

## Introduction

The Council is required by law to publish once a month a Forward Plan of Key Decisions proposed to be taken over the coming four months. Key decisions are defined as any executive-side matter that is not already delegated to officers which:

*i - involves income or expenditure of £100,000 or more and/or*

*ii - is likely to have a significant impact on the community in one or more electoral wards.*

*1 - For example (a) a decision to close a facility, alter services or carry out street works would be a key decision whereas (b) a matter which has no obvious impact on local people, such as an internal Council policy, would not. Where a decision is likely to have a significant impact, but only on a very small number of people, this will not be a key decision if it is under the financial threshold; however, in accordance with good practice, the decision-maker should ensure that those affected are informed in sufficient time for them to have an input into the decision-making process.*

*2 - Responses to consultation documents or representations on external issues where the comments to be submitted are consistent with Council policy and/or are part of an on-going dialogue within that established policy will not constitute a key decision. However, where a significant or substantive new response is required, this will constitute a key decision.*

*3 - In the case of any strategy or plan, the key decision or decisions will be made at the meeting where the strategy or plan is discussed - or through the individual Lead Member decision route as appropriate. Subsequent discussion and decisions about the finalising of any text consequent upon such considerations will not be deemed to be a key decision.*

*4 - Grants of £20,000 or more to voluntary organisations are deemed in normal circumstances to have a 'significant impact on the community' and will therefore be key decisions.*

*5 - In any case of uncertainty, the matter in question shall be treated as a key decision. Furthermore the Leader or any Lead Member can give notice that they wish themselves to take any executive-side decision within their portfolio that would otherwise fall within an officer's delegated authority (i.e. recall a specific delegated matter) subject to the usual requirements around advance publicity on the Forward Plan.*

*6 - Any matter that does not fall within the above definition is delegated to the relevant officer of the Authority - albeit that any officer can, where he sees fit to do so, consult with the relevant decision-taker prior to taking any decision falling within his delegated authority.*

The attached Forward Plan is a list of all such key decisions. This represents a snapshot of the key decisions in the system on 07 March 2019. An updated version is published on the first working day of each month. An online version is also available on the Council's website at <https://www.rbkc.gov.uk/howwewgovern/keydecisions/> which is updated each day.

The Council also offers a weekly e-mail bulletin of new and updated Key Decisions listed in an easy to digest format. You can subscribe via the Council's website at <https://www.rbkc.gov.uk/myrbkc/> or contact the Cabinet Office to subscribe to this free service. To contact all decision makers please e-mail [Cabinet.coordinator@rbkc.gov.uk](mailto:Cabinet.coordinator@rbkc.gov.uk) or call Governance Services on 020 7361 3945/2947.

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*Councillor Elizabeth Campbell  
Leader of the Council*

*07 March 2019*

# Classification of Key Decisions Criteria

## Decision-Maker Legend.

The current Executive and its Member portfolios comprise:

Executive (K).

Deputy Leader(Grenfell and Housing) - Cllr Kim Taylor-Smith (H).

Lead Member for Adult Social Care - Cllr Sarah Addenbrooke (A).

Lead Member for Communities and Culture - Cllr Gerard Hargreaves (C).

Lead Member for Families, Children and Schools - Cllr Emma Will (S).

Lead Member for Finance and Modernisation - Cllr Mary Weale (F).

Lead Member for Healthy City Living - Cllr David Lindsay (E).

Lead Member for Skills and Enterprise - cllr Catherine Faulks (P).

Lead Member for Streets, Planning and Transport - Cllr William Pascall (T).

Leader of the Council - Cllr Elizabeth Campbell (L).

## Decision Rating Legend.

Decisions are currently rated according to the following criteria:

◆ - Routine/low public interest: A key decision that is of a relatively routine nature where the Scrutiny Committee would not wish to get involved.

◆◆ - High impact OR high public interest: Such a key decision would meet all the above criteria on impact, or could be expected to be of particular public interest. This decision would be expected to feature planned consultation with the Scrutiny Committee.

◆◆◆ - High impact/high public interest: A key decision that is likely to have a major impact on service users, residents or businesses and where there is prospect of significant public interest. This decision would be expected to feature planned consultation with the Scrutiny Committee and the public.

Decision Confidential/Exempt Information Category Legend. Decisions are currently wholly or partially exempt for the following reasons:

1 - Information relating to any individual.

2 - Information which is likely to reveal the identity of an individual.

3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 - Info relating to any consultations/negotiations, or contemplated consultations/ negotiations in connection with any labour relations matters arising between the Authority or a Minister of the Crown and employees of/or office-holders under the authority.

