

Forward Plan of Forthcoming Executive Decisions

Westminster City Council

For the Period 11 OCTOBER 2024 to 28 FEBRUARY 2025



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 Culture

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>
Public Realm Supplementary Planning Document	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>The report will seek approval to adopt the 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		<p>Agnieszka Zimnicka</p> <p>Head of Planning Policy azimnicka@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Public Toilets Refurbishment Programme	Cabinet Member for City Management and Air Quality	Key A programme to fully refurbish and modernise public toilets across Westminster.	Not before 11th Nov 2022		Mark Banks Head of Service (Waste and Parks) mbanks@westminster.gov.uk
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
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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Carbon Offset Fund - Sustainable Business Allocation	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>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.</p>	Not before 5th May 2023	Regeneration, Economy and Planning	<p>Amy Jones, Stella Abani</p> <p>Director of Environment ajones@westminster.gov.uk, sabani@westminster.gov.uk</p>
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>

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Contract Award for the Integrated Healthy Lifestyles Service	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key	Not before 4th Jul 2023	Adult Social Care and Public Health	Shazia Ghani Head of Care Markets Shazia.Ghani@rbkc.gov.uk
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

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

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

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	

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

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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>
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 Shazia.Ghani@rbkc.gov.uk</p>

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

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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
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>
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	<p>Key</p> <p>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.</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>
Oxford Street Programme - James Street Scheme	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>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.</p>	29 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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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>
Harrow Road Open Space Highways Improvements	Cabinet Member for City Management and Air Quality	<p>Key</p>	Not before 26th Feb 2024	Regeneration, Economy and Planning	<p>Rebecca Cloke</p> <p>Head of Programme Delivery, Place Shaping rcloke@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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Debt Recovery of Adult Social Care (ASC) Care Contribution Debt	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>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.</p>	Not before 18th Mar 2024	Finance and Resources	<p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p>
Surrender and regrant of lease on Harrow Road W2 5ES	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>To approve the grant of a new lease to the tenant on the terms within the confidential appendix.</p>	Not before 25th Mar 2024	Finance and Resources	<p>Ian McAuley</p> <p>Senior Asset Manager imcauley@westminster.gov.uk</p>
Transfer of Land at Victoria Embankment	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>Decision relating to WCC land being appropriated for the Thames Tideway project</p>	Not before 1st Apr 2024	Finance and Resources	<p>Rupert Grass</p> <p>Consultant, Corporate Property rgrass@westminster.gov.uk</p>

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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
Procurement of an operator to supply, operate and maintain Shared Power Supply Electric Vehicle Charge Points	Cabinet Member for City Management and Air Quality	Non Key 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.	Not before 15th Apr 2024	Environment and City Management	Steven Denny Project Officer (EV Charging) City Highways sdenny@westminster.gov.uk

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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>
Writing off irrecoverable debt (quarterly report) - Quarter 2 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 22nd Apr 2024	Finance and Resources	<p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p>
Writing off irrecoverable debt (quarterly report) - Quarter 3 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 22nd Apr 2024	Finance and Resources	<p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p>

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Writing off irrecoverable debt (quarterly report) - Quarter 4 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 22nd Apr 2024	Finance and Resources	<p>Martin Hinckley</p> <p>Director of Revenues and Benefits mhinckley@westminster.gov.uk</p>
Cavendish Square and Cavendish Square Car Park	Cabinet	<p>Key</p> <p>This report recommends approval of the freehold sale of Cavendish Square Carpark and Gardens.</p>	Not before 7th May 2024	Finance and Resources	<p>Sarah-Jayne Hurst</p> <p>Senior Investment Manager shurst@westminster.gov.uk</p>
Housing Repairs Policies	Cabinet Member for Housing Services	<p>Key</p> <p>Approval is sought to adopt and implement a housing repairs policy. The policy outlines the City Councils approach to managing repairs. It reflects the importance of recent legislation, government and Regulator guidance and the raised profile around damp and mould, disrepair, the Housing Health and Safety Rating System (HHSRS) and fire and building safety.</p>	Not before 13th May 2024	Housing Services	

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Ebury Bridge Estate Phase 2: Appropriation of land for planning purposes	Cabinet Member for Finance and Council Reform	<p>Key</p> <p>The report is seeking approval for the phased appropriation of Phase 2 of the Ebury Bridge Estate for planning purposes under Section 122 of the Local Government Act 1972 and to engage the provisions of section 203 of the Housing and Planning Act 2016 to facilitate the delivery of new homes and associated amenities for which planning permission has been granted by the local planning authority.</p>	Not before 27th May 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>
Housing Management System Procurement	Cabinet Member for Housing Services	Key	Not before 19th Jun 2024	Housing Services	<p>Sarah Warman</p> <p>Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk</p>

