

## Minutes

### Cabinet

Thursday, 15 December 2011

Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge, UB8 1UW



Published on: 16 December 2011

Come into effect on: 23 December 2011

#### **Cabinet Members Present:**

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Jonathan Bianco  
Keith Burrows  
Philip Corthorne  
Henry Higgins  
Douglas Mills  
Scott Seaman-Digby

#### **Members also Present:**

John Riley  
Brian Crowe  
Paul Harmsworth  
Mo Khursheed  
Edward Lavery  
Brian Stead  
Michael White

#### **445. APOLOGIES FOR ABSENCE**

All Cabinet Members were present. Apologies were received from the Chief Whip as an ex-officio member.

#### **446. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

Councillor Scott Seaman-Digby declared a personal and prejudicial interest in Item 7 (minute 451) as a trustee of the Hillingdon Aids Response Trust and left the room during the discussion and vote on the item.

#### **447. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The minutes and decisions of the Cabinet meeting held on 24 November were approved as a correct record.

#### **448. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

This was confirmed.

**449. MONTH 7 2011/12 REVENUE AND CAPITAL MONITORING REPORT**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 7**
- 2. Note the treasury Month 7 update at Appendix B**
- 3. Approve the retaining of agency staff as detailed in Appendix C**
- 4. Approve the rephrasing of capital budgets**
- 5. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to appoint consultants for the Supported Housing Programme in order to action the Cabinet decision of 28 July 2011.**

**Reasons for decision**

Cabinet received an update on the Council's strong financial position and made a number of necessary decisions in relation to agency staff, the re-phasing of the Council's capital programme and consultancy approvals to progress the Supported Housing Programme.

**Alternative options considered and rejected**

None.

**Officer to action:**

Paul Whaymand, Central Services

**450. THE COUNCIL'S BUDGET 2012/13 AND MEDIUM TERM FINANCIAL FORECAST 2012/13 TO 2014/15**

**RESOLVED:**

**That Cabinet:**

- 1) Approve the draft revenue budget and capital programme proposals for 2012/13 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2) Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services and Partnerships Policy Overview Committee.**

- 3) **Approve the proposed fees and charges included at Appendix 8 as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 4) **Authorise the Chief Finance Officer, in consultation with the Leader of the Council, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**

### **Reasons for decision**

Cabinet put forward for consultation its budget proposals. This included the Council's Medium Term Financial Forecast (MTFF), the draft General Fund revenue budget for 2012/13, along with indicative projections for the following years, fees and charges proposals and the draft capital programme for 2012/13 and beyond.

Despite the national financial position and information about the exact level of grant funding available from the Government, Cabinet was able to endorse a well thought out set of budget proposals which had been carefully developed to put residents' first. Cabinet announced a zero increase in Council Tax for the fourth successive year and gave its commitment to continue investing in key services, like libraries and the local environment.

Cabinet recommended the budget for consultation, in particular to the Policy Overview Committees and agreed to delegate authority to respond to both the Government and London Mayoral consultations on the budget.

### **Alternative options considered and rejected**

The Cabinet could have chosen to vary the proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

### **Officers to action:**

Paul Whaymand, Central Services

## **451. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS**

### **RESOLVED:**

#### **That the Cabinet:**

1. **Subject to confirmation of the Council's 2012/13 budget, agrees the allocation of an additional £400,000 to support voluntary sector activity, with the focus on developing frontline services to residents.**

2. **Agrees the overall allocation of grants to Voluntary Sector of up to £1,815,058 for the 2012/13 financial year and specific awards as set out in the schedule - Appendix A (totalling £1,449,058)**
3. **That officers, in conjunction with the Cabinet Member for Improvement, Partnerships and Community Safety, develop proposals and report back to January 2012 Cabinet on the following issues:**
  - a. **The creation of a new small grants development programme of £50k**
  - b. **Proposals to improve services for victims of domestic violence.**
  - c. **Develop a new approach to ensuring value for money and strengthening the outcomes for residents through an improved monitoring process.**
  - d. **The level of funding to be offered to Hillingdon Association of Voluntary Services for the 2012/13 financial year**
  - e. **Increased support for Age UK Hillingdon to meet the Council's priorities for older people.**
  - f. **A bid from the Women's Royal Voluntary Service (WRVS) for funding towards a Dementia support initiative.**
4. **Following a meeting of the London Councils Leaders' Committee, agree the Council's 2012/13 contribution of £391,058 to the London Boroughs Grants scheme.**

### **Reasons for decision**

In considering the report, Cabinet acknowledged the important role of the voluntary sector, particularly during current economic times. Cabinet agreed to continue its commitment to and significant investment in the voluntary sector during 2012/13. It was noted that this was in comparison to some other local authorities who were proposing to cut budgets.

