

Cabinet

Agenda

MONDAY
17 JULY 2023
7.00 pm

Membership

Councillor Stephen Cowan, Leader of the Council
Councillor Ben Coleman, Deputy Leader
Councillor Rebecca Harvey, Cabinet Member for Social Inclusion and Community Safety
Councillor Bora Kwon, Cabinet Member for Civic Renewal,
Councillor Alex Sanderson, Cabinet Member for Children and Education
Councillor Wesley Harcourt, Cabinet Member for Climate Change and Ecology
Councillor Andrew Jones, Cabinet Member for The Economy,
Councillor Frances Umeh, Cabinet Member for Housing and Homelessness
Councillor Rowan Ree, Cabinet Member for Finance and Reform
Councillor Sharon Holder, Cabinet Member for Public Realm

MAIN HALL
FIRST FLOOR
3 SHORTLANDS
LONDON W6 8DA

Watch the meeting
live on YouTube:

<https://youtube.com/live/TC136VWiEmo?feature=share>

Date Issued
07 July 2023

If you require further information relating to this agenda please contact:
Katia Neale, Committee Coordinator, tel: 07776 672 956 or email:
katia.neale@lbhf.gov.uk

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Members of the Public are welcome to attend but spaces are limited. To register for a place please contact katia.neale@lbhf.gov.uk. Seats will be allocated on a first come first serve basis. A loop system for hearing impairment is provided, together with disabled access to the building.



Shortlands

3 Shortlands,
Hammersmith,
London W6 8DA

 **Closest Underground Station**
Hammersmith

 **Closest Bus Stop**
Latymer Court (Stop G)

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on item numbers **5 and 6** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to Katia Neale 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 12 July 2023.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Tuesday 18 July 2023**. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is: **Friday 21 July 2023 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 21 July 2023**.

Cabinet Agenda

17 July 2023

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1. MINUTES OF THE CABINET MEETING HELD ON 5 JUNE 2023	5 - 11
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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. PETITIONS: CONSIDERATION OF PETITION: "CAXTON VILLAGE (W12) PARKING PROBLEMS"	12 - 16
5. INSURANCE TENDER 2024-2029	17 - 32
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7. FORWARD PLAN OF KEY DECISIONS	48 - 90

8. 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 5 June 2023

NOTE: This meeting was held remotely. A recording of the meeting can be watched at on YouTube at: <https://www.youtube.com/watch?v=eHDDJoHLEuE>

PRESENT

Councillor Stephen Cowan, Leader of the Council
Councillor Wesley Harcourt, Cabinet Member for Climate Change and Ecology
Councillor Andrew Jones, Cabinet Member for The Economy
Councillor Sharon Holder, Cabinet Member for Public Realm
Councillor Rebecca Harvey, Cabinet Member for Social Inclusion and Community Safety
Councillor Rowan Ree, Cabinet Member for Finance and Reform
Councillor Alex Sanderson, Cabinet Member for Children and Education

ALSO PRESENT

Councillor Andrew Dinsmore

1. MINUTES OF THE CABINET MEETING HELD ON 15 MAY 2023

RESOLVED:

That the minutes of the meeting of the Cabinet held on 15 May 2023 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 Councillors Ben Coleman, Frances Umeh and Bora Kwon.

3. DECLARATION OF INTERESTS

There were no declarations of interest.

4. PETITION: CONSIDERATION OF PETITION: "LETTER OF SUPPORT FOR A FEASIBILITY STUDY INTO THE USE OF LIGHTWEIGHT, ELECTRIC AUTONOMOUS SHUTTLES TO HELP PEOPLE CROSS THE RIVER"

The Cabinet received a valid petition requesting the Council to provide a letter of support for a fully funded feasibility study into the use of lightweight, electric autonomous shuttles to help people cross the Hammersmith Bridge.

The Leader invited Mr Leo Murray, the petition organiser and director of innovation at climate charity Possible, to address the Cabinet for 5 minutes to present his petition.

Mr Leo Murray stated that he had worked with local communities and expert stakeholders to develop an alternative proposal for the future of Hammersmith Bridge which could work within the existing engineering constraints on the bridge after the stabilisation works were completed. As there was still no funding agreement for the full restoration works, the Council needed to consider contingency options for meeting the mobility needs of local people.

He stated that the bridge's closure had caused enormous problems for people in Barnes and Roehampton who lacked access to private cars or the ability to walk or cycle across the bridge. Possible had developed a plan to meet their needs which was realistic, affordable, desirable for local people, and would help to tackle the climate crisis while protecting the bridge's unique heritage. They were proposing a shuttle service to replace some of the lost bus connectivity over the bridge with autonomous vehicles, specifically aimed at supporting mobility for those who were unable to walk or cycle over the bridge. This would be alongside protected cycle lanes and pedestrian footways.

The Centre for Connected and Autonomous Vehicles (C-CAV) had outlined a potential funding opportunity for this proposal. They had announced a funding competition to support feasibility studies into the integration of autonomous vehicles into public mass transit systems which was expected to open to applications at the end of May / start of June, and close in July, with winners announced in the autumn and feasibility studies taking place during 2024. Successful bids would need a letter of support of the relevant highways authority, which in this case was LBHF. If the Council agreed to provide a letter of support for their feasibility study it would not commit them to any costs or anything beyond the study itself.

Mr Murray concluded that the Council could have three options. First, Possible could hand over their project to the Council to take forward the feasibility study to the C-CAV funding competition. Second, the Council could work with Possible to take forward the project in a partnership approach. Third, the Council could sign the letter of support enabling them to proceed with applying for funding to a full feasibility study into their proposed scheme.

The Leader thanked Mr Murray and invited questions from Cabinet Members.

Councillor Rowan Ree stressed that the Council was already in the middle of a feasibility study. A separate study would require further assessment of the bridge strength at additional costs and time. He questioned the benefit of doing a separate feasibility study.

Mr Murray replied that they were not aware of what other work was under way, but he stressed that it would be a good opportunity to have another option as this would be fully funded by C-CAV if there were additional costs involved in assessing the bridge.

Councillor Andrew Dinsmore asked when the feasibility study would be available and whether there was any indication of when it would be implemented and its costs. He was in favour of exploring all possible options to ensure everyone would be able to move across the bridge.

The Leader replied that all options would be reviewed and considered once the bridge was stabilised by the end of the summer, when there would be no longer the risk of collapsing. The Council's options were closely tied into funding streams and stabilisation was their current priority.

In answer to a question from the Leader, Mr Murray replied that their solution would work within the bridge's constraints, but if it was fully restored it would also work with cars in addition to reverting the loss of public transport connectivity.

The Leader concluded that the problem with the bridge was a London issue affecting a much wider area than just Hammersmith. The Council had been faced with multiple requests and solutions by diverse groups, however the cost for fully restoring the bridge was a major issue. Ultimately it should be up to the Mayor of London to decide on its future. The Council was looking at other schemes and would start evaluating them once the stabilisation work was concluded.

The Leader asked Mr Murray to forward them their proposal and they would willingly look at it. However, they were not supporting any particular scheme yet until the bridge was stabilised and safe. Clarity about the funding costs would be needed to help them form the options available for the future of the bridge.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To note the petition included at Appendix A.
2. To note that in July 2022 the Council commissioned a feasibility study for the use of an e-mobility pod following completion of the bridge stabilisation work.
3. To not provide a letter in support of the grant competition application, given the feasibility study is already underway.

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. SCHOOLS CAPITAL PROGRAMME 2023 - 2028

Councillor Andrew Jones introduced the report setting out a proposed programme over five years to significantly enhance the condition of school buildings, improve provision for learners with Special Educational Needs and Disabilities or in Alternative Provision and reduce carbon emissions.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To approve a schools capital budget of £17.941m over the five years 2023-2028 for the programme of works as set out in Appendix A.
2. To delegate the decision to commit expenditure within the schools' capital programme to the Operational Director of Education and SEND, in consultation with the Strategic Director of Children's Services, the Director of Finance and with the Cabinet Member for Children and Education.

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. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) STRATEGY

Councillor Alex Sanderson introduced the report setting out setting out the Council's local area commitment to improve the educational, health and emotional wellbeing and life outcomes for all young people in the borough aged 0-25 years who have SEND while promoting inclusion.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

That Cabinet approves the publication of the Special Educational Needs and Disabilities (SEND) Strategy attached at Appendix 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.

7. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) ORDINARILY AVAILABLE GUIDANCE, PROFILE OF NEED AND SUFFICIENCY REVIEW

Councillor Alex Sanderson introduced the report setting out setting out the Council's local area approach to ensure sufficient provision for children and young people with special educational needs and disabilities in the borough, as well as the wider regional area in the context of what is ordinarily available.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. The publication of the Ordinarily Available Guidance and Profile of Need attached at Appendix 1 and Appendix 2.
2. The publication of the SEND Sufficiency Review attached at Appendix 3.

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. CARE EXPERIENCED STATUS AS A PROTECTED CHARACTERISTIC

Councillor Alex Sanderson introduced the report requesting to agree that 'Care Experienced' be recognised as a protected characteristic by the Council. This demonstrated the Council's commitment as a Corporate Parent to ending the disparity and inequality faced by care experienced young people by going beyond the statutory requirements and ensuring that the needs of care experienced young people were at the heart of all decision-making alongside other groups who formally share a Protected Characteristic.

Care experienced people faced significant barriers that impacted them throughout their lives, often facing discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system.

The Leader added that by recognising and making allowances for this by making care experience a protected characteristic would positively impact on care experienced young people and support them to become thriving adults.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

Cabinet is asked to:

Agree to recognise 'Care Experienced' as a Protected Characteristic by the London Borough of Hammersmith and 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.

9. FORWARD PLAN OF KEY DECISIONS

The Key Decision List was noted.

10. DISCUSSION OF EXEMPT ELEMENTS (ONLY IF REQUIRED)

There was no discussion of exempt elements.

Meeting started: 7.00 pm
Meeting ended: 7.36 pm

Chair

Agenda Item 4

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cabinet

Date: 17/07/2023

Subject: Consideration of petition: "Caxton Village (W12) Parking Problems"

Report of: Councillor Sharon Holder - Cabinet Member for Public Realm

Report author: Mark Fanneran, Head of Service Development, Parking Services

Responsible Director: John Galsworthy, Director of Climate Change and Transport

SUMMARY

On 16 May 2023, residents from six streets in the Shepherds Bush Green area launched a petition seeking the Council to introduce the following changes to parking controls:

- (a) increase the parking restrictions to 24 hours a day, seven days a week permit holders only**
- (b) no blue badge parking except for resident and resident visitor parking permit holders (as is the case in nearby MacFarlane Road)**
- (c) increase resource and time period for enforcement patrols to support these greater restrictions**

By the petition end date of 20 June 2023, 272 signatures had been collected, which warrants a consideration by the Cabinet as the number of signatories exceeds the 250 threshold.

RECOMMENDATIONS

1. To complete a parking stress survey exercise, to get necessary data on parking stress and the split between resident and visitor parking in the affected area.
 2. To undertake a parking consultation of residents and seek views on making changes to the parking hours of control.
-

Wards Affected: Shepherds Bush Green

Financial Impact

The cost of undertaking a parking consultation of residents in the affected area will be met from existing parking budgets.

Gary Hannaway, Head of Parking Finance, 5 July 2023

Legal Implications

The Council has power to impose parking restrictions on roads where it is the highway authority under the Road Traffic Regulation Act 1984. It is under a duty to manage the road network to ensure the expeditious movement of traffic under the Traffic Management Act 2004.

The report recommends that a process of consultation takes place in relation to possible changes to the parking restrictions in the Caxton Village area. Such consultation will need to be accompanied by sufficient information to enable those consulted to make an informed response, will need to set out the proposed changes and will need to allow a reasonable amount of time for the responses. The outcome of the consultation will need to be taken into account by the Council in making a decision about the proposed changes.

