

Forward Plan of Forthcoming Executive Decisions

Westminster City Council

For the Period 22 DECEMBER 2023 to 26 APRIL 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 Young People, Culture and Learning:

Councillor Tim Roca

Deputy Leader and Cabinet Member for Communities and Public Protection:

Councillor Aicha Less

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

Councillor Nafsika Butler-Thalassis

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 Climate Action, Regeneration and Renters:

Councillor Matt Noble

Cabinet Member for Resident Participation, Consultation Reform and Leisure:

Councillor Cara Sanquest

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 Finance and Council Reform	<p>Key</p> <p>Authority to Finalise and Complete new lease</p>	Not before 7th Dec 2022	Finance and Resources	<p>Philip Owen</p> <p>powen@westminster.gov.uk</p>

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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 - 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
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
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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Neighbourhood CIL Decisions: Summer 2023 Application Round	Cabinet Member for Planning and Economic Development	Key	2 Jan 2024	Innovation and Change	Alex Csicsek Principal Policy Officer ACsicsek@westminster.gov.uk
Acquisition of leasehold interests in London W9	Cabinet Member for Finance and Council Reform	Key	21 Dec 2023	Finance and Resources	Rupert Grass Consultant, Corporate Property rgrass@westminster.gov.uk
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

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Enacting of lease break in NW8	Cabinet Member for Finance and Council Reform	Non Key Enacting of lease break in NW8	Not before 22nd Mar 2023	Finance and Resources	Sarah-Jayne Steer Senior Investment Manager ssteer@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
Writing off of irrecoverable debt (quarterly report) - Quarter 3 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

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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	Non Key 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.	Not before 10th May 2023	Regeneration, Economy and Planning	Paul Halpin Head of Leasehold Income and Engagement phalpin@westminster.gov.uk
Temporary Accommodation acquisitions programme update and governance proposals	Cabinet Member for Housing Services	Key	29 Dec 2023	Regeneration, Economy and Planning	
Sale in W1	Cabinet Member for Finance and Council Reform	Key Proposed sale in W1	Not before 2nd Jun 2023	Finance and Resources	Sarah-Jayne Steer Senior Investment Manager ssteer@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Church Street Regeneration - Site A, B & C Multi-Disciplinary Consultancy Appointment	Cabinet Member for Climate Action, Regeneration and Renters, Cabinet Member for Finance and Council Reform	Non Key	14 Dec 2023	Regeneration, Economy and Planning	

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>

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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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Dockless bike scheme	Cabinet Member for City Management and Air Quality	Non Key	Not before 7th Aug 2023	Innovation and Change	Ezra Wallace Director of Policy and Projects ewallace@westminster.gov.uk
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

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GLA Edgware Rd Housing Zone – Borough Intervention Agreement (BIA) variation	Cabinet Member for Climate Action, Regeneration and Renters	Key Variation to the Edgware Rd Housing Zone Borough Intervention Agreement (BIA) between the GLA and Westminster City Council.	Not before 22nd Sep 2023	Regeneration, Economy and Planning	Joe Smith Senior Programme Manager jsmith1@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	
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
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

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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
Forrester Court and Beachcroft House Registered Nursing and Residential Care Homes - Direct Awards	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key	29 Dec 2023	Adult Social Care and Public Health	Shazia Ghani Head of Care Markets Shazia.Ghani@rbkc.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Contract Award School Health (School Nursing) Service	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Request to contract award a School Health (School Nursing) Service for Westminster. The School Health (School Nursing) Service takes a lead in the coordination and delivery of core universal and mandated elements of the Healthy Child Programme (5-19) and provides clinical expertise within school settings.</p> <p>The service delivers a diverse range of activities to promote the health and wellbeing of the school aged population: universal health screening, including the mandated National Child Measurement Programme (NCMP); supporting schools in the management of pupils with health conditions; safeguarding and early identification of problems or additional needs and physical, mental and emotional health promotion.</p>	Not before 17th Oct 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
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 Climate Action, Regeneration and Renters	Key Westminster Builds will acquire 35 1-bed homes for intermediate rent.	Not before 31st Oct 2023	Regeneration, Economy and Planning	Georgina Nash Finance Manager gnash@westminster.gov.uk

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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	Non Key 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.	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	Adult Social Care and Public Health	Christine Mead Programme Lead - Community Partnerships Communities cmead@westminster.gov.uk
West End Gate (Acquisition of Block H)	Cabinet Member for Climate Action, Regeneration and Renters	Non Key	Not before 8th Nov 2023	Regeneration, Economy and Planning	Timothy Hampton sfm Property and Major Projects thampton@westminster.gov.uk

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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	Not before 13th Nov 2023	Regeneration, Economy and Planning	<p>Rebecca Cloke</p> <p>Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk</p>

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Nursery letting in W2	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Nursery letting in W2</p>	Not before 13th Nov 2023	Finance and Resources	<p>Sarah-Jayne Steer</p> <p>Senior Investment Manager</p> <p>ssteer@westminster.gov.uk</p>
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, Combined Liability, Residential Leasehold Building, Terrorism, Motor, Crime, Personal Accident & Travel, School Journey, Directors & Officers Liability and associated Engineering Inspection Services.</p>	Not before 13th Nov 2023	Finance and Resources	<p>Beverley Mills</p> <p>Assistant Head of Insurance</p> <p>beverly.mills@rbkc.gov.uk</p>

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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, appropriation from General Fund to the HRA	Cabinet Member for Climate Action, Regeneration and Renters	Key	Not before 25th Nov 2023	Housing Services	
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	

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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 Steer Senior Investment Manager ssteer@westminster.gov.uk
Oxford Street Programme - Henrietta Place and Cavendish Square Scheme	Cabinet Member for Planning and Economic Development	Key	20 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 - Oxford Street West Schemes	Cabinet Member for Planning and Economic Development	Key	20 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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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
Supported Housing Services	Cabinet Member for Housing Services	Key Westminster commission a range of supported accommodation services through external providers and contracts need to be regularized.	Not before 11th Dec 2023	Housing Services	

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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	
Belgravia Neighbourhood Plan Decision Statement	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>To seek approval to make amendments to the draft Belgravia Neighbourhood Plan in accordance with an independent examiner's recommendations, proceed to local referendum on whether the plan should be 'made' and, in the event of the result of the referendum being successful, to formally 'make' (adopt) the plan. If 'made', the plan will form part of the council's Statutory Development Plan and be used alongside adopted policies in the London Plan and the City Plan to determine planning applications in the Belgravia Neighbourhood Area.</p>	Not before 11th Dec 2023	Innovation and Change	<p>Brandon Avery</p> <p>Policy Officer (Planning)</p> <p>bavery@westminster.gov.uk</p>

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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	Key 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.	Not before 11th Dec 2023	Regeneration, Economy and Planning	Rebecca Cloke Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk
Authority to Enter into a Section 75 Agreement Between the City of Westminster and North West London Integrated Care Board (NWL ICB)	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key	3 Jan 2024	Adult Social Care and Public Health	Grant Aitken Head of Health Partnerships grant.aitken@rbkc.gov.uk
Re-Designation of Mayfair Neighbourhood Forum	Cabinet Member for Planning and Economic Development	Key Decision on whether to approve an application to re-designate the Mayfair Neighbourhood Forum as the applicable forum for the Mayfair Neighbourhood Area.	Not before 11th Dec 2023	Innovation and Change	Brandon Avery Policy Officer (Planning) bavery@westminster.gov.uk

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Council Tax Discounts (including Council Tax Local Reduction Scheme) and Council Tax Base report	Cabinet	Key Sets out Council Tax base for 24/25 and recommendations on Council Tax discounts	11 Dec 2023	Finance and Resources	Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk
Oxford Street Programme - complementary schemes	Cabinet	Key To approve activation of the final area of the programme and commencement of design for the three proposed OSP complementary schemes and the funding approach.	11 Dec 2023	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
“Care Leaver” to be considered alongside Protected Characteristics	Cabinet	Key	11 Dec 2023	Children's Services	Helen Farrell Director of Special Projects hfarrell@westminster.gov.uk

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Fees and Charges Review	Cabinet	Key This report sets out the context for this year's annual review of fees and charges.	11 Dec 2023	Finance and Resources	Gerald Almeroth Executive Director for Finance and Resources galmeroth@westminster.gov.uk
Approval of recommendations from the Rating Advisory Panel - 12.12.23	Cabinet Member for Finance and Council Reform	Non Key Approval of recommendations from the Rating Advisory Panel to be held on 12 December 2023.	Not before 12th Dec 2023	Finance and Resources	Gemma Williams Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk
Response to Petition: Relocation of the Street Cleaning Depot from 215 Lisson Grove	Cabinet Member for Finance and Council Reform	Non Key	3 Jan 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk

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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	
Voluntary Service Charge Payment option	Cabinet Member for Housing Services	<p>Key</p> <p>To consider additional payment options.</p>	Not before 18th Dec 2023	Housing Services	

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Introduction of a 14-day response period for Highway Defects	Cabinet Member for City Management and Air Quality	<p>Non Key</p> <p>A report seeking approval to create a new 14 day response period for defects on the highway</p>	Not before 27th Dec 2023	Environment and City Management	<p>Andy Foster</p> <p>Service Manager - Bridges and Structures afoster1@westminster.gov.uk</p>
Ebury Estate Renewal – Phase 2 Quantity Surveyor Appointment	Cabinet Member for Climate Action, Regeneration and Renters	<p>Key</p> <p>Appointment of Quantity Surveyor carrying out QS services for the Phase 2 of the Development</p>	Not before 27th Dec 2023	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>
Ebury Estate Renewal – Phase 2 Planning Consultant and Financial Viability Appointment	Cabinet Member for Climate Action, Regeneration and Renters	<p>Key</p> <p>Appointment of Planning Consultant and Financial Viability Consultant for the Phase 2 of the Development</p>	Not before 27th Dec 2023	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>

