

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period 29 March to July 2010

The following is a list of Key Decisions, as far as is known at this stage, which the Authority proposes to take in the period from 29 March 2010 to July 2010.

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

- Any expenditure or savings which are significant, regarding the Council's budget for the service function to which the decision relates in excess of £100,000;
- Anything affecting communities living or working in an area comprising of two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Forward Plan will be updated and published on the Council's website on a monthly basis. (New entries are highlighted in yellow).

NB: Key Decisions will generally be taken by the Executive at the Cabinet. The items on this Forward Plan are listed according to the date of the relevant decision-making meeting.

*If you have any queries on this Forward Plan, please contact
Katia Richardson on 020 8753 2368 or by e-mail to katia.richardson@lbhf.gov.uk*

Consultation

Each report carries a brief summary explaining its purpose, shows when the decision is expected to be made, background documents used to prepare the report, and the member of the executive responsible. Every effort has been made to identify target groups for consultation in each case. Any person/organisation not listed who would like to be consulted, or who would like more information on the proposed decision, is encouraged to get in touch with the relevant Councillor and contact details are provided at the end of this document.

Reports

Reports will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the relevant meeting.

Decisions

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

Making your Views Heard

You can comment on any of the items in this Forward Plan by contacting the officer shown in column 6. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) are on the front sheet of each Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2009/10

Leader:	Councillor Stephen Greenhalgh
Deputy Leader (+ Member for Environment):	Councillor Nicholas Botterill
Cabinet Member for Residents' Services:	Councillor Paul Bristow
Cabinet Member for Housing:	Councillor Lucy Ivimy
Cabinet Member for Children's Services:	Councillor Sarah Gore
Cabinet Member for Strategy:	Councillor Mark Loveday
Cabinet Member for Crime and Street Scene:	Councillor Greg Smith
Cabinet Member for Parks, Culture and Heritage:	Councillor Frances Stainton

LIST OF KEY DECISIONS PROPOSED 29 MARCH TO JULY 2010

Where the title bears the suffix (Exempt), the report for this proposed decision is likely to be exempt and full details cannot be published.

New entries are highlighted in yellow.

* 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: (ie Council or Cabinet)	Date of Decision-Making Meeting and Reason	Proposed Key Decision	Lead Executive Councillor(s) and Wards Affected	Consultation Process and Consultees	Officer to Contact	Documents Relevant to Decision
Cabinet	29 Mar 2010	Capital Programme and Revenue Budget 2009/10 month 9 amendments	Leader of the Council	Method of consultation: N/A	Isaac Egberedu, James Arthur Tel: 020 8757 2503, Tel: 020 8753 2562 Isaac.Egberedu@lbhf.gov.uk, James.Arthur@lbhf.gov.uk	Capital programme files Revenue Monitoring files
	Reason: Expenditure more than £100,000	The purpose of this report is to seek approval for changes to the capital programme and the revenue budget.	Ward(s): All Wards;	Consultees: N/A		
Cabinet	29 Mar 2010	Review of trade waste collection	Cabinet Member for Crime and Street Scene	Method of consultation: Trade Waste Customers - surveyed Oct- Nov 2009 - Paper and web-based surveys	Sue Harris Tel: 020 8753 4295 Sue.Harris@lbhf.gov.uk	Trade Waste Audit - report produced by White Young Green December 2008 Trade Waste Audit - report produced by Internal Audit
	Reason: Expenditure more than £100,000	The trade waste service is currently provided in-house. A review has been undertaken to consider how the service should develop to maximise income, improve debt recovery and ensure enhanced customer satisfaction in this	Ward(s): All Wards;	Consultees: As above		

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		area of the business. Options include expanding the business as and when appropriate to do so, reducing our offer, or working in partnership with another agency to deliver this service.				
Cabinet	29 Mar 2010	<p>Delegation of Authority to Award Term Contracts for Supply of Street Lighting & Signage Materials 2010 to 2011 and Street Lighting Support 2010 to 2013</p> <p>Seeking approval to award the above contracts to the contractors (tenderer) assessed to have submitted the most economically advantageous tender to the Council to deliver the works. A separate report on the exempt part of the agenda provides confidential information regarding the tender process for this contract.</p>	Deputy Leader (+Environment)	Method of consultation: N/A	Jonathan Addis, Mark Hodgson Tel: 020 8753 3073, Tel: 020 8753 3490 jonathan.addis@lbhf.gov.uk, mark.hodgson@lbhf.gov.uk	PQQ analysis PQQ submissions
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: N/A		
Cabinet	29 Mar 2010	<p>Bishop Park's Tennis Courts Refurbishment</p> <p>Proposing improvements to</p>	Cabinet Member for Residents Services, Cabinet Member for Parks, Culture and Heritage	Method of consultation: 1. Friends of Bishop Park and Bishops mansions - Public consultation meetings 2. Parks and Recreation	Paul Bassi Tel: 020 8753 2599 Paul.Bassi@lbhf.gov.uk	Parks Strategy 2008 Sports Strategy Tennis development

