

Cabinet

Agenda

MONDAY
1 MARCH 2021
6.30 pm

**THIS MEETING WILL
BE HELD
REMOTELY**

It will be streamed via
YouTube on:

[https://youtu.be/M-
ZBr2whG3U](https://youtu.be/M-ZBr2whG3U)

Membership

Councillor Stephen Cowan, Leader of the Council
Councillor Sue Fennimore, Deputy Leader
Councillor Larry Culhane, Cabinet Member for Children and Education
Councillor Andrew Jones, Cabinet Member for the Economy
Councillor Wesley Harcourt, Cabinet Member for the Environment
Councillor Max Schmid, Cabinet Member for Finance and Commercial
Services
Councillor Ben Coleman, Cabinet Member for Health and Adult Social
Care
Councillor Lisa Homan, Cabinet Member for Housing
Councillor Adam Connell, Cabinet Member for Public Services Reform
Councillor Sue Macmillan, Cabinet Member for Strategy

Date Issued
19 February 2021

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website: www.lbhf.gov.uk/councillors-and-democracy

PLEASE NOTE that any member of the press and public may listen-in to proceedings at this 'virtual' meeting via the weblink. Members of the press and public may tweet, blog etc. during the live broadcast as they would be able to during a regular Committee meeting at the Town Hall. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this virtual meeting will be the Councillors concerned, the officers advising the Committee and registered speakers who have submitted a valid deputation or petition in advance.

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on item numbers **4-5** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to Kayode Adewumi at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Wednesday 24 February 2021.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by Tuesday 2 March 2021. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is Friday 5 March 2021 **at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on Friday 5 March 2021.

Cabinet Agenda

1 March 2021

<u>Item</u>		<u>Pages</u>
1.	MINUTES OF THE CABINET MEETING HELD ON 1 FEBRUARY	5 - 18
2.	APOLOGIES FOR ABSENCE	
3.	DECLARATION OF INTERESTS	
<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Standards Committee.</p>		
4.	IMPROVING PRIVATE SECTOR HOUSING THROUGH DISCRETIONARY PROPERTY LICENSING	19 - 28
5.	APPROVAL OF QUEENSMILL SPECIAL SCHOOL ACADEMY CONVERSION	29 - 40
6.	FORWARD PLAN OF KEY DECISIONS	41 – 74

7. DISCUSSION OF EXEMPT ELEMENTS (IF REQUIRED)

LOCAL GOVERNMENT ACT 1972 - ACCESS TO INFORMATION

Proposed resolution:

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

London Borough of Hammersmith & Fulham

Cabinet

Minutes



Monday 1 February 2021

PRESENT

Councillor Stephen Cowan, Leader of the Council
Councillor Sue Fennimore, Deputy Leader
Councillor Ben Coleman, Cabinet Member for Health and Adult Social Care
Councillor Adam Connell, Cabinet Member for Public Services Reform
Councillor Larry Culhane, Cabinet Member for Children and Education
Councillor Wesley Harcourt, Cabinet Member for the Environment
Councillor Andrew Jones, Cabinet Member for the Economy
Councillor Lisa Homan, Cabinet Member for Housing
Councillor Sue Macmillan, Cabinet Member for Strategy

ALSO PRESENT

Councillor Adronie Alford
Councillor Victoria Brocklebank-Fowler
Councillor Andrew Brown
Councillor Belinda Donovan
Councillor Amanda Lloyd-Harris
Councillor Frances Stainton

INTRODUCTION

Covid-19

The Leader reported that the Council had already tested 20,000 local residents and the feedback of the services received had been extremely positive. He stressed that the reason for the test was not to provide assurance that people were not infected but to measure the areas of contagion in the borough, the spread and to understand the variants of the virus. The Leader thanked the Council officers who were working non-stop during this pandemic to keep residents safe.

On a happier note, 12,000 local residents had been given the vaccine and the programme was going well, but people still needed to take precautions. The Leader reinforced the need to maintain the safety measures to avoid spreading the virus, such as wearing masks, sanitising hands, keeping the 2m distance and staying at home.

Economy

The Leader stated that many people were still on furlough and unemployment had doubled since last March. There would be big challenges ahead as this year unfolded and the Council was strongly lobbying the Government for economic measures. There was a need for a big and bold plan to support all authorities across the country. The Council would be bringing forward a series of business measures in the future, in addition to the ones already taken.

1. MINUTES OF THE CABINET MEETING HELD ON 4 JANUARY 2021

RESOLVED:

That the minutes of the meeting of the Cabinet held on 4 January 2021 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Max Schmid, Cabinet Member for Finance and Commercial Services.

3. DECLARATION OF INTERESTS

There were no declarations of interest.

4. REVENUE BUDGET AND COUNCIL TAX LEVELS 2021/22

The Leader stated that this report would also be submitted to Budget Council on 25 February.

AGREED UNANIMOUSLY BY CABINET:

That Council, for the reasons set out in this report and appendices, agrees:

1. To increase the Hammersmith & Fulham element of council tax by 1.99% for 2021/22, as modelled by the government in their spending power calculations for local government.
2. To apply the “adult social care precept” levy of 3% for 2021/22, as modelled by the government in their spending power calculations for local government.
3. To set the Council’s own total net expenditure budget for 2021/22 at £124.458m.
4. To approve £7.885m of new investment on key services for residents.

5. To approve fees and charges as set out in paragraph 13 below including freezing charges in adult social care, children's services and general fund housing.
6. To note the budget projections to 2024/25 made by the Director of Finance in consultation with the Strategic Leadership Team.
7. To note the statement of the Director of Finance, under Section 25 of the Local Government Act 2003, regarding the adequacy of reserves and robustness of estimates (paragraph 48).
8. To approve the reserves strategy and realignment of reserves as set out in Appendix J and Appendix K.
9. To require all Directors to report on their projected financial position compared to their revenue estimates in accordance with the Corporate Revenue Monitoring Report timetable.
10. To authorise Directors to implement their service spending plans for 2021/22 in accordance with the recommendations within this report and the Council's Standing Orders, Financial Regulations, relevant Schemes of Delegation and undertake any further consultation required regarding the Equalities Impact Assessment.
11. Set the Council's element of council tax for 2021/22 for each category of dwelling, as outlined in the table below and in full in Appendix A and calculated in accordance with Sections 31A to 49B of the Localism Act 2011.

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	554.64	647.08	739.52	831.96	1,016.84	1,201.72	1,386.60	1,663.92

12. To note the element of council tax to be charged by the Greater London Authority in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings as shown in the table below

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 £
b) GLA	242.44	282.85	323.25	363.66	444.47	525.29	606.10	727.32

13. That the overall Council Tax to be set at £1,195.62 per Band D property as follows

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	554.64	647.08	739.52	831.96	1,016.84	1,201.72	1,386.60	1,663.92
b) GLA	242.44	282.85	323.25	363.66	444.47	525.29	606.10	727.32
c) Total	797.08	929.93	1,062.77	1,195.62	1,461.31	1,727.01	1,992.70	2,391.24

14. To authorise the Director of Finance 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's Scheme of Delegation.

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.

5. FOUR YEAR CAPITAL PROGRAMME 2021/22 AND CAPITAL STRATEGY 2021/22

AGREED UNANIMOUSLY BY CABINET:

1. To approve the four-year General Fund Capital Programme budget at £158.1m for the period 2021/22-2024/25 (presented in Table 2 and Appendix 1).
2. To approve the continuation of rolling programmes for 2021/22 funded from the Council's mainstream resources. For financial modelling purposes, these programmes are assumed to continue at the same level until 2024/25:

	£m
Planned Maintenance/DDA Programme [ECD]	2.400
Footways and Carriageways [ENV]	2.030
Column Replacement [ENV]	0.346
Controlled Parking Zones [ENV]	0.275
Total	5.051

3. To delegate approval of the detailed programmes for use of the rolling programmes to the relevant SLT Director in consultation with the Director of Finance and relevant Lead Cabinet Member.
4. To note the existing mainstream funded schemes previously approved, but now reprofiled to 2021/22 and future years as detailed in Table 3.
5. To approve the four-year Housing (HRA) Capital Programme at £247.6m for the period 2021/22-2024/25 as set out in Table 5 and Appendix 1.
6. To delegate the potential application of capital receipts (up to £4.4m) under the Government's Flexible Use of Capital Receipts provisions to fund Invest to Save schemes in 2020/21 and 2021/22 (as identified in Appendix 5) and to support potential match-funding opportunities, to the Director of Finance in consultation with the Cabinet Member for Finance and Commercial Services.
7. To approve an additional budget envelope of £50m, from 2021/22 onwards, to provide operational flexibility, for taking forward the major projects set out in Capital Strategy. Use of this budget will be subject to Cabinet approval, agreement of funding sources and sign-off of an appropriate business case.
8. To approve the Capital Strategy 2021/22, as set out in Appendix 4.
9. To approve the annual Minimum Revenue Provision policy statement for 2021/22, as set out in Appendix 6.

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.

6. CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2020/21 (THIRD QUARTER)

AGREED UNANIMOUSLY BY CABINET:

1. To approve the proposed budget variations to the capital programme totalling £1.6m (summarised in Table 1 and detailed in Appendix 2).

2. To approve additional budget of £1,223,000 funded from borrowing (£432,000) and external grants (£791,000), to complete various transport and parks schemes (see Appendix 2 for detail).
3. To approve an additional budget of £0.9m, and funding acceptance regarding a grant award from BEIS (Department for Business, Energy and Industrial Strategy) for Social Housing Decarbonisation and note that this will be supported by £1.6m of funding from the existing HRA Asset Management and Compliance Programme.
4. To note the potential risks regarding the Housing Capital Programme, as summarised in paragraphs 26, 27 and 28.

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.

7. TREASURY MANAGEMENT STRATEGY STATEMENT 2021/22

AGREED UNANIMOUSLY BY CABINET:

1. That approval is given to the future borrowing and investment strategies as outlined in this report.
2. That the Director of Finance, in consultation with the Cabinet Member for Finance and Commercial Services, be delegated authority to manage the Council's cash flow, borrowing and investments in 2021/22 in line with this report.
3. In relation to the Council's overall borrowing for the financial year, to approve the Prudential Indicators as set out in this report and the revised Annual Investment Strategy set out in Appendix E.

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.

8. **TREASURY MANAGEMENT STRATEGY: MID-YEAR REVIEW REPORT 2020/21**

AGREED UNANIMOUSLY BY CABINET:

The Committee is asked to note the Treasury Management Strategy 2020/21 mid-year review.

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.

9. **THE HOUSING REVENUE ACCOUNT (HRA) 2021/22 BUDGET AND RENT INCREASE**

Councillor Lisa Homan stated that this report recommended a rent increase of 1.5% this year, including shared ownership rents (0.5% based on the Consumer Prices Index – CPI – at September 2020 plus 1% in line with government policy). The CPI had been lower than expected causing some pressures on the Housing Revenue Account (HRA) going forward. However, the rents were still low compared to other London boroughs and the reserves were average.

