (Office 365) programme, delegating authority to approve detailed funding to the Cabinet Member for Finance as prices are agreed with suppliers. This is subsequent to approval for phases 1 and 2 that were given by Cabinet in May 2015.
- 1.2. The programme is critical to the following financial and non-financial objectives of LBHF:
 - Enabling targeted annual savings in excess of £4.7m to be achieved through the transition from the Hammersmith & Fulham Bridge Partnership (HFBP) to the hybrid approach to IT management agreed by LBHF on 1st December 2014.
 - Enabling a smooth transition in IT service provision to LBHF from HFBP and preventing extensive additional costs of transition that would accrue without Office 365.

- Significantly improve shared working both within the council, in shared services such as CHS and ASC, and in the shared working with other councils and partners targeted by H&F's administration.
 - Act as a key enabler to the Town Hall project by enabling smoother and more effective home and other location working, allowing the desk to staff ratio to decrease and office costs to be saved.
- 1.3. As set out in previous cabinet reports, the programme is based on a four phase implementation:
- Phase 1 – Assess the councils' technical readiness to adopt Office 365;
 - Phase 2 – Procure software and server licences to align licensing structure;
 - Phase 3 – Remediate infrastructure and transition to new services; and,
 - Phase 4 – Fully implement SharePoint (document sharing software), undertake pilots for Skype, Yammer and broaden device access and exploit Office 365 capability widely across the councils.
- 1.4. This project is also a key enabler for the desktop services at the end of the ICT service contract with HFBP, and is seen as critical to providing business continuity through the resulting transition.
- 1.5. The programme team has completed Phase 1 and Phase 2, which carried out a technical assessment of each council's readiness to adopt; and, procured and aligned software licensing across the three councils
- 1.6. At the end of Phases 1 and 2 a checkpoint was inserted to allow the three councils to review progress. The council is now ready to proceed to Phase 3 – implementation and transition with a single enterprise arrangement with Microsoft. It is proposed to undertake Phase 3 implementation in a number of stages, some of which may be carried out in parallel, although Stage A lays the foundation for all the remaining stages:
- Phase 3 - Remediate infrastructure and transition to new services**
- A. Initial integration pilot, for which outside technical support is required
 - B. SharePoint Intranet pilot
 - C. Roll-out core e-mail and calendar features, to enable transition to the new platform
 - D. Migrating public folders from the archive
- Phase 4 - exploit Office 365 capability**
- E. Skype pilot (software enabling low-cost communication amongst staff and with partners)
 - F. Yammer pilot (an internal enterprise social networking service software enabling more effective and tailored peer-based communications)

- G. SharePoint document management pilot
- H. Broadening device access pilot

- 1.7. At present it is not possible to exactly project the costs involved due to uncertainties involved and only high-level estimates can be surmised. For this reason a delegation of authority to the Cabinet Member for Finance to approve detailed funding for the Phase 3 programme implementation within the financial limits in this report is sought.
- a) Reasonable estimates are available for Stages A, C and D, and this paper provides an estimate of the costs for these, with a request for approval for work to start on this basis.
 - b) Stages B and E-H are in the process of being defined, with a request for approval for these stages to be delegated to the Cabinet Member for Finance on the basis of separate papers to be presented when these estimates are available.

2. RECOMMENDATIONS

- 2.1. This report recommends the following costs from the IT Enablers Fund:
- a) Implementing cloud-based collaboration tools using Office 365, at a tentative cost of £643,000 for Stages A, C and D, to be funded from the IT enablers budget;
 - b) Delegate funding approval decision for the Phase 3 project implementation to the Cabinet Member for Finance for all Stages; and,
 - c) Award of a contract for consultancy support by calling off from the CCS G-Cloud framework.
- 2.2. Separate papers will be brought forward for Stages B, E-H.

3. REASONS FOR DECISION

- 3.1. This project is a key enabler required to achieve savings in excess of £4.7m per annum in IT and to facilitate further office savings from the Town Hall estate consolidation.
- 3.2. The delivery of Office 365 is key to delivery of desktop services at the end of the ICT service contract with the HFBP, and is seen as critical to providing business continuity through the resulting transition.
- 3.3. The adoption of Office 365 supports the council's ICT strategy in terms of providing joined-up solutions to users, enabling an improved user experience at reduced cost and introducing utility based charging, i.e. costs based on user numbers. The approach of adopting a common set of cloud-based collaboration and productivity tools outlined in this report was approved by LBHF in May 2015.

- 3.4. LBHF has set out to increase the flexibility and collaborative working capability available to staff enabling significant productivity benefits to be realised. This flexibility is needed across LBHF, in working with existing shared services and to allow joint working with other organisations in the future. These benefits are detailed in the documents referred to below in the list of background papers.

4. INTRODUCTION AND BACKGROUND

- 4.1. In May 2015, in a report entitled *Shared ICT Services – Approval of strategy to align cloud based collaboration tools and funding for Phase 1 Assess*, the three councils approved a programme which would align the collaboration and productivity tools used by each councils' staff, migrating to Microsoft's Office 365 cloud offering. The programme was based on a four phase implementation:

Phase 1 – Assess the councils' technical readiness to adopt Office 365;

Phase 2 – Procure software and server licences to align licensing structure;

Phase 3 – Remediate infrastructure and transition to new services; and,

Phase 4 – Fully implement SharePoint and undertake pilots for Skype, Yammer and broadening device access exploiting Office 365 capability widely across the councils.

- 4.2. In a report entitled *Shared ICT Services – Procurement of software licenses for cloud based collaboration tools (Phase 2 of cloud based collaboration)*. The councils approved the approach and funding in June 2015 to deliver Phase 1 and 2 of the programme.

- 4.3. Phases 1 and 2 have completed:

Phase 1 - Each council's technical readiness to adopt has been assessed through a series of workshops which identified the technical requirements to align, assessed the server requirements, and provided a reassurance against a number of risks/issues.

Phase 2 - The councils have aligned their software and server licensing structure through entering into a single enterprise agreement with Microsoft.

5. PROPOSAL AND ISSUES

Outline of proposed solution

- 5.1. As set out in the previous paper, the proposed approach is based on the Microsoft cloud offering for Exchange email online, Office 365, supported by a single simplified Active Directory used solely for user authentication.
- 5.2. Phase 3 will deliver cloud-based email, calendar, contacts and tasks enabling working across services and with other organisations while

handling data securely. It is proposed to undertake Phase 3 implementation in a number of stages, some of which may be carried out in parallel, although Stage A lays the foundation for all the remaining stages:

Phase 3 - Remediate infrastructure and transition to new services

- A. Initial integration pilot, for which outside technical support is required
- B. SharePoint Intranet pilot
- C. Roll-out core e-mail and calendar features, to enable transition to the new platform
- D. Migrating public folders from the archive

Phase 4 – further exploit Office 365 capability

- E. Skype for Business pilot for instant messaging, voice, video and web conferences
- F. Yammer social media pilot
- G. SharePoint document management pilot, enabling users to create new SharePoint team sites in the cloud and developing the use of OneDrive to share individual files
- H. Broadening device access pilot

5.3. Stages B and E-H will be the subject of separate papers to be authorised separately by the Cabinet member for Finance:

Procurement consultancy support

5.4. The support to deliver Phase 3 will be procured through G-Cloud, the Crown Commercial Service’s (CCS) procurement framework for information technology commodity services. RBKC will lead on the procurement of these services from a Microsoft certified partner for the three shared service authorities.

5.5. The councils will be working with a Microsoft certified partner to deliver the remediation and enablement work which will deliver the Office 365 single incidence and undertaking the migration work.

5.6. Although most of the work will be carried out by HFBP, additional detailed support is required from a Microsoft certified consultancy. The value of the requirement is above the OJEU threshold of £172,000 and would be subject to UK Public Procurement Regulations 2015. Options for sourcing Phase 3 requirements are explored below:

Option	Benefits	Drawbacks
OJEU (restricted procedure)	<ul style="list-style-type: none"> • Greater level of market competition • Most recent market pricing and solutions 	<ul style="list-style-type: none"> • Timescales to complete. • Cost.
CCS Framework	<ul style="list-style-type: none"> • Pre-selected suppliers • Capable suppliers • Reduced tendering 	<ul style="list-style-type: none"> • Limited competition. • Framework scope may not be a good fit for requirement.

Option	Benefits	Drawbacks
	costs and timescales	
Extension of an existing contract	<ul style="list-style-type: none"> • Ease of access • Familiarity with provider 	<ul style="list-style-type: none"> • Contract scope may not be a good fit to requirement. • No means to test value for money.

5.7. The timescales required and the relative simplicity of the services do not support a full OJEU procurement. G-Cloud is a CCS framework to provide cloud based services and support. The G-Cloud Framework is re-tendered every six months to ensure the pricing remains current and competitive. The Framework contains a high number of suppliers to ensure healthy competition, while providing simple means to down-select. It is a competitive and simple route to market for commoditised cloud based services and support such as those required for Phase 3.

5.8. It is recommended that procurement of support will be from G-Cloud. The contract period will be for a maximum of four months. The contract documentation, terms and conditions and service level agreements are pre-defined in the suppliers' service offering.

Pilot Project

5.9. A small pilot project will be implemented ahead of full implementation of Office 365. The purpose of the pilot will be to test the technical solution, trial some of the modules available within Office 365 and provide assurance that the councils are able to implement the single incidence required to maximally exploit the cloud collaboration capability.

Transition to new platform

5.10. On satisfactory completion of the pilot project, the work can begin to transition fully to the new platform and migrate users to the cloud-based email service. Experience from elsewhere suggests that this needs to be undertaken as rapidly as possible.

Risk Analysis

5.11. The main risk to the successful completion of the project is the feasibility of Microsoft's proposal set out in section 5.1 above, with the cloud-based Active Directory synchronising with local, on-premise Active Directories. To enable effective collaboration all three councils must be a single entity on Microsoft's Office 365 cloud, which is supported by a single user directory synchronised with the local Active Directories that continue to be maintained by the three councils.

5.12. This deployment model has not been completed in the UK previously, but has been undertaken in the USA by Microsoft, who also has direct access to the software developers for Office 365 software.

5.13. The skills required to undertake the range of assessments required on network connectivity, message routing and other key areas are not available in-house because of the unique arrangements for Microsoft.

5.14. To mitigate against the risks arising from the lack of referenced precedence with this work, the councils propose to engage a Microsoft certified partner to conduct this work through G-Cloud.

Costs

5.15. Noted below are the high level estimates of costs as they are available at this point¹:

Implementation Costs		Estimate £
Remediate	HFBP Programme Manager across shared services	10,000
	HFBP Project Management for H&F	26,000
	H&F Programme and Project Managers	25,000
	Technical resources (see appendix 1)	132,052
	Remediate total	193,052
Enable and migrate	Microsoft technical support for transition	120,000
	HFBP Programme and Project Managers	45,000
	H&F Programme and Project Managers	50,000
	Technical resources (see appendix 1)	234,948
	Enable and migrate total	449,948
Implementation costs total		643,000

5.16. There is a high level of uncertainty around these estimates at this point:

- Application compatibility – the project requires upgrading to Office 2013 (and possibly Office 2016) and to Internet Explorer 11. Many applications make use of these pieces of Microsoft software. These may encounter compatibility issues that take longer to resolve than anticipated.
- Cost uncertainty: there are a range of areas where costs are not yet certain:
 - The exact approach for migrating the email, the consultancy support required, costs and duration
 - The exact statement of works (and therefore costs) for the Microsoft consultancy support required
 - Storage costs – the combination of Office 365 with a virtual desktop requires the use of a local cache to ensure adequate performance. There will be additional costs during migration, but also on an ongoing basis, which may offset some of the anticipated savings from email storage.
- Email tools configuration – there are a range of supplementary tools where detailed analysis work on the configuration work required has not been fully estimated. These include support for Blackberry devices, the mail filtering required, and enablement of a secure email capability.
- Information governance model – alongside the detailed planning of the technical work required to deliver Office 365, a series of policies will

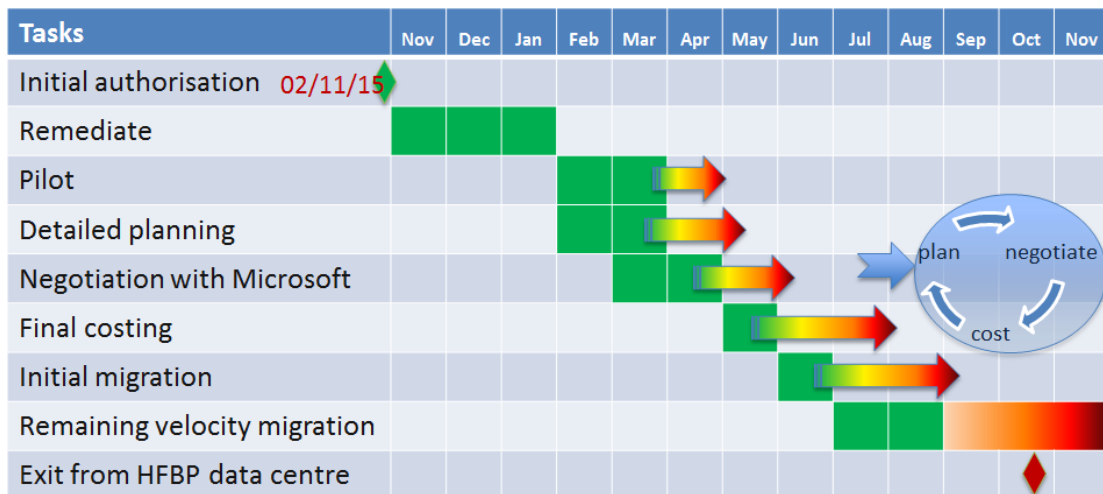
¹ A comparison with the previous estimate provided in May is available in Appendix 2.

need to be developed for use with cloud-based collaboration tools. This may, in turn, impact on the estimates for the work required.

- Office 2013 will need to be deployed on thick clients. In most cases, this can be undertaken remotely, but this work has not been planned in sufficient detail for a reliable estimate.
- On transitioning to a new cloud based service, especially one with as high a volume of traffic as an email service, there is a potential impact on the internet bandwidth required for the organisation.

Timelines

5.17. Current timescales for these phases are as shown in the high-level plan below:



Level of uncertainty around timescale	Colour
Low (= +/- 20%)	Green
Medium (+/- 30%)	Orange
High (+/- 50%)	Red

6. CONSULTATION

6.1. There is no public consultation requirement

7. EQUALITY IMPLICATIONS

7.1. There are no Equality/HR implications. Staff training will be considered, planned and implemented as appropriate. The programme board will work closely with the user reference group to develop an effective communications plan.

Verified by Jo Meagher, Senior HR Manager

8. LEGAL IMPLICATIONS

- 8.1. The ICT Strategy has been approved by the Cabinet in May 2015 and the proposed transition to Phase 3 is in accordance with such strategy.
- 8.2. The delegation sought for approving funding is justified on grounds of current uncertainties as to the final shape of the phase 3 and only high level best estimates have been currently provided.
- 8.3. The proposal to call-off from the CCS G-Cloud Framework for appointment of the consultant to support project implementation would be in compliance with the Council's obligations under the Public Contracts Regulations 2015. Accordingly, the recommendations in this report are endorsed.
- 8.4. Verified by: Babul Mukherjee, Senior Solicitor (Contracts) Phone: 2073613410

9. FINANCIAL AND RESOURCES IMPLICATIONS

- 9.1. Approval is now requested to proceed with phase 3 of this project. The estimated charge to Hammersmith and Fulham is £643,000 for the implementation, and it is proposed that this be funded from the IT Enablers Fund. Any on-going costs and savings associated with Office 365 will be considered alongside the wider savings programme made by the IT transition, which are subject to regular reviews by officers and updates to Cabinet and will ultimately appear in future annual budgets set by Full Council.
- 9.2. All prospective financial benefits from this project cannot be quantified but are expected to lie with the transformation programmes such as the Town Hall estate consolidation, shared working, Working from Anywhere and how the technology is exploited. The key benefit is that all staff will work on the same software and collaborate effectively across borough boundaries and provide easy integration with further partners. Savings should also materialise from dropping the number of devices that staff have to carry.

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

10. BUSINESS IMPLICATIONS

- 10.1. The councils are buying a commodity item, provision of technical advice through G-Cloud. This procurement route is pre-vetted and only suppliers on the frameworks will be able to participate in the procurement.

11. PROCUREMENT IMPLICATIONS

- 11.1. Procurement of the cloud support services will need to be carried out in accordance with EU procurement rules and the three councils' contract standing orders.
- 11.2. A project board has been set up with cross borough representation. The three councils' requirements and how the resulting contracts will be set up have been discussed at length. This document presents the outcome of these discussions.
- 11.3. Further competition under the G-Cloud framework will be carried out in accordance with the framework provisions. G-Cloud is designed as a commodity based marketplace and for most requirements all factors required to select the Most Economically Advantageous Tender are included in the G-Cloud service offerings and published on the Cloud marketplace.
- 11.4. If further competition is required it will be managed by LBHF and partner councils.
- 11.5. There is no particular EU procurement risk involved in this procurement other than to state that the proposed strategy complies with EU procurement law.

Verified by: Dermot Doherty, ICT Category Manager.

12. IT STRATEGY IMPLICATIONS

- 12.1. The report is aligned with the current shared services ICT strategy and vision of converging software and infrastructure, whilst enabling better collaboration and productivity amongst staff. It is a key enabler to a range of critical council initiatives, including the realisation of savings in excess of £4.7m, the transition from the HFBP contract and the new ways of working planned through the Town Hall project.

Verified by: Ed Garcez, Chief Information Officer, 020 8753 2900.

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.	Shared ICT Services – Approval of strategy to align cloud based collaboration tools and funding for Phase 1 Assess – published	Howell Huws, Ext: 5025	shared ICT service
2.	Shared ICT Services – Procurement of software licenses for cloud based collaboration tools (Phase 2 of cloud based collaboration) – published	Howell Huws, Ext: 5025	shared ICT service


Appendix 1 Technical work required

Technical tasks		Indicative cost £
Remediate	Preparation of Active Directory (user information)	7,737
	Deploy Office 2013 ProPlus and IE11 on VDI	38,710
	Exchange changes to work with Office 365	18,801
	Technical architect detailed design	49,661
	Networking changes to enable access to Office 365 cloud	17,143
Total remediate technical work		132,052
Enable and migrate	Further work on Active Directory	9,401
	Further work on Exchange	13,272
	Further work on Networking	3,338
	Public Folder Migration to Office 365	11,060
	Archive migration to Office 365 (including third party costs)	109,963
	Enabling BlackBerries to connect to Microsoft Exchange Online	29,309
	High level testing effort for 46 HFBP Supported Applications with Office 2103 ProPlus and IE 11 including email functionality	16,037
	Training for Office 365 for technical staff, administrators and help desk	29,296
	Message Encryption Move to Office 365 Offering	13,272
Total enable and migrate technical work		234,948
Total		367,000

Appendix 2 comparison with previous estimate

Phase 3 – implementation and transition	Estimate	
	May	October
HFBP Programme & project management	70,000	81,000
Consultancy services	113,941	120,000
Technical resources	252,000	367,000
H&F project management	0	75,000
Total implementation costs	435,941	643,000

The main reason for the increase in costs is the increased complexity of the work required (together with the impact of the changing target, resulting from the rapid evolution of Microsoft's flagship project). In addition, as the awareness of the scale of the impact on H&F users has emerged, the decision has been taken that dedicated client side project management is required to minimise the loss of productivity that will result from the changes.

London Borough of Hammersmith & Fulham CABINET 2 NOVEMBER 2015		 hammersmith & fulham
TFL FUNDED ANNUAL INTEGRATED TRANSPORT INVESTMENT PROGRAMME 2016/17		
Report of the Cabinet Member for Environment, Transport and Resident's Services – Councillor Wesley Harcourt		
Open Report		
Classification: For Decision Key Decision: Yes		
Wards Affected: All		
Accountable Director: Mahmood Siddiqi – Director of Transport and Highways		
Report Author: Nicholas Ruxton-Boyle – Chief Transport Planner		Contact Details: Tel: 020 8753 3069 E-mail: nick.boyle@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report refines and details the council's integrated transport programme which forms part of the council's 2011 – 2031 Transport Plan (Local Implementation Plan 2 or LIP2) to be delivered in 2016/17 and funded entirely by Transport for London (TfL). This report seeks the approval of the submission of the programme to TfL and the design, consultation and implementation of various elements of the programme. It further seeks approval for the delegation of the approval of construction of the capital programme to the Cabinet Member for Environment, Transport and Residents Services.
- 1.2. The council's integrated transport award for 2016/17 is £1,796,000, for Principal Road maintenance £449,000 and for Local Transport Funding (LTF) £100,000. This funding is specifically provided by TfL for transport projects delivering the council's transport objectives and targets, as detailed in paragraph 4.1.

Funding category	Capital (£)	Revenue (£)	Total (£)
Integrated transport	1,304,000	465,000	1,796,000
Principal road maintenance	449,000	0	449,000
Local transport fund	50,000	50,000	100,000
Borough cycling programme year 3*	0	103,000	103,000
Total	1,803,000	618,000	2,421,000

*The borough cycling programme was subject to a competitive bidding process for three years funding in 2013/14 with Cabinet approval on 14 October 2013. The figure above is indicative only.

1.3 The 2016/17 integrated transport programme has been developed in line with the Labour group's manifesto document 'The change we need'. In particular point 5 'greening the borough, being fair to drivers and better for cycling'.

1.4 The council continues to review the TfL LoHAC (London Highways Alliance Contract) option however at this time there is no clear evidence that this contract will provide any improved benefits against the council's own contracts.

2. RECOMMENDATIONS

2.1 That approval be given to carry out feasibility design and consultation on projects C1 to C3, N1 to N3 and L1 to L2 (identified in the body of the report) at a total cost of £90,000 (approximately 15% of the total capital project cost, and all charged to the capital project) as set out in paragraphs 5.3 and 5.4 (forms part of the £1,796,000).

2.2 That authority be delegated to the Cabinet Member for Environment, Transport and Residents Services in consultation with the Director of Transport and Highways to approve the implementation of projects C1 to C3, N1 to N3 and L1 to L2 (identified in the body of the report) totalling £510,000 (forms part of the £1,711,000), subject to favourable outcome of public engagement and consultation.

2.3 That approval be given to utilise £500,000 to implement a borough wide 20mph speed limit, subject to separate cabinet approval as set out in paragraph 5.2 (forms part of the £1,796,000). Should cabinet not separately approve implementation of a borough wide 20mph speed limit authority is given to delegate the reallocation of this £500,000 to Cabinet Member for Environment, Transport and Residents Services in consultation with the Director of Transport and Highways

2.4 That approval be given to utilise £25,000 to undertake the pedestrian crossing study and a further £25,000 to the Fulham Palace Road study as set out in paragraph 5.3 (forms part of the £1,711,000).

- 2.5 That approval be given to complete the 2015/16 integrated transport capital projects at a cost of £179,000 as set out in paragraph 5.3 (forms part of the £1,796,000).
- 2.6 That approval be given to utilise £50,000 to enhance the TfL traffic signal modernisation programme in 2016/17 and £50,000 to enhance the council's own carriageway and footway planned maintenance programme in 2015/16 as set out in paragraph 5.5 (forms part of the £1,796,000)
- 2.7 That approval be given to deliver the Smarter Travel programme at a cost of £265,000, as detailed in paragraph 5.6 (forms part of the £1,796,000).
- 2.8 That approval be given to utilise £50,000 to develop the council's 2017/18 annual spending submission (charged to revenue) and to utilise £75,000 to contribute match funding for the Mayor's Air Quality Fund 2 as set out in paragraph 5.7 (forms part of the £1,796,000).
- 2.9 That authority be delegated to the Cabinet Member for Environment, Transport and Residents Services in consultation with the Director of Transport and Highways to approve the implementation of the Local Transport Fund programme of £100,000, as detailed in paragraph 5.8.
- 2.10 That approval be given to place all works orders with one of the council's existing term or framework contractors; and in exceptional circumstances (where the council does not have the specific expertise) design work services through the London Borough of Ealing's framework consultants contract with Project Centre Limited.

3. REASONS FOR DECISION

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

4. INTRODUCTION AND BACKGROUND

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

Transport objectives and targets

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

target	indicator	2010 baseline	2013 performance	2016 target	2030 target
1a	walking mode share	36.90%	39.00%	37.95%	40%
1b	cycling mode share	3.90%	5.00%	5.50%	8%
2	bus service reliability (mins)	1.2	1.1	1.2	1.2
3	asset condition	8.40%	7.00%	8.40%	10%
4a	road casualties (ksi)	110	78	90	51
4b	road casualties (all)	721	737	595	500
5	CO ² emissions (thousand tonnes per year)	156	144	115	85
6a	220 northbound journey time (all mins)	18.4	15.9	15	14
	220 northbound reliability	15.2	8.9	9	7
	220 southbound journey time	18	15	16	14
	220 southbound reliability	10.2	8.4	7	5
6b	237 eastbound journey time	7	6.3	7	6
	237 eastbound reliability	4.3	4.4	3	3

	237 westbound journey time	11.6	7.6	11	9
	237 westbound reliability	7.9	4.1	5	4
7	school run (% walking and cycling)	42%	52%	52%	70%

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

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

5. INTEGRATED TRANSPORT PROGRAMME 2016/17

5.1. The 2016/17 integrated transport programme is made up of a number of different project areas. Each project area has a slightly differing nature and as such the recommendation for each area differs. However, all the projects will include underlying themes of de-cluttering and removing redundant street furniture, the provision of additional car and bicycle parking spaces subject to considerations of road safety and pedestrian convenience (particularly for those with mobility impairments), and renewing street materials and necessary assets so that there is a reduced demand on future maintenance funding for the council. There are seven project areas: borough wide 20mph project, new projects, completion projects, enhancement projects, smarter travel projects, other transport projects and local transport fund projects.

project area	budget	paragraph
borough wide 20mph project	£500,000	5.2
new projects	£450,000	5.3
completion projects	£329,000	5.4
enhancement projects	£100,000	5.5
smarter travel projects	£265,000	5.6
other transport projects	£125,000	5.7
local transport fund projects	£100,000	5.8
total	£1,896,000	

5.2. Borough wide 20mph Project (£500,000)

During the summer of 2015 a borough wide consultation was undertaken to ascertain the level of support for reducing the speed limit on all [or some] roads in the borough to 20mph. Over 5000 responses were received and are currently being analysed by officers. It is anticipated that the results will be presented to the Policy and Accountability Committee (PAC) in the winter of 2015 followed by a cabinet decision.

Should cabinet decide to proceed with a the borough wide 20mph project this budget will be utilised for that purpose and is based on out-turn figures from other boroughs that have implemented similar projects.

Should cabinet not decide to proceed this budget will be utilised to allow implementation of a range of traffic management measures that will be developed by officers based on the responses to question 4 in the borough wide 20mph consultation [appendix 1].

5.3. **New Projects (£450,000)**

The plan attached to this report as appendix 2 shows the location of the new projects and completion projects (para 5.4 below)

Ward Panels Neighbourhoods (N1 to N3) – £150,000

Between 2010/11 and 2014/15 a proportion of the LIP budget was allocated to neighbourhood improvements. Officers split the borough into 20 neighbourhoods, broadly based on the classified road network, and consulted widely in each neighbourhood in order to ascertain what improvements residents sought. Considerable locally developed improvements were delivered across this programme and over five years saw the whole borough given the opportunity to influence and prioritise interventions.

In 2015/16 this programme was paused while the ward panel programme was established. It is now proposed that the LIP neighbourhood programme is re-started and aligned with the ward panel programme. The pilot wards for this programme have been identified at Avonmore and Brook Green, North End, Fulham Broadway and Palace Riverside. £150,000 has been indicatively allocated to the ward panels to develop and implement local transport improvements.

Local Safety Schemes (L1 to L2) – £150,000

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

- Kings Road, Harwood Road to the borough boundary (L1)
- Goldhawk Road/Stamford Brook Road (L2)

Bloemfontein Road Corridor (C1) - £25,000

Funding to undertake a review of the traffic management arrangements along the Bloemfontein Road corridor. To include community engagement and feasibility design only with the aim of securing funding for implementation using 2017/18 LIP funding.

Blythe Road Corridor (C2) - £125,000

Funding to undertake a review of the traffic management arrangements along the Blythe Road corridor to complement planned maintenance. To include community engagement, design and delivery of improvements.

Pedestrian Crossing Study - £25,000

Funding to undertake a detailed analysis of collisions and casualties that have been recorded at the borough's pedestrian crossings. This will concentrate on zebra crossings but other types of crossing will also be considered. There may be a potential to facilitate this study through some type of work group via the PAC.

Fulham Palace Road Study – £25,000

Between 2011/12 and 2014/15 the Fulham Palace corridor was subject to a number of improvements led by the construction of the slip road at the junction with Hammersmith Gyrotory. Upon completion of this four year programme TfL started their substantial structural improvements to the Hammersmith Flyover and as such the council were unable to review the corridor work that was undertaken previously.

TfL works are now completed and this funding will allow a comprehensive review of the work that was done along this corridor to identify any further short and medium term action to be taken.

5.4 Completion projects (£329,000)

Old Oak Road/Askew Road Local Safety Project (L4) - £100,000

Funding to deliver a package of improvements to this busy signalised junction that will be designed and consulted on in 2015/16. The site was identified through collision analysis and a range of safety measures are to be implemented including pedestrian countdown and urban realm improvements.

Fulham Road Corridor (C3) - £50,000

Delivery of a package of holistic improvements to the Fulham Road corridor that will be designed and consulted on in 2015/16. To include the replacement of the series of demountable traffic islands that were installed for the Olympic cycle road race in 2011, funded separately by TfL.

2015/16 projects - £179,000

Funding to complete and review the 2015/16 LIP2 capital programme of reactive and proactive capital projects.

5.5 Enhancement projects (£100,000)

Traffic signal modernisation - £50,000

Delivery of improvements to traffic signals on council managed roads as part of TfL's modernisation programme (as yet unknown for 16/17, however there were three sites in 15/16) including installation of pedestrian countdown. Funding to allow identification and delivery of borough selected upgrades to traffic signals (up to three sites per year) and to include installation of pedestrian countdown.

Planned maintenance - £50,000

Funding to review footway and carriageway planned maintenance projects and to allow for improvements to be built into designs and implemented during maintenance works to avoid revisiting streets in subsequent years.

5.6 Smarter Travel projects (£265,000)

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

5.7 Other transport projects (£125,000)

Delivery Plan development - £50,000

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

Mayors Air Quality Funding 2 - £75,000

First year (of three) match funding for the Mayor's Air Quality Fund 2 to deliver a range of air quality initiatives with partner boroughs and other organisations. Approval for this programme will be sought separately.

5.8 Local Transport Fund projects (£100,000)

Since 2011/12 TfL has provided each council with a Local Transport Fund of £100,000 that can be spent on any local transport projects that broadly meets the high level objectives of the Mayor's Transport Strategy. In 2015/16 the following project work has been approved by the Cabinet Member for implementation;

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

During the year officers collate requests for project work under this fund and this report seeks the delegation of the approval of this part of the

programme to the Cabinet member for Environment, Transport and Resident's Services.

6. OPTIONS AND ANALYSIS OF OPTIONS

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

7. CONSULTATION

- 7.1 This 2016/17 integrated transport programme is the third year of the council's second three year delivery plan. The first three year delivery plan formed part of the council's Transport Plan (LIP2) which was subject to considerable consultation with a wide range of stakeholders during its development in 2010/11. The delivery plan sets out sources of funding, delivery actions and a high level programme of investment in order to achieve the councils transport objectives and targets detailed in paragraph 4.1.
- 7.2 The recommendations in the report at paragraphs 2.1 and 2.3 seek the approval of the design and consultation of new projects. Project consultation is carried out by an internal project team and varies depending on the size and type of project. In 2015/16 a borough wide consultation was undertaken as part of the integrated transport programme which will ultimately influence this funding submission. However in all cases residents and businesses directly fronting any proposed road improvements are consulted, as are emergency services, transport lobby groups and ward councillors. The results of these consultations are reported back to the relevant Cabinet Member for further approval to implement the project.
- 7.3 The Ward Panel pilot neighbourhood proposal involves a significant piece of community engagement and consultation. During 2015/16 an engagement strategy will be developed, based on discussions with ward members and colleagues across the council developing these panels. This will be lead and advised by the relevant Policy and Accountability Committee.

8. EQUALITY IMPLICATIONS

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

9. LEGAL IMPLICATIONS

- 9.1 Where further consultation is to be carried out (as indicated in various parts of the report) either on an informal or statutory basis, it must follow public law principles in that it must be carried out at a formative stage of the decision making process, last for a reasonable period, provide sufficient information for consultees to make an informed representation and all representations must be taken into account before any decision is made.
- 9.2 The council has the power to carry out the physical highway works anticipated in the report under the Highways Act 1980 although some will require the council to follow a formal procedure, which may lead to a public inquiry. Any changes made to existing traffic management orders will require the council to follow the statutory process set out in the Road Traffic Regulation Act 1984 and secondary legislation and may lead to a public inquiry. A number of projects identified are exercisable pursuant to the council's incidental powers as highway authority under section 111 of the Local Government Act 1972 and general powers of competence under section 1 of the Localism Act 2011.
- 9.3 As road traffic authority, the council must exercise its functions as far as practicable to secure the expeditious, convenient and safe movement of vehicular traffic (including pedestrians) and the provision of suitable and adequate parking facilities.
- 9.4 Implications verified/completed by: Adesuwa Omoregie – Environmental Services Lawyer. 0208 753 2297

10. FINANCIAL AND RESOURCES IMPLICATIONS

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

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

11. IMPLICATIONS FOR BUSINESS

11.1 Businesses will benefit from the borough meeting its transport objectives and targets, as set out in paragraph 4.1. A safe and efficient transport network will allow both staff and customers to access a wide range of businesses in all areas of the borough

11.2 An efficient and effective road network will allow business to deliver goods and services to a number of clients across the borough and within the wider west London sub-region.

11.3 Implications completed by: Nicholas Ruxton-Boyle, Chief Transport Planner 020 8753 3069

12. RISK MANAGEMENT

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

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

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

12.3 Physical improvements to the public highway and programmes of work designed to reduce congestion, manage traffic and promote road safety fall under the councils statutory duties under a variety of acts including the Traffic Management Act 2004, these works and other their associated statutory requirements therefore contribute positively to the management

of risk number 5 managing statutory duty on the council's strategic risk register.

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

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 There are no procurement related issues associated with the recommendations as the intention is to use existing works term contractors or highway engineering consultants.
- 13.2 Implications verified by: Alan Parry – Interim Head of Procurement [job share] 020 8753 2581

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	TfL Local Implementation Plan (LIP) 2016/17 annual spending submission guidance - PUBLISHED	Nicholas Ruxton-Boyle	TTS, HTHX

LIST OF APPENDICES:

Appendix 1 – Borough wide 20mph consultation leaflet

Appendix 2 – 2016/17 TfL funded integrated transport programme plan

A 20mph speed limit?

Tell us what you think





Have your say

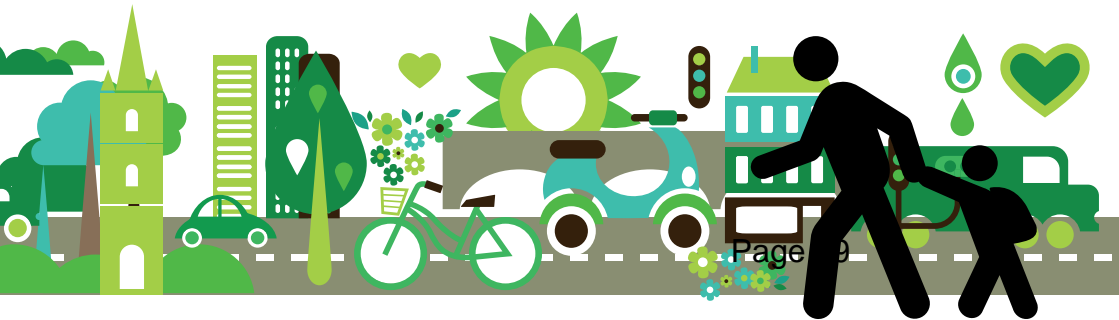
We are considering reducing the speed limit to 20 miles an hour across residential areas in Hammersmith & Fulham and would like your views.

- Please fill in and return the enclosed questionnaire
- Or fill in the form online at www.lbhf.gov.uk/20mph

The consultation runs **until 31 July**.

Why we are considering a 20mph speed limit

- To address a real danger
- To reduce deaths and injuries
- To reduce accidents
- To make our children and all of us healthier
- To cut delays on the road
- To make our neighbourhoods more pleasant



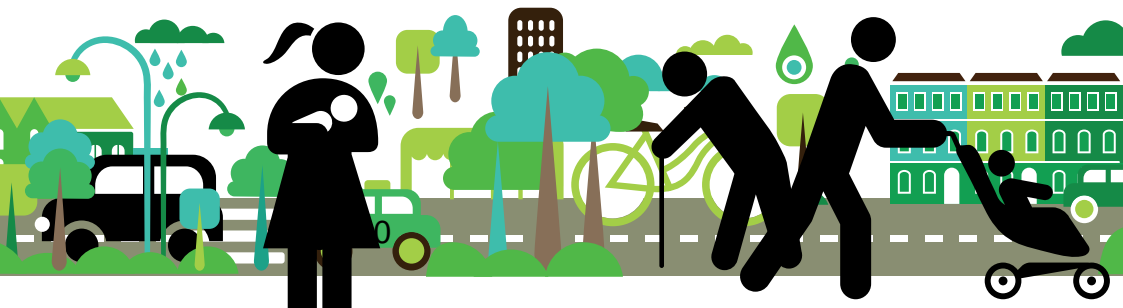


Addressing a real danger

- Three children a month are injured on H&F's roads on average.
- Of a total of 763 people injured on H&F's roads last year, almost half were cyclists or pedestrians.

Reducing deaths and injuries

- If you are hit by a car going at 30mph, your injuries are eight times more likely to be fatal than if the car is going at 20mph.



Reducing accidents

- At slower speeds, drivers have more time to react.
- We already have 20mph zones, which include traffic-calming measures, on more than a third of H&F's roads (see map). When the zones were introduced, injuries from collisions dropped by between 20 and 80 per cent.

Making our children and all of us healthier

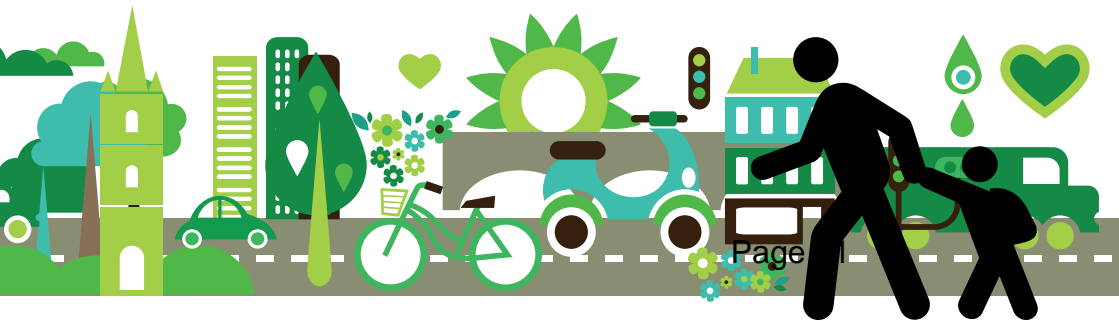
- By making our streets safer, a 20mph limit would encourage children to walk to school and generally encourage walking and cycling - which are good exercise.

Cutting delays

- Collisions cause congestion, so fewer collisions would mean fewer delays.
- At lower speeds, vehicles flow through junctions more smoothly.

Making our neighbourhoods more pleasant

- Calmer roads would bring communities together by enabling neighbours and their children to get to know one another better.
- The lower, safer speed limit would encourage people to walk or cycle rather than drive, which would reduce pollution from cars.



The proposal

We are consulting on whether to implement a 20mph limit across the borough.

Which roads?

We are proposing a 20mph restriction on **all** roads in H&F, apart from those managed by Transport for London - the A40 (Westway), the A3220 and the A4 (Great West Road). If you think some other roads should be excluded from the new limit, please tell us which in Question 2.

Enforcement

The speed limit would be enforced by the police just as the 30mph limit is now. We are not proposing more speed cameras. Our questionnaire asks whether you would also like to see more traffic calming, such as speed humps, in specific areas to help slow traffic.

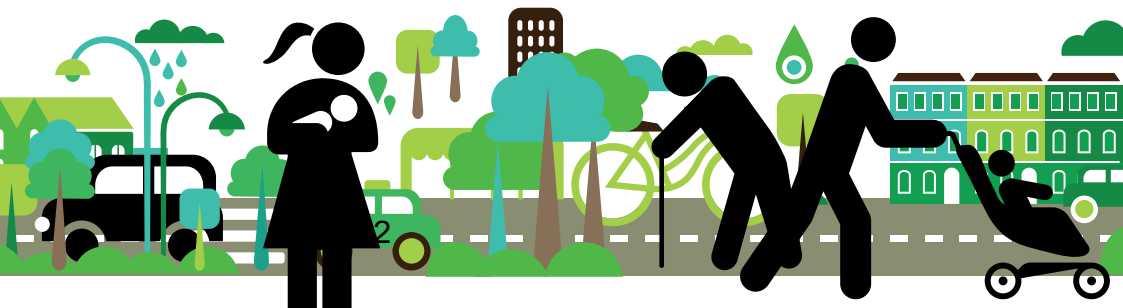
Signs

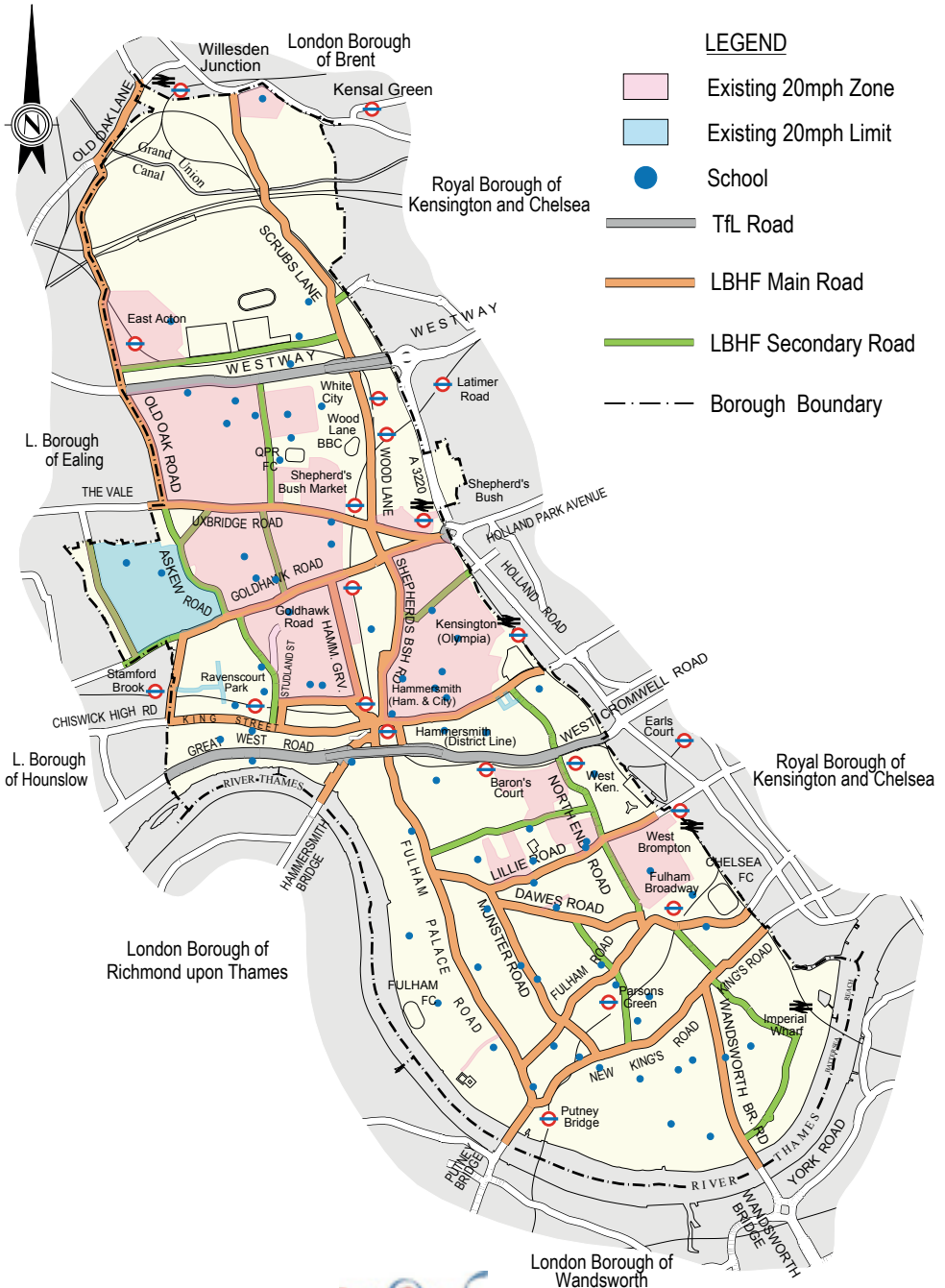
Each road would be clearly signed at the start of the speed limit, with signs repeated throughout the limit area.



Raising money from speeding fines

A 20mph scheme would **not** raise money for the council. Only the police are legally able to enforce speed limits. Neither the council nor the police will receive any income from this scheme.





Devised and created by the Land & Asset Survey Team using CAD & GIS software. This drawing is Copyright. © Crown copyright and database rights 2015 OS Licence No. LA100019223



NOT TO SCALE
Drawing No. 20331/188/2/B
June 2015

What happens next?

Please send us your form before **31 July 2015**.

We will analyse the responses and the council's Cabinet will then make a formal decision on whether to go ahead. If a 20mph limit is approved, works would start next year and the new speed limit could be in force from autumn 2016.

For further information, please contact:

Telephone

Slobodan Vuckovic

020 8753 3360 or

Annelise Johns

020 8753 3005

Email:

20mph@lbhf.gov.uk

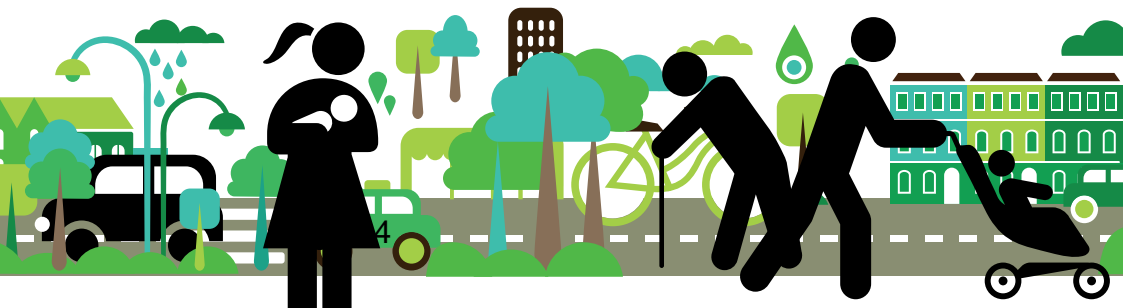
Postal address:

TTS, 6th Floor,

Town Hall Extension,

King Street, London W6 9JU

www.lbhf.gov.uk/20mph





Questionnaire

Please complete the questionnaire, tear off this page only, and send it back to us in the pre-paid envelope we have enclosed. You do not need to put a stamp on it.

Question 1

Do you support a borough-wide 20mph speed limit on roads managed by Hammersmith & Fulham Council? Please tick only one box.

Yes Yes, but only on some of the roads No

Question 2

If you ticked 'Yes, but only on some of the roads', which road(s) should retain a 30mph speed limit? Please see the map on an earlier page.

Question 3

If you are responding as an individual, please tell us how often you use the following ways of travelling? Please tick as many boxes as apply.

	Never	Daily	Several times a week	Several times a month
Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Question 4

Please tell us about any further measures, such as speed humps or vehicle-activated signs, you would like to see to support a 20mph speed limit. Where should these go?

Question 5

Please tick all boxes that apply to you

- I am a resident I have a business in the borough I work in the borough

We are only able to consider responses from valid residential or business addresses in the borough. Please give us your name and postcode in order to ensure your response is considered.

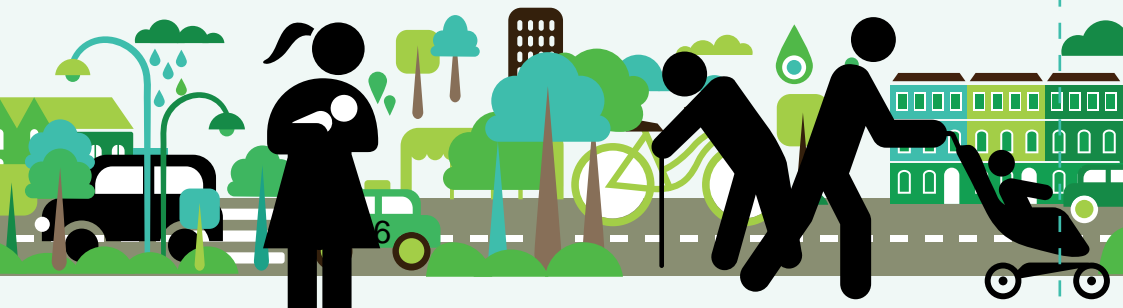
Name.....

Business (if relevant).....

Address.....

Post Code.....