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	Reason: Expenditure more than £100,000	the existing 15 tennis courts, to include re-introduction of floodlights to illuminate 5 courts, resurfacing of all courts, reconfiguring court layout to include junior courts and 12 LTA courts as well as boundary fencing. Approval is sought to delegate authority to appoint the contractor and for total expenditure of £340k, comprising LBHF capital funding of £170k; £150k of match grant funding from LTA; and £20k from Queens Club.	Ward(s): Palace Riverside;	Service - project board Consultees: As above		Plan
Cabinet	29 Mar 2010 Reason: Expenditure more than £100,000	Building Schools for the Future - Programme Procurement Phase and Next Steps; Capital Expenditure on Schools Seeking delegation of powers to senior officers to select two bidders from the pre-qualification questionnaire (PQQ) to Invitation to Proceed with Dialogue 2 (IPD2) shortlist. A recommendation for selected bidder will then be submitted to Cabinet following close of dialogue and	Leader of the Council, Cabinet Member for Children's Services Ward(s): All Wards;	Method of consultation: BSF Project Board Competition Board EMT Consultees: As above.	Andy Rennison Tel: 020 8753 2881 andy.rennison@lbhf.gov.uk	Outline Business Case

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		submission of final bids.				
Cabinet	29 Mar 2010	<p>Appointment of Approved Caterers - Fulham Palace (open and exempt)</p> <p>To agree that the provision of catering at Fulham Palace should be restricted to the Council's catering division and to a list of the Council's 'approved caterers' selected by open tender</p>	Deputy Leader (+Environment), Cabinet Member for Parks, Culture and Heritage, Cabinet Member for Residents Services, Leader of the Council	Method of consultation: Fulham Palace Management Board - Board meeting	Scott Cooper Tel: 020 76107161 Scott.Cooper@lbhf.gov.uk	TAP Report
	Reason: Expenditure more than £100,000		Ward(s): Palace Riverside;	Consultees: Fulham Palace Trust		
Cabinet	29 Mar 2010	<p>Updated Enforcement Policy</p> <p>Local Authorities are required, by section 24(2) of the Legislative and Regulatory Reform Act 2006, to have regard to The Regulators' Compliance Code, issued on 17 December 2007 by the Department for Business, Enterprise and Regulatory Reform (now Business, Innovation and Skills - BIS).</p> <p>One of the recommendations of the Code is that Regulators</p>	Cabinet Member for Crime and Street Scene	Method of consultation: Enforcement Policy placed on LBHF website. Businesses invited to comment via Public Protection & Safety Newsletter.	Iain McCord Tel: 020 8753 4920 Iain.McCord@lbhf.gov.uk	Enforcement Policy
	Reason: Affects more than 1 ward		Ward(s): All Wards;	Consultees: Businesses within the borough		

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		<p>should publish an enforcement policy. The Public Protection and Safety Division's original Enforcement Policy was written and approved in February 2002 and last updated in October 2006. This report contains a revised Enforcement Policy, taking account of the recommendations contained in the Regulators' Compliance Code.</p>				
Cabinet	<p>29 Mar 2010</p> <p>Reason: Expenditure more than £100,000</p>	<p>Arrangements for the Supply and Delivery of Educational Stationery, Equipment, Electronic Office Supplies, Print and Bulk Paper ("Office Stationery") (open and exempt)</p> <p>The Council's current contractual arrangements expire on 31st March 2010. The report will provide details of new arrangements that are currently being tendered on behalf of all London boroughs and other public bodies by the London Borough of Havering as a framework arrangement. The decision required will be to access this new</p>	<p>Leader of the Council</p> <p>Ward(s): All Wards;</p>	<p>Method of consultation: N/A</p> <p>Consultees: N/A</p>	<p>Joanna Angelides</p> <p>Tel: 020 8753 2586 Joanna.Angelides@lbhf.gov.uk</p>	<p>Copy of the Framework Agreement for the Stationery contract</p>