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New Commercial Letting – 417 Edgware Road	Cabinet Member for Housing Services	Non Key	Not before 31st May 2024	Finance and Resources	Sarah-Jayne Hurst Senior Investment Manager shurst@westminster.gov.uk
Oxford Street Programme: Oxford Circus Stage 2 (initial) Design	Cabinet	Key Report the costs for the Oxford Circus Stage 1 design and request approval to proceed to Stage 2 and the draw down of necessary funds.	Not before 10th Jun 2024	Adult Social Care and Public Health	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
Adpar, Queens Park Court, and Torridon Scheme Contractor Appointment	Cabinet Member for Regeneration and Renters	Key Contractor to complete construction of the Adpar, Queens Park Court, and Torridon development schemes, following insolvency of Geoffrey Osbourne Ltd.	Not before 17th Jun 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
Beachcroft House Registered Residential Care Home - Direct Award	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Non Key</p> <p>Approval of Direct Award to Beachcroft House (Gold Care Homes) which delivers accommodation based registered care and support for older residents in Westminster.</p> <p>The Direct Award for (Beachcroft to March 2026) will provide the continuation of the delivery of services supporting up to 84 beds in Beachcroft House. The service provides residential care supporting older people with Physical Health, Frailty and Dementia. The Direct Award will allow for the time to support the review, market engagement and option appraisal to support the development of the procurement strategy and procurement itself.</p>	Not before 17th Jun 2024	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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Professional Advisor Appointments	Cabinet Member for Regeneration and Renters	Key Appointment of professional advisors necessary to assist with scheme delivery and completion, following the insolvency of Geoffrey Osbourne Ltd	Not before 17th Jun 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Post Completion Supply Chain Appointments	Cabinet Member for Regeneration and Renters	Key Appointment of supply chain parties necessary to conclude and rectify post completion scheme defects which would otherwise have been completed by the now insolvent Geoffrey Osbourne Ltd	Not before 17th Jun 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Queens Park Court Development Scheme Contractor Appointment	Cabinet Member for Regeneration and Renters	Key Contractor to complete construction of the Queens Park Court development scheme, following insolvency of Geoffrey Osbourne Ltd.	Not before 17th Jun 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk

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Torridon House Development Scheme Contractor Appointment	Cabinet Member for Regeneration and Renters	Key Contractor to complete construction of the Torridon House development scheme, following insolvency of Geoffrey Osbourne Ltd.	Not before 17th Jun 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk

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<p>Forrester Court and Beachcroft House Registered Nursing and Residential Care Homes - Direct Awards</p>	<p>Cabinet Member for Adult Social Care, Public Health and Voluntary Sector</p>	<p>Key</p> <p>Approval of Direct Awards to two services Forrester Court (Care UK) and Beachcroft House (Gold Care Homes) delivering accommodation based registered care and support for older residents in Westminster.</p> <p>The Direct Awards (Beachcroft 2 +1 year and Forrester Court 2 years) will provide the continuation of the delivery of services supporting up to 84 beds in Beachcroft and 90 local Authority commissioned beds in Forrester Court. The services include registered nursing and residential care supporting older people with Physical Health, Frailty and Dementia. The Direct Awards will allow for the time to support the review, market engagement and option appraisal to support the development of the reprocurement strategy and procurement itself. The Direct Award provides opportunity to synchronise both service contract end dates to support options for consideration as part of the reprocurement and a strategic review of the services.</p>	<p>Not before 17th Jun 2024</p>	<p>Adult Social Care and Public Health</p>	<p>Shazia Ghani</p> <p>Head of Care Markets Shazia.Ghani@rbkc.gov.uk</p>

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Forrester Court Registered Nursing and Residential Care Home - Direct Award	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Approval of Direct Award to Forrester Court (Care UK) delivering accommodation based registered care and support for older residents in Westminster.</p> <p>The Direct Award (Forrester Court for 2 years) will provide the continuation of the delivery of services supporting 90 local Authority commissioned beds. The services include registered nursing and residential care supporting older people with Physical Health, Frailty and Dementia. The Direct Award will allow for the time to support the review, market engagement and option appraisal to support the development of the procurement strategy and procurement itself.</p>	Not before 17th Jun 2024	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
Approval for the re procurement of the Housing Care and Support Services for adults with learning disability	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Approval of the Procurement Strategy for the Housing Care and Support Services is sought to enable the next stage of procurement to launch the procurement enabling providers to bid for contracts supporting adults with Learning Disabilities through a range of block commissioned support and care accommodation-based and outreach services.</p>	Not before 17th Jun 2024	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
New core funding grant agreement for the Stowe Centre	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>The Key Decision Report published on 30 October 2023 stated the council's future intentions to develop core funding arrangements with community anchor organisations in the north and the south of the borough. Issuing a long-term grant award will support the Stowe Centre to serve communities in the best conditions while recognising it formally as a core strategic VCS partner. This report replaces a previous decision report.</p>	Not before 14th Jul 2024	Environment and City Management	<p>Genevieve Peattie</p> <p>Communities Manager – Voluntary and Community Sector Investment, Contracts & Grants gpeattie@westminster.gov.uk</p>
Lyons Place Freehold Purchase	Cabinet Member for Finance and Council Reform	<p>Non Key</p> <p>Purchase of freehold for the Lyons Place development</p>	Not before 14th Jul 2024	Finance and Resources	

