

## Minutes

### Cabinet

Thursday, 16 July 2009

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



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Come into effect on: 5pm, 24<sup>th</sup> July 2009

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

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

#### **Members also Present**

George Cooper  
Judith Cooper  
Brian Crowe  
Catherine Dann  
John Hensley  
Peter Kemp  
Mo Khursheed  
Mary O'Connor  
John Riley  
David Yarrow

#### **40. APOLOGIES FOR ABSENCE**

None.

#### **41. DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING**

Councillor George Copper declared a personal interest on agenda item 6 (minute 45) as Chairman of the Heritage Builds Bridges project.

#### **42. TO CONFIRM THE MINUTES OF PREVIOUS MEETING HELD ON 25 JUNE 2009**

Cabinet confirmed the minutes of the last meeting.

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

Confirmed by the Cabinet.

**44. EDUCATION & CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE  
REVIEW ON 14-19 EDUCATION**

Cllr Catherine Dann presented the report of the 2008/09 Education and Children's Services Policy Overview Committee to the Cabinet.

**RESOLVED:**

**That Cabinet welcomes the:**

- 1. Report from the Education & Children's Policy Overview Committee and;**
- 2. The recommendations of the Policy Overview Committee report as set out in Appendix A. Furthermore, Cabinet note the steps which are already being taken by the Council to meet their recommendations aimed at improving 14 to 19 provision.**

**Reasons for decision**

The recommendations from the Education & Children's Services Policy Overview Committee were aimed at building upon Hillingdon's implementation of the revised 14 to 19 curriculum. Improved 14 to 19 provision would increase the levels of participation for 14 to 19 learners so that more young people stay in learning to 18 and beyond, thereby improving their life chances.

**Alternative options considered and rejected.**

The Cabinet could have decided to reject or amend the Committee's recommendations.

**Officer to Action:**

Chris Spencer, Education & Children's Services

**45. RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE  
REVIEW ON HERITAGE**

Cllr John Hensley presented the report of the 2008/09 Residents' and Environmental Services Policy Overview Committee to the Cabinet.

**RESOLVED:**

**That Cabinet:**

- 1. welcomes the report from the Residents' and Environmental Services Policy Overview Committee and note the general consensus it found in favour of improving the preservation of heritage in Hillingdon; and**

2. will take forward the POC's recommendations, except recommendation 5, as part of the wider heritage agenda, where appropriate and in light of emerging developments and / or budgets available, and ensure that Members are kept informed as the recommendations progress.

#### **Reasons for decision**

The recommendations were aimed at allowing Cabinet to take forward the Committee's recommendations made in the Heritage Final Report. Recommendation 5 to celebrate the Borough's 50<sup>th</sup> Birthday was not agreed by the Cabinet.

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

The Cabinet could have decided to reject the Committee's recommendations.

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

Patricia Blackshire, Planning & Community Services

#### **46. SOCIAL SERVICES, HEALTH AND HOUSING POLICY OVERVIEW COMMITTEE REVIEW ON PRIVATE SECTOR HOUSING**

Cllr Judith Cooper presented the report of the 2008/09 Social Services, Health & Housing Policy Overview Committee to the Cabinet.

#### **RESOLVED:**

#### **That Cabinet:**

1. Welcome the report from the Social Services, Health and Housing Policy Overview Committee (as in Appendix 2) and note the general consensus it found in favour of improving the Private Rented Sector in the Borough; and
2. Endorses the recommendations of the Policy Overview Committee report as in Appendix 1, noting the officer comments on their implementation.

#### **Reasons for decision**

The recommendations were aimed at building upon Hillingdon's understanding of the changes to the Private Rented Sector. An improved approach to the Private Rented Sector would help reduce cases of homelessness by focusing on information advice and guidance and in cases where this is not possible, ensure that any intervention is as effective as possible.

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

The Cabinet could have decided to reject or amend the Committee's recommendations.

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

Brian Doughty, Adult Social Care, Health & Housing

## **47. DISABLED PEOPLE'S PLAN**

### **RESOLVED:**

**That Cabinet approves the:**

- a) Disabled People's Plan and Action Plan and;**
- b) The process for monitoring the implementation of the plan.**

### **Reason for decision**

Cabinet's approval was sought for Hillingdon's first Disabled People's Plan and action plan. The Plan sought to address some of the challenges facing disabled people of all ages in Hillingdon by identifying what the Council could do directly, or through its influence with others, to improve their lives and to maximise their health and wellbeing.

### **Alternatives considered and rejected**

None.