Councillor Adronie Alford expressed her concern that this HRA account had not been provided at the last Economy, Housing and the Arts Policy and Accountability Committee (EHA PAC) in January. She had concerns about the report and thought it was unacceptable that it was not possible to scrutinise it. She was concerned about the balances going down considerably.

Councillor Homan acknowledged that the report did not go to EHA PAC, perhaps because the PAC meetings had been merged in January and this report was not included. But the report did go to the Housing Representatives' Forum, so residents had an opportunity to comment and support it.

The Leader apologised that this report was not brought forward to the PAC meeting and stressed that he would find out the reason it was missed from the agenda. Nevertheless, he was glad that residents had backed the report at the Housing Representatives' Forum. He added that the Council was determined to keep rents and service charges low and balances strong.

Councillor Homan stated that there were two external factors that would explain the current level of reserves. The first was the impact of the pandemic and the second was the compliance-based capital programme with targets constantly moving due to new regulations regularly being introduced by the government.

AGREED UNANIMOUSLY BY CABINET:

That Cabinet agrees:

- To approve the Housing Revenue Account 2021/22 budget for Council homes as set out in Table 1.
- To approve plans to deliver on-going annual revenue savings of £3.8million per annum from 2021/22 rising to £5.7million per annum from 2024/25 (see Appendix 1).
- To approve a rent increase of 1.5% (based on the Consumer Prices Index (CPI) at September 2020 plus 1% in line with government policy) from 5 April 2021 which equates to an average weekly increase for tenants of £1.64 in 2021/22.
- To approve an increase to shared ownership rents of 1.5% (based on the CPI at September 2020 plus 1% in line with government policy) from 5 April 2021.
- To approve an increase to tenant service charges of 0.5% (based on the Consumer Prices Index (CPI) at September 2020) from 5 April 2021 which equates to an average weekly increase for tenants of £0.04 in 2021/22.
- To approve an increase to the management fee for temporary on licence properties of CPI (0.5% as at September 2020) from 5 April 2021.
- To delegate authority to the Strategic Director for Economy in consultation with the Cabinet Member for Housing to agree the average increase in water charges for homes supplied by a bulk meter.
- To increase garage charges for council tenants, resident leaseholders and for other customers from April 2021 by 1.5% and to uplift all the 200 accounts that are paying historic prices for their garage rents despite either living in a private property or having left the borough to be in line with standard charges.
- To note that any change to parking charges on housing estates will be considered in a separate report on the Council's parking plans.
- To increase car space rental charges for all customers by 2.2% from April 2021.
- To approve an increase in the Leasehold After Sale – Home Buy Fees from £160 to £200.

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.

10. POLICING & CRIME COMMISSION REPORT

The Leader introduced the report and noted that he had received some letters from members of the public concerned about the recommendation related to Ward Panels. He stressed that the Council had no plans to abolish the Safer Neighbourhood Ward Panels now or in the future.

The Leader stated that over the past few years there had been a series of commissions and independent reports with residents input on a wide range of subjects to improve services and quality of life. This report was one of these independent reports, done by the resident-led Policing and Crime Commission setting out their recommendations. They were unpaid residents supported by a policy officer. The Council would consider each one of these recommendations but not all of them would be taken. It was a misunderstanding to think that the Council would accept in full all the recommendations proposed by the Commission. He apologised that the report was not clearly stating that.

Councillor Andrew Brown, the Leader of the Opposition, stated that he felt reassured by the comments made by the Leader about not taking forward all of the recommendations proposed by the Commission. He stressed that people involved with the Safer Neighbourhood Ward Panels and community police engagement in the borough had been very concerned about this report.

Councillor Victoria Brocklebank-Fowler stated that this report was the same one that went to the Community Safety and Environment Policy and Accountability Committee (CSE PAC) in September, where three of the recommendations were not supported. There had been a huge amount of emails received from the public since this paper was published. Even if the recommendations were only to be noted, she asked for this report to be withdrawn from this Cabinet agenda. Additionally, she questioned whether the Council would make changes to the Independent Advisory Group (IAG).

Councillor Amanda Lloyd-Harris believed that the Council did not have jurisdiction over some of the issues in this report. Therefore, even if this report was only to be noted, she asked Cabinet to withdraw it and bring back to Cabinet an amended version only addressing the issues she believed were within the Council's remit.

The Leader stated that each independent commission was presented to Cabinet as an independent report for noting and thanking the members of the Commission for their work. He reiterated that this report was produced by independent and unpaid members after undertaken a huge amount of field work, interviews and research to inform their final report. The Council had rejected the recommendation to abolish the Safer Neighbourhood Ward Panels as they were doing a good job. In addition, there was no intention to ever abolish the IAG. The Council would continue to work closely with the Police to ensure crime was reported. It was a longstanding priority to the Council to tackle crime in the borough. The policy development and the recommendations that would be taken forward would be a matter for discussion at PAC, where councillors and the public would have opportunities to intervene.

In relation to reporting crime, Councillor Victoria Brocklebank-Fowler asked whether the recommendation 2.2.1 on the appendix, about the crime helpline, had been agreed. The Leader replied that it would not be implemented as described but some better ways of reporting crime would be discussed with the Police and residents.

Sharon Lea, the Strategic Director for the Environment, clarified that this report only asked Cabinet to note the recommendations from the Policing and Crime Commission. The report that went to CSE PAC in September 2020 clearly stated that the Council was not able to support all the recommendations and the ones that would be supported would be subject to a detailed report.

To clarify this Cabinet report Sharon Lea asked for the following two amendments:

- On Appendix 1 to delete “H&F Officer Response to” from its title so it only reads “Appendix 1 – PCC Recommendations”.
- Under Financial Impact, after the first sentence to insert “Not all of these recommendations are accepted”.

NOTED UNANIMOUSLY BY CABINET:

That Cabinet:

1. Notes the recommendations of the Policing & Crime Commission (PCC), as set out in Appendix 1.
2. Records its thanks and appreciation to the residents and members of the Commission for their sterling work.
3. Notes the amendments to the Financial Impact and Appendix 1 as advised at the Cabinet meeting.

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.

11. SCHOOL BUDGET (DEDICATED SCHOOLS GRANT) 2021/22

Councillor Larry Culhane stated that this report covered the allocation of the funding for all mainstream schools in the borough for the next academic year. This funding was provided by the Government and the Council's role was to pass on the money to the schools. The Government had promised in 2019 an increase in the education funding but that had not happened so far. This was disappointing considering the severe impact the pandemic was having on schools. The schools had been opened throughout this pandemic and they had to bear most of the cost with very little help from the Government, while also having to tackle the digital divide.

The Leader asked Councillor Culhane to pass his congratulations on to his team, and indeed to everyone working in education, as despite the funding cuts measures were still taken to offer children school meals while the schools were closed, along with offering technology to the most disadvantage children to ensure that all children could continue with their education.

AGREED UNANIMOUSLY BY CABINET:

1. Schools Block and Central Services Schools Block Budget 2021/22 Financial Year
 - a. To approve the Local Authority formula for allocating resources to Hammersmith & Fulham schools for 2021/22 as set out in Appendix 1, the Authority Proforma Tool (APT) for setting school budgets.
 - b. To approve the National Funding Formula (NFF) transitional funding factors (as set out in Appendix 1) as the basis for calculating the 2021/22 schools funding formula, together with a 0.5% per pupil Minimum Funding Guarantee (MFG) protection for individual schools versus 2020/21 pupil led funding levels.
 - c. To approve the disapplication request to transfer £0.528m (0.5% of the total schools block allocation) from the schools block to the high needs block in the 2021/22 financial year as confirmed by Schools Forum on 12 January 2021.
 - d. To approve the proposal to top-slice the 2021/22 Schools Block to the value of £0.200m or 0.18% of the total for the Falling Rolls protection fund in 2021/22, as confirmed by Schools Forum on 12 January 2021.

- e. To approve de-delegation budgets of £0.696m for maintained mainstream schools only, as confirmed by Schools Forum on 12 January 2021.
- f. To approve the education functions budgets of £0.273m for maintained mainstream schools only, as confirmed by Schools Forum on 12 January 2021.
- g. To approve the proposed budget allocation for Central Services Schools Block DSG totalling £3.313m.

2. Early Years Block Budget 2020/21 and 2021/22

- a. Agree deployment of the revised 2020/21 Budget for 3 and 4 year olds including additional funding received for the 2019/20 financial year. The increase is £0.412m from 2019/20 and £0.888m for 2020/21 based on the revised allocation received in July 2020.
- b. Agree 2021/22 initial budget allocation of £14.860m for 3 and 4 year olds in line with grant conditions, including an increase in the hourly Base Rate paid to providers from £6.20 to £6.26 and the high level central Early Years budget of £0.743m.

3. High Needs Block Place Commissioning 2021/22

- a. To delegate authority to the Director of Children's Services in consultation with the Cabinet Member for Children and Education to increase high needs place funding to special provision in Hammersmith & Fulham up to the levels indicated in the report and to a total of 920 FTE places in 2021/22 financial/academic year and following negotiation with specialist providers in Hammersmith & Fulham.

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.

12. IMMEDIATE SCHOOLS CAPITAL PROGRAMME OF WORKS TO MARCH 2021

Councillor Larry Culhane stated that there would be a further paper going to Cabinet in 2 months to agree the medium-term strategy and programme of works from the detailed stock condition surveys from April 2021. This report was seeking approval for the immediate programme of works up to and including Easter 2021 to ensure essential works could be undertaken across the maintained school estate. Some of the works strongly focused on enhancing health and safety and Covid security in schools.

AGREED UNANIMOUSLY BY CABINET:

To approve capital budget of £548,100 and revenue budget of £85,700 for the programme of works detailed in Appendix A, which includes a strong focus on works that contribute significantly to enhancing health and safety, Covid security and school condition, to be funded from a combination of School Condition Allocation grant and Special Provision Capital Fund grant balances.

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.

13. 0-19 PUBLIC HEALTH NURSING PROCUREMENT STRATEGY

Councillor Ben Coleman stated that the Council was taking a new approach for the provision of the health visiting and school nursing service, with the aim to improve outcomes in this area and reduce costs. This report recommended the approval of a Procurement Strategy for the re-procurement of a single contract. A direct award for 5 months until the end of August was also recommended for the continuation of service provision until the procurement process was completed. He added that 10% of the value of the contract would be the Social Value.

The Leader stressed that getting this service right was extremely important and thanked Councillor Coleman and his team for this excellent work.

AGREED UNANIMOUSLY BY CABINET:

1. Appendix 2 and Appendix 4 are not for publication on the basis that they contain information relating to the financial or business affairs of any

particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).

2. To approve a direct award to Central London Community Healthcare Trust (`CLCH`) for a period of 5 months from 1 April 2021 to 31 August 2021, for the total sum of £2,304,275.
3. To approve the Procurement Strategy for the re-procurement of a single contract for the delivery of the health visiting and school nursing service from 1 September 2021 as set out in Appendix 1, in accordance with the Council's Contracts Standing Order 18.1

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.

