

Cabinet

Minutes



Monday 16 January 2017

PRESENT

Councillor Ben Coleman, Cabinet Member for Commercial Revenue and Resident Satisfaction

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 Max Schmid, Cabinet Member for Finance

114. **MINUTES OF THE CABINET MEETING HELD ON 5 DECEMBER 2016**

RESOLVED:

That the minutes of the meeting of the Cabinet held on 5 December 2016 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions 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.

115. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen Cowan, Michael Cartwright, and Sue Macmillan.

116. DECLARATION OF INTERESTS

There were no declarations of interest.

117. APPOINTMENT OF EXTERNAL AUDITORS

RESOLVED:

To approve that the Council opts in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors.

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.

118. COUNCIL TAX BASE AND COLLECTION RATE 2017/18 AND DELEGATION OF THE BUSINESS RATES ESTIMATE

RESOLVED:

1. That the estimated numbers of properties for each Valuation Band as set out in the report be approved.
2. That an estimated Collection rate of 97.5% be approved.
3. That the Council Tax Base of 75,938 Band "D" equivalent properties be approved.
4. To delegate authority to the Cabinet Member for Finance, in consultation with the Strategic Finance Director, to determine the business rates tax base 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.

119. LONDON BOROUGH OF HAMMERSMITH AND FULHAM'S COUNCIL TAX SUPPORT SCHEME 2017/18

RESOLVED:

- 1.1. That the council continues with a scheme that reflects the old council tax benefit regulations as much as possible meaning no one in the borough is charged any council tax over and above what they would have been charged had the council tax benefit regulations continued.
- 1.2. That a continuation of the assessment of in work Universal Credit cases as agreed in our scheme last year, be approved.
- 1.3. To keep the scheme consistent with housing benefit rules it is recommend the reduction of the temporary absence rules for those travelling outside Great Britain to 4 weeks, in line with the housing benefit regulations. The same exemptions will be applied as the DWP (see appendix 1), but 26 weeks will be allowed where a resident is unable to return if they are looking after a sick relative, 52 weeks for military personnel as well as discretionary powers to maintain council tax support in other exceptional circumstances.

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.

120. MID-YEAR TREASURY REPORT 2016/17

RESOLVED:

That the Council's borrowing and investment activity up to the 30 September 2016, 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.

121. CORPORATE REVENUE MONITOR 2016/17 MONTH 7 - 31 OCTOBER 2016

RESOLVED:

1. That the General Fund and Housing Revenue Account month 7 forecast revenue variances, be noted.
2. That the action plans amounting to £1.025 million, seeking to address the General Fund gross overspend forecast of £2.074 million, be noted. All overspending departments to respond with further actions to reduce the net forecast overspend of £1.049 million.
3. That the proposed virement requests in appendix 11, 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.

122. DIRECT AWARD OF CONTRACT FOR BANK SERVICES - BUSINESS CASE

RESOLVED:

That approval be given to waive the competition requirements contained in the Council's Contract Standing Orders and approve a direct award of a banking services contract to the Royal Bank of Scotland Plc for a period of two years from 1st April 2017 to the 31st March 2019 for the notional sum of £120,000.

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.

123. ENFORCEMENT AGENT CONTRACT

RESOLVED:

1. That approval be given for the re-procurement of enforcement agents to assist in the recovery of unpaid Council Tax and Business Rates through the use of a Dynamic Purchasing System set up by the Yorkshire Purchasing Organisation (YPO).
2. That authority be granted to waive the competition requirements contained in Contract Standing Orders and to approve to carry on the current arrangement with the existing suppliers until the 31st March 2017 to ensure continuity of service delivery.
3. That the cost involved in accessing the YPO's Dynamic Purchasing System £1,500.00, be approved.
4. That delegated authority to award the contract be given to the Strategic Finance Director in consultation with the Cabinet Member for Finance.

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.