John Sharland, Senior solicitor (Contracts and procurement), 7 July 2023

DETAILED ANALYSIS

Proposals and Analysis of Options

1. The petition was created by residents in a group of residential streets located in close proximity to Shepherds Bush Green and Westfield Shopping Centre. The area consists of the following streets: Bulwer Street, Aldine Street, Caxton Road, Tadmor Street, Sterne Street and Shepherd's Bush Place.
2. These streets have a high number of non-resident vehicles parking in the area, with visitors frequenting shops, restaurants and eateries in Shepherds Bush Green, Shepherds Bush Market and Westfield.
3. In addition to visitor parking, fast food delivery vehicles had parked on the residential streets whilst they waited to pick up orders from local takeaways. In 2022, the Council tackled the food delivery issue by introducing new restrictions that meant that only residents with a motorcycle permit were permitted to park in Caxton Village. New motorcycle bays were then introduced on Shepherds Bush Green and Wood Lane, meaning any delivery bikes displaced from the residential streets had somewhere to park whilst they waited for deliveries.
4. Residents have also referenced the large volume of disabled badge holders who park in the area, which is significantly higher to other parts of the borough. High parking stress means that spaces for residents are at a premium.
5. Residents have engaged with the Council regularly on other matters linked to parking, resulting in complaints concerning noise, littering and anti-social behaviour.
6. It is clear therefore that changes to the hours of parking control would change the dynamic of residential/visitor parking in the area, prioritising parking space for residents.

7. As a starting point, we would undertake a parking stress survey to evaluate the parking stress in the area and get a better understanding of the makeup of resident and visitor parking.
8. Although residents have proposed 24-hour enforcement, such changes are not possible for the Council to implement. Once the parking stress data is evaluated, we would be in a better position to propose necessary changes to the hours of parking control.
9. The decision to stop blue badge holders from parking within Caxton Village would need further analysis and review. In addition to the parking survey data, we will invite our blue badge fraud team to provide input into their findings of surveillance.

Reasons for Decision

10. Under the Council's Petitions Scheme, a petition which attracts 250 valid signatures (of people who live, work or study in the borough) triggers consideration of the petition by Cabinet. This petition meets this criterion.
11. Consulting with all residents in the local area would allow the Council to get the views of everyone affected and take appropriate action based on the feedback.

Climate and Ecological Emergency Implications

12. Making changes to the parking restrictions in Caxton Village would result in less vehicles parking and sat idling on those residential streets, helping to reduce emission levels and improve air quality, both key environmental targets the Council is currently focusing on, as part of our Clean Air Neighbourhood strategy.

Hinesh Mehta, Assistant Director of Climate Change, 5 July 2023

LIST OF APPENDICES

Appendix A – Petition Details

APPENDIX A - EPETITION DETAILS

Caxton Village (W12) Parking Problems

We the undersigned petition the council to Request the following changes to the controlled parking Zone G for the Caxton Village Area containing the six streets of Bulwer Street, Aldine Street, Caxton Road, Tadmor Street, Sterne Street and Shepherd's Bush Place: (a) increase the parking restrictions to 24 hours a day, seven days a week permit holders only; (b) no blue badge parking except for resident and resident visitor parking permit holders (as is the case in nearby MacFarlane Road); (c) increase resource and time period for enforcement patrols to support these greater restrictions.

The Caxton Village Area (W12), containing the six streets of Bulwer Street, Aldine Street, Caxton Road, Tadmor Street, Sterne Street and Shepherd's Bush Place, falls within parking zone G in the Shepherd's Bush Green ward. Parking restrictions in this area currently only apply from Monday to Sunday between the hours of 6.30pm and 8.00pm. The parking bays are shared between resident and visitor use via the RingGo parking app.

The Caxton Village area is situated between Shepherd's Bush Green to the south and Westfield London Shopping Centre to the north.

As a result of this proximity to Shepherd's Bush Green, Caxton Village is frequented, in high volume, by motor vehicles parking on our streets prior to visiting the shops and fast food outlets on Uxbridge Road, or as a result of the long programme of very large events that take place on Shepherd's Bush Green (Circus Extreme, Fun Fairs etc). This often results in there being no available parking spaces for permit holders. Further, this use of parking frequently results in vehicle owners idling their engines whilst eating fast food in their car and disposing of their fast food litter directly onto the streets and pavements, alongside escalating aggression as motorists compete over available parking bays by using their horns and verbal abuse. Another consequence of our proximity to Shepherd's Bush Green and Westfield London is the volume of taxi drivers and food delivery mopeds/vehicles parking on our streets as they wait for their next collection.

Late at night, the level of noise as a result of all of the above is sufficient to disturb the peace of local residents and many families residing in the streets of Caxton Village often highlight this noise wakes them and their young children.

As a result of Caxton Village's proximity to Westfield London Shopping Centre (and the large number of restaurant and bar venues on the Westfield Southern Terrace), local residents are frequently unable to find a parking space on their or a surrounding street. This is particularly problematic at weekends when our six streets are filled

with a constant influx of traffic as people drive around our streets until they find an available bay to park in. Many residents report having to unload their cars and children more than 100 metres away from surrounding streets, if they are able to park at all.

We are requesting no blue badge parking except for resident and resident visitor parking permit holders (as is the case in nearby MacFarlane Road) as a result of the unsustainable level of blue badge parking in Caxton Village. Many local residents have taken the initiative to count the level of blue badges in use at any one point in time and it is often the case that the vast majority of bays are being used by blue badge holders. There is knowledge within the council that the streets of Caxton Village are known to be areas of high blue badge fraud. The council even employs enforcement officers in plain clothes in the area to attempt to address this issue, yet the frequency and level of enforcement is insufficient relative to the volume of blue badge use.

It is the perception of residents, through witnessing the behaviour of many blue badge users, that this is the result of fraudulent use by visitors at Westfield London Shopping Centre. The vast majority of blue badge holders park and then walk up Bulwer Street to the junction of Wood Lane where they then proceed to Westfield London Shopping Centre. For genuine blue badge users, there appears to be no good reason to park in Caxton Village and walk, given Westfield London offers free parking for blue badge holders four hours per day, seven days per week in every car park at the centre with onward lift access to the centre.

It has been highlighted by an employee of Westfield London that free parking is only granted upon validation of the blue badge from within Westfield London. Should the person presenting the blue badge not represent the photo on the blue badge, parking will not be validated. It is clear therefore that fraudulent blue badge users gain an advantage from parking in Caxton Village instead of Westfield London as they can take advantage of free, time unlimited parking just a few minutes' walk away from the shopping centre.

These reasons make parking in the roads of Caxton Village particularly attractive to shoppers and diners at both Westfield and Shepherd's Bush Green, creating a disproportionately high level of use from vehicles not linked to residents in any way.

Our requested increase in restrictions and enforcement patrols will allow for residents and their visitors to make use of the permits they pay for each year, and be able to park at a safe and reasonable distance from their home, which today is so often not the case. We further believe the proposed increase in restrictions will reduce traffic on our residential streets, which will also reduce pollution from motor vehicles, noise and littering. We believe these changes would materially improve the living conditions and wellbeing for the residents of Caxton Village.

This ePetition ran from 16/05/2023 to 20/06/2023 and has now finished.

272 people signed this ePetition.

Report to: Cabinet

Date: 17/07/2023

Subject: Insurance tender 2024-2029

Report of: Councillor Rowan Ree, Cabinet Member for Finance and Reform

Report author: Beverly Mills, Assistant Head of Insurance

Responsible Director: David Hughes, Director of Audit, Fraud, Risk and Insurance

SUMMARY

This report sets out the proposed strategy upon which sovereign insurance contracts for Residential Leaseholder Buildings, Property, Combined Liability, Directors' & Officers' Liability, Motor, Crime, Personal Accident & Travel, School Journey and Engineering Inspection will be procured for contract commencement dates of 1st April 2024.

The strategy will entail a detailed tender process in conjunction with the Council's retained insurance advisors and with close engagement with the LBHF procurement function to ensure the Council's requirements are fully incorporated, ensuring that each of the councils is priced according to its own risk profile but benefits from bulk discounts sought from tenderers and efficiencies arising from sharing operational arrangements provided by the shared Insurance service.

The over-arching aims of this proposed tender are to put in place appropriate insurance cover for the Council and its residents, achieve financial efficiencies in the process of arranging the cover and to carry out appropriate section 20 consultation and liaison with the Council's leaseholders to ensure they are appropriately insured and recharged.

RECOMMENDATIONS

1. To note and approve the proposed procurement strategy for tendering the Councils insurance requirements and allied engineering inspection services, commencement of this formal tender process, intended compliance with the Public Contract Regulations and the need to seek suitable authority on a sovereign basis to award the contract after evaluation. Estimated contract award for all lots, based on 2023/24 premiums is £20M over a period of 5 years.
 2. To note that due to the likely contract value the award to be returned to Cabinet for approval.
-

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Providing financial protection of the Council and leaseholders assets and liabilities
Creating a compassionate council	For residential leasehold buildings insurance, the lease arrangement requires the Council as Freeholder to cover the reinstatement value of the leaseholder's asset
Doing things with local residents, not to them	To secure a competitive quotation for all the Council's insurance contracts, with the broadest cover available to ensure the widest protection is in place
Being ruthlessly financially efficient	Risk of financial exposure if the insurance is not in place 01 April 2024
Taking pride in H&F	Insurance provides financial protection in the event of an insured peril causing damage to a property
Rising to the challenge of the climate and ecological emergency	Insurance provides protection of property for insured perils including weather related events of storm and flood

Financial Impact

3. The estimated annual value of this contract is £4m and will ensure that the Council has appropriately insured against potential risks relating to Residential Leaseholder Buildings, Property, Combined Liability, Directors' & Officers' Liability, Motor, Crime, Personal Accident & Travel, School Transport and Engineering Inspections. The funding for 2023/24 is included in the Council's approved General Fund and HRA Budgets and the Council also retains an insurance reserve for supplementary unknown and unquantifiable risks.
4. It should be noted that there are a limited number of providers in the market, and this is likely to be reflected in tender submissions. The full details on the actual costs of the new contract from April 2024 will be reported in the Contract Award Report upon completion of the procurement. Any additional financial implications will need to be considered as part of the Council's annual MTFS and Budget setting processes for 2024/25+.

Sukvinder Kalsi, Director of Finance, 25th May 2023

Legal Implications

5. The various insurance contracts described in this report, when aggregated for the full 5-year term, exceed the threshold above which a full tendering exercise is required in accordance with the Public Contracts Regulations 2015 (“the 2015 Regulations”). A five-year contract for the engineering inspection would also exceed the Public Contract Regulations 2015 threshold for services. As set out in the report, the 2015 Regulations are proposed to be followed using competitive procedure with negotiation.
6. Because this will be a collaborative procurement, various waivers of the provisions of Contract Standing Orders are proposed on the basis that the standing orders of the Royal Borough of Kensington & Chelsea will apply, though subject always to following the 2015 Regulations. Contract Standing Order 22.3.4 sets out when Cabinet can grant such a waiver and the permitted grounds for doing so. 22.3.4 state ‘the procurement will be run as Collaborative Procurement or other partnership arrangement with another public body, and the procurement procedures of that other public body will apply.’
3. Waivers of contracts within the value range set out in this report must be approved by the s151 officer on recommendation of the Contracts Assurance Board.

The decisions set out in this report are Key Decisions (see Article 12 of the Constitution) and the report must be submitted to Committee Services for publication on the Council’s website.

Angela Hogan, Chief Solicitor (Contracts and Procurement) 19th May 2023

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Background

1. The contracts of insurance in respect of Property, Combined Liability, Motor, Directors & Officers, expire after a five-year term on 31 March 2024. A re-tendering of these contracts open to all qualifying bidders is required under the Public Contract Regulations 2015.
2. The contracts for Terrorism, Personal Accident, & Travel, School Journey, Crime expired 31 March 2022 and were extended by waiver for a period of two years to coincide with the Council’s main insurance programme.

