

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period June 2010 to September 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 June 2010 to September 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 JUNE 2010 TO SEPTEMBER 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	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.	Carly Fry - PEIA Tel: 020 8753 3430 peia@lbhf.gov.uk	Acts of Parliament, Regulations, and Statutory Codes of Practice for equality Disability Equality Scheme
	Reason: Affects more than 1 ward		Ward(s): All Wards;	Consultees: Community and voluntary sector organisations and residents		
Cabinet	14 Jun 2010	<p>Procurement of Energy 2010-2013</p> <p>This report details the energy contracts currently held by the</p>	Deputy Leader (+Environment)	Method of consultation: 1 - Internal Departments - Via FM project Board 2 - Schools - Via Existing arrangements on energy 3 - Hammersmith &	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	Council and details the arrangements for their renewal in 2010-13 via a Central Purchasing Body (currently LASER operated by Kent County Council).	Ward(s): All Wards;	Fulham Homes - Via Existing arrangements on energy Consultees: As above		
Cabinet	14 Jun 2010 Reason: Expenditure more than £100,000	WLA Home Support Framework Agreement (Part Exempt) H&F are leading a procurement process on behalf of the 6 boroughs that make up the WLA. Using a tender and negotiation process we are creating a framework agreement which will allow the buying of personal homecare, housing related support and a new service which merges the other two services.	Leader of the Council, Cabinet Member for Housing Ward(s): All Wards;	Method of consultation: Nov 2008 consultation on outcomes with SUs and Carers. June - Sept 2009 public consultation on service model. HomeSupport Advisory group established Dec 2009(ongoing). Consultees: Sheltered tenants	Matthew Jones Tel: 020 8753 5780 matthew.jones@lbhf.gov.uk	HomeSupport Consultation Feedback Document
Cabinet	14 Jun 2010 Reason: Expenditure more than £100,000	Extended services Recommendation to devolve the extended services DCFS grant 2008-2011 to schools. Final year of funding steam to commission services to meet DCFS outcomes.	Cabinet Member for Children's Services Ward(s): All Wards;	Method of consultation: complete Consultees: strategic group	Helen Bowring Tel: 020 8753 helen.bowring@lbhf.gov.uk	DCFS grant conditions

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Cabinet	14 Jun 2010	Motor Insurance Tender Acceptance	Leader of the Council	Method of consultation: N/A	Andrew Lord Tel: 020 8753 2531 andrew.lord@lbhf.gov.uk	Invitation to Tender and Claims Experience
	Reason: Expenditure more than £100,000	The Council's motor insurance policy has come up for renewal. This report sets out the arrangements for the tender and award of the new contract.	Ward(s): All Wards;	Consultees: N/A		
Cabinet	26 Jul 2010	Parks Capital Improvement Programme	Acting Cabinet Member for Residents Services	Method of consultation: Parks and Open Spaces Residents Survey; Friends of Park Consultations; Focus Groups; Stakeholder engagement.	Rob Kelly Tel: 020 8753 2292 rob.kelly@lbhf.gov.uk	Parks and Open Spaces Residents Survey. Parks and Open Spaces Strategy; Parks and Open Spaces Audit 2006;
	Reason: Expenditure more than £100,000	This report seeks Cabinet approval for the parks capital programme for 2010/11.	Ward(s): All Wards;	Consultees: Residents; Amenity Groups; Friends of Parks; Volunteer Associations.		
Cabinet	26 Jul 2010	Miles Coverdale Primary School - Modernisation of school kitchen facilities	Cabinet Member for Children's Services	Method of consultation: Meetings	Inger Eriksson Tel: 020 8753 4764 inger.eriksson@lbhf.gov.uk	Project documents, tender preparation details, specification, correspondence, Quality Assurance Plan (Bsi). Tender returns, tender evaluation details
	Reason: Expenditure more than £100,000	This report seeks approval to the appointment of Philiam Construction & Development Limited under the terms and conditions of the non-housing measured term contract 2007-2010 to carry out kitchen	Ward(s): Shepherds Bush Green;	Consultees: Client department School - Head Teacher		

