

Cabinet



Agenda

MONDAY
11 JANUARY 2016
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
30 December 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

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PUBLIC NOTICE

The Cabinet hereby gives notice of its intention to hold part of this meeting in private to consider items (16 to 18) 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 6 January 2016**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 13 January 2016**. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is: **Monday 18 January 2016 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 18 January 2016**.

Cabinet Agenda

11 January 2016

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<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
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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 7 DECEMBER 2015 (E)	
16.	IMPLEMENTATION OF SECURITY ON MOBILE DEVICES : EXEMPT ASPECTS (E)	
17.	CONTRACT FOR ELECTRONIC PAYMENT SERVICES : EXEMPT ASPECTS (E)	
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London Borough of Hammersmith & Fulham



Cabinet

Minutes

Monday 7 December 2015

PRESENT

Councillor Ben Coleman, Cabinet Member for Commercial Revenue and Resident Satisfaction

Councillor Stephen Cowan, Leader of the Council

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

ALSO PRESENT

Councillor Colin Aherne

Councillor Larry Culhane

Councillor Harry Phibbs

99. MINUTES OF THE CABINET MEETING HELD ON 2 NOVEMBER 2015

RESOLVED:

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

100. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillor Michael Cartwright.

101. DECLARATION OF INTERESTS

There were no declarations of interest.

102. RECOMMENDATION OF THE RESIDENTS' COMMISSION ON COUNCIL HOUSING AND OUTCOME OF THE STRATEGIC HOUSING STOCK OPTIONS APPRAISAL

Councillor Cowan welcomed the Chair of the Residents' Commission, RT. Hon Keith Hill and the Commission's members, residents and officers to the meeting. He asked Councillor Lisa Homan, the Cabinet Member for Housing, to introduce the report.

Councillor Homan stated that the Administration's Manifesto commitment was to protect council house residents' homes from demolition and to improving services. The Administration had promised to take immediate measures to protect council homes now and in the future and work with council housing residents to give them ownership of the land their homes are on. The setting up of the Commission was the 1st step on this journey. The 2nd step was to agree the Cabinet report before the committee. The approval will alleviate the fear of home sale by politicians and potentially find a way of resolving the previous administration's policy of selling off houses. Residents will become architects of their own destiny.

Since the Commission had embarked upon its work, the national scene had changed with councils being in a worse position to deliver new homes and maintain its current housing stock. That would not discourage the Administration from progressing this ground-breaking vision. She thanked, on behalf of the Cabinet, the members of the Residents' Commission and the officers who had supported the process. She also noted that another piece of work "Improving Housing Services" which was based on a Blueprint produced by the Commission will be considered later in the meeting.

The Chair, RT. Hon Keith Hill, stated that in line with the administration's commitment to work with council housing residents to give them ownership of the land their homes are on, the commission was set up. He highlighted the following key issues:

- The bold and radical nature of the recommendations to proceed with a stock transfer,
- Setting up a resident owned and run independent housing association,
- Changes in central government policy since the commission commenced its work,
- Changing the ownership structure was the only way of maintaining the level of investment in council housing stock,
- A comprehensive stock appraisal report was produced as part of the work,
- The Commission undertook its deliberations in the full glare of publicity and reported back within a record 6 months.

He thanked the Commissioners for their commitment and dedication to the Commission's work.

Lorna Wynter (Vice Chair) noted that there were robust processes in place which looked thoroughly at all the options affecting both tenants and leaseholders. She acknowledged the support of the housing officers and independent professionals who assisted them to look at the housing options, financial appraisals and the best possible options available. All the members had endorsed the report's recommendations.

On a personal note, John Ghazi Quick (Vice Chair), found the whole process like going through University with the commissioners as tutors who had lived and breathed housing. It was intense but a beneficial journey. It was a rewarding opportunity to sit on the commission. He noted that the interview process was rigorous. The report he said was detailed covering every possible area. The recommendations are forward looking with generational impact. There are no limits restricting a housing association activities but the council was limited in its reach and ideas. He was of the view that council housing residents will be supporting the proposals.

The Leader thanked the speakers for their contributions and opened the floor to a question and answer session. The following issues were raised:-

- Concerns were raised about where sheltered housing would sit due to the specialised nature of services provided to its clients.
- An explanation on how housing services will be improved was requested.
- How will the borrowing requirements be met?
- Had the Hammersmith and Fulham Member of Parliament been engaged in the conversations?
- How would special needs and housing for people with disabilities be provided in the future?

In response, Councillor Homan acknowledged that sheltered housing required specialised services and support. The Council was working with Adult Social Care to improve services. If the transfer goes ahead, sheltered homes would also be transferred but the links with Adults Services will be retained and better services will be provided. Regarding improvements, the commission had produced a blueprint for improving services. A report will be considered later in the evening on this issue. Councillor Schmid noted that conversations with the Department of Communities and Local Government (DCLG) will commence to persuade them to write off the existing debt. This was in line with the Government's devolution policy.

The Leader noted that Mr Andy Slaughter MP was aware of the proposals. He strongly supports the proposal and believes that every tenant deserves the right

to run their own home. The proposals are in line with government policy. Councillor Homan said that special housing needs and disability housing services would operate in the same way. There will be a standard nomination agreement between the council and the housing association. The Council will be able to determine the client groups which are offered accommodation.

Councillor Phibbs also asked some questions. A summary of the issues are:-

- Seeking confirmation if the stock transfer would go ahead where the majority of the leaseholders were opposed to the scheme in a ballot.
- Where will the estate redevelopments take place within the Borough?
- Seeking assurances that under the community gateway nobody would lose out if redevelopment takes place and redevelopment could be blocked by leaseholders.
- Whether motions by individual estates could stop estate redevelopments?

Councillor Homan informed the meeting that the government's guideline require the council to seek approval of the proposal by a ballot of tenants. The legislation required the leaseholders to be consulted upon any proposals. Councillor Cowan stated that the council will:

- take the most democratic approach regarding consultation of tenants and leaseholders.
- go further than the government legislation.
- seek a ballot of all residents living on the estates as a constituent group.
- consider a report at a Policy and Accountability Committee meeting outlining options for a ballot.

Regarding estate development, Councillor Cowan noted that the Council would not repeat the previous administration's error of forcing residents out of their homes and estates. The new organisation will decide estate redevelopment proposals in consultation with the tenants and leaseholders. The governance structure will safeguard the tenants' interest by putting residents in charge of the redevelopment of the communities they live in. There will be checks and balances in place to stop any group of people imposing undemocratic proposals.

Some residents in the audience expressed their anger that a member of the opposition was being divisive. They noted that the report was written and produced with the consensus of the tenants and leaseholders on the commission. Many difficult questions had been asked. The recommendations would not have been supported if all the voices had not been consulted and heard. This was not about tenants vs leaseholder.

The Leaders invited another round of questions. The following questions were asked:-

- Will residents be allowed to monitor the ballot?
- What will happen to the bed sitters in sheltered accommodation?

- Would a ballot of leaseholder take place?

Councillor Homan noted that the residents would be invited to monitor the ballot. The commissioners will be invited to continue to work with the council on setting up the new landlord. She understood the concerns of the residents of Underwood House. The Leader reiterated his previous response that the Council would go further than the government legislation and a report would be considered by a Policy and Accountability Committee outlining options for a ballot.

Councillor Phibbs asked another set of questions:-

- £1.25 million had been spend to date and the Council was earmarking an extra 1.25 million. What was the extra money for?
- Would the Chancellor write off the council's housing debt?
- Are there commercial lender who would be prepared to finance this new arrangement?
- What guarantees would there be to control rent increases?

Councillor Homan was delighted to note that there was an underspend in the previous budget. The next tranche of funds would be released in phases. Both Durham and Gloucester councils had their debts written off. The Council will work with the government to also achieve this. Housing associations must be financially prudent and have the ability to repay money borrowed from the money market. The government had recently imposed a 1% rent decrease on councils.

The Leader thanked the Chair and the Commission members for producing the report and contributing to civic life. He stated that the council will work with the government to ensure that the debt was written off as part of the process. Going forward, the current status quo was not a sustainable option. Residents will be faced with a choice; a democratic ballot. The council will work out how it can work beyond the government's legislation to provide a ballot for all.

RESOLVED:

That Cabinet:

The Stock Options Appraisal and Report of the Residents' Commission

- 1.1 Thank the Residents' Commission on Council Housing ("The Residents' Commission") for its report and the time, effort and expertise that has gone into its production.
- 1.2 Note the outcome of the Stock Options Appraisal and the officer comments on it.
- 1.3 Accept in full the recommendations of the Residents' Commission as to the:

- Future ownership of the council's housing stock;
 - Means of increasing resident control over the ownership and management of council homes;
 - Improvement of services to tenants and leaseholders
- 1.4 In the light of the Stock Options Appraisal and the report of the Residents' Commission, resolve to formally pursue the transfer of the Council's housing stock to a resident-led Registered Provider which is constituted on the Community Gateway model.
- 1.5 Note the benefits to residents and the Council arising from the work of the Residents' Commission and the Strategic Housing Stock Options Appraisal and in particular the new Stock Condition Survey, the updating of the Housing Revenue Account Business Plan, and the significant improvement in the breadth and quality of resident involvement in on the development of services to tenants and leaseholders.
- 1.6 Note that the implementation of a stock transfer would be subject to consultation and a ballot of residents, the availability of funding and the negotiation of a satisfactory financial settlement, including on the overhanging debt, the consent of the Secretary of State, and a further decision by the Council itself to proceed.

Application for Stock Transfer

- 1.7 Authorise the Chief Executive, in consultation with the Cabinet Member for Housing, formally to apply to Communities and Local Government (DCLG) and the Greater London Authority (GLA) for approval to commence the preparation for a Large Scale Voluntary Transfer (LSVT) of the Council's housing stock.
- 1.8 Delegate to the Chief Executive the authority to hold discussions with DCLG and GLA in pursuance of the transfer proposal.

Transforming Services and Increasing Resident Control

- 1.9 Note that the Lead Directors for Housing are initiating a customer service improvement programme based on the Blueprint proposed by the Residents' Commission for the Housing Service and centred on the requirements of customers and increasing resident control over housing services. This programme will be developed in full consultation with residents and is the subject of another report on this Cabinet agenda (Transforming the customer experience of the Housing Service).

New Structures for the Future of Housing

- 1.10 Delegate to the Chief Executive, in consultation with the Cabinet Member for Housing, the authority to create a new organisation constituted as proposed by The Residents' Commission capable, subject

to the agreement of tenants in a ballot, of receiving the transfer of the Council's housing stock.

- 1.11 Invite members of the Residents' Commission who wish to do so to form an Advisory Group to advise on the implementation and planning of Recommendation 2.10 above.

Community Benefits, Corporate and Financial Implications

- 1.12 Note the impact of the Chancellor's announcements in the July 2015 Summer Budget on the HRA Business Plan (and of the Housing Bill and the outcome of the Comprehensive Spending Review.
- 1.13 Note that there will be a corporate impact of a stock transfer; including an impact on the General Fund should it proceed and instruct Officers to report further on this in the report to the Cabinet Member for Housing in March 2016.
- 1.14 Note the potential implications for Council staff should a stock transfer proceed.
- 1.15 Agree an additional budget of £372,000 from the General Fund and £80,000 from the Housing Revenue Account which can be funded from underspends in the Housing Revenue Account and the carry forward of the predicted £245,000 underspend from the Residents' Commission budget for the initial work to develop the business case and the Offer for implementation of the proposals set out in this report for the pursuit of a Large Scale Voluntary Transfer and for a service transformation programme which will fund the programme until March 2016 at which point progress will be reviewed and formally reported to the Cabinet Member for Housing.
- 1.16 Delegate authority to the Cabinet Member for Housing to release a further £778,000 from the General Fund and £125,000 from the Housing Revenue Account to progress beyond the business case to finalise and seek DCLG/HCA consent to a detailed Offer during financial year 2016/17.
- 1.17 Delegate authority to the Cabinet Member for Housing to release up to £500,000 further funding from the General Fund in the event of any significant delays in decision making by the Department for Communities and Local Government.
- 1.18 Delegate authority to the Lead Directors for Housing in consultation with the Cabinet Member for Housing to exercise the option to extend the term of the following five contracts:
 - a) external Independent Tenants' and Leaseholders' Adviser, let to TPAS UK Ltd, to allow for further advice and independent support for tenants and leaseholders in the lead up to a ballot of residents.
 - b) external legal advice, let to Trowers & Hamlins LLP, to allow for further advice in developing the Business Case to be submitted to DCLG and the Offer Document in the lead up to a ballot of residents.

- c) external property and surveying advice, let to Savills (UK) Ltd, to allow for further advice on the stock condition survey and specialist structural surveys, environmental surveys, periodic updates throughout the programme as required, rights to the data and analysis be available/assigned to any new organisation(s) and their advisers in the lead up to a ballot of residents.
- d) external financial advice, let to Capita Property and Infrastructure Ltd, to allow for further advice in developing the Business Case to be submitted to DCLG and the Offer Document in the lead up to a ballot of residents.
- e) external Communications and Consultation Adviser, let to SKV Communications Ltd, to allow for further advice in developing the Business Case to be submitted to DCLG and the Offer Document in the lead up to a ballot of residents.

1.19 Delegate authority to the Lead Directors for Housing in consultation with the Cabinet Member for Housing to procure as appropriate and award contracts for the provision of external advice required to progress the programme up to and including a ballot of residents.

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.

103. TRANSFORMING CUSTOMER EXPERIENCE OF THE HOUSING SERVICE

Councillor Homan noted that the report was a product of the Residents' Commission. She was delighted that it provided a framework to improve services. The report outlined ways in which the administration can strengthen how it works with residents (tenants, leaseholders and stakeholders) and to improve their satisfaction with the quality of housing and housing services they currently receive.

It was noted that a customer service improvement programme across the Housing Service had been initiated which included taking new measures to improve the caretaking service. Councillors are also working with contractors to improve the outsourced housing repairs service which continues to be the subject of a disproportionate amount of complaints to the Council.

Councillor Phibbs welcomed the proposals and had suggested that every tenant who had contact with the council will have a named person who would supply a contact phone number and email address. He was of the opinion that

there was a discrepancy in the reference to satisfaction levels in the report. The Council 59% satisfaction level was not comparable to other organisations.

Councillor Coleman read paragraph 4.5 of the report to rebut the statement made. He noted that the report stated that “There is much further to go. One of the many valuable findings of the Residents’ Commission on Council Housing was that only 59 per cent of tenants and leaseholders are satisfied with the quality of housing services they receive. Although comparable to other housing organisations in London, this level of satisfaction is not acceptable to the administration”. He stated that the council had taken some steps and are improving. But more changes are required to turn the service around after many years of neglect by the previous administration.

The Leader acknowledged that where the council is was not good enough. There are some organisations that are better than us. The Council is unhappy with the current level of service and will make sure that it improves.

RESOLVED:

- 1.1. That the Lead Directors of Housing be authorised to develop and implement, in consultation with the Cabinet Members for Housing and for Commercial Revenue and Resident Satisfaction and with residents themselves, a customer-focused programme to improve satisfaction with the Housing Service based on the principles in the Blueprint produced by the Residents’ Commission on Council Housing.
- 1.2. That a budget of £250,000 from the Housing Revenue Account for the proposals set out in the report with the aim of ensuring a step change in how the council’s housing services are planned and delivered, be approved. Funding will be required for project management expertise to deliver the programme, for related improvement projects such as tailored resident and staff training, and for specific and essential resource gaps identified during the course of the programme.
- 1.3. That the Lead Directors of Housing report progress formally on the programme to the Cabinet Members for Housing and for Commercial Revenue and Resident Satisfaction in March 2016.

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.

104. TESTING AND INSPECTION OF EXISTING FIRE ALARMS & EMERGENCY LIGHTING SYSTEMS WITHIN HOUSING PROPERTIES -BOROUGH WIDE

Councillor Homan stressed the importance of letting the contract to undertake the testing and inspection of fire alarm systems, emergency lighting and general lighting systems in sheltered housing, high rise blocks, hostels and community centres.

RESOLVED:

- 1.1. That approval be given to accept the Most Economically Advantageous Tender (MEAT) submitted by the provider named in the exempt report, as set out in the exempt report.
- 1.2. That the contract is expected to start on 1st March 2016 for a period of 5 years with an option to extend annually for a further 3 years, 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.

105. BRITISH RED CROSS HOSPITAL TO HOME SERVICE EXTENSION REPORT

Councillor Lukey noted that the recommended provider had previously provided a good service. The report was asking for an extension of the contract for the delivery of a Hospital to Home service provided by the British Red Cross across Kensington and Chelsea, Westminster and Hammersmith and Fulham councils.

RESOLVED:

London Borough of Hammersmith and Fulham

- 1.1 That the Cabinet extend the contract for the Hospital to Home Service provided by the British Red Cross for a period of two years from 1st September 2015 to 31st August 2017, in accordance with the terms of agreement. H&F's spend against the contract for the period 1st September 2013 to 31st August 2015 was £109,834 and the contract spend for the extension period will be £109,834.

- 1.2 That the recommendations below for the two other Councils, be noted.

Royal Borough of Kensington and Chelsea

That the Executive Director for Adult Social Care and Health in consultation with the Cabinet Member for Adult Social Care and Public Health approve the extension for the Hospital to Home service provided by the British Red Cross from 1st of September 2015 to 31st of August 2017 for the total of £109,834 (£54,917 per annum).

Westminster City Council

That CAB note the extension from 1st September 2015 and as from 1st October 2015 recommend to the Executive Director for Adult Social Care and Health that the service Hospital to Home provided by the British Red Cross be extended to 31st August 2017. The total cost of the Hospital to Home service during the four year contract period will be £219,668. The additional total value of the contract for two years is £109,834.

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.

106. APPROVAL TO PROCEED TO PROCUREMENT OF ADULT COMMUNITY SEXUAL HEALTH SERVICES

Councillor Lukey noted that this was an ambitious project to reshape the provision of adult community and reproductive sexual health service across the three councils. The proposal will enable the council to target services to meet the residents' needs and achieve the public health outcomes.

RESOLVED:

- 1 That the procurement of the Lot 1 adult community and reproductive sexual health services and Lot 2 sexual health in primary care, as detailed in the report, be agreed.
- 2 That authority be delegated to the Cabinet Member for Health and Adult Social Care for Hammersmith and Fulham at the contract award stage.

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.

107. APPROVAL TO MAKE A DIRECT AWARD OF A CONTRACT FOR THE PROVISION OF DOMESTIC VIOLENCE REFUGE ACCOMMODATION

Councillor Fennimore noted that following a strategic review of local domestic violence services, the Council was seeking to let a refuge contract to provide accommodation for women and children experiencing domestic abuse. The proposal will provided the best service possible in H&F and across London.

RESOLVED:

That approval be given to a direct award of a contract to the provider named in the exempt report for the period 1 April 2016 to 31 March 2018, as set out in the exempt report.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

108. AWARD OF ROAD2010 TERM CONTRACT FOR LONDON ROAD CONDITION SURVEYS

Councillor Harcourt reported that the contract was managed on behalf of Transport for London and recommended approval.

RESOLVED:

- 1.1. That Lots 1 and 2 of the Road2010 Term Contract for London Road Condition Surveys be awarded to "WDM Limited".
- 1.2. That Lots 3 and 6 of the Road2010 Term Contract for London Road Condition Surveys be awarded to "The Highway Surveyors".
- 1.3. That Lots 1, 2, 3 and 6 be awarded for an initial period of two years to 31 March 2018 with the option for two 12 month extensions, be agreed.

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.

109. FORWARD PLAN OF KEY DECISIONS

RESOLVED:

The Key Decision List was noted.

110. 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) and Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings as defined in paragraphs 3 and 5 of Schedule 12A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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

111. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 2 NOVEMBER 2015 (E)

RESOLVED:

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

112. TESTING AND INSPECTION OF EXISTING FIRE ALARMS & EMERGENCY LIGHTING SYSTEMS WITHIN HOUSING PROPERTIES -BOROUGH WIDE : 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.

113. BRITISH RED CROSS HOSPITAL TO HOME SERVICE EXTENSION REPORT : EXEMPT ASPECTS (E)

RESOLVED:

That the 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.

114. APPROVAL TO PROCEED TO PROCUREMENT OF ADULT COMMUNITY SEXUAL HEALTH SERVICES : EXEMPT ASPECTS (E)

RESOLVED:

That the report 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.

115. **APPROVAL TO MAKE A DIRECT AWARD OF A CONTRACT FOR THE PROVISION OF DOMESTIC VIOLENCE REFUGE ACCOMMODATION : EXEMPT ASPECTS (E)**

RESOLVED:

That the recommendation 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.

116. **AWARD OF ROAD2010 TERM CONTRACT FOR LONDON ROAD CONDITION SURVEYS : EXEMPT ASPECTS (E)**

RESOLVED:

That the appendices 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.

Meeting started: 7.00 pm
Meeting ended: 8.38 pm

Chair

Agenda Item 4

London Borough of Hammersmith & Fulham CABINET 11 JANUARY 2016	 hammersmith & fulham
LONDON BOROUGH OF HAMMERSMITH AND FULHAM'S COUNCIL TAX SUPPORT SCHEME 2016/17	
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: Paul Rosenberg	Contact Details: Tel: 020 8753 1525 E-mail: paul.rosenberg@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. In April 2013, Council tax benefit (CTB) ended and local authorities had to introduce their own scheme to help their residents who need help paying their Council tax.
- 1.2. Originally the funding from central government to Councils was based on what the Council paid in Council tax benefit less 10%. However, now, the funding forms part of the Revenue Support Grant allocation received at the Local Government Finance Settlement (LGFS).
- 1.3. To date, the Council has agreed a scheme that worked for claimants as though the old Council tax benefit regulations were still in place (previously known as "the default scheme"), meaning no one in the borough was worse off as a result of the Government cut.
- 1.4. This report recommends that the Council continues to replicate the previous benefit regulations so that no one in the borough is worse off.

- 1.5. The report also includes a recommendation on how to treat Universal Credit (UC) cases for claimants who receive Council Tax Support (CTS). The way UC is calculated is different to the benefits it replaces. For some claimants in work, UC may result in higher payments to claimants. The Council does not intend for claimants receiving any additional UC to be penalised by our scheme as a result. This means that our recommended method of calculation could increase the cost of our scheme – depending on the level of UC expansion for 16/17.
- 1.6. It is the express intention of the Council that no one will be worse off under this scheme compared to any support they might have received had the previous benefit regulations still been in place.
- 1.7. Agreement for the new scheme will have to be made by full Council at the end of January 2016.