124. GRADUATE PLACEMENT FRAMEWORK RELET

RESOLVED:

1. That approval be given for the London Borough of Hammersmith and Fulham to run an open tender to let a framework for a period of 4 years for the provision of a graduate placement programme. That the framework is made available to other London councils and the City of London Corporation.
2. If the notional contract value exceeds £5,000,000, that delegated authority be given to the Shared Services Director for Human Resources, in consultation with the Cabinet Member for Finance to award the proposed framework.

3. That delegated authority be given to the Shared Services Director for Human Resources, in consultation with the Cabinet Member for Finance to award a call off contract from the framework for the London Borough of Hammersmith and Fulham.
4. That delegated authority be given to the Shared Services Director for Human Resources, in consultation with the Cabinet Member for Finance to enter necessary contractual arrangements to enable other London councils (as defined as part of the tender process) to access the Graduate Placement Framework, once awarded.

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.

125. RECRUITMENT ADVERTISING AND RELATED CONTRACTS

RESOLVED:

- 1.1 That ESPO Framework 3A- Advertising Solutions be utilised to run a mini competition to secure the services of a recruitment advertising provider under lot 1 of the said framework for a 2-year period with an option to extend for a further 2 periods of 12 months each.
- 1.2 That the Shared Services Director for Human Resources be given delegated authority, in consultation with the Cabinet Member for Finance to enable any extensions of the contract as set out in para 2.1.1 following the initial 2-year period.

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.

126. GRANT OF A LONG LEASE TO LONDON DIOCESAN FUND IN RESPECT OF PRYOR'S BANK, SW6 3LA

RESOLVED:

- 1.1. That the Council enter a 125- year lease (of land and premises shown on the plan attached as Appendix 2) with the London Diocesan Fund ('LDF'). The Council would receive a premium plus a rent under the proposed lease for LDF (details of which are given in the exempt part of the report comprising Appendix 1). The Council would terminate the current tenancy at will that is in place following the tenant holding over from their previous lease expiring in 2012.
- 1.2. That delegated authority be given to the Director for Building and Property Management, in consultation with the Cabinet Member for Environment, Transport and Residents' Services and the Cabinet Member for Finance, to finalise the property transaction.
- 1.3. That delegated authority be given to the to the Bi-Borough Director for Safer Neighbourhoods, in consultation with the Cabinet Member for Environment, Transport and Residents' Services and the Cabinet Member for Finance, the consideration of any comments or objections that arise from public notification of the proposed disposal, under the lease, of open space (largely comprising circulation space adjoining the property 'Pryor's Bank'). (This public notification is a statutory requirement explained in clauses 4.5, 8.2 and 8.3 of this report).

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.

127. PROCUREMENT STRATEGY FOR DEBT MANAGEMENT AND BUSINESS INTELLIGENCE SERVICES

RESOLVED:

- 1.1. That the Commercial Director be authorised to begin the procurement process to appoint a partner to deliver debt management services to H&F through a joint venture, and in accordance with the procurement strategy at Appendix 1.

- 1.2. That delegated authority be given to the Commercial Director in consultation with the Cabinet Member for Finance to award the framework agreement to the most economically advantageous tenderer.

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.

128. SCHOOL KITCHEN REPAIR AND MAINTENANCE CONTRACT- CONTRACT AWARD FOR THE LONDON BOROUGH OF HAMMERSMITH AND FULHAM; THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA AND WESTMINSTER CITY COUNCIL

RESOLVED:

That a contract be awarded for the provision of School Kitchen Repair and Maintenance contract, for a period of three (3) years, with the option to extend for up to a further (2) years commencing 1st February 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.

129. COMMISSIONING HIGHER EDUCATION PARTNER FOR STEP-UP TO SOCIAL WORK PROGRAMME

Councillor Sue Fennimore noted that Clare Chamberlain, Executive Director for Children's Services, had been awarded a CBE in the New Year Honours' List for services to children and families. Clare Chamberlain led work on Focus on Practice, a programme to enhance the skills of children's social workers and develop more effective help for families. This decision would enable the Council to continue and build on that good work.

