

# Cabinet

## Minutes



Monday 4 July 2016

### **PRESENT**

Councillor Michael Cartwright, Deputy Leader  
Councillor Stephen Cowan, Leader of the Council  
Councillor Sue Fennimore, Cabinet Member for Social Inclusion  
Councillor Wesley Harcourt, Cabinet Member for Environment, Transport & Residents Services  
Councillor Lisa Homan, Cabinet Member for Housing  
Councillor Andrew Jones, Cabinet Member for Economic Development and Regeneration  
Councillor Vivienne Lukey, Cabinet Member for Health and Adult Social Care  
Councillor Sue Macmillan, Cabinet Member for Children and Education  
Councillor Max Schmid, Cabinet Member for Finance

### **13. MINUTES OF THE CABINET MEETING HELD ON 6 JUNE 2016**

#### **RESOLVED:**

That the minutes of the meeting of the Cabinet held on 6 June 2016 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

### **14. APOLOGIES FOR ABSENCE**

#### **RESOLVED:**

Apologies for Absence were received from Councillor Ben Coleman. Apologies for lateness were received from Councillor Wesley Harcourt.

### **15. DECLARATION OF INTERESTS**

#### **RESOLVED:**

There were no declarations of interest.

**16. GEOGRAPHICAL INFORMATION SYSTEMS - PLATFORM CONSOLIDATION**

**RESOLVED:**

- 1 That approval be given to the award of an Enterprise Licence Agreement to ESRI UK for a period 3 years in accordance with section 10 of this document and of total estimated value of as set out in the exempt report on the exempt Cabinet agenda (for 3 Councils over 3 years), and delegate to the Chief Information Officer the authority to sign an Inter-Authority Agreement through which RBKC and WCC will recompense LBHF for these GIS services
- 2 That the Cabinet Member for Finance approves the transition cost of £37,700 (HFBP WPR75430), to be met from Efficiency Reserve budgets, and delegate to the Chief Information Officer the authority to sign an Inter-Authority Agreement through which future LBHF GIS software and platform services will be delivered.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**17. CONTRACT FOR CREDIT AND DEBIT CARD MERCHANT SERVICES**

**RESOLVED:**

1. That approval be given for the Council to access the Crown Commercial Service framework agreement and to award a new call off contract for the provision of credit and debit card services including authorisation, chip and pin equipment hire and optional facilities for payment processing.
2. That approval be given to award the contract to Barclays Bank PLC t/a Barclaycard, as the most suitable supplier in terms of overall service provision. The proposed contract will be for an initial term of three years commencing on 9<sup>th</sup> December 2016, with an option to extend for two further one year periods, and a maximum contract term of five years.
3. To note that transaction volumes will accumulate across contracts awarded to Barclaycard during the life of the framework and should generate additional savings as the number of call off contracts increase.

4. To note that a monitoring system will be put in place when the contract commences to assess ongoing transactional activity and value for money.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**18. FRAMEWORK CALL-OFF FOR RENTAL OF HAMMERPRINT DIGITAL COPIERS**

**RESOLVED:**

1. That approval be given for the London Borough of Hammersmith & Fulham ("LBHF") to call-off, with effect from 1 October 2016, from the Print and Document Management Services framework awarded by Westminster City Council to Rioch UK Limited, for four high-volume copiers for Hammerprint, such call off contract to be for a period of three years.
2. That approval be given for (i) the Minimum Period Rental Agreement and (ii) the Services and Software Licence between H&F Bridge Partnership Limited ("HFBP") and Xerox (UK) Limited ("Xerox") each dated 27 November 2013 (together the "Xerox Agreement") to be novated from HFBP to LBHF with effect from 31 October 2016.
3. That approval be given for LBHF to instruct HFBP to give notice to Xerox to terminate the Xerox Agreement at the end of its minimum 3 year term, being 31 November 2016.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**19. DEVELOPMENT OF A RESOURCE CENTRE AND RE-BUILD OF SEN UNIT AT THE QUEEN'S MANOR SCHOOL SITE**

