

## **FORWARD PLAN OF KEY DECISIONS**

*Proposed to be made in the period July 2012 to October 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 July 2012 to October 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](mailto: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](http://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 2012/13**

<b>Leader (+ Regeneration, Asset Management and IT):</b>	<b>Councillor Nicholas Botterill</b>
<b>Deputy Leader (+ Residents Services):</b>	<b>Councillor Greg Smith</b>
<b>Cabinet Member for Children's Services:</b>	<b>Councillor Helen Binmore</b>
<b>Cabinet member for Communications:</b>	<b>Councillor Mark Loveday</b>
<b>Cabinet Member for Community Care:</b>	<b>Councillor Marcus Ginn</b>
<b>Cabinet Member for Housing:</b>	<b>Councillor Andrew Johnson</b>
<b>Cabinet Member for Transport and Technical Services:</b>	<b>Councillor Victoria Brocklebank-Fowler</b>

## LIST OF KEY DECISIONS PROPOSED JULY 2012 TO OCTOBER 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
<b>July</b>						
Cabinet	23 Jul 2012	<p><b>Outsourcing of the provision of a Meals Service for vulnerable adults</b></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 &amp; 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</p>	<p>Tim Lothian</p> <p>Tel: 020 8753 5377 tim.lothian@lbhf.gov.uk</p>	TBC

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				within the existing delivery times.		
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: Staff currently employed on this service.		
Cabinet	23 Jul 2012	<b>Youth Provision Commissioning</b>  Proposals for the commissioning of Youth Provision from 2013-2015	Cabinet Member for Children's Services	Method of consultation: Youth Projects with young people Lead Member - through lead member briefings	Terry Clark  Tel: 020 8578 5642 terry.clark@lbhf.gov.uk	Client Management System Project Reports
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: Residents Stakeholders Officers Cabinet Member		
Cabinet	23 Jul 2012	<b>Proposal for the introduction of graduated parking suspension charges boroughwide</b>  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	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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		<p>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"> <li>• £40 per space per day for suspensions lasting between one and five days;</li> <li>• £60 per space per day for suspensions lasting between six and 42 days;</li> <li>• £80 per space per day for suspensions lasting for 43 days or more.</li> </ul>				
Cabinet	23 Jul 2012	<p><b>Tri-Borough Corporate Services Programme: Funding request for "Develop" phase</b></p> <p>Request for funding for resources required to deliver the "Develop" phase of the Tri-Borough Corporate Services programme.</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p>	<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  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>

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	Reason: Affects more than 1 ward		Ward(s): All Wards	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, Nigel Pallace, Nicholas Holgate, Mike More) LBHF Business Board.		
Cabinet	23 Jul 2012	<p><b>Procurement of the provision of an out of hospital stroke support service for London Borough of Hammersmith &amp; Fulham and Royal Borough of Kensington and Chelsea and a stroke support and information service for London Borough of Hammersmith &amp; Fulham</b></p> <p>To request that authority to</p>	Cabinet Member for Community Care	Method of consultation: Commissioning staff employed in the Tri Borough Commissioning Hub and the Inner North West London PCT have undertaken research which has demonstrated the need for and value of Early Supported Discharge (ESD) services for people who have suffered strokes and their family members.	Tim Lothian  Tel: 020 8753 5377 tim.lothian@lbhf.gov.uk	Please contact Peter McDonnell, Tri Borough Commissioning Hub, on 020 7361 2715 or Paula Arnell, Inner North West London PCT, on 020 3350 4361.

