

Cabinet

Minutes



Monday 5 March 2018

PRESENT

Councillor Stephen Cowan, Leader of the Council
Councillor Sue Fennimore, Deputy Leader
Councillor Wesley Harcourt, Cabinet Member for Environment, Transport & Residents Services
Councillor Lisa Homan, Cabinet Member for Housing
Councillor Sue Macmillan, Cabinet Member for Children and Education

ALSO PRESENT

Councillor Lucy Ivimy

136. MINUTES OF THE CABINET MEETING HELD ON 5 FEBRUARY 2018

RESOLVED:

That the minutes of the meeting of the Cabinet held on 5 February 2018 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

137. APOLOGIES FOR ABSENCE

RESOLVED:

Apologies for absence were received from Councillor Andrew Jones.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

138. DECLARATION OF INTERESTS

RESOLVED:

There were no declarations of interest.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

139. LEGAL CASE MANAGEMENT SYSTEM

RESOLVED:

1. To approve the Procurement strategy to procure a new case management system for LBHF legal services through a call-off contract from the Crown Commercial Services G-Cloud 9 Framework.
2. To approve the award of a contract to DPS Software Limited (trading as DPS Cloud) ("DPS") under the G-Cloud 9 Framework to host and provide a case management system for Legal Services for a period of up to 4 years (two-year initial term with the option to extend by 2 further periods of up to 12 months each) at a total cost of up to £239,670.00.
3. That the Director of HR be delegated authority, in consultation with the Monitoring Officer and the Cabinet Member for Finance, to take all necessary legal and practical steps required in order to complete the contract.

4. That the Director of HR be delegated authority, in consultation with the Monitoring Officer and the Cabinet Member for Finance, to exercise the option to extend by 2 further periods of up to 12 months each in accordance with the terms of the Contract.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

140. PROCUREMENT STRATEGY TO ACCESS THE LGRP FRAMEWORK

RESOLVED:

- 1 That for the duration of the LGRP Framework (namely, 3rd October 2017 – 2 October 2021), the Framework be utilised and accessed to secure services under the following Lots

Lot 1 Executive Search Permanent (roles over £70K)
& Interim Recruitment (all roles)

Lot 2 Permanent Recruitment (roles between £30 - £70K)

Lot 3 HR Consultancy

Lot 4 HR Marketing Solutions

- 2 That the calling off of any individual contracts under Lots 1,2,3, or 4 of the LGRP Framework be done in the manner prescribed by the Framework and in accordance with the Council's Contract Standing Orders and internal processes in place.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

141. CORPORATE REVENUE MONITOR 2017/18 MONTH 9 - 31ST DECEMBER 2017

RESOLVED:

Councillor Lucy Ivimy asked for more details in relation to the total value of £1,570 on Table 2 – Variance Analysis, page 70 of the agenda pack. The Strategic Finance Director, Hitesh Jolapara, agreed to email Councillor Ivimy more information.

RESOLVED:

1. To approve the decision making in relation to production of final accounts to be delegated to the Strategic Finance Director in consultation with the Cabinet Member for Finance.
2. To approve the proposed virements requests in appendix 11.
3. To approve the consolidation of corporate reserves in line with the categorisation shown in appendix 13.
4. To note that officers are putting in place additional financial controls in response to the forecast overspend.
5. To note primary consideration will be given to the use of departmental reserves for to mitigate any year end overspends, the decision making on this is delegated to the Strategic Finance Director in consultation with Cabinet Member for Finance.
6. To note that no budget underspend carry-forward requests are agreed.
7. To note that month 9, will be the last Corporate Revenue Monitor Report before the year-end.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

142. POLICY CHANGES TO THE COLLECTION OF COUNCIL TAX

RESOLVED:

1. That Cabinet agrees to implement a policy to formally end the use of bailiffs (enforcement agents) relating to the collection of council tax.
2. That Cabinet agrees a policy that no committal proceedings shall be used against any resident who owes council tax. This will mean that, as

a matter of policy, the council will not seek to imprison someone for having a council tax debt.

