

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period April 2011 to July 2011

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 April 2011 to July 2011.

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 2010/11

Leader:	Councillor Stephen Greenhalgh
Deputy Leader (+Environment and Asset Management):	Councillor Nicholas Botterill
Cabinet Member for Children's Services:	Councillor Helen Binmore
Cabinet Member for Community Care:	Councillor Joe Carlebach
Cabinet Member for Community Engagement:	Councillor Harry Phibbs
Cabinet Member for Housing:	Councillor Lucy Ivimy
Cabinet Member for Residents Services:	Councillor Greg Smith
Cabinet Member for Strategy:	Councillor Mark Loveday

LIST OF KEY DECISIONS PROPOSED APRIL 2011 TO JULY 2011

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
April						
Cabinet	18 Apr 2011	The General Fund Capital Programme, Housing Revenue Capital Programme and Revenue Budget 2010/11 - Month 10 Amendments Report seeks approval to changes to the Capital Programme and Revenue Budget.	Leader of the Council	Method of consultation: PSB	Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	Capital Monitoring Report Revenue Monitoring Report
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: all departments		
Cabinet	18 Apr 2011	Award of Term Contract for Tree Maintenance 2011-2014 Key Decision required to award this contract to the tenderer deemed to have submitted the most economically advantageous tender.	Deputy Leader (+Environment and Asset Management)	Method of consultation: Restricted tender, PQQ shortlisted down to 5 tenderers invited to tender	Mark Hodgson, Jonathan Addis Tel: 020 8753 3490, Tel: 020 8753 3073 mark.hodgson@lbhf.gov.uk, jonathan.addis@lbhf.gov.uk	Contract documentation and tender submissions. Tender Evaluation Sheets
	Reason: Expenditure more than		Ward(s): All Wards	Consultees: Finance Legal Procurement		

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	£100,000					
Cabinet	18 Apr 2011	Housing Development Company Consideration to establish organisational structures for a Local Housing Company.	Cabinet Member for Housing	Method of consultation: Corporate Regeneration Steering Group	CE H&F Homes - Nick Johnson, Matin Miah Tel: 020 8753 4207, Tel: 0208753 3480 nick.johnson@hfhomes.org.uk, matin.miah@lbhf.gov.uk	None
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Corporate Regeneration Steering Group		
Cabinet	18 Apr 2011	Children's Centres Seeking a decision on the proposed reconfiguration model of children's centres taking into consideration the views expressed in the public consultation.	Cabinet Member for Children's Services	Method of consultation: Public consultation for one month from 22nd January. Focus groups stakeholder meetings	Gill Sewell, Pat Bunche Tel: 020 8753 3608, Tel: 020 8753 gill.sewell@lbhf.gov.uk, pat.bunche@lbhf.gov.uk	Children's Centre statutory guidance Consultation document Consultation feedback EQIA
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Children's Centre providers Borough residents Current users		
Cabinet	18 Apr 2011	Housing Capital Programme 2011/12 Setting out the proposed Housing Capital Programme 2011/12 and seeking authority to initiate projects and incur expenditure subject to relevant	Cabinet Member for Housing	Method of consultation: Programme agreed with HFH Property Services Management Team, HFH Executive Management Team. Discussed with Cabinet Member for Housing. Initial consultation with	Paul Hopkinson paul.hopkinson@hfhomes.org.uk	Housing Capital Programme working papers; Housing Investment Strategy working papers; draft Housing Asset Management Strategy

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		further approvals.		residents, TRAs, HAFFTRA, other affected departments.		
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Individual residents, TRAs, HAFFTRA, Ward councillors		
Cabinet	18 Apr 2011	Award of Recruitment Advertising and Executive Search & Selection Contract - Recruitment advertising, standard transactional and creative - Strategic HR support such as job fairs, materials, branding -Additional services such as response handling, public notices and outplacement.	Leader of the Council	Method of consultation: Lead Council is London Borough of Sutton who tendered for a Pan-London Contract.	Debbie Morris, Valerie Bolger Tel: 020 8753 2621 debbie.morris@lbhf.gov.uk, valerie.bolger@lbhf.gov.uk	OJEU advert, PPQ and tender scores available. Sutton's Executive approved the proposal to appoint the supplier on 13th December with a standstill period up to 29th December 2010.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: 28 Boroughs currently in the contract		
Cabinet	18 Apr 2011	Advertising and communication tender Results and decision on market testing of an advertising contract following closure of H&F News. This will be a Leader's Urgency Paper to allow the contract to be awarded in April following the paper's closure.	Leader of the Council	Method of consultation: EMT on March 16	Simon Jones Tel: 020 8753 2086 simon.jones@lbhf.gov.uk	Cabinet Member Decision to allow procurement of communication services
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Assistant Director, Legal & Democratic Services; Head of Procurement		