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		arrangement from 1st April 2010 for a four year period.				
Cabinet	29 Mar 2010	Strategic Regeneration Programme Open This report seeks approval for funding of the Strategic Regeneration function in the Council until March 2012.	Cabinet Member for Strategy, Leader of the Council, Cabinet Member for Housing	Method of consultation: N/A	Lyn Garner Tel: 020 8753 1313 lyn.garner@lbhf.gov.uk	Cabinet Report: Resourcing Regeneration Functions June 2008 Local Development Framework Core Strategy Preferred Options
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: N/A		
Cabinet	26 Apr 2010	Capital Programme and Revenue Budget 2009/10 month 10 amendments The purpose of this report is to seek approval for changes to the capital programme and the revenue budget.	Leader of the Council	Method of consultation: N/A	Isaac Egberedu, James Arthur Tel: 020 8757 2503, Tel: 020 8753 2562 Isaac.Egberedu@lbhf.gov.uk, James.Arthur@lbhf.gov.uk	Capital programme files Revenue Monitoring files
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: N/A		
Cabinet	14 Jun 2010	Corporate Out of Service Review Delivery of efficiency savings and service improvements in relation to the Council's out of hours initial point(s) of contact - Duty officers.	Cabinet Member for Crime and Street Scene	Method of consultation: Via SRT and departmental DMT	David Page Tel: 020 8753 2125 david.page@lbhf.gov.uk	Options appraisal
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: RSD, ENV, CS, CHS, F		

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Cabinet	26 Apr 2010	Regeneration of 248 Hammersmith Grove - disposal of head lease This report proposes disposal of the head lease to Notting Hill Housing Group (NHHG) for demolition and redevelopment.	Cabinet Member for Housing	Method of consultation: Residents	Liz Tuckwell Tel: 020 8753 4514 Liz.Tuckwell@lbhf.gov.uk	248 Hammersmith Grove Project Files
	Reason: Expenditure more than £100,000		Ward(s): Addison;	Consultees: See above		
Cabinet	26 Apr 2010	Disposal of the Bumpsadaisies Day Nursery site, Broomhouse Lane, SW6 Authority is sought to sell the freehold interest to the adjoining Parsons Green Sports Club (PGSC), to include re-location of the tenant Bumpsadaisies Nursery within a development proposed by PGSC/Bellway Homes; all subject to Planning consent.	Leader of the Council, Cabinet Member for Children's Services, Deputy Leader (+Environment)	Method of consultation: Bumpsadaisies Day Nursery Meetings as appropriate	James Adam Tel: 020 8753 2833 James.Adam@lbhf.gov.uk	None.
	Reason: Expenditure more than £100,000		Ward(s): Sands End;	Consultees: Bumpsadaisies Day Nursery		
Cabinet	26 Apr 2010	Fulham Palace - transfer of the management of the site to the Fulham Palace Trust	Leader of the Council, Cabinet Member for Parks, Culture and Heritage, Cabinet	Method of consultation: 1. Fulham Palace Management Board 2. Church Commissioners	Scott Cooper Tel: 020 76107161 Scott.Cooper@lbhf.gov.uk	Fulham Palace - Draft Service Level Agreement

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	Reason: Expenditure more than £100,000	The management of Fulham Palace is being transferred to a single managing body. This report seeks approval for: (1) The transfer of the site to the Fulham Palace Trust. (2) The draft strategic plan which sets out, inter alia, the strategic objectives for the Trust for 2009-12 (3) The draft Service Level Agreement which specifies the terms under which a grant will be offered to the Trust by the Council.	Member for Residents Services	3. Fulham Palace Trust		Fulham Palace - Draft Strategic Plan 2009-12
Cabinet	26 Apr 2010	Business Continuity (open and exempt) Partially exempt	Leader of the Council	Method of consultation: Service Resilience Group	Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	None.
	Reason: Expenditure more than £100,000	Approval is sought to the establishment of a major improvement to the Council's business and service continuity.	Ward(s): All Wards;	Consultees: H&F Bridge Partnership		
Cabinet	26 Apr 2010	Hammersmith and Fulham Carbon Management Plan	Deputy Leader (+Environment)	Method of consultation: N/A	Pat Cox Tel: 020 8753 5773	Hammersmith and Fulham Carbon Management Plan

