

# Forward Plan of Key Decisions

## April - July 2016

08 April 2016

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## 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 Cabinet 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 Cabinet 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 08 April 2016. 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 <http://www.rbkc.gov.uk/howwegovern/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 <http://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 the Town Hall Cabinet Office on 020 73613950.

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*Councillor Nicholas Paget-Brown  
Leader of the Council*

*08 April 2016*

# Classification of Key Decisions Criteria

## Decision-Maker Legend.

The current Cabinet and its Member portfolios comprise:

Full Cabinet (K).

Cabinet Member for Adult Social Care and Health - Cllr Mary Weale (A).

Cabinet Member for Education and Libraries - Cllr Emma Will (E).

Cabinet Member for Environment, Environmental Health and Leisure - Cllr Tim Ahern (T).

Cabinet Member for Family and Children's Services - Cllr Elizabeth Campbell (S).

Cabinet Member for Finance and Strategy - Cllr Warwick Lightfoot (F).

Cabinet Member for Planning Policy, Transport and Arts - Cllr Tim Coleridge (P).

Cabinet Member for Voluntary Organisations and Resident Engagement - Cllr Gerard Hargreaves (V).

Deputy Leader and Cabinet Member for Housing, Property and Regeneration - Cllr Rock Feilding-Mellen (H).

Leader - Cllr Nicholas Paget-Brown (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/low public interest: Such a key decision would meet all the above criteria on impact, but would not be expected to be of particularly public interest. This decision would be expected to feature planned consultation with the Scrutiny Committee and the public.

◆◆◆ - 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.

# April 2016

To contact all decision makers please e-mail Cabinet.coordinator@rbkc.gov.uk or call the Town Hall Cabinet Office on 020 73613950.

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
<p>The award of contract for the remote processing of Housing Benefit. Ref: 04728/16/K/AB</p> <p>To seek approval to renew the contract to supply remote Housing Benefit (HB) and Local Council Tax Reduction Scheme (CTRS) processing from 1 April 2016 until 1 April 2019.</p> <p><b>Contact Officer</b> Paul Ellary</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	No external consultation	Not before 07 Apr 16	Yes ‡	Cabinet and Corporate Services Scrutiny Committee
<b>Exempt by virtue of Category 5</b>						
<p>2015-16 Budget Monitoring Quarter 4 Ref: 04791/16/K/A</p> <p>To agree budget virements and/or transfers to/from reserves as outlined in the report.</p> <p><b>Contact Officer</b> Nicholas Holgate</p>	◆	The Full Cabinet	None	Not before 20 Apr 16	No	Cabinet and Corporate Services Scrutiny Committee
<p>Release of Reserves to Settle Licensing Dispute Ref: 04481/15/C/B</p> <p>The borough is being challenged on its interpretation of a software licence agreement. The software vendor is claiming that the borough is in breach of the agreement. This KD is seeking the release of funds from reserves to enable a negotiated settlement.</p> <p><b>Contact Officer</b> Keith Newman</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot Leader Cllr Nicholas Paget-Brown	Specialist external legal advice	Not before 28 Apr 16	No	Cabinet and Corporate Services 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>Release of additional funding to deliver Tri-Borough IT working arrangements Ref: 03743/12/F/A</p> <p>To release reserve funding to finance the engagement of IT specialists and temporary staff to allow existing officers to be dedicated to Tri-Borough working projects.</p> <p><b>Contact Officer</b> Barry Holloway</p>	◆	Leader Cllr Nicholas Paget-Brown	Computer and Communications Group	Not before 28 Apr 16	No	Cabinet and Corporate Services Scrutiny Committee
<p>Replacement of the Storage Area Network and Associated Support and Maintenance Contract Ref: 04747/16/C/AB</p> <p>Procure Storage Area Network hardware and software to house Council data for the Council's two Data Centres. Enter into a contract for the support and maintenance of the hardware and software.</p> <p><b>Contact Officer</b> Barry Goodall</p>	◆	Leader Cllr Nicholas Paget-Brown	None	Not before 28 Apr 16	No	Cabinet and Corporate Services Scrutiny Committee
<b>Exempt by virtue of Category 3</b>						
<p>Council tax and benefits printing and mailing contract Ref: 04755/16/F/AB</p> <p>Decision for the award of a contract for Council Tax and Benefits Printing and Mailing Services.</p> <p><b>Contact Officer</b> Anita Murray</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	None	Not before 29 Apr 16	No	Cabinet and Corporate Services Scrutiny Committee
<b>Exempt by virtue of Category 4</b>						

# May 2016

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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
Agency Staff: Contract Review Ref: 04725/16/C/AB The report seeks permission to enter into a 4 year contract for the supply of agency staff, when the current contract ends on the 30th June, 2016. <b>Contact Officer</b> Margaret Burns	◆	Leader Cllr Nicholas Paget-Brown	None	Not before 19 May 16	No	Cabinet and Corporate Services Scrutiny Committee

**Exempt by virtue of Category 3**  
Number of Decisions for April - July 2016 included: **7**  
Total Number of Decisions included: **7**

The criteria selected to produce this report was:  
 [Before printing think about the environment](#)

Current Key Decisions yet to be Implemented and Referral Committee = Cabinet and Corporate Services Scrutiny Committee.