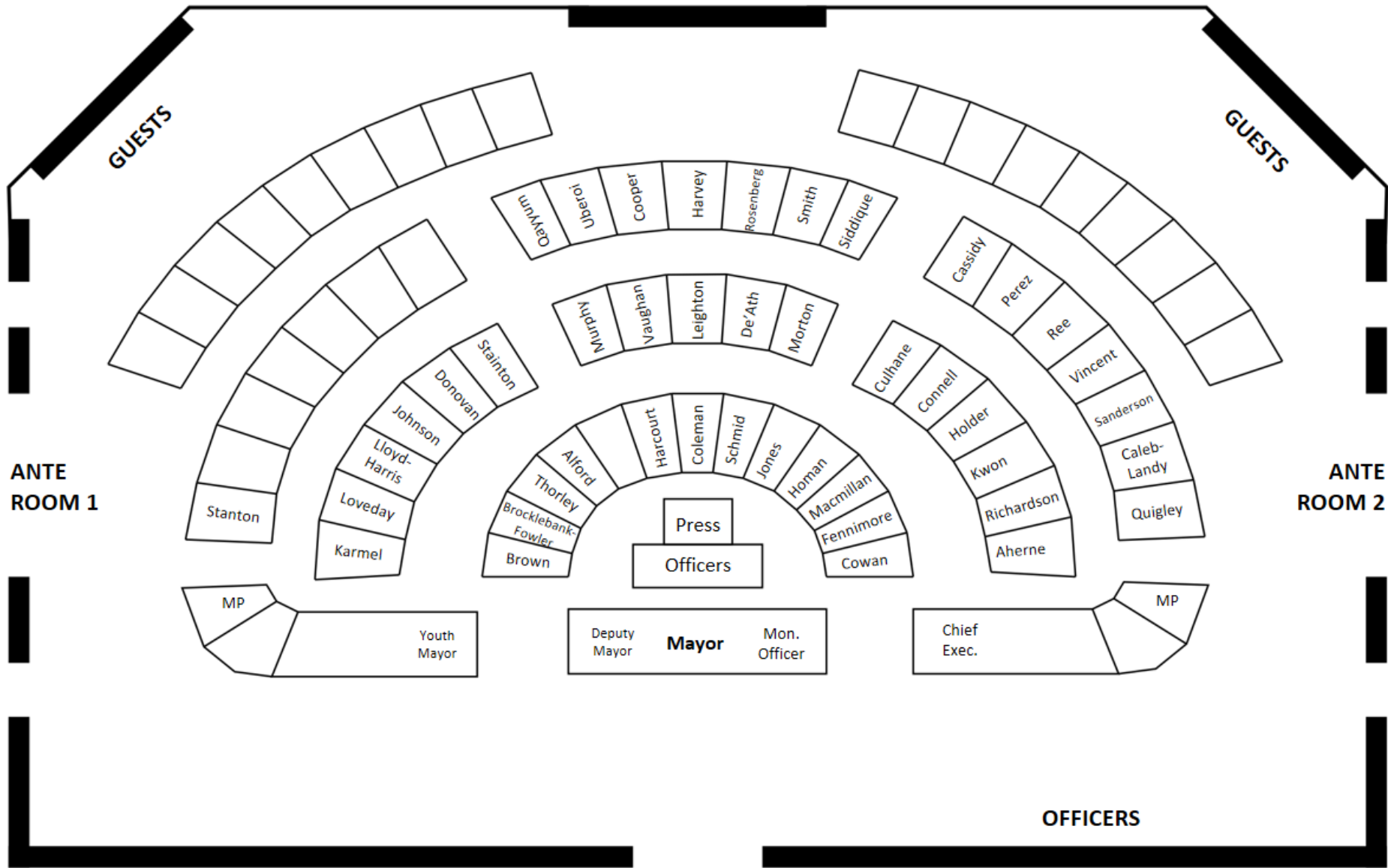


COUNCIL AGENDA

ANNUAL COUNCIL MEETING

Wednesday 23 May 2018

COUNCIL CHAMBER SEATING 2018/19



COUNCIL CHAMBER FOYER

The Mayor – Councillor Michael Cartwright

ADDISON

Adam Connell (L)
Rachel Leighton (L)
Sue Fennimore (L)

ASKEW

Lisa Homan (L)
Rowan Ree (L)
Rory Vaughan (L)

AVONMORE &
BROOK GREEN

David Morton (L)
Rebecca Harvey (L)
Fiona Smith (L)

COLLEGE PARK &
OLD OAK

Alexandra Sanderson (L)
Wesley Harcourt (L)

FULHAM BROADWAY

Ben Coleman (L)
Alan De'Ath (L)
Sharon Holder (L)

FULHAM REACH

Iain Cassidy (L)
Christabel Cooper (L)
Guy Vincent (L)

HAMMERSMITH
BROADWAY

Stephen Cowan (L)
PJ Murphy (L)
Patricia Quigley (L)

MUNSTER

Adronie Alford (C)
Alex Karmel (C)
Dominic Stanton (C)

NORTH END

Daryl Brown (L)
Larry Culhane (L)
Zarar Qayyum (L)

PALACE RIVERSIDE

Amanda Lloyd-Harris (C)
Donald Johnson (C)

PARSONS GREEN AND
WALHAM

Matt Thorley (C)
Mark Loveday (C)
Frances Stainton (C)

RAVENS COURT PARK

Jonathan Caleb-Landy (L)
Bora Kwon (L)
Asif Siddique (L)

SANDS END

Lucy Richardson (L)
Ann Rosenberg (L)
Matt Uberoi (L)

SHEPHERDS BUSH
GREEN

Andrew Jones (L)
Natalia Perez (L)
Mercy Umeh (L)

TOWN

Andrew Brown (C)
Belinda Donovan (C)
Victoria Brocklebank-
Fowler (C)

WORMHOLT AND
WHITE CITY

Colin Aherne (L)
Sue Macmillan (L)
Max Schmid (L)

SUMMONS

Councillors of the London Borough of
Hammersmith & Fulham
are requested to attend the
Annual Meeting of the Council on
Wednesday 23 May 2018
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm

21 May 2018
Town Hall
Hammersmith W6

Kim Dero
Chief Executive

Full Council Agenda

23 May 2018

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3.	APOLOGIES FOR ABSENCE	
4.	MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS	
5.	DECLARATIONS OF INTERESTS <p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	

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COUNCIL MINUTES

BUDGET COUNCIL MEETING

WEDNESDAY 21 FEBRUARY 2018



PRESENT

The Mayor Councillor Michael Cartwright
Deputy Mayor Councillor Mercy Umeh

Councillors:

Colin Aherne
Daryl Brown
Iain Cassidy
Elaine Chumnerly
Ben Coleman
Adam Connell
Stephen Cowan
Larry Culhane
Wesley Harcourt
Sharon Holder
Lisa Homan
Andrew Jones
Vivienne Lukey
Sue Macmillan

David Morton
PJ Murphy
Caroline Needham
Natalia Perez
Max Schmid
Rory Vaughan
Guy Vincent
Michael Adam
Adronie Alford
Nicholas Botterill
Andrew Brown
Joe Carlebach
Charlie Dewhirst
Belinda Donovan

Caroline Ffiske
Marcus Ginn
Steve Hamilton
Lucy Ivimy
Donald Johnson
Alex Karmel
Jane Law
Mark Loveday
Viya Nsumbu
Harry Phibbs
Greg Smith
Frances Stainton

1. MINUTES

RESOLVED

That the minutes of the Council Meeting held on 24 January 2018 were confirmed and signed as an accurate record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Alan De'Ath, Sue Fennimore, Ali Hashem, and Jacqueline Borland.

Apologies for lateness were received from Councillor Jane Law, Marcus Ginn, Andrew Brown, and Michael Adam.

3. MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS

The Mayor invited all Councillors to the Civic Service at All Saints Church on the 15th of April 2018.

4. DECLARATIONS OF INTERESTS

Councillor Caroline Needham declared a non-pecuniary interest in Item 6.4 as a recipient of the Local Government Pension Scheme.

5. PUBLIC QUESTIONS

There were no public questions.

6. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

6.1 Revenue Budget and Council Tax Levels 2018/19

7.05pm - In accordance with Council convention, the Leader of the Council, Councillor Stephen Cowan, and the Leader of the Opposition, Councillor Joe Carlebach, were given unlimited time to speak on the Budget report.

Speeches on the report were also made by Councillors Sue Macmillan, Sharon Holder, and Max Schmid (for the Administration) – and Councillors Harry Phibbs, and Lucy Ivimy (for the Opposition).

The Leader of the Council, Councillor Stephen Cowan, then made a speech winding up the debate. The report and recommendations were put to the vote and a roll-call was undertaken, in accordance with Council convention when voting on the budget:

FOR	AGAINST	NOT VOTING
Aherne	(None)	Adam
Brown (D)		Alford
Cartwright		Botterill
Cassidy		Brown (A)
Chumnerly		Carlebach
Coleman		Dewhirst
Connell		Donovan
Cowan		Ffiske
Culhane		Ginn
Harcourt		Hamilton
Holder		Ivimy
Homan		Johnson
Jones		Karmel
Lukey		Law
Macmillan		Loveday
Morton		Nsumbu
Murphy		Phibbs
Needham		Smith
Perez		Stainton
Schmid		
Umeh		
Vaughan		
Vincent		

FOR	23
AGAINST	0
NOT VOTING	19

The report and the recommendations were declared **CARRIED**.

8.40pm – RESOLVED

1. To freeze the Hammersmith & Fulham element of the council tax charge, and not apply the 3% increase modelled by the Government for the coming year.
2. To not apply the “social care precept” levy of 3% as modelled by the Government for the coming year.
3. To set council tax for 2018/19 for each category of dwelling, as calculated in accordance with Sections 31A to 49B of the Localism Act 2011, as outlined below and in full in Appendix A of the report:
 - (a) The element of council tax charged for Hammersmith & Fulham Council will be £727.81 per Band D property in 2018/19
 - (b) The element of council tax charged by the Greater London Authority will be £294.23 per Band D property in 2018/19
 - (c) The overall Council Tax to be set at £1,022.04 per Band D property in 2018/19.
 - (d) The Social Care Precept set at nil

Category of Dwelling	A	B	C	D	E	F	G	H
Ratio	6/9 £	7/9 £	8/9 £	1 £	11/9 £	13/9 £	15/9 £	18/9 £
a) H&F	485.21	566.07	646.94	727.81	889.55	1,051.28	1,213.02	1,455.62
b) GLA	196.15	228.85	261.54	294.23	359.61	425.00	490.38	588.46
c) Total	681.36	794.92	908.48	1,022.04	1,249.16	1,476.28	1,703.40	2,044.08

4. To set the Council’s own total net expenditure budget for 2018/19 at £138.944m.
5. To approve £6.5m new spend on key council services.
6. To approve fees and charges as set out in paragraph 6.1, including freezes for all parking charges, and all fees and charges in children’s services, adult social care, housing, markets and libraries.
7. To approve the planned additional contribution of £0.620m to the Efficiency Projects Reserve and estimated contribution of £2.6m from the benefit receivable from the London 100% business rates retention pilot.

Minutes are subject to confirmation at the next meeting as a correct record of the proceedings and any amendments arising will be recorded in the minutes of that subsequent meeting.

8. To note the budget projections, made by the Strategic Finance Director to 2021/22 in consultation with the Senior Leadership Team
9. To note the statement made by the Strategic Finance Director under Section 25 of the Local Government Act 2003 regarding the adequacy of reserves and robustness of estimates (section 14).
10. To authorise the Strategic Finance Director to collect and recover National Non-Domestic Rate and Council Tax in accordance with the Local Government Finance Act 1988 (as amended), the Local Government Finance Act 1992 and the Council Schemes of Delegation.
11. To require all Directors report on their projected financial position compared to their revenue estimates in accordance with the Corporate Revenue Monitoring Report timetable.
12. To authorise Directors to implement their service spending plans for 2018/19 in accordance with the recommendations within this report and the Council's Standing Orders, Financial Regulations and relevant Schemes of Delegation.
13. Members' attention is drawn to S106 of the Local Government Finance Act 1992 which requires any Member, who is two months or more in arrears on their Council Tax, to declare their position and not to vote on any issue that could affect the calculation of the budget or Council Tax.

6.2 Four Year Capital Programme 2018/19

8.40pm – The report and recommendations were formally moved by the Leader of the Council, Councillor Stephen Cowan.

The report and recommendations were then put to the vote:

FOR	23
AGAINST	0
NOT VOTING	19

The report and recommendations were declared **CARRIED**.

8.42pm – RESOLVED

1. To approve the General Fund Capital Programme budget at £37.3m for 2018/19 (paragraph 5.1, Table 2 and Appendix 1).
2. To approve the continuation of the Council's rolling programmes and the continued use of internal funding for 2018/19 General Fund 'Mainstream' Programme as set out in Table 3 (paragraph 5.2) and specifically as follows:
 - Capital receipts and internal borrowing amounting to £4.98m to fund the Council's rolling programmes as follows:

	£m
Disabled Facilities Grant [RPHS]	0.45
Planned Maintenance/DDA Programme [ENV]	2.50
Footways and Carriageways [ENV]	2.03
Total	4.98

- Contributions from revenue amounting to £0.521m to fund the Council's rolling programmes as follows:

	£m
Controlled Parking Zones [ENV]	0.275
Column Replacement [ENV]	0.246
Total	0.521

- Section 106 funding amounting to £0.5m to fund the Council's rolling programmes as follows:

	£m
Parks Capital Programme [ENV]	0.50
Total	0.50

3. To note existing capital receipts funded schemes previously approved, but now scheduled for 2018/19 (paragraph 5.2, Table 3):

One off schemes:

- Schools' Organisation Strategy - £0.03m
- Carnwath Road - £ 3.07m

Rolling programmes:

- Planned Maintenance/DDA Programme – £6.96m

4. To approve the Housing Programme at £76.1m for 2018/19 as set out in Table 5 (paragraph 7.3 of the report) and Appendix 1 of the report.
5. To delegate the potential application of 2017/18 capital receipts (totalling £7.1m) under the Government's new Flexible Use of Capital Receipts provisions to fund Invest to Save schemes in 2017/18 and 2018/19 (as identified in Appendix 5 of the report). The final decision on whether to make use of any of this flexibility is delegated to the Strategic Finance Director, in consultation with the Cabinet Member for Finance, as part of the closure of the 2017/18 Accounts process.
6. To approve an additional budget envelope of £50m, from 2017/18 onwards, to provide operational flexibility, for taking forward the major projects set out in section 8 of the Report. Use of this budget will be subject to relevant Member approval, agreement of funding sources and sign-off of an appropriate business case.

7. To approve the revised annual Minimum Revenue Provision policy statement for 2018/19 in Appendix 4 of the report.

6.3 Treasury Management Strategy Statement 2018/19

8.43pm – The report and recommendations were moved by the Cabinet Member for Finance, Councillor Max Schmid, before being put to the vote:

FOR	23
AGAINST	0
NOT VOTING	19

The report and recommendations were declared **CARRIED**.

8.43pm – RESOLVED

1. That approval was given to the future borrowing and investment strategies as outlined in this report and that the Strategic Finance Director, in consultation with the Cabinet Member for Finance, be authorised to manage the Council's cash flow, borrowing and investments in 2018/19 in line with the report.
2. In relation to the Council's overall borrowing for the financial year, to note the comments and the Prudential Indicators as set out in this report and the revised Annual Investment Strategy set out in Appendix E of the report.

6.4 Pay Policy of the London Borough of Hammersmith and Fulham 2018/19

8.43pm – The report and recommendations were moved by the Cabinet Member for Finance, Councillor Max Schmid, before being put to the vote:

FOR	UNANIMOUS
AGAINST	0
NOT VOTING	0

The report and recommendations were declared **CARRIED**.

8.44pm – RESOLVED

1. That the Council approved the pay policy statement for 2018/19 as set out in the report.
2. That the Council endorsed the pay schemes attached as Appendices 1, 2 and 3 to the Pay Policy Statement.

6.5 Members' Allowances Scheme - Annual Review 2018

8.44pm – The report and recommendations were formally moved by the Leader of the Council, Councillor Stephen Cowan.

Speeches on the report were made by Councillor Larry Culhane (for the Administration) and Councillor Alex Karmel (for the Opposition). The Leader of the Council, Councillor Stephen Cowan, then made a speech winding up the debate before the report and recommendations were put to the vote:

FOR	23
AGAINST	19
NOT VOTING	0

The report and recommendations were declared **CARRIED**.

8.59pm – RESOLVED

1. That the Members' Allowances Scheme 2018/19, as set out in Appendix 1 of the report, be adopted.

6.6 Calendar of Meetings 2017/18

8.59pm – The report and recommendations were formally moved by the Leader of the Council, Councillor Stephen Cowan, before being put to the vote:

FOR	UNANIMOUS
AGAINST	0
NOT VOTING	0


The report and recommendations were declared **CARRIED**.

8.59pm – RESOLVED

1. That the following meeting be cancelled:
 - Planning and Development Control Committee – 17 April 2018.
 - Community Safety, Environment and Residents Services Policy and Accountability Committee - 18 April 2018.
 - Children and Education Policy and Accountability Committee – 23 April 2018.
 - Health, Adult Social Care and Social Inclusion Policy and Accountability Committee – 24 April 2018.

Meeting started: 7.00 pm
Meeting ended: 9.00 pm

Mayor

<p>London Borough of Hammersmith & Fulham</p> <p>FULL COUNCIL</p> <p>23 MAY 2018</p>		
<p>RESULTS OF THE LOCAL GOVERNMENT ELECTIONS ON 3 MAY 2018</p>		
<p>Report of the Returning Officer – Kim Dero</p>		
<p>Open Report</p>		
<p>Classification: For Information Key Decision: No</p>		
<p>Wards Affected: None</p>		
<p>Accountable Director: Kim Dero, Chief Executive</p>		
<p>Report Author: Kim Dero, Returning Officer</p>	<p>Contact Details: Tel: 020 8753 3001 E-mail: kim.dero@lbhf.gov.uk</p>	

1. EXECUTIVE SUMMARY

1.1 As Returning Officer for the Authority, I have to report that the Councillors listed in **Appendix 1** of this report were elected to the London Borough of Hammersmith and Fulham at the Local Government Elections held on 3 May 2018.

2. RECOMMENDATION

2.1 That the information in Appendix 1 to this report be noted.

Kim Dero
 Returning Officer


RETURNING OFFICER'S REPORT TO ANNUAL COUNCIL – 23 MAY 2018

The Returning Officer submits the names and political parties of the persons elected as Councillors for the Borough at the Local Elections held on 3 May 2018.

Ward and name	Party
Addison	
CONNELL Adam	Labour
FENNIMORE Sue	Labour
LEIGHTON Rachel	Labour
Askew	
HOMAN Lisa	Labour
REE Rowan	Labour
VAUGHAN Rory	Labour
Avonmore & Brook Green	
HARVEY Rebecca	Labour
MORTON David	Labour
SMITH Fiona	Labour
College Park & Old Oak	
HARCOURT Wesley	Labour
SANDERSON Alexandra	Labour
Fulham Broadway	
COLEMAN Ben	Labour
DE'ATH Alan	Labour
HOLDER Sharon	Labour
Fulham Reach	
CASSIDY Iain	Labour
COOPER Christabel	Labour
VINCENT Guy	Labour
Hammersmith Broadway	
COWAN Stephen	Labour
MURPHY PJ	Labour
QUIGLEY Patricia	Labour
Munster	
ALFORD Adronie	Conservative
KARMEL Alex	Conservative
STANTON Dominic	Conservative
North End	
BROWN Daryl	Labour
CULHANE Larry	Labour
QAYYUM Zarar	Labour
Palace Riverside	
LLOYD-HARRIS Amanda	Conservative
JOHNSON Donald	Conservative

Parsons Green & Walham	
LOVEDAY Mark	Conservative
STANTON Frances	Conservative
THORLEY Matt	Conservative
Ravenscourt Park	
CALEB-LANDY Jonathan	Labour
KWON Bora	Labour
SIDDIQUE Asif	Labour
Sands End	
RICHARDSON Lucy	Labour
ROSENBERG Ann	Labour
UBEROI Matt	Labour
Shepherds Bush Green	
JONES Andrew	Labour
PEREZ Natalia	Labour
UMEH Mercy	Labour
Town	
BROCKLEBANK-FOWLER Victoria	Conservative
BROWN Andrew	Conservative
DONOVAN Belinda	Conservative
Wormholt and White City	
AHERNE Colin	Labour
MACMILLAN Sue	Labour
SCHMID Max	Labour

Agenda Item 6.2

London Borough of Hammersmith & Fulham		 hammersmith & fulham
FULL COUNCIL		
23 MAY 2018		
PARTY APPOINTMENTS FOR THE 2018/19 MUNICIPAL YEAR		
Report of the Leader – Councillor Stephen Cowan		
Open Report		
Classification: For information Key Decision: No		
Wards Affected: None		
Accountable Director: Kim Dero, Chief Executive		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1 The Council is asked to note the following Party appointments that have been made for the Municipal Year 2018/19:

ADMINISTRATION


Leader – Councillor Stephen Cowan
Deputy Leader – Councillor Sue Fennimore
Chief Whip – Councillor Colin Aherne
Deputy Whips – Councillors Jonathan Caleb-Landy and Zarar Qayyum

OPPOSITION

Leader – Councillor Andrew Brown
Deputy Leader – Councillor Victoria Brocklebank-Fowler
Opposition Whip – Councillor Alex Karmel
Deputy Whip – To be tabled

2. RECOMMENDATION

- 2.1 That the appointments made by the Party Groups on the Council be noted.

<p>London Borough of Hammersmith & Fulham</p> <p>FULL COUNCIL</p> <p>23 MAY 2018</p>		
ALLOCATION OF SEATS AND PROPORTIONALITY ON COMMITTEES		
Report of the Monitoring Officer – Rhian Davies		
Open Report		
Classification: For information Key Decision: No		
Wards Affected: None		
Accountable Director: Hitesh Jolapara – Strategic Director of Finance and Governance		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny		Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. Following the Local Elections on 3 May 2018, the Chief Executive has received notification from the political groups of the names of the Members of the Administration (Majority) Party and the Opposition (Minority) Party to serve on the Council’s Standing Committees, Standing Sub-Committees and subsidiary bodies.
- 1.2. The Council is required to confirm the proportional division of seats on the Standing Committees and to note the Members appointed to them except in relation to the Licensing Committee where the membership is determined by the Council rather than the political groups.

2. RECOMMENDATIONS

- 2.1. That the allocation of seats, as set out in Appendix 1, be noted.

3. REASONS FOR DECISION

- 3.1. The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review periodically the representation of the political groups on their Committees and Sub-Committees to ensure a political balance.

4. INTRODUCTION AND BACKGROUND

Allocation of Seats

- 4.1. Political Groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a group.
- 4.2. Section 15 (1) of the Local Government and Housing Act 1989 imposes a duty on the local authority to review the allocation of seats on the committees of the Council between the political groups at its annual meeting or as soon as possible thereafter. The Council may carry out such a review at any other time and may do so if requested by a political group.
- 4.3. In accordance with Section 15 of the Local Government and Housing Act 1989 (“the 1989 Act”) the following principles apply to the allocation of seats:
 - (a) That not all the seats on the body to which appointments are being made are allocated to the same political group;
 - (b) That the majority of seats on each committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority’s membership;
 - (c) That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority’s membership; and
 - (d) Subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group’s membership of the authority.
- 4.4. Sub-committees, with the exception of the Licensing Sub-Committee, are also governed by the political balance rules, but it is not necessary to add up all the sub-committee seats and then allocate them in proportion. As far as this is practicable, the allocation of seats on each sub-committee should reflect the proportional representation of the political groups on the Council.
- 4.5. The 1989 Act requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.
- 4.6. The Cabinet, Health and Well Being Board and the Licensing Committee are not required to be proportional and so are outside of the political balance calculation.
- 4.7. It is open to the Council when carrying out a review to adopt some arrangement other than that prescribed by the Act and the Regulations. Notice of such a proposal would have to be given in the Summons, and a decision would need to be made with no one voting against it. The remainder of this report therefore

assumes that the Council will not want an alternative arrangement to that prescribed by law.

Political proportionality

- 4.8. The political balance of the Council can be calculated by using the simple formula below (to two decimal places):

No. of Group Members x 100/ 46

- 4.9. Following the elections held on 3 May 2018, the political balance of the Council is set out in Table 1 below:

	No of seats on the Council	Proportionality
Labour	35	76.09
Conservative	11	23.91
Total	46	100

5. PROPOSAL AND ISSUES

- 5.1. Following the Local Council Elections on 3 May 2018, the Labour and Conservative Groups hold, respectively, 35 and 11 of the total of 46 Council seats. The proportion by which seats on Committees should be allocated is 76.09% Majority Group and 23.91% Minority Group. This equates, on the basis of 67 committee seats, to 51 Majority Party and 16 Minority Party seats.
- 5.2. Membership of the Council's Standing Committees (except the Licensing Committee and the Health and Well Being Board) and Sub-Committees is governed by the Local Government (Committees and Political Groups) Regulations 1990, as amended, which provides for Members of Standing Committees and Sub-Committees to be those whose names have been notified to the Chief Executive, who is the duly appointed proper officer for these purposes. The Chief Executive has the power to appoint to all Standing Committees (except the Licensing Committees) and Sub-Committees in accordance with any notification received under the Regulations.
- 5.3. Both political groups on the Council have to notify the Chief Executive of the names of the Members to serve on the Standing Committees, Sub-Committees and subsidiary bodies. A separate report on the Standing Committee memberships is set out later on the agenda.

6. CONSULTATION

- 6.1. Consultation has been undertaken in respect of this report with the Leaders of each of the political groups represented on the Council. Their agreement has been obtained to the calculations relating to the allocation of seats on committees and their respective nominations will be put before Council for approval.

7. EQUALITY IMPLICATIONS

- 7.1. The Council is under a statutory duty to ensure that equality and diversity is a key part of the decision making process of the Council. This is fundamental to the Council being able to meet its statutory responsibilities.
- 7.2. Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny - Tel: 020 8753 2499

8. LEGAL IMPLICATIONS

- 8.1. The legal implications are set out in the body of the report.
- 8.2. Implications verified by: Rhian Davies, Assistant Director, Legal and Democratic Services - Tel: 07827 663794

9. FINANCIAL IMPLICATIONS

- 9.1. The cost of servicing these committees will be met through the existing budgets.
- 9.2. Implications verified by: Emily Hill, Assistant Director, Corporate Finance, Tel: 020 8753 3145.

10. BUSINESS IMPLICATIONS

- 10.1. There are no direct implications for business.
- 10.2. Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny – Tel: 020 8753 2499

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT
None.