Cabinet also approved a reduced contribution to the London Councils Grant Scheme, which better reflected the amount of pan-London voluntary services received by Hillingdon residents.

### **Alternative options considered and rejected**

Cabinet could have made changes to the proposed level of grants.

### **Officers to action:**

Kevin Byrne / Nigel Cramb / Sarah Johnstone – Central Services

**452. GIFT FUNDING FOR PLANNING FUNCTIONS**

**RESOLVED:**

**That Cabinet accepts the offer of a gift from Airport Property GP (NO2) Limited in accordance with the provisions of Section 93 of the Local Government Act 2003.**

**Reasons for decision**

Cabinet agreed to receive a small amount of monies to assist with the development of the former Long Haul Catering Base site at Heathrow airport. Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

**Alternative options considered and rejected**

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

**Officer to action:**

James Rodger –  
Planning, Environment, Education and Community Services

**453. ADULT SOCIAL CARE - LOCAL ACCOUNT 2010/2011**

*The Social Services, Health and Housing Policy Overview Committee provided supportive comments on this item to Cabinet.*

**RESOLVED:**

**That the Cabinet approves the Adult Social Care Local Account for publication.**

**Reason for decision**

Cabinet approved the Local Account which represented a published statement about how well adult social care services were performing to meet the needs of local residents. Cabinet welcomed the input of users in the development of the document.

**Alternative options considered and rejected**

None.

**Officer to action:**

Linda Sanders, Social Care, Health & Housing

#### **454. PLANNING OBLIGATIONS - QUARTERLY MONITORING REPORT**

##### **RESOLVED:**

**That the Cabinet notes the updated financial information attached to the report.**

##### **Reasons for decision**

Circular 05/05 and the accompanying best practice guidance requires local planning authorities to consider how they can inform Members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

##### **Alternative options considered and rejected**

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

##### **Officer to action:**

Nicola Wyatt, Planning and Community Services

#### **455. CAREERS INFORMATION, ADVICE AND GUIDANCE OPTIONS 2012**

##### **RESOLVED:**

**That Cabinet:**

- 1) Give approval to extend the existing contract with CfBT Advice and Guidance for the provision of careers information, advice and guidance services for one year to 31<sup>st</sup> March 2013 and;**
- 2) Delegated authority to the Deputy Chief Executive and Corporate Director for Planning, Environment, Education and Community Services, in conjunction with the Cabinet Member for Education and Children's Services, to finalise the terms of the extension which would include the cessation of universal services on 1<sup>st</sup> September 2012.**

##### **Reasons for decision**

Cabinet agreed to extend the existing contract with CfBT, pending clarity from the Government in relation to statutory requirements for such services. Delegated authority was granted to make the necessary decisions to provide for a measured transfer of responsibilities.

### **Alternative options considered and rejected**

Cabinet could have decided to discontinue the service, agreed to deliver it through an in-house team or outsource. However, Cabinet considered it important to await clarity from the Government on its statutory responsibilities for such services.

#### **Officer to action:**

Tom Murphy, Planning, Environment, Education and Community Services

#### **Exempt Information**

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## **456. ELECTRONIC DOCUMENT MANAGEMENT PROJECT**

### **RESOLVED:**

**That the Cabinet appoint Civica Services Ltd as the supplier of the corporate electronic document management and workflow solution for a period of 3 years, with an option to extend for one 2 year period.**

#### **Reasons for decision**

Cabinet appointed Civica to provide an electronic document management solution following a competitive tender process, which would allow the Council to progress new workflow technology for smarter working and re-designed services that improve performance and deliver savings.

#### **Alternatives considered and rejected**

Cabinet could have decided not to invest in such technology but noted that by not doing so it would not have realised the savings or efficiencies that such technology would bring.

#### **Officer to action:**

Darryl Wallace, Planning, Environment, Education and Community Service

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#### **457. HIGHWAYS ASSET DATABASE DEVELOPMENT**

##### **RESOLVED:**

**That Cabinet authorise the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services to appoint consultants, following procurement exercise, for data collection of the Borough's highway asset data inventory for incorporation within the Council's corporate asset management database systems.**

##### **Reasons for decision**

Cabinet agreed to delegate authority to progress consultancy support for its new and emerging statutory obligations regarding highways asset infrastructure data. Cabinet noted that the move would aid the decision-making process when recommending maintenance and improvement works and would also ensure that the Council's highways programme delivered even greater value for money.

##### **Alternative options considered and rejected**

Cabinet could have decided not to delegate the decision for a new database, which would not have been in the best interests of monitoring and developing the Council's highways assets or its accounting systems in this respect.

