



HILLINGDON
LONDON



Council

To all Members of the Council

Date: THURSDAY, 16 JANUARY
2014

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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Agenda

Prayers

To be said by the Reverend Nigel Cowgill

- 1 Apologies for Absence
- 2 Minutes 1 - 12
To receive the minutes of the meeting held on 7 November 2013 (*attached*)
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 13 - 16
- 6 Council Tax Base 2014/15 and Business Rates Forecast 2014/15 17 - 24
To consider the annual report on the Council Tax Base 2014/15
- 7 Members' Questions 25 - 26
To take questions submitted by Members in accordance with Council Procedure Rule 11
- 8 Motions 27 - 28
To consider Motions submitted by Members in accordance with Council Procedure Rule 12

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Agenda Item 2

Minutes

COUNCIL

7 November 2013

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

Councillor Allan Kauffman (Mayor)
Councillor Catherine Dann (Deputy Mayor)

	<p>MEMBERS PRESENT:</p> <p>Councillors: David Allam Neil Fyfe Michael Markham Lynne Allen Janet Gardner Carol Melvin Bruce Baker Sid Garg Douglas Mills Tim Barker Roshan Ghei Richard Mills Richard Barnes Dominic Gilham John Morgan David Benson Raymond Graham June Nelson Jonathan Bianco Paul Harmsworth Susan O'Brien Lindsay Bliss Shirley Harper-O'Neill Mary O'Connor Sukhpal Brar John Hensley David Payne Wayne Bridges Henry Higgins Ray Puddifoot Mike Bull Patricia Jackson Andrew Retter Keith Burrows Phoday Jarjussey John Riley Paul Buttivant Sandra Jenkins David Routledge George Cooper Judy Kelly Avtar Sandhu Judith Cooper Peter Kemp Robin Sansarpuri Philip Corthorne Mo Khursheed Scott Seaman-Digby Brian Crowe Kuldeep Lakhmana David Simmonds Peter Curling Eddie Lavery Brian Stead Jazz Dhillon Richard Lewis Michael White Janet Duncan Anita MacDonald David Yarrow Beulah East John Major</p>
	<p>OFFICERS PRESENT: Fran Beasley, Jean Palmer, Raj Alagh, Lloyd White, Mark Braddock, Morgan Eion, Trevor Langworth, Paul Whaymand, Steven Maiden, Merlin Joseph and Tony Zaman</p>
28.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Barrett.</p>
29.	<p>MINUTES (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That the minutes of the meeting held on 12 September 2013 be agreed as a correct record.</p>
30.	<p>MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 4</i>)</p> <p>The Mayor announced that the Mayor's Charity Appeal 2013/14 had so far raised £23,000 and that the recent quiz night had raised over £4,000.</p>

	<p>The Mayor invited the Leader of the Council to make an announcement. The Leader congratulated the Rt. Hon. John Randall MP for Uxbridge and South Ruislip for being conferred a Knighthood. The Leader commented that John Randall's commitment as an MP was greatly appreciated at both the local and national levels.</p>
31.	<p>PUBLIC QUESTION TIME (<i>Agenda Item 5</i>)</p> <p>5.1 QUESTION FROM MR TONY ELLIS OF KEWFERRY ROAD, NORTHWOOD, ON BEHALF OF THE NORTHWOOD RESIDENTS' ASSOCIATION, TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS</p> <p>“In view of the Government's exhortations to local councils to support High Streets, is it Council policy to permit the construction of large supermarkets in small town centres such as Northwood?”</p> <p>The Cabinet Member for Planning, Transportation & Recycling responded that the Council was committed to supporting the Borough's town centres and, in 2011, had initiated a 3 year rolling programme with a particular focus on supporting smaller district centres such as Ruislip Manor, Northwood Hills and Hayes where the Council had undertaken a range of works and had also provided business support including apprenticeship schemes and training.</p> <p>Councillor Burrows advised that there was no Council policy to support the development of large supermarkets in small town centres and that any such applications had to be assessed against local and national planning policies. These policies generally determined it to be more appropriate for new retail developments to be built within existing town centres so that they supported rather than drew away from local businesses.</p> <p>Councillor Burrows stressed that proposals for retail development underwent a detailed technical assessment which considered the scale and likely impacts on existing town centres. Each site was considered on its individual merits which meant that local factors such as access, parking and design would be taken into account.</p> <p>Councillor Burrows advised that no applications had been received for supermarkets in Northwood and that they would be considered by the Council's Planning Committees if submitted. Residents could speak against the application at these meetings through the submission of a petition.</p>
32.	<p>REPORT OF THE HEAD OF DEMOCRATIC SERVICES (<i>Agenda Item 6</i>)</p> <p>Councillor Puddifoot moved the recommendations as set out on the Order of Business. This was seconded by Councillor Simmonds.</p> <p>In addition to the information set out in the Report, Council was asked to note that, at the meeting of the Health & Wellbeing Board on 31 October 2013, it was agreed that Mr Rob Larkman be appointed as the Co-opted (Non-Voting) Officer member of the Board for the Hillingdon Clinical Commissioning Group and that Ms Ceri Jacob be appointed as his substitute. The Board also agreed that Dr Tom Davies be appointed as the Co-opted (Non-Voting) Clinician member of the Board for the Hillingdon Clinical Commissioning Group and that Dr Kuldhir Johal be appointed as his substitute.</p>

Furthermore, Council was asked to agree the appointment of Dr Kuldhir Johal as the substitute for the Hillingdon Clinical Commissioning Group Statutory (Voting) Member.

