

Forward Plan of Forthcoming Executive Decisions

Westminster City Council

For the Period 23 FEBRUARY 2024 to 30 JUNE 2024



City of Westminster

Governance and Councillor Liaison
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Forward Plan

The Forward Plan lists decisions that the Cabinet, a Committee of the Cabinet or individual Cabinet Members in line with the Scheme of Delegation intend to take over the following four months.

The Forward Plan is published weekly, normally on a Friday.

All Decisions will be published on the Council's website, except for information which is confidential or exempt from public disclosure in line with the Local Government Acts and Paragraph 33.10 of the Council's Constitution. Individual decisions will list whether there is expected to be exempt or confidential information. Individual Cabinet Member decisions can be found [here](#) and Cabinet agendas can be found [here](#).

By law, local authorities are required to give 28 days' notice of any key decisions to be made. The Council's Constitution provides for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Paragraphs 33.13 and 33.14 of the Access to Information Procedure Rules.

A Key Decision is defined as one which is:

- a) Likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- b) Likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

Non-key decisions do not need to be listed on the Forward Plan before a decision can be taken.

Each item on the Forward Plan lists who will take the decision, the earliest the decision can be made, whether the forthcoming report is likely to contain exempt or confidential information, and who you can contact for further information. For more general information on the Forward Plan, please contact Governance and Councillor Liaison.

The current membership of the Cabinet is as follows:

Leader of the Council:

Councillor Adam Hug

Deputy Leader and Cabinet Member for Adult Social Care, Public Health and Voluntary Sector:

Councillor Nafsika Butler-Thalassis

Deputy Leader and Cabinet Member for Communities, Children and Public Protection:

Councillor Aicha Less

Cabinet Member for Planning and Economic Development:

Councillor Geoff Barraclough

Cabinet Member for Finance and Council Reform:

Councillor David Boothroyd

Cabinet Member for City Management and Air Quality:

Councillor Paul Dimoldenberg

Cabinet Member for Housing Services:

Councillor Liza Begum

Cabinet Member for Regeneration and Renters:

Councillor Matt Noble

Cabinet Member for Resident Participation, Consultation Reform and Leisure:

Councillor Cara Sanquest

Cabinet Member for Climate, Ecology and Climate

Councillor Ryan Jude

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Lisson Grove: Gayhurst and 6-12 Lilestone Approval of Decant status, The Ending of Lets and Use of Renewal Voids	Cabinet Member for Climate Action, Regeneration and Renters	<p>Key</p> <p>To award decant status to all secure tenants residing within the units of Gayhurst House or 6-12 Lilestone Street. To end the letting of secure tenancies on any future void properties located within either Gayhurst House or 6-12 Lilestone Street. To utilise any current or future renewal void units within Gayhurst House or 6-12 Lilestone street as TA accommodation in advance of the start of the redevelopment works.</p>	Not before 26th Feb 2022	Regeneration, Economy and Planning	<p>Sarah Crampton</p> <p>Programme Manager scrampton@westminster.gov.uk</p>
Temporary Accommodation: Suspension of Duties Into the Private Rented Sector	Cabinet Member for Housing Services	<p>Key</p> <p>This suspension report regards the discharge of duties into the private rented sector.</p>	Not before 10th Jul 2022	Housing Services	