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

Garry Collier, Adult Social Care, Health & Housing

## **48. WARD BUDGET INITIATIVE UPDATE - JULY 2009**

### **RESOLVED:**

**That Cabinet:**

- 1. Notes progress to date and requests Members to submit their proposals by the end of December 2009 to ensure that the projects are implemented before the end of the financial year.**
- 2. Requires officers to fully describe the benefit to the wider community of ward budget funding to a club or society where membership of that club or society is less than 20 or where it draws less than half its members from the local ward.**

**Reason for decision:**

Cabinet were asked to note the position at the beginning of July of the Ward Budget initiative which commenced in January 2009.

To date, 52 proposals had been received targeting a wide range of initiatives from football provision to equipment that enhances leisure activities and learning. Of the 52 proposals; 28 had been approved by the Cabinet Member responsible and 20 were in the process of being implemented; 4 had not been progressed as they did not meet the Ward Budget protocol.

**Alternative options considered and rejected.**

None.

**Officer to action:**

Maggie Allen, Deputy Chief Executive's Office

**49. PROPOSED ARRANGEMENTS FOR ELECTED MEMBER, COUNCIL OFFICER AND PARTNER AGENCY ENGAGEMENT WITH THE YOUTH COUNCIL****RESOLVED:****That the Cabinet endorses:**

- 1. The proposed arrangements for Council Officer, Elected Member and partner agency liaison with the recently elected Youth Council;**
- 2. The Terms of Reference and the proposed Link Officers / respective Cabinet Member portfolios to the corresponding Youth Council portfolios as detailed in the Appendix.**

**Reasons for decision**

Cabinet considered a report to improve and better structure the Council's relationship with the Youth Council. The newly elected Youth Council afforded the Council and its partners with an opportunity to engage with a representative body of young people with the capacity and insight to positively influence service development and improvement.

**Alternative options considered and rejected**

Cabinet did not consider the option to continue with the current, less structured arrangements as young people and adult stakeholders involved in the development of the Youth Council had identified that this would not secure the level of focus required to enable young people to effectively work with adult decision-makers in improving services.

**Officer to action:**

Tom Murphy, Education & Children's Services

**50. COUNCIL BUDGET - 2008/9 REVENUE AND CAPITAL OUTTURN**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the revenue and capital outturn position for 2008/9.**
- 2. Notes the annual treasury report at Appendix B**
- 3. Notes the external funding report at Appendix C**

**Reasons for the decision**

For Cabinet to note that the Council had achieved its budgetary objectives.

**Alternative options considered**

None.

**Officer to action:**

Paul Whaymand, Finance and Resources

**51. COUNCIL BUDGET - MONTH 2 2009/10 REVENUE AND CAPITAL MONITORING**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 2.**
- 2. Note the treasury update at Appendix B.**
- 3. That the proposed increase in non-statutory ceremony fees for Marriages & Civil Partnerships & the service provided for Nationality Checking, as detailed in Appendix C, be approved.**
- 4. Double the Christmas Lighting Fund for Town Centres from £30k to £60k, to be funded from contingency.**
- 5. Provide £10k funding from contingency for NoTRAG to continue their work on the campaign against a Third Runway at Heathrow.**

**Reasons for decision**

Cabinet considered the latest forecast revenue and capital position for the current year 2009/10 and a review of all statutory fees (fees set nationally by The Registrar General) for Marriages & Civil Partnerships & the service provided for Nationality Checking, which had not been increased for about 8 years.

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

Cabinet did not consider the alternative to retain the fees for Marriages & Civil Partnerships & the service provided for Nationality Checking at their current levels.

#### **Officers to action:**

Paul Whaymand, Finance and Resources & Lloyd White, Deputy Chief Executive's Office

## **52. LEISURE FACILITIES MANAGEMENT TENDER**

### **RESOLVED:**

**That Cabinet agrees the recommendations as set out in the report and as subsequently amended on the addendum sheet.**

#### **Reasons for decision**

Cabinet were informed of progress made in the tendering of the management of Botwell Leisure Centre, Highgrove Pool, Queensmead Sports Centre and William Byrd Pool. Cabinet also made a decision to secure a 10-year contractual relationship in terms of a management agreement and a lease with an experienced leisure operator and in order to maximise the management fee paid to the Council whilst continuing to improve and enhance the sports & leisure activities and facilities provided by the Council.

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

Alternative options available to the Council were considered by the Cabinet, such as to continue to operate and manage the facilities in house. However, Cabinet agreed that this was not a viable option as there were many disadvantages and also considering that the Leisure Industry is an area of high interest where there are clear opportunities for risk sharing and improved income generation.

