

Cabinet Members' Decisions

made until July 2015

Date Issued: 28 July 2015


Cabinet Members' Decisions

made until July 2015

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	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JUNE 2015</p>
<p align="center">CONSTITUTION OF THE GOVERNING BODY OF FULHAM PRIMARY SCHOOL</p>	
<p align="center">Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p>	
<p>Key Decision: No</p>	
<p>Wards Affected:</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 16 June 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of Fulham Primary School, as set out in Appendix 1 of this report, be made, coming into effect from 29th June 2015.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5. UPDATE

At the Full Governing Body meeting of Fulham Primary School held on 8th June 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will decrease from 18 to 12 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors reduce from 6 to 3
- LA Governors reduce from 3 to 1
- Staff Governors reduce from 4 to 1
- Headteacher
- Community Governors are renamed to Co-Opted Governors and will change from 4 to 6.

Total = 12

6. INSTRUMENT OF GOVERNMENT

Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of Fulham Primary School.

7. RISK MANAGEMENT

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

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

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington


LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

LONDON BOROUGH OF HAMMERSMITH AND FULHAM

INSTRUMENT OF GOVERNMENT: FULHAM PRIMARY SCHOOL

1. The name of the school is Fulham Primary School.
2. The school is a community school.
3. The name of the governing body is "The governing body of Fulham Primary School".
4. The governing body shall consist of:
 - a) 3 parent governors
 - b) 1 headteacher
 - c) 1 staff governor
 - d) 1 LA governor
 - e) 6 co-opted governors
5. Total number of governors 12
6. This instrument of government comes into effect on 29 June 2015.
7. This instrument was made by order of Hammersmith and Fulham Local Authority on
8. A copy of the instrument must be supplied to every member of the governor body (and the head teacher if not a governor).

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>CONSTITUTION OF THE GOVERNING BODY OF RANDOLPH BERESFORD EARLY EXCELLENCE CENTRE</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected:</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 3 July 2015

1. EXECUTIVE SUMMARY

The report recommends a variation in the Instrument of Government for the governing body of Randolph Beresford Early Excellence Centre to bring them in line with the School Governance (Constitution) England) Regulations 2012.

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of Randolph Beresford Early Excellence Centre, as set out in Appendix 1 of this report, be made, coming into effect from 1st September 2015.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5. UPDATE

At the Full Governing Body meeting of Randolph Beresford Early Excellence Centre held on 19th May 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will reduce from 14 to 11 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors reduce from 5 to 3
- LA Governors reduce from 3 to 1
- Staff Governors reduce from 3 to 1
- Headteacher
- Community Governors are renamed to Co-Opted Governors and will change from 3 to 5.

Total = 11

6. INSTRUMENT OF GOVERNMENT

Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of Randolph Beresford Early Excellence Centre.

7. RISK MANAGEMENT

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

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

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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


APPENDIX 1

LONDON BOROUGH OF HAMMERSMITH AND FULHAM

INSTRUMENT OF GOVERNMENT:

RANDOLPH BERESFORD EARLY EXCELLENCE CENTRE

1. The name of the school is Randolph Beresford Early Excellence Centre.
2. The school is a maintained nursery school.
3. The name of the governing body is "The governing body of Randolph Beresford Early Excellence Centre".
4. The governing body shall consist of:
 - a) 3 parent governors;
 - b) Head Teacher;
 - c) 1 LA governor;
 - d) 1 staff governor;
 - e) 5 co-opted governors.
5. Total number of governors 11.
6. The term of office of parent governors is four years.
7. This instrument of government comes into effect on 1 September 2015.
8. This instrument was made by order of Hammersmith and Fulham Local Education Authority on 1st September 2015.
9. A copy of the instrument must be supplied to every member of the governor body (and the head teacher if not a governor).

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>CONSTITUTION OF THE GOVERNING BODY OF ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p>	
<p>Key Decision: No</p>	
<p>Wards Affected:</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report

DATE: 6 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of St Peter's Church of England Primary School, as set out in Appendix 1 of this report, be made, coming into effect from the 1st September 2015.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5. UPDATE

At the Full Governing Body meeting of St Peter's Church of England Primary School held on 12th March 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will reduce from 16 to 14 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors will reduce from 3 to 2
- LA Governors remains the same at 1
- Staff Governors will reduce from 3 to 1
- Headteacher
- Foundation Governors reduce from 9 to 8
- Co-opted Governors – A new category of 1

Total = 14

6. INSTRUMENT OF GOVERNMENT

Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of St Peter's Church of England Primary School.

7. RISK MANAGEMENT

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

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

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington

APPENDIX 1

INSTRUMENT OF GOVERNMENT

1. The name of the school is St. Peter's Church of England Primary School
2. The School is a Voluntary Aided Church of England school.
3. The name of the governing body is: The governing body of St. Peter's Church of England Primary School
4. The governing body shall consist of:
 - a). 2 Elected Parent governor
 - b). 1 Local Authority governor
 - c). 1 Staff governor
 - d). 1 headteacher
 - e). 1 co opted governor
 - f). 8 foundation governors
5. Total number of governors: 14
6. The term of office of the co-opted governor is 2 years.
7. Foundation Governors shall be appointed as follows:
 - a). 2 appointed by London Diocesan Board for Schools
 - b). 2 appointed by the Parochial Church Council of St. Peter's Church, London W6
 - c). 3 appointed by the Hammersmith and Fulham Deanery Synod
8. (a). The holder of the following office shall be a foundation governor ex officio: Vicar of St. Peter's Church, London W6


(b). The Archdeacon of Middlesex shall be entitled to appoint a foundation governor to act in the place of the ex-officio governor whose governorship derives from the office named in (a) above, in the event that that ex-officio governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
9. The Archdeacon of Middlesex shall be entitled to request the governing body to remove the ex officio foundation governor referred to in 8a above and to appoint any substitute governor.
10. The older two buildings of St. Peter's School are owned by St. Peter's Church of England School Trust and held by the trustees (Vicar and Church wardens of St. Peter's Church) for the benefit of the school.

11. Ethos Statement:
Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.
12. The instrument of government comes into effect on 1st September 2015.
13. The instrument was made by order of Hammersmith and Fulham Local Authority on.....
14. A copy of the instrument must be supplied to every member of the governing body (and headteacher if not a governor), any trustees and to the London Diocesan Board for Schools.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>CONSTITUTION OF THE GOVERNING BODY OF ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected:</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 6 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of St Thomas of Canterbury Catholic Primary School, as set out in Appendix 1 of this report, be made, coming into effect on the day of making.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5 UPDATE

At the Full Governing Body meeting of St Thomas of Canterbury Catholic Primary School held on 26th January 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will reduce from 16 to 14 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors will reduce from 3 to 2
- LA Governors remains the same at 1
- Staff Governors will reduce from 3 to 1
- Headteacher
- Foundation Governors reduce from 9 to 8.
- 1 Co-opted Governor will be added.

Total = 14

6. INSTRUMENT OF GOVERNMENT

Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of St Thomas of Canterbury Catholic Primary School.

7 RISK MANAGEMENT

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

8 COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

APPENDIX 1

DIOCESE OF WESTMINSTER

St. Thomas of Canterbury Catholic Primary School

INSTRUMENT OF GOVERNMENT

1. The name of the school is St. Thomas of Canterbury Catholic Primary School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of St. Thomas of Canterbury Catholic Primary School.
5. The Governing Body shall consist of fourteen governors of which there shall be:
 - (a) eight foundation governors (*of whom no more than two shall, at the time of their appointment, be eligible for election or appointment as parent governors*);
 - (b) two parent governors;
 - (c) one LA governor;
 - (d) the headteacher;
 - (e) one staff governor;
 - (f) one co-opted governor.
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).
7. The term of office for every foundation governor shall terminate on 31st August

following the third anniversary of the date of appointment.

8. This Instrument of Government comes into effect on the date of making.
9. This Instrument of Government was approved by the Diocese of Westminster on 20th January 2015 and made by order of Hammersmith and Fulham local authority on .
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.



London Borough of Hammersmith & Fulham

CABINET MEMBER DECISION

JULY 2105

CONSTITUTION OF THE GOVERNING BODY OF LARMENIER AND SACRED HEART CATHOLIC PRIMARY SCHOOL

Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION

Open Report

Classification - For Decision

Key Decision: No

Wards Affected:

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

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

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

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 21 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of Larmenier and Sacred Heart Catholic Primary School as set out in Appendix 1 of this report, be made, coming into effect from 1st September 2015.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5. UPDATE

At the Full Governing Body meeting of Larmenier and Sacred Heart Catholic Primary School held on 10th March 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will reduce from 16 to 14 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors will reduce from 3 to 2
- LA Governors remains the same at 1
- Staff Governors will reduce from 3 to 1
- Headteacher
- Foundation Governors will reduce from 9 to 8
- There will be 1 co-opted governor

Total = 14

6. INSTRUMENT OF GOVERNMENT

Following agreement with the Diocese the governing body are now asking that the Authority vary their Instrument of Government to show the re-constitution date of 1st September 2015 as opposed to the date of making previously requested.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of Larmenier and Sacred heart Primary School.

7. RISK MANAGEMENT

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

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

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington

APPENDIX 1

LONDON BOROUGH OF HAMMERSMITH AND FULHAM

INSTRUMENT OF GOVERNMENT:

DIOCESE OF WESTMINSTER

Larmenier and Sacred Heart Catholic Primary School


INSTRUMENT OF GOVERNMENT

1. The name of the school is Larmenier and Sacred Heart Catholic Primary School.
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of Larmenier and Sacred Heart Catholic Primary School.
5. The Governing Body shall consist of fourteen governors of which there shall be:
 - (a) eight foundation governors (*of whom no more than two shall, at the time of their appointment, be eligible for election or appointment as parent governors*);
 - (b) two parent governors;
 - (c) one LA governor;
 - (d) the headteacher;
 - (e) one staff governor;
 - (f) one co-opted governor.
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).

7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment. The term of office for staff and elected parent governors and the LA governor shall be four years.
8. This Instrument of Government comes into effect on the 1st September 2015.
9. This Instrument of Government was approved by the Diocese of Westminster on 31st March 2015 and made by order of Hammersmith and Fulham local authority on .
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>CONSTITUTION OF THE GOVERNING BODY OF HOLY CROSS CATHOLIC PRIMARY SCHOOL, FULHAM</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN EDUCATION</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected:</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Tri-Borough Head of School Governor Services</p>	<p>Contact Details: E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 17 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

That the Instrument of Government for the governing body of Holy Cross Catholic Primary School, Fulham, as set out in Appendix 1 of this report, be made, coming into effect on the date of making.

3. REASONS FOR DECISION

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

4. BACKGROUND

The Education Act 2002 and the School Governance (Constitution) (England) Regulations 2012 require the governing bodies of all maintained schools to conform to a constitutional model.

The regulations set out the options available to schools in terms of the overall number of governors, the categories of governor and the guiding principles for the constitution.

The constitution of each governing body is laid down in a document known as the Instrument of Government. A governing body may at any time change their constitution, in accordance with the regulations, by varying their Instrument of Government.