5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

6 - Information which reveals that the authority proposes (a) to give any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.

7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.

8 - Confidential information given to the Council by a government department on terms which forbid its public disclosure, or information that cannot be publicly disclosed by a court order.

# March 2019

To contact all decision makers please e-mail Cabinet.coordinator@rbkc.gov.uk or call Governance Services on 020 7361 3945/2947.

Decisions marked with a '†' under 'Report available' contain exempt information. A summary of the exempt information is available on request.

Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
Supply and Installation of Fire Door-sets Ref: 05422/19/H/AB Award of contract for the supply and installation of fire door-sets to the Council's residential properties.	◆◆◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 25 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Adeleke Adelowo		<b>Exempt by virtue of Category 3</b>				
Accepting GLA Grant for Building Council Homes for Londoners Ref: 05377/19/K/AB As part of the Council's new homes delivery programme approval is required to enter into a contract to accept the £33.6m GLA grant which is key funding source.	◆◆◆	Leadership Team	None	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Mark Grant Maxine Holdsworth		<b>Exempt by virtue of Category 3</b>				
Procurement Strategy for delivering the HRA Capital Programme 2019 to 2025 Ref: 05433/19/K/A Agreement to the detailed plans for the current and next financial years along with details and programmes for establishing framework agreements to be used for future years	◆◆◆	Leadership Team	Discussions have taken place with resident groups including the Procurement Panel	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Nick Walker						
Lift maintenance contract for housing blocks Ref: 05406/19/H/AB To exercise the option to extend the current Contract with PDERS Lifts Ltd for a duration of 2 years as stated in the Contract Document.	◆◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 08 Mar 19	Yes	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Ernest Raw						

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<p>Gas Consultancy Contract Extension (Housing) Ref: 05320/18/H/AB Authority to extend the contract for the consultancy of gas maintenance.</p> <p><b>Contact Officer</b> Katherine Parkinson</p>	◆◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Kensington Town Hall Security Works Ref: 05221/18/E/AB To approve the award of Contract for the installation of CCTV and access control barriers to the Civic Reception and Civic Halls.</p> <p><b>Contact Officer</b> David Cambridge</p>	◆◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Colville school - Appointment of a replacement D&amp;B Contractor to complete the refurbishment works Ref: 05381/19/F/AB The current contractor's company is no longer able to complete the construction works. This urgent decision is required to appoint a replacement D&amp;B contractor to complete the refurbishment works, before the start of September 2019.</p> <p><b>Contact Officer</b> Nilesh Pankhania</p>	◆◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Fire Warden Services Ref: 05327/18/H/AB Authority to award a contract for the continued provision of Fire Wardens for some blocks in the borough, until national fire safety testing is clear and all local fire safety checks and work has been completed.</p> <p><b>Contact Officer</b> Katherine Parkinson</p>	◆◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 18 Mar 19	Yes	Housing and Property Scrutiny Committee

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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
<p>Kensington Town Hall - Conference and Events Centre Refurbishment Ref: 05400/19/K/AB This report seeks the Leadership Team's approval to refurbish the Kensington Conference and Events Centre within Kensington Town Hall.</p> <p><b>Contact Officer</b> Miriam Molina-Gea</p>	◆◆	Leadership Team	Those who hire the conference facilities were consulted at an early stage and will be consulted further when the project resumes.	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>37 Pembroke Road Offices refurbishment - essential infrastructure improvements Ref: 05401/19/K/AB The Leadership Team agreed on 11th July 2018 to provide funding for improvement works to the office accommodation at the Pembroke road site and increase the capacity to accommodate the Housing Management Department. A subsequent detailed study of the building's infrastructure (Mechanical, electrical and life safety services) has recommended additional essential works are required to provide compliant and fit for purpose accommodation. This report seeks the necessary additional funding.</p> <p><b>Contact Officer</b> Guy Parks</p>	◆◆	Leadership Team	Heads of Departments located or to be located at 37 Pembroke Road	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Award of contract for provision of vehicles to Repairs Direct Ref: 05296/18/H/AB To consider approving the award of contract for lease vehicles for Repairs Direct for the next three years.</p> <p><b>Contact Officer</b> Paul Orrett</p>	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	Repairs Direct Board	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						