**RESOLVED:**

1. That approval be given to the development of the provision on the Queen's Manor site as proposed below, subject to the appropriate Listed Building Consent and Planning Permission.
2. That approval be given to contribute up to £6m. That Cabinet gives approval to delegate authority to the Strategic Director of Finance to agree the mixture of funding (Section 106, capital receipts or borrowing).
3. That approval be given to agree the sum of £241,000 to fund project and specialist resources to facilitate the development of the Resource Centre service offer.
4. That approval be given to the appointment of 3BM Education Partners as design authority and project managers to oversee the project for the design and build of the provision. These works are supplemental to the original contract with 3BM and will be managed accordingly.
5. That approval be given to delegate to the Cabinet Member for Children and Education, the appointment of a construction contractor up to £5m, subject to: i) a fully regulated procurement process having been followed; ii) the scope being agreed; iii) the costs being within budget and no more than 10% of the pre-tender estimate.
6. That the Cabinet note that the establishment of a new facility will generate revenue growth which will be reported through the Smarter Budgeting programme and approved through the Medium Term Financial Strategy.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

20. **GUIDANCE FOR ASSESSING YOUNG PEOPLE AGED 19 AND ABOVE FOR CONTINUING IN EDUCATION WITH AN EDUCATION HEALTH AND CARE PLAN**

**RESOLVED:**

To consider the draft guidelines (Appendix 1) and approve their use during the next academic year. These guidelines will be continually reviewed as the full impact of the Children and Families Act becomes more evident.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

21. **CAPITAL INVESTMENT TO SUPPORT TARGETED CHILDCARE FOR TWO YEAR OLDS**

**RESOLVED:**

That approval be given to the investment of up to £980,000 of Dedicated Schools Grant (DSG) to create an additional 126, 15-hour places at Randolph Beresford and Melcombe schools from autumn 2016.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

22. **SOCIAL CARE CASE MANAGEMENT SYSTEM CONTRACT**

**RESOLVED:**

1. That approval be given to extend the existing service arrangements with Servelec Corelogic Limited for provision of social care systems; and that this service continuity be achieved by:

- i) novating the existing contacts held by HFBP on the Council's behalf to H&F when the Hammersmith and Fulham Bridge Partnership (HFBP) ceases to exist after 31st October 2016 , and
- ii) upon expiry of the contracts referred to in 2.1 further contract with Servelec Corelogic for a Children's and Adults social care system from 17th January 2017, with directly awarded contracts between Corelogic and the Council.

Such contracts to be on the same terms as the existing contracts. Such contracts to be for a term until 16 January 2020, with a two-year break clause.

2. That approval be delegated to the Cabinet Member for Health and Adult Social Care on the decision to upgrade to Mosaic; this decision will take place after a more detailed review to ensure Mosaic can meet our digital ambitions.
2. That approval be given for the release of capital funds up to the sum of £200,000 from the 2016/17 investment programmes for Adult Social Care (ASC) to fund the upgrade of Frameworki to Mosaic should the decision be made by the Cabinet Member for Health and Adult Social Care to upgrade to Mosaic.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**23. DIRECT AWARD OF A CONTRACT FOR A LEARNING DISABILITY (LD) SERVICE AND EARLY TERMINATION OF THE CONTRACT FOR A LD SERVICE**

**RESOLVED:**

- 1 To note that the recommendations in this report will align the end dates for learning disabilities accommodation services across the three boroughs to allow for a phased introduction of a proposed new model for learning disabilities services between 1<sup>st</sup> April 2017 and 30<sup>th</sup> June 2017.
- 2 That in accordance with table 3.1 of the H&F Contract Standing Orders, the Cabinet Member for Health and Adult Social Care and the Leader of the Council agrees to waive the H&F Contract Standing Orders to allow

the contract for learning disabilities services detailed in Table 2.3.1 to be extended to 30<sup>th</sup> June 2017 by means of direct award to the existing provider.