The motion was then put to the vote and it was:

RESOLVED: That:

- a) the Urgency decisions detailed in the report be noted;
- b) the Terms of Reference for the Licensing Committee be amended to include responsibility of discharging the Council's functions under the Scrap Metal Dealers Act 2013, as set out in Annex A;
- c) Members of the Licensing Committee authorise the Head of Democratic Services to make the necessary changes to the Terms of References of the Licensing Sub-Committees, as set out in Annex A;
- d) Officer Delegations to the Deputy Chief Executive and Corporate Director of Residents Services be amended, as set out in Annex B;
- e) Cabinet be requested to approve the necessary related guidance and fees for the Scrap Metal Dealers Act 2013;
- f) Authority be given to the Head of Democratic Services, in consultation with the Leader of the Council and the Licensing Committee where applicable, to make any further necessary changes to the Constitution, including officer delegations and Terms of Reference that may be required in respect of the full and proper implementation of the Scrap Metal Dealers Act 2013 and associated regulations; and
- g) the amendments to the statutory membership of the Health and Wellbeing Board be approved and the amendments to the co-opted membership be noted.

33. **MEMBERS' QUESTIONS** (*Agenda Item 7*)

7.2 QUESTION SUBMITTED BY COUNCILLOR BRIDGES TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

“Now that the benefit cap has been implemented across the country, could the Cabinet Member for Social Services, Health & Housing advise Council how many Hillingdon residents have been affected against the original DWP estimates?”

The Cabinet Member for Social Services Health & Housing advised that the benefit cap had been implemented in Hillingdon by 30 September 2013 and had been applied to 283 of the 601 cases identified by the original Department of Work and Pensions scan. The cap would continue to be applied to new cases and removed from existing claimants as their circumstances changed.

Councillor Corthorne advised that 745 residents would be impacted by the cap to Discretionary Housing Payments. Of these, 183 were now in employment and a further 358 were in training.

There was no supplementary question.

7.1 QUESTION SUBMITTED BY COUNCILLOR GARDNER TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

“Considering this Council has paid on average £20,000 per month to Hazelmere

Consultancy over the last year or so, can you please let us know when this contract was put out to tender?”

The Leader of the Council advised that the Business Improvement Delivery (BID) programme had contributed significantly to the improvement of the Council’s services and its financial balances since 2010. He noted that BID was a continuous transformation programme that required sustained work to provide the quality and equality of transformation sought. This meant that there needed to be a Transformation Manager in place to manage the day-to-day operations of the programme. This was a temporary post that could be terminated immediately by either the Council or Hazelmere Consultancy. These arrangements had been reviewed in 2013.

Councillor Puddifoot noted that, from 2010/11, the Bid Programme had cost £545,000 compared to savings of over £76,000,000 in the same period.

By way of supplementary question, Councillor Gardner asked how many jobs had been lost as a result of the BID programme?

The Leader of the Council noted that the current administration was concerned with putting residents first, over and above providing employment.

7.3 QUESTION SUBMITTED BY COUNCILLOR FYFE TO THE CABINET MEMBER FOR COMMUNITY, COMMERCE AND REGENERATION – COUNCILLOR D.MILLS

“What is the significance to the proposed development plans for the Old Vinyl Factory in Hayes, as a result of the announcement that the Mayor of London, Boris Johnson wishes to support the creation of a new Central Research Laboratory with a £7.7M loan?”

The Cabinet Member for Community, Commerce and Regeneration noted that the proposed development of the Old Vinyl Factory in Hayes was very significant. The Central Research Laboratory would be the first of its kind in the United Kingdom and would help to send the message to other companies that Hayes was open for business and was a good commercial opportunity. He advised that there was a growing commercial interest in Hayes and that there were already a number of developers making enquires about available sites.

Councillor D. Mills noted that there would be 4,000 new jobs in Hayes which would be a catalyst for regeneration in the area. Furthermore, the developments were helping Hayes and Hillingdon to gain a reputation for being the hub of a manufacturing renaissance.

By way of supplementary question, Councillor Fyfe asked if the Cabinet Member felt that these developments proved that the Mayor of London was a friend of Hillingdon.

Councillor D. Mills advised that the Mayor of London was a friend of the Borough as he supported development in the West of London unlike the previous Mayor of London.

7.4 SUBMITTED BY COUNCILLOR DHILLON TO THE CABINET MEMBER FOR EDUCATION & CHILDREN’S SERVICES – COUNCILLOR SIMMONDS

“In June 2013 applications were made by Hillside Infants School and West Drayton School for the Council to pay redundancy costs as both schools had suffered a real reduction in funding. The reports from officers described applications as reasonable in both cases. Can you explain why you decided to refuse these applications which is likely to result in further redundancies and adversely affect childrens’ education?”

