

FORWARD PLAN: November 2011 – March 2012

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REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

INFORMATION

The Forward Plan

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider these items and comment to the decision-maker.
2. Committee Members are requested to send in any questions they have on any items in the attached Forward Plan or in the published Cabinet agenda and reports, and to request any officers that they wish to be present to give advice.

SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision-making.

The Cabinet Forward Plan

Period of Plan: November 2011 to early 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
Cabinet - 24 November 2011									
684	High Speed Rail Update	Cabinet will receive an update report on developments following the end of the Government's consultation on HS2.			Cllr Ray Puddifoot & Cllr Keith Burrows	PEECS - Jales Tippell			NEW
687	Gift Funding for Planning Functions	This report to Cabinet considers any gift funding from developers to meet the Council's reasonable and justifiable costs associated with the discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			NEW
608	Community Infrastructure Levy	Following approval to develop a scheme in April, Cabinet will be asked to adopt Hillingdon's Community Infrastructure Levy and Charging Schedule.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
583	Town Twinning Arrangements	Following the Residents' & Environmental Services review on the matter, Cabinet requested a further report back from the Member/Officer Working Group with proposals for the future of Town Twinning.	All		Cllr Henry Higgins	PEECS - Lyn Summers / Glenda Greenfield	Member/Officer Working Group and consultation undertaken with twin towns and other stakeholders		

Residents' and Environmental Services Policy Overview Committee

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679	Armed Services Community Covenant	The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces. Cabinet will be asked to formally adopt the Community Covenant, the purpose of which will be to encourage support for the Armed Forces Community working and residing in Hillingdon and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most.	All		Cllr Ray Puddifoot / Cllr Douglas Mills	PEECS - Glenda Greenfield / Lyn Summers	Armed Services	Armed Forces Covenant	
564	West London Waste Plan: Proposed Sites and Policies	Following consultation by the six West London boroughs - Hillingdon, Brent, Ealing, Harrow, Hounslow and Richmond-upon-Thames, Cabinet will be asked to approve an up-to-date policy framework to assess planning applications for waste management facilities - also forming part of the Local Development Framework for each Borough.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
	Residents' and Environmental Services Policy Overview Committee								

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Cabinet Member Decisions - November 2011									
682	Ruislip Lido Catering Provision	The Cabinet Members will be asked to award a license to provide catering in both the existing and new facility at Ruislip Lido.			Cllr Ray Puddifoot / Cllr Jonathan Bianco	PEECS - Lyn Summer	Corporate Procurement		NEW
Cabinet - 15 December 2011									
612	Highgrove Pool Refurbishment - Second Stage Tender	The report will highlight the outcome of the second stage of a two stage tender process for the Council's Construction partner for the refurbishment of Highgrove Pool.	Eastcote & East Ruislip		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Mohamed Bhimani	Corporate Procurement		
647a	The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2012/13 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
Cabinet Member Decisions - December 2011									

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675	Safety at Sports Grounds	This is the annual report to inform the Cabinet Members of action taken by officers in respect of the Council's responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. The Cabinet Members will be asked to approve action taken by officers to ensure the safety of the public (as spectators) at sports grounds within the Borough during 2011 and to determine the level of safety inspections which should be implemented in 2012.	All		Cllr Jonathan Bianco & Cllr Henry Higgins	PEECS - Stephanie Waterford	Residents' & Environmental Services POC. Other members of the Safety Advisory Group (Metropolitan Police, London Fire and Emergency Planning Authority, London Ambulance Service).	Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sport Act 1987, Guide to Safety of Sports Grounds.	
Cabinet - 26 January 2012									
617	Hillingdon Khat Review	An update from the Committee on progress so far on implementing its recommendations to tackle the legal high, Khat.	Various		Cllr Douglas Mills	Democratic Services			
Cabinet - 16 February 2012									
584	Responsible Retailer Pilot	Cabinet requested a further report back following the implementation of the pilot scheme and to consider any roll-out across the Borough.	All		Cllr Douglas Mills	PEECS - Peggy Law / Sue Pollitt	Feedback from pilot		

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647b	The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2012/13, along with indicative projections for the following three years.	All	#####	Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
Cabinet - 29 March 2012									
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PEECS - Jales Tippell / Vanessa Scott		Previous Cabinet Reports	
CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH									
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot	PEECS - Maggie Allen	Local consultation within the Ward undertaken by Ward Councillors	Ward Budget Initiative Cabinet Report & Protocol - 18 December 2008	NEW

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SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	PEECS - Nikki Wyatt			
SI	Constitutions of School Governing Bodies and appointment of LA Governors	To approve appointments and reappointments of local authority governors and to approve any changes to school governing body constitutions			Cllr David Simmonds	Democratic Services		Requests from School Governing Bodies	
SI	Appointment of Consultants & agency staff	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			
SI	Release of Capital Funds	Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot and Cllr Jonathan Bianco	various	Corporate Finance		
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings. Residents' and Environmental Services Policy Overview Committee			as appropriate	Democratic Services		Petitions to the Council	

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SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group	LAAU Accident Statistics	
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	To approve write offs, write offs of arrears and compensation payments	To consider write offs that are in excess of £5000 and compensation payments in excess of £1000.			as appropriate	various			
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Mike Patterson			
SI	To consider parking management schemes & Traffic Regulation Orders	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	PEECS David Knowles			

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SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		
SI	London Cycle Network Schemes and Cycling Initiative Schemes	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows	PEECS David Knowles			
SI	Acceptance of Tenders	To accept tenders for contracts of between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets and to accept any tenders delegated by Cabinet.			as appropriate	various			
SI	Extension of Leasehold Interests of flats under the 1993 Act	To consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	SCH&H Mike Paterson / David Ollendorf			

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SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	PEECS Maggie Allen			
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	Social Care, Health and Housing Commissioning Quarterly update	Regular report to the Cabinet Member on what the Council is doing in respect of social care commissioning and any necessary decisions that are required within the Cabinet Member's remit.			Cllr Philip Corthorne	SCH&H Gary Collier			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Jamie Birch			

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SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	Democratic Services			