3. Residential leasehold buildings insurance was last procured in 2019 on a five-year contract award basis. However, the insurer Avid, withdrew from the market early 2023. The market for leasehold buildings had already reduced significantly due to the exit of Ocaso and Zurich in 2022, leaving Protector Insurance as the only provider offering a quotation to LBHF. Insurance was therefore placed with protector effective from 01 April 2023 for a period of 12 months. Leaseholders were notified of this change in advance of invoices being for 2023/24 being issued and were told that the Council would be undertaking a competitive procurement for this cover from 1 April 2024
4. The Council's insurance operations are discharged via a shared Insurance Service hosted by Royal Borough of Kensington and Chelsea. The service delivery is fully integrated with employees delivering service response to all three councils based on specialisation.
5. In view of the potential for catastrophic financial loss to Council budgets arising from damage to assets or the need to meet compensation awards for injury to the public or employees it is prudent to cap the financial exposure from any one event or occurrence by transferring some of this financial risk through the purchase of insurance from suitably regulated and qualifying providers.
6. The total annual expenditure based on the 2023/24 premium, inclusive of Insurance Premium tax @ 12% is £3,803,494. Additionally, the self-insurance contribution to the insurance fund is not yet finalised and agreed with Finance, however, will be in the range of £800k to £1.2m
7. The level of insurance is driven by a number of factors the most significant being the sums insured and claims experience, levels of self-retained risk, global re-insurance rates and individual supplier experience and risk appetite and capacity.
8. The Property and Liability contracts are currently procured with a large, self-insured deductible (excess) of £100k for each claim and an annual aggregate cap of £881,250 for Property and £1,468,750 for Liability claims.

The evaluation methodology to be used to evaluate the bids enables consideration of the current deductible limits together and also higher levels which insurers may provide quotations for. This will potentially increase the number of bidders as re-insurers would be able to consider policy options with high deductible levels.

This strategy is being proposed to reduce uneconomic pound swapping with insurers for known loss levels and to mitigate the amount of insurance premium tax payable.

The available market for placement of local authority insurance is traditionally limited, with past tender exercises receiving quotations from only three suppliers for the main property and liability programme.

9. Beyond not purchasing insurance at all, which would result in unacceptable and uncapped financial exposures to the Council, the only alternative to the current procurement strategy would be for the Councils to collectively or perhaps individually, set up their own captive insurance company or alternative risk transfer retaining significant financial exposure in-house, and to approach the re-insurance market direct rather than the current provider market. Given the increasing cost of insurance premiums, and the attaching Insurance Premium Tax @ 12% it may provide an alternative solution for certain risks. The feasibility of such an approach is being investigated and subject to appropriate evaluation, detailed consideration, independent evaluation and appropriate briefings and scrutiny from Councillors could result in some elements of the procurement not being awarded following the tender process but instead being covered via such a process. This potential is being made clear to the insurance market as part of both the premarket engagement and in the detail of the invitation to tender documents given concerns about the viability and competitiveness of elements of the current marketplace.
10. In demonstrating that other options are known and considered there is an Insurance London Consortium (ILC) which is a group of nine London boroughs who collectively purchase their insurances. This group is mostly outer London Boroughs but includes Tower Hamlets and Islington with the procurement process delegated to London Borough of Croydon. The Council has traditionally obtained wider cover options than those available through the ILC, for example for motor on an any vehicle/any driver basis and has been able to tender for a wide range of deductibles and cover basis that fits individual Borough needs rather consortium needs. The three neighbouring Councils within the current Shared Service are similar in the risks they present and offer the marketplace sufficient premium income to attract economies of scale with the added benefit of one management team, homogenised internal processes and probably the most experienced and qualified internal claims handling team as reflected in that the shared services is currently granted greater claims handling authority with no inner reporting limits than any ILC member. In the circumstances joining the ILC has not been considered advantageous previously and that remains the current assessment.

Reasons for Decision

11. It is a requirement Public Contract Regulations 2015 that these insurance contracts are subject to competitive procurement and as established above, the non-purchase of insurance coverage would result in uncapped financial exposures for the Council and for which the potential value of losses could exceed reserves. Prudence would therefore dictate purchase of insurance and for some covers is a statutory requirement.

Contract Specifications Summary

12. Under the Public Contracts Regulations (PCR) insurance provisions are classified as services. The estimated value of the contract is over the threshold

for services, currently set at £213,477. Therefore, the procurement of insurance services is subject to the full rigour of the Public Contract Regulations 2015 public procurement regime.

13. The engineering inspection contract is not an insurance product but rather a compliance product to ensure adherence with the statutory requirements for plant and associated equipment as overseen by the HSE.
14. The contract will be awarded on a five-year basis.
15. Insurance policies are recognised as a special form of contract in law and subsequent awards will not be subject to usual form of contract / deed but governed by the policy wording and accompanying schedule of cover.

Procurement Route Analysis of Options

16. As the host borough the process will be subject to RBKC procurement methods and oversight although this will include discharge of responsibilities under 2012 Public Services (Social Value) Act.
17. The method of procurement will be Competitive Procedure with Negotiation and involve an initial ITT, potential single negotiation / clarification stage and bidders then invite to submit their final bids.
18. The contracts will be awarded on the basis of the most economically advantageous terms as assessed for the bids against numbered lots or combination of lots to all three Councils in the shared service. Whilst the award will be based on the total value of the bid for all three Councils, it will be mandatory for bidders to provide a price breakdown between the individual Councils.
19. Evaluation criteria will be clearly stated by lot and response documents will require completion of spreadsheets against criteria that will vary between lot based upon importance of in-house claims handling provisions and indicate to bidders' likely level of points deductions.

Market Analysis, Local Economy and Social Value

20. The market is traditionally for public sector risks in each category of risk. Property and Liability limited to two or three markets, Residential Leasehold one, possibly two markets currently. The lower value contracts of Crime, School Journey & Personal Accident are very difficult to place in isolation of the main insurance portfolio. Directors & Officers, Terrorism and Engineering inspection are also limited to two or three providers able to quote for local authority risks.
21. Evaluation will be subject to a 10% social value consideration this is the purchase of a pure financial product. The 10% weighting is compliant with RBKC procedure.

Risk Assessment and Proposed Mitigations

22. The key risk is ensuring that the process is managed to and kept on track to a timetable. A more complex internal timetable is being finalised to govern these risks and will be shared and reported upon to Director of Audit, Fraud, Risk and Insurance.

Timetable

Key Decision Entry (Strategy)	17/05/2023
Contracts Assurance Board (Strategy)	24/05/2023
Cabinet Sign off (Strategy)	17/07/2023
Initial invitation to tender released to market	01/09/2023
Closing date for initial submissions	29/09/2023
Period for clarification / negotiation	30/09/2023 – 30/10/2023
Final ITT released to remaining market	01/11/2023
Closing date for final bids	01/12/2023
Clarifications	04/12/2023 – 18/12/2023
Evaluations complete	22/01/2024
SLT / Cabinet Member award and similar processes across shared service	
Contract award	1 st March 2024
Contract Commencement date	01/04/2024

Please note these dates are indicative at present and subject to amendment.

Selection and Award Criteria

23. To ensure that they meet the minimum standards, bidders will be required to evidence they are authorised to underwrite insurance business in the UK and must be at least “B++ “rated by Standard and Poors or equivalent agency and prepared to produce: -
- A copy of their annual reports and accounts for the last 3 years
 - The name and address of their bankers
 - Details of last 3 years of underwriting experience for the classes of business under consideration

The Quality Award Criteria will be based on the technical specification, the technical specification will include both policy coverage and claims handling requirements. Evaluation of bidders’ responses to the award criteria will be carried out in accordance with the published marking scheme. Evaluation criteria will be: -

Lot type	Price	Policy Coverage	Claims provision / service	Added Value	Social Value
Leasehold	60%	10%	10%	10%	10%
Property	50%	20%	15%	5%	10%
Terrorism	60%	10%	10%	10%	10%
Liability	50%	15%	20%	5%	10%
Directors and Officers	60%	20%	5%	5%	10%
Crime / FG	60%	20%	5%	5%	10%
PA / Travel	60%	20%	5%	5%	10%
School Journey	60%	20%	5%	5%	10%
Motor	50%	15%	20%	5%	10%

Contract Management

24. KPI's to be developed based on bidder responses but as a financial product are typically defined around reporting timeframes and correspondence response.
25. Contract variables such as sums insured, deductibles and aggregate may be subject to annual inflationary uplifts, part of bidding process is for bidders to clarify and be evaluated on this.

Equality Implications

26. No negative impact. Having insurance in place will provide a positive impact for all residents, staff and leaseholders including leaseholders with protected characteristics as the policy provides financial protection of their assets in the event of an insured clam including fire, storm damages and escape of water. In compliance with Section 149 of the Equalities Act 2010, the Council has given due regard to the requirements of the Public Sector Equality Duty. It is not anticipated that the re-procurement of these insurance contracts will have any negative impacts on any groups with protected characteristics, under the terms of the Equalities Act 2010.

Risk Management Implications

27. Insurance is a method of transferring risk from one party to another. This could be the risk of damage to an asset (e.g. property insurance) or the risk to others arising from an activity (e.g. liability insurance). External insurance is necessary to provide a higher degree of financial certainty for the Council, which enables it to operate in an environment where risk is always present. Ground up insurance cover, where there is no excess, is not however a financially efficient transaction and the Council has chosen not to follow this route. The terms of

risk transfer for the Council are set by a contractual arrangement commonly called the insurance policy. This requires the insurer, in return of a payment from the insured (the premium), to agree to reimburse the insured for losses arising from the consequences of an insured event.

28. The Council's risk environment internally and externally has changed materially in recent years. It continues to change at an escalating pace with new and emerging Cyber threats, Terrorism and specifically, more demanding regulations, for example the introduction of the General Data Protection Regulations. There is no single solution for protecting the public purse, the Community, Management, and the Council from the liabilities it faces. The best approach is a combination of strong corporate governance and broad corporate indemnification through insurances and risk control.

Verified by Moira Mackie, Head of Internal Audit, 19 May 2023

Local Economy and Social Value Implications

29. It is a requirement that all contracts let by the council with a value above £100,000 provide social value commitments that are additional to the core services required under the contract.
30. Insurance is a shared service with RBKC & WCC. RBKC are the host, and the tender will therefore follow the RBKC procurement rules on this process.
31. This report confirms that the tender evaluation will be subject to a 10% social value consideration and the 10% weighting is compliant with the RBKC procedure.
32. It is advised that in drawing up contracts with the service provider, a clause is included to confirm that at least 10% of proxy value of social value will be delivered and evidenced as part of the services commissioned.
33. It is recommended the project lead will work closely with the council's Social Value Officer and the service provider to agree on social value measures and their delivery plan.
34. It is advised that the commissioner works with Legal to ensure appropriate social value clauses are included in the contract, so that the council can enforce its right to compensation if social value commitments are not delivered.

Oliur Rahman, Head of Employment and Skills 24/5/23

Consultation

35. Stage 1 and Stage 2 consultation and engagement is required with leaseholders in the normal manner, under section 20 of the Landlord & Tenant Act 1985, with this process occurring in July/August 2023 and then again in January/February 2024. Stage 1 outlines the basis of the proposed tender and

the various options upon which tenders are being sought and invites engagement and input prior to finalisation of the tender documents. Stage 2 provides the tender results, evaluation and a draft recommendation for contract award and seeks further leaseholder engagement and input prior to finalising recommendations.

36. The Stage 1 leaseholder consultation gives notice of an intention to tender and requests leaseholder feedback. It is not a commitment to proceed on the basis described and it is therefore possible for the Council to either decide to proceed on an alternative basis and move on to Stage 2 or to not tender at all. However, if the Council decided to not proceed with a Leaseholder tender at all it would need to withdraw the Stage 1 consultation Notice with a letter sent to leaseholders explaining why the tender process was not proceeding.

Digital Services and Information Management Implications

37. Claims received a data protection notice is provided. If the claim is sent directly to LBHF from the Claimant/ Claimant's solicitor, we provide a fair obtaining notice which confirms that we will use data as follows:
'We are required to send you this information to comply with Data Protection Act 1998. It explains how we may use your details and tells you about the systems we have in place that allow us to detect and prevent fraudulent claims. The Council is a subscriber to the Claims & Underwriting Exchange (CUE). The CUE system is an insurance industry shared database of insurance claims that helps compensators and insurers identify non-disclosure, concurrent claims activity and prevent fraud.'
A notice explaining how the Council will use the data is also issued, which includes Ant-Fraud purposes, management information, compliance with legal obligations and responsibilities. Additionally, we explain how the data will be processed.
38. Claims submitted via the online portal system are covered by the claims portal privacy notice, which allows the Council to share information with our insurers.
39. Data is also processed in accordance with the general LBHF data policy requirements.

