

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 katia.richardson@lbhf.gov.uk. 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 3 MARCH 2014 AND AT FUTURE CABINET MEETINGS UNTIL JUNE 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 (www.lbhf.org.uk) 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. 17 (published 31 January 2014)

KEY DECISIONS LIST - CABINET ON 3 MARCH 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)
March 2014				
Cabinet	3 Mar 2014 Reason:	Economic Development priorities This report seeks Members' approval for future economic development priorities which	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s):	A detailed report for this item will be available at least five working days before the date of the meeting and
	Expenditure more than £100,000	respond to the borough's longer term economic growth and regeneration vision and makes recommendations on use of Section 106 funds to achieve key outcomes.	All Wards Contact officer: Kim Dero Tel: 020 8753 6320 kim.dero@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Mar 2014	Schools Organisation Strategy To approve the updated Schools	Cabinet Member for Education	A detailed report for this item will be available at least
	Reason: Affects 2 or more wards	Organisation Strategy.	Ward(s): All Wards	five working days before the date of the meeting and will include details
			Contact officer: Ian Heggs Tel: 020 7745 6458 ian.heggs@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	3 Mar 2014	High Level Capital Budget Monitoring Report, 2013/14 Quarter 3	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days
	Reason: Expenditure more than	Quarterly capital monitor. PART OPEN	Ward(s): All Wards	before the date of the meeting and will include details of any supporting
	£100,000	PART PRIVATE Part of this report is exempt from disclosure on the grounds that it	Contact officer: Jane West Tel: 0208 753 1900	documentation and / or background

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		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.	jane.west@lbhf.gov.uk	papers to be considered.
Cabinet	3 Mar 2014 Reason: Expenditure more than £100,000	Tri-borough ICT strategy programme management Approval for funding of the continuation of the tri-borough ICT strategy programme management	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.
Cabinet	Reason: Expenditure more than £100,000	Procurement of non half hourly quarterly electricity supplies (NHHQ) Procurement Via Framework 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 Member for Transport and Technical Services Ward(s): All Wards Contact officer: Vassia Paloumbi Tel: 020 8753 3912 Vassia.Paloumbi@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	3 Mar 2014 Reason: Expenditure more than £100,000	Procurement of a Contractor for the Springvale New Build Scheme Procurement of a building contractor through a competitive tendering exercise to deliver the new build housing scheme on the Springvale estate.	Cabinet Member for Housing Ward(s): Avonmore and Brook Green Contact officer: Matin Miah Tel: 0208753 3480 matin.miah@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	Corporate Planned Maintenance 2014/2015 Programme To provide proposals and gain approval for the 2014/2015 Corporate Planned Maintenance Programme.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@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	Enhanced Revenue Collection Contract This report seeks agreement from Cabinet to take the necessary steps to expand the scope of the Enhanced Revenue Collection Contract with Agilisys to include Council Tax, national non domestic rate and Council rents debts. 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: 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.

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		outweighs the public interest in disclosing the information.		
Cabinet	3 Mar 2014	Furthering the Borough of Opportunity: A Shared Vision for Hammersmith and Fulham 2014-22	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: Affects 2 or more wards	A new draft Community Strategy for H&F has been the subject of recent public consultation. A revised draft now needs to be agreed for publication by the Council and its key partners.	Ward(s): All Wards Contact officer: Simon Jones Tel: 020 8753 2086 simon.jones@lbhf.gov.uk	the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	3 Mar 2014 Reason: Affects 2 or more wards	Right to Buy Part and Tenants Reward and Purchase Scheme To promote home ownership buy introducing an opportunity for an existing tenant to buy a part-share of their home as well as a reward for an exemplary tenancy record in the form of a payment to assist with the purchase of a home in the private sector.	Cabinet Member for Housing Ward(s): All Wards Contact officer: Mike England Tel: 020 8753 5344 mike.england@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
Cabinet	3 Mar 2014 Reason: Affects 2 or more wards	Appointment of Service Provider to deliver the Impact Project In March 2013 the Council, in conjunction with Shepherds Bush Housing Group and ADVANCE made an application to the LCPF for funds to deliver the Impact Project. The project's key outcomes are to reduce re-offending, increase conviction rates, reduce the total number of cases being lost or failing at court and increase the number of cases taken forward even where the victim is afraid to give evidence. This report asks for agreement of the appointment of SBHG and ADVANCE to deliver the Impact Project in Hammersmith & Fulham from 2013/14 to 2016/17 at a year one cost of £188k (£752k over 4	Deputy Leader (+ Residents Services) Ward(s): All Wards Contact officer: Lyn Carpenter lyn.carpenter@lbhf.gov.uk	considered. 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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		years), all of which is to be funded from external sources.		
Cabinet	3 Mar 2014 Reason:	Approval to award a temporary stationery contract for a nine month period (1st April 2014 to 31st December 2014) plus a possible extension up to 3 months	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s):	A detailed report for this item will be available at least five working days before the date of the meeting and
	Expenditure more than £100,000	A temporary arrangement for the supply of stationery (business as usual)	All Wards Contact officer: Jane West, Joanna Angelides, Mark Cottis Tel: 0208 753 1900, Tel: 020 8753 2586, Tel: 020 8753 2757 jane.west@lbhf.gov.uk, Joanna.Angelides@lbhf.gov.uk, uk, Mark.Cottis@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Carnwath Road Industrial Estate - Sale to Thames Water To seek Cabinet approval to enter into a conditional contract to dispose to Carnwath Road Industrial Estate to Thames Water only on the condition that Thames Water secures a Development Consent order (DCO) for the Super Sewer and is granted powers to acquire the site site under CPO. This does not affect the Council's right to object to the Thames Water application, but supports the Council's fiduciary duty in obtaining best consideration for the land. 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): Sands End 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.