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	Reason: Expenditure more than £100,000	This report seeks approval for the Council's Carbon Management Plan. The Plan outlines the actions required to reduce carbon emissions and expenditure on energy in the delivery of council services.	Ward(s): All Wards;	Consultees: N/A	pat.cox@lbhf.gov.uk	
Cabinet	26 Apr 2010	<p>Local Implementation Plan Highways Capital Programme 2010/11</p> <p>This report summarises the Transport for London funded schemes proposed for 2010/11 under the new 'corridors' and 'neighbourhoods' programmes. Ten schemes are funded in 2010/11 totalling approximately £2 million capital investment into our road network.</p>	Deputy Leader (+Environment)	Method of consultation: 1. Local residents and businesses - leaflet, drop in sessions and online 2. Emergency services and amenity groups - leaflet, drop in sessions and online 3. Statutory consultation - As per the relevant legislation	Nick Boyle nick.boyle@lbhf.gov.uk	Draft Mayors Transport Strategy
	Reason: Expenditure more than £100,000		Ward(s):	Consultees: As above		
Cabinet	14 Jun 2010	<p>Procurement of Energy 2010-2011 Open</p> <p>This report details the energy contracts currently held by the Council and details the</p>	Deputy Leader (+Environment)	Method of consultation: 1 - Internal Departments - Via FM project Board 2 - Schools - Via Existing arrangements on energy 3 - Hammersmith & Fulham Homes - Via Existing arrangements on	Inger Eriksson Tel: 020 8753 4764 inger.eriksson@lbhf.gov.uk	Details of current energy supply contracts held by the Council

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	Reason: Expenditure more than £100,000	arrangements for their renewal in 2010-11 via a Central Purchasing Body (currently LASER operated by Kent County Council).	Ward(s): All Wards;	energy Consultees: As above		
Cabinet	26 Apr 2010 Reason: Expenditure more than £100,000	Amendment to Stableway Travellers Site Management Agreement Proposal to update Stable Way Travellers Site Management Agreement between H&F and Royal Borough of Kensington & Chelsea, to fully reflect the changed relationship between the boroughs since the creation of H&F Homes, the Council's Arms Length Management Organisation, which carries out the day to day management of the site, and to allow for an appropriate client management structure to be in place in the event of appointing another provider of management services.	Cabinet Member for Housing Ward(s): College Park and Old Oak;	Method of consultation: RBKC Consultees: RBKC	Shaun Dunleavy Tel: 020 8753 4244 shaun.dunleavy@lbhf.gov.uk	None.

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Cabinet	26 Apr 2010	<p>Proposed Commitments Against the IT Infrastructure Grant and the Adult Social Care Supported Capital Expenditure Grant (SCE). Exempt</p> <p>This paper outlines how two capital grants relating to information technology and infrastructure will be committed and used in adult social care and Community Services. The two grants included in this report are the IT infrastructure grant and the Adult Social Care Supported Capital Expenditure grant (SCE). The grants will be used to fund the necessary development and support posts, routine upgrades of the existing systems and for specific projects relating to "Supporting Your Choice" and NHS number matching.</p>	Leader of the Council	Method of consultation: The report has been discussed and subject to consultation throughout the Community Services Department and agreed by the relevant officers and finance colleagues who attend the Departmental IT Strategy Group and the AD of Quality, Commissioning and Procurement.	Lee Fitzjohn lee.fitzjohn@lbhf.gov.uk	None.
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: Assistant Director of Quality, Commissioning and Procurement. Departmental IT Strategy Group Finance Manager (CSD) Supporting Your Choice Programme Manager		
Cabinet	14 Jun 2010	<p>Expansion of requirement to recycle borough-wide</p> <p>Following the report that was submitted to the Cleaner and</p>	Cabinet Member for Crime and Street Scene	Method of consultation: 1. Strategic Street Scene Members' Board - Quarterly meetings 2. Cleaner And Greener Scrutiny - Committee Regular meetings	Sue Harris Tel: 020 8753 4295 Sue.Harris@lbhf.gov.uk	Cleaner And Greener Scrutiny Committee Agenda and Minutes 17 June 2008