##### **Officer to action**

Jamie Birch, Planning, Environment, Education and Community Services

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#### **458. HIGHGROVE POOL REFURBISHMENT - SECOND STAGE TENDER**

##### **RESOLVED:**

**That Cabinet notes the contents of the report and agrees to:**

- 1. An extended clarification period of up to 10 weeks to undertake enabling works, further surveys and to finalise a tender which is economically & technically advantageous to the Council for consideration by Cabinet in February 2012.**
- 2. A range of enabling works to be carried out over this period to overcome practical and logistics issues to shorten the submitted programme completion date.**
- 3. Two short periods of closures of 2 days and 3 days respectively so that further surveys and identified enabling works can be carried out. The dates of these closures to be delegated to the Deputy Chief Executive and Corporate Director Planning Environment Education & Planning Services, in consultation with the Leader of the Council**
- 4. Expending up to £75K from the current budget (£4,100k) to carry out the identified enabling works and the decision to the placing of orders with Volker Fitzpatrick or another supplier providing a competitive quote be delegated to the Deputy Chief Executive and Corporate Director Planning Environment Education & Planning Services, in consultation with the Leader of the Council**

##### **Reasons for decision**

Cabinet made a number of decisions progress the refurbishment of Highgrove Pool following the receipt of the second stage tender submission.

##### **Alternative options considered and rejected**

Cabinet could have decided not to progress the refurbishment or modified the scope of works required.

##### **Officer to action:**

Mohamed Bhimani, Planning, Environment, Education and Community Service

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**459. PREVENTATIVE SOCIAL CARE SERVICES: APPOINTMENT OF AGE UK HILLINGDON TO PROVIDE THE HANDYPERSON SERVICE**

**RESOLVED:**

**That Cabinet agrees to appoint Age UK Hillingdon to provide the Handy person Service for older people under a single tender process for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2014 at a cost of £281.8k.**

**Reasons for decision**

Cabinet gave its approval to award a three year contract to Age UK Hillingdon for the provision of a minor repair and adaptations "Handyperson" service to support Older People to attain and maintain their independence in the community.

**Alternative options considered and rejected**

Cabinet could have decided not to appoint or put the service out to full tender. However, Cabinet noted the benefits of giving a contract to a local provider who had achieved a very high level of service satisfaction from Older People.

**Officer to action:**

Paul Feven, Social Care, Health & Housing

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**460. INTERMEDIATE CARE SERVICES: APPROVAL OF CONTRACT WITH CARE UK**

**RESOLVED:**

**That Cabinet agrees to delegate authority to the Leader of the Council, Cabinet Member for Finance, Property & Business Services, Cabinet Member for Social Services, Health and Housing & Cabinet Member for Co-ordination and Central Services, in consultation with the Corporate Director of Social Care, Health and Housing, the authority to exercise the break clause in the current contract with Care UK and agree a single tender action to award Care UK a new two year contract for the provision of bed based intermediate care.**

## **Reasons for decision**

Cabinet noted that officers were currently in negotiations with Care UK to provide Intermediate Care Services and therefore delegated authority for the necessary contractual decisions required to provide this service.

## **Alternative options considered and rejected.**

Cabinet could have decided to decommission the service or undertake a competitive tender, but felt that continuity of service was important at the present time.

## **Officer to action:**

Paul Feven, Social Care, Health & Housing

## **Exempt Information**

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## **461. PERSONALISATION OF ACCOMMODATION-BASED LEARNING DISABILITY SERVICES**

### **RESOLVED:**

**That Cabinet agree to delegate authority to the Cabinet Members for Social Services, Health and Housing and Co-ordination and Central Services, in consultation with the Corporate Director of Social Care, Health and Housing, to:**

#### **Supported Housing Services**

- 1. Agree a single tender action to award Yarrow Housing (in relation to Herne House and Hyde House), Mencap (in relation to Yeading Lane) and Dimensions (Owl) Ltd (in relation to Horton Road) a new two year contract (with an option to renew for a further period of one year) for housing and non-housing related support services commencing the 1st April 2012 for the sum to be agreed and a reduced rate in year 2 of the contract to reflect the transition towards use of personal budgets.**
- 2. (In the unlikely event that the outcome of current negotiations with any of the above named providers does not produce satisfactory terms for the Council) agree where appropriate a single tender action for a one year contract for housing support services and extend the non-housing support contract by one year in order to enable the competitive**

tendering of personalised housing and non-housing related support services.