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		outweighs the public interest in disclosing the information.		
April 2014				
Cabinet	7 Apr 2014	Special Guardianship Allowance Policy To agree a revised policy for	Cabinet Member for Children's Services	A detailed report for this item will be available at least five working days
	Reason: Expenditure more than	allowances to carers.	Ward(s): All Wards	before the date of the meeting and will include details
	£100,000		Contact officer: Andrew Christie Tel: 020 7361 2300 andrew.christie@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	7 Apr 2014	Proposed Outsourcing of Commercial Property Management Function Lot 1 of New Property Contract.	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	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: Miles Hooton Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	7 Apr 2014 Reason: Expenditure more than £100,000	Dementia Day Services - contract award To approve the award of a contract for Dementia Day and Outreach services in LBHF. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Martin Waddington Tel: 020 8753 6235 martin.waddington@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

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		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.		considered.
Cabinet	7 Apr 2014 Reason: Expenditure	Hammersmith Park Refurbishment of the existing Quadron Welfare Block for occupation by the Quadron and Serco Grounds Maintenance Teams.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): Shepherds Bush	A detailed report for this item will be available at least five working days before the date of the meeting and will include details
	more than £100,000	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.	Green Contact officer: Mike Cosgrave Tel: 020 8753 4849 mike.cosgrave@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	Reason: Expenditure more than £100,000	Highways Maintenance Programme 2014/15 Report on carriageway and footway maintenance programme for 2014/2015.	Cabinet Member for Transport and Technical Services Ward(s): All Wards Contact officer: Ian Hawthorn Tel: 020 8753 3058 ian.hawthorn@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	7 Apr 2014	Business Intelligence Business case setting out the recommended option to establish a Tri-borough business intelligence service.	Deputy Leader (+ Residents Services), 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 the meeting and will include details
	Reason: Expenditure more than	PART OPEN PART PRIVATE	Ward(s): All Wards	of any supporting documentation and / or
	£100,000	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: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	background papers to be considered.
Cabinet	7 Apr 2014	Revenue budget 2013/14 - month 10 amendments Report on the projected outturn for both the General Fund and the	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: Affects 2 or more wards	Housing Revenue Account for 2013_14.	Ward(s): All Wards	the meeting and will include details of any supporting
			Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	documentation and / or background papers to be considered.
Cabinet	7 Apr 2014	Bi-Borough procurement of a parking management information system	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	Seeking authority to go out to tender under OJEU rules for a shared Parking Management	Ward(s): All Wards	before the date of the meeting and will include details
	£100,000	Information System between RBKC and H&F. PART OPEN	Contact officer: Matt Caswell Tel: 020 8753 2708 Matt.Caswell@lbhf.gov.uk	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		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: Expenditure more than £100,000	Procurement of Home Care Services The Procurement of a Home Care Service for Eligible Adults in Adult Social Care Across the Tri-Borough of London Borough of Hammersmith and Fulham (LBHF); Royal Borough of Kensington and Chelsea (RBKC) and Westminster City Council (WCC). 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 Member for Community Care Ward(s): All Wards Contact officer: Martin Waddington, Tim Lothian Tel: 020 8753 6235, Tel: 020 8753 5377 martin.waddington@lbhf.gov.uk, tim.lothian@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	7 Apr 2014 Reason: Affects 2 or more wards	Re-tender of contract for Housing Asbestos Surveys, Sampling & Monitoring. 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	Cabinet Member for Housing Ward(s): All Wards Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@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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		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	7 Apr 2014 Reason: Affects 2 or more wards	HRA Housing Capital Programme 2014/15 to 2016/17 This report provides specific details of the proposed 2014/15 housing capital programme and proposes budget envelopes for the following two years	Cabinet Member for Housing Ward(s): All Wards Contact officer: Stephen Kirrage Tel: 020 8753 6374 stephen.kirrage@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	Cash in Transit and Cash Processing Services contract review Contract for cash and valuables in transit services for specified sites within and outside of the borough. The Contractor will also be required to process and deposit the cash collected and act as a transit service between the Council and their bankers for the deposit of cheques and postal orders. 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	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Sue Evans Tel: 020 8753 1852 Sue.Evans@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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		disclosing the information.		
Cabinet	7 Apr 2014 Reason: Expenditure more than £100,000	Better Care Fund 2014-2016 Final Plan Submission The Council is required to submit to the Department of Health a plan for the use of Better Care Funding for integration of health and soical care for the epriod 2014 - 2016.	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Cath Attlee, David Evans Cath.Attlee@inwl.nhs.uk, david.evans@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	7 Apr 2014 Reason: Expenditure more than £100,000	Street Lighting Policy Programme Seeking approval for the 2014/15 planned capital street light column replacement programme, and maintenance work on highway assets	Cabinet Member for Transport and Technical Services Ward(s): All Wards Contact officer: Ian Hawthorn Tel: 020 8753 3058 ian.hawthorn@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	7 Apr 2014 Reason: Expenditure more than £100,000	Tri-borough Corporate Services review A proposal and business case for a re-organisation of Tri-borough Corporate Services to drive efficiency savings and simplify corporate support arrangements for Tri, Bi and Single Borough services.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Jane West, Andrew Richards Tel: 0208 753 1900, Tel: 020 8753 5989 jane.west@lbhf.gov.uk, andrew.richards@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.
•	be confirmed)			
Cabinet	Jun 2014	Future of Coverdale Road Residential Care Home	Cabinet Member for Community Care	A detailed report for this item will be available at least

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	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 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: 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.