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Cabinet	18 Apr 2011 Reason: Expenditure more than £100,000	Lyric Theatre Redevelopment Paper addressing the education offer from The Lyric Hammersmith to schools in the local authority and how this might be further developed through the proposed capital investment programme.	Cabinet Member for Children's Services Ward(s): All Wards	Method of consultation: Consultation for education offer has been undertaken with head teachers from all schools in the borough as part of planning process. Consultees: Head teachers in borough.	Andrew Christie andrew.christie@lbhf.gov.uk	None
Cabinet	18 Apr 2011 Reason: Expenditure more than £100,000	Property Disposals Programme Providing details of the current property disposal programme. Authority is sought to dispose of the properties identified in the report.	Deputy Leader (+Environment and Asset Management), Leader of the Council, Cabinet Member for Children's Services, Cabinet Member for Residents Services, Cabinet Member for Community Care Ward(s): Avonmore and Brook Green; Fulham Reach; Hammersmith Broadway; Munster; Outside	Method of consultation: Questionnaires and Meetings. Consultees: Local residents and organisations.	Miles Hooton, Sally Williams Tel: 020 8753 2835, Tel: 020 8753 4865 Miles.Hooton@lbhf.gov.uk, sally.williams@lbhf.gov.uk	Cabinet Key Decision report for disposal of properties as per disposal programme.

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			the Borough; Palace Riverside; Shepherds Bush Green; Town			
Cabinet	18 Apr 2011 Reason: Expenditure more than £100,000	Measured Term Contract for Risk Assessment Surveys and Associated Remedial Works on Communal Hot and Cold Water System in Housing Properties - Boroughwide Tender acceptance report seeking approval to the letting of the contract.	Cabinet Member for Housing Ward(s): All Wards	Method of consultation: Meetings Notice of Intent Issued to Leaseholders Consultees: Client Department Leaseholders	Velma Chapman Tel: 020 8753 4807 velma.chapman@lbhf.gov.uk	E-tendering documents Project File
Cabinet	18 Apr 2011 Reason: Expenditure more than £100,000	Short Breaks Funding For Disabled Children Stress on families with disabled children can be reduced by the provision of Short Breaks services. This report explains the funding gap which needs to be bridged in order to maintain to the current level of support services to families with disabled children. And seeks agreement to additional funding	Cabinet Member for Children's Services Ward(s): All Wards	Method of consultation: Previous consultation undertaken with Disabled Children's Families Consultees: Disabled Children's Families	Steve Miley Tel: 020 8753 2300 steve.miley@lbhf.gov.uk	Aiming High Short Breaks

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Cabinet	18 Apr 2011	Reforming Public Services through Lean Systems Thinking Approval for delegated authority to appoint and award a contract for consultancy support to reform public services through Lean Systems Thinking	Leader of the Council	Method of consultation: N/A	Jane West, Marie Snelling Tel: 0208 753 1900, Tel: 020 8753 4288 jane.west@lbhf.gov.uk, marie.snelling@lbhf.gov.uk	High level business case
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Key stakeholders have been consulted including the Leader of the Council, Directors and Assistant Directors.		
Cabinet	18 Apr 2011	Improving Council Estates in Hammersmith and Fulham with limited disposals - the borough framework A policy framework to establish improvement and investment strategies for housing estates in the borough and the Council's housing stock in general.	Cabinet Member for Housing	Method of consultation: Consultation will take place through the Borough Forum. This will be supplemented by consultation through tenant newsletters and other consultative forms to ensure all tenants have the opportunity and the time to learn about the proposals and air their views.	Riad Akbur, Ian Ruegg Tel: 020 8753 4043, Tel: 020 8753 1722 Riad.Akbur@lbhf.gov.uk, ian.ruegg@lbhf.gov.uk	Hammersmith and Fulham Ward profiles Graham Martin and Judi Watkinson, Rebalancing Communities by Mixing Tenure, (JRF, 2003)
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: All Council tenants		
Cabinet	18 Apr 2011	Family Support Programme To ensure continuation of front	Cabinet Member for Children's Services	Method of consultation: n/a	Gill Sewell, Dave McNamara	1) Family Support Programme Project Papers