2. RECOMMENDATIONS

- 2.1. That the Council continues with a scheme that reflects the old Council tax benefit regulations as much as possible meaning no one in the borough is worse off.
- 2.2. That the Council continues to assess out of work Universal Credit on full CTS.
- 2.3. For in work UC cases, the UC applicable amounts will form part of our calculation and any unearned and earned income will be subject to the normal 20% excess income calculation.

3. REASONS FOR DECISION

- 3.1. The reasons for this recommendation are the same as last year. The Council does not want residents on low incomes to suffer from central government cuts in the Council tax support scheme so will take measures to ensure such residents will continue to get the same levels of support.
- 3.2. Throughout 2016/17 the number of UC recipients in the borough may increase, so the Council needed to agree how such claimants are treated.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Local Government Finance Act 2012 gained Royal Assent on 31 October 2012. This Act abolished Council tax benefit and gave local authorities new powers to assist residents on low incomes with help paying their Council tax.
- 4.2. The funding for the scheme was originally based on what the authority used to spend in Council tax benefit less a 10% cut. The funding for Council tax support is now included in the Revenue Support Grant which has and will continue to be subject to further cuts, so the effective contribution to Council tax support from the Government continues to be cut each year. It is up to the authority to decide how to deal with these cuts.
- 4.3. The schemes have to last at least a year. It is proposed that this scheme runs for one year for the period April 2016 to April 2017. This will allow the authority

choice for 2017/18 if it wishes to change its scheme then to raise additional revenue.

5. PROPOSAL AND ISSUES

- 5.1. Since Council Tax Support was introduced it has been the authority's intention to maintain a scheme that reflects the previous Council tax benefit scheme as much as possible so that no one in the authority is worse off.
- 5.2. However, since Council tax benefit ended, the government's welfare reform agenda has changed particularly with Universal Credit being live in the borough since October 2013. This means it is no longer possible to simply publish a scheme as though the previous benefit regulations were still in place.
- 5.3. The authority needs to make a decision regarding how to process Universal Credit claims for workers.
- 5.4. This change has been included as part of our consultation.

Cost of the scheme

- 5.5. For the first year, the Council received as a grant, what they would have spent in Council tax benefit less 10%. This was advantageous to the borough because the calculation was based on when both our caseload and our Council tax level were higher. This has meant that in the first two years, the Council's scheme actually ran as a surplus.
- 5.6. The funding is now incorporated into our grant income which is not paid separately to the Council but forms part of the Revenue Support Grant (RSG) calculation. It is therefore no longer possible to identify exactly how much money the Council gets from central government to pay for Council tax support awards.
- 5.7. For 2014/15 the discounts offered through the Local Council Tax support scheme resulted in lower income of £13.15m to the Council. The latest estimate for 2015/16 is £12,52m (of which the Hammersmith and Fulham share is £8.9m, The Greater London Authority share is £3.62m).
- 5.8. In general our caseload is dropping, meaning Council tax support is costing us less. However, the grant support from central government is also falling.

6. OPTIONS AND ANALYSIS OF OPTIONS

Proposed Changes – Universal Credit

- 6.1. The Council is committed to ensuring that no one is worse off under our Council tax support scheme. As much as possible, the scheme intends to reflect the previous Council tax benefit scheme. However, it does need to agree how to treat Universal Credit claims as there was no provision under the previous regulations for this (as Universal Credit did not exist then).
- 6.2. Universal Credit is a replacement for:

- Jobseeker's Allowance
- Housing Benefit
- Working Tax Credit
- Child Tax Credit
- Employment and Support Allowance
- Income Support

6.3. At present, the DWP are only accepting claims for Universal Credit from out of work customers. These cases are treated as though they are in receipt of a previous out of work benefit and maximum CTS is awarded.

6.4. However, the DWP do not take anyone off Universal Credit and allow them back on a legacy benefit. This means that UC recipients who are out of work and claiming full CTS can have a change of circumstance (i.e. get a job) and will want to continue a partial CTS claim.

6.5. The authority has to decide how these CTS claims are decided. The overall ethos of the decision is to continue to ensure that no one is worse off and whilst replicating the previous Council tax benefit regulations.

How the claim is calculated

6.6. For in work claims, UC is made up of:

- Child element
- Childcare costs element
- Limited capability for work element
- Carer element
- Housing costs element

6.7. The Council is proposing all are taken into account as part of the calculation and as part of the applicable amount. So for UC customers the current applicable amounts are not used.

6.8. In practice, this will not make much difference but the awards will be slightly more generous for in work claims. There is a danger that this will increase the CTS bill to the Council. Appendix 2 has a calculation that demonstrates this.

6.9. In all cases any earned or unearned income will be subject to the normal 20% taper calculation.

6.10. For other cases, the scheme will replicate as much as possible the benefit regulations. This means, if the family premium is removed for benefit claims, they will also be removed for CTS claims to ensure no one is worse off than under the old scheme.

7. CONSULTATION

7.1. As required by the Local Government Finance Act, officers consulted with the GLA as the precepting authority and with the public on the proposed scheme.

- 7.2. In previous years, the consultation has been minimal due to the fact that in essence nothing is being changed. The GLA have endorsed this.
- 7.3. Even though there is a slight change to the scheme it was decided not to change the consultation method for this year. An on-line consultation was carried out that ran for 2 months.
- 7.4. The responses this year were again limited. As there is not much change to the scheme, it seems few people wanted to comment. This reflects a wider trend of reduced take up of consultations in recent months.
- 7.5. This year, two responses were received (the same number as last year). Both agreed with our proposals with one stating "It stops the Council placing vulnerable groups into a more financially and mentally detrimental position". The other refers to the increased cost of collecting an additional debt had the Council decided to levy a charge against everyone, stating "The costs of collection of such debt might well end up costing the Council much more."
- 7.6. The responses can be found in **Appendix 1**.

8. EQUALITY IMPLICATIONS

- 8.1. The way Universal Credit claims will be processed is a change to the scheme and as such the Equalities impact has been assessed (please see **Appendix 2**).
- 8.2. This change affects only a small number of CTS recipients and the recommended decision will have the most positive outcome for those affected and still where possible reflect the old benefit regulations.
- 8.3. The effects will continue to be monitored as more residents become affected with the increased role out of Universal Credit. This will inform any changes we may make for the 2017/18 scheme.
- 8.4. Implications verified by: David Bennett, Head of Change Delivery (Acting) - 020 7361 1628.

9. LEGAL IMPLICATIONS

- 9.1. The report sets out the requirements of the Local Government Finance Act 2012 to include a reminder that consultation for this scheme is a requirement and has taken place with limited responses. A possible financial risk that the number of recipients of Council Tax Support would increase is also highlighted in paragraph 12 with a note that the scheme may need to change in the forthcoming budget year upon review.
- 9.2. Implications verified/completed by: (Joyce Golder. Principal Solicitor, 020 7361 2181)

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The Council tax support scheme operates by offering a discount to residents who need help paying their Council tax. The cost of the scheme is shared between Hammersmith and Fulham and the Greater London Authority based on their respective Council tax charges. The Hammersmith and Fulham share of the scheme cost was £9.3m in 2014/15 and is estimated to be £8.9m in 2015/16. The reduction reflects both a lower caseload and the impact of the 1% Council tax reduction.
- 10.2. The report flags up some new financial risks regarding the 2016/17 scheme. These arise from the roll-out Universal Credit and government welfare policy, At present it is not possible to model with any certainty what impact these potential changes may have (or if the changes will take place at all.). This position will continue to be reviewed and an appropriate risk noted in the Medium Term Financial Strategy.
- 10.3. Implications verified/completed by: (Andrew Lord, Corporate Finance, Ext 2531).

11. IMPLICATIONS FOR BUSINESS

- 11.1. None

12. RISK MANAGEMENT

- 12.1. In previous years reports it was reported that the main risk to the Council is if there is a sharp rise in CTS recipients. This obviously means that we will receive less than expected in Council tax income as we grant more support.
- 12.2. The way it is intended to assess UC cases can be more generous than the current system. This reflects the government's aspiration that everyone should be better off in work. Potentially, if there is a significant rise of in work UC claims, then this could increase the level of CTS awards.
- 12.3. The level of UC expansion for 16/17 is not known. The government has made it clear that they are intent on increasing Universal Credit take up as quickly as possible. However, this will depend on the DWP's capacity to manage a much greater caseload than they do now.
- 12.4. The impact to the Council of more CTS claims based on UC will be monitored. If after reviewing the level of CTS, there is a rise in the cost of our CTS awards, the scheme may need to be amended for 2017/18.
- 12.5. At present, the caseload in the borough is declining so any rises in the value of the awards may well be offset by a reduced number of live awards.

Emergency Budget 2015

- 12.6. The emergency budget announced the following changes to tax credits from April 2016:

- **Changes to taper rates in tax credits** – From April 2016 the taper rate in tax credits will be increased from 41% to 48% of gross income. Once claimants earn above the income threshold in tax credits, their award will be withdrawn at a rate of 48 pence for every extra pound earned.
- **Changes to tax credits income thresholds and Universal Credit work allowances** – From April 2016 the income threshold in tax credits will be reduced from £6,420 to £3,850 per year.

12.7. The Autumn Statement announced that the changes to tax credits will not take place. However, the changes to UC will go ahead. For those on UC and in work, the UC award will be less than it is now meaning there will be more entitlement to CTS. However, if take up to UC continues at its current pace, the overall cost to the Council should not be impacted too adversely.

12.8. As per paragraph 12.4, the caseload and value of awards will be monitored.

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 Responses to the consultation

Appendix 2 EIA

APPENDIX 1

Do you pay council tax to the Hammersmith & Fulham Council? - 1	Do you receive council tax benefit? - 2	What is your age group? - 3	Are you (please tick one): - 4	Are you (please tick one) - 5	Are you responding to the consultation in your capacity as a representative of any of the following: - 6	Do you agree the council should meet the shortfall to to keep support at previous levels? - 5	Do you agree with our approach to assessing universal credit cases? - 5	Please explain your view on the council's decision to absorb the cost - (complete below)
Yes	Yes	18 - 59	Disabled	White (Brit	Other	Yes	Yes	I think its important the council continues to asorb the cost here. It ensures that citizens are able to better support there families in a time of cuts to other income streams. It reduces the cost and debt burden on the council. It stops the council placing vulnerable groups into a more financially and mentally detrimental position.
Yes	Yes	18 - 59	Disabled	White (Brit	Other	Yes	Yes	Pushing people into debt. The costs of collection of such debt might well end up costing the council mush more.

APPENDIX 2 - Equality Impact Analysis (EIA) of Local Council Tax Support Scheme 2016/17

(A) Overview and Summary

Since 2013, the council has been obliged to set a local scheme to award council tax support (CTS) for residents on a low income. From then, the council has adopted a scheme that reflects the benefit regulations and nobody in the authority has been worse off. As this meant that there was no change for claimants, there was no requirement to complete an equalities impact assessment.

Universal Credit (UC) was introduced in October 2013 for a very specific cohort of out of work claimants. The take up since then has been slow with only about 800 claimants within the borough and only 138 in receipt of council tax support. For out of work claims, the CTS assessment is simple. Maximum support is awarded the same as a passported legacy benefit (such as Jobseekers Allowance).

Although there are no plans to currently accept claims from in work claimants, the Department of Works and Pensions (DWP) have always had a “lobster pot” policy where once on UC, always on UC. This means that a CTS recipient could be working and in receipt of UC due to them finding a job and moving their UC entitlement from an out of work to an in work claim.

The number of people that this affects is very low – less than 20 out of a CTS caseload of 16.5k. However, as the government is planning for these numbers to grow during 2016, the council has to specify how it will process these claims. It is not possible to rely on the previous benefit regulations as Universal Credit did not exist when they were rescinded.

It is for this element of our CTS scheme, i.e how we are assessing in work UC cases that this EIA is required.

It has always been the intention of the authority that we, as much as possible replicate the benefit regulations. With Universal Credit, the calculations are slightly different to the legacy benefits, with different applicable amounts and earned income disregards. This leaves the authority with a choice of which rates to use, the legacy benefit rates or those used in UC.

The council has decided that for in-work UC claimants, the CTS will be assessed using the UC applicable amounts rather than the applicable amounts taken from the housing benefit regulations (as we normally do). This will mean that these claimants will receive more CTS as the UC rates are higher.

A public authority must, in the exercise of its functions, comply with the requirements of the Equality Act 2010 and in particular section 149 (the Public Sector Equality Duty). This EIA is intended to assist the Council in fulfilling its public sector equality duty (“PSED”). It assesses, so far as is possible on the information currently available, the equality impact of our decision to assess in work UC claims based on the UC rates rather than the rates used for non UC cases.

(B) Methodology

As stated, this change will affect a very small cohort of CTS recipients and the change that they will experience is going to be minor. Although the applicable amounts are higher, allowing for a more generous CTS award, the actual UC award is also higher for those in work – which then reduces the award. The net affect is a slight difference in CTS.

The analysis will refer to the budget setting EIA which looks at the whole CTS caseload. This is because it is the government's intention to increase the UC caseload nationally and it has stated that 2016 will see an increase in UC take up.

(C) Analysis of the impact of the assessment of UC claims for CTS

Local Council Tax Support (LCTS) came into effect on 01 April 2013, and replaced Council Tax Benefit which was abolished as part of the Government's Welfare Reforms (which include the introduction of Universal Credit). H&F decided for the following years to absorb the cost of the changes, which means that people receive the same or very similar help to pay their council tax as they did under council tax benefit.

At present, there are approximately 138 CTS claims who are in receipt of UC. The majority of these are out of work and so are not currently affected by our proposals.

The cohort selected by the DWP as part of the take up of UC largely focuses on single claimants. The Hammersmith jobcentre (that takes claims for the whole borough) does accept claims from couples and families but because of the way that UC claims are selected, many couples and families become excluded from receiving UC and have to claim legacy benefits.

This means that the breakdown of UC claimants in receipt of CTS largely focuses on single claimants and this group are represented much more dominantly than compared to the caseload as a whole. Of the 138 customers, 61 are female or 44%, 73 or 53% or male and only 3% are couples. This is compared to the CTS working age caseload as a whole where 5,943 or 55% are female, 3,218 or 30% are male and 1,636 or 15% are couples.

As the cohort selected by the DWP for UC entitlement are Jobseekers there are no UC recipients who are receiving the limited capability of work element (for those incapable of work due to illness / disability).

Just as in the budget setting EIA, it is not possible to extract comprehensive ethnicity data from the caseload.

From the limited information that we hold, there is little impact on CTS recipients as a whole. However, we can see that there is a positive impact on those affected as the authority's scheme is more generous than if we used the legacy benefits applicable amounts. (see annex 1 for an example).

The authority does not select the claimants who receive UC as this is done by the DWP so the council is not responsible for any impacts relating specifically to an individual being migrated onto Universal Credit. Based on available information the cohort will remain relatively small for the foreseeable future. The DWP have not published any specific expansion plans as they are still developing the technology that will allow more people to claim UC.

Conclusion

For the small number of claimants affected by this, the change has a positive impact because it awards more council tax support than if we used legacy benefit rates. For any other claimant, the overall affect is neutral as they are not directly affected by the change.

Also, all protected groups are not disproportionately represented in this change. This is because the DWP who select the claimants to be considered for UC, have a strict criteria that largely excludes those with children and disabilities.

However, those who ultimately will receive UC are not selected disproportionately from any group over and above the fact that protected groups are over-represented in the economically disadvantaged section of the community and therefore within the benefit caseload.

In terms of replicating the previous regulations and ensuring that no one is worse off, there is nothing further that the authority can do. We have chosen the option that benefits those affected rather than puts them at a disadvantage so there is no further mitigating actions that the authority can take.

Because UC is a new benefit and an emerging part of the government's welfare reform agenda, the affects to the CTS caseload will need to be monitored and subject to review. Although the government do intend to increase the take up throughout 2016, whether or not and when this is likely to occur remains to be seen. This is because it relies on improvements in IT that have not yet been fully developed.

Based on current information, we feel that this is the fairest way forward but we will monitor any impacts as more people are affected to ensure that no particular group is impacted adversely. It will also be important to monitor how this affects the value of CTS awards to ensure that this more generous scheme is not too expensive for the council to implement.

The scheme will run for a year so there will be an opportunity to review for 2017/18. If change is required, then further work will be needed on assessing its impact on the protected groups.

Annex 1

Example of UC / Legacy calculations

In this example, we have compared the circumstances of a customer on a low income (earning a net amount of £115.38 per week). The claimant has a rent of £200 per week to pay. In the first example, the claimant can receive £427.95 per week UC but will be expected to pay £200 of this towards their rent, leaving a net amount of £227.95.

In doing the calculation for council tax support, in the way that we are proposing, we ignore the income from UC which in effect makes the UC award the applicable amount. We then use any other income as excess income in the same way that CTS is calculated normally. This leaves a CTS award of £6.25 per week.

In the second example, we have treated the UC amount as income (though we have disregarded the rent cost income) and we have used the applicable amounts we currently use for non-UC cases. Here, the CTS is the lower amount of £5.55 per week.

The legacy tax credit award would have been lower than the UC award. Based on the current example, we estimate a claimant would receive about £120 per week in tax credits rather than the £227.95 per week received in UC (net of rent costs). This means that those in receipt of working / child tax credits do receive higher CTS awards but this is because the amount of tax credit received is lower. The claimants net income is higher under UC.

UC Calculation

Description	Gross Income	Disregards	Eligible Amount
Net Earnings	£115.38	£27.10	£88.28
Child Benefit (disregarded)	£34.40	£34.40	£0.00
Universal Credit (UC)	£427.95	£0.00	£427.95
Total Income (earnings plus UC)	516.23		

Income used in calculation	£516.23
Less the UC applicable amount	£427.95
Excess Income	£88.28

Eligible Council Tax	£23.91
Less 20% of Excess Income	£17.66
Weekly Council Tax Support Award	£6.25

Legacy Benefit Calculation


Description	Gross Income	Disregards	Eligible Amount
Net Earnings	£115.38	£27.10	£88.28
Child Benefit (disregarded)	£34.40	£34.40	£0.00
Universal Credit (UC)	£427.95 (including £200 per week housing costs)	£200.00	£227.95
Total Income (earnings plus UC)	£316.23		

Income used in calculation	£316.23
Less the applicable amount	£224.25
Excess Income	£91.98

Eligible Council Tax	£23.91
Less 20% of Excess Income	£18.36
Weekly Council Tax Support Award	£5.55

Glossary

Net Earnings	In the calculation of the CTS award, we always use income after tax, national insurance and half of any pension is taken off
Disregards	Within CTS, we disregard a certain amount of earned income. How much we disregard depends on on the family make up of the claimant and the number of hours worked
Eligible Amount	This is the net income after all disregards are taken off. It is this income that the final award calculation is based on
Applicable Amount	This is the figure at which the claimant stops to receive maximum CTS. So, if the income is below the applicable amount, they receive maximum CTS. Once the income goes above the applicable amount, the CTS is reduced by 20%.

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	
<p>COUNCIL TAX BASE AND COLLECTION RATE 2016/2017 AND DELEGATION OF THE BUSINESS RATES ESTIMATE</p>	
<p>Report of the Cabinet Member for Finance: Councillor Max Schmid</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p>	
<p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Director: Hitesh Jolapara, Strategic Director for Financial Corporate Services</p>	
<p>Report Author: Steve Barrett Head of Revenues and Benefits</p>	<p>Contact Details: Tel: 020 8753 1053 E-mail: steve.barrett@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 This report contains an estimate of the Council Tax Collection rate and calculates the Council Tax Base for 2016/17.
- 1.2 The Council Tax base will be used in the calculation of the Band D Council Tax undertaken in the Revenue Budget Report for 2016/17.
- 1.3 The proposed Council Tax Base for 2016/17 of 74,041 is an increase of 2,058 on the figure agreed for 2015/16 of 71,983.
- 1.4 Based on the 2015/16 Band D charge of £727.81 the increase in the tax base will result in an increased income of £1.5m
- 1.5 The recommendations contained in the Council Tax Support 2016/17 will need to be approved prior to those contained in this report. This is because they are included in the calculation of the Band D Council Tax in section 8.3 below.
- 1.6 To delegate authority to the Strategic Director of Financial Corporate Services, in consultation with the Lead Member for Finance, to determine the business rates tax base for 2016/17 as set out in section 11 of this report

2. RECOMMENDATIONS

- 2.1 That approval be given to the following recommendations for the financial year 2016/17:
- (i) That the estimated numbers of properties for each Valuation Band as set out in this report be approved.
 - (ii) That an estimated Collection rate of 97.5% be approved.
 - (iii) That the Council Tax Base of 74,041 Band “D” equivalent properties be approved
 - (iv) To delegate authority to the Strategic Director of Financial Corporate Services, in consultation with the Lead Member for Finance, to determine the business rates tax base for 2016/17 as set out in section 11 of this report

3. BACKGROUND

- 3.1 Under Section 33(1) of the Local Government Finance Act 1992 and The Local Authorities (Calculations of Council Tax Base) (England) Regulations 2012, the Council (as billing authority) is required to calculate its Council Tax Base. This comprises both the estimated numbers of properties within each Valuation band plus the Council’s estimate of its collection rate for the coming financial year.
- 3.2 For 2015/16 the Council approved a Council tax Base of 73,828 Band D equivalent dwellings, and an estimated Collection Rate of 97.5%, which resulted in a tax base of 71,983.
- 3.3 Under Section 11A of the Local Government Finance Act 1992, Council Tax (Exempt Dwellings) (England) (Amendment) Order 2012 and Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the Council reduced discounts for both Second Homes and Unoccupied and Unfurnished dwellings to 0% with effect from 2013/14 and subsequent years until revoked.
- 3.4 Under Section 11B of the Local Government Finance Act 2012 the Council introduced the Council Tax Empty Homes Premium with effect from 1 April 2014 and subsequent years until revoked. This increases the charge on dwellings that have been unoccupied and substantially unfurnished for more than two years to 150% of the council tax that would be payable if the dwelling were occupied by two adults and no discounts were applicable.
- 3.5 Cabinet will also be required to approve the recommendations in the Council Tax Support Scheme 2016/17 report, prior to the recommendations in this report, as they are reflected as Band “D” equivalents in the Council’s Tax base calculations in section 8.3 below.