3. That the Cabinet agrees that a pilot on collections and management of council tax arrears (as defined in appendix 1) be commenced with LBHF Joint Ventures Limited and its sub-contractor 1st Credit Limited.
4. That Cabinet agrees funding of up to £80,000 for the pilot with the draw down of this funding delegated to the Strategic Finance Director in consultation with the Cabinet Member for Finance.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

143. IT TRANSITION PHASE 4 ASSURING SERVICE CONTINUITY - DESKTOP STRATEGY AND SOLUTION OPTIONS

RESOLVED:

Councillor Lucy Ivimy questioned the merits of spending a large sum of money in IT equipment. The Leader pointed out that the investment was necessary as the current computers were very dated and people were now going paperless and needed suitable equipment.

RESOLVED:

1. To approve the strategy of one mobile device and a smartphone per member of staff.
2. To approve the strategy for desktop service provision based on a solution of non VDI thick clients (option 2) which will support the council's strategy to have a mobile workforce while delivering the greatest reduction in annual running costs.
3. To note the projected annual saving up to £1.4m for option 2 thick client solution from 2019/20.
4. To approve business change resource required for 12 months to undertake change management relating to the new desktop service including Windows 10, exploiting Office 365, increasing the use of mobile telephony, migrating file shares to SharePoint, and migrating Outlook public folders to O365.

5. To delegate to the Strategic Finance Director, in consultation with the Cabinet Member for Finance and the interim CIO, the decision on the extension of current desktop support contract for up to 12 months to enable the safe transition from the current service. This extension is still under negotiation and will be confirmed by 31st March 2018.
6. To delegate to the Strategic Finance Director, in consultation with the Cabinet Member for Finance and the interim CIO, the extension of current foundation services provided by Agilisys IaaS for up to 6 months.
7. To delegate to the Strategic Finance Director, in consultation with the Cabinet Member for Finance and the interim CIO, the selection of the end point device catalogue and the desktop support costs.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

144. WEST KING STREET RENEWAL

RESOLVED:

Councillor Lucy Ivimy enquired about the procurement process and the selection of tenderers. The Leader assured that the Lead Director of Regeneration, Planning and Housing Services, Jo Rowlands, had carried out a thorough review and budget allocation and had received extensive advice. The Scheme had a high percentage of affordable housing, it had been positively received by the public and would regenerate Hammersmith & Fulham.

RESOLVED:

1. To delegate authority to the Lead Director for Regeneration, Planning and Housing, in consultation with the Cabinet Member for Economic Development and Regeneration, to complete negotiations with A2 Dominion Housing Association and their subsidiary companies A2 Dominion Homes Ltd and A2 Dominion Developments Ltd. with regard to the King Street Regeneration in order to enter into Heads of Terms.
2. To enter Heads of Terms, once negotiations are completed, for the transfer of land at
 - 181 King Street,
 - Nigel Playfair Avenue,

- 207 King Street, and
 - the Town Hall Extension,
 - (all of which is shown edged red in appendix 1), to A2 Dominion Homes Ltd. and A2 Dominion Developments Ltd. under a land sale agreement on a 250 - year lease.
3. To note that the decision for any Land Transfer in the West King Street Regeneration will return to Cabinet for approval.
4. To delegate authority to the Lead Director for Regeneration, Planning and Housing, and the Director of Building and Property Management in consultation with Cabinet Member for Economic Development and Regeneration and the Cabinet Member for Finance to complete asset transactions in connection with:
- the Friends Meeting House at Nigel Playfair Avenue and
 - land of the Former Children's Centre at Bradmore Park Road
- and to confirm that disposal of the land will be covered by General Consents under s123 of Local Government Act 1972 and/or to seek the necessary consent from the Secretary of State should it be required.
5. To resolve that the area of land at 181 King Street; 207 King Street; Nigel Playfair Avenue; Town Hall Annex referred to in this report and shown edged red on the plan at Appendix 1 is no longer required for the purpose for which it is currently held.
6. To approve in principle the appropriation of the area of land in appendix 1 to the planning purposes of facilitating redevelopment for residential and other uses pursuant to section 122 of the Local Government Act 1972 in order to override easements covenants and other third party rights in respect of the land pursuant to section 203 of the Housing and Planning Act 2016 subject to the requirements set out in the legal implications section having been satisfied and a further report for approval being made to Cabinet.
7. To approve a budget of £360,000 to deliver a successful negotiation of legal agreements, complete the necessary commercial, tax and accountancy assessments, and the associated project management.
8. To approve budget of £250,000 for the client-side Council Accommodation Delivery Team over the next 6 months. This includes dedicated technical specification management, IT project management and network consultancy.
9. To approve a budget of up to £1.510m to enable the delivery of projects associated with the town hall, and which will be necessary to enable future refurbishment proposals, and to delegate authority for the final budget allocation on a project by project basis to the Strategic Finance Director in consultation with the Cabinet Member for Finance and the Cabinet Member for Economic Development and Regeneration. This includes projects to permanently relocate or decant elements of ICT