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Project Management and Business Case Support Services Provider – Future of PDHU – Fee increase	Cabinet Member for Housing Services	<p>Non Key</p> <p>Approval for increase in fees for provision of the <i>Project Management and Business Case Support Services</i> to the Future of PDHU Programme</p>	Not before 14th Jul 2024		
Learning Disability Network: Short Breaks Service Bi-Borough Direct Award	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Non Key</p> <p>Request to directly award this contract to the incumbent service provider, LDN London, for a period of up to up to 30 months (2.5 years) from 1st October 2023 to 31st March 2026. This is to provide service continuity whilst development of the joint contract site (Kingsbridge Road) is redeveloped in The Royal Borough of Kensington and Chelsea and whilst lease negotiations for the Westminster service site (Alison House) are concluded. A competitive tender process will follow</p>	Not before 14th Jul 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Comissioning gwall@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Extension of contract for sales consultancy, marketing, and interior design services at Ebury Phase 1	Cabinet Member for Regeneration and Renters	Key CMR to approve the extension of contract for sales consultancy, marketing, and interior design services at Ebury Phase 1.	Not before 12th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Public Conveniences Procurement Strategy	Cabinet Member for City Management and Air Quality	Key Procurement strategy to award a new contract for the cleaning and compliance maintenance of public conveniences.	Not before 5th Aug 2024	Environment and City Management	Mark Banks Head of Service (Waste and Parks) mbanks@westminster.gov.uk
Older People Day Opportunities Preventative Services: Direct Award of Contracts for 12 months (30 September 2024 – 1 October 2025)	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key Direct award of contracts for five contracts supporting vulnerable older residents. These services contribute towards the Council meeting its duty under the Care Act 2014 with regards prevention. Agreement of a direct award will enable the continuity of services for service users and contractual assurance to providers whilst procurement and mobilisation activity takes place to arrange new provision.	Not before 19th Aug 2024	Adult Social Care and Public Health	Gareth Wall Bi-Borough Director of Integrated Comissioning gwall@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Direct award of Learning Disability Care Contracts	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key Request to directly award the below ca	Not before 19th Aug 2024	Adult Social Care and Public Health	Gareth Wall Bi-Borough Director of Integrated Comissioning gwall@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Environment Supplementary Planning Document 2024 Update	Cabinet Member for Planning and Economic Development	Key The report will seek approval to adopt the Environment Supplementary Planning Document 2024 Update – which sets out guidance to support City Plan’s environmental policies.	Not before 9th Sep 2024	Regeneration, Economy and Planning	
Home Care Services: Direct Award of Contracts (NW Patch, NE Patch and Central Patch)	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key	Not before 9th Sep 2024	Adult Social Care and Public Health	
New Lease for a Pharmacy in Pimlico	Executive Director of Finance and Resources, Executive Director for Environment and Communities	Non Key Approval for entering into a new lease agreement for a commercial letting to a pharmacy in Pimlico	Not before 16th Aug 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
Decision to enter into a grant funding agreement for homes acquired to Temporary Accommodation (TA)	Cabinet Member for Housing Services	<p>Key</p> <p>The Council is planning to enter into an agreement with the Ministry of Housing, Communities & Local Government to access grant funding for homes acquired for TA.</p>	Not before 1st Jul 2024	Housing Services	<p>Claire Barrett</p> <p>Director of Property and Strategic Asset Management cbarrett@westminster.gov.uk</p>
Direct Award for the Integrated Healthy Lifestyle Service	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Approval is being sought to directly award the contract to the incumbent provider, Thrive Tribe Limited, for the provision of Healthy Lifestyle Services without further competition. A direct award is proposed for two phases: initial for a period of five weeks from 1 November – 8 December 2024 for the core service and then a further 13 weeks until 31 January 2025 to process outstanding claims, as an interim measure to allow sufficient time for the mobilisation and implementation of the new contract award, without disrupting current services for residents.</p>	Not before 5th Nov 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Commissioning gwall@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Enhancing the borough wide support offer for disabled children	Cabinet Member for Communities, Children and Public Protection	<p>Key</p> <p>Following an extensive review of services for disabled children and engagement with children, young people, families, partners and the workforce, a shared aspiration for a child-first, empathetic, and equitable offer for all disabled children and their families has been developed.</p> <p>This decision seeks approval from the Deputy Leader and Cabinet Member for Communities, Children and Public Protection to establish a borough-wide transformation programme to implement this vision and to delegate decision making responsibility to the Executive Director of Children's Services.</p>	Not before 1st Jul 2024	Children's Services	<p>Sarah Newman</p> <p>Director of Family Services snewman@westminster.gov.uk</p>
Culture Fund Grants Decision-making Process	Cabinet Member for Climate, Ecology and Culture	Non Key	Not before 10th Jun 2024	Regeneration, Economy and Planning	<p>Michelle Salerno</p> <p>Principal Cultural Policy Officer msalerno@westminster.gov.uk</p>

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 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
Public Conveniences Contract Award	Cabinet Member for City Management and Air Quality	Key Award of a contract for the cleaning and compliance maintenance of public conveniences	Not before 8th Jul 2024	Environment and City Management	Mark Banks Head of Service (Waste and Parks) mbanks@westminster.gov.uk
Acquisition of Property in W2	Cabinet Member for Finance and Council Reform	Key Cabinet Member Report seeking approval to acquire the property at 217 Harrow Road.	Not before 8th Jul 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Westminster Neighbourhood CIL (Community Infrastructure Levy) – Autumn 2024 Project Allocations	Cabinet Member for Planning and Economic Development	Non Key This report provides recommendations on the Autumn 2024 applications for funding from the Neighbourhood Community Infrastructure Levy (NCIL).	Not before 8th Jul 2024	Regeneration, Economy and Planning	Deirdra Armsby Director of Place Shaping darmsby@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Westminster Neighbourhood CIL (Community Infrastructure Levy) – Summer 2024 Project Allocations	Cabinet Member for Planning and Economic Development	Key This report provides recommendations on the Summer 2024 applications for funding from the Neighbourhood Community Infrastructure Levy (NCIL).	Not before 8th Jul 2024	Regeneration, Economy and Planning	Deirdra Armsby Director of Place Shaping darmsby@westminster.gov.uk
Temporary Accommodation Private Sector Lease Purchase	Cabinet Member for Housing Services	Key The purchase of private sector leases to use as TA	Not before 8th Jul 2024	Housing Services	Sarah Warman Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk
2023/24 Fairer Westminster Annual Progress Overview	Cabinet	Non Key This report highlights the Council's overall performance and progress made towards realising Fairer Westminster outcomes by the end of 2023/24.	Not before 15th Jul 2024	Finance and Resources	Mohibur Rahman Planning and Performance Manager mrahman@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Oxford Street Programme – James Street Scheme	Cabinet Member for Planning and Economic Development	Key Outlines the proposed scope of the James Street scheme and requests approval to progress the design to Stage 1 (feasibility).	Not before 20th Jul 2024	Regeneration, Economy and Planning	Manisha Patel Director of ASC Governance, Operations and Oxford Street mpatel@westminster.gov.uk
Church Street – Site B Car Park	Cabinet Member for Regeneration and Renters	Non Key Cabinet Member Report (CMR) seeking appointment of a contractor to carry out works to the above site.	Not before 29th Jul 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Church Street: Approval to Execute Site A Demolition Contract	Executive Director of Regeneration, Economy and Planning	Non Key Approval to enter into a contract with Keltbray Built Environment Ltd to carry out demolition and associated works to Church Street Site A.	Not before 8th Jul 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
Church Street Planning Application Variation	Cabinet Member for Regeneration and Renters	Non Key Westminster approval as landowner to submit a planning variation application.	Not before 8th Jul 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Award of Multi-Vendor Contract for the Provision of Cashless Parking Services in Westminster	Cabinet Member for City Management and Air Quality	Key The contract covers the management, by more than one supplier, of payments made to park in visitors parking spaces throughout the City of Westminster. The Council seeks to award contracts for four years, with the option to extend by up to another four years.	Not before 29th Jul 2024	Environment and City Management	Jonathan Rowing Head of Parking Operations - City Highways jrowing@westminster.gov.uk
Westminster Public Mortuary	Cabinet Member for Finance and Council Reform	Key To enter into contract with Logan Construction (SE) Ltd for the refurbishment work of Westminster Public Mortuary.	Not before 29th Jul 2024	Finance and Resources	Beth McNeil Senior Delivery Manager bmcneil@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Ebury Bridge Renewal – Phase 1 Historic Appointments Approvals	Cabinet Member for Regeneration and Renters	Key Cabinet Member Report (CMR) seeking approval to endorse historic appointments on Ebury Phase 1, including contract extensions to the Project Manager/Employers Agent/Quantity Surveyor and the Client Monitoring Team.	Not before 26th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Ebury Bridge Renewal – Phase 1 Sales & Marketing Appointment	Cabinet Member for Regeneration and Renters	Key Cabinet Member Report (CMR) seeking approval to appoint Jones Lang Lasalle (JLL) for Sales & Marketing fees, including estate agency, marketing, consultancy services, overseas agency costs and interior design on Ebury Phase 1.	Not before 26th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Ebury Bridge Renewal – Phase 2 Project Manager/Employers Agent (PM/EA) and Client Monitoring Team (CMT) Contract Extensions	Cabinet Member for Regeneration and Renters	Key Cabinet Member Report (CMR) seeking approval to endorse the required contract extensions on Ebury Phase 2 for the PM/EA services and CMT.	Not before 26th Aug 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
Ebury Bridge Renewal – Phase 2 Quantity Surveyor (QS) and Planning & Financial Viability Consultant Approval to Spend	Cabinet Member for Regeneration and Renters	Key Cabinet Member Report (CMR) seeking approval to spend the remaining fees for the Stace (QS) and Savills (Planning & Financial Viability) services, further to the formal Cabinet Member decision in March 2024 for the award of the respective contracts.	Not before 26th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Entering into Multiple Leases – Church Street	Executive Director of Regeneration, Economy and Planning	Key Approval for WCC to enter into multiple enterprise space leases at Church Street.	Not before 5th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Contact Centre and Online Service Improvements	Cabinet Member for Communities	Key The project scope is to redesign and improve the Councils contact centre technology offer and Online service provision.	Not before 26th Aug 2024	Finance and Resources	Gerald Almeroth Executive Director for Finance and Resources galmeroth@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Report-It Redesign	Cabinet Member for Communities	Key The project scope is to redesign the Councils online report-it service.	Not before 26th Aug 2024	Finance and Resources	Gerald Almeroth Executive Director for Finance and Resources galmeroth@westminster.gov.uk
Westminster Community Hubs Programme	Cabinet Member for Communities	Key	Not before 26th Aug 2024	Environment and City Management	Serena Simon Director of Communities ssimon@westminster.gov.uk
Lease renewal at 41-43 Lilestone Street	Executive Director of Finance and Resources	Non Key Approval for entering into a lease renewal agreement at the retail unit at 41-43 Lilestone Street.	Not before 26th Aug 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
New Licence at Derry House, Penfold St	Executive Director of Finance and Resources	Non Key Approval for entering into a new licence agreement at Derry House, Penfold Street.	Not before 26th Aug 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
New lease at retail unit at 69 Church Street	Executive Director of Regeneration, Economy and Planning	Non Key Approval for entering into a new lease agreement at the retail unit at 69 Church Street.	Not before 26th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
New lease at retail unit at 49 Church Street	Cabinet Member for Finance and Council Reform	Non Key Approval for entering into a new lease agreement at the retail unit at 49 Church Street.	Not before 26th Aug 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
New lease at retail unit at 58 Church Street	Executive Director of Finance and Resources	Non Key Approval for entering into a new lease agreement at the retail unit at 58 Church Street.	Not before 26th Aug 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
New lease at retail unit at 80 Church Street	Executive Director of Finance and Resources	Non Key Approval for entering into a new lease agreement at the retail unit at 80 Church Street.	Not before 26th Aug 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
Lease renewal at 41-45 Church Street	Executive Director of Finance and Resources	Non Key Approval for entering into a lease renewal agreement at the retail unit at 41-45 Church Street.	Not before 26th Aug 2024	Finance and Resources	Claire Nangle Head of Capital Programmes cnangle@westminster.gov.uk
Greening and Biodiversity Strategy	Cabinet Member for Climate, Ecology and Culture	Key	Not before 16th Sep 2024	Environment and City Management	Ceridwen John Head of Environment - Policy and Projects cjohn@westminster.gov.uk
Ebury Phase 1 - Stamp Duty Uplift for Returning Leaseholders to Phase 1	Cabinet Member for Regeneration and Renters	Key Cabinet Member Report (CMR) seeking approval to provide additional equity/disbursement to all leaseholders to cover all Stamp Duty liabilities to improve the reservations and the sale terms to Returning Leaseholders in Phase 1 of Ebury Bridge.	Not before 16th Sep 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
Entering into an Agreement for Lease between Westminster City Council (WCC) and London Power Networks (UKPN)	Executive Director of Regeneration, Economy and Planning	Non Key Approval for WCC to enter into a new lease with London Power Network for Church Street Site A.	Not before 16th Sep 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Westminster Neighbourhood CIL (NCIL) – High-Value Allocations	Cabinet	Key Approval of the allocation of a total of £692,420 of Neighbourhood CIL, made up of two high value applications.	Not before 16th Sep 2024	Regeneration, Economy and Planning	Deirdra Armsby Director of Place Shaping darmsby@westminster.gov.uk
Entering into Enterprise Space Leases – Ebury Edge	Executive Director of Regeneration, Economy and Planning	Non Key Approval for WCC to enter into enterprise space leases at Ebury Bridge.	Not before 5th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Paid Food Hygiene Revisit Fee	Cabinet Member for Children and Public Protection	Non Key	Not before 9th Aug 2024	Environment and City Management	Frances Martin fmartin@westminster.gov.uk
Authority to complete and sign various legal documents – 300 Harrow Road	Executive Director of Regeneration, Economy and Planning	Non Key Grants Authority to complete and sign the Legal Documents listed below: 1) Lease with Westminster Housing Investment Ltd on the Terms attached as the Appendix A 2) Agreement for Lease 3) Deed of Indemnity 4) Heat Supply Agreements 5) Any other ancillary agreements	Not before 12th Aug 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
New lease at retail unit at 74-78 Church Street	Executive Director of Finance and Resources, Executive Director for Environment and Communities	Non Key Approval for entering into a new lease agreement at the retail unit at 74-78 Church Street.	Not before 12th Aug 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
CPO Settlement of Retail Unit at 384 Edgware Road	Executive Director of Regeneration, Economy and Planning	<p>Non Key</p> <p>Approval for the CPO settlement relating to the retail unit at 384 Edgware Road.</p>	Not before 12th Aug 2024	Regeneration, Economy and Planning	<p>Claire Nangle, James Green</p> <p>Head of Capital Programmes cnangle@westminster.gov.uk, Director of Development jgreen@westminster.gov.uk</p>
Lease Surrender of the Retail Unit at 384 Edgware Road	Executive Director for Environment and Communities, Executive Director of Finance and Resources	<p>Non Key</p> <p>Approval for surrendering the lease of the retail unit at 384 Edgware Road.</p>	Not before 12th Aug 2024	Finance and Resources	<p>Claire Nangle</p> <p>Head of Capital Programmes cnangle@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Ebury Bridge Renewal – Phase 1 Management Hub Works Deed of Variation	Executive Director of Regeneration, Economy and Planning	<p>Non Key</p> <p>Record of Officer Executive Decision (RoOED) seeking approval to instruct Bouygues UK (BYUK) to carry out the fit-out of the Management Hub as part of Ebury Phase 1. The approval sought within this report will be in the form of a Deed of Variation to BYUK’s existing Main Works contract.</p>	Not before 19th Aug 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>
300 Harrow Road – Tenure Change	Cabinet Member for Regeneration and Renters	<p>Non Key</p> <p>Cabinet Member Report (CMR) seeking approval to change the tenure of intermediate rent units at 300 Harrow Road to social rent.</p>	Not before 11th Sep 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@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>