4. DISCOUNTS

4.1 Second Homes

4.1.1 There are some 2,110 second homes in the borough. The Council does not offer a discount on second homes which adds 2,485 Band "D" equivalents to the tax base for 2016/17. These discounts are included in Section 7.3 below.

4.1.2 Based upon 2015/16 Council Tax levels this generates income to the Council of £1.8m. This income is allowed for within the Council's Medium Term Financial Strategy. Our preceptor, the GLA, also benefits from the reduction in the discount.

4.2 Empty Properties

4.2.1 There are some 519 empty (unoccupied and unfurnished) properties in the borough. The Council does not offer a discount for empty properties which adds an additional 648 Band "D" equivalents to the tax base for 2016/17.

4.2.2 Based upon 2015/16 Council Tax levels this generates income to the Council of £0.5m. This income also directly benefits the GLA.

5. EMPTY HOMES PREMIUM

5.1 There are some 85 properties in the borough that have been empty for more than two years. The effect of increasing the charge on these properties to 150% of the normal charge adds an additional 54 Band "D" equivalents to the taxbase for 2016/17. These premiums are included in Section 7.3 below

5.2 This equates to additional income for the Council (net of preceptors) of approximately £39k (based on the 2015/16 Band D Council Tax).

6. COUNCIL TAX SUPPORT

6.1 Under Council Tax Support, Hammersmith & Fulham and the GLA absorb the full cost of the scheme, which mirrors the previous council tax benefit arrangements.

6.2 For 2015/16 the Council has provided for a total of £12.5m in Council Tax Support discounts. This equates to 12,241 band "D" equivalents based on 2015/16 Council Tax levels.

6.3 The tax base regulations require the cost of the scheme to be treated as a discount and deducted from the Council's tax base calculation in section 8.3.

7. VALUATION BAND PROPERTIES

- 7.1 The latest information on the number of properties within each valuation band is contained within a return (CTB1), which the Council provided to the DCLG on 16 October 2015.
- 7.2 This return reflected the actual number of properties shown in the Valuation List as at 14 September 2015 and the Council's records as at 16 October 2015.
- 7.3 A detailed analysis of the properties in each valuation band can be summarised as follows. There are a total of 85,410 dwellings on the list with some 29,702 properties estimated to receive a sole occupier discount. The total Band "D" equivalent is approximately 88,186.6 properties.

Band	Band Size	Total Dwellings	Total after Discounts, Exemptions and Disabled Relief	Ratio	Band "D" Equivalents
A	Values not exceeding £40,000	3,790	2,874.8	6/9	1,916.5
B	Values exceeding £40,000 but not exceeding £52,000	5,744	4798.5	7/9	3,732.2
C	Values exceeding £52,000 but not exceeding £68,000	14,166	11,947.3	8/9	10,619.8
D	Values exceeding £68,000 but not exceeding £88,000	24,384	21,540.8	9/9	21,540.8
E	Values exceeding £88,000 but not exceeding £120,000	15,177	13,821.5	11/9	16,892.9
F	Values exceeding £120,000 but not exceeding £160,000	9,096	8,405.3	13/9	12,141.0
G	Values exceeding £160,000 but not exceeding £320,000	10,828	10,223.8	15/9	17,039.7
H	Values exceeding		2,151.8		4,303.7

Band	Band Size	Total Dwellings	Total after Discounts, Exemptions and Disabled Relief	Ratio	Band "D" Equivalents
	£320,000	2,225		18/9	
		85,410	75,763.8		88,186.6

8. ADJUSTMENTS TO THE VALUATION LIST

8.1 The above table shows the valuation band position at 14 September 2015 but the Council is also required to take into account the Council Tax Support Scheme and any other likely changes during the financial year 2016/17. Therefore the following adjustments need to be considered:

- (i) New Properties
There are likely to be a number of new properties, conversions etc. added to the valuation list at some point during the year. There are approximately 468 units currently under construction on various sites in the Borough that will be added to the tax base sometime during 2016/17. It is estimated after allowing for different completion dates that this will equate to an additional 544 Band 'D' equivalents.
- (ii) Banding Appeals
There have been over 10,000 appeals lodged with the valuation office in respect of initial Council Tax bandings. There are now only a small number unsettled so it is not proposed to make any adjustments for these.
- (iii) Single Person Discounts
The council is undertaking a review of single person discounts being awarded to taxpayers. This review has not yet been completed and it is estimated that a further 1,126 discounts will be removed which will add an additional 281 Band "D" equivalents to the tax base for 2016/17.
- (iv) Student Exemptions
Dwellings wholly occupied by students are exempt from Council Tax. The projected Council Tax base needs to be adjusted to allow for students that have yet to prove their exemption for the new academic year. It is estimated that an adjustment of 831 Band "D" equivalents is required.
- (v) Council Tax Support
The cost of the scheme equates to 12,241 band "D" equivalents, based on 2015/16 Council Tax levels, which now have to be deducted from the tax base for 2016/17. This is less than the deduction of 12,903 Band D equivalents made in 2015/16. This is due to a reduction in the number of

claimants applying for a discount and the impact of the 1% reduction in 2015/16 Council Tax.

- 8.2 The Council is required to set its Tax Base on the total of the relevant amounts for the year for each of the valuation bands shown or is likely to be shown for any day in the year in the authority's valuation list.
- 8.3 Taking into account the latest information from the CTB1 return to the DCLG and the proposed adjustments, Council is requested to approve the estimated numbers of properties for each valuation band as set out in the following table:

Band	Band "D" Equivalent Actual September 2015	Adjustments for New Properties	Adjustments for Student Exemptions	Adjustments for Single Person Discounts	Adjustments for Council Tax Support	Revised Band "D" Equivalents 2016/17 Forecast
A	1,916.5	0	0	19	-582	1,353.5
B	3,732.2	47	-11	30	-1,264	2,534.3
C	10,619.8	24	-120	65	-2,848	7,740.8
D	21,540.8	95	-265	90	-3,723	17,737.8
E	16,892.9	124	-197	40	-2,254	14,606.1
F	12,141.0	111	-153	18	-1,021	11,095.8
G	17,039.7	127	-77	17	-533	16,573.4
H	4,303.7	16	-8	2	-16	4,297.7
	88,186.6	544	-831	281	-12,241	75,939.4

9. COLLECTION RATE

- 9.1 The Council is also required to estimate its Collection Rate for 2016/17 at the same time as arriving at the estimated number of properties within the Tax Base. In arriving at a percentage Collection Rate for 2016/17, the Council should take into account the likely sum to be collected, previous collection experience and any other relevant factors.
- 9.2 The actual sum to be collected from local Council Tax payers cannot be finally determined until the preceptors requirements are known and the Council has approved its budget. The Council therefore has to make an estimate of the sums to be collected locally making estimated allowance for sums from Council Tax Support and write-offs/non-collection.
- 9.3 The actual collection rate for 2015/16 achieved to the end of October 2015 is 63.8%, comprising cash collection of £49.3m and Council Tax Support of £12.5m. The current level of collection has been achieved despite the inadequacies of the new Agresso computer system and is due to the extra work

undertaken by officers in h&f direct. It is estimated that a further £25.1m (32.5%) will need to be collected by 31 March 2016 and £0.9m (1.2%) thereafter.

- 9.4 Collection performance has been calculated in order to comply with DCLG performance indicator calculations. Latest calculations for 2014/15 and 2015/16 show that the current collection rate can be continued for 2016/17. It is therefore suggested that the collection rate for 2016/17 is maintained at 97.5%.

10. THE TAX BASE

- 10.1 Under Section 33(1) of the Local Government Finance Act 1992 and the Regulations, the Council's tax base is calculated by multiplying the estimated number of Band "D" equivalents by the estimated collection rate.
- 10.2 Based on the number of Band "D" equivalents in the table in paragraph 8.3 above and the estimated collection rate in paragraph 9.4 above, the calculation is as follows:-

(Band D equivalents) x (Collection Rate) = (Tax Base)			
75,939	x	97.5%	= 74,041

11. BUSINESS RATES TAXBASE

- 11.1 The Local Government Finance Act 2012 made it obligatory for authorities to formally calculate the estimated level of business rates (the business rates tax base) it anticipates collecting for the forthcoming financial year and passing this information to precepting authorities by 31 January. The Government will continue to set the tax rate (known as the non-domestic multiplier).
- 11.2 Under the Rates Retention Scheme, established from 2013/14, billing authorities have to estimate their business rates tax base so that the resources available to them (30% for Hammersmith and Fulham), can be determined. 20% of the resources are paid to the Greater London Authority and 50% to the Government
- 11.3 The tax base is based on data from the Valuation Office with local allowance for the appropriate level of business rates appeals, any discretionary reliefs and any forecast growth. This information is pulled together into a government return (NNDR1). The detailed guidance on completing the NNDR1 is not likely to be issued until just before Christmas. This guidance will include allowance for any changes to the business rates system that might be announced by the Chancellor in the Autumn Statement. Given that the return has to be submitted by 31 January it is recommended that the responsibility for setting these figures be delegated to the Strategic Director of Financial Corporate Services in consultation with the Lead Member for Finance
- 11.4 The current 2016/17 budget strategy assumes that the Hammersmith and Fulham share of business rates income, including government compensation for measures announced in the Autumn Statement, will be £60.7m. Any

variation will be reported to Budget Council.

12 RISK MANAGEMENT

- 12.1 This is a statutory process and any risks are monitored through the Council's MTFs process.

13. EQUALITY IMPLICATIONS

- 13.1 There are no equality implications in this report.

14. FINANCIAL AND RESOURCES IMPLICATIONS

- 14.1 The Tax Base is set by 31 January each year, as outlined in the Local Government Finance Act 1992. It is used within the overall Council Tax and budget setting process, due to be reported to Budget Council on 24 February 2016.
- 14.2 The proposed Council Tax Base for 2016/17 of 74,041 is 2,058 Band D equivalents higher than the 71,983 agreed for 2015/16. The main reasons for this change are set out below:

	Band D Change
Increase in the tax base due to new properties	1304
Increase in new properties being built	145
Reduction in Council Tax Support scheme discounts	662
Gross Total Change	2111
Adjusted for Collection rate of 97.5%	53
Total change	2058

- 14.3 Based on 2015/16 Council Tax levels the increase in the taxbase will generate additional income of £1.499m for Hammersmith and Fulham and £0.607m for the Greater London Authority
- 14.4 The cost of the local council tax support scheme is based on current Regulations. No allowance is made for potential government welfare reforms due to uncertainty on what changes might be made. This will be treated as a risk within the Medium Term Financial Strategy Process

Implications verified/completed by: Andrew Lord, Head of Finance (Budget Planning and Monitoring) Tel: 020 8753 2531

15. LEGAL IMPLICATIONS

- 15.1 The Council is under a statutory duty to set the Council Tax for the forthcoming financial year and to make a budget. This report forms part of that process. The Council is obliged, when making its budget, to act reasonably and in accordance with its statutory duties, the rules of public law and its general duty to Council Tax payers.


- 15.2 The basic amount of Council Tax must be calculated in accordance with Section 31B of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) Regulations 2012.
- 15.3 The Council Tax base has been calculated in accordance with the Act and the Regulations. The estimated collection rate to 97.5% is a reasonable and realistic estimate.

Implications verified by: Rhian Davies, Chief Solicitor, Shared Legal Services, Tel: 020 7641 3630.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext. of Holder of File/Copy	Department/ Location
1.	Local Government Finance Act 1992 and 2012 (published)	A. Lord Ext. 2531	Ground Floor Room 5 Town Hall
2.	DCLG Return CTB1 (October 2015 - published)	S. Barrett Ext. 1053	2 nd Floor Town Hall Extension

Agenda Item 6

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	 <p>h&f hammersmith & fulham</p>
CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2015/16 (SECOND QUARTER)	
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: Christopher Harris, Head of Corporate Accountancy and Capital	Contact Details: Tel: 0208 753 6440 Email: christopher.harris@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report provides a financial update on the Council's Capital Programme and seeks approval for budget variations as at the end of the second quarter, 2015/16. A net decrease of **£7.7m** to the 2015/16 capital budget (as approved at the end of the first quarter) is proposed.

2. RECOMMENDATIONS

- 2.1 To approve proposed technical budget variations to the Capital Programme totalling **£7.7m** (summarised in Table 1 and detailed in Appendix 2).

3. REASONS FOR DECISION

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

4. CAPITAL PROGRAMME

4.1 The Council's capital programme as at the end of the second quarter 2015/16 – including proposed variations - is summarised in table 1 below. Further detail for each service can be found in Appendix 1. A full analysis of elements of the programme funded from internal Council resource is included in section 6.

Table 1 – LBHF Capital Programme 2015-19 with proposed 2015/16 Q2 Variations

	Analysis of Movements (Q1 to Q2)					Indicative Future Years Analysis				
	Revised Budget 2015/16 (Q1)	Slippages from/(to) future years	Addition/(Reduction)	Transfers	Total Variations (Q2)	Revised Budget 2015/16 (Q2)	2016/17	2017/18	2018/19	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CAPITAL EXPENDITURE										
Children's Services	51,335	(3,562)	-	-	(3,562)	47,773	15,800	7,451	-	71,024
Adult Social Care	3,713	-	-	-	-	3,713	450	450	450	5,063
Transport & Technical Services	16,056	-	1,411	-	1,411	17,467	25,631	17,531	7,231	67,860
Finance & Corporate Services	436	-	-	-	-	436	-	-	-	436
Environment, Leisure & Residents Services	1,979	-	997	-	997	2,976	500	500	500	4,476
Libraries	374	-	-	-	-	374	-	-	-	374
Sub-total (Non-Housing)	73,893	(3,562)	2,408	-	(1,154)	72,739	42,381	25,932	8,181	149,233
HRA Programme	55,453	(622)	-	-	(622)	54,831	48,441	42,413	34,518	180,203
Decent Neighbourhoods Programme	26,193	2,736	(8,658)	-	(5,922)	20,271	19,773	20,271	29,621	89,937
Sub-total (Housing)	81,646	2,114	(8,658)	-	(6,544)	75,102	68,214	62,684	64,139	270,139
Total Expenditure	155,539	(1,448)	(6,250)	-	(7,698)	147,841	110,595	88,616	72,320	419,372
CAPITAL FINANCING										
Specific/External Financing:										
Government/Public Body Grants	49,389	(3,562)	350	96	(3,116)	46,273	24,385	12,547	2,157	85,362
Developers Contributions (S106)	4,802	-	2,098	-	2,098	6,900	1,330	-	-	8,230
Leaseholder Contributions (Housing)	5,693	-	-	-	-	5,693	5,525	5,011	5,000	21,229
Sub-total - Specific Financing	59,884	(3,562)	2,448	96	(1,018)	58,866	31,240	17,558	7,157	114,821
Mainstream Financing (Internal):										
Capital Receipts - General Fund	12,073	-	-	-	-	12,073	9,455	6,175	5,480	33,183
Capital Receipts - Housing*	58,343	2,114	(10,197)	(96)	(8,179)	50,164	27,270	3,983	8,821	90,238
Revenue funding - General Fund	729	-	230	-	(230)	499	544	544	544	2,131
Revenue Funding - HRA	761	-	1,539	-	1,539	2,300	5,867	2,118	1,559	11,845
Major Repairs Reserve (MRR) [Housing]	16,849	-	-	-	-	16,849	15,980	16,716	15,714	65,259
Earmarked Reserves (Revenue)	233	-	190	-	190	423	-	-	-	423
Sub-total - Mainstream Funding	88,988	2,114	(8,698)	(96)	(6,680)	82,308	59,116	29,536	32,119	203,079
Internal Borrowing	6,667	-	-	-	-	6,667	20,239	41,521	33,044	101,472
Funding to be identified	-	-	-	-	-	-	-	-	-	-
Total Capital Financing	155,539	(1,448)	(6,250)	-	(7,698)	147,841	110,595	88,616	72,320	419,372

*Capital Receipts include use of brought forward Housing receipts

4.2 A net variation to the 2015/16 programme of **£7.7m** is proposed, decreasing total budgeted expenditure from **£155.5m** to **£147.8m**. The proposed net variation comprises:

- A net decrease of £1.45m in respect of slippages and re-profiling of budgets to future years.
- A net decrease of £6.25m mainly due to Housing Development pipeline schemes reductions and re-phasing.

A detailed analysis of proposed variations for approval is included at Appendix 2.

5. CAPITAL FINANCE REQUIREMENT (CAPITAL DEBT)

5.1 The Capital Finance Requirement (CFR) measures the Council's long-term indebtedness. For the General Fund CFR, the Council is required to set-aside an annual provision from revenue, known as the Minimum Revenue Provision (MRP), which is designed to set aside resource to repay debt. There is no requirement to make MRP in respect of Housing debt. The CFR and MRP are explained in more detail in appendix 4.

5.2 General Fund Headline¹ CFR debt is forecast to be **£47.89m** by the end of 2015/16 year. Table 2 below shows the current CFR forecast based on the continued application of surplus receipts to debt.

Table 2 – Forecast General Fund CFR at Q2 2015-16

	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m
Opening Capital Finance Requirement (CFR)	45.18	47.89	48.48	57.26
Revenue Repayment of Debt (MRP)	(0.08)	(0.19)	(0.21)	(0.56)
Internal Borrowing (Schools Window Replacement)	6.67	6.67	6.66	-
Application of Mainstream Programme (Surplus)	(3.87)	(5.90)	2.34	1.64
Closing Capital Finance Requirement (CFR)	47.89	48.48	57.26	58.34

5.3 The Council is currently exploring investment alternatives to General Fund debt reduction.

5.5 The current HRA CFR forecast is shown in Table 3 below:

Table 3 – Forecast HRA CFR at Q2 2015-16

HRA CFR	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Opening HRA Capital Finance Requirement (CFR)	205,346	192,326	200,032	228,738
Net movement in external borrowing	(13,020)	(5,866)	(6,150)	(3,784)
Net movement in internal borrowing	-	13,572	34,855	29,663
Closing HRA Capital Finance Requirement (CFR)	192,326	200,032	228,738	254,617

¹ Excludes items such as finance leases and PFIs, the MRP cost of which is funded through revenue budgets.

6. GENERAL FUND – MAINSTREAM PROGRAMME AND CAPITAL RECEIPTS

6.1 The General Fund mainstream programme cuts across the departmental programmes and represents schemes which are funded from internal Council resource – primarily capital receipts. It is effectively the area of the programme where the Council has the greatest discretion. The receipts available to the mainstream programme come via the General Fund asset disposal strategy which sits as part of the Asset Management Plan. The mainstream programme is summarised in Table 4.

Table 4 – General Fund Mainstream Programme at 2015/16 Q2

	2015/16 Revised Budget	Variations (Q2)	Revised Budget 2015/16 (Q2)	Indicative Budget 2016/17	Indicative Budget 2017/18	Indicative Budget 2018/19	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Approved Expenditure							
Ad Hoc Schemes:							
Schools Organisation Strategy [CHS] (mainstream element)*	430	-	430	2,105	695	-	3,230
Carnwath Road Receipt Set-aside [TTS]	1,200	-	1,200	1,870	-	-	3,070
Fulham Cemetery (Porta Cabins)	85	-	85	-	-	-	85
Rolling Programmes:							
Disabled Facilities Grant [ASC]	600	-	600	450	450	450	1,950
Planned Maintenance/DDA Programme [TTS]	7,233	-	7,233	2,500	2,500	2,500	14,733
Footways and Carriageways [TTS]	2,051	-	2,051	2,030	2,030	2,030	8,141
Controlled Parking Zones [TTS]	300	-	300	275	275	275	1,125
Column Replacement [TTS]	269	(269)	-	269	269	269	807
Parks Programme [ELRS]	704	-	704	500	500	500	2,204
Total Mainstream Programmes	12,872	(269)	12,603	9,999	6,719	6,024	35,345
Available and Approved Resource							
Capital Receipts (total available)	21,512	(5,334)	16,178	15,356	3,840	3,840	39,214
General Fund Revenue Account	729	(269)	499	544	544	544	2,131
Available Mainstream Resource	22,241	(5,603)	16,677	15,900	4,384	4,384	41,345
In-year surplus/(deficit)	9,369		4,074	5,901	(2,335)	(1,640)	
Surplus/(deficit) brought-forward	-		-	4,074	9,975	7,640	
Surplus/(deficit) carried forward	9,369		4,074	9,975	7,640	6,000	

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

6.2 Forecast capital receipts for the year as at the second quarter have decreased by £5.3m to **£16.2m**. This is due to the slippage of receipts to future years. As at October 2015 **£7.3m** of capital receipts have been realised (before an allowance for costs of disposal which cannot exceed 4%). A summary of capital receipts is included at Appendix 3. This schedule is based on approved disposals within the asset disposal programme.

6.3 As at the end of the second quarter, **£1.1m** of deferred disposal costs have been accrued in respect of anticipated General Fund disposals. These costs are netted against the receipt when received (subject to certain restrictions). In the event that a sale does not proceed these costs must be written back to revenue. A summary of deferred costs is included in Appendix 3.

6.4 The mainstream programme is currently showing an overall forecast surplus in 2015/16 of **£4.1m**. Over the next four years the programme is forecast to be in surplus by **£6m**. The surplus currently underpins the debt reduction forecast.

