

### NOTICE OF CONSIDERATION OF A KEY DECISION

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of Key Decisions which it intends to consider at its next meeting and at future meetings. The list may change between the date of publication of this list and the date of future Cabinet meetings.

# NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

The Cabinet also hereby gives notice in accordance with paragraph 5 of the above Regulations that it intends to meet in private after its public meeting to consider Key Decisions which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to key decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail Katia Richardson on <a href="mailto:katia.richardson@lbhf.gov.uk">katia.richardson@lbhf.gov.uk</a>. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

## KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 23 JUNE 2014 AND AT FUTURE CABINET MEETINGS UNTIL SEPTEMBER 2014

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting and future meetings. The list may change over the next few weeks. A further notice will be published no less than 5 working days before the date of the Cabinet meeting showing the final list of Key Decisions to be considered at that meeting.

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

- Any expenditure or savings which are significant (ie. in excess of £100,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising 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 Key Decisions List will be updated and published on the Council's website on a monthly basis.

NB: Key Decisions will generally be taken by the Executive at the Cabinet.

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

#### Access to Cabinet reports and other relevant documents

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website (<a href="www.lbhf.org.uk">www.lbhf.org.uk</a>) a minimum of 5 working days before the meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

#### **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 list by contacting the officer shown in column 4. 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) will be shown in the Cabinet agenda.

#### LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2013/14

Leader (+ Regeneration, Asset Management and IT):

Deputy Leader (+ Residents Services):

Cabinet Member for Children's Services:

Cabinet member for Communications:

Cabinet Member for Community Care:

Cabinet Member for Housing:

Councillor Nicholas Botterill

Councillor Greg Smith

Councillor Helen Binmore

Councillor Mark Loveday

Councillor Marcus Ginn

Councillor Andrew Johnson

Cabinet Member for Transport and Technical Services: Councillor Victoria Brocklebank-Fowler

Cabinet Member for Education: Councillor Georgie Cooney

Key Decisions List No. 20 (published 22 May 2014)

# KEY DECISIONS LIST - CABINET ON 23 JUNE 2014 The list also includes decisions proposed to be made by future Cabinet meetings

Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).

\* 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 (Cabinet or Council)	Date of Decision- Making Meeting and Reason	Proposed Key Decision  Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)			
June (date to	June (date to be confirmed)						
Cabinet, Leader of the Council (+Regenera	23 Jun 2014	84 - 90 Fulham High Street. Lifting of restrictive covenant  To remove a restrictive covenant for 28 affordable houses which	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of			
tion, Asset Manageme nt and IT)	Reason: Expenditure more than £100,000	benefits the Council in lieu of a financial payment of £1.8m by the landowner/ developer to implement to current consent.	Ward(s): Palace Riverside  Contact officer: Maureen McDonald-	the meeting and will include details of any supporting documentation and / or			
		PART OPEN  PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Maureen.mcdonald-khan@lbhf.gov.uk	background papers to be considered.			
Cabinet, Leader of the Council (+Regenera tion, Asset	23 Jun 2014	Adult Learning & Skills Service - Provision of specialist IT services  This report seeks approval for	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of			
Manageme nt and IT)	Reason: Affects 2 or more wards	expenditure related to the provision of specialist Management Information Services (MIS) for the Council's adult learning service (Adult Learning & Skills Service; ALSS). The Tribal Group Ltd is a specialist education	Ward(s): All Wards  Contact officer: Kim Dero Tel: 020 8753 6320 kim.dero@lbhf.gov.uk	the meeting and will include details of any supporting documentation and / or background papers to be			

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		information software and services business supplier and has been satisfactorily delivering the MIS since 2007.		considered.
		The MIS enables ALSS to track individual learners' progress, accreditation and qualifications as well as submit funding claims to the Skills Funding Agency (SFA), a division of the Department for Business Innovation & Skills. The SFA grant to the Council's adult learning & skills service annually exceeds £2.8m. Accurate monitoring and accountancy is a compulsory requirement for performance management, continued funding and adherence to Ofsted standards.		
		The Tribal Ltd MIS contract is currently valued at £75,924 pa.		
		PART OPEN		
		PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	23 Jun 2014	Street Lighting Policy Programme Seeking approval for the 2014/15	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days
	Reason: Expenditure more than £100,000	planned capital street light column replacement programme, and maintenance work on highway assets	Ward(s): All Wards  Contact officer: Ian Hawthorn Tel: 020 8753 3058 ian.hawthorn@lbhf.gov.uk	before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	Reason: Expenditure more than £100,000	Managed Services – Property Asset Database (Lot 3)  Seeking approval to a Property Asset Data Register.  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Maureen McDonald-Khan maureen.mcdonald-khan@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Property Asset Data Management - Proposed Call- Off  Seeking approval to a proposed call-off contract.  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Maureen McDonald-Khan  maureen.mcdonald-khan@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	23 Jun 2014  Reason: Affects 2 or more wards	Housing Asbestos Surveys  Re-tender of contract for Housing Asbestos Surveys, Sampling & Monitoring.	Cabinet Member for Housing Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and