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		facility modernisation at Miles Coverdale Primary School, Coverdale Road, London W12 8JJ.				
Cabinet	26 Jul 2010	Normand Croft Primary School - Modernisation of school kitchen facilities	Cabinet Member for Children's Services	Method of consultation: Meetings	Inger Eriksson Tel: 020 8753 4764 inger.eriksson@lbhf.gov.uk	Project documents, tender preparation details, specification, correspondence, Quality Assurance Plan (Bsi). Tender returns, tender evaluation details
	Reason: Expenditure more than £100,000	This report seeks to appoint Philiam Construction and Development Limited.	Ward(s): North End;	Consultees: Client department School Headteacher		
Cabinet	26 Jul 2010	Hostels improvement works	Councillor Lucy Ivimy	Method of consultation: Not applicable.	Daren Daly Tel: 020 8753 1247 daren.daly@lbhf.gov.uk	Surveyor's reports.
	Reason: Expenditure more than £100,000	Seeking to reinvest capital receipts from the hostel disposal programme to invest in the hostel stock in order to bring them up to a decent standard and to provide an additional 3 disabled units.	Ward(s): Askew; College Park and Old Oak; Fulham Broadway; North End; Wormholt and White City;	Consultees: Not applicable.		
Cabinet	26 Jul 2010	Expansion of requirement to recycle borough-wide Following the report that was submitted to the Cleaner and	Cabinet Member for Crime and Street Scene	Method of consultation: 1. Strategic Street Scene Members' Board - Quarterly meetings 2. Cleaner And Greener Scrutiny - Committee	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;	Regular meetings Consultees: See above		Final Report on LBHF Doorstepping Campaign October 2007
Cabinet	26 Jul 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	26 Jul 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

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	Reason: Affects more than 1 ward	<p>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.</p> <p>The Corporate plan and executive summary are available under separate cover.</p>	Ward(s): All Wards;	Consultees: All departments.		<p>the above plans</p> <p>Departmental and divisional business plans produced by departments</p>
Cabinet	26 Jul 2010	<p>Hostel Improvement Report</p> <p>Request to use a portion of the capital receipts from the sale of hostel stock to improve remaining stock</p>	Cabinet Member for Housing	Method of consultation: N/A	<p>Glendine Shepherd, Daren Daly</p> <p>Tel: 020 8753 4017, Tel: 020 8753 1247 Glendine.Shepherd@lbhf.gov.uk daren.daly@lbhf.gov.uk</p>	Hostel Improvement
Cabinet	26 Jul 2010	<p>Procurement of larger family sized accommodation</p> <p>Proposing that the Council, working in partnership with a registered social landlord, purchases up to 18 four bed</p>	<p>Leader of the Council, Cabinet Member for Housing</p> <p>Ward(s): All Wards;</p>	<p>Method of consultation: Homes</p> <p>Consultees: Local RSL</p>	<p>Ian Ruegg</p> <p>Tel: 020 8753 1722 ian.ruegg@lbhf.gov.uk</p>	Larger family Sized Accommodation Project

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	£100,000	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	26 Jul 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 updated plan and business case and request detailed funding for the remainder of the programme.</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 briefings and staff survey 	<p>Andrew Richards</p> <p>Tel: 020 8753 5989 andrew.richards@lbhf.gov.uk</p>	SmartWorking Stage C business case report
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: FCS, CHS, CSD, ENV, RSD		
Cabinet	26 Jul 2010	<p>Corporate Out of Service Review</p> <p>Delivery of efficiency savings and service improvements in relation to the Council's out of hours initial point(s) of contact - Duty officers.</p>	Cabinet Member for Crime and Street Scene	Method of consultation: Via SRT and departmental DMT	<p>David Page</p> <p>Tel: 020 8753 2125 david.page@lbhf.gov.uk</p>	Options appraisal
	Reason: Expenditure more than		Ward(s): All Wards;	Consultees: RSD, ENV, CS, CHS, F		

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	£100,000					
Cabinet	26 Jul 2010	<p>WLA Residential Care - Framework Agreement</p> <p>The WLA with involvement from 6 West London Boroughs, (Hillingdon, Hounslow, Brent, Ealing, Hammersmith and Fulham and Hounslow) have tendered for a framework agreement for residential care. Permission is sought to enter into an access agreement with the London Borough of Hillingdon (lead borough) in order to spot purchase placements in care homes.</p>	<p>Leader of the Council</p>	<p>Method of consultation: Service user consultation event took place on 16th November 2009. Further Meeting planned to consult with service users on 18th May 2010. Provider open day took place on 5th November 2009. Local project team includes commissioners and social work leads.</p>	<p>Christine Baker</p> <p>Tel: 020 8753 1447 Christine.Baker@lbhf.gov.uk</p>	<p>Minutes and papers of H & F Residential Framework Project Board and Implementation Group.</p> <p>Minutes and papers of WLA Project Board and TAP.</p>
	Reason: Affects more than 1 ward		Ward(s): All Wards;	Consultees: Service users, providers, commissioners, Social work leads.		
Cabinet	20 Sep 2010	<p>Playbuilder - Year 2</p> <p>To seek Member approval to deliver year 2 of the playbuilder programme delivering 12 new or refurbished play areas for 8-13 year olds. Outlines the sites and locations, consultation strategy and procurement process with the details of the costs and expected benefits.</p>	<p>Acting Cabinet Member for Residents Services</p>	<p>Method of consultation: Extensive community consultation with children, families, site stakeholders, partnership agencies and local residents.</p>	<p>Rob Kelly</p> <p>Tel: 020 8753 2292 rob.kelly@lbhf.gov.uk</p>	<p>Design for Play (Play England)</p> <p>Managing Risk in Play (Play England)</p> <p>Playbuilder Project Plan and Associated Documents.</p>
	Reason: Expenditure more than £100,000		Ward(s): All Wards;	Consultees: Children and Families; Park Stakeholders; Friends of Parks Groups; Residents and Tenants		