Allocation of Seats and Proportionality

Seats are allocated with the following calculation:

$$\text{councillors in political group} \div \text{total number of councillors} \times \text{seats on committee} \\ = \text{allocation of seats (rounded to nearest whole number)}$$


Administration councillors (Labour): 35

Opposition councillors (Conservative): 11

Total number of councillors: 46

Committees	Total seats	Administration's allocation	Opposition's allocation
Planning and Development Control Committee	8	6	2
Appointments Panel (H&F)	5	4	1
Appointments Panel (Chief Executive)	12	9	3
Appointments Panel (Shared)	3	2	1
Audit, Pensions and Standards Committee	6	4	2
Finance, Commercial Revenue and Contracts PAC	5	4	1
Community Safety and the Environment PAC	5	4	1
Children and Education PAC	5	4	1
The Economy, Housing and the Arts PAC	5	4	1
Health, Inclusion and Social Care PAC	5	4	1
Public Services Reform PAC	5	4	1
Wormwood Scrubs Charitable Trust	3	2	1
Licensing Committee	12	9	3
JHOSC	1	1	0

Sub-Committees	Total seats	Administration's allocation	Opposition's allocation
Licensing Sub-Committee	3	2	1
Pensions Sub-Committee	5	4	1
Audit, Pensions and Standards (Appeals) Sub-Committee	3	2	1
Audit, Pensions and Standards (Review) Sub-Committee	3	2	1
Audit, Pensions and Standards Appointments Panel	3	2	1
Audit, Pensions and Standards (Dispensation) Sub-Committee	3	2	1

<p>London Borough of Hammersmith & Fulham</p> <p>COUNCIL</p> <p>23 MAY 2018</p>	
REVIEW OF THE CONSTITUTION	
Report of the Leader of the Council – Councillor Stephen Cowan	
Open Report	
Classification: For Decision Key Decision: No	
Wards Affected: None	
Accountable Officer: Rhian Davies, Monitoring Officer	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The Council’s Monitoring Officer is required to review the Council’s Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution. A report on this subject is therefore included on the Annual Council Meeting agenda each year.

2. RECOMMENDATIONS

- 2.1 That the composition of the Cabinet set out in paragraph 5.3 and the Cabinet Members’ Responsibilities and Portfolios outlined in **Appendix 1**, be noted.
- 2.2 That the creation of 5 Assistants to the Cabinet positions assigned to support the Cabinet, be approved.
- 2.3 That the Public Services Reform Policy and Accountability Committee be established and the terms of reference as set out in **Appendix 2**, be agreed.
- 2.4 That the changes to Planning and Development Control Committee’s Terms of Reference, Financial Regulations, Officers’ Schemes of Delegation, and quorum of committees as set out in paragraph 5.8 and **Appendices 3 - 5** of the report, be agreed.
- 2.5 That subject to the approval of recommendations above, the Council’s Constitution be adopted for the 2018/19 Municipal Year.

3. REASONS FOR DECISION

- 3.1 The Council's Monitoring Officer is required to review the Council's Constitution each year to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution.

4. INTRODUCTION AND BACKGROUND

- 4.1 Each local authority is required to publish the arrangements it has made to discharge its functions in a 'constitution' prepared in accordance with Section 37 of the Local Government Act 2000. The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law, the remainder is for the Council itself to determine.
- 4.2 Annually the Constitution is reviewed to ensure it continues to promote timely, effective, transparent, and lawful decision making reflecting the arrangements Members have put in place for the running of the Council. The Constitution was last reviewed at the Annual Council meeting on 17 May 2017.
- 4.3 In-year amendments were approved by Council in relation to Council procedure rules and the Officer Scheme of Delegation to reflect new legislative changes.
- 4.4 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.

5 PROPOSALS AND ISSUES

Cabinet portfolio positions and responsibilities

- 5.1 The Administration is proposing the creation of 2 additional Cabinet Member portfolios:
- Cabinet Member for Public Services Reform
 - Cabinet Member for Strategy
- 5.2 These roles combine cross-cutting portfolios with shared responsibility across the Cabinet to develop, implement and monitor strategic policies and programmes. Their functions and responsibilities are attached as Appendix 1.
- 5.3 The size of the Council's Cabinet will increase, by two members, to ten. The Cabinet (Executive) will therefore consist of the following ten members:

- LEADER
- DEPUTY LEADER
- CABINET MEMBER FOR CHILDREN AND EDUCATION
- CABINET MEMBER FOR THE ECONOMY AND THE ARTS
- CABINET MEMBER FOR THE ENVIRONMENT
- CABINET MEMBER FOR FINANCE AND COMMERCIAL SERVICES
- CABINET MEMBER FOR HEALTH AND ADULT SOCIAL CARE
- CABINET MEMBER FOR HOUSING
- CABINET MEMBER FOR STRATEGY
- CABINET MEMBER FOR PUBLIC SERVICES REFORM

5.4 Council is therefore requested to approve the creation of two new Cabinet Member posts and approve amendments to all the relevant Cabinet Portfolios to reflect new shared portfolio responsibilities. It is also requesting Members to approve the creation of 5 Assistants to the Cabinet positions which will be assigned to support the Cabinet.

Changes to the Overview and Scrutiny¹ Structure

5.5 The Administration also proposes to create a new Policy and Accountability Committee (PAC) called Public Sector Reform. The Terms of Reference are set out in **Appendix 2**.

Changes to Planning and Development Control Terms of Reference

5.6 The two changes are proposed to the Committee's Terms of reference attached as **Appendix 3**. The effect of the new paragraph is to make it clearer what agreements other than S106 agreements that the Committee can permit. The changes are as follows:-

- To include explicit reference to the ability of the planning committee to authorise agreements between the Council and the developer to secure highway works under the Highways Act 1980. This is something that the planning committee routinely does when it requires works such as crossover works, improvement highway works etc as part of the planning permission.

¹ Overview and Scrutiny Committees are referred to as Policy and Accountability Committees in Hammersmith & Fulham.

- To authorise agreements under Section 16 of the Greater London Council (General Powers) Act 1974. As a result of the recent *Khodari* Court of Appeal case, Councils are no longer able to secure restrictions of parking permit to new occupiers by way of a Section 106 agreement. The way to secure parking permit restrictions in London is via agreements under Section 16 of the Greater London Council (General Powers) Act 1974. Again, restricting parking permits to residents of new housing developments is a restriction that is often placed on new residential development by members of the committee. The effect of the change would be to make it clear that officers are authorised to enter into such agreement to secure parking permit restrictions.

Data Protection Act 2018

5.7 Clarification is required as a result of the greater emphasis on the management and protection of Information Asset arising from the data subject rights being brought into effect by the Data Protection Act 2018. The amendments at **Appendix 4** clarify:-

- that Information Assets are to be treated in the same way as other Council assets.
- that responsible for ensuring the safety of these Information Assets is aligned with the responsibilities for other Council assets
- the requirement that an inventory is kept of Information Assets (to be known as the “Information Asset Register”)

Proportionality Calculations

5.8 In light of the proportionality calculations for the Council (as set out in agenda item 6.3), the changes to the composition of the following Committees are proposed.

Committee	Size	Quorum
Planning and Development Control Committee	8	4
Appointments Panel (Chief Executive)	12	6
Audit, Pensions and Standards Committee	6	3
Licensing Committee	12	6

Officers’ Schemes of Delegation

5.9 The Chief Executive has reshaped the Council departments to bring together services which fit better, making it easier to work out who does what and to align better with our vision. As part of this process, the strategic leadership team has been reduced from 9 to 7 to make it more efficient.

5.10 In light of these changes, which took effect on 1st April 2018, approval of the changes made to the scheme, attached as **Appendix 5**, is be requested. These new changes reflect updates to job roles and titles as a result of changes to departmental structures.

6 EQUALITY IMPLICATIONS

- 6.1 The equalities implications of this decision have been considered to be neutral.
- 6.2 Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny 020 8753 2499.

7 LEGAL IMPLICATIONS

- 7.1 The Local Government Act 2000 requires the Council to have and maintain a Constitution. The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.
- 7.2 Implications verified by: Rhian Davies, Assistant Director of Legal and Democratic Services 07827 663794

8 FINANCIAL IMPLICATIONS

- 8.1 There are no direct financial implications.
- 8.2 Implications verified by: Emily Hill, Assistant Director, Corporate Finance, Tel: 020 8753 3145.

9 BUSINESS IMPLICATIONS

- 9.1 There are no direct business implications.
- 9.2 Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny 020 8753 2499.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT
None.

Executive Members - Generic Responsibilities and Functions Part 3 of the Constitution – Responsibility for Functions

The Full Council elects the Leader of the Council. Other Executive Members at Hammersmith & Fulham are appointed by the Leader to provide clear and visible leadership and political accountability for the services and activities covered by their portfolios.

These roles include:

- Leading the community planning process and the search for best value, with input and advice from Overview and Scrutiny Committees which are called Policy and Accountability Committees (PACs) and other interested parties;
- Leading the preparation of the Council's policies and budget;
- Taking in-year decisions on resources and priorities to deliver and implement the budget and policies decided by Full Council;
- Working closely with residents, amenity societies and resident and tenant associations, along with the other engagements with strategic partners, to deliver the highest quality services at the lowest cost to the Council Tax and Business Rate payer.

Executive Councillors work to the same national code of conduct as all members of the Council. The manner in which they carry out these roles, in relation to the Council's directors and senior management, is governed by a Code set out in Part 5 of this Constitution.

Functions

The generic functions which are common to the Leader, Deputy Leader and all Cabinet Members, who collectively make up the Executive, are defined as follows.

1. To be responsible for ensuring that the objectives set by the Council and by the Executive in respect of their portfolio are met, and that adequate systems are in place to monitor performance against those objectives.
2. To make recommendations to the Cabinet on Key Decisions relating to their portfolio ('Key Decisions' being defined by Article 12 of this Constitution).
3. To make recommendations to the Cabinet on proposals in relation to the Council's Budget and Policy Framework, on matters relating to their portfolio. (Such proposals may be initial or final, before or after consideration by relevant Policy and Accountability Committees in accordance with the Budget and Policy Framework rules set out in this Constitution).
4. To arrange for appropriate consultation on proposed Key Decisions as published in the Council's Key Decisions list, with relevant Policy and Accountability Committees, and with partner bodies and parties outside the Council.
5. To take decisions on matters within their portfolio other than those defined as 'Key Decisions', ensuring that these are properly considered, reported, and

recorded in accordance with the Access to Information procedure rules set out in Part 4 of this Constitution.

6. To receive budgetary control reports for services and activities within their portfolio, and to take action necessary to control the budget of those services within the Council's approved Budget and Policy Framework.
7. Where an Executive Councillor is absent or has a prejudicial interest in a matter or is otherwise unable to action decisions in respect of matters within their portfolio, such decisions may be taken by the Leader (or the Deputy Leader in the case of the Leader being absent) or by the Cabinet.

An Executive Councillor may establish an Advisory Group to advise them on policy issues.

Executive Councillors do **not** have powers to take decisions on:

- Functions defined by the Local Government Act 2000 as the responsibility of the full Council (see Article 4);
- Functions delegated to regulatory or quasi-judicial bodies (see Part 3 – Responsibility for Functions) or any other functions defined by regulations as non-executive functions;
- Functions delegated by the Council exclusively to officers (see Part 3 – General Scheme of Delegation).

Each Executive Member in conjunction with all other Executive Members are responsible for:

- The Chief Executive
- All Chief Officers and Service Directors

Executive Members - Responsibilities and Portfolios

Leader of the Council

1. Introduction

- 1.1 The Leader of Hammersmith and Fulham Council is elected by the full Council to provide clear and visible leadership and political accountability for the services and activities covered by their portfolio. The Leader is responsible for all executive functions of the Council and shall determine by means of schemes of delegation or otherwise how these functions are to be discharged.
- 1.2 The Leader has authority to discharge any executive function, or to decide to delegate any executive function to the Executive, or to any other Executive member in accordance with the Responsibilities and Portfolios of the Executive maintained in Part 3 of the Constitution, or to Officers, or to any other authority or any joint arrangements.

2. Scope of Portfolio

The portfolio covers the following areas:

- 2.1 Appointing to and removing from office up to nine Cabinet Members, one of whom shall be appointed Deputy Leader, Lead Members and Cabinet Assistants.
- 2.2 Ensuring collective deliberation with Cabinet Members.
- 2.3 Representing and acting as ambassador for the Authority and providing community leadership.
- 2.4 Strategic policy initiatives.
- 2.5 The provision of services in respect of electoral and other registration Services.
- 2.6 Reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service.
- 2.7 Appointing or nominating and where appropriate removing the Authority's representatives on appropriate outside bodies, charitable organisations and Council-owned companies and subsidiaries.
- 2.8 The development, monitoring and implementation of the Authority's Communication Strategy and the provision of information regarding the Authority's services.

- 2.9 Responsibility for ensuring that that the Council is responsive to the needs of local neighbourhoods and serves them well.
- 2.11 Subject to the Council's Contract Standing Orders, the Leader may (under the "strong Leader model") take any decision likely to incur savings or expenditure of more than £100,000 if they consider in all the circumstances that it is impracticable to defer the decision until the next scheduled meeting of the Executive (Cabinet). Any such decision shall be taken in compliance with the Access to Information Procedure Rules.
- 2.12 Ensuring the delivery of greater value services that seek to improve outcomes and customer services.
- 2.13 Promotion of democracy and public engagement.

3. Delegated Powers

Urgent Decisions

- 3.1 By virtue of section 15(9) of the Local Government Act 2000, the Leader may exercise any Executive Function which has been delegated to the Cabinet or to an individual Cabinet Member or to an Officer.
- 3.2 By convention, the Leader will only exercise such powers where:
 - (a) Deferring the decision until the next meeting of Cabinet would carry such unreasonable risk of damage to the authority or its area that it would be unreasonable to defer the decision until the next meeting of Cabinet.
 - (b) An Officer possessing a delegated power has referred the matter to the Leader for determination.
 - (c) In any case, the Leader has consulted the Deputy Leader and the relevant Cabinet Member(s).

Deputy Leader

1. Scope of Portfolio

- 1.1 In the absence of the Leader, those areas assigned to the Leader, except with regard to those areas/powers specifically reserved for decision to the Council itself.
- 1.2 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 1.3 Ensuring the Council's compliance with all relevant UK and EU legislation.
- 1.4 Ensuring the effectiveness of the Authority's procedures to secure public access to information and open government, including procedures relating to petitions, deputations and other representations.

2. Community Safety

- 2.1 The development, monitoring and implementation of the Council's policies and powers in relation to reducing crime and anti-social behaviour.
- 2.2 The development, monitoring and implementation of the Authority's element of the borough Crime and Disorder Reduction Strategy in conjunction with Police and other Agencies.
- 2.3 Responsibility for ensuring the parks constabulary, Neighbourhood Wardens and other enforcement officers concerned with tackling anti-social behaviour perform well and work alongside the Metropolitan Police.
- 2.4 Responsibility for ensuring the effective running and establishment of Neighbourhood Watch Groups in the borough, working in partnership with the Metropolitan Police.
- 2.5 Policy and strategy for the Community Safety division.
- 2.6 Working with all agencies to ensure enforcement services are effective in reducing crime and anti-social behaviour including:
 - All forms of criminal behaviour;
 - Litter;
 - "Clean Sweep" - Tackling "Grot Spots";
 - Dog fouling;
 - Graffiti;
 - Street drinking; and
 - Street scene enforcement.
- 2.7 Taking action to reduce fear of crime.

3. Member Development

- 3.1 Advising on Councillors' training and development needs in relation to their representative roles, and liaison with the Strategic Director of Finance in respect of appropriate provision.
- 3.2 Informing Councillors of appropriate conferences and seminars, and making arrangements for them to attend such events.

4 Social Inclusion

- 4.1 The development and implementation of the Authority's Third Sector strategy, including the promotion of social enterprises that promote community development.
- 4.2 Developing and leading approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political and economic life of the borough.
- 4.3 Delivering community and cultural events that promote social inclusion and community cohesion.
- 4.4 Developing strategic approaches to reduce inequalities around health, education and employment outcomes, access to services, participation in civic life and ensuring compliance with all legal equalities duties.
- 4.5 Developing strategic policies and actions to reduce poverty and social injustice
- 4.6 The development and implementation of strategies to address the threat of extremism, including the Prevent Strategy.
- 4.7 Act as the Lead Member for women and girls.

5 Improving Communications

- 5.1 Working across the council to develop effective strategies that improve all the council's internal and external communications.
- 5.2 Ensuring customer satisfaction and clear communication is seen as central to everything everyone working at the council says and does, ensuring all staff and contractors are better equipped to listen to, understand and respond to the concerns of residents and that all written communication meets set standards.

6. Functions shared with the Cabinet Member for Children and Education

- 6.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.
- 6.2 Youth services and its encouragement of other services to young people.
- 6.3 Sports activities for children and young people.
- 6.4 The Council's relationship with services for young people offering support and career guidance (or any successor service).
- 6.5 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within the portfolio.

7. Functions shared with the Cabinet Member for the Economy and the Arts:

- 7.1 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.
- 7.2 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.
- 7.3 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.
- 7.4 Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development (excluding children and education) within the borough.

8. Function shared with the Cabinet Member for Housing

- 8.1 To develop policies and programme to tackle homelessness and support vulnerable people to secure and maintain living in safe and suitable accommodation.
- 8.2 Responsibility for anti-social behaviour on Housing land.

9. Function shared with the Cabinet Member for Strategy

- 9.1 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 9.2 Developing approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political, and economic life of the borough.

- 9.3 Ensuring the council's discussions with residents lead to policy development which reflects and is informed by genuine local concerns in line with the council's commitment to doing things with residents rather than to them.
- 9.4 Ensuring that council staff and contractors consistently deliver any commitments they make to residents and local businesses in a timely manner.
- 9.5 In consultation with the relevant portfolio holder, the planning, implementation and review of public consultation and community engagement initiatives relating to strategic, borough-wide issues and the impact of the Council's representation on external organisations.
- 9.6 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

10. Function shared with the Cabinet Member for Health and Adult Social Care

- 10.1 The development, monitoring and implementation of drug and alcohol policies.

11. Functions shared with the Cabinet Member for Public Services Reform

- 11.1 Ensuring resident and business satisfaction is measured and improved, including encouraging and rewarding staff ideas for improving resident satisfaction.
- 11.2 The development, implementation and monitoring of the Authority's Annual Local Performance/ Corporate Plan including the setting of corporate targets for achievement, together with the setting of targets for individual services provided by the Authority, and the monitoring of risk management registers.

12 Function shared with the Cabinet Member for the Environment and the Cabinet Member for Housing

- 12.1 To ensure that neighbourhood wardens tackle anti-social behaviour.

Note: The Deputy Leader is responsible for:

In conjunction with the Leader, the Cabinet Member for the Environment and the Cabinet Member for the Economy and the Arts:

The Director of Resident Services

In conjunction with the Cabinet Member for Finance and Commercial Services:

The Strategic Director of Finance and Governance.

Cabinet Member for Health and Adult Social Care

Scope of portfolio

1. Adult Social Care and Community Health:

- 1.1 The Authority's policies and strategic plans relating to Adult Social Services, and Supporting People Programme for specialist Housing Support.
- 1.2 Chairing the Health & Wellbeing Board.
- 1.3 Meeting the Authority's statutory functions under The Care Act, NHS and Community Care Act 1990, Immigration and Asylum Act 1999, Health Act 2006 and other appropriate legislation.
- 1.4 Ensuring that the needs of vulnerable adults are met.
- 1.5 Determining applications for financial assistance for community and voluntary organisations within the borough that fall within this portfolio.
- 1.6 Developing and monitoring service provision in respect of residential facilities, provided for older people, the chronically sick, disabled people, people with learning disabilities, people affected by HIV/Aids and people with mental health needs.
- 1.7 The administration of the AIDS Support Grant, Social Care Reform Grant and Strokes Grant.
- 1.8 The development of joint and partnership working, including joint commissioning of services with the CCGs and Trusts for the provision of social and health care.
- 1.9 Representing the Council's views on matters of corporate or strategic policy, special projects including the development of Sands End Community Centre and any other matters which are within these terms of reference.
- 1.10 The development, monitoring and implementation of the Authority's strategy in respect of better government for older people and people with disabilities.
- 1.12 The development of policies and strategies to retain and enhance high quality GP, other primary, community and acute health care services, including at Charing Cross Hospital and Milson Road Health Centre.
- 1.13 To act as Lead Member for physical, mental health and well-being.

2. Public Health

- 2.1 The promotion of health education and public awareness of health issues within the borough, and implementation and monitoring of projects and services in relation to public health provision.
- 2.2 Consultation with the agencies and voluntary organisations concerned with public health matters in the borough, and encouraging and supporting the development of such organisations.
- 2.3 The establishment of partnerships and other forms of collaborative working with the Health Authorities to develop and monitor joint programmes and other projects and services relating to public health provision and education within the borough.

3. Strategic Corporate Policies and Programmes

- 3.1 To develop, implement and monitor strategic corporate policies and programmes.

4. Function shared with the Deputy Leader

- 4.1 The development, monitoring and implementation of drug and alcohol policies.

5. Function shared with the Cabinet Member for Children and Education

- 5.1 Community transport services.

6. Functions shared with the Cabinet Member for Children and Education and the Cabinet Member for Public Services Reform

- 6.1 Responsibility for commissioning effective and efficient services across social care and public health which can achieve real outcomes for residents and service users.

Note: The Cabinet Member for Health and Adult Social Care is responsible for:

In conjunction with the Leader and the Cabinet Member for Public Services Reform:

The Director for Social Care
The Director of Public Health

Cabinet Member for Public Services Reform

Scope of portfolio

- 1. Public Services Reform Services functions:**
 - 1.1 To reform all aspects of public services across the London Borough of Hammersmith & Fulham so that the outcomes our residents receive are better quality, better value and continuously improve so they are consistently high quality and fit for the modern age.
 - 1.2 To drive and deliver fundamental systems reform, to lead improvements in organisational culture and behaviours, to disrupt the status quo, and build new alliances with organisations across the public, private and third sector to achieve the objectives set out in 1.1.
 - 1.3 To implement strategies that help our teams have better: capabilities, motivation levels, and strategies and work practices so that Hammersmith & Fulham stands out as the best, most effective council anywhere.
- 2. Improving the Council's Ability to Deliver High Quality Services and Manage People**
 - 2.1 Responsibility for reviewing all the Council's management structures, behaviours, and work practices with the aim of developing a culture of continuous improvement.
 - 2.3 Developing, monitoring and implementing strategies to optimise the council's management and work practices.
 - 2.4 Identifying weak or failing services and working with officers to lead and support improvements.
 - 2.6 Challenging and promoting the development of talent schemes; to grow our own talent, becoming more efficient as an organisation; and driving down the need for agency spend and recruitment overheads.
 - 2.7 Implementing the use of incentives and other mechanisms for recording excellence.
 - 2.8 Responsibility for all human resources functions including:
 - Systemic change programmes
 - Reward and remuneration
 - Employee Relations
 - Resourcing and recruitment
 - Employee engagement and development
 - Organisation development
 - Organisation design and establishment
 - Wellbeing

- 2.9 The Council's customer care and complaints policies.
- 2.10 Ensuring that complaints are managed in an effective and timely fashion and that complaints are treated as an opportunity to learn and improve.

3. Functions shared with the Deputy Leader

- 3.1 The development, implementation and monitoring of the Authority's Annual Local Performance/ Corporate Plan including the setting of corporate targets for achievement, together with the setting of targets for individual services provided by the Authority, and the monitoring of risk management registers.
- 3.2 Ensuring resident and business satisfaction is measured and improved, including encouraging and rewarding staff ideas for improving resident satisfaction.

4. Functions shared with the Cabinet Member for Strategy

- 4.1 Responsibility for connecting the Authority's continuous improvement and cultural change agenda with residents and communities – so that the voice of residents helps to lead reform.

5 Functions shared with the Cabinet Member for Finance and Commercial Services

- 5.1 Working with the Strategic Leadership Team and particularly the Public Services Reform director to develop, implement and monitor revenue generation strategies.
- 5.2 Working across the Council to consider innovative approaches to generating revenue from commercial ventures.
- 5.3 Review and approve all requests for management consultants.

6 Functions shared with the Cabinet Member for Children and Education and the Cabinet Member for Health and Adult Social Care

- 6.1 Responsibility for commissioning effective and efficient services across social care and public health which can achieve real outcomes for residents and service users.

Note: The Cabinet Member for Public Services Reform is responsible for:
In conjunction with the Deputy Leader and the Cabinet Member for Finance and Commercial Services:

The Director of Corporate Services

In conjunction with the Leader, the Cabinet Member for Children and Education and the Cabinet Member for Health and Adult Social Care:

The Director for Social Care

The Director for Children's Services

The Director of Public Health

The Director of Public Services Reform

Cabinet Member for the Economy and the Arts

1. Scope of portfolio

- 1.1 Responsibility for the renewal and regeneration of the most deprived parts of Hammersmith & Fulham.
- 1.2 Developing policies and programmes to eradicate physical, economic and social deprivation.
- 1.3 To champion the development of local small businesses and to promote business start-ups.
- 1.4 To work with Local Enterprise Partnerships (LEPs) to support local businesses.
- 1.5 To remove barriers that small firms may face when attempting to secure Council contracts.
- 1.6 Monitoring the local employment situation and developing and implementing appropriate action in relation to the encouragement, promotion and development of employment training opportunities and services.
- 1.7 Establishing and maintaining effective working partnerships with small businesses in pursuance of the Council's Industrial Strategy.
- 1.8 The development, monitoring and implementation of the Authority's regeneration strategy and associated bidding processes.
- 1.9 The development, monitoring and implementation of the Authority's strategic policy and operational matters relating to the European Union.
- 1.10 Determining the Authority's response to matters affecting residents which are the responsibility of third parties.
- 1.11 Compulsory purchase of land for planning purposes.
- 1.12 Development of strategies in relation to the future of the West Kensington and Gibbs Green estates and the surrounding regeneration area.
- 1.13 Development of housing policy to support the building of new homes which will act as a catalyst for regeneration.
- 1.14 To formulate and implement policies likely to promote the development, preservation and enhancement of culture, heritage and tourism within the borough for the benefit of residents and visitors alike.
- 1.15 The Authority's arts strategy.

1.16 To promote and assist the provision of good quality theatre, museum and other cultural facilities within the borough.

2. Function shared with the Deputy Leader:

2.1 The promotion of employment, economic development, training, work experience, and other forms of support which the Authority can target to meet the needs of unemployed people within the Borough.

2.2 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of unemployed people in the Borough.

2.3 Promotion of an entrepreneurial culture in schools, colleges and promoting tomorrow's entrepreneur.

2.4. Determining applications and the approval of grants and loans to firms, community and voluntary organisations, charities and trusts for the purposes of economic development (excluding children and education) within the borough.