The Cabinet Member for Education & Children’s Services advised that every service area in the Borough needed to ensure that good husbandry of money took place. In January 2011 the Council’s former Corporate Director of Education & Children’s Services had reminded head teachers and governors that the Local Authority would only fund redundancies where the Council was “satisfied that the school has clear documentation outlining the rationale for the proposal, that all alternative solutions to redundancies have been explored, and the appropriate consultation has been undertaken”.

Councillor Simmonds noted that the Council responded rigorously to schools’ bids to pay for redundancy costs. This had led to some redundancies being funded and others not. In both these cases – Hillside Infants School and West Drayton School – it was deemed that the schools themselves should pay for redundancy costs as they would be benefiting from the savings delivered. He advised that any bids for redundancy costs would be reconsidered if they were resubmitted with additional information.

By way of supplementary question, Councillor Dhillon asked whether Councillor Simmonds should have outlined these points when visiting the schools and whether refusing to pay these costs really exhibited a desire to put residents first?

Councillor Simmonds noted that, with the expected bulge in pupil numbers in the Borough, making teachers redundant did not seem logical. He advised that this decision rested with the schools themselves.

7.5 QUESTION SUBMITTED BY COUNCILLOR O’CONNOR TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

“Would the Cabinet Member for Social Services, Health and Housing please inform me of the progress that has been made in reducing the number of void properties and what action is being taken to ensure we sustain this and minimise the number of void properties as we move forward?”

The Cabinet Member for Social Services, Health & Housing advised that there were currently only 27 void properties outstanding and that this was largely due to the work done to improve the management of such properties. He thanked the officer team for their hard work in improving this service and for their work to reduce the period a property was likely to be void by increasing turnaround.

There was no supplementary question.

34. MOTIONS (Agenda Item 8)

The Leader of the Labour Group announced that his Members were of the opinion

that the motions as submitted were not valid and that, therefore, his Group would not take part in debate. The Members of the Labour group then withdrew from the meeting.

The Head of Democratic Services had confirmed that the motions were in accordance with the requirements of the Constitution and therefore Council were able to debate them as submitted.

8.3 MOTION FROM COUNCILLOR CORTHORNE

Councillor Cortthorne moved the motion as set out on the Order of Business. The motion was seconded by Councillor Puddifoot. Following debate (Councillors Lewis, Lavery and White), and on being put to the vote, the motion was carried.

RESOLVED: That, Council notes that its agreed target for housing in the Local Development Plan for the year to 31st March 2013 amounted to 425 housing units of which 149 were to be affordable housing.

Council further notes that both the total housing and affordable housing targets were exceeded with 615 new units built in total of which 188 were affordable housing units.

Council reaffirms that its approach to housing land usage as set out in the Local Development Plan and the specific sites consultation just published, remains appropriate for this Borough and confirms that it will not contemplate a return to the policy of the last Labour administration of proposing to build houses, and other inappropriate developments on green space across the borough.

8.2 MOTION FROM COUNCILLOR D.MILLS

Councillor D. Mills moved the motion as set out on the Order of Business. The motion was seconded by Councillor Puddifoot. Following debate (Councillors Crowe, Bridges, Higgins, R. Mills, Barnes, and O'Connor), and on being put to the vote, the motion was carried.

RESOLVED: That, Council welcomes the fact that despite the reduction in leisure and resident facilities provided by other local authorities, in Hillingdon, due to the delivery of sound financial management we have made exceptional achievements in the provision of high class leisure centres, youth clubs, libraries and parks and open spaces throughout the whole Borough.

Council acknowledges the resultant satisfaction and appreciation shown by its residents as evidenced by increased usage and survey data and reconfirms its ongoing commitment to invest in improving and delivering further facilities for the enjoyment, health and wellbeing of our residents.

8.1 MOTION FROM COUNCILLOR SIMMONDS

Councillor Simmonds moved the motion as set out on the Order of Business. The motion was seconded by Councillor Puddifoot. Following debate (Councillors Gilham,

	<p>Crowe, Yarrow, Burrows and Hensley), and on being put to the vote, the motion was carried.</p> <p>RESOLVED: That, Council notes that once again, every Hillingdon child of primary school age was able to have a proper school place at the start of term in September, and congratulates the staff of the Council involved in this achievement, in what is the largest school building programme in London.</p> <p>Council further notes that the current and continuing challenge to deliver a good educational start in life for children across Hillingdon from North to South remains a fundamental commitment of this Council not just as a statutory duty but as a basic right for local children. As the Labour Group were unable to identify any alternative sites for the new school under construction at Lake Farm, Council reaffirms that it will deliver the agreed schools building programme, putting our younger residents first.</p>
	<p>ANNEX A: LICENCING COMMITTEE TERMS OF REFERENCE</p>
	<p>ANNEX B: OFFICER SCHEME OF DELEGATIONS</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 8.58 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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8.04 LICENSING COMMITTEE (AND SUB-COMMITTEES APPOINTED BY THE COMMITTEE)

(a) Introduction

The Committee discharges the Council's functions under the Licensing Act 2003, Gambling Act 2005, Sex Establishment Venue Licences under the Local Government (Miscellaneous Provisions) Act 1982, Street Trading determination functions under the London Local Authorities Act 1990 **and the Scrap Metal Dealers Act 2013**, which are statutory in nature.