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	Reason: Expenditure more than £100,000	line services we are seeking approval to fund current Children's Centres services and associated staff reorganisations until 30 June 2011. 1) To extend the contractual arrangements with Children's Centre until 30th June 2011. 2) To approve the use of the EIG funded contingency of £1.1m to fund Children's Centres and associated staffing reorganisations.	Ward(s): All Wards	Consultees: n/a	Tel: 020 8753 3608, gill.sewell@lbhf.gov.uk, dave.mcnamara@lbhf.gov.uk	2) Early Years and Childcare Service Reorganisation 3) Locality Team Reorganisation
Cabinet	18 Apr 2011	Serco Contract Review Following a review of the financial and service performance of the Serco Waste and Cleansing contract, a clearer performance regime is proposed that provides greater value for money, improves service quality and is based on the principles of risk and reward. <i>Published on 16 March 2011</i>	Cabinet Member for Residents Services	Method of consultation: Meetings via a project board	Sue Harris Tel: 020 8753 4295 Sue.Harris@lbhf.gov.uk	Serco contract documentation
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Serco contractors and in-house officers as appropriate		

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May						
Cabinet	9 May 2011	<p>A transport plan for Hammersmith & Fulham 2011 - 2031</p> <p>The Local Transport Plan for Hammersmith & Fulham is a statutory document required by all London Boroughs to show how they intend to implement the Mayor's Transport Strategy.</p>	Deputy Leader (+Environment and Asset Management)	Method of consultation: three stage consultation with stage 3 full publication of draft transport plan on internet.	<p>Nick Boyle</p> <p>Tel: 020 8753 3069 nick.boyle@lbhf.gov.uk</p>	<p>A transport plan for Hammersmith & Fulham 2011 - 2031 - consultation draft</p> <p>The second Mayor's Transport Strategy</p>
	Reason: Budg/pol framework		Ward(s): All Wards	Consultees: statutory - TFL, police, HAFAD other - all residents and businesses, road user groups, other emergency services, resident groups, all councillors and staff		
Cabinet	9 May 2011	<p>Sex and Relationships and Substance Misuse Education Tender</p> <p>For Cabinet to approve the contract award in June 2011. This will be a 1 year contract with option to renew on a yearly basis with an approximate value of £125k in the first year (including £20k start up costs)</p> <p>The tender will seek a single provider to re-develop, manage and deliver the highly regarded sex and relationships</p>	Cabinet Member for Children's Services	Method of consultation: N/A tender of existing service	<p>Emma Sleight</p> <p>Tel: 020 8753 6216 emma.sleight@hf-pct.nhs.uk</p>	<p>CMD Report</p> <p>DMT report</p>
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: N/A		

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		and substance misuse programme currently delivered in LBHF schools, colleges and youth settings.				
Cabinet	9 May 2011	<p>Hammersmith Park Sports Facility project - appointment of works & services contractor</p> <p>To approve the appointment of the contractor to undertake the works and services contract for the redevelopment of Hammersmith Park All Weather Pitch as selected and agreed by the project's Tender Appraisal Panel and approved by the Project Board.</p>	Cabinet Member for Residents Services	<p>Method of consultation: This project requires planning permission and it is an expectation of the contractor to undertake a comprehensive consultation exercise during the planning process</p>	Chris Bunting chris.bunting@lbhf.gov.uk	No.1
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City	Consultees: Cabinet Member Ward Members Community Stakeholders Current and future users		
Cabinet	9 May 2011	<p>Decision to Award Term Contracts for Road2010 Condition Surveys</p>	Deputy Leader (+Environment and Asset Management)	Method of consultation: Open tender process	Mark Hodgson, Jonathan Addis	Contract documentation and tender submissions.
	Reason: Expenditure more than £100,000	Road2010 Road Condition Surveys 2011-2013	Ward(s): All Wards	Consultees: Legal Finance Procurement	Tel: 020 8753 3490, Tel: 020 8753 3073 mark.hodgson@lbhf.gov.uk, jonathan.addis@lbhf.gov.uk	Tender Evaluation Sheets

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Cabinet	9 May 2011	Tri-Borough Working Update The Council has been in discussion with neighbouring boroughs, Royal Borough of Kensington & Chelsea and City of Westminster, about the potential for shared services. This report will update the proposals that will then go out for comment	Leader of the Council	Method of consultation: Public consultation Staff and stakeholders engagement Regular communications update on project progress	Ben Llewellyn Ben.Llewellyn@lbhf.gov.uk	Bold Ideas for Challenging Times Tri-Borough Working - Cabinet 16 February 2011
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Residents, staff, community leaders and stakeholders.		
June (provisional date)						
Cabinet	20 Jun 2011	Disposal of Air Rights at Planetree Court This report recommends the disposal of air rights above the vehicular entrance of Council owned accommodation at Planetree Court to the adjacent Jacques Prevert school to facilitate classroom and playground expansion for the school.	Cabinet Member for Housing	Method of consultation: On going consultation with residents of Planetree Court and local residents.	Ian Ruegg Tel: 020 8753 1722 ian.ruegg@lbhf.gov.uk	Jacques Prevert File
	Reason: Expenditure more than £100,000		Ward(s): Avonmore and Brook Green	Consultees: Director of Finance Head of Legal Services Director of Environment Head of Building Property Management H&F Homes		
Cabinet	20 Jun 2011	Shepherds Bush Common Improvement Project Approval to appoint works	Cabinet Member for Residents Services	Method of consultation: Stakeholder Advisory Group Meetings Public events	Marlene Pope Tel: 020 8753 2447 marlene.pope@lbhf.gov.uk	None.