5 UPDATE

At the Full Governing Body meeting of Holy Cross Catholic Primary School, Fulham held on 10th March 2015 the governors voted to reconstitute the Governing Body to bring it in line with the School Governance (Constitution) (England) Regulations 2012. The Governing Body had previously been constituted under the School Governance (England) (Constitution) Regulations 2003. The total number of governors will remain the same at 12 and the numbers in each category will be amended to reflect the latest Regulations. The number of governors in each category will change as follows:

- Parent Governors will remain at 2
- LA Governors remains the same at 1
- Staff Governors will reduce from 2 to 1
- Headteacher
- Foundation Governors remain at 7

Total = 12

6. INSTRUMENT OF GOVERNMENT

Accordingly, they have asked the Authority to vary their Instrument of Government to show the amended categories of governors.

Appendix 1 of this report sets out the constitution of the governing body in the form of an Instrument of Government, as requested by the governors of Holy Cross Catholic Primary School, Fulham.

7 RISK MANAGEMENT

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

8 COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

There are no financial implications to the Council.

Comments supplied by Jackie Saddington

9. EQUALITY IMPLICATIONS

There are no equality implications.

10. LEGAL IMPLICATIONS

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

Comments supplied by Jackie Saddington

APPENDIX 1

DIOCESE OF WESTMINSTER

Holy Cross Catholic Primary School, Fulham


INSTRUMENT OF GOVERNMENT

1. ***The name of the school is Holy Cross Catholic Primary School, Fulham.***
2. The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Diocese of Westminster and in particular:
 - (a) religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
 - (b) religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;and at all times the School is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
3. The School is a voluntary aided school in the trusteeship of the Diocese of Westminster and is an exempt charity for the advancement of the Catholic religion by such means as the Archbishop may think fit.
4. The name of the governing body is: The Governing Body of Holy Cross Catholic Primary School, Fulham.
5. The Governing Body shall consist of twelve governors of which there shall be:
 - (a) seven foundation governors (*of whom no more than two shall, at the time of their appointment, be eligible for election or appointment as parent governors*);
 - (b) two parent governors;
 - (c) one LA governor;
 - (d) the headteacher;
 - (e) one staff governor.
6. Foundation governors shall be appointed and may be removed by the Archbishop of Westminster (or any other person exercising Ordinary jurisdiction on his behalf).
7. The term of office for every foundation governor shall terminate on 31st August following the third anniversary of the date of appointment.

8. This Instrument of Government comes into effect on the date of making.
9. This Instrument of Government was approved by the Diocese of Westminster on 1st June 2015 and made by order of Hammersmith and Fulham local authority on
10. A copy of this Instrument of Government must be supplied to every member of the governing body (and head teacher if not a governor), and the Diocese of Westminster.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

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

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>APPOINTMENT OF LA GOVERNOR – WOODLANE HIGH SCHOOL</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: ALL</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Head of Tri-Borough School Governor Services</p>	<p>Contact Details: Tel: 0207 5984782 E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 21 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

2.1. That the following LA Governor nomination be made:

That Cllr Guy Vincent is nominated for appointment to the governing body of Woodlane High School, as LA Governor. This will be for a four year term with effect from 1 September 2015.

3. REASONS FOR DECISION

- 3.1 The Cabinet Member gives the following reasons for the following nomination

Woodlane High School re-constituted the governing body on 17 July 2015. Ms Sue St Claire-Legge, the current LA governor, term of office finishes on 31 August 2015. The clerk to the governing body has advised the Local Authority that the governing body would like to appoint Cllr Vincent to the governing body as the LA Governor when Ms Claire-Legge's term of office finishes. He is currently the Chair of governors and the governing body value the experience and community knowledge he brings to the governing body which meets the skillset they require.

4. INTRODUCTION AND BACKGROUND

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

5. PROPOSAL AND ISSUES

- 5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Not applicable

7. LEGAL IMPLICATIONS

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

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


8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. Not applicable.

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
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1.	None		
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	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>APPOINTMENT OF LA GOVERNOR – ST PETER’S CHURCH OF ENGLAND PRIMARY SCHOOL</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: ALL</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Head of Tri-Borough School Governor Services</p>	<p>Contact Details: Tel: 0207 5984782 E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 21 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

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

That Mrs Alison Chadwyck-Healey is re-appointed as LA Governor for St Peter’s CE Primary School for a four year term with effect from 18 July 2015 to ensure continuous service.

3. REASONS FOR DECISION

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

Mrs Alison Chadwyck-Healey is currently a Local Authority Governor at St Peter's CE Primary School and has been a governor at the school since July 2011. The Chair states she is an active member of the governing body and the governors are keen to retain her experience. Likewise she is keen to remain as the LA governor at the school.

The school will have a new Headteacher from September 2015, a new vicar, a new teacher governor and is also losing an experienced foundation governor. The school is also in the middle of a building project which includes building a new catering kitchen. Mrs Chadwyck-Healey has been instrumental in the development of the catering arrangements and the school would like her to oversee the arrangements as they develop. She is also experienced in admissions and personnel areas of school work where she has supported the Headteacher in staff recruitment. She is trained in Safer Recruitment procedures, Performance Related Pay and event organisation.

The Chair of governors is keen to see Mrs Chadwyck-Healey re-appointed as the governing body view is that she makes a positive contribution to the school and governing body and will provide stability during a time of transition for the school.

4. INTRODUCTION AND BACKGROUND

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

5. PROPOSAL AND ISSUES

- 5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Not applicable

7. LEGAL IMPLICATIONS

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


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

8. FINANCIAL AND RESOURCES IMPLICATIONS

8.1. Not applicable.

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

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

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">JULY 2015</p>
<p>Appointment Of La Governor – Hurlingham Academy School</p>	
<p>Report of the CABINET MEMBER FOR CHILDREN AND EDUCATION – Councillor Sue Macmillan</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p> <p>Key Decision: No</p>	
<p>Wards Affected: ALL</p>	
<p>Accountable Executive Director: Jane West, Executive Director Finance and Corporate Governance</p>	
<p>Report Author Jackie Saddington Head of Tri-Borough School Governor Services</p>	<p>Contact Details: Tel: 0207 5984782 E-mail: Jackie.saddington@rbkc.gov.uk</p>

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 21 July 2015

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATIONS

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

That Cllr Alan De’ath is nominated for appointment to the governing body of Hurlingham Academy School, as LA Governor. This will be for a four year term with effect from the date of signing.

3. REASONS FOR DECISION

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

Hurlingham Academy had indicated that the new governing body would benefit from having an LA governor who had local knowledge and who would be able to lead on links with local business and the local community with the ideal candidate being a local ward councillor. Cllr De'ath meets the skills criteria and is also a ward councillor in Fulham.

4. INTRODUCTION AND BACKGROUND

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

5. PROPOSAL AND ISSUES

- 5.1 As above

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. Not applicable

7. LEGAL IMPLICATIONS

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


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

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. Not applicable.
8.2.

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

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

	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET MEMBER DECISION</p> <p align="center">22 July 2015</p>
<p align="center">DANGEROUS STRUCTURES EMERGENCY WORKS FRAMEWORK AGREEMENT 2015-2019 – APPOINTMENT OF EMERGENCY CONTRACTOR</p>	
<p align="center">Report of the Cabinet Member for Environment, Transport and Resident Services</p>	
<p>Open Report</p>	
<p>Classification - For Decision</p>	
<p>Key Decision: No</p>	
<p>Wards Affected: All</p>	
<p>Accountable Director: Maureen McDonald-Khan, Director Building and Property Management Division, Transport and Technical Services</p>	
<p>Report Author: Jay Jayaweera, Head of Building Control</p>	<p>Contact Details: Tel: 020 8753 3424 E-mail: jay.jayaweera@lbhf.gov.uk</p>

<p>AUTHORISED BY:</p> <p>The Cabinet Member has signed this report.....</p> <p>.DATE: 22 July 2015.....</p>

1. EXECUTIVE SUMMARY

- 1.1. This report sets out the work of the Dangerous Structures Consortium of London Boroughs (the “Consortium”). The Consortium was originally set up following the abolition of the GLC to appoint and co-ordinate the contractual arrangements of the emergency contractor for the participating London Boroughs.
- 1.2. The purpose of the report is to recommend to the Council the emergency contractor chosen by the Consortium, following their evaluation of tenders, be accepted as the dangerous structures emergency contractor for the borough from 1st April 2015 to 31st March 2019.

2. RECOMMENDATIONS

- 2.1. The London Borough of Hammersmith and Fulham agree, given the specialist nature of the work involved, that the emergency contractor chosen by the Consortium following their evaluation of tenders, be accepted as the dangerous structure contractor for the borough from 1st April 2015 to 31st March 2019.
- 2.2. The Consortium's dangerous structure working party has recommended that Wates Living Space Maintenance Ltd (Registered Number 01141788) and whose registered office is situated at Franklin House, Crown Road, Enfield EN1 1FE, be appointed as the emergency dangerous structure contractor.
- 2.3. Given the specialists nature of the work involved that the Council continues its membership of the London Boroughs Dangerous Structures Consortium.

3. REASONS FOR DECISION

- 3.1. Under the London Building Acts (Amendment) Act 1939 Part VI, the Council is required to remove or make safe any danger where a structure or building is found to be in a dangerous state in the borough where the owner is unable to take immediate action to protect the public. To provide this essential service and safeguard public safety, the Council has to appoint a contractor to be on standby with suitable staff and materials.
- 3.2. Under the terms of the Framework Agreement, there is no charge for the standby arrangement. If the contractor is not used there is no charge to the Council. This arrangement whereby a number of boroughs unite in a Framework Agreement means that a reasonable amount of work is likely for the experienced contractor who needs to undertake this type of specialist work.
- 3.3. It is difficult for one borough to make their own arrangements with a local builder to provide the necessary facilities as it could involve the builder providing the standby service yet getting very little work on which to charge. Over the last financial year Hammersmith and Fulham only used the contractor's services on five occasions. With such a low level of contractor utilisation it is not possible for individual boroughs to provide this 24hr, 365 days standby emergency cover arrangements without having to pass on to property owners the resulting prohibitively high contractor call out charges.