(b) Membership

(no change proposed)

(c) Terms of Reference

1. To oversee the discharge of all licensing functions of the Council as the licensing authority under the Licensing Act 2003, Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1982, London Local Authorities Act 1990 **and the Scrap Metal Dealers Act 2013**, except, in respect of each, the determination of the Council's Statement of Licensing Policy and the publication of that Statement.
2. To establish and appoint sub-committees to determine any applications requiring a hearing under the Licensing Act 2003, Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1982, London Local Authorities Act 1990 **and the Scrap Metal Dealers Act 2013** or otherwise the determination of any application not delegated to officers.
3. To arrange for the discharge of the functions governed by the Licensing Act 2003, Gambling Act 2005, Local Government (Miscellaneous Provisions) Act 1982, London Local Authorities Act 1990 **and the Scrap Metal Dealers Act 2013** by its sub-committees or by officers except where prohibited by the Licensing Act 2003 and Gambling Act 2005
4. To receive and consider reports, where appropriate, on the needs of the local tourist economy, employment and investment in the area and any other matter directly related to the licensing functions in the Borough.

Proposed additional Terms of References for the Licensing Sub-Committees

In relation to the Scrap Metal Dealers Act 2013, the Licensing Sub-Committee should hold a hearing to listen to representations of an applicant or licensee, and make a determination, in the following situations:

- Where an application for the issue of a site or collector's licence is proposed for refusal and the applicant has made relevant representations contesting the proposal.

- Where an application for a variation to a site or collector's licence is proposed for refusal and the applicant has made relevant representations contesting the proposal.
- Where the Licensing Service proposes to revoke a site or collector's licence and the licensee has made relevant representations contesting the proposal.
- Where the Licensing Service proposes to serve a closure notice, on a site that is being used for a scrap metal dealing business without a licence.

Minute Annex B

It is proposed that the following amendments be made to the delegations given to the Deputy Chief Executive and Corporate Director of Residents Services, who may sub-delegate the day to day responsibility for discharging functions set out below to those officers who report to her. The sub-delegations are to be set out in the Deputy Chief Executive's Internal Scheme of Delegations.

1) Delete the existing delegation to the Food Health & Safety Team and Trading Standards Team to enforce and execute the duties and functions of the Council under the Scrap Metal Dealers Act 1964.

2) Add new delegations, to be discharged by the Licensing Services Manager, to:

To undertake functions under the Scrap Metal Dealers Act 2013 as follows:

- i. To determine uncontested applications for site and collector's licences.
- ii. To determine uncontested applications for site and collector's licences subject to conditions.
- iii. To determine uncontested applications for variations to a site or collector's licence.
- iv. To revoke a site or collectors licence where no relevant representations from the licensee have been received.

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REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

5.1 URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting. Any Emergency Contract Decisions, which are ratified by Cabinet, are also reported for information only.
2. Since last reported, the following decisions have been made using emergency, urgency or special urgency rules:

Date of Decision	Nature of Decision	Decision-Maker
15 October 2013	Award of a block contract for the provision of domiciliary care.	Leader of the Council and Chief Executive (Emergency Contract Decision)
30 October 2013	Extension of contracts to support the clearance of void (empty) properties.	Leader of the Council and Cabinet Member for Social Services, Health & Housing (Special Urgency)
4 November 2013	Compensation payment to a tenant in respect of a complaint about outstanding maintenance repairs to the property.	Leader of the Council (Special Urgency)
8 November 2013	Tender acceptance for Cannons Brook Mitigation Works.	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
21 November 2013	Guidance and Fees in relation to the Scrap Metal Act 2013.	Cabinet (Urgency)
19 December 2013	Delegation of decision-making during the winter season and the joinery contract for Uxbridge Central Library.	Cabinet (Urgency)

BACKGROUND PAPERS: None

5.2 MEMBERSHIP OF COUNCIL COMMITTEES 2013/2014

RECOMMENDATION: That, upon the nomination of the Conservative Group, Councillor Bridges be appointed to fill the vacancy in the membership of the Major Applications Planning Committee

5.3 PROGRAMME OF MEETINGS 2014/15

Information

1. At the meeting of the Council in September 2013 it was agreed, inter alia, that, subject to confirmation that the date of the local elections would be moved to 22 May 2014, the Annual Council meeting (and associated Whips' Committee) be re-scheduled to 5 June (and 3 June) and the Whips Committee be asked to consider the re-scheduling of the remaining meetings in May 2014 as a part of the Programme of Meetings 2014/15 to be considered by Council in January 2014.
2. It has been confirmed that the Local (and European) elections will be held together on 22 May 2014 and, accordingly Members are asked to consider the Annual Programme of Meetings 2014/15 as attached at Appendix A.

RECOMMENDATION: That the timetable of meetings for 2014/15, including a revised programme for May 2013, as set out in Appendix A, be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorised to make any amendments that may be required throughout the course of the year.

Members should note that during the course of the year meeting times and dates of some meetings may change or additional meetings may be called in order for the effective conduct of the council's business.