14. FORWARD PLAN OF KEY DECISIONS

The Key Decision List was noted.

15. ANY OTHER BUSINESS

The Leader asked everyone to stay safe and stressed that the Council would do everything in its power help the community through this pandemic and to support the local economy and the residents afterwards.

Meeting started: 6.30 pm

Meeting ended: 7.20 pm

Chair

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 01/03/2021

Subject: Improving private sector housing through discretionary property licensing

Report of: Councillor Lisa Homan, Cabinet Member for Housing

Report author: Ed Shaylor, Private Sector Housing Manager

Responsible Director: Sharon Lea, Strategic Director for the Environment

Summary

The Council has two discretionary property licensing schemes which expire in June 2022. These schemes require landlords of privately rented houses and flats which meet the criteria of the schemes to apply to the Council for a licence for each property. The criteria for each scheme are:

- Additional Licensing for Houses and Flats in Multiple Occupation (“HMOs”) for all HMOs which are outside the scope of Mandatory HMO Licensing
- Selective Licensing for all rented dwellings in 128 specified streets

Cabinet is asked to decide that officers should conduct a public consultation with a view to re-designating both schemes from June 2022 for a further 5 years, with appropriate adjustments in order to focus on the streets and types of properties which cause the most significant problems.

Recommendations

To agree that the Strategic Director for the Environment carry out the process of evidence gathering and public consultation in respect of the re-designation of the additional and selective licensing schemes.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	The Council aims to encourage private landlords to provide accommodation for renters to live and work in the area
Creating a compassionate council	The Council supports tenants in private rented accommodation to live in safe and healthy conditions
Doing things with local residents, not to them	The Council enables tenants and landlords to provide information about living conditions in the borough, and provides advice for tenants and guidance to landlords as well as enforcement
Being ruthlessly financially efficient	Income from licensing schemes is used to improve conditions in the private rented sector through education and (where necessary) enforcement
Taking pride in H&F	The Council's aims for satisfaction with living conditions in H&F to be above the national average

Financial Impact

The costs of the process of evidence gathering and public consultations in respect of the re-designation of the additional and selective licensing schemes will be done mainly electronically, via social media, website, email etc, with a minimum of postal surveys.

These costs will be contained within Private Sector Housing Service's approved budgets for 2020/21.

Legal Implications

Under Part 2 of the Housing Act 2004 ("the Act"), the Council, as a local housing authority, must licence large HMOs; this is called "Mandatory HMO Licensing". In October 2018, the statutory definition of a dwelling which requires a Mandatory HMO licence was widened to include a dwelling of less than three storeys, provided it is occupied by five or more persons living in two or more separate households (ie are not all related to each other or partners). Exceptions include purpose-built flats situated in a block comprising three or more self-contained flats.

A local housing authority may designate the whole or part of its area for "Additional HMO Licensing" in relation to a description of HMOs specified in the designation. The designation can be made if the Council considers that a significant proportion of the HMOs in the area are being managed sufficiently ineffectively to be likely to give rise to particular problems either for those occupying the HMOs or for members of

the public. For example, a designation could include HMOs occupied by less than 5 persons and purpose built flats in blocks.

Under Part 3 of the Act, a local housing authority may introduce Selective Licensing of privately rented homes to address problems in the area caused by significant anti-social behaviour, poor property conditions, an influx of migration, a high level of deprivation or high levels of crime. If the number of private rented households in streets designated for Selective Licensing exceeds 20% of the borough's total private rented sector, approval for the scheme is needed from the Secretary of State.

Sections 56(3) and Section 80(9) of the Act state that before making a designation for additional or selective licensing the Local Housing Authority must take reasonable steps to consult persons who are likely to be affected by the designation, and consider any representations made in accordance with the consultation and not withdrawn. Prior to commencing the consultation, the Council should produce a draft proposal identifying what is to be designated and its consequences. The consultation should last for a minimum 10-week period and be informative, clear and to the point so that the proposal can be readily understood by local residents, landlords, letting agents and businesses. It should be more than a general listening and engagement exercise.

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Background Papers Used in Preparing This Report - *PUBLISHED*

[Report](#) for Cabinet 5 December 2016 "Improving Private Renting"

Hammersmith & Fulham [Borough Profile](#) 2018

Proposals and Analysis of Options

Background

1. The Council's Housing Strategy 2015 set out a number of measures to improve the private rented sector, one of which was investigating the advantages and disadvantages of discretionary property licensing schemes within the Borough.
2. A review of data found that less than one fifth of streets in the borough accounted for about one third of the borough's police call outs, crime, environmental nuisance, litter and rubbish dumping.
3. There were also concerns that some smaller HMOs (i.e. those with no more than one or two storeys or 3 or 4 occupiers) were overcrowded and / or lacking basic safety amenities, being outside the scope of national Mandatory HMO Licensing.
4. A [key decision](#) was made by Cabinet on 5 December 2016 to introduce discretionary property licensing schemes. The key objectives of the schemes (which started on 5 June 2017 and expire on 4 June 2022) were to introduce:
 - **Additional HMO Licensing** - improve standards of property management and living conditions in HMOs, and
 - **Selective Licensing** - reduce antisocial behaviour (ASB) in 128 selected streets in the borough where the ASB, rubbish and noise problems were above average
5. A recent survey of licence holders found that nearly two thirds of the landlords and agents who responded believe licensing schemes make little difference in improving standards and are regarded by them as unnecessary and an unwelcome financial burden on landlords. However, one third believe licensing schemes help to raise standards and enable Councils to deal with rogue landlords who fail to apply for licences.

Additional HMO Licensing

6. Although officers have found many HMOs to be of a good standard, inspections have uncovered significant problems which can be improved through licensing conditions, such as:
 - Lack of fire doors or adequate fire detection systems
 - Undersized kitchen for the number of occupiers
 - Overcrowding
 - HMOs offering a bedroom which is too small,
 - HMOs where the only reception room is used as a bedroom, so that there is no shared living space apart from the kitchen

- Flats formerly owned by the Council but now in leasehold ownership, altered internally and in some cases unsuitable for multiple occupancy in terms of space, amenities and pressure on services and utilities.

Selective Licensing

7. Issues relating to antisocial behaviour, noise nuisance, poor waste management and public health nuisance, are easier to address if specific streets are designated, so that dedicated resource can be focussed on targeted enforcement interventions in those areas.
8. Of the streets in the currently designated area, half have produced less than 10% of the total number of Selective Licences. Conversely, there are other streets and neighbourhoods with significant issues arising from the private rented sector, which could be included in a new designation. Consultation about a re-designated scheme would, therefore, consider revising the selection of streets in the scheme to make sure that they are the streets which require most intervention to improve conditions.
9. Privately owned blocks of purpose-built flats in Selective Licensing streets may have effective self-management arrangements through their leasehold conditions, management companies and service charges. Consultation would consider exemption of such blocks from a re-designated scheme. Flats in converted houses and flats above shops which are not regulated so effectively, and sub-let leasehold flats in blocks where the Council is freeholder, would be prioritised for inclusion in a re-designated scheme.

Reasons for Decision

10. Before making a designation for Selective Licensing or Additional HMO Licensing, the authority must take reasonable steps to consult persons who are likely to be affected by the designation; and consider any representations made in accordance with the consultation and not withdrawn.

Equality Implications

11. Data held by the Council shows that the majority (64%) of landlords are White British or other White background, which is similar to the borough population profile. There is strong representation among landlords of Asian ethnicity (8%) and Irish (3%) ethnicity, which are also similar to the borough profiles. Compared to the borough profile, there are very few landlords of Black British, Caribbean or African ethnicity.
12. Nearly half (45%) of landlords are in the 46-65 age group, with 16% aged 31-45 and very few under 30. 20% of landlords are aged over 65, so there are a significant number of landlords above normal retirement age.
13. The housing stock of the borough is characterised by a large proportion of flats and maisonettes. They account for 73% of all dwellings compared to a London average of 52% and England average of 21%. The private rented

sector is the sixth highest in London and eighth highest in the country as a whole and accounts for 33.2% of all households. The highest concentration of private rented sector is in Avonmore & Brook Green and North End wards (43% of all households).

Other Implications

N/A

Consultation

14. A survey of current licence holder landlords was conducted in September / October 2020. A summary of the findings is in Appendix 1.

15. A survey of private renting tenants in the borough has been launched to run from December to February 2021.

List of Appendices:

Appendix1	Summary of improvements to the private rented sector achieved under the licensing schemes
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Appendix 1

Summary of improvements to the private rented sector achieved under the licensing schemes

16. There has been broad compliance by most landlords with the designated licensing schemes with 67% of the expected number of licence applications by June 2022 having been received by January 2021, at which point 73% of the duration of the schemes had elapsed. Officers are working proactively to identify properties which should have been licensed but are not – by the end of the current schemes in June 2022 it is expected that the number of applications will be higher still. Enforcement notices will be served where there is failure to licence without reasonable excuse.

Type of licence	Licence applications by Jan 2021	Number of licences issued	Number anticipated by June 2022
Selective Licences	2,730	2,600	4,110
Additional HMO Licences	2,820	2,650	4,110

17. With regard to Additional HMO Licensing, it was not intended that all licensed HMOs would be inspected under the scheme (unless there is a specific complaint), as landlords are expected to take note of detailed minimum standards, fire precaution advice and conditions attached to licences which were revised and re-issued in 2020. The new minimum standards and licence conditions are clearer and easier to enforce. They can be found on the Council [website](#).
18. A sample of 170 inspections of Additional Licensed HMOs have taken place. Officers have them to be mostly of a good standard, a summary of key findings being as follows:
- About 10% have a deficiency of a basic amenity, such as an undersized kitchen for the number of occupiers living in the HMO
 - About 10% are traditional 3 or 4 bedroom houses or flats where the smallest bedroom is less than 6.5 square metres - these have been required to cease to be used as a bedroom as it is too small, which in some cases results in the maximum occupancy number being reduced by one
 - More than 75% have smoke alarms on each floor, which complies with the minimum standard in the Smoke Alarm Regulations 2015 but not the LACORS Guidance “Housing Fire Safety” or the Housing Health

and Safety Rating System, which calls for a higher standard of fire detection in HMOs. Similarly, many do not have a fire door on the kitchen or a heat alarm in the kitchen

19. These inspections have resulted in action to improve fire safety in smaller HMOs, to prohibit the use of bedrooms less than 6.5 square metres by adult occupiers and to reduce overcrowding.
20. Where there is a leasehold covenant prohibiting use of a flat for multiple occupation, a policy has been implemented to limit the duration of the licence to two years (instead of the usual five) during which time the licence holder is expected to either cease using the flat as an HMO when tenants move out, or obtain a waiver from the freeholder. The same approach has been adopted where the council is the freeholder, as the council has a policy not to allow its leasehold flats to be used as HMOs.
21. A significant number of leasehold flats where the council is freeholder, have been found to have been altered internally before an HMO licence was applied for. In some cases, the alterations are unsuitable in terms of space, amenities and basic fire protection (for example bedrooms opening directly off kitchens). The licensing scheme therefore assists with challenging unauthorised alterations.
22. A new H&F Landlords' Charter was launched in 2016, and landlords who sign up to it benefit from a discount on licence fees. Approximately half of licence holders have signed up to the Charter or are a member of a recognised landlords' professional association.
23. With regard to Selective Licensing, 64 streets in the Selective Licensing scheme accounted for 8.9% of ASB reports in the whole borough in 2016, despite having only 5.3% of the total households in the borough. These 64 streets have seen a decrease in ASB reports from 8.9% in 2016 to 4.9% in 2020.
24. The other 64 streets in the Selective Licensing scheme accounted for 17% of ASB reports in the whole borough in 2016, but have a larger proportion (11.1%) of the total households in the borough. These 64 streets have seen an increase in the borough's ASB reports from 17% in 2016 to 21.8% 2020, which suggests that attention needs to re-focus on larger streets with high percentages of households in the private rented sector. A re-designated scheme would assist with this process.
25. The licensing scheme means that officers have a wealth of information about licensed properties and can isolate those properties which are not licensed and are therefore more likely to be badly managed.
26. Street level surveys have been undertaken in Goldhawk Road, Fulham Road and the Melrose Conservation Area, near Shepherd's Bush Road. These surveys have provided valuable information about unlicensed properties and the current levels of problems with housing conditions in the private rented

sector and associated antisocial behaviour. Further street level surveys will be conducted during 2021/22.