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	Reason: Expenditure more than £100,000	award the contract be delegated to Cabinet Member for Community Care in conjunction with the Executive Director of Adult Social Care.  This service will be accessed by the residents of LB Hammersmith & Fulham and the RB Kensington & Chelsea.  Hammersmith & Fulham are the lead procurement and contracting authority.	Ward(s): All Wards	Consultees: Health professionals and commissioners at partner agencies.		
Cabinet	23 Jul 2012  Reason: Expenditure more than £100,000	<b>Asset Disposals 2012/2013</b>  This report sets out the properties for which authority is sought for disposal as part of the Asset Disposal Programme for 2012/2013	Deputy Leader (+Environment and Asset Management), Cabinet Member for Children's Services, Cabinet Member for Housing  Ward(s): Hammersmith Broadway; Sands End; Town	Method of consultation: N/A  Consultees: N/A	Miles Hooton, Manjit Gahir  Tel: 020 8753 2835, Tel: 020 8753 4886 Miles.Hooton@lbhf.gov.uk, Manjit.Gahir@lbhf.gov.uk	Property Files
Cabinet	23 Jul 2012	<b>Earl's Court Regeneration Project</b>  The Council has been exploring the benefits of	Leader of the Council (+Regeneration, Asset Management and IT)	Method of consultation: The Council has been talking to residents of the West Kensington and Gibbs Green estates for over three years. A	Stephen Kirrage  Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	18th July 2011 Cabinet Report - Earl's Court Redevelopment 23rd April 2012

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	Reason: Significant in 1 ward	including the West Kensington and Gibbs Green estates within the proposed comprehensive redevelopment of Earl's Court and Lillie Bridge depot.	Ward(s): North End	formal 9 week consultation took place between January and March 2012.  Consultees: - Residents of the West Kensington and Gibbs Green Estates. - Local resident and amenity groups. - Residents and local businesses in the Fulham area		Cabinet Report- Earls Court Statutory and Wider Consultation.
Cabinet	23 Jul 2012  Reason: Affects more than 1 ward	<b>Troubled Families</b>  In December 2011, the Government launched its programme to turn around the lives of the country's 120,000 most troubled families: those experiencing multiple problems and disadvantages such as unemployment, truancy and causing problems such as crime and anti-social behaviour at an annual estimated cost of £9 billion. The Government has estimated that there are 1720 troubled families in the Tri-borough at an estimated annual cost to the taxpayer of	Cabinet Member for Children's Services  Ward(s): All Wards	Method of consultation: Consulted Internal/External Officers  Consultees: Various Internal & External Officers	Andrew Christie  andrew.christie@lbhf.gov.uk	Various Documents as mentioned at end of the report DWP, 2005, Understanding workless people and communities Social Exclusion Unit 2008 - Think Family



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		<p>£150 million.</p> <p>The programme will run for three years funded by a combination of attachment fees and on a “payments by results” basis to incentivise local authorities and other partners to prioritise this work.</p> <p>This report updates Members on:</p> <ul style="list-style-type: none"> <li>•the work which has been undertaken in identifying the 1720 troubled families in the tri- borough according to the Government’s criteria;</li> <li>•the work undertaken within services and partners on developing a proposal for implementing the Troubled Families Programme within Tri-Borough</li> <li>•the proposal for delivering the programme across the Tri-borough.</li> </ul>				
<b>September</b>						
Cabinet	3 Sep 2012	<b>Riverside Studios, Crisp Road, London, W6</b>	Deputy Leader (+Environment and Asset Management)	Method of consultation: N/A	Miles Hooton  Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	

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	Reason: Expenditure more than £100,000	Re-development of Riverside Studios Site.	Ward(s): Hammersmith Broadway	Consultees: N/A		
Cabinet	3 Sep 2012	<b>Looked After Children Social Care Report</b>	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	3 Sep 2012	<b>Child Protection Social Care Report</b>	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	3 Sep 2012	<b>Local Safeguarding Children's Board (LSCB) Social Care Report</b>	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	3 Sep 2012	<b>Learning Disability Social Enterprise</b>	Cabinet Member for Community Care	Method of consultation: Parents and Carers of People with Learning Disabilities have been involved in the development of the	Christine Baker  Tel: 020 8753 1447 Christine.Baker@lbhf.gov.uk	Business Case

