

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period May 2012 to August 2012

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 May 2012 to August 2012.

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 Andrew Johnson
Cabinet Member for Residents Services:	Councillor Greg Smith
Cabinet Member for Strategy:	Councillor Mark Loveday

Original Forward Plan No 120 (published 16 April 2012)

Revised Forward Plan No 120 (published 8 May 2012)

LIST OF KEY DECISIONS PROPOSED MAY 2012 TO AUGUST 2012

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
May - provisional date						
Cabinet	21 May 2012	<p>Multimedia enabling Network technology</p> <p>Work is required to implement network technology enabling multimedia use. This will enable (for example) access to e-meetings, streaming from websites such as news or webinars, training materials or staff briefings from the Leader or Chief Executive. This will offer cost-effective just-in-time and personalised training courses, resulting in lower training costs and a higher-skilled workforce. There are also potential benefits from improved communication, e.g. videos of Leadership forum events.</p>	Leader of the Council	Method of consultation: IT Strategy and Operation Group Tri-borough Working IT Strategy Board	Jackie Hudson, Howell Huws Tel: 020 8753 2946, Tel: 020 8753 5025 Jackie.Hudson@lbhf.gov.uk, Howell.Huws@lbhf.gov.uk	IT strategy - getting the basics right IT infrastructure renewal
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: As above		

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Cabinet	21 May 2012	Housing Revenue Account - Medium Term Financial Strategy Transformation Programme: Housing Services Market Testing & Repairs & Maintenance Re-Procurement Exercise HRD Property Services proposal for re-procurement of repairs and maintenance contracts; market test a number of housing management services and repairs and maintenance activities.	Cabinet Member for Housing	Method of consultation: Resident Consultation	Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	Cyril Sweett Procurement Report Northgate Housing Services Strategy 2014 Proposal
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Leaseholders (Section 20) Residents' Working Group		
Cabinet	21 May 2012	Tri Borough Insurance Contract To approve the award of a contract for insurance cover as tendered under the Tri-Borough Arrangements	Leader of the Council	Method of consultation: Not Applicable	Andrew Lord Tel: 020 8753 2531 andrew.lord@lbhf.gov.uk	Cabinet Member Decision approving Tri-Borough process for Insurance 5th December 2011.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Not Applicable		
Cabinet	21 May 2012	Hammersmith Broadway Environment Improvements This report summarises the S106 funded proposal to refurbish the footway of the Hammersmith Broadway in	Leader of the Council	Method of consultation: The Hammersmith BID has been involved in the design process since 2007. However once agreed lead stakeholders and all those effected by the works will be involved	Annelise Johns Tel: 020 8753 3005 Annelise.Johns@lbhf.gov.uk	Documents will include the Main Cabinet report, the draft design of the proposed works, The Urban Initiatives test Case Study.

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	Reason: Expenditure more than £100,000	<p>October 2012.</p> <p>The purpose of these works is to improve access and the overall quality of the environment in the heart of one of the borough's busiest town centres.</p> <p>Funding has been earmarked specifically for these improvements through various S106 agreements and will be designed to give maximum value for money and reduce longer term maintenance costs to the Council. There will be a full consultation on the details of the improvements with residents, businesses and footways user groups.</p>	Ward(s): Hammersmith Broadway	<p>in the consultation process.</p> <p>Consultees: Hammersmith BID, Residents Associations in Hammersmith Broadway, HAFAD and the primary contacts on the council's stakeholder list.</p>		
Cabinet	21 May 2012 Reason: Expenditure more than £100,000	<p>Procurement of Flexible Energy 2012-2016</p> <p>Contracts for the provision of gas and electricity within Hammersmith & Fulham – procurement proposals.</p>	Deputy Leader (+Environment and Asset Management) Ward(s): All Wards	<p>Method of consultation: Consultation with Energy Groups</p> <p>Consultees: Client</p>	Velma Chapman Tel: 020 8753 4807 velma.chapman@lbhf.gov.uk	The project has produced a number of reports supporting the adaptation

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Cabinet	21 May 2012	<p>Agreement for the provision of the IT infrastructure to operate contact centres from home in time for Olympics</p> <p>This paper identifies the opportunity to create the IT infrastructure that will allow Council staff (outside of the contact centre located in Rochdale) who deal with telephone calls in localised call centres (eg. H&F Direct, Smart HR, Parking and H&F Advice) to take these call from remote locations (including their homes) rather than Council buildings.</p>	Leader of the Council	Method of consultation: N/A	<p>John Cordani</p> <p>Tel: 020 8753 1318 john.cordani@lbhf.gov.uk</p>	Documents from HFBP
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: N/A		
Cabinet	21 May 2012	<p>Building a Housing Ladder of Opportunity, Incorporating: Draft Housing Strategy; Draft Tenancy Strategy; Draft Scheme of Allocation and Draft Homelessness Strategy</p> <p>The purpose of this report is to seek Cabinet's approval and endorsement of the documents listed above for public consultation including</p>	Cabinet Member for Housing	Method of consultation: TBC	<p>Mike England</p> <p>Tel: 020 8753 5344 mike.england@lbhf.gov.uk</p>	<p>HM Government – Laying the Foundations: A Housing Strategy for England. (Nov. 2011); Draft Borough Investment Plan; LDF Core Strategy</p>
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: TBC		