Background Papers: none

Programme of Meetings 2014/2015 NB. Times may occasionally vary from those shown in first column

Dates in brackets are reserve dates for the budget process

MEETING (and start time)	May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
COUNCIL (7.30pm)		5 (A)	10		11		6		15	19 (26)			7 (A)
CABINET (7pm)		19	24		25	23	20	18	22	12	19	23	21
Central & South Planning Committee (7pm)		12	1, 23	12	3, 23	15	4, 27	16	7, 29	17	11	2, 21	20
North Planning Committee (7pm)	7	24	17	6, 27	16	7, 29	19	9	6, 21	10	5, 24	14	13
Major Applications Committee (6pm)	7	24	17	6, 27	16	7, 29	19	9	6, 21	10	5, 24	14	13
Whips Meeting (5pm)		3	8		9		4		13	17 (24)			5
Pensions Committee (5.30pm)		18			23			10			25		
Investment Strategy Sub-Committee (2pm)		11			9		5			3			
Audit Committee (5pm)		24			25			16			17		
Health & Wellbeing Board (2.30pm)		17			23			11			17		
Health & Wellbeing Board Working Group (dates tbc)													
Domestic Violence Action Forum (2pm)			9			8			7			8	
Domestic Violence Steering Executive (10am)		30			15						23		
Petition Hearings with the Cabinet Member for Planning, Transportation & Recycling (7pm)		18	16		17	15	12	10	21	18	18	15	20
Petition Hearings with the Cabinet Member for Finance, Property & Business Services (7pm)		25			10		5		14	25		22	
Petition Hearings with other Cabinet Members (dates & times tbc)													
Licensing Committee (10am)		18			25				13			16	
Licensing Sub-Committee (dates & times tbc)													
Executive Scrutiny Committee (at the rising of Cabinet)		19	24		25	24	20	18	22	12	19	23	21
Social Services, Housing & Public Health Policy Overview Committee (POC) (7pm)		17	31		9	7	5		21	24	26	22	
Residents' & Environmental Services POC (5.30pm)		26	30		24	16	13		20	25	25	29	
Children, Young People and Learning POC (7pm)		25	29		10	8	26		14	18	18	15	
Corporate Services and Partnerships POC (7.30pm)		26	22		16	14	11		8	3	12	28	
External Services Scrutiny Committee (6pm)		18	15		18	9	18		13	17	17	28	
Hillingdon SACRE (7.30pm)		17					5				10		
Standards Committee (7pm)		16			15			8			9		
Corporate Parenting Board (5pm) (dates tbc)			tbc		tbc		tbc		tbc		tbc		tbc
Registration & Appeals Committee (dates & times tbc)													

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COUNCIL TAX BASE 2014/15 and BUSINESS RATES FORECAST 2014/15

Reporting Officer: Corporate Director of Finance

SUMMARY

1. This report sets out the proposed Council Tax Base and Business Rates Forecast for 2014/15 in accordance with the legislation for approval by the Council. The Council is required to calculate both its Council Tax Base as at 30 November 2013 by 31 January 2014 and the Business Rates forecast by 31 January 2014.

RECOMMENDATIONS: That:

- a) the report of the Director of Finance for the calculation of the Council tax Base and the Business Rates Forecast be approved;
- b) in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 the amount calculated by the London Borough of Hillingdon as its Council tax Base for 2014/15 shall be 89,248.
- c) the Corporate Director of Finance be authorised to submit the 2014/15 NNDR1 return to the Department of Communities & Local Government (CLG) and the Greater London Authority (GLA) in line with the business rates forecast contained within this report.
- d) the continuation of the Council Tax Reduction Scheme in 2014/15, approved by Council on 17 January 2013, be noted.

COUNCIL TAX BASE

- 2.1 The calculation of the Council Tax Base is prescribed under the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 and represents the equivalent number of Band D Properties within the Borough. The calculation of the Council Tax Base is based upon the following formula:

$$((H-Q+E+J)-Z) \times (F \text{ divided by } G)$$

Where:

H is the number of chargeable dwellings for the band on the relevant day less the number of exempt dwellings on that day;

Q is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day;

E is a factor to take account of premiums, if any, to which the council tax payable, was subject on the relevant day;

J is the amount of any adjustment in respect of changes in the number of chargeable dwelling or premiums calculated by the authority;

Z is the total amount that the authority estimates will be applied as a result of the introduction of the Council Tax Reduction Scheme expressed as an equivalent number of chargeable dwellings in that band;

F is the number appropriate to that band which is used in determining the Band D equivalent (i.e. Band A =6, Band B = 7, Band C =8, Band D = 9, Band E = 11. Band F = 13, Band G = 15 and Band H = 18;

G is the number applicable to Band D i.e. 9.

- 2.2 Table 1 sets out a summary of the Council Tax Base for 2014/15 including the estimated collection rate and allowance made for contributions in lieu of Council Tax in respect of Forces Barracks and Married Quarters. The detailed calculation is set out in Appendix A to this report.

Table 1 Total Number of Band D equivalent properties.	
Band	Number of properties
A	320
B	2,459
C	13,896
D	35,036
E	18,936
F	12,277
G	6,865
H	719
Total	90,508
Equivalent number adjusted for the estimated collection rate (98%)	-1,810
Plus the contribution in Lieu of Council Tax in respect of Forces Barracks and Married Quarters	550
Council Tax Base for 2014/15	89,248

Estimated Collection Rate

3. It is a requirement of the Council Tax legislation for the Council to make an estimate of its collection rate in determining the Council Tax Base. The estimated collection rate is reviewed each year taking account of actual collection trends both in year and over a period of time. For 2014/15 the collection rate remains the same as 2013/14 at 98%. Actual collection rates will be regularly monitored throughout the year for Council Tax.

Changes in Council Tax Base since 2013/14

4. In calculating the Council Tax Base for 2014/15 the authority has to estimate the various changes that will occur during the financial year. Including the estimate of awards to be made for Council Tax Reduction Scheme there is an estimated

increase of 1,802 in the number Band D equivalent properties for 2014/15 compared with 2013/14.

Section 106 of the Local Government Finance Act 1992

5. It is noted that this report falls within the provisions of the Local Government Finance Act 1992. Any Member who is two or more months in arrears with his/her Council Tax must declare the fact and not vote on the recommendations in this report.

Council Tax Reduction Scheme

6. The Local Council Tax Reduction (CTR) Scheme was approved by Council 17 January 2013 for a 2 year period until March 2015 to award localised council tax support for those residents who the council considers to be in financial need. During 2013/14, a total of £18,746k is forecast to be provided for CTR to 13,248 residents. The CTR scheme covers up to 80% of a claimants council tax liability, the remaining 20% is payable by the claimants for the majority of working age adults. A review of the CTR scheme during the first year of operation did not reveal any key issues requiring change and it is therefore proposed to maintain the current scheme for the financial year 2014/15. Slight amendments will be made to the scheme rules and definitions to reflect recent DCLG guidance. Assuming the scheme will continue, an in depth review will be undertaken during 2014 based upon a full years experience both locally and nationally and a revised scheme would then be developed for agreement by Council for the following year, 2015/16.

Impact on 2014/15 General Fund Budget

- 7.1 The factors with the most significant impact upon the Council Tax Base are the increase in the number of properties in the valuation list and the impact of the Council Tax Reduction Scheme. The actual impact upon the General Fund budget for 2014/15 of the new Council Tax base is an increase of 1,802 Band D equivalents properties generating £2,006k in additional funding for the General Fund in 2014/15 compared to 2013/14.
- 7.2 The draft 2014/15 budget approved by Cabinet on 19 December 2013 assumed growth of 1,500 properties, with the latest forecast adding 302 properties to this sum and resulting in additional income of £336k to the Council's General Fund. This increase primarily relates to updated assumptions regarding the likely level of exemptions during 2014/15.

BUSINESS RATES INCOME FORECAST

- 8.1 The Local Government Finance Act 2012 introduced a mechanism whereby Councils will retain a proportion of business rates as a revenue funding stream and as a result, the business rates income forecast for 2014/15 has a direct impact upon the Council's finances and is therefore submitted to Council for approval alongside the Council Tax Base.

- 8.2 The Business Rates Income forecast for 2014/15 has been derived from the rateable values shown on the Council's local rating list as at 30 September, adjusted for expected growth in the base to 31 March 2015. Following allowance for the current levels of both mandatory and discretionary reliefs, the Council anticipates a gross yield of £361,840k.
- 8.3 This gross yield has been adjusted to provide £2,714k for losses in collection, representing a collection rate of 99.25% and £6,000k against appeals currently outstanding with the Valuation Office. In addition the Council will retain £610k to cover the costs of administration and collection, resulting in forecast a net yield of £352,516k from business rates within the borough in 2014/15.
- 8.4 The Local Government Act 2012 permits the retention of 50% of revenues nationally within the local government sector. As a London Borough, 20% of income is passported to the GLA while 30%, £105,755k, is notionally retained by Hillingdon however, this sum is then adjusted downwards by the £59,158k tariff to reflect historic levels of central government funding.
- 8.5 The remaining £46,251k of income is separated into the £42,055k baseline level of funding, as determined by central government and £4,542k growth, which is subject to a levy of 50%. After taking account of this levy, the Council retains £44,326k of business rate income, including £2,271k of growth.
- 8.6 The Council is required to submit a certified NNDR1 return, containing a more detailed analysis of this business rates forecast, to both DCLG and GLA by 31 January 2014. A recommendation to delegate authority to the Corporate Director of Finance to submit this return is included in this report.

Impact on 2014/15 General Fund Budget

- 9.1 The £44,326k income retained by the Council will be reflected in the budget presented to Cabinet for approval in February 2013, an increase of £3,015k from 2013/14. £2,212k of this increase represents the retained growth arising from the new developments in the borough and is available to support local services. The remaining £803k represents the 2% uplift in business rates, the proceeds of which are retained by central government through a topslice on the Council's Revenue Support Grant.
- 9.2 The draft 2014/15 budget approved by Cabinet on 19 December 2013 included retained growth of £3,159k however this has been reduced by £888k to take account of latest intelligence from the Valuation Office Agency on the likely profile of new sites coming on stream during 2014/15. As this change relates in growth merely being delayed, rather than not occurring, medium-term assumptions around growth in the business rate base are unaffected. In addition, confirmation of the inflation rate being applied to the business rate baseline in the December provisional Local Government Finance Settlement resulted in the transfer of £23k funding into Revenue Support Grant, thus resulting in a net movement of £865k on retained business rate income.

Financial Implications

10. The latest forecasts for both Council Tax and NNDR revenues in 2014/15 replace earlier assumptions included within the draft budget published for public consultation in December 2013. An increase of £336k in Council Tax revenues and a deferral of £865k of NNDR growth into 2015/16 will result in a net reduction of £529k in available funding from the figures quoted in December draft budget. However as this will be managed within the net surplus of £918k reported there will be no impact on either service delivery or the level of savings required to deliver a balanced budget.

Legal Implications

11. The Borough Solicitor reports that the legal implications are contained in the body of the report.

Background papers: none

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Calculation of the Council Tax Base 2014/15

Appendix A

CALCULATION OF 'H' (The number of chargeable dwellings on valuation list)	+/-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Number of properties in the valuation list as at 01/12/13 (effective date) (Document C(1))	+	872	5,693	23,227	44,982	18,147	9,605	4,920	410	107,856
Less exempt Properties	-	60	313	650	1,121	524	320	492	13	3,493
LESS Properties re Disabled Persons relief - Drop a Band	-	0	7	50	237	138	97	42	22	593
PLUS Properties re Disabled Persons relief - Drop a Band	+	7	50	237	138	97	42	22	0	593
PLUS Value of 'H'	+	819	5,423	22,764	43,762	17,582	9,230	4,408	375	104,363
CALCULATION OF 'Q' (the value of discounts allowed)										
Number of properties entitled to single occupancy discount		490	3,465	10,407	10,739	3,938	1,749	613	20	31,421
Line above converted into common factor (i.e. actual number x 25%)	+	123	866	2,602	2,685	985	437	153	5	7,856
Number of properties entitled to a 50% discount as all residents disregarded		1	14	18	15	18	15	27	11	119
Line above converted into common factor (i.e. actual number x 50%)	+	1	7	9	8	9	8	14	6	60
Number of properties treated as a second home (i.e. unoccupied and furnished)		48	95	295	335	112	56	36	3	980
Line above converted into common factor (i.e. actual number x 25%)	+	12	24	74	84	28	14	9	1	246
LESS Value of 'Q'	-	136	897	2,685	2,777	1,022	459	176	12	8,164
CALCULATION of 'E' (Any premiums payable on empty properties)										
Calculation of Premiums applicable		0	0	0	0	0	0	0	0	0
PLUS Value of 'E'		0	0	0	0	0	0	0	0	0

Calculation of the Council Tax Base 2014/15

Appendix A

CALCULATION OF 'H' (The number of chargeable dwellings on valuation list)	+/-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
CALCULATION OF 'J' (Expected adjustments to number of properties on valuation list)										
New properties added to valuation list since relevant date	+	0	0	0	0	0	0	0	0	0
Properties completed but not yet shown on valuation list	+	2	10	51	54	20	9	9	3	158
Properties known to be on valuation list but to be taken out of list as demolished	-	1	0	2	1	1	1	2	1	9
Assumed increase in no of properties over year	+	0	22	196	215	56	31	8	1	529
Estimated change to discounts	+	0	0	0	0	0	0	0	0	0
Estimated changes to exemptions	-	7	34	72	123	58	35	54	1	384
11.00%										
PLUS Value of J	+	-6	-2	174	145	17	4	-39	2	294
Value of (H-Q+E+J)		677	4,524	20,253	41,130	16,577	8,775	4,193	365	96,493
CALCULATION of 'Z' (Band adjustment due to Council Tax Reduction(CTR) Scheme)										
Equivalent Band reduction based upon estimated monetary values of Council Tax Support Grant	-	198	1,362	4,620	6,094	1,084	275	74	5	13,712
Expected in year changes		0	0	0	0	0	0	0	0	0
Total CTR Discount =Z		198	1,362	4,620	6,094	1,084	275	74	5	13,712
Value of H-Q+E+J-Z		479	3,162	15,633	35,036	15,493	8,500	4,119	360	82,781
Convert to band D equivalent properties (F/G) where G = 9 and F = number shown in column.		6	7	8	9	11	13	15	18	
Band D Equivalent properties by Band		320	2,459	13,896	35,036	18,936	12,277	6,865	719	90,508
Value of ((H-Q+E+J)-Z)*(F/G)										
Collection rate allowance 2014/15		98.00%								-1,810
Estimated Collectable Band D Properties										88,698
Ministry of Defence properties					550					550
COUNCIL TAX BASE 2014/15										89,248

QUESTIONS FROM MEMBERS

7.1 QUESTION SUBMITTED BY COUNCILLOR GARDNER TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

How many staff have had to take a drop in salary in order to continue to do their existing job, albeit with a different job title?

7.2 QUESTION SUBMITTED BY COUNCILLOR BRIDGES TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

Would the Cabinet Member for Social Services, Health & Housing update Members on the position of the Council as regards to the current and future provision of affordable housing in Hillingdon?

7.3 QUESTION SUBMITTED BY COUNCILLOR HARMSWORTH TO THE CABINET MEMBER FOR FINANCE, PROPERTY AND BUSINESS SERVICES – COUNCILLOR BIANCO

Tax avoidance by organisations and individuals results in reduced amounts of taxation being paid by those who indulge in such practices. This either means that other people have to pay more taxes or the funds available to provide services to residents and communities is restricted. Does the Cabinet Member agree that tax avoidance should be discouraged whether this refers to Council tax, Corporation Tax or National Insurance Contributions?