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Draft Public Realm Supplementary Planning Document	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>The report will seek approval to consult on a Draft Public Realm Supplementary Planning Document – which sets out guidance to support City Plan policies on improving the quality of the public realm to ensure it is safe, attractive, accessible, and helps promote active travel.</p>	Not before 29th Jul 2022	Innovation and Change	<p>Michela Leoni</p> <p>Principal Policy Officer mleoni@westminster.gov.uk</p>
Public Toilets Refurbishment Programme	Cabinet Member for City Management and Air Quality	<p>Key</p> <p>A programme to fully refurbish and modernise public toilets across Westminster.</p>	Not before 11th Nov 2022		<p>Mark Banks</p> <p>Head of Service (Waste and Parks) mbanks@westminster.gov.uk</p>
Revised Lease to be granted on Commercial Premises at Ingestre Court, WC2	Cabinet Member for Housing Services	<p>Key</p> <p>Authority to Finalise and Complete new lease</p>	21 Mar 2024	Finance and Resources	<p>Philip Owen</p> <p>powen@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Stopping of HRA Disposal Programme and Continuation of Spot Acquisition Programme	Cabinet Member for Housing Services, Cabinet Member for Finance and Council Reform	Key The ceasing of disposal of voids in the HRA and continuation of acquisitions.	Not before 23rd Dec 2022		
Westminster City Plan Partial Review - Regulation 19 Consultation	Cabinet Member for Planning and Economic Development	Key Formal consultation on the partial review to the City Plan under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012	Not before 29th Dec 2022		Kimberley West Head of City Planning Policy kwest@westminster.gov..uk
Westminster City Plan Partial Review - Submission to Secretary of State	Cabinet Member for Planning and Economic Development	Key Submission of partial review to the City Plan to the Secretary of State to begin a formal examination in public.	Not before 29th Dec 2022		Kimberley West Head of City Planning Policy kwest@westminster.gov..uk
Supported Accommodation - Housing Needs	Cabinet Member for Housing Services	Key Direct Award for Provision of Mental Health Supported Accommodation to Riverside for Queen Marys and Chapter St.	Not before 8th Jan 2023	Housing Services	

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Updating Westminster Adult Education Services Instruments of Government (IoG) and Financial Scheme of Management (FSM)	Cabinet Member for Young People, Culture and Learning	Key The decision agrees updates to the Westminster Adult Education Services Instruments of Government and Financial Scheme of Management after a Policy and Scrutiny review of the service recommended this in 2019.	Not before 20th Feb 2023	Regeneration, Economy and Planning	
Transfer of land on Bishops Bridge Road	Cabinet Member for Finance and Council Reform	Key Historic agreement to transfer land as part of s106 agreement	Not before 6th Mar 2023	Finance and Resources	Philip Owen powen@westminster.gov.uk
Writing off of irrecoverable debt (quarterly report) - Quarter 4 2023/24	Cabinet Member for Finance and Council Reform	Key This report requests approval for the writing off of debts above £100,000 and provides information on other debts to be written off under officer delegated authority.	Not before 31st Mar 2023	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Ebury Phase 2 RIBA Stage 4 Delivery Route	Cabinet Member for Climate Action, Regeneration and Renters, Cabinet Member for Finance and Council Reform	Key Delivery strategy for RIBA Stage 4 PCSA.	Not before 14th Apr 2023	Regeneration, Economy and Planning	Setareh Neshati Head of Development sneshati@westminster.gov.uk
Recovery of Adult Social Care Debt	Cabinet Member for Finance and Council Reform	Key To undertake legal action to recover ASC debts where there is no impediment to the client making payment and where efforts to settle debts have been exhausted.	Not before 26th Apr 2023	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk
Carbon Offset Fund - Sustainable Business Allocation	Cabinet Member for Planning and Economic Development	Key This report seeks approval to establish a specific grant support programme, utilising Carbon Offset funding, for businesses deliver carbon savings and support the City's commitment to be net zero by 2040.	Not before 5th May 2023	Regeneration, Economy and Planning	Amy Jones, Stella Abani Director of Environment ajones@westminster.gov.uk, sabani@westminster.gov.uk

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Heat Metering and Billing	Cabinet Member for Finance and Council Reform, Cabinet Member for Housing Services	<p>Non Key</p> <p>Agreeing a billing strategy, a capital budget of £10.1m, and a revenue budget of £500k per annum and finally, agreeing a recharge methodology to our leaseholders.</p>	Not before 10th May 2023	Regeneration, Economy and Planning	<p>Paul Halpin</p> <p>Head of Leasehold Income and Engagement phalpin@westminster.gov.uk</p>
Sale in W1	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>Proposed sale in W1</p>	Not before 2nd Jun 2023	Finance and Resources	<p>Sarah-Jayne Hurst</p> <p>Senior Investment Manager shurst@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Procurement Strategy for the Integrated Healthy Lifestyles Service	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Approval of the procurement strategy to support the remodel and re procurement of the Integrated Healthy Lifestyles Service enabling a new contract to be in place for Jan 2024.</p> <p>The procurement Strategy will support the development of the service specification and outcome monitoring framework for the delivery of services across bi borough with a focus on a range of areas including Healthy Lifestyles, Weight Management, Smoking Cessation, Health Checks Promotion, Training and services delivered through an integrated approach with health and voluntary sector partners.</p> <p>An interim Direct Award to the existing provider Thrive Tribe, for up to 6 months will also be part of the Proc Strategy to support the transition period from procurement to new contract award.</p>	Not before 4th Jul 2023	Adult Social Care and Public Health	<p>Shazia Ghani</p> <p>Head of Care Markets Shazia.Ghani@rbkc.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Huguenot House - Westminster Community Homes	Cabinet Member for Finance and Council Reform	Key Agency Role and Funding for Huguenot House Acquisitions	Not before 12th Jul 2023	Finance and Resources	Beth McNeil Senior Delivery Manager bmcneil@westminster.gov.uk
Energy Efficiency Programme Retrofit Accelerator (RE:FIT) - Workplaces	Cabinet Member for Finance and Council Reform	Key To increase the current £20m internal governance contract value limit to £37.8m to align with the assigned budget and grant funding.	Not before 21st Jul 2023	Finance and Resources	Claire Barrett Director of Property and Strategic Asset Management cbarrett@westminster.gov.uk
Seymour Leisure Centre	Cabinet Member for Finance and Council Reform	Key Full Business Case and Award of Contract to Main Contractor.	Not before 26th Jul 2023	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
Adaptations to Westminster Cathedral RC School for Short Breaks Service and College Park School Annexe	Cabinet Member for Young People, Culture and Learning	Non Key	Not before 1st Aug 2023	Children's Services	Ian Heggs Director of Schools Ian.Heggs@RBKC.gov.uk

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300 Harrow Road Enterprise Space Operator Lease	Cabinet Member for Planning and Economic Development	Non Key	Not before 19th Sep 2023	Regeneration, Economy and Planning	Gaurav Choksi Enterprise and Meanwhile Space Programme Manager gchoksi@westminster.gov.uk
Lisson Arches Enterprise Space Operator Lease	Cabinet Member for Planning and Economic Development	Key	Not before 19th Sep 2023	Regeneration, Economy and Planning	Gaurav Choksi Enterprise and Meanwhile Space Programme Manager gchoksi@westminster.gov.uk
GLA Edgware Rd Housing Zone – Borough Intervention Agreement (BIA) variation	Cabinet Member for Regeneration and Renters	Key	26 Feb 2024	Regeneration, Economy and Planning	Joe Smith Senior Programme Manager jsmith1@westminster.gov.uk

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Residual Waste Treatment and Disposal Contract with Veolia UK Limited	Cabinet Member for City Management and Air Quality	Key	Not before 23rd Sep 2023	Environment and City Management	Amy Jones Director of Environment ajones@westminster.gov.uk
Treatment of dry recycling and organic waste contract procurement	Cabinet Member for City Management and Air Quality	Non Key	Not before 23rd Sep 2023	Environment and City Management	
Mayfair Library – Second Floor Flat Refurbishment	Cabinet Member for Finance and Council Reform	Non Key Proposal to refurbish the second floor flat within Mayfair Library.	Not before 29th Sep 2023	Finance and Resources	Rupert Grass Consultant, Corporate Property rgrass@westminster.gov.uk
Balmoral Castle and Darwin House Employers Agent Contract Variation	Cabinet Member for Climate Action, Regeneration and Renters, Cabinet Member for Finance and Council Reform	Key Variation to Contract for Employers Agent Services at Balmoral Castle Public House and Darwin House Development site	Not before 5th Oct 2023	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk

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Westminster Community Homes - Changes to Company Directors and Company Board	Shareholder Committee	Non Key	Not before 12th Oct 2023	Housing Services	
Establishing a Strategic Approach to Delivering #2035	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key This paper will set out the approach the Council will take in response to the Future of Westminster recommendations that the #2035 way of working will be strategically applied to key areas of the work of the Council and partners, to support a reduction in the life expectancy gap.	Not before 24th Oct 2023	Innovation and Change	Shama Sutar-Smith Programme Lead - Internal Capabilities Communities sssmith@westminster.gov.uk
Disposal of Intermediate rent homes at 300 Harrow Road to Westminster Builds	Cabinet Member for Regeneration and Renters	Key Westminster Builds will acquire 35 1-bed homes for intermediate rent.	29 Feb 2024	Regeneration, Economy and Planning	

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Lisson Grove Programme (LGP) Feasibility Stage Outcome & Expenditure to Outline Business Case (OBC) Part 2	Cabinet Member for Climate Action, Regeneration and Renters	<p>Non Key</p> <p>Further to the decision to appoint the MDCT and approve the Feasibility Stage expenditure, officers return with the outcome of the Feasibility Stage and seek endorsement for the OBC Part 2 expenditure from CRG and the Cabinet Member in accordance with the CMR for the MDCT appointment.</p>	Not before 2nd Nov 2023	Regeneration, Economy and Planning	
New core funding grant agreement for the Stowe Centre	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key	Not before 7th Nov 2023	Innovation and Change	<p>Christine Mead</p> <p>Programme Lead - Community Partnerships Communities cmead@westminster.gov.uk</p>

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Direct award for interim contracts for Learning Disability accommodation based services	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Non Key</p> <p>Approval of the direct awards for up to 24 months from April 2023 to March 2025 for providers currently delivering Learning Disability block commissioned services of support and care in accommodation-based services for adults.</p> <p>The direct awards will provide sufficient time for the reprocurement of service to include the establishment of the Housing Care and Support Framework and the call off of the contracts. The direct awards will support the stability and continuity of services during this process</p>	Not before 9th Nov 2023	Adult Social Care and Public Health	<p>Oliver Nolan</p> <p>Supplier Relationship Manager onolan@westminster.gov.uk</p>
Harrow Road Open Space improvements	Cabinet Member for Planning and Economic Development	Key	21 Feb 2024	Regeneration, Economy and Planning	<p>Rebecca Cloke</p> <p>Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk</p>

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Insurance tender 2024 - 2029	Cabinet Member for Finance and Council Reform	Key	22 Feb 2024	Finance and Resources	Beverley Mills Assistant Head of Insurance beverly.mills@rbkc.gov.uk
Nursery letting in W2	Cabinet Member for Finance and Council Reform	Non Key Nursery letting in W2	Not before 13th Nov 2023	Finance and Resources	Sarah-Jayne Hurst Senior Investment Manager shurst@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Supply of Energy and Ancillary Services Contract Award/Renewal	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>To purchase and take delivery of electricity and gas services from framework supplier/s. Services to be provided using framework agreement with the supplier/s which regulates, the aggregation of the customer portfolio, the forward purchasing of electricity and gas for the aggregated customer portfolio, the locking and unlocking of wholesale electricity and gas prices, related hedging activities and the scheduling of supply of electricity and gas to customers. The contract term is 4years and the estimated contract value £71.2m.</p>	Not before 16th Nov 2023	Finance and Resources	<p>Claire Barrett</p> <p>Director of Property and Strategic Asset Management cbarrett@westminster.gov.uk</p>
300 Harrow Road - Scheme Legal Agreements and Licenses	Cabinet Member for Climate Action, Regeneration and Renters	Key	Not before 25th Nov 2023	Regeneration, Economy and Planning	
300 Harrow Road, appropriation from General Fund to the HRA	Cabinet Member for Climate Action, Regeneration and Renters	Key	Not before 25th Nov 2023	Housing Services	

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Long Leasehold Sale in W1	Cabinet Member for Finance and Council Reform	Non Key The proposed sale of a long leasehold in W1.	Not before 28th Nov 2023	Finance and Resources	Sarah-Jayne Hurst Senior Investment Manager shurst@westminster.gov.uk
Oxford Street Programme - Eastcastle Street Scheme	Cabinet Member for Planning and Economic Development	Key Reports the consultation results for the Eastcastle Street Scheme and requests approval to proceed to design stages 1 and 2	Not before 4th Dec 2023	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
Oxford Street Programme - Margaret Street Scheme	Cabinet Member for Planning and Economic Development	Key Reports the consultation results for the Fitzrovia Marylebone traffic scheme and requests approval to proceed with part of this scheme, the Margaret Street Scheme to design stages 1 and 2.	Not before 4th Dec 2023	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk

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Appointment of consultant to develop Paddington Canalside and Paddington Green RIBA Stages 2 to 6 design	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>Approval of significant spent from Paddington Place Plan capital budget to appoint landscape-architecture consultants and sub-consultants to lead RIBA Stages 2 to 6 of the design of Canalside (Rembrandt Gardens and Stone Wharf) and Paddington Green / St. Mary's Churchyard Gardens.</p>	Not before 11th Dec 2023	Regeneration, Economy and Planning	<p>Rebecca Cloke</p> <p>Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk</p>
Supported Housing Contracts	Cabinet Member for Housing Services	<p>Key</p> <p>Westminster commission a range of supported accommodation which need to be contracted.</p>	Not before 11th Dec 2023	Housing Services	
Supported Housing Services	Cabinet Member for Housing Services	<p>Key</p> <p>Westminster commission a range of supported accommodation services through external providers and contracts need to be regularized.</p>	Not before 11th Dec 2023	Housing Services	

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Seymour Leisure Centre refurbishment professional services variations	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>Approval to vary the following contracts relating to the refurbishment and adaptation of Seymour Leisure Centre for the delivery of Lead Architecture Services to Make Ltd (05012801); the provision of Structural & Engineering services to Pell and Frischmann Consultants Limited (1777946); for the provision of Project Management, Contract Administrator (Employer's Agent), Quantity Surveying and Principal Designer Services to Faithful + Gould Limited (2236832); and the Main Contract, Willmott Dixon Construction Ltd (00442809) for the provision of 2 stage Design & Build.</p>	Not before 18th Dec 2023	Finance and Resources	<p>Claire Nangle</p> <p>Head of Capital Programmes cnangle@westminster.gov.uk</p>
Westbourne Green Open Space	Cabinet Member for City Management and Air Quality	<p>Key</p> <p>To agree to improvements to the Westbourne Green Open Space and to the associated spend.</p>	Not before 18th Dec 2023	Environment and City Management	

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Adoption of Planning Obligations and Affordable Housing Supplementary Planning Document	Cabinet Member for Planning and Economic Development	Key	28 Feb 2024	Innovation and Change	Kimberley West Head of City Planning Policy kwest@westminster.gov.uk
Ebury Estate Renewal – Phase 2 Planning Consultant and Financial Viability Appointment	Cabinet Member for Climate Action, Regeneration and Renters	Key Appointment of Planning Consultant and Financial Viability Consultant for the Phase 2 of the Development	Not before 27th Dec 2023	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Ebury Estate Renewal – Phase 2 Quantity Surveyor Appointment	Cabinet Member for Climate Action, Regeneration and Renters	Key Appointment of Quantity Surveyor carrying out QS services for the Phase 2 of the Development	Not before 27th Dec 2023	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Introduction of a 14-day response period for Highway Defects	Cabinet Member for City Management and Air Quality	Key A report seeking approval to create a new 14 day response period for defects on the highway	25 Jan 2024	Environment and City Management	Andy Foster Service Manager - Bridges and Structures afoster1@westminster.gov.uk

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Legal Advisory Services in relation to Church Street Site A CPO	Cabinet Member for Climate Action, Regeneration and Renters	Non Key Appointment of Gowlings for the provision of Legal advisory services in relation to Church Street Site "A" Compulsory Purchase Order ("CPO").	Not before 2nd Jan 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Carers Network Service– Direct Award	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key Approval of Direct Award to Carers Network for up to 2 years to 1st December 2025. The Direct Award will support the continuation of the service that provides a range of services including carers assessments, training, information and advice, support and activities to carers in the borough. The direct award will provide the opportunity to review the existing service, consult and engage with stakeholders and residents to reprocur the service.	Not before 8th Jan 2024	Adult Social Care and Public Health	Shazia Ghani Head of Care Markets Shazia.Ghani@rbkc.gov.uk
Church Street Site A – Outline Business Case Update	Cabinet Member for Climate Action, Regeneration and Renters	Non Key	5 Feb 2024	Regeneration, Economy and Planning	Timothy Hampton sfm Property and Major Projects thampton@westminster.gov.uk

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Penn House and other Regeneration Area properties for use as Temporary Accommodation for homeless household	Executive Director of Regeneration, Economy and Planning	Non Key Proposal to make use of vacant properties in Regeneration Areas to meet the Council's statutory housing duties to provide Temporary Accommodation	Not before 8th Jan 2024	Housing Services	Adnan Rahim Relocations Manager arahim@westminster.gov.uk
Rating Advisory Panel - 11.03.2025	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk
Rating Advisory Panel - 18.06.2024	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk

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Rating Advisory Panel - 29.04.2025	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk
Rating Advisory Panel - 5.11.2024	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk
Rating Advisory Panel 10.12.2024	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk

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Rating Advisory Panel 16.07.2024	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk
Rating Advisory Panel 24.09.2024	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk
Rating Advisory Panel 28.01.2025	Cabinet Member for Finance and Council Reform	Non Key Business Rates Discretionary & Hardship Relief	Not before 8th Jan 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westmins ter.gov.uk

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Rent Review at Circus Road, St John's Wood	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>To approve the rent agreed between WCC and the commercial tenant and formally document the rent review by way of memorandum</p>	Not before 8th Jan 2024	Regeneration, Economy and Planning	<p>Claire Nangle</p> <p>Head of Capital Programmes cnangle@westminster.gov.uk</p>
Obtaining a financial rating for Westminster City Council	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Obtaining a financial rating for Westminster City Council</p>	Not before 15th Jan 2024	Finance and Resources	<p>Phil Triggs</p> <p>TriBorough Director of Treasury and Pensions ptriggs@westminster.gov.uk</p>
Carbon Offset Bids - October 23	Cabinet Member for Climate, Ecology and Culture	<p>Non Key</p> <p>This report highlights three outstanding carbon offset bids from the October bid deadline for a total allocation of £428,803.10, and makes recommendations for the Cabinet Member on their approval</p>	Not before 22nd Jan 2024		

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Penn House and Regeneration Area Temporary Accommodation Strategy	Cabinet Member for Housing Services	<p>Non Key</p> <p>Approval to use the vacant properties within Penn House and the wider Regeneration Area for Temporary Accommodation (TA) for homeless households prior to demolition and commencement of construction. The use of Penn House and other vacant properties for Temporary Accommodation is in line with the Fairer Housing pillar to tackle homelessness within the Borough.</p>	Not before 22nd Jan 2024	Housing Services	<p>Frances Martin</p> <p>fmartin@westminster.gov.uk</p>
Safer Westminster Partnership Strategy 2024-27	Cabinet Member for Communities and Public Protection	<p>Non Key</p> <p>That the cabinet member recommends to Council that the proposed Safer Westminster Partnership Strategy for 2024-27 be approved</p>	22 Jan 2024	Environment and City Management	
Oxford Street Programme - Davies Street Scheme	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>Reports the Costs for Design Stages 1 and 2 for the Davies Street scheme and requests approval to proceed to design stages 1 and 2.</p>	Not before 29th Jan 2024	Adult Social Care and Public Health	<p>Manisha Patel</p> <p>Director of ASC Governance, Operations and Oxford Street</p> <p>mpatel@westminster.gov.uk</p>

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Oxford Street Programme - Grosvenor Square Scheme	Cabinet Member for Planning and Economic Development	Key Reports the Costs for Design Stages 1 and 2 for the Grosvenor Square scheme and requests approval to proceed to design stages 1 and 2.	Not before 29th Jan 2024	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
Oxford Street Programme - James Street Scheme	Cabinet Member for Planning and Economic Development	Key Reports the Costs for Design Stages 1 and 2 for the James Street scheme and requests approval to proceed to design stages 1 and 2.	29 Jan 2024	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
EUC (End User Computing) Device Refresh Project	Cabinet Member for Finance and Council Reform	Key The project scope is to upgrade Westminster City Council's staff laptops and provide technical support for these devices.	Not before 12th Feb 2024	Finance and Resources	David Liu Head of Infrastructure dliu@westminster.gov.uk

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Carers Strategy 2023 - 2028	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>The Carers Strategy sets out key commitments the boroughs' make to our unpaid carers; aiming to assist carers in being identified early, being recognised as experts by experience, being valued for the important role they play in society, being informed about the support available to them, and being supported to balance their caring role so they can enjoy happy and healthy lives.</p>	Not before 19th Feb 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Comissioning gwall@westminster.gov.uk</p>
Delivery of Housing Solutions Service	Cabinet	<p>Key</p> <p>To consider the delivery method for provision of Housing Solution Services.</p>	20 May 2024	Housing Services	<p>Sarah Warman</p> <p>Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk</p>
Freehold Acquisition of Site at Mandela Way, SE1	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>Acquisition of Commercial Property Investment which immediately adjoins existing Council ownership</p>	Not before 19th Feb 2024	Finance and Resources	<p>Philip Owen</p> <p>powen@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Insurance tender 2024 - 2029	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>This award seeks approval to award insurance contracts for Property and Residential Leasehold Buildings</p>	Not before 19th Feb 2024		<p>Beverley Mills</p> <p>Assistant Head of Insurance beverly.mills@rbkc.gov.uk</p>
Learning Disability Plan 2023 - 2026	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>The Learning Disability Plan sets out the 'golden thread' that brings partners together to support people with learning disabilities. The Plan will celebrate the positive work happening across the community and health and social care services. Further, it will details actions for how to ensure people with learning disabilities are supported, now and in the future.</p>	Not before 19th Feb 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Comissioning gwall@westminster.gov.uk</p>
Lease renewals on Church Street	Cabinet Member for Finance and Council Reform	Non Key	Not before 19th Feb 2024	Finance and Resources	<p>Sarah-Jayne Hurst</p> <p>Senior Investment Manager shurst@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Survey Consultancy Direct Award	Cabinet	Key To undertake surveys in line with the Building Safety Act	19 Feb 2024	Housing Services	
Westminster Council CCTV Service	Cabinet Member for Communities, Children and Public Protection	Key To approve the introduction and development of Westminster CCTV service	Not before 19th Feb 2024	Environment and City Management	Mark Chalmers Interim Head of Community Safety & Specialist Services mchalmers@westminster.gov.uk
Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 20.02.24	Cabinet Member for Finance and Council Reform	Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel to be held on 20 February 2024.	Not before 20th Feb 2024	Finance and Resources	Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk
Church Street Site A – Appointment of Joint Venture Development Partner	Cabinet	Key Church Street Site A – Appointment of Joint Venture Development Partner	29 Feb 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Gateway Review and New Build Handover Process	Cabinet Member for Regeneration and Renters	Key CMR to seek approval of the implementation of a refreshed Gateway and New Build Handover process.	Not before 26th Feb 2024	Regeneration, Economy and Planning	Joe Smith Senior Programme Manager jsmith1@westminster.gov.uk
Extension of the Service Agreement between the City of Westminster and RingGo Limited for the Provision of Cashless Parking Services	Cabinet Member for City Management and Air Quality	Key The agreement covers the management by the supplier of payment to park in visitors parking spaces throughout the City of Westminster. The Council seeks to extend the current agreement by six months.	Not before 26th Feb 2024	Environment and City Management	Damon Budds Contracts Manager, Parking Services dbudds@westminster.gov.uk
Facilities Management Services – Future Service	Cabinet Member for Finance and Council Reform	Key Following a procurement exercise in progress, a key decision will support the recommendations for the future of the Facilities Management service for implementation in 2024.	Not before 26th Feb 2024	Finance and Resources	Ivano Spiteri Head of FM and Workplace Property ispiteri@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Harrow Road Open Space Highways Improvements	Cabinet Member for City Management and Air Quality	Key	Not before 26th Feb 2024	Regeneration, Economy and Planning	Rebecca Cloke Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk
North Paddington – Year 1 Underspend Allocation	Cabinet Member for Planning and Economic Development	Key This report follows on the North Paddington Year 1 Programme of works paper (2 October 2023) and outlines the progress of year 1; underspend and the recommended areas of spend for the Cabinet Member to approve.	Not before 4th Mar 2024	Regeneration, Economy and Planning	Sarah Crampton Programme Lead - Widening Participation Communities scrampton@westminster.gov.uk
Housing Compensation Policy	Cabinet Member for Housing Services	Key To adopt the proposed Housing Compensation Policy.	Not before 11th Mar 2024	Housing Services	Andrea Luker Head of Housing Innovation and Improvement aluker@westminster.gov.uk

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Revision of the Council's NNDR Discretionary Relief guidelines for 2024/25	Cabinet Member for Finance and Council Reform	Non Key Amendments to the Council's existing 2023/24 NNDR Discretionary Relief guidelines for 2024/25.	Not before 11th Mar 2024	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk
Disposal in W1	Cabinet Member for Finance and Council Reform	Non Key Disposal in W1	Not before 11th Mar 2024	Finance and Resources	Sarah-Jayne Hurst Senior Investment Manager shurst@westminster.gov.uk
Grant of Office Occupancy Agreement in London WC2	Cabinet Member for Finance and Council Reform	Non Key	Not before 14th Feb 2024	Finance and Resources	Rupert Grass Consultant, Corporate Property rgrass@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Approval of recommendations from the Rating Advisory Panel - 12.03.24	Cabinet Member for Finance and Council Reform	Key Approval of recommendations from the Rating Advisory Panel to be held on 12 March 2024.	Not before 12th Mar 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk
Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 19.03.24	Cabinet Member for Finance and Council Reform	Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel to be held on 19 March 2024.	Not before 19th Mar 2024	Finance and Resources	Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk
Debt Recovery of Adult Social Care (ASC) Care Contribution Debt	Cabinet Member for Finance and Council Reform	Non Key To seek approval for the recovery of ASC debt through the court where the resident is able to pay their calculated care contribution but refuses to pay.	Not before 18th Mar 2024	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Council Tax Allowance for Foster Carers	Cabinet Member for Finance and Council Reform	Non Key To provide for a 100% Council Tax allowance for Foster Carers living in Westminster utilising Section13A (Council Tax Hardship) legislation	Not before 18th Mar 2024	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk
Freehold Acquisition of Mixed Use Property on Elgin Avenue, W9	Cabinet Member for Finance and Council Reform	Key Acquisition of Commercial Property Investment which is in close proximity to existing Council interests at Maida Hill	Not before 18th Mar 2024	Finance and Resources	Philip Owen powen@westminster.gov.uk
Church Street Site A – Phase 2 & 3 Demolition Contractor Appointment	Cabinet Member for Regeneration and Renters	Key Approval to award main demolition contract for phases 2 and 3 of the Church Street Estate Site A.	Not before 25th Mar 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk

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Grant of New Lease for Beachcroft House	Cabinet Member for Finance and Council Reform	Non Key To approve the grant of a new lease to the tenant on the terms within the confidential appendix.	Not before 25th Mar 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
Surrender and regrant of lease on Harrow Road W2 5ES	Cabinet Member for Finance and Council Reform	Non Key To approve the grant of a new lease to the tenant on the terms within the confidential appendix.	Not before 25th Mar 2024	Finance and Resources	Ian McAuley Senior Asset Manager imcauley@westminster.gov.uk
Westco Annual Business Plan	Shareholder Committee	Non Key Consideration of the Westco business plan for the Financial year 2024/25 for planning and performance management purposes.	Not before 25th Mar 2024	Democracy, Law and People	James Green Director of Development jgreen@westminster.gov.uk
Westminster Community Homes Annual Business Plan	Shareholder Committee	Non Key To approve the Westminster Community Homes annual budget, business plan, stress tests and cash flow.	Not before 25th Mar 2024	Housing Services	James Green Director of Development jgreen@westminster.gov.uk

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Westminster Builds Annual Business Plan	Shareholder Committee	Non Key To approve the 2024/25 Business Plan for Westminster Builds.	Not before 25th Mar 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Writing off irrecoverable debt (quarterly report)	Cabinet Member for Finance and Council Reform	Key This report requests approval for the writing off of debts above £100,000 and provides information on other debts to be written off under officer delegated authority.	Not before 25th Mar 2024	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk
Approval of recommendations from the Rating Advisory Panel - 16.04.24	Cabinet Member for Finance and Council Reform	Non Key Approval of recommendations from the Rating Advisory Panel to be held on 16 April 2024.	Not before 16th Apr 2024	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk

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Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 23.04.24	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel to be held on 23 April 2024.</p>	Not before 23rd Apr 2024	Finance and Resources	<p>Gwyn Thomas</p> <p>Head of Benefits Policy Team gthomas2@westminster.gov.uk</p>
Council Tax Taxbase and Discounts Report	Cabinet	<p>Key</p> <p>This is the annual report that goes to Cabinet and then Full Council to set the Council's Council Tax Taxbase, Council Tax Reduction Scheme and Council Tax Discounts for the following financial year.</p>	January 2025	Finance and Resources	<p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p>