RESOLVED:

1. That the procurement strategy, be approved.
2. That delegated authority be granted to the Director of Family Services and Director of Commissioning in consultation with the Cabinet Member for Children and Education to award a six-year contract to a Higher Education Institution with a total value of c.£1,100,000 (c.£380,000 for each of the three potential cohorts).
3. That the contract will be let by Hammersmith and Fulham Council and will include break clauses at two-year intervals, be noted. The contract will only continue on the basis of satisfactory performance by the Provider and continued funding from the Department for Education.

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.

130. AGREEMENT FOR THE DIRECT AWARD OF DAY SERVICES FOR PEOPLE WITH DEMENTIA

RESOLVED:

1. That approval be given to waiver the Council's Contract Standing Orders (CSO) 3.1 to directly award three contracts from 1st December 2016 to 31st March 2018 to the incumbent service providers.
2. That approval be granted to the Executive Director of Adult Social Care in consultation with Cabinet Member for Adult Social Care and Health to award the three contracts to the incumbent providers as outlined in Table 1 setting out details of the services and values for the contract period.

Table 1: Contract Values

Provider	Service Name	Description	Annual Contract Value	ASC Annual Contrib.	HFCCG Annual Contrib.	Total Value for Contract Extension 16 months-	Funding Mechanism
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						01/12/16 – 30/03/18)	
Alzheimer's Society	St. Vincent's Day Centre	Day Services for People with Dementia	£305,857	£305,857	Nil	£407,809	LBHF only
Alzheimer's Society	Dementia Adviser	Info Advice and casework support for people with Dementia and Carers	£34,500	Nil	£34,500	£46,000	Section 75 Agreement
Housing and Care 21	Activity Plus	Community Based Outreach Service	£140,000	£140,000	Nil	£186,667	LBHF only
Total			£480,357			£640,476	

3. That all contracts referenced in table 1 above include a break clause, which would allow the Council to terminate the agreement with 3 months' written notice, be agreed.

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.

131. APPROVAL TO MAKE AN AWARD OF 2 CONTRACTS FOR PROVISION OF PARKING ENFORCEMENT AGENT (BAILIFF) SERVICES

RESOLVED:

- 1.1 That approval be given to award 2 Contracts for provision of Parking Enforcement Agent Services.
- 1.2 That approval be given to award the Contracts for provision of Parking Enforcement Agent Services to Marston Group Limited as primary provider and

Equita Limited as the reserve provider, commencing on 1 January 2017 for a term of 5 years.

- 1.3 That it be noted that this is a concessions contract which is subject to the Concession Contracts Regulations 2016 and that being a concessions contract where there are statutory recovery fees the award criteria to be used shall be primarily quality based.

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.

132. FORWARD PLAN OF KEY DECISIONS

The Key Decision List was noted.

133. 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.]

134. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 5 DECEMBER 2016

RESOLVED:

That the exempt minutes of the meeting of the Cabinet held on 5 December 2016 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions 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.

135. DIRECT AWARD OF CONTRACT FOR BANK SERVICES - BUSINESS CASE: EXEMPT ASPECTS (E)

RESOLVED:

That the appendix 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.

136. GRADUATE PLACEMENT FRAMEWORK RELET: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt part of 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.

137. RECRUITMENT ADVERTISING AND RELATED CONTRACTS: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt part of 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.

138. GRANT OF A LONG LEASE TO LONDON DIOCESAN FUND IN RESPECT OF PRYOR'S BANK, SW6 3LA: EXEMPT ASPECTS (E)

RESOLVED:

That the appendix 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.

139. SCHOOL KITCHEN REPAIR AND MAINTENANCE CONTRACT - CONTRACT AWARD FOR THE LONDON BOROUGH OF HAMMERSMITH AND FULHAM; THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA AND WESTMINSTER CITY COUNCIL: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt part of 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.

140. APPROVAL TO MAKE AN AWARD OF 2 CONTRACTS FOR PROVISION OF PARKING ENFORCEMENT AGENT (BAILIFF) SERVICES: EXEMPT ASPECTS (E)

RESOLVED:

That the recommendations in the exempt part of 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.

Meeting started: 7.00 pm

Meeting ended: 7.05 pm

Chair