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		PART OPEN  PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Proposed Outsourcing of Commercial Property Management Function  Lot 1 of New Property Contract.  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Miles Hooton Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be
		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		considered.
Cabinet	23 Jun 2014	Approval to sell 50 Commonwealth Avenue as it is surplus to requirements and is not suitable	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of
	Reason: Expenditure more than £100,000	for letting as substantial repairs are required.  PART OPEN	Ward(s): Wormholt and White City	the meeting and will include details of any supporting documentation
		PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the	Contact officer: Marcus Perry Tel: 020 8753 6697 Marcus.Perry@lbhf.gov.uk	and / or background papers to be considered.

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		financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	Reason: Affects 2 or more wards	Royal Mail UK: supplier of Tri-Borough Lot 1 (outgoing mail)  To approve the appointment of Royal Mail UK to supply the service of providing outgoing mail to the London Borough of Hammersmith and Fulham, the Royal Borough of Kensington and Chelsea and Westminster City Council  PART OPEN  PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Sue Seal Tel: 020 7361 3211 sue.seal@rbkc.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Request for Invest to Save Resources: Housing Options, Skills and Economic Development: Housing and Regeneration Department.  This report seeks approval for the investment of £425k to help deliver General Fund MTFS savings within the Housing Options, Skills and Economic Development Division of HRD over the period 2015/16 to 2018/19.	Cabinet Member for Housing  Ward(s): All Wards  Contact officer: Teresa Itabor  Teresa.ltabor@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	23 Jun 2014	Draft Hammersmith and Fulham Local Plan – Approval of consultation document	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days
	Reason: Affects 2 or more wards	The Core Strategy and Development Management Local Plan are being revised in order to	Ward(s): All Wards	before the date of the meeting and will include details
		include new policies for the part of the Old Oak area that is within H&F. The opportunity is being taken to combine the 2 separate documents into one document but many existing policies remain largely unchanged.	Contact officer: Pat Cox Tel: 020 8753 5773 pat.cox@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	23 Jun 2014	Community Infrastructure Levy (CIL) Draft Charging Schedule (DCS) consultation	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days
	Reason: Affects 2 or	CIL is a tool to help fund infrastructure to support	Ward(s): All Wards	before the date of the meeting and
	more wards	development and will be charged on most new development schemes that create net additional floorspace, subject to a number of exemptions and reliefs. Once established, CIL will run alongside Section 106 agreements (S106s) which will continue to operate where it is necessary to make developments acceptable.	Contact officer: Rob Kryszowski rob.kryszowski@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
		The CIL DCS consultation is the 2nd stage of public consultation in the process that will lead to the introduction of CIL charges. The 1st public consultation stage took place in September 2012.  Consultation is proposed for 9 weeks from July to September 2014.		
July (date to	be confirmed)			
Cabinet	21 Jul 2014	Economic Development priorities	Leader of the Council	A detailed report for this item will be
		This report seeks Members' approval for future economic	(+Regeneration, Asset Management and IT)	available at least five working days before the date of
	Reason:	development priorities which	Ward(s):	the meeting and
	Expenditure more than	respond to the borough's longer term economic growth and	All Wards	will include details of any supporting

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	£100,000	regeneration vision and makes recommendations on use of Section 106 funds to achieve key outcomes.	Contact officer: Kim Dero Tel: 020 8753 6320 kim.dero@lbhf.gov.uk	documentation and / or background papers to be considered.
Cabinet	21 Jul 2014	Future of Coverdale Road Residential Care Home	Cabinet Member for Community Care	A detailed report for this item will be available at least
	Reason: Expenditure more than £100,000	The report will make recommendations and share outcomes regarding the consultation on the future of Coverdale Road - which is an H&F run residential care home for people with learning disabilities in Shepherds Bush.  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act	Ward(s): All Wards  Contact officer: Christine Baker Tel: 020 8753 1447 Christine.Baker@lbhf.gov.uk	five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
		1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	21 Jul 2014	ASC Information and Signposting Website - People First	Cabinet Member for Community Care	A detailed report for this item will be available at least
	Reason: Expenditure more than £100,000	Discussions and decision around rolling out the People First ASC information and signposting website to LBHF. Currently operational in RBKC and WCC.  PART OPEN	Ward(s): All Wards  Contact officer: Mark Hill mark.hill2@lbhf.gov.uk	five working days before the date of the meeting and will include details of any supporting documentation and / or background
		PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information)		papers to be considered.