7. OTHER PROGRAMMES

7.1 Housing Capital Programme

7.1.1 The expenditure and resource analysis of the Housing Programme is summarised in Table 4 below:

Table 4 – Housing Capital Programme 2015-19 at Q2 2015-16

	2015/16 Revised Budget £'000	Total Variations Q2 £'000	Revised Budget 2015/16 (Q2) £'000	Indicative 2016/17 Budget £'000	Indicative 2017/18 Budget £'000	Indicative 2018/19 Budget £'000
Approved Expenditure						
Decent Neighbourhood Schemes	26,193	(5,922)	20,271	19,773	20,271	29,621
HRA Schemes	55,453	(622)	54,831	48,441	42,413	34,518
Total Housing Programme - Approved Expenditure	81,646	(6,544)	75,102	68,214	62,684	64,139
Available and Approved Resource						
Capital Receipts realised in-year (net of allowance for def costs)	16,651	2,409	19,060	6,000	6,000	6,000
Sale of new build homes	510	-	510	-	-	-
Earls Court Receipts recognisable	-	-	-	-	-	5,065
Housing Revenue Account (revenue funding)	761	1,539	2,300	5,867	2,118	1,559
Major Repairs Reserve (MRR)	16,849	-	16,849	15,980	16,716	15,714
Contributions Developers (S106)	-	2,869	2,869	4,978	69.00	-
Repayment of NHHT loan	-	-	-	800	-	-
Contributions from leaseholders	5,693	-	5,693	5,525	5,011	5,000
Capital Grants and Contributions from GLA Bodies	-	96	96	-	-	-
Use of Reserves	-	-	-	-	-	-
Total Available Forecast Resource (In-year)	40,464	6,913	47,377	39,150	29,914	33,338
Funding to be identified	-	-	-	-	-	3,381
Internal Borrowing	-	-	-	13,572	34,855	29,663
Total Forecast Resource (In-year) [inc. Borrowing]	40,464	6,913	47,377	52,722	64,769	66,383
add/less: adjustment for deferred costs of disposal	1,141	(290)	851	2,755	3,939	3,138
In-year surplus/(deficit)	(40,041)	13,167	(26,874)	(12,737)	6,024	5,382
Surplus/(deficit) brought-forward	70,135	-	70,135	43,261	30,524	36,548
Surplus/(deficit) carried forward*	30,094	13,167	43,261	30,524	36,548	41,930
<i>*Earmarked from above to cover Earls Court Cost of Disposal & 1-4-1 Replacement under RTB agreement</i>	24,294	3,303	27,597	30,524	36,548	41,930
Surplus/(Deficit) after earmarked resources	5,800	9,864	15,664	(0)	(0)	(0)

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

7.1.3 As a result of the Governments enforced rent reduction for Council Homes (a 1% reduction each year for the next four years) and other Government policy changes the indicative budgets for 2016/17 onwards are currently under review.

8. EQUALITY IMPLICATIONS

- 8.1 There are no direct equalities implications in relation to this report. This paper is concerned entirely with financial management issues and as such is not impacting directly on any protected group.
- 8.2 Implications verified/completed by: David Bennett, Head of Change Delivery (Acting) - 020 7361 1628.

9. LEGAL IMPLICATIONS

- 9.1 There are no direct legal implications in relation to this report.
- 9.2 Implications verified/completed by: David Walker, Principal Solicitor (Property) 020 7361 2211.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 This report is wholly of a finance nature.

11. IMPLICATIONS FOR BUSINESS

- 11.1 The Council's Capital Programme represents significant expenditure within the Borough and consequently, where supplies are sourced locally, may impact either positively or negatively on local contractors and sub-contractors. Where capital expenditure increases, or is brought forward, this may have a beneficial impact on local businesses; conversely, where expenditure decreases, or is slipped, there may be an adverse impact on local businesses.
- 11.2 Implications completed by: Antonia Hollingsworth, Principal Business Investment Officer, Planning and Growth Dept. Tel: 020 8753 1698

12. RISK MANAGEMENT

- 12.1 Large scale capital projects can operate in environments which are complex, turbulent and continually evolving. Effective risk identification and control within such a dynamic environment is more than just populating a project risk register or appointing a project risk officer. Amplifying the known risks so that they are not hidden or ignored, demystifying the complex risks into their more manageable sum of parts and anticipating the slow emerging risks which have the ability to escalate rapidly are all necessary components of good capital programme risk management.
- 12.2 Major capital projects can significantly enhance value based on how well they are executed. Considering their high impact nature, the levels of oversight, governance, risk management and assurance need to be in place. For this the standards for the Council are set out in the financial regulations and scheme of delegation along with the key controls. A clearly defined enterprise wide risk management framework is now established across the Council and Shared

Services which considers all relevant risk classes and provides a common definition and approach to risk management. This will ensure that a common language and understanding is secured. Capital projects form part of the Strategic risks and monitoring of the programme is noted as a key mitigating action.

12.3 Implications completed by: Michael Sloniowski, Shared Services Risk Manager ext. 2587

13. PROCUREMENT IMPLICATIONS

13.1 There are no immediate procurement implications arising from this report. The corporate Procurement team will advise and support service departments on their major capital procurements as and when such support is required, including consideration of whether and how any social value, local economic and community benefits might be obtained from these

13.2 Implications completed by: John Francis, Interim Head of Procurement (Job-Share) - 020 7361 2582.

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

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

LIST OF APPENDICES:

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

Appendix 2 – Analysis of Budget Variations

Appendix 3 – Capital Receipts Forecast

Appendix 4 – Capital Finance Requirement

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

Children's Services	Current Year Programme						Indicative Future Years Analysis				
	Revised Budget 2015/16 (Q1) £'000	Analysis of Movements (Q1 to Q2)				Revised Budget 2015/16 (Q2) £'000	Spend to Date £'000	2016/17 Budget £'000	2017/18 Budget £'000	2018/19 Budget £'000	Total Budget (All years) £'000
		Slippages from/(to) future years £'000	Additions/(Reductions) £'000	Transfers £'000	Total Transfers/Virements £'000						
Scheme Expenditure Summary											
Lyric Theatre Development	2,426	-	-	-	-	2,426	1	-	-	-	2,426
Devolved Capital to Schools	-	-	-	-	-	-	(141)	-	-	-	-
Schools Organisational Strategy	42,035	(3,562)	-	-	(3,562)	38,473	5,301	9,133	785	-	48,391
Schools Window Replacement Project	6,667	-	-	-	-	6,667	30	6,667	6,666	-	20,000
Other Capital Schemes	207	-	-	-	-	207	69	-	-	-	207
Total Expenditure	51,335	(3,562)	-	-	(3,562)	47,773	5,260	15,800	7,451	-	71,024
Capital Financing Summary											
Specific/External or Other Financing											
Capital Grants from Central Government	40,942	(3,562)	-	-	(3,562)	37,380	5,229	7,028	90	-	44,498
Grants and Contributions from Private Developers (includes S106)	-	-	-	-	-	-	1	-	-	-	-
Capital Grants/Contributions from Non-departmental public bodies	3,296	-	-	-	-	3,296	-	-	-	-	3,296
Capital Grants and Contributions from GLA Bodies	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Specific or Other Financing	44,238	- 3,562	-	-	- 3,562	40,676	5,230	7,028	90	-	47,794
Mainstream Financing (Internal Council Resource)											
Capital Receipts	200	-	-	-	-	200	-	2,105	695	-	3,000
General Fund Revenue Account (revenue funding)	230	-	-	-	-	230	-	-	-	-	230
Use of Reserves	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Mainstream Funding	430	-	-	-	-	430	-	2,105	695	-	3,230
Borrowing	6,667	-	-	-	-	6,667	30	6,667	6,666	-	20,000
Funding to be identified/agreed	-	-	-	-	-	-	-	-	-	-	-
Total Capital Financing	51,335	(3,562)	-	-	(3,562)	47,773	5,260	15,800	7,451	-	71,024

Adult Social Care Services

Current Year Programme

Indicative Future Years Analysis

Analysis of Movements (Q1 to Q2)

	Revised Budget 2015/16 (Q1)	Slippages from/(to) future years	Additions/ (Reductions)	Transfers	Total Transfers/ Virements	Revised Budget 2015/16 (Q2)	Spend to Date	2016/17 Budget	2017/18 Budget	2018/19 Budget	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000
Scheme Expenditure Summary											
Extra Care New Build project (Adults' Personal Social Services Grant)	957	-	-	-	-	957	-	-	-	-	957
Community Capacity Grant	1,018	-	-	(511)	(511)	507	(1)	-	-	-	507
Parkview Project	223	-	-	-	-	223	-	-	-	-	223
Transforming Care (Winterbourne Grant)	300	-	-	-	-	300	-	-	-	-	300
Autism Capital Grant	4	-	-	-	-	4	-	-	-	-	4
Social Care Capital Grant	-	-	-	511	511	511	-	-	-	-	-
Disabled Facilities Grant	1,211	-	-	-	-	1,211	313	450	450	450	2,561
Total Expenditure	3,713	-	-	-	-	3,713	312	450	450	450	4,552
Capital Financing Summary											
Specific/External or Other Financing											
Capital Grants from Central Government	2,590	-	-	-	-	2,590	312	-	-	-	2,590
Grants and Contributions from Private Developers (includes S106)	-	-	-	-	-	-	-	-	-	-	-
Capital Grants/Contributions from Non-departmental public bodies	300	-	-	-	-	300	-	-	-	-	300
Capital Grants and Contributions from GLA Bodies	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Specific or Other Financing	2,890	-	-	-	-	2,890	312	-	-	-	2,890
Mainstream Financing (Internal Council Resource)											
Capital Receipts	600	-	-	-	-	600	-	450	450	450	1,950
General Fund Revenue Account (revenue funding)	-	-	-	-	-	-	-	-	-	-	-
Use of Reserves	223	-	-	-	-	223	-	-	-	-	223
Sub-total - Mainstream Funding	823	-	-	-	-	823	-	450	450	450	2,173
Borrowing	-	-	-	-	-	-	-	-	-	-	-
Total Capital Financing	3,713	-	-	-	-	3,713	312	450	450	450	5,063

Transport and Technical Services

Current Year Programme

Indicative Future Years Analysis

Scheme Expenditure Summary

	Analysis of Movements (Q1 to Q2)					Spend to Date £'000	Indicative Future Years Analysis				
	Revised Budget 2015/16 (Q1) £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000	Total Transfers/ Virements £'000		Revised Budget 2015/16 (Q2) £'000	2016/17 Budget £'000	2017/18 Budget £'000	2018/19 Budget £'000	Total Budget (All years) £'000
Planned Maintenance/DDA Programme	7,233	-	-	-	-	7,233	256	2,500	2,500	2,500	14,733
Footways and Carriageways	2,051	-	-	-	-	2,051	300	2,030	2,030	2,030	8,141
Transport For London Schemes	2,261	-	540	-	540	2,801	293	2,157	2,157	2,157	9,272
Controlled Parking Zones	303	-	(4)	-	(4)	299	-	275	275	275	1,124
Column Replacement	266	-	(266)	-	(266)	-	-	269	269	269	807
Carnwath Road Receipt	1,200	-	-	-	-	1,200	-	1,870	-	-	3,070
Fulham Cemetery (Porta Cabin Facility)	85	-	-	-	-	85	-	-	-	-	85
Hammersmith Bridge Strengthening	-	-	170	-	170	170	-	16,530	10,300	-	27,000
Other Capital Schemes	2,657	-	971	-	971	3,628	(629)	-	-	-	3,628
Total Expenditure	16,056	-	1,411	-	1,411	17,467	220	25,631	17,531	7,231	67,860

Capital Financing Summary

Analysis of Movements (Q1 to Q2)											
	Analysis of Movements (Q1 to Q2)					Spend to Date £'000	Indicative Future Years Analysis				
	Revised Budget 2015/16 (Q1) £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000	Total Transfers/ Virements £'000		Revised Budget 2015/16 (Q2) £'000	2016/17 Budget £'000	2017/18 Budget £'000	2018/19 Budget £'000	Total Budget (All years) £'000
Specific/External or Other Financing											
Capital Grants from Central Government	-	-	-	-	-	-	-	-	-	-	-
Grants and Contributions from Private Developers (includes S106)	2,727	-	1,101	-	1,101	3,828	99	1,330	-	-	5,158
Capital Grants/Contributions from Non-departmental public bodies	-	-	-	-	-	-	(727)	-	-	-	-
Capital Grants and Contributions from GLA Bodies	2,261	-	350	-	350	2,611	293	17,357	12,457	2,157	34,582
Sub-total - Specific or Other Financing	4,988	-	1,451	-	1,451	6,439	(335)	18,687	12,457	2,157	39,740
Mainstream Financing (Internal Council Resource)											
Capital Receipts	10,569	-	-	-	-	10,569	555	6,400	4,530	4,530	26,029
General Fund Revenue Account (revenue funding)	499	-	(230)	-	(230)	269	-	544	544	544	1,901
Use of Reserves	-	-	190	-	190	190	-	-	-	-	190
Sub-total - Mainstream Funding	11,068	-	(40)	-	(40)	11,028	555	6,944	5,074	5,074	28,120
Borrowing	-	-	-	-	-	-	-	-	-	-	-
Total Capital Financing	16,056	-	1,411	-	1,411	17,467	220	25,631	17,531	7,231	67,860

Finance & Corporate Governance

Current Year Programme

Indicative Future Years Analysis

Analysis of Movements (Q1 to Q2)

	Revised Budget 2015/16 (Q1)	Slippages from/(to) future years	Additions/(Reductions)	Transfers	Total Transfers/Virements	Revised Budget 2015/16 (Q2)	Spend to Date	2016/17 Budget	2017/18 Budget	2018/19 Budget	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000
Scheme Expenditure Summary											
Relocation of HAFAD to Edward Woods Community Centre and Related Refurbishment Requirements	436	-	-	-	-	436	-	-	-	-	436
Contribution to Invest to Save Fund	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	436	-	-	-	-	436	-	-	-	-	436
Capital Financing Summary											
Specific/External or Other Financing											
Capital Grants from Central Government	-	-	-	-	-	-	-	-	-	-	-
Grants and Contributions from Private Developers (includes S106)	436	-	-	-	-	436	-	-	-	-	436
Capital Grants/Contributions from Non-departmental public bodies	-	-	-	-	-	-	-	-	-	-	-
Capital Grants and Contributions from GLA Bodies	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Specific or Other Financing	436	-	-	-	-	436	-	-	-	-	436
Mainstream Financing (Internal Council Resource)											
Capital Receipts	-	-	-	-	-	-	-	-	-	-	-
General Fund Revenue Account (revenue funding)	-	-	-	-	-	-	-	-	-	-	-
Use of Reserves	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Mainstream Funding	-	-	-	-	-	-	-	-	-	-	-
Borrowing	-	-	-	-	-	-	-	-	-	-	-
Total Capital Financing	436	-	-	-	-	436	-	-	-	-	436

Environment, Leisure and Residents Services

Current Year Programme

Indicative Future Years Analysis

Analysis of Movements (Q1 to Q2)

Scheme Expenditure Summary

Parks Expenditure
Bishops Park
Shepherds Bush Common Improvements
Recycling
CCTV
Fulham Cemetery (Porta Cabin Facility)
Linford Christie Stadium Refurbishment

Total Expenditure

Capital Financing Summary

Specific/External or Other Financing

Capital Grants from Central Government
Grants and Contributions from Private Developers (includes S106)
Capital Grants/Contributions from Non-departmental public bodies
Capital Grants and Contributions from GLA Bodies
Sub-total - Specific or Other Financing

Mainstream Financing (Internal Council Resource)

Capital Receipts
General Fund Revenue Account (revenue funding)
Use of Reserves
Sub-total - Mainstream Funding

Borrowing

Total Capital Financing

Revised Budget 2015/16 (Q1) £'000	Analysis of Movements (Q1 to Q2)			Revised Budget 2015/16 (Q2) £'000	Spend to Date £'000	2016/17 Budget £'000	2017/18 Budget £'000	2018/19 Budget £'000	Total Budget (All years) £'000
	Slippages from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000						
763	-	997	-	997	24	500	500	500	3,260
-	-	-	-	-	-	-	-	-	-
688	-	-	-	688	76	-	-	-	688
19	-	-	-	19	-	-	-	-	19
366	-	-	-	366	47	-	-	-	366
-	-	-	-	-	-	-	-	-	-
143	-	-	-	143	-	-	-	-	143
1,979	-	997	-	997	147	500	500	500	4,476
-	-	-	-	-	-	-	-	-	-
1,265	-	997	-	997	123	-	-	-	2,262
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
1,265	-	997	-	997	123	-	-	-	2,262
704	-	-	-	704	24	500	500	500	2,204
-	-	-	-	-	-	-	-	-	-
10	-	-	-	10	-	-	-	-	10
714	-	-	-	714	24	500	500	500	2,214
-	-	-	-	-	-	-	-	-	-
1,979	-	997	-	997	147	500	500	500	4,476

Libraries Services

Current Year Programme

Indicative Future Years Analysis

Analysis of Movements (Q1 to Q2)

Revised Budget 2015/16 (Q1) £'000	Slippages from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000	Total Transfers/ Virements £'000	Revised Budget 2015/16 (Q2) £'000	Spend to Date £'000	2016/17 Budget £'000	2017/18 Budget £'000	2018/19 Budget £'000	Total Budget (All years) £'000
374	-	-	-	-	374	22	-	-	-	374
374	-	-	-	-	374	22	-	-	-	374
-	-	-	-	-	-	-	-	-	-	-
374	-	-	-	-	374	22	-	-	-	374
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
374	-	-	-	-	374	22	-	-	-	374
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
374	-	-	-	-	374	22	-	-	-	374

Scheme Expenditure Summary

Hammersmith Library Refurbishment Project

Total Expenditure

Capital Financing Summary

Specific/External or Other Financing

Capital Grants from Central Government

Grants and Contributions from Private Developers (includes S106)

Capital Grants/Contributions from Non-departmental public bodies

Capital Grants and Contributions from GLA Bodies

Sub-total - Specific or Other Financing

Mainstream Financing (Internal Council Resource)

Capital Receipts

General Fund Revenue Account (revenue funding)

Use of Reserves

Sub-total - Mainstream Funding

Borrowing

Total Capital Financing

Housing Capital Programme

Current Year Programme

Indicative Future Years Analysis

Analysis of Movements (Q1 to Q2)

	Revised Budget 2015/16 (Q1)	Slippages from/(to) future years	Additions/(Reductions)	Transfers	Total Transfers/Virements	Revised Budget 2015/16 (Q2)	Spend to Date	2016/17 Budget	2017/18 Budget	2018/19 Budget	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Scheme Expenditure Summary											
HRA Schemes:											
Supply Initiatives (Major Voids)	1,690	(61)	-	858	797	2,487	707	1,000	500	500	4,487
Energy Schemes	3,320	48	-	(333)	(285)	3,035	292	3,020	2,630	2,630	11,315
Lift Schemes	6,149	(1,380)	-	(499)	(1,879)	4,270	277	7,490	5,800	2,000	19,560
Internal Modernisation	4,000	1,969	-	131	2,100	6,100	39	2,000	1,500	1,500	11,100
Major Refurbishments	15,371	(2,004)	-	451	(1,553)	13,818	6,027	15,926	24,943	20,848	75,535
Planned Maintenance Framework	18,586	(2,507)	-	(70)	(2,577)	16,009	7,023	10,333	-	-	26,342
Minor Programmes	10,482	(2,144)	-	(538)	(2,682)	7,800	1,859	7,422	5,990	5,990	27,202
ASC/ELRS Managed	1,512	(200)	-	-	(200)	1,312	558	1,250	1,050	1,050	4,662
Rephasing & Reprogramming	(5,657)	5,657	-	-	5,657	-	-	-	-	-	-
Subtotal HRA	55,453	(622)	-	-	(622)	54,831	16,782	48,441	42,413	34,518	180,203
Decent Neighbourhood Schemes:											
HRA Debt Repayment	1,563	-	(1,563)	-	(1,563)	-	-	-	-	-	-
Earls Court Buy Back Costs	8,987	-	1,910	-	1,910	10,897	7,363	9,297	16,233	26,483	62,910
Earls Court Project Team Costs	1,141	(290)	-	-	(290)	851	-	2,755	3,939	3,138	10,682
Housing Development Project	9,564	3,527	(9,465)	-	(5,938)	3,626	13	7,721	100	-	11,447
Other DNP projects	4,938	(500)	460	-	(40)	4,898	944	-	-	-	4,898
Subtotal Decent Neighbourhoods	26,193	2,736	(8,658)	-	(5,922)	20,271	8,320	19,773	20,271	29,621	89,937
Total Expenditure	81,646	2,114	(8,658)	-	(6,544)	75,102	25,102	68,214	62,684	64,139	270,139
Capital Financing Summary											
Specific/External or Other Financing											
Capital Grants from Central Government	-	-	-	-	-	-	-	-	-	-	-
Contributions from leaseholders	5,693	-	-	-	-	5,693	-	5,525	5,011	5,000	21,229
Capital Grants and Contributions from GLA Bodies	-	-	-	96	96	96	-	-	-	-	96
Sub-total - Specific or Other Financing	5,693	-	-	96	96	5,789	-	5,525	5,011	5,000	21,325
Mainstream Financing (Internal Council Resource)											
Capital Receipts (inc adj for deferred costs)	58,343	2,114	(10,197)	(96)	(8,179)	50,164	8,253	27,270	3,983	8,821	90,238
Housing Revenue Account (revenue funding)	761	-	1,539	-	1,539	2,300	-	5,867	2,118	1,559	11,845
Major Repairs Reserve (MRR) / Major Repairs	16,849	-	-	-	-	16,849	16,849	15,980	16,716	15,714	65,259
Sub-total - Mainstream Funding	75,953	2,114	- 8,658	- 96	(6,640)	69,313	25,102	49,117	22,817	26,095	167,342
Funding to be identified	-	-	-	-	-	-	-	-	-	3,381	3,381
Borrowing (Internal Borrowing)	-	-	-	-	-	-	-	13,572	34,855	29,663	78,091
Total Capital Financing	81,646	2,114	(8,658)	-	(6,544)	75,102	25,102	68,214	62,684	64,139	270,139

Appendix 2 – Analysis of Budget Variations

Variation by Service	Amount £'000
Children's Services	
School's Organisation Strategy – Slippage £3.6m due to re-profiling of budgets to future years in respect of the following projects: <ul style="list-style-type: none"> • Ark Conway Free School £3,084k • Burlington Danes £578k • Sacred Heart High - £(100)k 	(3,562)
Total CHS variations	(3,562)
Transport and Technical Services	
Adjustment to TFL funding to reflect the additional funding received	540
Controlled Parking Zones and Column Replacement – reduction in capital spend. These budgets are revenue funded and the funding will be used on expenditure which is revenue in nature.	(270)
Other Capital Schemes – additional S106 funding received for various capital schemes	971
Hammersmith Bridge Strengthening- new £27m capital project funded by TFL grant and S106- budget re-profiled over three financial years, £170k being allocated to 2015/16	170
Total TTS variations	1,411
Environment, Leisure and Resident's Services	
Additional S106 funding for Wormholt Park project as approved by Cabinet 08/04/2013 (Parks Capital Programme 2013-16)	997
Total ELRS variations	997
Housing Capital Programme	
HRA schemes-net slippages from/to future years as a result of budget re-profiling	(622)
Earls Court Buyback Costs-additional budget for contingency for former leaseholder owners of buybacks claiming compensation retrospectively	1,910
HRA Debt repayment – reduction due to 2015/16 debt repayment being financed from revenue budget	(1,563)
Earls Court Project Team Costs- reduction due to slippage in recruitment and general project team costs.	(290)
Housing Development Project- net reduction of £(5.9)m comprising of £3.5m brought forward expenditure and £(9.4)m reduction in overall budget due to removal of forecast for seven prospective schemes.	(5,939)
Other Housing Development Project- net reduction of £(40)k comprising of £500k slippage to future years due to no progress on shop investment and £460k addition which relates to equity buy back of a property not forecasted earlier.	(40)
Total Housing variations	(6,544)

Appendix 3 – General Fund – Forecast Capital Receipts Summary

Year	Previous Forecast	Movement/Slippage	Forecast Outturn at Quarter 2	Deposit received to date	Full sales proceeds @ Q2	Deferred Costs of Disposal reserved
2015/16						
Total 2015/16	21,512	(5,334)	16,178	250	7,318	615
2016/17						
Total 2016/17	9,112	6,244	15,356	-	-	521
2017/18						
Total 2017/18	3,840	-	3,840	-	-	-
2018/19						
Total 2018/19	3,840	-	3,840	-	-	-
Total All Years	38,303	911	39,214	250	7,318	1,136

Appendix 4 – The Capital Finance Requirement (CFR) and the Minimum Revenue Provision (MRP)

The Capital Finance Requirement (CFR) measures an authority's underlying need to borrow for a capital purpose. It replaced the 'credit ceiling' regime in 2004 as is the measure of debt in all local authorities.