infrastructure and operational functions to more suitable places on the H&F estate.

10. To note that the funding source for the expenditure referred to in 2.7 – 2.9 above will come from either section 106, where appropriate, and/or reserves.
11. To delegate authority to the Director of Building & Property Management in consultation with Cabinet Member for Finance to appoint commercial agents to advise and assist the Council on all legal negotiations in relation to office accommodation should the Council need to re-locate part or all of its office accommodation under any future conditional land sale agreement.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

145. PAYMENT OPTIONS FOR LEASEHOLDERS RECEIVING MAJOR WORKS INVOICES

RESOLVED:

Councillor Lisa Homan highlighted the importance of this decision to improve the payment options available to leaseholders, and to make it easier and cheaper to collect money. She added these options had been discussed at the Leasehold Forum.

RESOLVED:

1. That approval be given to offer the following menu of payment options for resident leaseholders and for non-residential leaseholders who do not sublet more than one Hammersmith & Fulham leasehold property where the property is owned by individuals¹:

Invoiced amount	Interest free period available	Interest bearing period available	Total repayment period
> £7,500 < £12,500	36 months	48 months	84 months

¹ i.e. the options will not be available properties owned by a company, trust or similar vehicle.

> £12,500 < £17,500	48 months	60 months	108 months
> £17,500	48 months	72 months	120 months

2. To agree to an interest rate for leasehold payment options based on 0.25% above the average council lending rate² for the previous year for the above.
3. To delegate authority to the Lead Director for Regeneration Planning & Housing acting through the Director of Finance & Resources (Regeneration, Planning & Housing), in consultation with the Cabinet Member for Housing, to consider any applications from leaseholders on the grounds of extreme hardship to vary the length of repayment periods.
4. To delegate authority to the Lead Director for Regeneration Planning & Housing, in consultation with the Cabinet Member for Housing, the ability to agree payment plans on a project by project basis where leaseholders estimated bills are likely to be in excess of £22,500
5. To approve a change to the terms for discretionary loans to allow a maximum loan period of 25 years.
6. To approve that any loan or repayment plan for a sum of £12,500 or above to be secured as a voluntary charge on the property. The administration cost associated with this should be borne by the applicant and will be £150.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

146. LOCAL LETTINGS PLAN - EDITH SUMMERSKILL HOUSE & FORMER NORTH FULHAM HOUSING SITE

RESOLVED:

It was noted that Cabinet considered Appendix 2 – Summary of responses to borough wide consultation (marked as “To Follow” on the main report), which was sent to all Cabinet Members in the morning. The public consultation ended

² This is the rate at which the Council could borrow from PWLB for the period of the loan granted to the leaseholder at the time of lending or at the start of the year as appropriate. It cannot be lower than 3.13%.

on Friday 23 February. Names and addresses had been redacted for data protection.

Councillor Lisa Homan welcomed the recommendations and stated that the local lettings plan had been prepared to assist in the letting of new affordable homes in the borough and to ensure local residents would get the first offer.