Age (optional): Under 25 25-64 65 or over





If you require any part of this document in large print or Braille please call 020 8753 3360

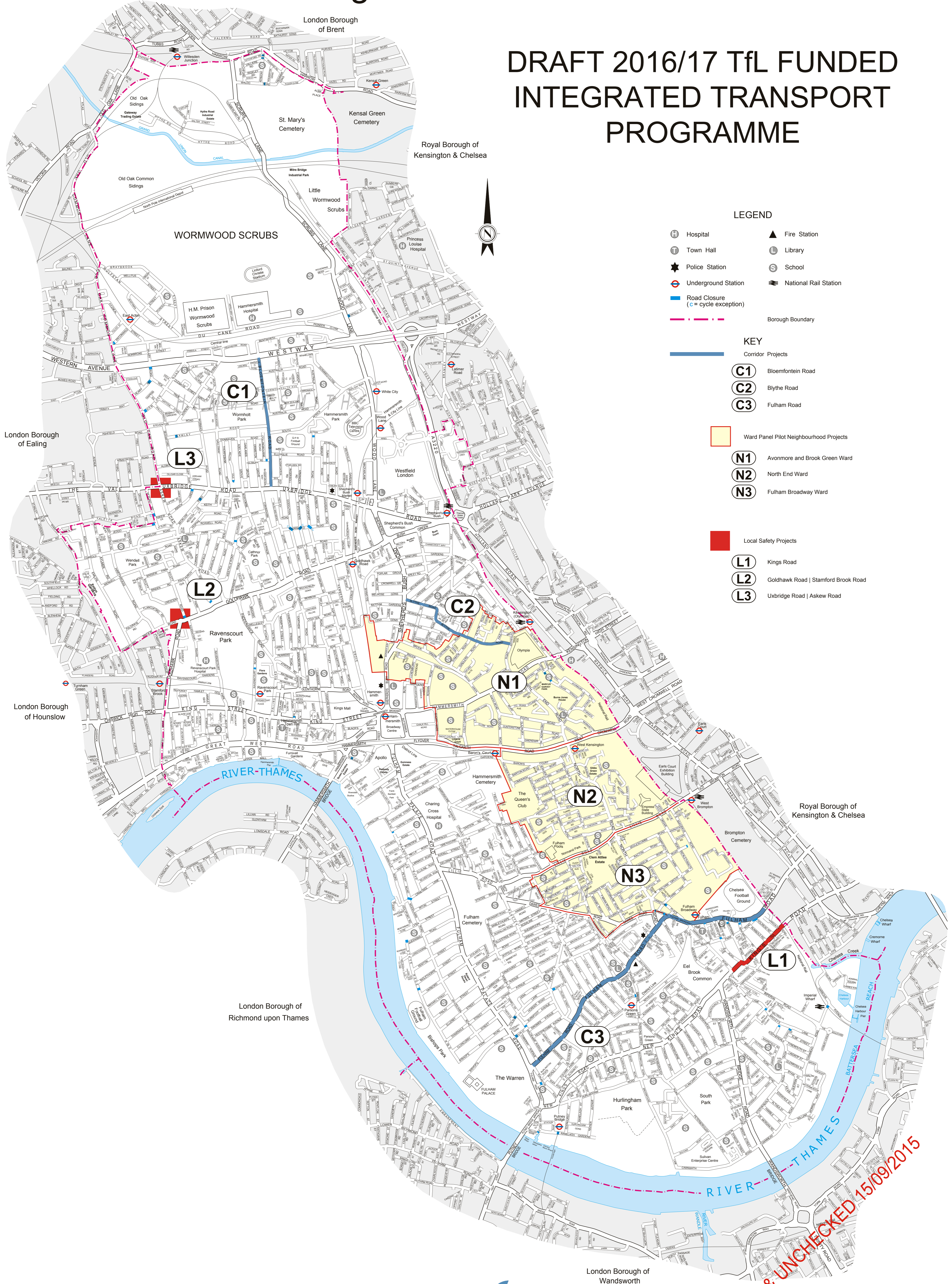
Transport for London is funding this consultation and would pay for the implementation of any scheme.

Produced by Hammersmith & Fulham Council

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London Borough of Hammersmith & Fulham

DRAFT 2016/17 TfL FUNDED INTEGRATED TRANSPORT PROGRAMME



DRAFT & UNCHECKED 15/09/2015

Agenda Item 7

London Borough of Hammersmith & Fulham		 hammersmith & fulham
CABINET 2 NOVEMBER 2015		
PARKING ON HOUSING ESTATES – CONSULTATION RESULTS		
Report of the Cabinet Member for Environment, Transport & Residents Services (Councillor Wesley Harcourt) and the Cabinet Member for Housing (Councillor Lisa Homan)		
Open Report		
Classification - For Decision		
Key Decision: Yes		
Wards Affected: Shepherds Bush Green, Fulham Broadway, Town, Sands End		
Accountable Directors: Mahmood Siddiqi, Director for Transport and Highways; Nilavra Mukerji, Director of Housing Services		
Report Authors: Chris Bainbridge, Special Transport Projects Advisor, and Sharon Schaaf, Head of Estate Services	Contact Details: Tel: 020 8753 2570 E-mail: sharon.schaaf@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1. This report follows on from the decision made by the Cabinet Member for Housing, and the Cabinet Member for Environment, Transport & Residents Services in May 2015, to undertake consultation initially on 7 Council estates worst affected by parking issues (Fulham Court, Barclay Close, Edward Woods, William Church, Clem Attlee and Sullivan Court) offering a range of options to control unauthorised parking, including the introduction of Traffic Management Orders (TMOs). It also seeks to commence consultation on parking options for a second phase of estates listed in Appendix 1.

1.2. Summary of results:

Estate	Dwellings	Surveys Returned	Response rate (%)	for TMO
Barclay Close	105	21	20	76%
William Church	116	20	17	85%
Sulivan	432	67	16	64%
Lancaster	226	33	15	88%
Fulham Court	356	47	13	62%
Clem Attlee	672	79	12	71%
Edward Woods	802	85	11	47%
Total	2,709	352	13%	65.3%

The detailed results of the consultation are in Appendix 3.

- 1.3. Based on the views of residents who responded to the consultation, the report recommends that Traffic Management Orders (TMO) be agreed for 5 of the 7 estates. Residents of Edward Woods did not express majority support for a TMO and Fulham Court Tenants and Residents Association expressed some reservations about the TMO option, therefore further consultation and engagement will be carried out on these estates.
- 1.4. The implementation costs for introducing TMO's on all seven estates is £410,000, and the cost for the second phase of consultation on the second phase of estates is £45,000.

2. RECOMMENDATIONS

- 2.1. To approve the introduction of TMOs on Clem Attlee, William Church, Lancaster Court, Sulivan Court and Barclay Close estates, acknowledging the stated preference on the majority of these estates for controls to be in place 24 hours daily, seven days per week.
- 2.2. To note that the TMOs will be aligned as a minimum to the CPZ hours of operation immediately adjacent to the estates, and residents advised accordingly.
- 2.3. To agree the phased implementation of four TMOs as follows:
- Clem Attlee and William Church – January 2016
 - Sulivan Court and Lancaster Court – March 2016
- 2.4. To give delegated authority to the Cabinet Member for Housing, and the Cabinet Member for Environment, Transport & Residents Services to agree

any changes to the above implementation schedule should this be required in response to changes to local parking stress on the above estates.

- 2.5. To give delegated authority to the Cabinet Member for Housing, and the Cabinet Member for Environment, Transport & Residents Services to review the outcome of the further engagement work for Edward Woods and Fulham Court Estates, and decide upon the options to be pursued and the timeline for implementation.
- 2.6. To note that implementation at Barclay Close will need to be aligned with the outcome at Fulham Court due to their proximity.
- 2.7. To approve a budget of £410,000 for the 7 estates, to be financed from the Housing Revenue Account (HRA).
- 2.8. To approve the commencement of Phase 2 of consultation as set out at Appendix 4, to commence January 2016.
- 2.9. To approve a budget of £45,000 to carry out the above consultation.
- 2.10. To note that should implementation of TMOs be agreed for Phase 2, subject to a further report being prepared for Cabinet, the costs of these are estimated at £420,000 from the HRA, subject to site survey.

3. REASONS FOR DECISION

- 3.1. The Protection of Freedoms Act 2012 (POFA), which came into force in October 2012, removed the Council's ability to enforce effectively parking restrictions on housing estates as removal and clamping of vehicles on private land became illegal. An inadvertent consequence for many Local Authorities including LBHF has been increased parking problems. These problems have escalated, and in recent months, essential services such as refuse collection have been frequently delayed.
- 3.2. Due to the difficulties being experienced, the Cabinet Member for Environment, Transport and Residents Services and the Cabinet Member for Housing agreed in May this year, that the 7 worst affected estates should be consulted on potential options to resolve this issue. Whilst the Council, following advice from London Councils, favoured TMOs as the preferred option, it was made clear that solutions would not be imposed on residents, and the results from the consultation will be fully taken into account before any decision is made. The recommendation to undertake further engagement and consultation with Edward Woods and Fulham Court, is consistent with this requirement.

4. BACKGROUND

- 4.1. Following the decision in May 2015, detailed consultation documents were produced. In accordance with advice received from London Councils, the consultation documents made it clear that whilst the Council's preferred option was to use Traffic Management Orders, the Council would not impose solutions on residents, where the majority of responses did not support them.
- 4.2. The options that were consulted on are:
 - Option 1 - Using Traffic Management Orders to create an Off Street Car Park (OSCP), as on White City Estate, whose OSCP was introduced in 2004.
 - Option 2 - Merge estate roads and parking spaces with the surrounding on-street CPZ.
 - Option 3 - Maintain status quo, (effectively no enforcement but with deterrent warning signs, or lockable bollards, or barriers where possible).
 - Option 4 - Alternative solutions as suggested by residents, with space provided for them to write their suggestions in the questionnaire.
- 4.3. Distribution of the consultation documents commenced week ending 24th July 2015, and officers attended meetings with tenants at Fulham Court (x2), Barclay Close, Edward Woods, William Church, Clem Attlee and Sullivan Court. The original closing date for responses was 6th September, which was subsequently extended to 15th September to reflect the fact that some residents may be away on holiday during August, and to take account of some minor delays due to delivery issues which were promptly resolved.
- 4.4. The Tenant's and Resident Association for Lancaster Court did not require a residents meeting to be held, and asked officers to progress with the full mail out to all residents.

5. CONSULTATION OVERVIEW

- 5.1. An overall response rate of 13% was achieved from the consultation. Whilst a higher response rate would have been preferred, the result compares favourably with other parking consultations in the borough. The consultation carried out in June 2015 in Zone E (near Olympia) yielded a response rate of 7.3%, and other recent response rates include Zone J, 9.2%, Zone N, 7.5%. Higher response rates are usually obtained in smaller areas where there are particular problems.
- 5.2. Due to some minor delivery issues, a further full set of documents were hand delivered to Fulham Court residents on 1st September. The remaining estates received reminder letters by the 8th September.

- 5.3. A dedicated email address and phone line was offered for resident enquiries, and some residents submitted their consultation responses through these contact points.
- 5.4. Responses received in the first post of the 16th September were included, as were responses from residents who wished to remain 'anonymous', since the survey was not conditional upon names being provided. Some standard validation took place consistent with that followed for On-Street parking consultation.
- 5.5. A summary of the responses is provided at Appendix 3.
- 5.6. As part of the consultation, the Tenants and Residents Association at Fulham Court Estate expressed their reservations about the Traffic Management Order (TMO) option, preferring an alternative solution. It is therefore proposed that further engagement and consultation be undertaken on Fulham Court Estate before a final decision is made. In view of the close proximity to Fulham Court and the shared impact, the implementation of the TMO at Barclay Close will need to be aligned with the outcome of this further consultation.
- 5.7. A poster campaign was undertaken by an individual on Edward Woods Estate, encouraging residents to 'tick Option 3 which states the council doesn't control parking on our estate'. This may have resulted in the somewhat conflicting outcome, where a majority were not in favour of any controls at Question 1, but over half of the respondents (55%) then expressed a preference for the Council to restrict parking to residents and visitors at Question 2.
- 5.8. A copy of the questionnaire sent to residents is provided as Appendix 4.

6. IMPLEMENTATION COSTS AND ISSUES

- 6.1 The costs of implementing the 5 TMO's are set out below:

Estate	No of Bays	£000 Start-up costs: physical¹	£000 Start-up costs: Other²	£000 Total
Clem Attlee	188	110	20	130
Barclay Close	60	20	20	40
William Church	55	20	20	40
Lancaster Court	94	20	20	40
Sullivan Court	171	40	20	60
Total	568	210	100	310

1: Signs, lines, resurfacing 2: Traffic orders, consultation, permit costs and changes, contingency

- 6.2 Should the Council subsequently proceed with Edward Woods and Fulham Court, the costs for these schemes would be:

Estate	No of Bays	£000 Start-up costs: physical¹	£000 Start-up costs: Other²	£000 Total
Edward Woods	205	45	20	65
Fulham Court	100	15	20	35
Total	305	60	40	100

1: Signs, lines, resurfacing 2: Traffic orders, consultation, permit costs and changes, contingency

- 6.3 Income from parking permits will accrue to the Housing Revenue Account after deducting the costs of issuing the permits. The cost of Parking Enforcement (visits by Parking Attendants (Civil Enforcement Officers)), pay and display revenue, and income from Penalty Charge Notices (PCNs) will accrue to the Council's General Fund. Based on the experience on White City Estate where a TMO was introduced in 2004, it is anticipated that the income from enforcement and pay and display (to be limited to residents' visitors) will cover the associated costs of these activities, and become revenue neutral over time.
- 6.4 Income from parking permits depends on a number of factors, notably car ownership rates, and hours of operation. Car ownership on the estates is estimated at between 30 and 40% of properties. On the White City estate, permits currently issued equate to approximately half the available bays. However, this is a special case as highways which are in Controlled Parking Zone O run through the estate, so many residents find it more convenient to have a Zone O permit than an estate permit. The current figures are 390 off-street permits and 215 Zone O permits issued to estate residents. This is not the case for the estates under consideration, where there is a reasonable likelihood of there being a higher take up of estate permits.
- 6.5 Although the majority of responses indicated a preference for controls 24 hours daily, this level of service cannot currently be resourced. Therefore it is proposed that the TMOs will be aligned as a minimum to the CPZ hours of operation immediately adjacent to the estates and residents be advised accordingly. The breakdown of these hours is shown at Appendix 5.
- 6.6 It is difficult to predict exactly how much revenue would be raised from the issue of parking permits on the Phase 1 estates as we do not have an accurate estimate of demand. However, in the light of experience at White City, and taking into account that estate's special circumstances, a reasonable estimate would be an annual revenue of £120 per annum per available bay. Based on this assumption, it would take between two and six years to recover the costs of implementing the TMOs, the difference being due to differing amounts of infrastructure work being needed on the roads in each estate to bring them up to enforceable standards.

- 6.7 After cost recovery, any maintenance of the estate lines and signs would be met from ongoing permit sales.
- 6.8 It is possible that an incidental consequence of re-introducing parking controls may be an increase in garage lettings, if some residents opt to rent a garage rather than purchase a resident's parking permit.

7 NEXT STEPS

- 7.1. Subject to the recommendations being approved, the TMOs will be prepared for the 5 estates and the formal process commenced. This is expected to take 42 days. If no objections are received, the permits can be prepared and issued prior to the live dates. A disabled resident of Hillary Court, a Shepherd's Bush Housing Association block whose sole access is via the William Church estate roads has expressed concerns about maintaining clear access to his property. Short-term measures are being taken to address his difficulties and Hillary Court residents will be involved in the formal consultation, including a surgery on the estate, to ensure that satisfactory access is maintained in the longer term.
- 7.2. The necessary road surfacing and associated works including lines and sign installation for the first two estates (Clem Attlee and William Church), can be undertaken within the 42 day period, with a possible "go live " date of January 2016. The works for the next 2 estates (Sullivan Court and Lancaster Court) can then be undertaken, with the aim of going live in March 2016.
- 7.3 Further engagement work will be undertaken in relation to Fulham Court and Edward Woods Estates, and the outcome of this activity be provided to the Cabinet Member for Housing, and the Cabinet Member for Environment, Transport & Residents Services by December 2015. If it is decided that TMOs should also be implemented for Edward Woods estate and Fulham Court, it is anticipated that the necessary process and works could be completed, and the parking controls for the 2 estates together with Barclay Close could go live in May 2016.
- 7.4 The works have been phased to ensure that the highways contractors, and Traffic Orders and permit sections can cope with the workload without the need for additional resources.
- 7.5 If the Council receives objections to the TMOs, we have a duty to consider and respond to them. Depending on the nature and number of objections, the Director of Transport and Highways may decide on the response, in consultation with the appropriate Cabinet Members. If required, the matter may need to be referred back to Cabinet, or in some exceptional circumstances, a public inquiry convened. There is therefore a potential risk of anything between a month and a year being added to the process.

- 7.6 In parallel with the order making process, we will start informal consultation on the second batch of estates in January 2016, with a view to reporting to Cabinet in May 2016. Throughout this process, we will continue to place warning stickers on illegally parked cars and install signs on estates in response to residents' requests, as these measures have a short term deterrent effect and it will be some time before we can introduce TMOs on all estates.

8 EQUALITY IMPLICATIONS

- 8.1 An initial informal consultation process has been completed. A further round of formal consultation is required as part of the implementation of the Traffic Management Orders. Should adverse impacts be identified, officers will consider mitigating actions and if these are not possible, the overall benefits of any proposal must be considered before members make a final decision including the need to give due regard to the needs identified in the public sector equality duty in s149 of the Equality Act 2010. Disabled Blue Badge holders will particularly benefit from the enforcement of parking controls, as they have greater difficulty in getting between their homes and alternative parking spaces. Where holders have been identified, spaces will be located where possible, to best accommodate their needs.
- 8.2 A completed Equality Impact Assessment is attached in Appendix 2.

9 LEGAL IMPLICATIONS

- 9.1 The Council will need to comply with and follow the statutory procedure set out in the Road Traffic Regulation Act 1984 and secondary legislation when establishing a traffic order for both on-street and off-street car parking on housing estate land.
- 9.2 By virtue of section 122 of the 1984 Act, the Council must exercise its powers under the 1984 Act so as to secure the expeditious, convenient and safe movement of vehicular and other traffic including pedestrians and the provision of suitable and adequate parking facilities on and off the highway
- 9.3 Where consultation is to be carried out, this must follow public law principles in that it must be carried out at a formative stage of the decision making process, last for a reasonable period, provide sufficient information for consultees to make an informed representation and all representations must be taken into account before any decision is made.
- 9.4 Traffic regulation orders for on-street and off-street parking will continue to have effect on the housing estates irrespective of any change of ownership of the housing estates.

- 9.5 An on-street traffic regulation order can be created on housing land irrespective of who owns the land. The Council will continue to be responsible for enforcement of parking contraventions for on-street parking following a change of ownership of the estate land.
- 9.6 Under Section 32 of the Road Traffic and Regulation Act the Council can provide off-street parking spaces on its own land. The Council could make an arrangement with any subsequent owners of the housing land to continue to provide the existing off-street parking places following the sale of the estate land. It is considered that the proposed consultation will also satisfy the Council's obligation under section 105 of the Housing Act to consult with secure tenants who are likely to be substantially affected by a matter of housing management.
- 9.7 Implications completed by Adesuwa Omoregie, Solicitor (Planning Highways and Licensing) Telephone 020 8753 2297 and Janette Mullins Principal Solicitor (Housing and Litigation) Telephone 020 8753 2744.

10 FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 The costs of implementation for Phase 1 of estates are estimated at £410,000 and will be met from the Housing Revenue Account in 2015/16.
- 10.2 Of these costs, up to £200,000 will be capital in nature and £210,000 will be a revenue cost. Capital expenditure can be accommodated within the 2015/16 Housing Capital Programme, the revenue expenditure will be funded from underspends elsewhere in the Housing Revenue Account.
- 10.3 Authority to incur a further £45,000 of revenue costs in relation to the consultation process for the estates within Phase 2 is also sought in this report. This will also be funded from under spends elsewhere within the Housing Revenue Account.
- 10.4 The Housing Revenue Account has a potential liability of £420,000 for costs relating to TMO implementation on each estate in Phase 2. A supplementary report discussing the outcomes of the Phase 2 consultation will be submitted to Cabinet at a later date.
- 10.5 The resulting income stream from the issue of parking permits will contribute to implementation costs but it is likely it will take several years to recover them. Therefore good control of costs is essential. The extent to which this can be achieved will be dependent on the number of operational parking spaces provided and the on-going costs of managing the resulting parking service.

- 10.6 It should further be noted that any income from issuing penalty charge notices will accrue to, and parking enforcement expenditure will be met from, the General Fund.
- 10.7 Implications completed by Danny Rochford Head of Finance (Housing and Regeneration) Telephone 020 8753 4023

11 IMPLICATIONS FOR BUSINESS

- 11.1 There are no implications for business arising from this report.

12 RISK MANAGEMENT

- 12.1 The project is to be managed within the Environmental Services programme and risks identified and communicated to the Economic Regeneration, Housing and the Arts Policy and Accountability Committee, and the Community Safety, Environment and Residents Services Policy and Accountability Committee, and Cabinet Members for Transport and Housing. The Housing Department has requested that the issue is recorded as a corporate risk on the Council’s risk register. Parking problems associated with the housing estates are an operational risk. Traffic flow risk is apparent and it is noted in the proposal that pedestrian and vehicle movements have become increasingly difficult, emergency services have also expressed concerns about inconsiderate and obstructive parking and the inability of residents to park in a space which they have paid.
- 12.2 Risk Management Implications verified by Michael Sloniowski, Shared Services Risk Manager Telephone 020 8753 2587

13 PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 At this stage there are no specific procurement related issues identified in the report.
- 13.2 Implications verified by Robert Hillman Procurement Consultant. Telephone 020 8753 1538

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

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

LIST OF APPENDICES:

Appendix 1 – Phased programme

Appendix 2 – EIA

Appendix 3 - Breakdown of responses

Appendix 4 – Sample questionnaire

Appendix 5 – Estate with adjacent CPZ hours of operation

Phase 2 Estates for consultation – to be discussed at Housing Representatives Forum:

This selection based on current parking stress and local issues

- Lytton Estate
- Margravine (Field Road)
- Riverside Gardens
- Bayonne Estate
- Aintree Estate
- Maystar Estate
- Flora Gardens
- Wood Lane Estate

EIA DOCUMENT

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2015/16 Q1
Name and details of policy, strategy, function, project, activity, or programme	PARKING ON HOUSING ESTATES To consult on parking controls in housing estates
Lead Officer	Name: Chris Bainbridge Position: Special Transport Projects Advisor Email: chris.bainbridge@lbhf.gov.uk Telephone No: 020 7361 2094
Date of completion of final EIA	02/10/15

Section 02	Scoping of Full EIA		
Plan for completion	Timing: Ongoing – first phase by November 2015		
Analyse the impact of the policy, strategy, function, project, activity, or programme	Examples of works that are likely to impact more on older and disabled people include:		
	Change to parking controls		
	Protected characteristic	Analysis	Impact:
	Age	Older people are more likely to not recognise the impact that a lack of parking controls may have on them, as eg car ownership	Negative

	<p>within our sheltered housing schemes is low. This can be mitigated by offering information to residents through various means - e.g. a help line, sheltered forums, tenant and resident meetings.</p> <p>Older people may have more difficulty walking longer distances than others, and are therefore disadvantaged by the present lack of enforcement of parking regulations. The proposals are likely to improve this situation</p>	Positive	
Disability	<p>People with learning difficulties are more likely to not be able to understand the impact that a lack of parking controls may have on them. This can be mitigated by offering information to residents through various means - e.g. a help line, resident forums, tenant and resident meetings.</p> <p>People with mobility problems may be eligible for a personalised disabled persons' bay which would guarantee them a parking space close to where they live. They would particularly benefit from the effective enforcement of parking controls which would ensure that their space was not occupied by unauthorised users.</p>	Negative Positive	
Gender reassignment	N/A	Neutral	
Marriage & Civil Partnership	N/A	Neutral	
Pregnancy & maternity	N/A	Neutral	
Race	N/A	Neutral	
Religion/belief	N/A	Neutral	

	Sex	N/A	Neutral	
	Sexual Orientation	N/A	Neutral	
	<p>Human Rights or Children's Rights Will it affect Human Rights, as defined by the Human Rights Act 1998? No</p> <p>Will it affect Children's Rights, as defined by the UNCRC (1992)? No</p>			
Section 03	Analysis of relevant data			
	Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.			
Documents & data reviewed	N/A			
New research	N/A			
Section 04	Consultation			
Consultation	Our consultations are open and accessible online and by post, and can be made available in different languages and Braille when requested.			
Analysis of consultation outcomes	N/A			
Section 05	Analysis of impact and outcomes			
Analysis	Following any parking consultation the results are analysed and presented to the Cabinet Member for a decision.			
Section 06	Reducing any adverse impacts and recommendations			

Outcome of Analysis	N/A
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Section 07	Action Plan
Action Plan	N/A

Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Mahmood Siddiqi Position: Director for Transport and Highways Email: Mahmood.Siddiqi@lbhf.gov.uk Telephone No: 020 8753 3019
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 27/04/2015 Key equalities issues have been included: Yes

Detailed results for Question 1 and 2

Questions:

Q1. Which one of the options below do you prefer for controlling parking on your estate?

Q2. Who do you think should be allowed to park on your estate?

Question :			Which option do you prefer to control parking on your estate?				Who can park?	When do you want the controls to operate?		
Chosen option:			OSCP	CPZ	No control	Others	Resident & visitors	Highest preference out of 7 options offered		
Estate	Dwellings	Returns	Option 1	Option 2	Option 3	Option 4		24H/7D	12H/6D	9-5/5D
Barclay Close	105	21 (20%)	16 (76%)	0	1 (5%)	3 (15%)	11 (53%)	38%		
William Church	116	20 (17%)	17 (85%)	0	1 (5%)	3 (15%)	15 (75%)	45%		
Sullivan	432	67 (16%)	43 (64%)	7 (10%)	3 (5%)	20 (30%)	53 (79%)	15%	15%	
Lancaster	226	33 (15%)	29 (88%)	3 (9%)	2 (6%)	6 (12%)	20 (70%)	45%	24%	
Fulham Court	356	47 (13%)	29 (62%)	5 (11%)	2 (4%)	10 (21%)	31 (66%)	28%		13%
Clem Attlee	672	79 (12%)	56 (71%)	13 (17%)	10 (13%)	7 (9%)	51 (65%)	30%	12%	
Edward Woods	802	85 (11%)	40 (47%)	8 (9%)	27 (32%)	15 (18%)	44 (52%)	17%		

APPENDIX 3 cont

Summary of Responses received:

Barclay close	Majority of responses in favour of OSCP, with greatest preference from the seven options to operate 24 hours daily. 2 responses received at Q1/Option 4 for a barrier type system. No comments to retain the existing 49 paid for allocated bays.
William Church	Majority of responses in favour of OSCP, with greatest preference from the seven options to operate 24 hours daily.
Sullivan Court	Majority of responses in favour of OSCP, with greatest preference from the seven options for hours of control exceeding the adjacent CPZ. Only 10 comments to retain the 121 paid for allocated bays on the estate.
Lancaster Court	Majority of responses in favour of OSCP, with greatest preference from the seven options to operate 24 hours daily. Only 3 comments to retain the 98 paid for allocated bays.
Fulham Court	Majority of responses in favour of OSCP, with greatest preference from the seven options to operate Mon- Fri, 9-5. At Q1/O4, 10% of the responses were for the Private Parking Contractor option sponsored by the TRA.
Clem Attlee	Majority of responses in favour of OSCP, with greatest option to operate 24 hours daily.
Edward Woods	No clear majority, and 14 responses who indicated 'no controls' at Q1 (Option 3), also responded at Q2 that they wanted the council to restrict parking on the estate to residents and their visitors.

parking questionnaire

Please read the notes in the grey panels
before each answer

QUESTION 1

Which one of the options below do you prefer for controlling parking on your estate? Please mark your preference box with an 'X'

Option 1: If your estate formed its own controlled parking zone (CPZ) as an off-street car park, only estate residents and their visitors would be able to park on the estate. There would be no reserved parking spaces. Residents of the estate would not be able to park in the neighbouring CPZ without purchasing a permit for the CPZ as well as for the estate car park.

You could choose for parking to be controlled on your estate at different times from the surrounding CPZ. If these times were very different, however, there could be problems with displaced vehicles. For example, if the estate controls started later or ended earlier than the surrounding CPZ, there might be more overnight parking.

Option 1: An off-street car park just for your estate, with its own times of operation

If you prefer this option, what times would you like the parking controls to operate?

- Same hours as the surrounding CPZ
- Monday to Friday 9.00am-5.00pm
- Monday to Friday 8.00am-8.00pm
- Monday to Saturday 9.00am-5.00pm
- Monday to Saturday 8.00am-8.00pm
- 24 hours a day/seven days a week
- Other - please specify below (days and times)

Option 2: Incorporating your estate into the surrounding CPZ would mean you could park in the wider CPZ with the same permit. Equally, all residents in the CPZ could park in your estate.

Parking would be controlled 9.00am to 5.00pm, Monday to Saturday. During this time, any visitors not using a Smart Visitor Permit would pay £1.10 per 30 minutes for parking. There would be no reserved parking spaces.

If this option were chosen, the council would need to consult residents in the existing CPZ to see if they agreed to your estate being included as part of their zone during the statutory consultation. If they did not agree, your estate would become its own CPZ as an off-street car park.

Option 2: Your estate becomes part of the surrounding controlled parking zone

Option 3: If you decide you do not want to control obstructive parking, the council will not make a Traffic Management Order to create a controlled parking zone on your estate. As we still won't be able to enforce parking controls, we won't be able to prevent anyone from parking on the estate. This applies even if residents have their own parking space - we won't be able to stop someone else parking there or blocking access to the space.

Option 3: The council does not control parking on your estate

Option 4: You want the council to consider an alternative solution (please explain why and say what the alternative should be below)

QUESTION 2

Who do you think should be allowed to park on your estate?

Residents only: Your visitors would have to park in nearby streets off the estate.

Residents and identifiable visitors only: You could have one visitor at a time using a smart visitor permit during the hours of control.

Residents and any driver paying to park: Anyone would be able to park on the estate with a resident's permit or a smart visitor permit or by paying by phone.

- Residents only
- Residents and only identifiable visitors who use a smart visitor permit
- Residents and anyone who pays to park
-

QUESTION 3

How long should drivers who are not visiting a resident be allowed to park (paying by phone)?

- 2 hours 4 hours 8 hours As long as they want

Other (please specify):

QUESTION 4

How many vehicles are there in your household?

Car 0 1 2 3

Van 0 1 2 3

Motorbike 0 1 2 3

QUESTION 5

How many permits for CPZ Zone Q in Hammersmith & Fulham are there in your household?

- 1 2 3 More than 3

QUESTION 6

Does anyone in your household have a valid disabled person's blue badge?

Yes No

QUESTION 7

If you own a vehicle, would you meet all the criteria to qualify for a permit for your estate?

To qualify, you must meet the following criteria:

- The vehicle is registered or leased to you at the estate or is a company car for your use
- You have a full driving licence
- You live on the estate.

Yes No

If no, which criteria would cause a problem for you and why?

YOUR CONTACT DETAILS

Name

Address

.....

.....

Postcode


Email

Telephone

If you would like any part of this document produced in large print or Braille, please call 020 8753 4651

APPENDIX 5

Estate(s)	CPZ and hours of operation
Barclay Close Clem Attlee Lancaster Court	CPZ F Monday to Saturday 9.00am to 8.00pm
William Church	CPZ G Monday to Sunday 9.00am to 10.00pm
Sullivan Court	CPZ Q Monday to Saturday 9.00am to 5.00pm
Fulham Court	CPZ R Monday to Saturday 9.00am to 5.00pm
Edward Woods	CPZ O Monday to Saturday 9.00am to 5.00pm

London Borough of Hammersmith & Fulham CABINET 2 NOVEMBER 2015		 hammersmith & fulham
ADOPTION OF THE COUNCIL'S HOUSING ALLOCATION SCHEME; TENANCY STRATEGY: AND HOME BUY ALLOCATION SCHEME		
Report of the Cabinet Member for Housing (Councillor Lisa Homan) and the Cabinet Member for Economic Development and Regeneration (Councillor Andrew Jones)		
Open Report		
Classification - For Decision Key Decision: YES		
Wards Affected: All		
Accountable Director: Mike England –Director for Housing Options		
Report Author: Aaron Cahill – Interim Housing Strategy Manager		Contact Details: Tel: 020 8753 1649 E-mail: aaron.cahill@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report seeks Cabinet approval for the adoption of the Housing Allocation Scheme (Annex A); Tenancy Strategy (Annex B); Home Buy Allocation Scheme (Annex C); and note the Equalities Impact Assessment (Annex D).
- 1.2. The Housing Allocation Scheme sets out the rules by which applicants in housing need are assessed and prioritised for suitable accommodation available to the Council, which includes affordable rented accommodation available from the Council and housing associations. The Tenancy Strategy sets out the Council's approach to the kinds of affordable housing tenancies granted in the borough by both itself in its landlord role and the borough's housing associations. The Home Buy Allocation Scheme sets out the Council's approach to prioritising applicants on low to medium incomes who are seeking low cost home ownership and other intermediate housing options. The Equalities Impact Assessment identifies potential positive and negative impacts arising from the adoption of the Annex A-C documents.

- 1.3 This report seeks to adopt the revised annexed documents, following a consultation process during January to March earlier this year, and a more recent engagement process focusing on the detail of the proposed changes.

2. RECOMMENDATIONS

- 2.1 That Members:

2.1.1 Adopt the Housing Allocation Scheme (Annex A); Tenancy Strategy (Annex B); Home Buy Allocation Scheme (Annex C).

2.1.2 Note the Equalities Impact Assessment (Annex D)

3. REASONS FOR DECISION

- 3.1 Following the adoption of the Housing Strategy in May 2015, it was agreed to undertake a further consultation process towards adopting the Council's Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme. This report recommends Members adopt the annexed documents described above.

4. INTRODUCTION AND BACKGROUND

- 4.1 The adoption of the Housing Strategy by Cabinet on 11 May 2015 triggered the need for consultation on other documents that will deliver three of the 16 action plan objectives identified in *Delivering the change we need in housing*.

5. PROPOSAL AND ISSUES

- 5.1 Key changes set out in the Housing Strategy relevant to the three documents were as follows.

5.1.1 **Housing Allocation Scheme:** It was proposed to amend the overcrowding qualifying criteria from 2 bedroom need to a 1 bedroom need; to relax the medical condition qualifying criteria from 'severely affected' to 'moderately affected'; and, local residency qualifying criteria to be changed from 'five years' to 'five out of the previous seven years'.

5.1.2 **Tenancy Strategy:** It was proposed that the Council re-introduce lifetime tenancies for general needs applicants, but retain the option to grant fixed term tenancies for particular categories of applicant, primarily for those who have a history of criminal or anti-social behaviour or applicants who are eligible and qualify for accommodation through the adoption of a Local Lettings Plan. Also included is some narrative on the Council's approach to affordable rents in the borough, refining the approach set out in the Council's Housing Strategy.

5.1.3 Home Buy Allocation Scheme: It was proposed that the revised Home Buy Allocation Scheme will include reference to the ‘thirds’ approach to affordability, with intermediate housing products income bands of up to £29,000; up to £43,550; up to £50,550 which will be index linked to the Average Weekly Earnings Index (AWEI).

5.2 As well as reflecting revised policy positions on housing allocation and tenancy issues, the documents also reflect any relevant updates arising from changes in Mayoral policy; publication of government regulations; case law and judicial reviews; refinement of definitions; other updates and corrections to previous documents; and other drafting changes made by Council officers. The format of the annexed documents are broadly similar to that of documents previously adopted, but changes in policy as described in the Housing Strategy have been made.

6. CONSULTATION

6.1 A full consultation process on the Housing Strategy was undertaken between January 2015 and March 2015 with the final document being adopted by Cabinet on 11 May 2015. A good response was received to that consultation process on a range of housing issues, e.g., new affordable housing supply; the Residents’ Commission; and the private rented sector. Responses to the first consultation process (relevant to this report) reflected the following views:

- On the Housing Allocation Scheme, there was support for the 5 year residency rule (39%), with additional support (11%) for a ‘five years out of seven years’ rule for those who temporarily live outside the borough but who are still considered local; and a further 21% who thought it should be longer than five years. 13% thought it should be removed altogether with 15% thinking it should be less than five years
- On the Housing Allocation Scheme, there was support for relaxing the overcrowding needs criteria from two bedrooms to one bedroom, with 63% agreeing, with 21% disagreeing
- On the Housing Allocation Scheme, there was strong support for continued operation of the community contribution criteria, 77% agreeing with 21% disagreeing
- On Fixed Term Tenancies (i.e., relating to the Tenancy Strategy), there was an even split between those wishing to return to lifetime tenancies, 42% agreeing, with 40% disagreeing. In the next question, some 69% agreed on retaining fixed term tenancies for certain categories of applicant, with 19% disagreeing

6.2 The January 2015 to March 2015 process was considered to be a successful and fairly exhaustive process, with over 400 responses received plus meetings with various interested parties. The approach for the second phase of consultation was necessarily going to be ‘lower key’

given that the first phase had dealt with the headline policy issues. The engagement process and interactions are described in more detail below, summarising the outcomes of the housing strategy consultation process which include descriptions of what changes were made to individual documents. The consultation process began on 29 June 2015 and ended on 16 September 2015.

6.3 Contact with interested parties included the following:-

- Direct letter from the Cabinet Member for Housing to Chairs and Secretaries of 30+ Tenants and Residents Association (TRAs) with copies of the housing strategy and associated documents
- Direct letter from the Cabinet Member for Housing to the Borough's two Members of Parliament and to the Deputy Mayor of London for Housing and Land (and the GLA Housing Investment Manager for the borough)
- Press release on the 29 June 2015 promoting the 7 July 2015 Housing, Economic Development and the Arts Policy Accountability Committee (PAC) meeting on the with a reminder News piece added to the Council's News page on 1 September 2015
- Report and consultation documents considered by above mentioned PAC on 7 July 2015
- Presentation to Borough Forum on 29 June 2015
- Presentations to H&F Housing Association Forum meetings on 17 July 2015 and 4 September 2015
- Two email notes circulated by H&F Advice Forum* on 6 July 2015 and 27 August 2015
- Attendance at two Housing Representatives Forum Surgery Sessions on 15 September 2015

* email group membership comprises over thirty five voluntary sector organisations with a direct or indirect interest in the housing agenda.

6.4 The documents were available from a dedicated webpage at <http://www.lbhf.gov.uk/housingstrategyconsultation>

7. ISSUES THAT AROSE DURING THE CONSULTATION PROCESS

7.1 Key issues through written submissions or comments made in various fora are described below.

7.2 At the **Economic Regeneration, Housing and the Arts Policy & Accountability Committee 7 July 2015** meeting (Minutes attached as Annex E) which featured the consultation documents as the agenda items, a number of issues/questions were raised by members of the public (abstracts of minutes of meeting italicised below) which included the following:

Housing Allocation Scheme

7.2.1 *Members of the public asked whether the priority bands would take into account factors such as poor or criminal behaviour. Officers explained that there would be some ability to disqualify people if there was clear evidence of antisocial or criminal behaviour. However there would not be an automatic expulsion from the housing register with the circumstances of each case judged on its merits. Disqualifying someone from being entitled to council housing was a sensitive matter and was an action that would not be taken without careful consideration in a case conference.*

7.2.2 *In response to concern expressed about Looked After Children (LACs) and young people, officers explained that all children coming out of Council care would be covered by a quota and that there were around 30 flats allocated each year for this purpose. For homeless young people under the age of 18, Children's Services provided assistance and those over 18 would be subject to the same requirements and banding as other residents. For vulnerable residents with Special Education Needs or in need of other support, the Borough also had a good range of supported accommodation.*

Tenancy Strategy

7.2.3 *Members of the public present argued that the public health benefits of secure, long-term tenancies outweighed any other issues as they promoted engagement with the community and dissuaded anti-social behaviour.*

Home Buy Allocation Scheme

7.2.4 *Members of the public asked how the Council could control people buying affordable homes and selling them on quickly to make significant profits and reducing the overall level of affordable housing.*

7.3 Writing on behalf of the **Mayor of London**, the **Greater London Authority's** Housing & Land representative made the following comments:

7.3.1 Housing Allocation Scheme

7.3.2 *The Mayor believes that councils should be doing more to support working Londoners into affordable rented housing, in order to better reward those who are supporting London's economy. The Mayor therefore supports the proposal by LB Hammersmith & Fulham to use local letting policies to allocate affordable rented housing to those on the Home Buy Register, providing a balance is struck to ensure the most vulnerable continue to be looked after. The Mayor also welcomes the proposed approach that homes let through any such local lettings policy should be on fixed term tenancies. The Council should consider setting a target of the number of working Londoners it intends to support through this approach, which would increase transparency.*

7.3.2 Supporting mobility is a key priority for the Mayor, and therefore the Mayor is encouraged that the Council continues to promote opportunities for its residents to move through mutual exchanges and the Mayor's Housing Moves mobility scheme.

7.3.3 Tenancy Strategy

7.3.4 The Mayor supports the use of fixed-term tenancies to help ensure that social housing, which is a scarce asset in London, is used effectively to meet housing need. LB Hammersmith & Fulham has around 850 people on its Housing Register, a number that will rise when waiting list restrictions are relaxed, and around 1,200 households in temporary accommodation.

7.3.5 While it is for the Council to determine the appropriate mix of fixed term and secure tenancies to best meet local need, the Mayor is of the view that any blanket policy on tenure undermines the key purpose of social housing, i.e. meeting housing need. LB Hammersmith & Fulham's approach comes close to being a blanket policy with only a few limited exemptions. The Mayor is of the view that the Council should consider whether a more flexible use of fixed and secure tenancies would enable the Authority to better meet the range of needs it faces and ensure that any affordable rented homes on secure tenancies are supporting those who would benefit from it most.

7.3.6 Home Buy Allocation Scheme

7.3.7 The Mayor has introduced changes to the way shared ownership operates in order to improve choice, mobility and flexibility for Londoners. In his Further Alterations to the London Plan, published earlier this year, the Mayor set out that locally-placed restrictions on intermediate housing should be lifted after three months, opening them up to people across London who meet the London-wide eligibility criteria. This approach is fully aligned with the policies in his statutory Housing Strategy and with the funding criteria for affordable housing in London. To ensure that organisations developing new intermediate homes do not face seemingly contradictory policy frameworks, the Mayor would wish to see this "cascade" approach explicitly recognised in Hammersmith & Fulham's Home Buy Allocation Scheme.

7.3.8 The GLA also stated that recent government policy proposals, such as 'pay to stay', may have a significant impact on the way that affordable housing is allocated in London. LB Hammersmith & Fulham may therefore wish to wait until these policy proposals are properly clarified, or at least until the publication of the Housing Bill, before finalising its tenancy strategy and allocation policies. Should further revisions be made to these document, the Mayor would expect to be able to comment once more.

7.3.9 In response, on the **Housing Allocation Scheme**, the Council welcomes the Mayor's comments on the Council's proposed use of Local Lettings Plans to vary the use of affordable housing for wider cohorts of housing need and aspiration. The Council also acknowledges the role that the Mutual Exchange and Housing Moves Schemes play in promoting the ability of residents to move in London (and beyond) for economic and/or social reasons. On the **Tenancy Strategy**, the Council notes the Mayor's support for continuing to issue fixed term tenancies, but also notes that it is for the Council to decide on what types of council housing tenancies are granted. The Council is of the view that the granting of secure 'lifetime' tenancies creates a better basis for tenants to be part of successful and sustainable communities.

7.3.10 On the **Home Buy Allocation Scheme**, the Council notes the Mayor's comments about the need for a 'cascade mechanism' allowing local nomination arrangements to cascade to London-wide arrangements. Wording has been included in the Home Buy Allocation Scheme to reflect the Mayor's priorities, but further work will be required, possibly in conjunction with other local authorities, to work through how such a mechanism will operate in practice. The Council will want to ensure that Hammersmith & Fulham applicants (including those who work, but do not live, locally) continue to have local priority during that cascade period and that local applicants are aware of opportunities elsewhere in London.

7.3.11 Regarding the final GLA comments made (in Section 7.3.8), it is suggested that the Council may wish to delay the adoption of the Housing Allocation Scheme and Tenancy Strategy. Acknowledging that major policy changes are in train, it will be some time before such proposals are enacted and/or published with relevant guidance issued. Therefore it is recommended that the documents annexed to this Cabinet Report should be adopted as proposed.

7.4 At one of the two 'Drop In' consultation sessions held before the above mentioned **Housing Representatives Forum Surgery Sessions** on **15 September 2015**, a tenants' representative supported the Council's proposal to return to issuing secure 'lifetime' council tenancies from the current fixed term flexible tenancies to general needs applicants. Also raised was an issues about the (reading) accessibility of the documents, particularly the Housing Allocation Scheme. Whilst the document needs to be detailed and rigorous in its approach, it is considered necessary that a Housing Allocation Scheme summary document is prepared to help readers and potential applicants to understand the broad approach.

7.5 In relation to the Tenancy Strategy, **Housing Associations** have raised the issue of the four year rent reduction of 1% per annum imposed on all registered providers (i.e., the Council and housing association landlords) and therefore reference to rent increases of CPI plus 1% (the previous norm) would need to be addressed. Reference to rent increases/decreases have been deleted. Further comments on the

Tenancy Strategy, included reference to the positives of fixed term tenancies, allowing for affordable homes to be targeted at those most in need. There was a suggestion in addition to 'racial harassment' a more generic 'hate crime' definition (which was referenced by the Disability Forum and the Hammersmith & Fulham Disability Forum below) be added. Suggestions were also made on definitions and drafting which have been taken on board. Further comments were made on addressing specific client groups' needs which require further consideration by the Housing Options Division. Housing association stakeholders referenced recent Judicial Reviews that were found against London local authorities with respect to residency qualification rules and homelessness. Housing association partners recommended that the draft Housing Allocation Scheme should be reviewed in the light of recent legal judgments on homelessness cases.

- 7.6 Local disability representatives' organisations **Hammersmith & Fulham Disability Forum** and **Action on Disability** submitted comments. Both organisations highlighted the wide range of services they provide to the Borough's residents and specific challenges that the disabled face in accessing affordable housing, both for rent and low cost home ownership. Both organisations were supportive of the consultation documents' content, but had some concerns which are described and responded to below.
- 7.7 On the Tenancy Strategy, the **Hammersmith & Fulham Disability Forum** felt that where applicants are issued fixed term tenancies on a discretionary basis due to anti-social behaviour, considerations such as the applicant's mental health or whether they have a learning disability need to be active considerations in the operation of this policy and that it should be applied sensitively and fairly given the wider direction of travel regarding integrated care and the broader health and well-being agenda. Any tenancy renewal process would need to take account of these factors.
- 7.8 On the Housing Allocation Scheme, the Disability Forum were keen that disability hate crime was referred to as a disqualification criteria to access the Housing Register, which has been included. Reference was also made to whether applicants can 'self-refer' themselves to housing associations, which they can in some instances. Reference is made to this in the revised Scheme, but a separate schedule of housing associations who do allow 'self-referral' will need to be prepared. Such applicants applying independently will not have a housing priority accorded by being on the Council's Housing Register. On the Home Buy Allocation Scheme, there was a broad concern expressed about the affordability of products to eligible applicants.
- 7.9 **Action for Disability** raised similar concerns about the granting of fixed term tenancies and renewal; disability hate crime issues specified by the Disability Forum.

- 7.10 Some further work will need to be undertaken on the criteria operated by the Council to define in more detail what circumstances a fixed term tenancy will be granted. Such tenancies are unlikely to be granted often, but will need to take into account equality considerations and the specific circumstances and sensitivities of each case.
- 7.11 **Mencap** (voluntary organisation supporting people with learning disabilities) met with an officer of the Council to discuss their concerns. In their submission, whilst welcoming progress has been made in certain areas, comments focused on the need for training for H&F staff; designated staff; and monthly surgeries to assist applicants with their queries. Mencap welcome progress made on the new 'user friendly' application form and would like some work undertaken to improve it further. Comments were also made on the need for a housing advocacy service and long-term planning for people with life-long disabilities. Officers do expect more applicants with a housing need to access accommodation through the Housing Allocation Scheme. Applicants with learning disabilities are recognised as a need group in the Scheme and a pilot 'quota' has been set aside in the 2015/16 Annual Lettings Plan for applicants with learning disabilities who have housing needs as defined by the Housing Allocation Scheme. Officers continue to meet with representatives of Mencap on a regular basis to discuss how the process can be improved.
- 7.12 A related issue raised was how applicants can receive support during the pre and post application process. Applicants seeking suitable accommodation can find online application forms if they are not 'IT literate'; do not have English as a first language, further complicated by poor written skills. Similarly, applicants who have a disability (including learning disabilities) and/or medical condition may also find the application process difficult, particularly if they are unable to secure independent support.
- 7.13 A respondent referenced the recent court judgment in relation to domestic violence victims and the London Borough of Ealing's application of their local residency criteria. This judgment was made after the beginning of the H&F consultation process. Officers have since taken legal advice on this specific issue and the Scheme text has been revised accordingly. Further strong concerns were expressed about how the housing needs of adult-aged children would not be met by the Scheme, possibly contributing to young adults' homelessness. Concern was also expressed about the household member status of carers. The Council will be undertaking further work on homelessness reduction and the respondent's concerns can be considered as part of that work.
- 7.14 Changes were made to the documents to take account of the comments made where possible. Further corrections, refinements and updates were also made. A summary document will be prepared to accompany the Housing Allocation Scheme.

- 7.15 In conclusion, the Government's 2015 Summer Budget Statement and the Growth Statement that followed it set out a number of significant changes that are likely to impact on the Council's future approach to housing. Implementation of 'Pay to Stay' proposals (i.e., charging market rents to households on high incomes); welfare reforms which are likely to reduce benefit entitlement to low income households; and disposal of empty local authority homes to fund the extension of the right to buy to housing association tenants will directly and indirectly impact on the policies and content set out in the report Annexes.

8. TIMELINE AND RESOURCES FOR IMPLEMENTATION

- 8.1 It is expected that the new documents 'go live' in January 2016. Some preparatory work will need to be undertaken in order to facilitate the revised policies.
- 8.2 Changes to the Council's Tenancy Strategy will mean the Council returning to issuing secure 'lifetime' tenancies to nominees to its housing stock. The current Council Tenancy Agreement does not need to be modified to reflect this change, as the current document does facilitate the granting of secure lifetime tenancies. Given the ongoing Residents' Commission process, it is possible the Council's Tenancy Agreement document will be revised after the Commission has made its recommendation, and the Council has had the opportunity to consider that recommendation and decide upon next steps. Any future consultation on the Tenancy Agreement will include reference to our intention to review the section on dogs, pets and other animals.
- 8.3 By way of information, in 2014/15, 362 allocations were made to council properties. Of this number 259 (i.e., 71%) were 2 year and 5 year fixed term tenancies mostly with one year introductory tenancies.
- 8.4 It is proposed that officers review existing council tenants who have been granted fixed term tenancies since April 2013 providing there is no record of significant rent arrears; anti-social behaviour; or any other breaches of the tenancy. Existing fixed term tenants (excluding tenants issued fixed term tenancies under Local Lettings Plans) will be eligible for a 'lifetime' tenancy providing there is no record of significant rent arrears; anti-social behaviour; or any other breaches of the tenancy. Officers will write to these tenants to advise them of the review and outcome.

9. EQUALITY IMPLICATIONS

- 9.1 The 2010 Equalities Act places an equality duty on local authorities (and other public bodies) to protect people from discrimination in the workplace and in wider society. To meet this duty, the Council needs to consider all individuals when carrying out their day-to-day work when shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies to:

- have due regard to the need to eliminate discrimination
- advance equality of opportunity
- foster good relations between different people when carrying out their activities

9.2 The adoption of the revised Housing Strategy documents (i.e., the housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme) requires the Council to undertake an Equalities Impact Assessment (EqIA) to fully assess what the positive and negative impacts of adopting the changed approach will be on defined 'equality groups'. These are:

- women
- black, Asian and ethnic-minority people
- young people and children
- older people
- disabled people
- Lesbian people, gay people, bisexual people and transsexual people
- people from different faith groups

9.3 The impacts of the delivery of the Housing Strategy vision as detailed in the documents on members of equality groups identified above are considered to be positive. However, officers will need to be mindful and identify any unintended impacts that might negatively affect members of specific equality groups identified above.

9.4 The completed Equalities Impact Assessment is attached as Annex D to this report.

9.5 Implications completed by: Aaron Cahill, Interim Housing Strategy Manager, 0208 753 1649.

10. LEGAL IMPLICATIONS

10.1 The Council is required by Section 166A of the Housing Act 1996 to have an allocation scheme for determining priorities and procedure for the allocation of housing accommodation in the borough. The recommended changes to the Scheme take into account the recent case law in respect of residency qualification and allocation to homeless applicants.

10.2 The Localism Act 2011 also gives the Council a statutory duty to produce a tenancy strategy setting out the Council's approach which sets out its approach for social and affordable housing landlords relating to:

10.3 The kinds of tenancies they grant; The circumstances in which they will grant a tenancy of a certain kind; The lengths of the tenancy; and the circumstances in which another tenancy is granted when an existing one expires.

10.4 The report sets out the result of wide consultation on changes to both the allocation scheme and tenancy strategy and in making their decision

Members must conscientiously take into account the issues raised by the consultees.

- 10.5 Implications verified/completed by: Janette Mullins Principal Solicitor Housing Litigation Tel 0208 753 2744

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1 The financial and resources implications arising from agreeing this Cabinet Report are associated with the adoption of the Housing Allocation Scheme. The new Scheme is likely to lead to an increase in the number of households on the Housing Register as a result of the changes set out in 5.1.1 of this report. In order to respond efficiently to expected increased service demands on the Housing Options service, additional resources are required to ensure service levels are maintained. The funding required in 2015/16 is £116, 675 for temporary staff, comprising £59,704 funded from the Housing Revenue Account (HRA) and £56,971 funded from the General Fund. A further £40,000 per annum is required to resource a Hostel Officer post, funded from the HRA from 2016/17 onwards.

- 11.2 Funding for these costs will be sourced from identified underspend in the General Funds; viring existing running costs; and from within the Housing Options budget.

- 11.3 Implications verified/completed by: Kathleen Corbett, Director of Finance and Resources, 020 8753 3031.

12. IMPLICATIONS FOR BUSINESS

- 12.1 No direct implications are identified.

13. RISK MANAGEMENT

- 13.1 Risks associated with the report recommendations remain the responsibility of the Housing Service for their identification and management. The Service maintains a register of risks that are reviewed quarterly by the Management Team ensuring that any risks that escalate are responded to quickly and efficiently.

- 13.2 Implications verified/completed by: (Michael Sloniowski, Shared Services Risk Manager telephone 020 8753 2587).

14. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 14.1 There are no procurement implications directly arising from this report.

- 14.2 Implications verified/completed by: Robert Hillman, Procurement Consultant (HRD), x 1538

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

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

LIST OF APPENDICES:

- Annex A – Housing Allocation Scheme
- Annex B – Tenancy Strategy
- Annex C – Home Buy Allocation Scheme
- Annex D – Equalities Impact Assessment
- Annex E – Minutes of the Regeneration, Housing and the Arts Policy and Accountability Committee Minutes Tuesday 7 July 2015

Annex A – Housing Allocation Scheme

Hammersmith & Fulham Council

**Housing Allocation
Scheme**

November 2015

Housing Allocation Scheme Index

1. Introduction

2. Priorities for the Allocation of Accommodation

- Eligibility (Sections 2.2 - 2.6)
- Qualification and Reasonable Preference (Sections 2.7 - 2.13)
- Exceptional Cases including Classes of Persons who do not qualify (Sections 2.14 - 2.20)
- Local Residency Qualification (Sections 2.21 – 2.23)
- Assessing your application (Sections 2.24 – 2.29)
- Condition and Size of Accommodation (Section 2.30 – 2.34)
- Suitability of Housing Offers (Sections 2.35 – 2.41)
- Local Lettings Plans (Sections 2.42 – 2.50)
- Right to Move (Sections 2.51 – 2.52)

3. Tenancy Matters including Succession and Flexible Tenancies

- Council Tenants (Section 3.1)
- Transfers (Section 3.2)
- Tenants who need to be decanted (Sections 3.3 – 3.5)
- Management Transfers - Council Tenants (Sections 3.6 – 3.7)
- Housing Association Tenants (Section 3.8)
- Tenancy Succession (Section 3.9 – 3.15)
- Service Tenancies (Section 3.16)
- Sustaining a Tenancy (Section 3.17)
- Approach to Secure and Flexible Tenancies (Section 3.18)
- Investigation of Fraud: Offences related to information given or withheld by applicants (Sections 3.19 – 3.26)
- Community Contribution and Tenancy Renewals (Section 3.27)
- Accessing Affordable Market Housing (Section 3.28)

4. How the Council Allocates Properties

- The Property Pool and Assisted Choice (Sections 4.1 – 4.2)
- How the Property Pool Works in Practice (Sections 4.3 – 4.7)
- Exceptions to Assisted Choice (Sections 4.8 – 4.15)
- Types of Property (Section 4.16)
- Selection of Property (Sections 4.17 – 4.18)
- Homeswap (Section 4.19)
- Mutual Exchanges (Section 4.20)

- Reciprocal Nomination Arrangements (Section 4.21)
- Accessible Housing (Section 4.22)
- Housing Moves (previously known as the Pan London Mobility Scheme) (Section 4.23)
- Annual Lettings Plan (Section 4.24)
- Average Waiting Time on the Housing Register (Section 4.25)

5. Procedures for Requesting Information, Appeals and Reviews

- Requesting Information (Sections 5.1 – 5.4)
- Appeals (Sections 5.5 – 5.6)
- Right of Review – Homeless Applicants (Section 5.7)

6. General Rules and Conditions

- Decisions (Section 6.1)
- Requests for Assistance (Section 6.2)
- Persons Eligible for Assistance (Section 6.3 – 6.4)
- Evidence of Identity and Housing Circumstances (Sections 6.5 – 6.6)
- Income and Resources (Sections 6.7 – 6.9)
- Allocation of Smaller Accommodation in Certain Circumstances (Section 6.10)
- Changes of Circumstances (Sections 6.11 – 6.12)
- Members of the Council, Staff Members and their Relations (Section 6.13)
- Equal Opportunities and Monitoring (Sections 6.14 – 6.17)
- Confidentiality (Sections 6.18 – 6.19)
- Data Protection and Privacy Notice (Sections 6.20 – 6.21)
- Developing and Testing Business Applications (Section 6.23)
- Corporate Business Intelligence (Section 6.24)
- Prevention and Detection of Fraud (Section 6.25)
- Legal Requirements (Section 6.26)
- Role of the Priority Housing Panel (Section 6.27)

Annexes

Annex 1 - Sizes of Homes

Annex 2 – Community Contribution: How Priority is Awarded

Annex 3 – Hammersmith & Fulham’s Housing Bands – Summary Guide of Criteria

1. INTRODUCTION

- 1.1 This Housing Allocation Scheme sets out the 'rules' by which affordable housing and other accommodation available to the council is allocated to applicants who are eligible and qualify to be on the Council's Housing Register. The council is required by law to produce this document which must comply with primary legislation (i.e., Acts of Parliament) and secondary legislation (principally government regulations) and have regard to guidance documents that are periodically issued.
- 1.2 This Scheme replaces the previously adopted Housing Allocation Scheme (December 2012). Whilst the structure and sequence of the Scheme is broadly the same, changes have been made to the content which are intended to make the council's approach to reflect the policy direction set out in the administration's manifesto, *Delivering the change we need in housing* and reflected in the Housing Strategy adopted in May 2015.
- 1.3 The Scheme will be monitored on an ongoing basis and reviewed from time to time, particularly when regulatory changes are introduced or new case law requires a change in approach. The Director of Housing responsible for Housing Options in consultation with the Cabinet Member for Housing may make **minor** amendments to the Scheme (and approve any associated documents such as Local Lettings Plans) if required. Before making any **major** alterations to the scheme reflecting major policy changes the Council is required to consult with Registered Providers (housing associations) and allow them the opportunity to comment on the alterations.
- 1.4 For the purposes of this document the term 'applicant' will also mean joint applicants, where appropriate. The term applicant (or applicants) will also mean person (or persons) as defined in legislation and government guidance. Dependent members (e.g., the applicant's children) will be described as household members.
- 1.5 For ease of reference, the term 'Housing Associations' is used to describe Private Registered Providers. References to 'The Council' are principally in relation to its role as the strategic housing authority for the borough. Where reference is made to the Council in its Registered Provider landlord role, this will be made clear.

2. PRIORITIES FOR THE ALLOCATION OF ACCOMMODATION

Eligibility

- 2.1 Any person can approach the Council's Housing Options Division for housing advice and assistance. However, the amount of accommodation in Hammersmith & Fulham is very limited, and the Council does not operate an 'open' system

whereby any person can be registered. Instead, the Council will operate a managed register approach with standard checks for eligibility undertaken, but with a tighter approach as to who qualifies to be on the register.

- 2.2 Where the Council is unable to give support to applicants through registration, it will be able to provide housing options advice and support.
- 2.3 In terms of **eligibility**, any person who does not fall into one of the categories below will be a person subject to immigration control and will be ineligible for an allocation of accommodation.
- (i) British citizens
 - (ii) certain Commonwealth citizens with a right of abode in the UK
 - (iii) citizens of an European Economic Area (EEA) country ('EEA nationals'¹) and their family members who have a right to reside in the UK that derives from EU law. The question of whether an EEA national (or family member) has a particular right to reside in the UK (or in another Member State) will depend on the circumstances, particularly the economic status of the EEA national (e.g., whether he or she is a worker, self-employed, a student, or economically inactive)
 - (iv) persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK and some military personnel.
- 2.4 This means that people subject to immigration control and certain other people from abroad (outside the categories identified above) will not usually be eligible for accommodation arranged by the Council.
- 2.5 More generally, the council will decide in each case as to whether the people included in the application by the applicant will be considered as a part of the household. For example, the council will generally **not** consider the following as members of a household: people who are subject to immigration control (as set out above); non-dependent adult children; other adult relatives; non-relatives; lodgers; 'live in' help. Furthermore due to a shortage of properties with 4 bedrooms or more the council will discuss with large households whether they can be divided into two or more smaller households.
- 2.6 The statutory provisions regarding eligibility and qualification are set out in s 160ZA of the 1996 Housing Act as amended by the 2011 Localism Act.

¹ EEA nationals are nationals of any EU member state (except the UK) and nationals of Iceland, Norway, Liechtenstein and Switzerland)

Qualification and Reasonable Preference

2.7 Central to any Housing Allocation Scheme is ensuring that 'reasonable preference' is given to people with high levels of assessed housing need. In drafting this Housing Allocation Scheme, the Council has had regard to CLG's *Allocation of accommodation: guidance for local housing authorities in England*. Reasonable preference groups are defined as follows:

- All homeless people as defined in Part VII of the 1996 Housing Act including people who are intentionally homeless and those who are not in priority need
- People who are owed a duty by an housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s192(3)
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds, including grounds relating to disability
- People who need to move to a particular locality in the housing authority area, whose failure to meet that need would cause hardship (to themselves or others) which includes those needing to move on 'Right to Move' grounds (see Section 2.51 for more information)

2.8 In framing this Housing Allocation Scheme the Council intends to give effect to s.166A(3) of the 1996 Housing Act (as amended); housing authorities should have regard to the following considerations:

- The scheme must be framed so as to give reasonable preference to applicants who fall within the categories set out in s.166A(3), over those who do not
- Although there is no requirement to give equal weight to each of the reasonable preference categories, housing authorities will need to demonstrate that, overall reasonable preference has been given to all the reasonable preference categories
- There is no requirement for housing authorities to frame their scheme to afford greater priority to applicants who fall within more than one reasonable preference category (cumulative preference) over those who have reasonable preference on a single non-urgent basis

2.9 In respect of Hammersmith & Fulham's Housing Allocation Scheme, the Council intends to ensure that **all** successful applicants have reasonable preference. But it will give 'additional preference' to applicants who are making a community contribution. The Council is obliged to provide advice, information and assistance to all applicants, even if they are likely to be unsuccessful with their application for accommodation. **To be considered for housing, all applicants must**

complete an application form in accordance with the requirements of this Housing Allocation Scheme. Application Forms should be completed online using the Council's 'My Account' service which can be accessed on the Council's website at www.lbhf.gov.uk . We understand that some applicants may not be able to apply in this way. If this is the case, they should:

- Visit us or write to us at 145 King Street, Hammersmith, London W6 9XY
- Telephone us at **0845 313 3935** for further information
- Email us at h&fadvice.housing@lbhf.gov.uk for more information

2.10 These are the only categories of people that the Council will consider for housing, except for Management transfers set out in Section 3 and where the Council adopts a Local Lettings Plan (See Sections 2.43 – 2.50). The latter may include new and existing accommodation in its five regeneration opportunity areas where specific outcomes are sought, such as mixed, balanced sustainable communities. Local Lettings Plans will be adopted to achieve this specific objective which may include offering accommodation to working households on the Council's Home Buy Register on short fixed term tenancies (e.g., two years) who may be waiting for a home ownership option that is right for them, but are content to live in an alternative interim rented housing option.

2.11 Except in case of Management Transfers or under a Local Lettings Plan and subject to the exceptions set out below, to qualify for an allocation of housing an applicant must meet at least one of the statutory 'reasonable preference' criteria, defined in section 2.7 and described in Annex 3 of this document. Applicants should seek advice as individual circumstances vary. Where the Council adopts a Local Lettings Plan (see Sections 2.43 – 2.50), the Council may seek to nominate eligible and qualifying applicants from the Homebuy Register for affordable rented housing (i.e., social rent or Affordable Rent).

2.12 The council has a housing banding system which determines who will be prioritised for housing in the borough. The housing bands are summarised below and full details of what the criteria for individual cases will be are described in more detail in Annex 3:

Band 1: Urgent Need to Move due to Reasonable Preference PLUS Additional Priority

Band 2 Need to move – Reasonable Preference AND a Community Contribution

Band 3 : Need to move – Reasonable Preference BUT NO Community Contribution

Band 4: Reduced Priority: Need to Move - Reasonable Preference but with Reduced Priority

- 2.13 The Council will only register eligible applicants who qualify to meet at least one of the reasonable preference criteria set out in Section 2.7 of this document (except for allocations under a Local Lettings Plan). Whilst the Council is giving clear preference to applicants making a community contribution, it is also keen to have qualifying criteria which better fits the supply of accommodation that the Council can reasonably have access to.

Exceptional Cases including Classes of Person that do not Qualify

- 2.14 the following classes of person will **not** normally qualify for registration:

(a) Applicants who are single or a couple without dependents and who are overcrowded by only 1 bedroom and this is their only housing need

(b) Applicants who have been convicted of housing or welfare benefits related fraud (including subletting) where that conviction is unspent under the Rehabilitation Offenders Act 1974. Any person caught by this may re-apply once this conviction is spent.

(c) Applicants who qualified for registration by reason of the Council having owed them the main homelessness duty, but the Council has ceased to be subject to that duty because of the refusal of a suitable offer.

(d) Applicants who are homeowners, including joint homeowners

(e) Applicants who do not meet the local residency qualifications set out in section 2.21

(f) Applicants whose income, savings and assets exceeds the limits set by the Council (see section 6.8).

(g) Applicants who owe arrears of rent or other accommodation charges in respect of the current tenancy or former accommodation, unless an appropriate agreement has been reached and sustained for a reasonable period. In assessing the application for registration, the Council will take into account the size of the debt, the means to pay and the degree of the household's need.

(h) Applicants who have been guilty of unacceptable behaviour which makes them unsuitable to be a tenant. Examples of such unacceptable behaviour include:

- persistent failure to pay rent and/or service charges;
- anti-social behaviour which has caused a nuisance by the applicant or a member of his or her household;
- no on-going culpable involvement in anti-social behaviour or criminal activities;
- illegal or immoral behaviour;

- threats of and/or actual violence; racial harassment;
- hate crime towards and/or harassment of disabled people (including people with learning disabilities);
- obtaining a tenancy by deception and/or an attempt at tenancy fraud;
- breach of tenancy conditions within the last three years.

(i) Transfer applicants who have breached the terms of their tenancy by not looking after their home and causing damage.

(j) Applicants who are Secure tenants, assured tenants and assured shorthold tenants of registered providers (i.e., council landlords including arm's length management organisations and housing associations) from outside the borough.

2.15 There is discretion to waive these classes in exceptional circumstances as approved by the Director of Housing responsible for Housing Options or delegated officer who shall be a Head of Service.

2.16 Applicants may also be eligible and qualify to meet the criteria necessary to access the Home Buy Register. Housing Options staff will be able to advise applicants on the necessary criteria.

2.17 **Acts of Violence and Aggression to employees will not be tolerated by the Council and any Applicant who threatens or uses violence towards any Council employee or contractor will be removed from the register immediately.**

2.18 The Council recognises that there may be exceptional circumstances where the only way an exceptional housing need can be resolved is through the use of discretion. In the interests of fairness to all these applicants these circumstances are kept to a minimum. Examples of exceptional circumstances include, but are not limited to:

2.18.1 Threat to life in the area in which they are residing.

2.18.2 Emergency cases whose homes are damaged by fire, flood or other disaster may be provided with other accommodation if it is not possible to repair the existing home, or if any work to repair is to take such a long period of time that there will be serious disruption to family life.

2.18.3 Households who, on police advice, must be moved immediately due to serious threats to one or more members of the household, or whose continuing occupation would pose a threat to the community.

2.18.4 Cases nominated under the Police Witness Protection Scheme or other similar schemes that the council has agreed to be part of.

2.18.5 An Applicant with exceptional need that is not covered in the Housing Allocation Scheme and for whom the council has accepted a long term

re-housing duty under the Housing Act 1996 part VII. For example, where child or public protection issues require re-housing or for severe domestic abuse where all other options to remain in the home have been considered.

- 2.19 Other exceptional circumstances will be authorised by the Director of Housing responsible for Housing Options.
- 2.20 Where the Council decides that it wishes to make a discretionary offer where exceptional circumstances apply, the offer of a tenancy will normally be a 2 year tenancy (plus a year's introductory tenancy). In the event the tenant is unable to sustain that tenancy, no further housing accommodation will be offered. This will not prevent the applicant receiving advice and support as necessary. All applicants who do not qualify under the criteria set out above may submit a new housing register application if their circumstances change. This will be considered against the criteria set out in this Housing Allocation Scheme.

Local Residency Qualification

- 2.21 Meeting a local residency qualification is a central tenet of this Housing Allocation Scheme. **Local residency qualification** within the terms of this scheme will normally mean that an applicant:

- has lived in this borough, through their own choice, for a **minimum of five years** up to and including the date of their application, or the date on which a decision is made on their application, whichever is later,

OR

- has been resident for a total of **five out of the last seven years** and are resident in the borough at the time of application.

2.21.1 Accepted homeless households placed by this authority in accommodation outside Hammersmith & Fulham will also meet the local residency qualification as long as they fulfil the five year (including five out of the last seven years) residential qualification (i.e., time spent placed in previously designated temporary accommodation outside the borough will count towards time spent in Hammersmith & Fulham). Applicants owed the full homeless duty who do not meet the local residency qualification described in Section 2.21 will be placed in Band 4 until such time as this qualification criteria is met unless other disqualification criteria apply.

2.21.2 Applicants who are placed and funded by the Council in residential care (e.g., elderly in care and children in care) accommodation outside the borough will also qualify under the local residency rule.

2.21.3 Where applicants are applying jointly, both applicants must meet the local residency qualification, including household members. Children under 5 will not be disqualified from inclusion in the assessment on the basis of the residency criteria so long as they were born to parents resident in the borough.

2.21.4 The local residency qualification may also be awarded to people who need to move to a particular locality in the borough, where failure to meet that need would cause exceptional hardship to themselves or to others.

2.22 The local residency qualification will not be applied to the groups specified in *The Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012*. Local residency criteria will also not be applied to local applicants who have left Hammersmith & Fulham to attend a full time course at a higher education institution outside the Borough, nor does it apply to applicants (existing social housing tenants in England only) seeking accommodation on Right to Move grounds.

2.23 People in the following categories will **not** normally be considered as having met the local residency qualification are:

- Those placed in the borough of Hammersmith & Fulham in temporary accommodation by another local housing authority
- Those placed in the borough of Hammersmith & Fulham in residential or supported housing by another borough
- Secure or flexible tenants of other boroughs

Assessing your Application

2.24 Applications for housing will be assessed by Housing Options Officers using information supplied by the applicant and as a result of further necessary enquiries that follow from an application. The Housing Options Officer will decide whether the applicant qualifies to join the register and if so, which band will apply. All qualifying applicants' priority date will usually be the date of their application. However, if an applicant's circumstances change and their banding changes upwards (e.g., from Band 3 to Band 2), their new priority date will be the date on which their banding priority changed. Applicants whose banding priority date is reduced will retain their existing priority date.

2.25 Applicants who are assessed as not qualifying for one of the Council's Housing Bands will be offered housing advice and assistance as necessary. Some housing associations maintain their own housing registers and applicants may wish to approach such landlords directly.

2.26 Medical priority will be awarded and banded according to the extent to which the health or welfare of one or more members of the applicant's household is

affected by their housing conditions and the expected benefits of providing suitable alternative settled housing. Applicants who are assessed as having an overriding welfare housing need will be placed in Band 1. The circumstances that justify this are detailed in Annex 3. Such priority will be approved by a panel of senior officers.

- 2.27 Housing Options Officers will work with social services and other agencies to identify clients currently in supported housing who are ready for independent living. Subject to these discussions and agreement that the client's housing needs cannot be met outside of social housing, these clients will be placed in Band 2, unless there is an urgent need to move in line with the Band 1 criteria.
- 2.28 Housing Options Officers will work with Children's Services and other agencies to identify clients currently in children's care accommodation who are ready for independent living. Subject to discussion and agreement at the appropriate panel with the officers/agencies concerned, and there are no compelling reasons why the client's housing needs cannot be met outside of social housing, these clients will be placed in Band 3. If the applicant meets the community contribution criteria, then the client will be placed in Band 2.
- 2.29 In operating this Housing Allocation Scheme, the Council will have regard to the housing related aspects of the 2014 Care Act and work with officers from Adult Social Care and other officers of the council to ensure that all reasonable efforts are made to consider applicants' housing and related care needs

Condition and Size of Offered Accommodation

- 2.30 All accommodation offered will be habitable, in reasonable repair and fit for letting. The size of accommodation for which each applicant will be considered will depend upon the size and composition of the applicant's household at the time of offer. The requirements for each size of household are set out at Annex 1.
- 2.31 Larger accommodation than specified in Annex 1 may be considered in exceptional circumstances on the recommendation of the Housing Options Officer and approved by a Panel of Senior Officers. The Council may draw on specialist advice, for example, the Council's Medical Advisor, Occupational Therapy Service, or senior social worker.
- 2.32 In calculating the number of bedrooms available within properties the Council may treat every habitable room as a bedroom except kitchens, bathrooms and kitchen/dining rooms. The Council will normally consider additional rooms in homes for use as bedrooms in accordance with Housing Benefit regulations.
- 2.33 Cases of existing secure Council tenants agreed as Management Transfers will be offered homes on a 'like for like' basis.

- 2.34 Where the Council is discharging its homelessness duty into private rented accommodation, the accommodation should meet the suitability criteria set out in the *Homelessness (Suitability of Accommodation) (England) Order 2012*, subject to availability and affordability of accommodation.

Suitability of Housing Offers

- 2.35 Where accommodation is offered through the assisted choice process described below, an applicant will normally be expected to accept an offer of a property that meets their specified needs which is deemed as suitable and appropriate to meet the housing and medical needs of the household concerned.
- 2.36 The Council will seek to take into account applicants' particular or special needs (including need for an additional bedroom for carers) but it will not always be possible to ensure that these needs are met. In considering what is reasonable, the Council will have regard to the overall supply of Council accommodation and the demands placed upon it by all priority groups.
- 2.37 As a guideline and subject to the individual circumstances of each application, the Council will normally consider that a property is suitable if:
- It is located close to an area which the applicant has selected or an area that the Council considers to be reasonable.
 - It is sized in accordance with the criteria in Annex 1.
 - The offer takes account of any recommendation made by a medical advisor.
- 2.38 An offer of accommodation which is arranged by way of a nomination to a housing association property will be considered to be as reasonable as an offer of a council tenancy.
- 2.39 If a housing applicant refuses two reasonable offers of accommodation through the assisted choice scheme or a direct allocation, their priority under this allocation scheme will be reduced by a Band for twelve months. This will not necessarily mean no further offers will be made, but will reduce their priority.
- 2.40 An exception to such a reduction in priority this may apply if there has been a material change in circumstances such that the offer of accommodation would no longer be suitable.
- 2.41 The Council may use private rented housing to discharge its homelessness duties in appropriate cases pursuant to Section 193 of the Housing Act 1996 (as amended) and the *Homelessness (Suitability of Accommodation) (England) Order 2012*.

Local Lettings Plans

- 2.43 The Council may adopt individual Local Lettings Plans to vary the allocations approach to homes for new schemes; homes in certain areas of the borough; or particular types of housing where it wishes to deliver the broad housing strategy objectives, using social housing available as efficiently and effectively as possible.
- 2.44 Section 166A(6) of the Housing Act 1996 enables local housing authorities to do this, allowing the allocation of accommodation to people of a particular description, whether or not they fall within the reasonable preference categories.
- 2.45 The simplest approach to delivering this objective would be through using the Council's Home Buy Register, which includes applicants who wish to rent at sub market levels. Some of these households may be seeking to save money for a deposit to enter low cost home ownership which the Council is keen to encourage. This will give such households the experience of managing a household budget and also provide an opportunity for such households to save money towards a deposit for a low cost home ownership option.
- 2.46 Separate qualification criteria will apply to those persons on the Home Buy Register who qualify for an allocation under a Local Lettings Plan. Persons who qualify will need to meet all of the following criteria:
1. Eligibility under the rules of this Housing Allocation Scheme (See Section 2.3 – 2.6 of this document)
 2. Qualifying criteria of the Home Buy Allocation Scheme
 3. Successful application to be considered for a tenancy under a Local Lettings Plan meeting any specified qualifying criteria
 4. Local residency qualification within the terms of this Housing Allocation Scheme (unless the applicant falls within Armed Forces Qualification Regulations or the Right to Move Regulations)
 5. Satisfying the income threshold set out in paragraph 6.8
- 2.47 The Council will from time to time set procedures for the operation of the scheme to allocate to applicants from the Home Buy Register and these procedures may include criteria for establishing priorities between persons who qualify. These procedures may include giving priority to those within the reasonable preference categories
- 2.48 The Council's broad approach will be to prioritise households from the Home Buy Register for Affordable Rent accommodation available from housing associations. Where the Council wishes to prioritise applicants who meet criteria associated with a Council-approved scheme which helps deliver housing options for one or more of the community contribution groups identified in Annex 2, these applicants may be prioritised for Council rented accommodation.

- 2.49 The Council will monitor the impacts of this approach on both its Housing Register and Home Buy Register. It will need to ensure and make necessary interventions to ensure that the number of households drawn from the Homebuy Register who are not in a reasonable preference category do not dominate the Housing Allocation Scheme. It will also seek to ensure that the rules governing each of the approaches are broadly aligned.
- 2.50 Before introducing a local lettings plan, the Council will consult with those who are likely to be affected, which shall include the residents of the scheme/area impacted by the plan and local social landlords. A copy of the final policy will be published on the Council's website.

Right to Move

- 2.51 Government regulations on 'Right to Move' came into force on 20 April 2015. The regulations are intended to help existing social housing tenants who need to relocate from their local authority area (or within their local authority area) to an area where they have been offered employment.
- 2.52 These regulations are applicable only to applicants who are already social housing tenants in England who would experience hardship to themselves or to others if they were unable to take up an offer of employment in the borough. Applicants who are seeking accommodation under the Right to Move regulations should contact the Council as described in Section 2.9 of this Housing Allocation Scheme.

3. TENANCY MATTERS INCLUDING SUCCESSION AND FLEXIBLE TENANCIES

Council Tenants

- 3.1 Council tenants wishing to move from their existing home will be assessed in the same way as other applicants applying for the housing register under will need to meet the qualifying criteria set out in this Housing Allocation Scheme. Applications for transfer may be made jointly by separate tenants of the Council who wish to apply for housing together, on the condition that both tenancies will be relinquished if the Council makes an acceptable offer of a transfer to a third property. The Council will consider each application on a discretionary and case by case basis. Officers will have regard to the wider availability of accommodation to the Council when making such a decision which will be made by a panel of senior officers.

Transfers, Tenants who need to be decanted, Management Transfers and London Mobility

Transfers

- 3.2 Transfer applicants will be considered in the same way as other housing register applicants. The Council expects existing tenants and household members to maintain their homes in a reasonable condition and similarly expects tenants of other Registered Providers to adopt the same approach. If the existing home has been either significantly damaged and/or kept in a poor condition by the sitting tenant, the Council will not be minded to permit a transfer. A transfer will only be permitted when the property concerned is brought up to a good condition. The Council will expect other housing associations to adopt the same approach.

Tenants who need to be decanted

- 3.3 On occasion it may be necessary for a council tenant to move out of their existing home to allow major works to be carried out or because their home is due to be demolished. In these circumstances, the Council will use its discretion to prioritise a move to a suitable alternative home by placing the tenant in Band 1 at an appropriate time.
- 3.4 Council tenants who have to move because major works are required to their home will have the option of moving back to their original home (or local area if the home is being demolished) once the works have been completed. Existing re-housing commitments to residents are set out in the Council's Core Strategy (to be replaced by a new Local Plan in the next few years) and Tenancy Strategy.
- 3.5 Where council homes may be demolished and replaced with new homes owned and managed by the council or housing associations, the council is likely to adopt a Local Lettings Plan that will set out in more detail the specific approach, tailored to key features of the regeneration scheme, e.g., phasing of decants, home loss and disturbance financial arrangements; and priority for re-housing. In these such circumstances, tenants who are relinquishing a secure ('lifetime') tenancy will be entitled to a new secure tenancy or a housing association equivalent, currently an Assured Tenancy.

Management Transfers – Council Tenants

- 3.6 Management transfers are only for situations where a Council tenant or members of the tenant's household, , are at serious risk by remaining in their current home and need an immediate move. The council will only re-house households in alternative accommodation assessed as suitable for their housing needs. However, due to the limited number of homes available the council is not always able to re-house residents quickly and so we will discuss the alternative options available. Where there is a real and immediate threat to a tenant's safety

and we do not have a suitable property available we may offer 'temporary accommodation' for a fixed period while an investigation is carried out.

3.6.1 There are number of referral routes for a management transfer, these include a request by the tenant, the Housing Management Team, Anti-social Behaviour Unit, or Housing Options Officer. The officer managing the request must produce a Management Transfer Report to support the request to be approved by the Neighbourhood Manager or external housing management contractor equivalent.

3.6.2 Tenants who have been approved for a management transfer will receive one reasonable offer of alternative accommodation. If the tenant rejects the offer the Council will remove their name from the Housing Register and terminate their temporary accommodation from the date of this decision.

3.6.3 A reasonable offer is one that meets the tenant's current housing need.

3.6.4 In very exceptional, urgent cases, where management requires an under-occupier to move, the council may consider offering a home 1-bedroom larger than their needs However this is at the discretion of the Director of Housing responsible for Housing Options.

3.6.5 Tenants that have been assessed for and accepted on the Council Register will be placed in Band 1: Urgent Need to Move due to Reasonable Preference Plus Additional Priority. Such banding will need to be approved by the Director of Housing responsible for Housing Options.

3.6.6 The Council aims to make one direct offer of secure accommodation within 3 months of being accepted as a management transfer. However this is dependent on a suitable property available in the 'property pool' being matched against the tenant's housing need.

3.6.7 The relevant manager will review the Management Transfer status of all tenants that have been accepted on the Council Register on a quarterly basis.. The review is intended to ensure the most up to date information about individual tenants' housing circumstances is taken into account. Tenants who fail to respond to either the review or reminder letter within 20 working days will have their application cancelled and will be required to re-apply.

3.7 Council tenants will be able to access affordable housing elsewhere in London through the Housing Moves Scheme (previously known as the Pan London Mobility Scheme) administered by the Greater London Authority. More information on this scheme is set out in section 4.23 of this document.

Housing Association Tenants

3.8 Housing association tenants will be assessed in the same way as other applicants applying for housing advice and assistance under this scheme.

Tenancy Succession

3.9 The law on council tenancy succession is different for secure tenants (and household members) where a tenancy was created before 1 April 2012 and those created after this date.. The statutory right only applies to the first time that a succession occurs,

3.10 Where **a tenancy was created before 1 April 2012**, family members have a right to succeed to the tenancy. This may be the tenant's spouse or registered civil partner or could be a co-habiting partner or another family member(s). Family members seeking to succeed the tenancy will need to have lived at the property for at least twelve months before the succession is sought. Where a joint tenant dies, the other joint tenant becomes the sole tenant. Where **a tenancy was created on or after 1 April 2012**, only a spouse, civil partner or a person who lives with the tenant as if they were a spouse or civil partner will have a statutory right to succession.

3.11 Where there is no statutory right to succession the council will use its discretion to allow a new secure 'lifetime' tenancy to be granted in the following circumstances:

- The person applying for succession has lived continuously with the tenant in the property as their principal home for twelve months before the death of the tenant **and**
- They are the spouse, civil partner, a close relative of the tenant, or someone who had to live with the tenant in order to provide them with care, without which the tenant could not have maintained their tenancy **and**
- They would qualify for the property they have applied to succeed to under the council's allocations policy (i.e., this Housing Allocation Scheme) including being both an eligible and qualifying person(s).

3.12 This process will be triggered by a Housing Register Application which will be considered in the first instance by Housing Management Officers from the Area Housing Office responsible for the tenancy. They may seek advice from Housing Options Officers on the application of the policies set out in this Housing Allocation Scheme.

3.13 Where a property is not suitable for the person applying to succeed, for example because it is too large, the council will assist them to find alternative

accommodation if they qualify for help under this Housing Allocation Scheme, which could include an offer of accommodation in the private rented sector.

- 3.14 Where a new tenancy is granted as a result of a discretionary succession, the tenancy will be treated as a new tenancy under the Council's Tenancy Strategy. This means that in most cases a new secure 'lifetime' tenancy, will be granted. Exceptions to this, i.e., where the Council may grant a flexible (fixed term tenancy), will be set out in its Tenancy Strategy. Failure to accept a suitable property offered or made available under this Housing Allocation Scheme will result in proceedings for possession of the home currently occupied. Each situation will be considered on its merits and tenancies will be granted at the discretion of the Council.
- 3.15 Tenancy succession rules for housing association tenants are governed by different legislation. Current and future housing association tenants should check with individual landlords what the rules are for succession for their respective tenancies.

Service Tenancies

- 3.16 Employees of the Council who have a service tenancy associated with their employment may be re-housed by the council in pursuance of a contractual agreement that may be in place. This may be achieved outside of assisted choice through a direct nomination.

Sustaining a Tenancy

- 3.17 The Council intends to scrutinise more closely the ability of applicants to sustain the tenancy that is being sought for two reasons. Firstly, there needs to be some certainty that the applicant is able to take on the responsibilities associated with a new tenancy and that there is no history of anti-social and/or criminal behaviour associated with a previous tenancy. Secondly, the Council also needs to be mindful of the Government's welfare reforms, specifically in respect to the implementation of the Universal Credit which will 'cap' the amount of benefits a single household can receive, where no one applicant is in work. This is likely to be particularly relevant to households in large family accommodation (three bedrooms or more) where a significant proportion of this house type is both expensive to rent and in short supply.

Approach to Secure and Flexible Tenancies

- 3.18 The Council's approach to secure and flexible tenancies is set out in its Tenancy Strategy. In summary, the Council (in its landlord role) intends to grant secure tenancies (also known as 'lifetime tenancies') for general needs applicants, but will retain the option to issue fixed term tenancies (two year and five year tenancies in particular circumstances, such as where the applicant has a history

of anti-social or criminal behaviour. It may also include where the council adopts a Local Lettings Plan which allows applicants from certain employment groups from the Home Buy Register to access affordable rented housing). The large majority of council tenancies will start with an introductory tenancy.

Investigation of Fraud: Offences related to information given or withheld by applicants

- 3.19 The Council recognises its duty to protect the public resources it administers. Detailed enquiries about applications will therefore be made in order to guard against misrepresentation and fraud. Such enquiries will be made in all cases where applicants appear to have sufficient priority for an offer for re-housing, and in other cases as resources allow and may be made at any time either at the time of application or subsequently including after any grant of tenancy. Applications will be suspended if there is evidence of misrepresentation or fraud until enquiries are completed.
- 3.20 Any applicant seeking to obtain accommodation by making a false or misleading statement or by withholding relevant information or by failing to inform the Council of any material change in circumstances is liable to have his/her application cancelled. Prosecution will be considered where it appears to the Council that a criminal offence has been committed.
- 3.21 Proceedings for possession will be taken to recover any tenancy granted in consequence of a fraudulent application for housing.
- 3.22 Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:
- Knowingly or recklessly give false information, or
 - Knowingly withhold information which the housing authority has reasonably required the applicant to give
- 3.23 It is for individual housing authorities to determine when these provisions apply and when to institute criminal proceedings. However, the circumstances in which an offence is committed could include:
- Any false information given on an application form for social housing
 - Any false information given in response to subsequent review letters
 - Any false information given or submitted by applicants during the proceedings of a review
- 3.24 Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by s 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted

as a result of a false statement by the tenants or a person acting as the tenant's instigation.

- 3.25 Any tenancy fraud that may occur after the grant of a tenancy (e.g., tenancy passed on to a third party such as subletting of a tenancy) will be approached in a similar fashion. **It is a criminal offence to sublet social housing and the Council will prosecute offenders.**
- 3.26 In both instances - at application stage and tenancy stage – the Council will support and work with all Registered Providers to reduce and eliminate tenancy fraud.

Community Contribution and Tenancy Renewals

- 3.27 Where an applicant for housing has been made an allocation of housing from Band 2 of the Housing Allocation Scheme, based on a Community Contribution award and the basis for that award ceases to apply during the term of the tenancy, the Council may seek to provide opportunities for the tenant to make a community contribution in an alternative way. Non-performance against an award of a community contribution may be one factor taken into account in the consideration of the renewal of a flexible tenancy.

Accessing Affordable Market Housing

- 3.28 The Council will continue to promote affordable home ownership and private rented options to those who are able to afford it. Where the applicant's (applicants') household income is over the level which the Council considers eligible for registration on the Home Buy Register, the Council will consider such households for affordable home ownership or direct them to private rented housing options. More information on income and savings thresholds is set out in section 6.7 – 6.9 of this Housing Allocation Scheme.

4. HOW THE COUNCIL ALLOCATES PROPERTIES

The Property Pool and Assisted Choice

- 4.1 Hammersmith & Fulham Council will operate a 'property pool' and assisted choice lettings system. In essence, this means that the council will maintain a list of properties that are available to let to housing applicants who fall into one of the housing bands described in section 2.12 and detailed with examples in Annex 3. Successful applicants will need to annually update their registration. The Property Pool will comprise properties available from the council (a registered provider); housing associations; landlords from the private rented sector; and other agencies. In allocating the homes that the Council has access to, it will

take account of the applicant's preferences; the suitability of accommodation available; and, the supply of accommodation available.

- 4.2 Properties available from the property pool will be matched to applicants' preferences and, taking into account the suitability of the accommodation against applicants' needs, offers will be made by Housing Options Officers, based on the housing supply available. The Council will seek to make a maximum of two offers to applicants, with discretion to make a third offer. If an applicant turns down offers made by the Council, they will be demoted a band for twelve months. Where applicants are in Band 4 and turns down a second offer, they will be removed from the Housing Register altogether and not be able to re-apply for a year. Homeless applicants will normally receive one suitable offer. In the event that homeless applicants turn down an offer made by the Council, they will be removed from the register..

How will it work in practice?

- 4.3 In sequence, the key characteristics of this service will be as follows:

1. Applicants will discuss with the Housing Options Officer eligibility and qualification criteria to enter the Council's Housing Register. This will include a discussion on all housing options, including obtaining accommodation outside the housing registration route (e.g., private rented sector, low cost home ownership, etc)
2. If registered, applicants will be allocated a Band ranging from 1 (the highest priority) to 4 (the lowest priority). It will be explained at this stage that allocation to Band 4 status is highly unlikely to lead to the allocation of an affordable home for rent let by a Registered Provider (i.e. principally the Council in its landlord role and housing association landlords). In the case of a homeless applicant who successfully registers, the Council may seek to discharge its homelessness duty into the private rented sector.
3. Over time, Housing Options Officers will assess available homes from the 'property pool' as they become available, match them with applicants' accommodation needs and invite them to consider offers as and when they arise. Applicants' preference will be taken into account wherever possible. The supply, tenure and type of available accommodation will vary according to the area's housing market. Clearly, where there is a more available housing in a preferred area of the borough, such housing choices are more likely to be met. Conversely, where there is available accommodation housing in a preferred area, such accommodation is less likely to be available.
4. The urgency with which offers are made to housing applicants will depend on the supply of available accommodation in the property pool and their Band status, with Band 1 having the greatest urgency. The Council will expect applicants in

urgent housing need to take up reasonable housing offers quickly. In the event that housing offers to Band 1 applicants have been exhausted, housing offers will be made to Band 2, and then Band 3. The approach will vary where Local Lettings Plans are in place (See Sections 2.43 – 2.50).

5. The property pool will comprise homes from the Council in its Registered Provider landlord role; housing associations; and the private rented sector. This will include accommodation for Supported Housing purposes and the elderly. Some homes in the property pool will be located outside the borough due to the shortage of affordable accommodation, particularly large family accommodation, in Hammersmith & Fulham.
 6. Where applicants who are not owed a homeless duty are made a second final offer (with the Council reserving the right to make a third offer if special circumstances apply) which will meet the applicant's need and that offer is turned down, then that applicant will be demoted a band for twelve months. Where the Council owes a homelessness duty and a suitable offer has been turned down, then the Council will have met its duty towards that applicant. In either case, the offer may be in the private rented sector.
 7. On making an offer to a homeless applicant, the Council will have met its homelessness duty. At this point, the applicant will be removed from the register altogether. In respect of other housing applicants (e.g., transfer cases), where a second offer has been turned down, the applicant will be moved down a band for twelve months. If such a (non-homeless) applicant were in Band 4, they would be removed from the Housing Register altogether and not be able to re-register for another year.
- 4.4 Priority for accommodation will be determined by housing band, with those applicants in Band 1 having a greater priority than those in Bands 2-4, and those in band 2 having a greater priority than those in Bands 3-4, and so on. Within bands, priority will be determined by date order when placed in the appropriate band. Date order means that date that an applicant was placed in the housing band.
 - 4.5 In considering priority for re-housing between applicants with a similar priority under the banding scheme, the Council will also take account of the immediacy of need of each applicant. This means, for example, that where two applicants in the same band are interested in the same property, preference may be given where one of the applicants is facing a more immediate loss of their existing home than the other.
 - 4.6 To avoid the loss of properties available to the Council, properties in the private rented sector will normally be made available on a 'first come, first served' basis to applicants across Bands 1-4. Where more than one applicant is being

considered for a private sector property, priority will be determined by band and date in band.

- 4.7 Applicants will be asked to choose a property or properties to view from a selection of those that are available and meet their needs, and will be asked to accept one of these as their offer of re-housing. Officers will have regard to preferences expressed by the applicant, but it may not be possible to meet all of them when making an offer. If no suitable properties are available, the applicant's case will remain open until a property becomes available and their Housing Options Officer will be proactive in working with them to secure a suitable offer of accommodation.

Exceptions to Assisted Choice

- 4.8 Available properties which are adapted or which are suitable for adaptation and Extra Care and Sheltered Housing or accommodation which is otherwise potentially suitable for applicants with a substantial disability or other special or support needs may be allocated outside strict banding and date order priority. Specifically on Sheltered Housing, the Council intends to maximise its use, ensuring that increased use of such housing is made for applicants from the need groups identified above. This is likely to require joint assessments of need by the Council's Adult Social Care and Housing Options teams. Where nominations are being considered for applicants, the Council will first review what level of support applicants will need to live independently, before granting the tenancy.
- 4.9 An allocation may also be made outside banding priority in the case of a Council tenant who is willing to transfer from a property which he/she does not require, i.e., under-occupiers, and which is particularly suitable for an applicant with special or support needs.
- 4.10 Applicants who have a special need for adapted property or other particular type of accommodation which is in very short supply may be invited to consider a suitable property which becomes available outside of the areas preferred by the applicants concerned.
- 4.11 The Council reserves the right to restrict the operation of the property pool to certain groups of applicants or to make direct offers of accommodation to households waiting for re-housing in order to fulfil its housing management and financial duties and responsibilities, including achieving a balance of lettings as set out in the Council's Annual Lettings Plan and delivering value for money.
- 4.12 Exceptions to Assisted Choice will include Local Lettings Plans allocation arrangements as described in Section 2.43 – 2.50 of this Scheme.

- 4.13 Decisions to allocate properties outside of assisted choice will be authorised by the Director of Housing responsible for Housing Options, or delegated officer.
- 4.14 The Council may consider reciprocal lettings arrangements with other local housing authorities and housing associations in order to maximise the use of affordable housing accommodation both locally and in other areas. This may include a 'chain letting' approach where a number of lettings are mutually dependent to deliver individual applicants' preferences. The Director of Housing responsible for Housing Options shall have discretion to make any necessary decision to achieve any such reciprocal arrangement.
- 4.15 This flexible approach will help facilitate greater choice for applicants who wish to move in their immediate locality, remaining close to family and friend networks. The Director of Housing responsible for Housing Options or delegated officer, will have the authority to allocate accommodation through either the Assisted Choice process or through a direct nomination to facilitate a successful chain letting.

Types of Property

- 4.16 Some properties or blocks of properties are designated for allocation only to applicants sharing a common characteristic or need, for example:
- Properties in sheltered housing developments for people over a specified age,
 - Properties in supported housing schemes offering special services,
 - Individual properties which are adapted or otherwise particularly suitable for applicants who use a wheelchair

Selection of Properties

- 4.17 In selecting properties from the property pool for applicants to consider, the Council will normally take into account the following factors:
- The number of bedrooms required (see Annex 1)
 - Any essential requirement concerning the type or location of re-housing
 - The housing band into which the applicant's case falls
- 4.18 As far as reasonably possible, the Council will also take into account:
- An applicant's preference as between an allocation of a Council property **or** a nomination to a housing association **or** an allocation to the private rented sector.
 - The standard, type or location of the applicant's current accommodation (except where this is related to the assessment of their need)

Homeswap

- 4.19 Homeswap enables existing tenants, principally in the registered provider affordable rented sector (i.e., tenants of councils and housing associations) the opportunity to swap their home with another, often called 'mutual exchanges'. Such schemes help tenants to be closer to new places of work and/or friends and family. The Council supports the Government's 'Homes Swap Direct' initiative, bringing together the range of mutual exchange regimes that exist. The Council will make available facilities at its principal office to enable applicants wishing to review housing options using the 'homeswap' mechanism as well as promoting the initiative more widely. The Homeswap website can be found at the following address: www.homesdirect.org.uk

Mutual Exchanges

- 4.20 Secure tenants have certain rights in relation to exchanging their tenancies with other secure tenants and in relation to the circumstances in which a member of their household can succeed to their tenancy. These do not fall within the scope of this allocations scheme, and full details for how these schemes operate can be obtained from Hammersmith & Fulham Council in their landlord role or their Landlord in the case of Private Registered Provider (housing association) tenants. The Mutual Exchange website can be found at the following address: <http://www.houseexchange.org.uk/>

Reciprocal Nomination Arrangements

- 4.21 The Council may consider reciprocal nomination arrangements with other local housing authorities and private registered providers in exceptional circumstances, at the discretion of the Director of Housing responsible for Housing Options.

Accessible Housing

- 4.22 The Council will seek to ensure accommodation opportunities for housing register applicants who require accessible housing are maximised. Where Housing Options Officers are fully appraised of applicants' housing needs, all reasonable efforts will be used to ensure that offers are made to applicants in line with the Banding priority using the Assisted Choice approach. Where new or re-let homes are wheelchair accessible, then applicants on the Housing Register who have been assessed as requiring wheelchair accessible accommodation will have priority over other need groups.