4. INTRODUCTION AND BACKGROUND

- 4.1. The dangerous structure consortium of London Boroughs exists to recommend the appointment of an emergency contractor and co-ordinate the arrangements within a Dangerous Structures Framework Agreement to carry out works of emergency shoring and demolition in the event of dangerous buildings or structures occurring. The condition of the building or structure must be in such a dangerous state as to warrant immediate action to safeguard the occupants, passers-by, and other persons and property that may be at risk. The appointed contractor is required to be available 24 hours a day, 365 days a year, and will need to be in attendance with adequate equipment within 3 hours of being called. The Council's Building Control service has delegated responsibility under the London Building Acts (Amendment) Act 1939 to respond to reported dangerous structures,
- 4.2. The Dangerous Structures Framework Agreement will be between the contractor and the London Borough of Greenwich acting as the authorised agent for the consortium boroughs. In a situation where immediate danger has to be removed or made safe, an authorised officer from the relevant borough will instruct the contractor to carry out necessary work within the terms of the Framework Agreement of the Consortium. The contractor is then paid by that particular borough for the materials used and the hours worked using the rates agreed in the Agreement. The owners of the structure are in turn invoiced to recover the costs.
- 4.3. Senior Building Control officers from the consortium boroughs utilising their technical expertise and administrative support from within their respective boroughs carry out the arranging and controlling of individual call-out contracts.
- 4.4. The Consortium was originally set up under the then GLC's District Surveyors' Service to serve the City and the eleven other Inner London boroughs. Following the abolition of the GLC and the transfer of the statutory responsibility for the dangerous structures to the borough councils, it has now grown to 29 London boroughs. The previous contract for this work, placed with Wates Living Space Maintenance Ltd, expired on the 30th September 2014 but was extended by agreement up to the 31st March 2015. A similar Cabinet Member Report was approved by the then Cabinet Member responsible for Building Control in September 2010.
- 4.5. The Consortium, led by the Royal Borough of Greenwich, is satisfied that the total estimated value of all call-offs under the framework agreement by all the participating London councils over the next four years is below the threshold set out in the Public Contracts Regulations 2006 (as amended). Consequently, whilst the opportunity has been advertised in the UK no contract notice was sent for publication in the Official Journal of the European Union (OJEU). The procurement was undertaken in an open and transparent manner with the process being overseen by a working party of the Consortium.

- 4.6. In the financial year 2013/2014 the Council's total payments to the emergency contractor was £80k. These were all in turn invoiced to the owners for payment as laid down by the London Building Acts (Amendment) Act 1939.
- 4.7. The Framework Agreement was signed by Royal Borough of Greenwich acting as the authorised agent for the consortium on 12th May 2015.

5. EQUALITY IMPLICATIONS

- 5.1. Under the London Building Acts (Amendment) Act 1939 Part VI, the Council is required to remove or make safe any immediate danger where a structure or building is found to be in a dangerous state where the owner is unable to take immediate action. To provide this essential service and safeguard public safety, a contractor has to be appointed to be on standby with suitable staff and materials.
- 5.2. The appointment of a standby emergency contractor would ensure that all residents of the borough are protected in such an emergency.

6. LEGAL IMPLICATIONS

- 6.1. Officers are satisfied that the recommended appointment of the contractor under the Dangerous Structures Emergency Works Framework Agreement has been undertaken in accordance with The Public Contracts Regulations 2006 (as amended).
- 6.2. Implications verified/completed by: (Sharon Cudjoe, Solicitor, 020 7361 2993).

7. FINANCIAL AND RESOURCES IMPLICATIONS

- 7.1. All costs incurred by the contractor are recharged to the owner of the dangerous property. Unpaid accounts can remain as a land charge on the property and interest is charged. Additionally any large unpaid accounts are recovered through court action and are registered in the Land Registry.
- 7.2. The Council is acting on the advice of the Consortium on the appointment of the contractor. The tenders have been evaluated, and Wates Living Space Maintenance Ltd has been recommended to be the Consortium's emergency contractor for the next contract period from 1st April 2015 to 31st March 2019.

8. RISK MANAGEMENT

- 8.1. Risks associated with the management of the contract and contractor remain the responsibility of the Transport and Technical Services department but are mitigated in the framework agreement documentation between the London Borough of Greenwich the contractor and the h&f

Council. Management of contract risk is a risk on the Strategic risk register risk number 7 Partnerships and major contracts, and the councils statutory duty is also noted as risk number 5, management of statutory duty.

8.2. Implications verified by: Michael Sloniowski Bi-borough Risk Manager; Tel: 020 8753 2587.

9. PROCUREMENT AND IT STRATEGY IMPLICATIONS

9.1. The Council has received assurances from the Royal Borough of Greenwich that the estimated value for these works falls below current thresholds as defined in the Public Contracts Regulations 2006 (as amended). Nevertheless the procurement has been undertaken in an open and transparent manner in accordance with EU Treaty principles.

9.2. This is a good example of collaboration across the London boroughs that will reduce costs.

9.3. The Director agrees with the recommendations contained in this report.

9.4. Implications verified/completed by: Alan Parry, Procurement Consultant (TTS) – 020 8753 2581

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Dangerous structure consortium file.	Jay Jayaweera Ext 3424	TTS/BPM/5th Floor HTHX



London Borough of Hammersmith & Fulham

(CABINET MEMBER DECISION)

16th March 2015

Controlled Parking Zone N Consultation Results

Report of the Cabinet Member for Environment, Transport and Resident Services.

Open Report

Classification - For Decision
Key Decision: No

Wards Affected: College Park & Old Oak Ward

Accountable Executive Director: Mahmood Siddiqi – Director for Transport & Highways

Report Author: Carl Gellard – Project Engineer

Contact Details:

Tel: 020 8753 3522

E-mail:

carl.gellard@lbhf.gov.uk

AUTHORISED BY:

The Cabinet Member has signed the report.

DATE: 16 March 2015.....

1. EXECUTIVE SUMMARY

- 1.1. In December 2014, a parking review and consultation was carried out in Controlled Parking Zone (CPZ) N. All residents and businesses in the area were given the opportunity to provide feedback on existing parking restrictions and a choice of altering the way in which current controls operate.
- 1.2. This report details the results of the public consultation and provides feedback on the current parking situation in Zone N. It explains the views of the 244 residents and businesses who responded (7.5 per cent of 3,223 properties consulted), on aspects of parking such as hours of control, days of operation and the maximum stay period for pay & display customers. As part of the review we also sought views on whether consultees support the introduction of a dedicated electric vehicle (EV) charging point in the area.
- 1.3. The results showed that there was little support for any changes to the way in which CPZ N operates. However, in the streets east of Wood Lane which are relatively isolated from the rest of CPZ N, respondents have indicated that commuter parking is an issue but opinion is divided on altering the maximum stay period for pay & display customers, introducing permit holder only priority hours and extending the operation hours to include weekends.

2. RECOMMENDATIONS

- 2.1. Based on the results of the consultation and feedback received in the additional comments section of the questionnaire, it is recommended that the existing controls in Controlled Parking Zone N are maintained at Monday to Friday, 9am – to 5pm.
- 2.2. A number of responses were received from a cluster of streets in the east of Controlled Parking Zone N (Wood Lane, Caverswall Street, Eynham Road, Glenroy Street, Nascot Street, North Pole Road and Shinfield Street) who would like a maximum stay period introduced for pay and display customers, controls to operate on a weekend and the introduction of permit holder only priority hours to prohibit pay & display parking during certain times of the day or week. Given that there is no overall consensus of support within this area, and the number of responses for and against these options was very close and the number of residents who responded was low 59 (17%), it is recommended that the existing controls are maintained in this area, However, it is recommended that if residents presented the Council with a clear indication of the controls which would be supported in this area, for example, a petition signed by a minimum of 85 (25%) residents in the area, then the Council should re-consult this area again on that specific proposal.
- 2.3. Feedback from the consultation also showed that residents would support the introduction of an Electric Vehicle (EV) charging bay. It is recommended that as part of the 2015/16 parking project programme that Du Cane Road is considered as suitable location to pilot an Electric Vehicle bay.

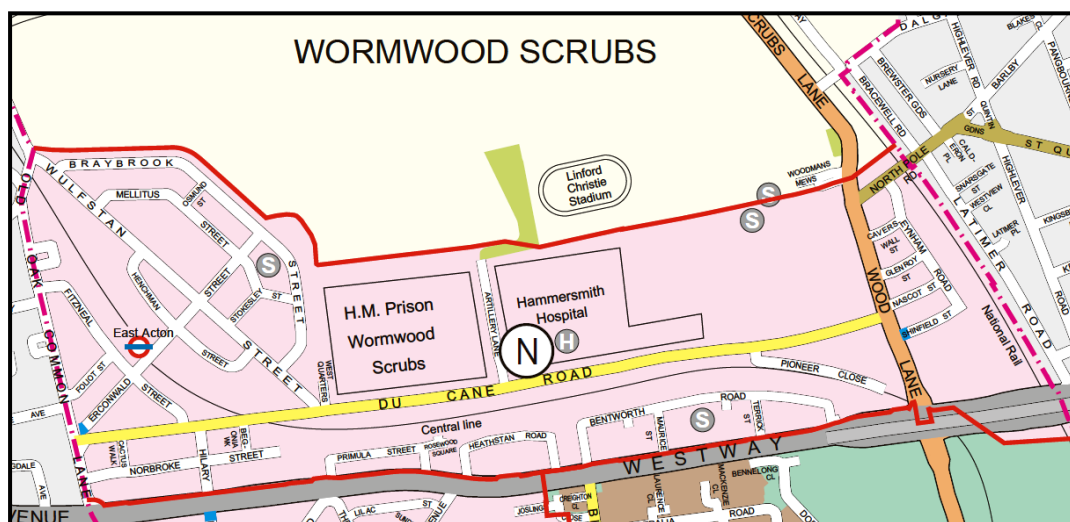
3. REASONS FOR DECISION

- 3.1. Since its introduction in 1997, Controlled Parking Zone N has not been reviewed. As part of the boroughs commitment to review a batch of CPZ's each year, each zone is offered the opportunity to alter the way in which parking controls operate.

4. INTRODUCTION AND BACKGROUND

- 4.1. Controlled parking Zone N was introduced in January 1997 and comprises of 27 streets from the Westway in the south of the zone, to Eynham Road in the east and to Old Oak Common Lane in the west, where the borough boundary meets with the London borough of Ealing. Zone N is relatively close to QPR Football Club (Zone J) and Westfield shopping centre (Zone G) and is neighbour to Zone O which operates on Saturday between 9am – 5pm.

MAP OF CONTROLLED PARKING ZONE N



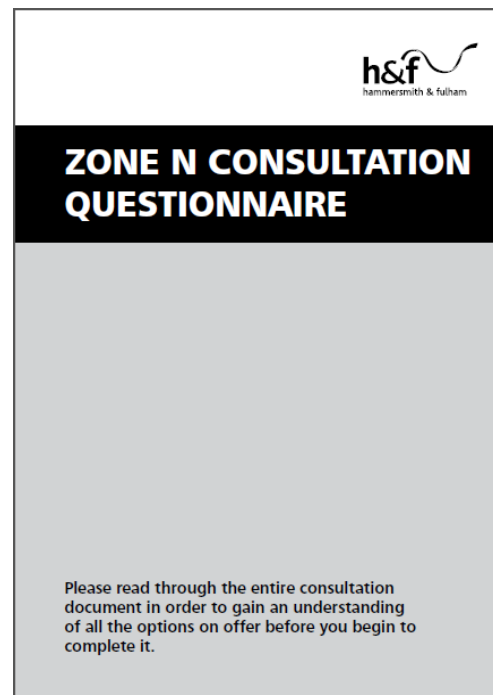
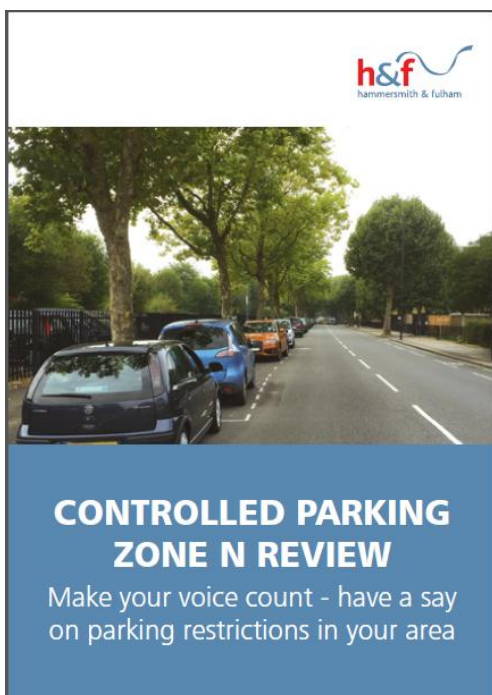
- 4.2. Parking controls in CPZ N operate from 9am to 5pm, Monday to Friday and is available for all residents and businesses who display a valid permit, and for any visitor who purchases a pay & display ticket (up to a maximum of 8 hours). In addition, resident's visitors may park at a cheaper tariff using the Smart Visitor Permit (SVP).
- 4.3. The area has seen an increase in car ownership, new housing developments and improvements to commercial areas. These factors have contributed to increased demand for parking across the borough and generated parking and transport issues in Zone N. It has also been reported that commuter parking has increased since the opening of Westfield in 2008 and there is a displacement of vehicles on QPR match days.

