

# Cabinet

## Minutes



Monday 10 July 2017

### **PRESENT**

Councillor Ben Coleman, Cabinet Member for Health and Adult Social Care  
Councillor Stephen Cowan, Leader of the Council  
Councillor Sue Fennimore, Deputy Leader  
Councillor Lisa Homan, Cabinet Member for Housing  
Councillor Andrew Jones, Cabinet Member for Economic Development and Regeneration  
Councillor Sue Macmillan, Cabinet Member for Children and Education  
Councillor Max Schmid, Cabinet Member for Finance

### **ALSO PRESENT**

Councillor Joe Carlebach  
Councillor Mark Loveday

#### **1. MINUTES OF THE CABINET MEETING HELD ON 8 MAY 2017**

##### **RESOLVED:**

That the minutes of the meeting of the Cabinet held on 8 May 2017 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

*The Leader welcomed to the meeting the newly appointed Opposition Leader, Councillor Joe Carlebach, and the Opposition Whip, Councillor Loveday.*

#### **2. APOLOGIES FOR ABSENCE**

##### **RESOLVED:**

Apologies for Absence were received from Councillor Wesley Harcourt.

Apologies for Lateness were received from Councillors Lisa Homan and Sue Macmillan.

### **3. DECLARATION OF INTERESTS**

#### **RESOLVED:**

There were no declarations of interest.

### **4. THE ESTABLISHMENT OF A GROWTH AND INNOVATION PARTNERSHIP WITH IMPERIAL COLLEGE LONDON**

Councillor Jones stated that this report set out the potential for a partnership between the Council and Imperial College London to drive local economic growth and innovation, and develop a new model of local engagement and collaboration.

Councillor Carlebach acknowledged it was a great concept and had his support. He asked whether any bursaries would be offered, particularly to local residents.

Councillor Jones noted that this was the introductory paper with the specific details yet to be developed. Bursaries and other schemes would be considered.

Councillor Carlebach enquired about the success rate after two years of running this partnership. The Leader replied that the partnership would operate across the borough, with a predominant focus on the White City Opportunity Area, where some of the most persistent pockets of economic and social disadvantage were located. The benefits should continue for much longer than two years

#### **RESOLVED:**

1. Cabinet to approve in principle the creation of a Partnership for Growth and Innovation between the Council and Imperial College London to drive local economic growth through collaboration.
2. Cabinet to delegate authority to the Director for Housing, Growth and Strategy in consultation with Cabinet Member for Economic Development and Regeneration to agree the terms of the proposed partnership and to develop the initial business plan.
3. Cabinet to delegate authority to the Director for Housing, Growth and Strategy in consultation with Cabinet Member for Economic Development and Regeneration to agree the nomination and appointment of officers to the Enterprise Advisory Group, which will support the Partnership's work
4. Cabinet to approve a budget of £200,000 for two years to fund the operation of the joint venture using existing s.106 funding identified for economic development.

**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.

**5. PARKING PROJECTS AND POLICY PROGRAMME 2017/18**

Councillor Carlebach welcomed increasing the number of ports for charging electric cars in the borough but would like to see some control over the price of electricity. The Leader replied that their expectation was for the electricity price to be low.

**RESOLVED:**

1. That approval be given to the programme detailed in this report, with provision to make adjustments during the year as necessary as set out in 2.2 & 2.3. Programme annual funding is £425,000, of which £150,000 is from the carriageways and footways allocation and capital receipts, and £275,000 from parking reserve. This report seeks approval for £275,000 to come from existing reserves.
2. That authority be delegated to the Director of Transport and Highways in consultation with the Cabinet Member for Environment, Transport and Residents Services, to alter these programmes as necessary during the 2017/18 financial year.
3. That authority be delegated to the Director for Transport and Highways, in consultation with the Cabinet Member for Environment, Transport and Residents Services, to make amendments to the programme as agreed for operational and cost effective reasons, in order to make the optimum use of resources.
4. That approval be given to place orders under this project with the Council's existing term or framework contractors or service providers.

