



## **FORWARD PLAN OF KEY DECISIONS**

*Proposed to be made in the period December 2011 to March 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 December 2011 to March 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 115 (published 15 November 2011)*

## LIST OF KEY DECISIONS PROPOSED DECEMBER 2011 TO MARCH 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>December</b>			
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><i>Corporate Network Strategy</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>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.</i>	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Update on implementation of Libraries Strategy: Barons Court Community Library, Avonmore Neighbourhood Centre</b>	Cabinet Member for Residents Services
	Reason: Significant in 1 ward	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	Ward(s): Avonmore and Brook Green

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
		implementation of the new arrangements which are currently being progressed.	
Cabinet	5 Dec 2011	<b>Housing Capital Programme 2012/13</b>	Cabinet Member for Housing
	Reason: Affects more than 1 ward	The purpose of the report is to seek approval for the proposed 2012/13 housing capital programme	Ward(s): All Wards
Cabinet	5 Dec 2011	<b><i>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 Month 6</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>The report seeks approval to changes to Capital Programme and Revenue Budgets.</i>	Ward(s): All Wards
Cabinet	5 Dec 2011	<b><i>Treasury Management update for the first six months of 2011/12</i></b>	Leader of the Council
Full Council	25 Jan 2012		
	Reason: Expenditure more than £100,000	<i>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.</i>	Ward(s): All Wards
Cabinet	5 Dec 2011	<b><i>S153 Equality Act 2010</i></b>	Leader of the Council
	Reason: Affects more than 1 ward	<i>Publication of Information and setting of Equality Objectives</i>	Ward(s): All Wards
Cabinet	5 Dec 2011	<b>White City Collaborative Care Centre</b>	Cabinet Member for Community Care
	Reason: Expenditure more than £100,000	Approval of final business case and authorisation to reach financial close	Ward(s): Wormholt and White City

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
Cabinet	5 Dec 2011	<p><b><i>European Social Fund - Supporting Residents to Secure Employment</i></b></p> <p><i>Officers have successfully bided for £1,000,000 GLA European Social Fund (ESF) finance to deliver services which help unemployed residents secure employment.</i></p> <p><i>ESF funding must be matched equally with an complementary £1,000,000 from LBHF.</i></p> <p><i>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.</i></p>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	5 Dec 2011	<p><b><i>Borough Investment Plan</i></b></p> <p><i>Document setting out the Council's future affordable housing investment priorities to the Homes and Communities Agency and the Mayor of London.</i></p>	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	5 Dec 2011	<p><b><i>Disposal of the Council's Property Interest in the Novotel, 1 Shortlands, London, W6, Basement Car Parking, and Metro Building, 1 Butterwick, London, W6</i></b></p> <p><i>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.</i></p>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	5 Dec 2011	<b>Tri-Borough mandates</b>  Mandates for Adult Services, Libraries and Children's Services.	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>Housing Development Company - First Phase Sites</b>  Approval for the first phase of sites to develop new affordable housing.	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	5 Dec 2011	<b>GLA Olympic Grant Funding - updated operational plan</b>  <i>Approval of the spending plan for a £100k GLA grant allocation.</i>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards
<b>9 January</b>			
Cabinet	9 Jan 2012	<b>The Archives Service Review</b>  <i>This report will outline the current position and recommend options for the future delivery of the Council's archives service.</i>	Cabinet Member for Residents Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Highways Planned Maintenance Programme 2012/13</b>  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.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	9 Jan 2012	<b>Serco Contract Review</b>  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.	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Travel Assistance Policies</b>  Travel Assistance Policy – Special education needs (SEN)	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	9 Jan 2012	<b>SmartWorking Stage D: Paperlight Office</b>  <i>Funding drawdown for corporate rollout of SmartWorking: update on SmartWorking, presents a business case and requests funds for the next stage (Stage D).</i>	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Advertising and sponsorship opportunities</b>  <i>To market test for external expertise, on payment by reward basis, to help realise advertising and sponsorship opportunities across H&amp;F.</i>	Cabinet Member for Residents Services
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	9 Jan 2012	<b>Workplace replacement</b>  <i>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.</i>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	9 Jan 2012	<b><i>Cost reduction programme</i></b>  <i>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.</i>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	9 Jan 2012	<b><i>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 Month 7</i></b>  <i>Report seeks approval to changes to the Capital Programme and Revenue Budgets.</i>	Leader of the Council
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	9 Jan 2012	<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	9 Jan 2012	<b>Hammersmith Town Hall - Smart Accommodation Programme - Phase 1</b>  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.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway
Cabinet	9 Jan 2012	<b>Economic Gains - S106 codes for approval</b>  Economic Gains - S106 codes for approval. Three codes: Employment and Training Code, Procurement Code and Business Investment Code	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards



<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
		have been drafted to ensure economic gains are negotiated with developers through the S106 process.	
Cabinet	9 Jan 2012	<b><i>Tri-Borough Total Management Facilities (TFM) Project Expenditure</i></b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	<i>To gain approval for the funding provision to progress the Tri-Borough Total Facilities Management (TFM) Project Procurement based upon the business case embedded within the report.</i>	Ward(s): All Wards
Cabinet	9 Jan 2012	<b><i>Council Tax Base and Collection Rate 2012/2013</i></b>	Leader of the Council
Full Council	25 Jan 2012	<i>This report contains an estimate of the Council Tax collection rate and calculates the Council Tax base for 2012/13.</i>	Ward(s): All Wards
	Reason: Budg/pol framework	<i>The Council Tax base will be used in the calculation of the Band D Council Tax undertaken in the Revenue Budget Report for 2012/13.</i>	
Cabinet	9 Jan 2012	<b>Housing Development Company Delivering Affordable Homes</b>	Cabinet Member for Housing
	Reason: Affects more than 1 ward	The Council has established a local housing development company structure to undertake development and management of new affordable housing in the Borough. This report sets out the work programme to deliver new affordable homes.	Ward(s): All Wards
<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	Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
		tender.	
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
Cabinet	30 Jan 2012	<b>Measured Term Contract for Door Entry Systems – Boroughwide Housing Properties 2011 - 2015</b>	Cabinet Member for Housing
	Reason: Expenditure more than £100,000	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.	Ward(s): All Wards
Cabinet	30 Jan 2012	<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	30 Jan 2012	<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