5. CONSULTATION

- 5.1. In November 2014, a parking review and consultation was carried out in CPZ N. All residents and businesses in the area were given the opportunity to provide feedback on existing parking restrictions and a choice of altering the way in which current controls operate, such as:
- Altering the start and finish time of CPZ N to a time other than the current 9am - 5pm restriction.
 - Altering the days of the week that the CPZ N operates instead of Monday to Friday.

- Altering the maximum stay period for pay & display customers which is currently 8 hours (the duration of controlled hours in CPZ N).
- Offering permit priority hours and prohibiting pay & display customers during certain times of the day or week.
- Seeking views on whether residents would join a Car Club if a bay was available in the area or support the introduction of a dedicated on-street Electric Vehicle (EV) charging point if there is local demand in the area.

5.2. The consultation document was distributed by Royal Mail to 3,223 Residents and Businesses within Controlled Parking Zone N on 7th November 2014. A four week consultation period was given which concluded on Monday 8th December 2014. The consultation document was also available to respond to online through the Councils Citizenspace hub.



CONSULTATION RESULTS AND ANALYSIS

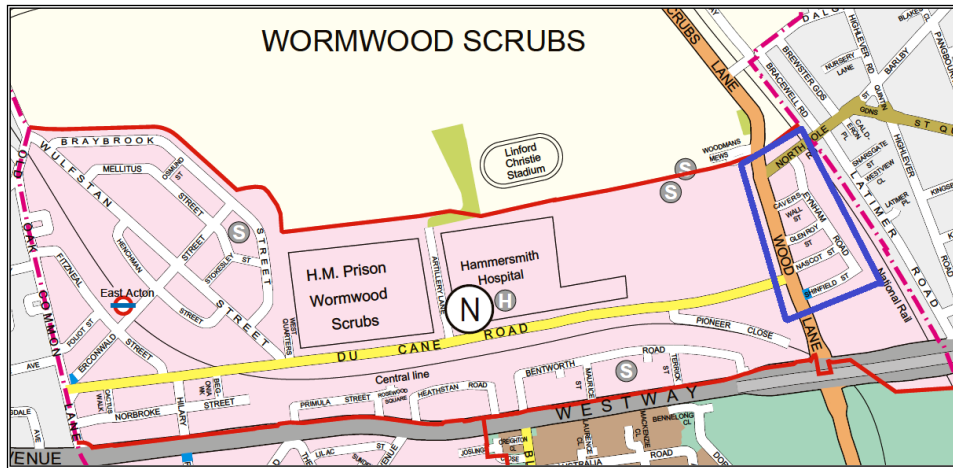
5.3. Of the 3,223 consultation documents distributed, 244 responses were received which is a response rate of **7.5%**. The table below details the results to each question. **Appendix 1** provides a detailed analysis of results from each street.

Consultation Question	Option	Zone N
1:		
Within CPZ N are you a?	Resident	95%
	Business	3%
	Both	2%
2:		
What days should parking controls operate?	Monday to Friday	68%
	Monday to Saturday	15%
	Monday to Sunday	14%

	No response	3%
3:		
If you would like your parking controls to finish at a time other than 9.00am, which time would you prefer?	8.00am	18%
	10.00am	28%
	Other	3%
	No response (Those content with 9.00am)	51%
4:		
If you would like your parking controls to finish at a time other than 5.00pm, which time would you prefer?	6pm	12%
	7pm	5%
	8pm	11%
	Other	11%
	No response (Those content with 5.00pm)	61%
5:		
What should the maximum stay period for pay & display be?	1 Hour	4%
	2 Hours	14%
	4 Hours	20%
	No Maximum Stay	56%
	No Response	6%
6a:		
Are you in favour of introducing a “permit holders only” period, prohibiting pay and display visitors parking during certain times of the day/week?	Yes	29%
	No	68%
	No Response	3%
6b:		
If you answered “yes” to permit priority hours, when would you like controls to operate? (29% represents 71 “yes” responses)	Monday - Friday	21%
	Saturday	28%
	Sunday	15%
	2.00 – 4.00pm	13%
	5.30 – 8.00pm	11%
	6.30 – 8.00pm	3%
	Other	9%
7:		
Would you support the introduction of a dedicated electric vehicle charging point in your area if there was local demand?	Yes	56%
	No	20%
	Don't Know	21%
	No Response	3%

- 5.4. Results of the consultation showed that there was no overall consensus supporting any change to the way in which Controlled Parking Zone N operates (See Appendix 1 for a detailed street by street summary).
- 5.5. Whilst there was no overall support for change, it was noted that towards the east of Zone N as highlighted on the map below and encompassing Wood Lane, Caverswall Street, Eynham Road, Glenroy Street, Nascot Street, North Pole Road and Shinfield Street, residents experience commuter parking particularly on weekends. Thirty comments were received from the consultation from this area, all of which referred to QPR match day parking.

EASTERN STREETS OF ZONE WHERE OPINION IS DIVIDED



5.6. In total, 59 responses were received from the 7 streets in the eastern section of CPZ N (See **Appendix 2** for a breakdown of results) and the feedback indicated that opinion was divided on whether parking controls should be changed (see Table 1)

Table 1: Results from 7 streets in the eastern section of CPZ N

Retain Current Monday to Friday CPZ Controls	Extends the hours of control to weekends
31	26
Retain the existing 8 hour limit for pay & display customers	Reduce the maximum stay period for pay and display customers
27	28
For the introduction of permit holder priority hours where p& display parking is prohibited	Against the introduction of permit holder priority hours where p& display parking is prohibited
27	30

5.7. Feedback from the consultation also showed that 56% of all respondents to the consultation in CPZ N would support the introduction of an Electric Vehicle (EV) charging bay.

6. EQUALITY IMPLICATIONS

6.1. There are no equality issues as a result of this report or its recommendations. Appendix 4 includes a full Equality and Impacts Assessment report..

7. LEGAL IMPLICATIONS

- 7.1. *This section should include the legal power relevant to the proposal must be set out together with any future possible legal implications. [This is where LBH&F officers will insert the comments of the Director of Law.]*
- 7.2. Implications verified/completed by: (Name, title and telephone of Legal Officer)

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. *Details of the current and future financial implications must be set out here and cleared by the relevant Finance Officer at each authority that is party to this decision. It is the responsibility of the report author to ensure this happens. [This is where LBH&F officers will insert the comments of the Executive Director, Finance and Corporate Governance].*
- 8.2. Implications verified/completed by: (Name, title and telephone of Finance Officer).

11. IMPLICATIONS FOR BUSINESS

- 11.1 There are no implications for businesses as a result of this report or therecommendations set out in section 2.

12. RISK MANAGEMENT

- 12.1 *(Details of actions taken to minimise the risks associated with the Recommendations)*
- 21.1 Implications verified/completed by: (Name, title and telephone of Risk Officer).

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1 *(Details the contractual arrangements and procurement proposals associated with the Recommendations, if relevant – seek advice from the Director of Procurement and IT Strategy).*
- 13.2 Implications verified/completed by: (name, title and telephone of Procurement Officer).

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.	Controlled Parking Zone N Consultation Street By Street Analysis	Carl Gellard	Parking Project Team.

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

LIST OF APPENDICES:

- Appendix 1 – Controlled Parking Zone N Street Analysis**
- Appendix 2 – Controlled Parking Zone N (East) Street Analysis**
- Appendix 3 – Controlled Parking Zone N Consultation and Questionnaire**
- Appendix 4 – Equality Impact Assessment**