The CFR is the difference between capital expenditure incurred and the resources set aside to fund this expenditure. It serves as a measure of an authority's indebtedness.


The CFR does not necessarily equal the outstanding loans of the authority. A council may – at a given point in time - be 'cash rich' and pay for a new asset in full without entering into new loans. However, unless the Council simultaneously sets aside reserves, this purchase remains 'unfunded' – accordingly the CFR will increase. In this example the Council has 'borrowed internally'. Put another way, if all of its other liabilities were called-in tomorrow, the Council would need to go out and borrow. This is known as an 'underlying need to borrow'.

The CFR can be thought of as the amalgam of actual borrowing (loans) and internal borrowing.

In order to keep the CFR 'in check', Local Authorities are required to recognise an annual revenue cost – known as the Minimum revenue Provision (MRP). The MRP will, over time, reduce the CFR. There are a number of options for selecting MRP, although traditionally this has been 4% of the CFR.

The MRP formula contains a 'floor' - known as 'Adjustment A' - which has been individually fixed for all authorities. When the CFR drops below this level, MRP is no longer payable. For Hammersmith and Fulham the floor has been set at £43.2m. In short, there is no revenue incentive to reduce the CFR below this level.

In addition to MRP, authorities are able to make voluntary provisions to reduce the CFR. These provisions can be made from capital or revenue resources. Voluntary reduction of the CFR will result in a lower MRP cost in the following year.

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	
<p>CORPORATE REVENUE MONITOR 2015/16 MONTH 6- SEPTEMBER</p>	
<p>Report of the Cabinet Member for Finance: Councillor Max Schmid</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p>	
<p>Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Director: Hitesh Jolapara, Strategic Director for Financial Corporate Services</p>	
<p>Report Author: Gary Ironmonger, Finance Manager (Revenue Monitoring)</p>	<p>Contact Details: Tel: 020 8753 2109 E-mail: gary.ironmonger@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. The General Fund outturn forecast is an overspend of £3.824m with budget risks of £8.110m.
- 1.2. 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.
- 1.3. Due to the on-going transition the CRM6 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.

2. RECOMMENDATIONS

- 2.1. That the General Fund and HRA month 6 revenue outturn forecast be noted.
- 2.2. That the proposed virements of £0.486m as detailed in appendix 10 be agreed.

- 2.3. All overspending departments to agree 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 6 GENERAL FUND

Table 1: General Fund Projected Outturn – Period 6

Department	Revised Budget At Month 6 £000s	Forecast Year End Variance At Month 6 £000s	Forecast Year End Variance At Month 5 £000s
Adult Social Care	59,242	1,323	1,643
Centrally Managed Budgets	25,898	(120)	0
Children's Services	46,697	3,331	3,780
Environmental Services	45,533	180	332
Controlled Parking Account	(20,318)	(997)	(885)
Corporate Services	16,276	119	370
Housing Department	6,694	(12)	(14)
Library Services (Shared Services)	3,221	0	0
Public Health Services	0	0	0
Net Operating Expenditure*	183,243	3,824	5,226
Key Risks		8,110	8,093

*note: figures in brackets represent underspends

- 4.1. Detailed variance and risk analysis by department can be found in Appendices 1 to 8. Details of the main adverse variances can be found in appendices 1 (Adult Social Care) and 3 (Childrens Services).
- 4.2. The favourable variance for Centrally Managed Budgets excludes any unspent contingency funds. Currently £2.0m of contingency balances are uncommitted.

CORPORATE REVENUE MONITOR 2015/16 HOUSING REVENUE ACCOUNT

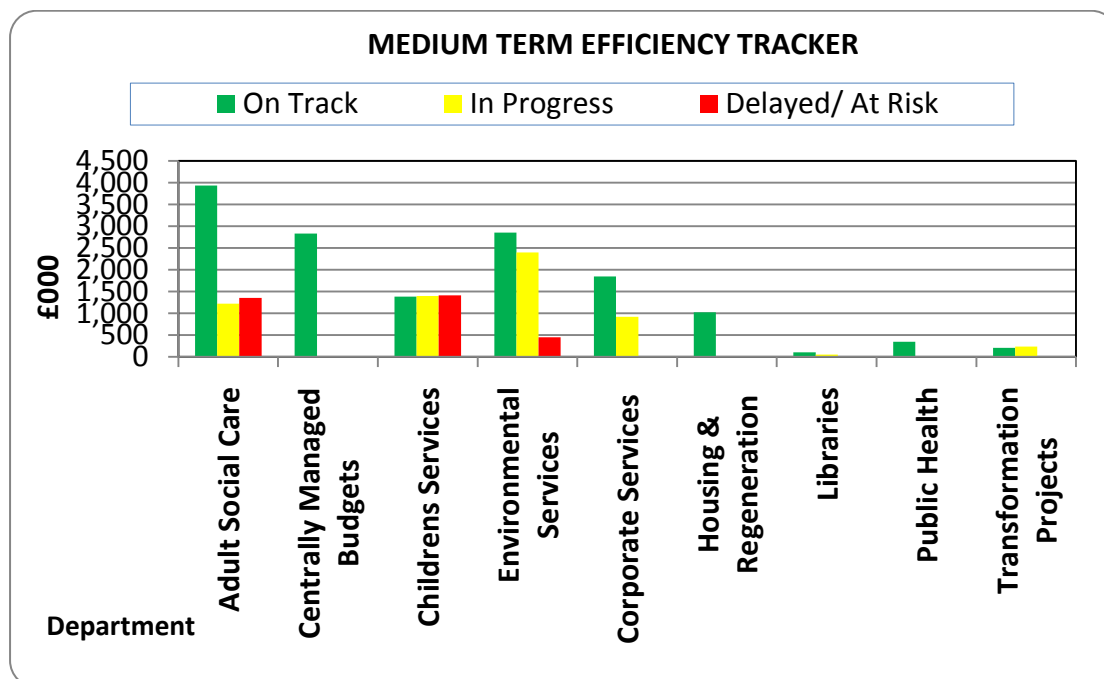
Table 2: Housing Revenue Account Projected Outturn - Period 6

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

4.3. Detailed variance and risk analysis can be found in Appendix 9.

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. General Fund virements of £0.496m are requested this month. These are to provide funding for H&F Direct staffing costs using various funding sources (see appendices 5 and 10).

6.3. There are no write off requests at month 6.

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 6 is for an overspend of £3.824m. This forecast is offset by £2.0m of contingency balances that are currently uncommitted.

- 10.2. The HRA outturn forecast at Month 6 is an underspend of £0.925m.
- 10.3. Due to the on-going transition the CRM6 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, Finance Manager (Revenue Monitoring), Tel: 020 8753 2109.

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
1.	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	Corporate Services Revenue Monitor
Appendix 6	Housing Department Revenue Monitor
Appendix 7	Library Services (Shared Services) 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 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Integrated Care	41,442	2,438	2,640	<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 £1,440,000 which is partially offset by Community Independence Service (CIS) one off Investment allocation of (£358,000) to £1,082,000. The department jointly with the Clinical Commissioning Group (CCG) have commissioned a piece of work to understand the pressures on the health system 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 PFI budget of (£294,000) 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 £456,000. The main reasons for the overspend relate to the full</p>

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	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 £171,000. 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 criteria, this work has reduced the projected overspend by £160,000 since last month.</p> <p>Within Mental Health services, the net projected underspend is (£58,000). The Placements budget shows a continued reduction in customer numbers since the commencement of this year and is projecting an underspend of (£309,000). This is offset by pressures in Home Care of £146,000 and in Supporting Living with four new customers with a projected overspend of £105,000.</p> <p>There are pressures continuing 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>Within the ASC 2015/16 base budget is an MTFs efficiency of £2m following the negotiations with health over the first year of the Better Care Fund. The £2m efficiency target has various target measures to deliver this saving which include avoidance of care in residential and nursing placement, reduction in home care hours, saving from jointly commissioning section 75 contracts and securing lower prices from placement providers.</p> <p>To date the department is projecting the delivery of the following against this target:</p>

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
				<p>Reductions in residential and nursing placements is moving in the right direction, with some reduction in volumes of placements with savings of (£498,000) factored in. There is a projected underspend of (£650,000) from cost which meet benefit jointly commissioned social and health outcomes.</p> <p>After allowing for these two favourable variance, this leaves a net shortfall of £852,000.</p>
Strategic Commissioning & Enterprise	9,598	197	315	<p>There is a projected overspend of £114,000 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. Since last month, the projections have improved by £118,000 due to the renegotiations of contracts and additional income. There is £83,000 unachievable in MTFS savings relating to Advocacy in the commissioning third sector payment services which can be funded from the pressures & reserve fund.</p>
Finance & Resources	7,420	0	0	
Executive Directorate	782	(75)	(75)	There is a projected underspend within the workforce development training budgets.
Total	59,242	2,560	2,880	
Funding from Pressures and Demand Reserve		(1,237)	(1,237)	<p>Cabinet have approved £853,000 on the 7th September and £384,000 on 2nd November of the requested drawdowns.</p> <p>The total ASC Pressures & Demand Reserve at the commencement of the financial year was £4.4m. After allowing for the 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.</p>
Variance Post Reserve Funding	59,242	1,323	1,643	

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	3,933	1,224	1,357
Schemes Delayed / At Risk		£000s	Reason		
In Progress	1,224	Discussions are on-going with the service providers and at this stage are expected to be delivered			
Delayed / at Risk	1,357	Factored into the month 6 projections to be managed as part of the overall department budget.			

APPENDIX 2: CENTRALLY MANAGED BUDGETS

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Corporate & Democratic Core	5,857	(20)	0	Audit Fees are forecast to be under budget
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)	7,644	0	0	
Pensions & Redundancy	9,836	(100)	0	Unfunded pension costs (from historic redundancies) forecast to be under budget.
Total	25,898	(120)	0	

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2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Shared Services Office Accommodation Costs	0	720
Land Charge Income risk due to housing market activity levels.	25	100
Total	25	820

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)

More robust information from the finance system combined with activity analysis (Land Charges) has led to more confidence in the variance reporting for some service areas.

APPENDIX 3: CHILDREN'S SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Family Services	30,023	2,612	3,153	<p>The favourable movement from CRM5 is mainly as a result of a review of the current cohort who will be moving into fully independent accommodation. After review it is believed that this could be delivered earlier than expected in year & therefore a reduction of the cost pressure from last month (£302k). However this is dependent on factors such as the decision of the Social Housing panel in awarding accommodation to these children, plus the ability to find suitable, affordable rented accommodation if not approved by the panel. This still represents a risk to the department although the Leaving Care team have a clear strategy in place at present which will be reviewed throughout the rest of the year.</p> <p>The parenting assessment contract will no longer result in TUPE costs related to LBHF employees and confirmation of the use of council property instead of commercial property sees a reduction in the forecast of £98k.</p> <p>A further review of transport and premises costs (£45k), and direct client expenditure (s17 (Children in Need) & s23 (Looked After Children) - £96k) to make more efficient use of the transport contract and potentially reduce expenditure in year has also contributed to the favourable movement.</p>

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
				<p>Demand-led placement pressures continue to present significant challenges to contain within current budgets, for which the directorate is forecasting a pressure of £1,330k in Period 6. Many of the reported pressures have arisen as a result of legislative and/or regulatory changes imposed by Central Government resulting in a number of areas being underfunded. £1,312k of these demand-led pressures at CRM 6 can be explained as detailed as below and further outlined in the key concerns area:</p> <p>£70k as a result of a change in Case Law requiring a change in the level of our provision (Southwark Judgement); £330k 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; £291k 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>There are staffing cost pressures across the service of £353k. Within this pressure, £246k is in relation to the LAC and Leaving Care teams, of which £135k is directly attributable to social work on UASC cases.</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</p>

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
				<p>recent decision to reduce Youth Justice grant funding by 14%.</p> <p>There is an overall £243k pressure on the Fostering and Adoption service in the following areas: Client support costs (training and out of hours contact - £57k); Inter 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 6 is £185k. A shortfall of income at the Haven short break residential unit is forecast as a result of non-achievable MTFS target resulting in a pressure of £125k, a further MTFS shortfall in relation to Virtual Schools of £113k, plus pressures in relation to Serious Review case costs of £43k.</p>
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 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>

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Children's Commissioning	5,290	272	200	Pressure on salaries due to delayed implementation of restructure to Jan 2016 (£200k), and additional costs associated with transition to new structure (£267k), partially mitigated by in year savings on LAC Designated Nurse (£140k) and Fulham College budgets. (£55k)
Safeguarding, Review and Quality Assurance	1,737	251	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.
Finance & Resources	5,116	0	0	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	3,331	3,780	

2: Key Risks

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Delay in Commissioning restructure	0	56
21+ Increase in Education	305	350

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
Staying Put	245	300
Consequential Costs of Staying Put Arrangements	85	125
18+ Children With Disabilities not meeting ASC criteria	0	80
Impact of Secure Remand on Leaving Care	250	295
Serious Case Review Costs	45	50
Unaccompanied Asylum Seeking Children 18+ (unfunded 25 FTEs)	506	550
No Recourse to Public Funds	0	50
Southwark Judgement	70	70
Delayed start to Assessment Contract	0	25
ICT Costs	30	100
New users to SEN Transport service	0	50
LAC and Leaving Care Team	115	225
Tower Hamlets Kinship Fee Payments	0	174
Multi Systemic Therapy (MST) contribution	0	50
Total	1,651	2,550

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	Full implementation of new structure to take place by January 2016			
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 (The Haven)	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 departmental overspend has reduced by £449k since period 5. The Department will continue to seek opportunities to mitigate overspends related to non-pressure items throughout the remainder of the year in order to minimise overspends as much as possible.

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	70
No Recourse to Public Funds	200	0
21+ increase in education	70	305
Unaccompanied Asylum Seeking Children18+	0	371
Unaccompanied Asylum Seeking Children18+ (staffing)	0	135
Staying Put	71	245
Staying Put (Consequential Costs)	25	85
18+ CWD not meeting ASC criteria	80	0
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	1,461

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.

Within the Commissioning directorate, there are potential opportunities in Youth, Health Commissioning and funding on Fulham College (£202k) to mitigate the current overspend, but these are still being assessed and will be confirmed later in the year.

APPENDIX 4: ENVIRONMENTAL SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
Cleaner, Greener & Cultural Services	20,944	(1,123)	(1,003)	<p>(£1,056k) 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 £422k 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 2011/2012 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>(£61k) Waste Policy – staffing underspends due to vacancies pending implementation of a new structure.</p> <p>(£6k) Other net underspends</p>
Safer Neighbourhoods	7,757	611	592	<p>£120k Transport – The Transport budgets are set on the assumption that the Passenger Transport service would be brought back in house for 2015/16, meaning £100k p.a. additional management and repair income for the Transport workshop. This is not likely now so the full year shortfall is included in the forecast.</p> <p>£54k Coroners Service - Pressure due mostly to increased legal fees for high profile cases and one off office moves (potentially to be funded corporately). Partially offset by savings on undertakers contract</p> <p>£71k Mortuary - £46k pressure on salaries due to additional resource required to deal with high volume of cases and £25k MTFs target for digital autopsies</p>

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
				not expected to be achieved due to two reasons; delays in implementation and uncertainty over the long term future of the site. £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. £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 was approved by Cabinet. £17k Other net overspends
Customer & Business Development	631	11	60	£81k Registrars – Forecast income shortfall of £138k, partially offset by £57k staffing underspend due to vacant posts. Resourcing and opening hours currently under review with the aim of maximising income generating potential and reducing the forecast overspend before year end. £195k Ducting contract - 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. (£193k) Commercial Waste – mostly due to waste disposal charges attributable to commercial waste being less than budget (see above). (£77k) Director post – early delivery of 2016/17 MTFS saving £5k Other net overspends
Former ELRS Directorate & Resources	(153)	113	120	£153k People Portfolio Saving – the savings target is not expected to be met, neither in this year nor in future years. (£51k) Executive Director post – early delivery of 2016/17 MTFS saving £11k Other net overspends
Building & Property Management (BPM)	(1,957)	838	764	The adverse variance in BPM relates to the following £715k in Advertising Hoardings – Following the meeting with Ocean to discuss a recovery plan for the income on the Two Towers site, Deloitte has now undertaken a “one off” audit. They have completed their audit and we await their report before negotiation starts with Ocean. There are several

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
				<p>options to address the income shortfall. These include the possibility of changing the charging system from a profit sharing model to a mixture of a fixed rental with 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 increased income. If none of these approaches work the forecast will worsen over the remainder of the year.</p> <p>£68k 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 £26k.</p> <p>£135k Valuation Services - There is a risk that the Property Disposal section will overspend by £240k due to costs incurred on properties that may not be sold. However, this will be offset by a drawdown from reserve of (£100k).</p> <p>£21k Technical Support – Staffing overspend.</p> <p>£10k – Others overspends.</p> <p>The above overspends will be offset mainly by the following:-</p> <p>(£48k) Facilities Management – (£45k) of this favourable variance is due to the staffing restructure in BPM Professional Services. There is a further underspend of (£20k) from the EC Harris contract. The effect of all these underspends is offset by an overspend of £17k in the Carbon Reduction Section where a budget reduction is assumed.</p> <p>(£63k) Building Control –This is due to additional income from large building schemes.</p> <p>(£1k) Rents and Other Properties-The favourable position includes income accrued from 2014/15 of £95k for Lyric Theatre. This is due to be invoiced. However, there is an ongoing dispute and a possibility that Environmental Services may not be able to raise the invoice (ref: Risk table 2).</p>
Transport & Highways	12,684	(253)	(8)	(£240k) Network management – (£181k) of the overall variance and the significant movement compared to last month is due to a revised income

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
				forecast on permits and fines from the service. There is a further surplus of (£59k) from Gazetteer income. (£13k) Other net underspends.
Planning	2,622	(61)	(66)	The favourable position is mainly from higher than expected levels of income recovered from Planning Regeneration projects.
Environmental Health	3,478	26	(145)	£15k Staffing overspend mainly in Commercial services. The forecast on staffing costs is based on more accurate and current information than was available in Month 5. This explains the significant movement from month 5. (£92k) Pest Control income is forecast to be greater than budgeted. £85k shortfall expected for Licensing income.
Former TTS Support Services	(473)	18	18	
Total	45,533	180	332	

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 still catching up with sales invoicing, which increases the likelihood of bad debts. This is a particular risk where services have already been provided but not 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	140
If there is a continuing shortfall for the rest of the year in advertising hoarding income on certain sites.	0	700
Risk of increase in write off due to late billing (if bad debts were 20% of first quarter's income)	0	500

Risk Description	Lower Limit	Upper Limit
	£000s	£000s
If a legal challenge on license fees is successful	0	42
Due to an ongoing dispute with Lyric Theatre, there is a risk that Environmental Services may not be able to raise the invoice for service charges accrued from 2014/15.	0	95
Total	0	1,877

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	2,398	449
Schemes Delayed/ At Risk	£000s	Reason		
Increased income from CCTV ducting contract	160	See table one		
Income from digital autopsies	25	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)

The drop in advertising hoardings is the main financial problem that we face this year. The actions to address this are set out in the main table. The financial position is being assisted significantly by the underspend in waste disposal due mostly to the one off waste disposal rebate from Western Riverside Waste Authority. Environmental Services are achieving an early implementation of senior management savings which have been brought forward from 2016/17.

A number of other pressure areas exist. Budget growth is in the plans for 2016/17 for Hammersmith All Weather pitch (ongoing) and an invest to save bid will be submitted for the one off pressures on the Phoenix Fitness Centre. It is expected that the People Portfolio target will be reviewed council wide to determine whether this is deliverable in the longer term. The pressures on the Coroners Service, Mortuary and Passenger Transport income will continue to be reviewed and reported.

Property Services are actively exploring the possibility of renting out the Civic Accommodation to increase rental income. Expenditure on disposed and no longer being sold properties will continue to be closely monitored.

The Management Team will monitor progress in all budget areas regularly. Where there are significant variances, remedial actions and financial controls as set out in this report are being applied to contain actuals within budget.

APPENDIX 4a: CONTROLLED PARKING ACCOUNTS (CPA)

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Pay & Display (P&D)	(12,229)	1,105	1,118	Pay and display receipts are lower in the first six months of 2015-16 than they were in the same period last year, but with some signs of improvement since July.
Permits	(4,690)	11	57	The amount received for parking permits to the end of September is similar to the previous year.
Civil Enforcement Officer (CEO) Issued Penalty Charge Notice (PCN)	(6,814)	721	851	The number of PCNs issued in the first six 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)	(760)	(637)	There has been an increase in the numbers of PCNs issued in the first six 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	(56)	(63)	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 budget has been adjusted to reflect this.
Moving Traffic PCNs	(4,814)	(1,032)	(1,075)	The number of PCNs issued in the first six months of 2015-16 is higher than the same period in the previous year. This has resulted in a forecast above the budgeted amount.
Parking Bay Suspensions	(2,423)	(844)	(774)	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)	53	57	Receipts from towaways are at a similar level to the previous year.

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Expenditure and Other Receipts	11,919	(195)	(421)	Staffing is forecast to underspend by £195k. The forecast is based on the actual spend in the first 6 months, with the assumption that the vacant posts are filled for an average of 4 months in 2015-16.
Total	(20,318)	(997)	(885)	

2: Key Risks

None to report

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

Officers will continue to keep a close eye on the performance of Parking income and expenditure and in particular review regularly Suspension income which may change at short notice due to fluctuations in demand.