- 3 That in accordance with H&F Contract Standing Orders, the H&F Cabinet agree to the direct award of a contract as detailed in Table 2.3.1

Table 2.3.1

Provider	Contract	Length of extension	Value of extension
Yarrow Housing	9 Homes, 43 units	1 <sup>st</sup> October 2016 - 30 June 2017	2,023,305

- 4 That in accordance with section 20.4.1 of the Contract Standing Orders H&F Cabinet agrees to utilise the break clauses for the contract with Metropolitan Support Trust for 12 supported living units in order to bring forward the end date from 30<sup>th</sup> September 2017 to 30<sup>th</sup> June 2017.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**24. COMMUNITY EQUIPMENT - PROCUREMENT OF A NEW FRAMEWORK AGREEMENT AND EXTENSION OF THE EXISTING SERVICE**

**RESOLVED:**

1. That authority be delegated to the Cabinet Member for Adult Social Care and Public Health to approve the extension of the contract with Medequip from 1st April 2017 to 30<sup>th</sup> September 2017 for the provision of Community Equipment at an estimated value of £881,000.
2. That the Procurement Strategy set out in the Appendix to this report (as set out in the exempt report on the exempt Cabinet agenda), including that the London Borough of Hammersmith and Fulham acts as the Lead Contracting Authority for the procurement of a Framework for Community Equipment which can be accessed by all public authorities in London.
3. That authority be delegated to the Cabinet Member for Adult Social Care and Public Health to award a Framework Agreement with the successful provider for four years from 1<sup>st</sup> October 2017, with an estimated total value

of up to £170 million over the four year term (including spend from 20 London Boroughs which are likely to access this agreement).

4. That a waiver from H&F standing orders be granted and authority delegated to the Cabinet Member for Adult Social Care and Public Health, the Cabinet Member for Finance, and the Cabinet Member for Resident Satisfaction and Commercial Revenue to award a call-off contract from the Framework Agreement to the successful provider at an estimated annual cost of £2 million, or £8 million over the initial four year term; and that award of the contract be contingent upon the submission of an agreed Social Value and Local Economic Benefits Plan from the successful contractor.
5. To agree that the Framework will have a duration of 4 years and call-off contracts under the Framework will have an initial duration of 4 years, with extensions to each call-off of up to a further 2 years being available as an optional modification permitted by Reg. 72 (1)(a) of the Public Contracts Regulations (PCR) 2015.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**25. PUBLIC HEALTH DOMESTIC VIOLENCE PREVENTION SERVICES - CONTRACT EXTENSIONS**

**RESOLVED:**

1. That approval be given to a waiver in accordance with paragraph 3 of the Contract Standing Orders to waive the requirement to seek tenders in accordance with paragraph 11 of the Contract Standing Orders, in order to allow LBHF to provide an extension to the contract to STADV for a further period of two years (one year + one year) effective from 1 April 2016 to expire on 31 March 2018 for a total contract value of £132,000.
2. That approval be given to a waiver in accordance with paragraph 3 of the Contract Standing Orders to waive the requirement to seek tenders in accordance with paragraph 11 of the Contract Standing Orders in order, to allow LBHF to provide an extension to the contract to ADVANCE Advocacy Service for a further period of two years (one year + one year) effective from 1 April 2016 to expire on 31 March 2018 for a total contract value of £121,200.



**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**26. HAMMERSMITH & FULHAM LOCAL PLAN: PROPOSED SUBMISSION**

The Leader noted that since the Local Plan report was submitted for the agenda publication, further amendments were made to the document in consultation with Councillor Vincent and Councillor Jones. The amendments were detailed on the cover note and circulated to all Cabinet Members together with a revised copy of the Local Plan (Appendix 1).

Councillor Cartwright requested clarification on the page numbers the cover note referred to as they did not match the Cabinet agenda page numbers. Matt Butler explained that they referred to the ones on the actual Local Plan (Appendix 1), printed on the top of the document.