Street	Q4 Within CPZ N are you a resident, business or both?			Q5 What days should parking controls operate on?			Q6 If you would like your parking controls to begin at a time other than 9.00am, which time would you prefer?			Q7 If you would like your parking controls to finish at a time other than 5pm, which time would you prefer?			Q8 What should the maximum stay for pay and display be? (This will not affect your SVP visitors)			Q9 Are you in favour of introducing a "permit holders only" period, prohibiting pay and display visitors parking during certain times of the day/week? (This will not affect your SVP visitors).		Q10 If you answered "yes" to question 9, when would you like permit priority controls to operate? (Tick all that apply)			Q11 If you are an existing member of a car club, which one/s are you a member of?			Q12 Would you join a car club if a dedicated vehicle and bay was available in your street/zone?			Q13 Would you defer the purchase of a new car or sell a personal vehicle if a dedicated car club vehicle was available in your area?			Q14 Do you own an electric vehicle or are you considering buying/leasing one in the next 12 months?			Q15 Would you support the introduction of a dedicated electric vehicle Charging point in your area if there was local demand?								
	Resident	Business	Both	Monday to Friday	Monday Saturday	Monday to Sunday	8.00am	10.00am	Other	6.00pm	7.00pm	8.00pm	Other	1 hour	2 hours	4 hours	No maximum stay	Yes	No	Monday to Friday	Saturday	Sunday	2.00 - 4.00pm	5.30 - 8.00pm	6.30-8.00pm	Other	City Car Club	Zipcar	Other	Yes	No	Don't know	Yes	No	Don't know	Yes I own one	Yes I am strongly considering buying one	No	Yes	No	Don't Know
BENTWORTH ROAD	21	0	0	13	3	3	5	7	0	3	1	5	2	1	3	4	11	9	11	2	8	2	2	4	0	2	0	0	0	2	13	6	0	11	10	0	0	21	10	5	6
BRAYBROOK STREET	16	0	0	16	0	0	0	5	0	0	0	0	2	1	1	3	10	2	14	2	1	0	1	0	0	1	0	1	0	3	9	3	1	7	6	0	2	14	10	2	4
CAVERSWALL STREET	5	0	0	1	3	1	2	1	0	1	1	0	0	0	3	1	1	1	3	0	2	0	2	0	0	1	0	0	2	3	0	0	4	1	0	0	5	3	2	0	
DU CANE ROAD	26	2	1	18	5	5	5	8	0	6	1	4	1	1	2	11	14	7	20	5	3	3	2	1	0	1	1	1	7	13	7	7	12	8	1	1	26	17	6	6	
ERCONWALD STREET	11	0	0	8	1	2	1	3	1	1	1	1	1	0	3	1	6	1	10	0	0	0	1	1	1	0	0	0	1	8	0	1	8	0	0	0	10	6	3	2	
EYNHAM ROAD	20	1	0	9	7	5	6	5	0	2	2	3	2	0	6	2	11	13	7	4	12	5	4	1	0	5	0	0	4	8	8	1	10	9	0	0	20	12	3	5	
FITZNEAL STREET	16	0	0	12	0	3	5	4	2	1	0	2	4	0	2	4	10	4	12	3	4	3	1	2	1	0	0	2	0	5	8	3	4	8	3	0	2	14	10	3	3
FOLIOT STREET	4	0	0	4	0	0	0	2	0	0	0	0	0	0	0	1	3	0	4	0	0	0	0	0	0	0	0	0	0	3	1	0	4	0	0	0	4	2	2	0	
GLENROY STREET	5	0	0	3	2	0	0	2	1	1	0	0	1	0	1	2	1	2	3	2	1	0	1	0	0	1	0	0	2	2	0	0	2	2	0	0	4	2	1	1	
HEATHSTAN ROAD	6	0	0	3	1	2	3	1	0	2	0	2	0	2	2	0	2	4	2	2	3	2	2	1	1	0	0	0	1	2	1	1	3	1	0	0	6	3	2	1	
HENCHMAN STREET	10	0	0	9	0	1	1	4	0	3	0	1	1	0	1	1	7	1	8	1	1	1	0	1	0	0	2	0	3	6	1	2	7	1	0	1	8	6	2	0	
HILARY ROAD	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	0
MELITUS STREET	16	0	0	14	2	0	2	8	1	4	0	0	4	0	1	4	11	0	16	0	0	0	0	0	0	0	0	0	3	6	6	0	7	8	1	1	13	12	2	2	
NASCOT STREET	5	0	0	3	1	1	0	1	0	1	1	0	0	0	1	1	3	2	3	2	2	0	1	0	0	0	0	0	1	2	1	1	4	0	0	0	5	4	0	1	
NORBROKE STREET	4	0	0	2	1	1	0	0	1	1	0	1	0	1	1	0	2	1	3	1	1	1	1	1	0	0	0	0	0	4	0	0	3	1	0	0	4	1	1	2	
NORTH POLE ROAD	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	1	
OLD OAK COMMON LANE	4	0	0	3	0	1	0	2	0	0	0	0	1	0	0	0	4	1	3	1	0	0	0	0	1	0	0	0	0	3	0	0	3	1	0	0	4	1	1	2	
OSMUND STREET	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	0	0		
PIONEER WAY	5	0	0	3	1	1	2	1	0	1	1	0	0	1	1	0	3	2	3	1	1	1	0	0	1	0	0	0	1	2	2	1	2	0	0	5	2	1	2		
PRIMULA STREET	1	0	0	1	0	0	1	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	
ROSEWOOD SQUARE	1	0	0	0	1	0	1	0	0	0	0	1	0	0	0	1	0	1	0	1	1	1	1	1	1	0	0	0	1	0	0	1	0	0	0	1	1	0	0	0	
SHINFIELD STREET	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	2	0	0	0	1	0	0	2	0	0	0	2	0	1	1	
STOKESLEY	5	0	0	4	1	0	1	1	0	0	0	1	0	1	0	0	4	1	4	1	0	1	0	1	0	0	0	0	3	1	0	4	0	0	0	4	2	2	0		
TERRICK STREET	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	2	2	0	0		
WESTWAY	8	0	1	4	3	2	2	0	0	1	1	1	0	0	1	4	3	5	4	4	3	1	1	1	0	1	0	0	3	5	0	3	5	0	0	9	4	3	2		
WOOD LANE	17	1	2	13	1	4	5	3	1	2	2	2	3	1	1	9	8	7	13	4	5	4	1	4	0	2	0	0	2	10	7	2	11	7	0	2	17	13	0	6	
WULFSTAN STREET	20	1	1	17	4	1	2	9	0	1	1	1	4	0	4	0	17	5	16	1	1	1	2	0	0	1	1	2	0	4	13	3	4	12	4	0	1	21	11	6	5
OUTSIDE OF CONSULTATION AREA	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	0	1	0		
TOTAL	231	7	6	166	36	35	43	70	7	31	12	26	26	9	34	49	138	71	165	37	49	26	23	19	6	17	1	8	1	42	126	58	27	130	72	2	10	223	137	49	52

Street	Q4 Within CPZ N are you a resident, business or both?			Q5 What days should parking controls operate on?			Q6 If you would like your parking controls to begin at a time other than 9.00am, which time would you prefer?			Q7 If you would like your parking controls to finish at a time other than 5pm, which time would you prefer?			Q8 What should the maximum stay for pay and display be? (This will not affect your SVP visitors)			Q9 Are you in favour of introducing a "permit holders only" period, prohibiting pay and display visitors parking during certain times of the day/week? (This will not affect your SVP visitors).			Q10 If you answered "yes" to question 9, when would you like permit priority controls to operate? (Tick all that apply)			Q11 If you are an existing member of a car club, which one/s are you a member of?			Q12 Would you join a car club if a dedicated vehicle and bay was available in your street/zone?			Q13 Would you defer the purchase of a new car or sell a personal vehicle if a dedicated car club vehicle was available in your area?			Q14 Do you own an electric vehicle or are you considering buying/leasing one in the next 12 months?			Q15 Would you support the introduction of a dedicated electric vehicle Charging point in your area if there was local demand?							
	Resident	Business	Both	Monday to Friday	Monday Saturday	Monday to Sunday	8.00am	10.00am	Other	6.00pm	7.00pm	8.00pm	Other	1 hour	2 hours	4 hours	No maximum stay	Yes	No	Monday to Friday	Saturday	Sunday	2.00 - 4.00pm	5.30 - 8.00pm	6.30-8.00pm	Other	City Car Club	Zipcar	Other	Yes	No	Don't know	Yes	No	Don't know	Yes I own one	Yes I am strongly considering buying one	No	Yes	No	Don't Know
CAVERSWALL STREET	5	0	0	1	3	1	2	1	0	1	1	0	0	0	3	1	1	3	0	2	0	2	0	0	1	0	0	0	2	3	0	0	4	1	0	0	5	3	2	0	
EYNHAM ROAD	20	1	0	9	7	5	6	5	0	2	2	3	2	0	6	2	11	13	7	4	12	5	4	1	0	5	0	0	4	8	8	1	10	9	0	0	20	12	3	5	
GLENROY STREET	5	0	0	3	2	0	0	2	1	1	0	0	1	0	1	2	1	2	3	2	1	0	1	0	0	1	0	0	2	2	0	0	2	2	0	0	4	2	1	1	
NASCOT STREET	5	0	0	3	1	1	0	1	0	1	1	0	0	0	1	1	3	2	3	2	0	1	0	0	0	0	0	0	1	2	1	1	4	0	0	0	5	4	0	1	
NORTH POLE ROAD	0	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	1	
SHINFIELD STREET	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	2	0	0	0	1	0	0	2	0	0	0	0	2	0	1	1	
WOOD LANE	17	1	2	13	1	4	5	3	1	2	2	3	1	1	9	8	7	13	4	5	4	1	4	0	2	0	0	0	2	10	7	2	11	7	0	2	17	13	0	6	
	53	3	3	31	14	12	13	14	2	7	6	5	6	1	12	15	27	27	30	12	22	9	9	5	0	11	0	0	0	11	26	17	4	33	20	0	2	54	34	7	15



CONTROLLED PARKING ZONE N REVIEW

Make your voice count - have a say
on parking restrictions in your area

CONTROLLED PARKING ZONE N REVIEW

Hammersmith & Fulham Council is consulting all residents and businesses in Controlled Parking Zone (CPZ) N, as part of the 2014/15 programme of works. Since the introduction of CPZ N in 1997, there have been a number of changes to the neighbourhood that may have had an impact on local parking. This consultation will provide you with the opportunity to offer feedback on the current parking controls.

In developing these proposals we aim to strike a balance between providing residents with parking priority over commuters, whilst preserving the vitality of the area. This leaflet explains the existing controls, sets out the proposals and requests your views.

Existing parking restrictions

CPZ N currently operates from 9.00am to 5.00pm, Monday to Friday. At present there are no restrictions on either Saturday or Sunday. The London Borough of Hammersmith & Fulham currently operates a shared-used bay system, which allows vehicles to park in the designated bays and either, display a valid resident permit or smart visitor permit (SVP), or pay and display at nearby ticket machines. All of the residential streets within CPZ N currently operate a shared use parking bay arrangement.

Anyone parking within a bay during the controlled parking hours and not displaying a valid permit is required to pay and display. The current rate across the zone for Pay and Display is £2.20 per hour. There is currently no limit to how long Pay and Display visitors can park for, which may reduce parking priority for permit holders.

The SMART visitor permit (SVP) scheme was introduced in Zone N in December 2012, giving residents' visitors a reduced pay

and display rate of £1.80 per hour, and also provides per minute charging. Residents can order an SVP from the council for free which can then be loaded with credit before use. Residents who are registered disabled get a further 50% reduction on the first 240 hours used each year. As a resident, you do not need to have a parking permit in order to apply for an SVP.

What has changed?

Changes in leisure and social activities, longer working days, the pressure from visitors during local events and the night time economy are reported to be causing increasing parking problems for some residents returning home in the evenings and on weekends.

There has been development around the Wood Lane area, aimed at increasing both business and residential space. In order to ensure that any new developments do not negatively impact on-street parking controls, planning permission is granted with the condition that residents of any new developments are not eligible for on-street parking permits where there is good public transport provision.

We are now asking you to consider the options for parking controls in your area. We would like to know your thoughts on the current controls and whether you would like to see changes. The council does not have any preference for any particular proposals, and any changes would only be introduced if there was broad support for any proposals.

General CPZ options

Would you like your parking controls extended to include evenings and/or weekends?

Extending parking controls can provide additional parking priority to permit holders in the evenings and/or weekends.

Advantage:

- Discourages non-residential visitors from parking for free on local streets in the evenings and at weekends

Disadvantage:

- Residents' visitors will have to pay to park throughout the extended hours, either using the Smart Visitor Permit (SVP) or the Pay and Display ticket machines.

Would you like 'permit holders only' hours by prohibiting pay and display motorists at certain times of the day or week? (SVP holders would not be restricted from parking)

Advantages:

- Provides parking priority for permit holders and residents' visitors using the SVP.
- Reduces the impact of match day parking and commercial visitors parking in residential streets.

Disadvantages:

- Without pay and display facilities, visitors could be affected unless they are residential visitors using the SVP.
- Local businesses may be affected as their customers who currently pay and display would be unable to do so during 'permit hold only' periods.

Safer access for vulnerable road users and more parking spaces

As part of the review process, the council will endeavour to maximise parking where feasible. In addition, single yellow lines will be upgraded to double yellow lines at all informal pedestrian crossing points (e.g. dropped kerb junction crossings) to prevent vehicles from parking at these locations and blocking them. These works will be carried out regardless of the consultation results.

ZONE N CONSULTATION QUESTIONNAIRE

Please read through the entire consultation document in order to gain an understanding of all the options on offer before you begin to complete it.