3. Function shared with the Cabinet Member for Housing:

3.1 Compulsory purchase of land for housing purposes.

4. Function shared with the Cabinet Member for the Environment:

4.1 Compulsory purchase of land for planning purposes

5 Function shared with the Cabinet Member for Finance and Commercial Services

5.1 Ensuring that the Council's procurement of goods and services delivers added local value for residents, businesses and the third sector.

5.2 Developing strategies and practices that improve the Council's ability to procure locally sourced, value for money goods and services.

5.3 Ensuring the Council acts as a responsible corporate citizen towards small businesses.

Note: The Cabinet Member for The Economy and the Arts is responsible for:

In conjunction with the Leader and the Cabinet Member for Housing:

The Strategic Director of Growth and Place

In conjunction with the Leader, Deputy Leader and the Cabinet Member for the Environment:

The Director for Residents Services

Cabinet Member for Strategy

Scope of portfolio

1. Strategy functions:

- 1.1 Responsibility for ensuring that the Authority's Vision priorities; 'doing things with residents, not to them' and 'taking pride in Hammersmith and Fulham' are uppermost in all Council strategy development, service delivery and service excellence – so that residents are at the heart of everything we do.
- 1.2 Responsibility for establishing ward chairs and supporting them to empower local communities.
- 1.3 Providing direction and agreeing budgets that reflect the levels of need in each ward.
- 1.4 Working with ward chairs to reform the council from the grass-roots up and making best use of the direct and indirect powers that will be embodied within the ward chairs position.
- 1.5 Responsibility for creating a new dialogue between council officers and residents which better values resident voice, time, contribution, and resources.
- 1.6 Developing policy formation in public by leading working parties, establishing commissions, public policy hearings, co-production and other resident-led engagement.
- 1.7 Consideration of how learning from members' casework can feed into more agile and responsive ways of working and policy formation and ultimately ensuring residents' voices are heard and acted on.
- 1.8 Improving the interaction between the council and outside bodies to enhance engagement with residents.
- 1.9 Responsibility for resident and community consultation and engagement, ensuring consultation activities across the council (including meetings with residents' groups) support the delivery of Administration priorities
- 1.6 Responsibility for introducing and expanding modes of engagement with residents whether social media, digital, virtual or face to face in order to keep abreast of innovative and popular communication channels, particularly those which are community-led.
- 1.7 Responsibility for resident and community engagement, particularly co-ordinating high-profile corporate campaigns on Council key issues.

- 1.8 To develop strategies to better work with the public on policy development and address issues of public concern.
- 1.9 To work with policy and accountability committee (PAC) chairs to co-ordinate policy development and implementation.
- 1.10 To support and co-ordinate the establishment and successful running of ward panels with the relevant lead member.
- 1.11 The content and production of the Authority's Community Strategy.

3. Functions shared with the Cabinet Member for Public Services Reform

- 3.1 Responsibility for connecting the Authority's continuous improvement and cultural change agenda with residents and communities to reform the council from the grass-roots up.

4. Function shared with the Deputy Leader

- 4.1 Representing the Council's views on matters of corporate or strategic policy and any other matters which are within these terms of reference.
- 4.2 Developing approaches to ensure that all residents have increasing access to opportunity across the social, cultural, political, and economic life of the borough.
- 4.3 Ensuring the council's discussions with residents lead to policy development which reflects and is informed by genuine local concerns in line with the council's commitment to doing things with residents rather than to them.
- 4.4 Ensuring that council staff and contractors consistently deliver any commitments they make to residents and local businesses in a timely manner.
- 4.5 In consultation with the relevant portfolio holder, the planning, implementation and review of public consultation and community engagement initiatives relating to strategic, borough-wide issues and the impact of the Council's representation on external organisations.
- 4.6 To establish appropriate forums for liaising and co-operating with and supporting amenity groups operating within the borough.

Note: The Cabinet Member for Strategy is responsible for:

In conjunction with the Leader, the Deputy Leader and the Cabinet Member for Public Services Reform:

The Director for Public Services Reform
The Director of Corporate Services

Cabinet Member for Finance and Commercial Services

1. Scope of portfolio

- 1.1 The Authority's capital and revenue budgets, including the medium term financial strategy, annual proposals on the Council Tax base, Council Tax levels and budget allocations between departments.
- 1.2 Responsibility for the monitoring of revenue and capital budgets and ensuring there are robust financial management systems.
- 1.3 Responsibility for Pension Fund management.
- 1.4 Responsibility for Treasury Management.
- 1.5 Probity and financial monitoring.
- 1.6 Preparation of annual accounts.
- 1.7 Responsibility for managing the Council's non-housing property, including acquisitions and disposals.
- 1.8 Responsibility for the Council's Corporate Procurement Strategy and the implementation of the National Procurement Strategy.
- 1.9 Responsibility for procurement in accordance with the Council's social and economic value procurement ethos.
- 1.10 Responsibility for the Strategic Partner for Information Technology.
- 1.11 The strategic implementation of the Authority's Information Technology Strategy and the achievement of the Government's targets for electronic service delivery.
- 1.12 Responsibility for the monitoring and effective delivery of Shared Service Programme and other joint working initiatives.
- 1.13 Representing the Council's views on strategic policies related to Shared Service Corporate Services and any other matters which fall within the Shared Services Corporate Services remit.
- 1.14 H&F Direct and Customer Access strategy.
- 1.15 Responsibility for Council's contract processes, including approval of changes to the Council's Contracts Standing Orders and Approved List of Contractors, ensuring services are in compliance with EU Procurement Directives and Legislation in relation to service provision.

2. Commercial Revenue Generation

- 2.1 Responsibility for working across the Council to maximise new sources of income generation from the commercial sector.
- 2.2 Generating new revenue and practices that do not entail raising new charges and fines that target residents or local businesses.
- 2.3 Agreeing and monitoring annual revenue generation targets.

3. Function shared with the Cabinet Member for the Economy and the Arts

Supporting Small Business Procurement

- 3.1 Ensuring that the Council's procurement of goods and services delivers added local value for residents, businesses and the third sector.
- 3.2 Developing strategies and practices that improve the Council's ability to procure locally sourced, value for money goods and services.
- 3.3 Ensuring the Council acts as a responsible corporate citizen towards small businesses.

4. Functions shared with the Cabinet Member for Housing

- 4.1 For the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Finance is responsible for all non-housing budgets and (in conjunction with the Cabinet Member for Housing) for all housing budgets.

5. Functions shared with the Cabinet Member for Public Services Reform

- 5.1 Working with the Strategic Leadership Team and particularly the Public Services Reform director to develop, implement and monitor revenue generation strategies.
- 5.2 Working across the Council to consider innovative approaches to generating revenue from commercial ventures.
- 5.3 Review and approve all requests for management consultants.

6. Functions shared with the Cabinet Member for the Environment

- 6.1 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.

Note: The Cabinet Member for Finance and Commercial Services is responsible for:
In conjunction with the Deputy Leader:
The Strategic Director of Finance and Governance.

Cabinet Member for Children and Education

Scope of portfolio

1. Children's Services functions:

- 1.1 The role of Director of Children's Services as designated under Section 19(1) of the Children Act 2004 and described as follows in statutory guidance:
 - (a) education services - the authority's functions in its capacity as education authority, except those excluded under Section 18(3) of the Act (namely certain functions relating to education, higher education and adult education);
 - (b) social services - the authority's social services functions within the meaning of the Local Authorities Social Services Act 1970 insofar as they relate to children, and the authority's functions in relation to children and young people leaving care;
 - (c) health services - any health-related functions exercised on behalf of a National Health Service body under Section 75 of the Health Act 2006 insofar as they relate to children; and
 - (d) inter-agency co-operation - the arrangements for the Children's Trust and safeguarding duties set out in the Children Act 2004, in particular leading and building arrangements for inter-agency co-operation."
- 1.2 The above functions incorporate:
- 1.3 The Council's role as 'corporate parent', including assistance to young people up to 24 years who have been looked after 13 weeks beyond their 16th birthday, where circumstances justify
- 1.4 Fostering and adoption services
- 1.5 The Virtual School for Looked after children
- 1.6 Locality Family Support Services
- 1.7 Children's Centres
- 1.8 Setting the overall direction in relation to the Council's funding of, and support to, schools
- 1.9 Children's Services asset management
- 1.10 The Council's interest in nursery and 'early years' education, learning out of school hours and subsidised and unsubsidised childcare
- 1.11 Commissioning and providing services to young people with disabilities in transition to adulthood

- 1.12 Community Budgeting including the Troubled Families Programme (the Shared Services Family Recovery Programme)
- 1.13 Care Proceeding review
- 1.14 The development, implementation and monitoring of the Authority's early years' strategy
- 1.15 Ensuring that the needs of vulnerable children (including young carers) are met.
- 1.16 Partnership working with the National Health Service to promote the interests of children and their families, including decision-making on such matters at the Health and Wellbeing Board
- 1.17 As 'Young People's Champion' furthering the Council's commitment to the involvement of young people in decision-making processes where appropriate.

2. Social Services functions:

- 2.1 Meeting the Authority's statutory functions in relation to children under the Children Act 1989, NHS and Community Care Act 1990, Immigration and Asylum Act 1999 and other appropriate legislation:- social services to children and young people in need under Section 17 of the Children Act 1989;
- 2.2 The Council's responsibilities towards unaccompanied asylum seeking children;
- 2.3 The Council's regulatory duties in relation to children's social services;
- 2.4 Ensuring that families with social care needs experience a 'joined-up' service;
- 2.5 Developing and monitoring service provision in respect of residential facilities, provided for the care of children.

3. Education functions:

- 3.1 Local schools, including improving education attainment across all state funded schools and the provision of schools of choice;
- 3.2 Plans for new educational provision in the Borough (including academies and free schools);
- 3.3 Schools asset management;
- 3.4 The Council's consultation arrangements with schools, governors, parents and others;

- 3.5 Special education needs (SEN) and education for the talented and gifted;
- 3.6 The Council's interest in school admission and exclusion appeals, including the making of arrangements to determine appeals;
- 3.7 Adult and community education;
- 3.8 Links to industry and business, through education business partnerships and the Young People's Learning Agency;
- 3.9 Appointments to school governing bodies;
- 3.10 The Council's interests in wider educational provision, including provision by the independent sector;
- 3.11 The implementation of the Schools Capital investment programme;
- 3.12 The Council's responsibility for policy and operation of the Council's Education transport operation.

4. Functions shared with Deputy Leader

- 4.1 The implementation and monitoring of projects and services in relation to the borough's Youth Offending Team and youth justice matters.
- 4.2 Youth services and its encouragement of other services to young people.
- 4.3 Sports activities for children and young people in schools.
- 4.4 The Council's relationship with services for young people offering support and career guidance (or any successor service).
- 4.5 Determining applications for financial assistance from the Voluntary Sector and Community Organisations within the Borough that fall within this portfolio.

5. Function shared with the Cabinet Member for Health and Adult Social Care

- 5.1 Community transport services.

6. Function shared with the Cabinet Member for the Environment

- 6.1 The Authority's sports strategy.

7. Functions shared with the Cabinet Member for Children and Education and the Cabinet Member for Public Services Reform

- 7.1 Responsibility for commissioning effective and efficient services across social care and public health which can achieve real outcomes for residents and service users.

Note: The Cabinet Member for Children and Education is responsible for:

In conjunction with the Leader and the Deputy Leader:

The Director for Children's Services

Cabinet Member for the Environment

Scope of portfolio

1. Environment functions:

- 1.1 The implementation of the authority's planning policies.
- 1.2 Policy and service implementation in respect of building control, street lighting, waste disposal and recycling, sewerage, buildings maintenance, controlled parking (except administration of permits) and parking enforcement.
- 1.3 The preparation and consideration of environmental improvement schemes.
- 1.4 The authority's local Transport Plan and Borough Spending Plan.
- 1.5 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.
- 1.6 The Authority's powers and duties under all relevant legislation pertaining to building control.
- 1.7 The inclusion of buildings in the List of Buildings of Special Architectural or Historic Interest.
- 1.8 The exercise of the Authority's functions under Part II of the London Buildings Act (Amendment) Act 1939 in relation to the naming and numbering of streets and buildings.
- 1.9 The maintenance and management of the Borough's roads, river walls, draw docks, all subways, bridges including Hammersmith Bridge, and other civil engineering structures.
- 1.10 Policy and service implementation in relation to parking control.
- 1.11 Strategic land use, economic and transport planning, including oversight of Local Plan and related documents and processes.
- 1.12 The consideration of briefs for development proposals, including proposals by Cabinet Members for land subject to disposal for private development.

2. Resident Services functions:

- 2.1 Policy and operational matters in relation to the Council's Residents Services programme to provide high quality telephone, internet and face to face access to a range of services from time to time assigned to the Residents Services Department.

- 2.2 Policy and service implementation in respect of public conveniences.
- 2.3 To establish and review appropriate mechanisms for the organisation and management of appropriate entertainments and events in parks and open spaces, including fireworks displays.
- 2.4 Policy and operational matters in relation to libraries, hiring of civic halls and facilities.

3. Street Scene functions

- 3.1 Policy, service implementation and enforcement in respect of street cleansing, refuse collection, recycling, consumer protection, trading standards, street trading, environmental health and public safety, corporate health and safety, pest control, food safety and contaminated land.
- 3.2 The issuing of notices and enforcement requirements as set out in the Environmental Protection Act.
- 3.3 Implementation of the Council's Licensing and Gambling Policies.
- 3.4 Policy and service implementation in respect of mortuary, burial, cremation and Coroner services.
- 3.5 The exercise of duties of the Council with respect to Emergency Planning services.

4. Parks and heritage functions:

- 4.1 Exercising the Council's functions in relation to parks and open spaces, including the provision of entertainment, sports, leisure, grounds maintenance and the development of parks and open spaces generally.
- 4.2 Policy, planning and strategy for parks and open spaces.
- 4.3 To formulate and implement policies likely to promote the development, preservation and enhancement of parks within the borough for the benefit of residents and visitors alike.
- 4.4 Monitoring of the policy, management, and development of Fulham Palace.

5. Function shared with the Cabinet Member for Housing:

- 5.1 Responsibility to ensure that the neighbourhood wardens tackle anti-social behaviour.

6. Function shared with the Cabinet Member for the Economy and the Arts:

- 6.1 Compulsory purchase of land for planning purposes.

7. Function shared with the Cabinet Member for Children and Education

7.1 The Authority's sports strategy.

8. Functions shared with the Cabinet Member for the Finance and Commercial Services

8.1 Ensuring, in consultation with the relevant Cabinet Member, that adequate performance and quality is obtained from all Council contracts let, and on those services provided by the Authority, that services are delivered to ensure client and resident satisfaction.

9. Function shared with the Cabinet Member for Housing and the Deputy Leader

9.1 To ensure that neighbourhood wardens tackle anti-social behaviour.

Note: The Cabinet Member for the Environment is responsible for:

In conjunction with the Leader, the Deputy Leader and the Cabinet Member for the Economy and the Arts:

The Director of Resident Services

Cabinet Member for Housing

1. Scope of portfolio

- 1.1 Exercising the Authority's powers and duties as a local housing authority, including new or unallocated housing and associated functions.
- 1.2 The Authority's powers and duties in relation to declaring renewal areas and clearance areas.
- 1.3 Housing land and property assets and, where appropriate, declaration of them as surplus to requirements.
- 1.4 The Authority's powers and duties in relation to private sector housing (including energy conservation).
- 1.5 All aspects of housing services, housing policy and the housing programme and any other new or unallocated housing and associated functions.
- 1.6 The Housing Revenue Account (HRA) housing strategy, policy and forward programme through its business plan, Housing Investment Programme Strategy and other policy documents.
- 1.7 The level of rents and charges for property and services within the Housing Revenue Account and for any other property and services within the General Fund.
- 1.8 The disposal of individual void properties within the agreed criteria.
- 1.9 Determining annual allocations in respect of the Housing Investment Programme including:
 - Conversion and modernisation of Council housing;
 - Registered Social Landlords
 - Assistance for new build and rehabilitation schemes;
 - Home loans and improvement grants;
 - Housing stock, including acquisition and improvement;
 - Clearance areas and compulsory purchase of property;
 - Housing development programme; and
 - Renewal areas and area improvement.
- 1.10 The Council's powers and duties in relation to energy conservation, in public sector housing.
- 1.11 The development, monitoring and implementation of the Authority's responses to Government initiatives and programmes in respect of housing.
- 1.12 Strategic overview and development of policies to improve the private rented housing sector.

2. Function shared with the Cabinet Member for the Economy and the Arts:

2.1 Compulsory purchase of land for housing purposes.

3. Function shared with the Deputy Leader

3.1 To develop policies and programme to tackle homelessness and support vulnerable people to secure and maintain living in safe and suitable accommodation.

3.2 Responsibility for anti-social behaviour on Housing land.

4. Function shared with the Cabinet Member for the Environment and the Deputy Leader

4.1 To ensure that neighbourhood wardens tackle anti-social behaviour.

5. Functions shared with the Cabinet Member for Finance and Commercial Services

5.1 For the purposes of estimate preparation, monitoring and control and staffing/industrial relations issues, the Cabinet Member for Finance is responsible for all non-housing budgets and (in conjunction with the Cabinet Member for Housing) for all housing budgets.

Note: The Cabinet Member for Housing is responsible for:

In conjunction with the Leader and the Cabinet Member for the Economy and the Arts

The Strategic Director for Growth and Place.

Representative for the Armed Forces Community

This post-holder will work directly with the Deputy Leader to:

- 1.1 Seek to achieve the Gold Award in the Defence Employer Recognition Scheme by continuing to support, enhance and develop the offer under the Armed Forces Covenant.
- 1.2 Drive forward Council policy and initiatives which seek to improve the housing options, career and other opportunities and inclusion of returning armed forces personnel and their families
- 1.3 Support and assist the Royal British Legion and other voluntary organisations in recognising the work and sacrifice of armed forces personnel defending the UK, its interest and way of life.
- 1.3 Promote remembrance and commemorative events.

Local Businesses Champion

The post-holder will work with the Cabinet Member for the Economy and the Arts to champion the business sector and ensure small businesses have a strong voice within LBHF to:

- 1.1 Develop and pilot policy initiatives that benefit local businesses and the borough's economy.
- 1.2 help build a consensus between business people and the council on the council's support (policies and approach) needed for enterprise and businesses to start up, thrive and grow in the borough, and to champion support for businesses within the council.
- 1.3 Work to ensure the borough's commercial centres and high streets are competitive and commercially beneficial places to locate to.
- 1.4 To be a further identifiable point of contact for borough businesses on council matters.
- 1.5 Monitor the performance of the Economic Development and Procurement teams in supporting these objectives.

Member Cycling and Pedestrian Champion

This post-holder will be working directly with the Cabinet Member for the Environment to:

- 1.1 Act as the 'public face' of cycling and pedestrian interests in the borough, representing the Council at community events, such as the opening of cycle routes and facilities, opening of play streets, 20mph consultation within the borough and at London-wide and national events.
- 1.2 Work with Cabinet Members, the Chief Executive and Directors (particularly in services leading on environment and transport) to ensure cyclists' and pedestrians' needs are taken into account in their activities.

- 1.3 Ensure that the Council works in a joined-up way, making the connections between cycling, pedestrians and health, well-being, tackling obesity, social inclusion, air quality and education.
- 1.4 Liaise with the borough's cycling, pedestrian and motorist interest groups and other community groups on relevant issues.
- 1.5 Work with Transport for London, the police, residents' associations, and community groups such as Action on Disability, and H&F Cyclists to reduce and, as far as possible, eliminate conflicts between cyclists and pedestrians.

Public Services Reform Policy & Accountability Committee Terms of Reference

Members:

Five voting Councillors

Quorum:

Three Members of the Committee

Political proportionality:

Four Administration Members
One Opposition Members

Co-opted Members:

Up to five non-voting members

Principal Functions

All the powers of an Overview and Scrutiny Committee as set out in section 21 of the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007, and in particular:

- To develop policy within the scope of the Committee and make recommendations to the Cabinet
- Monitor the administration and spending in services within its scope
- To review the impact of decisions and policies implemented by the Council
- Lead responsibility for scrutinising the relevant Cabinet Member(s)

Scope

To monitor the policy, administration and spending of:

- The commissioning, business intelligence, policy, performance, and organisational transformation functions of the Public Services Reform department
- The Council's continuous improvement and cultural change agenda
- The Family Support Service
- All human resources and organisation development functions
- The Council's customer care and complaints services
- Community engagement, consultation and empowerment activities
- The development, implementation and operation of the governance, structure and processes in respect of joint working with other authorities, save for matters within specific service areas which fall within the remit of other PACs
- Any other matter allocated by the Finance, Commercial Revenue and Contracts PAC

Planning and Development Control Committee Terms of Reference

<p>Terms of Reference Members 8 voting councillors There shall be no ex-officio members</p>	<p>Quorum 4 members of the Committee</p>
<p>Political proportionality 6 Administration members 2 Opposition members.</p>	<p>Co-opted Members None.</p>

Membership

- 1.1 Only Councillors who have undertaken appropriate training can participate on this Committee.

2. Decision-making Powers

- 2.1 To exercise non-executive powers of the Council in its capacity as local planning authority, including those non-executive functions referred to in the following paragraphs.
- 2.2. To determine applications for planning permission and exercise the other non-executive powers within Part III of the Town and Country Planning Act 1990 (“the Act”) and subordinate and associated legislation.
- 2.3. To authorise the Director of Planning and Growth to determine planning applications which have been considered by the Committee in circumstances where the Committee’s intention has been clearly stated, but where the Committee has instructed that further work is to be undertaken before the application is determined, and to authorise officers to enter into agreements under section 106 of the Act.
- New 2.4 To authorise officers to enter into agreements under Section 16 of the Greater London Council (General Powers) Act 1974, sections 278 and 38 of the Highways Act 1980 and any other sections of the Highways Act 1980 where required in connection with a planning application**
- 2.5. To determine applications for certificates of lawful use or development referred to in Part VII of the Act.

- 2.6. To determine applications for advertisement consent made under Part VIII of the Act and the Town and Country Planning (Control of Advertisement) Regulations 1992.
- 2.7. To enforce development control under Part VII of the Act including the power to authorise service of enforcement notices, breach of condition notices and stop notices, the application for injunctions and the carrying out of subsequent and incidental action to secure compliance with the Council's requirements as local planning authority.
- 2.8. To determine applications by the Council for planning permission and other consents under the Act and the Town and Country Planning (General Regulations) 1992.
- 2.9. To exercise the powers of the Council under Part VIII of the Act in relation to trees and proper maintenance of land, and under regulations made under this part of the Act, including the making of tree preservation orders, and authorising the service of notices to require the proper maintenance of land which adversely affects the amenity of the neighbourhood.
- 2.10. To exercise the non-executive powers of the Council as local planning authority in relation to listed buildings and conservation areas under the Planning (Listed Buildings and Conservation Areas) Act 1990 and subordinate and associated legislation.

Update to the Data Protection Elements of Financial Regulations – Section 4. Corporate Governance, Risk Management and Control of Resources

NOTE: Proposed additions are in blue and underlined.

1. Amend Paragraph 4.7.1 (Security of Assets) as follows:

The Authority holds assets in the form of property, vehicles, equipment, furniture and other items. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date Asset Register is a prerequisite for proper property, plant and equipment account and sound asset management. (A corporate property database is required in addition to support land and property management, and a terrier to identify all the land and property holdings of the Council and their geographic locations, and inventories to record all items of furniture, equipment etc. – the following section deals with inventories).

The Authority also holds assets in the form of information and data sets. These are mainly stored electronically, but in some cases may also be stored in paper form. It is important that information and data sets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of information required for service operations. An up-to-date Information Asset Register is a prerequisite for proper information management. It is important that all staff are aware of their responsibilities with regard to safeguarding the security of the Council's information and data sets, including compliance with the Council's data protection policy statements and codes of practice.

2. Amend Paragraph 4.7.5 Responsibilities of Directors as follows:

To ensure, by nominating those employees who shall be responsible, the proper security and safe custody of all buildings, vehicles, equipment, furniture, stock, stores, safes, information, and other property belonging to the Authority and under their control. Individuals must be informed of their responsibility in this respect and, where appropriate, the emergency services should be informed of official key holders.

3. Amend Paragraph 4.8.4 (Responsibilities of Directors) as follows:

To maintain complete and accurate inventories of Council property including furniture, equipment, plant and machinery above £1000 in value and to maintain a complete and accurate Information Asset Register that includes all information and data sets held by the Council. In most cases assets associated with information systems (i.e. computer and communications equipment and software assets) will be included in the inventories of the IT Services supplier, through whom all IT and communications equipment must be purchased unless special dispensation has been provided by the CFO. Where a department has special dispensation they should include this equipment in their inventory records.

- To ensure that for each item in the inventory and for any new acquisition the following is recorded promptly:
 - identifying features of the item, (i.e. description, make, model, colour, etc.)
 - date received
 - serial number or security mark
 - approximate value of the item (this should be the purchase value, or if not known then the replacement cost), and
 - details of any sale, transfer or disposal.
- To ensure that, where appropriate, items are security marked. Attractive and portable items such as computers, cameras and video-recorders should always be identified with security markings as belonging to the Authority.
- To ensure each inventory is maintained by a specified officer who has no responsibility for authorising purchases or sales/disposals.
- To ensure each inventory [and the Information Asset Register](#) is kept securely, with access restricted to authorised staff, and is available for inspection by the Director and by internal audit at all times.
- To ensure that as a minimum an annual check is undertaken of all items in the inventories in order to verify for each entry its existence, location, and condition. This process should also identify redundant items as well as any surpluses or deficiencies of equipment, which should be reported at the same time as the results of the inventory check. To ensure that the results of each inventory check are reported to the Director for consideration.
- To ensure procedures are in place whereby any discrepancies in any inventory are reported immediately to the relevant Director.
- To ensure that property is only used in the course of the Local Authority's business, unless the Director concerned has given permission otherwise.
- [To ensure that information stored and recorded in the Information Asset Register is up-to-date.](#)

Scheme of Delegation to Officers

(Part 3 of the Constitution) Scheme of Delegation – Part 1 – Delegation to Officers

1. Powers of Delegation

- 1.1 The Council has made the following arrangements for the discharge of executive and non-executive functions under the Local Government Act 1972 and the Local Government Act 2000.
- 1.2 This Scheme of Delegation also applies to officers operating within Shared Services which are governed by agreements under s113 of the Local Government Act 1972.