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		under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	21 Jul 2014  Reason: Affects 2 or more wards	Commissioning Strategy - Careers Information Advice and Guidance for young people with learning difficulties & disabilities and Tracking & Surveys  These services will support the delivery of Statutory Responsibilities to:-  Monitor and track all young people 16 – 19, as detailed in Section 68 of the Education and Skills Act 2008; and  Assess children and young people, who are eligible for an Education, Health and Care plan (by providing the specialist knowledge of post 16 options) The Children and Families Act 2014.	Cabinet Member for Children's Services  Ward(s): All Wards  Contact officer: Tony Young Tel: 0207 361 2035 tony.young@rbkc.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	3rd Sector Investment Fund allocation report  This report seeks Cabinet agreement for allocation of the LBHF 3rd Sector Investment Fund. Officers recommend funding across 8 service areas, for funding terms between 17 and 41 months.	Cabinet Member for Community Care  Ward(s): All Wards  Contact officer: Sue Spiller Tel: 020 8753 2483 sue.spiller@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	21 Jul 2014  Reason: Expenditure more than	Co-location of TTS and ELRS Bi-Borough Services  Approval of funds to co-locate Transport and Techinal Service (TTS) and Environment, Leisure and Residents Service (ELRS) services across Pembroke Road	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting

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	£100,000	and Hammersmith Town Hall Extension.  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@lbhf.gov.uk	documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Transfer of 5 properties from Environment, Leisure and Residents' Services (ELRS) to Housing (HRA)  Approval is sought to transfer the properties from ELRS to Housing, and thus requiring appropriation from General Fund (GF) to the Housing Revenue Account (HRA).  PART OPEN  PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Deputy Leader (+ Residents Services), Cabinet Member for Housing  Ward(s): Palace Riverside; Ravenscourt Park; Sands End  Contact officer: Manjit Gahir Tel: 020 8753 4886 Manjit.Gahir@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	21 Jul 2014  Reason: Expenditure	Tri-borough Corporate Services Review Report  This report describes the recommendation and business case to establish a Tri-borough	Deputy Leader (+ Residents Services)  Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and

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	more than £100,000	Corporate Service including an Executive Director re-organisation, Tri-borough ICT, Tri-borough Procurement, Tri-borough Legal, Tri-borough Revenues & Benefits and Bi-borough Customer Services function.	Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
September (	date to be conf	irmed)		
Cabinet	Reason: Expenditure more than £100,000	Change ICT service desk supplier and provision  At the end of the HFBP service contract the Council will need to transition all ICT services to other suppliers. By changing the service desk earlier than contract expiry, H&F will be able to reduce the effort, costs and risk and align to the one team Tri-borough. This paper recommends an early transition from the current service desk provider to the new service desk provider by calling off the Tri-borough framework contract which has the benefit of providing a consistent user experience for staff.  PART OPEN  PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
		outweighs the public interest in disclosing the information.		
Cabinet	1 Sep 2014	Tri-borough procurement of key IT services  This report seeks approval by	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of

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	Reason: Expenditure more than £100,000	Cabinet for the funding of a contribution to the cost of undertaking the procurement of key Tri-borough IT services, in line with the Tri-borough ICT strategy. This will lead ultimately to cost reductions within IT across the three boroughs and also act as a key enabler for Tri-borough services to make their savings.	Ward(s): All Wards  Contact officer: Jackie Hudson Tel: 020 8753 2946 Jackie.Hudson@lbhf.gov.uk	the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	1 Sep 2014	Youth Services 2015-2018 - contract extension and Commissioning Strategy	Cabinet Member for Children's Services	A detailed report for this item will be available at least
	Reason: Expenditure more than £100,000	A report seeking approval to extend existing youth service contracts until 30 September 2015 and the Commissioning strategy for Youth Services 2015-2018.  PART OPEN  PART PRIVATE  Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Ward(s): All Wards  Contact officer: Lucy Pite  Lucy.Pite@lvhf.gog.uk	five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Corporate Revenue Monitor 2014/15 month 2  Forecast Revenue Outturn position at end of month two. Requests for budget virements.	Leader of the Council (+Regeneration, Asset Management and IT)  Ward(s): All Wards  Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.