#### **Ability Housing Association**

3. **Agree a single tender action to award Ability Housing Association a new two year contract for care and support services at Yew Tree Lodge commencing the 3rd September 2013 for the sum to be agreed and at a reduced rate in year 2 of the contract to reflect the transition towards use of personal budgets.**
4. **Agree to replace the three month break clause requirement for new contracts with a six month break clause in return for the £53k annual savings offer backdated to the 1st January 2012 made by Ability Housing Association as explained in paragraph 4 of this report.**

#### **Residential care services**

5. **Agree a single tender action to award Support for Living (Certitude), the Life Opportunities Trust and Mencap new two year contracts (with the option to renew for a further period of one year) for care and support services for the properties shown in table 2 of Appendix 1 of this report commencing the 1st July 2012 for the sum to be agreed and a reduced rate in year 2 of the contract to reflect the transition towards use of personal budgets.**
6. **Approve recommendations for decommissioning where premises provided by the providers in recommendation 3 (a) above are unsuitable for conversion to supported housing and cannot be utilised to address the needs of any other user group.**

#### **Reasons for decision**

Cabinet agreed to delegate authority for a range of new short-term contracts to provide personalised accommodation, care and support services to people with learning disabilities during the transition to personalisation.

#### **Alternative options considered and rejected**

Cabinet could have decided to bring the services in house or put them out to competitive tender, but felt that these options would not achieve best value or enable the continuity of service provision at the present time.

#### **Officer to action:**

Paul Feven, Social Care, Health & Housing

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### **462. THE LANCASTER CENTRE & HERMITAGE NURSERY, LANCASTER ROAD, UXBRIDGE**

#### **RESOLVED:**

#### **That the Cabinet:**

- 1. Agree that The Lancaster Centre and Hermitage Nursery, as shown edged red on plan dated 16.08.11 attached to this report, be declared surplus to requirements**
- 2. Authorises Officers to submit a planning application in respect of a residential development scheme of approximately 19 flats as part of preparations to market and dispose of the site**
- 3. Authorises Officers to dispose of the site on the open market by tender at a reserve price (or more) as set out in the report;**
- 4. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to select the successful bid and for the property to be sold.**

#### **Reason for decision**

Cabinet agreed to declare the Lancaster Centre and Hermitage Nursery surplus to requirements as there was no service requirement for the site. Cabinet also made the necessary decisions to progress to planning application stage in order to maximise the Council's capital receipt.

#### **Alternative options considered and rejected**

Cabinet could have sold the property in a different manner or sold it without planning permission, but this was rejected as it would not have provided value for money.

#### **Officer to action:**

Michael Bennett, Planning, Environment, Education and Community Services

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### **463. 54 HOWLETTS LANE, RUISLIP**

#### **RESOLVED:**

#### **That the Cabinet:**

- 1. Declares the subject property surplus to requirements,**
- 2. Delegate authority to the Deputy Chief Executive and Corporate Director of Planning, Environment and Community Services, in consultation with the Cabinet Member for Finance, Property and Business Services, to determine the method of sale and make all necessary decisions in respect of this.**

#### **Reason for decision**

Cabinet agreed to declare the property surplus to requirements as there was no service requirement for the site. Cabinet also delegated decisions in respect of the sale of the site in order to maximise the Council's capital receipt.

#### **Alternative options considered and rejected**

Cabinet could have decided to re-develop the property in a different manner, but this was rejected as it would not have provided value for money.

#### **Officer to action:**

Michael Bennett, Planning, Environment, Education and Community Services

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**464. VOLUNTARY SECTOR LEASES UPDATE**

**RESOLVED:**

**That Cabinet agreed the rents in the report, which were subject to negotiation with the voluntary sector organisations concerned, and instructed the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services to commission the Borough Solicitor to complete the appropriate rent review memorandum and lease documentation.**

**Reasons for decision**

Cabinet considered applications from voluntary organisations and agreed to let/rent the properties concerned at less than the full market value in accordance with the Council's Voluntary Sector Leasing Policy.

**Alternative options considered and rejected**

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy.

**Officer to action:**

Greg Morrison -  
Planning, Environment, Education and Community Services

**Exempt Information**

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**465. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

None.

The meeting closed at 7.32pm

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**IMPORTANT INFORMATION**

**DECISION AUTHORITY**

**Meeting after Cabinet, the Executive Scrutiny fully endorsed all of Cabinet's decisions and they therefore now come into effect from 5pm, Friday 23<sup>rd</sup> December 2011.**

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**Changes to proposed decisions:**

Officers should note that the Cabinet amended recommendations and thereby agreed revised decisions on the following items:

- Item 5 (minute 449) – new recommendation 5
  - Item 7 (minute 451) – recommendation 4 revised
  - Item 16 (minute 460) – amended recommendation
  - Item 19 (minute 463) – amended recommendation
-