7.4 QUESTION SUBMITTED BY COUNCILLOR RILEY TO THE CABINET MEMBER SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

Would the Cabinet Member for Social Services, Health and Housing please update Members on progress on the re-provision of Adult Services as part of the Disability Commissioning Plan?

7.5 QUESTION SUBMITTED BY COUNCILLOR J.COOPER TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS

Can the Cabinet Member for Planning, Transportation and Recycling please inform Council about the support Hillingdon residents have received during the recent bad weather across the whole of Hillingdon and how the ongoing problems resulting from the consequences of flooding and high winds, such as the removal of fallen trees, are being resolved?

7.6 QUESTION SUBMITTED BY COUNCILLOR RETTER TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

Does the Leader of the Council agree that Hillingdon Council Tax Payer should not fund Political Parties?

7.7 QUESTION SUBMITTED BY COUNCILLOR BLISS TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

How many people employed by the Council are from agencies, doing work that could have been done 'in house' by staff that have been made redundant?

7.8 QUESTION SUBMITTED BY COUNCILLOR CURLING TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

Does the Leader of the Council agree with me that the “Local Audit & Accountability Bill” is yet another example of Eric Pickles trying to micro-manage local authorities by preventing Councils like Hillingdon putting their residents first by keeping them informed about the Council’s position with regard to issues such as the opposition to HS2 and a 3rd Runway?

7.9 QUESTION SUBMITTED BY COUNCILLOR ALLEN TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS

In view of the fact that some areas of the Borough, including Townfield, had to wait two weeks for their household rubbish to be removed, could the Cabinet Member for Planning, Transportation & Recycling please inform this Council whether this was due to staff shortages or bad planning?

7.10 QUESTION SUBMITTED BY COUNCILLOR NELSON TO THE CABINET MEMBER FOR EDUCATION AND CHILDREN’S SERVICES – COUNCILLOR SIMMONDS

Can you please let me know which Hillingdon schools you have visited (and when) in the period from 1 January to 31 December 2013?

7.11 QUESTION SUBMITTED BY COUNCILLOR EAST TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

David Cameron told voters, ‘no ifs, no buts, no third runway’. Will the Leader of the Council now write to the Prime Minister to seek assurance for our residents and all those who were opposed to the expansion at Heathrow that this is still Conservative policy?

7.12 QUESTION SUBMITTED BY COUNCILLOR GRAHAM TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

Is the Leader of the Council able to inform Members how Hillingdon has achieved such a strong level of financial stability ?

MOTIONS

8.1 MOTION FROM COUNCILLOR MAJOR

This Council recognises that Social and Affordable housing offers the stability and security that many Hillingdon residents desperately need. It offers a platform for our residents to achieve their aspirations and the below market rates at which this housing is available, make it easier for our residents to move into work.

This Council notes:

- That item 6, Council's Budget MTF (page 74, paragraph 29) clearly states; "This pressure on supply has arisen from properties being taken by private tenants unable to buy properties and from other local London authorities offering higher incentives to landlords. In addition, foreign buyers are acquiring London properties, sustaining house prices at levels that are unaffordable for local residents. Within this context of diminishing supply, the Council has to house people in much more expensive Bed and Breakfast (B&B) accommodation to meet statutory obligations."
- The additional £9 million borrowing headroom in the Council's Housing Revenue Account.
- The Government's Autumn Statement, which committed to increasing the Housing Revenue Account borrowing limit by £300 million.
- The annual cost to London Borough of Hillingdon tax payers of housing residents in Bed and Breakfast accommodation is at least £1,980,000.

This Council recognises that:

- Having a decent and energy efficient home is a fundamental necessity for all Hillingdon residents.
- There are currently 3,325 residents in priority need for housing and a further 513 households in temporary accommodation including 231 in Bed and Breakfast accommodation.
- The Borough's housing strategy calls for 2,625 affordable homes to be built every year for the next five years to meet demand.

Therefore the Council is called upon to:

- Work on a cross party basis to find solutions to tackle this rapidly developing crisis in the best interest of all our residents, which will consider, but not be limited to, the following: an emergency programme of Council House building; a no evictions pledge on Bedroom and Benefit caps basis; a fully updated inventory of empty properties and a halt to moving residents out of the Borough.
- Set up a public consultation into the housing crisis that affects all our residents so can develop a residents' led approach and put their needs first.

8.2 MOTION FROM COUNCILLOR CURLING

Council notes the publication of the interim Davies report into aviation and the subsequent resurrection of plans to build a 3rd runway at Heathrow. Council therefore reaffirms its opposition to any further expansion of Heathrow, but also recognises the importance of its continued operation, especially with so many local residents being employed either by the airport itself or the many dependent industries located in this part of West London.

Council therefore calls on the Leader of the Council and his Cabinet to, not only support the opposition to Heathrow expansion, but to also continue the campaign for a "Better Heathrow Airport, Not a Bigger Heathrow Airport" and to use this to lobby the current and next Government, of whatever political colour, to make a sensible decision that takes into account the benefits of having both hub and point to point capacity utilising the 7 runways that already service London.