APPENDIX 5: CORPORATE SERVICES

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
H&F Direct	19,252	230	180	The main pressure remains a projected £200k (£150k in CRM5) shortfall in court costs recovery (due to an expected reduction in recovery resulting from Agresso delays and a shortfall against income targets). Work continues to mitigate budget pressures elsewhere.
Innovation & Change Management (ICM)	(5)	0	65	Work continues to mitigate the previously reported risks.
Legal and Electoral Services	(183)	(41)	(32)	The variation reflects the fluctuations in Legal Services' trading account.
Finance & Audit	259	0	0	
Shared ICT Services & Procurement	(2,630)	0	0	
Executive Services	(833)	0	(47)	
Human Resources	393	(70)	(70)	
Delivery and Value	23	0	274	An action plan to mitigate the previously reported pressure in historic budgets due to lack of income streams against past MTFs savings is being developed and is currently offset by other service underspend.
Total	16,276	119	370	

2: Key Risks

None to report that have not been reported elsewhere.

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)

H&F Direct's baseline staffing budget has historically been supported by corporate budgets, going back many years. A permanent virement of £335k (£200k contingency and £135k from the contribution to earmarked reserves regarding Council Tax support grant) from corporate budgets, is requested to be approved. This will align H&F Direct's baseline staffing budget.

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H&F Direct additionally continue to fund supplementary temporary staff and overtime work to prevent future backlog issues. The service is forecasting that this additional work will cost £295k in 2015/16. DWP has awarded one-off grants in 2015/16 of £134k which are being used to fund this additional work. Approval is requested to drawdown the £100k carried forward from 2014/15 for funding the backlog, and to fund the remaining spend (currently forecast as £61k) from the Housing Department Budget Reserve which is earmarked for H&F Direct budget pressures.

H&F Direct are undertaking a full review of their budgets and overall staffing levels with a view to reporting to members as part of the 2016/17 budget process.

APPENDIX 6: HOUSING DEPARTMENT

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
Housing Options, Skills & Economic Development	6,758	(12)	(14)	This mainly relates to: <ul style="list-style-type: none"> • a reduction in procurement costs (£195k) following the expiry of an expensive lease for temporary accommodation (this relates to an early achievement of MTFS savings to be delivered in 2016/17), • a reduction in the net costs of Bed and Breakfast (B&B) accommodation of (£348k) due to lower average client numbers (101 forecast compared to 175 in the original budget) which is offset by a predicted overspend of £397k as a result of inflationary pressures on rents for suitable temporary accommodation from private sector landlords. • a £134k 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	(12)	(14)	

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.	141	346
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	141	346

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

Housing 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		

The MTFS delivery includes People Portfolio savings of £41,000

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 (£12k), a minor movement of £2k since last month.

The movement mainly relates to an increase in staffing costs of £35k, a forecast reduction in the net cost of Bed and Breakfast (B&B) accommodation of (£45k), further inflationary cost pressures of £30k on the rents for providing suitable temporary accommodation from private sector landlords to enable the Council to meet its homelessness obligations, and a reduction in procurement costs (£18k) following the expiry of an expensive lease for temporary accommodation.

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.

Page 85 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 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	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 income from customer fees and charges 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

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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 6

1: Variance by Departmental Division

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
Sexual Health	6,410	(112)	0	Estimated underspends on Chlamydia and youth services' contracts.
Substance Misuse	5,464	(47)	0	Various minor underspends including homeless outreach and drug testing.
Behaviour Change	2,753	(383)	(126)	Estimated underspends in Behaviour Change services, including health checks, smoking cessation and Community Champions.
Intelligence and Social Determinants	89	(40)	(40)	Underspend caused by delay in commencing new projects.
Families and Children Services	5,135	(270)	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	616	248	Updated for latest position.
Salaries and Overheads	1,435	-	0	
Drawdown from Reserves	(783)	(1,018)	(1,499)	Variance is the balancing figure of all the other differences.
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 Service	MTFS Target	On Track	In Progress	Delayed/ At Risk
	£000s	£000s	£000s	£000s
Total MTFS Savings	350	350		
Schemes Delayed / At Risk	£000s	Reason		

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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)

Department of Health Consultations

The DH consultation process to determine how the national £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.

In addition to the consultation on the in-year cuts, we have received a 2nd consultation (8th October) regarding the formula used to calculate LA's share of the Public Health Grant. This is currently being evaluated with regards to our response which is due on the 6th November.

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.

Public Health Management Accounts

The following pages contain the management accounts (forecast) for Public Health. This was requested to give greater clarity on the services provided by the department.

PUBLIC HEALTH LBHF MONTHLY MONITORING PACK FULL YEAR FORECAST
September 2015

Summary I&E Statement	Full Year Forecast £'000	Full Year Budget £'000	Forecast vs. Budget £'000
Income/ Funding			
Public Health Grant Income	(15,228)	(15,228)	-
Substance Misuse Grant	(5,627)	(5,627)	-
0-5 Programme Grant	(1,996)	(1,833)	(163)
PH Estimated Grant cut	1,417	-	1,417
	(21,434)	(22,688)	1,254
Contract Expenditure			
Substance Misuse	5,417	5,464	(47)
Sexual Health	6,298	6,410	(112)
Behaviour Change	2,370	2,753	(383)
Families and Children's Services	4,864	5,135	(270)
Intel & Social Determinants	49	89	(40)
Total Contract Expenditure	18,999	19,850	(852)
Overheads and Other Expenditure			
Salaries and overheads	1,435	1,435	-
Dietetics funding return			-
PHIF projects - approved	2,801	2,185	616
Unallocated budget/(Reserves Drawdown)	(1,800)	(783)	(1,018)
Total Overheads and Other Expenditure	2,436	2,838 	(402)
Total net expenditure(surplus)	0	(0) 	0

Contract Expenditure	Full Year Forecast £'000	Full Year Budget £'000	Forecast vs. Budget £'000
South West Drug and Alcohol Service	-	-	-
North West Drug and Alcohol Service	-	-	-
Detox & Residential Placements	590	590	-
Community Based Services	3,518	3,518	-
Reducing Reoffending	280	280	-
Dual Diagnosis	100	100	-
Other Substance Misuse activities	929	976	(47)
Substance misuse	5,417	5,464	(47)
GUM	4,026	4,026	-
Chlamydia Screening	96	173	(77)
HIV Contracts	764	764	-
Contraception	1,072	1,072	-
Young People's services	301	336	(36)
Sex worker projects	-	-	-
Locality based Initiatives	-	-	-
Learning Disabilities Initiatives	36	36	-
Other Sexual Health projects	2	2	-
Sexual Health	6,298	6,410	(112)
Health Checks	343	414	(71)
Smoking Cessation	714	924	(210)
Heath Trainers	622	777	(155)
Community Champions	381	403	(23)
Cardiovascular risk management programme	190	200	(10)
Other Behaviour Change activities	121	35	86
Behaviour Change	2,370	2,753	(383)
Obesity & Dietetics	504	944	(440)
School Nursing	1,920	1,920	-
Healthy Schools	67	60	7
Domestic violence	127	127	-
Dental health	41	41	-
Mental Health	33	33	-
Health improvement team	-	-	-
Community based health improvement	-	-	-
Tackling Childhood Obesity	145	145	-
0-5 Programme	1,996	1,833	163
Healthy Start Vitamins	31	31	-
Families and Children	4,864	5,135	(270)
Intel & Social Determinants	49	89	(40)

APPENDIX 9: HOUSING REVENUE ACCOUNT

BUDGET REVENUE MONITORING REPORT – PERIOD 6

1: Variance by Departmental Division

Departmental Division	Revised Budget £000s	Variance Month 6 £000s	Variance Month 5 £000s	Variance Analysis
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	
Commissioning and Quality Assurance	3,119		0	
Strategic Housing Stock Options Appraisal HRA	0		0	
Property Services	2,163		0	
Housing Repairs	13,748		0	
Housing Options	369	(20)	(20)	
HRA Central Costs	0		0	
Adult Social Care	48		0	
Regeneration	267		0	
Safer Neighbourhoods	578		0	

Departmental Division	Revised Budget	Variance Month 6	Variance Month 5	Variance Analysis
	£000s	£000s	£000s	
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 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)	(925)	

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	70	70

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		
Schemes Delayed / At Risk	£000s	Reason			

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)

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

The Housing Revenue Account currently forecasts an under-spend of (£925k) for 2015/16.

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 6

Details of Virement	Amount (£000)	Department
GENERAL FUND:		
Virement to permanently move Corporate funding of H&F Direct staffing costs into H&F Direct base budget.	335/ (335)	CS / CMB
Funding of H&F Direct Housing Benefit backlog work from budget carry forward.	100/ (100)	CS/ CS Reserves
Funding of H&F Direct Housing Benefit backlog work from Housing Department reserves (held for this work)	61/ (61)	CS / HSD Reserves
Total General Fund Virements (Debits)	496	
HRA:	0	
Total HRA Virements (Debits)	0	

Departmental Name Abbreviations	
CMB	Centrally Managed Budgets
CS	Corporate Services
HSD	Housing Services

Agenda Item 8

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	 <p>hammersmith & fulham</p>
IMPLEMENTATION OF SECURITY ON MOBILE DEVICES	
Report of the Cabinet Member for Finance: Councillor Max Schmid	
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 Director: Ed Garcez, Shared Services Chief Information Officer	
Report Author: Roland de la Mothe, Contract Monitoring Officer	Contact Details: Tel: 020 8753 1772 E-mail: roland.delamothe@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. There is an urgent requirement to find a replacement for Blackberrys (BBs) in H&F as the third party supplier is regarded as being a risk to the continued provision of smartphones for the council. The Council has advised that no further BBs should be purchased. An alternative solution is required to secure smartphones that contain PROTECT level data.
- 1.2. There's been an increasing requirement over the last few years for Council staff to be able to securely access systems and information whilst in the field. A number of business areas have already identified requirements or have commissioned work to develop mobile solutions.
- 1.3. Mobile Working pilots have been carried out in CHS and ASC using this platform. Feedback has been positive and the business has agreed that the platform meets their requirements.
- 1.4. Funding is required to enable mobile working to be delivered to LBHF. Several pilots have been commissioned including Fostering & Adoption paperless

solution; improved non-verbal communication with disabled children; Educational Psychologists' use of video recording to support learning interventions; Adult Social Care mobile version of Frameworki, planned to be used in the field.

- 1.5. The solution will allow the continued provision of secure smartphones to LBHF staff.

2. RECOMMENDATIONS

- 2.1. That the Council adopts and implements the AirWatch Mobile Device Management (MDM) system, currently in use by WCC and RBKC, in order to securely manage mobile devices.

3. REASONS FOR DECISION

- 3.1. AirWatch MDM will deliver a replacement solution for the current BB service which is end of life.
- 3.2. The solution has a wider application and allows delivery of secure tablets to support more efficient mobile working thus reducing the need for staff to return to the office.
- 3.3. The solution also delivers secure mobile applications to a variety of tablets and smartphones supporting true transformational work in the future allowing mobile applications to be used out in the field.
- 3.4. The solution allows the remote wiping of data in case of loss.

4. INTRODUCTION AND BACKGROUND

- 4.1. Shared services mobile working is designed to meet the growing demand for new ways of working and a recognition that, in the future, anyone should be able to use any approved corporate device from anywhere to access the corporate network, with the emphasis on mobile working.
- 4.2. Following the implementation of shared working in several departments, staff are regularly required to work in more than one borough, improve their services and, in some cases, manage with reduced numbers of staff.
- 4.3. A replacement for H&F's end of life BB service is required which fits into a shared services strategy for mobile working and which leverages value for money by sharing costs where viable.

5. PROPOSAL AND ISSUES

- 5.1. AirWatch MDM will allow LBHF staff to continue using secure smartphones. It uses the same technology to manage smartphones and tablets and enables remote wiping of data in the case of a devices being lost or stolen. It is a suitable replacement for the BB service.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. The AirWatch Mobile Device Management (MDM) solution is part of the Shared ICT Services strategy to converge on existing systems where these are already in place. The AirWatch Platform was recognised as an industry leader and the decision was made to implement AirWatch across Shared Services.
- 6.2. The services has been designed with resilience so that the service can be delivered from an alternative shared services site if necessary.

7. CONSULTATION

- 7.1. *Not applicable*

8. EQUALITY IMPLICATIONS

- 8.1. *Not applicable*

9. LEGAL IMPLICATIONS

- 9.1. The funding requested for HFBP is to enable LBHF to fulfil its commitments to access the AirWatch Platform and benefit from the secure mobile applications and management for mobile devices. There are no procurement law related implications at this stage for LBHF as this arrangement is being implemented under the shared services arrangement permissible under the Local Government Act 1972.
- 9.2. Implications verified/completed by: (Babul Mukherjee, Senior Solicitor (Contracts), 02073613410)

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 As set out in the exempt report on the exempt Cabinet agenda.

11. IMPLICATIONS FOR BUSINESS

- 11.1 *Not applicable.*

12. RISK MANAGEMENT

- 12.1 The proposals will improve business resilience as a greater number of devices will be able to access Council systems remotely, increasing efficiency and ultimately delivery of services to the local taxpayer. Business Resilience is noted as risk number 6 on the Council's Shared Services Risk Register.
- 12.2 Implications completed by: Michael Sloniowski, Shared Services Risk Manager, telephone 020 0753 2587.

13. PROCUREMENT IMPLICATIONS

13.1 As set out in the exempt report on the exempt Cabinet agenda.

14. IT STRATEGY IMPLICATIONS


14.1 This proposal is in line with the council's ICT strategy.

14.2 Implications verified/completed by: Jackie Hudson, Transition Director, ext 2946.

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		

Agenda Item 9

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	
CONTRACT FOR ELECTRONIC PAYMENT SERVICES	
Report of the Cabinet Member for Finance: Councillor Max Schmid	
Open Report	
A separate report on the Exempt Cabinet agenda provides information relating to any commercially sensitive financial details.	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Director: Hitesh Jolapara, Strategic Director for Financial Corporate Services	
Report Author: Sue Evans, Head of Pay and Park	Contact Details: Tel: 020 8753 1852 E-mail: sue.evans@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report seeks approval to award the Contract for Electronic Payments and Card Supply and Dispatch Services to Allpay Limited as the most economically advantageous tender in terms of price and quality, for a maximum term of six years, inclusive of an option to break after the third anniversary of the contract commencement date. The contract includes provision for the Council to engage with the supplier at any time during the contract period to undertake a fundamental review of the service and to fully assess the effectiveness and value for money achieved; an option that may be beneficial during the second year in order to offer Members the opportunity to make an informed decision to either continue the service until the end of the six year period or to revisit the procurement process.

- 1.2 An option to novate the contract has been included in the event that any part of the service needs to be provided externally to the Council at any point during the term of the contract.
- 1.3 The contract will facilitate the option for residents to make payments for participating Council services both locally and via a UK network of Post Office branches.
- 1.4 The Council currently receives around 223,000 face to face payments per annum equating to approximately £21million, for a variety of services, including housing rents and council tax, via a UK network of Post Office branches. The service exists in order to accommodate residents who are unable to utilise more automated methods of payment and is a way for the Council to maximise income which may otherwise prove difficult to collect. The payments are initiated by a mixture of bar coded stationery and magnetic payment cards.
- 1.5 The Councils current contractual arrangements are divided between two suppliers with Post Office Limited operating the electronic payments service and Allpay Limited managing the supply and dispatch of magnetic payment cards. Both contracts expire within one month of each other in April and May 2016, and available extensions have been exhausted.
- 1.6 In August 2015, the Council issued an OJEU notice and undertook an open procurement process, divided into two lots, in respect of face to face electronic payment services and the supply and dispatch of payment cards, for a contract period of six years. A six year term was chosen in order to seek out maximum current market rates whilst, at the same time, allow for an interim review period by building in a termination clause after three years.

2. RECOMMENDATIONS

- 2.1. That approval be given to award the Contract for Electronic Payment Services and the Contract for the Supply and Dispatch of Payment Cards for Council Services to Allpay Limited with the most economically advantageous tender submission in terms of price and quality, for a period of six years with an option to break after the third anniversary of the commencement of the contract, for a contract value as set out in the exempt report.
- 2.2 To note that provision has been made within the contract terms and conditions to offer the Council an opportunity to undertake a fundamental service review at any time during the contract in order to fully assess the effectiveness and value for money and to allow Members to make an informed decision to either continue the service until the end of the six year period or to revisit the procurement process.
- 2.3 To note that further details are contained within the exempt report.

3. REASONS FOR DECISION

- 3.1. To allow the Council to maintain existing arrangements for vital face to face transactional services via the Post Office network of branches for residents who are currently unable to utilise more automated payment channels.
- 3.2. Whilst the Council is committed to the provision of services via online methods in order to meet customer demand and to generate further savings, it also recognises that provision needs to be made to enable more vulnerable residents of the borough to make payments at more accessible locations.
- 3.3. To ensure that the Council maximises income which may otherwise be difficult or impossible to collect.
- 3.4. The contract period of six years was chosen in order to avoid repetitive procurement and IT costs but also to gain maximum current market rates.

4. INTRODUCTION AND BACKGROUND

- 4.1. Hammersmith and Fulham have traditionally offered residents a number of different ways to pay for council services across a variety of access channels. Rapid advances in technology both globally and across the UK have subsequently increased service user's ability and willingness to move to more digitally enabled services. These changes are driving the Council's Customer Access Programmes and more services can now be undertaken online in response to growing customer demand. This has resulted in a gradual decline of traditional face to face transactional services as cash and cheque transactions are replaced by credit and debit cards. In turn, the number of contractors available to operate this type of activity has also reduced in number making the options in this area of the market reasonably limited.
- 4.2. However whilst much emphasis has been placed on the implementation of more automated and self-service options, the Council also recognises that these facilities do not meet the needs of all residents of the borough and, therefore, it is necessary to offer a face to face transactional service with borough wide coverage and which is fully accessible to those who wish to utilise it.
- 4.3. The Council currently receives around 223,000 face to face payments per annum equating to approximately £21million for a variety of services via a UK network of Post Office branches. The payments are initiated by a mixture of bar coded stationery and magnetic payment cards.

- 4.4. Of the 223,000 annual transactions received via this service, 73% (163,000) relate to housing rent payments, 26% (59,000) to council tax with the remaining 1% (1,000) relevant to Leaseholder Services.
- 4.5. The majority of payments are made by residents who find it difficult to use online or self-service options for a variety of reasons.
- 4.6. The contract for Electronic Payments is currently operated by Post Office Limited until expiry on 31st May 2016. Contractual arrangements for the supply and dispatch of payment card services are managed independently by Allpay Limited and are due to expire in April 2016.

Current Tender Process

- 4.7. The Council has undertaken an open procurement process, divided into two lots, for the provision of Electronic Payment Services (Lot 1) and for the Supply and Dispatch of Payment Cards for Council Services (Lot 2). This approach was taken in order to capture suppliers who were potentially interested in either one or both of the contracts in a limited area of the market thus reducing additional time and unnecessary cost for the Council and also prospective tenderers. Details of service requirements relating to both contracts can be found in Appendices A and B towards the end of the report.
- 4.8. Allpay Limited provided an economically advantageous bid in terms of price and quality for both services. In addition, the procurement exercise successfully reached out to potential suppliers thus gaining a fair assessment of the current market and securing reasonable up to date rates.
- 4.9. For Lot 1, Contract for Electronic Payment Services, Allpay Limited offered service provision exclusively via the UK Post Office network of branches, with thirty eight outlets located across Hammersmith and Fulham and the peripheries.
- 4.10. Tenderers were asked to confirm that customer service standards would meet the needs of service users and, in particular, that services were fully accessible throughout the borough to customers with specific needs and preferences, including provision for vulnerable, disabled and minority groups. In addition, that services and facilities were fully compliant with Part 3 of the Equalities Act 2010.
- 4.11. Allpay Limited demonstrated full compliance with these requirements by the inclusion of an accessibility matrix and comprehensive information regarding customer service.
- 4.12. In addition, Allpay Limited also submitted a tender for Lot 2, Contract for the Supply and Dispatch of Payment Cards which is a critical supporting component of the Electronic Payment Service as the production of

magnetic payment cards is necessary for the launch of each transaction. Tendered rates were very competitive and an overall saving of approximately 6% (£2,500), on current rates was achieved based on a six year contract term.

- 4.13. Allpay Limited meets the Council's specifications for both electronic payments and the supply and dispatch of payment cards. Details relating to Evaluation scores for both contracts can be found in the exempt report.

Existing Contractual Issues

- 4.14. Prior to 2011, electronic payment services were managed via multiple contracts through third party intermediaries. The contracts were service specific and restrictive in terms of minimum transaction volume requirements and individual maximum transaction value limits. This resulted in supplementary transaction volumes and additional transactional costs to the Council as single payments were split into multiple transactions in order to meet contractual constraints.
- 4.15. The fragmented management of transactional services led to a duplication of processes, inconsistent charging between services for identical functionality and service provision and confusion amongst residents due to contractual arrangements with more than one supplier.
- 4.16. As part of the Customer Services and Transformation Portfolio Programme, the Council undertook a tendering exercise in December 2011, inviting suppliers to provide a full Face to Face Customer Transaction offering which expanded on standard inbound payment facilities by the inclusion of eight additional face to face categories, increasing service accessibility and choice for residents.
- 4.17. The main purpose of the exercise was to:
- Eliminate discrete variable charges to multiple intermediaries, allow the termination of existing contractual arrangements and streamline the services by combining them into one contract.
 - Provide an opportunity to move to a more flexible per transaction cost to replace fixed fees and to continue to reduce expenditure as self-service options increased.
 - Offer a flexible contract based on a variety of face to face customer transaction types (inbound payments, eligibility checking, issuing of vouchers / licences etc..) which allowed more services to opt in as and when there was a supporting business case to do so with no guarantee required as to the volume or type of transactions.
 - engage a supplier who could work with the Council to offer continuous improvements to service delivery
 - apply some consistency for residents by offering a wider choice of service outlets, with improved accessibility and the capacity to accept payments for all services regardless of their type.