**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.

**6. PROCUREMENT OF VARIABLE DATA PRINTING SERVICES**

**RESOLVED:**

1. To agree the procurement strategy for variable data printing set out in this report.
2. To access the Postal Goods and Services Framework Agreement (RM1063) ("the framework") set up by Crown Commercial Services. To procure a single provider from the Framework by entering into a call-off contract for variable data printing. The call-off contract will be for a period of four years starting in October 2017 to September 2021.
3. The estimated value of the contract is expected to be in the range of £400,000 - £600,000 per annum.
4. To delegate the award of the call-off contract to the successful provider to the Commercial Director.

**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.

**7. TREASURY OUTTURN REPORT 2016/17**

**RESOLVED:**

That this 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.

**8. OFFSITE RECORDS STORAGE SERVICE PROCUREMENT STRATEGY**

**RESOLVED:**

That the Cabinet approve the preferred option contained in the Procurement Strategy (Appendix 2) by calling off from a framework agreement set up the Eastern Shires Purchasing Organisation and award a contract to Box-It Ltd for a period of 2 years commencing on 1 April 2018.

**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.

**9. PROPOSED FULHAM BROADWAY BUSINESS IMPROVEMENT DISTRICT**

Councillor Jones stated that this paper informed the Cabinet of the intention of the Fulham Business Improvement District (BID) Steering Group to submit a BID proposal to the Council and requested the Council to hold a ballot of businesses on its behalf in 2017.

The Leader stated that this was a key part of the Council's policy agenda and borough-wide regeneration strategy. Investment in this area was central to the Council's ambitions to support businesses in the borough.

**RESOLVED:**

That authority be delegated to the Director of Regeneration, Planning and Housing Services, in consultation with the Cabinet Member for Economic Development and Regeneration, to review the documents that make up the BID Proposal and complete any necessary legal agreements and arrangements both prior to and post the ballot.

**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.

**10. DESIGNATION OF CONSERVATION AREA EXTENSIONS AND BOUNDARIES**

Councillor Carlebach asked whether residents had been consulted on the proposed Conservation Area extensions and amended Conservation Area boundaries. Some residents had told him that they were not aware of the proposal.

The Leader confirmed that various resident's associations had been consulted. He would be happy to reply to any resident who wanted information on the proposal.

**RESOLVED:**

1. Cabinet resolve to approve the designation of an extension to the Barclay Road Conservation Area as set out in the plan in Appendix 1 to include the following property: Barclay House, Effie Road.
2. Cabinet resolve to approve a boundary amendment to the Barclay Road Conservation Area as set out in the plan in Appendix 1 to transfer that part of No. 1 Barclay Road within the Barclay Road Conservation Area to the Walham Green Conservation Area.
3. Cabinet resolve to approve the designation of an extension to the Lakeside/Sinclair/Blythe Road Conservation Area as set out in the plan in Appendix 2 to include the following properties:  
Nos. 1-17 & 2-56 (even) Minford Gardens; Nos. 53-79 (odd), 56-116 (even) & electricity substation Netherwood Road; Nos. 9-11 (odd); St Simon's Church and Hall, The Old Vicarage 15, 17-23a (odd) & electricity substation Rockley Road; Nos. 32-40 (even) & 41-81 (odd) Westwick Gardens.
4. Cabinet resolve to approve a boundary amendment to the Brook Green Conservation Area as set out in the plan in Appendix 2 to transfer the following properties to the Lakeside/Sinclair/Blythe Road Conservation Area:  
Nos. 1-6 (consec.) Beaconsfield Terrace Road; Nos. 24-52 (even) Blythe Road; Nos. 1-7 Hazlitt Mews (consec.); Nos. 2A, 1-7(odd), Onyx House 7A, 9-11 (odd) Hazlitt Road; Nos. 2-26 (even) & 33-47 (odd) Maclise Road.
5. Cabinet resolve to approve a boundary amendment to the Melrose Conservation Area as set out in the plan in Appendix 2 to transfer the

following properties to the Lakeside/Sinclair/Blythe Road Conservation Area:  
Cornwall Mansions & Nos. 177-183 Blythe Road; Nos. 99 & Church Hall  
108 Lakeside Road.

6. Cabinet resolve to adopt the Barclay Road, Bradmore and Lakeside/Sinclair/Blythe Road Conservation Area Character Profiles as set out in Appendices 3-5.