27. Since 2017, the council has taken two successful prosecutions for housing offences under the licensing schemes, with fines totalling £83,000, and has issued three financial penalties totalling about £25,000. There are three further prosecutions pending, where court dates have unfortunately been delayed due to Covid 19.

28. In September 2020, the Council sought feedback on its schemes to licence rented residential properties in the borough from 2,600 landlords and property managers who have at least one flat or house in a Property Licensing Scheme in Hammersmith & Fulham. About 10% (250) replied to the survey.

29. There were several positive responses received such as:

- One third of responses said licensing has made improvements to the private rented sector
- Most landlords (75%) have made improvements to rented properties
- Most responses were not concerned about antisocial behaviour by tenants or visitors (89%), or in the neighbourhood (72%)
- Most responses (74%) were not concerned about noisy neighbours
- Small majority (55%) had little concern about rubbish or litter in the neighbourhood
- Strong positives around provision of waste bins (85%), knowledge of waste collection arrangements (76%) and encouragement of tenants to keep property clear of litter and refuse (87%)

30. There were, however, some less positive responses, such as:

- Two thirds of responses said licensing has not made improvements to the private rented sector
- Three quarters (77%) said fees charged for licensing are unreasonable
- Over a quarter of responses expressed concern about antisocial behaviour in the neighbourhood and noisy neighbours
- Nearly half expressed concern about rubbish or litter in the neighbourhood
- A significant minority (15%) of responses indicated lack of awareness of the need to provide enough refuse bins and 24% expressed lack of

awareness of the refuse collection arrangements including dates and times of collections

31. As the scheme moves towards its conclusion in 2022, these findings will be incorporated into procedures to fulfil the objectives of the schemes, and into planning for proposals for a new re-designated scheme so that improvements can be made.

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 01/03/2021

Subject: Approval of Queensmill Special School academy conversion

Report of: Councillor Larry Culhane, Cabinet Member for Children and Education

Report author: Daryle Mathurin, Strategic Lead Education, Assets and Operations

Responsible Director: Jacqui McShannon, Director of Children's Services

Summary

Queensmill is a H&F maintained autism specific special school which has been judged outstanding by Ofsted in its last three inspections. At the time of its most recent Ofsted inspection, the school was found to be 'outstanding' in all areas.

The current government policy is to encourage the academy conversion of local authority-maintained schools. This was followed by Queensmill School and their request for academy conversion was approved by the Secretary of State for Education. The local authority supports this conversion and has worked constructively with Queensmill colleagues during this process to enable the orderly transfer to academy status, continued delivery of outstanding educational outcomes, value for public money and the overall public good. There is a strong and productive partnership between the local authority with all our schools regardless of their status and we hope that Queensmill will maintain this partnership ethos in the best interests of children and young people.

This report seeks approval to the conversion of Queensmill Special School to become an academy in accordance with the Academies Act 2010 ("the Academies Act").

Recommendations

1. To grant a 125-year lease of Queensmill Special School to Queen Charlotte Education Special School Trust.
2. To enter into a Commercial Transfer Agreement, transferring school assets, contracts and staff from Queensmill Special School to Queen Charlotte Education Special School Trust.
3. To delegate authority to the Interim Strategic Director for the Economy in consultation with the Head of Law to finalise and complete negotiations with

Queen Charlotte Education Special School Trust in order to give effect to the decisions in 1 and 2 above.

4. To enter into a High Needs Funding SLA and Services agreement with the Queen Charlotte Education Special School Trust, delegating authority to the Director of Children's Services to finalise and complete negotiations.
5. To delegate authority to the Director of Children's Services to increase place funding arrangements with Queen Charlotte Education Special School Trust up to the number of learners on roll in the October 2020 census which shall be detailed in the High Needs Funding SLA.
6. To enter into a SLA with Queen Charlotte Education Special School Trust to formalise arrangements for the Post-19 college and Supported Internship delivered by the Q+ charity, delegating authority to the Director of Children's Services to finalise and complete negotiations.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Continue the delivery of outstanding specialist education for H&F children and young people with a diagnosis of autism.
Creating a compassionate council	Support the sustainability of the Queen Charlotte Education Special School Trust to continue the delivery of special education and support for H&F children and young people.
Doing things with local residents, not to them	The principles of the transfer and agreement was reached in consultation with Queensmill Special Schools governors and leadership.
Being ruthlessly financially efficient	Continued delivery of a robust specialist and complex autism offer to meet the learning needs of H&F children and young people locally.
Taking pride in H&F	Continued delivery of a robust specialist autism education pathway for H&F children and young people. The Queensmill school family in the converted Queen Charlotte Education Special School Trust will continue to support H&F children and young people to play and active part in their local

	community, achieving paid employment, independent living, good health and relationships.
Rising to the challenge of the climate and ecological emergency	Investment in remedial works to support the handover of the school in good condition to the academy trust and reduce the eco footprint.

Financial Impact

Under the terms of the Commercial Transfer Agreement (CTA) schools land and buildings transfer to the academy trust under a 125-year lease arrangement.

Academy schools receive funding directly from the Education and Skills Funding Agency (ESFA) this is recouped from the Local Authority (LA) Dedicated Schools Grant (DSG) based on commissioned place numbers agreed between the school and the LA. In the case of a special schools this impacts commitments against High Needs Block DSG allocations.

The Local Authority (LA) proposes to increase the commissioned places at the main Queensmill School site to 169 places for the financial year 2021/22 to reflect an increase in places provided at the school over a number of years and in line with the October 2020 pupil census. The proposal represents an increase of 25 places from the current commissioned places in 2020/21 of 144 with a current cost of £1,440,000 increasing to £1,690,000. The impact on the High Needs Block (HNB) budget would represent an additional £250,000 funding to Queensmill School at £10,000 funding per place.

Commissioning 169 places for the main school site is achievable within the council's plans to manage high needs expenditure within the annual HNB grant allocation. A balanced budget is expected in the medium term due to significant increases in government funding confirmed from 2021/22, expected future funding increases and strategic investment in service transformation and interventions and targeted efficiencies. Table 2 in paragraph 24 below details the proposed place commissioning.

The School Budget (DSG) 2021/22 report of the Cabinet Member for Children and Education was approved at Cabinet on 1 February 2021. This report detailed a proposal for commissioning 157 places at the main Queensmill school site in the financial year 2021/22 (169 places for the period April to August 2021 and 148 places from September 2021 to March 2022). The full year cost of 157 places is £1,570,000. The revised proposal of £1,690,000 represents an increase in place costing of £120,000 compared to the previously approved Cabinet report. The recent change is to reflect changes in how place numbers are now expected to be impacted at Queensmill School following the opening of additional special provision in North Kensington in September 2021.

The LA is proposing to commission places in the satellite units for 2021/22 at 2020/21 levels as indicated in table 2. There will be further negotiation between the

LA and Queensmill School to confirm places commissioned from the satellite provision for the 2021/22 financial year and to ensure an appropriate level of funding to support the provision going forward. This will be subject to the outcome of the high needs place sufficiency review, a greater understanding by the LA of cost pressures at Queensmill school, the impact of centrally incurred high needs block expenditure to be met by schools top-up funding and any mitigating actions possible in the school budget.

The financial position of Queensmill School is set out below:

- a. The school set a deficit in-year budget for the 2020/21 financial year of £382,680 which it mitigated by planned use of reserves brought forward from 2019/20. Closing reserves of £112,325 were budgeted to carry forward to 2021/22 financial year.
- b. The most recent forecast for 2020/21 from Queensmill School indicates a slightly adverse position to budget with a reserves carry forward of £101,116.
- c. The proposed additional place funding detailed above will provide £250,000 extra income to the school from 1st April 2021. This will improve the school's financial position for the financial year 2021/22 and should give the school the opportunity to set a balanced budget.
- d. Assuming a Summer Term 2021 conversion, it would be expected that Queensmill School would have a reserve position of between £0 and £100,000. If a school has a surplus reserves balance when it converts to academy status, the 2013 Regulations provide that:
 - i. the LA must determine and notify the amount of that surplus within four months of the date of conversion;
 - ii. if that amount is agreed, pay it to the Academy Trust (AT) within one month following the AT's agreement to the determination;
 - iii. the LA and AT must work together to reach an agreement on the determination within the four month timescale.

Following academisation, the maintained school's revenue balances, reserves and assets transferred will be written out of the LA's accounts and reflect the 125 year lease agreement at a peppercorn rent.

Table 1 in section 12 below sets out the maintenance works for which the LA will have a shared responsibility for handover including ventilation, an outstanding ceiling tile issue and fire stopping and doors. The costs are unknown at this time and require review. However, it is expected that any expenditure on the part of the LA will be contained within the schools capital maintenance programme and funded from schools capital balances held.

It is assumed that all staff employed by Queensmill School will transfer to the Academy Trust, including all staff employed by Queensmill School on behalf of the Q+ charitable arm of the school. No financial implications of TUPE have been identified.

Legal Implications

Academy conversion

1. Under the Academies Act the Secretary of State for Education may enter into Academy Funding Agreement with an Academy Trust for establishment of an independent school/academy. Local authorities are required to comply with such Secretary of State decisions to transfer land and assets to the Academy Trust. Further, the Academies Act gives the Secretary of State powers to make transfer schemes relating to land, property, rights or liabilities to the Academy where agreement cannot be reached between the Local Authority and the Academy Trust.
2. The Secretary of State for Education pursuant to his powers conferred under the Academies Act has exercised his powers to convert Queensmill Special School to Academy status. The Academies Act provides that on the conversion date the school closes and opens as a sponsored academy under the academy arrangements pursuant to section 1 of the Academies Act.