Housing Moves (previously known as the Pan London Mobility Scheme)

- 4.23 Hammersmith & Fulham currently participates in the Mayor of London's pan-London mobility scheme, now known as *Housing Moves*. The reason for this scheme is to help applicants who are in work or training; or currently have more

bedrooms than; or they need to move in order to provide care for friends or relatives. Details about the eligibility criteria for the Mayor's scheme can be found at www.housingmoves.org. Tenants wishing to move through this scheme should apply directly online at the above address. Council officers will be responsible for verifying and approving applications.

Annual Lettings Plan

- 4.24 The Council will adopt an Annual Lettings Plan for the April – March year which will forecast the number of affordable lettings the Council expects for the relevant year and estimate the proportions of lettings that will be allocated to certain need groups. This will include adopting quotas for specific priority groups (who meet the eligibility and qualifying criteria of this Scheme), such as applicants leaving supported housing; young people leaving care; working households; ex armed services personnel; community lettings; right to move; and other need groups that may be identified in any given year.

Average Waiting Time on the Housing Register

- 4.25 The Council will maintain on its website a schedule of information setting out what the average waiting times will be for applicants on the Housing Register, broken down by priority band and bedroom needs.

5. PROCEDURE FOR REQUESTING INFORMATION, APPEALS AND REVIEWS

Requesting Information

- 5.1 All applicants have the right to request general information about their application; whether they are entitled to any preference for housing; whether and when suitable accommodation will be offered to them; and, information about why any application has been unsuccessful. Specifically, applicants have the right to:
- Request general information about their prospects of success following their application
 - Request information about the decision concerning the facts of their case
 - Request a review of such a decision and decisions that a person is not eligible or qualifying, and to be informed of the review decision and the grounds for it
- 5.2 An unsuccessful applicant(s) to the Housing Register will be informed in writing of any decision regarding their eligibility and/or qualifying status. The notification

will give clear grounds for the decision which will be based on the relevant facts of the case. The applicant(s) will be informed of their right to request a review of the decision.

- 5.3 Applicants who are unhappy with a decision made under this policy should in the first instance contact the housing officer who has dealt with their case and explain why they think that the decision is not reasonable. The applicant will be notified whether the decision still stands and the reasons for this usually within 48 hours.
- 5.4 If an applicant wishes to take the matter further, they can make a request for a formal review of the decision within 21 days. In these cases the applicant will be invited to make a written submission stating the reasons for their request for a review and the Council will seek any further information it requires, including advice from medical and other specialist advisors. Formal reviews will be conducted by a team leader, manager or other delegated officer within the Council's Housing Service with no previous involvement in the case who will notify the applicant of the outcome of the review including the reasons for their decision within 56 days.

Appeals

- 5.5 Where an applicant wishes to appeal the suitability of an offer of accommodation under 5.3 of this policy, the property will be held available whilst the appeal is considered where this is not likely to lead to an unreasonable delay in letting the property.
- 5.6 Where an applicant requests a formal review concerning the suitability of accommodation under sections 5.4 of this policy, the property will not normally be held available whilst the appeal is considered.

Right of Review – Homeless Applicants

- 5.7 A homeless applicant has the right to a S202 (of the 1996 Housing Act) review of the suitability of an offer of accommodation. In addition they have a s204 (of the 2002 Act) right of appeal to the County Court. Whilst seeking a review and appeal, the applicant may still move into the property in question, without prejudicing the outcome of a review and appeal case, if either is sought.

6. GENERAL RULES AND CONDITIONS

Decisions

- 6.1 All decisions taken under this policy will be by Housing Options officers from the Council's Housing Department unless otherwise specified. Housing Options officers are supported by Team leaders and may receive ad hoc advice from

other officers of the Council as required. Where the applicant (and any eligible household members/dependents) have specific needs which have been reported to, or recorded by, other departments of the Council, the applicant should highlight any such reports to the Housing Options officer concerned.

Requests for Assistance

- 6.2 Requests for housing assistance must be made to the Housing Options Service. The Council aims to notify applicants of the result of the assessment of their priority under the Housing Banding System within 15 working days. However, in cases where a medical assessment or other special assessment is required, it may take longer to notify the result.

Persons Eligible for Assistance

- 6.3 Persons entitled to consideration and assistance under an application must generally be members of the applicant's immediate (i.e., spouse, partner and children) family who normally reside with the applicant. Any other person or persons will only be taken into consideration in the assessment of an application and/or any allocation of accommodation if the Council is satisfied that it is reasonable for that person to reside with the applicant. Exclusions are set out in Section 2.14 of this Scheme which will apply in general to persons other than immediate applicant(s) whose circumstances are relied on to support the application and/or who are included in the household for which re-housing is sought. Children under 5 will not be disqualified from inclusion in the assessment on the basis of the residency criteria so long as their parents were resident in the borough at the time of their birth.
- 6.4 The Council will also refuse to consider an application for assistance or someone's inclusion on an application if the person concerned (i.e. other than the applicant) has made a separate housing application.

Evidence of Identity and Housing Circumstances

- 6.5 All applicants must provide satisfactory evidence of identity and past and current residences for themselves and all household members. The Council will request documentary evidence from each applicant and will conduct such further enquiries as are reasonable in the circumstances. An application will be cancelled if the applicant has failed to provide documentary evidence or other information reasonably required by the Council in order to validate the application.
- 6.6 The Council will normally carry out a visit to each applicant's residence if their priority is sufficient for an allocation of housing under this scheme. Visits

conducted will include an inspection of the accommodation and facilities and are normally but not necessarily arranged by appointment.

Income and Resources

- 6.7 All prospective new tenants will be required to supply evidence of their financial income and resources. Where applicants are not able to show current entitlement to Universal Credit (Income Support, Housing Benefit, or Council Tax Benefit), verification of income and savings will be required prior to applicants being offered accommodation. Where applicants have resources considered sufficient to access low cost home ownership or other intermediate housing option, the applicant will normally only be offered advice or assistance, or placed in Band 4 Advice on home ownership; sub market renting; and private sector renting options will also be offered including opportunities to join the Council's Home Buy Register.
- 6.8 Applicants with a gross income higher than set out below will generally not qualify to access the Housing Register and will be offered advice on other housing options including joining the Home Buy Register. Applicants above this income level seeking this form of accommodation are considered to have access to low cost home ownership.
- Where an applicant(s) gross income (or combined gross income) is greater than £46,250 and their housing requirements is for 2 bedroom accommodation or less,
 - Where an applicant(s) gross income (or combined gross income) is greater than £46,250 p.a., and their housing requirement is for 3 bedrooms or more, they will qualify if their combined assets/savings are less than £4,600, representing the costs of accessing another housing tenure.
 - In any event, applicants will not qualify if their income is above the top of the Home Buy income range, currently £71,000. These income ranges and financial limits will be reviewed annually and posted on the Council's website. Where applicants are not eligible to access the Housing Register, they will be provided with advice and assistance which is likely to include private sector renting and low cost home ownership opportunities. Where applicants successfully access the Home Buy Register, they may succeed in qualifying for an affordable rented opportunity under a Local Lettings Plan.
- 6.9 When considering the allocation of accommodation, Housing Options Officers will review applicants' income and expenditure in order to assess their ability to sustain a proposed tenancy. The implementation of the Universal Credit regime will cash limit eligible annual household benefits. If housing costs are considered to be a disproportionate amount of eligible benefits, then the Housing Options Officer will consider appropriate options for the household concerned. In all

instances, the Council will generally not be minded to allocate accommodation that is too small for applicants' needs (as set out in Annex 1).

Allocation of Smaller Accommodation in Certain Circumstances

6.10 In certain circumstances, the Council will make such an allocation where the applicant makes clear he/she is willing to take smaller accommodation than they need. The applicant may only choose accommodation which is less than one bedroom than they need (as set out in Annex 1). The Council will not make an allocation which causes statutory overcrowding at the point of letting.

Changes of Circumstances

6.11 Once placed in a priority band, applicants should notify the Council in writing of any material change in their circumstances that will affect their priority for housing, for example:

- a change of address, for themselves or any other person on the application.
- any additions to the family or any other person joining the application
- any member of the family or any other person on the application who has left the accommodation.
- any change in income and/or savings.
- Any medical or mobility need which will affect the type of accommodation being offered deemed suitable
- Community Contribution status (See Annex 2 for more detail)

6.12 Applications may be temporarily suspended while the Council assesses the information provided by the applicant and completes further enquiries that may be necessary. The Council will carry out an assessment of each applicant's entitlement to and priority for re-housing on the basis of information which has been provided by the applicant or otherwise received in connection with the applicant. Where the Council believes that information about the applicant's personal circumstances have been deliberately withheld or misleadingly presented, then the Council will reserve the right to withdraw any offer of accommodation or not renew a tenancy where one has been granted.

Members of the Council, Staff Members and their Relations

6.13 In order to ensure that the Council is seen to be treating all applicants fairly, any application for housing or re-housing from members of the Council, employees of the Council or associated persons must be disclosed. Where any officer of the Council is involved, directly or indirectly, in assessing or verifying or involved or administering an individual applicant's cases, and they discover they have a family or friendship connection with such an applicant, they should declare an

interest to their line manager immediately. Failure to declare such a connection will be considered a disciplinary matter. Such applications will be assessed in the normal way but any allocation of housing will require specific approval by the Director of Housing responsible for Housing Options.

Equal Opportunities and Monitoring

- 6.14 The Council is committed to the principle of equal opportunities in the delivery of all its services. If an applicant does not understand any part of the housing register application process due to speaking/reading a different language; difficulty with speaking/reading; visual impairment; hearing difficulties or other disability, applicants should ask for additional assistance (e.g., translation and interpretation services) to help them with their application.
- 6.15 Confidential interview facilities are provided at all housing offices. There is full access to the Housing Options Office (see address in Section 2.9 of this document) for people who use a wheelchair. Home interview services are available for applicants who are elderly or who experience mobility difficulties.
- 6.16 All applicants for housing or re-housing will be asked to provide details of ethnic origin, sexuality, disability and other equalities information. Provision of this information will not be obligatory and not a requirement for acceptance of an application. However, such information will help monitor the number and types of equality groups seeking support and therefore applicants will be strongly advised to complete the relevant information. Equalities records will be monitored on a regular and systematic basis to ensure properties are being offered and allocated fairly. Allocation policies and any changes to them will be reviewed regularly to ensure they do not operate in ways that discriminate against or disadvantage any particular group.
- 6.17 The Council will seek to ensure that its allocation policies are being operated in a manner that is fair to all sections of the community regardless of nationality, ethnic origin, marital status, age, gender, sexual orientation or disability. The information provided will be kept confidential and treated with respect. The council believes it is important to understand the different communities who apply for housing and it is only by asking these questions can the Council check that it is operating a fair system.

Confidentiality

- 6.18 **The Council will take disciplinary action against any employee who makes use of any information obtained in the course of their employment for personal gain or benefit, or who passes it to others who might use it in such a way. A report to the police will be made if it appears that a criminal offence has been committed.**

- 6.19 The disclosure of information about any housing application to a third party is prohibited except on a “need to know” basis in the following circumstances:
- to plan and provide assistance jointly with health and social services agencies in appropriate cases.
 - for the purpose of fraud detection, the prevention of crime, and the promotion of community safety.
 - to enable efficient administration of offers of re-housing, lettings, housing association nominations, and rent and benefit accountancy etc.
 - where disclosure is a legal requirement.

Data Protection – Privacy Notice

- 6.20 Hammersmith and Fulham’s Housing Department is committed to complying with the 8 principles of the Data Protection Act 1998, as well as people’s rights to confidentiality and respect for privacy. The information you supply to the council when submitting or updating information to support an application to access the council’s housing register for accommodation, this information will be shared with other H&F departments or third parties/service delivery partners who deliver these services.
- 6.21 Under the Data Protection Act 1998, individuals have a right to access and receive a permanent copy of all their personal information which H&F holds. Details of how to submit a request are published on H&F’s website: [http://www.lbhf.gov.uk/Directory/Council and Democracy/Data Protection and Freedom of Information/Data Protection Act/39929 Data Protection Act.asp#0](http://www.lbhf.gov.uk/Directory/Council%20and%20Democracy/Data%20Protection%20and%20Freedom%20of%20Information/Data%20Protection%20Act/39929%20Data%20Protection%20Act.asp#0) Requests for access to data must be made in writing to the Director Housing responsible for Housing Options. Information will be provided within 40 working days of the application. No fee is charged for this service.

Developing and testing business applications

- 6.23 The Housing Department and their service delivery partners (see above) may use the information you give us to maintain and improve the services which we deliver, this includes developing and upgrading the systems which we use to process your information.

Corporate business intelligence

- 6.24 The Housing Department may share the information you give us with other council services and service delivery partners (see above) for research and analysis purposes, to help us design the services we provide and to identify and contact residents who may benefit from them.

Prevention and detection of fraud

- 6.25 The Housing Department may share and compare your information with other council services and other organisations to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud. These other organisations include government departments, other local authorities and private sector organisations such as banks or organisations that lend money.

Legal requirements

- 6.26 The Housing Department will use all information held by us for the purposes of law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

Role of the Priority Housing Panel

- 6.27 It is not possible for the boundary of this Housing Allocation Scheme to adequately reflect every possible combination of housing need. The purpose of the Priority Housing Panel is to assess and make recommendations in relation to exceptional cases which do not fit easily within the boundary of the Scheme. Meetings of this Panel (which shall comprise not fewer than 3 designated officers) may meet on an *ad hoc* basis and seek additional advice where necessary.

Annex 1 - Sizes of Homes

The Council's approach to sizes of homes that are allocated to applicants is drawn from current Department for Work and Pensions (DWP) rules on Housing Benefit. The rules allow one bedroom for:

- Every adult couple (married or unmarried)
- Any adult aged 16 years or over
- Any two children of the same sex aged under 16 years
- Any two children aged under 10 years
- Any other child (other than a foster child or child whose main home is elsewhere)
- Children who cannot share because of a disability or medical condition
- A Carer (or team of carers) providing overnight care

One spare bedroom is allowed for:

- an approved foster carer who is between placements, but only for up to 52 weeks from the end of the last placement
- a newly approved foster carer for up to 52 weeks from the date of approval if no child is placed with them during that time.

Source: DWP Housing Benefit Claimant Factsheet (Removal of Spare Room Subsidy)

In the case of non-dependent adults 18 or over who are not carers; vulnerable; or the subject of other exceptional circumstances; they will not be considered as members of the household for the purpose of this Housing Allocation Scheme. Carers will only be considered as a household member where overnight care is essential.

The annex table sets out the size of a property a household successfully applying for home can expect The Council will not offer a home that is larger or smaller than the identified need (subject to Section 6.10). In detail:

- The number of bedrooms you need depends upon the size of your family
- The chart shows the size of home that we consider you need
- A single parent is counted as a couple and an unborn baby after the second trimester is counted as a child
- Single people without children will usually be offered a studio/bedsit
- Two children of the opposite sex under ten will be expected to share a bedroom
- Council or Private Registered Provider (PRP) tenants 'trading down' from properties with three or more bedrooms may choose a property with one bedroom more than they need
- Some housing associations may have policies that vary from the bedroom requirements set out below
- In exceptional circumstances, applicants with a disabled child who requires their own bedroom will be considered on a case by case basis.

Size Category	Size of Household – Common Examples	Size of Property
1	Single Person	Studio / Bedsit
2	A couple or single parent without children	1 Bedroom
3	Two adults of the same generation*	2 Bedrooms
4	A couple or single parent expecting a child or with a child (including a non-dependent adult son or daughter)	1 / 2 Bedrooms
5	A couple or single parent with two children of the same sex	2 Bedrooms
7	A couple or single parent with two children of opposite sex and both under ten	2 Bedrooms
8	A couple or single parent with two children of opposite sex one of whom is over ten	3 Bedrooms
9	A couple or single parent with three children	3 Bedrooms
10	A couple or single parent with four children (all of the same sex or two of each sex)	3 Bedrooms
11	A couple or single parent with two children of the opposite sex under ten and one dependent relative	3 Bedrooms
12	A couple or single parent with four children (three of one sex and one of the opposite sex)	3 / 4 Bedrooms
13	A couple or single parent with more than four children	4 Bedrooms (or more)
14	A couple or single parent with three children and one dependent relative	4 Bedrooms

* Less than 20 years apart not applying to parents/children

Note: An applicant or applicants may be considered to be one person; a couple who are married or in a civil partnership; or two persons in a relationship. Both applicants and household members must be able to meet the residence criteria set out in Section 2.21 of this document.

Annex 2 – COMMUNITY CONTRIBUTION: HOW PRIORITY IS AWARDED

Community Contribution

The Council believes that people who make a community contribution should have greater priority for accommodation allocated by the Council than those who do not.

The Community Contribution priority scheme is a Hammersmith & Fulham Council policy which gives a qualifying applicant increased priority for housing. Increased priority will be awarded to applicants qualifying under the community contribution criteria who also have reasonable preference and they will be placed in Band 2 by virtue of this award.

Community Contribution Awards – How they work in practice

Applicants must meet at least one of the eligibility and qualifying criteria in order to be considered for a community contribution award. They will also need to demonstrate they meet the local residency qualification. Applicants should have:

1. No on-going culpable involvement in anti-social behaviour or criminal activities
2. No breaches of tenancy within the last 3 years
3. No outstanding lawfully recoverable housing-related debt over £100
4. An outstanding unspent conviction

Applicants can access increased priority for housing in eight ways:

1. Working Households

This policy aims to support the economic growth of Hammersmith & Fulham. We will offer increased priority to applicants who are working but are on a low income and will therefore find difficulty in accessing outright home ownership or low cost home ownership.

Definition of a Working Household

Households where at least one adult household member is in employment. The criteria that applies is defined by Department for Work and Pensions (DWP) guidance on eligibility for Working Tax Credit. The number of hours per week required for employment varies according to household size and status. Current criteria can be found at the following webpage: <https://www.gov.uk/working-tax-credit/eligibility>

For the purposes of this Allocation Scheme, employment is described as having a permanent contract, working as a temporary member of staff or being self-employed. Applicants will only qualify if the worker has been employed for 9 out of the last 12 months. Verification will be sought at point of application as well as point of offer of tenancy under the same terms. Applicants must provide payslips, P60, bank statements or an original (i.e., not photocopied) verifying letter on headed paper in order to qualify.

2. Volunteering

Volunteers must have been volunteering for a continuous period of at least 6 months up to the point of application for community contribution status and at point of tenancy offer. Volunteering must be for a not-for profit organisation that is recognised by the Council, or a charity that is registered with the Charity Commission or is funded by the Council or another local authority. Tenants and Residents Associations which are constituted are classified as not-for-profit organisation. They must be registered with Hammersmith & Fulham Council or a Private Registered Provider to qualify. Volunteering must be for a minimum of 20 hours per month.

Evidence Required for voluntary work

A letter on the organisation's headed paper from the manager responsible for volunteers confirming the applicant's involvement in a minimum of 20 hours per month of voluntary work for at least 6 months. This person must not be related to the applicant in any way.

3. Training or Education

We want to encourage people to move closer to gaining paid employment by gaining employability skills and becoming job ready. This may be achieved by attending higher or further education or by accessing a longer vocational course of study or engaging in a programme of work-related training courses. In all cases the course of study must lead to achieving accredited qualifications and / or certification by a registered awarding body.

Study or training may be undertaken at a range of recognised institutions and organisations such as: Further Education College; registered Private Training Provider; registered Voluntary Sector Organisation or University.

To be eligible for the vocational training award a person must initially access a recognised Information, Advice and Guidance (IAG) service for young people up to age 19 years to develop an agreed employment action plan and to be signposted to relevant training providers. Candidates must be working towards gaining employment in a vocational occupation.

A person must have been studying or training against the eligible criteria and definition outlined, for a continuous period of at least 6 months up to the point of application and the same at point of offer. Applicants eligible for out-of-work related benefits must also be registered with Job Centre Plus and accessing mainstream job brokerage provision, thus actively seeking work (this may not apply to full time students dependent on the hours they are studying). Training must be in addition to, or supplementary to any mandatory training required and may be undertaken in conjunction with volunteering to gain further knowledge and experience. Training must be a minimum of 10 hours a month.

Some people undertaking training are not actively seeking work. Where the Department for Work and Pensions can confirm that the applicant is not required to actively seek work because of their circumstances, for example they have caring responsibilities, their training can be recognised in this policy.

Evidence required for Training element

Further/higher education candidates must supply evidence of:

- letter from college or university confirming participation in course of study for period of 6 months

For vocational training award the following evidence must be provided:

- an agreed employment action plan developed through a recognised IAG service plus verification of steps taken towards achievement of action plan targets
- certificate or letter from a registered awarding body for the course or by a recognised training provider as evidence of gaining a recognised vocational qualification or successfully completing accredited work-related training (over a continuous period of at least 6 months)

4. Ex Armed Service Personnel

Applicants who have served in the British Armed Forces and lived in Hammersmith & Fulham for at least 6 months immediately prior to enlisting, will qualify for a community contribution award automatically, with the exception of those who have been dishonourably discharged. This includes people who have served in the Royal Navy, Royal Air Force and British Army.

Service with the armed forces will be confirmed with the Royal British Legion.

The Council intends to work with one or more housing organisations with experience of ex-service personnel issues in order to develop criteria and maximise housing options opportunities for ex service personnel.

5. Registered Foster Carers, Adopters and Special Guardians

The Council recognises the contribution that Hammersmith & Fulham foster carers, adopters and Special Guardians make towards ensuring that children in care receive a settled environment to grow up in. To qualify for a community contribution award under this policy, applicants will require written confirmation from the Council's Children's Service confirming that they have been approved as a Hammersmith & Fulham foster carer and/or adopter and/or accepted as a Special Guardian (i.e., the child concerned is the subject of a Special Guardianship Order) and that they are in a position to take one or more placements. Any re-housing requirements will be dealt with on a case by case basis.

6. Carers

The applicant will usually need to be receiving Carer's Allowance to meet this criteria. Applicants who undertake formal care of dependents who are in receipt of Disability Living Allowance (DLA) higher rate or care element DLA may qualify for the community contribution award under this policy.

Note: Welfare reforms are changing the way disabled people are considered for benefit entitlement and this section (i.e., impact of such changes on carers) will need to be reviewed to reflect any changes that come into force.

7. People with disabilities and older residents

Whilst many older people and those with disabilities work or volunteer (or where the applicant is receiving carer's allowance as described above), there may be circumstances in which frailty or a disability prevents this, or means that the full eligibility criteria set out in this annex. A Senior Officer will need to approve such as award.

8. Young People

Generally young people (applicants aged 25 and under) will be required to meet the full community contribution criteria set out in this annex. However, a Senior Officer will have discretion with regard to the length of time a young person has been in employment. In addition where a young person is able to participate in volunteering and is not in employment or training the number of hours per month required is 20 hours.

The Council will have discretion to consider applicants who are referred to it by other sections of the Council.

ANNEX 3 – HAMMERSMITH & FULHAM HOUSING BANDS	
Band 1	
Urgent Need to Move due to Reasonable Preference PLUS additional priority	
Summary Guide of Criteria	
<p>Emergency medical or disability Reasonable preference category S.167(2)(d)</p>	<ul style="list-style-type: none"> • Where an applicant’s condition is expected to be terminal within a period of twelve months and re-housing is required to provide a basis for the provision of suitable care. • The condition is life threatening and the applicant’s existing accommodation is a major contributory factor. • The applicant’s health is so severely affected by the accommodation that it is likely to become life threatening. • The applicant (or household member) is unable to access their accommodation and requires re-housing into accommodation suitable for their use. • The applicant’s accommodation is directly contributing to the deterioration of the applicant’s health such as severe chest condition requiring intermittent hospitalisation as a result of chronic dampness in the accommodation and the condition of the property cannot be resolved within a reasonable period of time – usually 6 months. • Where overcrowding in the property leaves the applicant at risk of life threatening infection.
<p>Exceptional Circumstances Welfare and Hardship Criteria Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Emergency need to move determined by the Council and authorised by the Director of Housing responsible for Housing Options.
<p>Exceptional need to move Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Applicants who need to move due to domestic abuse, extreme violence or extreme harassment. • Extreme violence or harassment will be verified by the Police and/or other agencies as necessary. This may include where a move is necessary to protect a witness to criminal acts. • Agreed in exceptional circumstances due to significant problems associated with the tenant’s occupation of a council dwelling and there is a high risk to the tenant or their family’s safety if they remain in the dwelling/area. For council housing tenants, transfers will be to properties of the same size, type or smaller if they are under-occupying where required, but locations or areas are likely to change.
<p>Disability need to move on hardship grounds Reasonable preference category S.167(2)(d)</p>	<ul style="list-style-type: none"> • This is any applicant who needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability which he or she, or a member of their household, has sustained as a result of service in the Armed Forces

<p>Release of adapted property Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Where a social housing tenant is willing to transfer to a suitable non adapted property and is releasing an adapted home or designated older persons property.
<p>Statutory Overcrowded Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Council tenants who are statutorily overcrowded and who require at least two additional bedrooms.
<p>Acute Overcrowding Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Where a household is 3 bedrooms short of the bedroom standard set out in 'Size of Household – Common Examples' set out in Annex 1.
<p>Private sector properties unsanitary or unfit. Those living in unsanitary conditions where the conditions pose an ongoing and serious threat to health; Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Private sector tenants and residents of dwellings that the Council's Private Sector Housing Team has determined that the property poses a category 1 hazard under the Health and Safety fitness rating and the Council are satisfied that the problem cannot be resolved by the landlord within 6 months and as a result continuing to occupy the accommodation will pose a considerable risk to the applicant's health, where the applicant has an existing health condition that is exacerbated by these conditions. This includes a property that has severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a 6 month time period. • A private sector property either owned or rented where a statutory notice has been issued by the environmental health department that an unfit property is to be demolished under the Housing Act 2004.
<p>Under-occupation Reasonable preference category S.167(2)(e)</p>	<p>Where a Council tenant will release a home with two or more bedrooms by moving to a property which is either a 1 bedroom or studio/bedsit.</p> <p>Where a housing association tenant who will release a home with two or more bedrooms are eligible if their landlord agrees that the vacated property can be used for a nomination by the Council.</p>
<p>Major works or demolition Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Where a council tenant has to move either temporarily or permanently whilst major works are undertaken or where their home is due to be demolished.
<p>Foster carers referred by the Council's Children's Service Reasonable preference category 167(2) (d) or (e)</p>	<ul style="list-style-type: none"> • Foster carers or adopters approved by the Council whose housing prevents them from being able to start, or continue, to provide foster or adoptive care.

Band 2	
Need to Move Reasonable Preference AND a Community Contribution as identified in Annex 2 (i.e., eligible and qualifying applicants who are working; volunteers; in training or education; ex-armed service personnel; registered foster carers and adopters; carers; people with disabilities and older residents; and certain categories of young people.	
Band 3	
Need to Move Reasonable Preference (as set out in Band 2) but NO Community Contribution as identified in Annex 2 (See above)	
Summary Guide of Criteria	
<p>Homeless Households owed a full homeless duty under section 193(2) or 195(2). Reasonable Preference categories s167(2) (b)</p>	<ul style="list-style-type: none"> • People who are owed a duty under section 193 (2) Or 195 (2) of the 1996 Act (or under section 65 (2) or 68(2) of the Housing Act 1985) - This means households who are homeless or threatened with homelessness, eligible and in priority need
<p>Overcrowded by the Bedroom standard. Reasonable Preference category s167(2)(c)</p>	<p>Where an applicant (but not a single applicant or a couple without dependants) is one or two bedrooms short of the bedroom standard set out in 'Size of Household – Common Examples' set out in Annex 1.</p>
<p>Applicants living in unsatisfactory housing lacking basic facilities. Reasonable Preference category s167(2)(c)</p>	<p>Applicants without access at all to any of the following facilities. No access to:</p> <ul style="list-style-type: none"> • a bathroom or kitchen • an inside WC • hot or cold water supplies, electricity, gas or adequate heating <p>Applicants who occupy a private property which is in disrepair or is unfit for occupation and is subject to a Prohibition Order and recovery of the premises is required in order to comply with the Order as defined by Section 33 of the Housing Act 2004. Applicants who only have access to shared facilities in shared accommodation will not qualify under these criteria.</p>

<p>Medical grounds Reasonable Preference category s167(2)(d)</p>	<p>Where an applicant's housing is unsuitable for moderate or severe medical reasons or due to their disability, but who are not housebound or whose life is not at risk due to their current housing, but whose housing conditions directly contribute to causing serious ill-health. Such applicants (or applicants with a household member) may include a person with a learning disability. Housing Options officers will only consider applications where officers from the Council's Adult Social Care Department consider the applicant is capable of independent living, taking account of any necessary and funded package of care and support.</p>
<p>Hardship or welfare need to move for care or support Reasonable Preference category s167(2) (c) and (d)</p>	<p>Those in hardship or welfare who need to move to give or receive care that is substantial and ongoing (or receive care that is acute and exceptional).</p>
<p>Housing need due to age Reasonable Preference category s167(2)(d)</p>	<p>Older or disabled applicants seeking Retirement or Extra Care or Sheltered housing (where available in each instance). At least one of the applicants will need to be over 65 years old to be eligible.</p>
<p>Ready to move on from Council accredited supported housing schemes Reasonable Preference category s167(2)(c)</p>	<p>An applicant is ready to move to independent settled housing; the applicant is in need of medium to long term rather than short term ongoing tenancy support; and, a support package has been assessed and is in place.</p>
<p>Move on from Care Reasonable Preference category s167(2)(c)</p>	<p>A care leaver who has been agreed by the Care Leaver's Panel who is ready to move to independent settled housing and is genuinely prepared for a move to independent living; possess the life skills to manage a tenancy including managing a rent account; and is in need of either a long term or medium term tenancy support; and that a support package has been assessed and is in place.</p>
<p>Discretionary Succession</p>	<p>Where the Council has agreed to grant a tenancy under sections 3.9 – 3.15 of this policy.</p>
<p>Ex Armed Service Personnel with urgent housing needs (all reasonable preference categories)</p>	<p>Ex Armed Service personnel meeting the criteria set out in the <i>Housing Act 1996 (Additional Preference for Armed Forces)(England) Regulations 2012</i></p>
<p>Existing Foster Carers and Adopters approved by the Council willing to provide care for an additional child Reasonable preference category 167(2) (d) or (e)</p>	<p>Where a Foster Carer or Adopter already provides a home for at least one foster or adoptive child offers to provide care for an additional foster or adoptive child.</p>

Band 4	
Reduced Priority : Need to Move - Reasonable Preference but with Reduced Priority	
Summary Guide of Criteria	
<p>Applicants owed Reasonable Preference but who have been given reduced priority. This will include applicants owed the full homelessness duty who satisfy statutory local connection criteria* but not the full local residency qualification condition as set out in this scheme (See Sections 2.21 – 2.23).</p> <p>* See Section 4.18 of Communities & Local Government (CLG) Allocation of Accommodation: guidance for local housing authorities (June 2012) for the local connection criteria.</p>	<p>Applicants in this band have reduced preference and are extremely unlikely to be offered social housing but may be offered assistance to find a home in the private rented sector.</p>

Reference Documents

Communities & Local Government (CLG) Allocation of Accommodation: guidance for local housing authorities (June 2012)

CLG Providing social housing for local people. Statutory guidance on social housing allocations for local authorities in England (December 2013)

CLG Right to Move- Statutory guidance on social housing allocations for local housing authorities in England (March 2015)

The Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012

The Allocation of Housing (Qualification Criteria for Right to Move)(England) Regulations 2015.

Annex B - HF Tenancy Strategy

Hammersmith & Fulham Council

Tenancy Strategy

November 2015

1

Index

- 1. What is the Tenancy Strategy and why have one?**
- 2. Hammersmith & Fulham's Tenancy Strategy Approach**
- 3. Use of Fixed Term Tenancies (also known as Flexible Tenancies)**
- 4. Affordable Rents in Hammersmith & Fulham**

1. What is the Tenancy Strategy and why have one?

1.1 Summary

1.2 The 2011 Localism Act places a statutory duty on local authorities to produce a Tenancy Strategy which should set out the local authority's approach to tenure reform in the social housing sector. Section 150 (1) and (2) states the following:

(1) A local housing authority in England must prepare and publish a strategy (a "tenancy strategy") setting out the matters to which the registered providers of social housing for its district are to have regard in formulating policies relating to:

- (a) the kinds of tenancies they grant
- (b) the circumstances in which they will grant a tenancy of a certain kind
- (c) where they grant tenancies for a term certain, the lengths of the terms, and
- (d) the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy

(2) The tenancy strategy must summarise those policies or explain where they may be found

1.3 In this document, we describe the current 'state of play' in respect to the Council's own stock as Registered Provider for its own stock and that owned and managed by housing associations (also known as Private Registered Providers) partners, for the purposes of this document described as Housing Associations.

1.4 This Tenancy Strategy will replace the Tenancy Strategy adopted in October 2012.

2. Hammersmith & Fulham's Tenancy Strategy Approach

2.1 A key theme of the administration's manifesto commitments was to improve security of tenants and also help ensure housing costs could remain affordable.

2.2 Historically, tenancies issued by local authority registered providers and housing association private registered providers (called housing associations) are broadly similar, inasmuch they are 'lifetime' tenancies. This means that tenants have the right to stay in the property unless the landlord can convince the court that there are special reasons to evict them, for example, the tenant has not paid the rent and service charges, is not living at the property, has sublet or has broken another condition of the tenancy. All new Hammersmith and Fulham tenants will be introductory tenants for the first 12 months of the tenancy.

2.3 There are opportunities for succeeding the tenancy if the tenant dies, principally spouses/partners/civil partners and/or household members who have resided at the property for at least 12 months. Succession rules changed for tenancies granted after 1 April 2012 and individual tenants should check their tenancies as to what rules apply to them. The policy position on discretionary succession will also be set

out in the latest Council Housing Allocation Scheme document which sets out the 'rules' by which affordable rented accommodation is allocated.

- 2.4 On security of tenure, it is Council policy to issue 'lifetime' secure tenancies for its council tenancies except in the limited circumstances set out below. .. The Council also recommends to its housing association partners that their equivalent tenancy, the Assured Tenancy, should be adopted rather than adopting Assured Shorthold Tenancies. However, we recognise under the funding regime adopted by the Mayor of London and that policies adopted by both the Council and housing associations must be in 'general conformity' with his Housing Strategy, housing associations have changed their approach to both tenancies and rents. Some housing associations are now issuing five year fixed term Assured Shorthold Tenancies and are charging affordable rents that can be twice what they are charging their existing tenants. The Council recognises that the Affordable Rent regime and the more commonplace adoption of Assured Shorthold Tenancies is a result of a change in national policy, but nonetheless consider that some local discretion can be applied to improve affordability and security of tenure.
- 2.5 The Council has relatively limited powers to exert change on our housing association partners' work, but where the Council provides funding or land for development or other tangible support, in the absence of any GLA funding, it will seek additional value – through lower rents and lifetime tenancies - where appropriate.
- 2.6 For housing associations, the Council expects them to have regard to this Tenancy Strategy when developing tenancy policies and granting tenancies in Hammersmith & Fulham area. These decisions may be impacted by GLA grant conditions for new affordable housing broader changes applied following the 2011 Localism Act. Where the Council directly or indirectly facilitates the delivery of new housing through use of public land; commuted sums; or other intervention, then the Council would seek to ensure that the housing association concerned delivers rents and tenancies that broadly conforms with this Tenancy Strategy, namely Assured Tenancies, charged at target rents (i.e., social rents).

3. Use of Fixed Term Tenancies (also known as Flexible Tenancies)

- 3.1 The Council in its Housing Strategy states that it will use fixed term tenancies for "certain categories of applicant". This section sets out the categories of applicant and what types of tenancy will be granted. There are two categories of applicant that the Council may grant fixed term tenancies for:
- 3.2 Where the Council adopts a Local Lettings Plan which will involve varying the 'rules' of the Housing Allocation Scheme which enables applicants to access the Housing Register. The Council will consult with tenants who are affected by the change in policy. Such a change in policy may involve giving allocations priority to certain categories of applicant from the Housing Register or the Home Buy Register. Where the Council proposes a Local Lettings Plan, it will publish a draft document and undertake a consultation process, which sets out what kinds of tenancies are going to be proposed. These will either be 2 year or 5 year fixed term tenancies which can be renewed, both of which will be preceded by a 1 year introductory tenancy.

- 3.3 Where the council is satisfied the proposed tenant (or a member their household) has been guilty of anti social behaviour which makes him or her unsuitable to be a tenant, a 2 or a 5 year fixed term tenancy may be proposed. Examples of such behaviour include; anti social behaviour which has caused a nuisance; threats or actual violence against neighbours, council staff, managing agents or contractors; or a conviction of a serious offence of harassment or violence against a person or against property.

Tenancy Renewal – Our Proposed Approach

- 3.4 The Council is required by the Localism Act to set out the circumstances in which tenancies will be renewed. This section sets out the Council's proposed approach to tenancy renewal. This will apply to accommodation owned and managed by the Council in its landlord role. where the conditions of the tenancy have been complied with and the applicant's (i.e., the tenant's) personal circumstances have not changed, the Council will generally grant a further tenancy.

- 3.5 Where the conditions of tenancy have not been complied with and/or the applicant's personal circumstances have changed, the Council will consider (among other matters) the nature and degree of the breach or change. Such circumstances may include: non-payment or late payment of rent; anti social behaviour; criminal behaviour; failure to keep the premises in good and proper condition; under-occupation; statutory overcrowding; keeping of a dangerous dog; or other breach of the Tenancy Agreement.

- 3.6 The Council will adopt the following approach to tenancy renewals:

Stage 1 - Nine months before the tenancy is due to expire, write to the tenant(s) concerned asking them to submit a new Housing Register application to continue remaining in the property they occupy, giving them the opportunity to update the Council of their circumstances.

Stage 2 - During the six and nine months period before the tenancy is due to expire, the Council will review the tenant(s) housing needs and state before the six months date of expiry whether it is minded to renew the tenancy or not and give appropriate reasons for the latter. Where the tenant does not submit an application form within seven months of the expiry date, the Council will take the view that the tenant(s) does not wish to continue occupying the home. A tenancy check will be undertaken as part of this process.

Stage 3 – The tenant(s) will have the opportunity to ask the Council to review a decision (as set out in the Government Regulations) where a notice of non renewal has been issued. This must be requested by the tenant(s) within 21 days of the notice. The review will consider whether the decision not to renew is in accordance with the Council's policy (as set out in the Tenancy Strategy and the Housing Allocation Scheme).

Stage 4 - In the event that the review process has been unsuccessful for the tenant, a notice will be issued to the tenant(s) giving at least two months' notice stating that

the Council requires possession. This notice must be issued on or before the fixed term expires.

- 3.7 As set out in Stage 1, where tenants wish to have their tenancy renewed, they will be invited to submit a fresh housing register application. This will in effect be a consideration of the original application with any updated information (e.g., contact details; ages of children; place of work; disability issues; special considerations, etc). The onus will be on the tenant to ensure that the housing registration form is fully completed and submitted in good time for consideration.

Length of Tenancy Renewals

- 3.8 Where the Council renews a tenancy it will generally be for the same period that it was originally granted,) if the Housing Registration criteria identified above have been met. In exceptional circumstances, a 2 year tenancy may be granted following a 5 year term if there has been a breach of one or more of the conditions of tenancy. There will be no introductory (or probationary) tenancy for renewals unless there are exceptional circumstances which will be considered and approved by the panel of senior housing officers. Such circumstances could include persistent late and/or non-payment of rent and/or service charges; anti-social behaviour including causing loss of other tenants' quiet enjoyment of their home.

Review Procedures relating to the Offer of a Flexible Tenancy and Flexible Tenancy Renewals

- 3.9 An applicant may seek a review of the offer of a flexible tenancy or a decision not to renew a flexible tenancy. He/she has 21 days from receipt of the notice or decision to request a review.
- 3.10 In both instances set out above, the basis for renewal of such a tenancy will be raised with the tenant when the renewal process is due to begin, approximately 9 months before the tenancy is due to expire or any other reason that the Director of Housing decides.

4. Affordable Rents in the Borough

- 4.1 One of the objectives of the National Government through its *Future for Social Housing* consultation paper and the 2011 Localism Act that followed it was to generate additional revenue from the rental stream of new affordable housing, with the intention of alleviating the capital cost of housing development. This meant rather than adopting rents which were generated from individual housing associations' policies – mostly 'target rents' - the intention was to link affordable rents to those of the local housing market.
- 4.2 The Council's preference is that rents should be aligned as close as possible to 'target rents', i.e., social rents for individual housing associations and be affordable to people on low incomes in the Borough. The Council recognises that where schemes are funded by the Greater London Authority, rents charged may be either Discounted Rent (up to 80% of local market rents) or Capped Rent (up to 50% of local market rents), both inclusive of service charges. Where new social or affordable

rented homes are proposed, 'in year' indicative rents and service charges for comparative purposes should be set out. In calculating social and affordable rents, developers should have regard to the Mayor of London's *London Rents Map* (which uses up to date housing costs information from the Valuation Office Agency) for comparative purposes.

- 4.3 For guidance purposes, the Council will publish 'indicative rents' on its website based on affordable rents charged for that financial year in the borough that will give residents, housing associations and developers to 'benchmark' the level of rents the Council would expect to see charged. Our preference remains to support the delivery of rented homes charged at 'target rents', i.e., social rents, but the Council is also aware of the impact of service charges (which are excluded from the 'target rent' regime), particularly in high density developments. The Council would not expect target rents plus service charges to exceed Capped Rents described above and will expect service charges to be kept to an affordable minimum. The Council believes careful consideration to the design of new homes can help minimise costs derived from service charges.

November 2015

Annex C - HF Home Buy Allocation Scheme

Hammersmith & Fulham Council

**Home Buy Allocation
Scheme**

November 2015

1

Home Buy Allocation Scheme

Index

1. What is the Home Buy Allocation Scheme and why have one
2. What intermediate housing products are available
3. Who provides intermediate housing
4. Qualification and priority
5. Affordability Bands for Home Buy Products
6. Local Lettings Plans
7. How to Register for Home Buy

1. What is the Home Buy Allocation Scheme and why have one

1.1 The Home Buy Allocation Scheme sets out the Council's overall approach to allocating homes available to applicants on the Home Buy Register. These will be applicants who cannot afford to access open market housing in Hammersmith & Fulham and do not otherwise qualify to access affordable for rent housing that can be accessed under the Housing Allocation Scheme.

1.2 In more detail, the Home Buy Allocation Scheme seeks to:

Firstly, make clear to applicants seeking Home Buy opportunities what criteria needs to be met to access the Home Buy register and what products are available.

Secondly, make clear to developers and housing associations (also known as Private Registered Providers) what the Council's approach to Home Buy is, particularly in respect of affordability.

Thirdly, to align the Council's approach to allocating homes under the Home Buy Scheme with the approach the Council has adopted for social housing, as set out in the Housing Allocation Scheme which is being revised at the same time, with specific reference to Local Lettings Plans.

1.3 There are more detailed associated documents that address specific issues regarding registration and the kind of information that applicants need to provide the Council in order to access the Home Buy Register. These are available from the Council's Home Buy team whose details can be found at the end of this document.

2. What intermediate housing products are available

2.1 The rationale for intermediate housing is a very simple one: it is for people who do not qualify for social housing and who cannot afford to buy a home on the open market and in some instances not able to rent privately either. It is normally the case that the cost of intermediate housing will be lower than the cost of open market housing (including private rented housing) but higher than the cost of social/affordable rented housing. It relies on a discount which is achieved through public subsidy; discounted land; or through a 'planning obligation' whereby the developer provides the affordable housing as part of a planning agreement.

2.2 Intermediate housing tend to have three characteristics:

- The rent on the home is discounted
- The purchase cost of the home is discounted
- Both the rent and the purchase cost of the home is discounted

Service charges (e.g., cleaning and maintenance of communal and environmental areas; communal heating; management costs, etc) will be an additional cost, making up total 'housing costs'.

2.3 As a guiding principle, the more the discount, the lower the housing costs. But this means the cost of providing the home is greater. Given the high house prices in Hammersmith & Fulham, the discount can be hundreds of thousands of pounds for one property, which means the subsidies involved or planning obligation provided are a significant financial consideration for the developer concerned.

2.4 There are four main intermediate housing products, with a number of variations within each one.

1. Shared ownership: Applicants purchase on a leasehold basis paying between 25 and 75 per cent of the property value, and pay a low rent on the remaining property value to a housing association. This means a tenancy is created. The applicant is responsible for 100 per cent of the maintenance, and is likely to pay service charges if the property is a flat. Purchasers can buy additional shares up to 100 per cent, known as 'staircasing', if their financial circumstances allow them to do so.

2. Discount Market Sale (DMS) is a low cost home ownership product where a newly built property is purchased at a discounted price with the unsold equity held by the Council in perpetuity. The Council in effect gives the owner the free use of the Council's share. Should the home owner decide to sell the property, it is sold at the same percentage at the prevailing market value, ideally to another prospective purchaser from the Home Buy Register.

3. Intermediate Rent: These are homes, typically let by housing associations, at below market rent, thereby enabling tenants to save for a deposit. Rents are usually charged at up to 80 per cent of market levels.

4. Shared equity/loan: Applicants purchase the property outright with a conventional mortgage but with the assistance of a further loan, also secured against the title of the property. Interest is not typically charged on the loan for an initial period. There are no regular capital repayments required on the loan but the amount repaid is based on the property value at the time of redemption, reflecting any increase or decrease in the value of the home.

A further option is being considered by the Council.

5. Equity Home Share - The Council wants to take the best aspects of the products described above into something that is attractive for applicants; financially viable; and mortgageable. The DMS product is popular, but there is no scope for 'staircasing up' as per the shared ownership model, but nor is there an incentive to do so, apart from speculating on future house price rises. If the Council were to charge a rent for the unsold

equity, then this would involve creating a tenancy and would require a landlord (e.g., a housing association).

- 2.5 In summary, the Council is generally supportive of all the intermediate products described above, with the caveat that it is developing its approach to developing a fifth option. However, it will always to seek to ensure that any intermediate product that is developed is affordable to those seeking homes **and** that prospective applicants will be able to afford to sustain the housing costs of living in intermediate housing over the medium to long term.
- 2.6 There may be housing schemes and/or products that emerge that do not reflect the current descriptions in Section 2.4 above and/or Qualification & Priority criteria described in Section 4 below. Such schemes may be marketed separately by the Council.

3. Who Provides Intermediate Housing?

- 3.1 There are only a few organisations that provide intermediate housing. They are principally:

3.1.1 **Housing Associations** – also known as Private Registered Providers who have a strong record in delivering intermediate housing. Organisations such as Notting Hill; Peabody; Shepherds Bush; Catalyst (not an exhaustive list) all have a track record of delivering intermediate housing in the borough and outside it.

3.1.2 **Private Developers** – have in recent years delivered affordable products, principally Discount Market Sale housing. In this instance, the developer sells a proportion of the home to the applicant, with the remaining unsold proportion vested with the Council.

3.1.2 **Hammersmith & Fulham Council** – in its ‘direct delivery’ role had a programme of building new homes which in the past has led to the development of Discount Market Sale homes.

- 3.2 As a general principle, the Council will take responsibility for nominating households to Home Buy opportunities available in the borough. These will be structured through nomination agreements.

4. Qualification and Priority

4.1 When a New Build Home Buy property becomes available we alert all the people registered with h&f Home Buy via email. Once the property has been viewed and reservation fee lodged by those people who are seriously interested in moving to the property the council are sent a list of these people by the developing Housing Association or their agents from which we create a prioritised shortlist.

4.2 More people express an interest in low cost home ownership than we have available properties, so the council has to prioritise which people will be given

the opportunity to purchase. Information on minimum and maximum income levels are specified in the next section of this document.

Qualification

- 4.3 Regarding qualification for the Home Buy Register, applicants, should:
1. Live or work within the Borough
 2. Not be a home owner. (Note: exceptions to this rule will be where an applicant who is currently in a recognised low cost home ownership property and need to move to a larger home). Such applicants will have to have commenced the sale process of their existing home and must have at least reached the 'exchange of contract' stage before being considered for another LCHO property.
 3. Have a household income not exceeding the relevant limits (See Section 6)
 4. Not be able to purchase a comparable property on the open market
 5. Be eligible under the Council's Housing Allocation Scheme

Priority

- 4.4 The Council has followed government and local priorities when deciding who will be prioritised for Home Buy properties. Priority is given in the order listed below (the first two have joint priority):
1. Social tenants in either council housing or Private Registered Provider housing (i.e., housing association) accommodation, where the Council will gain the nomination of the vacated property vacated. This will include council tenants on 5 year flexible tenancies or 5 year housing association tenants on Assured Shorthold Tenancies.
 1. Armed Services (and Ex Armed Services) personnel (as defined by First Steps London*) living (or previously living as an adult) for twelve consecutive months in the borough
 3. Police officers living or working in the borough
 4. Homeless Working Households in Temporary Accommodation
 5. Disabled applicants who are wheelchair users (See Section 5.8)
 6. Households **living** for twelve consecutive months in the borough
 7. Household **working** for twelve consecutive months in the borough
 8. Households living or working in the borough with an income within the relevant limit

9. Households with an income above the levels specified in Section 6.3, expected to be mainly for resale of low cost home ownership products.

Note: Households will be prioritised in order of need for the type or bedroom size of the property and for family sized properties, households with a need will be prioritised. As a general principle, an applicant's household bedroom need will have more weight than that of an applicant who wants, but doesn't need an additional bedroom irrespective of the priority grouping. Where an applicant (or applicants) are expecting a child, additional bedroom need will only be considered after the second trimester of the pregnancy has occurred, with necessary evidence provided.

* First Steps London definition of eligible armed (and ex-armed) services personnel is as follows:

To be considered a priority, armed forces personnel must have completed basic (phase 1) training and fall into one of the following categories:

- *Regular service personnel (including Military Provost Guards Service in the Army, Navy, Air Force)*
- *Clinical staff (excluding doctors and dentists)*
- *MoD police officers*
- *Uniformed staff in the Defence Fire Service*
- *Ex-regular service personnel (who have served in the Armed Forces for a minimum of six years and can produce a Discharge certificate, or similar document). Applications must be within 12 months of discharge*
- *The surviving partners of regular service personnel who have died in service may be eligible to be prioritised where they apply within 12 months of the date of being bereaved*

The following roles are prioritised for Intermediate Rent only:

- *Full Time Reserve Service (Full Commitment)*
- *Individuals who have not completed basic training*

4.5 The Council reserves the right to change the prioritisation model and any other part of this Home Buy Allocation Scheme at any time without notice. This will be agreed by the Director of Housing responsible for Housing Options in consultation with the Cabinet Member for Housing.