5. PROPOSAL AND ISSUES

- 5.1. The proposal to award both contracts follows a recent open procurement process in an industry subject to gradual decline. The tender process provided an opportunity to seek out the best market rates in an area of business being replaced by technological advances.
- 5.2. The bid submitted by Allpay Limited offers the best value for money in respect of all contractual requirements and is therefore the most economically advantageous in terms of price and quality.
- 5.3. The contract for the Supply and Dispatch of Payment Cards is proposed to commence on 10 April 2016 closely followed by the contract for Electronic Payment Services on 1 June 2016.
- 5.4. On advice from the procurement team, the contracts will be merged together and managed as one single supplier service, to remain in place for a minimum three year term however, there is built in flexibility to allow for a fluctuation in service requirements should there be an opportunity for further channel transfer or a need to increase capacity, and services can be modified accordingly.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Face to face transactional services are in decline and the move towards digital services either within the Council or across the wider spectrum has meant that cash and cheque methods of payment are likely to reduce significantly in the longer term.
- 6.2. The Council tendered for a bespoke service in order to cater for residents who are unable or do not wish to transact by more automated methods.
- 6.3. The procurement process was carried out as an open procedure therefore reaching out to the limited number of contractors who operate in this field. This identified the most economically advantageous prices.
- 6.4. The three year option to break allows the Council time in which to carry out a fundamental review of the service in order to assess performance and value for money, if necessary.
- 6.5. A shared service approach was considered however, in view of the current contractual issues, it was felt that the service should be tendered solely as a Hammersmith and Fulham contract.

7. CONSULTATION

- 7.1. Not applicable

8. EQUALITY IMPLICATIONS

- 8.1. An Equalities Impact Assessment has been carried out and concluded that as there is no change in service provision and the contracts were retendered as part of an ongoing process the equality impacts remain unchanged. There are no new impacts on the protected groups arising from the recommendations of this report.
- 8.2. Implications verified by: David Bennett, Head of Change Delivery (Acting) - 020 7361 1628.

9. LEGAL IMPLICATIONS

- 9.1 The open tender procurement procedure followed for award of contracts for both Lots is in compliance with the Council's obligations under the Public Contracts Regulations 2015. The recommendation is accordingly endorsed.
- 9.2 Implications verified/completed by: Babul Mukherjee, Senior Solicitor (Contracts) 2073613410.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1 As set out in the exempt report on the exempt Cabinet agenda.

11. IMPLICATIONS FOR BUSINESS

- 11.1 There will be no direct impact on businesses in Hammersmith and Fulham associated with the implementation of the new service and, therefore, it will be business as usual. Social value was considered as part of the tender process and with regards to the award of the contract to Allpay Limited. Social value locally will be minimal as the company are based in Herefordshire.
- 11.2 Implications verified by: Sue Evans, Head of Pay and Park, telephone 020 8753 1852

12. RISK MANAGEMENT

- 12.1 Financial Services are responsible for the management of risk associated with the procurement and implementation of the new service. This has not been identified on a Service Level risk register as the recommendation is at the award stage, a risk register should be developed to ensure all risks are mitigated throughout implementation. Market Testing is a key strategic risk, risk number 4 on the Shared Services Risk Register, achieving best value at lowest possible cost to the taxpayer.
- 12.2 Implications verified by: Michael Sloniowski, telephone 020 8753 2587

13. PROCUREMENT IMPLICATIONS

- 13.1 As set out in the exempt report on the exempt Cabinet agenda.
- 13.2 Implications verified/completed by: Alan Parry, Interim Head of Procurement,(job Share 020 8753 2581)

14 IT STRATEGY IMPLICATIONS

- 14.1 As set out in the exempt report on the exempt Cabinet agenda.

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.	Procurement paperwork (exempt)	Sue Evans ext. 1852	FCS, H&F Direct

LIST OF APPENDICES:

- Appendix A – Requirements of the contract – Lot 1, Electronic Payment Services
- Appendix B – Requirements of the contract – Lot 2, The supply and Dispatch of Payment Cards for Council services.

Requirements of the Contract - Lot 1, Electronic Payment Services


- 1.1** The Council is seeking a Service Provider to offer a service for the receipt of cash, cheque and debit card payments in respect of council tax, housing rents, temporary accommodation, leasehold and other Council services. Credit card payments are currently excluded from this service however; the Council retains the right to modify payment methods at any time during the term of the contract and will require the Service Provider to accommodate any changes, should they be required.
- 1.2** Currently, 223,000 payments equating to £21million are accepted via a UK network of third party payment outlets. The majority of payments are made locally via branches located within the borough.
- 1.3** The Service must be available at 6 or more sites within the borough boundaries, the sites to be located borough wide in order to maximise accessibility for local residents and, in particular, to ensure that service users with particular needs are accommodated. Services and facilities must be fully compliant with Part 3 of the Equalities Act 2010.
- 1.4** The Service Provider must ensure that the sites are fully operational during minimum core hours (normal business hours) Monday to Friday 9am to 5pm.
- 1.5** Payments will be processed on production of a magnetic swipe card or bar coded stationery dependent upon the requirements of the individual service. No payments should be accepted without the appropriate magnetic swipe card or bar coded document and the Service Provider will be responsible for the resolution of any enquiries relating to unidentified payments processed outside of these instructions.
- 1.6** Bar coded stationery and magnetic swipe cards are produced by the Councils suppliers through contracts independent of this service. However, all stationery specifications are based on universally accepted designs enabling processing across mainstream systems. Details of the Councils current bar code and magnetic swipe card specifications are below however, the Service Provider will be required to accommodate any additional services or the removal of any services no longer needed:

Requirements of the contract – Lot 2, The supply and Dispatch of Payment Cards for Council services

Requirements of the Contract

- 1.1** The Council requires 40,000 plastic magnetic swipe cards to be prepared and issued in respect of council tax, housing rents, temporary accommodation, private sector leasing and hostel accounts during the lifespan of the contract. Additional services may be added or services no longer required may be withdrawn as necessary however, this will be agreed with the Service Provider.
- 1.2** The cards are to be produced initially with a generic Hammersmith and Fulham card design. The specific service i.e. council tax; housing rent etc....to be printed on the card upon receipt of regular card order data files sent to the Service Provider by the Council or uploaded via the Service Providers secure web system. The frequency of the data uploads / transfers to be agreed with the Service Provider.
- 1.3** The cards will be required for use across five different services initially, though a generic card design will allow for a base stock order. The cards will be required to meet industry standards and specifications necessary for use by our residents for the purpose of making a payment across a designated network of payment points and branches.
- 1.4** The Council will also require 40,000 plastic card wallets, 40,000 card carriers and 40,000 envelopes – all stock of cards, paper, plastic wallets and envelopes will be required to be held by the Service Provider but remain the property of Hammersmith and Fulham, to be called off as and when required.
- 1.5** One bulk order of 40,000 plastic cards, wallets, card carriers and envelopes will be required initially with any further orders subject to review during the life of the contract. Payment for the initial order of 40,000 plastic cards, wallets, card carriers and envelopes, including embossing / thermal printing of the same, will be made when the order is placed. Subsequent orders will be consistent with these instructions.
- 1.6** Initial postage costs of £1,500 will be paid at the same time as the initial order for stationery and postage is placed. The Service provider shall notify the Council when the available funds fall below £500 so that arrangements can be made for a further disbursement in order to satisfactorily maintain the continuous operation of the service.

Agenda Item 10

London Borough of Hammersmith & Fulham CABINET 11 JANUARY 2016	 hammersmith & fulham
SUBSCRIPTIONS/AFFILIATIONS FOR EXTERNAL ORGANISATIONS 2016/17	
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, Finance Manager (Revenue Monitoring)	Contact Details: Gary Ironmonger Tel: 020 (8753 2109) E-mail: gary.ironmonger@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. The subscription to London Councils for 2016/17 is £161,958 a reduction of £5,515 since 2015/16. In 2016/17 participating councils will receive a one off rebate of £25,000 funded from the London Councils uncommitted Joint Committee reserve giving a total cost to the council of £136,958.
- 1.2. The base borough LBHF contribution to the London Boroughs Grant Scheme for 2016/17 is £188,006. This is offset by a one off repayment to boroughs from reserves of £10,152 for LBHF giving a net payment of £177,854.
- 1.3. The subscription to the Local Government Association for 2016/17 has been frozen for the 4th consecutive year and remains £26,577. This fee includes 2.5% prompt payment discount and 2.5% loyalty discount for not being on notice of withdrawal.

2. RECOMMENDATIONS

- 2.1. That the subscription to the Local Government Association for 2016/17 of £26,577 be approved.

- 2.2. That the 2016/17 contribution of £188,006 (£177,854 net of one off rebate) to the London Boroughs Grant Scheme be approved.
- 2.3. That the subscription of £161,958 (£136,958 net of one off rebate) for 2016/17 to London Councils be approved.

3. REASONS FOR DECISION

- 3.1. A decision is required in order to continue membership of the London Councils and Local Government Association organisations in 2016/17 and contribute to the London Boroughs Grant scheme. The London Councils Grant Scheme budget requires two thirds of authorities to respond by Friday 29th of January for the budget to be legal. If less than two thirds of authorities respond by this date the legal budget would be set at the 2015/16 level.

4. INTRODUCTION AND BACKGROUND

- 4.1. This report deals with the major corporate subscriptions/affiliations whose funding is included in the Finance and Corporate Services' estimates. Other departments carry out a similar exercise, reported separately to committee or dealt with under delegated authority in the case of small subscriptions.

5. PROPOSAL AND ISSUES

- 5.1. Approval is being sought for the renewal of the subscription to London Councils and the Local Government Association for 2016/17 and the London Boroughs Grant Scheme for 2016/17 as detailed in appendix 1a and 1b.
- 5.2. The Local Government Association subscription for 2016/17 after discounts for prompt payment and a loyalty discount for not being on notice of withdrawal is £26,577. This subscription has been frozen at the 2013/14 level and has reduced by 45% since 2009/10 (appendix 1a)
- 5.3. The 2016/17 subscription for London Councils is £161,958. In 2016/17, there will be a one off reduction of £25,000 funded from London Council joint committee reserves reducing the payment due to £136,958 (appendix 1a).
- 5.4. The total cost of the London Boroughs contribution to the Grant Scheme has been held at £9m for 2016/17 and the LBHF contribution is £188,006 (appendix 1b). After allowing for a one off rebate from reserves the net cost to LBHF is £177,854.
- 5.5. The benefits of continuing membership of these organisations is contained in appendix 2.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. The rationale for continuing the subscriptions to London Councils and the Local Government Association are based on the benefits of continuing membership of these organisations as expanded on in Appendix 2.

7. LEGAL IMPLICATIONS

- 7.1. There are no significant legal implications in relation to this decision and the recommendation to continue with subscription. The option not to continue is outlined in the report. Given the level of finance involved the report is for Cabinet approval.

Implications completed by:- Joyce Golder, Principal Solicitor, phone 020 7361 2181.

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. There is sufficient provision within the proposed 2016/17 Corporate Budget to meet the cost of the proposed subscriptions to London Councils and the LGA. There is sufficient funding within the Third Sector Investment Funding budget to meet the cost of the London Boroughs Grant Scheme payment in 2016/17.
- 8.2. A contribution of £5,000 will be made from the Housing Revenue Account towards the London Councils subscription. This is to reflect the housing work undertaken by London Councils.
- 8.3. Implications completed by: Gary Ironmonger.

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.	Correspondence from Local Government Association and London Councils in relation to subscription renewals (published).	Gary Ironmonger (x. 2109)	FCS, HTH

APPENDIX 1a

<u>ORGANISATION</u>		<u>SUBSCRIPTIONS</u> <u>2015/2016</u>	<u>SUBSCRIPTIONS</u> <u>2016/2017</u>
1	London Councils Base- for the joint committee core and associated functions.	£158,255	£152,740
2	London Councils - Central bodies (LGE Grant).	£3,763	£3,763
3	London Councils – 16-19 RPG Regional Activities.	£5,455	£5,455
	London Councils Subscription	£167,473	£161,958
4	London Councils – 2015/16 one off credit (funded from uncommitted Joint Committee reserve.	£(25,000)	£(25,000)
	London Councils – Sub Total	£142,473	£136,958
5	Local Government Association (including AMA rent credit - see appendix 2).	£26,577	£26,577
	TOTAL	£169,050	£163,535

Appendix 1b

	2015/16 Contribution (£)	2016/17 Contribution (£)
LBHF Contribution to the London Boroughs Grant Scheme	£191,078	£188,006

DETAILS OF SUBSCRIPTION/AFFILIATION ORGANISATIONS

1. LONDON COUNCILS

London Councils is the local government association for London, bringing together representatives of the 32 London Boroughs and the Corporation of London. It develops policy, lobbies government and others, and runs a range of services including the Freedom Pass, the Taxicard Scheme, the London Lorry Control Scheme and the Parking and Traffic Appeals Service.

2. LONDON COUNCILS - LOCAL GOVERNMENT EMPLOYERS ORGANISATION (CENTRAL BODIES)

The Local Government Employers was created by the Local Government Association and works with local authorities, regional employers and other bodies to lead and create solutions on pay, pensions and the employment contract.


3. LOCAL GOVERNMENT ASSOCIATION

The Local Government Association (LGA) promotes the interests of English and Welsh local authorities.

The LGA exists to promote better local government and is a voluntary lobbying organisation.

In addition to representing various local government authorities it also represents fire authorities, police authorities, national park authorities and passenger transport authorities. The LGA also provides support to help councils and councillors develop and improve.

Explanation of the AMA rental/finance credit from the LGA - The annual LGA membership subscription of each former member of the Association of Metropolitan Authorities (AMA), which previously contributed to the purchase of the AMA's former offices at 35 Great Smith Street, is adjusted each year by a rental/finance credit. Before the LGA moved to Local Government House in Smith Square, it used the offices at 35 Great Smith Street and the rental credit represented an individual authority's share of the rent that was due to the AMA (Properties) Limited. The building was sold in 1999 and the proceeds of £6.2 million were invested in Local Government House in the form of a loan. Each (finance) credit (initially £6,000) now represents interest payable on the loan. The credit is reviewed every five years and adjusted with the Retail Price Index (RPI). The credit is currently £7,965.

<p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">CABINET</p> <p style="text-align: center;">11 JANUARY 2016</p>	
<p>APPROVAL TO MODIFY THREE HOMELESS SUPPORTED ACCOMMODATION CONTRACTS</p>	
<p>Report of the Cabinet Member for Health & Adult Social Care: Councillor Vivienne Lukey and the 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 Key Decision: YES</p>	
<p>Wards Affected: North End, Munster, Shepherds Bush Green, Avonmore & Brook Green, Addison</p>	
<p>Accountable Executive Director: Liz Bruce, Executive Director for Adult Social Care & Health</p>	
<p>Report Author: Julia Copeland Senior Commissioner</p>	<p>Contact Details: Tel: 020 8753 1203 E-mail: Julia.Copeland@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to seek approval for a modification of three supported housing contracts for vulnerable homeless people in order to extend the current contract arrangements from 1 April 2016 to 30 June 2016, while officers conclude the procurement of new contracts. Further, in the event of a delay to the implementation of the new contracts, approval is also sought to extend existing services on a rolling monthly basis to no later than 31 March 2017 as set out below to ensure an efficient transition and maintain service continuity to vulnerable residents.
- 1.2 The Council has approved the future commissioning strategy for the three contracts listed in Table 1. The procurement of new contracts has commenced but it will not be possible to complete before the current contracts

expire on 31 March 2016; an extension of the existing arrangements is necessary to provide service continuity.

Table 1

Contract no.	Contract Name	Provider	Properties	Total Bed spaces	Customer Group/Service Type
1	Single Homeless Core & Cluster	as set out in the exempt report	1a Shepherds Bush Rd 10-12 Edith Grove Confidential address in W12	45	39 bed spaces in 2 buildings for single homeless people and 6 bed spaces for gay men in a cluster service
2	Offender Core & Cluster	as set out in the exempt report	321 Lillie Rd 65-67 Talgarth Rd	25	13 bed spaces in a core service and 12 cluster bed spaces for people at risk of offending
3	Substance Misuse	as set out in the exempt report	59 Wood Lane	9	9 bed spaces for people with a history of substance misuse
TOTAL				79	

- 1.3 The recommendation to extend the three separate contract arrangements by the providers named in the exempt report, as set out in Tables 2 and 3 in the exempt report, and therefore a Cabinet decision is required.

2. RECOMMENDATIONS

- 2.1 That approval be given to modify the contracts by the providers named in the exempt report, in order to extend the current contract arrangements for a period of three months. The contracts are to be on the existing terms and will run from 1 April 2016 to 30 June 2016 at a total cost as set out in Table 2 in the exempt report. Further, that in the event the award and implementation of the new contracts is delayed beyond 30th June 2016, the arrangements for the existing contracts to continue on a rolling monthly basis until contract award and implementation until no later than 31 March 2017, at a potential additional monthly cost as set out in Table 3 in the exempt report.

3. REASONS FOR DECISION

- 3.1 The contracts in Table 1, as set out in the exempt report, are expiring on 31 March 2016 and there is no further provision to extend the contracts. It is in the Council's overall interest to modify the three contracts as set out in Tables 2 and 3 in the exempt report, in order to maintain service continuity to vulnerable residents while officers conclude the procurement of new contracts.

- 3.2 The commissioning and procurement strategy for future services was approved in August 2015; the timetable for the procurement and implementation of the new contracts is set out in paragraph 4.3 below and it is estimated that the earliest date the new contracts will start is 1 July 2016. Therefore it is necessary to extend the contracts, as set out in the exempt report, for the period 1 April 2016 to 30 June 2016 as set out in Table 2 in the exempt report.
- 3.3 This procurement may involve existing (non-council) staff transferring to a new service provider and this can cause delays; due to the complexity of the procurement processes it can be necessary at short notice to extend contracts to maintain service continuity while we conclude the procurement activity. Therefore it is also recommended Cabinet approves the potential additional monthly spend, as set out in the exempt report, in the event it is necessary to extend existing contract arrangements on a rolling month basis during the period 1 July 2016 to 31 March 2017. If there are no delays to the procurement timetable below it will not be necessary to extend the contracts after 30 June 2016.

4. INFORMATION & BACKGROUND

- 4.1 The contracts outlined in Table 2, as set out in the exempt report, provide strategically important services to a range of homeless people with support needs and are due to expire on 31 March 2016. Options for the future commissioning strategy were presented to Members in early 2015; in order to ensure the best use of local supported housing resources, Members requested additional information and analysis including potential alternative uses of two buildings to improve services for local people in line with the Administration's priorities.
- 4.2 In August 2015 the commissioning and procurement strategy for future contracts was approved and officers will utilise the West London Housing Support Framework 2012-16 (the Framework) to call-off two five plus two year contracts; contracts will be for a total of 58 single homeless people across five buildings with high and medium support needs. The market will be restricted so one provider cannot be awarded both of the new contracts.
- 4.3 The procurement timetable for the two new contracts is set out below.

Activity	Deadline Date
Re-let strategy agreed	August 2015
Market Engagement Event	October 2015
Issue Invitation to Tender	Nov. 2015
Tender submission deadline	Dec.2015
Evaluate tenders	Jan. 2016
CoCo Report	Feb. 2016
CAB and Cabinet Member Decision Reports	March 2016
Notify Tenderers	March/April 2016
Implementation of new contracts	April- June 2016
Start of new contracts	July 2016

- 4.4 Although the new contracts will be over £100,000 and would normally require Cabinet approval, Cabinet delegated the authority to award new contracts called off the Framework to the Cabinet Member for Health and Adult Social Care, in consultation with the Executive Director of Adult Social Care and the Executive Director of Finance and Corporate Governance (Cabinet Decision 05.03.12). The new contracts will be awarded by the relevant Cabinet Member and the Leader of the Council.

5. PROPOSAL AND ISSUES

- 5.1 The procurement of new contracts has commenced but will not be concluded until at least 30 June 2016 and new services are anticipated to be in place by 1 July 2016. It is therefore necessary to extend the existing arrangements to ensure continuity of service while the procurement process is completed.

6 OPTIONS AND ANALYSIS OF OPTIONS

Do Nothing

- 6.1 There is not an option to do nothing as the three existing contracts expire on 31 March 2016 and there will be a risk to vulnerable residents if the services end before alternative arrangements are in place. Therefore this option is not recommended.

Extend the existing Contract Arrangements

- 6.2 The three contracts are providing valuable accommodation and support services and there will be a risk to vulnerable people if the services end before new arrangements are in place by 1 July 2016 and therefore it will be necessary to modify the existing contracts in order to extend the contract terms from 1 April 2016 to 30 June 2016 as set out in Table 2 in the exempt report.

7. CONSULTATION

- 7.1 No consultation has been carried in connection with the recommendations in this report.
- 7.2 Both incumbent providers have confirmed their willingness to continue to provide services on the current terms.

8 EQUALITY IMPLICATIONS

- 8.1 There are no adverse equality implications associated with the recommendations in the report. Extending the current arrangements will enable the Council to maintain service continuity to vulnerable residents.

9 LEGAL IMPLICATIONS

- 9.1 As set out in the exempt report on the exempt Cabinet agenda.

10. FINANCIAL & RESOURCES IMPLICATIONS

10.1 As set out in the exempt report on the exempt Cabinet agenda.

11. IMPLICATIONS FOR BUSINESS

11.1 Both providers as set out in the exempt report have a strong track record of delivering good quality housing and support services to vulnerable residents in Hammersmith & Fulham, therefore the recommendations in the report will ensure that both provider organisations continue to deliver services in Hammersmith & Fulham until at least 30 June 2016.

11.2 Both providers are on the West London Housing Support Framework 2012-16 and will have the opportunity to tender for any new services.

12. RISK MANAGEMENT

12.1 It is in the Council's interest to extend the service with the current providers to ensure service continuity, risk number 6 of the Shared Services Risk Register. Market testing of the service, risk number 4, achieving best value and high quality services for the local taxpayer, is planned as a new procurement exercise has been concluded. Risk Management remains the responsibility of the Adult Social Care Department. Risks are reviewed periodically by the Senior Leadership and in accordance with the Council's Risk Management approach.

12.2 Risk management implications verified by Michael Sloniowski Shared Services Risk Manager, telephone 020 8753 2587.

13. PROCUREMENT IMPLICATIONS

13.1 As set out in the exempt report on the exempt Cabinet agenda.

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	5/3/12 – Cabinet Report -Award of the West London Housing Related Support Framework 2012-16 (published)	Jenny Platt	ASC

Contact officer(s): Julia Copeland Senior Commissioner Adult Social Care Commissioning Team Julia.Copeland@lbhf.gov.uk
020 8753 1203

Agenda Item 12

<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>11 JANUARY 2016</p>	
BID RENEWAL	
Report of the Cabinet Member for Economic Development and Regeneration: Councillor Andrew Jones	
Open Report	
Classification: For Decision	
Key Decision: Yes	
Wards Affected: Hammersmith Broadway,	
Accountable Executive Director: Director for Planning and Growth, Juliemma McLoughlin	
Report Author: Antonia Hollingsworth, Principal Business Investment Officer, Economic Development Learning & Skills, Planning and Growth	Contact Details: Tel: 020 8753 1698 E-mail: antonia.hollingsworth@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. 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 this Business Improvement District (BID) and the authority to take the necessary steps resulting from this decision.

2. RECOMMENDATIONS

- 2.1. To note that Hammersmith London's (HL), the current operator of the BID in Hammersmith, will hold a ballot to renew its mandate for a third term for the period 2016-2021.
- 2.2. That authority be given to the Director of Planning and Growth to complete any necessary legal agreements and other arrangements required for the operation of the BID Levy, BID ballot and service arrangements including

the Baseline Agreement with the newly mandated BID company should the ballot be successful in March 2016.

3. REASONS FOR DECISION

- 3.1. HL is seeking Council support to renew its mandate. The BID aims to continue to create a stronger partnership with businesses, and use the levy collected from businesses to ensure that Hammersmith remains competitive and capitalises on new developments and business growth.

4. INTRODUCTION AND BACKGROUND

- 4.1. Hammersmith London has informed the Secretary of State that they will be balloting businesses to secure a third, five year term.
- 4.2. The ballot will be held between the 27th January 2016 and 25th February 2016. On the 26th February BID result will be announced. 1st April BID term three goes live if the vote is successful.
- 4.3. LBHF's role in a BID's balloting process is to: cover arranging and paying for the ballot; to arrange for the collection of the levy; to ensure proposal projects are addition to the Council's current services; to ensure the proposal is aligned with LBHF policies; to sign off the Hammersmith London's BID proposal.

5. PROPOSAL AND ISSUES

- 5.1. The focus of the BID's third term proposal, see is to build on its legacy of delivering innovative projects for this borough's major high street. Projects proposed will expand corporate social responsibility programmes for businesses who want to engage more with local groups and charities, respond positively to the demands to improve the town's carbon footprint, maintain the downward crime trends, address the change in consumer shopping habits, and embrace mobile technology.
- 5.2. The BID has canvassed and consulted with businesses who will vote 'yes' or 'no' for the BID, and will ultimately pay for its operation and programmes. These businesses have requested that the BID continue to do more activities that address business crime, increase pedestrian footfall, and improve the trading environment. Businesses have also requested that only businesses with a rateable value of over £40,000 pay the levy.
- 5.3. Council officers have met with the BID executive team to ensure that the administration's vision and priorities for Hammersmith town centre are incorporated into the BID Proposal, and that the business plan complements council priorities around high streets, and the support of entrepreneurs and small businesses and workless residents.

The BID proposes that public service occupiers and charities do not pay the levy. The BID also proposes that the Council has a seat on the board, but as a non-paying levy board member this seat will be non-voting.

- 5.4. All 'Public Services', defined as those services free at the point of delivery, will be exempt from paying the levy. This includes Police, Fire Brigade and Ambulance services, The Council and public funded NHS Hospitals. Final decisions on liability rest with the BID Company.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Not supporting the businesses in their renewal ambitions for the BID may result in the loss of a £3.6 million private sector investment in Hammersmith; and the subsequent loss of match funding for preferred council services i.e. CCTV, crime prevention, employment initiatives and high street and business support services.
- 6.2. The BID has a Memorandum of Understanding (MoU) around Town Centre Management as part of its current operation. This agreement ensures that the BID provides high street support activities, and a similar MoU is proposed for the renewal Proposal. Previously town centre management activities were delivered by LBHF at a cost of approx. £70k pa.

7. CONSULTATION

- 7.1. Details of consultation with 70% of businesses in the proposed BID area has been provided to the Council officers as an Annexure to the Business Plan submitted by the BID. A copy of the consultation is also publicly available on the BIDs website.
- 7.2. The consultation has been done through all available channels to provide businesses an equal opportunity to provide their input and voice their concerns.
- 7.3. The findings of the consultation have been appropriately addressed in the BIDs Business Plan for the third term and are complementary to the administration's vision and priorities.

8. EQUALITY IMPLICATIONS

- 8.1. Hammersmith London have carried out significant consultation with the business community and estimate that they have reached out to 70% of that community. The consultation document is available to the whole business and non-business community on the Hammersmith London website.

- 8.2. In bidding for the renewal it will be the responsibility of Hammersmith London to ensure that their business plan for the next period pays due regard to the provisions of the Equalities Act.
- 8.3. For the purposes of this paper, the council officers responsible for the support to the bidding process should ensure that Hammersmith London are paying due regard to the Equalities Act in their documentation in support of their renewal bid.
- 8.4. Implications verified/completed by: David Bennet, Head of Change Delivery, 020 8753 1628

9. LEGAL IMPLICATIONS

- 9.1. A BID scheme must be operated in accordance with the Local Government Act 2003 and the BID (England) Regulations 2004 as amended by the BID (England) (Amendment) Regulations 2013 SI (2013/2265). The billing, collection and enforcement arrangements are governed by legislation and the BID Levy Rules. It is understood that Hammersmith London's renewal proposal contains the necessary information as required by the aforementioned regulations.
- 9.2. Implications completed by: Kar-Yee Chan, Solicitor (Contracts), Shared Legal Services 020 8753 2772

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The cost of holding the ballot for the BID is estimated by Electoral Services at £750 to £1,000 and this can be met from Planning and Growth's existing budgets Cost Centre R5600 HC28000.
- 10.2. The Council will be responsible for billing, collecting and enforcing payment of the BID levy through the existing business rates system. Receipts would be held in a ring fenced BID fund before being paid over to the BID.
- 10.3. The BID will pay an annual fee to the Council to cover the cost of levy collection and administration, estimated at £21,000 per annum.
- 10.4. Implications completed by: Danny Rochford, Head of Finance, Housing, 020 8753 4023.

11. IMPLICATIONS FOR BUSINESS

- 11.1. If a vote is secure for a third term approximately 350 businesses will be affected, and will need to pay an additional levy on top of their business rates. This levy will not be applied to businesses with a rateable value of

under £40,000 ensuring that small businesses are protected from paying an additional levy.

11.2. The BID company needs to continue to demonstrate comprehensive consultation with businesses affected to ensure that their ideas are incorporated in the business plan, and that they understand the implications of voting 'yes' or 'no'..

11.3. Implications verified/completed by: Antonia Hollingsworth, Principal Business Investment Officer, 020 8753 1698.

12. RISK MANAGEMENT

12.1 Strategic Partnerships are a risk noted on the Council's Strategic risk register, there are no further Strategic risks connected with the report recommendations.

12.2 Implications verified/completed by: (Michael Sloniowski, Shared Services risk manager 020 8753 2587).

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

13.1 There are no immediate procurement implications arising from this report

13.2 Implications verified/completed by: John Francis, Interim Head of Procurement (job-share), Chief Executive's Department 020-8753-2582.

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	BID Proposal	Antonia Hollingsworth x 1698	Planning & Growth Economic Development Learning & Skills

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 11 JANUARY 2016 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. 39 (published 11 December 2015)

KEY DECISIONS LIST - CABINET ON 11 JANUARY 2016

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 (other relevant documents may be submitted)
11 January 2016				
Cabinet	11 Jan 2016	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	
		Contact officer: Julia Copeland Tel: 0208 753 1203 julia.copeland@lbhf.gov.uk		
Cabinet	11 Jan 2016	Corporate Revenue Monitor 2015/16 Month 6 - September To report the forecast revenue outturn position as at end of September. 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: Expenditure more than £100,000		Ward(s): All Wards	
		Contact officer: Hitesh Jolapara, Gary Ironmonger Tel: 020 8753 2501, Tel: 020 8753 2109 hitesh.jolapara@lbhf.gov.uk, Gary.Ironmonger@lbhf.gov.uk		
Cabinet	11 Jan 2016	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,	Cabinet Member for Environment, Transport & Residents Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or
	Reason: Affects 2 or more wards		Ward(s): All Wards	
		Contact officer: Graham Burrell, Slobodan Vuckovic,		

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>(iii) results of technical appraisals within H & F.</p> <p>The report will make a recommendation and will seek Cabinet approval on:</p> <p>a. whether to install a 20 mph speed limit Borough-wide (excepting Transport for London roads), or</p> <p>b. whether to install more 20 mph speed limits in the Borough excepting some Borough roads, or</p> <p>c. not to proceed with further 20 mph speed limits.</p>	<p>Mahmood Siddiqi Tel: 020 8753 3019 graham.burrell@lbhf.gov.uk, Slobodan.Vuckovic@lbhf.gov.uk, mahmood.siddiqi@lbhf.gov.uk</p>	<p>background papers to be considered.</p>
Cabinet	<p>11 Jan 2016</p> <p>Reason: Expenditure more than £100,000</p>	<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>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Sue Evans Tel: 020 8753 1852 Sue.Evans@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>
Cabinet	<p>11 Jan 2016</p> <p>Reason: Affects 2 or more wards</p>	<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>	<p>Cabinet Member for Economic Development and Regeneration</p> <p>Ward(s): Avonmore and Brook Green; Hammersmith Broadway</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</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)
		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	Implementation Of Security On Mobile Devices Implement a security and support model on mobile devices 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: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet Full Council	11 Jan 2016 27 Jan 2016 Reason: Budg/pol framework	Local Council Tax Support Scheme Report recommending the council's council tax support scheme	Cabinet Member for Finance Ward(s): All Wards Contact officer: Paul Rosenberg Tel: 020 8753 1525 paul.rosenberg@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 Full Council	11 Jan 2016 27 Jan 2016 Reason: Budg/pol framework	Council Tax Base And Collection Rate 2016/2017 And Delegation Of The Business Rates Estimate This report calculates the Council Tax Base for 2016/17 and	Cabinet Member for Finance 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 will include details

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)
		contains an estimate of the Council Tax Collection Rate	Contact officer: Steve Barrett Tel: 020 8753 1053 Steve.Barrett@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	11 Jan 2016	Capital Programme Monitor & Budget Variations, 2015/16 (Second Quarter) This report provides a financial update on the Council's Capital Programme and seeks approval for budget variations as at the end of the second quarter, 2015/16	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	
8 February 2016				
Cabinet	8 Feb 2016	Community Asset Proposal Report seeking authority to secure and protect the use of properties for community use 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.	Leader of the Council	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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	8 Feb 2016	<p>Commissioning the Local Healthwatch service</p> <p>The Health and Social Care Act 2012 requires a local Healthwatch service to be provided in each local authority area that has social care responsibilities. The existing contract comes to a close at the end of the 2015/16 financial year and this report seeks approval for a new contractual arrangement for 2016/17 and 2017/18, with an option to extend to 2018/19.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet Full Council	8 Feb 2016	<p>Libraries Future Delivery And Saving</p> <p>This report considers options to deliver Libraries service.</p>	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: Budg/pol framework		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	8 Feb 2016	<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 of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	8 Feb 2016	<p>Banking Services Contract - Tender and Award Process</p> <p>The purpose of this report is to summarise the process for re-tendering the Council's Banking Contract and to obtain approval to delegate the decision of the eventual award to the Lead Member for Finance.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption</p>	Cabinet Member for Finance	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		outweighs the public interest in disclosing the information.		
Cabinet	8 Feb 2016 Reason: Affects 2 or more wards	<p>Emission Linked Parking Permits</p> <p>A report reviewing the current parking permit structure and recommending options to change the residents parking permit structure to a sliding scale of charges based on emissions produced by the vehicle</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 Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Edward Stubbing Tel: 020 8753 4651 Edward.Stubbing@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	8 Feb 2016 Reason: Expenditure more than £100,000	<p>Street Lighting LED Lantern Replacement</p> <p>Bulk replacement of highway street lights with LED lanterns to provide energy and carbon savings, reducing maintenance and capital budgets</p>	<p>Cabinet Member for Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Dean Wendelborn, Ian Hawthorn Tel: 020 8753 1151, Tel: 020 8753 3058 Dean.Wendelborn@lbhf.gov.uk, ian.hawthorn@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	8 Feb 2016 Reason: Expenditure more than	<p>Direct Award of a Contract for Provision of Older People's Floating Support to Notting Hill Housing</p> <p>Directly award a contract to</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p>	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>Notting Hill Housing in order to extend the current floating support service for older people to March 2018</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: Julia Copeland Tel: 0208 753 1203 julia.copeland@lbhf.gov.uk</p>	<p>will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>8 Feb 2016</p> <p>Reason: Expenditure more than £100,000</p>	<p>Corporate Planned Maintenance Programme 2016/2017</p> <p>Budget Approval</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Nigel Brown Tel: 020 8753 2835 Nigel.Brown@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>
Cabinet	<p>8 Feb 2016</p> <p>Reason: Affects 2 or more wards</p>	<p>Corporate Revenue Monitor Month 7 - October</p> <p>To report the forecast revenue outturn at end of October 2015. To request budget virements.</p>	<p>Cabinet Member for Finance</p> <p>Ward(s): All Wards</p> <p>Contact officer: Gary Ironmonger, Hitesh Jolapara Tel: 020 8753 2109, Tel:</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</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)
			020 8753 2501 Gary.Ironmonger@lbhf.gov.uk, hitesh.jolapara@lbhf.gov.uk	background papers to be considered.
Cabinet Full Council	8 Feb 2016 24 Feb 2016 Reason: Affects 2 or more wards	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 Ward(s): All Wards Contact officer: Gary Ironmonger, Andrew Lord Tel: 020 8753 2109, Tel: 020 8753 2531 Gary.Ironmonger@lbhf.gov.uk, andrew.lord@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	8 Feb 2016 Reason: Expenditure more than £100,000	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 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 Environment, Transport & Residents Services Ward(s): All Wards Contact officer: Matt Caswell, David Taylor Tel: 020 8753 2708, Tel: 020 8753 3251 Matt.Caswell@lbhf.gov.uk, david.taylor@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	8 Feb 2016 Reason: Income more than £100,000	<p>Serco Novation</p> <p>A request was received from Serco to novate the Waste, Recycling and Street Cleansing Services Contract to a new subsidiary following a decision to consolidate their core business. The Council's prior consent is required before any novation or assignment can take place.</p> <p>PRIVATE 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 Environment, Transport & Residents Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Kathy May Tel: 020 7341 5616 kathy.may@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	8 Feb 2016 Reason: Expenditure more than £100,000	<p>Genitourinary Medicine (GUM) Transformation Programme</p> <p>Approval to proceed report for the commissioning of GUM services across London.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Gaynor Driscoll Tel: 0207 361 2418 gaynor.driscoll@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.

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Cabinet	8 Feb 2016 Reason: Expenditure more than £100,000	<p>Bridge Academy Development</p> <p>Further to the 2014 Cabinet agreement for a Bi-Borough alternative provision hub school on the Bridge and Greswell Centre site, this report asks Members to approve an LBHF-focused provision part-funded by LBHF.</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): Palace Riverside</p> <hr/> <p>Contact officer: Ian Turner Tel: 020 7605 8337 ian.turner@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	8 Feb 2016 Reason: Expenditure more than £100,000	<p>Provision of Shared ICT Services Support 2015/16</p> <p>Shared ICT Services working requires staff from H&F, RBKC and WCC to work at sites across the three local authorities. This means that H&F have to provide support to H&F staff at non-H&F council locations, and H&F also have to deal with incidents raised by WCC and RBKC for their staff based in H&F locations.</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</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Geoff Hay Tel: 0208 753 4223 geoff.hay@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	8 Feb 2016 Reason: Expenditure more than £100,000	<p>Variation To The Structure And Contractual Terms Of The Joint Venture Vehicle</p> <p>The report requests approval for the Council to undertake the necessary steps required to implement changes to the JV arrangements and to approve the revised development plans for the opportunity sites</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 Economic Development and Regeneration</p> <p>Ward(s): All Wards</p> <p>Contact officer: Matthew Doman Tel: 02087534547 Matthew.Doman@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	8 Feb 2016 Reason: Affects 2 or more wards	<p>Financial Plan for Council Homes: The Housing Revenue Account Financial Strategy, 2016/17 Housing Revenue Account Budget and 2016/17 Rent Reduction</p> <p>This report deals with:</p> <ul style="list-style-type: none"> • the 1% decrease in rents for Council Homes which is being forced on the Council by central Government for each of the next four years; • how, although initially this looks like good news for tenants, the 1% decrease in rents has a significant impact on the ability of the Council to carry out repairs and improvements on Council homes; • changes to the long-term 40 year 	<p>Cabinet Member for Housing</p> <p>Ward(s): All Wards</p> <p>Contact officer: Kathleen Corbett Tel: 020 8753 3031 Kathleen.Corbett@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		financial plan for the Council's homes as a result of the 1% decrease in rents forced on the Council by central Government; • the 2016/17 budget for the Council's homes (also known as the annual Housing Revenue Account (HRA) budget) including a reduction in rents for Council homes of 1% for 2016/17,		
Cabinet	8 Feb 2016 Reason: Expenditure more than £100,000	Capital Programme Monitor & Budget Variations, 2015/16 (Third Quarter) This report provides a financial update on the Council's Capital Programme and seeks approval for budget variations as at the end of the third quarter, 2015/16.	Cabinet Member for Finance Ward(s): All Wards Contact officer: Christopher Harris Tel: 020 8753 6440 Harris.Christopher@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 Full Council	8 Feb 2016 24 Feb 2016 Reason: Expenditure more than £100,000	Four Year Capital Programme 2016/17 to 2019/20 This report presents the Council's four-year Capital Programme for the period 2016-20.	Cabinet Member for Finance Ward(s): All Wards Contact officer: Christopher Harris Tel: 020 8753 6440 Harris.Christopher@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.
7 March 2016				
Cabinet	7 Mar 2016 Reason: Affects 2 or more wards	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 Ward(s): All Wards Contact officer: Peter Smith Tel: 020 8753 2206 peter.smith@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	7 Mar 2016 Reason: Affects 2 or more wards	<p>School Meals shared services project</p> <p>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).</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: Hannah Lloyd, Labibun Nessa-O'Sullivan Tel: 07739 316605, Tel: 020 7641 3743 Hannah.Lloyd@rbkc.gov.uk, Lnessa-O'Sullivan@westminster.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	7 Mar 2016 Reason: Expenditure more than £100,000	<p>Commissioning and Procurement Strategy for Speech and Language Therapy Services for Hammersmith and Fulham</p> <p>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.</p>	<p>Cabinet Member for Children and Education</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Labibun Nessa-O'Sullivan, Sarah Bright Tel: 020 7641 3743, Tel: 07770 702 347 Lnessa-O'Sullivan@westminster.gov.uk, sarah.bright@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	7 Mar 2016	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	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 Mar 2016	Corporate Revenue Monitor Month 8 - November To report the revenue outturn forecast 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	7 Mar 2016	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	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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Cabinet	7 Mar 2016 Reason: Expenditure more than £100,000	<p>Young People’s Non-Clinical Sexual Health and Substance Misuse Services</p> <p>Approval to proceed to procurement for Young People's non-clinical Sexual Health and Substance Misuse 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> <p>Ward(s): All Wards</p> <p>Contact officer: Gaynor Driscoll Tel: 0207 361 2418 gaynor.driscoll@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	7 Mar 2016 Reason: Affects 2 or more wards	<p>HRA Housing Capital Programme 2016/17 to 2018/19</p> <p>This report provides specific details of the proposed 2016/17 Housing Capital Programme and proposes budget envelopes for the following two years</p>	<p>Cabinet Member for Housing</p> <p>Ward(s): All Wards</p> <p>Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@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	7 Mar 2016 Reason: Expenditure more than £100,000	<p>Public Health, School Nurse Service, Direct Award</p> <p>Public Health services, including services for 5-19 year olds, became the responsibility of Local Authorities on the 1st of April 2013. The School Nurse service is currently delivered by Central London Community Healthcare (CLCH).</p> <p>This report seeks approval for one year direct award of contract using</p>	<p>Cabinet Member for Health and Adult Social Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Gaynor Driscoll, Elizabeth Dunsford Tel: 0207 361 2418, gaynor.driscoll@rbkc.gov.uk edunsford@westminster.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		<p>terms and conditions that have been approved for use, for the School Nurse services from 1st April 2016 until 31st March 2017 in order to allow time for a robust service redesign and tendering process. These services need to continue through the direct award option as the terms and conditions of the existing contracts do not have an extension option that can be exercised.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>		
Cabinet	<p>7 Mar 2016</p> <hr/> <p>Reason: Affects 2 or more wards</p>	<p>Award Of Contract For S75 Services In ASC Integrated Learning Disability Teams To CLCH</p> <p>London Borough Of Hammersmith And Fulham - Award Of Contract For Section 75 Services In Adult Social Care Integrated Learning Disability Teams To Central London Community Health Trust. The Contract Is For The Health Staff Element Of The Integrated Teams</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)</p>	<p>Cabinet Member for Health and Adult Social Care</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Christine Baker Tel: 020 8753 1447 Christine.Baker@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>

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		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.		
11 April 2016				
Cabinet	11 Apr 2016 Reason: Affects 2 or more wards	Hammersmith & Fulham Arts Strategy 2015 - 2022 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.	Cabinet Member for Economic Development and Regeneration Ward(s): All Wards Contact officer: Donna Pentelow Tel: 020 8753 2358 donna.pentelow@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 Apr 2016 Reason: Affects 2 or more wards	Corporate Revenue Monitor Month 9 - December To report the forecast outturn position as at the end of December. To request budget virements	Cabinet Member for Finance Ward(s): All Wards Contact officer: Hitesh Jolapara, Gary Ironmonger Tel: 020 8753 2501, Tel: 020 8753 2109 hitesh.jolapara@lbhf.gov.uk, Gary.Ironmonger@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

NOTICE OF CONSIDERATION OF AN ADDITIONAL KEY DECISION PROPOSED TO BE MADE BY CABINET ON 11 JANUARY 2016 (published on 18 December 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.

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Cabinet	11 Jan 2016	SUBSCRIPTIONS/AFFILIATIONS FOR EXTERNAL ORGANISATIONS 2016/17 To agree subscriptions to Local Government Association and London Councils for 2016/17. To agree to London Councils Grants budgets for 2016/17. This decision is urgent because London Councils require a decision in January.	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: Hitesh Jolapara Tel: 020 8753 2501 hitesh.jolapara@lbhf.gov.uk	