2. General Principles of Delegation

- 2.1 All delegated powers are exercised in accordance with Council policies, within any financial limits imposed and within any guidelines prescribed in this Constitution or by the Council, Cabinet or appropriate committee.
- 2.2 Each officer shall exercise all powers subject to the Council's Constitution, Executive Arrangements and Scheme of Delegations, Contract Standing Orders and Financial Regulations, as appropriate.
- 2.3 The executive powers, duties and functions of the Executive (Cabinet) Members, Committees, or officers shall be exercised on behalf of the Leader.
- 2.4 Cabinet Members may delegate, in writing, functions in their portfolios to officers.
- 2.5 Any matter that does not fall within the definition of a Key Decision under this Constitution is delegated to either the relevant Cabinet Member or an officer of the Authority. Where an officer has delegated authority it may still be appropriate for the officer to consult with the relevant Cabinet Member prior to taking the decision.
- 2.6 All Chief Officers are authorised to make arrangements for the proper administration of the functions falling within their responsibility. A Chief Officer may authorise officers within their department to exercise any of their delegated powers.
- 2.7 Cabinet Members or Committees may reserve to themselves decisions that have been delegated to officers by giving notice to the Chief Executive, the Assistant Director of Legal and Democratic Services and the relevant Chief Officer.
- 2.8 Where any new power or duty is given to the Council, the exercise of that power or duty will be undertaken by the relevant Chief Officer until such time as

the allocation of responsibility has been determined by the Leader or the Council.

- 2.9 In all cases where the exercise of executive functions is not specifically reserved to the Executive, those functions are deemed to be delegated to the Chief Executive and the Chief Officer with responsibility for the relevant function as set out in this chapter of the Constitution and the departmental register of authorities.

3. Limitations and Conditions of Delegation

- 3.1 Where revenue expenditure will be incurred or new sources of revenue secured, (including grants, loans, investments and management of Council funds), any officer exercising their delegated power must do so in accordance with approved revenue estimates and following consultation with either the Cabinet Member, Cabinet or Leader.
- 3.2 Officers shall not exercise delegated powers where any capital expenditure will be incurred other than in accordance with Financial Regulations or where that authority may be given for the incurring of expenditure on preliminary action or appraisals, or design work where expenditure will:
- (a) be treated as capital expenditure, and
 - (b) the scheme appears in the approved capital programme.
- 3.3 Officers shall not exercise any powers to contract or issue orders for goods, materials or services (including for maintenance or repair work to Council premises), except in accordance with the Council's Contract Standing Orders and Financial Regulations.
- 3.4 An officer to whom power is delegated may decline to exercise their powers in a particular case and shall in such instances refer the matter to either the Leader, the Cabinet, relevant Cabinet Member or the Full Council as appropriate in order that a decision may be made.
- 3.5 Where officers are taking decisions under delegated powers, the following principles and conditions shall apply.
- (a) The officer exercising such powers shall take into account the principles set out in, Part 2 Article 12 (Decision Making), the Budget and Policy Framework and any other relevant policies, procedures or previous decisions.
 - (b) All decisions shall be taken in the name of, but not necessarily personally by, the officer(s) to whom the power is delegated. The officer with the delegated power may authorise another officer to act on their behalf, any such authority must be in writing. The officer with the delegated power shall remain accountable for the exercise of that power.

- (c) In any case where the officer exercising the power considers that a departure from existing policy or a significant change in financial practice is likely to be involved or, in the case of an executive decision, is contrary to or not wholly in accordance with the Budget and Policy Framework, they shall consult the relevant Chief Officer and the Chief Executive or Cabinet Member, as appropriate, who shall refer the matter to the appropriate decision maker(s).
- (d) Where officers consider that a decision which they have taken under delegated authority is particularly significant to the Council, they shall report the decision to the relevant Cabinet Member/the Cabinet for information. The decision must also be recorded in the council's central register which records all decisions as specified in Regulation 7 of the Openness of Local Government Bodies Regulations 2014.
- (e) The Chief Executive as Head of the Council's paid service shall monitor the exercise of delegated powers, other than statutory functions, for which Chief Officers have responsibility. The Chief Executive may require any officer to cease the exercise of such powers pending a report to the next meeting of the Cabinet.

3.6 Routine service decisions on matters which fall within their departmental / service group remit which are not otherwise covered by this Scheme may be taken by the relevant Chief Officer provided that this is done in accordance with paragraph 6 – Routine Service Decisions of the General Functions Delegated to the Chief Executive and all Chief Officers set out below.

- (a) In relation to the day to day conduct of decision making by the Council, the ruling of the Monitoring Officer on questions relating to this Scheme shall be final.
- (b) The exercise of functions by Executive Members, Committees and officers shall be subject to the provisions of the Local Government Act 1972, the Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, and any subsequent amendments, supporting or new legislation.

3.7 Subject to the above constraints and limitations, officers may exercise all powers within their respective areas of responsibility, and the absence of a specific delegation to an officer shall not be taken as implying an absence of authorisation to act.

4. Conflicts of Interest

4.1 Every officer is responsible for identifying whether they have any conflict of interest in any matter which is under consideration and if they do, to notify the Head of Paid Service or Monitoring Officer.

4.2 Where an officer has a conflict of interest in any matter, they shall not participate in that matter in their capacity as an officer except with the prior approval of their line manager, the Monitoring Officer or the Chief Executive.

- 4.3 Where the Chief Executive is unable to act on a matter because of a conflict of interest, the matter shall be discharged by a Chief Officer.
- 4.4 Where a Chief Officer is unable to act on a matter because of a conflict of interest, the Chief Executive shall discharge the matter themselves or allocate the matter to another officer.
- 4.5 Where the Monitoring Officer is unable to act on a matter in their statutory capacity under section 5 of the Local Government and Housing Act 1989, the matter shall be discharged by the officer designated by the Monitoring Officer as Deputy Monitoring Officer.
- 4.6 Where the Monitoring Officer is unable to act on a matter in relation to Member conduct, the matter shall be discharged by the person appointed by the Monitoring Officer for this purpose.
- 4.7 Where any other officer is unable to act on a matter, that officer's line manager or the Chief Executive may arrange for another officer to discharge the matter.

General functions delegated to the Chief Executive and Chief Officers

1. Introduction

- 1.1 Under the Council's Constitution, the following common functions are delegated to the Chief Executive and to all Chief Officers. These delegations are in addition to the specific responsibilities that apply in individual service areas, as set out below, and in the separate Internal Scheme of Delegation maintained by each department. These decision-making powers are delegated from Full Council - not via the Executive.
- 1.2 Each Chief Officer will have a 'register of authority' within their department. The register of authority will specify which officers within their department have been authorised by them to exercise their delegated powers on their behalf and in their name.

2. General

- 2.1 To manage and promote the services for which they are responsible. This includes taking and implementing decisions which help to maintain the operational effectiveness of the services within their remit and which fall within a policy decision made by the executive or the Council. These above powers are to be exercised:
 - (a) having regard to any legal advice from the Assistant Director of Legal and Democratic Services.
 - (b) in accordance with any instructions or advice given by the Chief Executive or s151 Officer or the Monitoring Officer, statutory codes of conduct or statutory guidance, and codes and protocols as may be approved by the Cabinet or the Council
 - (c) in accordance with Financial Regulations and the Contract Standing Orders set out in the Constitution; and
 - (d) within any budgets or policies approved by the Council, and not committing the Council's budget to growth for future financial years.
- 2.2 To respond to consultation documents where the response would not amount to a Key Decision.
- 2.3 To enter and inspect premises, and to make applications for warrants. This applies only to the relevant Chief Officers who undertake this duty.
- 2.4 To give factual information to the press.
- 2.5 To enter into arrangements or do anything else which is considered necessary or expedient in respect of functions delegated to them.

- 2.6 To promote services (not policy), ensuring always that publications are compliant with the Council's Publications Guidelines and Code.
- 2.7 To enter into arrangements or do anything else which is considered necessary or expedient in respect of functions delegated to them.

3. Financial, Contractual and Grants

- 3.1 To be responsible for the overall financial management within their services or department and for ensuring that all staff under their responsibility are aware of the existence and content of the Council's Financial Regulations and Contract Standing Orders set out in the Constitution and that they comply with them.
- 3.2 To incur expenditure from approved revenue estimates and capital programmes, including making virements, within the limits and controls set down in the Financial Regulations.
- 3.3 To submit bids for funding to Government departments and other external bodies, and for projects and initiatives within Council policies, subject to any approvals required by the relevant Executive Member(s) or Cabinet and, where bids are successful, to seek subsequent approval of resultant new expenditure commitments.
- 3.4 To authorise payment of revenue grants to voluntary organisations, from within approved budgets, of up to £10,000 per annum to any one organisation where that organisation is already in receipt of approved funding from the Council. The use of this delegated authority is to be reported in summary form to the relevant Cabinet Member for information, on a quarterly basis.
- 3.5 To set the level of fees and charges for services or facilities up to £10,000 total income per annum, with the setting of all such charges being reported on a quarterly basis to the relevant Executive Member for information.
- 3.6 Under section 92 of the Local Government Act 2000, to make payments in settlement of claims where the Council considers that action taken by it (or on its behalf) amounts, or may amount, to maladministration, up to an annual limit of £12,000 per settlement per annum in respect of each Chief Officer.
- 3.7 To exercise the powers conferred on all Chief Officers by Standing Orders, Financial Regulations, the Human Resources Policies and the Contract Standing Orders in relation to debt write offs, seeking tenders for approved projects and schemes, opening tenders, the approval of variations in contracts and the agreement of bids to undertake cross boundary tendering.

4. Staffing and Employee Relations

- 4.1 To appoint, promote and dismiss permanent and temporary staff (save in relation to posts to which appointments are made by the Appointments Panel) within approved budgets and in accordance with the Council's agreed Human Resources Policies.

- 4.2 In accordance with the Council's Human Resources Policies, consulting where appropriate with the Director of Corporate Services, to remunerate, reward or pay honoraria to staff within approved budgets or withhold rewards/ increments.
- 4.3 To take disciplinary or other action and exercise the discretionary powers in relation to all staffing matters detailed in the Human Resources Policies.
- 4.4 To consider employees' final appeals in relation to capability, disciplinary and grievance matters, provided the Chief Officer has not taken the decision in question.
- 4.5 To attend or nominate members of their staff to attend conferences and seminars convened by institutional or professional associations and like bodies, and to authorise the payment of proper expenses incurred in respect of such attendance.
- 4.6 To authorise officers of the Council to give evidence on behalf of the Council in Courts or at Inquiries or before Tribunals or Committees.
- 4.7 To undertake, in consultation with the Director of Corporate Services, minor re-organisations of staff structure (directly affecting a maximum of 25 posts) provided no post subject to Member appointment procedures is affected, there is no increase in cost and the relevant Cabinet Member is advised in advance about forthcoming minor re-organisations.
- 4.8 In consultation with Human Resources on the application of paragraphs 4.8(c), 4.8(d), 4.9, 4.10 and 4.12 below, all Chief Officers are authorised:
 - (a) To authorise acting up arrangements for a period of up to six months.
 - (b) To authorise action under the personal injury allowance scheme.
 - (c) To authorise the waiver of repayment of maternity leave.
 - (d) To authorise overtime working.
 - (e) To appoint consultants where the value of the commission is below £25,000, subject to the requirements of Contract Standing Orders.
 - (f) In line with corporate policies and procedures, to take decisions including contractual matters on the recruitment, appointment, organisation, grading, designation, remuneration, pay, terms and conditions of all staff and employees within the relevant department.
- 4.9 To suspend and/or dismiss any staff within their division, other than those appointed by the Council or Appointments Panel, and subject to the Council's disciplinary procedures.
- 4.10 To conduct negotiations under the Council's collective bargaining arrangements, taking into account joint agreements and the Council's personnel procedures, with matters in dispute being referred as appropriate through the Council's joint negotiating machinery.

- 4.11 To implement decisions of the Council's joint negotiating committees, subject to financial and other limits incorporated in the Scheme of Delegation and Financial Regulations.
- 4.12 To respond to industrial action, or threatened industrial action, subject to advice where appropriate from the Director of Corporate Services and the Assistant Director of Legal and Democratic Services.
- 4.13 To approve applications for season tickets loans and car loans for Council employees in accordance with Council policies.

5. Legal Proceedings and property matters

- 5.1 To prepare and serve any statutory notices or authorise the Assistant Director of Legal and Democratic Services to prepare and serve statutory notices in respect of functions delegated to them.
- 5.2 To authorise the commencement of legal proceedings in respect of functions delegated to them.
- 5.3 To issue formal cautions where criminal offences are admitted, following consultation with the Assistant Director of Legal and Democratic Services.
- 5.4 To use and occupy the premises and estate efficiently.
- 5.5 To take enforcement action including the issuing of fixed penalty notices. This applies only to the relevant Chief Officers who undertake this duty.
- 5.6 To provide instructions to the Assistant Director of Legal and Democratic Services to enable him/her to authorise the institution of legal proceedings for an offence against or failure to comply with any statutory provision, bye-law or notice, permission, order, authorisation, request or consent, within the Chief Officer's area of responsibility.
- 5.7 To sign any notice, order or other document which the local authority is authorised or required to give or make or issue under any enactment that is either specifically delegated by Council or of a kind falling within the department's area of responsibility (e.g. under Part I and Part II Regulation of Investigatory Powers Act 2000).
- 5.8 To authorise the carrying out of work in default or non-compliance with any statutory provision, bye-laws, notice, permission, order, authorisation, or consent, which is of a kind falling with the Chief Officer's area of responsibility and to exercise the Council's statutory power to recover expenses incurred.

6. Routine Service Decisions

- 6.1 Subject to the restrictions in 6.2 below, the Chief Executive and Chief Officers are authorised to make all routine and day-to-day operational decisions required in relation to service and activities within their departmental or service group responsibilities.
- 6.2 Unless specifically stated otherwise in the Constitution, or otherwise approved by the Cabinet, any decisions involving new expenditure (or a future commitment to incur new expenditure) are subject to the following limitations:
- (a) If the decision requires expenditure in excess of £25,000, and the decision is not a key decision (as defined in, Part 2 Article 12 of this Constitution), it must be taken by the relevant Cabinet Member (referred to as a Cabinet Member's Decision).
 - (b) If the decision is a Key Decision, it must be made in accordance with the rules for taking such decisions set out in, Part 4 (Executive Procedure Rules and Access to Information Procedure Rules) in this Constitution.
- 6.3 Decisions requiring expenditure of less than £25,000 may be made by Chief Officers, provided they are met from within overall approved budgets and comply with the Council's Financial Regulations and Contract Standing Orders.

7. Recording, Implementing and Accounting for Decisions

- 7.1 Each officer is responsible for ensuring that any decision which they take is adequately recorded, and that the record of that decision is available to other officers, Members and the public as required by statute, particularly if the decision relates to a change in policy or practice, or a financial commitment.
- 7.2 Every officer is responsible for ensuring that any decision they take is implemented accordingly.
- 7.3 Every officer is accountable for each decision which they take and may be called to provide an explanation of their reasons for the decision and account for its implementation to other officers, Members and statutory regulators.

8. Other Responsibilities

- 8.1 All matters not reserved to the Council, to the Executive, or to a Committee for decision are delegated to the appropriate Chief Officers subject to the conditions and limitations above (including the Contract Standing Orders and the Financial Regulations).
- 8.2 Each Chief Officer or other Proper Officer in making decisions under this scheme is required to do so in accordance with the Internal Scheme of Delegation for their own directorate. This will include appropriate monitoring arrangements and dissemination of information both internally and externally to the Council.

- 8.3 The areas of responsibility of each Chief Officer shall be as set out below, and shall include the areas of responsibility of each officer within their directorate.

Responsibilities of the Chief Executive and Chief Officers

1. The Chief Executive

1.1 The Chief Executive shall:

- (a) be the Head of the Paid Service in accordance with the Local Government and Housing Act 1989.
- (b) have authority over all other officers so far as is necessary for the efficient management and execution of the Council's affairs, functions or services except:
 - (i) where officers are exercising specific responsibilities imposed on them under statute;
 - (ii) that where the professional judgment or expertise of a Chief Officer is involved the officer shall have full opportunity to explain their views.
- (c) Exercise overall corporate management and operational responsibility, including overall management responsibility for all officers.
- (d) Provide professional advice to all parties in the decision-making process.
- (e) Have responsibility, together with the Assistant Director of Legal and Democratic Services, for a system of record keeping for all the Council's decisions.
- (f) Represent the Council on partnership and external bodies (as required by statute or the Council).
- (g) Manage the Chief Executive's Office.
- (h) Discharge the functions of Electoral Registration Officer and be responsible for elections.
- (i) make decisions on employee terms and conditions, (including procedures for dismissal).
- (j) discharge those functions under Section 138 (1) of the Local Government Act 1972, (powers of principal Councils with respect to emergencies or disasters) as Head of Paid Service (Gold Command) appointed by the London Borough Councils from time to time to respond to an incident requiring a "Level 2" response (single site or wide-area disruptive challenge requiring a co-ordinated response by relevant agencies on behalf of the Councils).
- (h) be responsible for the Council's responsibilities as an employer under Health and Safety legislation.

1.2 The areas of responsibility of the Chief Executive shall include the following departments and functions (in which day-to-day responsibility shall normally be delegated to the appropriate Chief Officer):

- (a) Finance and Governance
- (b) Social Care
- (c) Children's Services
- (d) Public Services Reform
- (e) Residents' Services
- (f) Growth and Place
- (g) Corporate Services

2. The Strategic Director (Finance and Governance)

2.1 The Strategic Finance Director shall:

- (a) act as the statutory officer, Chief Financial Officer, under section 151 of the Local Government Act 1972.
- (b) be responsible for effective financial administration throughout the Council.
- (c) be responsible for all arrangements concerning financial planning, financial control, banking, accounts, income, insurances, investments, bonds, loans, leasing, borrowing (including methods of borrowing), trust and pension funds (within the scope of the Council's pension fund investment policies that are approved by the Superannuation Committee), the payment of creditors and the payment of salaries, wages, pension scheme benefits and gratuities.
- (d) be responsible for the provisions of the Accounts and Audit Regulations 2003 (as amended) in respect of the need to maintain an adequate and effective system of internal audit of the Council's accounting records and of its system of internal control in accordance with proper internal audit practices.
- (e) to be responsible for the calculation of Council tax levels as part of Budget setting.
- (f) be the Proper Officer of the Council in relation to the following statutory provisions:

Local Government Act 1972

(1) Section 115(2) - the officer to whom all money due from every officer employed by the Council shall be paid.

(2) Section 146 - the officer to make any statutory declaration in connection with the transfer of securities.

Local Government (Miscellaneous Provisions) Act 1976

(3) Section 30 - the officer to write off overpayment of salary, allowances or pensions which occur as a result of the death of an employee or pensioner.

Local Government Finance Act 1988

(4) Section 114-115 - the officer responsible for reporting on unlawful expenditure decisions or where expenditure exceeds the resources available.

- (g) To be responsible for the Legal and Democratic services functions – Legal Services, Governance and Scrutiny and Elections.

2.2 The services and the areas of responsibility of the Strategic Director (Finance and Governance) shall include: - Finance, IT, Legal, Governance, Elections, Audit, Fraud, Risk management, Insurance, Treasury management, Pensions, Finance systems.

3. Director of Corporate Services

3.1 The Director of Corporate Services shall be responsible for the following functions:

- (a) To implement the local decisions and the decisions of the National Joint Council regarding conditions of service, wage and salary awards.
- (b) To calculate and pay salaries, wages and benefits, including performance related pay.
- (c) To make arrangements for the administration of the Local Government Pension Scheme.
- (d) To pay honoraria, acting allowances and bonuses, in accordance with the relevant national and local schemes, and with the relevant Chief Officer.
- (e) To carry out functions relating to the appointment, promotion, dismissal, retirement and other human resources matters affecting staff graded below a Chief Officer.
- (f) To approve the early payment of termination/pension benefits in conjunction with the Strategic Finance Director
- (g) To approve gradings and designation of posts.
- (h) To grant merit increments to officers on recommendation from the relevant Chief Officer.
- (i) To operate the Staff Travelcard Allowance Scheme.
- (j) To approve additions to the approved list of car allowances.
- (k) To ensure effective delivery of the Council's Communications & Engagement Strategy, managing a team of communications professionals to raise awareness of the Council's objectives and their achievements with external audiences, seek the views of residents to enable policy formulation and service development, and to promote the Council's values and culture internally.
- (l) To oversee the smooth running of the Leader's Office.

- 3.2 The services and the areas of responsibility of the Director for Corporate Services shall include: Communications, Organisational Development and Transformation, Payroll systems and the Leader's Office.

4. The Director for Public Service Reform

4.1 The Director for Public Service Reform shall:

- (a) Lead and direct innovation and reform, commercial strategy and development across council services, the borough, West London and beyond, challenging and supporting the Council and other services to deliver improvements to service arrangements which optimise their impact and efficiency.
- (b) Drive and direct the effective integration of services across the Council, and with partner agencies where appropriate, to maximise efficiency and service outcomes.
- (c) Engage and consult with the residents of the borough in delivering high quality, value for money services, integrated with partner agencies.
- (d) Develop strategy in partnership with all key stakeholders and partners to further the aims of transforming the current service delivery model.
- (e) Be the lead commissioner responsible for relationships with health and social care across the Council with the aim of transforming the current model.
- (f) Provide whole-systems leadership across the borough, working with key provider organisations to secure and sustain the necessary changes to culture and practice so that services improve outcomes for all and are developed around residents and customer needs.
- (g) Produce Joint Strategic Needs Assessments in conjunction with the Director for Children's Services, Director for Social Care and the Director of Public Health.
- (h) Promote health improvement in the borough and participate as a member of the Health and Wellbeing Board for the Borough.
- (i) To lead and oversee Public Health and support the Director of Public Health.
- (j) Provide leadership, advice and support to Members, Executive Directors, Directors and managers across the authority on all commissioning, procurement and contract management and other commercial matters
- (k) Provide leadership for all tradable services and identify profitable commercial opportunities to grow revenue.
- (l) Assess the commercial risks to the Council and its services of new and existing commercial initiatives / activities.
- (m) Maintaining an awareness of external factors (including competitors, government business initiatives, current and proposed legislation in relation to commercial activities) which impact the Council

- (n) Represent the Council in joint initiatives and ventures including commercial ventures, transformation programmes and/or joint procurements undertaken with other councils.
- (o) Lead on the development, maintenance and council-wide implementation of commissioning and procurement strategies, structures, processes, policies and procedures including the corporate procurement strategy, and the council plan of major commissioning and procurement activity.
- (p) Identify and pursue opportunities for joint strategic sourcing, collaborative procurement, partnership working and shared services with other local authorities, other public and private sector organisations, and social enterprises.

4.2 The services and the areas of responsibility of the Director for Public Services Reform shall include: Commissioning, Transformation, Programme Management, Procurement, Public Health, Commercial Management, Commercial Operations, LBHF Joint Ventures Ltd, Family Support Service (FSS), Policy and Strategy, Equalities and Diversity matters, Performance matters, Community Investment, Finance and Resources.

5. Director for Social Care

5.1 The Director for Social Care shall:

- (a) exercise the functions of the Council and act as the statutory officer for adult social services as set out in section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.
- (b) exercise the functions of the Council with regard to, powers and duties of an Adult Services Authority under all relevant legislation including, but not limited to social services, safeguarding adults, Mental Health services including the deprivation of liberty and Health functions in particular building and leading the arrangements for inter-agency co-operation.
- (c) arrange for the effective operation of the Council's responsibilities for the assessment, purchase and provision of social care services for adults including people with disabilities, older people, people with mental health needs, people with substance misuse problems, adults with learning disabilities (including people with autistic spectrum disorder and a dual diagnosis incorporating mental health needs and learning disability) and people with HIV/AIDS.

5.2 The services and the areas of responsibility of the Director for Social Care shall include: Adult Social Care Operations, Provider Services and Mental Health Partnership, Finance and Resources

6. Director for Children's Services

6.1 The Director for Children's Services shall:

- (a) act as the statutory officer under section 18(1) of the Children's Act 2004.
- (b) be responsible for the Council's functions as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation.
- (c) be responsible for children in need, child protection, adoption, fostering, education and special educational needs.
- (d) exercise powers of intervention for those schools which are subject to a formal warning, which have serious weaknesses, or require special measures.
- (e) administer the arrangements for admission and exclusion appeals.
- (f) promote the educational achievement of looked after children.
- (g) be responsible together with the Director for Social Care transition service for disabled children.

6.2 The services and the areas of responsibility of the Director for Children's Services shall include: Family Services, Schools, Schools' Funding and Capital Programme, Safeguarding Children, Local Safeguarding Children's Board, Care Leavers and Finance and Resources.

7. The Strategic Director, Growth and Place

7.1 The Strategic Director, **Growth and Place** shall:

- (a) Deliver the Council's vision and strategic objectives and have overall responsibility for all matters relating to the delivery of housing in the borough.
- (b) Arrange for the effective operation of the Council's responsibilities for housing, including the recommending of strategies for all aspects of housing related activity, relationships with other public sector organisations, social landlords and with the private sector.
- (c) Approve applications for housing and allocate properties in accordance with the Council's established allocations policy.
- (d) Be responsible for commissioning services relating to the management and maintenance of the Council's housing stock and administer the HomeBuy Scheme as defined under Housing Act 1985 (as amended).
- (e) Be responsible for the delivery of compliance against health and safety in relation to the council's role as a landlord to its housing stock.
- (f) Make arrangements to provide housing advice and support to prevent homelessness and process statutory homelessness applications.

- (g) Approve the allocation of funds to individual projects to be supported through regeneration programmes.
- (h) Be responsible for new affordable housing, through direct delivery, in partnership and through the creation and management of Council housing companies and other delivery vehicles
- (i) exercise Planning and conservation powers in accordance with the relevant legislation. Delegation includes powers to determine applications for planning permission, advertisement consent, Conservation Area Consent, Listed Building Consent, Certificates of Lawfulness and Prior Approval, application for the Council's own development and Hazardous Substances consent, to take planning enforcement action, and respond to appeals, except where otherwise directed by the relevant legislation.
- (j) Preparation and review of Planning policy documents, meeting our Duty to Cooperate and Neighbourhood Planning responsibilities, responding to National and Regional planning policy, and maintaining statutory registers
- (k) Preparation and review of the H&F Community Infrastructure Levy (CIL) charging schedule
- (l) Entering into or varying S106 Legal Agreements and ongoing monitoring of s.106 agreement.
- (m) Deliver the Council's vision and strategic objectives and have overall responsibility for all matters relating to the delivery of regeneration in the borough.
- (n) Be responsible for Council initiatives relating to the economic development and skills and adult and community learning
- (o) Deliver economic growth projects and programmes
- (p) Deliver the arts and culture strategy, and associated projects and programmes
- (q) Be responsible for Building and Property Management.
- (r) Be responsible for the Council's Building control and regulation, control over demolition functions and also its roles for dangerous structures
- (s) Take action and operate all legislative and administrative procedures in relation to the regulation of street trading.

7.2 The services and the areas of responsibility of the Strategic Director, **Growth and Place** shall include:

- (a) Housing Services (includes resident involvement; tenancy management; estate caretaking),
- (b) Housing Options, (includes policy development in relation to housing allocations) homelessness assessment,
- (c) Asset Management and Property Services (includes repairs and maintenance; health and safety; physical regeneration).