The attached at both Edith Summerskill House and the former North Fulham housing office site.

RESOLVED:

That the Local Lettings Plan for Edith Summerskill House and the former North Fulham housing office, annexed to this report at Appendix 1, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

147. DOMESTIC ABUSE REFUGES DIRECT CONTRACT AWARD

RESOLVED:

1. To approve a waiver of the Contract Standing Orders requirement to seek competitive tenders prior to contract award to enable the Council to directly award a contract for the provision of refuge accommodation for women and children experiencing domestic abuse for the period 1 April 2018 to 31 March 2019 with the option to extend for up to an additional 12 months.
2. To approve a direct award of a contract for the period 1 April 2018 to 31 March 2019 with the option to extend for up to an additional 12 months.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

148. YOUNG PEOPLE'S ACCOMMODATION SERVICES DIRECT CONTRACT AWARD

RESOLVED:

To approve a waiver of the Contract Standing Orders requirement to seek competitive tenders prior to contract award to enable the Council to directly award three contracts for the provision of supported accommodation services to young people to the incumbent providers for the period 1 April 2018 to 31 March 2019 with the option to extend for up to an additional 12 months.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

149. FAMILYSTORY PHASE 2

RESOLVED:

1. To agree to enter into Phase 2 of the FamilyStory project, which will progress the work done during the Discovery Phase, moving the design from concept to an initial set of products which will test the viability of this solution.
2. To note the options appraisal outlined in Section 5 and undertakes a Single Tender Action Procedure to directly commission FamilyStory, inviting FutureGov to submit a formal tender in response to our specification.
3. To approve a waiver to the Contracts Standing Orders as the nature of the market for the works to be carried out demonstrate that such a departure would be justified.
4. To approve that FamilyStory be funded through residual PiP of £28,000 and £152,000 from the Corporate Demands and Pressures reserve.
5. To approve delegation to the Director for Children's Services and the Director for Public Service Reform, in consultation with the Cabinet Member for Children and Education and the Chief Information Officer for LBHF, any subsequent strategy or contract award decision regarding Stage 2 of the project.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

150. MAKING LONDON A NATIONAL PARK CITY

RESOLVED:

The Leader stated that he was very proud of the Council's support for the scheme.

RESOLVED:

1. To endorse the campaign to make London the world's first 'National Park City'.
2. To encourage all Hammersmith and Fulham councillors to declare their ward's support for the scheme.
3. To note that the process to declare support is straight forward and can be done via the following web site - http://www.nationalparkcity.london/ward_support

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

151. FORWARD PLAN OF KEY DECISIONS

RESOLVED:

The Key Decision List was noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

152. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the remaining items of business on the grounds that they contain information relating to the financial or business affairs of a person (including the authority) as defined in paragraph 3 of Schedule 12A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

153. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 5 FEBRUARY 2018 (E)

RESOLVED:

That the minutes of the meeting of the Cabinet held on 5 February 2018 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

154. LEGAL CASE MANAGEMENT SYSTEM: EXEMPT ASPECTS (E)

RESOLVED:

That the appendices be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

155. PROCUREMENT STRATEGY TO ACCESS THE LGRP FRAMEWORK: EXEMPT ASPECTS (E)

RESOLVED:

That the appendices be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

156. FAMILYSTORY PHASE 2: EXEMPT ASPECTS (E)

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

157. IT TRANSITION PHASE 4 ASSURING SERVICE CONTINUITY - DESKTOP STRATEGY AND SOLUTION OPTIONS: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations on the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

158. WEST KING STREET RENEWAL: EXEMPT ASPECTS (E)

RESOLVED:

To note the report and appendix.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

159. DOMESTIC ABUSE REFUGES DIRECT CONTRACT AWARD: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations on the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

160. YOUNG PEOPLE'S ACCOMMODATION SERVICES DIRECT CONTRACT AWARD: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations on the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.

Meeting started: 7.00 pm

Meeting ended: 7.18 pm

Chair

RESOLVED:

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

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

None.