

## **FORWARD PLAN OF KEY DECISIONS**

*Proposed to be made in the period November 2011 to February 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 November 2011 to February 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 2010/11**

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

*Forward Plan No 114 (published 14 October 2011)*

## LIST OF KEY DECISIONS PROPOSED NOVEMBER 2011 TO FEBRUARY 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
<b>November</b>			
Cabinet	7 Nov 2011	<p><b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 Month 5</b></p> <p>Report seeks approval to changes to the Capital Programme and Revenue Budget.</p>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<p><b>Use of 2011/12 HFBP profit share to fund e-services in 2011-12</b></p> <p>This report requests approval to use the HFBP profit share to pursue further e-services as part of a wider self serve strategy.</p>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<p><b>Planned preventative maintenance and breakdown repairs of mechanical plant in specialist non-housing properties; planned preventative maintenance for mechanical systems (including air conditioning) 2011-2015</b></p> <p>Tender Acceptance to appoint contractor to carry out servicing of mechanical plant, day-to-day repairs, inspection and planned maintenance repairs to Non-Housing Properties.</p>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards

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Cabinet	7 Nov 2011	<b>Approval of delegated award of Sex and Relationship and Substance Misuse Education Contract</b>  To agree delegation of contract award to Cabinet Member.	Cabinet Member for Children's Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<b>Earl's Court Redevelopment Project</b>  The Council has been exploring the benefits of including the West Kensington and Gibbs Green estates within the proposed comprehensive redevelopment of Earl's Court and Lillie Bridge depot.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): North End
Cabinet	7 Nov 2011	<b>Social Housing Fraud</b>  Paper to outline the strategy to ensure social housing properties are used for those in need and to identify where this funding fits into that strategy, asking for approval for the funds.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<b>Nos 5 and 17-31 Carnwath Road, London, SW6</b>  Sale of Council's Freehold Interest in Collaboration with Current Tenants.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Sands End
Cabinet	7 Nov 2011	<b>Health and safety Audit Programme for Housing and Regeneration.</b>  This paper outlines the proposed independent health and safety audit programme for the Housing and Regeneration Department, focusing on the main property related legislative requirements with respect to gas, fire, legionella and asbestos safety.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards

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Cabinet	7 Nov 2011	<b>Statutory Compliance Audit</b>  Contract for undertaking a four year programme of auditing for compliance of the Departments arrangements for Gas Safety, Fire Safety, Asbestos Management and Legionella Management.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<b>Funding Request for Tri-Borough Additional Costs</b>  This report requests funding for the H&F share of the necessary additional staff costs, identified to date, that are being incurred in order to secure the delivery of the Tri-Borough proposals and associated benefits which include £11 savings for H&F by 15/16.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	7 Nov 2011	<b>Outcome of Consultation on the Housing Estate Investment Plan</b>  This report notes the outcome of the consultation exercise on the Housing Estate Investment Plan.	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	7 Nov 2011	<b>Custody Pathfinder</b>  Two year project with Westminster, Kensington and Chelsea and Ealing to cut the costs of youth custody in advance of financial responsibility being transferred to local authorities.	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
<b>December</b>			
Cabinet	5 Dec 2011	<b>The Archives Service Review</b>  This report will outline the current position and recommend options for the future delivery of the Council's archives service.	Cabinet Member for Residents Services
	Reason: Affects more than 1 ward		Ward(s): All Wards

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Cabinet	5 Dec 2011	<b>Highways Planned Maintenance Programme 2012/13</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	The purpose of the report is to seek approval for the projects listed within the Carriageway and Footway Planned Maintenance programme and to establish a degree of flexibility in the management of the budgets and programme during the year.	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Shepherds Bush Common Improvement Project</b>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	Approval to appoint works contractors to undertake restoration works on Shepherds Bush Common.	Ward(s): Shepherds Bush Green
Cabinet	5 Dec 2011	<b>Parking Projects Programme 2011/12</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	This report outlines the key parking priorities of the Council and presents a parking projects programme for 2011/12.	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Travel Assistance Policies</b>	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Travel Assistance Policy – Special education needs (SEN)	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Serco Contract Review</b>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	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.	Ward(s): All Wards