Lease

3. Under the statutory provisions of the Academies Act, where the Council holds the school land and buildings as the freeholder, it is required to grant a lease of the land and buildings to the Academy, where it is used wholly or mainly for the purposes of the school. Accordingly, the Council is required to grant a 125 year lease to Queen Charlotte Education Special School Trust at a peppercorn rent.
4. Non-compliance with the provisions of the Academies Act would prompt the issue of a Direction and the required decisions under the Directions would be taken by the Secretary of State for Education.

Commercial Transfer Agreement

5. In addition, members of staff at the school that are currently employed by the Council are to transfer under the Transfer of Undertakings (Protection of Employment) Regulations 2006 to the Academy Trust as well as the assets of the school under a Commercial Transfer Agreement ("CTA"), which is a model form of agreement drawn up by DfE.
6. The CTA will include specific indemnities and warranties that protect the Council against certain future liabilities and provide clarity and certainty with regard to the obligations between the parties following the Transfer Date. The CTA documents will manage the transfer of non-land assets such as fixtures and fittings, equipment, contracts for services, and staff. The extent of transferring Assets and Excluded Assets has been determined by way of agreement between the parties.

TUPE

7. The statutory TUPE consultation process, which needs to take place prior to the proposed conversion date, is being managed and coordinated by the Council's Schools HR Team. A letter dated 6th January 2020 was issued to all staff advising them of the proposed conversion to a non-sponsored academy. Formal consultations for Queensmill Special School took place with Staff and Unions on 13th January 2020. Consultation ended on 7th February 2020. Both staff and

unions have been kept updated. A 'final' letter will be sent to all staff confirming the transfer to Queen Charlotte Education Special School Trust approximately two weeks prior to the actual transfer date.

High Needs Funding

8. The report also requests the approval for the Council to enter into High Needs Funding SLA with the newly formed academy, the terms of which shall be drafted in accordance with the Operation Guidance note published by the Education and Skills Funding Agency. The report requests that the approval of specific terms is delegated to the Director of Children Services.

Service Agreements

9. Any services provided by the Council to the new formed academy and/or the Q+ charity shall be entered into in accordance with CSO 34.1 and the appropriate agreement shall be drafted to reflect the agreed provisions. The report requests that the approval of specific terms is delegated to the Director of Children Services.

Charity Arrangements

10. Legal will continue to advise officers on the legal agreements required to formalise the existing relationship with the Q+ Charity and any future arrangements required following the Transfer Date. The report requests that approval of such agreements is delegated to the Director of Children's Services.

Implications completed by: Afshan Ali-Syed, Senior Solicitor, Property and Planning Team, 07887651197 and Radhika Devesher, Associate at Sharpe Pritchard Solicitors on secondment to the Council rdevesher@sharpepritchard.co.uk

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Background Papers Used in Preparing This Report - None

DETAILED ANALYSIS

Background

1. Queensmill School is a H&F maintained special school for children and young people with a diagnosis of autism from 3 to 19 years. The school caters for children and young people with complex learning needs. Queensmill is a well-established school, highly regarded and a core part of the H&F local offer. Ofsted have judged the school as 'Outstanding' in the past three inspections of 2007, 2010 and most recently in 2014.
2. H&F has made significant investment in Queensmill School over the years, culminating in the recent investment in a purpose-built, state-of-the art building for children and young people with autism in 2015.
3. The academy conversion process commenced when Queensmill School registered its interest in considering academy status with the Secretary of State for Education. The school then undertook the required steps under the process to consult with stakeholders and a decision by its governing body before making the final application to the Secretary of State.
4. Following consideration and approval of Queensmill's request for conversion to academy status by the Secretary of State, the following steps are required to complete the conversion process:
 - approval of a funding agreement between the Secretary of State and the academy;
 - a long-term lease (125 years) between the Council and the academy trust is required for the Secretary of State to enter into a funding agreement with the newly formed academy;
 - to enable the continued delivery of education by the converting academy, the existing staff are TUPE'd to the new academy; and
 - the relevant contracts and assets shall be novated to the academy under an agreed Commercial Transfer Agreement.
5. H&F, the Governing Body of Queensmill School and the Queen Charlotte Education Special School Trust shall be co-signatories to the Commercial Transfer Agreement under the academy conversion process.
6. The Q+ charitable arm of the school operates a children's home within the school site and a specialist college for young adults from 19 to 25 years with complex autism. It is the intention of Queen Charlotte Education Special School Trust of subsume Q+ Charity as a wholly owned subsidiary of the Trust.

Proposals and Analysis of Options

Lease

7. The standard length of lease for an academy is 125 years, with the term commencing on completion of the lease. The Council has negotiated terms in line with the Department for Education (DfE) form of lease and in keeping with requirements under the Academies Act 2010.
8. As Queensmill is a Special School the lease to Queen Charlotte Education Special School Trust will be subject to the following special provision: The Academy being designated as a special school for children with an EHC Plan and with a diagnosis of autism, any change of designation must be consulted with the Council and line with the local area special needs sufficiency plans.
9. Part of the School is also used by the charitable arm of the School known as Q + as residential children's home. Subject to the consent of the Secretary of State, the lease will allow for the grant of an underlease of the part of the School used by Q+. The underlease will be between the School and Q+, but the form of the underlease is to be approved by the Council.
10. The Council has agreed to undertake the following as "ongoing and future works":

Table 1: outstanding and future works

Works	Responsibilities
Playground Refurbishment	This was a school led project. The LA has however supported some remedial work that was completed in September 2020. All ongoing works will transfer to the Academy Trust.
Bird Scares	The LA completed remedial work in April 2020. The responsibility for ongoing maintenance will transfer to the Academy Trust.
Mechanical and Ventilation	LA will commission an independent assessment to inform required work and shared responsibility.
Ventilation Victoria Class	The independent mechanical and ventilation assessments will inform the required works and shared responsibility.
Problematic Ceiling Tiles	The school was involved in the specification, design and sign-off of the new build. The Academy Trust will assume responsibility for the resolution of this issue. The LA will however support a review of the options for resolution and where required undertake remedial work to support handover.
Fire Stopping – report and conclusion	The LA will commission a review of fire

	stopping at the school and undertake the required remedial fire stopping works.
Fire Doors – remedial works	Remedial works for the resolution of this issue was completed March 2020 and snagging works towards the end of 2020. The LA's School Asset and Corporate Health & Safety teams will undertake a further review and complete the required remedial works to complete handover. The Academy Trust will then assume responsibility for the on-going maintenance.
External Cladding Solutions	The school was involved in the specification, design and sign-off of the new build. The Academy Trust will assume responsibility for the on-going maintenance.

11. The school premises subject to transfer are in a reasonably good condition and the Queen Charlotte Education Special School Trust will assume responsibility for all other repair works.

Staff, assets and contracts

12. The CTA is the DfE's model form of contract for agreement of the commercial transfer between the Council and Queen Charlotte Education Special School Trust.
13. The transfer of the staff, contracts and assets to be transferred from Queensmill School to Queen Charlotte Education Special School Trust, as well as the respective rights, obligations and liabilities of the parties are set out in the Commercial Transfer Agreement.
14. A list of contracts to be novated from the Council to the Academy has been provided by the school and will be included in Schedule 2 of the CTA.
15. The definition of "staff" includes staff transferring under TUPE as well as staff that are not transferring under TUPE. The Academy Trust will accept all liability for claims in relation to the transfer of all staff (covered by the definition).
16. The statutory TUPE consultation process, which needs to take place prior to the proposed conversion date, is being managed and co-ordinated by the Council's Schools HR Team.
17. A letter dated 6 January 2020, was issued to all staff advising them of the proposed conversion to a non-sponsored academy. Formal consultation for Queensmill Special School took place with staff and unions on 13 January 2020. Formal consultation ended on 7 February 2020. Both staff and unions have been kept updated.

18. A 'final' letter will be sent to all staff confirming the transfer to Queen Charlotte Education Special School Trust approximately two weeks prior to the actual transfer date.

Commissioning arrangements

19. A high needs funding SLA will need to be agreed with the Queen Charlotte Education Special School Trust for the delivery of 3 to 19 special education provision.

20. The School Budget (Dedicated Schools Grant) 2021/22 report was approved by Cabinet on 1 February 2021, delegating authority to the Director of Children's Services to increase high needs place funding to special provision in Hammersmith & Fulham up to the levels indicated in the report.

21. This report seeks authority for the Director of Children's Services to agree a high needs funding SLA with Queen Charlotte Education Special School Trust and increase the place funding at the school up to the number on roll in the October 2020 school census.

22. The current commissioning intentions for the school is outlined below:

Table 2: LA commissioning intentions

Setting	2020/21 commissioned numbers	2020/21 at point of conversion	2021/22 proposed commissioning numbers
Queensmill School	144	169	169
QM at Fulham Primary	30	30	30
QM at Fulham Cross Girls	7	7	7
QM at Fulham College Boys	15	15	15

23. The current commissioning intentions are based on the following assumptions:

- An increase in the number of places at the main school to request the numbers on roll at October 2020 census
- The October 2020 census data shows 199 pupils solely registered at Queensmill school, but this includes pupils at the Fulham Primary satellite. The numbers at the main school have been adjusted to reflect the 30 Queensmill placements at Fulham Primary
- Maintain the 2020/21 commissioning numbers at the satellite provision pending completion of the SEN sufficiency and agreement of the future delivery model for H&F units and additionally resourced provision. This will be completed in 2021/22
- K&C and WCC account for 12% and 22% of the current numbers on roll, respectively. K&C plans for its new special school for the 2021/22 academic year have been considered and it is not expected that this will result in spare specialist ASD places in the local area. Commissioned numbers at the main school will be maintained at 169 for the 2021/22 academic year. A further review will take place to assess the impact of the

new K&C provision on the local and regional special ASD school place economy in 2022/23.

- The delivery of speech and language support within the school resources and the withdrawal of the CLCH contract for H&F maintained schools

Services delivered by Q+ charity

24. The Q+ charity operates a children's home (Q House) and a Post-19 specialist ASD college.
25. The charity will become a subsidiary of the Queen Charlotte Education Special School Trust.
26. A separate high needs funding SLA will be undertaken between H&F and Queen Charlotte Education Special School Trust to regularise the arrangements for the services commissioned by the Council from the charity.
27. The wording agreed in the CTA indemnifies the Council for the charity activities prior to the transfer and any liabilities post transfer. The Queen Charlotte Education Special School Trust will have accepted liability for Q+ Charity.
28. Subject to the consent of the Secretary of State, the lease will allow for the grant of an underlease of the part of the School used by Q+ as residential children's home.

Reasons for Decision

29. The decisions are required to comply with the Council's obligations under the Academies Act 2010 in order to complete the process to give effect to the conversion of Queensmill Special School. The Council cannot decline the Secretary of State Order to convert the school to an academy.