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		interested parties and the Mayor of London who is a statutory consultee.				
June - provisional date						
Cabinet	23 Jul 2012	Hammersmith Town Hall - Smart Accommodation Programme - Phase 1	Deputy Leader (+Environment and Asset Management)	Method of consultation: Client Meetings	Velma Chapman, Mike Cosgrave Tel: 020 8753 4807, Tel: 020 8753 4849 velma.chapman@lbhf.gov.uk, mike.cosgrave@lbhf.gov.uk	
	Reason: Expenditure more than £100,000	Tender acceptance report to appoint contractor to carry out remodelling works on 1st and 2nd floor offices at Hammersmith Town Hall to provide smart working, open plan accommodation to maximise occupancy.	Ward(s): Hammersmith Broadway	Consultees: N/A		
Cabinet	18 Jun 2012	Riverside Studios, Crisp Road, London, W6	Deputy Leader (+Environment and Asset Management)	Method of consultation: N/A	Miles Hooton Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	
	Reason: Expenditure more than £100,000	Re-development of Riverside Studios Site.	Ward(s): Hammersmith Broadway	Consultees: N/A		
Cabinet	18 Jun 2012	Tri-Borough Integration of Health and Social Care Services - Update and Proposals for Next Steps	Cabinet Member for Community Care	Method of consultation: Health and Social Care Stakeholders and Staff	Andrew Webster Tel: 208 753 5001 Andrew.Webster@lbhf.gov.uk	None
	Reason: Affects more than 1 ward	Tri-Borough Integration of Health and Social Care	Ward(s): All Wards	Consultees: Health and Social Care Stakeholders and Staff		

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		Services - Update and Proposals for Next Steps.				
Cabinet	18 Jun 2012 Reason: Affects more than 1 ward	Youth Provision Commissioning Proposals for the commissioning of Youth Provision from 2013-2015	Cabinet Member for Children's Services Ward(s): All Wards	Method of consultation: Youth Projects with young people Lead Member - through lead member briefings Consultees: Residents Stakeholders Officers Cabinet Member	Terry Clark Tel: 020 8578 5642 terry.clark@lbhf.gov.uk	Client Management System Project Reports
Cabinet	23 Jul 2012 Reason: Affects more than 1 ward	Tri-borough ICT strategy 2012-2015 The Vision for Tri-borough ICT - A Tri-borough ICT Strategy for 2012-2015	Leader of the Council Ward(s): All Wards	Method of consultation: All three councils key stakeholders have been consulted Consultees: A key stakeholder list is available for inspection. Some of those consulted were: Management teams, IT strategy boards and all Exec Directors, Directors and Assistant directors and senior managers.	Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	None

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Cabinet	18 Jun 2012	<p>Meals Service Contract</p> <p>To request authority for the outsourcing of the Meals Service to a "cook on route" model. To notify of multi borough tendering arrangements. To request that authority to award the contract be delegated to Cabinet Member for Community Care in conjunction with the Executive Director of Adult Social Care.</p>	Cabinet Member for Community Care	<p>Method of consultation: Hammersmith & Fulham staff employed on this service will have rights under the TUPE Regs. to transfer to the new provider. Human Resources staff will undertake the required consultation and work with the new provider to affect transfer of employment for this group.</p> <p>The current service model will change to "cook on route" but this will not affect the service which will remain the provision of a hot meal within the existing delivery times.</p>	<p>Tim Lothian</p> <p>Tel: 020 8753 5377 tim.lothian@lbhf.gov.uk</p>	TBC
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Staff currently employed on this service.		