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	Reason: Affects more than 1 ward	Services are currently in house provided services for People with Learning Disabilities. Staff, managers, parents and carers have been working together to develop a business case for a social enterprise company. A shadow board has been set up to plan the launch of the new social enterprise charity "Linking Hands" (working title). The governance involves H & F managers, staff, business people, parents and carers.	Ward(s): All Wards	Business Plan and are represented on the Shadow Board of the Social Enterprise. Service users are being involved in the branding process and in the design of a logo.  Consultees: Parents and carers, staff, Learning Disability Team.		
Cabinet	3 Sep 2012  Reason: Affects more than 1 ward	<b>Economic development Priorities</b>  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 and initiatives aimed at increasing local economic growth.  The report seeks endorsement for key background documents;	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards	Method of consultation: The planning process consulted widely across council departments and externally with residents  Consultees: LBHF Planners Developers	Kim Dero  Tel: 020 8753 4229 kim.dero@lbhf.gov.uk	Economic Development Strategy S106 agreement summaries

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		<p>Local Economic Assessment (draft), Procurement Code, Business Investment Code and Job &amp; Employment Code.</p> <p>In addition the report details related expenditure requirements.</p>				
Cabinet	3 Sep 2012	<p><b>Hammersmith Town Hall - Smart Accommodation Programme - Phase 1</b></p> <p>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.</p>	<p>Deputy Leader (+Environment and Asset Management)</p> <p>Ward(s): Hammersmith Broadway</p>	<p>Method of consultation: Client Meetings</p> <p>Consultees: N/A</p>	<p>Velma Chapman, Mike Cosgrave</p> <p>Tel: 020 8753 4807, Tel: 020 8753 4849  velma.chapman@lbhf.gov.uk, mike.cosgrave@lbhf.gov.uk</p>	
Cabinet	3 Sep 2012	<p><b>Tri-borough ICT strategy 2012-2015</b></p> <p>The Vision for Tri-borough ICT - A Tri-borough ICT Strategy for 2012-2015</p>	<p>Leader of the Council (+Regeneration, Asset Management and IT)</p> <p>Ward(s): All Wards</p>	<p>Method of consultation: All three councils key stakeholders have been consulted</p> <p>Consultees: A key stakeholder list is available for inspection. Some of those consulted were: Management</p>	<p>Jackie Hudson</p> <p>Tel: 020 8753 2946  Jackie.Hudson@lbhf.gov.uk</p>	None
	Reason: Expenditure more than £100,000					
	Reason: Affects more than 1 ward					

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				teams, IT strategy boards and all Exec Directors, Directors and Assistant directors and senior managers.		
Cabinet	3 Sep 2012	<b>Shepherds Bush Market - Land Assembly</b>  Report setting out progress to date on land assembly to facilitate regeneration of the market and next steps.	Leader of the Council (+Regeneration, Asset Management and IT)	Method of consultation: There has been extensive statutory consultation as part of the planning process with traders, business and local residents	Matin Miah  Tel: 0208753 3480 matin.miah@lbhf.gov.uk	- Shepherds Bush Market regeneration - Cabinet report October 2010 - Shepherds Bush Market regeneration planning application - Feb 2012 - Shepherds Bush Market SPD - Full Council report October 2010
	Reason: Significant in 1 ward		Ward(s): Shepherds Bush Green	Consultees: Residents, businesses, traders		
Cabinet	3 Sep 2012	<b>Treasury Outturn Report</b>	Leader of the Council (+Regeneration, Asset Management and IT)	Method of consultation: Councillors	Rosie Watson  Tel: 020 8753 2563 Rosie.Watson@lbhf.gov.uk	CIPFA Treasury Management Code of Practice Loans and Investment Ledger
Full Council	24 Oct 2012	This report provides information on the Council's debt, borrowing and investment activity for the financial year ending 31st March 2012	Ward(s): All Wards	Consultees: Audit and Pensions Committee		
	Reason: Expenditure more than £100,000					
Cabinet	3 Sep 2012	<b>Measured Term Contract for Boroughwide Cyclical Planned Maintenance to Council-owned Housing</b>	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,	Tender documents; minutes of meetings