LIST OF APPENDICES

Appendix 1 - Equality Impact Assessment

Appendix 1 - H&F Equality Impact Analysis Tool



Conducting an Equality Impact Analysis

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

The tool is informed by the [public sector equality duty](#) which came into force in April 2011. The duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Equality Act 2010**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it**
- 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it**

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

General points

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

Further advice and guidance can be accessed online and on the intranet:

<https://www.gov.uk/government/publications/public-sector-equality-duty>

<https://officesharedservice.sharepoint.com/sites/Governance/SitePages/Reports.aspx>

H&F Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	23/01
Name and details of policy, strategy, function, project, activity, or programme	<p>Title of EIA: Insurance tender 2024-2029</p> <p>The contracts for all of the Councils' insurances are due to expire 31 March 2024 and therefore will be tendered for 2024-2029.</p> <p>Residential Leasehold Buildings insurance is included in the tender process.</p> <p>Insurance policies provide financial protection for the Councils assets and liabilities.</p> <p>Insurance policies are financial service contracts.</p> <p>Contracts to be awarded on a five-year basis.</p>
Lead Officer	<p>Name: Beverly Mills</p> <p>Position: Assistant Head of Insurance</p> <p>Email: beverly.mills@rbkc.gov.uk</p> <p>Telephone No: 07929823081</p>
Date of completion of final EIA	17/05/2023

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Section 02	Scoping of Full EIA								
Plan for completion	<p>Timing: 01/04/2024</p> <p>Resources:</p>								
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral, or negative impact on equality, giving due regard to relevance and proportionality.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 20%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>Insurance contracts are financial products for the benefit of the Council, providing protection for its assets and liabilities. The contracts do not have an impact on any people or groups that share protected characteristics.</td> <td>Neutral</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	Insurance contracts are financial products for the benefit of the Council, providing protection for its assets and liabilities. The contracts do not have an impact on any people or groups that share protected characteristics.	Neutral
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral							
Age	Insurance contracts are financial products for the benefit of the Council, providing protection for its assets and liabilities. The contracts do not have an impact on any people or groups that share protected characteristics.	Neutral							

	Contracts are discharged under English law and insurance methodology when dealing with claims. Equality information/data is not captured or utilised and would have no effect on the outcome of any claim, as each claim is considered on its own merits with settlement based on the terms of the insurance policy coverage and applicable laws.	
Disability	As above	Neutral
Gender reassignment	As above	neutral
Marriage and Civil Partnership	As above	Neutral
Pregnancy and maternity	As above	Neutral
Race	As above	Neutral
Religion/belief (including non-belief)	As above	Neutral
Sex	As above	Neutral
Sexual Orientation	As above	Neutral

Human Rights or Children's Rights

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

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

No

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

No

Section 03	Analysis of relevant data Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
Documents and data reviewed	In compliance with Section 149 of the Equalities Act 2010, the Council has given due regard to the requirements of the Public Sector Equality Duty. It is not anticipated that the re-procurement of these insurance contracts will have any negative impacts on any groups with protected characteristics, under the terms of the Equalities Act 2010.
New research	If new research is required, please complete this section N/a

Section 04	Consultation
Consultation	12. The Residential Leasehold Buildings contract will be subject to the required two stage consultations under section 20 of the Landlord & Tenant Act 1985, with this process occurring in July/August 2023 and then again in January/February 2024. Stage 1 outlines the basis of the proposed tender and the various options upon which tenders are being sought and invites engagement and input prior to finalisation of the tender documents. Stage 2 provides the tender results, evaluation and a draft recommendation for contract award and seeks further leaseholder engagement and input prior to finalising recommendations.
Analysis of consultation outcomes	The tender process ensure we achieve the required policy cover for the most competitive premium for all leaseholders.

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Section 05	Analysis of impact and outcomes
Analysis	<p>What has your consultation (if undertaken) and analysis of data shown? You will need to make an informed assessment about the actual or likely impact that the policy, proposal, or service will have on each of the protected characteristic groups by using the information you have gathered. The weight given to each protected characteristic should be proportionate to the relevant policy (see guidance).</p> <p>As noted under Section 2 above , insurance policies are financial services contracts, discharged under English Law and the terms of the insurance policy in terms of coverage and liability. There I would therefore be no negative impact on any people or groups.</p>

Section 06	Reducing any adverse impacts and recommendations
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Outcome of Analysis	Neutral, it is not considered the re-procurement of these insurance contracts will have any negative impacts on any groups that share protected characteristics.
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Section 07	Action Plan					
Action Plan	Note: You will only need to use this section if you have identified actions as a result of your analysis					
	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan

Section 08	Agreement, publication and monitoring					
Senior Managers' sign-off	Name: Beverly Mills Position: Assistant Head of Insurance Email: beverly.mills@rbkc.gov.uk Telephone No: 07929823081 Considered at relevant DMT:					
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 26/05/2023 Key equalities issues have been included: Yes					
Equalities Advice (where involved)	Name: Position: Date advice / guidance given: Email: Telephone No:					

Report to: Cabinet

Date: 17/07/2023

Subject: Travel Care Minibus Procurement Strategy

Report of: Councillor Alex Sanderson, Cabinet Member for Children and Education

Report author: Joe Gunning, Programme Lead, Children’s Commissioning

Responsible Director: Jacqui McShannon, Strategic Director Children’s Services

SUMMARY

This report seeks approval of the procurement strategy for Travel Care Minibus Services for services from August 2024 for a period of five (5) years with the option to extend for a further two (2) years.

The current contract expires in July 2024 with no option to extend. This paper sets out the procurement strategy for awarding a contract to a single provider to ensure the continued delivery of this statutory frontline service to residents.

RECOMMENDATIONS

1. That Cabinet approves the procurement strategy to run an open procedure to establish a contract for the provision of travel care minibus services for a period of five years from August 2024 with the option to extend for a further two years.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Employment of local residents on essential frontline services
Creating a compassionate council	Procuring services that have care at the forefront of delivery for some of the most vulnerable residents in the borough.
Doing things with local residents, not to them	Maintaining high standards of existing contracts following lessons learnt experience from previous procurements.
Being ruthlessly financially efficient	Contracts and financial structures that

	are appropriately structured and weighted to meet demand as well as need and drive value for money.
Taking pride in H&F	A high-quality service supporting some of our most vulnerable residents to access education and social care provision.
Rising to the challenge of the climate and ecological emergency	The Contractors must comply with the requirements specified by Transport for London for the London Emission Zone (LEZ) including any current or future legislative requirements including Ultra Low Emission Zone (ULEZ)

Financial Impact

The total available budget for transport provision across Children’s and Adult Services is circa £5.5m in 2023/24. The detailed financial implications from this procurement will be detailed in the contract award report.

Implications completed by:

Tony Burton, Head of Finance Children’s Services and Education, 04 April 2023

Prakash Daryanani: Head of Finance Adult Social Care & Public Health, 24 April 2023.

Verified by Sukvinder Kalsi, Director of Finance, 27 April 2023

Legal Implications

An open procedure procurement route would comply with the Public Contracts Regulations 2015 and the advertising and competition requirements of the Council’s Contract Standing Orders.

Joginder Bola, Senior Solicitor (Contracts & Procurement), 21 March 2023

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Background

1. Travel Care and Support is a critical service provided to some of the most vulnerable members of our community. The children, young people and adults who receive the service often have complex needs and typically a high level of dependency.

2. The current contract with HATS Group Ltd ends on the 31 July 2024 with no option to extend. This direct award commenced on the 27 August 2022 in response to the previous provider HCT Group, entering into administration.
3. The current arrangements see approximately 200 children and young people in Hammersmith & Fulham transported to 12 different schools and colleges both in and out of borough. Approximately 65 vulnerable adult residents in Hammersmith and Fulham are also supported by the current transport arrangements to activities at day centres and other locations.
4. The service is well-supported through the Council's Travel Care and Support Team and there is general high customer satisfaction with the current arrangements.

Reasons for Decision

5. The Local Authority has a statutory duty to provide home to school transport provisions as per the Education Act 1996. The Council has a Travel Assistance Policy which clearly sets out these duties, together with further information via the Local Offer.
6. For Adults, the Care Act 2014 stipulates a duty to Local Authorities to meet assessed needs, and while transport is not prescribed provision, it may be one way of meeting people's assessed needs and preferences relating to their personal outcomes towards independence and engagement with the community.
7. The current provider will cease providing services from 31 July 2024 when the current contract ends. There is therefore a need to procure new services to ensure the continued delivery of services.

Contract Specifications Summary

8. The specification stipulates an emphasis on the quality of service and on the individual needs of individuals using travel care and support. The vision includes the delivery of a high quality, transparent Travel Care and Support Service, which is first and foremost about caring for, and understanding the travel and mobility needs of those accessing the services. The service was codesigned and is continually improved in partnership with service users, parents, carers, stakeholders, and key partners, ensuring a high-quality service. Several neighbouring boroughs now operate on similar specifications which has helped to develop the market to operating at this standard.
9. The new contract will be for a period of five years commencing the 1 August 2024 to 31 July 2029 with the option to extend for a further two years. The length of the contract drives better value for money and is more commercially viable for Providers.

Procurement Route Analysis of Options

Open Tender to secure a single provider (Recommended)

10. It is recommended that an open tender is conducted resulting in the award of a contract to a single provider for the provision of minibus transport services. Awarding to a single provider will enable the development of a strategic relationship with the provider, avoiding piecemeal transactions. A single provider can also provide greater value for money through the flexing of resources and assets to meet the totality of need in the most efficient way.

Framework (Not recommended)

11. Utilising a framework to call off routes limits the ability to flex resources across the totality of the service. A number of routes currently run on from one another resulting in a more efficient use of vehicles and staff resources and subsequent lower unit costs. A framework does not maximise on the economies of scale and detracts from developing a strategic relationship with a single provider.

Dynamic Purchasing System (Not recommended)

12. A dynamic purchasing system (“DPS”) is a completely electronic system which may be established by a contracting authority to purchase commonly used goods, works or services. It has a limited duration.
13. There is a risk that there may be an insufficient number of providers to create a competitive enough environment to make a DPS effective. If we do not have a sufficient number, then the risk is that one ends up paying more for services. Lower prices are only achieved when there are multiple bids and ultimately having only one bidder would mean their first bid sets the price.
14. Given our understanding of the market, we do not believe there to be a large “churn” of providers and therefore not a lot of new entrants who would want to join the DPS throughout its existence to keep it competitive. The ability for new entrants to join the DPS is one of the major benefits of a DPS – and one which may not really be utilised by the market.
15. DPS creates transactional relationships with suppliers, as they bid on price for every service they provide. It is one of the ambitions of this procurement to create a strategic relationship with a single provider, rather than by piecemeal transactions.

In house delivery (Not recommended)

16. This option was discounted given the considerable increase in costs (circa 20%), and lack of sufficient structure to accommodate such a model.

17. Whilst this option would give control to H&F over the direct line management of these employees and the delivery of the service operationally with greater flexibility to maximise utilisation of assets in the commissioning of arrangements, there is not currently a structure nor budget resources in place to accommodate these staff. Furthermore, bringing the minibus service in-house would not be viable in view of the significant fleet and licensing responsibilities and considerable cost pressures to H&F holding the full cost of overheads which are otherwise spread across multiple authorities by outsourced providers.

Market Analysis, Local Economy and Social Value

18. Whilst there are only a select few providers in the market who could deliver a contract of such a scale, they are mature and well-developed. Market research indicates the providers in the market have the capacity to deliver the contract size; that the proposed structure is attractive and that longer contract periods give better value for money and is more commercially viable for providers.
19. This contract will provide local employment opportunities and the evaluation criteria will ensure that Social Value accounts for a minimum of 20% of the overall weighting. This will mean that robust Social Value offers will score highly.