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Cabinet	5 Dec 2011	<p><b>Corporate Network Strategy</b></p> <p>Significant parts of the existing corporate data network have been in service for over nine years and critical components have reached the end of their life. From June 2013, a number of products become unserviceable and will need to be replaced. Other elements of the corporate network need work to make them suitable for tri-borough working or to provide business continuity.</p>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	5 Dec 2011	<p><b>Update on Libraries Strategy: Barons Court Community Library</b></p> <p>On 10th January 2011 Cabinet agreed to end the Council-run service at Barons Court Library from 31st March 2011 and to transfer the library provision to a community-run service. Due to timing issues, on 18th April 2011 Cabinet agreed to additional one-off funding. This was to ensure a continuous provision of service from the site, pending implementation of the new arrangements which are currently being progressed.</p>	Cabinet Member for Residents Services
	Reason: Significant in 1 ward		Ward(s): Avonmore and Brook Green
Cabinet	5 Dec 2011	<p><b>Housing Capital Programme 2012/13</b></p> <p>The purpose of the report is to seek approval for the proposed 2012/13 housing capital programme</p>	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	5 Dec 2011	<p><b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 Month 6</b></p> <p>The report seeks approval to changes to Capital Programme and Revenue Budgets.</p>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards

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Cabinet	5 Dec 2011	<b>Contracts for the Management, Maintenance and Development of Satellite Tennis Centres</b>	Cabinet Member for Residents Services
	Reason: Affects more than 1 ward	Outsourcing management and maintenance of tennis facilities at Hurlingham Park, Ravenscourt Park, and Eel Brook Common	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Leasing of Glasshouses and Garden in Ravenscourt Park to Hammersmith Community Garden Association (HCGA)</b>	Cabinet Member for Residents Services
	Reason: Significant in 1 ward	Proposed leasing of glasshouses and curtilage area to HGCA for 7 years as an environmental centre for outdoor learning and volunteering.	Ward(s): Ravenscourt Park
Cabinet	5 Dec 2011	<b>Measured Term Contract for Day-to-Day Breakdown Repair and Maintenance to Lift Plant and Associated Equipment to Housing Properties</b>	Cabinet Member for Housing
	Reason: Expenditure more than £100,000	Tender Acceptance Report to appoint contractor to carry out day to day breakdown repair and maintenance to lift plant and associated equipment in Housing Properties.	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Measured Term Contract for Day-to-Day Breakdown Repair and Maintenance to Lift Plant and Associated Equipment to Non-Housing Buildings</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Tender Acceptance Report to appoint contractor to carry out Day-to-Day Breakdown Repair and Maintenance to Lift Plant and Association Equipment in Non-Housing Properties.	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Measured Term Contract for Planned Preventative Mechanical Maintenance for Boroughwide Housing Properties 2011-2015</b>	Cabinet Member for Housing
	Reason: Expenditure more than £100,000	Tender Acceptance to appoint contractor to carry out	Ward(s): All Wards



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		servicing of mechanical plant, day-to-day repairs, inspection and planned maintenance repairs to Housing Properties.	
Cabinet	5 Dec 2011	<b>Measured Term Contract for Planned Preventative Maintenance to Mechanical Plant - Specialist Works 2011 - 2015</b>  Tender Acceptance to appoint contractor to carry out servicing of mechanical plant, day-to-day repairs, inspection and planned maintenance repairs – Specialist Works.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Measured Term Contract for Door Entry Systems – Boroughwide Housing Properties 2011 - 2015</b>  Tender Acceptance to appoint contractor to carry out day to day reactive breakdown callout repairs together with a small element of routine servicing to door entry systems and automatic doors and barriers to the Council's Housing Properties.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet  Full Council	5 Dec 2011	<b>Treasury Management Mid Year Review</b>  This report covers Quarter 1 and 2 for 2011/12 and provides information on the Council's debt, borrowing and investment activity up to the 30 September 2011.	Councillor Stephen Greenhalgh
	1 Feb 2012  Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Disposal of the Council's Property Interest in the Novotal, 1 Shortlands, London, W6, Basement Car Parking, and Metro Building, 1 Butterwick, London, W6</b>  The report will set out the prices agreed for the disposal of the council's freehold and leasehold interests in the properties set out in the title of this report.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway

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Cabinet	5 Dec 2011	<b>White City Collaborative Care Centre</b>  Approval of final business case and authorisation to reach financial close	Cabinet Member for Community Care
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City
Cabinet	5 Dec 2011	<b>S153 Equality Act 2010</b>  Publication of Information and setting of Equality Objectives	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>European Social Fund - Supporting Residents to Secure Employment</b>  Officers have successfully bidden for £1,000,000 GLA European Social Fund (ESF) finance to deliver services which help unemployed residents secure employment.  ESF funding must be matched equally with an complementary £1,000,000 from LBHF.  This report seeks approval for £1,000,000 Council expenditure over two years as match funding from 1st Oct 2012 – 31st March 2014. This sum sits in the corporate Third Sector Investment Fund and is already allocated for employability support services until 30th September 2012.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Borough Investment Plan</b>  Document setting out the Council's future affordable housing investment priorities to the Homes and Communities Agency and the Mayor of London.	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards

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<b>9 January</b>			
Cabinet	9 Jan 2012	<b>Advertising and sponsorship opportunities</b>	Cabinet Member for Residents Services
	Reason: Affects more than 1 ward	To market test for external expertise, on payment by reward basis, to help realise advertising and sponsorship opportunities across H&F.	Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Workplace replacement</b>	Leader of the Council
	Reason: Expenditure more than £100,000	Proposal to upgrade Microsoft Office to support collaborative tri borough working while also renewing the workplace IT device (PC) offer and the core desktop infrastructure to replace end-of-life hardware and software, increasing flexibility of deployment.	Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Cost reduction programme</b>	Leader of the Council
	Reason: Expenditure more than £100,000	Procurement of a five year contract for support on a gain share basis through two initiatives; savings from the renewal and renegotiation of contracts; enhanced revenues collection through improved debt management.	Ward(s): All Wards
Cabinet	9 Jan 2012	<b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 Month 7</b>	Leader of the Council
	Reason: Expenditure more than £100,000	Report seeks approval to changes to the Capital Programme and Revenue Budgets.	Ward(s): All Wards
Cabinet	9 Jan 2012	<b>SmartWorking Stage D: Paperlight Office</b>	Leader of the Council
	Reason: Affects more than 1 ward	Funding drawdown for corporate rollout of SmartWorking: update on SmartWorking, presents a business case and requests funds for the next stage (Stage D).	Ward(s): All Wards

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<b>30 January</b>			
Cabinet	30 Jan 2012	<b>Award of Term Contract for Public Lighting and Ancillary Works 2012-2015</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Decision to award the new Public Lighting and Ancillary Works contract to the most economically advantageous tender.	Ward(s): All Wards
Cabinet	30 Jan 2012	<b>Remodelling of Day Services</b>	Cabinet Member for Community Care
	Reason: Affects more than 1 ward	Remodelling of day services, including proposals on relocation of some services and sharing building space with various care groups.	Ward(s): All Wards
<b>March</b>			
Cabinet	5 Mar 2012	<b>West London Housing Related Support Joint Framework Agreement</b>	Cabinet Member for Community Care
	Reason: Affects more than 1 ward	Approval of the new framework agreement for housing related support services across eight West London boroughs. LBHF is the lead procurement borough for the new framework.	Ward(s): All Wards
Cabinet	5 Mar 2012	<b>Corporate Planned Maintenance Programme 2012-2013</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Approval to commit to a programme of works	Ward(s): All Wards
Cabinet	5 Mar 2012	<b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 8</b>	Leader of the Council
	Reason: Expenditure more than £100,000	The report seeks approval for changes to the Capital Programme and Revenue Budgets.	Ward(s): All Wards

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Cabinet	5 Mar 2012	<b>Market Management Sponsorship</b>  Contract for Advertising and Sponsorship Services	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards
<b>April</b>			
Cabinet	16 Apr 2012	<b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 9</b>  The report seeks approval to changes to the Capital Programme and Revenue budgets.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	16 Apr 2012	<b>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 10</b>  The report seeks approval to changes to the Capital Programme and Revenue Budgets.	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards