

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.

The attached Forward Plan is a list of all such key decisions. This represents a snapshot of the key decisions in the system on 06 March 2015. 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 or call the Town Hall Cabinet Office on 020 73613950.

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.

*Councillor Nicholas Paget-Brown
Leader of the Council*

06 March 2015

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 Community Safety, IT and Corporate Services - Cllr Joanna Gardner (C).

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.

March 2015

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>Tri-Borough Violence Against Women and Girls Services Contract Award Ref: 04489/15/C/AB Award of contract for Tri-Borough Violence Against Women and Girls (VAWG) Services including Coordination Services and VAWG Integrated Support Services for a period of 18 months commencing on 1 July 2015 with the option to extend for up to a further three years.</p> | ◆◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | The consultation process for the VAWG service provision began with the needs assessment commissioned in October 2013. Following the needs assessment, VAWG service providers and service users were consulted from August to September 2014 as part of developing the service specification for the VAWG Integrated Support Services. | Not before 31 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>Contact Officer Stuart Priestley</p> | | | <p>Exempt by virtue of Category 3</p> | | | |
| <p>VARIATION IN CONTRACT VALUE FOR THE MALE TRI-BOROUGH ADULT REDUCING REOFFENDING SERVICE Ref: 04450/15/A/AB This report outlines the proposal to vary the Male Tri-borough Reducing Reoffending Service contract, by reducing the value of the contract with Turning Point from £2,722,846 to £1,952,000 over two years. This will mean that in year two of the contract, the maximum contract value will be £976,000. A decision is required to reduce the contract value to bring it in line with the actual cohort size and to make it more reflective of the demand on the service and the true costs of delivering the service.</p> | ◆ | Cabinet Member for Adult Social Care and Health Cllr Mary Weale Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | No external consultation | Not before 09 Mar 15 | No | Adult Social Care and Health Scrutiny Committee Cabinet and Corporate Services Scrutiny Committee |
| <p>Contact Officer Lorna Platt</p> | | | <p>Exempt by virtue of Category 3</p> | | | |

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| <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>Contact Officer Barry Holloway</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | Computer and Communications Group | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>Tri-borough working in corporate services: proposed re-organisation of responsibilities Ref: 04101/14/C/A</p> <p>Possible specialisation of role across the three boroughs' section 151 officers so that each carries out some tri-borough functions alongside their key financial responsibilities.</p> <p>Contact Officer Nicholas Holgate</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | No external consultation | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>Working from anywhere Technical Implementation Ref: 04213/14/C/AB</p> <p>To adopt a wired and wireless technical solution to enable officers from the three boroughs to work at offices of the three boroughs and to agree to share costs.</p> <p>Contact Officer Barry Holloway</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | ICT Policy Board | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |

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| <p>Renewal of the Microsoft Enterprise Agreement Ref: 04227/14/C/AB Renewal of the Enterprise Agreement with Microsoft under which the Council procures most of its Microsoft software at preferential rates.</p> <p>Contact Officer Barry Goodall</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | None | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| Exempt by virtue of Category 3 | | | | | | |
| <p>Appointment of contractor to deliver CCTV maintenance and new installations in LBHF and RBKC Ref: 04329/14/C/AB To agree to the appointment of the recommended contractor to deliver CCTV maintenance and new CCTV installations in the London Borough of Hammersmith & Fulham and the Royal Borough of Kensington & Chelsea from January 2015 for a period of 5 years</p> <p>Contact Officer Pat Cosgrave</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | None | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| Exempt by virtue of Category 3 | | | | | | |
| <p>Procurement of Information Technology and Communications services to support IT shared services Ref: 04401/14/C/AB The report seeks approval for a three councils procurement of information technology and communications service, the procurement strategy, the procurement and its funding</p> <p>Contact Officer Jackie Hudson</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | None | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
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| <p>Drupal Website Content Management System: appointment of consultancy and support partner Ref: 04403/14/C/AB To agree to the appointment of a partner supplier to provide consultancy and support on the new RBKC website content management system which will be on the Drupal platform and its associated new infrastructure.</p> <p>Contact Officer Keith Rangasamy</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | None | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| Exempt by virtue of Category 3 | | | | | | |
| <p>Internal Audit - Procurement of Additional Audit Services through a Framework Agreement Ref: 04445/15/C/AB To approve the preferred procurement option of appointing an external service provider to support the in-house team for the period June 2015 to May 2018 with the option for an extension of up to 2 years.</p> <p>Contact Officer John Barnett</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot | No external consultation | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| Exempt by virtue of Category 3 | | | | | | |
| <p>Corporate Services Fees and Charges (Registrars Service) for 2015-16 Ref: 04446/15/C/A To set fees and charges for the Registrars Service</p> <p>Contact Officer Andrew Kenyon</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | No external consultation | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |

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| <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>Contact Officer Keith Newman</p> | ◆ | <p>Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner</p> <p>Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot</p> | Specialist external legal advice | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| Exempt by virtue of Category 3 | | | | | | |
| <p>Release Capital Funds for Hosted Email and Collaboration Service Assessment Ref: 04491/15/C/A</p> <p>Approval is sought for the release of capital funds for the assessment of a hosted email and collaboration service. The funds are in the pipeline for 2015/16 for "Sharepoint & email linkage software" the need for which will be negated by a hosted email and collaboration service.</p> <p>Contact Officer Keith Newman</p> | ◆ | <p>Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner</p> <p>Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot</p> | No external consultation | Not before 09 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>Regulation of Investigatory Powers Ref: 04410/14/K/A</p> <p>Recommends joint working arrangements and a joint policy with the London Borough of Hammersmith and Fulham for the exercise of functions under the Regulation of Investigatory Powers Act 2000</p> <p>Contact Officer Andre Jaskowiak</p> | ◆ | The Full Cabinet | None | Not before 20 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |

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|---|---------------|---|--------------------------|-------------------------------|-------------------------|---|
| Revised Scheme to Deliver Specific Government Funded Discretionary Rate Reliefs Ref: 04510/15/F/A Proposal to adopt a revised scheme to deliver specific government funded discretionary rate reliefs. Contact Officer Anita Murray | ◆ | Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot | No external consultation | Not before 31 Mar 15 | No | Cabinet and Corporate Services Scrutiny Committee |

April 2015

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| <p>Annual Treasury Strategy 2015/16 Ref: 04456/15/K/A</p> <p>The proposed Treasury Strategy considers how the Council manages its borrowing requirement and daily cash flow, and through its Investment Strategy how surplus cash will be invested. In agreeing the Strategy the Council also sets the Prudential Indicators for treasury management activity which will be carried out during 2015/16.</p> <p>Contact Officer Moira Wallace</p> | ◆ | The Full Cabinet | None | Not before 01 Apr 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>Shared ICT Services - Strategy and procurement of cloud based collaboration tools. Ref: 04509/15/C/AB</p> <p>Approval of the strategy to align cloud based collaboration and productivity tools in the Royal Borough of Kensington and Chelsea; the London borough of Hammersmith and Fulham and Westminster City Council</p> <p>It also seeks funding agreement for Phase 1 – procurement of software licences and Phase 2 – detailed assessment and transition planning.</p> <p>Contact Officer Barry Goodall</p> | ◆ | Cabinet Member for Community Safety, IT and Corporate Services Cllr Joanna Gardner | None | Not before 02 Apr 15 | No | Cabinet and Corporate Services Scrutiny Committee |

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|---|--------|--|--|-------------------------|------------------|---|
| <p>London Mayor's High Street Fund-Bid by the Westway Trust and Council Ref: 04505/15/H/AB The Westway Tust and Council have made a bid to the London Mayor's High Street Fund. If successful, decisions will be required on whether the Council should accept a grant of up to £125,000; act as the accountable body for the award; and whether to award the funds to the Westway Trust, as a Council grant, to deliver the scheme.</p> <p>Contact Officer Richard Miller</p> | ◆ | Deputy Leader and Cabinet Member for Housing, Property and Regeneration Cllr Rock Feilding-Mellen | Westway Trust, Portobello and Golborne Management Committee | Not before 09 Apr 15 | No | Cabinet and Corporate Services Scrutiny Committee |
| <p>PROPOSED WRITE OFF OF FIVE NATIONAL NON-DOMESTIC RATE DEBTS Ref: 04490/15/K/AB The Cabinet is invited to determine whether five National Non-Domestic Rate Debts totalling £1,174,926 should be written off.</p> <p>Contact Officer Anita Murray</p> | ◆ | The Full Cabinet | None | Not before 30 Apr 15 | No | Cabinet and Corporate Services Scrutiny Committee |

Exempt by virtue of Category 3

Number of Decisions for March - June 2015 included: **19**

Total Number of Decisions included: **19**

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.