- (d) Finance planning and strategy in relation to the Housing Revenue Account (including income collection, reserves and debt management) and supporting functions such as IT,
- (e) Regeneration
- (f) Economic Development and skills
- (g) Planning Policy and implementation through Regeneration and Development Management
- (h) Building and Property Management including its role to undertake asset valuations for the Council under CIPFA guidelines and also to ensure decisions on assets are in accordance with the Local Government Act 1972 (s123) and its general consents
- (i) Building control
- (j) Adult and Community Learning
- (k) New housing and commercial development and Council housing companies and other delivery vehicles

8. The Director for Residents' Services

8.1 The Director for **Residents'** Services shall:

- (a) arrange for the effective operation of the Council's responsibilities for the regulation of waste management and cleansing of streets.
- (b) be responsible for the borough's parks and cemeteries.
- (c) be responsible for all matters relating to the Council's functions relating to crime and disorder.
- (d) exercise the functions of the Council under the Crime and Disorder Act 1998, save for the secondment of officers to the Youth Offending Team as required by section 39(5).
- (e) be responsible for emergency planning and business continuity and undertake executive powers where necessary in the event of a civil emergency.
- (f) be responsible for the Council's functions relating to Registrars services.
- (g) take action and operate all legislative and administrative procedures in relation to highways, transportation, road traffic, town and country planning and building control. This includes exercising the functions of the Council as highways, transportation and road traffic authority and the taking of all enforcement action in relation to transportation and highways.
- (h) operate the Council's on street and parking enforcement services.
- (i) exercise all licensing functions and other matters an officer is empowered to discharge under the Licensing Act 2003, the Gambling Act 2005 or any Regulations issued in relation to those Acts and any regulations amending, consolidating or replacing them.

- (j) exercise the functions of the Council relating to environmental health. This includes powers relating to: food safety, health and safety, noise and other nuisances, air quality, contaminated land and private water supplies, and housing and private land where enforcement is the responsibility of the Council. Manage the contact services – revenues, benefits, corporate and out of hours contact centres, reception, complaints (dealing with stage 1, 2 and Ombudsman complaints, ASC and CHS statutory complaints, councillor and MP enquiries, FOI, SARs and GDPR), pay & park and accessible transport (dealing with blue badges, taxi cards, parking permits and cash payments)
- (k) manage the revenue service - administration and collection of Council Tax and National Non- Domestic Rates (Business Rates) and collection of corporate debt
- (l) manage the benefits service - administration and payment of Housing Benefit and Council Tax Support including free school meals and clothing grants
- (m) develop and implement a Council customer services strategy including business transformation and channel shift (contact channel improvement programme)
- (n) procure a corporate solution to enable customers to self-serve (Integrated Management Systems – Self Service)

8.2 The services and the areas of responsibility of the Director for **Residents' Services** shall include:

- (a) Community Safety, Registrars and Emergency Planning
- (b) Cleaner, Greener and Cultural Services
- (c) Customer and Business Development
- (d) Finance and Resources
- (g) Environmental Health (including but not limited to food safety and standards, health & safety, health protection and infectious disease, animal health and public health)
- (h) Transportation and Highways
- (k) Licensing
- (l) Trading Standards
- (m) Contact Services
- (n) Revenue and benefits Services
- (o) Council customer services strategy

Other Statutory Officers

9. Assistant Director of Legal and Democratic Services

9.1 The Assistant Director of Legal and Democratic Services shall:-

- (a) act as the authority's Monitoring Officer under the Local Government and Housing Act 1989
- (b) take any action to implement any decision taken by or on behalf of the authority, including the signature or service of statutory and other notices and any document
- (c) institute, defend, settle or participate in any legal proceedings in any case where such action is necessary, in the view of the Assistant Director of Legal and Democratic Services, to give effect to decisions of the authority or in any case where the Assistant Director of Legal and Democratic Services considers that such action is necessary to protect the authority's interests
- (d) settle or compromise legal proceedings (including threatened proceedings, arbitrations, adjudications, public inquiries and potential Employment Tribunal matters) brought by or against the Council, including entering pleas of guilty in criminal proceedings on such terms as s/he considers appropriate
- (e) instruct counsel, solicitors or other experts for legal proceedings, public inquiries, or other matters involving the authority
- (f) enter objections to any proposal affecting the authority, the authority's area or the inhabitants of the authority's area.
- (g) lodge appeals against any adverse finding against the Council in any tribunal or court.
- (h) sign any document necessary to give effect to any resolution of the Council, the Cabinet, a Cabinet Member or any Committee or Sub-Committee or Corporate Leadership Team member acting within delegated power.
- (i) make appointments to outside bodies in accordance with the nominations made by the Party Whips.
- (j) be the proper officer in respect of matters relating to the Council's Constitution where not otherwise stated.
- (k) Manage the democratic services functions in order to ensure the efficient management of the Council's decision-making processes including arrangements for all meetings of the Council and its committees, and electoral registration and elections.
- (l) Shall be signatory of settlement agreements for employment matters subject to consultation with the Director of Corporate Services, except for Chief Officer's settlements which shall also require consultation with the Head of Paid Service and Strategic Finance Director.

10. Director of Public Health

10.1 The Director of Public Health shall be responsible for the Council's functions relating to Public Health Services, as follows:

- a) To be authorised to agree expenditure on relevant public health budgets subject to the Council's constitution. Such authority can be delegated in writing to others.
- b) To lead on personnel decisions, including recruitment, appraisal and disciplinary decisions.
- c) To report to the Chief Executive and the relevant Cabinet members and Policy and Accountability Committee.
- d) To exercise the statutory functions of the Director of Public Health. These responsibilities may be delegated in writing to named public health consultants.
- e) To report to the Council's Chief Executive on the performance of the function and to support the accountability of the Chief Executive for grant expenditure.
- f) To ensure that the Council has up-to-date plans, meeting statutory requirements and the demands of good practice.
- g) To be the officer responsible for leadership, expertise and formal advice on all aspects of the Public Health Service.
- h) To provide advice to the public in any period where local health protection advice is likely to be necessary or appropriate, in conjunction with the Council's communications team.
- i) To promote action across the life course, working together with Council colleagues and the NHS.
- j) To work through local resilience fora to ensure effective and tested plans are in place for the wider health sector to protect the local population from risks to public health.
- k) To work with local criminal justice partners and Police and Crime Commissioners to promote safer communities.
- l) To work with the wider civil society to engage local partners in fostering improved health and wellbeing.
- m) To be an active member of the Health and Wellbeing Board, advising on and contributing to the development of joint strategic needs assessments and joint health and wellbeing strategies, and commissioning appropriate services accordingly.
- n) To take responsibility for the management of the Council's public health services, with professional responsibility and accountability for their effectiveness, availability and value for money.
- o) To play a full part in the Council's action to meet the needs of vulnerable children, for example by linking effectively with the Local Safeguarding Children Board.

- p) To contribute to and influence the work of NHS Commissioners, ensuring a whole system approach across the public sector.

11. Undetermined Functions

- 11.1 For the avoidance of doubt, the responsibility for the exercise of any function which is not covered by this scheme, including the appointment of a Proper Officer for the purpose of any statutory function, will be determined by the Chief Executive.

12. Detailed Scheme of Delegation

- 12.1 Each Chief Officer and/or Proper Officer in making decisions under the above scheme is required to do so in accordance with the detailed register of authority for their own directorate.
- 12.2 These internal Scheme of Delegation will be reviewed annually by the Assistant Director of Legal and Democratic Services.
- 12.3 The Assistant Director of Legal and Democratic Services, in consultation with the Leader, Chief Whip and Opposition Whip, has authority to make changes to the Internal Scheme of Delegation for any Directorate as may be necessary from time to time in order to reflect any decision made by a person or body with the authority to delegate or sub-delegate powers to exercise executive or non-executive functions. Any such changes shall be reported to the next available Council meeting for information.

Scheme of Delegation - Part 2 – Statutory Officers

1. Statutory Officers

1.1 This section sets out those officers who have been designated by the authority to discharge specified statutory functions:

Legislation	Function	Post
Section 4 Local Government and Housing Act 1989	Head of Paid Service	Chief Executive
Section 5 Local Government and Housing Act 1989	Monitoring Officer	Assistant Director of Legal and Democratic Services
Section 151 Local Government Act 1972	Chief Finance Officer	Strategic Finance Director
Section 8 Representation of the People Act 1983	Electoral Registration Officer	Chief Executive or in their absence the Assistant Director of Legal and Democratic Services
Section 35 Representation of the People Act 1983	Returning Officer	Chief Executive, or in their absence the Assistant Director of Legal and Democratic Services
Section 6(A1) Local Authority Social Services Act 1970	Director of Adult Social Services	Director for Social care
Section 18 Children Act 2004	Director of Children's Services	Director for Children's Services
Section 72(1)(a) Weights and Measures Act 1985	Chief Inspector of Weights and Measures	Trading Standards and Licensing Manager Trading Standards Officer (DTS)
Section 73A of the National Health Service Act 2006	Director of Public Health	Director of Public Health
Section 31 Local Democracy, Economic Development and	Scrutiny Officer	Head of Governance and Scrutiny

Construction Act 2009		
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2. Proper Officers

2.1 The Council employs the following Proper or appropriate Officers:

Legislation	Function	Proper Officer
Local Government Act 1972		
Section 83(1) to (4)	The officer to whom a person elected to the office of Mayor, Deputy Mayor, or Councillor of the Council shall deliver a declaration of acceptance of office in a form prescribed by rules made under Section 42 of the Act and the officer who shall take that declaration	Chief Executive or in their absence the Assistant Director of Legal and Democratic Services
Section 84(1)	Receipt of notice of resignation of elected Member	Chief Executive or in their absence, the Assistant Director of Legal and Democratic Services
Section 88(2)	The officer who may convene a meeting for the election of Mayor of the Borough following a casual vacancy in that office.	Chief Executive or in their absence, the Assistant Director of Legal and Democratic Services
Section 89(1)	The officer who shall receive notification of casual Councillor vacancies	Chief Executive
Section 100A – 100H (except 100(D))	Admission of public (including press) to meetings	Chief Executive
Section 100(B – D, F)	Compile list of background papers for reports and make copies available for public inspection	Chief Executive

Appendix 5

Legislation	Function	Proper Officer
Section 115(2)	Receipt of money due from officers	Strategic Finance Director
Section 146(1)(a) & (b)	The issuing of certificates to enable the transfer of securities and payment of dividends or interest to the Council.	Strategic Finance Director
Section 191	Officer to whom an application under S.1 of the Ordnance Survey Act 1841 will be sent	TBC
Section 225	Deposit of documents	Assistant Director of Legal and Democratic Services
Section 228(3)	Accounts for inspection by any Member of the Council	Strategic Finance Director
Section 229(5)	Certification of photographic copies of documents	Assistant Director of Legal and Democratic Services
Section 234	Authentication of documents	Assistant Director of Legal and Democratic Services
Section 238	Certification of printed copy of byelaws	Assistant Director of Legal and Democratic Services
Section 248	Officer who will keep the Roll of Freemen	Chief Executive
Schedule 12		
Part 1, Paragraph 4(2)(b)	Signing of summons to attend a Council meeting	Chief Executive or in their absence, the Assistant Director of Legal and Democratic Services
Part 1, Paragraph 4(3)	Officer to whom a Councillor shall give notice in writing requesting that summonses to attend meetings of the Council be sent to an address	Assistant Director of Legal and Democratic Services

Legislation	Function	Proper Officer
	specified in the notice other than their place of residence	
Schedule 14		
Paragraph 25	Certification of resolution concerning the Public Health Acts 1875 to 1925	Director of Public Health
Paragraph 25 (7)	Officer who shall certify a resolution of the Council under this paragraph (whereby notice may be given that legislation or statutory instruments shall either apply or cease to apply throughout the area of the Borough)	Assistant Director of Legal and Democratic Services
Local Government Act 1974		
Section 30(5)	To give notice that copies of an Ombudsman's report are available	Chief Executive
Local Government (Miscellaneous Provisions) Act 1976		
Section 41(1)	The officer who will certify copies of evidence of resolutions and minutes of proceedings	Assistant Director of Legal and Democratic Services
Local Authorities Cemeteries Order 1977		
Regulation 10	To sign exclusive rights of burial	Bi-Borough Director Environment & Waste
Representation of the People Act 1983		
Section 8	The Registration Officer of any constituency or any part of a constituency coterminous with or contained in the Borough	Chief Executive or in their absence the Assistant Director of Legal and Democratic Services

Legislation	Function	Proper Officer
Section 35(1)	The Returning Officer at an Election of Councillors of the Borough.	Chief Executive or in their absence the Assistant Director of Legal and Democratic Services
Sections 82 and 89	Receipt of election expense declarations and returns and the holding of those documents for public inspection	Chief Executive
Local Elections (Principal Area) Rules 1986		
Rule 46	Retention and public inspection of documents after an election.	Chief Executive
Local Elections (Principal Areas) (England) Rules 2006		
Schedule 2, Rule 53	Retention and public inspection of documents after an election	Chief Executive
Local Government and Housing Act 1989		
Section 2(4)	Recipient of the list of politically restricted posts	Assistant Director of Legal and Democratic Services
Section 4 Local Government and Housing Act 1989	Chief Executive	Chief Executive
Sections 5 and 5A Local Government and Housing Act 1989	Monitoring Officer	Assistant Director of Legal and Democratic Services
Local Government (Committees and Political Groups) Regulations 1990		
Regulation 8	For the purposes of the composition of Committees and nominations to political groups	Assistant Director of Legal and Democratic Services
Localism Act 2011		
Section 33	For the purposes of the composition of committees	Assistant Director of Legal


Legislation	Function	Proper Officer
	and nominations to political groups	and Democratic Services
Regulations 3,4,5 and 6	Functions relating to keeping a record of Members' interests	Assistant Director of Legal and Democratic Services
Local Authorities (Standing Orders) (England) Regulations 2001		
Schedule 1 Part 2	Notification of appointment or dismissal of officers	Chief Executive
The Local Authorities (Executive Arrangements) Access to Information (England) Regulations 2000		
The Local Authorities (Executive Arrangements) (Meetings and Access to Information (England) Regulations 2012		
Regulations 3 to 10 and 12 to 21	Provisions relating to meetings and access to information.	Assistant Director of Legal and Democratic Services
Building Act 1984		
Section 93	Authentication of documents	Head of Building Control
Food Safety Act 1990		
Section 49(3)(a)	Authentication of documents	Director for Residents' Services
Public Health Act 1936		
Section 85(2)	To serve notice requiring remedial action where there are verminous persons or articles	Director for Residents' Services
Public Health Act 1961		
Section 37	Control of any verminous article	Director for Residents' Services

Public Health (Control of Disease) Act 1984		
Sections 48, 59,61, 45	<p>Section 48: removal of body to a mortuary or for immediate burial</p> <p>Section 59: Authentication of documents</p> <p>Section 61: power of entry</p> <p>Section 45 Part 2 A: Public Health Protection</p>	<p>Director for Residents' Services</p> <p>Director for Social Care</p> <p>Director of Public Health</p>
The Health Protection(Notification) Regulations 2010	Regulations 2, 3, 6 which relate to the receipt and disclosure of notification of suspected notifiable disease, infection, or contamination.	Director for Residents' Services
The Health Protection (Part 2A Orders) Regulations 2010	<p>In their entirety including application to a JP for Exclusion Order and subsequent removal to a secure hospital for treatment</p> <p>restrictions in relation to a thing, body or human remains or premises</p>	Director for Residents' Services
The Health Protection (Local Authority Powers) Regulations 2010	<p>Exclusion of a child from school</p> <p>List of contacts from the Head Teacher</p> <p>Disinfection and decontamination of premises or articles on request</p> <p>Request cooperation for health protection purposes</p>	Director for Residents' Services

National Assistance Act 1948

Section 47	Removal to suitable premises of people in need of care and attention	Director for Social Care
National Assistance (Amendment) Act 1951		
Section 1	Certification of the need for immediate action	Director for Social Care
Local Authority Social Services Act 1970		
Section 6(A1)	Director for Adult Social Services	Director for Social Care
Children Act 2004		
Section 18	Director for Children's Services	Director for Children's Services
Weights and Measures Act 1985		
Section 72(1)(a)	Chief Inspector of Weights and Measures	Trading Standards and Licensing Manager Trading Standards Officer (DTS)
Freedom of Information Act 2000		
Section 36	Primary qualified person for the purposes of the Act (prejudice to effective conduct of public affairs)	Monitoring Officer (Assistant Director of Legal and Democratic Services)

Agenda Item 6.5

London Borough of Hammersmith & Fulham FULL COUNCIL 23 MAY 2018		 hammersmith & fulham
APPOINTMENT BY THE LEADER OF THE DEPUTY LEADER AND CABINET		
Report of the Leader – Councillor Stephen Cowan		
Open Report		
Classification: For Decision Key Decision: No		
Wards Affected: None		
Accountable Director: Kim Dero, Chief Executive		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1 The Executive¹ has a duty to carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the constitution.
- 1.2 The Executive consists of a Leader, elected by the Council, a Deputy Leader appointed by the Leader, and up to eight Cabinet Members, also appointed by the Leader.

2. RECOMMENDATION

- 2.1 That the Council is asked to note the appointments by the Leader to the Executive, as set out below:

Executive Appointments

Deputy Leader	Councillor Sue Fennimore
Cabinet Member for Children and Education	Councillor Larry Culhane
Cabinet Member for the Economy and the Arts	Councillor Andrew Jones

¹ commonly referred to as 'the Cabinet' in Hammersmith & Fulham.

Cabinet Member for the Environment	Councillor Wesley Harcourt
Cabinet Member for Finance and Commercial Services	Councillor Max Schmid
Cabinet Member for Health and Adult Social Care	Councillor Ben Coleman
Cabinet Member for Housing	Councillor Lisa Homan
Cabinet Member for Public Services Reform	Councillor Adam Connell
Cabinet Member for Strategy	Councillor Sue Macmillan

Cabinet Assistants

Assistant to Cabinet	Councillor Rowan Ree
Assistant to Cabinet	Councillor Guy Vincent
Assistant to Cabinet	Councillor Alex Sanderson
Assistant to Cabinet	Councillor Patricia Quigley
Assistant to Cabinet	Councillor David Morton


Lead Members and Champions

Lead Member – Representative for the Armed Forces Community	Councillor Alan De'Ath
Local Businesses Champion	Councillor Guy Vincent
Cycling Champion	Councillor Iain Cassidy

LOCAL GOVERNMENT ACT 2000 - LIST OF BACKGROUND PAPERS

No background papers were used to prepare this report.

Agenda Item 6.6

London Borough of Hammersmith & Fulham		 hammersmith & fulham
FULL COUNCIL		
23 MAY 2018		
APPOINTMENT OF CHAIRS AND COMMITTEE MEMBERSHIPS		
Report of the Leader – Councillor Stephen Cowan		
Open Report		
Classification: For Decision Key Decision: No		
Wards Affected: None		
Accountable Director: Kim Dero, Chief Executive		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1 The Council is asked to appoint Members to the Regulatory, Policy and Accountability, and other Committees, set out in Appendix 1, to discharge the responsibilities for council functions as outlined in the constitution.

2. RECOMMENDATION

- 2.1 That the Council agrees the appointments of Chairs and Memberships of Regulatory, Policy and Accountability and other Committees under its Constitution for the Municipal Year 2018/19, as set out in Appendix 1.
- 2.2 This Council also notes their respective portfolios / terms of reference, as set out in the constitution.

LOCAL GOVERNMENT ACT 2000 - LIST OF BACKGROUND PAPERS

None.

Regulatory & Other Committees Memberships 2018-2019

1. **Planning and Development Control Committee**
 Councillor Rachel Leighton (Chair) To be tabled
 Councillor Matt Uberoi (Vice Chair) To be tabled
 Councillor Colin Aherne
 Councillor Wesley Harcourt
 Councillor Natalia Perez
 Councillor Rowan Ree

2. **Licensing Committee**
 Councillor Natalia Perez (Chair) To be tabled
 Councillor Fiona Smith (Vice Chair) To be tabled
 Councillor Colin Aherne To be tabled
 Councillor Wesley Harcourt
 Councillor Rachel Leighton
 Councillor David Morton
 Councillor Zarar Qayyum
 Councillor Matt Uberoi

3. **Licensing Sub-Committee**
 Councillor Natalia Perez (Chair) To be tabled
 Councillor Fiona Smith (Vice Chair)

5. **Appointments Panel**
 The membership of the Appointments Panel is detailed in Appendix 2 of Item 6.5 – Review of the Constitution.

4. **Audit, Pensions and Standards Committee**
 Councillor Iain Cassidy (Chair) To be tabled
 Councillor Jonathan Caleb-Landy To be tabled
 Councillor Rebecca Harvey
 Councillor Asif Siddique

6. **Audit, Pensions and Standards Committee (Appointments) Panel**
 Leader (Chair) Leader of the Opposition
 Deputy Leader (Vice Chair)
 Chair of Audit, Pensions and Standards Committee *ex officio*

7. **Audit, Pensions and Standards (Review) Sub-Committee**
 Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee.

8. **Audit, Pensions and Standards (Appeals) Sub-Committee**
 Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee.

9. **Audit, Pensions and Standards (Dispensations) Sub-Committee**
Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee.
10. **Pensions Sub-Committee**
Members for the above must be drawn from the full membership of the Audit, Pensions and Standards Committee.
11. **Health and Wellbeing Board**
Cabinet Member for Health and Adult Social Care - Councillor Ben Coleman (Chair)
Councillor Lucy Richardson (Deputy)
Cabinet Member for Children and Education - Councillor Larry Culhane
Councillor Sharon Holder (Deputy)
12. **Wormwood Scrubs Charitable Trust**
Councillor Wesley Harcourt To be tabled
Councillor Alexandra Sanderson
13. **North West London Joint Health Overview & Scrutiny Committee**
Councillor Lucy Richardson (Voting Member)
Councillor Sharon Holder (Substitute Member)
14. **Pensions Board**
Councillor Bora Kwon
Councillor Rory Vaughan
15. **Commercial Revenue Board**
Councillor Max Schmid
Councillor Ben Coleman

Other Bodies


Note: The bodies below are advisory bodies only, and have no legal decision-making powers

16. **Adoption and Fostering Panel**
Councillor Lucy Richardson
17. **Corporate Parenting Board**
Councillor Larry Culhane (Chair) To be tabled
Councillor Sue Fennimore
Councillor Alan De'Ath

Policy and Accountability Committees Memberships 2018-19

- 18. Children and Education Policy and Accountability Committee**
Councillor Alan De'Ath (Chair) To be tabled
Councillor Lucy Richardson
Councillor Alexandra Sanderson
Councillor Asif Siddique
- 19. Community Safety and the Environment Policy and Accountability Committee**
Councillor Bora Kwon (Chair) To be tabled
Councillor Iain Cassidy
Councillor David Morton
Councillor Ann Rosenberg
- 20. The Economy, Housing and the Arts Policy and Accountability Committee**
Councillor Rory Vaughan (Chair) To be tabled
Councillor Zarar Qayyum
Councillor Rowan Ree
Councillor Ann Rosenberg
- 21. Finance, Commercial Revenue and Contracts Policy and Accountability Committee**
Councillor PJ Murphy (Chair) To be tabled
Councillor Patricia Quigley
Councillor Fiona Smith
Councillor Guy Vincent
- 22. Health, Inclusion and Social Care Policy and Accountability Committee**
Councillor Lucy Richardson (Chair) To be tabled
Councillor Jonathan Caleb-Landy
Councillor Bora Kwon
Councillor Fiona Smith
- 23. Public Services Reform Policy and Accountability Committee**
Councillor Sharon Holder (Chair) To be tabled
Councillor Cristabel Cooper
Councillor Guy Vincent
Councillor PJ Murphy

Agenda Item 6.7

London Borough of Hammersmith & Fulham COUNCIL 23 MAY 2018	 hammersmith & fulham
COUNCIL APPOINTMENTS TO LOCAL GOVERNMENT ORGANISATIONS AND OUTSIDE BODIES	
Report of the Chief Executive – Kim Dero	
Open Report	
Classification: For Decision Key Decision: No	
Wards Affected: None	
Accountable Director: Hitesh Jolapara – Strategic Director of Finance and Governance	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report asks the Council to appoint representatives to Local Government Organisations and other Outside Bodies.

2. RECOMMENDATION

- 2.1. That the Council's appointments to Local Government Organisations for 2018/19, as set out in Appendix 1, and to Outside Bodies, as set out in Appendix 2, be agreed.

3. REASONS FOR DECISION

- 3.1 The Council is asked annually to nominate Members to various Local Government Organisations in order to participate in discussions and contribute to policy development on issues affecting local government in general and Hammersmith and Fulham residents in particular. The appointments to the various outside bodies by the Council are in fulfilment of its commitment to support the third sector in Hammersmith & Fulham.

4. INTRODUCTION AND BACKGROUND

- 4.1. Every year, the Council is approached by the Local Government Association, the London Councils and other key local government bodies to nominate representatives to their committees or boards. These representatives work on

committees which lobby the Government and develop policy which affects local authorities.

- 4.2. The Council is also approached by local community organisations and charities to nominate people to their management boards or as trustees or directors. The Council acknowledges the significant contribution that these organisations make to the social fabric of our borough. Therefore, Councillors and residents who are actively involved in the local community and are willing to bring their wealth of experience to these organisations are appointed.
- 4.3. The Council is requested to make the appointments to Local Government Organisations for 2018/19, as set out in Appendix 1, and to outside bodies, as set out in Appendix 2 of the report. Any midyear appointments to or removal from appropriate outside bodies, charitable organisations and Council-owned companies and subsidiaries will be undertaken by the Leader and ratified at the next council meeting.

5. CONSULTATION

- 5.1. Local representatives have been consulted on their nominations.

6. EQUALITY IMPLICATIONS

- 6.1. The Council's nominations to third sector and other users' groups will ensure that the Council improves all aspects of how it works to tackle social exclusion.
- 6.2. Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny.
Tel: 020 8753 2499

7. FINANCIAL IMPLICATIONS

- 7.1. There are no direct financial implications.
- 7.2. Implications verified by: Emily Hill, Assistant Director, Corporate Finance, Tel: 020 8753 3145.

8. LEGAL IMPLICATIONS

- 8.1. Full Council has the authority to appoint representatives to Outside Bodies.
- 8.2. Implications completed by: Rhian Davies, Assistant Director Legal and Democratic Services Tel: 07827 663794

9. BUSINESS IMPLICATIONS

- 9.1. There are no direct implications.
- 9.2. Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny
020 8753 2499.

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

None.