Equality Implications

30. There are no direct negative equality implications for groups with protected characteristics, under the Equality Act 2010, by the approval of the academy conversion of Queensmill Special School.
31. Officers have assessed that there will be a neutral impact resulting in the change of school status. The CTA will support the orderly transfer of Queensmill School to the Queen Charlotte Education Special Trust and maintain the delivery of special education provision to the H&F residents and the local region.
32. The place funding arrangement will be negotiated with Queensmill School, accounting for the needs of the school population and to ensure a budget for the efficient and effective running of the school. In addition to place funding, individual learners also attract top-up funding to deliver to the provision specified in their Education, Health and Care Plans.

Risk Management Implications

Insurance

- I. Property and Liability insurances are currently arranged via the Shared Insurance Service. The current cover arrangements for Queensmill School will operate until 31 May 2021. The cover can then transfer automatically from the school to the new academy from 1 June 2021.
- II. The Academies Act 2010 gave all maintained schools the opportunity to become academies. Academies are independent of Local Authority control and are able to buy in private services should they wish and elect to buy back services in from the Local Authority should they wish. This means that an Academy would require a review of their own local business continuity and contingency planning arrangements as service suppliers may eventually but increasingly are procured independently. Such risks in the supply chain would therefore be the Academies to self-manage.

Implications verified by Michael Sloniowski, Risk Manager, tel: 020 8753 2587

List of Appendices: None



NOTICE OF CONSIDERATION OF A KEY DECISION

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Authority hereby gives notice of Key Decisions which the Cabinet, Cabinet Members or Chief Officers intend to consider. The list may change from the date of publication as further items may be entered.

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

The Authority also hereby gives notice in accordance with paragraph 5 of the above Regulations that it may meet in private to consider Key Decisions going to a Cabinet meeting which may contain confidential or exempt information.

Reports relating to Cabinet key decisions which may be considered in private are indicated in the list of Cabinet Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the Cabinet decision should instead be made in the public at the Cabinet meeting. If you want to make such representations, please e-mail Katia Neale on katia.neale@lbhf.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

KEY DECISIONS PROPOSED TO BE MADE BY THE AUTHORITY FROM FEBRUARY 2021 UNTIL MAY 2021

The following is a list of Key Decisions which the Authority proposes to take from February 2021. The list may change over the next few weeks.

KEY DECISIONS are those which are likely to result in one or more of the following:

- Any expenditure or savings which are significant (ie. in excess of £300,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising two or more wards in the borough;
- Anything affecting the budget and policy framework set by the Council.

The Key Decisions List will be updated and published on the Council's website at least on a monthly basis.

NB: Key Decisions will generally be taken by the Executive at the Cabinet, by a Cabinet Member or by a Chief Officer.

*If you have any queries on this Key Decisions List, please contact
Katia Neale on 07776 672 956 or by e-mail to katia.neale@lbhf.gov.uk*

Access to Key Decision reports and other relevant documents

Key Decision reports and documents relevant to matters to be considered at the Authority by Cabinet only, will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the Cabinet meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

Decisions

All Key Decisions will be subject to a 3-day call-in before they can be implemented, unless called in by Councillors.

Making your Views Heard

You can comment on any of the items in this list by contacting the officer shown in column 4. You can also submit a deputation to the Cabinet related to Cabinet Key Decisions only. Full details of how to do this (and the date by which a deputation must be submitted) will be shown in the Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM CABINET

Leader:	Councillor Stephen Cowan
Deputy Leader:	Councillor Sue Fennimore
Cabinet Member for the Environment:	Councillor Wesley Harcourt
Cabinet Member for Housing:	Councillor Lisa Homan
Cabinet Member for the Economy:	Councillor Andrew Jones
Cabinet Member for Health and Adult Social Care:	Councillor Ben Coleman
Cabinet Member for Children and Education:	Councillor Larry Culhane
Cabinet Member for Finance and Commercial Services:	Councillor Max Schmid
Cabinet Member for Public Services Reform:	Councillor Adam Connell
Cabinet Member for Strategy:	Councillor Sue Macmillan

Key Decisions List No. 103 (published 18 February 2021)

KEY DECISIONS LIST – FROM FEBRUARY 2021

The list also includes decisions proposed to be made by future Cabinet meetings

Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).

* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
CABINET MEMBER AND OFFICER DECISIONS				
Finance				
Cabinet Member for the Environment	February 2021	Annual Highways Maintenance Programme This report seeks approval of the annual highway maintenance work programme for 2020-2021. A key driver for this work is improving the quality of our street scene to give residents and businesses pride in the borough. This work is planned preventative maintenance, aimed at prolonging the life of the Highway infrastructure within the borough. We aim to improve efficiency and provide maximum value for money co-ordinating as far as possible maintenance works with the implementation of LIP projects. We are coordinating footways with the need to plan more trees so use our planned maintenance on footways to increase opportunities for adding tree pits.	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Ian Hawthorn Tel: 020 8753 3058 ian.hawthorn@lbhf.gov.uk	
Cabinet Member for the Environment	February 2021	Highways Planned Maintenance Programme 2020-21 Highways Maintenance programme to renew a number of carriageways and footways in the borough as part of the asset management of the boroughs highway network. To ensure safety requirements under the Highways	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any
	Reason: Expenditure/Income above £300K - Revenue up to £500k		Ward(s): All Wards Contact officer: Ian Hawthorn Tel: 020 8753 3058	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	and Capital up to 1.5m	Act 1980.	ian.hawthorn@lbhf.gov.uk	supporting documentation and / or background papers to be considered.
Cabinet Member for the Environment	February 2021	Proposals for the Noise and Nuisance team's revised service hours Review of the Hours of operation of the borough's Noise & Nuisance service	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Valerie Simpson Tel: 020 8753 3905 Valerie.Simpson@lbhf.gov.uk	
Cabinet Member for Housing	February 2021	Replacement of Spandrel Panels (Medium and Low Risk Properties) Replacement of Spandrel Panels at the identified properties covering the stripping out of existing panels and renewing panels including carrying out, as required, all associated works.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Dominic D Souza Dominic.DSouza@lbhf.gov.uk	
Strategic Director of the Economy Department	February 2021	DISPOSAL OF LAND ADJACENT TO JEPSON HOUSE TO A2DOMINION HOUSING GROUP The land adjacent to Jepson House, Pearscroft Road, SW6 2BS (the Site has a lapsed planning consent (reference 2016/01960/FR3) for the	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any
	Reason: Expenditure/Income - Revenue between £500,000		Ward(s): Sands End Contact officer: Ayesha Ovaisi Tel: 020 8753 5584 Ayesha.Ovaisi@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	and £5m and Capital between £1.5m and £5m	demolition of the existing structures and redevelopment of the site to provide 33 affordable (social rent) residential units. A tender process using the Framework was carried out in December 2019 and this report sets out the recommendation to approve the disposal of the Site and appoint A2Dominion Housing Group to develop it .		supporting documentation and / or background papers to be considered.
Strategic Director for the Environment	Before 18 Feb 2021	Climate and Ecological Emergency – Expansion of Lamp Column Electric Vehicle Charge Points Having successfully secured £215,175 funding from OLEV for residential lamp column EV charge points, and negotiated the necessary 25% match funding of £72,000 from FM Conway, we are seeking permission to expand the network by a further 152 charge points using the existing LBHF term contract with FM Conway and CityEV.	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Richard Hearle Richard.Hearle@lbhf.gov.uk	
Deputy Leader	February 2021	Third Sector Investment Fund Report to agree forward plan for 3SIF.	Deputy Leader	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Katharina Herrmann Katharina.Herrmann@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet Member for Housing	February 2021	Procurement Strategy – Dry to Wet Riser Conversion Works in Six (6) Blocks To appoint a Contractor to undertake conversion works of Dry Risers to Wet Risers in Six (6) Blocks to enhance fire safety.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Richard Buckley richard.buckley@lbhf.gov.uk			
Cabinet Member for Housing	February 2021	Social Housing Decarbonisation Fund Demonstrator bid £1.5m Council contribution to receive £0.9m grant contribution to deliver 30 street properties with the innovative energiesprong approach to retrofit social housing (https://www.energiesprong.uk/). For these homes it will mean warmer and more energy efficient homes, a reduction in households' energy bills, and lower carbon emissions.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Tony Embling Tel: 07769 197 655 tony.embling@lbhf.gov.uk			
Strategic Director of the Economy Department	3 Mar 2021	Approval of the Capital Planned Maintenance Programme 2021/22 The schemes that comprise this programme are earmarked for the upgrade and maintenance of the building fabric including mechanical & electrical equipment		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Avonmore and Brook Green; Fulham Broadway; Hammersmith Broadway; Palace Riverside; Ravenscourt Park	
	Contact officer: Niles Pankhania Niles.Pankhania@lbhf.gov.uk			