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Housing - Autumn Externals Works Programme 1 Ref: 05300/18/H/AB To award a contract for works relating to Elgin Crescent (12 properties) (Lot 1), 37 Holland Park (lot 2) and Cecil Court etc. (Lot 3)	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Paul Orrett				<b>Exempt by virtue of Category 3</b>		
Sub-contractors (Repairs Direct) Ref: 05323/18/H/AB Authority to award contracts to various sub-contractors to support Repairs Direct.	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Paul Orrett				<b>Exempt by virtue of Category 3</b>		
Concrete Surveys across the housing stock Ref: 05354/18/K/AB Consideration for the authority to award a contract to a supplier for concrete surveys to take place across the housing stock at the Royal Borough of Kensington and Chelsea. An existing professionally devised Public Contract Regulations (2015) compliant framework will be used and a mini competition will be carried out amongst the capable suppliers appointed to the selected framework. Following the mini competition, a recommendation will be provided in regards to the tenders received back which will seek to gain approval for the appointment of the selected supplier.	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	Consultation with Scrutiny Committee to be arranged.	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Boe Williams				<b>Exempt by virtue of Category 3</b>		

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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
<p>Kensington Town Hall - Cooling Plant Replacement Project Ref: 05055/17/M/AB To award the main contract for the replacement of the cooling plant.</p> <p><b>Contact Officer</b> David Cambridge</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Grant of lease for temporary pop-up units at Thorpe Close. Ref: 05061/17/H/AB The decision is for the grant of a lease for land at Thorpe Close, and for the provision of funding for temporary pop-up retail units.</p> <p><b>Contact Officer</b> Martin Mortimer</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	<p>A total of four co-design workshops were conducted where the community around Thorpe Close provided direction of the use of the space, the scale and style of the units, the materials used and the improvements to the public realm.</p> <p>Planning and Borough Development have been consulted on these plans and planning consent for the units was approved on 24 April 2017.</p>	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Flat 10, 45-46 Elm Park Gardens, SW10 - statutory lease extension Ref: 05131/17/H/AB To approve the grant of a statutory lease extension</p> <p><b>Contact Officer</b> Mark Grant</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None.	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						



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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
<p>Kensington Town Hall Replacement of Cold Water Storage Tanks Ref: 05219/18/E/AB To approve the award of Contract for the replacement of the cold water storage tanks to the town hall</p> <p><b>Contact Officer</b> David Cambridge</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Kensington Town Hall Plant Room Health and Safety Works Ref: 05220/18/E/AB To approve the award of Contract for the building works to address health and safety issues throughout the plant room areas.</p> <p><b>Contact Officer</b> David Cambridge</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>51 Chelsea Manor Street, SW3 - Grant of New Lease Ref: 05271/18/F/AB To approve the terms of the lease.</p> <p><b>Contact Officer</b> Yemisi Felix-Adewale</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 4</b>						
<p>19 Golborne Road, W10 - Grant of New Lease Ref: 05273/18/F/AB To approve the terms of the lease.</p> <p><b>Contact Officer</b> Sarah Muluta</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Surrender and grant of new lease on retail unit 86 Bramley Road London W10 Ref: 05297/18/F/AB Proposal to surrender existing lease and grant new lease to existing tenants with extended term on convenience store unit.</p> <p><b>Contact Officer</b> Martin Mortimer</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						



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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
<p>Implementation of WorkWell Initiative (Phase 1) at Kensington Town Hall Ref: 05298/18/F/AB To approve the implementation of the WorkWell system across KTH after the completion of a comprehensive and successful pilot on the 3rd Floor, KTH. <b>Contact Officer</b> Matthew Davis</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Office Stationery Contract Award Ref: 05336/18/F/AB To agree the contract award for the provision of office stationery in the Royal Borough of Kensington and Chelsea. <b>Contact Officer</b> Glenn Woodhead</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>132 Bramley Road, W10 - grant of new lease Ref: 05371/19/F/AB To approve the terms of the lease <b>Contact Officer</b> Yemisi Felix-Adewale</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 12 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>405 King's Road, SW10 - lease renewal Ref: 05421/19/F/AB To approve the terms of the lease <b>Contact Officer</b> Yemisi Felix-Adewale</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 13 Mar 19	Yes ‡	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>57 Chelsea Manor Street, SW3 Ref: 05423/19/F/AB To approve the terms of the lease <b>Contact Officer</b> Yemisi Felix-Adewale</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 13 Mar 19	Yes ‡	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						