Nominations to Local Government Organisations 2018/19

Organisation	Nominations	Term
London Councils Leader's Committee 1 Representative and 2 Deputies (1 vote per authority)	Representative: Councillor Stephen Cowan Deputies: Councillor Sue Fennimore Councillor Adam Connell	1 year to 23/05/19
London Councils Transport and Environment Committee 1 Representative and up to 4 Deputies	Representative: Councillor Wesley Harcourt	1 year to 23/05/19
London Councils Grants Committee 1 Representative and up to 2 Deputies	Representative: Councillor Adam Connell Deputy: Councillor Sharon Holder	1 year to 23/05/19
Greater London Employment Forum (GLEF) 1 Representative and 1 Deputy	Nomination: Councillor Ben Coleman	1 year to 23/05/19
Greater London Provincial Council (GLPC) Appointment will be made from Leader's Cttee and GLEF nominated members	Nomination: Councillor Andrew Jones	1 year to 23/05/19
Local Government Association (LGA) General Assembly Up to 4 Representatives and 4 votes	Representatives: Councillor Stephen Cowan* Councillor Sue Fennimore Councillor Adam Connell Councillor Ben Coleman *currently holds the 4 votes	1 year to 23/05/19
LGA Urban Commission Up to 2 Representatives	Representative: Councillor Bora Kwon	1 year to 23/05/19

Appendix 2


Appointments to Outside Bodies

Organisation	Nominations	Term
Lyric Theatre Hammersmith Ltd (Board of Directors)	Nick Buckley (L) Helen Rowbottom (L) Councillor Sue Fennimore (L) Councillor Bora Kwon (L)	1 year to 23/05/19
Lyric Theatre Hammersmith Ltd (Members of the Company)	Nick Buckley (L) Helen Rowbottom (L) Councillor Adam Connell (L) Councillor Sue Fennimore (L) Councillor Bora Kwon (L) Councillor Jonathan Caleb-Landy (L) Councillor David Morton (L) Councillor Christabel Cooper (L) Councillor Fiona Smith (L) Councillor Patricia Quigley (L)	Indefinite
Riverside Trust Limited	Joe Gribble (L) Councillor PJ Murphy (L) Jasmine Pilgrem (L)	1 year to 23/5/19
Alternative Theatre Limited (Bush Theatre)	Khafi Kareem (L) Nick Buckley (L)	3 years to 17/5/20
Mortlake Crematorium Board	Michael Cartwright (L) Councillor Larry Culhane (L) Councillor Adronie Alford (C)	3 years to 17/5/20
Fulham Palace Trust	Caroline Needham (L) John King (L)	4 years to 23/05/22
Groundwork London	Councillor Rowan Ree (L)	3 years to 23/5/21
Western Riverside Environment Fund	Councillor David Morton (L)	Indefinite
Western Riverside Waste Authority	Councillor David Morton (L) Councillor Wesley Harcourt (L)	4 years to 23/05/22
London Archaeological Forum	Adrienne Clarke (L)	TBC
SACRE (Standing Advisory Committee on Religious Education)	Councillor Rory Vaughan (L)	4 years to 23/05/22

Schools Admission Forum	Councillor Larry Culhane (L) Councillor Alan De'Ath (L) Councillor Lucy Richardson (L)	3 years to 23/5/21
St Paul's Court Limited	Vacancy	1 year
Dr Edwards and Bishop Kings Fulham Charity	Councillor Christabel Cooper (L) Councillor Matthew Uberoi (L)	4 years to 23/5/22
Pocklington Apprenticeship Trust	Councillor Guy Vincent (L)	4 years to 23/5/22
Court of Imperial College	Helen Rowbottom (L)	4 years to 23/5/22
Hammersmith and Fulham Community Law Centre	Councillor Guy Vincent (L)	4 years to 23/5/22
The Reserve Forces and Cadets Association in Greater London	Councillor Alan De'Ath (L)	3 years to 23/5/21
Volunteer Centre	Councillor Zarar Qayyum (L)	1 year to 23/5/19
Hammersmith United Charities	Councillor Wesley Harcourt (L) Councillor Iain Cassidy (L) Vivienne Lukey (L) Councillor Rachel Leighton (L)	4 years to 23/5/22
London Heliport Consultative Committee	Councillor Larry Culhane (L) Christina Smyth (L)	1 year to 23/5/19
CAB	James Doheny (L) Councillor Christabel Cooper (L)	4 years to 23/5/22
Lygon Almshouses	Caroline Needham (L) Councillor Lisa Homan (L) Councillor Ann Rosenberg (L) Vivienne Lukey (L)	4 years to 23/5/22
Sir William Powell Almshouses	Caroline Needham (L) Councillor Lisa Homan (L) Councillor Ann Rosenberg (L) Councillor Sharon Holder (L)	4 years to 23/5/22
Earls Court and Olympia Charitable Trust	Councillor David Morton (L) Councillor Rebecca Harvey (L)	2 years to 23/5/20
Greater London Enterprise	Councillor Ben Coleman (L)	1 year to 23/5/19
Fulham Community Trust	Councillor Sharon Holder (L)	3 years to 23/05/21

Urban Partnership Group	Kamini Sanghani (L)	2 years to 23/5/20
Old Oak and Park Royal Development Corporation	Councillor Stephen Cowan (L) Councillor Wesley Harcourt (L) Councillor Natalia Perez (L) Substitute: Councillor Adam Connell (L)	4 years to 23/5/22

Agenda Item 6.8

London Borough of Hammersmith & Fulham		 hammersmith & fulham
FULL COUNCIL		
23 MAY 2018		
MEMBERS' ALLOWANCES SCHEME: REVISIONS		
Report of the Leader of the Council - Councillor Stephen Cowan		
Open Report		
Classification: For Decision Key Decision: No		
Wards Affected: All		
Accountable Director: Hitesh Jolapara – Strategic Director of Finance and Governance		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1. This report updates the Members' Allowances Scheme approved by Council at its meeting on 21 February 2018.

2. RECOMMENDATIONS

- 2.1. That the revisions to the Members' Allowances Scheme 2018/19 as set out in the report and attached as Appendix 1, be approved.

3. REASONS FOR DECISION

- 3.1. The Council is required under the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 to undertake an annual review of its Members' Allowances scheme and approve any amendments to the scheme.

4. INTRODUCTION AND BACKGROUND

- 4.1. Council approved the 2018/19 Members' Allowances scheme at its meeting in February. Subsequently, the Administration has nominated an Executive consisting of ten Cabinet Members with appropriate portfolios reflecting their responsibilities.

4.2. The new Cabinet consists of the following Members: -

LEADER	Councillor Stephen Cowan
DEPUTY LEADER	Councillor Sue Fennimore
CABINET MEMBER FOR CHILDREN AND EDUCATION	Councillor Larry Culhane
CABINET MEMBER FOR THE ECONOMY AND ARTS	Councillor Andrew Jones
CABINET MEMBER FOR THE ENVIRONMENT	Councillor Wesley Harcourt
CABINET MEMBER FOR FINANCE AND COMMERCIAL SERVICES	Councillor Max Schmid
CABINET MEMBER FOR HEALTH AND ADULT SOCIAL CARE	Councillor Ben Coleman
CABINET MEMBER FOR HOUSING	Councillor Lisa Homan
CABINET MEMBER FOR STRATEGY	Councillor Sue Macmillan
CABINET MEMBER FOR PUBLIC SERVICES REFORM	Councillor Adam Connell

4.3 Five Assistants to the Cabinet positions have also been assigned to support the Cabinet.

ASSISTANT TO CABINET	Councillor Rowan Ree
ASSISTANT TO CABINET	Councillor Guy Vincent
ASSISTANT TO CABINET	Councillor Alex Sanderson
ASSISTANT TO CABINET	Councillor Patricia Quigley
ASSISTANT TO CABINET	Councillor David Morton

4.3. The Administration proposes to create a new Policy and Accountability Committee (PAC) called Public Services Reform PAC and proposes Councillor Sharon Holder as the Chair of this Committee.

5. PROPOSAL AND ISSUES

Independent Remuneration Panel's Report

5.1. The Council is formally required to undertake a review of its members' allowances scheme each financial year. Any changes in allowances are

required to take into account the recommendations of a local independent panel on remuneration for Councillors. Where a scheme includes a provision for an automatic uplift, the operation of this provision may only be relied on for a period of four years before reference must again be made to a local independent remunerator's report and recommendations.

- 5.2. The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006, 2010, 2014 and in January 2018. The Regulations requires a review of the scheme every four years as a minimum. A summary of their recommendations is attached at Appendix 2.
- 5.3. The Council has formally taken into account the recommendations of the Panel issued in January 2018. It was decided that the Council would continue to set its own Special Responsibility Allowance (SRA) in line with local conditions and retain its own basic rate allowance.
- 5.4. In line with the Panel's recommendations:
 - only one SRA is paid to a councillor in respect of duties with the same authority. Where a Councillor is entitled to two SRAs, he or she will be paid the highest allowance.
 - the Council recognises the need for Dependent Carers payments to have regard to local circumstances and the nature of specialist care. The carer should be remunerated at not less than the London living wage hourly rate and payment should be made at a higher rate when specialist skills or care is required in order for the Member to attend and take part in meetings.
 - The Council has an ongoing programme of member training and development and members are expected to participate.

Annual Local Government Pay Settlement

- 5.5. Although the Panel did not recommend a Councillor allowance increase, it continued to recommend that members' allowances be pegged to the annual local government pay settlement. Such pegging will ensure that councillors can receive annual increases which are in line with those received by staff.
- 5.6. In line with administration's priorities, the Council agreed in June 2014 to reduce the Special Responsibility Allowance by 10% and freeze the basic allowance at the 2014/15 level, both allowances will continue to be frozen in 2018/19.

Level of Allowances

- 5.7. The Panel recommended that Leaders should receive an allowance approximating the salary of a Member of Parliament but this recommendation has not been accepted by the Council. In 2014, the administration reduced SRA allowances by 10% and have frozen them each year since.

6 REVIEW OF OTHER ALLOWANCES

- 6.1 The current scheme has provision for a wide range of other allowances.

Dependent Carer Allowance

- 6.2 Dependent carer allowance is payable in respect of expenses incurred for the care of a Councillor's children or dependants in attending meetings of the authority, its Executive, Committees and Sub-Committees and in discharging the duties set out in paragraph 7 of the Regulations. The Panel had recommended payment to be set at the London living wage, and (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.
- 6.3 In line with the Panel's recommendation, the Council recognises the need for Dependent Carers payments to have regard to local circumstances and the nature of specialist care. The carer should be remunerated at not less than the London living wage of £10.20 per hour and payment should be made at a higher rate when specialist skills or care is required to attend meetings.

Travel & Subsistence

- 6.4 Travel allowances are payable (at the same rates as employees) for duties undertaken away from the Town Hall when discharging duties under paragraph 8 of the Regulations. There will be no payment for intra-borough travel under this scheme, for example the use of public transport, car mileage or payment of a cycle allowance, unless a member requires assistance to discharge his or her duties due to ill health, disability or any other circumstances approved, in advance, by the Monitoring Officer. Taxis can be taken by Members who attend approved outside bodies and committee meetings out of the borough.

Sickness, Maternity and Paternity Allowance

- 6.5 Where a Member is entitled to a Special Responsibility Allowance, it will continue to be paid in the case of sickness, maternity and paternity leave on the same terms as employees.

7 LEGAL IMPLICATIONS

- 7.1 Under Regulation 5 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council has the powers to agree the amount it pays its members. The proposals contained within the report are in line with the Local Government Act 2000 and appropriate regulations.

7.2 Implications verified by: Rhian Davies, Assistant Director Legal and Democratic Services 07827 663794

8. FINANCIAL IMPLICATIONS

8.1 The budget for Members' allowances in 2018/19 was £785,600.

8.2 The proposed Cabinet, Assistants to the Cabinet, Public Services Reform PAC Chair and an additional Deputy Chief Whip, all proposed in this report, result in additional annual costs of £62,137.80.

8.3 This results in an annual cost pressure of £44,700. It is proposed that this cost pressure is funded by a permanent virement from corporate contingency budgets, and managed within the Council's overall budget. The revised 2018/19 budget after this virement is £830,000.

8.4 Implications verified by: Emily Hill, Assistant Director, Corporate Finance, Tel: 020 8753 3145.

9. EQUALITY IMPLICATIONS

9.1 The equalities implications of this decision have been considered to be neutral.

9.2 Implications verified by: Peter Smith, Head of Policy and Strategy – Tel: 020 8753 2206

10. BUSINESS AND COMMERCIAL IMPLICATIONS

11.1 There is no direct business or commercial implications.

11.2 Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny – Tel: 020 8753 2499

11. BACKGROUND PAPERS USED IN PREPARING THIS REPORT

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

**Members' Allowances Scheme 2018-19
Effective from 1 April 2018**

This scheme is made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for 2018–2019 and subsequent years. The allowances scheme has been prepared having regard to the report of the Independent Panel ("Panel") on the Remuneration of Councillors in London established by London Councils on behalf of all London Councils, co-authored by Sir Rodney Brooke CBE DL (Chair), Steve Bundred and Anne Watts CBE, and published in January 2018.

1. Basic Allowance

- 1.1 The Panel's report suggests a flat-rate basic allowance be paid to each member of the authority of £10,703 per annum to be paid in 12 monthly instalments on the 15th of each month.
- 1.2 The Administration has taken into account the Panel's recommendation but has decided to continue to freeze the basic rate allowance.

The basic rate allowance for all LBHF Councillors will therefore be:

- £8,940 - to be paid in 12 monthly instalments on the 15th of each month.

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year.

	No.	Basic Allowance	Total
All Councillors	46	£8,940	£411,240

2. Special Responsibility Allowances

- 2.1 Regard has been had to the recommendations in the Panel's report for differential banding in relation to the payment of special responsibility allowances (SRAs), but in line with Administration's priorities, it has been decided to freeze the Council's own scheme of SRAs at the same level approved for 2014/15 and not to follow the independent remunerator's recommendations which would have proved considerably more costly to local council taxpayers.
- 2.2 The following Special Responsibility Allowances shall therefore be paid to Councillors holding the specified offices indicated:

Position	No	SRA Entitlement	Total SRA
The Leader	1	£32,186.70	£32,186.70
Deputy Leader	1	£26,816.40	£26,816.40
Other Cabinet members	8	£21,454.20	£171,633.60
Chief Whip (where not a member of Cabinet)	1	£21,454.20	£21,454.20
Deputy Chief Whip (2)	2	£5,564.70	£11,129.40
Chair of Policy & Accountability Committees	6	£5,564.70	£33,388.20
Leader of the Opposition	1	£16,086.60	£16,086.60
Deputy Leader of the Opposition	1	£5,564.70	£5,564.70
Opposition Whip	1	£5,564.70	£5,564.70
Chair of Planning and Development Control Committees, Audit, Pensions and Standards Committee, Licensing Committee, and *Councillor Member on Adoption and Fostering Panel (4)	3*	£5,564.70	£16,694.10
The Mayor	1	£10,729.80	£10,729.80
Deputy Mayor	1	£5,564.70	£5,564.70
Assistant to the Cabinet	5	£2,700.00	£13,500.00
Total	32		£370,313.10

*This portfolio holder receives only one SRA in respect of duties undertaken.

Councillors only receive an allowance for the period of their term of office in cases where it is less than the whole financial year. A Special Responsibility Allowance would cease where the SRA entitled post ceases to exist during year.

3. Other Allowances

Dependent Carer Allowance

3.1 Dependant carer allowance is payable in respect of expenses incurred for the care of a Councillor's children or dependants in attending meetings of the authority, its Executive, Committees and Sub-Committees and in discharging the duties set out in paragraph 7 of the Regulations.

- a) £5.10 per half hour before 10 pm; £5.70 per half hour after 10 pm (not payable in respect of a member of the Councillor's household).

Travel and Subsistence

3.2 Travel allowances are payable (at the same rates as employees) for duties undertaken away from the Town Halls when discharging duties under paragraph 8 of the Regulations. There will be no payment for intra-borough travel under this scheme unless where a member requires assistance to discharge his or her duties due to ill health, disability or other circumstances approved, in advance, by the Monitoring Officer. Taxis can be taken by Members who attend approved outside bodies and committee meetings out of the borough.

Public Transport

- a) Actual travel costs (second class only) will be reimbursed.

Car mileage

- b) 45 pence per mile.

Subsistence

- c) Allowance payable at same rates and conditions as employees. Payment is only made for expenses incurred outside the Borough, and is subject to a maximum of £5.00 per claim.

Sickness, maternity and paternity allowance

- d) Where a Member is entitled to a Special Responsibility Allowance, it will continue to be paid in the case of sickness, maternity and paternity leave on the same terms as employees.

4. Annual increase

- 4.1 The allowances in this scheme apply to the financial year 2018/19. All allowances have been frozen at the 2014/15 level.

5. Election to forego allowances

- 5.1 In accordance with the provisions of regulation 13, a Councillor may, by notice in writing to the Chief Executive, elect to forego any part, or all, of his or her entitlement to an allowance under this scheme.

6. Time limit for claims

- 6.1 The majority of allowances are payable monthly, but where allowances are the subject of claims, these claims should be made in the agreed form with the appropriate declaration within six months of the duty to which they relate.

7. Withholding of allowances

- 7.1 In the event of a Councillor being suspended or partially suspended, the Audit, Pensions and Standards Committee shall have the power to withhold the allowances payable to that Councillor either in whole or in part for the duration of that suspension.

8. Membership of more than one authority

- 8.1 A member may not receive allowances from more than one authority (within the meaning of the regulations) in respect of the same duties.

9. Non-entitlement to more than one SRA

- 9.1 A member shall not receive more than one SRA in respect of duties undertaken with the authority. Where a Councillor is entitled to two SRAs, he or she will be paid the highest allowance.

10. Pensions

- 10.1 No Members of the Council shall be entitled to membership of the Local Government Pension Scheme in accordance with Section 7 of the Superannuation Act 1972.

11. Allowances for co-opted members and independent members of The Audit, Pensions and Standards Committee

Co-optees

- 11.1 Co-opted members shall be paid £504.00 per annum by equal monthly instalments of £42.00 on the 15th of each month.
- 11.2 Co-opted members shall be entitled to the same travel and dependent carer allowances as Councillors, but shall not be entitled to subsistence payments.

Independent Members

- 11.3 The London Borough of Hammersmith and Fulham shall pay an allowance to one of the two appointed Independent Members at a flat rate allowance of £504 per annum payable by equal monthly instalments of £42.00 on the 15th of each month.

Report of the Independent Panel - Recommendations of the Remuneration of Councillors in London 2018

Level of Basic Allowance

We reluctantly accept that, in the current financial climate, it would be inappropriate to recommend a general increase in members' allowances (beyond the annual updating). Pegging an annual increase to staff pay awards will ensure that councillors can receive annual increases which are in line with those received by staff. We therefore recommend that the Basic Allowance be set at £11,045. We believe that it remains sensible to frame recommendations which are common across London.

Special Responsibility Allowances

For the same reasons which prompt us to peg the Basic Allowance, we recommend that the special responsibility allowance for a Leader should be in accordance with our former recommendation, plus the subsequent local government staff pay awards, i.e. £57,085.

Interpretation of the Scheme

We reiterate our view that no more than 50% of councillors should receive a special responsibility allowance.

We also continue to believe that no member should receive more than one special responsibility allowance though we accept that there might exceptionally be special circumstances where allocation of more than one Special Responsibility Allowance might be justified, e.g. where members undertake a number of different time-consuming roles such as sitting on licensing hearings.

Training and Support

The responsibilities of councillors are substantial, extensive and complex. We have mentioned the Grenfell Tower tragedy as a chilling instance of those responsibilities. We believe that every borough should have an ongoing programme of member training and development and that members should be expected to participate.

We believe that members should be provided with logistical and clerical support to help them deal with their workload.

Barriers to being a councillor

- **Allowance for care of dependents.**

It is important that obstacles to becoming a councillor should be removed wherever possible. Child care costs can be a significant deterrent to service as a councillor. We repeat our strong view that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents.

- **Dependents' carers' allowance**

The dependents' carers' allowance should be set at the London living wage but (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.

- **Special Responsibility Allowances in the case of sickness, maternity and paternity leave**

We also repeat our belief that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

Travel and Subsistence allowances

We continue to believe that the Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

Allowances for Mayor or Civic Head

Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (Sections 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

Update for inflation

We continue to recommend that for a period of four years the allowances we recommend should be updated annually in accordance with the headline figure in the annual local government pay settlement.


SPECIAL MOTION NO. 1 – APPOINTMENT OF LEADER OF THE COUNCIL

Standing in the names of:

- (i) Councillor Colin Aherne
- (ii) Councillor Zarar Qayyum

This Council agrees the appointment of Councillor Stephen Cowan as the Leader of the Council.

Agenda Item 8.1

London Borough of Hammersmith & Fulham		 hammersmith & fulham
FULL COUNCIL		
23 MAY 2018		
THE ADMINISTRATION'S MANIFESTO 2018-2022 – THE CHANGE WE'LL MAKE TOGETHER		
Report of the Leader – Councillor Stephen Cowan		
Open Report		
Classification: For information Key Decision: No		
Wards Affected: None		
Accountable Director: Kim Dero, Chief Executive		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk	

1. EXECUTIVE SUMMARY

- 1.1 It is the custom and practice of the Council to present the manifesto of the majority party to the Annual Meeting following the borough elections.
- 1.2 The manifesto is presented for information only and the Council is not required to take any decision on it and, for the avoidance of doubt, nor does it thereby form part of the Council's budget and policy framework.
- 1.3 The manifesto will be presented to Cabinet for ratification at its first meeting in the new municipal year on the 4th of June 2018.

2. RECOMMENDATION

- 2.1 To receive and note the Labour Administration's manifesto for the Council for 2018-2022.

The change we'll bring together

Hammersmith & Fulham

 **Labour**
Councillors
We're Different



Introduction

Hammersmith & Fulham is a wonderful place. Its leafy streets, mansion blocks and public housing estates sit comfortably alongside each other in one of the most diverse and vibrant parts of the world. There's a thriving business sector and few places more perfectly suited to building up an already strong local economy. The river, Wormwood Scrubs, our many parks and our open spaces are sanctuaries for nature, offering a chance for all of us to breathe easier, exercise and find a moment of peace.

And with our lively arts scene, three markets, our colourful high streets, Westfield and pockets of charming neighbourhood pubs, restaurants and independent shops, it's hard to find a better place to live, work or hang out.

There are huge opportunities for all who live here. But these are challenging times too.

Too many of our residents are left behind. While we have some of the wealthiest citizens anywhere, we also have some of the highest levels of poverty in Western Europe.

The government is trying to bulldoze Charing Cross Hospital and is starving our NHS and social care system of vital funds. Our air is polluted, and Brexit offers a clear and present danger to our long-term prosperity, our ability to pay for our public services - and our sense of who we are as a progressive European society.

Since our election in 2014, my fellow Labour councillors and I have made a strong start.

We've negotiated a record £310 million by getting tough with property developers and cut £70 million of wasteful council spending. We've cut council tax, have invested more into cleaning our environment, have introduced the largest ever number of council-funded police, and are building more genuinely affordable homes than at any point in the last decade.

We're the only council administration in the country to remove the charges our elderly and Disabled residents had to pay to get vital adult social care and we've taken all children out of homeless B&B accommodation.

We introduced an industrial strategy and founded a new enterprise partnership with Imperial College London which is bringing our residents the best possible jobs and start-up opportunities.

And we led the way by being the first council in the country to call officially for a People's Vote on Theresa May's Brexit deal – with the option to stay in the EU.

We've hired the best lawyers and health advisers to help us save Charing Cross Hospital, we're supporting our schools against the government's funding cuts and we're pioneering new ways to have our council work with residents to revitalise civic life and deliver modern customer services.

There's much we've done. But there is so much more to do. This manifesto sets out our roadmap for the way ahead – our promises for what we will do, working with residents, to take our borough forward.

A handwritten signature in blue ink that reads "Steve". The signature is stylized with a large, sweeping initial 'S'.

Councillor Stephen Cowan
Leader of the London Borough of Hammersmith & Fulham

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Chapter 1: It begins with our economy

Our borough is perfectly placed to capture the best possible jobs and start-up opportunities for decades to come. But too many people are left behind. Our Industrial Strategy and ground-breaking new enterprise partnership with Imperial College London aspire to change that. They will inform everything we do as we seek to coordinate our infrastructure plans, our schools and our business support so that Hammersmith & Fulham offers our residents a strong economy which is rooted in the most cutting-edge industries and which works for everyone.

Economy and business

- With our new local industrial strategy, we will work with Imperial College London to anchor at least 20 new spin-out companies in the Borough over the next four years.
- We believe Brexit is bad for jobs, business and the long-term prospects of our NHS and other public services. We will campaign against the Conservatives' Brexit madness vigorously, arguing for an opportunity for the great British people to have a chance to compare and vote on the deal Theresa May negotiates, alongside the option of remaining in the EU.
- We will work to bring in new investment from large 'anchor' firms to enable our vision of a West Tech hub in the borough.
- Through our industrial strategy, we will create 2,000 new jobs in technology, media and the creative industries in the borough by 2022.
- We will support entrepreneurs in the borough by providing affordable office space, networking opportunities and workforce training and skills. We will deliver this new affordable office space through planning agreements with developers to support small businesses across the borough.
- We will develop a new online business portal to help bring entrepreneurs, innovators and investors together in the borough.
- We will support local businesses to gain more of the Council's contracts, leading to greater local expenditure within the borough.

The change we'll bring together

- We will maintain low rental levels on the Council's industrial estates and enterprise parks, providing preferential rates for new start-up firms.
- We will expand our cheap 30-minute parking bays in our town centre areas, high streets and shopping parades to support local retail and restaurant businesses.
- We will work with our schools and colleges to increase the access of young people in the borough to training, apprenticeships and work placements.
- We will seek to develop international partner cities to facilitate international investment and attract overseas firms to the borough.
- We will promote Upstream and create a business forum to understand better the needs of businesses in the borough.

Regeneration and the arts

We can and should raise the profile of arts and culture in the community. This is good for the local economy. It's good for the local community and people's well-being. It's a key part of any regeneration project.

- In partnership with organisations including the Lyric and Bush theatres and LAMDA, we will draw in more popular artists as well as new and innovative productions.
- We will provide more support, venues and galleries for local artists and musicians to perform, practice and showcase their work.
- We will provide more cradle-to-the-grave opportunities for local people to participate in creative and artistic activities for fun and personal satisfaction. For example, we will look to Music for Youth as a gateway to working with local schools.
- We will establish a borough-wide Arts Trust with independent input to develop strategy and foster ideas.
- We will establish a Commission on the Arts in the borough to work with the community to develop the best approach to supporting and promoting the arts in the borough
- Allied to this, we will refresh our Arts Strategy, increasing the number of cultural events in the borough and including a greater number of residents in a diverse range of cultural and artistic activities.