**RESOLVED:**

1. That endorsement be given to the proposed submission Local Plan (see amended Appendix 1 published with the supplementary agenda) and changes to the Proposals Map (see Appendix 2), with a view that the documents and other associated submission documents required by the Town and Country Planning (Local Planning) (England) Regulations 2012 ('the Regulations') are commended to full Council for approval and made available for a minimum 6 weeks for public consultation commencing on 22 July 2016 or as soon as possible thereafter.
2. That the Director of Planning and Development in consultation with the Cabinet Member for Environment, Transport & Residents Services, is authorised to approve any technical and other minor amendments to the submission documents:
  - a) before public consultation; and
  - b) after, or in response to, public consultation, and before submission to the Secretary of State for independent examination.
3. Following public consultation and the incorporation of any technical and other minor amendments to the submission documents, that authority is delegated to officers to submit the proposed submission Local Plan to

the Secretary for Examination and to take such further steps as are appropriate and in accordance with the Council's statutory duties.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**27. MODIFICATION TO ENHANCED POLICING AGREEMENT**

**RESOLVED:**

That approval be given to the modification of the terms of the Enhanced Policing Team (EPT) contract with the Mayor's Office for Policing and Crime (MOPAC) to increase the provision of police officers from 44 to 46 from 1st September 2016 to 31st March 2018, thereby increasing the contract value by £182,000 (£67,000 for September 2016 to March 2017, £115,000 for 2017/18).

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**28. CREATION OF A LOCAL AUTHORITY TRADING COMPANY**

**RESOLVED:**

1. That approval be given to the Commercial Director to establish a private limited company to be owned wholly and exclusively by the Council with initial up-front funding of £5,000.
2. That the company shall be called LBHF Ventures Limited or such other name as the directors of the Company may determine in consultation with the Cabinet Member for Commercial Revenue and Resident Satisfaction.

3. That the Commercial Director be appointed as the Managing Director of the Company and that the Cabinet Member for Commercial Revenue and Resident Satisfaction, the Cabinet Member for Finance, the Strategic Finance Director and the Director of Delivery and Value are appointed as Directors of the Company.
4. That approval be given to the Commercial Revenue Board (at its discretion) to approve business cases for delivery through the Company.
5. That authority be delegated to the Strategic Finance Director to procure the necessary insurance cover for the Council officers and members as appropriate acting on the Council's behalf in a management capacity for the Company and the Council officers who will be embedded in the Company in a non-managerial capacity.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**29. FORWARD PLAN OF KEY DECISIONS**

**RESOLVED:**

The Key Decision List was noted.

**30. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the remaining items of business on the grounds that they contain information relating to the financial or business affairs of a person (including the authority) as defined in paragraph 3 of Schedule 12A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

The following is a public summary of the exempt information under S.100C (2) of the Local Government Act 1972. Exempt minutes exist as a separate document.

**31. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 6 JUNE 2016 (E)**

**RESOLVED:**

That the minutes of the meeting of the Cabinet held on 6 June 2016 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

**32. GEOGRAPHICAL INFORMATION SYSTEMS - PLATFORM CONSOLIDATION : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the recommendation contained in the exempt report be approved.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**33. CONTRACT FOR CREDIT AND DEBIT CARD MERCHANT SERVICES : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the recommendations contained in the exempt report be approved.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**34. FRAMEWORK CALL-OFF FOR RENTAL OF HAMMERPRINT DIGITAL COPIERS : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the report be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**35. SOCIAL CARE CASE MANAGEMENT SYSTEM CONTRACT : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the recommendation contained in the exempt report be approved.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

**36. COMMUNITY EQUIPMENT - PROCUREMENT OF A NEW FRAMEWORK AGREEMENT AND EXTENSION OF THE EXISTING SERVICE : EXEMPT ASPECTS (E)**

**RESOLVED:**

That the Appendix and Addendum be noted.

**Reason for decision:**

As set out in the report.

**Alternative options considered and rejected:**

As outlined in the report.

**Record of any conflict of interest:**

None.

**Note of dispensation in respect of any declared conflict of interest:**

None.

Meeting started: 7.00 pm

Meeting ended: 7.04 pm

Chair .....