1. Full name

2. Address

3. Postcode

4. Within CPZ N are you a:

Resident Business Both

5. What days should parking controls operate on?

Monday to Friday Monday to Saturday Monday to Sunday

6. If you would like your parking controls to begin at a time other than 9.00am, which time would you prefer?

8.00am 10.00am Other (please specify)

7. If you would like your parking controls to finish at a time other than 5.00pm, which time would you prefer?

6.00pm 7.00pm 8.00pm Other (please specify)

8. What should the maximum stay period for pay and display be? (This will not affect your SVP visitors).

1 hour 2 hours 4 hours No maximum stay

9. Are you in favour of introducing a 'permit holders only' period, prohibiting pay and display visitors parking during certain times of the day/week? (This will not affect your SVP visitors).

Yes No

10. If you answered 'yes' to question 9, when would you like permit priority controls to operate? (Tick all that apply).

Monday to Friday Saturday Sunday

2.00-4.00pm 5.30-8.00pm 6.30-8.00pm

Other (please specify)

Car clubs

11. If you are an existing member of a car club, which one/s are you a member of?

City Car Club Zipcar Other (please specify)

12. Would you join a car club if a dedicated vehicle and bay was available in your street/zone?

Yes No Don't Know

We will only install new car club only bays where we can safely remove sections of single or double yellow line and away from property frontages where local residents and business are accustomed to being able to park their vehicle.

13. Would you defer the purchase of a new car or sell a personal vehicle if a dedicated car club vehicle was available in your area?

Yes No Don't Know

Continued over page

Electric vehicle (EV) charging points

14. Do you own an electric vehicle or are you considering buying/leasing one in the next 12 months?

- Yes I own one Yes I am strongly considering buying one
 No
-

15. Would you support the introduction of a dedicated electric vehicle charging point in your area if there was local demand?

- Yes No Don't Know
-

16. Do you have any other comments on parking controls?

Thank you for your feedback.

Please return your questionnaire response by Monday 8 December 2014, using the prepaid envelope provided.

The results of this consultation will be carefully analysed and reported to councillors in Winter 2014/15.

Once a decision has been reached, residents and businesses in CPZ N will be notified of the outcome by letter.

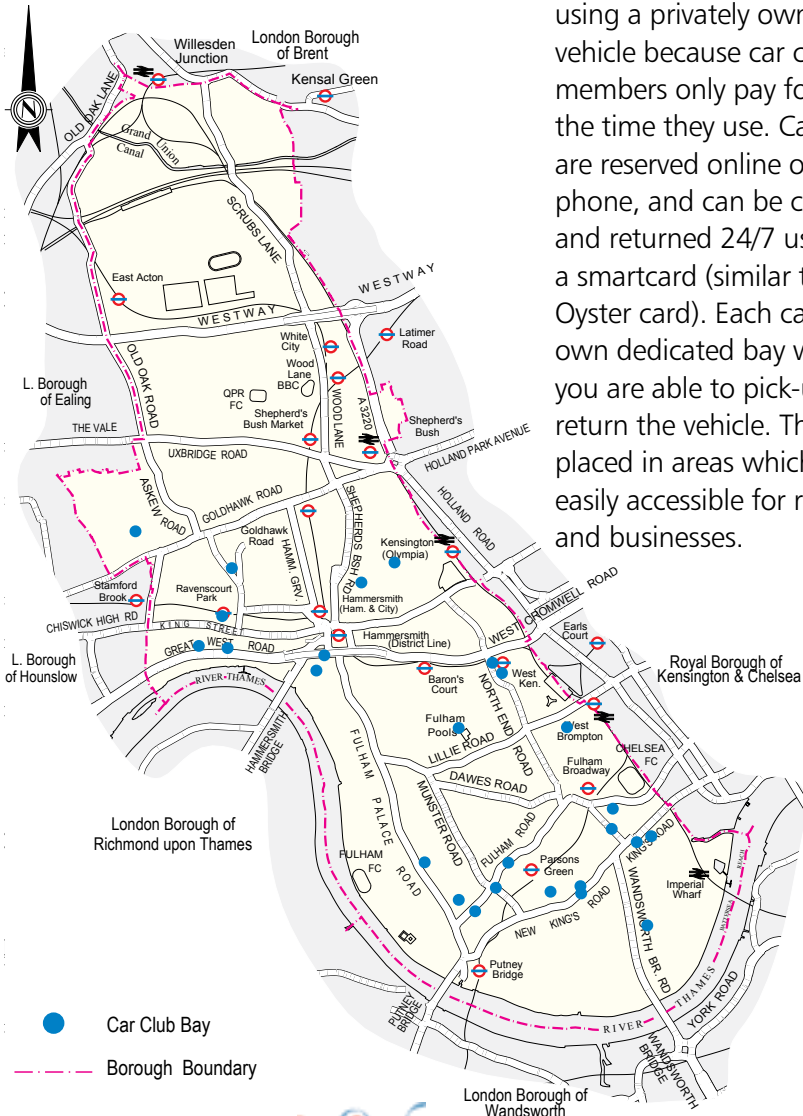
If you would like any part of this document produced in large print or Braille, please call 020 8753 3522

CAR CLUB LOCATIONS IN HAMMERSMITH & FULHAM

Car clubs

What is a car club?

Car clubs provide a convenient alternative to using a privately owned vehicle because car club members only pay for the time they use. Cars are reserved online or by phone, and can be collected and returned 24/7 using a smartcard (similar to an Oyster card). Each car has its own dedicated bay where you are able to pick-up and return the vehicle. They are placed in areas which are easily accessible for residents and businesses.



- Car Club Bay
- Borough Boundary

Devised and created by the Land & Asset Survey Team using CAD & GIS software. This drawing is Copyright. © Crown copyright and database rights 2014 Ordnance Survey Licence No. LA100019223



NOT TO SCALE
88600/150/1/A
September 2014

Advantages to using car clubs

- Car clubs could be cheaper than owning your own car if you are a low car user.
- Car club drivers typically save money if they drive fewer than 6,000 miles a year, when compared to owning a car.
- Fewer cars mean less pollution, less CO₂ emissions and less traffic.
- Cars are cleaned, serviced and maintained by the car club operator.
- Car clubs complement the excellent public transport system in London Borough of Hammersmith & Fulham

Car clubs in Hammersmith & Fulham

There are 26 car club-only bays in operation across Hammersmith & Fulham. The council is now investigating the feasibility of extending the scheme and is looking at suitable locations across the borough, where there is demand from existing members, and residents who are interested in the scheme.

Electric Vehicle (EV) Charging Points

The council has received requests for on-street EV charging points in Hammersmith & Fulham. Electric vehicles are growing in popularity as technology improves and we would like to introduce facilities to cater for EVs and offer incentives such as discounts on parking permits where there is demand.



As part of this consultation we would appreciate your feedback on the introduction of charging points in your area.

We value your input

Any changes to the current controls will only be implemented with the support of the majority of respondents and the results for each street will be analysed separately to see if there are any area-wide

voting patterns that can result in a legally enforceable change. Your views are important to us and will shape the future of parking in your area.

The council has no fixed position on what controls should be preferred but strives to ensure that our consultations are without bias. The council does not endorse any opinions contained in literature or alternative consultations that you may receive from third parties during the course of this consultation.

Please take a moment to complete the enclosed questionnaire and make your views count.

Alternatively please fill in the online consultation at:

www.lbhf.gov.uk/ZoneNparking

Please complete and return the consultation questionnaire by Monday 8 December 2014.

What happens next?

The results of this consultation will be carefully analysed and the results will be reported to councillors in Winter 2014/15. The views put forward by residents, businesses and other stakeholders during the consultation will influence the decision on whether to proceed with implementing any changes to the existing parking controls, or maintaining the current controls.

For further information please contact:

Carl Gellard on 020 8753 3522 or
email parkingpolicies@lbhf.gov.uk

Parking Projects and Policy Team
TTS, 6th Floor, Town Hall Extension, King Street, London, W6 9JU

If you would like any part of this document
produced in large print or Braille, please call
020 8753 3522

LBHF Equality Impact Analysis Tool

Conducting an Equality Impact Analysis

An EqIA is an improvement process which helps to determine whether our policies, practices, or new proposals will impact on, or affect different groups or communities. It enables officers to assess whether the impacts are positive, negative or unlikely to have a significant impact on each of the protected characteristic groups.

The tool has been updated to reflect the new public sector equality duty (PSED). The Duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
- 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.**

Whilst working on your Equality Impact Assessment, you must analyse your proposal against the three tenets of the Equality Duty.

General points

1. In the case of matters such as service closures or reductions, considerable thought will need to be given to any potential equality impacts. Case law has established that due regard cannot be demonstrated after the decision has been taken. Your EIA should be considered at the outset and throughout the development of your proposal, it should demonstrably inform the decision, and be made available when the decision is recommended.
2. Wherever appropriate, the outcome of the EIA should be summarised in the Cabinet/Cabinet Member report and equalities issues dealt with and cross referenced as appropriate within the report.
3. Equalities duties are fertile ground for litigation and a failure to deal with them properly can result in considerable delay, expense and reputational damage.
4. Where dealing with obvious equalities issues e.g. changing services to disabled people/children, take care not to lose sight of other less obvious issues for other protected groups.
5. If you already know that your decision is likely to be of high relevance to equality and/or be of high public interest, you should contact the Equality Officer for support.
6. Further advice and guidance can be accessed from the separate guidance document (link), as well as from the Opportunities Manager: PEIA@lbhf.gov.uk or ext 3430

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2014/2015 4 th Quarter
Name and details of policy, strategy, function, project, activity, or programme	Title of EIA: Controlled Parking Zone N Review And Consultation. Since its introduction in 1997, Controlled Parking Zone N has not been reviewed. As part of the boroughs commitment to review a batch of CPZ's each year, each zone is offered the opportunity to alter the way in which parking controls operate.
Lead Officer	Name: Carl Gellard Position: Parking Projects Engineer Email: carl.gellard@lbhf.gov.uk Telephone No: 0208 753 3522
Date of completion of final EIA	06/03/2015

Section 02	Scoping of Full EIA												
Plan for completion	Timing: Project concludes at end of 2014/15 financial year.												
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral or negative impact on equality, giving due regard to relevance and proportionality.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 20%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td></td> <td>Neutral</td> </tr> <tr> <td>Disability</td> <td></td> <td>Neutral</td> </tr> <tr> <td>Gender</td> <td></td> <td>Neutral</td> </tr> </tbody> </table>	Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age		Neutral	Disability		Neutral	Gender		Neutral
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral											
Age		Neutral											
Disability		Neutral											
Gender		Neutral											

	reassignment		
	Marriage and Civil Partnership		Neutral
	Pregnancy and maternity		Neutral
	Race		Neutral
	Religion/belief (including non-belief)		Neutral
	Sex		Neutral
	Sexual Orientation		Neutral

Human Rights or Children's Rights

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

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

Yes / **No**

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

Yes/**No**

Section 03	Analysis of relevant data Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
Documents and data reviewed	Detailed analysis of results can be viewed in Appendix 1 & 2 of the Cabinet Member Report titled "Zone N Consultation Results".
New research	N/A

Section 04	Consultation
Consultation	In December 2014, a parking review and consultation was carried out in Controlled Parking Zone (CPZ) N. All residents and businesses in the area were given the opportunity to provide feedback on existing parking restrictions and a choice of altering the way in which current controls operate.
Analysis of consultation outcomes	Based on the results of the consultation and feedback received in the additional comments section of the questionnaire, it is recommended that the existing controls in Controlled Parking Zone N are maintained at Monday to Friday, 9am – to 5pm.