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	Reason: Expenditure more than £100,000	contractors to undertake restoration works on Shepherds Bush Common.	Ward(s): Shepherds Bush Green	Consultees: Local Amenity Groups Local residents Statutory bodies		
Cabinet	20 Jun 2011	Rationalisation of Leisure Facilities Existing Leisure Management Contract for Phoenix Leisure Centre and Janet Adegoke Swimming Pool has not represented value for money.	Cabinet Member for Residents Services	Method of consultation: Engagement with stakeholders	Chris Bunting chris.bunting@lbhf.gov.uk	None.
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City	Consultees: Residents Existing users Members Children's Services Phoenix School Greenwich Leisure Limited		
Cabinet	20 Jun 2011	Possible changes to Taxicard Scheme In a context of reducing funding from Transport for London and increasing demand for the Taxicard scheme, a public consultation was carried out to seek views on future options. This report will summarise the public	Cabinet Member for Children's Services	Method of consultation: A public consultation is due to start week commencing 21st February 2011 for one month. This will include direct mailouts of background information and a questionnaire along with a web-based questionnaire on Citizen Space.	Gill Sewell, Steve Bywater, Radhika Mehra Tel: 020 8753 3608, , Tel: 020 8753 2872 gill.sewell@lbhf.gov.uk, steve.bywater@lbhf.gov.uk, Radhika.Mehra@lbhf.gov.uk	Possible Changes to Taxicard Scheme: Public Consultation Needed - report approved on 22 December 2010

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	Reason: Expenditure more than £100,000	consultation responses and will put forward recommendations for the Taxicard scheme going forward.	Ward(s): All Wards	Consultees: All registered users of the scheme. Focus groups involving a number of relevant local organisations.		
Cabinet	20 Jun 2011	Pension Administration Services: Setting up a Framework Agreement - Award Report To approve the award of a Framework Agreement on behalf of the Council and other London Councils for Pension Administration Services to the contractor in Appendix to commence on 1st October 2011 for a period of four years.	Leader of the Council	Method of consultation: The report shall be consulted with the Director of Finance, Assistant Director of Legal services and Assistant Director of IT and Procurement.	Debbie Morris, Bob Hillman Tel: 020 8753 1538 debbie.morris@lbhf.gov.uk, robert.hillman@lbhf.gov.uk	Cabinet Member Report - Market Testing Pension Administration Services Contract Strategy and Organisations short-listed for Invitation to Tender
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Director of Finance (Jane West), Assistant Director of Legal services (Michael Cohger) and Assistant Director of IT and Procurement (Jackie Hudson).		
Cabinet	20 Jun 2011	Travel Assistance Policies SEN Travel Assistance Policy and Post 16 Transport Policy	Cabinet Member for Children's Services	Method of consultation: All parents, pupils and staff at Special schools have been consulted about the SEN Travel	Pat Matheson, Terry Baker Tel: 020 8753 3789, Tel: 020 8753 2555	Post 16 Transport Policy SEN Travel

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	Reason: Affects more than 1 ward		Ward(s): All Wards	Assistance Policy. A Travel Assistance Support Group. representing parents, students, Headteachers and voluntary groups has been set up as a forum for consultation for Post 16 Transport Policy, and SEN Travel Assistance Policy Consultees: All staff and parent/carers and pupils attending special schools and units have been consulted for the SEN travel Assistance Policy. A Support Group has been set up for on going consultation re Post 16 Transport Policy	Pat.Matheson@lbhf.gov.uk, terry.baker@lbhf.gov.uk	Assistance Policy
July (provisional date)						
Cabinet	18 Jul 2011 Reason: Affects more than 1 ward	Economic Development Update This report updates Members on work to maximise jobs and employment opportunities for residents and to support business growth and retention.	Leader of the Council Ward(s): All Wards	Method of consultation: Ongoing discussions and meetings with key stakeholders Consultees: Key Stakeholders: Borough based	Kim Dero, Antonia Hollingsworth, Neil Wigglesworth Tel: 020 8753 4229, Tel: 020 8753 1698, Tel: 020 8753 3375 kim.dero@lbhf.gov.uk,	Economic Development Business Plans Local Economic Assessment Business Investment

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				businesses Employment Support Agencies Third Sector (Economic Well-being)	Antonia.Hollingsworth@lbhf.gov.uk, Neil.Wigglesworth@lbhf.gov.uk	Work Plan Work Matters Strategy