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Strategic Director of the Economy Department	5 Mar 2021	Roof Repair Programme To repair and replace roofs at 4 locations	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): College Park and Old Oak; Fulham Reach; Hammersmith Broadway; Town	
			Contact officer: Niles Pankhania Niles.Pankhania@lbhf.gov.uk	
Director Children's Services	8 Mar 2021	Climate Education Activity to promote education, awareness and participation in climate change activities among children and young people	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
			Contact officer: Paul Triantis Paul.Triantis@lbhf.gov.uk	
Cabinet Member for Health and Adult Social Care	Before 31 Mar 2021	Public Health Budget Approval - Primary Care Activity Budget approval report for public health funded services within primary care from April 2021-March 2024.		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Nicola Ashton Tel: 020 8753 5359 Nicola.Ashton@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Resources				
Director of Finance	February 2021	Banking Services Procurement Strategy Re-tender for the provision of banking services, as the current contract is due to expire in March 2020. Estimated value is £300k for a 10 year contract.	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Andra Ulianov Tel: 02087532284 Andra.Ulianov@lbhf.gov.uk	
Strategic Director for the Environment	February 2021	Procurement strategy in relation to the procurement of books and audio materials for the libraries via a framework agreement For the Council to call off from the new two-year (plus two-year extension) framework agreement for the supply of library books and audio-visual materials at a total estimated cost for the initial two years of £200,000 (plus potentially a further £200,000). The award by WSCC will take place in mid-December 2019 and the new framework agreement will begin 1 April 2020.	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Sameena Ali Tel: 07824 407 247 Sameena.Ali@lbhf.gov.uk	
Director Children's Services	February 2021	Call-off Contract Extensions for Semi-Independent Living Support Providers Decision report recommending short-term extensions of up to six months from 12 April 2020 to 12 September 2020 to 16 call-off contracts to secure continuation of existing provision of semi-independent living (SIL) accommodation arrangements for Looked After Children and Young	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Will Parsons Tel: 0776 848 6764 Will.Parsons@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
		People leaving care to enable continuity of these valuable services during the current Covid-19 outbreak.		background papers to be considered.
Cabinet Member for Children and Education	February 2021	Centrepoint Contract for Care Leavers Accommodation Decision report recommending the extension and modification of an existing supported housing contract delivered by Centrepoint Soho for the provision of accommodation-based support for young people leaving care.	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Will Parsons Tel: 0776 848 6764 Will.Parsons@lbhf.gov.uk	
Cabinet Member for the Environment	February 2021	Procurement Strategy for Land and Property System The IDOX Group currently provides the Council's land and property-based IT case management system (Uniform) for multiple regulatory services across the authority. The software is highly embedded within the organisation and underpins a large number of business processes and casework management. Its contract has expired and needs to be repurchased.	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Davina Barton, Josh Hadley Tel: 020 8753 1980 Davina.Barton@lbhf.gov.uk, Josh.Hadley@lbhf.gov.uk	
Cabinet Member for Health and Adult Social Care	February 2021	Emlyn Gardens - Adults with disabilities supported living procurement strategy Report seeks pre-tender approval for the procurement strategy which sets out the intention to tender for the specialist care and support service which will be provided at Emlyn Gardens	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital		Ward(s): Askew Contact officer: Michele Roberts Tel: 020 8834 4734 Michele.Roberts@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	up to 1.5m			documentation and / or background papers to be considered.
Strategic Director of the Economy Department	February 2021	Rough Sleeping Services Contract Awards Five rough sleeping service contracts expired on 31.10.20. Report will include recommendations about future contracts.	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Julia Copeland Tel: 0208 753 1203 julia.copeland@lbhf.gov.uk	
Director Children's Services	February 2021	Approval to agree contract with Family support Service (FSS) To enable to enter in to a contract with Family Support Service (FSS).	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Contact officer: Lesley Bell Lesley.Bell@lbhf.gov.uk	
Cabinet Member for Children and Education	February 2021	Contract Extensions on Family Support (FS) Framework To extend a series of contracts on the Family Support Service (FSS) framework and deliver savings required.	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and		Ward(s): All Wards Contact officer: Lesley Bell Lesley.Bell@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	Capital between £1.5m and £5m			documentation and / or background papers to be considered.
Cabinet Member for the Economy, Cabinet Member for Finance and Commercial Services	February 2021	Egyptian House - new housing and community facilities A property transaction that will result in housing units including affordable housing and community facilities PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for the Economy, Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Wormholt and White City	
			Contact officer: Nigel Brown Tel: 020 8753 2835 Nigel.Brown@lbhf.gov.uk	
Cabinet Member for Housing	February 2021	Contract Award, Maystar Estate Refurbishment Award of contract to undertake major refurbishment works to Maystar Estate W14	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): North End	
			Contact officer: Richard Buckley, Vince Conway Tel: 020 8753 1915 richard.buckley@lbhf.gov.uk , Vince.Conway@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Strategic Director for the Environment	February 2021	VAWG Services Award Report Decision to direct award frontline VAWG Services for 12 months	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
			Contact officer: Felicity Charles Tel: 02087534311 Felicity.Charles@lbhf.gov.uk	
Cabinet Member for Housing	February 2021	Procurement Strategy for DLO Materials Supplier Using a 3rd party framework to select a supplier for Merchant Services (Plumbing, electrical and general building goods and material supplies and fire safety materials) and bespoke managed storage services.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Aldhun Levitt Aldhun.Levitt@lbhf.gov.uk	
Assistant Director for Growth	February 2021	Approval of Procurement Strategies for White City Central Scheme This report seeks the approval of two procurement strategies relating to the proposed redevelopment of the White City Central area.	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Wormholt and White City	
			Contact officer: Ayesha Ovaisi Tel: 020 8753 5584 Ayesha.Ovaisi@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Assistant Director for Growth	February 2021	Procurement Strategies for White City Central Approval of two procurement strategies for the White City Central scheme.	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Wormholt and White City	
			Contact officer: Ayesha Ovaisi Tel: 020 8753 5584 Ayesha.Ovaisi@lbhf.gov.uk	
Cabinet Member for Finance and Commercial Services	February 2021	MFD Reprocurement The Council has a contract for the provision of multi-functional devices (printers, scanners and copiers) so that its staff can have access to print services in its offices. The contract is due for renewal in 2021.	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
			Contact officer: Josh Hadley Tel: 020 8753 1980 Josh.Hadley@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Mund Street Site - Procurement Strategy for Design Team Procurement Strategy for Design Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet Member for the Economy	February 2021	Mund Street Site - Contract Award for Design Team Contract Award for Design Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Mund Street Site - Procurement Strategy for Control Team Procurement Strategy for Control Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason:		Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Mund Street Site - Contract Award for Control Team Contract Award for Control Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet Member for the Economy	February 2021	Farm Lane Site - Procurement Strategy for Design Team Procurement Strategy for Design Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Fulham Broadway	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Farm Lane Site - Contract Award for Design Team Contract Award for Design Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Fulham Broadway	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Farm Lane Site - Procurement Strategy for Control Team Procurement Strategy for Control Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Fulham Broadway	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet Member for the Economy	February 2021	Farm Lane Site - Contract Award for Control Team Contract Award for Control Team	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Fulham Broadway	
	Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk			
Cabinet Member for Children and Education	February 2021	Procurement Strategy for Young People and Care Leavers Supported Housing The purpose of this strategy is to set out proposed changes to in-borough commissioned supported housing services for young people at risk of becoming homeless and or at risk of entering the care system as a result of becoming homeless.	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Will Parsons Tel: 0776 848 6764 Will.Parsons@lbhf.gov.uk			
Cabinet Member for Health and Adult Social Care	February 2021	Community Equipment Call Off Extension Report This report seeks agreement to extend the contract to Medequip for the provision of Community Equipment services in Hammersmith and Fulham (H&F).	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
	Contact officer: Christine Williams Christine.Williams@lbhf.gov.uk			

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet Member for Health and Adult Social Care	February 2021	Contract extension for Floating Support Service Agree a contract extension as permitted under the original contract award for plus 2 years to Hestia for floating support services	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Lisa Henry Tel: 07584522952 Lisa.Henry@lbhf.gov.uk			
Strategic Director of Social Care	February 2021	Day Opportunities Contract awards Contract awards for three day centres for older people	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Lisa Henry Tel: 07584522952 Lisa.Henry@lbhf.gov.uk			
Cabinet Member for Public Services Reform	February 2021	Authority to award contract extension for a further year providing to the maximum contract period of 2 years for the managed services for temporary agency resources Managed services for temporary agency resources - approval to utilise previously agreed one year extension	Cabinet Member for Public Services Reform	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
	Contact officer: Mary Lamont mary.lamont@lbhf.gov.uk			

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet Member for Health and Adult Social Care	February 2021	Extension of Incumbent Homecare Contracts This report seeks Cabinet member approval for the extension of the existing homecare contracts for 1year + 6 months + 6months.	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Christine Williams Christine.Williams@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Lillie Road Site - Design Team Procurement Strategy Lillie Road Site - Design Team Procurement Strategy	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): North End Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Lillie Road Site - Design Team Award Report Lillie Road Site - Design Team Award Report	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): North End Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet Member for the Economy	February 2021	Lillie Road Site - Control Team Award Report	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m	Lillie Road Site - Control Team Award Report	Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for the Economy	February 2021	Lillie Road Site - Control Team Procurement Strategy	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m	Lillie Road Site - Control Team Procurement Strategy	Ward(s): North End	
			Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk	
Cabinet Member for Health and Adult Social Care	February 2021	Direct Award to Incumbent Substance Misuse Service Providers	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m	Report seeks the approval of a direct award of one year plus 3 months to the provision of substance misuse contracts to be delivered by the five incumbent providers.	Ward(s): All Wards	
			Contact officer: Rebecca Richardson Tel: 07827879659 rebecca.richardson@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Director of Finance	February 2021	Contract Award for Banking Services To award the contract for banking services following a full OJEU compliant tender exercise	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Phil Triggs ptriggs@westminster.gov.uk			
Cabinet Member for Housing	February 2021	Procurement Strategy for complex void properties This report seeks approval of a Procurement Strategy for the undertaking of complex void works to council housing stock.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
	Contact officer: Vince Conway Tel: 020 8753 1915 Vince.Conway@lbhf.gov.uk			
Director of Resources	February 2021	Caretakers Lodges Project The aim of the scheme is to generate income by redeveloping caretakers lodges into low rental, short term accommodation for teaching staff employed in H&F schools, after which they will have the option of accessing the Council wider affordable housing offer e.g. Shared Ownership or Help to Buy. The discovery work has enabled a business case for investment in repurposing four lodges as affordable key workers houses to	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Hannah parrott, Jonathan Skaife Jonathan.Skaife@lbhf.gov.uk			

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		<p>house a first cohort of teachers from September 2021.</p> <p>This is expected to deliver the Council immediate revenue benefits of between £63k and £113k from the schemes launch with a breakeven point from 2025/26 considering the upfront capital invested.</p> <p>Works scheduled for 2021 are estimated to cost £555,481 and be paid for from Capital Planned Maintenance Budget. Due to the high pre-tender estimated costs for refurbishment to two of the lodges, a procurement strategy will be drafted for approval. This will account for £407,481 of the total pre tender estimated value.</p> <p>The Corporate Landlord Board, Children's Leadership Team and Cabinet Member have approved the business case for progression of the first four lodges.</p>		
Cabinet Member for Children and Education	18 Feb 2021	FSS Framework Extension 2021/22 Extension of FSS framework for 1 year April 2021 - March 2022	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Lesley Bell Lesley.Bell@lbhf.gov.uk	
Cabinet Member for Housing	February 2021	Contract Award, Edward Woods external wall safety works This report seeks approval from the Cabinet Member for Housing to award a contract for the	Cabinet Member for Housing	A detailed report for this item will be available at least five working days
	Reason: Expenditure/Income -		Ward(s): Shepherds Bush Green	

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	Revenue between £500,000 and £5m and Capital between £1.5m and £5m	External Wall Safety Works at Edward Woods Estate	Contact officer: Richard Buckley, Vince Conway Tel: 020 8753 1915 richard.buckley@lbhf.gov.uk , Vince.Conway@lbhf.gov.uk	before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Deputy Leader	Before 4 Feb 2021	Procurement Strategy for Violence Against Women & Girls services		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	Procurement strategy for VAWG Services - Coordination and Integrated Support Services	Ward(s): All Wards Contact officer: Felicity Charles Tel: 02087534311 Felicity.Charles@lbhf.gov.uk	
Cabinet Member for the Environment	16 Feb 2021	Procurement Strategy and Contract Award Approval – ORCS Electric Vehicle Charge Points		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	The Council has successfully secured £215,175 of funding from ORCS and this report now seeks approval for the Phase 4 procurement strategy to expand the residential lamp column charge point network through a direct award of a concession contract.	Ward(s): All Wards Contact officer: Richard Hearle Richard.Hearle@lbhf.gov.uk	
Strategic Director of the Economy Department	February 2021	Approval of the Procurement Strategy for the selection of a contractor	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	The external repair and refurbishment of the Grade II	Ward(s): Ravenscourt Park	