Section 05	Analysis of impact and outcomes
Analysis	No recommendation for change as a result of consultation.

Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	N/A

Section 07	Action Plan												
Action Plan	<p>Note: You will only need to use this section if you have identified actions as a result of your analysis</p> <table border="1"> <thead> <tr> <th>Issue identified</th> <th>Action (s) to be taken</th> <th>When</th> <th>Lead officer and borough</th> <th>Expected outcome</th> <th>Date added to business/service plan</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan						
Issue identified	Action (s) to be taken	When	Lead officer and borough	Expected outcome	Date added to business/service plan								

Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Mahmood Siddiqi Position: Bi Borough Director Of Transport & Highways. Email: mahmood.siddiqi@lbhf.gov.uk Telephone No: 020 8753 3019

Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 16/03/15 Key equalities issues have been included: Yes/ No
Opportunities Manager (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No:



London Borough of Hammersmith & Fulham

CABINET MEMBER DECISION

JULY 2015

ADDITIONAL ACCOMMODATION – Coroner’s Court addition of a 2nd Court at Bagley’s Lane

Report of the Cabinet Member for Finance: Councillor Max Schmid

Open Report

Classification - For Decision

Key Decision: No

Wards Affected: Sands End

Accountable Executive Director:
Nigel Pallace
Executive Director Transport and Technical Services

Report Author:
Sebastian Mazurczak
Building and Property Management, TTS

Contact Details:
Tel: 0208 753 1707
E-mail:
Sebastian.Mazurczak@lbhf.gov.uk

AUTHORISED BY:

The Cabinet Member has signed this report.

DATE: 14 July 2015.....

1. EXECUTIVE SUMMARY

- 1.1. Due to an increase in the workload of the Coroners Court Service they have incurred a backlog of cases and have to decide to increase their facilities at Bagleys Lane both to clear their current backlog and to permanently increase their capacity setting up a second court.
- 1.2. The adjacent area to their current location on the 2nd floor has been recently vacated by Parking Control office with their move to Hammersmith Town Hall Extension and hence the space is available to meet the Coroners Court Service requirements. This area would be sufficient for enabling an additional court to be set up.

- 1.3. The Coroner's Court is a shared multi-borough service hosted by LBHF and covering six councils within the West London coronial area (namely Hammersmith and Fulham, Ealing, Hillingdon, Hounslow, Kingston upon Thames and Richmond upon Thames). The service is based at Bagley's Lane and all service costs are recharged to each of the partner boroughs in proportion to borough population.
- 1.4. The provision of this additional accommodation for the Coroner's Court Service will generate additional income for the council as this would in turn be charged to the partner boroughs as part of the coroner service recharge. Based on current population figures, LBHF incurs 13% of the service costs, meaning that 87% of the additional space occupied would be recharged outside of the borough as external income. The provision of a secondary court with all associated costs featured in this report will be **£33,632.00**. This Capital cost will be recharged to the partner boroughs as part of the existing recharge arrangement. As such, only 13% of the cost (£4,372) will be incurred by LBHF and this can be funded from the existing Coroner's service revenue budget for 2015-2016. Partner boroughs have been consulted and are supportive of these works and are prepared to make their contribution.
- 1.5. All associated works (excluding IT/Telephony) and move activities will be managed and carried out under the Shared Services - FM Contract and will be delivered by Amey Community Limited.
- 1.6. All associated IT/Telephony works are being carried out, under the existing Council's contract with H&F Bridge Partnership.

2. RECOMMENDATIONS

- 2.1. That approval be given for an order to be placed with Amey Community Limited in accordance with the approved Terms and Conditions of the existing Shared Services FM contract. The one off cost of the moves, furniture and associated works will be £26,632 plus a contingency sum of £3,000 and fees of £4,000 making a total cost for approval of £33,632.
- 2.2. That the Capital costs of the works and the ongoing revenue costs are recharged to partner boroughs, as part of the existing recharge arrangement (based on borough population).

3. REASONS FOR DECISION

- 3.1. Due to the workload increase and backlog of cases, the Coroner's Court needs a second court in order to expand its facilities and deliver an adequate service across the six partner boroughs.
- 3.2. Increasing the number of courts will not only provide a more efficient service but will also generate an increased annual income to the council through the recharge of space to the partner boroughs.
- 3.3. This approval is required to ensure compliance with Contract Standing Orders and Financial Regulation, due to the sum of funding required being in excess of Scheme of Delegation threshold of £25k for Chief Officer approval.

4. INTRODUCTION AND BACKGROUND

- 4.1. LBHF hosts the West London Consortium which consists of six boroughs' coroners' service at the Bagley's Lane Depot. Due to the steady increase in cases their current capacity can no longer meet demand and there is a backlog of cases that needs clearing. A second court is required in order to clear the backlog and manage their workload going forward.
- 4.2. The floor space opposite the coroner's court and administrative offices on the 2nd floor at Bagley's Lane Depot has recently become available following the relocation of the Parking Control Office to Hammersmith Town Hall Extension. The vacated space is sufficient to enable a second coroner's court to be set up by moving all of the administration to this area and setting up a second court where the current admin offices reside. This will enable two courts to be adjacent to one another.
- 4.3. Two admin offices being used by the coroner's service on the 1st floor would also be moved to the new proposed administrative space, making the whole of the 2nd floor dedicated to the coroner service (one side being the courts and the public area and the other side would house the secure private administration area).
- 4.4. The Coroner's Court is a shared service amongst six councils, namely Hammersmith and Fulham, Ealing, Hillingdon, Hounslow, Kingston upon Thames and Richmond upon Thames. As host borough LBHF recharges the full service costs, including a charge for the space occupied, to the partner boroughs. As such, expansion of the court to occupy additional (currently unoccupied) space would increase revenue to the council. Based on current population figures, LBHF incurs 13% of the service costs, meaning that 87% of the additional space occupied would be recharged outside of the borough as external income.
- 4.5. A project initiation document has been developed detailing the proposal and been agreed by the Shared Services Accommodation Board and Shared Services Asset Management Board to proceed to implementation.

5. PROPOSAL AND ISSUES

- 5.1. The clearing, cleaning, remodelling of office accommodation, portorage and project management is all directly delivered by Amey Community Limited and estimated / charged in accordance with the FM contract and scrutinized by the client representative LINK.
- 5.2. The purchase and supply of any additional furniture is in accordance with the FM contract and scrutinized by the client representative LINK.
- 5.3. Where building works are not carried out directly by Amey Community Limited, procurement is undertaken by Amey Community Limited in accordance with the Council's Contract Standing Orders and the process is scrutinized by the client representative LINK.
- 5.4. The Approximate Order of Cost and main elements by installing an additional Court with 20 additional workstations with relocation of current administration consists of the following:

Bagley's Lane Depot 2nd Floor	
<u>Coroner's Service Works:</u>	
Clearing, cleaning, removal to store of unwanted items of furniture etc.	- £1,305
Removal costs, moves management including out of hours working.	- £2,337
Minor works inc electrical adaptation works required to host new service and equipment.	- £2,625
Cost of additional furniture required	- £4,540
General building modification required for the office and court area	- £7,950
HFBP IT and Communication Works	- £7,875
Subtotal:	£26,632
Contingency	- £3,000
Fees	- £4,000
Approximate order of cost;-	£33,632

This is all expected to be spent in 2015/16.

6. OPTIONS AND ANALYSIS

- 6.1. The Coroner's court can no longer maintain an adequate service for the six partner boroughs due to the increase in the number of cases and the backlog of cases. As such, the option to remain 'as-is' is not viable.
- 6.2. Given that a second court can be setup up adjacent to the existing court the expansion can happen with minimal disturbance to the day to day functioning of the service whilst increasing capacity to clear the backlog of cases and meet the growing demand. Remaining in the current location will also retain close proximity to the public mortuary.
- 6.3. Expansion of the area occupied by the Coroner's service will increase income significantly for LBHF as discussed above.

7. CONSULTATION

- 7.1. Both departments (ELRS and TTS) affected by these moves have been consulted with and both DMT's agree with the proposals detailed in this report.
- 7.2. Partner boroughs have been consulted. They are supportive of these works and satisfied with the basis on which they will incur additional one off and ongoing charges.

8. EQUALITY IMPLICATIONS

- 8.1. There are no specific equality implications related to these moves and consequently an Equality Impact Assessment has not been produced for this report.
- 8.2. Implications verified by: (Sebastian Mazurczak – Professional Services Ext 1707)

9. LEGAL IMPLICATIONS

- 9.1. The proposal to procure the works through Amey who have been awarded the Managed Services FM contract for RBKC, WCC & LBHF is in compliance with the Council's Standing Orders and its transparency obligations under the Procurement laws.
- 9.2. Implications verified/completed by: (Babul Mukherjee, Solicitor (Contracts), 020 7351 3410).

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. As set out in this report, the one off costs of the works will be recharged to partner boroughs as part of the existing recharge arrangement (on population). The element to be incurred by LBHF (13% / £4,372) can be funded from the existing Coroner's service revenue budget for 2015/2016. Partner boroughs are aware that the expanded service will lead to increased charges to them.
- 10.2. Currently the Coroners service occupies 320 square meters. By taking over the rest of the second floor the total occupancy will increase to approximately 600 square meters. The current recharge to the Coroners service for property related activities include £63k for the Civic accommodation SLA and £25k for Facilities Management. It is likely therefore that the changes will result in an additional charge of £78k that are expected to be recovered equally from the six participating Councils. The net additional on-going costs to Hammersmith and Fulham are estimated to be £13k per annum.
- 10.3. Given that this proposal will lead to increased external income for the Council, this is supported from a financial perspective.
- 10.4. Implications verified/completed by: Gary Hannaway, Head of Finance – TTS – 020 8753 6071 and Kellie Gooch, Head of Finance – ELRS – 020 8753 2203

11. RISK MANAGEMENT

- 11.1. Any additional income from the provision of a second court would contribute positively to the management of budget risk, risk number 1 on the Council's risk register. There are no strategically significant risks associated with the report.
- 11.2. Implications verified by: Michael Sloniowski, Bi-borough Risk Manager 020 8753 2587

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. The recommendation relates to an order to be placed with Amey Community Limited under the terms of the Shared Services Total Facilities Management contract. Accordingly, there are no procurement related issues.
- 12.2. Implications verified/completed by: Alan Parry, Procurement Consultant (TTS) – 020 8753 2581

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

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Coroner's Court	Alistair Ayres – Ext 3994 Interim Deputy Head of Emergency Services	ELRS (Safer Neighbourhoods' Division
2.	Procurement details	Mike Cosgrave – Ext 4849 Head of Professional Services	T&TS (BPM)
3.	Details of AMEY Managed Services FM contract and procurement processes.	Dean Kendall Operations Programme Manager 07739 315 396	The LINK Corporate Property Services Kensington Town Hall

LIST OF APPENDICES: None



London Borough of Hammersmith & Fulham

CABINET MEMBER DECISION

SUBMISSION OF BIDS TO DCLG'S RECYCLING REWARD SCHEME

Report of the Cabinet Member for Environment, Transport & Residents Services

Open Report

Classification - For Decision

Key Decision: No

Wards Affected: All

Accountable Executive Director: Lyn Carpenter, Executive Director for Environment, Leisure and Resident's Services.