The change we'll bring together

- We will establish a new local Arts Endowment Fund to develop a long-term basis for sustainable arts funding in the borough.
- Through planning, we will gain agreements with developers for new affordable artist studios, performance and rehearsal and artistic event spaces across the borough.
- Through planning, we will seek to attract by 2022 at least two new major artistic venues (e.g. a concert hall and a gallery) to the borough.
- Working with partners, including the Lyric and Bush theatres and LAMDA, we will increase the number of arts and cultural opportunities for all young people in the borough.
- Having enabled the restoration and exhibition of the core of the Cecil French Collection, we will restore the remainder and through planning ensure it gains a long-term gallery home in the borough.
- We will develop an ongoing programme of public visual art, making use of our parks, public spaces and public buildings to promote the borough as a major artistic and cultural environment.

Regeneration and infrastructure

- In Fulham, we will seek to invest in a community-led redesign of North End Road, providing a long-term enhancement of the market and supporting the growth of existing and new businesses.
- In Hammersmith, we will seek agreement to deliver the fly-under and work with residents to redesign central Hammersmith, delivering new genuinely affordable homes, affordable office space and a more attractive town centre for all residents.
- We will continue to campaign for a Crossrail 2 station in the borough at Imperial Wharf and will seek to gain an increase in trains on the West London Overground line to improve north-south links in the borough.
- We will continue to support a new pedestrian river crossing at Imperial Wharf to enhance the transport linkages in the south of the borough.
- We will seek to work with residents and business to develop new local shopping parade strategies (e.g. Askew Road, Wandsworth Bridge Road).

- We will build up our place-making in Fulham, Hammersmith and Shepherds Bush, developing a strategy for an annual cycle of local events (e.g. festivals, exhibitions) which increases their attractiveness as a destination.
- Building on the success of our markets, we will invest in our town centres.
- We will support the night-time economy in our town centres in a way that is sensitive to local residents and enhances the borough as a destination for inward investment, non-residents, tourists and visitors

Regeneration, housing and jobs

- We will work with the Old Oak Regeneration Corporation to deliver thousands of new affordable homes to rent and buy for residents of the borough, as well as ensure that thousands of borough residents are employed in the new jobs created
- We are negotiating to save the West Kensington & Gibbs Green estates. We are investigating how the previous Conservative administration could have reasonably sold the two estates at a price which was extremely low in comparison to what was happening elsewhere in London. The terms of the conditional land sale agreement (CLSA) would also have caused severe financial and logistical difficulties to the London Borough of Hammersmith & Fulham for decades to come.

Chapter 2: Bringing better value

On entering office, we viewed the dated practices the council too often used as wasteful, as well as too often lacking compassion or a sense of customer care. We believed that there were too many layers of management and that the council must cease expensive vanity projects such as publishing self-aggrandising magazines, leaflets or hanging propaganda messages from the borough's lamp posts. We cut the management, cut senior management salaries, and set about using the latest technology and practices to save us money. We've taken £70 million out so far and will, by re-shaping the public sector, save more and improve services for all our residents.

Keeping your council tax low

- The Taxpayers' Alliance says that we are the best council tax-cutting administration in the country. We will continue to keep council tax and council charges low.
- Having eliminated over £70m in wasteful expenditure from the council's annual budget without cutting services, we will extend zero-based budgeting to strip out more waste in the council and build joint working with other organisations in the public, private and third sectors to achieve better outcomes for residents.
- Building on the £20m per year we have already secured in new income from developers and by being more commercial, we will develop entrepreneurial skills across the council to bring in more commercial income that we can invest in services for residents.
- Moving on from the 'tri-borough' and the Conservative's disastrous Managed Services contract is an opportunity to modernise financial processes, making them more efficient and effective to ensure each pound we spend supports better services for residents.
- As Conservative austerity continues, we will make sure future government cuts are not passed on to vulnerable residents in the form of reduced services. Council departments will stay within agreed budgets, with new investments only made where the administration agrees in advance that they will support better outcomes for residents.
- We will improve the use of digital technology to make it easier and quicker for residents to get what they need from the council, while maintaining traditional contact channels for those that prefer them.

The change we'll bring together

- We will not use bailiffs to collect debt from residents, instead using an ethical approach that is more effective and supports families to put their finances in order.
- We will use to the maximum our powers to increase Council Tax on empty properties.
- We will continue to be the best value council in the country.

Chapter 3: Reforming the public sector with stronger civic life

We inherited an old-fashioned bureaucracy. It used outdated approaches to managing its people, services and resources. There was no culture of learning and development and too many of its officials in critically important positions lacked basic soft skills such as knowing even the fundamentals of how to negotiate. The Conservatives had taken a patriarchal approach to governing, creating a bunker mentality that had become embedded in the culture of the organisation.

The Conservative administration had also signed long-term and expensive contracts which too often produced shoddy services. Their claim of efficiency with their 'tri-borough' arrangement with Westminster City Council and Kensington & Chelsea Council was in nearly all cases a self-serving myth which benefitted the reputations of Conservative politicians and senior officials while adding more red tape, wasting millions of pounds of public money and causing an inability to deal quickly with even very serious problems.

We believed there was a different way to run things. We set the tone that we want to operate like the best organisations in the world. We cut layers of management, reduced the exorbitant pay of senior officials, introduced a new performance management scheme and began to train and improve the capabilities of all our staff.

We closed down whole departments and set up a new Public Services Reform Directorate which has the objective of better aligning all services across the public, third and private sectors so that the outcome our residents receive is better.

But most importantly, we are changing the way the council relates to and works with our residents. From the start, we said we would seek to do things with our residents, not to them, and gave residents greater powers to engage with the council. We started working more closely with the third sector, too.

On planning matters, we refused to take even a penny of hospitality from developers (having done the same in opposition) and published details of all negotiating meetings we have with developers – sometimes even inviting residents to the meetings. We introduced new speaking rights for residents at planning committees and took the side of residents over developers such as on the dreadful Earls Court scheme – which we are investigating.

We decided to make policy in public, too, by holding public policy hearings and took that to another level by asking residents (irrespective of their usual political party preferences) to chair independent policy commissions on everything from how to make our borough the best place for Disabled people, to Heathrow and the new cinema and town hall scheme.

And we set up and held elections for a new youth mayor, youth deputy mayor and member of the Youth Parliament – all of whom now work with us on a range of areas.

Despite all this, we are only halfway through the job and the council is still not yet where it needs to be. We will finish the job and deliver the best services at the best value.

We believe our democracy and our public services need to be reinvigorated together and we will continue to find new ways to do that by working with all our citizens to make the system work better for all.

Key parts of our approach

- We will set up new ward panels chaired by a councillor. We will give them a budget and new powers, and we'll charge them to work with residents to get things done and reform the council from the grass-roots up.
- The Public Services Reform Directorate and our senior leadership team of officials have been charged with finding new, innovative ways of delivering local services with other public sector, third sector and private local organisations. We propose new ways of shaping how the council works that put our residents and local businesses needs on a pedestal.
- We will develop new ways of engaging and working with residents on top of the commissions and public policy hearings.

Doing things with residents and not just to them

The most important thing we have done is to work out together with residents the best way forward, rather than just do things to them.

We set up a series of resident-led commissions which have delivered a series of excellent reports on Poverty and Worklessness, Business, Airport Expansion, Council Housing, Air Quality, Disabled People, the new cinema and Town Hall scheme, Rough Sleeping and Biodiversity.

We are grateful to all our commissioners who have freely given their time, efforts and wisdom. You can find all the details of the commissions' work and reports at <https://www.lbhf.gov.uk/councillors-and-democracy/resident-led-commissions>. We have accepted all the recommendations made in these reports.

- We undertake to implement the recommendations of these resident-led commissions.
- We also undertake to continue making and implementing policy in the same way.
- We will continue the work of the current resident-led commissions and will set up new commissions.
- We will adhere to the commissioners' recommendations on the cinema and Town Hall scheme and produce a beautiful new civic space which rejuvenates west King Street, is open and useful to the public, is environmentally positive, provides genuinely affordable homes and council revenue and is fully accessible to Disabled people. The new Town Hall will be an amazing space for our people to work while ergonomically aiding our goal to change the council's culture, so it better works with residents and local businesses to get things done.
- We will devolve decision-making where possible, developing PACs as wider forums.
- We will work with specific communities where there are language and interpretation barriers to civic engagement.
- We will support additional voter and young voter registration projects to complement the Council's role in keeping registration and electoral rolls up to date.

The Council and the armed forces

We will seek to achieve the Gold Award in the Defence Employer Recognition Scheme (DERS) by:

- Continuing to support, enhance, and develop the offer under the Armed Forces Covenant
- Maintaining a Council lead officer to implement measures to achieve the Gold Award
- Maintaining a Councillor lead officer to oversee the implementation of the Armed Forces Covenant and the DERS
- Adding the word 'community' to the Councillor role of 'Representative of the Armed Forces' to read 'Representative of the Armed Forces Community'.

Chapter 4: Saving Charing Cross Hospital and our NHS

We're winning the fight to save Charing Cross Hospital. The government says it has delayed closing it until 2021. It's done that because it would have been unsafe to do so, just as the independent public inquiry Michael Mansfield QC led said it would be. We don't believe it will ever be safe to close our hospital, as the recent winter hospital crisis makes clear. That's why we've hired the best lawyers and health officials in the country to help us defend it.

Unless we can stop the Conservative-backed plans, at least 60% of the Charing Cross Hospital site will become luxury flats, most of which will go to overseas investors. The new building will only be 13% of the size of the current hospital.

Continuing to save the hospital is and will remain the most important task facing the Labour-run council but there are many other important things to do to improve our residents' health.

- We will join up housing, health, social services and education so that no-one is forced to live outside the borough.
- We will focus on supporting good mental health.
- We will improve hospital discharge, including a 'going home box' (basic food and toiletries) for people discharged from hospital.
- We will help with reablement and reintroduce convalescent homes.
- We will aim to achieve two new joint social care and GP hubs across the borough.
- We will develop an effective approach to mental health, working across partner agencies such as health and the police and NGOs such as food banks
- We will improve our residents' life chances
- We will open further outdoor gyms, following the success of the new outdoor gym in Normand Park.

Child and adolescent mental health services

- We will continue to build upon and implement the recommendations of the Child and Adolescent Mental Health Task Force's report.

- We will constitute a forum to meet quarterly to review, plan, and develop strategies to improve child and adolescent mental health services in the borough. The Forum will include stakeholders such as HF Mind, the CCG, West London Mental Health Trust, NHS England, CAMHS Commissioners and young people and service users. Its aim will be to avoid duplication of services and to address needs and gaps in provision, ensuring effective deployment of resources and targeted services, and leading to joined-up provision in the borough.

Chapter 5: More and better homes for residents, not overseas investors

On entering office in 2014, we immediately put a halt to the Conservatives' scheme to sell off council street properties and council estates to property speculators. We have been working with residents to help make sure their homes will always be safe from the horrors with which the Conservatives plagued the residents of the West Kensington and Gibbs Green estates.

The Conservative/Liberal Democrat government ended the grants the former Labour government gave to councils to build genuinely affordable homes. So we had to get the money from somewhere else. We've negotiated £310 million by taking a tough approach with developers and are therefore building the largest amount of genuinely affordable homes in ten years.

It is the case that even people in good jobs find it hard to get a foot on the property ladder. We will work with local employers and financial organisations to find new ways to help people buy their first home.

More genuinely affordable homes

We're building the largest ever number of genuinely affordable homes. That's only possible because we got tough with property developers and won a record £310 million for our residents.

Last year, we set up a unit to defend council homes. That's to make sure that our residents can always feel safe in their home, whoever runs the council in the future.

- We will build at least 1,500 genuinely affordable homes, working with housing associations to make sure they remain affordable for future generations in the borough.
- We will create a priority scheme to make sure local residents have first preference for all new, genuinely affordable homes.
- We will systematically review all small sites that could be used across the borough to increase the number of genuinely affordable homes on every possible spare piece of land.
- We will build at least 500 affordable, part-ownership homes to buy, prioritising local residents who wish to get onto the property ladder

The change we'll bring together

- We will prioritise building genuinely affordable larger flats and homes for families.
- We will seek to protect all existing housing estates, including the West Kensington and Gibbs Green estates, and develop further mechanisms to prevent any future sell-off of Council homes to developers.
- We will explore new housing finance mechanisms with partners such as housing associations and trade unions to increase the number of genuinely affordable homes we can deliver.
- We will ensure that new housing association developments are delivering affordable rents in the borough.
- We will seek new planning powers to bring at least 250 empty homes into use.
- We will develop a new partnership strategy with our housing association partners to deliver a further 500 genuinely affordable homes in the borough through a joined-up approach

Repairs and contractors

We inherited contracts to maintain our estates from the Conservatives. There has been much criticism of the contractors – some of it justified. However, these contracts made by the Conservatives are legally binding and have some years to run. Our aim is to bring maintenance contracts under proper control and we are doing, and will do, all we can to mitigate the ill-effects of the Conservatives' contracts.

- We will introduce a “quality performance expectation” – across not just council staff but all our contractors, too, which everyone delivering a council service will be measured against.
- We will insist on honesty and transparency in service delivery and charging.
- We will maintain an approved list of local contractors which will assist leaseholders and could also help tenants to get small things done should they choose to pay themselves.
- We will introduce a handy-person scheme
- We will review the “aids and adaptations” service for Disabled and older residents with the aim of speeding things up

The change we'll bring together

- We will ensure that officers use and residents have the tenants' handbook and the repairs handbook
- We will work with housing associations to give them assistance in improving their policies and services for local residents, including the provision of a tenants' handbook
- We will promote a Hammersmith & Fulham Housing Association Charter / Service Level Agreement

Second homes

- We will look at the St Ives/Cornwall planning restriction model so that a newly-built property cannot be sold to someone for whom it would be a second home.

Concierge service

- We will look to re-introduce the concierge service on our estates once the Edward Woods pilot is evaluated.

Security

- We will install CCTV cameras on stairwells in tower blocks if residents want them.

Chapter 6: Working to be the greenest borough in Britain

We will make our borough the greenest in the country. We've introduced more electric car charging points than anywhere else and planted more trees. We're the first borough to stop the standardised use of harmful chemicals on our streets and we're aiming to make our new council buildings carbon neutral.

Make our streets cleaner and protect weekly bin collections

The Conservatives slashed funding to street cleaning and schemed to cut bin collections.

- We will go on investing in more and better street cleaning and protecting bin collections. We will never cut these services.

Cleaning our air

- In 2019 we will introduce state-of-the-art technologies to absorb pollution.
- We will continuously look for new ways to cut pollution and improve air quality.
- We will plant 'living walls' to absorb pollution near schools and other targeted buildings.
- We will act to stop drivers idling.
- We will introduce policies, including traffic management, to reduce the sources of such pollution.

Plastics

- We will seek to build an alliance of local organisations that commit to ending the use of single-use plastic.
- We will have the council review all its uses of plastics and develop ways to minimise the use of all plastics.

Improving transport infrastructure

- We introduced Britain's first free-to-join electric car club. We will further increase the number of electric car charging points in the borough.

The change we'll bring together

- We will press Transport for London to bring back regular services to Olympia Underground station
- We want more West London Line trains and improved facilities for pedestrians and cyclists.
- We are lobbying the Mayor to run the CS9 cycle route down the A4, not King Street or Hammersmith Road.

Green audit

- We will audit the number, location and type of trees within the borough to help plan what type of trees to plant and where. We will not reduce the number of the trees within the borough from the number recorded at the end of the audit.
- We will identify which streets and roads without trees are capable of having them.

Parks and cemeteries

- We will dedicate a minimum of five per cent of all parks and cemeteries within the borough to long grasses and wildflowers
- We will install bat boxes and loggeries in all parks to support and encourage the endangered bat and beetle populations
- These two activities will provide educational opportunities for children and schools, and the installation will work in partnership with schools and community groups

Environment Committee

- We will establish a Council Environment Committee, including outside representatives from such bodies as RSPB and the Bumblebee Conservation Trust. This will meet quarterly and will be dedicated to:
 - Scrutinising the green agenda of the council
 - Developing green policy ideas and initiatives
 - Ensuring the recommendations of the Biodiversity Commission are being implemented
 - Ensuring the recommendations of the Air Quality Commission are being implemented
 - Scrutinising the 'greening our estates' programme and developing new policies and initiatives
 - Taking part in visits to successful green projects in other local authorities to learn best practice.

Greening our estates

We will work on our estates alongside Tenants and Residents Associations and residents to:

- Identify areas to plant new trees, bushes and flowers
- Identify buildings to install green roofs and green walls on, which will help with insulation and roof integrity
- Identify large paved areas which can be converted to grass, which will help with drainage
- Identify buildings that can support bird boxes to support local bird life
- Involve local schools and community groups, providing educational opportunities and inclusivity for identified groups.

Chemical pollution

- We've banned glyphosate weed killers and have replaced them with low-cost natural alternatives.

Noise and light pollution

Noise and light pollution are often overlooked, and they have a significant impact on quality of life.

- We will review our noise pollution operation and introduce new measures to make it significantly more effective.

Reducing car use

- We will use planning conditions to encourage car-free businesses.
- We will promote and encourage more car-free developments, especially in new major developments.
- We will extend the use of electric vehicle clubs.

Cycling

- We are lobbying the Mayor to run the CS9 cycle route down the A4, not King Street or Hammersmith Road.
- We will oppose the reduction of pedestrian space for cycle lanes.
- We will increase secure cycle parking on streets and estates.

Hammersmith fly-under

- We will seek to put together a scheme that works with private investors and TfL to build the Hammersmith fly-under

Chapter 7: Cracking down on crime and its causes

The Conservatives try to panic residents about knife crime but offer no solutions. We need a thoughtful, joined-up approach both to crime and to its causes. Our policies on the local economy, education and social inclusion are designed to crack down on the causes of crime.

We will also crack down on crime. Our robust approach with developers helped us to win a record £310 million for our residents. It's not actually the council's job to pay for police officers – it's the government's. But the Conservative government has slashed police funding and we prioritise the safety of our residents. So we have stepped in and used some of this money to pay for 46 extra police officers, which is the largest-ever number of council-funded police officers.

- We will go on investing more on crime prevention.
- We will work with the third sector and community to tackle knife crime and gang and youth violence.
- We will provide effective help for young people who are involved in gangs or at risk of becoming gang members.
- We will work with the police to stop moped crime and drug dealing.
- We will provide better processes to support residents who have to put up with anti-social behaviour and drug dealing in their neighbourhood.
- We will continue to invest in CCTV.
- We will enforce and protect the victims of abuse, including Female Genital Mutilation.
- We will review and enhance the community safety team and the work of safer neighbourhood board.
- We will ensure the new Metropolitan Police Borough Command Unit is working effectively.
- We will tackle hate crime when and wherever it appears.
- We will ensure stop and search is targeted appropriately and is effective.

The change we'll bring together

- We will protect residents from being the victims of radicalisation.
- We will ensure local ward police officers are supported effectively.
- We will support the work of 'victim support' teams and crime prevention measures.

Chapter 8: The best possible opportunities for all our children

Too many families in Hammersmith and Fulham do not get their child into their preferred school. Labour will work with schools of all types, including free schools and academies, to promote excellent teaching and the best outcomes for the borough's children. We will make sure that the area's most vulnerable children are well looked after and safe.

Sullivan School saved

The last Conservative council tried to close the award-winning Sullivan Primary School in Fulham to merge with another school against the wishes of its parents and children. We were appalled at the contempt this showed for local people. One of the first things we did after taking over the administration of the Council in 2014 was to save Sullivan School.

Every school matters

We support excellent teaching and learning in every school, be it a community school, free school, academy or church school.

- We will work to attract and retain good teachers, which may include offering support with accommodation.
- We will encourage all schools to develop strong links and share resources with the local community.
- We will ensure that faith schools serve their local communities and work to ensure that local children make up least half their intake in line with guidance from the Diocese of London.
- We will start planning now for how the borough can best meet the growing need for more primary school and high quality local secondary school places.
- We will continue to work with schools to campaign against the Conservative government's unacceptable funding cuts to schools

Childcare

- Excellent childcare is expensive and difficult to find. We will carry out a public enquiry via the Policy and Accountability Committee to review how we can bring costs down and increase the availability of high quality childcare that suits the demands of hard working people in the modern economy.
- We will work with the government, employers, schools and the third sector to deliver affordable, high quality childcare for H&F residents.
- We'll identify young carers and ensure their support needs are being met.

Backing parental choice

- We will continue to be active in helping parents choose the best school for their child. This includes online information and advice and events for families to find out more about schools, as well as play and youth work opportunities.
- We will continue to create strong links with parents' groups, including those for children with learning disabilities and complex needs.
- We will continue to challenge schools that we feel are not taking a fair approach in their admissions policies.
- We will work with our schools to support them to welcome children who come from different ethnic and cultural backgrounds.

Helping children be healthy

- We will help more children to participate in sport and have free access to active play, through local sports partnerships and working with sports clubs in the borough
- We will keep supporting schools, children's centres and youth clubs to provide healthy food and stop any child going hungry
- We will work with more fast food outlets near schools to improve the nutritional content of their food.
- We will keep supporting communities in local streets to facilitate temporary closures to become play streets.

Improving children's chances in life

In our first year in office we worked closely with children's centres, health visitors, families and others and developed a strategy to promote early intervention and reduce child poverty.

- We automatically enrol all the borough's children in a library to encourage them to read for pleasure and thus expand their chances in life
- We will provide new opportunities for young residents, including building a state-of-the-art youth centre.
- We will help families earlier and better by joining up our services within the council and with other governmental and non-governmental organisations.
- In the face of government cuts, we will protect and improve our schools.
- We will work with schools, colleges, businesses, Imperial College London, LAMDA and others to ensure that the borough's children and young people from all backgrounds get the education and training that equip them with the necessary capabilities to benefit from the many new jobs and career opportunities that will be delivered by our economic growth plan.
- We will use our partnership with Imperial College to help all our children and young people into the path they want to take in life – be that higher education, starting their own business or apprenticeships and further vocational training.
- We will work with our schools to create the Hammersmith and Fulham Learning Partnership, which will promote peer-to-peer learning across our schools both to promote excellence and to help recruit and retain the highest quality teachers at a time when teacher recruitment and retention are highly challenging.
- We will work with our local theatres, sports clubs and businesses to create a Pupil Experience Guarantee - because school is about more than just what you learn. All pupils, irrespective of their backgrounds, should have access to theatre trips, sporting experiences and other school visits.

Supporting Disabled children and their families

Disabled children and their families often require extra support to lead ordinary lives.

- We have built new support, learning and play centres. We will increase our support for Disabled children and their families.
- We will continue to ensure that services are designed to meet the additional needs of Disabled children and their families.
- As we move on from the 'tri-borough', we will build a world-class Special Educational Needs service for Hammersmith & Fulham that puts building constructive and collaborative relationships with parents and Disabled young people at its heart – rather than the all-too-often adversarial ways of working of the past
- We will keep offering strong support to the borough's outstanding special schools.
- We will keep assisting mainstream schools to become better at supporting Disabled children and children with other physical and mental health needs.
- We will continue to target public health resources on early speech and language intervention.
- We will ensure that the brand new, state-of-the art Stephen Wiltshire Centre for Disabled Children is used by as many Disabled children and their families as possible

Joined-up policies

- Young people and their families tell us that the transition from children's to adult services can feel like falling off a cliff. Once a child turns 14, we will require adult and children's services to work together on transition planning.
- We will establish a highly innovative Family Support Service. This will bring together our early help services in one place and work closely with other agencies to ensure that families can access joined-up support and that those requiring more help can be identified and supported from the earliest.
- We will create a hub building for our borough's care leavers, to ensure that children and young people who have been in our care are provided with the very best services and have a readily available, ongoing support system to access the same opportunities that any of us would want for our own children.

Vulnerable and poor children

- Hammersmith & Fulham Labour believes that protecting vulnerable children is one of the most important things it can be elected to do. Successive governments have sought to take almost all of the responsibility for education away from local councils, but we believe that there is still much a council can do to set the conditions in which every child born in our borough is given the same opportunities – regardless of whether they are born into the richest or poorest families.
- The loss of the Education Maintenance Allowance affected all sixth form students but most directly students from a demographic which is poorer, more vulnerable or potentially less engaged. We will consult on a 'London Borough of Hammersmith & Fulham Education Maintenance Allowance' to provide supportive grants for students on the same terms as the original Education Maintenance Allowance (supporting attendance, engagement etc.) If introduced, it will be monitored and analysed to show whether it has had a positive impact.

Physical education, sport and youth clubs

The facilities for young people and young adults to socialise, experience and interact positively with their communities in our borough are limited.

- We will develop more facilities using current facilities and new buildings where needed.
- We will have an enrichment strategy for facilities for young people.
- We will look for ways to reach out to young people who are disengaged from society and at risk of exploitation for criminal purposes.
- We will set up mini-projects/resources for targeted groups of disengaged or alienated young people, perhaps co-ordinated with youth services and community policing.
- Our schools are often deprived of the land they need to make sure children are getting physical education. We will work with schools to ensure that they have the access they need to our parks and other sporting facilities in the borough.
- We will develop a running track at Hurlingham Park for use by schools and a safer, pollution-free opportunity for recreational jogging for all ages.

The change we'll bring together

- We will build an OnSide Youth Zone for young people from across the borough in White City - a state-of-the-art, custom-built, modern youth club offering a wide range of sport, art and enterprise activities
- We will develop access opportunities for all across the borough outside of the school curriculum so we truly have sport for all.

Getting the best teachers

- We will look at setting up a Teaching Commission with a view to making Hammersmith & Fulham the most attractive borough in the land for teachers and help to tackle recruitment and retention.
- We will consult on giving borough-wide free parking permits to teachers.
- We will look at sponsoring teachers' MAs - provided they stay in borough for a fixed period
- We will encourage teaching assistants to become teachers, building on the work of the excellent West London Teaching Alliance
- Hiring a teacher from an agency costs about £6,000 a time, so we will look into starting our own recruitment agency, charging a fraction of the cost

Chapter 9: Social inclusion

Labour will continue to prioritise the inclusion and advancement of all our residents. We set the right tone from the start by abolishing home care charges in our first six months in office. We guaranteed independent living fund payments to Disabled people when the Conservative/Liberal Democrat government threatened to abolish them. We took all children out of homeless B&B accommodation and gave them a real home, and we pioneered new ways of working with the food banks to tackle poverty at its rawest.

We started annual events to recognise International Women's Day and Holocaust Memorial Day and we brought the play *And Then they Came For Me* back to Hammersmith & Fulham after ten years' absence to highlight once again the horrors that antisemitism causes.

When there was a rise in xenophobic attacks after Brexit, we began H&F's Unity Day which 15,000 people attended to march against racism and celebrate our wonderful diversity.

Social inclusion will remain at the heart of everything we do. In particular, we will:

- Combat social isolation and loneliness
- Make Hammersmith & Fulham a Dementia-Friendly Council
- Improve Meals on Wheels, ensuring healthy choices and meaningful time spent with recipients
- Support intergenerational projects that bring young and old together.
- Ensure co-production with older people, as we've already committed to with Disabled people.