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	Income above £300K - Revenue up to £500k and Capital up to 1.5m	Listed Building at Ravenscourt Park Tea House.	Contact officer: Nilesh Pankhania Nilesh.Pankhania@lbhf.gov.uk	before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered
Cabinet Member for Health and Adult Social Care	February 2021	Direct Award to Incumbent Substance Misuse Service Providers This report seeks the approval of a direct award of one year plus three months, (1+3m) to the provision of three substance misuse contracts and two grants to be delivered by the four incumbent providers CGL, Turning Point, Outside Edge and Build on Belief	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Rebecca Richardson Tel: 07827879659 rebecca.richardson@lbhf.gov.uk	
Director Children's Services	18 Feb 2021	Special Educational Needs and Disability – Procurement Strategy for the Information, Advice and Support Service and the Mediation and Dispute Resolution Service Procurement strategy for the SEND Information, Advice and Support Services (SENDIASS) contract, procurement of the Mediation and Dispute Resolution services, the direct award for the provision of SEND Information, Advice and Support Service (SENDIASS) and SEND Mediation and Dispute Resolution Services for an interim period of five months	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Paul Triantis, Hannah parrott Paul.Triantis@lbhf.gov.uk,	

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Strategic Director for the Environment	18 Feb 2021	Refuge Direct Award Direct award refuge provision - 1st April 2021 - 31st March 2022.	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
			Contact officer: Felicity Charles Tel: 02087534311 Felicity.Charles@lbhf.gov.uk	
Cabinet Member for Finance and Commercial Services	Before 12 Feb 2021	Procurement strategy - Revenue and Benefits Procurement strategy for software solution	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Graham Pottle Tel: 07733 038 882 graham.pottle@lbhf.gov.uk	
Cabinet Member for Finance and Commercial Services	Before 28 May 2021	Office 365 license renewal May 2021 The council heavily uses the Microsoft Office 365 productivity suite of applications and are licensed to use them until May 2021. Approval is required to renew licensing for another 3 years under similar arrangements with RBKC.	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Ramanand Ladva Tel: 07493864847 Ramanand.Ladva@lbhf.gov.uk	

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Cabinet Member for Finance and Commercial Services	12 Mar 2021	ICT Service Desk - extension to contract To extend the current ICT Service Desk contract with Agilisys Limited for a further year from 1 April 2021	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Roland de la Mothe Tel: 07776 672584 Roland.delaMothe@lbhf.gov.uk	
Strategic Director of Social Care	March 2021	Extension of Healthy Hearts Contract Extension of contract with Thrive Tribe to provide a stop smoking service and a cardio vascular disease prevention programme.	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Lisa Henry Tel: 07584522952 Lisa.Henry@lbhf.gov.uk	
Cabinet Member for Housing	18 Mar 2021	Provision of Stock Condition Surveys of housing stock and other HRA assets: Contract award Award of Contract to conduct comprehensive stock condition surveys across the borough's entire housing stock and to other HRA assets.		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason:		Ward(s): All Wards Contact officer: David McNulty David.McNulty@lbhf.gov.uk	

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Strategic Director of the Economy Department	11 Mar 2021	Renewal of Lateral Mains to Multiple Blocks: Award of Contract Award of Contract relating to the renewal of lateral mains at 1-25 Abbey Court, 1-30 Clifford House, and 1-68 Linacre Court.		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Richard Buckley richard.buckley@lbhf.gov.uk	
Director of Resources	February 2021	Laptops for Digitally Excluded Students To assist digitally disadvantaged students in H&F during the Covid 19 pandemic and subsequent move to increased eLearning, Digital Services and Children's Services are working with local partners to launch a crowdfunding campaign aimed at raising funds for laptops and data connectivity. Children's, in consultation with schools, has identified that in H&F there is a device shortfall of 1500 units, and connectivity is required for 500 students. High demand for devices nationally and limited availability have created difficult market conditions. However, an opportunity to secure devices at a favourable price has arisen through the London Grid for Learning (LGfL). To take advantage of this opportunity, H&F must place an order as		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Karen Barry Karen.BarryFCS@lbhf.gov.uk	

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		<p>soon as possible and ahead of the crowdfunding campaign, in order to secure and deliver the devices in a more compressed timescale.</p> <p>The purpose of this report is to request the funds to secure the devices, with the intention that the crowdfunding campaign will launch and recoup the costs.</p> <p>Reasons for urgency: The London Grid for Learning is offering very good pricing on laptops for students due to a bulk purchase they arranged in 2020. The LGfL will be taking delivery of a shipment in March and will be allocating the units on a first come, first served basis. H&F would like to take advantage of this favourable pricing and availability. As such we are requesting urgent consideration of the cabinet paper so we can make the purchase of devices from the LGfL while the devices are available, resulting in money savings and getting laptops into the hands of vulnerable students as soon as possible.</p>		
Cabinet Member for the Environment	12 Mar 2021	Contract Award - Revenue and Benefits Contract for the supply of software and associated support		A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Graham Pottle Tel: 07733 038 882 graham.pottle@lbhf.gov.uk	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
				papers to be considered.
Cabinet Member for Housing	23 Feb 2021	Contract Award Report - Responsive Capital Works	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £100K	To seek approval to award a contract for the provision of pan-borough responsive capital works. Reason for urgency: Urgent decision is required to approve the appointment of the potential contractor to undertake Responsive Capital Works across the borough and, in particular, to enable respective departments within the Council to commence the delivery of various projects, some of which, such as fire safety, are urgent.	Ward(s): All Wards	
			Contact officer: William Shanks Tel: 020 8753 6007 william.shanks@lbhf.gov.uk	
Cabinet Member for Children and Education	22 Mar 2021	School Meals Direct Awards	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	Short term direct awards ahead of full tender.	Ward(s): All Wards	
			Contact officer: Joe Gunning Tel: 07769672031 Joe.Gunning@lbhf.gov.uk	
CABINET - 1 March 2021				
Cabinet	1 Mar 2021	Improving private sector housing through discretionary property licensing	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any
	Reason: Affects 2 or more wards	Cabinet is asked to decide that officers should conduct a public consultation with a view to re-designating discretionary property licensings chemes from June 2022 for a further 5 years, with	Ward(s): All Wards	
			Contact officer: Ed Shaylor Ed.Shaylor@lbhf.gov.uk	

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		appropriate adjustments so as to focus on the streets and types of properties which cause the most significant problems.		supporting documentation and / or background papers to be considered.
Cabinet	1 Mar 2021	Approval of Queensmill Special School academy conversion A request to approve the recommendation to enable the conversion of Queensmill Special School to become an academy.	Cabinet Member for Children and Education	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Daryle Mathurin Tel: 07816 661199 Daryle.Mathurin@lbhf.gov.uk	

CABINET - 19 April 2021

Finance

Cabinet	19 Apr 2021	Third Sector Investment Fund Budget and Allocation Agreeing the third sector investment fund budget and allocation for the period 1 April 2021 - 31 March 2023 PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption	Deputy Leader	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Budg/pol framework		Ward(s): All Wards Contact officer: Lisa Henry Tel: 07584522952 Lisa.Henry@lbhf.gov.uk	

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		outweighs the public interest in disclosing the information.		
Cabinet	19 Apr 2021	Education City - Land Appropriation S203 Appropriation	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Budg/pol framework		Ward(s): Wormholt and White City	
			Contact officer: Jacquie Agyemang-Johnson Tel: 07787 152733 Jacquie.Agyemang-Johnson@lbhf.gov.uk	
Cabinet	19 Apr 2021	Corporate Revenue Monitor Month 9 - 31st December 2020 Update on forecast outturn position at 31st December. Request for budget virements	Cabinet Member for Finance and Commercial Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
			Contact officer: Gary Ironmonger Tel: 020 8753 2109 Gary.Ironmonger@lbhf.gov.uk	
Cabinet	19 Apr 2021	Approval to commit and draw down Section 106 receipts to fund economic development activity for financial year 2021/22 Approval to commit and draw down Section 106 receipts to fund economic development activity for financial year 2021/22.	Cabinet Member for the Economy	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and		Ward(s): All Wards	
			Contact officer: Kamal Motalib, Karen Galey Kamal.motalib@lbhf.gov.uk, Karen.Galey@lbhf.gov.uk	

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	£5m			papers to be considered.
Cabinet	19 Apr 2021	Housing Strategy 2021 Report on the Council's new Housing Strategy 2021.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Gerry Crowley, Beatrice McGuire Gerry.Crowley@lbhf.gov.uk, Beatrice.McGuire@lbhf.gov.uk	
Cabinet	19 Apr 2021	Emergency Planning & Business Continuity Cabinet Report A yearly summary of the Council's Emergency Planning and Business Continuity Activities	Cabinet Member for the Environment	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Denise Prieto Tel: 0208 753 2286 Denise.Prieto@lbhf.gov.uk	
Cabinet	19 Apr 2021	Social Housing Decarbonisation Fund Demonstrator: EnergieSprong Whole House Retrofit A report detailing the whole-house retrofit project that LBHF has an opportunity to carry out, part funded by the GLA. The project could lead to the retrofit of 27 homes and be the first step in a	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting
	Reason: Affects 2 or more wards		Ward(s): North End Contact officer: Tony Embling Tel: 07769 197 655 tony.embling@lbhf.gov.uk	

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		wider retrofit programme that would enable LBHF to meet its Climate Emergency objectives.		documentation and / or background papers to be considered.

Resources

Cabinet	19 Apr 2021	Procurement Strategy - Remedial and Safety Enhancement Works at Edward Woods Estate	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £100K	Remedial and safety enhancement works to the three (3) Edward Woods blocks (i.e. Poynter, Stebbing and Norland Houses).	Ward(s): Shepherds Bush Green Contact officer: Richard Buckley, Vince Conway Tel: 020 8753 1915 richard.buckley@lbhf.gov.uk , Vince.Conway@lbhf.gov.uk	

CABINET - 10 May 2021

Finance

Cabinet	10 May 2021	Report to Request a Re-Purposing of the Stock Condition Capital Budget for IHMS	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	The purpose of the report is to request approval for the re-purposing of the Capital Budget for the Stock Condition surveys to meet the cost of implementing the new Integrated Housing Management System for The Economy.	Ward(s): All Wards Contact officer: Dorothy Sturzaker Dorothy.Sturzaker@lbhf.gov.uk	

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Cabinet	10 May 2021	Hammersmith & Fulham Modern Slavery Strategy This report will present a new Modern Slavery Strategy for Hammersmith & Fulham.	Deputy Leader	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Ward(s): All Wards			
	Contact officer: Felicity Charles Tel: 02087534311 Felicity.Charles@lbhf.gov.uk			
Cabinet	10 May 2021	Homelessness and Rough Sleeping Strategy The Council's new Homelessness and Rough Sleeping strategy, with the updated Tenancy Strategy	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Ward(s): All Wards			
	Contact officer: Beatrice McGuire Beatrice.McGuire@lbhf.gov.uk			
Resources				
Cabinet	10 May 2021	Procurement Strategy for Mental Health Supported Housing Procurement strategy for our mental health supported housing in borough contracts. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the	Cabinet Member for Health and Adult Social Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £100K		Ward(s): All Wards	
	Contact officer: Joanna McCormick, Michele Roberts Tel: 0741207694, Tel: 020 8834 4734 Joanna.Mccormick@lbhf.gov.uk, Michele.Roberts@lbhf.gov.uk			

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		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		considered.