4.6 There will be occasional schemes which have attracted specific funding which may require variations on the eligibility and qualifying criteria outlined above.

Shortlisting

4.7 The Council currently has over 7,000 applicants on its Home Buy Register. This means that when schemes are marketed, they are often over-subscribed.

The Council as part of its shortlisting process will assess the applicant's priority (as described in 5.4 above); their income; and their savings when considering who should be allocated a Home Buy Opportunity. In the case of two bedrooms or more, priority will be given to households with children. The Council will also be mindful of its statutory equality duties to ensure that a suitably wide range of the Hammersmith & Fulham community accesses Home Buy opportunities.

- 4.8 The Council acknowledges the Mayor of London's priority to facilitate greater choice, mobility and flexibility for Londoners. The Council will work with his representatives to ensure local and broader regional housing priorities are met through the operation of this Home Buy Allocation Scheme. Where intermediate housing is not nominated to locally after an agreed period, this may lead to the operation of a "cascade" mechanism whereby such homes are available to applicants outside the borough. Hammersmith & Fulham applicants will retain their local priority for the homes during the cascade period in line with the priorities set out in this Home Buy Allocation Scheme.

Housing for People with Disabilities

- 4.9 The Council as part of its planning approach requires that *all new build dwellings should be built to "Lifetime Homes" standards with 10% to be wheelchair accessible, or easily adaptable for residents that are wheelchair users* (Core Strategy Policy H4). Note: Reference to the Lifetime Homes Standard, wheelchair accessible or easily adaptable dwelling will be replaced by new Building Regulation Requirements on 1st Oct 2015 and the London Plan is currently being altered to ensure that these new optional requirements will be implemented in London.
- 4.10 Where the Council has secured affordable housing for Home Buy purposes which is accessible (or adaptable) for wheelchair users, such housing will be marketed in the first instance to Home Buy applicants who have indicated that they require such housing. The Council will seek to ensure that the marketing programme for such housing will be longer than that for general needs applicants.
- 4.11 Applicants who are wheelchair users will receive priority for accommodation which is wheelchair adapted/adaptable. A disabled applicant who uses a wheelchair at the time of application should be capable of independent living, allowing for any funded package of care and support. In the event that such accommodation is not allocated to a disabled applicant who uses a wheelchair, the Council may give priority to applicants who have moderate or severe disabilities (including learning disabilities) and be capable of independent living, allowing for any funded package of care and support. The Council may seek advice from its independent medical advisor to assess the severity of need to inform its decision.

5. Affordability and Income

- 5.1 It is important that applicants have sufficient income and saving to be able to both access the Home Buy products that the Council has available, but also to have the resources to sustain the occupancy of the home concerned. By this we mean be able to pay the housing costs, e.g., mortgage, rent, service charges and living expenses, in a managed fashion.

Affordability

- 5.2 As guiding principles, a successful applicant will need to:
- be in sustainable employment
 - have the necessary savings for any deposit required (dependent on the Home Buy product)
 - have sufficient income to meet the housing (and associated) costs of sustaining occupation of the Home Buy product
- 5.3 Affordability is based on a mortgage multiplier of 3.5 x gross annual household income. This means if your gross household income is £50,000, then the mortgage that we consider likely that you will be able to attract for affordability purposes would be £175,000. The Council does not expect housing costs to be greater than 40% of disposable income (i.e., after income tax), in line with guidance set by the Mayor of London.

Minimum Income Floor and Maximum Income Cap Levels

- 5.4 Eligibility for intermediate housing is defined largely in relation to income and ability to purchase a suitable home without assistance. Applicants (i.e., a single applicants or joint applicants) must have an annual income of more than £21,500 although we will consider exceptions to this (e.g. where an applicant has a substantial deposit). This is an 'income floor'. The maximum income that a household can earn and still qualify for the Home Buy Register is £71,000 for a one bedroom or two bedroom home, increasing to £85,000 for those with dependents purchasing three-bedrooms or more, in order to reflect the higher cost of both developing and buying a family sized home in London. These income levels should be considered as 'income ceilings'. The income floor and income ceilings are drawn from the Mayor of London's Annual Monitoring Report which are usually published in Spring of each year.
- 5.5 This means the maximum income you can have if you are seeking to access a home available under the Home Buy Allocation Scheme. The one exception to these limits would be Priority 9 identified in Section 4.4 (9) of this report.

6. Affordability Bands for Home Buy Products

- 6.1 The tenure, type and supply of affordable housing for Home Buy purposes comes from a number of sources and circumstances and it is therefore not possible to be certain about what will be available at a particular time. However, the Council is committed to increasing the supply and choice of affordable housing for Home Buy purposes as part of its wider objective to realise its regeneration and growth ambitions.
- 6.2 Where the Council is working with a private developer and/or a housing association on a scheme, the Council will seek to facilitate the delivery of

intermediate housing which will be affordable to applicants on incomes set out below. bands:

1. 1/3 affordable to households on gross incomes of up to £29,000 (midpoint figure £25,250)
2. 1/3 affordable to households on gross incomes of up to £43,550 (midpoint £36,275)
3. 1/3 affordable to households on gross incomes of up to £50,550 (midpoint £47,050)

- 6.3 The reasoning behind the affordability bands is simple: the Council wishes to see as broad a range as possible of income earners accessing Home Buy opportunities. If the affordable housing concerned were only available to households on incomes at the Mayor of London's income caps of £71,000 and £85,000 as described in Section 4.2, this would clearly be restricting access to households in lower paid employment, particularly those who are currently resident in social rented housing. The Council is particularly keen to encourage these cohorts of need to access intermediate housing opportunities available under the Home Buy Allocation Scheme.
- 6.4 In addition, the Council will seek the mid-point of these income bands when negotiating with developers and housing associations which are set out in brackets above
- 6.5 The Council will review these income bands in the spring of each financial year with a view to uplifting them using the Office for National Statistics (ONS) Average Working Earnings index.
- 6.6 Homes available to buy under Shared Ownership are usually available to purchase at a minimum equity purchase of 25% of their open market value with a rental payment due on the remaining 75% of the unowned equity, with additional payment due for service charges. With the high open market values in Hammersmith & Fulham, the Council will expect developers to minimise the rental payment on the unowned equity (i.e., that part owned by the housing association which the occupier pays rent on) and also service charges. This will help keep the monthly housing cost outgoing to a minimum, as close as possible to the income bands described in Section 6.2, but the Council recognises that this will continue to be challenging, as it is elsewhere in central London locations.
- 6.7 In calculating affordable Intermediate Rents, developers should have regard to the Mayor of London's *London Rents Map* (which uses up to date housing cost information from the Valuation Office Agency) when calculating what intermediate rents (which will include service charges) are intended to be charged and their relationship with the income bands described above.
- 6.8 The Council be considering ways and means of making available affordable housing for people on the income bands described above and will welcome innovative approaches from developers which achieve that objective.
- 6.9 As is clear from the above, the Council's approach is based on the income affordability, and is not based on the market value of the property concerned.

This is an important distinction. If the Council were to stipulate that all Home Buy products for sale (i.e., excluding Intermediate Rent opportunities) were to be priced at 50% of market value in the higher priced areas of the borough, then it is possible that very few homes would be affordable for applicants, even those on the higher income bands. What in effect happens is that applicants purchase a part of the home and have the use of the remainder. Some Home Buy Products such as Shared Ownership offer opportunities for applicants to buy the remainder at some point in the future as income and wealth increases which can happen as people's circumstances change.

- 6.10 Each scheme on which the Council works with a private developer and/or housing association will vary. There may be circumstances where it is not financially viable for affordable housing to be built which can be accessed by applicants on each of the income bands identified in Section 6.2.
- 6.11 For **Intermediate Rent** schemes, the Council expects housing costs (rent and services charges) to be no greater than 80% of local market rental costs (i.e., including service charges) and should be lower than this, given the high housing costs in Hammersmith & Fulham, and should be affordable to applicants on the income bands set out in Section 6.2.

7. Local Lettings Plans

- 7.1 The Housing Allocation Scheme (Dec 2012) gave the Council authority to adopt Local lettings Plans (LLPs) in accordance with government guidance. Any updated Scheme is likely to continue to feature the Council using this power. The purpose of LLPs is to adopt a different approach to lettings in an area where the Council wishes to achieve certain objectives, such as meeting specific housing needs, which may include alleviating overcrowding.
- 7.2 This approach may include allocating housing association homes charged at Affordable Rents (charged at up to 80% of local market rents) on fixed term tenancies. The intention is to create an opportunity for working households to save money on their housing costs in order to access the low cost home ownership at some future point. This is part of the Council's wider '*Delivering the change we need*' approach. The Council will be exploring other ways of achieving this objective.
- 7.3 Separate qualification criteria will apply to those persons on the Home Buy Register who qualify for an allocation under a Local Lettings Plan.
- 7.4 More detail on the Council's approach to Local Lettings Plans can be found in the Housing Allocation Scheme and consultation will take place on individual proposed Local Lettings Plan proposals.
- 7.5 Home Buy Applicants will be asked to make clear whether they wish to be considered for a Local Lettings Plan opportunity when they apply or are refreshing their current application.

8. Investigation of Fraud: Offences related to information given or withheld by applicants

8.1 Any applicant seeking to obtain accommodation by making a false or misleading statement or by withholding relevant information or by failing to inform the Council of any material change in circumstances is liable to have his/her application cancelled. Prosecution will be considered where it appears to the Council that a criminal offence has been committed.

9. Acts of Violence and Aggression to Hammersmith & Fulham Council Employees

9.1 Acts of Violence and Aggression to employees will not be tolerated by the Council and any Applicant who threatens or uses violence towards any Council employee or contractor will be removed from the register immediately.

10. How to register for Home Buy

10.1 If you wish to register with the Council for accommodation under the Home Buy Allocation Scheme, make your first point of enquiry our website to appraise you of further information available.

www.lbhf.gov.uk/homebuy

10.2 If you wish to make an appointment to see one of our specialists for a one-to-one meeting with an advisor, help with solicitors and finding an independent financial advisor:

call 020 8753 6464

or, email h&fHome-Buy@lbhf.gov.uk

November 2015



LBHF Equality Impact Analysis Tool

Page 191

Overall Information	Details of Equality Impact Analysis
Financial Year and Quarter	2015/16 Quarter 3
Name and details of policy, strategy, function, project, activity, or programme	<p>Adoption of the Council's Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme</p> <p>The adoption of the above documents originates from a first stage consultation process undertaken in January 2015 – March 2015 on the Council's proposed Draft Housing Strategy. As part of this process, views were sought on changes to particular aspects of the Council's proposed approach which were detailed in the Council's Housing Strategy, adopted by Cabinet on 11 May 2015. Draft Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme documents were the subject of a further consultation process with key stakeholders from 29 June 2015 to 16 September 2015.</p> <p>The Housing Allocation Scheme sets out the rules by which applicants in housing need are assessed and prioritised for suitable accommodation available to the Council, which includes affordable rented accommodation available from the Council and housing associations. The Tenancy Strategy sets out the Council's approach to the kinds of affordable housing tenancies granted in the borough by both itself in its landlord role and the borough's housing associations. The Home Buy Allocation Scheme sets out the Council's approach to prioritising applicants on low to medium incomes who are seeking low cost home ownership and other intermediate housing options.</p>
Date of completion of final EIA	2 October 2015

Section 02	Scoping of Full EIA
<p>Plan for completion</p>	<p>Timing: The Consultation on Housing Strategy began on 5th January 2015 and closed on 9 March 2015. Following this there has been a consideration of the responses and amendments made where appropriate with Cabinet approval of a revised strategy planned for 19 May 2015. A further consultation process was undertaken on the detail of the Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme draft documents, reflecting changes proposed in the adopted Housing Strategy was the subject of a further consultation process with key stakeholders from 29 June 2015 to 16 September 2015.</p> <p>Resources: Both consultation processes were led by the Interim Housing Strategy Manager.</p>
<p>Analyse the impact of the policy, strategy, function, project, activity, or programme</p>	<p>The Council is seeking to achieve a number of objectives through its revised Housing Strategy and the three documents – the Housing Allocation Scheme, Tenancy Strategy; and Home Buy Allocation Scheme – that it is proposing to adopt on 2 November 2015.</p> <p>The adopted Housing Strategy sets out the overall direction of travel for the new administration’s housing approach and includes a number of proposed policy changes and changes in emphasis and these are reflected across three themes with actions for delivery identified within an attached action plan. The three adopted housing strategy themes are:</p> <p>Regenerating Places and Increasing Affordable Housing Supply - The Council is considering options for empowering residents to take control over their homes and for maximising investment in existing and new council homes. There is a greater emphasis on social and family housing, increasing availability and choice of affordable housing and a commitment to working more closely with housing associations including seeking innovative models of affordable housing.</p> <p>Meeting Housing Need and Aspiration - The Council will review options for amending the existing housing allocation scheme and creating new forms of tenancies, work more closely with the third sector to develop a Homelessness Prevention Action Plan, seek to increase range of HomeBuy products and an emphasis on better meeting the needs of older and vulnerable groups including disabled and learning disabled people. The Council is committed to working in partnership across agencies to deliver its responsibilities under the Care Act 2014 and to ensure that the most vulnerable in society have access to suitable housing options and where necessary can live in a supported housing environment. The Council has stated its preference for secure ‘lifetime’ tenancies which are affordable to local people.</p> <p>Excellent Housing Services for All - The Council will work with residents to develop greater levels of tenant</p>

participation and engagement to help deliver improved housing management services and will focus on tackling empty properties and improving the quality of private sector. We aim to work closely with all agencies to deliver safer places for people to live in.

The three documents that are the subject of this EqIA focus on delivering three of the actions identified in the Meeting Housing Need and Aspiration theme. Specifically:

The **Housing Allocation Scheme** sets out the rules by which applicants in housing need are assessed and prioritised for suitable accommodation available to the Council, which includes affordable rented accommodation available from the Council and housing associations. Changes included amending the overcrowding qualifying criteria from 2 bedroom need to a 1 bedroom need; to relax the medical condition qualifying criteria from 'severely affected' to 'moderately affected'; and, local residency qualifying criteria to be changed from 'five years' to 'five out of the previous seven years'.

The **Tenancy Strategy** sets out the Council's approach to the kinds of affordable housing tenancies granted in the borough by both itself in its landlord role and the borough's housing associations. Changes included reintroducing re-lifetime council tenancies for general needs applicants, but retain the option to grant fixed term tenancies for particular categories of applicant, primarily for those who have a history of criminal or anti-social behaviour or applicants who are eligible and qualify for accommodation through the adoption of a Local Lettings Plan.

The **Home Buy Allocation Scheme** sets out the Council's approach to prioritising applicants on low to medium incomes who are seeking low cost home ownership and other intermediate housing options. Changes include reference to the 'thirds' approach to affordability, with intermediate housing products income bands of up to £29,000; up to £43,550; up to £50,550 which will be index linked to the Average Weekly Earnings Index (AWEI).

The overall intention is to increase the range and number of housing choices that applicants are able to access, whilst also 'relaxing' the needs criteria in certain instances, particularly in respect of the Housing Allocation Scheme, as described above. People seeking suitable and/or affordable accommodation are often in 'crisis' in a homelessness context and are generally disproportionately over-represented from the protected groups described in the section below. People from protected groups are on average on lower incomes; not in secure employment (often unemployed) and therefore require support from the Council to assist with their housing circumstances.

Assessments indicate the adopted changes contained within the revised Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme are expected to have positive impacts across the majority of the protected equality groups described below. As a general point, affordable housing is allocated to applicants in need,

who are over-represented by people from the public sector equality groups described below.

It should be noted that the changes to the Housing Allocation Scheme are expected to have an impact of longer waiting times for accommodation for existing applicants, as such applicants will be competing for the same accommodation as new applicants who were previously did not qualify for the Scheme. The long term impacts of the changes on other protected groups will need to be monitored. An increase in affordable housing and other forms of suitable accommodation will mitigate possible negative impacts.

However any impacts will need to be monitored on an ongoing basis to assess whether there are any unintentional consequences resulting from policy changes and to allow any negative impacts to be mitigated where this is possible and assurance given that where this is not possible, negative impacts on protected group(s) are not unlawful

It should be noted that following a Court of Appeal Judgement (Jakimaviciute -v- London Borough of Hammersmith and Fulham Nov 14), the Council initiated a policy change agreed by Cabinet on 30 March 2015 to the Housing Allocation Scheme. This led to the re-instatement of households in long term temporary accommodation onto the housing register who had previously been excluded under the rules of the December 2012 Scheme. The equality impacts are likely to be considered positive as homeless applicants who the Council has accepted a duty towards are overwhelmingly from the protected groups described below. In 2014/15, the Council accepted a homeless duty towards 444 applicants. 35% of homeless acceptances were from white or white other groups; 12% from Asian groups; 36% from black (including Afro Caribbean & African) groups; 14% other mixed groups; and 1% not stated. Therefore 62% of those in temporary accommodation are from BME or mixed backgrounds. By adopting the new policies proposed, particularly in respect of the Housing Allocation Scheme, the beneficiaries of the changes are expected to be of similar to the cohorts above.

What follows below is some description of the profile of the public sector equality groups and what kind of impacts are expected from the adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme.

Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
Age	<p>Older people:</p> <p>Overall, the adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme is likely to have a neutral impact on older people.</p> <p>Specifically, the change in the Housing Allocation Scheme medical needs criteria from 'severe' to 'moderate' may have a positive impact on those older people who have a moderate medical condition.</p> <p>Applicants over the age of 65 are currently granted 'lifetime' tenancies by the Council. Such applicants will continue to be granted such tenancies.</p> <p>Note: There is a planned review of options for sheltered housing which will be carried out in partnership with Adult Social Care and Health and this offers an opportunity to link up to the proposed tri-borough JSNA 'deep dive' proposal on Health and Disability Related Needs Housing to consider how best to meet changing population needs of existing and future tenants and explore how the Council's offer could be improved in light of responsibilities under the Care Act 2014.</p> <p>Young people</p> <p>Regarding changes to the Housing Allocation Scheme, in Sept 2015, 9% of those currently in temporary accommodation are aged 25 and under therefore</p>	<p>Neutral</p> <p>Positive</p> <p>Neutral</p> <p>Positive</p>

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

		<p>this group will be positively impacted by the council requalifying those who are owed the homeless duty who are in suitable long term accommodation. However the long term impact of this policy change will need to be monitored to examine the impact on waiting times and how this affects other protected groups.</p> <p>In relation to the Housing Allocation Scheme, the Council will need to monitor and take mitigating action where possible negative impacts that could occur arising from the operation of the local residency criteria on applicants (or joint applicants and their children-aged household members) seeking suitable accommodation from the Council.</p> <p>A relaxation on the needs threshold on overcrowding will have a positive impact on families and the children within the households.</p> <p>Specifically, the change in the Tenancy Strategy where by applicants under the age of 25 will now receive lifetime tenancies rather than 2 year fixed term tenancies. Also on the Tenancy Strategy, by changing tenancies from fixed term tenancies to 'lifetime' tenancies, there will be positive impacts for children (and women) as they will benefit from increased security of tenure.</p>	<p>Positive</p> <p>Positive</p>
	Disability	<p>Information on existing tenants and physical disabilities does not provide an accurate picture of the tenant profile as information is captured at the point of tenancy signing but there isn't a systematic approach to keeping tenant information updated and information about those on the register gives only a partial pictures as it reflects demand only. Current figures for physical disability show 6.6% of those on the housing register are adults with a physical disability and 3.5% of all existing tenants report a physical disability. However three quarters of the Council's housing stock are flats with nearly half having no ground floor entrance and some having no lift access. The borough's accessible housing register shows a limited supply of step free, accessible housing. Given 70% of all disability claimants in LBHF are of working age which is higher than the London average and 24% of all claimants are receiving the higher care rate. It has been noted that in general disabled residents are proportionately less likely to be in employment and where they are earning levels may be low. The</p>	

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

		<p>employment rate for those living with health conditions lasting 12 months or more is 60.1%. Within this figure those with learning disabilities and mental health needs have significantly lower employment levels at 33.1% (Source Disability Benefits Claimants – Borough Overview LBHF March 2012 and LBHF Housing Market Assessment 2014)</p> <p>The proposal for a relaxation of the needs threshold for applicants with a moderate (from a severe need) , could mean those with a disability would be eligible for re-qualification for the housing register. In total 99 households were disqualified from the housing register for this reason of whom 38 also failed the residence test. Whilst this would have an initial positive impact on those with less severe medical need the impact on overall waiting times will need to be monitored and the impact on those with greatest need will be monitored.</p> <p>Specifically, the change in the Housing Allocation Scheme medical needs criteria from ‘severe’ to ‘moderate’ should have a positive impact on those older people who have a disability.</p> <p>The Home Buy Allocation Scheme makes specific reference to giving priority to those applicants who use wheelchairs to be given priority for homes that are wheelchair accessible.</p>	<p>Positive</p> <p>Positive</p> <p>Positive</p>
	Gender reassignment	The adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme is not expected to have a negative or positive impact on people who have transitioned or are transgender.	Neutral
	Marriage and Civil Partnership	The adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme is not seeking to deliver a specific service for married people or people who are civil partners.	Neutral
	Pregnancy and maternity	The majority of pregnant women or pregnant women with dependent children on the housing register have a 2 bed and above requirement and any relaxation to the needs threshold on overcrowding to allow families overcrowded by one 1 bedroom to qualify will have a positive impact on this protected group. However the limited supply of larger 3+ bed accommodation may disproportionately impact pregnant women with dependent children and the impact of changes to the allocation policies will need to be monitored. Only 18% of 201/15 allocations	Positive

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

		<p>across all groups were for properties of 3 beds and above reflecting the limited supply in the borough and of those only 2 went to pregnant households.</p> <p>The change to the Housing Allocation Scheme to re-instate homeless families where duty is accepted back onto the register will have had a positive impact for pregnant women as will relaxation on medical needs and overcrowding. This protected group would also benefit from the proposal to award all new tenants lifetime secure tenancies.</p> <p>Specifically, on the Home Buy Allocation Scheme, an additional reference has been made to an applicant (or applicants) are expecting a child, additional bedroom need will only be considered after the second trimester of the pregnancy has occurred, with necessary evidence provided. This means that the bedroom needs of an unborn child can be considered in advance of the birth of a child, which should have positive impacts for both women (where they are the sole applicant) and the expected child. A similar adjustment has been made to the Housing Allocation Scheme which should have similar positive impacts.</p>	<p>Positive</p> <p>Positive</p>
	Race	<p>2011 census figures found 55% of the population of Hammersmith and Fulham are from a population group other than White British and of these 31.9% of residents belong to an ethnic group other than White. The main ethnic minorities identifies in the borough are Black African (5.8%), Mixed (5.5%). 40% of all council tenants identify themselves as from Black and Minority Ethnic groups and the majority of these tenants live on Council Estates. 74.2% of the working age population are from white ethnic backgrounds compared to 59.4% for those from BME backgrounds with varying employment rates between ethnic groups. (Source: Annual Population Survey 12 months to June 2013). The high levels of deprivation that continues to be experienced by some ethnic minority households translates into an inevitable high level of representation with homeless and housing demand figures.</p> <p>In 2014/15, the Council accepted a homeless duty towards 444 applicants. 35% of homeless acceptances were from white or white other groups; 12% from Asian groups; 36% were to people from black (including Afro Caribbean &</p>	<p>Positive</p>

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

		<p>African) groups; 14% other mixed groups; 1% not stated. The Housing Register in 2013/14 constituted 36.43% from White UK and Irish, 8.12% from Other White, 6.03% not stated, Other Ethnic – 5.68%, Mixed 4.99% and Black and Black British and Asian and Asian British 38.75%.</p> <p>On the Housing Allocation Scheme, re-admitting applicants in long term temporary accommodation back onto the Housing Register will have positive impacts on this protected group. Of the 950 applicants in long term temporary accommodation in Sept 2015, 69% are from black, Asian, minority ethnic backgrounds with 26% from white backgrounds.</p> <p>On the Housing Allocation Scheme, relaxing access to applicants who are overcrowded by one bedroom as opposed to two bedrooms, will have a positive impact on applicants from black, Asian, minority ethnic backgrounds as they are disproportionately over-represented in this need group.</p> <p>By seeking to ensure Home Buy products are as affordable as possible, this should benefit applicants from this protected group tend to earn less than applicants from white ethnic groups.</p>	<p>Positive</p> <p>Positive</p> <p>Positive</p>
	Religion/belief (including non-belief)	The adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme is not seeking to deliver a specific service for married people or people who are civil partners.	Neutral
	Sex	61% of council tenants are women and the majority live on estates (as opposed to street properties). Over 72% of main applicants on the housing register are women, 81% of main applicants in temporary accommodation are women and over 82% of main applicants where a homeless duty was accepted were women. 64% of allocations in 2013/14 were households with women as the main applicant. The changes to the Housing Allocation Scheme are likely to have a positive impact on this protected group.	Positive
		There is a marked difference in employment rates by gender with 61% of women aged 16-64 in employment to 74.2% of men. (Source – LBHF Housing Market Assessment 2014) As well as the difference in employment rates women are more likely to be over-represented in low paid and part time employment. Therefore increasing the availability and quality of affordable rented	Positive

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

	<p>accommodation in the borough will have a positive impact on both sexes but proportionately more on women in line with their representation in the statistics and economic status. 56.15% of Home Buy applicants are women, increasing the options and models of Home Buy available will have a positive impact on both sexes but particularly on women given their representation on the register.</p> <p>On the Housing Allocation Scheme, re-admitting applicants in long term temporary accommodation back onto the Housing Register will have positive impacts on this protected group. Of the 950 applicants in long term temporary accommodation in Sept 2015, 82% are from women with the remaining 18% from men.</p> <p>Specifically, on the Tenancy Strategy, by changing tenancies from fixed term tenancies to 'lifetime' tenancies, there will be positive impacts for women (and children) as they will benefit from increased security of tenure.</p>	<p>Positive</p> <p>Positive</p>
Sexual Orientation	The adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme is not seeking to deliver a specific service for married people or people who are civil partners.	Neutral

Human Rights or Children's Rights

If your decision has the potential to affect Human Rights or Children's Rights, please contact your Equality Lead for advice

Will it affect Human Rights, as defined by the Human Rights Act 1998?

No

Will it affect Children's Rights, as defined by the UNCRC (1992)?

No

Section 03

Analysis of relevant data

Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.

Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

Documents and data reviewed	<p>Hammersmith and Fulham Borough Profile 2014 LBHF Housing Strategic Housing Market Assessment (SHMA) 2014 LBHF equalities data on council tenants 2013/14, housing demand as at 3/11/11, temporary accommodation as at 3/11/11, allocations 2013/14, duty acceptances 2013/14 & 2014/15 Disability Benefit Claimants – Borough Overview 2012/13 LBHF Older People’s Housing Needs/Gaps analysis 2014 LBHF Physical Disabilities Housing Needs/Gaps analysis 2014 Bespoke data generated by the H&F Performance and Information Team on the socio-economic, gender, ethnic profile of the council tenant population and people approach the Council for homeless advice and support.</p>
New research	<p>As part of the broader Housing Strategy process, further work is likely to arise from the JSNA ‘deep-dive’ research project on Health and Disability Related Needs Housing. This is expected to have an impact on how future applicants needs are assessed and prioritised in line with policies set out in the 2014 Care Act.</p>
Section 04	Consultation
Consultation	<p>The consultation on the draft strategy commenced in early January 2015 and closed on 9 March 2015 which set the direction of travel for changes described in this EIA and summarised in the 11 May 2015 Cabinet Report. Consultation with key stakeholders on the Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme commenced on 29 June 2015 and ended on 16 September 2015.</p>
Analysis of consultation outcomes	<p>Comments received on the Draft Housing Strategy (and Draft EIA) were received and considered and these were mainly textual amendments which have been addressed in the final suite of housing strategy documents, adopted by Cabinet on 11 May 2015. Further consideration of detailed comments made by individuals and organisations has been undertaken and described in the 2 November 2015 Cabinet Report. Specifically on equalities issues, disability organisations whilst broadly supportive of the proposed approach, referenced the need to introduce ‘hate crimes’ towards disabled people as a disqualifying criteria for applicants seeking accommodation under the Housing Allocation Scheme which was referenced into the revised Scheme to be adopted.</p>

Page 201

Section 05	Analysis of impact and outcomes
Analysis	<p>The Equalities Impact Assessment of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme has found that in general there is unlikely to be any potential unlawful discrimination as a result of the adoption of the documents. The Draft Housing Strategy, setting the direction of travel for the key changes in the three documents was consulted on during January 2015 to March 2015. These changes were embedded in the Housing Allocation Scheme; Tenancy Strategy; and Home Buy Allocation Scheme draft documents which were themselves the subject of a consultation process from 29 June 2015 to 16 September 2015.</p>

Section 06	Reducing any adverse impacts and recommendations
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Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

Outcome of Analysis	Overall, the adoption of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme will have a positive impact upon all protected groups and characteristics. The protected characteristics of age, disability, pregnancy & maternity and Race will be positively impacted upon by implementation. Officers will need to be mindful of any unintended negative impacts and mitigate where possible. The Council will take the following action: Monitor the impact of policies on an ongoing basis.
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Section 07	Action Plan
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Action Plan	Note: You will only need to use this section if you have identified actions as a result of your analysis					
	Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan
	Monitoring the effects of implementation of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme documents on protected groups	Ongoing monitoring of the impact of key policies	Ongoing	To be confirmed	Early identification of adverse impacts regarding the implementation of the Housing Allocation Scheme, Tenancy Strategy and Home Buy Allocation Scheme documents on protected groups	To be confirmed

Page 202

Section 08	Agreement, publication and monitoring
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Chief Officers' sign-off	Name: Mike England Position: Lead Director - Housing Options
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Annex D HF - EqIA Housing Allocation Scheme Tenancy Strategy & Home Buy Allocation Scheme

	Email: mike.england@lbhf.gov.uk Telephone No: 020 8753 5344
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 2 November 2015 Key equalities issues have been included: Yes

Economic Regeneration, Housing and the Arts Policy and Accountability Committee Minutes

Tuesday 7 July 2015

PRESENT

Committee members: Councillors Daryl Brown, Alan De'Ath (Chair) and Lucy Ivimy

Other Councillors: Councillors Lisa Homan and Andrew Jones

Officers: Craig Bowdery (Scrutiny Manager), Mike England (Director for Housing Options Skills & Economic Development) and Toby Graves (Head of Housing Advice & Assessment)

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Connell, Fennimore and Phibbs.

64. DECLARATIONS OF INTEREST

Cllr Alan De'Ath declared a non-pecuniary interest as he was part of the Home Buy Scheme. He explained that he would remain in the room but not participate in this part of the discussion for agenda item 5.

65. MINUTES

RESOLVED –

That the minutes of the meeting held on 2nd June 2015 be approved as a correct record and signed by the Chair.

66. ELECTION OF VICE-CHAIR

RESOLVED –

That Cllr Lucy Ivimy be elected as Vice-Chair for the 2015/16 municipal year.

67. **HOUSING STRATEGY SECOND PHASE OF CONSULTATION ON THE COUNCIL'S HOUSING ALLOCATION SCHEME; TENANCY STRATEGY; AND HOME BUY ALLOCATION SCHEME DRAFT DOCUMENTS**

Cllr Lisa Homan introduced a report from the Lead Director for Housing outlining proposals for new Council housing policies. She explained that at the beginning of the year, the overarching Housing Strategy was open for consultation and many comments were received. The Strategy had now been agreed and many of the comments submitted were now reflected in the subsidiary policies on housing allocation, the tenancy strategy and the Home Buy scheme. Comments on the proposals were therefore invited from councillors and members of the public, with the consultation due to end on 16th September 2015.

Cllr Homan explained the historical context of the proposed new policies, as prior to May 2013 there had been over 11,000 people on the housing register. Following changes made by the previous administration, over 10,000 people were removed. There were currently around 2,000 people on the list, and the new proposed policies were intended to increase this number further. However due to limited availability of housing in the Borough, only around 600 homes were being allocated each year. Given the supply could not keep up with demand, it would therefore be important to strike a fair balance to determine who was eligible for housing.

Officers summarised the report and outlined the key features of each proposed new policy and invited comments:

Housing Allocation Scheme

Noting the preferential weighting for residents making a defined community contribution, a member of the public asked whether this might potentially discriminate against disabled people. Officers explained that there were proposals within the policy to address this and ensure that disabled residents who met the other criteria would still be placed into Band 2. Following a public question, officers also confirmed that there was no grading of community contribution with all work (paid or voluntary) treated the same. The only exception was for members of the armed forces, who had separate provisions under national legislation. If a resident lost their job whilst on the register, then they would move down to Band 3, however if they had been allocated a home this would be a secure tenancy that was not dependent on maintaining the same circumstances. Officers also confirmed that once approved, the banding and priorities would become a statutory requirement for the Council to comply with, and as such there would not be instances of lower priority residents 'jumping the queue'. There might however be instances when an available home is not suitable for someone on the highest Band (for example, if it were too small or large), in which case the home would be allocated to the highest ranked suitable tenant. It was noted that previously housing allocation

schemes had not been the most robust in terms of ensuring priority order was adhered to, with the arrangements under Locata being highlighted.

Members of the public asked whether the priority bands would take into account factors such as poor or criminal behaviour. Officers explained that there would be some ability to disqualify people if there was clear evidence of antisocial or criminal behaviour. However there would not be an automatic expulsion from the housing register with the circumstances of each case judged on its merits. Disqualifying someone from being entitled to council housing was a sensitive matter and was an action that would not be taken without careful consideration in a case conference. The Cabinet Member reported that she had sat in on a case conference previously, and confirmed that all factors were carefully considered.

In response to concern expressed about Looked After Children (LACs) and young people, officers explained that all children coming out of Council care would be covered by a quota and that there were around 30 flats allocated each year for this purpose. For homeless young people under the age of 18, Children's Services provided assistance and those over 18 would be subject to the same requirements and banding as other residents. For vulnerable residents with Special Education Needs or in need of other support, the Borough also had a good range of supported accommodation.

Tenancy Strategy

Officers presented a summary of the proposed new strategy, a key component of which being a return to lifetime tenancies, with some fixed terms tenancies for particular circumstances. For example a Local Lettings Plan had been established for homes at the Edward Woods building specifically for new teachers as these homes were not suitable for families.

The Committee asked about how the Strategy would be defining 'teachers' and whether this would be anyone working in education or not. Officers explained that anyone with the TTS qualification working in one of the borough's schools (therefore not for private schools) would be eligible.

Members highlighted that there was a particular shortage of larger properties within the Council's housing portfolio, and asked therefore whether fixed terms tenancies should be considered when a family's children moved away. Officers acknowledged that this had been considered and would be one way of ensuring there were more family homes available for those on the register. However on balance it had been agreed that providing residents with secure tenancies was more important. Officers also reported that under-occupation of homes was an issue where they thought the Council could do more. The Council currently offered £2,000 per room when residents agreed to downsize their home and it was suggested that the incentives should be developed further. Members of the public present argued that the public health benefits of secure, long-term tenancies outweighed any other issues as they promoted engagement with the community and dissuaded anti-social behaviour.

The Cabinet Member also confirmed that if the new Strategy was agreed, the intention was to write to all existing short-term tenants to give them the option to convert their tenancies to lifetime arrangements.

Home Buy Allocation Scheme

Officers presented the proposed Scheme and Cllr Jones (Cabinet Member for Economic Development & Regeneration) explained that through the planning system there was currently many homes available at discount market rate (around 80% of market value), with hundreds more currently being built. However the Council wanted to provide affordable homes for those with lower household incomes of around £20-40,000. Land values in the Borough were extremely high which meant that even at 80% of market value, these homes were out of reach for many residents. The new Scheme therefore proposed intermediate level homes to provide truly affordable home ownership.

Members of the public asked how the Council could control people buying affordable homes and selling them on quickly to make significant profits and reducing the overall level of affordable housing. Cllr Jones explained that homes purchased at discount market rates would have covenants applied to them so that if they were sold, it would have to be at the same discount market rate as it was purchased.

Noting the priority afforded to certain occupations, members of the public asked why Police officers should be singled-out to be high priority and whether this should be expanded to all public sector workers. Officers explained that this was likely a historic provision, which could be reviewed as part of the consultation. Cllr Homan acknowledged that this should be reviewed and commented that Police officers would likely qualify through other criteria anyway.

The Committee thanked officers for their presentation and noted that the consultation was open until 16th September and that members of the public were invited to respond.

RESOLVED –

That the report be noted.

68. DATE OF THE NEXT MEETING

The dates of future meetings were agreed as follows:


- Tuesday 8th September 2015
- Tuesday 3rd November 2015
- Tuesday 1st December 2015
- Tuesday 19th January 2016
- Tuesday 8th March 2016
- Wednesday 20th April 2016

Meeting started: 7.00 pm

Meeting ended: 8.30 pm

Chairman

Contact officer: Craig Bowdery
Scrutiny Manager
Governance and Scrutiny
☎: 020 8756 2278
E-mail: craig.bowdery@lbhf.gov.uk

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>2 NOVEMBER 2015</p>		
<p>CONSULTATION ON PROPOSALS TO IMPROVE THE PRIVATE RENTED SECTOR</p>		
<p>Report of the Cabinet Member for Housing (Councillor Lisa Homan) and the Cabinet Member for Environment, Transport and Residents Services (Councillor Wesley Harcourt)</p>		
<p>Open Report</p>		
<p>Classification - For Decision</p>		
<p>Key Decision: Yes</p>		
<p>Wards Affected: All</p>		
<p>Accountable Director: Nicholas Austin, Director for Environmental Health</p>		
<p>Report Author: Richard Buckley, Head of Environmental Health</p>	<p>Contact Details: Tel: 020 8753 3971 E-mail: Richard.buckley@lbhf.gov.uk</p>	

1. EXECUTIVE SUMMARY

- 1.1. The Council wants to achieve better outcomes for our residents in the private rented sector, which now accounts for a third of the housing stock in the Borough. There are a number of responses the Council is considering to improve the standard and safety of private rented housing and address anti-social behaviour in what historically has been a difficult area to intervene in effectively. We want to develop ways to improve standards in this sector that are good for tenants and good for landlords.
- 1.2. This report sets out the basis for consulting on five key proposals including the introduction of additional and selective licensing, the introduction of a H&F private landlord's rental charter, the revision of minimum standards applied to Houses in Multiple Occupation and the formation of a Social

Lettings Agency to proactively raise housing standards and protect residents.

- 1.3. The proposals are revenue neutral.

2. RECOMMENDATIONS

- 2.1. To agree to consult Borough wide and cross-boundary on the proposed options.
- 2.2. To agree funding of up to £60,000 using existing capital funding for project management of consultation including the development of a cross boundary impact assessment.

3. REASONS FOR DECISION

- 3.1. The reason for the recommendation is to take steps to improve the private rented sector as set out in the Council's housing strategy and in line with the corporate priorities.

4. INTRODUCTION AND BACKGROUND

- 4.1. The private rented sector in LBHF has grown rapidly in the last ten years and now accounts for approximately 27,500 properties in the Borough, a third of the Borough's housing. It is likely that this trend is to continue leading to the private rented sector becoming the dominant housing provider.
- 4.2. There is a variety of property and landlords: ex Right-to-Buy council homes sold to investors; private landlords with a small to medium portfolio; "accidental" landlords who have one or more homes owned for investment or family reasons; and buy-to-let landlords (sometimes from overseas) who have bought homes in new developments.
- 4.3. A notable proportion of private rented sector accommodation is provided by Houses in Multiple Occupation (HMO). The definition of an HMO in the Housing Act 2004 is a property rented out by at least three people who are not from a single 'household' but share facilities like the bathroom and kitchen. The current mandatory licensing scheme in operation in the borough applies only to larger properties that have five or more sharers and three or more stories.
- 4.4. HMOs provide a valuable source of accommodation, however they also account for the largest proportion of reported hazardous defects annually to the private housing team. HMOs also tend to be at greater risk from poor management, fire safety issues, damp, poor ventilation and inadequate heating.
- 4.5. The increased demand and competition from tenants to find accommodation that is in short supply means that there is little market

driven incentive for poor landlords to maintain minimum safe housing standards.

- 4.6. It is reported that one in three private rented properties are 'non-decent' according to official measures. But this can obscure the harsh reality of what non-decency means: one in six privately rented homes (16 per cent) is considered physically unsafe according to a recent Citizen's advice report.
- 4.7. A Citizens Advice Report (A Nation of Renters, How England moved from secure family homes towards rundown rentals) reports that whilst nationally, in 2004 the most common household type renting were young single persons, in 2014 it was couples with children. This changing demographic is of key concern to the council, which is committed to reducing the effects of child poverty.
- 4.8. We intend to develop ways to improve standards in this sector in ways that are good for tenants and good for landlords.

5. PROPOSAL AND ISSUES

- 5.1. The Council wants to achieve better outcomes for our residents and landlords in the private rented sector. To improve the standard and safety of private rented housing the Council's Housing Strategy: 'Delivering the change we need', adopted in May 2015 following a full consultation, sets out the following key actions:

The Council will:

- Take steps to improve the Private Rented Sector
 - Investigate the advantages and disadvantages of licensing schemes within the Borough
 - Formulate an 'H&F Private Landlords' Charter which will include reference to conditions and standards in the private rented sector.
- 5.2. Seventy-six percent of those who responded to the housing strategy consultation agreed with the private rented sector actions.
 - 5.3. The Economic Regeneration, Housing and the Arts Policy and Accountability Committee formally resolved to support the proposals for improving private rented housing in the borough and asked the Cabinet to bring forward detailed plans for their implementation.

Stock condition private rented sector

- 5.4. The Council has encouraged the improvement of the private rented sector through enforcement, mandatory licensing of large HMOs and the promotion of landlord accreditation. Despite continuing work, last year (2014/2015) the private housing team received 903 requests from residents about defects within their rented accommodation; a 46% increase on the previous year.

- 5.5. The majority of defects were remedied as a result of the Council's intervention. Formal enforcement action was required in 87 properties where Category 1 Hazards (the most serious: e.g. fire, electrical and gas safety) were identified, 43 of which were due to excess cold (inadequate insulation and heating). The council is duty bound to take enforcement action where a Category 1 hazard exists; the enforcement of Category 2 hazards is discretionary and policy based.
- 5.6. A large proportion (over 40%) of the Borough's anti-social behaviour emanates from a small proportion (20%) of the Borough's private rented housing stock. Anti-social behaviour of concern includes noise nuisance and issues with rubbish collection and storage..
- 5.7. There are currently 284 licensed House's in Multiple Occupation (HMOs with 3 or more stories with 5 or more households) within the Borough providing homes to at least 1,400 residents. Last year, April 2014 to March 2015, private housing licensed 30 HMOs providing a total of 279 habitable rooms.
- 5.8. Despite reduced budgets in the public sector the Council has recently committed to fund two additional officers from existing identified resources. The officers will tackle unlicensed HMOs that require mandatory licensing and inspection but are currently operating outside the law. In addition, they will locate and identify HMOs that though not licensable require improvement to comply with legislation to make them safe habitable accommodation.

Licensing schemes and improving the private rented sector

- 5.9. Despite the increase in resources enforcement relies predominantly on tenant complaints. Evidence suggests that retaliatory eviction occurs following complaints about conditions, and that some tenants are therefore frightened to complain for fear of repercussions, even with the recently introduced laws under the Deregulation Act 2015 affording a degree of protection.
- 5.10. Reactive enforcement in response to resident complaints is insufficient on its own to deliver widespread improvement of the private rented sector. A more proactive and wider approach is needed and Licensing removes the need for a complaint for conditions to be addressed.
- 5.11. The introduction of licensing schemes would help the council to work with landlords to ensure homes are safe and well managed through a set of minimum standard conditions. This approach would shift the reliance away from using resident complaints to identify problems.
- 5.12. Many London Boroughs subject to the same housing issues have introduced licensing schemes to improve the sector. Notably Newham Council has led on a Borough wide scheme, with other Boroughs including Camden and Croydon following suit. In addition Brent, Haringey, Hillingdon, Barking and Dagenham and Hounslow operate a range of different schemes to meet their needs (see Appendix 1).

- 5.13. Under the Housing Act 2004 the Council can introduce other non-mandatory licensing schemes within its area; either Additional and/or Selective licensing.

Additional Licensing

- 5.14. Additional licensing can be introduced where poor landlord management can be demonstrated. An additional licensing scheme for houses in multiple occupation (HMOs) would require landlords who let a HMO property that meets a criteria to be determined by the council, which falls outside of the mandatory licensing scheme (3 or more storey and at least 5 households) that is occupied by three or more non-related occupiers that share some basic facilities (such as a kitchen) to have a licence.
- 5.15. Licensed HMOs must be inspected by a private housing officer within the period of the licence, which can be a maximum of five years. A guaranteed inspection provides greater confidence that hazardous defects will be proactively identified and remedied by landlords.

Selective Licensing

- 5.16. Selective licensing can be introduced if anti-social behaviour is identified as a 'significant' and 'persistent' problem. A *selective licensing scheme* would require landlords who let residential accommodation that falls outside of the mandatory and additional HMO definition to have a licence.
- 5.17. In March 2015 the Housing Minister introduces a requirement that local authorities will not be able to apply selective licensing to more than 20% of their geographical area or exceed 20% of the private rented sector unless approved by the Secretary of State.

Licensing Fees

- 5.18. The introduction of any scheme would need to operate on a cost neutral basis to the Council.
- 5.19. A fee would be charged for a licence that has been calculated on the basis of the anticipated scheme costs. The fee would cover the costs running and enforcement of the licensing scheme.
- 5.20. The proposed fees are set out in Section 6, Options 1 and 2.

H&F Landlord's Rental Charter

- 5.21. In London the main accreditation provider is the London Landlord Accreditation Scheme (LLAS) run by Camden as not for profit organisation, which awards accreditation to reputable landlords who undergo training and comply with a code of conduct.
- 5.22. The London Borough of Hammersmith & Fulham supports the LLAS. However, to date only 350 Hammersmith & Fulham landlords have signed up to the scheme, which represents a small fraction of the private rented sector market.
- 5.23. The Council is committed to introducing its own landlord charter that reflects local needs and widens the participation of landlords in improving the private rented sector.

HMO Standards

- 5.24. Minimum national standards for Houses in Multiple Occupation (HMOs) are prescribed in regulations under the Housing Act 2004. These relate to provision of bathrooms, WCs, kitchens, fire safety and heating within HMOs.
- 5.25. Under Section 65 of the Housing Act 2004, more detailed local HMO standards can be set to reflect local housing conditions, provided they do not fall below the national minimum standards.
- 5.26. The Council adopted its own minimum HMO standards in 2006. However, to reflect the increase in the private rented sector and to drive forward improvement these standards need revision to ensure that HMOs provide a good level of suitable accommodation and facilities.

Social Lettings Agency

- 5.27. A number of Local Authorities are considering the introduction of a Social Lettings Agency to bring together landlords and tenants in the local private rented sector. In the case of Hammersmith & Fulham the introduction of such a scheme would focus initially on applicants for housing and others seeking housing advice and assistance that the local authority would normally look to help place in the private sector.
- 5.28. For prospective tenants this could assist them to find access to accommodation which they would otherwise find difficult. For landlords, it could provide a steady flow of tenants at fee or commission rates which are not necessarily based on commercial rates. For the local authority the service could help prevent homelessness and support the maintenance by landlords of high standards of accommodation.

6. OPTIONS

Consultation Proposal 1: Introduction of Additional Licensing

- 6.1. A significant proportion of the complaints received from residents by the Council relate to defects such as inadequate heating, damp and deficient fire safety measures owing to poor management by landlords.
- 6.2. It is proposed to consult on the introduction of additional licensing across the whole Borough in order to protect families, children and individuals living in accommodation with shared facilities and raise overall standards.
- 6.3. The definition of a HMO in the Housing Act 2004 is a house or flat occupied by three or more people who form more than one household. The definition of HMO includes:
 - Buildings that consist of bedsit rooms where at least some of the facilities are shared (kitchen or bathroom)
 - Buildings with multiple units of accommodation that all have their own exclusive facilities but which are not self-contained
 - Buildings which contain a mixture of the above types of accommodation
 - Shared houses

- Buildings converted into self-contained flats that don't comply with the Building Regulations 1991 and where less than two thirds of the flats are owner-occupied are known as section 257 HMOs (applicable in the proposed scheme to only those properties where half or more of the units are let and only those parts under the control of the proposed licensee or freeholder).
- 6.4. To identify potential HMOs within the Borough analysis has been undertaken through statistical modelling using a number of council data sets. Officers have inspected a sample set of properties to verify the data which appears to be both accurate and robust. It is estimated that there are potentially between 3,000 and 4,000 HMOs in the Borough.
 - 6.5. The proposed associated fee for additional licensing consists of a base fee of around £500 and an additional £25 per habitable unit with a £50 discount available if signed up to the H&F Landlord's Charter. The full fee, if calculated over the licensing period of 5 years (assuming a HMO with 3 units at £575) equates to £2.21 per week. An additional fee for landlords requiring assistance with the application is also to be proposed.

Consultation Proposal 2: Introduction of Selective Licensing

- 6.6. A review of the available data confirms a link between rented properties in the private sector and anti-social behaviour.
- 6.7. There is a strong correlation between the private rented sector and anti-social behaviour at street level in a number of locations. In order to verify the accuracy of the modelling data officers inspected a sample set of properties. Streets with notable proportions of social housing have been excluded to ensure the data is not skewed.
- 6.8. A model has been developed that has arrived at a number of options to cover those private rented properties that result in high levels of anti-social behaviour (for example, noise and litter), which will deliver the best outcome in terms of improving the private rented sector. Field inspections confirmed that the modelling appears accurate and robust.
- 6.9. It is proposed to consult on the introduction of selective licensing covering a fifth of the Borough's streets. It would seek to protect families, children and single households in rented accommodation and raise overall standards.
- 6.10. The proposed option would cover over 5,000 properties accounting for 40% of the borough's anti-social behaviour. The majority of this accommodation is in streets with a mixed commercial/residential make up i.e. predominantly along major roads and adjoining streets.
- 6.11. The proposed associated fee for selective licensing is around £500 (£50 discount if signing up to the H&F Landlord's Charter. The full fee, if calculated over the licensing period of 5 years equates to £1.92 per week. An additional fee for landlords requiring assistance in the application is also proposed.