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Cabinet	18 Jun 2012	Looked After Children Social Care Report	Cabinet Member for Children's Services	Method of consultation: To follow	Steve Miley Tel: 020 8753 2300 steve.miley@lbhf.gov.uk	To follow
	Reason: Affects more than 1 ward	Looked After Children Social Care report.	Ward(s): All Wards	Consultees: To follow		
Cabinet	18 Jun 2012	Child Protection Social Care Report	Cabinet Member for Children's Services	Method of consultation: To follow	Steve Miley Tel: 020 8753 2300 steve.miley@lbhf.gov.uk	To follow
	Reason: Affects more than 1 ward	Child Protection Social Care report.	Ward(s): All Wards	Consultees: To follow		
Cabinet	18 Jun 2012	Local Safeguarding Children's Board (LSCB) Social Care Report	Cabinet Member for Children's Services	Method of consultation: To follow	Steve Miley Tel: 020 8753 2300 steve.miley@lbhf.gov.uk	To follow
	Reason: Affects more than 1 ward	Local Safeguarding Children's Board (LSCB) Social Care report.	Ward(s): All Wards	Consultees: To follow		
Cabinet	18 Jun 2012	Replacement for Frameworki CHS Report	Cabinet Member for Children's Services	Method of consultation: To follow	Peter Houghton peter.houghton@lbhf.gov.uk	To follow
	Reason: Affects more than 1 ward	Replacement for Frameworki CHS report.	Ward(s): All Wards	Consultees: To follow		
Cabinet	18 Jun 2012	Secure e-mail with external partners	Leader of the Council	Method of consultation: Tri-borough Accommodation Board IT Strategy and	Howell Huws Tel: 020 8753 5025 Howell.Huws@lbhf.gov.uk	None

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		Implementation of an IT solution to allow sensitive data to be sent via outlook over the public internet to external organisations.		Operation Group Tri-borough ICT Programme Board		
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: as above		
Cabinet	3 Sep 2012	Measured Term Contract for Boroughwide Cyclical Planned Maintenance to Council-owned Housing Properties 2012 – 2015 The term contract will include external and communal repairs and redecorations, plus works to communal services installations, to the borough's housing portfolio.	Cabinet Member for Housing	Method of consultation: Two Stage Consultation Process with Residents and Leaseholders	Martin Matthew, Laura Hunter Tel: 020 8753 4243 Martin.Matthew@lbhf.gov.uk, helen.hunter@lbhf.gov.uk	Tender documents; minutes of meetings
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Client		
Cabinet	23 Jul 2012	Economic development Priorities This report sets out the economic development goals as detailed in the draft Economic Development Strategic Priorities 2012-2017 in order to facilitate long term planning, partnership work	Leader of the Council	Method of consultation: The planning process consulted widely across council departments and externally with residents	Kim Dero Tel: 020 8753 4229 kim.dero@lbhf.gov.uk	Economic Development Strategy S106 agreement summaries
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: LBHF Planners Developers		

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		<p>and initiatives aimed at increasing local economic growth.</p> <p>The report seeks endorsement for key background documents; Local Economic Assessment (draft), Procurement Code, Business Investment Code and Job & Employment Code.</p> <p>In addition the report details related expenditure requirements.</p>				
Cabinet	18 Jun 2012	<p>SharePoint Implementation for Localities Service in Children's Services</p> <p>Implement an 'off the shelf' Collaborative Tool, SharePoint, for the Localities Services within Children's Services to introduce collaborative working across 3 multi-disciplinary teams situated across Hammersmith and Fulham, as well as their</p>	Cabinet Member for Children's Services	Method of consultation: In compiling the solution proposal and developing the Sharepoint implementation project for Localities Service, the Director of Family Resource: H&F, the HFBP Partnership, the Assistant Director of Finance and Resources, and the Assistant Director of Procurement and IT strategy were consulted.	Steve Miley Tel: 020 8753 2300 steve.miley@lbhf.gov.uk	<ol style="list-style-type: none"> 1. HFBP Solution Proposal 2. Equality Impact Assessment

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		<p>partner agencies, with the specific aims of:</p> <ol style="list-style-type: none"> 1. Enabling collaborative working within the service. 2. To improve document management and storage. 3. To reduce security risks to client information. 4. Reduce the proliferation of out of date and inaccurate data. 		<p>Westminster Council was also consulted for benchmarking and lessons learned purposes.</p> <p>For the purposes of information governance, the Information Manager within Children's Services was consulted.</p>		
	Reason: Affects more than 1 ward		Ward(s): Hammersmith Broadway	<p>Consultees:</p> <p>Steve Miley, Director of Family Services, H&F Dave McNamara, Director of Finance and Resources Jackie Hudson, Assistant Director Procurement and IT Strategy Howell Hughs, Head of Technology Ian Thompson, HFBP Project Manager Deane Greenouff, HFBP Partnership Manager Westminster contact: Egal Segal</p>		