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 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
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

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Formal Statutory Consultation for Draft Local Flood Risk Management Strategy	Cabinet Member for City Management and Air Quality	<p>Non Key</p> <p>Cabinet Member Approval is required for a formal public consultation of the Council's proposed Local Flood Risk Management Strategy. The consultation is a statutory requirement</p>	Not before 16th Sep 2024	Environment and City Management	<p>Andy Foster</p> <p>Service Manager - Bridges and Structures afoster1@westminster.gov.uk</p>
Older Persons Day Opportunities Preventative Provision: Westbourne Park and Pullen Day Centres	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Approval is sought for the Direct Award of contracts (retrospectively and prospectively) for 60 months covering the period 1.10.2020 – 30.9.2025 for two Older Persons' day centres.</p>	Not before 30th Sep 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Commissioning gwall@westminster.gov.uk</p>
Older People Day Opportunities Preventative Services: Award of Contracts	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	<p>Key</p> <p>Direct award of contracts for five contracts supporting vulnerable older residents to ensure continuity of services for residents, and provide contractual assurance for suppliers whilst procurement and mobilisation activity takes place to arrange new provision.</p>	Not before 30th Sep 2024	Adult Social Care and Public Health	<p>Gareth Wall</p> <p>Bi-Borough Director of Integrated Commissioning gwall@westminster.gov.uk</p>