Consultation Proposal 3: Introduction H&F Landlord's Rental Charter

- 6.12. It is proposed to consult of the introduction of a 'H&F Landlords Rental Charter' that commits landlords to best practice on rents, housing standards, charges, tenants' deposit protection and security of tenure.
- 6.13. Landlords will be able to display a copy of their signed charter to demonstrate to tenants that they uphold to the principles of good management. Landlords renting a property, which requires a licence will benefit from a suggested discount of £50 per licensed property.
- 6.14. The proposal aims to be light touch and the council will not verify that landlords are upholding the principles set out in the charter. However, landlords who have signed the charter but do not uphold to the principles will have their chartered status removed if an inspecting council officer has cause to, subject to review.

Consultation Proposal 4: Revision of H&F local HMO standards

- 6.15. It is proposed to revise the local HMO standards that are used to determine whether a property is reasonably suitable for occupation by a certain number of persons.
- 6.16. By amending its local standards the Council ensures that accommodation is maintained above minimal national standards that do not adequately reflect the built form, size, layout and type of HMO that is typically found in our Borough.
- 6.17. New local standards will provide information for landlords on what is required of them to comply with the law. This will include the management, safety, facilities and living space for the occupiers.
- 6.18. The main proposed changes to the HMO standards are: -
 - To separate the previous HMO standards into three categories of property type, as follows:
 - HMOs comprising bedsit/studio rooms
 - Flats in multiple occupation and shared houses
 - Hostels/staff/vocational accommodation
 - To include studio type accommodation (i.e. where all facilities are provided within the main room) within the standards.
 - To require improved standards and guidance to reflect the main hazards in the Housing Health and Safety Rating System such as fire safety and excess cold.

Consultation Proposal 5: Formation of a Social Lettings Agency

- 6.19. It is proposed to consult on the formation of a Social Lettings Agency managed by the Council to better represent and advise its residents.
- 6.20. The views of landlords and residents will be sought on the introduction of such a scheme, tenancy fees and commission rates.

7. CONSULTATION

- 7.1. The consultation will seek the views of residents and landlords, both in the affected areas and neighbouring wards and Boroughs, on the proposed introduction of licensing schemes.
- 7.2. The consultation will run for a minimum of 12 weeks to ensure that sufficient opportunity is given for feedback.
- 7.3. It is proposed that the consultation will be managed by an external consultancy that is experienced in running such initiatives and will include extensive publicity and the development of a cross boundary impact assessment.
- 7.4. It is proposed to commence consultation in early to mid-2016 following their appointment.

8. EQUALITY IMPLICATIONS

- 8.1. An Initial Screening Equality Impact Analysis has been undertaken and shows positive advantages to particular groups of person from the proposals.
- 8.2. The key groups that will be affected by the proposals are private rented sector tenants within the designated areas and landlords who will be required to purchase a license.
- 8.3. Licensing seeks to target poor housing that is below a standard considered to be safe or fit for habitation as defined under the Housing Act 2004. Such housing is often inhabited by persons and families who are on low incomes and potentially vulnerable. The introduction of licensing is envisaged to have a positive impact on equalities.
- 8.4. A full equalities impact assessment will be undertaken following the consultation feedback and the development of recommended proposals.

9. LEGAL IMPLICATIONS

- 9.1. Under the Housing Act 2004 ("the Act"), Local Authorities can adopt their own licensing scheme in addition to the mandatory regime. This additional licensing scheme is achieved by making a designation, and the power can be restricted to certain areas or to particular categories of HMO. Under section 57 of the Housing Act 2004 the Local Authority must ensure that any exercise of their power to require additional licensing is consistent with their overall housing strategy. The Authority must also adopt a co-ordinated approach in dealing with the overlapping issues of homelessness, empty properties and anti-social behaviour in the private sector.
- 9.2. The Authority must not make a designation unless it has, first, considered whether there are any other courses of action available to the Authority

that might provide an effective method of dealing with the problems associated with HMO's that are exempt from the mandatory regime. Secondly, the Authority must have considered that making the designation will significantly assist the Authority to deal with the problems associated with HMO's that are exempt from the mandatory regime.

- 9.3. To make a designation, under s.56(2) of the Act the authority must consider that a significant proportion of the HMOs which will be subject to the scheme are being managed so ineffectively as to give rise, or to be likely to give rise, to problems either for the occupiers of the HMOs or for members of the public. Before making a designation, under s.56(3), the authority must take reasonable steps to consult persons who are likely to be affected by it, and must consider any representations made in response.
- 9.4. Section 80 of the Act gives powers to Local Authorities to designate areas, or the whole of the area within their district, as subject to selective licensing in respect of privately rented accommodation, provided certain conditions are met. The second set of general conditions are—
 - (a) that the area is experiencing a significant and persistent problem caused by anti-social behaviour;
 - (b) that some or all of the private sector landlords who have let premises in the area (whether under leases or licences) are failing to take action to combat the problem that it would be appropriate for them to take; and
 - (c) that making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, lead to a reduction in, or the elimination of, the problem.
- 9.5. THE SELECTIVE LICENSING OF HOUSES (ADDITIONAL CONDITIONS) (ENGLAND) ORDER 2015 (SI 2015 No. 977) sets out that an area can also be designated as subject to selective licensing if the area contains a high proportion of properties in the private rented sector, in relation to the total housing accommodation in that area, and these properties are occupied under assured tenancies or licences to occupy. Further, it requires that one or more of the four additional sets of conditions must be satisfied. These relate to poor property conditions, current or recent experience of large amounts of inward migration, areas which have a high level of deprivation, or areas which have high levels of crime. The Order therefore broadens the criteria by which a local authority can designate an area as subject to selective licensing.
- 9.6. Under S81 the authority must ensure that any exercise of the power is consistent with the authority's overall housing strategy.
- 9.7. Under the Housing Act the consultation must be no less than 10 weeks. In addition it must meet the conditions as set out in the case of R (Regas) v LB Enfield [2014] EWHC and ensure that potential landlords in neighbouring Boroughs who are likely to be affected outside the designated area are also consulted.
- 9.8. A designation must be confirmed by the Secretary of State, and this confirmation may be by way of the 2015 general approval above for

schemes of certain types, as is the case with the London Borough of Hammersmith and Fulham proposed scheme.

- 9.9. Under the Act a designation may last for a maximum of five years. The authority must periodically review its operation and may revoke it if they consider it appropriate to do so. If a designation is revoked, the authority must comply with certain prescribed publicity requirements.
- 9.10. The Legal position in respect of licensing fees obtained through additional licensing has now been clarified by the recent Supreme Court judgement in R (on the application of Hemming (t/a/ Simply Pleasure Ltd and others) v. Westminster City Council [2015] UKSC 25. In his judgement, Lord Mance confirmed as lawful applications for licenses made on terms that the applicant must pay;
 - i. On making the application, the costs of the authorisation procedures and formalities, and
 - ii. On the application being successful, a further fee to cover the costs of the running and enforcement of the licensing scheme.
- 9.11. Section 87(7) of the Housing Act 2004 provides that when fixing fees all costs incurred by the Council in carrying out their functions in respect of the selective licensing scheme can be included in the fee. Those elements of the fee that cover the costs of the running and enforcement of the licensing scheme are only payable on the application being successful.
- 9.12. The fee process reflects this structure, and would therefore be in line with the requirements as set out in the Provision of Services Regulations 2009 which gives effect to Directive 2006/123/EC on services in the internal market.

Implications verified/completed by: Tazafar Asghar, Barrister, For the Director of Law 020 8753 2724

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The consultation will be required to be project managed using an external independent company. It is estimated that the coordination of the consultation both within and immediately outside the Borough will cost in the region of £60,000, including media costs. It is proposed to fund the process through the release of capital funds from private housing resources.
- 10.2. There is an unrestricted capital grant which relates to the London Landlord's accreditation scheme in the balance sheet totalling £174,480. This was provided to Hammersmith and Fulham to renovate Private Housing and bring it back into use in the private sector. There are insufficient funds in the revenue budget to finance consultants and permission is requested to draw down part of the capital grant to fund this initiative.

- 10.3. As the exact level of income from fees should a scheme be adopted will depend on the number of actual properties meeting the selective licence criteria, the number HMO properties, number of units within the HMOs and the number of discounts granted, all of which are not yet known, it is not possible to accurately predict the exact level of income that will be received from fees for the scheme.
- 10.4. The lower number of properties estimated by the research carried out is 5,000 properties. It is recommended that a 20% margin of error is used based on the known number of mandatory HMOs that are currently licensed against the estimated number still to be formally licensed and therefore the figure of 4,000 should be used. If the average fee paid for each HMO is £575 and each selective licence is £500 the total income received would be £ 5 million, assuming take up of early adopter concession. This would mean that the resources to fund any administration costs associated with running the scheme would be between £1.3 million to £812,000 per annum for each of the five years of the scheme. It is proposed to consult on the basis of these figures, which are in line with other Boroughs operating similar schemes.
- 10.5. All expenditure associated with administration of the scheme will need to be funded from the fee income received. In order to ensure that all appropriate costs are met from fee income an annual budget will need to be set based on the latest income forecast.
- 10.6. Income will not be constant throughout the five years and most likely the greater proportion will be received in year 1. The funds will need to carry over the five year license period to ensure that the administration and enforcement costs are met.
- 10.7. The level of income received from fees must be monitored closely and expenditure plans altered accordingly to ensure the scheme covers its administration costs.
- 10.8. The proposals are revenue neutral.

Implications verified/completed by: Gary Hannaway, Head of Finance (TTS), 020 8753 6071

11. IMPLICATIONS FOR BUSINESS

- 11.1. The Council sees this as an opportunity for landlords to sustain and grow their businesses by creating a level playing field where irresponsible landlords who flout their legal responsibilities are required to up their game to comply.
- 11.2. Good landlords will gain from the improved local environment from improving management standards to tackle anti-social behaviour. By knowing who is responsible in the first instance for dealing with problems associated with the premises, will improve the quality of life for local residents and the local area.
- 11.3. Licensing allows a strategic approach to raising the standard in a larger number of properties without the need for enforcement, except in those

cases where landlords do not comply or do not come forward to license. For landlords, it will create a level playing field and allow peace of mind through knowing that their property meets minimum standards.

- 11.4. For small scale landlords (The National Landlords' Association 2014 research shows that 70% of landlords are 'part time' and do not make their main income through being a landlord), some of whom are 'accidental' landlords, it will ensure that they are aware of their responsibilities and property standards.
- 11.5. The scheme will provide an overview of the private rented sector stock, and contact details for landlords. As well as being able to better plan sector policy, it will enable the council to support landlords in ensuring their properties are good quality homes. For example landlords will have better access to private sector housing advice and Council tenants in need of homes.

12. RISK MANAGEMENT

- 12.1 No strategic risk assessment issues.

Implications verified/completed by: Michael Sloniowski, Shared Services Risk Manager, 02087532587

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 The appointment of a consultant will be undertaken in line with council policy. There are no procurement related matters contained in the recommendations. The appointment of a consultant will be undertaken in line with the Council's Contract Standing Orders.

Implications verified/completed by: Alan Parry, Interim Head of Procurement (Job-share). Telephone 020 8753 2581

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT


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

Appendix 1 – Licensing Schemes other London councils

Borough	Additional licensing scheme?	Selective licensing scheme?	Date Introduced	Fees	Comments
K&C	No	No	N/A	N/A	Looked at Additional in past no plans at present (Feb 14)
Westminster	N/A	N/A	N/A	N/A	Potential for review
Camden	Yes [Borough]	No	Jun 2015	£450 (+£30 per bedroom) made up of 2 parts	
Islington	Yes [partial 2 roads]	No	from September 2015	£260 per room	To be introduced from Sept 2015
Hackney	No	No	N/A	N/A	Borough is looking at licensing options currently. Paper February 2015
Haringey	Yes (part)	No	December 2013	£208 per bedroom,	Two areas now covered by Additional schemes; Article 4 Direction in place
T. Hamlets	No	Consulting			Decision taken to consult on introduction of Selective scheme in 7 areas
Lambeth	No	No			Nothing planned (on review of website)
Southwark	Yes	Yes	November 2015	£500 [selective] £250 per bedroom [additional]	To be introduced
Lewisham	Consulting	No		Proposed £500	Currently consulting on additional licensing
Newham	Yes	Yes	January 2013	£500 [selective] £850 [additional]	Article 4 Direction also in place
Wandsworth	No	No			Nothing planned (on review of website)

Borough	Additional licensing scheme?	Selective licensing scheme?	Date Introduced	Fees	Comments
Hillingdon	Yes (part)	No	November 2015	£980 additional license	Selective licensing not considered appropriate for Borough
Harrow	Yes	Yes, Edgware ward only		proposed £550 for selective	Additional scheme in place since 2010. Consultation commenced to continue additional licensing
Brent	Yes	s (4 wards)	January 2015	£540 +£25 per room [additional] £340 {selective} £300 extra if they have to find the property rather than the landlord come forward voluntarily	Borough-wide Additional scheme to be introduced January 2015; Council considering Selective scheme for parts of the Borough
Ealing	Yes (part)	No			Additional licensing in six Wards in Borough; due to examine the feasibility of a Selective scheme
Hounslow	Yes	No		£1069 [discount available]	In June 2014 Additional scheme was rolled out Borough-wide
Enfield	No	No		£500	Under review – following Judicial Review

Borough	Additional licensing scheme?	Selective licensing scheme?	Date Introduced	Fees	Comments
W. Forest	No	Yes	April 2015	£500	Borough-wide Selective scheme being introduced April 15
Barking & Dagenham	Yes	Yes		£500 [selective] £714 to £852 [additional]	Additional and Selective schemes introduced Borough-wide September 14
Croydon	Yes	No	2010 [Additional] October 2015 [selective]	£750 [Selective] £350 Early Bird	Borough-wide Additional scheme introduced August 14
Kingston	Yes	No		£135 - £200 [storey based] per room	Introduced Borough-wide Additional scheme in 2013 (Feb 14)
Redbridge	Yes	Yes [subject to SoS approval]		£500 (both S & A) £250 [Early Bird]	June 2015 Cabinet Paper
Barnet	Consulting	No		£989	Consultation closes September 2015
Bexley	N/A	N/A	N/A	N/A	Considering alternate licensing schemes
Greenwich	N/A	N/A	N/A	N/A	Potential for review
Wandsworth	N/A	N/A	N/A	N/A	Potential for review

London Borough of Hammersmith & Fulham CABINET 2 NOVEMBER 2015		
MULTIDISCIPLINARY FAMILY ASSESSMENT SERVICE - CONTRACT AWARD		
Report of the Cabinet Member for Children and Education – Councillor Sue Macmillan		
Open Report A separate report on the exempt part of the Cabinet agenda provides exempt financial information.		
Classification: For Decision Key Decision: Yes		
Wards Affected: All		
Accountable Executive Director: Andrew Christie, Executive Director of Children's Services		
Report Author: Matthew Jones, Commissioning Officer (Social Care)	Contact Details: Tel: 020 7361 2001 E-mail: matthew.jones@rbkc.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1. This report describes the outcome of the tender exercise undertaken to procure a Multi-disciplinary Family Assessment Service to be delivered by a single provider. The service shall provide a range of multi-disciplinary assessments of the needs, risks, parenting capacity and potential for change in complex families in order to inform decisions by the local authority and the family courts.
- 1.2. Commissioners issued invitations to tender for the contract on 23rd June 2015, with a deadline for return of 21st July 2015. Commissioners working with Family Services colleagues have evaluated the submitted bids against the set award criteria, described in section 7 of this report.
- 1.3. This report seeks Cabinet approval for award of the contract. Commissioners are recommending the award of the contract to the Tavistock and Portman NHS Foundation Trust.

2. RECOMMENDATIONS

- 2.1. That approval be given to award the contract for a Multi-disciplinary Family Assessment Service to the Tavistock and Portman NHS Foundation Trust from 1st January 2016 to 31st December 2020 at an annual contract cost of £549,992 and a total contract cost of £2,749,960 if the full contract period of five years is utilised.
- 2.2. The London Borough of Hammersmith & Fulham will be liable for an annual contract cost of £274,996 and a total contract cost of £1,374,980 if the full contract period is utilised as its contribution to the total contract value.
- 2.3. That approval be given to enter into an Inter-Authority Agreement with Westminster City Council for the utilisation and management of the Multi-disciplinary Family Assessment Service contract. The contract award is subject to Westminster City Council approving its contribution to the contract value, which will be an annual contract cost of £274,996 and a total contract cost of £1,374,980 if the full contract period is utilised.
- 2.4. That Cabinet give prior approval to delegate to the Cabinet Member for Children and Education the decision to increase or decrease the service activity levels by up to 25% of the original specification if required following each Annual Review of the contract with a corresponding adjustment in the Contract Price up to a value of £1m, in line with 12.6.1 of the Council's Contract Standing Orders.

3. REASONS FOR DECISION

- 3.1. Family assessments focus on the needs, risk, parenting capacity and potential for change in complex families. Assessments play a key role in informing Care Proceedings and decisions by family courts on placements for children and young people. These reports also contribute to delivering timely outcomes for families and proceedings within 26 weeks as required by the Public Law Outline.
- 3.2. A Multi-disciplinary Family Assessment Service consists of specialist resource to provide a holistic, single assessment of each family's needs and functioning. The provision of a 'one stop service' will reduce the need for multiple assessments and the associated burden for families, as well as avoiding additional referrals and expenditure by the council that can be caused by lengthier Care Proceedings and placements.
- 3.3. A block contract with a single provider will ensure the local authority has dedicated access to a Multi-disciplinary Family Assessment Service for the delivery of assessments in the most efficient and effective manner.

4. CASE FOR CHANGE

- 4.1. Multi-disciplinary family assessments focus on the needs, risk, parenting capacity and potential for change in families with complex and often entrenched difficulties. Such assessments play a key role in informing decisions by family courts on long term plans for children, including advising on placements for children and young people during Care Proceedings, as well as decisions at an earlier stage by the local authority on whether to initiate Care Proceedings.
- 4.2. Policy and practice developments in recent years have led to increased pressures on the conduct and delivery of such family assessments:
- The family courts frequently require multi-disciplinary assessments, which address psychological and/or psychiatric issues within families;
 - The family courts also value the independence of such assessments;
 - The Revised Public Law Outline requires all Care Proceedings to be conducted within a 26 week timeframe, resulting in constrained timescales for the availability and completion of such assessments.
- 4.3. Until August 2013, social work-only family assessments were undertaken in-house by a social work team based at the Askham Family Centre. Due to a series of retirements and service changes, the number of assessments delivered in-house reduced significantly. In addition, most assessments now need to be multi-disciplinary, which this service could not deliver.
- 4.4. Multi-disciplinary assessments are currently spot purchased by the council from a range of providers, including health, private and charitable organisations. This spot purchasing approach involves a significant amount of spend by the council.

	LBHF
Assessment service spend, 14/15	£126,000
Spot purchase spend, 14/15	£387,719
Total assessment spend, 14/15	£513,719

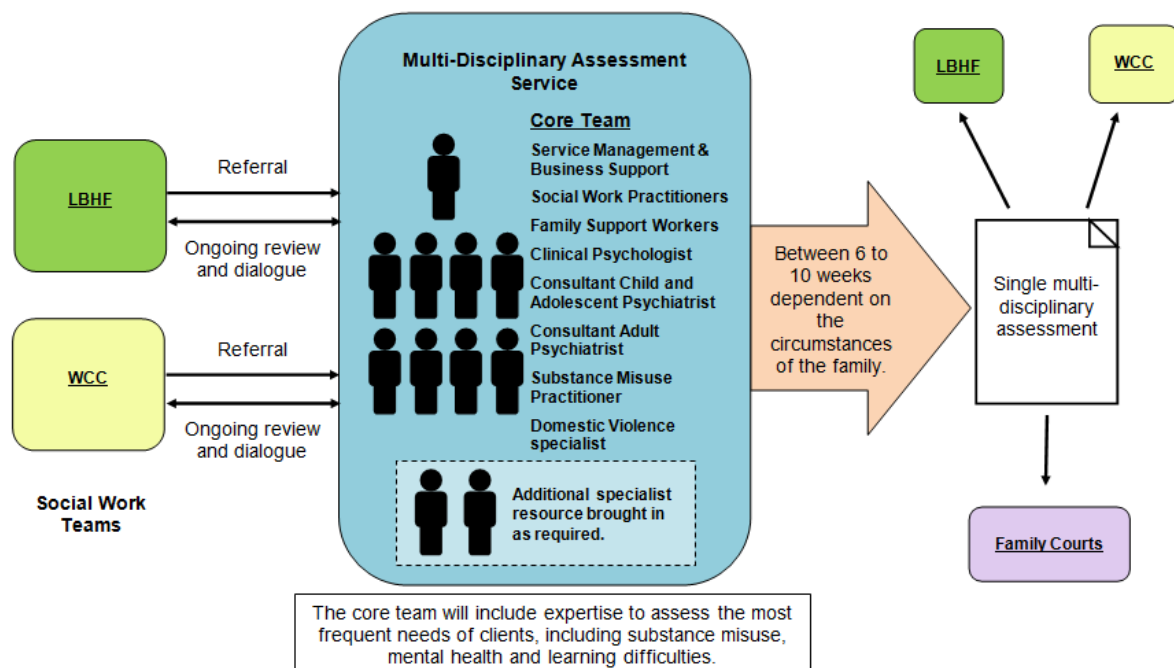
- 4.5. The use of a variety of providers for individual assessments has resulted in:
- **Higher unit costs** per assessment to the council;
 - **Inconsistency in assessment approach** and reports due to no standardised assessment report across the wide variety of providers;
 - **Longer process** for confirming arrangements and undertaking assessments impacting on the length of care proceedings and using valuable social work time to identify an assessment provider;
 - **Use of costly residential assessments;**

- **Delays to assessments** taking longer than the recommended 6 week period;
- **Lengthier Care Proceedings** result in greater Legal and Placement costs for the council.

4.6. The council also purchases a number of residential family assessments at an average unit cost of £45k due to the fact that the council does not have a robust assessment service to undertake court assessments. The experience of other local authorities through our benchmarking suggests that the provision of a multi-disciplinary family assessment service can help to avoid costs by reducing or eliminating the need for residential assessments.

4.7. A strategic review of family assessment services was conducted by Children’s Services. Key stakeholders, including service managers and commissioners, examined existing arrangements and developed proposals for future service delivery. Following the strategic review, a Multi-disciplinary Family Assessment Service to be delivered by a single external provider was recommended.

4.8. The Multi-disciplinary Family Assessment Service will consist of core social work case holders and specialist resource, including Child and Adolescent Psychiatry, Adult Psychiatry, Clinical Psychology and substance misuse and domestic violence practitioners. The service will focus on key issues identified at referral and work with the family to produce robust, independent and well-evidenced assessment reports.



4.9. Commissioners, social work service managers, legal and finance officers believe the proposals will deliver the following benefits for Hammersmith & Fulham:

- **Flexibility and access to specialists:** The service model will provide access to specialist expertise to meet the particular needs of client families as required, including mental health, substance misuse, domestic violence and learning difficulties;
- **Service to meet Family Court requirements:** External service to deliver objective and timely assessments which are well-regarded by the family courts and enable effective decision making and thus contribute to outcomes for children;
- **Development of in-house social work services:** Close links and collaborative working with a single external provider will enable the development of a partnership approach with social work teams and the cross-over development of skills and expertise;
- **Robust performance management:** More robust approach by a single service for managing varying workloads, competing timescales and relationships with social work teams and ensuring a positive relationship with the family courts. Additional performance management will also be provided by Children's Services;
- **Enhanced assessments:** The multi-disciplinary service will provide a holistic, single assessment of each family's needs and functioning, reducing the time, cost and burden on the family of multiple assessments;
- **Improved service efficiency:** Service analysis has shown that existing outsourced delivery provide more efficient services than in-house provision. The size of the service will enable economies of scale, while also ensuring greater flexibility of resource and resilience of service to meet varying service demand.

4.10. A Procurement Strategy examining the procurement options, recommending a block contract, and setting out the procurement plan was approved by the Children's Commissioning and Contracts Board on 13th May 2015.

4.11. The Cabinet Member for Children and Education approved proposals for a Multi-disciplinary Family Assessment Service at a briefing on 29th May 2015 and agreed that commissioners would proceed to run a tender exercise on the basis of the procurement strategy.

5. SOVEREIGNTY

5.1. The provision of a single Assessment Service for the London Borough of Hammersmith & Fulham and Westminster City Council provides benefits through increased economies and efficiencies due to scale, as well as service resilience and improved access to specialist resources. In order to ensure the sovereign rights of each contracting authority are protected, an Inter-Authority Agreement between the two councils will be established.

- 5.2. The Conditions of Contract and the Inter-Authority Agreement are set out so that each council is able to utilise and manage the contracted service as if it were a single borough contract.
- 5.3. The contractor shall be required to record, monitor and report service and performance data at a disaggregated borough level. Hammersmith & Fulham shall appoint an Authorised Officer responsible for the management of the contract, who shall be accountable for reporting performance to senior officers and the Cabinet Member as required.
- 5.4. The Conditions of Contract and the Inter-Authority Agreement clearly set out the options available for Hammersmith & Fulham to independently quality assure the service that it receives. In the event of unsatisfactory performance, the council can implement, separately or jointly, a range of measures to rectify issues. These measures include improvement Action Plans, Critical Performance Notices and Termination.
- 5.5. Hammersmith & Fulham has the right to terminate its allocation of the contract at any point with no less than 6 months notice. If one council opts to terminate the contract early, the contractor is obligated to start negotiations with the remaining council regarding required changes to the structure and cost of the service. If agreement cannot be reached within 90 days, the remaining council can terminate the contract from the same date as the originally terminating council.
- 5.6. Hammersmith & Fulham shall be invoiced separately on a monthly basis for its allocation of the service ('Block Purchase' amount). Hammersmith & Fulham shall be individually liable for any Additional Services that it requests from the contractor, such as assessments above the agreed service activity levels or additional specialist resource.

6. PROCUREMENT PROCESS OVERVIEW

- 6.1. The procurement has been executed in accordance with the Public Procurement Directive 2014/24/EU, the Public Contract Regulations 2015 (Regulations 74 to 76 'Light Touch Regime') and the council's Contract Standing Orders.
- 6.2. The tender sought a single provider to deliver a block contract for 5 years, with a general break clause with 6 months notice. The service would need to provide a minimum of 30 full family assessments per annum for Hammersmith & Fulham.
- 6.3. An advertisement was placed and an invitation to tender for the contract was issued to the market on 23rd June 2015. This invitation was issued via CapitalEsourcing, the council's procurement portal. Tenderers had 4 weeks to submit their bids in line with a clearly defined specification, with supporting qualification, technical and commercial criteria. The tender closed on 21st July 2015.

- 6.4. Tenderers were required to complete a three stage evaluation process as set out in Table One and the award criteria are set out Appendix 1.

TABLE ONE

1	Qualifying (pass / fail)	Tenderers were asked to demonstrate they met the qualification, skills, knowledge, experience and financial standing specified in order to pass to the next stage.
2	Technical award criteria (40%)	Tenderers were assessed on the basis of their proposed service delivery in line with the Service Specification. Tenderers submitted responses in line with questions about their service delivery, staffing, communications and collaboration, safeguarding, outcomes, and added value. Tenderers were required to score a minimum of 70% of the available marks in order to progress to the next stage.
3	Commercial award criteria (60%)	Tenderers were asked to submit a commercial workbook which was assessed against a published formula. The figure from this formula was then utilised to obtain the most economically advantageous tender (MEAT).

7. TECHNICAL ENVELOPE EVALUATION

- 7.1. Tender submissions met all the Qualification requirements, therefore passed to the evaluation of the Technical Envelope.
- 7.2. Tenderers could receive a maximum weighted score of 40% for the Technical Envelope (Quality). Tenderers could achieve scores by submitting responses to ten (10) questions as set out in Appendix 1.
- 7.3. Tender submissions have been evaluated by four assessors, as per Table Two, and consensus scores agreed by the evaluation panel at a moderation meeting.

TABLE TWO

	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Role	Social Care Commissioner	LBHF Family Services Team Manager	WCC Family Services Team Manager	Care Proceedings Case Manager

8. COMMERCIAL ENVELOPE EVALUATION

- 8.1. Tenderers could receive a maximum weighted score of 60% for the Commercial Envelope (Price). The highest score would be awarded to the lowest priced tender.
- 8.2. For the Commercial Envelope, tenderers needed to complete a commercial workbook to set out details on the cost of delivering the specified service, including staffing, running costs and accommodation costs (as relevant). The workbook calculated the Tenderer's Total Contract Cost per annum and the Unit Cost per Assessment, which was used for the evaluation of price.
- 8.3. Further details on submitted commercial workbooks and the commercial evaluation are provided in the exempt part of the report.

9. EVALUATION SCORES

- 9.1. The final evaluation scores for both Technical and Commercial Envelopes are provided in the exempt part of the report.
- 9.2. In line with the tender award criteria, the Tavistock and Portman NHS Foundation Trust is the Most Economically Advantageous Tender. Commissioners are therefore recommending the Tavistock and Portman NHS Foundation Trust is awarded the contract to deliver the Multidisciplinary Family Assessment Service as per their tender bid.

10. CONTRACT MOBILISATION

- 10.1. In order to ensure a smooth mobilisation of the contract, commissioners shall follow a similar process used for the successful mobilisation of other recent children's social care contracts. This will include:
 - Agreeing a detailed contract mobilisation plan with the provider, setting out key activities and assigning responsibilities for delivery;
 - Setting up fortnightly Mobilisation Meetings with the provider and social care managers;
 - Agreeing the referrals process and co-ordinating briefings with social work teams regarding the new service provision and access to it;
 - Developing and implementing a communication strategy with service users and partner services.

11. QUALITY ASSURANCE

- 11.1. The management of this new contract will be the responsibility of the Commissioning Directorate in the Children's Services Department. The quality assurance approach shall include:
 - Oversight and monitoring of individual cases through the Referral Panel;

- Quarterly Monitoring Meetings of service performance attended by the provider and the council's Authorised Officer;
- Annual Review of service delivery to identify service development areas and service requirements for the forthcoming year.

12. CONSULTATION

- 12.1. The Children's Services Contract and Commissioning Board has been consulted and is in agreement with the recommendations set out in this report.
- 12.2. The Contract Approval Board has been consulted and is in agreement with the recommendations set out in this report.
- 12.3. Relevant social work managers have been involved throughout the tendering process, including the development of the service specification and evaluation of the tender. They have been consulted and are in agreement with the recommendations set out in this report.

13. EQUALITY IMPLICATIONS

- 13.1. An Equality Impact Assessment has been completed and is provided at Appendix 2. It is believed that the recommendations of this report will have a high positive impact. The provision of a multi-disciplinary assessment service which is able to tailor assessments and gain specialist insights will promote equality of opportunity, particularly for the protected characteristics of age, disability, pregnancy/maternity, race, religion and sex.

14. LEGAL IMPLICATIONS

- 14.1. The procurement, having been undertaken under the Light Touch Regime (Regulations 74-76), can continue to award provided that all documents are prepared and it should be noted that a standstill period of ten days should ordinarily be applied (unless there is a particular urgency to the award) and all candidates notified of the award.
- 14.2. Any notification to the Contractor should be expressed subject to the approval of Westminster City Council or should be carried out jointly with that Council.
- 14.3. All notification requirements in the Light Touch Regime should be followed and any other document necessary to establish the appointment and to protect the Council. This includes the award notice, contract terms and may include any licence agreements and any lease arrangement relating to Council property necessary for the provision of the services.
- 14.4. The recommendations in this report are accordingly endorsed by the Director of Law.

14.5. Implications completed by: Jonathan Miller, Lawyer (Contracts and Employment Team), Shared Legal Service 020 8753 2893

15. FINANCIAL AND RESOURCES IMPLICATIONS

15.1. Finance comments are contained within the exempt part of this report.

16. IMPLICATIONS FOR BUSINESS

16.1. Potential providers include a wide range of organisations with a background in children's health and social care, including charities, private companies and not-for-profit organisations. Due to the specialist nature of the services required, there is limited scope for delivery by small and medium-sized enterprises (SMEs).

16.2. The market engagement event held prior to the launch of the tender sought to promote the tender opportunity and encourage bids, including from potential local organisations. However, there are no identified local organisations delivering the specified services and commissioners believe that the recommendations of this report will not have a negative impact on business in the borough.

17. RISK MANAGEMENT

17.1. The Children's Services Department is responsible for the effective management of procurement risk. A risk register exists for the department which is periodically reviewed by the Senior Leadership Team. Market Testing, achieving best value and the best possible service at the best cost to the local taxpayer is a corporate risk on the Shared Services risk register, risk number 4. Following the review of the service, as outlined in 4.7 of the report, the recommendations positively contribute to the management of risk. 2.3 of the exempt part of the report addresses the interest of bidders in the market place.

17.2. Implications completed by Michael Sloniowski, Shared Services Risk Manager, 020 8753 2587.

18. PROCUREMENT IMPLICATIONS

18.1. The subject matter of this contract falls under Social and Other Specific Services ('the Light Touch Regime') of the Public Contract Regulations 2015 and the procurement has been executed in compliance with regulations 74-76 PCR 2015 and the Council's Contract Standing Orders.

18.2. The Director of Procurement and IT supports the recommendation to award the contract to the Tavistock and Portman NHS Foundation Trust.

18.3. Implications completed by Roger van Goethem, Corporate Procurement and Commercial Manager, 020 7361 3345

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.	Contact and Assessment Services Outline Options Paper (March 2014) - published	Matthew Jones, 020 7361 2001	Children's Services
2.	Contact and Assessment Services Final Options Paper (April 2014) - published	Matthew Jones, 020 7361 2001	Children's Services
3.	Assessment Service Procurement Strategy (May 2015) - published	Matthew Jones, 020 7361 2001	Children's Services
4.	Family Assessment Services, Cabinet Member Briefing (May 2015) - published	Matthew Jones, 020 7361 2001	Children's Services
5.	Tender Pack (exempt)	Matthew Jones, 020 7361 2001	Children's Services / Capitalesourcing
6.	Tender submission and evaluations (exempt)	Matthew Jones, 020 7361 2001	Children's Services / Capitalesourcing
7.	Procurement report (exempt)	Matthew Jones, 020 7361 2001	Children's Services

LIST OF APPENDICES:

- Appendix 1 – Contract Award Criteria
- Appendix 2 – Equality Impact Assessment

Contract Award Criteria

Ref	Criteria	Weighting
Technical Envelope		
1	Service delivery – Service model and strategy	6%
2	Service delivery – Assessment process and timescales	6%
3	Service delivery – Interventions	2%
4	Staffing – Structure	6%
5	Staffing – Qualifications, experience, training and supervision	4%
6	Communication and collaboration – Service users	2%
7	Communication and collaboration – Social work teams	2%
8	Safeguarding	4%
9	Outcomes	4%
10	Added Value	4%
11	Property (For information only)	0%
Commercial Envelope		
12	Price	60%
	Total	100%

LBHF Equality Impact Analysis Tool

Conducting an Equality Impact Analysis

An EqIA is an improvement process which helps to determine whether our policies, practices, or new proposals will impact on, or affect different groups or communities. It enables officers to assess whether the impacts are positive, negative or unlikely to have a significant impact on each of the protected characteristic groups.

Page 237 The tool has been updated to reflect the new public sector equality duty (PSED). The Duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
- 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Whilst working on your Equality Impact Assessment, you must analyse your proposal against the three tenets of the Equality Duty.

General points

1. In the case of matters such as service closures or reductions, considerable thought will need to be given to any potential equality impacts. Case law has established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, it should demonstrably inform the decision, and be made available when the decision is recommended.
2. Wherever appropriate, the outcome of the EIA should be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.
5. If you already know that your decision is likely to be of high relevance to equality and/or be of high public interest, you should contact the Equality Officer for support.
6. Further advice and guidance can be accessed from the separate guidance document (link), as well as from the Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	Q2, 2015/16
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Multi-disciplinary Family Assessment Service – Contract Award</p> <p>Short summary: A tender exercise was recently undertaken to procure a Multi-disciplinary Family Assessment Service delivered by a single provider through a joint contract with Westminster City Council. The service shall provide a range of multi-disciplinary assessments of the needs, risks, parenting capacity and potential for change in complex families in order to inform decisions by the local authority and the family courts.</p>
Lead Officer	<p>Name: Matthew Jones Position: Commissioning Officer (Social Care) Email: Matthew.jones@rbkc.gov.uk Telephone No: 020 7361 2001</p>
Date of completion of final EIA	06/08/2015

Page 239

Section 02	Scoping of Full EIA
Plan for completion	<p>Timing: Draft and consultation one week before report completion; Sign-off with report. Resources: Officer time</p>
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral or negative impact on equality, giving due regard to relevance and proportionality.</p>

Protected characteristic	Analysis	Impact: Positive, Negative, Neutral
Age	The Assessment Service will be able to provide assessment and support for children, young people and families of all ages, although assessments are typically required for pre-adolescent children. The service provider has the specialist resources and skills to assess physical and mental health and wellbeing of children who may be at risk of neglect. In particular, the delivery of this service by the recommended provider will ensure that the needs of vulnerable young children are met.	Positive
Disability	The majority of assessments undertaken by the service will be delivered in the community, ensuring ease of access for service users with disabilities. Where higher-risk assessments need to be undertaken in council or provider premises, it is a requirement that these locations are accessible for all service users. The specialist resource includes expertise for learning disabilities, ensuring the particular needs of these service users are considered in undertaking assessments.	Positive
Gender reassignment	As an NHS organisation, the provider has robust equality opportunity policies and procedures in place. The provider will be able to accommodate the needs and requirements of all service users, including the protected characteristic of gender reassignment. The service will be open to all where a family assessment is required, as directed by the court or requested by the local authority, and will not discriminate in any way.	Neutral
Marriage and Civil Partnership	The provider is able to undertake assessments for families where parents are together, separated or a single parent family. The service will be tailored to the needs of each case, including accommodating separate assessments at suitable times for individual parents where joint assessment is not possible.	Neutral

Pregnancy and maternity	The service will be able to undertake pre-birth assessments to explore the likelihood of the parent/s having the ability to meet the needs of their unborn child given the factors that are identified at the point of referral. Such assessments will be able to provide placement and support recommendations to ensure the needs of the child are best met from birth. The provider has significant experience of engaging and working with pregnant and new mothers, ensuring a positive impact.	Positive
Race	The provider is experienced in delivering assessment services to children, young people and families from a range of backgrounds, with understanding of cultural background enabling engagement and insightful assessments. The service is able to communicate and consult with service users in a variety of languages, including utilising interpreters as required, in order to deliver robust multi-disciplinary assessments.	Positive
Religion/belief (including non-belief)	The provider is experienced in delivering assessment services to children, young people and families from a range of backgrounds, with understanding of religion and belief enabling engagement and insightful assessments. The service will be able to accommodate religious belief and practice when arranging and undertaking assessments, particularly when the majority of assessments will be delivered in the community.	Positive
Sex	The service will undertake assessments for service users regardless of sex. It is believed that the provision of domestic abuse specialists within the service will have a positive impact for female service users in particular, as the majority of victims of domestic abuse are women.	Positive
Sexual Orientation	Specialist resource within the service will be able to provide insights and support for service users who may be questioning or where there are issues related to sexual orientation. As an NHS organisation, the provider has robust equality opportunity policies and procedures in place. The provider will be able to accommodate the needs and requirements of all service users, including the protected characteristic of sexual orientation. The service will be open to all where a family assessment is required, as directed by the court or requested by	Positive

	the local authority, and will not discriminate in any way.	
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Human Rights or Children's Rights

If your decision has the potential to affect Human Rights or Children's Rights, please contact your Equality Lead for advice

Will it affect Human Rights, as defined by the Human Rights Act 1998?

No

Will it affect Children's Rights, as defined by the UNCRC (1992)?

No

Section 03

Analysis of relevant data

Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.

Documents and data reviewed


Due to the complex nature and requirements for family assessments, the specific service users who will access the Assessment Service delivered by the provider is currently unknown. There is therefore little relevant data that can be analysed.

Some data is available for 26 assessments completed in 2012/13 by the LBHF in-house service, the last full year this service was available. Domestic abuse was identified as the top needs trigger (11 assessments), which suggests that the provision of specialist resource in the new service will have a positive impact for female service users, as the majority of domestic abuse victims are women. The analysis also showed that 69% of children involved in assessments are under the age of 11, so the proposed service will have a positive impact on vulnerable young children.

There is a link between care proceedings and assessment requirements. Of the 17 LBHF care proceedings to date in 2015/16, 59% involved children from Black British backgrounds and 35% from Caucasian backgrounds. However, the sample size is too small to draw meaningful conclusions and the connection with assessment requirements is unknown.

	<p>As part of the tender submission, the provider provided an ethnic breakdown of assessments completed over the previous calendar year which demonstrated their ability to work with service users regardless of background: Asian or Asian British 4%; Black or Black British 29%; Mixed 21%; Arab 3%; Kurdish 3%; White British 17%; White European 13%; Not known/stated 10%.</p>
New research	<p>As part of the monitoring and quality assurance of the awarded contract, the provider will be required to gather and report key demographic information relating to service users. This will improve analysis of service usage and allow the ongoing development of the service to ensure a continued positive impact on equality of opportunity. Such reporting will abide by all data protection and information governance requirements.</p>
Section 04	Consultation
Consultation	<p>Consultation was undertaken with social work team managers in the development of the service specification and associated contract documentation. Key requirements regarding a non-discriminatory, open, accessible and independent service were identified and set out as part of the procurement opportunity.</p> <p>Consultation was also undertaken with the market through a market engagement event prior to the procurement being launched, where feedback on the service requirements was sought.</p> <p>As part of a question on communication and collaboration with service users, tenderers were asked to address how they would ensure diversity and effective working with BAME service users. In their response, the recommended provider identified their sensitivity to working with service users regardless of background and demonstrated the wide range of ethnicity in the assessments completed in the previous calendar year. The provider's Patient Advice and Liaison service is also available to support service users in using and engaging the service, regardless of background.</p> <p>Due to the complex and sensitive nature of family assessments, it was not possible or appropriate to consult with actual or potential service users regarding the procurement of this service.</p>
Analysis of consultation outcomes	<p>Consultation has been undertaken with the market and social work professionals, with responses supporting the assessment that the recommended contract award will have a positive impact on equalities.</p>

Section 05	Analysis of impact and outcomes
Analysis	Based on data analysis, consultation and officer knowledge, the impact of the proposed contract award has been assessed as positive across the majority of protected characteristics and no negative impact has been identified. The service has been designed to be fully accessible to all service users where a family assessment is required, as directed by the court or requested by the local authority, and will not discriminate in any way. Robust contract management will ensure that all appropriate quality assurance measures are in place and the service continues to provide a positive impact on equality of opportunity.
Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	Not applicable
Section 07	Action Plan
Action Plan	Not applicable
Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Andrew Christie Position: Executive Director of Tri-borough Children's Services Email: Andrew.Christie@lbhf.gov.uk
Key Decision Report (if relevant)	Date of report to Cabinet: 02 / 11 / 2015 Key equalities issues have been included: Yes
Opportunities Manager (where involved)	Name: David Bennett Position: Head of Change Delivery (Acting) Date advice / guidance given: 10/08/15 Email: david.bennett@lbhf.gov.uk Telephone No: 0208 753 1628

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>2 NOVEMBER 2015</p>		
<p>THE DIRECT AWARD OF A CONTRACT FOR THE PROVISION OF SUPPORTED HOUSING SERVICES FOR HOMELESS PEOPLE WITH COMPLEX NEEDS AT 229 KING STREET TO ST MUNGO'S BROADWAY</p>		
<p>Report of the Cabinet Member for Health and Adult Social Care (Councillor Vivienne Lukey) and Cabinet Member for Social Inclusion (Councillor Sue Fennimore)</p>		
<p>Open Report</p> <p>A separate report on the exempt part of the Cabinet agenda provides exempt financial information.</p>		
<p>Classification - For Decision</p> <p>Key Decision: YES</p>		
<p>Wards Affected: Hammersmith Broadway</p>		
<p>Accountable Executive Director: Liz Bruce - Executive Director of Adult Social Care and Health</p>		
<p>Report Author:</p> <p>Julia Copeland Senior Commissioner Adult Social Care</p>	<p>Contact Details:</p> <p>Tel: 020 8753 1203</p> <p>E-mail: julia.copeland@lbhf.gov.uk</p>	

1. EXECUTIVE SUMMARY

- 1.1 This report seeks retrospective approval for a waiver from the Council's Contract Standing Orders of the requirement to seek competitive bids and approval for the direct award of a contract to the recommended organisation for the period 5 January 2016 to 30 September 2017. The contract provides strategically important services to homeless people with complex and multiple needs and is due to expire in January 2016; there are no further provisions to extend the contract.
- 1.2 The Council is currently reviewing future service models for rough sleeper services including options to pilot an innovative service called Housing First in the borough. Officers consider that an immediate procurement of the future 229 King Street service would not benefit from the learning of any pilot with the associated risk of not achieving the optimum service configuration or best value for money.

- 1.3 A recent review of the 229 King Street has concluded the service is achieving good outcomes for a service user group with very complex needs and often challenging behaviour. In addition, the service provider has implemented a robust and effective plan to manage the impact of the service in the local area which is essential for this type of service.

2. RECOMMENDATIONS

- 2.1 That retrospective approval be granted for a waiver from the Council's Contract Standing Orders (CSO's) of the requirement to seek competitive tenders and approve the direct award of the 229 King Street contract to the recommended organisation identified in the exempt report from 5 January 2016 to 30 September 2017.

3. REASONS FOR DECISION

- 3.1 It is in the Council's interest to waive the Contract Standing Orders of the requirement for competitive bids because a direct award of a contract will allow officers time to pilot new rough sleeper service models to improve future outcomes and value for money. A tender for the St Mungo's Broadway service at this stage would not benefit from the learning of any pilot and there would be a risk the Council does not achieve optimum service improvements or best value for money.

4. BACKGROUND

- 4.1 The 229 King Street service works with homeless people with complex and multiple needs including substance misuse; poor physical and mental health; dual diagnosis; offending histories and non-engagement with services. Many residents present with challenging behaviour and risks to themselves and other people. All referrals to the service are from the Council's Housing Options team.
- 4.2 The service requires 24 staffing with a minimum of two staff in the building at all times; for the majority of the time there are up to 4 staff onsite. A robust and effective approach to managing the impact of the service in the locality is essential.

5. PROPOSAL AND ISSUES

- 5.1 Following a service review it is recommended it is in the Council's interest to waive the Contract Standing Orders of the requirement to seek competitive tenders and make a direct award of a contract to the recommended organisation for the reasons set out below.

Pilot Innovative New Service Model

- 5.2 Officers are currently reviewing future service models for rough sleepers and are exploring piloting a service model called Housing First to inform future commissioning intentions for the 229 King Street and other homeless services.
- 5.3 The timetable for a future procurement of 229 King Street is as follows:

Task	Date
Implementation of new service models for homeless contracts	April 2016
Pilot Housing First Model	Dec 2015 –Sept 2016
Review Housing First Model	April – Sept 2016
229 King St re-let strategy agreed	Oct 2016
Prepare ITT documents	Nov 2016
Issue ITT	Jan 2017
Evaluation	Feb/March 2017
Governance	April-May 2017
Award	June 2017
Implementation	July-Sept 2017

Service Quality and Outcomes

5.4 The contract is achieving very good outcomes and delivers innovative services to very vulnerable and often challenging residents. The main objectives of the service are to prevent rough sleeping; improve residents' physical and mental health; reduce reoffending and custodial sentences and assist people to develop the skills to live more independently. Some of the positive outcomes include:

- A resident with severe behavioural issues who was the perpetrator of 112 incidents of anti-social behaviour in 2011 managed to sustain his accommodation and positively moved on to second stage accommodation in 2014.
- 100% of clients registered and actively engaged with GP practices over the last 5 years.
- 1 resident who moved in 2009 had 31 A&E presentations in 2008; only had 5 in 2010.
- In the last 18 months no resident has received a custodial sentence.
- Increased engagement with substance use treatment services.

5.5 Key stakeholders, including Community Safety, the Police and Housing Options have all commended the work of the service and value the contribution it makes to reducing rough sleeping and street based anti-social behaviour and improving the health and well-being of homeless people.

Innovation

5.6 The service is recognised regionally and nationally for its innovative approaches and is visited regularly by other care and support commissioning authorities to learn from the service.

6 OPTIONS AND ANALYSIS

Do Nothing

6.1 There is not an option to do nothing as the 229 King Street contract expires on 4 January 2016 and there will be a risk to vulnerable residents if the service ends before alternative arrangements are in place. Therefore this option is not recommended.

Make a Direct Award of a Contract to Recommended Organisation to Continue Existing Services to 30 September 2017

- 6.2 For the reasons set out in section five it is recommended the Council waives the Contract Standing Orders and makes a direct award of the contract for 229 King Street to the recommended organisation. This option will enable the Council to maintain service quality and continuity while other services for homeless people are reconfigured and procured in 2015/16 and to test potential future service models to inform the future 229 King Street service specification.

7. PROCUREMENT IMPLICATIONS

- 7.1 It's a requirement of the Council's CSOs for officers to seek prior approval to waive their requirements where, for whatever reason, they cannot be met. Given the estimated value of this award approval should have been sought from the Leader and the Cabinet Member for Health and Adult Social Care and Cabinet Member for Social Inclusion. Due to a misunderstanding in the advice given at the time a prior approval was not sought. Officers from the Corporate Procurement Team are working with colleagues in all departments to ensure that the provisions of CSOs are clearly understood.
- 7.2 The Interim Head of Procurement agrees with the recommendations contained in this report, including the one relating to a retrospective authorisation for to waive the provisions of the CSOs to seek competitive tenders.