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Adoption of Planning Obligations and Affordable Housing Supplementary Planning Document	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>The report will seek approval to adopt a Draft Planning Obligations and Affordable Housing Supplementary Planning Document – which sets out guidance to support City Plan policies on affordable housing and the use of planning obligations.</p>	Not before 27th Dec 2023	Innovation and Change	<p>Kimberley West</p> <p>Head of City Planning Policy kwest@westminster.gov.uk</p>
Grant of New Lease for an Academy School	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>To approve the grant of a 125 year lease to Ark Schools on the terms within the confidential appendix.</p>	Not before 2nd Jan 2024	Finance and Resources	<p>Claire Nangle</p> <p>Head of Capital Programmes cnangle@westminster.gov.uk</p>
Legal Advisory Services in relation to Church Street Site A CPO	Cabinet Member for Climate Action, Regeneration and Renters	<p>Non Key</p> <p>Appointment of Gowlings for the provision of Legal advisory services in relation to Church Street Site “A” Compulsory Purchase Order (“CPO”).</p>	Not before 2nd Jan 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Church Street Site A – Outline Business Case Update	Cabinet Member for Climate Action, Regeneration and Renters	Key Church Street Site A – Outline Business Case Update	Not before 8th Jan 2024	Regeneration, Economy and Planning	Timothy Hampton sfm Property and Major Projects thampton@westminster.gov.uk
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
Rent Review at Circus Road, St John’s Wood	Cabinet Member for Finance and Council Reform	Non Key To approve the rent agreed between WCC and the commercial tenant and formally document the rent review by way of memorandum	Not before 8th Jan 2024	Regeneration, Economy and Planning	Claire Nangle Head of Capital Programmes cnangle@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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
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 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
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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
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 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 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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Rating Advisory Panel - 18.06.2024	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Business Rates Discretionary & Hardship Relief</p>	Not before 8th Jan 2024	Finance and Resources	<p>Gemma Williams</p> <p>Contract Manager - Revenues and Benefits</p> <p>gwilliams@westminster.gov.uk</p>
Carers Network Service– Direct Award	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>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.</p>	Not before 8th Jan 2024	Adult Social Care and Public Health	<p>Shazia Ghani</p> <p>Head of Care Markets</p> <p>Shazia.Ghani@rbkc.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Cost of Living Interventions	Leader of the Council	Key This decision will seek approval for the latest investments to support the cost of living for those living in Westminster.	Not before 15th Jan 2024	Finance and Resources	Gerald Almeroth Executive Director for Finance and Resources galmeroth@westminster.gov.uk
Obtaining a financial rating for Westminster City Council	Cabinet Member for Finance and Council Reform	Non Key Obtaining a financial rating for Westminster City Council	Not before 15th Jan 2024	Finance and Resources	Phil Triggs TriBorough Director of Treasury and Pensions ptriggs@westminster.gov.uk
Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 16.01.24	Cabinet Member for Finance and Council Reform	Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel to be held on 16 January 2024.	Not before 16th Jan 2024	Finance and Resources	Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Penn House 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>Sarah Warman</p> <p>Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk</p>
Carbon Offset Bids - October 23	Cabinet Member for Climate Action, Regeneration and Renters	<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	Regeneration, Economy and Planning	

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Approval of recommendations from the Rating Advisory Panel - 23.01.24	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Approval of recommendations from the Rating Advisory Panel to be held on 23 January 2024.</p>	Not before 23rd Jan 2024	Finance and Resources	<p>Gemma Williams</p> <p>Contract Manager - Revenues and Benefits gwilliams@westminster.gov.uk</p>
Capital Budget Re-profiling & Budget Changes 2023/24	Cabinet	<p>Key</p> <p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Approves net changes of £67.181m for individual projects as part of the 2023/24 GF capital budget. 2. Approves re-profiling of £36.875m for individual projects as part of the 2023/24 HRA capital budget. 3. Approves the Place Shaping Virement of £3.064m. 	Not before 29th Jan 2024	Finance and Resources	<p>Gerald Almeroth</p> <p>Executive Director for Finance and Resources galmeroth@westminster.gov.uk</p>

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Safeguarding Executive Board Annual Report 22/23	Cabinet	<p>Non Key</p> <p>The annual review by Cabinet of the report of the independently chaired Safeguarding Adults Executive Board</p>	Not before 29th Jan 2024	Adult Social Care and Public Health	<p>Bernie Flaherty</p> <p>Bi-borough Executive Director of Adult Social Care and Health bflaherty@westminster.gov.uk</p>
The Future of Regent Street and Haymarket	Cabinet	<p>Key</p> <p>The decision seeks approval for the next steps of the project to revitalise Regent Street and Haymarket.</p>	Not before 29th Jan 2024	Regeneration, Economy and Planning	<p>Debbie Jackson</p> <p>Executive Director, Regeneration, Economy and Planning djackson@westminster.gov.uk</p>
Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 20.02.24	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 20 February 2024.</p>	Not before 20th Feb 2024	Finance and Resources	<p>Gwyn Thomas</p> <p>Head of Benefits Policy Team gthomas2@westminster.gov.uk</p>

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
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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
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</p> <p>gthomas2@westminster.gov.uk</p>