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	30 Jan 2012	<b>Measured Term Contract for Planned Preventative Mechanical Maintenance for Boroughwide Housing Properties 2011-2015</b>  Tender Acceptance to appoint contractor to carry out servicing of mechanical plant, day-to-day repairs, inspection and planned maintenance repairs to Housing Properties.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	30 Jan 2012	<b>Hammersmith Town Hall - New CCTV Centre</b>  Tender acceptance report to appoint contractor to carry out refurbishment works in Room 313, Hammersmith Town Hall and relocation of parking services.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway
Cabinet	30 Jan 2012	<b>Hammersmith Town Hall - Relocation of Registrars Service</b>  <i>Tender acceptance report to appoint contractor to carry out refurbishment works of ground floor offices, Mayor's Parlour and Ante-room 1 at Hammersmith Town Hall for use by the Registrars Service who are relocating from Fulham Town Hall.</i>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway
Cabinet	30 Jan 2012	<b>Recharges Policy for Property Services</b>  The adoption of a Recharges Policy for Property Services	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet	30 Jan 2012	<b>Parking Services digital CCTV centre implementation</b>  Funding request to implement digital CCTV equipment for Parking Services and carry out associated works.	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	30 Jan 2012	<b>Barton House</b>  Modernisations to the existing passenger lifts A & B.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): Sands End
Cabinet  Full Council	30 Jan 2012	<b>Revenue Budget and Council Tax Levels 2012/13</b>  <i>This report sets out proposals in respect of the revenue budget for the Council for 2012/13 including Council Tax levels, and deals with the precept from the Greater London Authority (GLA), together with ancillary issues.</i>	Leader of the Council
	29 Feb 2012		Ward(s): All Wards
Cabinet  Full Council	30 Jan 2012	<b>Capital Programme 2012/13 to 2016/17</b>  <i>This report sets out proposals in respect of the capital programme, together with ancillary issues.</i>	Leader of the Council
	29 Feb 2012		Ward(s): All Wards
Cabinet	30 Jan 2012	<b>Corporate Car Parking</b>  <i>Funding for changes to enable the introduction of charges for use of staff car parking spaces at various civic buildings.</i>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards
<b>March</b>			
Cabinet	5 Mar 2012	<b>West London Housing Related Support Joint Framework Agreement</b>  Request for delegated authority to the Executive Director of Adult Social Care in consultation with the Cabinet Member for Community Care for the new framework agreement for housing related support services across eight West London boroughs. LBHF is the lead procurement borough for the new framework.	Cabinet Member for Community Care
	Reason: Affects more than 1 ward		Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
Cabinet	5 Mar 2012	<b><i>Corporate Planned Maintenance Programme 2012-2013</i></b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	<i>Approval to commit to a programme of works</i>	Ward(s): All Wards
Cabinet	5 Mar 2012	<b><i>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 8</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>The report seeks approval for changes to the Capital Programme and Revenue Budgets.</i>	Ward(s): All Wards
Cabinet	5 Mar 2012	<b><i>Market Management Sponsorship</i></b>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	<i>Contract for Advertising and Sponsorship Services</i>	Ward(s): All Wards
Cabinet	5 Mar 2012	<b>Lyric Square Management</b>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	Proposed partnership model for future management of Lyric Square Event diary Potential working with HammersmithLondon. Discussions on this proposal are/will include consultation with Lyric Square users, HammersmithLondon (BID); Local businesses and internal stakeholders such as Highways in Environment Services, RSD Events Team and senior management.	Ward(s): Hammersmith Broadway
Cabinet	5 Mar 2012	<b><i>Network technology enabling multimedia use</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>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</i>	Ward(s): All Wards

<b>Decision to be Made by:</b> (ie Council or Cabinet)	<b>Date of Decision-Making Meeting and Reason</b>	<b>Proposed Key Decision</b>	<b>Lead Executive Councillor(s) and Wards Affected</b>
		<i>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.</i>	
Cabinet	5 Mar 2012	<b>Provision of Café Services - Ravenscourt Park, London W6 0HG</b>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	Contract award for catering provisions for the Ravenscourt Park Café.	Ward(s): Ravenscourt Park
Cabinet	5 Mar 2012	<b>Earls Court Olympic Volleyball LATMP</b>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Details of the Local Area Traffic Management Plan to facilitate the Olympic Volleyball competition to be held at Earls Court from 28 July to 12 August 2012	Ward(s): Fulham Broadway; North End
<b>April</b>			
Cabinet	16 Apr 2012	<b><i>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 9</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>The report seeks approval to changes to the Capital Programme and Revenue budgets.</i>	Ward(s): All Wards
Cabinet	16 Apr 2012	<b><i>The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 10</i></b>	Leader of the Council
	Reason: Expenditure more than £100,000	<i>The report seeks approval to changes to the Capital Programme and Revenue Budgets.</i>	Ward(s): All Wards