Report Author:
Jay Amies, Bi Borough Waste Action
Development Manager

Contact Details:
Tel: 020 7341 5199.
E-mail: Jay.Amies@rbkc.gov.uk /

AUTHORISED BY:

The Cabinet Member has
signed this report.

DATE: 28 October 2014

1. EXECUTIVE SUMMARY

- 1.1 DCLG has announced a Recycling Reward Scheme to support the provision of incentives for residents to recycle their waste. The purpose of the £5m scheme is to enable local authorities to drive behavioural change within their communities, rewarding residents for doing the right thing and reducing and recycling their waste.

- 1.2 Bids should be received no later than 5 pm on 7 November 2014. They will then be assessed and DCLG expects to announce successful bidders by January 2015. It is expected that funding will be allocated to successful bidders in April or May 2015.
- 1.3 A bid has been developed that seeks funding to trial a new weekly kerbside domestic food waste collection in the northern part of LBHF, rewarding residents for recycling their food waste. Officers also considered a borough wide food waste collection, but at an estimated cost of almost £1m in the first year (with only £5m of DCLG funding being available for all bidding authorities), this is unlikely to be successful. A third bid has been developed for a recycling communications and incentive scheme aimed at encouraging greater participation in existing schemes alongside the provision of some new community recycling facilities.
- 1.4 The bid for a food waste collection trial is based around the 'chipping' (barcoding) of food waste caddies in order to enable data analysis and reward, with each participating household given a chance of winning a prize. The key objectives of this bid are to widen the recycling streams available to include food waste, reduce contamination within the existing recycling streams and to re-engage residents with recycling.
- 1.5 The bid for a communications and incentive scheme is aimed at engaging communities on a large scale with the messages of reduction, reuse and recycling of waste. In essence the project will support community organisations in setting up reduction, reuse or recycling schemes and in turn be incentivised for doing so upon the provision of achieving an agreed tonnage.

2. OPTIONS

- 2.1 There are three bids to consider, as follows:

Option 1: full borough wide food waste collection scheme – costing £1m in year one and unlikely to be successful at 20% of the total DCLG funding available for all bidding authorities. This is also considered too risky for the council as this is a significant initial investment with no guarantee that it will lead to increased recycling;

Option 2: area based food waste trial collection scheme in the north of the borough – costing £273k in year one and providing the opportunity to gauge success and consider whether it could be rolled out borough wide;

Option 3: a recycling communications and incentive scheme to encourage greater participation in existing recycling schemes alongside the provision of some new community recycling facilities – costing £60k in year one

3. RECOMMENDATIONS

3.1 That approval be given to submit a bid to DCLG for both options 2 and 3.

4. REASONS FOR DECISION

4.1 Given that there is no guarantee that food waste collections will successfully increase recycling in Hammersmith and Fulham, the expense of option 1 is considered too risky given the significant initial financial investment. Additionally, at 20% of the total DCLG funds available for all bidding authorities, this is unlikely to be successful.

4.2 Option 2 allows a trial in parts of the borough considered most suitable for food waste collections and therefore most likely to succeed. The ongoing costs are more manageable and an exit strategy, should one be required following a trial, can be more easily planned and managed.

4.3 Option 3 is a low cost, low risk scheme.

4.4 Officers feel that funding bids for options 2 and 3 are most likely to succeed and are more sustainable. Whilst bidding for both options leaves the possibility of one being funded and the other not, officers consider it preferable to receive funding for option 3 alone rather than none at all, even though the benefits may be reduced.

5. BACKGROUND

5.1 The £5m Recycling Reward Scheme announced by DCLG is a challenge fund with set criteria to ensure that bids are well thought through and fully expected to lead to recycling improvements.

5.2 The purpose of the scheme is to enable local authorities to drive behavioural change within their communities, rewarding residents for doing the right thing and reducing and recycling their waste.

5.3 Only local authorities with a weekly waste collection in one form or another are eligible to apply.

5.4 A local authority can submit a bid to introduce or enhance a recycling reward scheme in the entirety of their locality, or a bid to improve a particular part of it (for example to try and improve recycling in flats or specific geographic areas). Bids should make very clear the coverage of the project for which they want funding (i.e. the number of households). There is no minimum number of residents that must benefit from the bid. However, the assessment process will take this into account.

5.5 Councils can make as many applications, for as many projects, as they like either individually or as part of a group/consortium as long as no project requests more than £5m. Authorities need to make a choice between submitting a number of

individual bids or one overall bid, but they should not submit both an overall bid and individual bids where these are covering the same project. Where an authority submits separate individual bids they need to ensure they don't duplicate elements of another bid, e.g. claiming the same benefits twice, as that would impact on how those bids score. All bids will be assessed independently, based on their own merits.

- 5.6 Local authorities will receive revenue funding. However, subject to the usual public finance rules, this can be used to support revenue or capital expenditure. There is no preference towards either revenue or capital bids. Revenue funding would be for one year only (including any one off set up costs) and so it is important that the Council can support the ongoing revenue costs should it wish to continue with the operation beyond the first year. The ongoing revenue implications are shown in Section 7.
- 5.7 It is the responsibility of the Section 151 Officer in the local authority to sign off and confirm that the bid meets due diligence requirements. We are seeking Section 151 Officer sign off within the bid documentation.

6. PROPOSAL AND ISSUES

- 6.1 The authorities with the highest recycling rates in the UK currently operate some form of household organic waste collection. It has long been anticipated, therefore, that a food waste collection service might be necessary in order for Hammersmith and Fulham to move up the recycling 'league table'.
- 6.2 Along with a number of other London Boroughs, the Council has been experiencing a decline in recycling performance, with the recycling rate dipping to 21.67% in 2013/14.
- 6.3 Any financial savings made from introducing food waste collections come either from reductions in general waste collection frequency, or from the reduced gate fee for the disposal of food waste. The gate fee for food waste is typically £40 per tonne, giving a saving of £102 per tonne against the current gate fee of £142 per tonne of general waste delivered to WRWA. However, savings from waste disposal are variable and so are not guaranteed.

7. OPTIONS AND ANALYSIS

- 7.1 The estimated set up and year one costs of the three options are as follows:

OPTION 1 – borough wide food waste collections (41,000 households)

5 leased vehicles to collect food waste	£111k
41,000 x outdoor caddy (23 litres)	£98k
41,000 x indoor caddy (5 litres)	£33k
Delivery of caddies	£57k
Caddy liners – 41,000 x starter pack	£3k

Communications	<u>£82k</u>
Subtotal one off costs	£385k
Waste collection (staffing, fuel etc.)	£791k
Data management (from caddy barcodes)	£ 10k
Project management costs	£ 15k
Incentives (prizes for residents)	<u>£ 2k</u>
Subtotal Year 1 costs	£818k
Less: estimated waste disposal savings	(£206k)
TOTAL BID	£997k

OPTION 2 – area based food waste collection trial (10,170 households)

1 leased vehicle to collect food waste	£22k
10,170 x outdoor caddy (23 litres)	£24k
10,170 x indoor caddy (5 litres)	£8k
Delivery of caddies	£14k
Caddy liners – 10,170 x starter pack	£0.8k
Communications	<u>£20k</u>
Subtotal one off costs	£90k
Waste collection (staffing, fuel, etc.)	£157k
Data management (from caddy barcodes)	£ 10k
Project management costs	£ 15k
Incentives (prizes for residents)	<u>£ 1k</u>
Subtotal Year 1 costs	£183k
Less: estimated waste disposal savings	£ 0k
TOTAL BID	£273k

N.B. No waste disposal savings are included in the bid given the smaller scale of the trial and uncertainty as to any disposal savings

OPTION 3 – recycling communication and incentive scheme

2 Interns to run the scheme	£30k
Equipment (tables, chairs, etc. for events)	£ 5k
Communications	£10k
Waste collection from events	£ 2k
Waste disposal from collections at events	£ 8k
Incentive fund	£10k
Bring Banks	£ 9k
TOTAL BID	£74k

7.2 The ongoing costs (per annum) to the Council relating to the three bids are set out in 7.1 and summarised below:

	Option 1 Borough Wide Food Waste	Option 2 Area Based Food Waste Trial	Option 3 Communication & Incentive Scheme
Annual Revenue Costs	£818k	£183k	£74k
Annual Revenue Savings - disposal - <i>estimated and excluded from the bid</i>	£206k	£51k	£35k
Net Revenue Costs	£612k	£132k	£39k

- 7.3 Option 1 has a significant ongoing cost. Although options 2 and 3 also have ongoing costs, these are more likely to be managed within existing waste disposal budgets should the schemes deliver increased waste disposal savings. If any of these schemes were continue beyond year one (funded by the DCLG grant), an ongoing budget would need to be identified. Given the area based nature of option 2, and the scalability of option 3, should an exit strategy be required it is expected that this will be easier and cheaper (in terms of communications etc.) to execute for these options if required.
- 7.4 Given the significant ongoing revenue costs for option 1, this option is not recommended to be taken forward as a bid as it is not financially viable.

8. CONSULTATION

- 8.1 This report has been drafted in consultation with the Cabinet Member for Environment, Transport & Residents' Services.

9. EQUALITY IMPLICATIONS

- 9.1 Not applicable.

10. LEGAL IMPLICATIONS

- 10.1 There are no Legal implications at this stage.

Babul Mukherjee, Solicitor(Contracts), Bi-Borough Legal Services

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1 The Council is currently budgeted to spend circa £15.7m per annum on the collection and disposal of waste across the borough (including commercial waste). The average cost of processing a tonne of food waste (£40) is significantly less than the cost of processing a tonne of general waste (£142). As such, any operational changes that might remove food waste from the general waste stream could significantly reduce the borough's disposal costs. However,

given that a food waste collection scheme is untested in LBHF, there is a risk that these savings may not be realised. As such, an area based scheme that is easier to exit should it prove unsuccessful, is the preferred option from a financial perspective. Additionally, current budgets are set on the basis of the existing collection arrangements. As such, unless the waste disposal savings are sufficient to fully offset any additional food waste collection costs, budget growth will be required. If these bids are successful, the financial performance of the scheme should be regularly monitored alongside the recycling performance. Findings should be assessed before the end of year one and a subsequent report should be presented that recommends whether to continue or exit the scheme.

11.2 Finance comments completed by Kellie Gooch, Head of Finance ELRS, telephone 020 8753 2203.

Sue Harris
Director for Cleaner, Greener and Cultural Services

Cleared by Finance (officer's initials)	KG
Cleared by Legal (officer's initials)	

Local Government Act 1972 (as amended) – Background papers used in the preparation of this report: None

Contact officer(s): Jay Amies, Bi Borough Waste Action Development Manager - Jay.Amies@rbkc.gov.uk / 020 7341 5199.