

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 09 September 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 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*

09 September 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 Civil Society - Cllr Gerard Hargreaves (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 Facilities Management and Procurement Policy - Cllr Paul Warrick (M).

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).

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 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.

September 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>Agreement to participate in the procurement process for the Work and Health Programme Ref: 04848/16/K/A</p> <p>As part of the Government's agreement to greater devolution in future employment and skills provision for London, the Mayor of London and London Boroughs will have greater involvement. Central London Forward member boroughs along with 4 additional London boroughs will develop and implement a procurement process to select a provider to deliver the Work and Health programme in central London. Cabinet are invited to agree the Council's participation in this process.</p> <p>Contact Officer Graham Hart</p>	♦♦	Deputy Leader and Cabinet Member for Housing, Property and Regeneration Cllr Rock Feilding-Mellen	<ul style="list-style-type: none"> • NHS commissioners and public health officers • Cabinet Member for Housing Property and Regeneration • DWP local contacts • Members of the RBKC Learning Work and Business Network <p>The draft report will be presented to the Scrutiny Committee.</p>	Not before 22 Sep 16	No	Cabinet and Corporate Services Scrutiny Committee
Exempt by virtue of Category 3						
<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 Marion Sinclair</p>	♦	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	Computer and Communications Group	Not before 21 Sep 16	No	Cabinet and Corporate Services Scrutiny Committee
<p>Revised Suez Staff pay offer 2016/17 Ref: 04869/16/K/AB</p> <p>The Council seeks Cabinet decision to implement the pay offer for 2016/17 for Suez staff.</p> <p>Contact Officer Kathy May</p>	♦	The Full Cabinet	None	Not before 22 Sep 16	No	Cabinet and Corporate Services Scrutiny Committee
Exempt by virtue of Category 3						

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<p>Royal Borough of Kensington and Chelsea Annual Efficiency Plan Ref: 04875/16/K/A</p> <p>As part of the four year local government finance settlement offer (grant funding for 2016-17 to 2019-20), Councils are required to submit an 'Efficiency Plan' by 5 pm on Friday 14 October 2016. This document, which meets that requirement, sets out the Council's plans for efficiency and effectively summarises in one place a range of pre-existing policies and initiatives.</p> <p>Contact Officer Nicholas Holgate</p>	◆	The Full Cabinet	None	Not before 23 Sep 16	No	Cabinet and Corporate Services Scrutiny Committee
<p>Annual Review of Fees and Charges for Council Services Ref: 04872/16/K/A</p> <p>Sets the corporate framework for the services review of fees and charges for the coming (2017-18) financial year and includes the recommendation for guideline increases.</p> <p>(This decision will be taken by Cllr Lightfoot).</p> <p>Contact Officer Nicholas Holgate</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	None	Not before 23 Sep 16	No	Cabinet and Corporate Services Scrutiny Committee

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<p>Extension of the Information Technology and Communications call-off contract Ref: 04871/16/F/AB</p> <p>This reports seeks approval to extend the existing information technology and communications contract with BT PLC to include provision of PSTN and ISDN line rental and monthly call and data allowances. The existing contracts will be novated to BT who are able to provide the same services at a lower cost than the existing service provider.</p> <p>Contact Officer Russell Hookway</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	None	Not before 06 Oct 16	No	Cabinet and Corporate Services Scrutiny Committee
Exempt by virtue of Category 3						
<p>Planned Replacement of Mobile Phone Estate Ref: 04881/16/F/AB</p> <p>This report seeks approval to bring forward delivery of an approved 2017/18 Capital Bid, Reference Number 801 – 'Tri-borough telephony replacement.' The capital bid was a planned replacement of the council's mobile phone estate.' Early delivery of the bid will provide more flexible working for staff and support the council's migration to Office 365.</p> <p>Contact Officer Russell Hookway</p>	◆	Cabinet Member for Finance and Strategy Cllr Warwick Lightfoot	None	Not before 18 Oct 16	No	Cabinet and Corporate Services Scrutiny Committee
Exempt by virtue of Category 3						
<p>Budget Monitoring 2016-17 Quarter 2 Ref: 04873/16/K/A</p> <p>To report on the Council's forecast financial position for the 2016-17 financial year and, if required, agree requested budget changes and/or transfers to or from reserves as set out in the report.</p> <p>Contact Officer Nicholas Holgate</p>	◆	The Full Cabinet	None	Not before 28 Oct 16	No	Cabinet and Corporate Services Scrutiny Committee

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Key Decision to be considered	Rating	Decision Maker	Main Consultees	Date to be implemented	Report available	Referral Committees
#Type!	◆	The Full Cabinet	None	Not before 28 Oct 16	No	Cabinet and Corporate Services Scrutiny Committee
Contact Officer	Nicholas Holgate					
Number of Decisions for September - December 2016 included:						9
Total Number of Decisions included:						9

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.