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Eccleston Street: Public Realm Improvement Scheme	Cabinet Member for City Management and Air Quality	Non Key	Not before 9th Sep 2024	Environment and City Management	Philip Robson Head of Operations - City Highways probson@westminster.gov.uk
Application to the Secretary of State: Regulation 7 Direction	Cabinet Member for Planning and Economic Development	Non Key A Regulation 7 Direction will remove deemed consent for display of Estate Agents' Boards thereby protecting the visual amenity and character of the city. The current Direction is due to expire in May 2025.	Not before 9th Sep 2024	Democracy, Law and People	Ezra Wallace Director of Policy and Projects ewallace@westminster.gov.uk
Building Works - Church Street Site B Car Park	Executive Director of Regeneration, Economy and Planning	Non Key Approval to award a contract to carry out building works to Church Street Site B Car Park to facilitate the Demolition for Church Street Site A.	Not before 9th Sep 2024	Regeneration, Economy and Planning	Debbie Jackson Executive Director, Regeneration, Economy and Planning djackson@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Lisson Grove Programme Landscape Architect Appointment	Cabinet Member for Regeneration and Renters	<p>Non Key</p> <p>Approval of the procurement of landscape architect and associated services for the Lisson Grove Programme, encompassing RIBA Stages 2 to 4.</p>	Not before 16th Sep 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>
Oxford Street Programme – Amendments to the Oxford Street and Marylebone / Fitzrovia schemes	Cabinet Member for Planning and Economic Development	<p>Key</p> <p>Approval to progress with two areas of the Oxford Street scheme at Rathbone St/Hanway Place and at Balderton Street and changes proposed for one area of the Marylebone / Fitzrovia scheme.</p>	Not before 7th Oct 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>
Lease variation for Church Street retail unit	Executive Director of Regeneration, Economy and Planning	<p>Non Key</p> <p>Approval of a variation of an existing lease agreement for a Church Street retail unit, with associated payment of compensation (in line with CPO guidelines) and associated surveyor, legal and accounting costs.</p>	Not before 16th Sep 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
Selective Licensing Consultation	Cabinet Member for Regeneration and Renters	Key Approval to proceed to public consultation on proposals to introduce Selective Property Licensing in the Private Rented Sector.	Not before 7th Oct 2024	Environment and City Management	Frances Martin fmartin@westminster.gov.uk
Procurement Code Update	Cabinet Member for Finance and Council Reform	Non Key Approval of an updated Procurement Code, which incorporates a number of key changes, which includes the introduction of new Procurement Legislation.	Not before 16th Sep 2024	Finance and Resources	Gerald Almeroth Executive Director for Finance and Resources galmeroth@westminster.gov.uk
291 Harrow Road: Approval of Outline Business Case (Part 2)	Cabinet Member for Regeneration and Renters	Key Approval of Part 2 of Outline Business Case submission for re-development of 291 Harrow Road.	Not before 14th Oct 2024	Regeneration, Economy and Planning	Setareh Neshati Head of Development sneshati@westminster.gov.uk
Queens Park Family Hub Development at 17 – 23 Third Avenue	Cabinet Member for Children and Public Protection	Key Proposal to proceed with the re-provision of Queen's Park Family Hub at 17-23 Third Avenue with additional space for community use.	Not before 14th Oct 2024	Children's Services	Annabel Saunders Children's Commissioners Annabel.Saunders@rbkc.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Supply and Allocation of Social and Intermediate Housing 2024/25	Cabinet Member for Housing Services	Key Allocation of social housing for 2024/25.	Not before 14th Oct 2024	Housing Services	Sally Ann Nott Partnership and Development Manager sanott@westminster.gov.uk
Petition to Pedestrianise Formosa Street	Cabinet Member for City Management and Air Quality	Non Key Petition for Westminster City Council to pedestrianise the portion of Formosa St (W9) between Castellian Road and Warrington Crescent.	Not before 14th Oct 2024	Environment and City Management	Sean Dwyer Highways Planning Manager sdwyer@westminster.gov.uk
Piccadilly Underpass Safety Improvements including Replacement of the age expired Ventilation Fans	Cabinet	Key This report seeks to allocate a total of £8,800,000 of council's approved capital programme to design and implement the safety measures and replacement of the age expired ventilation fans in Piccadilly Underpass.	Not before 14th Oct 2024	Environment and City Management	Philip Robson Head of Operations - City Highways probson@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Assets and Improvement (Second Source Contract Awards)	Cabinet Member for Housing Services	<p>Key</p> <p>This report seeks to award five individual contracts with a combined value of £6,931,839 to deliver five second source contracts to compliment and support the delivery of repairs & maintenance across our housing stock.</p>	Not before 21st Oct 2024	Housing Services	<p>Claire Barrett</p> <p>Director of Property and Strategic Asset Management cbarrett@westminster.gov.uk</p>
Church Street Site A – Appointment of a Right of Light Consultant	Cabinet Member for Regeneration and Renters	<p>Key</p> <p>Appointment of a Right Of Light consultant to engage with high/medium risk interests.</p>	Not before 21st Oct 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>
Hopkinson House – Procurement of Multi-Disciplinary Consultancy Team	Cabinet Member for Regeneration and Renters	<p>Key</p> <p>CMR to approve the appointment of a multi-disciplinary consultancy team to develop change of use and refurbishment proposals for Hopkinson House.</p>	Not before 21st Oct 2024	Regeneration, Economy and Planning	<p>James Green</p> <p>Director of Development jgreen@westminster.gov.uk</p>

