

Forward Plan of Forthcoming Executive Decisions

Westminster City Council

For the Period 5 APRIL 2024 to 31 AUGUST 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 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 | |

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|---|--|--|----------------------------------|-----------------------|--|
| 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 | Housing Services | <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 | 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 |
| 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 | |
| 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 | |

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|--|--|---|----------------------------------|------------------------------------|---|
| 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 |
| Ebury Phase 2 RIBA Stage 4 Delivery Route | Cabinet Member for Regeneration and Renters | 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 |
| 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 |
| 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 Hurst Senior Investment Manager shurst@westminster.gov.uk |

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| 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 |
| 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 |
| Residual Waste Treatment and Disposal Contract with Veolia UK Limited | Cabinet Member for City Management and Air Quality | Key | 8 Apr 2024 | Environment and City Management | Amy Jones Director of Environment ajones@westminster.gov.uk |

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| Treatment of dry recycling and organic waste contract procurement | Cabinet Member for City Management and Air Quality | Non Key | 8 Apr 2024 | 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 Regeneration and Renters | 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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| 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> |

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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 - 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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| 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 |
| Appointment of consultant to develop Paddington Canalside and Paddington Green RIBA Stages 2 to 6 design | Cabinet Member for Planning and Economic Development | Key | Not before 20th Mar 2024 | Regeneration, Economy and Planning | Rebecca Cloke Head of Programme Delivery, Place Shaping rcloke@westminster.gov.uk |

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| Supported Housing Contracts | Strategic Director, Housing and Commercial Partnerships | Non Key Westminster commission a range of supported accommodation which need to be contracted. | Not before 11th Dec 2023 | Housing Services | |
| Housing Solution Contract - Extension | 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 | |
| Westbourne Green Open Space | Cabinet Member for City Management and Air Quality | Key To agree to improvements to the Westbourne Green Open Space and to the associated spend. | Not before 18th Dec 2023 | Environment and City Management | |
| 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 |
| 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 |

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| 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@westmins ter.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@westmins ter.gov.uk |
| 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 |

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| 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 |
| 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 |

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| 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 |
| 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@westminst er.gov.uk |

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| 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> |
| 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> |
| 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 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> |
| 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> |
| 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> |

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| 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 | <p>Non Key</p> | Not before 19th Feb 2024 | Finance and Resources | <p>Sarah-Jayne Hurst</p> <p>Senior Investment Manager shurst@westminster.gov.uk</p> |
| Gateway Review and New Build Handover Process | Cabinet Member for Regeneration and Renters | <p>Key</p> <p>CMR to seek approval of the implementation of a refreshed Gateway and New Build Handover process.</p> | Not before 26th Feb 2024 | Regeneration, Economy and Planning | <p>Joe Smith</p> <p>Senior Programme Manager jsmith1@westminster.gov.uk</p> |

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| 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 |
| 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. | 9 Apr 2024 | Regeneration, Economy and Planning | Sarah Crampton Programme Lead - Widening Participation Communities scrampton@westminster.gov.uk |

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| Carbon Offset Bids - January 2024 | Cabinet Member for Climate, Ecology and Culture | <p>Non Key</p> <p>This report highlights four carbon offset bids from January 2024, totalling £149,611 and makes recommendations for the Cabinet Member on their approval.</p> | Not before 4th Apr 2024 | Regeneration, Economy and Planning | <p>Damian Hemmings</p> <p>Climate Emergency Programme Director dhemmings@westminster.gov.uk</p> |
| Revision of the Council's NNDR Discretionary Relief guidelines for 2024/25 | Cabinet Member for Finance and Council Reform | <p>Non Key</p> <p>Amendments to the Council's existing 2023/24 NNDR Discretionary Relief guidelines for 2024/25.</p> | 8 Apr 2024 | Finance and Resources | <p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p> |
| Disposal in W1 | Cabinet Member for Finance and Council Reform | <p>Non Key</p> <p>Disposal in W1</p> | Not before 11th Mar 2024 | Finance and Resources | <p>Sarah-Jayne Hurst</p> <p>Senior Investment Manager shurst@westminster.gov.uk</p> |

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| Approval of recommendations from the Rating Advisory Panel - 12.03.24 | Cabinet Member for Finance and Council Reform | Non Key | 11 Apr 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 |

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| 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 |
| Grant of New Lease for Beachcroft House | Cabinet Member for Finance and Council Reform | Non Key | 11 Apr 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 |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|---|---|--|----------------------------------|------------------------------------|--|
| Westco Annual Business Plan | Shareholder Committee | <p>Non Key</p> <p>Consideration of the Westco business plan for the Financial year 2024/25 for planning and performance management purposes.</p> | Not before 25th Mar 2024 | Democracy, Law and People | <p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p> |
| Westminster Community Homes Annual Business Plan | Shareholder Committee | <p>Non Key</p> <p>To approve the Westminster Community Homes annual budget, business plan, stress tests and cash flow.</p> | Not before 25th Mar 2024 | Housing Services | <p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p> |
| Westminster Builds Annual Business Plan | Shareholder Committee | <p>Non Key</p> <p>To approve the 2024/25 Business Plan for Westminster Builds.</p> | Not before 25th Mar 2024 | Regeneration, Economy and Planning | <p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p> |
| Writing off irrecoverable debt (quarterly report) - Quarter 1 2024/25 | Cabinet Member for Finance and Council Reform | <p>Key</p> <p>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.</p> | Not before 25th Mar 2024 | Finance and Resources | <p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p> |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|--|--|--|----------------------------------|---------------------------------|--|
| Transfer of Land at Victoria Embankment | Cabinet Member for Finance and Council Reform | Key Decision relating to WCC land being appropriated for the Thames Tideway project | Not before 1st Apr 2024 | Finance and Resources | Rupert Grass Consultant, Corporate Property rgrass@westminster.gov.uk |
| Letting of 1st Floor, 20 Orange Street, London WC2 7EF | Cabinet Member for Finance and Council Reform | Non Key | 11 Apr 2024 | Finance and Resources | Rupert Grass Consultant, Corporate Property rgrass@westminster.gov.uk |
| New ActiveWestminster Strategy 2024 - 2028 | Cabinet Member for Resident Participation, Consultation Reform and Leisure | Non Key Approval of a new ActiveWestminster Strategy for the periods of 2024 – 2028. | Before 1 Jul 2024 | Environment and City Management | Coreen Brown Head of Sport Leisure and AC Services cbrown@westminster.gov.uk |
| Sayers Croft Management Options | Cabinet Member for Climate, Ecology and Culture | Key Following external appraisal and recommendations, decide on the Management model for Sayers Croft Outdoor Education Centre. | July 2024 | Environment and City Management | Serena Simon Director of Communities ssimon@westminster.gov.uk |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|---|--|--|---------------------------|------------------------------------|---|
| North Paddington Programme – Years 2-4 Programmes of work | Cabinet | <p>Key</p> <p>This report will outline the proposed areas of work the North Paddington Programme will focus on from year 2 onwards.</p> <p>It will explain the process used to ensure local community input has shaped this work and seeks Cabinet approval to move forwards and initiative work.</p> | 8 Jul 2024 | Regeneration, Economy and Planning | <p>Sarah Crampton</p> <p>Programme Lead - Widening Participation Communities scrampton@westminster.gov.uk</p> |
| Procurement of an operator to supply, operate and maintain Shared Power Supply Electric Vehicle Charge Points | Cabinet Member for City Management and Air Quality | <p>Non Key</p> <p>The contract will cover the operation and maintenance of an existing network of shared power supply (or lamp column) charge points established in on-street locations for the residents of Westminster. By securing a concession contract for an initial period of 3 years, with the option to extend for a further 2 years we will ensure there is a continuity of service for residents.</p> | Not before 15th Apr 2024 | Environment and City Management | <p>Steven Denny</p> <p>Project Officer (EV Charging) City Highways sdenny@westminster.gov.uk</p> |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|---|---|---|----------------------------------|---------------------------------|--|
| Change of Westminster Park Byelaws | Cabinet Member for Climate, Ecology and Culture | <p>Non Key</p> <p>A review, redraft and change of the Westminster Park Byelaws to align with Fairer Westminster objectives.</p> | Before 1 Sep 2024 | Environment and City Management | <p>Coreen Brown</p> <p>Head of Sport Leisure and AC Services cbrown@westminster.gov.uk</p> |
| Managed Services for Temporary Agency Procurement | Leader of the Council | <p>Key</p> <p>This decision relates to the provision of Managed Services for Temporary Agency Resources (TAR) which is a fully managed neutral vendor service which delivers employers recruitment supply chains and systems for hiring and managing contingent workers. The contract is planned to commence on 2 May 2024 for a period of 1 year with an option to extend for an additional 1 year</p> | Not before 8th Apr 2024 | Democracy, Law and People | <p>Claire Weeks</p> <p>Head of Operational People Services - Human Resources cweeks@westminster.gov.uk</p> |
| Household Support Fund 2024 / 2025 | Cabinet Member for Finance and Council Reform | <p>Key</p> <p>Report setting out how the council will spend its Household Support Fund allocation.</p> | Not before 8th Apr 2024 | Finance and Resources | <p>Cecily Herdman</p> <p>Principal Policy Officer cherdman@westminster.gov.uk</p> |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|---|--|--|----------------------------------|------------------------------------|--|
| New duty to consult on the removal of street trees | Cabinet Member for City Management and Air Quality | Non Key Approval of the decision-making process for the new duty to consult on the removal of street trees | Not before 15th Apr 2024 | Environment and City Management | Barbara Milne Head of Arboricultural Services bmilne@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 |
| Oxford Street Programme – Oxford Street Scheme Stage 3 | Cabinet | Key To approve that the Oxford Street Scheme proceed to Stage 3, detail design, as part of the Oxford Street Programme. | 20 May 2024 | Regeneration, Economy and Planning | Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk |

| Decision Title | Decision Maker | Nature of Decision | Expected Date of Decision | Department | Contact Officer |
|---|--|---|---------------------------|------------------------------------|---|
| Church Street Site A – Appointment of Joint Venture Development Partner | Executive Director of Regeneration, Economy and Planning | Key Church Street Site A – Appointment of Joint Venture Development Partner. | Not before 22nd Apr 2024 | Regeneration, Economy and Planning | James Green, Setareh Neshati Director of Development jgreen@westminster.gov.uk, Head of Development sneshati@westminster.gov.uk |
| Commemorative Green Plaque for the Soho Poly | Cabinet Member for Climate, Ecology and Culture | Non Key Proposed installation of a Westminster Green Plaque at The Soho Poly, 16 Riding House St, W1W 7DT | Not before 22nd Apr 2024 | Regeneration, Economy and Planning | Claire Appleby Account Director - Campaigns and Customer Engagement cappleby@westminster.gov.uk |
| Writing off irrecoverable debt (quarterly report) - Quarter 2 2024/25 | 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 22nd Apr 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 |
|--|---|---|----------------------------------|-----------------------|--|
| Writing off irrecoverable debt (quarterly report) - Quarter 3 2024/25 | 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 22nd Apr 2024 | Finance and Resources | Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk |
| Writing off irrecoverable debt (quarterly report) - Quarter 4 2024/25 | 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 22nd Apr 2024 | Finance and Resources | Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 23.04.24 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel to be held on 23 April 2024. | Not before 23rd Apr 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 |
|--|-----------------------|---|----------------------------------|-----------------------|---|
| Cavendish Square and Cavendish Square Car Park | Cabinet | Key This report recommends the freehold sale of Cavendish Square Carpark and Gardens. | Not before 7th May 2024 | Finance and Resources | Sarah-Jayne Hurst Senior Investment Manager shurst@westminster.gov.uk |
| Delivery of Housing Solutions Service | Cabinet | Key To consider the delivery method for provision of Housing Solution Services. | 20 May 2024 | Housing Services | Sarah Warman Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk |
| Seymour Centre - Neighbourhood CIL Application | Cabinet | Key The report will seek to allocate £1.25 million of Neighbourhood CIL funding to support the delivery of the Seymour Centre project. | 20 May 2024 | Finance and Resources | Claire Nangle Head of Capital Programmes cnangle@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 11.06.2024 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 11 June 2024 | Not before 11th Jun 2024 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 09.07.2024 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 09 July 2024 | Not before 9th Jun 2024 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 17.09.2024 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 17 September 2024. | Not before 17th Sep 2024 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 15.10.2024 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 15 October 2024 | Not before 15th Oct 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 |
|--|---|--|----------------------------------|-----------------------|--|
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 19.11.2024 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 19 November 2024 | Not before 19th Nov 2024 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |
| Council Tax Taxbase and Discounts Report | Cabinet | Key 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. | January 2025 | Finance and Resources | Martin Hinckley Director of Revenues and Benefits mhinckley@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 21.01.2025 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 21 January 2025 | Not before 21st Jan 2025 | 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 |
|--|---|--|----------------------------------|-----------------------|--|
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 25.02.2025 | Cabinet Member for Finance and Council Reform | Non Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 25 February 2025 | Not before 25th Jan 2025 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |
| Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel 25.03.2025 | Cabinet Member for Finance and Council Reform | Key Approval of recommendations of the Discretionary Housing Payment (DHP) Review Panel meeting on 25 March 2025 | Not before 25th Mar 2025 | Finance and Resources | Gwyn Thomas Head of Benefits Policy Team gthomas2@westminster.gov.uk |