**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.

**11. HIGHWAY MAINTENANCE CONTRACTS 2017**

**RESOLVED:**

1. That approval be given to join the RBKC framework agreement (5-year term with options of further three 1 year extensions) for the following five contracts:
  - Paving Work
  - Asphalt Surfacing Work
  - Drainage Work
  - Project Work
  - Highway Bridges and Structures Work
2. That approval be given to award Paving, Asphalt Surfacing, Project and Highway Bridges and Structures Work contracts to F M Conway Limited for total to notional sum of £34,125,000.
3. That approval be given to award the Drainage Works contract to Cappagh Contractor Construction (London) Limited for a notional sum of £1,500,000.

**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.

**12. UPDATE ON WATER ARRANGEMENTS**

**RESOLVED:**

To note the measures being taken to reduce water costs for tenants.

**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.

**13. MITIE SERVICE REVIEW**

Councillor Homan stated that the Mitie repairs contract was an inherited 10-year contract which had considerable customer dissatisfaction. This proposal for amendments to the expenditure profile of the contract would bring improvements to the service.

The Leader stated that this was an indication of some inherited contracts. This one was a lengthy contract and residents were still not satisfied with the service.

**RESOLVED:**

1. To agree a reduction in the frequency of property condition surveys from every year to every two years.
2. To agree more resources for additional repair appointments.
3. To agree the continuation of Rant N Rave repairs satisfaction surveys for 22 months including enhancements to the system.

**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.

**14. GARAGES AND PARKING SPACE LETTINGS, CHARGING POLICY CHANGE AND GARAGES STOCK REFURBISHMENT**

Councillor Homan stated that this report recommended changes to the existing garage licence agreement, and changes in the lettings policy for garages and secure residential car parks, to enable greater take up of empty garages, and generate increased revenue from the current portfolio. Council tenants and leaseholder would continue to be prioritised under the new licence as they were now, followed by private residents of the borough.

Councillor Carlebach enquired on the reason for increasing the charges for private borough residents. Councillor Homan replied that there would be no increase to residents currently renting a garage. The new charge applied to new lettings only and were below the market rate.

The Leader added that all the money would go into the Housing Revenue Account to maintain Council's properties.

**RESOLVED:**

1. To amend the garage licence to allow garages to also be used for storage. The existing garage licence agreement allows the storage of a car or a motorbike only.
2. To increase charges for private borough residents from £23.08 to £35 per week and to allow lettings to non-borough customers on garages sites where demand from our own residents is low. The proposed weekly rental charge for customers who do not live in Hammersmith and Fulham is £50 per week. (see appendix 3 for revised charges).
3. To agree the Procurement Strategy for garage refurbishment work, as set out in appendix 7, with contract performance reviewed each year and new contract awards to be approved by the Cabinet Member for Housing, subject to overall approval of the Council's HRA Capital Programme by Cabinet
4. To approve proposals to rent surplus parking spaces in secure underground car parks such as Walham Green Court and Woodmans Mews to customers who don't live in the block. The is proposal to keep charges for those who live in the block the same at £3.07 per week but charge non block residents £23.08 per week.

**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.

**15. FORWARD PLAN OF KEY DECISIONS**

**RESOLVED:**

The Key Decision List was noted.

**16. 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.]**

*It was noted that opposition Councillors received exempt agendas by email via a link to the Council's Intranet and had access on a need to know basis.*

**17. EXEMPT MINUTES OF THE CABINET MEETING HELD ON 8 MAY 2017**

**RESOLVED:**

That the minutes of the meeting of the Cabinet held on 8 May 2017 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.

**18. OFFSITE RECORDS STORAGE SERVICE PROCUREMENT STRATEGY: EXEMPT ASPECTS**

**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.

**19. UPDATE ON WATER ARRANGEMENTS: EXEMPT ASPECTS**

**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.

**20. MITIE SERVICE REVIEW: EXEMPT ASPECTS**

**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.

**21. PRINCIPLES FOR A FUTURE HR, PAYROLL AND FINANCE SERVICES SOLUTION: EXEMPT REPORT**

**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.

Meeting started: 7.00 pm  
Meeting ended: 7.35 pm

Chair .....