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291 Harrow Road: Approval of Outline Business Case (Part 2)	Cabinet Member for Regeneration and Renters	Key Approval of Part 2 of Outline Business Case submission for re-development of 291 Harrow Road.	Not before 21st Oct 2024	Regeneration, Economy and Planning	Debbie Jackson Executive Director, Regeneration, Economy and Planning djackson@westminster.gov.uk
300 Harrow Road Enterprise Space Operator Partner Lease	Cabinet Member for Planning and Economic Development	Key Seeking approval of the appointment of the workspace operator partner and grant of a lease.	Not before 21st Oct 2024	Regeneration, Economy and Planning	Stella Abani sabani@westminster.gov.uk
Regent Street, Haymarket and Piccadilly Circus: Award of Contract for Urban Design and Public Realm contract	Cabinet Member for City Management and Air Quality	Key Award of contract for the Regent Street, Haymarket and Piccadilly Circus Urban Design and Public Realm design commission (RIBA Stages 1 to 3).	Not before 21st Oct 2024	Environment and City Management	Philip Robson Head of Operations - City Highways probson@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Re-adoption of the Council's Statement of Principles for Gambling (Gambling Policy) under s349 of the Gambling Act 2005	Cabinet Member for Children and Public Protection	<p>Key</p> <p>A report summarising any feedback received during the statutory consultation period, if necessary any proposed amendments to the current gambling policy, and recommending that the Cabinet Member recommend the revised Gambling Policy for adoption by the Full Council.</p>	Not before 21st Oct 2024	Environment and City Management	<p>Kerry Simpkin</p> <p>Head of Licensing Policy ksimpkin@westminster.gov.uk</p>
Westminster Neighbourhood CIL (NCIL) – High-Value Allocation: WCC Communities – Outdoor Gyms and Multi-Use Games Areas (MUGAs)	Cabinet	<p>Key</p> <p>This report seeks to allocate a total of £394,000 of Neighbourhood CIL, comprised of £66,000 from the Pimlico NCIL Pot, £143,000 from the Church Street NCIL Pot and £185,000 from the Outside Neighbourhood Areas NCIL Pot, to support the WCC Communities scheme of Outdoor Gyms and MUGAs at various locations (detailed below).</p>	Not before 21st Oct 2024	Regeneration, Economy and Planning	<p>Deirdra Armsby</p> <p>Director of Place Shaping darmsby@westminster.gov.uk</p>

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Direct Award (Aids and Adaptations)	Cabinet Member for Housing Services	Key Award contract for delivery of Housing Aids and Adaptations Service.	Not before 28th Oct 2024	Housing Services	Sarah Warman Strategic Director of Housing and Commercial Partnerships swarman@westminster.gov.uk
Continuation of contractual arrangements for Homecare services in WCC	Cabinet Member for Adult Social Care, Public Health and Voluntary Sector	Key Approval to continue contractual arrangements for home care services from November 2024 until the new Homecare Framework contracts awards decision is implemented (between April and June 2024).	Not before 28th Oct 2024	Adult Social Care and Public Health	Gareth Wall Bi-Borough Director of Integrated Commissioning gwall@westminster.gov.uk
SuDS Design Manual	Cabinet Member for City Management and Air Quality	Key Adoption of the Sustainable Drainage Systems (SuDS) Design Manual. This manual is to be used as a tool for developing, designing and constructing SuDS in Westminster's public realm.	Not before 28th Oct 2024	Environment and City Management	Philip Robson Head of Operations - City Highways probson@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Behind Every Door Stock Condition Survey (High Rise)	Cabinet Member for Housing Services	Key To appoint an external consultant to undertake stock condition surveys for high rise building owned and managed by the Council.	Not before 28th Oct 2024	Housing Services	Claire Barrett Director of Property and Strategic Asset Management cbarrett@westminster.gov.uk
Household Support Fund October 2024 – March 2025	Cabinet Member for Finance and Council Reform	Key The council's plan for allocating the Household Support Fund to help residents most at risk through the cost of living crisis.	Not before 28th Oct 2024	Finance and Resources	Cecily Herdman Principal Policy Officer cherdman@westminster.gov.uk
Public Conveniences Contract Award	Cabinet Member for City Management and Air Quality	Key Decision to award a new contract for the cleaning and compliance maintenance of public conveniences.	Not before 28th Oct 2024	Environment and City Management	Amy Jones Director of Environment ajones@westminster.gov.uk
Data Operating System Capital Budget Approval	Cabinet Member for Planning and Economic Development	Key Report seeking Cabinet Member approval to spend capital funding available in the Data Operating System capital budget	Not before 4th Nov 2024	Finance and Resources	David Wilkins Head of Smart City Delivery dwilkins@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Fees and Charges Review	Cabinet	Key This report sets out the context for this year's annual review of fees and charges	Not before 4th Nov 2024	Finance and Resources	
Luxborough Final Account	Cabinet Member for Regeneration and Renters	Key Requesting additional budget for the Luxborough final account.	Not before 11th Nov 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Disposal of London Living Rent Homes at Luxborough Street to Westminster Builds	Cabinet Member for Regeneration and Renters	Key Proposals for the disposal of 7 affordable homes constructed by the Council to Westminster Builds.	Not before 11th Nov 2024	Regeneration, Economy and Planning	James Green Director of Development jgreen@westminster.gov.uk
Arboricultural Services - Direct Award of Contract	Cabinet Member for City Management and Air Quality	Key This report seeks approval to award a contract for the provision of arboricultural services to the current service provider for a period of 2 years.	Not before 11th Nov 2024	Environment and City Management	Barbara Milne Head of Arboricultural Services bmilne@westminster.gov.uk

Decision Title	Decision Maker	Nature of Decision	Expected Date of Decision	Department	Contact Officer
Body Transportation Services	Cabinet Member for City Management and Air Quality	Non Key Contract award for the delivery of Body Transportation Services.	Not before 11th Nov 2024	Democracy, Law and People	Parveen Akhtar Director of Law and Governance pakhtar@westminster.gov.uk
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