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July - provisional date						
Cabinet	23 Jul 2012	<p>Proposal for the introduction of graduated parking suspension charges boroughwide</p> <p>Residents often complain about the number of suspensions of parking suspensions, especially long-term suspensions, as it reduces the available parking spaces, thereby increasing parking stress, and arguably adding to congestion and pollution. As a result, officers propose introducing a graduated structure for suspensions fees to the following:</p> <ul style="list-style-type: none"> • £40 per space per day for suspensions lasting between one and five days; • £60 per space per day for suspensions lasting between six and 42 days; • £80 per space per day for suspensions lasting for 43 days or more. 	Deputy Leader (+Environment and Asset Management)	Method of consultation: All affected stakeholder will be notified rather than consulted of the changes. There is no statutory requirement to consult on these changes.	Naveed Ahmed Tel: 020 8753 1418 Naveed.Ahmed@lbhf.gov.uk	ECM briefing note April 2012
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Residents, businesses, utilities companies, ward councillors		

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Cabinet	23 Jul 2012	<p>Tri-Borough Corporate Services Programme: Funding request for "Develop" phase</p> <p>Request for funding for resources required to deliver the "Develop" phase of the Tri-Borough Corporate Services programme.</p>	Leader of the Council	<p>Method of consultation: Planning with Business Leads for Corporate Services functions across Tri-Borough. Internal customers via customer focus groups as part of the Tri-Borough Corporate Services programme. Tri-Borough Corporate Services Members' Steering Group. Tri-Borough Corporate Services Programme Board LBHF Business Board.</p>	<p>Jane West</p> <p>Tel: 0208 753 1900 jane.west@lbhf.gov.uk</p>	<p>Cabinet Member Decision paper (March 2012) Extension to contract of Programme Manager and Business Change Lead for Tri-Borough Corporate Services programme. Cabinet paper (20th June 2011) Tri-Borough implementation plans.</p>
	Reason: Affects more than 1 ward		Ward(s): All Wards	<p>Consultees: Corporate Services Business Leads across Tri-Borough Tri-Borough Corporate Services Members' Steering Group. Senior management customers of Corporate Services via customer engagement focus groups. Tri-Borough Corporate Service Programme Board (Jane West, Barbara Moorhouse,</p>		

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				Nigel Pallace, Nicholas Holgate, Mike More) LBHF Business Board.		
September - provisional date						
Cabinet	3 Sep 2012	SmartWorking Stage D : Paperless Office Business Case	Leader of the Council	Method of consultation: Internal Consultation Process	Steve McPherson, John Collins Tel: 0208 753 4088, Tel: 020 8753 Steve.McPherson@lbhf.gov.uk, john.collins@lbhf.gov.uk	SmartWorking Outline Business Case
	Reason: Expenditure more than £100,000	A detailed Business Case for SmartWorking Stage D : Phase B "Paperless Office"	Ward(s): All Wards	Consultees: SmartWorking Programme Board		
October - provisional date						
Cabinet	15 Oct 2012	Travel Assistance Policies Travel Assistance Policy – Special education needs (SEN)	Cabinet Member for Children's Services	Method of consultation: All parents, pupils and staff at Special schools have been consulted about the SEN Travel Assistance Policy.	Pat Matheson, Faye Munro Tel: 020 8753 3789, Tel: 020 8753 1604 Pat.Matheson@lbhf.gov.uk, fye.munro@lbhf.gov.uk	SEN Travel Assistance Policy
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: All staff and parent/carers and pupils attending special schools and units have been consulted.		

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Cabinet	15 Oct 2012 Reason: Affects more than 1 ward	<p>Building a Housing Ladder of Opportunity</p> <p>Seeks adoption as housing policy following public consultation for four housing documents: housing strategy; housing allocation scheme; tenancy strategy; and homelessness strategy</p>	<p>Cabinet Member for Housing</p> <p>Ward(s): All Wards</p>	<p>Method of consultation: Presentations to interested parties described below in 'consultees'; (e) mailshots; local press; radio; social media; focus groups; etc.</p> <p>Consultees: The Draft Housing Strategy will require a wider consultation process with three core audiences:</p> <ul style="list-style-type: none"> • Borough residents, including tenants and leaseholders of the Council; tenants, leaseholders and shared owners of Registered Providers (i.e., housing associations); and residents of other tenures in the borough • Council staff both within the Housing and Regeneration Directorate and wider staff membership, particularly staff responsible children and the elderly agendas 	<p>Mike England</p> <p>Tel: 020 8753 5344 mike.England@lbhf.gov.uk</p>	N/A

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				<p>as well as staff responsible for vulnerable adults such as people with dependency issues, victims of domestic violence</p> <ul style="list-style-type: none"> • Key agencies responsible for approving and/or delivering the Housing Strategy document, e.g., Mayor of London (who will need to ensure that the local strategy is in broad compliance with his own regional document); private and affordable housing developers; private landlords; providers of supported housing services; voluntary sector agencies; local advisory agencies. 		