Procurement Implications completed by: Joanna Angelides, Procurement Consultant, Tel: 0208 753 2586

8 CONSULTATION

- 8.1 No formal consultation has been carried out regarding the recommendations in the report. Residents' views on the services have been sought and have been taken into account in the report's recommendations.
- 8.2 Key stakeholders are in favour of the proposals contained in the report.

9 EQUALITY IMPLICATIONS

- 9.1 There are no adverse equality implications for protected groups arising from the recommendations contained in the report. Overall the impact on vulnerable groups is adjudged as neutral or positive as service continuity will be maintained.

10. MARKET IMPLICATIONS

- 10.1 The recommended organisation has been delivering high quality, innovative services to homeless people in LB Hammersmith & Fulham for over 30 years and is a key strategic partner of the Council. The recommendations in the report will enable the continued partnership between the recommended organisation and the Council to deliver excellent services for local vulnerable people.

11. RISKS

- 11.1 As set out in the main report.

Implications verified by Michael Sloniowski, Shared Services Risk Manager, telephone 020 8753 2587.

12. LEGAL IMPLICATIONS

- 12.1 The purpose of this Report is to recommend waiving the tendering requirements of LBHF Contract Standing Orders (CSOs) to make a direct award to the recommended organisation from 5 January 2016 to 30 September 2017.
- 12.2 Under the Public Contracts Regulations 2015 (“the 2015 Regulations”), service contracts for certain health and social services (which tend to be of lower interest to cross-border competition) are governed by a new light-touch regime (LTR). The full list of services to which the LTR applies is set out in Schedule 3 of the 2015 Regulations and includes the services covered by this report.
- 12.3 A threshold of £625,050 applies and LTR contracts below this threshold are not required to be advertised in OJEU and this would apply to the proposed contract to the recommended organisation which is sub-threshold.
- 12.4 Justification exists for grant of waiver of the CSOs as the proposed award is to permit continuity and good standards of an essential service with value for money whilst a review, consultation and competitive procurement is undertaken.

Implications completed by Babul Mukherjee, Senior Solicitor (Contracts), Shared Legal Services 02073613410.

13. FINANCIAL AND RESOURCES IMPLICATIONS

- 13.1 As set out in the main report


Financial & resources implications completed by: Cheryl Anglin-Thompson, Principal Accountant, Planning & Integration Team LBHF (ASC) x 4022

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

None

Contact officer(s): Julia Copeland Senior Commissioner
Julia.Copeland@lbhf.gov.uk 020 8753 1203

Agenda Item 12

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>2 NOVEMBER 2015</p>	
STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING: ADOPTION OF DOCUMENT	
Report of the Cabinet Member for Environment, Transport & Residents Services - Councillor Wesley Harcourt	
Open Report	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Director: Juliemma McLoughlin, Director for Planning and Growth	
Report Author: Trevor Harvey, Team Leader Development Plans	Contact Details: Tel: 020 8753 3039 E-mail: trevor.harvey@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report concerns the adoption of the council's revised Statement of Community Involvement in Planning (SCI). The document must be adopted by resolution of Cabinet.
- 1.2. The SCI explains how and when the borough's community can be involved in the preparation of planning policy documents and in the consideration of planning applications.
- 1.3. In addition, the report notes that the council must announce both the adoption and availability of the SCI and other supporting documents

2. RECOMMENDATIONS

- 2.1 That Cabinet adopt the revised Statement of Community Involvement in Planning (see Appendix 2) as a local development document.

- 2.2 That Cabinet note that, the day after adoption of the SCI, officers shall make the SCI available for inspection. In addition, it shall be published on the Council's website for a period of no less than three months.
- 2.3 That Cabinet authorise officers to take all steps as required in accordance with the legislative provisions noted under Legal Implications.

3. REASONS FOR DECISION

- 3.1 The adoption of the SCI must be by resolution of the Cabinet.

4. INTRODUCTION AND BACKGROUND

- 4.1 Every local planning authority must prepare an SCI, which is seen by the government as a means of improving the quality of the planning process through greater community involvement. The council's existing SCI dates from 2013, since when a number of changes to planning legislation, national guidance and local practices have made it necessary to review and revise the document. In particular, the document updates how the council will involve the community in the consideration of planning applications, and provides additional information on neighbourhood planning and associated consultation requirements.
- 4.2 The revised SCI was subject to public consultation for 6 weeks ending in April 2015. The SCI was also considered by the Community Safety, Environment and Residents Services Policy and Accountability Committee (CSERSP) in April 2015. It received comments from 13 organisations and individuals during public consultation. These comments are included in Appendix 1 of this report in the schedule of representations and officers' responses (see Appendix 1).
- 4.3 The representations were generally supportive of the SCI and the council's proposals for community engagement. However, some representations, mainly on points of clarification rather than principle, have led to minor and technical changes of wording. In particular, further detail has been provided on consultation on planning applications to help involve people in decision making.

5. PROPOSAL AND ISSUES

- 5.1 The purpose of the SCI is to explain how and when the community can be involved in the preparation of planning policy documents (such as the Local Plan and Supplementary Planning Documents) and in the consideration of planning applications, including pre-application proposals and appeals.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1 The SCI is a local development document and as such its preparation and

adoption is governed by the Planning and Compulsory Purchase Act 2004 and regulations made by the Secretary of State.

7. CONSULTATION

- 7.1. The revised SCI was subject to public consultation for 6 weeks ending in April 2015.

8. EQUALITY IMPLICATIONS

- 8.1 The SCI actively takes into account the different needs of people and groups with protected characteristics, as well as the three aims of the public sector equality duty (PSED). For example, in developing an SPD, the Council will endeavour to provide the opportunity to take part in consultation on draft SPDs to all community groups including those that are more likely to be under-represented in public life such as women, disabled people, and BME groups.
- 8.2 More generally, the SCI aims to capture diverse needs when officers are consulting, in order to capture as much as possible at the start of consultations and development of policies.
- 8.3 Because the SCI captures the needs of different groups all the way through with the aim of ensuring that the PSED is addressed in our business activity, it is considered that an EIA is not necessary.
- 8.4 When officers use the SCI to develop policy or in the consideration of planning applications, EIAs may be needed as and when appropriate to the decision in hand at a later date.

9. LEGAL IMPLICATIONS

- 9.1 The SCI is a local development document and as such its preparation and adoption is governed by the Planning and Compulsory Purchase Act 2004 and regulations made by the Secretary of State. The revised SCI will replace the 2013 SCI.

Pursuant to sections 17(8)(a) and 23 of the Planning and Compulsory Purchase Act 2004 (as amended), the recommendation is that the SCI be adopted as a local development document.

The day after adoption of the SCI, the planning authority must make the SCI available for inspection and publish it on its website for a period of three months (pursuant to Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012).

In preparing future local development documents (such as revisions to the Council's Local Plan or SPD), the Council must comply with the SCI (s.19(3) of the 2004 Act).

9.2 The adoption of the SCI must be by resolution of the Cabinet.

9.3 Implications completed by: Benita Edwards, Legal Services.

10. FINANCIAL AND RESOURCES IMPLICATIONS

10.1 The costs of adoption will be met from within existing revenue budgets in Policy and Spatial Planning Services.

10.2 Implications verified/completed by Gary Hannaway, Head of Finance (Environment), ext. 6071.

11. IMPLICATIONS FOR BUSINESS

11.1 The SCI will allow businesses, as part of the community, to understand how they can get involved in planning issues within the borough.

12. RISK MANAGEMENT

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

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

13.1 None.

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

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

List of Appendices;

Appendix 1 - Statement of Community Involvement 2015 - Representations Schedule

Appendix 2 - London Borough of Hammersmith and Fulham, Revised Statement of Community Involvement in Planning

Appendix 1

Statement of Community Involvement 2015 - Representations Schedule

Explanatory Note

This schedule includes the names of representors on the SCI and lists their representations. The representations were made from February to April 2015. Also included are responses to the comments made. Where a change to the SCI is proposed, this is included.

Statement of Community Involvement 2015 - Representations Schedule

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
1	Liberal Democrats	Statement of Community Involvement 2015	Support	We are happy to support this document and its efforts to involve residents in the planning process.	Comments welcome.
3	Mr Greg Hands MP	Statement of Community Involvement 2015	Support with conditions	<p>The Government is working hard to ensure that local councils and residents are at the heart of the planning system.</p> <p>It is also for local councils to do their bit to have a proper process of community involvement in planning, drawn up in consultation with local people, so that they can determine where development should and should not go. Most importantly, it means that communities can have a forward-looking role in the development of their local area. Through the National Planning Policy Framework (NPPF) published in March, the Government has been working hard to strongly encourage areas to get up-to-date Local Plans in place, so that they can continue to set the framework in which decisions on particular planning applications are taken. I am pleased that the Council's SCI in planning has been revised to accord with the NPPF.</p> <p>It is vital that local residents have an input into these decisions and that is why these reforms give residents the opportunity to contribute to planning decisions and have the ability to contribute to the process in as convenient a way as possible. It is therefore encouraging that the SCI allows for engagement by residents through multiple platforms including letters, email, the Council website, E-alerts, partner websites, local newspapers, and local meetings and exhibitions in the form of 'Information Points'.</p> <p>Engagement between the Council and neighbourhoods, local organisations and business is essential. It is important that the Hammersmith and Fulham process of community involvement must allow for all future planning decisions to be based on robust evidence and be subject to public consultation and independent public examination.</p> <p>It is also important to note that local councils have the responsibility to assess local housing needs; their Local Plan will need to allocate a five-year supply of sites that are ready for development. At the same time, however,</p>	Comments welcome. A key priority of the council is giving residents a real say. The council will encourage residents and other interested people to participate as much as possible in the democratic process – see also paragraph 2.4 and Table 2.1 of the SCI which outline the council's core principles for community involvement.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>the NPPF ensures that we have the strongest possible protection for local green spaces. And the SCI should also ensure that this is done with the utmost regard for the views of local residents, their needs, balanced with desires for preservation of character, nature and appearance of the community.</p> <p>In addition, the Government is also working hard to get brownfield land back in to use and is incentivising councils to fill empty homes. As part of our long-term economic plan, we have worked to get Britain building again. This has included selling off surplus and redundant public sector land. Across the country enough surplus public sector land that was lying unused and idle has now been sold off to allow the building of over 100,000 new, good quality homes. These are brownfield sites that were often derelict and run-down, meaning that redeveloping these sites will improve the local area and create new jobs and opportunities in the construction industry. As a result, according to the latest figures from the Department of Communities and Local Government, there is now the opportunity to build 1,027 new homes on brownfield sites here in Hammersmith and Fulham. I urge the Council to work with local communities to develop these brownfield sites in a way that is appropriate, with good quality designs and development that is sensitive to the local area.</p> <p>Specific Planning Issues</p> <p>My role as MP is to represent constituents in the Fulham part of the borough. I am always glad to facilitate communication between my constituents and the Council regarding the Local Plan, specific planning projects and developments, or any other relevant matters. Constituents can reach me via the following methods:</p> <p>Telephone: 020 7219 5448</p> <p>Email: mail@greghands.com</p> <p>Post: Greg Hands M.P., House of Commons, London SW1A 0AA</p> <p>In person: at one of my regular surgeries – full details available at www.greghands.com</p>	

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>Furthermore, my views and news about my campaigning activity regarding certain specific local infrastructure and planning issues are available on my website www.greghands.com.</p> <p>Conclusions</p> <p>I am pleased that the Government is working hard to ensure that local councils and residents are at the heart of the planning system. SCIs are the key to delivering sustainable development that reflects the vision and aspirations of local communities. The Government has strengthened the use of the Local Plan so that local people can determine where development should and should not go, meaning that communities can have a forward-looking role in the development of their local area. I hope that this revised SCI will be used to facilitate the proper implementation of the Council's Local Plan and provide the correct balance of input between the Council and local residents. While it is important to note that local councils also have the responsibility to assess local housing need, the National Planning Policy Framework ensures that we have the strongest possible protection for local green spaces.</p>	
4	Thames Water Utilities Ltd	Statement of Community Involvement 2015	Observations	<p>Thames Water Utilities Limited (Thames Water) is the statutory water and sewerage undertaker for the Borough and is hence a "specific consultation body" in accordance the Town & Country Planning (Local Development) Regulations 2004 (as amended in May 2008). In our role as a statutory undertaker we have the following comments on the draft revised Statement of Community Involvement (SCI).</p> <p>Background</p> <p>A key sustainability objective for the preparation of the Local Plan should be for new development to be co-ordinated with the infrastructure it demands and to take into account the capacity of existing infrastructure.</p> <p>The National Planning Practice Guidance (NPPG) includes a section on 'water supply, wastewater and water quality' and sets out that Local Plans should be the focus for ensuring that investment plans of water and sewerage/wastewater companies align with development needs. The</p>	Comments noted.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>introduction to this section also sets out that “Adequate water and wastewater infrastructure is needed to support sustainable development” (Paragraph: 001, Reference ID: 34-001-20140306).</p> <p>The NPPG has recently been updated to reflect changes to the planning system which took effect on the 6th January 2015 in relation to the provision of sustainable drainage systems (SuDS) for major development. All major development should now ensure that sustainable drainage systems (SuDS) for the management of run-off are put in place, unless demonstrated to be inappropriate.</p> <p>The NPPG provides guidance on where to go for advice on surface water drainage (Paragraph: 086, Ref ID: 7-086-20150323). This sets out that local planning authorities are advised to consult the relevant sewerage undertaker where a connection with a public sewer is proposed.</p> <p>Sewer flooding arises as a result of the increase in flows during storm conditions. Increased development results in an increase in foul flows within the combined sewerage network which can reduce the capacity of the network to accommodate storm water.</p> <p>While the provision of SuDS can reduce the volume and rate of flow of rainwater into the combined sewer network it is necessary to consider the combined effect of surface water and foul water flows both on and off site. SuDS proposals will therefore need to be considered in combination with the increase in foul water flows from a development in order to demonstrate that there will not be any increase the risk of sewer flooding. It is therefore considered to be important for developers to liaise with both Thames Water and the Council with regard to drainage proposals at an early stage.</p>	
6	Historic England	Statement of Community Involvement 2015	Support with conditions	<p>Thank you for consulting Historic England on the Revised Statement of Community Involvement (SCI) February 2015. As the Government’s adviser on the historic environment, Historic England is keen to ensure that the conservation and enhancement of the historic environment is fully taken into account in all elements of local planning.</p> <p>Historic England wishes to thank the Borough for the clear statement of its intention to co-operate with us in paragraph 2.5 of the SCI in relation to</p>	Comments welcome.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>planning policies. We acknowledge our reciprocal duty to co-operate in response. For the avoidance of doubt, please consider us a specific consultation body that does have an interest in the development of the borough's Local Plan in accordance with Regulation 18(2)(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012.</p>	
8	H&F Disability Forum	Statement of Community Involvement 2015	Support with conditions	<p>We are pleased to respond to the Statement of Community Involvement (SCI). We welcome the SCI written in reasonable clear, concise English in everyday language with a short glossary. It seems to cover the main points.</p> <p>Hammersmith and Fulham Disability Forum is a community group hosted by Action on Disability. We recommend we should always be referred to as Hammersmith and Fulham Disability Forum every time the Council mentions our group.</p>	Comments noted. The council will ensure that the SCI correctly refers to the Hammersmith and Fulham Disability Forum.
	Hammersmith & Fulham Historic Buildings Group	Statement of Community Involvement 2015	Support	<p>I write on behalf of the Hammersmith and Fulham Historic Buildings Group to comment on the draft of the Revised Statement of Community Involvement in Planning (February 2015) which 'every local planning authority must prepare' as a 'means of improving the quality of the planning process through greater involvement of the whole community' ... This applies to 'both planning policy documents and specific development proposals at pre-application, application and appeal stages' (para 2.3.) We understand the need to 'review and refresh' the CSI in the light of all the changes to planning legislation and guidance.</p> <p>The Group responded on 12.7.2013 to the 'Revised Statement of Community Involvement in Planning'. It seems to us that this revision is largely the same, but the tone of amendments is more positive in encouraging consultation with residents. For example in 4.2 Developers are now 'expected to engage' rather than 'encouraged'. This change of approach is most welcome.</p>	Comments noted.
	Hammersmith & Fulham Historic Buildings Group	Introducing our Statement of Community Involvement	Support with conditions	<p>Why you should get involved in planning? Para 2.1 makes clear the great changes that are taking place from the 'South Fulham Riverside to the Old Oak Opportunity Area'. We welcome the statement in 2.2 that planning 'is about ensuring that development respects the local heritage and townscape' but we would suggest that the phrase 'takes account of the impact on the local area and the people living and working there' is strengthened so that the interests of the local heritage can be given greater weight when considered against outside pressures. We would welcome a reference to</p>	Comments noted. In respect of the request for inclusion of reference to heritage led regeneration, the council considers that the SCI is not the place to go into this level of detail.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				'heritage led regeneration'	
	Hammersmith & Fulham Historic Buildings Group	Introducing our Statement of Community Involvement	Support	Core principles in community involvement. We support the core principles as listed in 2.1.	Comments noted.
2	Emma Juhasz	Introducing our Statement of Community Involvement	Observations	<p>Having just been through a planning application process in the borough, I would like suggest the following to make the process more transparent and less stressful for the neighbours that are affected by builds:</p> <p>1) It should be a requirement that BEFORE the council will accept receipt of any applications, in particular in reference to domestic works, that direct neighbours should be informed of any proposed planning applications and works - perhaps 2-4 weeks prior to an application being submitted.</p> <p>At this time, direct neighbours should be given a document that advises them about the process and what they need to do to make any objections, if they want to. Applicants should be required to complete a form with their planning applications with their direct neighbours' signatures on it, to show that that they have properly advised them and if they don't do this, they should be fined.</p> <p>2) For the direct neighbours - dates that any objections must be made by should be clearly stated - this includes the separate date (which is not found anywhere on any document that the council sends out at the moment) for a Ward Councillor to ask for the planning application to be reviewed by a committee rather than an officer, if the Ward Councillor deems it to be necessary - Information should be supplied about where to find details about who your Ward Councillors are and also information about what you can do if a committee accepts to review the application i.e. that you can send plans/pictures etc to help illustrate what the proposed build will do to your property and who to send it to.</p> <p>3) You should clearly state that basements are deemed permitted developments and objections will not be considered unless there are exceptional circumstances or the build is not adhering to council policy - you should state what the council policy is on basement builds.</p>	<p>The observations provide a useful insight into resident experience of the planning system.</p> <p>Unfortunately the Council is only able to oblige developers to carry out notification and consultation required by statute. As such the opportunity to implement these proposals are limited.</p> <p>1. As above</p> <p>2. The comments are noted and will be taken into account in the next review of the standard documents. Details of Ward Councillors are set out on the Council's website.</p> <p>3. These comments are noted. Planning policies, including those relating to basements, are set out in</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>4) In terms of basement builds, it would be good if the council consider the impact that these builds have on direct neighbours, and how they affect their right to live peacefully in their own homes. Perhaps, a policy could be developed, maybe calculated according to the size of the development and the proposed length of build, that applicants have to compensate their direct neighbours for the length of the noisy build work - so that neighbours have the opportunity to move out during this period. It would definitely make people reconsider if they need a basement - many are definitely needed, but there are definitely others that are just a done because building a basement is a growing trend and people like to be part of it.</p> <p>5) You should tell applicants that they have right to speak to a Duty Planning Officer about any proposed build and that they will be granted a 15 minutes interview - details of how they go about booking this appointment should be on the document.</p> <p>6) It should be clearly stated that if a neighbour would like a site visit made by an officer that it may not be possible to grant this - in our experience the officer did nor respond to 3 emails and 2 phone calls and we had to ask our Ward Councillor and an MP to put in the request for us - if you haven't got time to do site visits then you should say, or a better communications should be set up to deal with this. Or you should have a different team to deal with the neighbours.</p>	<p>the council's development plan.</p> <p>4. These comments are noted, however not directly relevant to the Statement of Community Involvement. The Local Plan (subject to further consultation expected in January 2016) will consider further the issue of the impact of basements.</p> <p>5. Comment noted</p> <p>6. Comment noted, and will be taken into account in reviewing the Council's letter templates</p>
14	Central London, Hammersmith and Fulham, Hounslow and West London Clinical Commissioning Group	Introducing our Statement of Community Involvement	Observations	The Town and Country Planning (Local Planning) (England) Regulations 2012 refer to Primary Care Trusts under the duty to co-cooperate. Following the Health and Social Care Act 2012 and the abolition of Strategic Health Authorities and PCTs, the duty to co-operate should now be with Hammersmith and Fulham Clinical Commissioning Group (CCG) and NHS England as commissioners of primary and secondary healthcare services. Hammersmith and Fulham CCG is part of a collaborative of five CCGs - Central London, Hammersmith and Fulham, Hounslow and West London CCGs.	Comments noted.
9	H&F Disability Forum	Consultation on Planning Policy	Support	We also welcome the principle that consultations on planning issues will be for a minimum of 6 weeks and a maximum of 3 months instead of just 6 weeks. (table 3.1.)	Comments welcome.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
10	H&F Disability Forum	Consultation on Planning Policy	Observations	Drafting point: p 16 mentions Action on Disability (Hammersmith and Fulham Disability Forum); p 22 mentions Action on Disability. This is confusing.	Comments noted. The council will ensure that the SCI correctly refers to the Hammersmith and Fulham Disability Forum.
15	Central London, Hammersmith and Fulham, Hounslow and West London Clinical Commissioning Group	Consultation on Planning Policy	Support with conditions	When preparing planning policy documents we would encourage the local authority to consult with the CCG, NHS England, NHS Property Services and the NHS Trusts at the earliest possible stage, when developing the evidence base and identifying site allocations. We would welcome a commitment from the local authority to monitor and provide information on population and housing growth and infrastructure plans to enable the CCG and NHS England to plan strategically. This is particularly important in the context of the Community Infrastructure Levy.	Comments welcome. The council will ensure that these organisations are included in its consultation data bases and that they are consulted in the preparation of planning and related documents.
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Policy	Support	<p>It is very helpful in 3.4 to lay out the hierarchy of the current planning documents that took over from the UDP. We have been involved in all stages in the consultation on the policy documents prepared in compliance with national and London guidance including the adopted Core Strategy (October 2011), the Development Management Local Plan Document (DMLP July 2013), the Planning Guidance Supplementary Planning Document (SPD July 2013).</p> <p>Local Plan (3.11) We welcome the merger of the Core Strategy (October 2011) and the Development Management Local Plan (July 2013) into a single comprehensive local plan to form the borough's Development Plan. We have recently responded to the consultation.</p> <p>Supplementary Planning Documents. We note that the Planning Guidance SPD (July 2013), expanding on the policies on the Local Plan, is retained as part of LDP and also the regeneration areas SPDs .</p>	Comments noted.
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Policy	Support with conditions	Community Infrastructure Levy (CIL) . We note that the CIL is scheduled to be adopted in 2015 and that it will operate alongside Section 106 obligations. It would be helpful to indicate the different criteria for each.	Comments noted. The CIL was adopted in June 2015 and will come into effect in September.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Policy	Support with conditions	Neighbourhood Plans. (3.17) We support the aspiration of the preparation of these Plans prepared by the local community but we are aware that they are a huge amount of work for a community to undertake and may not be implemented by the Borough. The difficulties are increased when the neighbourhood Plan is located over two Boroughs such as in the local example of St Quintin and Woodlands Neighbourhood Plan which straddles K & C and H & F. The summary (3.19) of the Neighbourhood Planning Regulations is helpful as is the summary of the Council's procedure.	
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Policy	Object	Availability of documents p 12. We note that all documents will be available to download on the council's website. However it is essential that the documents are also available in hard copy on request including Braille and large print. We do not consider that these documents should be 'for purchase' which could discourage participation.	Comments noted. The SCI can be made available in a variety of alternative forms, including hard copy, large print and Braille.
5	Thames Water Utilities Ltd	Consultation on Planning Applications	Support with conditions	<p>Section 4 of the SCI relates to consultation on planning applications. Thames Water support the expectation that developers for all major schemes will be expected to engage fully with the Council and residents to discuss proposals at an early stage before the submission of applications. However, it is considered that this expectation should be extended to set out an expectation that developers will also engage with stakeholders including Thames Water.</p> <p>An expectation that there will be engagement with Thames Water at the pre-application stage is considered to be even more important given changes to the planning system which came into effect on the 6th April 2015 set out above. Any drainage issues associated with a proposed development should be addressed as early as possible through an integrated approach to water management in order to give greater certainty to developers and sewerage undertakers of the infrastructure requirements associated with developments.</p> <p>For clarity and to emphasise to developers the importance of early discussions with regard to SuDS and drainage issues it is considered that additional text should be included in the SCI after section 4.2.</p> <p>Suggested Text</p> <p>"For all major developments it will be necessary for sustainable drainage</p>	<p>Comments noted.</p> <p>Each planning application requires a set of supporting documents. These are set a national and local level, and vary for each application. The council also has a Local Validation Checklist.</p> <p>In respect of pre-application proposals, it is agreed that the 1st sentence of paragraph 4.2 should be amended to read "Developers for all major schemes will be expected to engage with both the council, <u>statutory undertakers and residents and local action groups</u> to discuss proposals</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>systems (SuDS) for the management of run-off to be put in place unless demonstrated to be inappropriate. There are existing capacity issues with the combined sewer network within Hammersmith and Fulham and as such SuDS proposals need to be considered alongside any increase in foul water flows from a proposed development.</p> <p>There should be early consultation with Thames Water regarding the capacity of water and sewerage systems to serve development proposals and adequate time should be allowed for a high level risk assessment to be undertaken. Should more comprehensive responses be required, it is likely that more detailed modelling work will need to be undertaken. The necessary funding for this work will need to be identified and secured through Developers and/or partnership working. It can take circa 3 months to complete modelling work from the point funding has been secured.”</p> <p>Further information for developers on sewerage and water infrastructure can be found on Thames Water’s website at: http://www.thameswater.co.uk</p> <p>Contact can be made with Thames Water Developer Services by;</p> <ul style="list-style-type: none"> • post at: Thames Water Developer Services, Reading Mailroom, Rose Kiln Court, Rose Kiln Lane, Reading RG2 0BY; • telephone on: 0845 850 2777; or • email: developer.services@thameswater.co.uk “ 	
7	Historic England	Consultation on Planning Applications	Observations	<p>In relation to consultations on planning applications, table 4.1 of the SCI does not indicate the involvement of statutory consultees in planning applications, either at pre-application stage (optional) or at application stage. We note that Historic England is a statutory consultee for certain types of applications, relating to works affecting the historic environment. Details of when Historic England should be consulted can be found in the National Planning Policy Guidance: http://planningguidance.planningportal.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/consultation-and-notification-requirements-for-heritage-related-applications/.</p> <p>We would therefore recommend that the paragraph ‘Who will be notified and how?’ on p.35 be modified to include the statutory consultee element of the</p>	<p>Comments noted. The primary purpose of the SCI is to identify the ways in which the council will involve residents in the planning process. However, it is agreed that for thoroughness the suggested sentence should be inserted in the section “Who will be notified and how” in Table 4.1 “<u>Relevant statutory consultees will be notified in writing</u>”. A change to Appendix 6.1 is considered unnecessary. It should be noted that Appendix 6.1</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				<p>process. This could involve the simple insertion of the phrase “Relevant statutory consultees will be notified in writing” at the end of either sub-paragraph. This amendment will, in our view, clarify the process for applicants and ensure that they are not surprised by the need to involve statutory bodies for particular planning applications.</p> <p>For the same reasons, you may also wish to include the details of the statutory consultees in Appendix 6.1.</p> <p>Finally, it must be noted that this response is based on information provided by the London Borough of Hammersmith and Fulham. We trust it is of assistance to your process.</p>	<p>refersto the Regulations which provide further detail on consultees.</p>
11	Transport for London	Consultation on Planning Applications	Support with conditions	<p>Our sole comment on the proposed updated SCI relate to ongoing communication with consultees. Table 4.1 sets out, in regard to planning applications that ‘Everyone that was consulted about the application will be notified of the decision,’. It is our experience that such notifications are not actually sent, regardless of whether a consultation response was provided or not. TfL benefit from ongoing communication where input has been provided following initial consultation, such as notification of when a committee meeting has been scheduled, or in the case of a delegated decision, what the decision that has been reached was.</p> <p>In our experience the use of online webpage embedded comment lodging systems and signing up for alerts for individual applications or in specific locations is not complementary to our role as a statutory consultee. The former often raises difficulties in recording comments or conveying complex information, and the latter is generally tailored for use by residents and cannot react to instances where the officer responding to the initial consultation leaves the organisation.</p> <p>Ideally, a commitment to establishing a standard for ongoing communication in the event of consultation comments being provided by external consultees would be a preferable outcome, though we accept that the focus of the SCI is the resident, or community group audience. In any case, we would appreciate further dialogue in this area.</p>	<p>Comments noted.</p> <p>The Council has now introduced a consultee portal; an officer will be in contact in due course to enable this to be made available for TFL.</p>
12	Mrs	Consultation on Planning	Object	<p>I have been a resident of St Peter's Square, Hammersmith for the past 20 years. I have been on the local resident's association (SPRA) for the past 18</p>	<p>The comments are noted.</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
	Mary Mortimer	Applications		<p>months, having had one three month term as Chair as part of our rotating chair programme.</p> <p>In addition to being supportive of the comments submitted by SPRA on behalf of our committee on a local planning application, I also submitted my own personal comments, in response to a letter engaging my interest by the applicants. I had understood that at this stage of the process, either the contents or the name of the person submitting the comments, would remain confidential and would not be made available to the public.</p> <p>This was not the case and to my horror, one of the applicants came to my house and started to remonstrate with me about the content of my letter to the Council and tried to both intimidate and bully me into withdrawing the letter. My seventeen year old daughter was present and witnessed the whole conversation. We were both shocked and felt the applicants direct approach was both inappropriate and an abuse of the process which currently enables details of those who submit their comments, to be made available to the public.</p> <p>Later that evening, I received an email from the applicants with a veiled threat to take things further, which I understood to mean legal action, if I did not withdraw the letter and inform her that I had done so. They said my comments were suggesting professional impropriety on her husband, her architect and herself, as CEO of various companies.</p> <p>My family and I then went on holiday and during the week, received a further email insisting my letter was withdrawn. My husband and I decided that it was more important to maintain a semblance of self-respect and in the interest of harmonious local community relations, I sent an email instructing the withdrawal of my original letter and replacement with a new one.</p> <p>I understand that the publication of personal details of people who have submitted comments to planning applications is different across the country and it is at the discretion of each Council to determine. I would urge you to seriously reconsider the current system which puts individuals under undue stress and fear and enables others to try to impose intimidation and bullying tactics.</p>	<p>The Council has considered this issue a number of times, and has taken advice as to how best to handle this information and has followed this advice.</p> <p>The Council do not make this information available unless a specific request for it is received.</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				I look forward to hearing your thoughts.	
13	Peterborough Road and Area Residents Association	Consultation on Planning Applications	Support with conditions	<p>We thank you for the invitation in your letter of 27th February to respond to the current consultation on the revised CSI. We comment as follows:</p> <p>We welcome the continuing opportunity for community involvement as set out in the Revised Statement and would like to receive information on the new Ward Panels when this is available.</p> <p>We consider there should be a strengthening of the obligation by the Planning Department to take full account of comments / objections raised by community organisations. Our experience to date is that these are all too often either ignored or over-ruled without any reason given, which undermines the principles behind community involvement.</p> <p>The Revised Statement lays out the requirement for a certain amount of feedback but we consider this is insufficient. Our experience is that the Council is not good at advising when, for example, local planning decisions are made and their result. Simply and quietly publishing documents on the web site / planning portal and expecting consultees to track an application to find the result is inadequate feedback. There should be an obligation on the relevant Planning Officer to notify everyone who has submitted a comment on an application when a decision has been made, with the details then being available on the web site.</p>	<p>Comments regarding ward panels are noted. Further information will be announced on the council's web site as and when available.</p> <p>Regarding feedback, the Council has recently introduced a method for receiving notice of decisions made on planning applications.</p> <p>When viewing a planning application please click on "track" and you will receive an email when a decision is made on that application. Decisions and Reports are uploaded at the time the decision is made.</p> <p>Resources are not available for contacting all those making representations individually when a decision is made.</p>
16	Central London, Hammersmith and Fulham, Hounslow and West London Clinical Commissioning Group	Consultation on Planning Applications	Observations	<p>We suggest that the CCG should be consulted on major planning applications. The NHS London Healthy Urban Development Unit also notifies the CCG of strategic planning applications in Hammersmith and Fulham referred to the Mayor of London. In the context of CIL, we envisage that the focus will shift from commenting on planning applications to greater involvement in planning policy and to monitoring arrangements referred to above.</p> <p>Paragraph 4.3 of the revised document refers to the Council, where necessary, asking internal and external consultees for comments on proposals at the pre-application stage. We welcome this commitment and suggest that the Director of Public Health may have a key role to coordinate comments on healthcare services and wider public health issues.</p>	<p>An officer will be in contact to arrange for this automatic consultation to be set up.</p>

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Applications	Support with conditions	<p>Pre-application consultations. In our 2005 response we commented on pre-application consultations as follows: -'Our limited experience of this so far on specific applications have left us with a very sceptical view of consultation run by the applicant. Our views were misrepresented and there was no attempt to listen, or to amend anything to accommodate our views, only to persuade us to the developer's point of view.'</p> <p>I am pleased to say that this situation has improved since 2005. We welcome the practice of the applicant holding a public exhibition of the proposals early in the development of the project before plans are 'set in stone' and also offering interested groups briefing meetings with the architect. This has led in some applications to welcome amendments to the original proposals. As the SCI states (para2.2) local people often 'know most about their neighbourhood and can offer detailed local knowledge to help deliver the best policies and most appropriate development.'</p> <p>However, there are still examples of virtually no changes being made to original proposals in response to local comments at pre-application exhibitions and meetings, and yet the developer claiming credit for the consultation in his application documentation. A recent example is the proposals for the Walkabout, at Shepherds Bush. We welcome the Council's encouragement of pre application consultations but suggest it should be re-enforced and perhaps a requirement made for applicants to state what they have amended.</p>	Comments noted.
	Hammersmith & Fulham Historic Buildings Group	Consultation on Planning Applications	Support with conditions	<p>Planning Forums are a welcome innovation since the original SCI was published. It can be very helpful to discuss a proposal with the developers and question them with planning officers in attendance and to hear the views of other interested groups. Planning forums should take place prior to an application being submit to the council so that it possible for revisions to be included in the final designs. It is essential that the latest proposals are available to participants with sufficient time for the groups to study them prior to the forum. The success of a forum is dependent not only on the participants having had time to formulate considered views but also that it is well chaired so that all parties can express their opinions.</p>	Comments noted.
	Hammersmith & Fulham Historic	Consultation on Planning Applications	Support	<p>Ward Panels. We support the inclusion of Ward Panels (when they are implemented) in the planning process as this should help to widen participation in the planning process.</p>	Comments noted.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
	Buildings Group			Appeals. The procedure has been working well and in our experience the Council has been very helpful in providing information and supplying necessary documentation.	
	Hammersmith & Fulham Historic Buildings Group	Appendices	Support with conditions	<p>Appendix 1: Consultation Bodies and Communication Methods</p> <p>We are glad we are listed as an organisation to be consulted. We are regularly consulted on planning applications and policy documents. However we are concerned that we are not consulted formally or informally on work undertaken by Highways which affects the historic environment. We were concerned about the removal of the old iron street name plates in the side streets off the Fulham Palace Rd. This was done apparently in the interests of conformity and also due to the request of a very few residents. This is directly contrary to Street Smart guidance and it appears that highways did not carry out the review of their heritage value as required before replacing them. A similar example was the suggestion to remove the historic cobbles in front of the station in Beadon Rd which fortunately has not taken place. We ask that this anomaly with proposals from highways is investigated and a procedure for consultation - or at least advance notification allowing for comment - is set up. Once historic assets such as the street signs or cobbles have gone they cannot be replaced.</p>	Comments noted and forwarded to Highways officers.
17	Central London, Hammersmith and Fulham, Hounslow and West London Clinical Commissioning Group	Appendices	Support with conditions	<p>Appendix 1: Consultation Bodies and Communication Methods</p> <p>No NHS organisations are listed as either general or specific consultation bodies to be consulted on planning applications or planning policy.</p> <p>The National Planning Practice Guidance section on Health and Wellbeing (which supports the National Planning Policy Framework) refers to the responsibility of the local Clinical Commissioning Group and NHS England Local Area Team as commissioners of healthcare services who should be consulted on local plans and planning applications. We therefore suggest that the Clinical Commissioning Group and NHS England Local Area Team are added as specific consultation bodies.</p> <p>We also suggest that Central London Community Healthcare NHS Trust, Imperial College Healthcare NHS Trust and West London Mental Health NHS Trust as healthcare providers and estate owners are added as general</p>	Comments noted. Appendix 6.1 lists categories of general consultation bodies, not specific consultation bodies, such as the Clinical Commissioning Group. However, it should be noted that reference is made to the Town and Country Planning (Local Planning) (England) Regulations 2012, where reference to specific consultation bodies may be found.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
				consultation bodies, along with NHS Property Services and Community Health Partnerships who own and manage a number of health centres in the borough.	
	Marine Management Organisation	Statement of Community Involvement 2015	Comment	No comments to submit.	Comments noted.
	Highways Agency	Statement of Community Involvement 2015	Comment	We do not have any comments at this time.	Comments noted.
	London Borough of Richmond	Statement of Community Involvement 2015	Comment	We do not have any comments.	Comments noted.
	Natural England	Statement of Community Involvement 2015	Comment	<p>We are supportive of the principle of meaningful and early engagement of the general community by the public, community and other organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals.</p> <p>We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk. This system enables us to deliver the most efficient and effective service to our customers.</p>	Comments noted.
	Office of Rail Regulation	Statement of Community Involvement	Comment	No comment to make on this particular document.	Comments noted.

ID	Name/Org	Section	Nature of comment	Representation	Officers' Response
		2015			

London Borough of Hammersmith and Fulham
**Revised Statement of Community
Involvement in Planning**

November 2015

For further information please contact:

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1	Explanatory Note	3
2	Introducing our Statement of Community Involvement	5
3	Consultation on Planning Policy	7
4	Consultation on Planning Applications	33
5	Assessment and Monitoring	41
6	Appendices	43
6.1	Appendix 1: Consultation Bodies and Communciation Methods	43
6.2	Appendix 2: Planning Policy Document Information Points	48
6.3	Appendix 3: Glossary	49

Contents

1 Explanatory Note

1.1 This Statement of Community Involvement (SCI) in Planning was subject to public consultation carried out from February to April 2015. The SCI was prepared under the terms of the Planning and Compulsory Purchase Act 2004 and updates the earlier 2013 document. It takes into account more recent legislation that impacts upon planning, including the Localism Act 2011, the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the National Planning Policy Framework 2012.

1.2 The SCI was adopted by Cabinet on 2nd November 2015. The document may be seen at the locations outlined in Appendix 2 and on the Council's website.

1.3 The SCI can be made available in alternative forms, including Braille, easy read, large print and audio. If you require the document in an alternative format please contact us:

by email to SCI@lbhf.gov.uk or by letter to:

Development Plans Team
Planning and Growth
London Borough of Hammersmith and Fulham Town Hall
King Street
London W6 9JU

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1 Explanatory Note

2 Introducing our Statement of Community Involvement

Why you should get involved in planning?

2.1 Hammersmith and Fulham is a dynamic London borough undergoing significant change, from the South Fulham Riverside through to the Old Oak Opportunity Area in the north of the borough, and planning for that change affects us all in many ways. It is about recognising the need for change and managing it in a way that can achieve the sustainable, safe and quality environment that ensures there are jobs, housing for all and the facilities that people need in accessible places.

2.2 Planning is also about ensuring that development respects the local heritage and townscape and takes account of the impact on the local area and the people living and working there. The Planning Division of the Planning and Growth Department is responsible for planning functions, including developing the plans and policies to guide development as well as determining planning applications. The council wants to engage all the borough's communities to ensure they have the widest level of opportunity to participate in its planning work, particularly at a time when it is pursuing a strategy for growth and regeneration. The council recognises that often those most affected by development are also those who know most about their local neighbourhood and can offer detailed local knowledge to help deliver the best policies and most appropriate development for the borough. It is therefore important for the council to hear from, and involve, all groups within the community.

The purpose of this SCI document

2.3 The SCI explains how and when the community can be involved in the preparation of planning policy documents and in the consideration of planning applications, including pre-application proposals and appeals. Every local planning authority must prepare an SCI, which is a means of improving the quality of the planning process through greater involvement of the whole community. The SCI aims to ensure that the appropriate type and scale of engagement is undertaken for both planning policy documents and specific development proposals at pre-application, application and appeal stages.

Our core principles for community involvement

2.4 The council has identified a set of core principles for community involvement that has been applied to inform the kind of consultation to use and when it is best to use it for both planning policy development and consideration of planning applications. These core principles are set out below:

Table 2.1: Core principles for community involvement

- Aiming to hear a full range of views
- Ensuring an inclusive approach
- Being clear about the consultation process
- Clearly communicating information and opportunities for discussion
- Enabling straightforward interaction
- Respecting and valuing comments
- Making the most of information technology
- Ensuring feedback and continuity

2 Introducing our Statement of Community Involvement

- Responsible resourcing
- Monitoring effectiveness

A Duty to co-operate

2.5 In compliance with Section 110 of the Localism Act 2011, the council is also under a duty to co-operate with neighbouring boroughs and other authorities and agencies when it reviews its planning policies. These authorities and agencies include the Mayor of London and GLA associated bodies (such as Transport for London), as well as bodies such as the Environment Agency, Historic England, Natural England, the Civil Aviation Authority, the Clinical Commissioning Groups, the Homes and Communities Agency, the Office of Rail Regulation, the Highways Agency and neighbouring boroughs (see Town and Country Planning (Local Planning) (England) Regulations 2012 for the full list of specific and general consultation bodies).

3 Consultation on Planning Policy

3.1 This section outlines how the council aims to involve the community in the preparation of its planning policy documents, a list of which can be seen in the council's Local Development Scheme (LDS) which is available online and at the Town Hall. The LDS sets out a list of policy documents to be prepared and their timetable for production. It is reviewed as and when necessary to ensure that the public are aware of documents coming on-line and have the chance to participate in their preparation.

Planning Policy

3.2 The council, as a local planning authority, is required to prepare statutory planning policy documents. These documents include policies that help shape the future development of the borough and guide developers in preparing applications that will be acceptable in planning terms. They are coordinated with, and support, the council's own strategies and those of its partners, such as the GLA and TfL.

3.3 The policies run across a number of documents and are prepared in compliance with national and London guidance. The policy documents currently include the adopted Core Strategy (October 2011), the Development Management Local Plan Document (DMLP July 2013), the Planning Guidance Supplementary Planning Document (SPD July 2013) and a range of regeneration area based SPDs, for example the White City Opportunity Area Planning Framework (October 2013).

3.4 Over the coming years the council will update its policy documents to include:

- **Local Plan:** this is the plan for the future development of the borough. In law this is described as the development plan document or documents (DPDs) adopted under the Planning and Compulsory Purchase Act 2004. The Local Plan currently consists of the Core Strategy (October 2011) and the Development Management Local Plan (July 2013). The council is working towards merging these documents into a single comprehensive Local Plan which, together with the London Plan and any Neighbourhood Plans, will form the borough's Development Plan.
- **Supplementary Planning Documents:** the council has prepared a comprehensive Planning Guidance SPD (July 2013) that explains and expands on the policies of the Local Plan in more detail. The council has also prepared a number of regeneration area SPDs, for example the White City Opportunity Area SPD.
- **Community Infrastructure Levy (CIL):** this is the statutory charge to be levied on new development, for which the council has prepared a draft charging schedule (DCS 2014) that was consulted on between 22 August and 3 October 2014. When the CIL is finalised and adopted, it will operate alongside Section 106 obligations. The CIL is scheduled to be adopted in 2015.
- **Neighbourhood Plans:** these are prepared by the local community with technical support from the council where required or requested. After an independent examination and endorsement by a referendum a neighbourhood plan will become part of the council's Development Plan.

The Town and Country Planning (Local Planning) (England) Regulations 2012

3.5 The most recent Regulations that came into force in April 2012 set out the statutory requirements for the production of Local Plans and SPDs. These requirements include criteria for the preparation and publication of a draft local plan, receiving representations, consideration of representations, examination, publication of recommendations and

3 Consultation on Planning Policy

adoption. Throughout these stages of Local Plan production, the council will seek to ensure that issues are considered and that policies are drafted that take full account of equality considerations. As part of this process there will be appropriate community involvement as set out in this document to ensure that all groups have the opportunity to engage in the planning process.

Engagement in the preparation of our planning policy documents

3.6 The minimum consultation requirements for local plans and supplementary planning documents are set out in Regulations 18-26 and 12-14 respectively of the Town and Country Planning (Local Planning) (England) Regulations 2012. Other regulations that apply are the Community Infrastructure Levy Regulations 2010 (as amended) and the Neighbourhood Planning (General) Regulations 2012. In addition to these Regulations, the Council has a public sector equality duty under Section 149 of the Equality Act 2010 to have due regard to the need to:

1. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;
2. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
3. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3.7 Having due regard under the Equality Act 2010 to the need to advance equality of opportunity involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

3.8 The Equality Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

3.9 Because consultation is an exercise of one of the council's functions, it will be taken into account when the council designs consultations. Under the Equality Act 2010, those with protected characteristics (which includes everyone) can expect the council to take their needs into account: Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex (gender) & Sexual Orientation. However, Marriage and Civil Partnership will not normally apply.

3.10 The following sections of the SCI outline how the council will seek to engage the community in the production of these documents. In many cases the council wishes to go beyond the statutory requirements to seek the full and active engagement of all groups within the community, especially "hard to reach groups" that often do not get involved in planning matters. The council wants to give more power to local communities, including engagement in review of the Local Plan.

Local Plan

3.11 The council's Core Strategy was adopted in October 2011 and is the overarching policy framework guiding the vision of how the borough will develop over the next twenty years. It sets out the key strategic objectives and policies to enable development to come forward in the right place, at the right time and in the right way. The Development Management Local Plan (DMLP) has been prepared to accompany the Core Strategy and ensure that the details of each development proposal are appropriate to their site and its setting and that the appropriate facilities are in place to ensure that new development is sustainable. The DMLP was adopted in July 2013.

3.12 The council is working toward merging the Core Strategy and DMLP into a single Local Plan document. In carrying out this task, and in preparing any other planning document that will become a part of the Local Plan, the key steps will be as set out below:

Preparation of Local Plan

Identify main issues the Local Plan needs to address and consider alternative policy options.

>>>>

Publication of proposed Local Plan

Local Plan finalised with preferred policy options published for a last stage of consultation.

>>>>

Submission

Local Plan and public responses submitted to Secretary of State for Communities and Local Government, who appoints a Planning Inspector.

>>>>

Examination

The Local Plan, public responses and written statements examined by the planning inspector at public examination. There may be further modifications published for consultation, after which a report on the soundness of the Local Plan is issued by the Inspector.

>>>>

Adoption

The recommendations of the Inspector's report are considered and the council adopts the Local Plan.