Carers

- Thousands of unpaid carers in Hammersmith & Fulham provide the majority of care for families. As well as rewarding, this can be challenging and lonely. We will ensure that ours is a borough which values, respects and supports carers.
- We will launch a Carers Commission made up of local carers and carers' organisations to chart a way forward for improving the support we provide.

- Our aim is to help carers have financial security, care services which are there when they need them, an NHS which supports them, the ability to combine work and care if they choose to, and better information and advice to prepare and make choices about caring.

Disabled people

- We will put Disabled people at the heart of decision-making in H&F. Too often decisions are made for Disabled people rather than with them. We will change that so that Disabled people in Hammersmith & Fulham themselves shape the services they need.
- Using our new flexibility as we move from on sharing services in the 'tri-borough', we will work with Disabled residents and local Disabled people's organisations to agree a 'co-production' approach and a long-term funding strategy.
- Co-production will lie at the heart of how we operate in future – nothing about Disabled people without Disabled people. It will be an equal and reciprocal relationship between the people who use services and those who design and deliver them.
- We will improve Direct Payments by working with the residents who receive these and the organisations that represent them. Going further, we will replace the 'tri-borough' personalisation strategy with a co-produced independent living strategy in the borough for Disabled residents of all ages so that they can live their lives in the way they choose.

Other measures

- We will reform the council, using the third sector as partners, to tackle the problems intrinsic to our society.
- We will match older people with large homes with young people in need of housing.
- We will promote and support supermarkets and shops to share food and products with homeless charities and other third sector groups such as food banks.
- We will provide effective support to those in fuel poverty.
- We will support women who are in 'period poverty'.
- We will appoint a Lead Member for Women and Girls.
- We will act to prevent Female Genital Mutilation and support prosecutions.

Chapter 10: Fighting for what we believe in

The proposals set out in this manifesto are our vision of a modern and efficient borough which is also caring and compassionate. We believe that they are what our residents want and need.

We will always work to support the most vulnerable in our community. But we know that when residents vote they do so for people to represent their views and their values. We will continue to work with residents from all backgrounds and campaign for things nationally that reflect our shared values.


Other NHS campaigns across the country have followed our lead in fighting to save our hospitals and protect our NHS. We will renew and strengthen that fight.

We will build up our campaign against Brexit and speak out nationally against all the dangers it presents to all our residents wherever they originate from.

We know from experience that we can effect change, whether this means challenging the government on child refugees, encouraging others to follow our lead on electric cars and getting rid of pesticides, working with food banks or arguing for a better deal for older and Disabled people.

We will always stand up for our residents and the things they care about, and we will aim to make all our residents proud no matter who they voted for.

Agenda Item 8.2

London Borough of Hammersmith & Fulham COUNCIL 23 MAY 2018	 hammersmith & fulham
COUNCIL CALENDAR 2018/19	
Report of the Leader of the Council - Councillor Stephen Cowan	
Open Report	
Classification: For information Key Decision: No	
Wards Affected: All	
Accountable Director: Kim Dero, Chief Executive	
Report Author: Kayode Adewumi, Head of Governance and Scrutiny	Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report is requesting approval of the 2018/19 Council calendar.

2. RECOMMENDATIONS

- 2.1 That the schedule of meetings in the 2018/19 Council calendar at Appendix 1 be approved.

3. REASONS FOR DECISION

- 3.1 The Council has the power to agree the date of its meetings.

4. INTRODUCTION AND BACKGROUND

- 4.1 The Council agrees annually its calendar of meetings. Attached at Appendix 1 are the 2018/19 meeting dates.

5. EQUALITY IMPLICATIONS

- 5.1 School and major religious holidays have been avoided while drafting this calendar.

5.2 Implications verified by: Peter Smith, Head of Policy and Strategy – Tel: 020 8753 2206

6. LEGAL IMPLICATIONS

6.1 The Council may hold its meetings at such hour, on such days and at such a place as the Council may determine. This change allows the Council to continue to carry out its business lawfully.

6.2 Implications verified by: Rhian Davies, Assistant Director Legal and Democratic Services, Tel: 07827 663794

7 FINANCIAL AND RESOURCES IMPLICATIONS

7.1 There are no direct financial implications.

7.2 Implications completed by: Emily Hill, Assistant Director, Corporate Finance, Tel: 020 8753 3145.

8 COMMERCIAL AND IT STRATEGY IMPLICATIONS

8.1 There are no commercial or IT strategy implications.

8.2 Implications completed by: Kayode Adewumi, Head of Governance and Scrutiny (020 8753 2499)

LOCAL GOVERNMENT ACT 2000 BACKGROUND PAPERS USED IN PREPARING THIS REPORT

None.

Council Calendar 2018-19

	2018												2019												
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY												
Monday			2		3			3				1													
Tuesday	1		3		4			4				2													
Wednesday	2		4		5			5				3													
Thursday	3		5		6			6				4													
Friday	4		6		7			7				5													
Monday	7		9		10			10				8													
Tuesday	8		10		11			11				9													
Wednesday	9		11		12			12				10													
Thursday	10		12		13			13				11													
Friday	11		13		14			14				12													
Monday	14		16		17			17				13													
Tuesday	15		17		18			18				14													
Wednesday	16		18		19			19				15													
Thursday	17		19		20			20				16													
Friday	18		20		21			21				17													
Monday	21		23		24			24				18													
Tuesday	22		24		25			25				19													
Wednesday	23		25		26			26				20													
Thursday	24		26		27			27				21													
Friday	25		27		28			28				22													
Monday	28		30		31			31				23													
Tuesday	29		31									24													
Wednesday	30											25													
Thursday	31											26													
Friday												27													

Abbreviations Used in the Council Calendar

● CG Conservative Group	APSC Audit, Pensions and Standards Committee
● LG Labour Group	

Policy and Accountability Committees (PACs)	
CEPAC	Children and Education PAC
HISCPAC	Health, Inclusion and Social Care PAC
CSEPAC	Community Safety and the Environment PAC
EHAPAC	The Economy, Housing and the Arts PAC
FCRCPAC	Finance, Commercial Revenue and Contracts PAC
PSRPAC	Public Services Reform PAC

WSCT Wormwood Scrubs Charitable Trust
--

H&WB Health and Well Being Board

Pensions Board

Pensions Sub

PADC Planning and Development Control Committee
--


CCRB Cabinet Commercial Revenue Board
--

Cultural / Religious dates:

Baisaikh	14 April 2018
Shavout	19-21 May 2018
Ramadan	15 May 2018
Eid al-fitr	14 June 2018
Eid al-Adha	21 August 2018
Rosh Hashana	9 September 2018
Yom Kippur	18 September 2018
Sukkoth	23-30 September 2018
Diwali	07 November 2018
Christmas Day	25 December 2018
Passover	19-27 April 2019
Purim	20 March 2019
Good Friday	19 April 2019
Easter Sunday	21 April 2019

NOTE: Pensions Sub on 10 July will be preceded by a short meeting of APSC that appoints the members of the Sub-Committee

Blue marks school holidays

London Borough of Hammersmith & Fulham FULL COUNCIL 23 MAY 2018		 h&f hammersmith & fulham
SPECIAL URGENCY DECISIONS – MONITORING REPORT		
Report of the Leader of the Council – Councillor Stephen Cowan		
Open Report		
Classification: For information Key Decision: No		
Wards Affected: All		
Accountable Director: Hitesh Jolapara – Strategic Director of Finance and Governance		
Report Author: Kayode Adewumi, Head of Governance and Scrutiny		Contact Details: Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report presents details of decisions taken by the Leader under the urgency provisions of the Constitution. The report covers the period 9 May 2017 to 22 May 2018.

2. RECOMMENDATIONS

- 2.1 That the decisions taken by the Leader under the urgency provisions attached as Appendix 1, be noted.

3. REASONS FOR DECISION

- 3.1 The Leader is required to submit reports to the Council on Executive decisions taken using the urgency procedure. The reports must include the number of decisions so taken and a summary of the matters in respect of which those decisions are taken.

4. GENERAL EXCEPTION

- 4.1 If a matter which is likely to be a Key Decision has not been included in the Key Decisions list, then subject to Rule 17 (Special Urgency), the decision may still be taken if:
- (a) the proper officer has informed the Chair of a relevant Policy and Accountability Committee, or if there is no such person, each member

of that Committee, in writing, by notice, of the matter about which the decision is to be made and the reason why the matter should be classified as urgent;

- (b) the proper officer has made copies of that notice available to the public at the offices of the Council and on the Council's website, stating why the requirements of Rule 13 cannot be complied with; and
- (c) at least 5 clear days have elapsed since the proper officer complied with (b).

Where such a decision is taken collectively, it must be taken in public.

4.2 15 reports were taken undertaken under this procedure.

5. SPECIAL URGENCY

5.1 Under Rule 17, the Leader or Cabinet can take a decision where the item has not been published on the Key decision list or where officers request that Call in be waived due to the urgency of the decision.

5.2 This type of decision can only be taken if the decision maker (if an individual), or the Chair of the body making the decision:

- a. obtains the agreement of the Chair of the relevant Policy and Accountability Committee, and the Mayor that it is reasonable to treat it as an urgent matter.
- b. obtains the agreement of the Mayor to waive the call-in so that the decision can be implemented with immediate effect.
- c. the proper officer makes available at Hammersmith Town Hall and on the Council's website a notice setting out why the decision is urgent and cannot reasonably be deferred.

5.3 4 decisions were taken where the item was not placed on the Key Decision List and the Call In period was waived.

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

None.

List of Urgent Executive Decision made by the Leader

Decisions from 9 May 2017 to 22 May 2018

1. ICT TRANSITION PHASE 4 ASSURING SERVICE CONTINUITY – ADOPTION OF A DESKTOP STRATEGY, A PROCUREMENT STRATEGY, AND THE SUPPORTING BUSINESS CASE

Status – Exempt

Summary of Report – This paper proposes the council adopt a new, hybrid desktop strategy, the right solution for the council today, which will be more cost-effective and offer faster and more flexible access to line of business applications to enable staff to work more responsively in a wider range of locations.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – The contract the council held with HFBP for the provision of the service ended in 2016. A short-term arrangement was made with BT, with their subcontractor Agilisys, to allow the current desktop service to continue, to assure service continuity. The current smart desktop devices are reaching the end of their life. The decision cannot wait until the next cabinet meeting in July as the procurement has to commence and the contracts signed before the contract ends in October 2018.

Date – 09/05/17

2. SANDS END COMMUNITY CENTRE – PROCUREMENT OF A DESIGN TEAM

Status – Open

Summary of Report – On 20th February 2017 the Leader approved a procurement strategy for the replacement of Sands End Community Centre. Officers reported that, the project would be funded by a grant of £2 million from Bazalgette Tunnel Limited (“Thames Tideway” or “Tideway”) and up to £1.6 million of Section 106 funds.

Officers and Tideway have now agreed the terms of a grant to the Council of £2 million, subject to minor items of clarification. This grant is part of Tideway’s Community Investment Legacy Plan which aims to make a positive impact in local communities where they are working on the super sewer project.

Recommendations – That the Leader accepts the grant and delegates settlement of the final terms of the Grant Agreement to the Director for Regeneration, Planning and Housing Services.

Reasons for Urgency – to access the grant money to fund the design of the arts and community centre and achieve the delivery milestone of February 2018.

Date – 09/05/17

3. EMERGENCY ALARMS AND REPLACEMENT DOOR ENTRY SYSTEMS IN SHELTERED SCHEMES

Status – Open

Summary of Report – This report establishes the rationale for the procurement of a contract to replace the emergency alarm and door entry systems in the council's 22 sheltered schemes. A contract is required to be in place that will supply and fit the infrastructure and equipment for a digital, broadband based emergency alarm system and other assistive technology.

Recommendations –

- That approval be given to procure a contract to provide the infrastructure for broadband and a replacement emergency alarm system to each sheltered property.
- That approval be given to procure a contract to replace the entry phone system in each of the council's 22 sheltered schemes with an audio visual system. The estimated value for the works is £1.032m. Funding for the proposed contracts is held within the Regeneration, Planning & Housing Capital Programme for 2017/18.

Reasons for Urgency – There is the risk of emergency calls from vulnerable elderly residents in our sheltered schemes not getting through to the council's emergency call centre, due to the lack of parts to repair the current system, consequently any delay in procuring a replacement emergency alarm system will increase this risk

Date – 09/05/17

4. LEARNING DISABILITY PROCUREMENT STRATEGY & DIRECT AWARD OF CONTRATS FOR FLEXIBLE SUPPORT

Status – Open

Summary of Report – This report sets out a revised strategic approach for the delivery of learning disabilities (LD) services within Hammersmith & Fulham, a replacement procurement strategy. and justification for the direct award for two LD service contracts to existing providers.

Recommendations –

- To waive Hammersmith & Fulham’s Contract Standing Orders, in accordance with Table 3.1 of the same, to allow two contracts for learning disability services and which expire on 30th June 2017, to be extended to 30th June 2018 by means of a direct award to the existing providers.

- To approve:
 - the revised strategic approach for the procurement of support and services to promote choice and control for people with learning disabilities, and
 - the procurement of the delivery provider contract using the competitive procedure with negotiation. This procurement procedure will replace the one approved by Cabinet on 5 September 2016.

- To note the contract term of seven years with the option to extend for a further period of up to five years. Subject to the outcome of the procurement exercise, it is envisaged that providers will require approximately two years to review, evaluate and implement personalised approaches and start to deliver any efficiencies. The development of the provider market and any potential innovations will take further time to develop. The contract term, will encourage provider investment in the service; allowing the full benefits of the transformation to be realised and to create an attractive offer for a limited provider market.

Reasons for Urgency –

- Section 5 of the Care Act 2014 places express obligations on the Council to secure the supply of care services, assure its quality through contracts, design strategies to meet local need and to market shape;
- Two existing contracts for vulnerable adults with learning disabilities expires on 30th June 2017;
- The attached Report sought approval at 5 June 2017 Cabinet, now cancelled, to waive the Council’s Contract Standing Orders to allow the direct award of a contract to each of the two existing providers;
- The direct award of the contracts will assist in stabilising the provider market and secure services for vulnerable adults with learning disabilities pending the implementation of the revised strategy and procurement approach.

Date – 09/05/17

5. LILLA HUSET – LEASE RENEWAL

Status – Exempt appendices

Summary of Report – This report outlines a proposal for the council to renew its lease at Lilla Huset and sublet part to 3BM Ltd.

Recommendations –

- Authority is sought for the Council to enter into a new 15-year lease for Lilla Huset, located at 191 Talgarth Road, London W6 8BJ.

- Approve granting of an underlease to 3BM at the initial rent outlined in Appendix 3 for a term expiring June 2031
- Delegate to the Director of Building & Property Management in consultation with the Cabinet Member of Finance & Resources to finalise the Headlease and Underlease together with the associated property documents as outlined in Appendix 2 & 3.
- Undertake or contribute to items of disrepair valued up to £55,000. This would be a one-off cost funded from the dilapidations reserve.

Reasons for Urgency – The existing lease has expired and an application to Court was made for the Court to determine the new rent. Subsequently, terms have been agreed in principal with the landlord and unless the new lease is completed before the 26th May 2017, this being the date of the Court hearing, there is a possibility that the Court may set a rent higher than negotiated.

Date – 15/05/17

6. USE OF RIGHT TO BUY ONE FOR ONE RECEIPT TO FUND BUYBACKS

Status – Open

Summary of Report – This report seeks approval to allocate receipts to fund the buyback of former council homes which are being used for provision of affordable housing as per the council's agreement with DCLG. The buying back of these former council homes on the West Kensington and Gibbs Green estates has already been agreed as part of the 2017/18 capital budget.

Recommendations –

- That approval be given to use Right to Buy one for one (RtB 1-4-1) receipts to fund the buyback of former council properties to use for the permanent provision of affordable rented housing.
- That approval be given for the council to use RtB 1-4-1 receipts to retrospectively fund historic buybacks going back to 1st April 2014, also to be used for the permanent provision of affordable rented housing.
- That approval is given to amend the current Four Year Decent Neighbourhood Programme budget to reflect the changes set out above.

Reasons for Urgency – Any change in the allocation of retained Right to Buy receipts (known as RtB 1-4-1 receipts) to fund capital expenditure must be reported to the Department of Communities and Local Government (CLG) on a quarterly basis. The quarter one deadline is at the end of July 2017.

Date – 30/06/17

7. PHOENIX FITNESS CENTRE AND JANET ADEGOKE SWIMMING POOL CONTRACT AWARD

Status – Exempt

Summary of Report – This report seeks authority to run a competitive tender exercise for a new short term operational contract, whilst the Council takes time to consider what its medium-long term plans are for the management of public access to these and other leisure facilities, noting that the contract for the management of the other leisure facilities expires 31st January 2019.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – The Council's contract with Greenwich Leisure Ltd. (GLL) for the provision of leisure management services at Janet Adegoke swimming pool and the Phoenix fitness centre will expire at the end of July 2017.

Authority to run a competitive tender exercise for a new short term operational contract is urgently needed, whilst the Council takes time to consider what its medium-long term plans are for the management of public access to these and other leisure facilities noting that the contract for the management of the other leisure facilities expires 31st January 2019.

Date – 30/06/17

8. APPROVAL TO MODIFY THE HESTIA HOUSING & SUPPORT FLOATING SUPPORT CONTRACT

Status – Exempt

Summary of Report – This report requestes approval to modify the Hestia Housing & Support Floating Support Contract to merge services from another floating support contract and to modify the service model to improve outcomes for residents.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – So that the changes can be made at the earliest opportunity to deliver the maximum savings and service improvements. A Cabinet decision could not be implemented before end October 2017, but Hestia has indicated they can

implement the changes from 4th September 2017 rather than at the end of October 2017 which will deliver an additional saving of £9,608 for 2017-18.

Date – 23/08/17

9. AWARD OF FRAMEWORK FOR LOT 2 TAXI PROVISION FOR TRAVEL CARE AND SUPPORT CONTRACT FOR ELIGIBLE CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Status – Exempt

Summary of Report – Due to an anomaly with a formula in the Price Schedule for Travel Care and Support Framework Lot 2 taxis provision, there has been ambiguity in relation to the prices submitted by bidders and the resulting financial price model applied to this contract. To rectify this, it necessitated “rolling back” the procurement of Travel Care and Support Framework Lot 2 to Stage 3 where the pricing bids were re-invited using a rectified pricing format. Consequently, the current Framework Lot 2 awards need to be cancelled and a fresh award decision taken for Travel Care and Support Framework Lot 2, based on the re-evaluated bids.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – Urgent approval is required to allow the Council to enter into Travel Care and Support Services Framework Lot 2 contracts and ensure provision of service in readiness for the start of the new academic year in early September 2017.

Date – 18/08/17

10. FIRE SAFETY & ACCELERATION PROGRAMME - DISABLED CHILDREN'S RESOURCE CENTRE AND RE-BUILD OF SEN UNIT AT THE QUEEN'S MANOR SCHOOL SITE

Status – Open

Summary of Report – In line with the Council’s commitment to Fire Safety and to ensure its properties meet higher standards it is proposed to incorporate a fire sprinkler system in to the new disabled children’s resource centre and SEN unit at Queen’s Manor primary school.

Recommendations –

- To approve the allocation of up to £250,000 from S106 funds for the installation of sprinkler systems at the new disabled children’s resource centre and SEN unit and to recover time on the project lost due to archaeological works;

- To waive contract standing orders in order to modify the contract between the council and ARJ Construction Ltd for the 'Construction of Queens Manor SEN and Resource Centre, including landscaping work' to include the installation of sprinkler systems at the Queen's Manor Primary School at a value of up to £250,000 as permitted under regulation 72 of the Public Contracts Regulations.

Reasons for Urgency - The contractors are on site and we need to vary the contract to accommodate the additional works.

Date – 01/11/17

11. LIABILITY INSURANCE LIMIT OF INDEMNITY

Status – Open

Summary of Report – This report seeks to approve that the Council takes a prudent approach and increases its liability limit of indemnity from £50m to £175m and increases its cover with immediate effect, rather than wait until the policy is due for renewal on 1st April 2018.

Recommendations –

- It is recommended that the Council takes a prudent approach and increase its liability limit of indemnity from £50m to £175m.
- This will necessitate the Strategic Finance Director having delegated authority, in consultation with the Cabinet Member for Finance, to approve an additional insurance premium cost of up to £100,000 per annum.
- It is recommended that the Council increase its cover with immediate effect, rather than wait until the policy is due for renewal on 1st April 2018.

Reasons for Urgency – It is recommended that the London Borough of Hammersmith & Fulham considers increasing its Liability Insurance Limit of Indemnity from £50m to £175m with immediate effect following a review of cover in light of the recent fire at Grenfell Tower.

Date – 15/12/17

12. FIRE ALARM SYSTEMS AND WARDENS AT HARTOPP AND LANNOY POINTS

Status – Exempt

Summary of Report – This report recommends to approve the provision of Fire Wardens at Hartopp and Lannoy Points and the installation and provision of a temporary communal fire alarm and fire alarm system, heat detector and associated works at both blocks.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – Following discussions with the London Fire Brigade the immediate installation of smoke and fire alarms are required and a high level of Fire Wardens deployed to the buildings to assist residents in the event of a fire.

Date – 15/12/17

13. EXTENSION AND VARIATION OF EDUCATION SUPPORT SERVICES CONTRACT WITH 3BM

Status – Exempt

Summary of Report – This report recommends that the Limited Education Support Services Contract with 3BM is extended and varied, as provided for by the terms of the original contract, to provide a flexible service offer to meet the full range of education business requirements and needs whilst a full strategic review is undertaken to inform future commissioning plans.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – The approval of the variation of the 3BM Limited Education support services contract required before the end of the year to include additional services for the delivery of urgent repair works in schools in the Borough.

Date – 22/12/17

14. FAMILY SUPPORT SERVICE – PROPOSED AWARD OF A FRAMEWORK AGREEMENT

Status – Exempt

Summary of Report – This report seeks to urgently establish a Family Support Service Framework, and award associated Call-Off contracts, which will give effect to the agreed approach of procuring specialist partners to deliver services as part of the overall establishment of an integrated Family Support Service.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – The Family Support Services deliver critical services to children, families and young people. The current contracts are due to expire in February 2018, and new contract arrangements from this point are essential for the effective mobilisation of the Family Support Service and the associated transfer of Early Help services from the Council. Due to the mandatory standstill period, and the time required to enter into Framework Agreement, to conduct mini-competitions and mobilisation to ensure the services are fully operational to support children, families and young people, an Urgent Decision is required.

Date – 10/01/18

15.2018/19 SCHOOL BUDGETS

Status – Open

Summary of Report – The Education Skills and Funding Agency (ESFA) have introduced a new requirement that the setting of schools' budgets is confirmed with an appropriate member decision of the local authority. However, the timescales mean that this decision will always be retrospective. With regard to Hammersmith & Fulham timescales for the production of Cabinet reports mean that this approval can only be obtained by means of a Leader's Urgency Decision Report.

Recommendations – To approve the Local Authority formula for allocating resources to Hammersmith & Fulham schools as set out in Appendix 1, the Authority Proforma Tool for setting school budgets (APT).

Reasons for Urgency – The Education Skills and Funding Agency (ESFA) now require political decision to support the local formula. Timescales for the receipt of information and consultation with schools mean it needs to be taken as a Leader's Urgent Decision.

Date – 02/03/18

16. CREATING A SOVEREIGN LEGAL SERVICE

Status – Exempt

Summary of Report – The Council intends to move to a sovereign Legal Services structure as of 1st April 2018. In order to implement this structure, it is necessary to serve notice on the section 113 arrangements for Legal Services with the Royal Borough of Kensington and Chelsea and Westminster City Council.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – Notice must be served before the end of March in order to create a new sovereign service on 1st April.

Date – 19/03/18

17. PURCHASING ADDITIONAL AFFORDABLE HOMES

Status – Open

Summary of Report – This report seeks approval to allocate funding for the purchase of properties in Hammersmith and Fulham and neighbouring boroughs for the provision of affordable housing. This will facilitate a much needed increase in the supply of affordable housing that will help to ease the temporary accommodation pressure that the council has, while also making best use of right to buy receipts.

Recommendations –

- That delegated authority is granted to the Lead Director of Regeneration, Planning & Housing Services with the Director of Finance and Resources of Regeneration, Planning & Housing Services in consultation with the Cabinet Member for Economic Development & Regeneration and the Cabinet Member for Housing to purchase individual properties in Hammersmith & Fulham and neighbouring boroughs for use as affordable housing to the value of £4.9m.
- To approve the creation of an £4.9m budget in the Decent Neighbourhood Programme Budget to use for these purchases, with £3.43m being funded by unrestricted capital receipts and £1.47m being funded by right to buy one for one receipts.

Reasons for Urgency – The Council wishes to maximise the use of Right to Buy one for one receipts to acquire more affordable housing in the Borough and avoid the loss of these funds the use of which is subject to a deadline.

Date – 23/03/18

18. IMPLEMENTATION OF SUCCESS FACTORS FOR LEARNING AND PERFORMANCE MANAGEMENT

Status – Exempt

Summary of Report – This report seeks approval to implement a market leading learning platform and performance management system will facilitate a new approach to performance, staff development and talent management which will underpin the cultural change programme in LBHF.

Recommendations – The recommendations of this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Reasons for Urgency – An urgent decision is required to enable LBHF to formally commit to the Learning Management System implementation. This will prevent work on the LBHF elements falling out of synchronisation with the wider implementation project and the Council incurring additional costs and delays as a result of carrying out activities in isolation.

Date – 03/04/18

19. EU FUNDING BID TO SUPPORT ESTABLISHMENT OF A REFUGEE AND MIGRANT INTEGRATION HUB IN HAMMERSMITH AND FULHAM

Status – Open

Summary of Report – This is a proposal to bid for £1,263,071 of EU funding to establish a one stop migrant integration centre in Hammersmith and Fulham. A Refugee and Migrant Integration Hub would enable refugees and migrants to speedily acquire skills needed to successfully integrate into British society and communities and reduce isolation and alienation. The EU Asylum and Integration Fund has £40m in project funding to disburse to successful applicants. The bid requires 25% of match funding from successful bidders. The match funding requiring a Leaders Urgent Decision is £315,768 over a 24-month period.

Recommendations – That the Council approves £315,768 of match-funding to support an application for £1,263,071 of European Union Asylum and Integration Funding.

Reasons for Urgency – Officers intend to bid for £1,263,071 of grant money from the EU Asylum, Migration, and Integration Fund. The deadline for submission of the bid is 5pm May 9th. The bid requires 25% match funding which equates to £315,768. The bid will not be accepted unless there is a letter from the Strategic Finance Director confirming the availability of match funding.

Date – 09/05/18