Risk Assessment and Proposed Mitigations

Category	Risk Description	Mitigation Activity
Tender	Pace of work required to deliver the objectives in time to finalise the procurement in time for mobilisation.	Appropriate officers will work closely together in the preparation of documents and Legal will review prior to release. A project group will be established to push through actions to ensure risk to service delivery is minimised.
Providers	Stakeholder engagement – risk of not having the right providers/ sufficient number to drive competition.	Whilst the provider market is small, engagement was undertaken in awarding the current emergency contracts which demonstrated they are well established and remain competitive in tender processes. Further market warm-up will be undertaken prior to releasing the tender.
Resource	If key staff working on the project are unavailable at peak times to complete work, programme slippage in timelines is a risk as well	A project group will be established with key stakeholders including the I to drive forward actions. A risk register will be established and reviewed by the group.

	as the quality documents available being negatively impacted.	
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Timetable

20. Please include an estimated timetable of the competition process through to contact commencing.

Key Decision Entry (Strategy)	09/03/2023
Contracts Assurance Board (Strategy)	17/05/2023
Cabinet Member Sign off (Strategy)	22/05/2023
Cabinet Sign off (Strategy)	17/07/2023
Find a Tender Service Notice	02/10/2023
Closing date for clarifications	16/10/2023
Closing date for submissions	31/10/2023
Evaluation of Tenders	01/11/2023-30/11/2023
Key Decision Entry (Award)	01/11/2023
CAB (Award)	08/11/2023
Cabinet Member (Award)	13/11/2023
Call-in / Standstill	21/11/2023
Find a Tender Service Contract Award Notice	01/12/2023
Contract engrossment	31/12/2023
Contract mobilisation and implementation	January – July 2024
Contract Commencement date	01/08/2024

Selection and Award Criteria

21. The procurement will be undertaken in three stages, including qualification (pass/fail minimum standards), technical (quality), and commercial (price). The criteria for award will consist of 60% quality and 40% price. The combined quality and commercial scores will determine the successful tenderer.
22. The Council intends to use the Single Seat Equivalent (SSE) pricing structure. Single Seat Equivalent is essentially where the Council is charged based on the seat occupancy. In other words, if a pupil or vulnerable adult is a wheelchair user, that individual may take up the equivalent space of 2, 3 or potentially 4 seats whilst another, non-wheelchair user pupil may only take up the equivalent of one seat. The alternative would be a Price Per Mile basis where the Council is charged based upon the distance travelled by the vehicle irrespective of the individuals on that vehicle.
23. The Single Seat Equivalent model is established and embedded in H&F. The major benefit of using Single Seat Equivalent is that costs are broken down by individuals using the service. It forces the market and the Travel Care and Support Team to have detailed information on the occupancy and this means better quality information. SSE also permits the delivery of a “real” saving every time a child or adults moves off transport having been successfully travel

trained or in receipt of a personal transport budget. Under the Price Per Mile basis, major savings are only realised when the entire vehicle is removed from operation.

24. Tenderers will be required to complete a price schedule to submit an SSE price per destination, which will calculate an indicative annual contract price. Each tenderer's indicative annual contract price will be weighted and evaluated at 40%. The price evaluation process ensures that the lowest indicative annual contract price achieves the maximum weighted score of 40%, and all other prices are evaluated as a percentage of the lowest price.
25. An outline scoring matrix is included below.

Criteria	Sub criteria	Score
Minimum Standards	<ul style="list-style-type: none"> • Compliance of bid • Insurance levels • Turnover • Suitability to pursue the professional activity • Experience and technical capacity (including Safeguarding) 	Pass/ fail
Quality	General requirements (5%)	60%
	Implementation and mobilisation (5%)	
	Communications and relationships (5%)	
	Operating requirements (5%)	
	Staff competence and checks (10%)	
	Vehicles (10%)	
	Safeguarding (12%)	
	Performance, risk management and quality assurance (15%)	
	Social value (33%) assessed as following: <ul style="list-style-type: none"> • Social Value Quantitative (16.5%) • Social Value Qualitative (16.5%) 	
Price	Cost	40%
Total		100%

Contract Management

26. Contract management will be the responsibility of the Children's Services Commissioning function, responsible for ensuring the contract is effectively managed.
27. The Council will:
- Hold regular Provider Review Meetings.
 - Have oversight of provider activity, compliance, and performance.
 - Act as mediator to support both families, schools, and providers.
 - Be available for contract advice and queries.
 - Undertake KPIs & monitoring on a quarterly basis including Social Value delivery.
 - Ensure that all issues of concern are escalated, and decisions made in a timely fashion.

28. Annual inflationary uplifts will be built into the contract at the sole discretion of the Council. This is essential to ensure that tenders are not overinflated, whilst ensuring the ongoing viability of the small market in the context of a cost-of-living crisis and current economic uncertainty.

Consultation

29. The current minibus travel care provision was designed with extensive consultation and engagement with stakeholder including children, parents, schools, adult service users, day centres and parent / service user representative groups.
30. A recent survey of families who access minibus travel care provision showed the significant majority of respondents felt satisfied with the provision their child/young person is receiving and that their child's passenger assistant and driver were care focused and met the needs of their child/young person.
31. Parents and families will continue to be engaged throughout the procurement process and during the mobilisation of the new contracts.

Equality Implications

32. The report seeks to maintain the current service specification. There are no direct negative impacts anticipated on protected groups under the Equalities Act 2010.

Risk Management Implications

33. The procurement of this service will ensure the continued delivery of this statutory service to residents and is in line with the objective of being ruthlessly financially efficient. Given the vulnerability of many of the users and higher duty it places upon the Council it will be important to seek and retain evidence of roadworthiness of vehicles, general compliance with operator H&S requirements, vetting and driver's licence checks for operatives and that adequate insurance is being maintained. Officers have undertaken a risk assessment and set out the key risks and mitigations in the report.

David Hughes, Director of Audit, Fraud, Risk and Insurance, 22 March 2023

Climate and Ecological Emergency Implications

34. The Council is committed to delivering a net zero carbon borough by 2030, including transport used locally, and expects all fleets used within its contracts to be zero carbon before this date. The use of a diesel fleet for this contract is associated with 94.85 tons of CO₂e emissions per year: 1.2% of the organisation's core scopes 1-3 footprint, excluding housing.

35. The market for specialist electric minibuses with sufficient seating capacity and access equipment remains underdeveloped at this moment in time. Officers have taken steps to support the climate emergency via maximum age and mileage requirements for vehicles within the service specification. Children's commissioning and climate unit officers will collaborate, and work with partners to explore opportunities to support switching fleets to greener energy sources during the lifetime of this contract as the market develops further and due consideration will be given to this within the evaluation of tenders. This may require further Council investment to deliver which would be subject to a separate decision paper.

Jim Cunningham, Climate Policy & Strategy Lead, 28 April 2023

Local Economy and Social Value Implications

36. It is a requirement that all contracts let by the council with a value above £100,000 provide social value commitments that are additional to the core services required under the contract. In addition, the evaluation of social value should account for a weighting of a minimum of 20% of the overall score. Officers have reflected this in the proposed evaluation criteria detailed within this report.

Paul Clarke, Social Value Officer, 21 March 2023

Property Implications

37. Bagley's Lane Depot has been assessed as a suitable site to meet the operators' requirements.
38. Rents are set for use of the site informed by market values.
39. A use agreement will be established that offers the provider sufficient length of tenure to ensure operational continuity whilst allowing the Council adequate flexibility should its plans for the site change at a future date.

Jonathan Skaife, Acting Head of Commercial Property, 22 March 2023.

Appendices

Appendix 1 – Equalities Impact Assessment (EIA)

Appendix 1 - H&F Equality Impact Analysis Tool



Conducting an Equality Impact Analysis

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

The tool is informed by the [public sector equality duty](#) which came into force in April 2011. The duty highlights three areas in which public bodies must show compliance. It states that a public authority must, in the exercise of its functions, have due regard to the need to:

- 1. Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Equality Act 2010**
- 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it**
- 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it**

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

General points

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

Further advice and guidance can be accessed online and on the intranet:

<https://www.gov.uk/government/publications/public-sector-equality-duty>

<https://officesharedservice.sharepoint.com/sites/Governance/SitePages/Reports.aspx>

H&F Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2023/24
Name and details of policy, strategy, function, project, activity, or programme	<p>Travel Care Minibus Procurement</p> <p>The Travel Care Minibus Procurement Strategy sets out the approach for undertaking a competitive tender process to appoint a single provider for a period of five years with the option to extend for a further two years to ensure the continued delivery of this statutory service for eligible children, young people and vulnerable adults in Hammersmith and Fulham.</p>
Lead Officer	<p>Name: Joe Gunning Position: Programme Lead, Children’s Commissioning Telephone: 07769672031 Email: joe.gunning@lbhf.gov.uk</p>
Date of completion of final EIA	07/06/2021

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Section 02	Scoping of Full EIA											
Plan for completion	<p>Timing: Prior to award Resources: Commissioning, Travel Care</p>											
Analyse the impact of the policy, strategy, function, project, activity, or programme	<p>Analyse the impact of the policy on the protected characteristics (including where people / groups may appear in more than one protected characteristic). You should use this to determine whether the policy will have a positive, neutral, or negative impact on equality, giving due regard to relevance and proportionality.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Protected characteristic</th> <th style="width: 60%;">Analysis</th> <th style="width: 20%;">Impact: Positive, Negative, Neutral</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td>Provision is available to all eligible residents in H&F.</td> <td>Positive</td> </tr> <tr> <td>Disability</td> <td>All disabilities in population</td> <td>Positive</td> </tr> </tbody> </table>			Protected characteristic	Analysis	Impact: Positive, Negative, Neutral	Age	Provision is available to all eligible residents in H&F.	Positive	Disability	All disabilities in population	Positive
Protected characteristic	Analysis	Impact: Positive, Negative, Neutral										
Age	Provision is available to all eligible residents in H&F.	Positive										
Disability	All disabilities in population	Positive										

Gender reassignment	There is no anticipated impact in relation to gender reassignment.	Neutral
Marriage and Civil Partnership	There is no anticipated impact in relation to marriage and civil partnership.	Neutral
Pregnancy and maternity	The SEND Strategy commits to increasing uptake of 2.5-year-old checks with health visitors to improve user experience and support provided.	Neutral
Race	These documents specifically aim to address disproportionality and to be fully inclusive. Our services commit to value and demonstrate our respect for diversity, and to reach into communities to deliver support in the right way for all families to encourage greater engagement.	Neutral
Religion/belief (including non-belief)	There is no anticipated impact in relation to religion/belief	Neutral
Sex	There is no anticipated impact in relation to sex	Neutral
Sexual Orientation	There is no anticipated impact in relation to sexual orientation	Neutral

Human Rights or Children's Rights

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

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

No

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

No

Section 03

Analysis of relevant data

Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.

Documents and data reviewed	
New research	If new research is required, please complete this section

Section 04	Consultation
Consultation	<p>The current minibus travel care provision was designed with extensive consultation and engagement with stakeholder including children, parents, schools, adult service users, day centres and parent / service user representative groups.</p> <p>A recent survey of families who access minibus travel care provision showed the significant majority of respondents felt satisfied with the provision their child/young person is receiving and that their child's passenger assistant and driver were care focused and met the needs of their child/young person.</p> <p>Parents and families will continue to be engaged throughout the procurement process and during the mobilisation of the new contracts.</p>
Analysis of consultation outcomes	As above

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Section 05	Analysis of impact and outcomes
Analysis	The report seeks to maintain the current service specification and high-quality service. There are no direct negative impacts anticipated on protected groups under the Equalities Act 2010

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

Section 07	Action Plan
Action Plan	Note: You will only need to use this section if you have identified actions as a result of your analysis

	Issue identified	Action (s) to be taken	When	Lead officer and department	Expected outcome	Date added to business/service plan
		N/A	N/A	N/A	N/A	N/A

Section 08	Agreement, publication and monitoring
Senior Managers' sign-off	Name: Peter Haylock Position: Operational Director Education and SEND Email: Peter.Haylock@lbhf.gov.uk Telephone No: 07341672995
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 22/05/2023 Key equalities issues have been included: N/A
Equalities Advice (where involved)	N/A

Agenda Item 7



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 JULY 2023 UNTIL APRIL 2024

The following is a list of Key Decisions which the Authority proposes to take from July 2023. 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 Ben Coleman
Cabinet Member for Children and Education	Councillor Alexandra Sanderson
Cabinet Member for Civic Renewal	Councillor Bora Kwon
Cabinet Member for Climate Change and Ecology	Councillor Wesley Harcourt
Cabinet Member for Economy	Councillor Andrew Jones
Cabinet Member for Finance and Reform	Councillor Rowan Ree
Cabinet Member for Housing and Homelessness	Councillor Frances Umeh
Cabinet Member for Public Realm	Councillor Sharon Holder
Cabinet Member for Social Inclusion and Community Safety	Councillor Rebecca Harvey