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	Reason: Affects more than 1 ward	Greener Scrutiny Committee on 17 June 2008, further work has been undertaken to gauge the appropriateness of introducing a requirement to recycle across the borough, now that the single pass waste collections are embedded and a promotional programme has been agreed, to maximise the ongoing and sustainable rise in participation.	Ward(s): All Wards;	Consultees: See above		Final Report on LBHF Doorstepping Campaign October 2007
Cabinet	14 Jun 2010 Reason: Expenditure more than £100,000	IT Strategy Seeking approval to the Council's IT Strategy 2010, covering 2010 to 2013, ensuring that the IT provision is aligned with the Council's key priorities and assists the achievement of the Council's value for money objectives	Leader of the Council Ward(s): All Wards;	Method of consultation: N/A Consultees: N/A	Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	None.
Cabinet	14 Jun 2010	Council's Corporate Plan 2010/13 & Executive Summary The corporate plan and its executive summary encapsulates the council's key priorities for improvement over the next 3 years. It is linked to	Leader of the Council	Method of consultation: Consultation through EMT and Corporate Performance Group (CPG) in developing the performance planning guidance.	Frank Hansen, Dave Wilsher Tel: 020 8753 2580, Tel: 020 8753 2212 frank.hansen@lbhf.gov.uk, dave.wilsher@lbhf.gov.uk	The Hammersmith & Fulham Corporate Plan 2010/13 The Executive Summary of the corporate plan A covering report for the above plans

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	Reason: Affects more than 1 ward	the Local Area Agreement (LAA) and the national indicators. The plan has been developed from departmental plans following consultation with the Leader. Other Cabinet Members have been consulted by Directors concerning the departmental plans relevant to their portfolios. The plan will enable the council to monitor progress against key priorities. The Corporate plan and executive summary are available under separate cover.	Ward(s): All Wards;	Consultees: All departments.		Departmental and divisional business plans produced by departments
Cabinet	14 Jun 2010	Hostel Improvement Report Request to use a portion of the capital receipts from the sale of hostel stock to improve remaining stock	Cabinet Member for Housing	Method of consultation: N/A	Glendine Shepherd Tel: 020 8753 4017 Glendine.Shepherd@lbhf.gov.uk	Hostel Improvement
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: N/A		
Cabinet	14 Jun 2010	Procurement of larger family sized accommodation Proposing that the Council, working in partnership with a registered social landlord, purchases up to 18 four bed	Leader of the Council, Cabinet Member for Housing	Method of consultation: Homes	Ian Ruegg Tel: 020 8753 1722 ian.ruegg@lbhf.gov.uk	Larger family Sized Accommodation Project
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: Local RSL		

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		properties both in and out of the borough to assist the Council's strategies in relation to relieving overcrowding and assisting in meeting urgent housing need.				
Cabinet	14 Jun 2010	<p>Single Equality Scheme (2009-11)</p> <p>To seek Cabinet approval to the Single Equality Scheme (2009-11) and action plan. Preparing and publishing an equality scheme is a legal requirement for race, gender and disability. The Single Equality Scheme sets out the council's aims and the key actions it will take to create a borough of opportunity with life chances for all.</p>	Leader of the Council	Method of consultation: Online questionnaire, community consultation events, written submissions, and meetings.	<p>Jane Hill</p> <p>Tel: 020 8753 3430 jane.hill@lbhf.gov.uk</p>	<p>Acts of Parliament, Regulations, and Statutory Codes of Practice for equality</p> <p>Disability Equality Scheme</p>
	Reason: Affects more than 1 ward		Ward(s): All Wards;	Consultees: Community and voluntary sector organisations and residents		
Cabinet	14 Jun 2010	<p>SmartWorking programme - Stage C</p> <p>To seek approval for the corporate rollout of SmartWorking following completion of Stage A and B. The report will summarise the outcomes achieved during Stages A and B, present an</p>	Deputy Leader (+Environment)	<p>Method of consultation:</p> <ol style="list-style-type: none"> 1. DMTs, EMT, RSD SmartWorking Steering Group 2. SmartWorking Programme Board 3. SmartWorking Steering Group 4. Heads of Service briefings across departments 5. Staff Roadshow 	<p>Andrew Richards</p> <p>Tel: 020 8753 5989 andrew.richards@lbhf.gov.uk</p>	SmartWorking Stage C business case report

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	Reason: Expenditure more than £100,000	updated plan and business case and request detailed funding for the remainder of the programme.	Ward(s): All Wards;	briefings and staff survey Consultees: FCS, CHS, CSD, ENV, RSD		