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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
Repairs to the four blocks at Silchester Estate Ref: 05389/19/K/A Approval required to procure multi-disciplinary consultancy services for managing the remedial works to the structure of Dixon House, Markland House, Frinstead House and Whistable House within Silchester Estate.	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	A public meeting was held with residents on 27 Sept 2018, Stage 1 S20 leasehold consultation was undertaken in August – September 2018, and separate meeting was held with the Residents Association on 7 Nov 2018.	Not before 15 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Dritan Uka						
226 Walmer Road, W11-grant of further term Ref: 05424/19/F/AB To approve the terms of the lease	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 18 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Yemisi Felix-Adewale						
Letting of Yard Space at Western Road, Park Royal, NW10 Ref: 05372/19/F/AB To approve the grant of the new lease on the terms set out in the confidential Part B Appendix.	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	None	Not before 20 Mar 19	Yes ‡	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Johnny Christofi						
Grant of further term at 395 King's Road, SW10 Ref: 05425/19/F/AB Grant of a further term to the existing tenant	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	Chelsea Riverside Ward Councillors	Not before 26 Mar 19	No	Housing and Property Scrutiny Committee
<b>Contact Officer</b> Yemisi Felix-Adewale						

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<p>65-69 Lots Road, W10 - Lease Renewal: Access Self Storage Ref: 05412/19/K/AB</p> <p>The current tenant Access self-storage wish to remain in occupation at 65-69 Lots Road. Approval will be sought to a short term lease with the current tenant.</p> <p><b>Contact Officer</b> Mark Grant</p>	◆	Leadership Team	Ward Councillors	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Fire Risk Assessments Ref: 05417/19/K/AB</p> <p>Approval is sought to award a consultancy contract to provide fire risk assessments borough wide for the Council's housing properties.</p> <p><b>Contact Officer</b> David Coleman</p>	◆	Leadership Team	Leaseholders are being consulted.	Not before 27 Mar 19	No	Housing and Property Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						

# April 2019

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<p>Keystone, Housing Property Management System, - purchase of extra functionality Ref: 05437/19/H/A</p> <p>Keystone is the Council's primary housing property management system. Approval is sought to purchase two further Keystone modules, a contract management tool and a risk management tool</p> <p><b>Contact Officer</b> Boe Williams</p>	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 01 Apr 19	No	Housing and Property Scrutiny Committee
<p>Wet Risers at Trellick Tower - Contract Award Ref: 05441/19/H/A</p> <p>Award of contract for wet risers which are required to be installed on the third floor of Trellick Tower to bring it up to the new British Standards in line with London Fire Brigade requirements.</p> <p><b>Contact Officer</b> Nick Walker</p>	◆	Deputy Leader(Grenfell and Housing) Cllr Kim Taylor-Smith	None	Not before 05 Apr 19	No	Housing and Property Scrutiny Committee
<p>Flat 37, 93 Elm Park Gardens, SW10 9QW - statutory lease extension Ref: 05430/19/F/AB</p> <p>To approve the grant of a statutory lease extension</p> <p><b>Contact Officer</b> Mark Grant</p>	◆	Lead Member for Finance and Modernisation Cllr Mary Weale	Stanley Ward Members	Not before 12 Apr 19	No	Housing and Property Scrutiny Committee

Exempt by virtue of Category 3

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<b>Key Decision to be considered</b>	<b>Rating</b>	<b>Decision Maker</b>	<b>Main Consultees</b>	<b>Date to be implemented</b>	<b>Report available</b>	<b>Referral Committees</b>
<p>Housing Management Anti-Social Behaviour Policy' Ref: 05443/19/K/A The policy is a commitment from RBKC's Housing Management Service which sets out how it will deliver services related to resolving anti-social behaviour. It includes service standards with specific response times, how cases are prioritised dependent on the type of anti-social behaviour reported and the legal / pre-legal remedies available to RBKC, as a social housing landlord.</p>	◆◆	Leadership Team	<p>Tenants and Leaseholders have been consulted throughout the development of the proposed anti-social behaviour policy. This has been through a dedicated Task and Finish Group for anti-social behaviour. The Task and Finish groups are sub groups of the Tenants Consultative Committee.</p> <p>The draft policy has been subject to comments and scrutiny by the Anti-Social Behaviour Task and Finish group since August 2018.</p> <p>The Anti-Social Behaviour Task and Finish Group convened six meetings between August 2018 and March 2019.:</p> <p>Tenants Consultative Committee consultation: 21 January 2019 Update provided to the Tenants Consultative Committee on the draft anti-social behaviour policy. 25 March 2019 – Tenants Consultative Committee to</p>	Not before 01 May 19	No	Housing and Property Scrutiny Committee

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			consider the anti-social behaviour Policy before being taken to for a final decision			
			The policy will be taken to the Housing Scrutiny Panel on 17 April 2019 before it is brought to the Leadership Team for a final decision.			

**Contact Officer** Stav Kokkinou

Number of Decisions for March - June 2019 included: **37**

Total Number of Decisions included: **37**

The criteria selected to produce this report was:

 [Before printing think about the environment](#)

Current Key Decisions yet to be Implemented and Referral Committee = Housing and Property Scrutiny Committee.