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	Reason: Affects more than 1 ward	<b>Properties 2012 – 2015</b>  The term contract will include external and communal repairs and redecorations, plus works to communal services installations, to the borough's housing portfolio.	Ward(s): All Wards	Consultees: Client	helen.hunter@lbhf.gov.uk	
Cabinet	3 Sep 2012	<b>SmartWorking Stage D : Paperless Office Business Case</b>  A detailed Business Case for SmartWorking Stage D : Phase B "Paperless Office"	Leader of the Council (+Regeneration, Asset Management and IT)	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		Ward(s): All Wards	Consultees: SmartWorking Programme Board		
Cabinet	3 Sep 2012	<b>Elevator Monitoring Unit Installation - Various Sites</b>  The works consist of the supply and installation of elevator Monitoring Units and Auto Diallers to be fitted to each lift in providing automatic reporting of lift breakdowns and two communication between each lift car and operators at a manned call centre in dealing with lift entrapment.	Cabinet Member for Housing	Method of consultation: Meetings with Client & Residents	Velma Chapman  Tel: 020 8753 4807 velma.chapman@lbhf.gov.uk	
	Reason: Expenditure more than £100,000		Ward(s): All Wards	Consultees: N/A		

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Cabinet	3 Sep 2012	<b>Approval to procure WiFi service</b>  To procure WiFi on lampposts around the borough at key points.	Deputy Leader (+ Residents Services)	Method of consultation: consultation with other boroughs	Sharon Bayliss  Tel: 020 8753 1636 sharon.bayliss@lbhf.gov.uk	
	Reason: Affects more than 1 ward		Ward(s): All Wards	Consultees: none		
Cabinet	3 Sep 2012	<b>Earl's Court Regeneration Project</b>  The further report will outline progress to date on the discussions on the key issues around the Earls Court Regeneration project.	Leader of the Council (+Regeneration, Asset Management and IT)	Method of consultation: The Council has been talking to residents of the West Kensington and Gibbs Green estates for over three years. A formal 9 week consultation took place between January and March 2012.	Stephen Kirrage  Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	18th July 2011 Cabinet Report - Earl's Court Redevelopment 23rd April 2012 Cabinet Report- Earls Court Statutory and Wider Consultation.
	Reason: Significant in 1 ward		Ward(s): North End	Consultees: - Residents of the West Kensington and Gibbs Green Estates. - Local resident and amenity groups. - Residents and local businesses in the Fulham area		

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<b>October</b>						
Cabinet	15 Oct 2012  Reason: Expenditure more than £100,000	<b>Reprocurement of frameworki Social Care IT system</b>  Confirmation of reprocurement of Frameworki social care system (or equivalent social care system) is requested for both Adult Social Care and Children's Services from January 2013.	Cabinet Member for Community Care, Cabinet Member for Children's Services  Ward(s): All Wards	Method of consultation: To follow  Consultees: To follow	Mark Hill  mark.hill2@lbhf.gov.uk	To follow
Cabinet	15 Oct 2012  Reason: Affects more than 1 ward	<b>Travel Assistance Policies</b>  Travel Assistance Policy – Special education needs (SEN)	Cabinet Member for Children's Services  Ward(s): All Wards	Method of consultation: All parents, pupils and staff at Special schools have been consulted about the SEN Travel Assistance Policy.  Consultees: All staff and parent/carers and pupils attending special schools and units have been consulted.	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
Cabinet	15 Oct 2012	<b>Building a Housing Ladder of Opportunity</b>  Seeks adoption as housing policy following public	Cabinet Member for Housing	Method of consultation: Presentations to interested parties described below in 'consultees'; (e) mailshots; local press;	Mike England  Tel: 020 8753 5344 mike.england@lbhf.gov.uk	N/A



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	Reason: Affects more than 1 ward	consultation for four housing documents: housing strategy; housing allocation scheme; tenancy strategy; and homelessness strategy	Ward(s): All Wards	<p>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"> <li>• 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</li> <li>• Council staff both within the Housing and Regeneration Directorate and wider staff membership, particularly staff responsible children and the elderly agendas as well as staff responsible for vulnerable adults such as people with dependency issues, victims of domestic violence</li> </ul>		

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				<ul style="list-style-type: none"> <li>• 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.</li> </ul>		