Key Decisions List No. 128 (published 7 July 2023)

KEY DECISIONS LIST – FROM JULY 2023

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	Earliest date the decision will be made 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 publication
CABINET MEMBER AND OFFICER DECISIONS				
Finance				
Cabinet Member for Social Inclusion and Community Safety, Cabinet Member for the Economy	Before 26 Aug 2023	Construction Code of Practice The Council's Noise and Nuisance team would like to publish a Code of Practice for Construction Work. By publishing an approved Code of Construction Practice the council will set out clear requirements for how construction works should be carried out. This will help to ensure that all impacts from those works e.g. noise or dust complaints, are minimised.	Cabinet Member for the Economy, Cabinet Member for Social Inclusion and Community Safety	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Member for Social Inclusion and Community Safety	Before 26 Aug 2023	Consumption of Alcohol Public Spaces Protection Order Key decision being raised for the Community Safety Unit to consult on extending the existing Public Spaces Protection Order on Consumption of Alcohol. To be taken to Councillor Harvey's CMB, 9th of February.	Cabinet Member for Social Inclusion and Community Safety	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
				3-day call-in.
Cabinet Member for Children and Education	Before 26 Aug 2023	<p>Short Term Lease for the School House at Hurlingham Academy</p> <p>The report requests approval for consent for Hurlingham Academy to enter into a short term lease of the School House (caretakers lodge).</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Palace & Hurlingham	
Cabinet Member for Public Realm	Before 26 Aug 2023	<p>Clean Air Neighbourhoods Programme Investment</p> <p>Investment in the borough wide Clean Air Neighbourhoods Programme</p>	Cabinet Member for Public Realm	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Director Children's Services	Before 26 Aug 2023	<p>Connected Persons Extension</p> <p>Directors decision for additional funding for an extension to a 2-bedroom property to enable 3 Hammersmith and Fulham</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at</p>
	Reason: Expenditure/Income		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	above £300K - Revenue up to £500k and Capital up to 1.5m	Children Looked After to remain with their family.	Contact officer: Hannah Lambeth Hannah.Lambeth@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Children and Education	Before 26 Aug 2023	Breakfast Support Provider to Address Food Poverty in Schools Deliver of expert advice and support to establish hunger focused breakfast provision in schools as well as food deliveries.	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Strategic Director of the Economy Department	Before 30 Aug 2023	Refurbished Town Hall - Level 06 Fit-Out The Council is seeking to tender for works to fit-out the new bar and restaurant area on Level 06 of the refurbished Town Hall. Works are likely to include, floor and wall finishes, lighting, kitchen and bar counter.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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)
				the start of the 3-day call-in.
Cabinet Member for Social Inclusion and Community Safety	Before 26 Aug 2023	<p>Cost of Living Funding Strategy 23/24</p> <p>Approval of funding strategy for cost of living activity in 2023/24.</p>	Cabinet Member for Social Inclusion and Community Safety	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Children and Education	Before 26 Aug 2023	<p>GLA funding for Primary School Universal Free School Meals</p> <p>The Mayor for London announced £130 million of one-off funding to ensure all school children at publicly funded primary schools in London can receive free school meals for the academic year beginning in September 2023.</p> <p>The funding allocation for Hammersmith & Fulham is funding for schools to implement the meal provision for children in Key Stage 2 who are not otherwise eligible for free school meals.</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Leader of the Council	Before 26 Aug 2023	<p>Acquiring new housing to support refugee resettlement</p> <p>The council has successfully secured indicative allocations of £8.4m and £1.062m from the</p>	Councillor Andrew Jones, Councillor Frances Umeh	<p>A detailed report for all decisions going to Cabinet will be available at</p>
	Reason: Expenditure/Income over		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	£5m & policies or new income, reserves use, overspend over £300K	<p>GLA's Refugee Housing Programme and DLUHC's Local Authority Housing Fund Round 2 respectively.</p> <p>The purpose of both funding sources is to acquire new housing to support refugee resettlement and relocation programmes.</p> <p>In order to benefit from this grant funding, the council is required to contribute match funding and to complete all acquisitions by the end of the current financial year.</p> <p>This report requests urgent approval of match funding budgets for both programmes and a series of delegations to enable the council to act quickly in acquiring vital new homes within this timeframe.</p>	<p>Contact officer: Matthew Rumble, Joe Coyne</p> <p>matt.rumble@lbhf.gov.uk, joe.coyne@lbhf.gov.uk</p>	<p>least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
Cabinet Member for the Economy	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Affects 2 or more wards</p>	<p>Article 4 Direction</p> <p>Direction to remove permitted development rights for commercial premises to change use to residential in identified commercial areas within the borough.</p>	<p>Cabinet Member for the Economy</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: David Gawthorpe</p> <p>David.Gawthorpe@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
Cabinet Member for Finance and Reform	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income</p>	<p>Smart Building and Environmental Technologies 2023</p> <p>The council has ambitions to invest in technology to support</p>	<p>Cabinet Member for Finance and Reform</p> <hr/> <p>Ward(s): All Wards</p>	<p>A detailed report for all decisions going to Cabinet will be available at</p>

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	above £300K - Revenue up to £500k and Capital up to 1.5m	climate and environmental targets within offices. Facilities are needed to monitor and manage energy and power usage and operate technically efficient buildings whilst providing powerful utilization data.	Contact officer: Ramanand Ladva Tel: 07493864847 Ramanand.Ladva@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Finance and Reform	Before 26 Aug 2023	Digital infrastructure expansion The council has several key technology initiatives to deliver and digital infrastructure needs to be installed and upgraded across the service to deliver fast, reliable, and secure IT facilities.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Finance and Reform	Before 26 Aug 2023	Climate Bonds H&F climate bonds to fund important climate change initiatives across the borough	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at
	Reason: Budg/pol framework		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
				the start of the 3-day call-in.
Cabinet Member for Public Realm	Before 26 Aug 2023	<p>Transport for London LIP Programme Spending Submission</p> <p>This report seeks approval from the Cabinet Member of Public Realm to accept the grant of £1,415,000 from Transport for London and to create associated income, capital and revenue budgets. All projects identified in the report align with the Mayors Transport Strategy and work towards progressing Hammersmith and Fulham Council's local air quality, public health and transport priorities.</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Corporate				
Strategic Director of the Economy Department	Before 26 Aug 2023	<p>White City Central - Variation to the appointments of Mae, Curtins, 24 Acoustics, Make:Good and Farrer Huxley to include RIBA 3A</p> <p>This report concerns the proposed development of the site known as White City Central area ("site").</p> <p>The report seeks the approval for the variation of existing contracts for stage RIBA 3A to assist in the procurement of the main contractor.</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet Member for Children and Education	Before 26 Aug 2023	Maintained Nursery Grant Funding Approve maintained nursery funding for academic year 22/23 at current levels from early years block	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Strategic Director of the Economy Department	Before 26 Aug 2023	Procurement Strategy & Award of Air Source Heat Pumps We are proposing to let and award a contract for the supply and installation of air to water source heat pump system (s) at 105 Greyhound Road, W6 8NL and the Public Mortuary at 200 Townmead Road, SW6 2RE.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): Sands End	
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	Contract Award Report - Consultancy Services Framework Contract award report in relation to the appointment of specialist external consultants to deliver professional services for the Economy Department covering: Multi-disciplinary services (such as Quantity Surveyors, Contract	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income over £5m & policies or new income, reserves		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	use, overspend over £300K	Administrators, Project Managers, Principal Designers including CDM Consultants/Advisors, Building Surveyors and Employers Agents including a combination of such services); Engineering Services (such as Mechanical & Electrical and Civil and Structural); Architectural Services; Clerk of Works Services; and Fire Consultancy Services. The Consultancy Services Framework Agreement comprises eight (8) lots and will run for a period of four (4) years.		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Leader of the Council	Before 26 Aug 2023 Reason: Expenditure/ income over £5m & policies or new income, reserves use, overspend over £300K	Open Market Acquisition The authority to acquire residential properties to accelerate the delivery of genuinely affordable housing in the borough, to meet the urgent need for affordable housing.	Cabinet Member for the Economy Ward(s): All Wards Contact officer: Mo Goudah mo.goudah@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023 Reason:	Variations to Housing Repairs Contract Contract variation to existing housing repairs contract	Cabinet Member for Housing and Homelessness Ward(s): All Wards Contact officer: Emma Lucas Tel: 07827883247 Emma.Lucas@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer

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>)
				Decisions reports will be published at the start of the 3-day call-in.
Director of Finance	Before 26 Aug 2023	<p>Land and property-based ICT system contract extension</p> <p>Approval of a 12 month contract extension with existing provider IDOX to enable the data migration and new system configuration to take place</p>	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Cabinet Member for Public Realm	Before 26 Aug 2023	<p>Parking Bailiff Enforcement Procurement Strategy</p> <p>This decision will be to sign off on the procurement strategy relating to the bailiff enforcement contract for outstanding Penalty Charge Notice (PCN) debt.</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Deputy Leader	Before 26 Aug 2023	Home care and independent living The key decision award report for home care and independent living to be signed off by Cabinet Member. The service provides home to residents living in the borough with assessed eligible need	Deputy Leader	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Laura Palfreeman Tel: 0208 753 1953 Laura.Palfreeman@lbhf.gov.uk	
Cabinet Member for Children and Education	Before 26 Aug 2023	Procurement Strategy for Community Schools Programme Refurbishment Works To refurbish Lena Gardens and Mund St. sites to serve as decant locations for schools in the Community Schools Programme	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Addison; Avonmore; Brook Green; Ravenscourt Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk	
Cabinet Member for Public Realm	Before 26 Aug 2023	Waste, Recycling & Street Cleansing Contract - Provisional Services Recommendations around implementation of additional provisional services to waste contract	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Affects 2 or more wards		Ward(s): All Wards Contact officer: Pat Cosgrave Tel: 020 8753 2810 Pat.Cosgrave@lbhf.gov.uk	

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				Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Public Realm	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Contract award for Residential Charging Network expansion</p> <p>The Council has successfully secured £4.2 million of funding from the On-street Residential Charging Scheme (ORCS), run by the Office for Low Emission Vehicles. This report now seeks approval for the procurement strategy to expand the residential lamp column charge point network through an award of a concession contract, as recommended in this report, to Joju Limited (Joju) for a period of five years commencing in Summer 2022, with the option for the Council to extend for a further two years.</p>	<p>Cabinet Member for Public Realm</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Masum Choudhury Masum.Choudhury@lbhf.gov.uk</p>	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Design Team contract award - Four Development Sites</p> <p>Contract award - Lead Architect and Design Team for the proposed developments of new homes at Barclay Close, Becklow Gardens, The Grange & Jepson House.</p>	<p>Cabinet Member for the Economy</p> <hr/> <p>Ward(s): Sands End; Coningham; Walham Green</p> <hr/> <p>Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk</p>	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at

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)
				the start of the 3-day call-in.
Strategic Director of the Economy Department	Before 26 Aug 2023	<p>Community Schools Programme – Variation to the appointment of Design Team (BPTW)</p> <p>Variation to existing contract for Design Team services (encompassing architectural design services) for the Community Schools Programme.</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): Avonmore; Ravenscourt	
Deputy Leader	Before 26 Aug 2023	<p>Direct Award of Contract for Minterne Gardens Extra Care Service</p> <p>The decision is to agree that the Contract with Housing 21 will start from February 2023 until 31st March 2027.</p> <p>The decision is to agree that the total value of the four-year Housing 21 Minterne Gardens contract is expected to be £3,919,566.</p> <p>The service is based on a core and flexi model which fits around resident's needs. This contract will provide a consistent and sustainable Extra Care Service for resident of the borough, which promotes independent living, enabling them to remain in their own home for as long as possible and reduces the need for more expensive residential care.</p>		A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): White City; Wormholt	

