

FORWARD PLAN OF KEY DECISIONS

Proposed to be made in the period January 2012 to April 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 January 2012 to April 2012.

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

- Any expenditure or savings which are significant, regarding the Council's budget for the service function to which the decision relates in excess of £100,000;
- Anything affecting communities living or working in an area comprising of two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Forward Plan will be updated and published on the Council's website on a monthly basis. (New entries are highlighted in yellow).

NB: Key Decisions will generally be taken by the Executive at the Cabinet. The items on this Forward Plan are listed according to the date of the relevant decision-making meeting.

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

Consultation

Each report carries a brief summary explaining its purpose, shows when the decision is expected to be made, background documents used to prepare the report, and the member of the executive responsible. Every effort has been made to identify target groups for consultation in each case. Any person/organisation not listed who would like to be consulted, or who would like more information on the proposed decision, is encouraged to get in touch with the relevant Councillor and contact details are provided at the end of this document.

Reports

Reports will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the relevant meeting.

Decisions

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

Making your Views Heard

You can comment on any of the items in this Forward Plan by contacting the officer shown in column 6. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) are on the front sheet of each Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2010/11

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

LIST OF KEY DECISIONS PROPOSED JANUARY 2012 TO APRIL 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.

Items within the Committee's terms of reference are italicised.

* 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
9 January			
<i>Cabinet</i>	9 Jan 2012	<i>Serco Contract Review</i>	<i>Cabinet Member for Residents Services</i>
	<i>Reason: Expenditure more than £100,000</i>	<i>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.</i>	<i>Ward(s): All Wards</i>
Cabinet	9 Jan 2012	Workplace strategy	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	Award of contracts for provision of business and management consultancy services	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	The General Fund Capital Programme, Housing Capital Programme and	Leader of the Council

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
	Reason: Expenditure more than £100,000	Revenue Monitoring 2011/12 Month 7 Report seeks approval to changes to the Capital Programme and Revenue Budgets.	Ward(s): All Wards
Cabinet Full Council	9 Jan 2012 25 Jan 2012	Council Tax Base and Collection Rate 2012/2013 This report contains an estimate of the Council Tax collection rate and calculates the Council Tax base for 2012/13. 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.	Leader of the Council
	Reason: Budg/pol framework		Ward(s): All Wards
Cabinet	9 Jan 2012	<i>Creating a digital CCTV traffic enforcement centre</i> <i>Funding request to implement digital CCTV equipment for Parking Services and carry out associated works.</i>	<i>Deputy Leader (+Environment and Asset Management)</i>
	Reason: Expenditure more than £100,000		Ward(s): All Wards
30 January			
Cabinet	30 Jan 2012	<i>Highways Planned Maintenance Programme 2012/13</i> <i>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.</i>	<i>Deputy Leader (+Environment and Asset Management)</i>
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	30 Jan 2012	Funding drawdown for roll-out of SmartWorking to HRD and: Paperless Office	Leader of the Council
	Reason: Affects more than 1 ward		Ward(s): All Wards

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		stage (Stage D).	
Cabinet	30 Jan 2012	Housing Development Company - Delivering affordable housing	Cabinet Member for Housing
	Reason: Affects more than 1 ward	Approval for the first phase of sites to develop new affordable housing through the Council housing development company.	Ward(s): All Wards
Cabinet	30 Jan 2012	Tri-Borough Total Management Facilities (TFM) Project Expenditure	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	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.	Ward(s): All Wards
Cabinet	30 Jan 2012	Works to enable the relocation of Registrars Service from Fulham Town Hall to Hammersmith Town Hall	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	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.	Ward(s): Hammersmith Broadway
Cabinet	30 Jan 2012	Corporate Planned Maintenance Programme 2012-2013	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 Full Council	30 Jan 2012	Revenue Budget and Council Tax Levels 2012/13	Leader of the Council
	29 Feb 2012 Reason: Budg/pol framework	This report sets out proposals in respect of the revenue budget for the Council for 2012/13 including Council Tax	Ward(s): All Wards

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		levels, and deals with the precept from the Greater London Authority (GLA), together with ancillary issues.	
Cabinet	30 Jan 2012	Capital Programme 2012/13 to 2016/17 This report sets out proposals in respect of the capital programme, together with ancillary issues.	Leader of the Council
Full Council	29 Feb 2012 Reason: Budg/pol framework		Ward(s): All Wards
Cabinet	30 Jan 2012	Measured Term Contract for Door Entry Systems – Boroughwide Housing Properties 2011 - 2015 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	30 Jan 2012	<i>Measured Term Contract for Day-to-Day Breakdown Repair and Maintenance to Lift Plant and Associated Equipment to Non-Housing Buildings</i> <i>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.</i>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	30 Jan 2012	Measured Term Contract for Day-to-Day Breakdown Repair and Maintenance to Lift Plant and Associated Equipment to Housing Properties 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.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards

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	30 Jan 2012	Measured Term Contract for Planned Preventative Mechanical Maintenance for Boroughwide Housing Properties 2011-2015 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	Draft Housing Strategy 2012/17 Draft strategy setting out the Council's overall approach to housing for the next five years.	Cabinet Member for Housing
	Reason: Affects more than 1 ward		Ward(s): All Wards
Cabinet Full Council	30 Jan 2012	Treasury Management Strategy Report 2012/13. This report provides information on the Council's Treasury Management Strategy for 2012/13. It seeks approval for borrowing limits and authorisation for the Executive Director of Finance and Corporate Governance to arrange the Council's cashflow, borrowing and investments in the year 2012/13.	Leader of the Council
	29 Feb 2012 Reason: Expenditure more than £100,000		Ward(s): All Wards
Cabinet	30 Jan 2012	Housing Revenue Account Budget, Financial Strategy and Rent increase for 2012/13 This report presents the proposed HRA budget and rent increase for 2012/13 and gives an update on the HRA 30 year business plan	Cabinet Member for Housing
	Reason: Budg/pol framework		Ward(s): All Wards
Cabinet	30 Jan 2012	Update on Migration of Services from Sands End Community Centre <i>Update on the service arrangements and full approval of all funds required</i>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): Sands End

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
March			
Cabinet	5 Mar 2012	<i>Award of Term Contract for Public Lighting and Ancillary Works 2012-2015</i>	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	5 Mar 2012	Remodelling of Day Services	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	5 Mar 2012	<i>Hammersmith Town Hall - New CCTV Centre</i>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Tender acceptance report to appoint contractor to carry out refurbishment works in Room 313, Hammersmith Town Hall and relocation of parking services.	Ward(s): Hammersmith Broadway
Cabinet	5 Mar 2012	Recharges Policy for Property Services	Cabinet Member for Housing
	Reason: Affects more than 1 ward	The adoption of a Recharges Policy for Property Services	Ward(s): All Wards
Cabinet	5 Mar 2012	<i>Corporate Car Parking</i>	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Funding for changes to enable the introduction of charges for use of staff car parking spaces at various civic buildings.	Ward(s): All Wards
Cabinet	5 Mar 2012	Barton House	Cabinet Member for Housing
	Reason: Expenditure more than £100,000	Modernisations to the existing passenger lifts A & B.	Ward(s): Sands End

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 Mar 2012	West London Housing Related Support Joint Framework Agreement	Cabinet Member for Community Care
	Reason: Affects more than 1 ward	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.	Ward(s): All Wards
Cabinet	5 Mar 2012	Market Management Sponsorship	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000	Contract for Advertising and Sponsorship Services.	Ward(s): All Wards
Cabinet	5 Mar 2012	Hammersmith Town Hall - Smart Accommodation Programme - Phase 1	Deputy Leader (+Environment and Asset Management)
	Reason: Expenditure more than £100,000	Tender acceptance report to appoint contractor to carry out remodelling works on 1st and 2nd floor offices at Hammersmith Town Hall to provide smart working, open plan accommodation to maximise occupancy.	Ward(s): Hammersmith Broadway
Cabinet	5 Mar 2012	Network technology enabling multimedia use	Leader of the Council
	Reason: Expenditure more than £100,000	Work is required to implement network technology enabling multimedia use. This will enable (for example) access to e-meetings, streaming from websites such as news or webinars, training materials or staff briefings from the leader or chief executive. This will offer cost-effective just-in-time and personalised training courses, resulting in lower training costs and a higher-skilled workforce. There are also potential benefits from	Ward(s): All Wards

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
		improved communication, e.g. videos of Leadership forum events.	
Cabinet	5 Mar 2012	<i>Provision of Café Services - Ravenscourt Park, London W6 0HG</i>	Cabinet Member for Residents Services
	<i>Reason: Expenditure more than £100,000</i>	<i>Contract award for catering provisions for the Ravenscourt Park Café.</i>	<i>Ward(s): Ravenscourt Park</i>
Cabinet	5 Mar 2012	<i>Earls Court Olympic Volleyball LATMP</i>	Deputy Leader (+Environment and Asset Management)
	<i>Reason: Expenditure more than £100,000</i>	<i>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.</i>	<i>Ward(s): Fulham Broadway; North End</i>
Cabinet	5 Mar 2012	Housing Development Company Joint Venture	Cabinet Member for Housing
	<i>Reason: Affects more than 1 ward</i>	Proposal to establish a joint venture company to deliver new affordable housing.	<i>Ward(s): All Wards</i>
Cabinet	5 Mar 2012	The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 9	Leader of the Council
	<i>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</i>
Cabinet	5 Mar 2012	<i>TfL funded annual integrated transport investment programme 2012/13</i>	Deputy Leader (+Environment and Asset Management)
	<i>Reason: Expenditure more than £100,000</i>	<i>This report summarise the TfL funded integrated transport investment programme for 2012/13. Eighteen projects are proposed totalling £1.988 million under three programme areas; Corridors, Neighbourhoods and Smarter Travel.</i> <i>The purpose of the schemes is to help meet the Transport</i>	<i>Ward(s): All Wards</i>