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				Associations; Local residents		
Cabinet	26 Jul 2010 Reason: Expenditure more than £100,000	<p>3rd Sector Investment Fund Allocation</p> <p>This report sets out the proposed allocation of the 3rd Sector Investment Fund for the areas of:</p> <ul style="list-style-type: none"> * Infrastructure * Children, Families & Young People * Economic Wellbeing & Opportunity * Health & Wellbeing (older people) <p>Cabinet is asked to consider the recommendations regarding organisations to be awarded funding, the level of award and the term of funding to be offered.</p>	<p>Leader of the Council, Cabinet Member for Children's Services</p> <p>Ward(s): All Wards;</p>	<p>Method of consultation: N/A</p> <p>Consultees: N/A</p>	<p>Sue Spiller</p> <p>Tel: 020 8753 2483 sue.spiller@lbhf.gov.uk</p>	<p>3rd Sector Investment Fund tendering documents and background information</p>
Cabinet	26 Jul 2010 Reason: Expenditure more than £100,000	<p>Earls Court West Kensington Opportunity Area Supplementary Planning Document</p> <p>The opportunity area is proposed to include Earls Court Exhibition Centre with its car park in Seagrave Road,</p>	<p>Deputy Leader (+Environment), Sarah O'Neill</p> <p>Ward(s): Fulham Reach; North End;</p>	<p>Method of consultation: N/A</p> <p>Consultees: Royal Borough of Kensington Greater London</p>	<p>Jon Whitwell</p> <p>Tel: 020 8753 3393 jon.whitwell@lbhf.gov.uk</p>	<p>LBHF LDF Core Strategy Preferred Options</p> <p>RBKC LDF Core Strategy and Sites</p> <p>Revised London Plan</p>

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		the Transport for London Lillie Bridge depot, the West Kensington and Gibbs Green estates and adjacent land. This report seeks approval for the cost and funding for the preparation of a Supplementary Planning Document (SPD) which will be produced jointly by Hammersmith		Authority		
Cabinet	26 Jul 2010	Library Strategy 2009-14 progress Report and Next Steps Update for Members on progress against actions in Library Strategy 2009-14 and proposals for next steps to continue modernisation of library service.	Acting Cabinet Member for Residents Services	Method of consultation: Circulation of report for comment	Donna Pentelow Tel: 020 8753 2358 donna.pentelow@lbhf.gov.uk	Library Strategy 2009-14
	Reason: Affects more than 1 ward		Ward(s): All Wards;	Consultees: Internal consultees (Legal, Finance, Childrens Services) Staff		
Cabinet	20 Sep 2010	Joint Sale of Stewarts Lodge in Lambeth with Wandsworth Council	Leader of the Council	Method of consultation: N/A	Inger Eriksson Tel: 020 8753 4764 inger.eriksson@lbhf.gov.uk	Cabinet Key Decision report for disposal of Stewarts Lodge Hostel - December 2009
	Reason: Expenditure more than £100,000	Report seeking approval for joint sale of Stewarts Lodge with Wandsworth Council.	Ward(s): Outside the Borough;	Consultees: N/A		

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Cabinet	18 Oct 2010	<p>World Class Financial Management Transformation Programme - Business Case</p> <p>This is the business case for the World Class Financial Management programme, which is part of the Council's Slicker Business transformation programme. This report is being presented to Cabinet for their consideration and approval.</p>	Leader of the Council	<p>Method of consultation:</p> <ol style="list-style-type: none"> 1. Meetings with their respective AD Resources, focus groups and Finance Away Days. 2. Presentation of WCFM reports at EMT. 3. Attendance at DMTs to discuss the programme plans. Outline of proposed changes sent to all service managers and drop-in sessions held to gather views and answer questions. 	<p>Caroline Wilkinson</p> <p>Tel: 020 8753 caroline.wilkinson@lbhf.gov.uk</p>	<p>Consultation documents including presentations and records of feedback.</p> <p>WCFM reports & presentations for the Finance Development Board.</p>
	Reason: Affects more than 1 ward		Ward(s): All Wards;	<p>Consultees:</p> <ol style="list-style-type: none"> 1. All LBHF Finance Staff 2. EMT 3. Service managers & DMTs 		