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Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	<p>Procurement Strategy decision: Agreement to access and call-off the Fusion 21 Framework, Lot 4 'Housing Disrepair'</p> <p>Seeking approval for two stages of agreement.</p> <p>The first stage of agreement is to join the Fusion 21 Framework Lot 4 'Housing Disrepair'. This provides us with access to 13 pre-qualified and competitively ranked disrepair, damp and mould contractors. This stage does not require any financial commitment.</p> <p>The second stage of agreement, is to call-off the framework via a direct award for £1,500,000 worth of disrepair works. We are looking to call -off £1,500,000 per year, for three years. This stage will be subject to:</p> <ul style="list-style-type: none"> > stage 1 approval > finance verification confirming budget. 	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Strategic Director of the Economy Department	Before 26 Aug 2023	<p>Decarbonisation of non-domestic properties (phase 2) - WOS - contract award</p> <p>Decision relates to the award of a Works / Optimisation Service (WOS) contract for retrofitting and decarbonising H&F assets (incl. replacement of gas boilers with ASHPs).</p> <p>This decision follows the procurement strategy taken to Cabinet on 18th July 2022 and the Cabinet report (requesting approval for authority to award the contract to be delegated to relevant the SLT Director, in consultation with the Cabinet</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

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		<p>Member) on 6th March 2023.</p> <p>The WOS contract will be used for the installation of Energy Conservation Measures (ECMs) at H&F non-domestic properties. The delivery of decarbonisation and retrofit projects will support the Council to achieve its net-zero carbon target and reduce carbon emissions in H&F.</p>		
Cabinet Member for Public Realm	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Body Collection, Mortuary Services Contract</p> <p>Procurement to award contract to collect coronial deceased on behalf of the West London Coronial Service.</p>	<p>Cabinet Member for Public Realm</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Christina Houghton</p> <p>Christina.Houghton@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
Cabinet Member for Housing and Homelessness	<p>Before 26 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Procurement Strategy/Contract Award approval to Cablesheer to support with housing voids and repairs</p> <p>We are looking for both procurement strategy and contract award approval to direct award a 3 year contract to Cablesheer. The contract will instruct work orders to Cablesheer to support our term-service patch contractors with housing voids and repairs.</p> <p>This direct award will be through a compliant Construction Framework (The national framework partnership). The contract value</p>	<p>Cabinet Member for Housing and Homelessness</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Nick Marco-Wadey Tel: 07988490264 Nick.Marco-Wadey@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the</p>

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		will be for a maximum value of £4,500,000 over a 36 month duration. The contract will apportion the spend equally at £1,500,000 per annum.		3-day call-in.
Strategic Director for the Environment	Before 26 Aug 2023	Approval of Capital Spend for vehicles for waste, recycling, and street cleansing contract Funding requirement for Authority Financed Assets for waste, recycling and street cleansing contract	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	Direct award of a 5 year repair and maintenance contract for Lift Monitoring Equipment We require approval to direct award (via a waiver to contract standing orders) a maintenance and repair contract to our incumbent contractor. This contract will also allow for a planned equipment replacement regime to upgrade some old hardware which was installed in 2008. This will be a 5-year term-service contract, with a projected spend of £1,232,399.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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Strategic Director for the Environment	Before 26 Aug 2023	<p>Alternative Ecological Mitigation at Wormwood Scrubs Contractors Procurement</p> <p>This report is seeking permission for the council to approach the market and procure contractors for the implementation of the Alternative Ecological Mitigation (AEM) Masterplan capital works and 10 Year Management and Maintenance Plan (MMP) for Wormwood Scrubs.</p>	Cabinet Member for Public Realm	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): College Park and Old Oak	
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	<p>Approval to extend our roofing contract by 12 months.</p> <p>We seek approval to extend our existing contract with our roofing subcontractor. This contract currently supports our DLO by carrying out roofing repairs and maintenance works, on behalf of H&F Maintenance, our Direct Labour Organisation ('the DLO'). The DLO has responsibility for carrying out repairs to communal areas for most of our council housing stock. Due to the specialist nature of roofing works the DLO requires a subcontractor to carry out roofing repairs and maintenance works on its behalf.</p> <p>We initially procured this provider under a JCT measured term contract from the 16th of May 2022 until the 15th of May 2024. The original contract award allowed for a 12 month extension of the contract until the 15th of May 2025.</p> <p>We are seeking approval to action this extension of the contract until</p>	Cabinet Member for Housing and Homelessness	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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		the 15th of May 2025.		
Cabinet Member for Housing and Homelessness	<p>Before 26 Aug 2023</p> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Approval for a 12 month extension of the pilot contract for pipe replacement across H and F housing stock</p> <p>This Procurement Strategy recommends a 12 month extension of the pipe replacement pilot contract. The extension is intended to facilitate the continued Planned Preventative Maintenance (PPM) programme across the borough's housing properties to replace pipework. This has the potential to reduce future repairs demand.</p> <p>This is a limited value award to enable work to proceed during the summer months. The value of this extension is up to £500,000 for the 12 month period.</p>	<p>Cabinet Member for the Economy</p> <p>Ward(s): All Wards</p> <p>Contact officer: Nick Marco-Wadey Tel: 07988490264 Nick.Marco-Wadey@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
Cabinet Member for Housing and Homelessness	<p>Before 26 Aug 2023</p> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Procurement and Contract Award decision to direct award a repairs/voids contract via the Fusion 21 Framework</p> <p>We are seeking to compliantly direct award a contract via the Fusion 21 Reactive Repairs and Empty Buildings Framework. This contract will be part of our 'phase 2' additional capacity strategy with repairs and voids.</p> <p>We are seeking to call-off a £4,500,000 contract. The contract length will be for 3 years and will cover a range of disrepair, P60's and voids.</p>	<p>Cabinet Member for Housing and Homelessness</p> <p>Ward(s): All Wards</p> <p>Contact officer: Nick Marco-Wadey Tel: 07988490264 Nick.Marco-Wadey@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>

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Strategic Director of the Economy Department	Before 26 Aug 2023	Contract award for the refurbishment of various void street properties Proposal to award a contract to carry out internal and external refurbishment works to various void street properties following a competitive tendering exercise	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Shepherds Bush Green; Munster; Wormholt	
Director Children's Services	Before 26 Aug 2023	Contract Award for Home Extension for Long term Connected Persons Foster Carers Proposal to award a contract, following a competitive tendering process, for the creation of a loft and side extension to an out-of-borough foster home.	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Outside the Borough	
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	Contract Award for energy efficiency pilot project via the Procurement for Housing Framework We are seeking approval to undertake a pilot project at Philpot Square to upgrade the building fabric and the communal heating from gas to air source heat pump (electric).	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and		Ward(s): All Wards	

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	Capital between £1.5m and £5m	<p>We seek to use the Procurement for Housing Framework (Lot 4-Renewables) to appoint a capable supplier.</p> <p>The works will increase energy efficiency, reduce energy bills and retrofit Philpot Square to become one of H&Fs first 'net zero ready' blocks.</p> <p>Residents will also be given full control over how they heat their properties and individual billing will be enabled to ensure subsequent costs are charged fairly.</p> <p>The total cost of the project will be circa £4.2million. Up to £1million of grant funding is also being applied for to support this cost.</p>		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader	<p>Before 26 Aug 2023</p> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Day Opportunities Direct Award Contract</p> <p>The purpose of this report is to approve a Direct Award to both Nubian Life and the Alzheimer's Society to the total value of £564,887. For both services, the contract ends on the 31st March 2023 and to ensure service continuity as well as planning a co-production project and tender in order that on the 1 June 2024 a revised service will be put in place.</p>	<p>Deputy Leader</p> <p>Ward(s): All Wards</p> <p>Contact officer: Laura Palfreeman Tel: 0208 753 1953 Laura.Palfreeman@lbhf.gov.uk</p>	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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Director Children's Services	Before 26 Aug 2023	Procurement Strategy for Temporary Classroom Unit at Woodlane High School Provision of 20 additional temporary spaces at Woodlane High Schools	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk	
Cabinet Member for Housing and Homelessness	Before 26 Aug 2023	Direct Award via the Southeast Consortium Framework for a Windows installation/replacement contractor We are seeking approval to compliantly direct award a 3 year, £3,000,000 windows installation and replacement contract via the Southeast Consortium Framework. This contract will provide the council with the additional capacity required to support our increasing work order demand within the repairs service.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Richard Buckley richard.buckley@lbhf.gov.uk	
Strategic Director of the Economy Department	Before 31 Aug 2023	Procurement of a Marquee for the refurbished Hammersmith Town Hall The Council is seeking to procure a marquee for the outdoor area of the rooftop bar and restaurant on	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five
	Reason: Expenditure/Income above £300K		Ward(s): Hammersmith Broadway	

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	- Revenue up to £500k and Capital up to 1.5m	Level 06 of the refurbished Town Hall	Contact officer: Philippa Cartwright Philippa.Cartwright@lbhf.gov.uk	working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	August 2023	Procurement and Installation of Audio Visual Equipment, Desk Booking and Smart Technology within the refurbished Town Hall The Council is seeking to tender for works to procure and install the following: - Audio Visual equipment - Desk Booking technology - Smart technology	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Strategic Director of the Economy Department	Before 30 Aug 2023	Procure joinery works in relation to large Furniture and Fixtures at the refurbished Town Hall The Council is seeking to tender a joinery package for the provision of two large reception desks and a bar counter at the refurbished Town Hall	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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)
				3-day call-in.
Strategic Director for the Environment	Before 26 Aug 2023	Bishops Park - Riverside Railing Refurbishment Funded through S106 from Fulham FC we are working on proposals to repair and refurbish the 1km of riverside railings within the park. This would be an open tender.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Palace & Hurlingham Contact officer: Hugo Ross-Tatam Hugo.ross-tatam@lbhf.gov.uk	
Deputy Leader	Before 26 Aug 2023	Direct Award Report for Mental Health Supported Living Services This report seeks the approval of a 12 months direct award to the incumbent mental health supported living services to allow time for officers to carry out coproduction and commissioning activity.	Deputy Leader	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Michele Roberts Tel: 020 8834 4734 Michele.Roberts@lbhf.gov.uk	
Cabinet Member for Social Inclusion and Community Safety	Before 26 Aug 2023	Procurement Strategy for Specialist Co-located Independent Domestic Violence Advocates (IDVAs) The report details proposals to	Cabinet Member for Social Inclusion and Community Safety	A detailed report for all decisions going to Cabinet will be available at
	Reason: Expenditure/Income -		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
	Revenue between £500,000 and £5m and Capital between £1.5m and £5m	bring together existing contracts to procure a specialist co-located Independent Domestic Violence Advocacy (IDVA) service to support women experiencing domestic abuse. This is a joint commissioning proposal to bring together and improve the way in which we deliver co-located IDVA services in Hammersmith & Fulham.	Contact officer: Beth Morgan Tel: 020 8753 3102 beth.morgan@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	Before 26 Aug 2023	Contract Award - Roofing Programme two sites (Macbeth Centre and Fulham Library) Roof replacement/Remedials for Macbeth Centre and Fulham Library.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Fulham Reach	
Cabinet Member for the Economy	Before 26 Aug 2023	Fulham Library & Macbeth Centre Roof Replacement Roof Replacement works		A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Fulham Reach	

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				the start of the 3-day call-in.
Cabinet Member for Public Realm	Before 26 Aug 2023	Leisure Operating Contract Modification to include Capital Works at Lillie Road Fitness Centre Replacement of Lillie Road Recreation Centre roof , using the existing operating Contractor GLL to carry out the works.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason:		Ward(s): Munster	
Cabinet Member for Housing and Homelessness	24 Aug 2023	Fire safety upgrade and refurbishment works to Charecroft estate W12 Appointment of contractor to enter into a Pre-Construction Services Agreement (PCSA) in relation to fire safety upgrade and refurbishment works to Charecroft estate W12 (Bush Court, Shepherds Court, Woodford Court, Roseford Court)	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Addison	
Cabinet Member for Housing and Homelessness	21 Sep 2023	Major refurbishment of Linacre Court W6 and construction of new community centre Award of contract for major refurbishment of Linacre Court W6	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at
	Reason: Expenditure/Income -		Ward(s): Avonmore	