>>>>

3 Consultation on Planning Policy

3.13 The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out in table 3.1.

Consultation on Planning Policy 3

Table 3.1: Key stages and community involvement on the Local Plan

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
What happens at this stage and how long is it?	<p>Consultation on the main issues identified by the council and the options for addressing them. Opportunity to raise any other issues and options for addressing them.</p> <p>No fixed period, but a minimum of 6 weeks and a maximum of 3 months to gather a comprehensive overview of issues that the policies need to address</p>	<p>Comments can be made on proposed detailed policies and on the accompanying SA.</p> <p>Consultation period set by Government at 6 weeks.</p>	<p>The Inspector examines the proposed Local Plan and can recommend main modifications that require a further 6 week period of consultation, with potentially a further examination.</p> <p>The length of the hearing can vary depending on the number of people who wish to appear, the scope of issues the independent Inspector decides need to be heard and how the Inspector organises the examination.</p>	<p>Inspector reports changes required to the Local Plan to make it sound and legally compliant. The council adopts the amended plan at a meeting of full council.</p> <p>There is no consultation at this stage.</p>
WHAT WE WILL DO				

3 Consultation on Planning Policy

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
<p>What documents will be available?</p>	<p>Issues and options document, a summary document if appropriate, and relevant background studies in the evidence base, including Equality Impact Assessments, as appropriate.</p>	<p>Proposed submission Local Plan and supporting evidence base, including Equality Impact Assessments as appropriate and Sustainability Appraisal report.</p> <p>Any reports on related consultation previously carried out.</p>	<p>Representations made at previous stage and evidence submitted to the Public Hearing by the council and others. (The Inspector decides who appears at the Public Hearing).</p>	<p>The Inspector's report and the adopted Local Plan.</p>
<p>How will they be made available?</p>	<p>All documents that we publish will be available to view or download on the council website, at Local Plan information points, and available (for purchase if appropriate) at the Town Hall. Documents will also be sent to specific consultation bodies identified in the regulations and with whom the council has a duty to cooperate, as well as made available as appropriate at any forums, workshops or other consultation event that the council undertakes (see Appendix 2 for examples of these). The documents can be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.</p> <p>All comments and any other documents received as part of consultation will be scanned/copied and made available for others to see at Local Plan information points as appropriate) (Appendix 2). All evidence submitted to the Public Hearing will be made available electronically and in the Public Hearing "library". We will encourage everyone to submit documents electronically so that they can be easily made available on our website.</p>			

Consultation on Planning Policy 3

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
<p>Who will we consult/notify and how will we do this?</p>	<p>Comments will be invited from:</p> <ul style="list-style-type: none"> • General public via website and, if appropriate, local press (including links on partner websites where appropriate) • Relevant specific consultation bodies as identified in the Town and Country Planning (Local Planning) (England) Regulations, who will be contacted by email and/or letter • General consultation bodies as identified in the Town and Country Planning (Local Planning) (England) Regulations, who will be contacted by letter and/or email • Specific consultation bodies under the Duty to Co-operate, including neighbouring local planning authorities and any other 'prescribed' body, such as the Environment Agency, will be notified by letter and invited for meetings if required. • Mailing list of those who inform us they wish to be consulted or notified on a particular subject and those who have commented at previous stages, who will be contacted by email and/or letter <p>We will endeavour to provide the opportunity to take part in consultation on planning documents available to all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on planning proposals</p>	<p>Notice of the Public Hearing will be published at least 6 weeks before it is due to commence. We will also email or write to those we have previously consulted.</p> <p>The Inspector may arrange a pre-meeting to explain the process for the Public Hearing.</p> <p>The Inspector's programme officer will contact all those who make representations on the Local Plan.</p> <p>Any major modifications proposed by the Inspector will be advertised and further consultation carried out as appropriate or as advised.</p>	<p>Notice of the adoption to all those who we have previously consulted, or made representations on the Local Plan or who took part in the Public Hearing.</p>	

3 Consultation on Planning Policy

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
	<p>so that they may be taken into account, for example on proposals in regeneration areas identified in local plan documents. Such action will help us to take account of different needs, to encourage participation from different groups and help foster good relations between different groups. Doing this will include taking account of needs such as access for disabled people and ensuring where possible that meetings are held at times of the day that facilitate participation. Local area workshops may be offered for aspects of the first stage of consultation and drop-in sessions to update on other stages. The council is also piloting Ward Panels which would be engaged in the Local Plan process. We will also invite established community network organisations, for example Hammersmith and Fulham Disability Forum and Sobus (former Community and Voluntary Sector Association Hammersmith & Fulham (CaVSA) and the Fulham Community Partnership Trust (FCPT) to engage in the process and help pass on information and encourage responses.</p>			

Consultation on Planning Policy 3

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
How will we consider your comments?	<p>The results of consultation will be reported to our Cabinet or Cabinet Member for Community Safety, Environment and Residents Services. We will make the reports available on our website and at Hammersmith Town Hall.</p> <p>The comments received at each stage will be taken into account in preparing documents for the next stage.</p>	<p>The Inspector will consider comments made at the submission stage together with additional written statements at the Public Hearing.</p>	<p>The Inspector's recommendations for revisions for soundness and legal compliance will be incorporated into the adopted Local Plan.</p>	
Giving feedback	<p>We will prepare a summary of comments before the start of the next stage that will be made available on the council's website.</p> <p>We will make all representations available for inspection at the information points listed in Appendix 3. Summaries of comments and our responses will similarly be made available at information points and on the council's website. The minutes of our Cabinet meetings (including</p>	<p>We will prepare a summary of all comments received at the end of the consultation period, and email or write to all participating consultees to inform them in time for preparation of evidence for the Public Hearing.</p>	<p>We will contact all participating consultees with details of the result of the examination. The Inspector's Report will be published on the council website.</p>	

3 Consultation on Planning Policy

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
	confirmed decisions) will be publicly available at Hammersmith Town Hall and on our website.			
WHAT YOU CAN DO				
How can you get more information or take part in discussions?	Officer contacts will be available to provide information by email or telephone during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone. Contact details will be available on all documents that we produce.			
How can you give us your views?	Written comments can be sent by email or post or made through the website. Where people are unable to provide written comments we will consider requests to provide comments in other formats. This may include making provision for people with disabilities in order to include their views in the planning process and to encourage their participation in public life. We will endeavour to send you an acknowledgement of your comments within 3 working days of receipt. We will not respond to comments at this stage. We will take notes of what is said at public events, but these cannot be used as formal comments.	There is no further scope for comments on the Inspector's Report, which will make recommendations on any changes necessary for the Local Plan to be sound and legally compliant. There is also the potential for judicial review of the plan within a specified period after adoption.	The format for the public hearing is round table discussions. The Inspector will decide the issues to be discussed at the hearings and will choose who to invite to the hearing sessions. If you are invited to attend a hearing session your comments can be supported by written statements. Alternatively you can rely upon written statements and not appear at the hearing.	

Consultation on Planning Policy 3

	Stage 1 PREPARATION OF LOCAL PLAN	Stage 2 PUBLICATION OF PROPOSED LOCAL PLAN	Stage 3 INDEPENDENT EXAMINATION	Stage 4 LOCAL PLAN ADOPTION
			The council will ensure that venues for public hearings are accessible and inclusive to all who wish to attend.	

3 Consultation on Planning Policy

Supplementary Planning Documents

3.14 Supplementary Planning Documents (SPDs) add detail to, and further explain, the policies and proposals set out in the Local Plan, without adding new policy. Consultation for these documents normally involves publishing a draft for comment and using the comments received in producing the final version. It may on occasion be appropriate for preliminary consultation to take place, depending on the scope and level of complexity of the SPD being prepared. Where SPDs are area based, for example in opportunity areas, the council will target the community in those areas, and where they are topic based the council will target any groups that are particularly affected.

Preliminary Consultation on draft SPD

Where necessary, identify the main areas that the draft SPD needs to address.

>>>>

Publication of the draft SPD

Draft SPD published with a minimum 4 week period for consultation.

>>>>

Consideration of Comments Received

Council considers comments made to the draft SPD and makes any necessary changes.

>>>>

Adoption

Council adopts SPD as a Local Development Document and prepares adoption statement in accordance with regulations.

Consultation on Planning Policy 3

Table 3.2: Key stages and proposed consultation methods for Supplementary Planning Documents

	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
What can you do?	You can comment on any documents that are published and take part in discussions held at this stage to inform the production of the draft SPD.	You can comment on the draft SPD.	Judicial review is also possible within 3 months after the adoption date.
How long is each stage?	Varies on the SPD subject and level of complexity.	A minimum of four weeks, but the council will ordinarily consult for a minimum of six weeks.	
Who will we consult/notify and how will we do this?	<p>Where appropriate we will informally consult relevant specific consultation bodies, relevant general consultation bodies and other relevant organisations on our mailing list by email and/or post, and via the website.</p> <p>Specific consultation bodies under the duty to co-operate, including neighbouring local planning authorities and any other 'prescribed' body such as the Environment Agency, Historic England and Natural England.</p>	<p>We will consult: relevant specific consultation bodies, relevant general consultation bodies depending on the draft SPD subject matter, relevant mailing list organisations and the general public in the same way as the submission Local Plan.</p> <p>We will endeavour to provide the opportunity to take part in consultation on drafts SPDs to all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on proposals so that they may be taken into account. Such action will help us to take account of different needs, to encourage participation from different groups and to help foster good relations</p>	Within 10 working days we will notify relevant statutory consultees and all consultation participants.

3 Consultation on Planning Policy

	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
	<p>This will include inviting involvement from established community network organisations as appropriate, for example Hammersmith and Fulham Disability Forum and Sobus (former Community and Voluntary Sector Association Hammersmith & Fulham (CaVSA) and the Fulham Community Partnership Trust (FCPT)).</p> <p>Where appropriate, we will endeavour to contact relevant community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also target particular areas to gauge opinion on planning proposals so that they may be taken into account.</p>	<p>between different groups. Doing this may include taking account of needs such as access for disabled people and ensuring whenever possible that meetings are held at times of the day that facilitate participation, as examples.</p>	

Consultation on Planning Policy 3

	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
How will documents be made available?	<p>Documents will be available to view or download on the council website, at Local Plan information points, and available at the Town Hall. Documents will also be sent to relevant specific consultation bodies and those with whom the council has a duty to cooperate, as well as made available at any exhibitions, workshops or other consultation event that the council undertakes (see Appendix 2 for examples of these).</p> <p>The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.</p>		
How you can get more information or take part in discussions?	<p>Where appropriate and when requested we will hold meetings with relevant general consultation bodies and other organisations and individuals in accessible and inclusive venues, at times of the day that facilitate participation.</p>	<p>Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested, within 24 hours.</p> <p>Meetings to provide information on this stage will be arranged where requested.</p>	<p>Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested.</p>
How can you give us your views?	<p>Written comments by email, post or through the website.</p> <p>We will endeavour to send you an acknowledgement of your comments within 3 working days of receipt. We will not respond to comments at this stage.</p> <p>We will take notes of what is said at any public events, but these will not be used as formal comments.</p>		
How will we consider your comments?	<p>Comments made at this stage will be taken into account in preparing the draft SPD. We will prepare a statement setting out the names of</p>	<p>We will consider all comments and the need for revisions. All comments, with their proposed response, will be reported to full council. We will prepare a summary of all comments received at the end of the consultation</p>	<p>We will contact all participating consultees with details of the adoption and prepare an adoption statement in accordance with Regulations. The</p>

3 Consultation on Planning Policy

	PREPARATION OF SPD	DRAFT SPD	ADOPTION BY THE COUNCIL
	those we consulted, a summary of the issues raised and how these were addressed in the SPD.	period, together with responses and action taken, and make this available for inspection.	adoption statement will be sent to any person who has asked to be notified of the SPD adoption.

Community Infrastructure Levy

3.15 The Community Infrastructure Levy (CIL), for which provision was made in the Planning Act 2008 and updated in the Localism Act 2011, is a statutory, non-negotiable charge on new development. The levy will be used to help deliver a wide range of infrastructure needed to support the development of the area. The preparation of CIL involves the following stages:

- Consultation on a preliminary draft charging schedule (PDCS)
- Publication of a draft charging schedule (DCS)
- Public examination
- Adoption.

3.16 Possible community involvement for each of these stages is detailed in table 3.3 below:

Table 3.3: Key stages and community involvement on the Community Infrastructure Levy (CIL) Charging Schedule

	Stage 1	Stage 2	Stage 2*	Stage 3	Stage 4
	PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	DRAFT CHARGING SCHEDULE (DCS)	SUBMISSION OF DCS	EXAMINATION	ADOPTION OF CHARGING SCHEDULE (CS)
What happens at this stage and how long is it?	Consultation for at least 6 weeks and representations on the council's initial proposals for CIL.	Consultation for at least 6 weeks and representations on the council's firm proposals for CIL.	Submission of firm proposals for CIL to an independent examiner.	Independent examiner to determine procedures and timescales.	
WHAT WE WILL DO					
What documents will be available and how will they be made available?	PDCS, Infrastructure Plan (including the Infrastructure Planning Schedule (IPS)), Viability Assessment and Equalities Impact Assessment (EqIA) available on the website and at Local Plan information points (Appendix 2).	The draft charging schedule and all other prescribed documents relating to this consultation phase will be made available on the council website and at Local Plan information points (Appendix 2).	After submission, the draft charging schedule, a summary of the main issues raised in representations and all other prescribed documents will be made available on the council website and at Local Plan information points (Appendix 2). Documents	All relevant examination documents available on the council website (examination library)	After receipt of the Examiner's report and Council approval of the charging schedule, in addition to complying with statutory requirements, we will make both reports available on the council website and at Local Plan information points and notify persons who have requested

3 Consultation on Planning Policy

	Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
			published for the previous consultation phase and the council's response to will remain available on the council website.		to be notified of these developments.
	All comments and any other documents received as part of consultation will be made available for others to see on the council's website and at Local Plan information points (Appendix 2). All evidence submitted to the Examination will be made available in the examination "library". We will encourage everyone to submit documents electronically so that they can be easily made available on our website. The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.				
Who will we consult/notify and how will we do this?	We will consult: <ul style="list-style-type: none"> ● Local residents and communities ● Local businesses and business bodies ● Local voluntary bodies ● Local stakeholders 	We will consult all as in the previous stage as well as: those who commented at the PDCS stage. We will do this using letters, emails, the Planning Agents' Forum and local advertisement notice.	After Submission, we will give notice by letter and/or email to those who requested notification at the DCS stage.	At least 4 weeks before an examination hearing takes place (or at least 2 weeks if a Statement of Modifications has been published) we will:	As soon as practicable after receipt of the Examiner's report, we will: <ul style="list-style-type: none"> ● Notify those who requested to be notified

Consultation on Planning Policy 3

Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
<ul style="list-style-type: none"> • Neighbouring authorities and bodies such as the Homes and Communities Agency • Specific consultation bodies under the duty to co-operate, including neighbouring local planning authorities and any other 'prescribed' body including the Environment Agency, Historic England and Natural England. <p>We will use emails, letters and the Planning Agents' Forum as appropriate.</p> <p>We will endeavour to contact all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. We will also</p>			<ul style="list-style-type: none"> • Place on our website and publish a notice of the time and place of the examination <p>Notify those who have made representations or a request to be heard at the DCS stage.</p>	<p>After Council approve the charging schedule, we will:</p> <ul style="list-style-type: none"> • Notify those who requested to be notified • Send a copy to relevant authorities <p>Publish a local advertisement notice.</p>

3 Consultation on Planning Policy

	Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2 DRAFT CHARGING SCHEDULE (DCS)	Stage 2* SUBMISSION OF DCS	Stage 3 EXAMINATION	Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)
	target particular areas to gauge opinion on planning proposals so that they may be taken into account.				
How will we consider your comments?	We will consider representations received in light of statutory legislation and guidance to inform the next stage. We will publish a summary of the representations received and the council's response.		No opportunity for comments at this stage.	The examiner will consider representations received as part of the DCS and the examination hearing.	No opportunity for comments at this stage.
WHAT YOU CAN DO					
How can you get more information or take part in discussions?	Officers will be available to provide information by telephone during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone. Contact details will be available on all documents that we produce.	The Statement of the Representations Procedure will set out information on: <ul style="list-style-type: none"> • Time period for representations • Address for representations 	No opportunity for comments at this stage.	See DCS stage.	No opportunity for comments at this stage.

Consultation on Planning Policy 3

Stage 1	PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)	Stage 2	DRAFT CHARGING SCHEDULE (DCS)	Stage 2*	SUBMISSION OF DCS	Stage 3	EXAMINATION	Stage 4	ADOPTION OF CHARGING SCHEDULE (CS)
			<p>How to request a right to be heard at the Examination; to be notified at the Submission stage; to be notified of the examiner's recommendations; and how to request to be notified of the final approval.</p>						

3 Consultation on Planning Policy

<p>How can you give us your views?</p>		<p>Stage 1 PRELIMINARY DRAFT CHARGING SCHEDULE (PDCS)</p>	<p>Stage 2 DRAFT CHARGING SCHEDULE (DCS)</p>	<p>Stage 2* SUBMISSION OF DCS</p>	<p>Stage 3 EXAMINATION</p>	<p>Stage 4 ADOPTION OF CHARGING SCHEDULE (CS)</p>
	<p>You can give your views by Email cil@lbhf.gov.uk or by Post. Where people are unable to provide written comments we will consider requests to provide comments in other formats. We will acknowledge receipt if received electronically.</p>	<p>No opportunity for comments at this stage.</p>	<p>See DCS stage. The format for the public hearing is round table discussions and written representations, where your comments can be made either verbally (when appropriate) or written. Venues will be accessible and inclusive.</p>	<p>No opportunity for comments at this stage.</p>	<p>No opportunity for comments at this stage.</p>	

Neighbourhood Planning

3.17 The Localism Act 2011 (Part 6, Chapter 3) allows for the preparation of neighbourhood plans. Whilst previously all development plans were produced by the council, designated community groups as part of a designated Neighbourhood Forum in a clearly demarcated Neighbourhood Area now have the opportunity to prepare their own Neighbourhood Plan. This document can provide planning policies complementing the council's Local Plan to help shape the growth and development of the designated area. The government has also produced Neighbourhood Planning Regulations setting out the national requirements for neighbourhood planning. A summary diagram of these requirements is provided below:

Assess whether a neighbourhood plan is the right approach for your area in context of existing council Development Plan.

>>>>

Apply to the council for designation as a Neighbourhood Forum representing a clearly outlined Neighbourhood Area.

>>>>

Prepare a Neighbourhood Plan in compliance with the council's Development Plan and setting out your proposals for your Neighbourhood Area.

>>>>

Consult local people on your plan.

>>>>

Submit the plan to the council for approval, including details of the local consultation that has been carried out.

>>>>

The council will put your Neighbourhood Plan out to formal consultation and subject it to independent examination to ensure it has met all the legal requirements.

>>>>

A referendum is held in the local area and provided more than 50% of those voting agree with the plan, it will be adopted by council as part of its Development Plan.

3 Consultation on Planning Policy



3.18 Consultation requirements for a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012 and the Amendment to the Regulations which came into effect in 2015 . The council recommends that any Neighbourhood Forum preparing a Neighbourhood Plan consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan. If an application for a neighbourhood area also falls within the area of an adjoining borough it will be particularly important for sufficient time to be given for effective publicity arrangements to be put in place (see also Amendment Regulations).

3.19 The procedure that the council will take throughout the stages of preparation of a Neighbourhood Plan is set out in the Regulations. This does not preclude support on a more informal basis that the council is required to offer once the neighbourhood area is designated. Ways in which the council will assist in supporting the development of a neighbourhood plan are:

- Make data and maps available for the evidence base;
- identify key local strategic policies and advising on other policy/guidance as relevant;
- sharing key contacts and other interested stakeholders;
- help in arranging consultation engagement activities;
- providing technical support, such as assistance with layout and illustration of the plan;
- reviewing and making suggestions on writing plan policies; and
- providing officer advice for neighbourhood forums or more informal working groups.

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
What happens at this stage and how long is it?	We will as soon as possible publicise on the council’s website the intention and name of the area proposed for designation, a map of the area and the name of the relevant body that applied for the designation. We will explain how to make representations. Where appropriate,	Once an application is submitted, we will as soon as possible publicise a copy of the application, with details of how to make representations with the date that these must be received. Where appropriate, the council will notify members of the community by letter and/or other means of the application.	The council will publish the plan proposal on the website along with details where it can be inspected and details on how to make representations. The council will notify all consultation bodies that requested to be	The council will arrange for a referendum to take place in the area and place a notice of referendum which will explain what it is asking, who

Consultation on Planning Policy 3

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
	<p>the council will notify members of the community by letter and/or other means.</p> <p>No fixed period, but a minimum of 6 weeks to gather representative responses from the community.</p> <p>Within 8 weeks of the publication of the application for a neighbourhood area (20 weeks for an area falling within 2 or more boroughs) , the council will publish the decision on whether to designate an area on the website with the reasons for designation/refusal and where documents may be inspected. The</p>	<p>No fixed period, but a minimum of 6 weeks to gather representative responses from the community.</p> <p>The council will publish the decision as soon as possible on the website with the reasons for designation/ refusal and where the documents may be inspected. We will also notify the applicant.</p> <p>If approved, the council will publish the name of the forum, the constitution, the name of the area to which it relates and contact details of a key member of the forum.</p>	<p>notified. Where appropriate, the council will notify members of the community by letter and/or other means.</p> <p>No fixed period, but a minimum of 6 weeks from the date the proposal is first publicised.</p> <p>The council will check that all the appropriate documentation is provided which complies with all the statutory requirements. The council will then send documents to an independent examiner that will make recommendations.</p>	<p>can participate and other details of the referendum on the council's website. The council may contact any other members of the community and wider area that it considers appropriate along with those that have requested to be notified.</p> <p>If the referendum votes in favour of the area, the council will</p>

3 Consultation on Planning Policy

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS/	NEIGHBOURHOOD PLAN REFERENDUM
	council will also contact the group applying for the neighbourhood area and anyone that has requested to be notified.	<p>If refused, the council will publish the decision as soon as possible on the website with the reasons for refusal and where the documents may be inspected. It will also contact the applicant or a representative of the neighbourhood forum.</p> <p>The council will withdraw an application if it is requested by the proposed forum at any time.</p>	The council will make a decision and make modifications based on examiner's recommendations, if agreed that they are necessary, or otherwise refuse the plan. The decision will be placed on the website along with a decision statement and examiner's report. This will be sent to the qualifying body and any person who requested to be notified.	adopt the plan at the next meeting of full Council.

Consultation on Planning Applications 4

4 Consultation on Planning Applications

4.1 The council will take a positive and pro-active approach to engaging the community and applicants in the planning process. This will include engagement with established community network organisations and local action groups such as Hammersmith and Fulham Disability Forum and, when appropriate, will take place before an application has been submitted, as well as during the formal application process.

Pre-application Consultation

4.2 Developers for all major schemes will be expected to engage fully with the council, statutory undertakers, residents and local action groups to discuss proposals at an early stage before the submission of any planning applications. Early discussions with all sections of the community can help avoid problem areas and improve the quality and acceptability of a planning application.

4.3 The council offers a pre-application advice service. However any advice given is without prejudice to future decisions of the council. Where necessary, internal and external consultees may be asked for their comments on proposals.

4.4 Applicants for all major schemes are expected to engage with the community before submitting a planning application. There are a number of ways in which the council expects applicants to engage fully with local residents:

- **Public exhibitions** - these are run by the applicant and typically give residents the opportunity to see and comment on emerging proposals. The council does not play a role in public exhibitions and consultations, but will seek to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all. Officers will encourage developers, when publicising their consultation events, to include in the material circulated a list of the amenity and residents groups, as well as any statutory bodies, that they are inviting to participate.
- **Planning Forums** - these are organised by the council. Representatives from local resident and amenity groups, and community network organisations, and ward councillors are invited to participate in a round table discussion with the applicants, facilitated by an independent chair person. Planning forums enable local resident groups and others to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved. The council's planning officers do not participate in the discussion or give a view as to the acceptability of the proposals.

4.5 Ward Panels – These are due to be piloted in the borough by the council. The panels will consist of residents, local associations and others and their role will include engagement in early discussions about proposed development schemes. The council acknowledge that these are not the only means of community involvement available to developers, and the council welcomes any other appropriate means that developers may wish to use and which are accessible and inclusive to all.

4.6 Pre-application consultation will not remove the need for involvement and scrutiny of any subsequent planning application.

4 Consultation on Planning Applications

Planning applications

4.7 The scope and extent of community involvement that is possible in an individual planning application will vary according to the significance and scale of the proposal.

4.8 The council encourages applicants to prepare a statement setting out how it will involve the whole community in line with the principles of the SCI. The results of any community consultation should be made available to the council to assist in understanding local views and identifying particular areas of concern raised by residents. The results should normally be made available by the applicant to residents, so that they can see how their comments were considered.

4.9 The council cannot refuse to accept a valid application because it disagrees with the way in which an applicant has consulted the community. However, applicants are advised to engage with the community as thoroughly as possible.

4.10 The council wants to involve the community in decision making and will consult the community, including local action groups, on every planning application (see also comment above on ward panels which are to be piloted) with the method of consultation depending on the type and location of the application. Each application has an initial consultation period of 21 days. The methods of consultation include:

- **Neighbour Notifications:**- notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application.
- **Site Notices and Press Notices:** - where statute requires, a site notice will be put up near the site and a public notice will be placed in the local press.

4.11 In some cases, the consultation period may be extended or new periods granted at the discretion of the council's case officer.

4.12 Through the LBHF website, residents and any other interested parties will also be able to sign up for 'e-alerts' for planning applications, as well as searching for planning applications by reference number, address, postcode or on a map. Current planning applications are also available to view at the Planning Reception desk on the first floor of the Town Hall Extension.

4.13 For some large schemes, the council may also produce a specific web page with information, and updates, as well as a link to the consultation page.

Appeals

4.14 When the council has been notified of an appeal by the Planning Inspectorate, it will notify all interested parties of the appeal and provide a copy of all comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

4.15 If an appeal is to be considered at an informal hearing or public inquiry, the council will also notify all interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements. The venue will be accessible.

Consultation on Planning Applications 4

Table 4.1: Consultation on planning applications, pre-application and appeals

Stages	Pre-application	Planning applications
What consultation will there be?	<p>The council expects applicants to engage the community/residents at an early stage in the formulation of any scheme.</p> <p>For all major applications, the applicant will be expected to: -</p> <ol style="list-style-type: none"> 1. Hold a public exhibition at an accessible time and in an appropriate location 2. Participate in a Planning Forum 3. Consult any Ward Panels that may exist with an interest in the area. 	<p>All planning applications are subject to a formal consultation period.</p>
Who will be notified and how?	<p>Public exhibitions are organised by the applicant. For planning forums, the council will invite representatives from all known active resident groups and associations relevant to the proposals.</p> <p>Further details on the process of consulting with ward panels will be available as they become established.</p> <p>In-house consultation will also take place, as appropriate, with council departments with interests in specific target groups, for example Children's Services and Equalities.</p>	<p>Notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application.</p> <p>Where statute requires, a site notice will be put up near the site and a public notice will be put into the local press. Details of all applications received and associated plans and documents will also be made available to view on the council's website. Special web pages are created for certain major applications.</p> <p>Relevant statutory consultees will be notified in writing.</p>
How can you comment?	<p>At Public Exhibitions, applicants are usually on hand to receive comments.</p> <p>At Planning Forums, representatives from resident groups and associations can express views on proposals during a round table discussion.</p> <p>Ward Panels will be able to provide written comments in their notes.</p>	<p>Comments can be submitted through the website, or when necessary submitted by letter.</p>

4 Consultation on Planning Applications

Stages	Pre-application	Planning applications
How long will you have to comment?	<p>Comments can be made directly to the applicants at public exhibitions.</p> <p>Planning forums are usually 2 hours long and comments are made during this time.</p>	<p>Each application has an initial consultation period of 21 days. In some cases the consultation period may be extended or new periods granted at the discretion of the case officer.</p>
What kind of comments can you make?	<p>You can usually provide any comments to the applicant at public exhibitions. At planning forums, the chairperson will facilitate a discussion on topics agreed by the participants at the table. These should be limited to matters relevant to planning.</p>	<p>You can comment on anything to do with the application, however only planning matters can be taken into account.</p>
What will the council do with your comments?	<p>Notes will be taken at planning forums and sent to all participants, including the applicant. The applicant is encouraged to take comments from both public exhibitions and planning forums into account where possible before submitting the formal planning application.</p> <p>The council encourages applicants to produce a statement setting out how comments have been taken on board and submit this as part of any subsequent planning application.</p>	<p>The case officer for an application will take all comments received into consideration when preparing his or her report on the application. For committee level decisions, all representations will also be made known to the Planning and Development Control Committee (PDDC).</p> <p>People and any existing ward panels who have commented on an application in support or against it, may be permitted to speak at the PDDC meeting (Public Speaking is subject to a separate protocol).</p> <p>If an appeal is made against any decision, comments received will also be forwarded to the Planning Inspectorate.</p>
When will a decision be made and how will you be notified?	<p>No decisions are made at pre-application stage.</p>	<p>The council aims to determine delegated decisions within 8 weeks of receipt of the application, and committee level decisions within 13 weeks. However, these timescales may vary depending on the particulars of the application. The decision notice will be made available on the website.</p>

Consultation on Planning Applications 4

Stages	Pre-application	Planning applications
		Anyone can be notified of the outcome of any planning application by tracking any application on the Councils website.

4.16 The exact consultation methods appropriate to specific planning applications will depend on the complexity of the proposals.

4 Consultation on Planning Applications

Table 4.2: Consultation on appeals

Stages	Written Representations	Informal Hearings	Public Inquiries
What will the council notify you of and how?	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal. Interested parties will also be notified of the date and venue of the hearing at least 2 weeks before the hearing.	The council will notify interested parties by letter within 2 weeks of the receipt of the appeal. Interested parties will also be notified of the date and venue of the Inquiry (which will be accessible to all) at least 4 weeks before the Inquiry.
What can you comment on and how?	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate.	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the informal hearing by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector views the application site from your property if you wish.	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the Inquiry by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector views the application site from your property if you wish.

Consultation on Planning Applications 4

How long do you have to comment?	You have 6 weeks from the start date of the appeal process to make your comments.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the hearing, the Inspector will invite you to speak during the hearing.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the Inquiry, the Inspector will invite you to speak during the Inquiry.
What will happen to your comments?	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.
When will the decision be made and how will you be notified?	The Inspectorate aims to issue a decision within 5 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspectorate aims to issue a decision within 7 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspector will indicate a likely timescale for the decision at the end of the Inquiry and the decision will be made available on the Appeal pages of the planning portal website.

4 Consultation on Planning Applications

5 Assessment and Monitoring

5.1 The purpose of this document is to ensure that the most effective techniques are being used to deliver the optimum levels of community involvement and that all groups in the community have the opportunity to get involved in planning policy and planning decisions. As such, it will be important for the council to assess the effectiveness of the SCI periodically and monitor the success rates of the various methods being used. This will be carried out through the analysis of feedback to consultation on policy and applications.

5.2 As and when necessary, the SCI will be reviewed and updated to reflect any changes required as identified through this monitoring as well as through any changes to national legislation. The council will undertake this task to maintain its goal of actively involving as much of the community as it can reach in the development of policy and in the assessment of planning applications.

5 Assessment and Monitoring

6 Appendices

6.1 Appendix 1: Consultation Bodies and Communication Methods

Categories of general consultation bodies*
<p>Amenity and environmental organisations</p> <p>Representing people with an interest in planning, conservation and environmental sustainability issues in the borough or parts of it (including parks). Examples include: Hammersmith and Fulham Historic Buildings Group, Friends of Parks Groups and Hammersmith and Fulham Friends of the Earth.</p>
<p>Business organisations operating in the borough</p> <p>Representing businesses within particular areas or with a common type of business, including the development industry, major land owners and registered social landlords.</p>
<p>Community organisations and networks</p> <p>Representing people from particular black and minority ethnic communities, people of a particular age, gender or gender orientation, faith groups, disabled people and refugees. There is a well developed Community and Voluntary Sector Network of area and community of interest forums in the borough.</p>
<p>Special interest organisations</p> <p>Representing people with a common interest in topics such as sport or other activities. Examples include: the West London River Group.</p>
<p>Tenants' and Residents' Associations</p> <p>Representing the broad interests of tenants and residents within estates, streets, small areas or wards. Examples include: Stamford Brook Residents Association.</p>

* See also Town and Country Planning (Local Planning) (England) Regulations 2012 where reference to specific consultation bodies may be found.

6 Appendices

How we will communicate

Letters

We will send letters by post or hand deliver door to door where this is appropriate in small areas. Where there are issues directly affecting people in specific areas of the borough (e.g. individual sites/streets/estates) we will use targeted methods of notification, such as direct mailing or door-to-door delivery. For planning applications, or pre-application consultation, the extent of notification will vary depending on the nature of the application and the likely extent of its impact. The council will seek to notify those people or organisations that have previously made representations on a site or application.

E-alerts

You can sign up to the council's e-alerts and receive news of submitted planning applications. You can specify a search area and, when the council receives a planning or licensing application in that area, you will receive an email of it.

Email

If you tell us that you would prefer to be contacted and receive information on planning policy matters by email, we will use that method.

Council website

Wherever possible we will use electronic methods for providing information alongside a hard copy. We will announce all planning policy related consultations on Citizen Space and use the council's website to provide more information about the Local Plan with copies of written documents and summaries.

Local newspapers

In accordance with the Regulations, public notices will be placed in local newspapers concerning consultation on the Local Plan and planning applications. Press releases will also be issued where appropriate.

Information points

For Local Plan consultation, we will aim to use venues that are accessible, such as borough libraries and the Town Halls to distribute information about the process and copies of documents (see Appendix 2). Where appropriate we will provide information at locations such as schools, colleges, doctors' surgeries, faith centres, shopping centres and other community meeting places.

Partner websites

We will, where appropriate, invite partners such as the Hammersmith and Fulham Clinical Commissioning Group and Registered Social Landlords to have links to our website for the Local Plan process.

Using accessible formats

It may often be important to make summaries of relevant information available in accessible formats, for example: audiotape, Braille, large print versions, hard copies for those without Internet access and summaries in another language. Using interpreters and signers at meetings may be appropriate. Where public meetings, exhibitions, workshops and other methods of community engagement are arranged, these will be in accessible buildings in safe locations and at convenient times.

6 Appendices

Quantitative methods

Opinion surveys

These are surveys designed to obtain views on a particular subject, normally from a representative sample of the population. For example, as part of the evidence gathering process for the Core Strategy we carried out a major survey of residents' views on shopping in the borough. General surveys of satisfaction with council services are carried out regularly and can identify issues to be dealt with in the development plan process. Opinion surveys can be useful for pre-application consultations but need to be carried out carefully to avoid bias. The time it takes to carry out these surveys normally makes them unsuitable for consideration of planning applications.

Qualitative methods

Exhibitions

These are most useful when explaining particular development proposals at a pre-application stage or dealing with local planning proposals. They can be used effectively with drop-in sessions where officers are available to deal with ad-hoc queries. Small displays at information points and centres can alert passing members of the public to proposals. Exhibitions may also be held by developers as part of pre-application consultation.

Workshops and focus groups

These are methods of engaging with a smaller number of stakeholders or community representatives to explore particular planning issues in more depth than is often possible at a general public meeting. We will use these as part of consultation on the local development plan documents. They may also be useful in the early stages of discussion on development proposals at pre-application stage, but not when schemes have been finalised as part of a planning application.

Public meetings

Public meetings can sometimes be effective ways of providing an introduction to particular proposals. However, there are limits to their effectiveness in gauging a wide range of opinion on all relevant issues, or engaging sufficiently wide community representation. They are not normally suitable for in depth discussions. Public meetings could be held as part of the consideration of some very major planning applications at the pre-application stage to inform people about proposals and to enable clarification, but it is for the applicant to present their proposals.

Community Initiatives

These could include local evidence or survey work carried out by local communities and interest groups.

6 Appendices

6.2 Appendix 2: Planning Policy Document Information Points

6.1 Hammersmith Town Hall Extension, 1st floor: Reception Desk/Duty Officer, King Street, London W6 9JU.

6.2 Public reference libraries, namely

- Hammersmith Library, Shepherds Bush Road, London, W6 7AS
- Fulham Library, 598 Fulham Road, London, SW6 5NT
- Shepherds Bush, 6 Wood Lane, London W12 7BF

6.3 Appendix 3: Glossary

CIL: The Community Infrastructure Levy (CIL) is a new power which enables a charge to be levied on the net increase in gross internal area floorspace arising from development in order to fund infrastructure that is needed to support development in the area.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy is a Development Plan Document.

Development plan: as set out in Section 38(6) of the Act, a London local authority's development plan consists of the London Plan and the Development Plan Documents contained within its Local Plan and neighbourhood plans.

Development plan documents: spatial planning documents that are subject to independent examination, and together with the London Plan, will form the development plan for the borough for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans (where needed). Other Development Plan Documents, including Development Management Policies, can be produced. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Development management policies: these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a stand alone document.

Issues and Options: produced during the initial stage of the preparation of Development Plan Documents.

Local development document: the collective term for Development Plan Documents and Supplementary Planning.

Local development framework: the name previously used for the portfolio of Local Development Documents. It consisted of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

6 Appendices

Local development scheme: sets out the programme for preparing Local Development Documents.

Local strategic partnership: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Local Plan: The Local Plan consists of Development Plan Documents drawn up by the Local Planning Authority to guide the future development of the local area. It also consists of Neighbourhood Plans for Neighbourhood Areas, where these have been examined and approved at referendum.

London Plan: the Spatial Development Strategy for London. The Plan came into effect in February 2004 and set out an integrated social, economic and environmental framework for the development of London for 15-20 years. The most recent iteration was adopted in July 2011, which provides the London wide context within which individual boroughs set their local planning policies as part of their Development Plan.

Neighbourhood Plan: A Neighbourhood Plan is prepared by a designated Neighbourhood Forum (or parish or town council) for their Neighbourhood Area. It sets out the policies for development and use of land for all or part of the neighbourhood area. Neighbourhood plans are subject to examination and referendum, after which they are adopted as part of the Development Plan for the local area. As such, they must be in conformity with the council's Local Plan.

Planning Inspectorate: is a government body whose main work involves processing planning and enforcement appeals and holding inquiries into local development frameworks.

Planning Portal: A national website that offers a wide range of services and guidance on the planning system advising on planning permission, online planning applications, planning appeals and how the planning system works (see <http://www.planningportal.gov.uk/>).

Planning Obligations: Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes called "Section 106" agreements or Planning Agreements.

Proposals map: the adopted proposals map illustrates on a base map all the policies contained in Development Plan Documents. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area.

The Regulations: Town and Country Planning (Local Planning) (England) Regulations 2012.

Supplementary planning documents: provide supplementary information in respect of the policies in Development Plan Documents and may take the form of design guides, development briefs, master plans or issue based documents that supplement the policies in a DPD. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability appraisal: tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents.

6 Appendices

NOTICE OF CONSIDERATION OF A KEY DECISION

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

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

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

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

KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 2 NOVEMBER 2015 AND AT FUTURE CABINET MEETINGS UNTIL APRIL 2016

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

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

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

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

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

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

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

Access to Cabinet reports and other relevant documents

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

Decisions

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

Making your Views Heard

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

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2015/16

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

Key Decisions List No. 37 (published 2 October 2015)

KEY DECISIONS LIST - CABINET ON 2 NOVEMBER 2015

The list also includes decisions proposed to be made by future Cabinet meetings

Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).

* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
2 November				
Cabinet	2 Nov 2015	Fire Alarms and Emergency lighting & testing To give delegated authority to Award	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Income more than £100,000		Ward(s): All Wards	
Contact officer: Henrietta Jacobs Tel: 020 8753 3729 Henrietta.Jacobs@lbhf.gov.uk				
Cabinet	2 Nov 2015	Corporate Strategy 2015-18 A new Corporate Plan for H&F, setting seven key priorities and new corporate objectives to deliver on over the next three years.	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Contact officer: Peter Smith Tel: 020 8753 peter.smith@lbhf.gov.uk				
Cabinet	2 Nov 2015	TfL funded annual integrated transport investment programme 2016/17 This report refines and details the Council's integrated transport programme which forms part of the council's 2011 – 2031 Transport Plan (Local Implementation Plan 2 or LIP2) to be delivered in 2016/17 and funded entirely by Transport for	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Contact officer: Nick Boyle Tel: 020 8753 3069 nick.boyle@lbhf.gov.uk				

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		London (TfL). This report seeks the approval of the submission of the programme to TfL and the design, consultation and implementation of various elements of the programme. It further seeks approval for the delegation of the approval of construction of the capital programme to the Cabinet Member for Environment, Transport and Residents Services.		considered.
Cabinet	2 Nov 2015 Reason: Expenditure more than £100,000	<p>Multidisciplinary Family Assessment Service - Contract Award</p> <p>Approval to award a contract for a multi-disciplinary family assessment service following a procurement exercise</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Children and Education</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Matthew Jones Tel: 020 7361 2001 Matthew.Jones@rbkc.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Nov 2015 Reason: Affects 2 or more wards	<p>Improving Private Rented Housing in the borough</p> <p>A set of options as set out in the Housing Strategy to improve the private rented sector including exploring non-mandatory licensing and introduction of a Landlord's Rental Charter</p>	<p>Cabinet Member for Housing</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Nick Austin, Richard Buckley Tel: 020 8753, nick.austin@lbhf.gov.uk, richard.buckley@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	2 Nov 2015	Corporate Revenue Monitor 2015/16 Month 5 - August	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000	To report the forecast revenue outturn position as at the end of August. To request budget virements	Ward(s): All Wards	
			Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Gary.Ironmonger@lbhf.gov.uk, hitesh.jolapara@lbhf.gov.uk	
Cabinet	2 Nov 2015	Adoption of the Council's Housing Allocation Scheme; Tenancy Strategy: and Home Buy Allocation Scheme	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards	Adoption of the three documents following consultation with interested parties from 29 June 2015 to 16 September 2015.	Ward(s): All Wards	
			Contact officer: Aaron Cahill Tel: 020 8753 1649 Aaron.Cahill@lbhf.gov.uk	
Cabinet	2 Nov 2015	Community Asset Proposal	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000	Report seeking authority to secure and protect the use of properties for community use.	Ward(s): All Wards	
		PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Contact officer: Sue Spiller Tel: 020 8753 2483 sue.spiller@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	2 Nov 2015 Reason: Expenditure more than £100,000	<p>St Mungo's Broadway 229 King St (Rough Sleepers) Direct Contract Award</p> <p>Direct award of a contract (21 months) to St Mungo's Broadway for the provision of supported housing for rough sleepers with complex needs.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): Hammersmith Broadway</p> <p>Contact officer: Julia Copeland Tel: 0208 753 1203 julia.copeland@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Nov 2015 Reason: Expenditure more than £100,000	<p>Funding Approval for Implementation of Cloud-based Productivity and Collaboration Tools (Office 365)</p> <p>The three councils agreed a strategy to align their productivity and collaboration tools in April 2015. The report seeks funding approval for the implementation stage of Cloud-based Productivity and Collaboration Tools (Office 365).</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in</p>	<p>Cabinet Member for Finance, Leader of the Council</p> <p>Ward(s): All Wards</p> <p>Contact officer: Howell Huws, Ed Garcez Tel: 020 8753 5025, Tel: 020 8753 2900 Howell.Huws@lbhf.gov.uk, Ed.Garcez@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	2 Nov 2015 Reason: Affects 2 or more wards	<p>Statement of Community Involvement in Planning: adoption of document</p> <p>This report concerns the adoption of the Council's revised Statement of Community Involvement in Planning (SCI). The document must be adopted by resolution of Full Council.</p> <p>The SCI explains how and when the borough's community can be involved in the preparation of planning policy documents and in the consideration of planning applications.</p> <p>In addition, the report notes that the council must announce both the adoption and availability of the SCI and other supporting documents.</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Trevor Harvey trevor.harvey@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
7 December				
Cabinet	7 Dec 2015 Reason: Expenditure more than £100,000	<p>Call-off from the Framework Agreement for Information Technology and Communications</p> <p>Call-off from the Framework Agreement for Information Technology and Communications, data networks, telephony and unified communications from a new service provider.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	7 Dec 2015 Reason: Expenditure more than £100,000	British Red Cross Hospital to Home contract extension The hospital to home contract has been successfully delivering over the last 2 years across the three boroughs. This report invokes the option to extend for a further 2 years as per contract terms.	Cabinet Member for Health and Adult Social Care Ward(s): All Wards Contact officer: Marta Garcia-Farinos Tel: 020 8753 6786 Marta.Garcia-Farinos@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	7 Dec 2015 Reason: Affects 2 or more wards	Borough-wide 20 mph limit The report details; (i) evidence of the operation of 20 mph limits in the UK to date, (ii) the results of public consultation on a possible Borough-wide 20 mph limit in H & F, (iii) results of technical appraisals within H & F. The report will make a recommendation and will seek Cabinet approval on: a. whether to install a 20 mph speed limit Borough-wide (excepting Transport for London roads), or b. whether to install more 20 mph speed limits in the Borough excepting some Borough roads, or c. not to proceed with further 20 mph speed limits.	Cabinet Member for Environment, Transport & Residents Services Ward(s): All Wards Contact officer: Mahmood Siddiqi, Graham Burrell, Slobodan Vuckovic Tel: 020 8753 3019, , mahmood.siddiqi@lbhf.gov.uk, graham.burrell@lbhf.gov.uk, Slobodan.Vuckovic@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	7 Dec 2015 Reason: Expenditure more than	Community Sexual Health Recommissioning - Approval to Proceed The report makes the case for approval to proceed to	Cabinet Member for Health and Adult Social Care Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	£100,000	<p>procurement for community sexual health services across Hammersmith and Fulham, Kensington and Chelsea and Westminster.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Contact officer: Gaynor Driscoll</p> <p>Gaynor.Driscoll@lbhf.gov.uk</p>	<p>will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>7 Dec 2015</p> <hr/> <p>Reason: Expenditure more than £100,000</p>	<p>Direct Award of Contract to Hestia for Provision of Domestic Violence Refuge Services</p> <p>Direct Award of a contract to Hestia for period 1 April 2016 to March 2018 for the provision of domestic violence refuge services.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Julia Copeland Tel: 0208 753 1203 julia.copeland@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	7 Dec 2015	Homeless Supported Housing Contract Extensions Three homeless contracts expire on 31/3/16. A procurement exercise has commenced but may not have concluded when the current contracts expire. Therefore it is necessary to extend the current arrangements for a limited period.	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	7 Dec 2015	School Meals shared services project The School Meals commissioning project is a shared services procurement to provide school meals across each of the following boroughs: the London Borough of Hammersmith and Fulham (LBHF), the Royal Borough of Kensington and Chelsea (RBKC) and Westminster City Council (WCC). PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	7 Dec 2015	Road2010 Term Contract for London Road Condition Surveys This report seeks approval to award the Road2010 London Road Condition Survey Contracts	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		<p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Charles.Kiely@lbhf.gov.uk	and / or background papers to be considered.
11 January 2016				
Cabinet	<p>11 Jan 2016</p> <hr/> <p>Reason: Affects 2 or more wards</p>	<p>Hammersmith & Fulham Arts Strategy 2015 - 2022</p> <p>Hammersmith and Fulham is home to a cutting edge and vibrant arts and culture scene. We want to grow our dynamic and diverse landscape so that the creativity, production and skills development of the arts boosts our creative economy. In this paper we highlight the economic benefits of being a destination for the creative industries and the health and social benefits of participating in and creating art - from singing with dementia patients to offering diversionary activities for troubled teenagers. We also summarise our progress to date and set out our suggested actions and priorities for the future.</p>	<p>Cabinet Member for Economic Development and Regeneration</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Donna Pentelow Tel: 020 8753 2358 donna.pentelow@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	<p>11 Jan 2016</p> <hr/> <p>Reason: Expenditure more than £100,000</p>	<p>Corporate Revenue Monitor 2015/16 Month 6 - September</p> <p>To report the forecast revenue outturn position as at end of September. To request budget virements.</p>	<p>Cabinet Member for Finance</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Gary.Ironmonger@lbhf.gov.uk,</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
			hitesh.jolapara@lbhf.gov.uk	considered.
Cabinet	11 Jan 2016	<p>Corporate Revenue Monitor 2015/16 Month 7 - October</p> <p>To report the forecast revenue outturn at end of October 2015. To request budget virements.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Gary.Ironmonger@lbhf.gov.uk, hitesh.jolapara@lbhf.gov.uk			
Cabinet	11 Jan 2016	<p>Contract for Electronic Payment Services</p> <p>Retendering of payment services available via third party outlets (shops and Post Office branches) for residents paying council tax, housing rents, temporary accommodation and leaseholder services.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
	Contact officer: Sue Evans Tel: 020 8753 1852 Sue.Evans@lbhf.gov.uk			
Cabinet	11 Jan 2016	<p>BID Renewal</p> <p>To inform the Cabinet of the intention of Hammersmith London's (HL) decision to ballot for renewal of its mandate within the Hammersmith town centre area, and to seek Council support for</p>	Cabinet Member for Economic Development and Regeneration	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting
	Reason: Affects 2 or more wards		Ward(s): Avonmore and Brook Green; Hammersmith Broadway	

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		this Business Improvement District (BID) and the authority to take the necessary steps resulting from this decision.	Contact officer: Antonia Hollingsworth, George Neal Tel: 020 8753 1698, Antonia.Hollingsworth@lbhf.gov.uk, George.Neal@lbhf.gov.uk	documentation and / or background papers to be considered.
Cabinet	11 Jan 2016 Reason: Expenditure more than £100,000	Commissioning and Procurement Strategy for Speech and Language Therapy Services for Hammersmith and Fulham The report will set out recommendations for a joint commissioning approach with Health Services for Early Years, Education and Health. The paper will consider the procurement options and summarise the service model.	Cabinet Member for Children and Education Ward(s): All Wards Contact officer: Sarah Bright Tel: 07770 702 347 sarah.bright@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	11 Jan 2016 Reason: Expenditure more than £100,000	Commissioning and Procurement Strategy for Children's Centre Services for Hammersmith and Fulham This report sets out and seeks approval for a strategy to extend and modify the existing Children's Centre contracts for 1 year.	Cabinet Member for Children and Education Ward(s): All Wards Contact officer: Sarah Bright Tel: 07770 702 347 sarah.bright@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
8 February 2016				
Cabinet	8 Feb 2016 Reason: Expenditure more than £100,000	Corporate Planned Maintenance Programme 2016/2017 Budget Approval. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule	Cabinet Member for Finance Ward(s): All Wards Contact officer: Nigel Brown Nigel.Brown@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	8 Feb 2016	Corporate Revenue Monitor 2015/16 Month 8 November To report the forecast revenue outturn position as at the end of November. To request budget virements.	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Full Council	8 Feb 2016 24 Feb 2016	Revenue Budget and Council Tax Levels 2016/17 The 2016/17 revenue budget proposals are set out regarding: <ul style="list-style-type: none"> • Council tax levels • Savings and growth proposals • Changes to fees and charges • Budget risks, reserves and balances • Equalities Impact Assessments • Implementing the retail business rates relief scheme as proposed by the Government. 	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	8 Feb 2016	Contract award for provision of Vehicle Removal and Pound Service Permission for H&F to jointly award Lot 2 of RBKC's parking on-street enforcement contract for the provision of vehicle removal and pound services. PART OPEN PART PRIVATE Part of this report is exempt from	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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		disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
7 March 2016				
Cabinet	7 Mar 2016 Reason: Affects 2 or more wards	Corporate Revenue Monitor 2015/16 Month 9 - December To report the revenue outturn forecast as at the end of December. To request budget virements.	Cabinet Member for Finance Ward(s): All Wards Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Gary.Ironmonger@lbhf.gov.uk, hitesh.jolapara@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	7 Mar 2016 Reason: Expenditure more than £100,000	Award of a Contract for provision of a Contact Centre To approve recommendation(s) to award a contract to provide a Contact Centre post October 2016. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Finance Ward(s): All Wards Contact officer: Hitesh Jolapara hitesh.jolapara@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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11 April 2016				
Cabinet	11 Apr 2016	Corporate Revenue Monitor 2015/16 Month 10 - January To report the forecast outturn position as at the end of January. To request budget virements	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Gary.Ironmonger@lbhf.gov.uk, hitesh.jolapara@lbhf.gov.uk			

NOTICE OF CONSIDERATION OF AN ADDITIONAL KEY DECISION PROPOSED TO BE MADE BY CABINET ON 2 NOVEMBER 2015 (published on 5 October 2015)

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of a Key Decision which it intends to consider at its next meeting..

*If you have any queries on this Key Decisions List, please contact **Katia Richardson** on 020 8753 2368 or by e-mail to katia.richardson@lbhf.gov.uk*

The decision may be called in by Councillors; if a decision is called-in, it will not be capable of implementation until a final decision is made.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet	2 Nov 2015	Parking on housing estates - consultation results Outcome of Phase 1 parking consultation with recommendations.	Cabinet Member for Housing, Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Fulham Broadway; Sands End; Shepherds Bush Green; Town Contact officer: Nilavra Mukerji Tel: 0208 753 5610 Nilavra.Mukerji@lbhf.gov.uk	