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		<p><i>Plan (LIP) objectives of improving access to the borough's regeneration areas, improving the efficiency of the road network , improve the quality of our streets and air quality, make it easier for everyone to gain access to transport, control parking spaces fairly for residents and businesses and reduce the numbers of people killed and injured on our roads.</i></p> <p><i>The funding has been provided specifically for these purposes by transport for London and will be designed to give maximum value for money and reduce longer term maintenance costs to the council . There will be full consultation on the details of schemes with residents, businesses and road user groups and schemes will only be supported if they have broad local support.</i></p>	
Cabinet	5 Mar 2012 <i>Reason: Expenditure more than £100,000</i>	<p>Riverside Studios, Crisp Road, London, W6</p> <p><i>Re-development of Riverside Studios Site.</i></p>	Deputy Leader (+Environment and Asset Management) Ward(s): Hammersmith Broadway
Cabinet	5 Mar 2012 Reason: Expenditure more than £100,000	<p>Meals Service Contract</p> <p>To request authority for the outsourcing of the Meals Service to a "cook on route" model. To notify of multi borough tendering arrangements. To request authority to award 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 Ward(s): All Wards

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 Mar 2012	Trade Waste Profitability 2012/13 <i>Review of viability of Trade Waste service operation.</i>	Cabinet Member for Residents Services
	<i>Reason: Expenditure more than £100,000</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	Contracts for Satellite Tennis Centres <i>To seek permission to appoint a contractor to oversee tennis provision in a number of sites across the borough</i>	Cabinet Member for Residents Services
	<i>Reason: Expenditure more than £100,000</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	Parks Capital Programme <i>To outline Capital Expenditure for Parks over the next 2-3 years.</i>	Cabinet Member for Residents Services
	<i>Reason: Expenditure more than £100,000</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	Tackling Youth Disaffection Creating Opportunities Initiative to establish a payment by results model to address youth unemployment	Leader of the Council
	<i>Reason: Affects more than 1 ward</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	National non-domestic write offs This report seeks approval to write off three National Non-Domestic Rate debts in excess of £100,000, in accordance with the council's financial regulations.	Leader of the Council
	<i>Reason: Expenditure more than £100,000</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	School Organisation Report The updated Schools Organisation Strategy and Capital Funding Strategy	Cabinet Member for Children's Services
	<i>Reason: Affects more than 1 ward</i>		Ward(s): All Wards
Cabinet	5 Mar 2012	Resident Involvement This report is an update of the report on 15/11/11 on Resident Involvement, and makes recommendations	Cabinet Member for Housing
	<i>Reason: Affects more</i>		Ward(s): All Wards

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
	than 1 ward	following the consultation period of the review which closed on 8/12/11.	
April			
Cabinet	16 Apr 2012	The General Fund Capital Programme, Housing Capital Programme and Revenue Monitoring 2011/12 month 10	Leader of the Council
	Reason: Expenditure more than £100,000	The report seeks approval to changes to the Capital Programme and Revenue Budgets.	Ward(s): All Wards
Cabinet	16 Apr 2012	Travel Assistance Policies	Cabinet Member for Children's Services
	Reason: Affects more than 1 ward	Travel Assistance Policy – Special education needs (SEN)	Ward(s): All Wards
Cabinet	16 Apr 2012	<i>The Archives Service Review</i>	<i>Cabinet Member for Residents Services</i>
	Reason: <i>Affects more than 1 ward</i>	<i>This report will outline the current position and recommend options for the future delivery of the Council's archives service.</i>	Ward(s): <i>All Wards</i>
Cabinet	16 Apr 2012	<i>Contract for the Provision of Service for Face to Face Customer Transactions</i>	<i>Cabinet Member for Residents Services</i>
	Reason: <i>Expenditure more than £100,000</i>	<i>The successful contractor from current tender process (Dec 2011) shall provide a full face to face payment and verification process for the Council which shall include the requirements as specified below. The majority of payments will be cash or cheque but may also be via credit card or debit card or postal orders. The Contractor may be asked to support new payment types that emerge during the life of the Contract.</i> <i>The following shows the transaction types which the Contractor shall undertake.</i>	Ward(s): <i>All Wards</i>

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
		<i>Payment only, Confirmation of payment amount and payment Validation of eligibility and payment (Full application process) Validation of eligibility Validation of eligibility, data capture and payment Validation of eligibility, payment and issue of goods Payment and issue of goods Payment and taking application form.</i>	
Cabinet	16 Apr 2012	Section 106 Hammersmith Library Funding <i>Approval for funding for refurbishment of Hammersmith Library</i>	Cabinet Member for Residents Services
	Reason: Expenditure more than £100,000		Ward(s): Hammersmith Broadway
Cabinet	16 Apr 2012	Measured Term Contract for the Provision of the Inspection and Maintenance of Fire Fighting Equipment in Council-owned Housing Properties 2012-2017 Periodic inspection, repairs and maintenance work to fire fighting equipment located on Council-owned housing properties for the London Borough of Hammersmith and Fulham.	Cabinet Member for Housing
	Reason: Expenditure more than £100,000		Ward(s): All Wards