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	Revenue between £500,000 and £5m and Capital between £1.5m and £5m	and construction of new community centre	Contact officer: Vince Conway Tel: 020 8753 1915 Vince.Conway@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Housing and Homelessness	Before 29 Aug 2023 Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	Refurbishment of Askham Court and Aldine Court Award of contract for refurbishment works to Askham Court and Aldine Court	Cabinet Member for Housing and Homelessness Ward(s): Shepherds Bush Green; Wormholt Contact officer: Vince Conway Tel: 020 8753 1915 Vince.Conway@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Housing and Homelessness	7 Sep 2023 Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K	Major refurbishment of West Kensington estate towers Award of contract for the major refurbishment of West Kensington estate towers (Churchward House, Fairburn House, Desborough House, Lickey House, Sharnbrook House) W14	Cabinet Member for Housing and Homelessness Ward(s): West Kensington Contact officer: Vince Conway Tel: 020 8753 1915 Vince.Conway@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at

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)
				the start of the 3-day call-in.
Cabinet Member for Children and Education	Before 26 Aug 2023	<p>GLA funding for Primary School Universal Free School Meals</p> <p>The Mayor for London announced £130 million of one-off funding to ensure all school children at publicly funded primary schools in London can receive free school meals for the academic year beginning in September 2023.</p> <p>The funding allocation for Hammersmith & Fulham is funding for schools to implement the meal provision for children in Key Stage 2 who are not otherwise eligible for free school meals..</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Strategic Director of the Economy Department	Before 26 Aug 2023	<p>Term-service contract for lift motor room air conditioning</p> <p>Drurycourt Ltd have been on LBHF Suppliers list for more than 15 years and they have proved themselves a valuable assts for the Lift team and the service provided is of a high standard. Within their role as a contractor LBHF has not proffered a statutory contract limit per annum as the work varies from project to project.</p> <p>In the past few years, we have noticed a rise in temperatures during summer months, which has escalated into effecting Lift services throughout the borough. However due to the rise in temperatures the installed air flow grilles in the motor rooms are inadequate to provide a cool operating function.</p> <p>This has also now affected the winter months were temperatures drop below freezing having</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	

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		adverse effect on control units, so the need to provide full function air con is required. This will be a 1-year term-service contract with an estimated spend of £500,000		
Leader of the Council	Before 26 Aug 2023	<p>Contract award approval for Axis Europe PLC General Building</p> <p>This contract award report recommends the direct award of a contract via the Fusion 21 Reactive Repairs and Empty Buildings Framework, Lot 4 'Housing disrepair works' to Axis Europe PLC.</p> <p>The direct award approval follows our recently approved procurement strategy report which is intended to support an overarching strategy to improve outcomes from the responsive repairs service – specifically by providing additional general building capacity to support on the delivery of larger scale, structural and capital repairs, voids and disrepair works.</p> <p>The total contract value is 4.5 Million and the contract length is 3 years, starting from the 01st of July 2023.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for the Economy	October 2023	<p>2023 ICT Service Desk procurement</p> <p>ICT Service Desk procurement</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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				reports will be published at the start of the 3-day call-in.
Cabinet Member for Finance and Reform	<p>Before 28 Aug 2023</p> <hr/> <p>Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m</p>	<p>Contract Award - Payment Services</p> <p>To award the contract of Payment Services using the Crown Commercial Services Framework RM6118 Lot 1.</p>	<p>Cabinet Member for Finance and Reform</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Karen Sharkey Tel: 07785 343 554 Karen.Sharkey@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>

CABINET - 17 July 2023

Cabinet	<p>17 Jul 2023</p> <hr/> <p>Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K</p>	<p>Travel Care Minibus Procurement Strategy</p> <p>This paper will set out the procurement strategy for procuring minibus provision when the current contracts end in July 2024, to ensure the continued delivery of this service.</p>	<p>Cabinet Member for Children and Education</p> <hr/> <p>Ward(s): All Wards</p> <hr/> <p>Contact officer: Joe Gunning Tel: 07769672031 Joe.Gunning@lbhf.gov.uk</p>	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
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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	17 Jul 2023 Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K	Insurance tender The Council's full insurance programme is due for tender 1/4/2024. The contracts to be tendered are for the following insurance policies - Property, Liability, Residential Leasehold Buildings, Crime, Personal Accident & Travel, School Journey, Terrorism, Motor, Engineering Inspection, Directors & Officers. Insurance is required to provide protection of the Council's assets and liabilities. For residential leasehold the lease agreement between the Council and residential leaseholders requires the Council, as freeholder, to arrange building insurance to cover the re-instatement value of the leaseholder's asset and the two stage Section 20 procedure will be followed.	Cabinet Member for Finance and Reform Ward(s): All Wards Contact officer: Ray Chitty, Beverly Mills Tel: 07739 315 565, Ray.Chitty@rbkc.gov.uk, beverly.mills@rbkc.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

CABINET - 4 September 2023

Cabinet	4 Sep 2023 Reason: Budg/pol framework	Community Schools Programme decant works and mobilisation The report seeks budget approval for refurbishment works at the Lena Gardens and Mund Street sites that are intended to be decant locations for the Community Schools Programme	Cabinet Member for Children and Education Ward(s): All Wards Contact officer: Daryle Mathurin, Anthony Mugan Tel: 07816 661199, Daryle.Mathurin@lbhf.gov.uk Anthony.Mugan@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
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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	4 Sep 2023	<p>Special School Organisation and SEND Capital Plan</p> <p>The plan sets out projected scenarios for future numbers of pupils and students with identified SEND and sets out a strategy for provision for Special Needs learners and associated capital investment.</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Budg/pol framework		<p>Ward(s): All Wards</p> <p>Contact officer: Daryle Mathurin Tel: 07816 661199 Daryle.Mathurin@lbhf.gov.uk</p>	
Cabinet	4 Sep 2023	<p>School Organisation and Sufficiency Review</p> <p>The report summarises projected numbers of pupils on roll and makes recommendations on school organisation</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Budg/pol framework		<p>Ward(s): All Wards</p> <p>Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk</p>	
Cabinet	4 Sep 2023	<p>Council Tax Exemption for Foster Carers</p> <p>Exempting our carers, including foster carers, from paying council tax when caring for our children and young people.</p>	Cabinet Member for Children and Education	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet</p>
	Reason: Budg/pol framework		<p>Ward(s): All Wards</p> <p>Contact officer: Lesley Bell Lesley.Bell@lbhf.gov.uk</p>	

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				Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	4 Sep 2023 Reason: Affects 2 or more wards	Treasury Management Outturn Report This report sets out the Council's Treasury Management performance for 2022/23	Cabinet Member for Finance and Reform Ward(s): All Wards Contact officer: Sukvinder Kalsi, Phil Triggs Sukvinder.Kalsi@lbhf.gov.uk, ptriggs@westminster.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	4 Sep 2023 Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K	Capital Programme Monitor & Budget Variations, 2022/23 (Outturn) This report provides a summary of the Council's capital programme outturn for the financial year 2022/23 and requests approval for budget variations to the capital programme.	Cabinet Member for Finance and Reform Ward(s): All Wards Contact officer: Andre Mark Tel: 020 8753 7227 andre.mark@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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Cabinet	4 Sep 2023	2022/23 Provisional Revenue Outturn Report Revenue outturn position for the Council's General Fund for 2022/23.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Andre Mark Tel: 020 8753 7227 andre.mark@lbhf.gov.uk			
Cabinet	4 Sep 2023	2023/24 Corporate Revenue Monitor - Month 2 (May 2023) To note the Council's financial forecast position.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Andre Mark Tel: 020 8753 7227 andre.mark@lbhf.gov.uk			
Cabinet	4 Sep 2023	Edith Summerskill House Approval of contractual agreements including grant funding agreement to facility the redevelopment of Edith Summerskill House site as a 100% affordable housing.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income over £5m & policies or new income, reserves use,		Ward(s): Lillie	
	Contact officer: Matthew Rumble, Mo Goudah matt.rumble@lbhf.gov.uk,			

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	overspend over £300K		mo.goudah@lbhf.gov.uk	Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	4 Sep 2023	Fixed Penalty Notices to be issued by LET team Update to several of the existing amounts	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	4 Sep 2023	Kings Coronation Youth Fund Award Report 2023 This report seeks agreement to award £703,201 of funding to 26 organisations for projects that both meet the ambitions and outcomes of the Fund and support the priorities of the Council and the needs of our young residents.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

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Cabinet	4 Sep 2023	Youth Justice Plan 2023/24 Submission of Youth Justice Plan 2023/24 requiring Cabinet sign off in line with Youth Justice Board guidance	Cabinet Member for Children and Education	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Budg/pol framework		Ward(s): All Wards	
	Contact officer: Hannah parrott			
Cabinet	4 Sep 2023	Fuel Poverty Strategy Fuel Poverty Strategy	Cabinet Member for Climate Change and Ecology	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Hinesh Mehta Hinesh.Mehta@lbhf.gov.uk			
Cabinet	4 Sep 2023	Procurement strategy for Town Hall catering operation. This report seeks approval of the procurement strategy for appointing catering operators to provide catering and hospitality for the newly refurbished Town Hall. The procurement strategy will cover catering for events in the Town Hall, the operation of a	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/ income over £5m & policies or new income, reserves use,		Ward(s): All Wards	
	Contact officer: Philippa Cartwright, Denise McEnergy Philippa.Cartwright@lbhf.gov			

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	overspend over £300K	café/bar on the sixth floor, and the option of including the new café on the Civic Campus.	v.uk, Denise.McEnery@lbhf.gov.uk	Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

CABINET - 16 October 2023

Cabinet	16 Oct 2023	Cultural Strategy Hammersmith & Fulham's new Cultural Strategy	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	16 Oct 2023	CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2023/24 (FIRST QUARTER) This report provides a financial update on the council's capital programme and requests approval for budget variations to the capital programme.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/ income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

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Cabinet	16 Oct 2023	Climate Change Supplementary Planning Document New planning guide to help ensure new homes and developments are more friendly to the environment. The new 'Supplementary Planning Document' offers guidance to developers, landowners, homeowners, planning officers and other interested parties when preparing and assessing planning applications.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	16 Oct 2023	Health and Wellbeing Strategy Hammersmith & Fulham's 2023 - 2028 Health and Wellbeing Strategy sets out our vision for improving the health and wellbeing of those in the borough, and reducing health inequities through empowerment, collaboration and innovation.	Deputy Leader	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Budg/pol framework		Ward(s): All Wards	
CABINET - 6 November 2023				
Cabinet	6 Nov 2023	2023/24 Corporate Revenue Monitor - Month 4 (July 2023) To Note the Council's Financial Forecast position.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
			Tel: 020 8753 7227 andre.mark@lbhf.gov.uk	of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	6 Nov 2023	<p>Planning Obligations Draw Down Report 2022/23</p> <p>The Council is required to use funds received from planning obligations to address the impact of developments carried out . This report sets out the use of funds received through Section 106 agreements and received as a result of the Community Infrastructure Levy (CIL) schedules in force in the Borough. It seeks approval to the drawdown of these funds for projects which have been delivered in 2022/23.</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
CABINET - 4 December 2023				
Cabinet	4 Dec 2023	<p>Procurement Strategy for Mental Health Supported Housing</p> <p>Procurement strategy for our mental health supported housing in borough contracts.</p> <p>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</p>	Deputy Leader	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		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.		3-day call-in.

CABINET - 15 January 2024

Cabinet	15 Jan 2024	<p>CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2023/24 (SECOND QUARTER)</p> <p>This report provides a financial update on the council's capital programme and requests approval for budget variations to the capital programme.</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	15 Jan 2024	<p>2023/24 Corporate Revenue Monitor - Month 6 (September 2023)</p> <p>To note the Council's financial forecast position</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
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CABINET - 12 February 2024

Cabinet	12 Feb 2024	<p>CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2023/24 (THIRD QUARTER)</p> <p>This report provides a financial update on the council's capital programme and requests approval for budget variations to the capital programme.</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	12 Feb 2024	<p>FOUR YEAR CAPITAL PROGRAMME 2024/25 AND CAPITAL STRATEGY 2024/25</p> <p>This report presents the Council's four-year Capital Programme</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

CABINET - 15 April 2024

Cabinet	15 Apr 2024	<p>2023/24 Corporate Revenue Monitor - Month 9 (December 2023)</p> <p>To note the Council's financial forecast position</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at</p>
	Reason: Affects 2 or more wards		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
			Contact officer: Andre Mark Tel: 020 8753 7227 andre.mark@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.