#### **Officers to action:**

Andrew Malin & Mohammed Bhimani, Planning & Community Services.

### **Exempt Information**

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

**53. HOME TO SCHOOL TRANSPORT CONTRACT - 2009 TO 2012**

**RESOLVED:**

**That Cabinet approve to award a framework contract covering all routes for 4 years, to be awarded to framework suppliers based on reverse-auction bidding, as set out in the appendices to this report.**

**Reasons for decision**

This report was brought before Cabinet to seek approval to establish a framework agreement for 4 years covering Home-to-School Transport for children with Special Educational Needs (SEN). The agreement covered approximately 160 car and minibus routes for home to school transport for children with SEN. Cabinet considered that the use of the reverse auction methodology provided best value for money, whilst meeting statutory obligations under the Education Act 1996, and Education and Inspections Act 2006, and to deliver Council's priorities.

**Alternative options considered and rejected**

Cabinet considered but rejected the option of providing all transport using the Council's own vehicle resources as there was not a strong business case to increase the Council fleet to provide solutions to transport delivery.

**Officers to action:**

Paul Philpot, Education and Children's Services

**Exempt Information**

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**54. COMMUNITY EQUIPMENT SERVICE**

**RESOLVED:**

**That Cabinet delegates to the Cabinet Member for Social Services, Health and Housing the authority to appoint a contractor(s) to provide the equipment loan and chemical toilet emptying, telecare and short-term wheelchair services in Hillingdon on advice from officers.**



### **Reasons for decision**

An effective community equipment service is essential to enable disabled people, (adults and children), to live independently in their own homes for as long as possible. This objective reflects what disabled people have told us in consultations that have been undertaken as part of the process of developing the Older People's and Disabled People's Plans. It is also critical to delivering the Sustainable Community Strategy objective of improving health and well being of the Borough's residents.

It was not possible to make a recommendation to Cabinet to award the contract (s) at the time of the Cabinet meeting because the lead authority was still undertaking detailed financial analysis. Cabinet authority was therefore required to delegate this significant contract award to the Cabinet Member.

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

Cabinet could have delayed a decision on this contract to its meeting in September.

### **Officers to action:**

Beverley Grayley, Adult Social Care, Health & Housing

### **Exempt Information**

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## **55. EXTENSION OF CONTRACT AND RE-TENDER FOR THE MEALS SERVICE**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approve to extend the present contract with Fresh Community Meals by a further one year with effect from 26th September 2009.**
- 2. Approve to re-tender the community meals service to commence from 26th September 2010.**

### **Reasons for decision**

Cabinet approved the one year extension from 26th September 2009 because Fresh Community Meals had provided a quality meals provision on behalf of the London

Borough of Hillingdon since 26th September 2005. Cabinet also approved that the re-tendering of the service should commence from 26th September 2010.

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

Within the current timescale there was no option for Cabinet to re-tender the service for this September.

### **Officers to action:**

Sarah Morris, Adult Social Care, Health & Housing

### **Exempt Information**

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## **56. YOUNG PEOPLE'S CENTRES - AWARD OF THE CONSTRUCTION PROJECTS FOR CHARVILLE AND NORTHWOOD CENTRES**

### **RESOLVED:**

**That Cabinet agrees that following a competitive tendering process, to appoint Diamond Build Plc, in the sum of £455,143, for the Brook House Young Persons Centre and to appoint P Brady Contractors Ltd, in the sum of £689,586, for the Northwood Young Persons Centre.**

### **Reasons for decision**

Cabinet made the decision to award the contracts in line with their manifesto commitment and as part of Council Plan and Council's Children and Families trust Plan. The decision, following procurement rules and tender evaluations, would enable the construction of two new centres to enable young people to participate in a range of positive activities and to access key universal and targeted services.

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

Cabinet could have awarded both contracts to a single company but considered that this could have provided an increased risk to the successful completion of both projects to programme.

### **Officers to action:**

Bill King and Jim Cameron, Deputy Chief Executive's Office

## **Exempt Information**

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### **57. HRA HOSTELS TENDER**

#### **RESOLVED:**

**That Cabinet agrees that offers for the four sites be accepted, as set out in the report, subject to contract on the following basis:**

- 1. The offer for all 4 sites from tenderer A be accepted on the basis of their seeking additional HCA funding subject to agreement of detailed terms to be approved by the Head of Corporate Property.**
- 2. In the event that the disposal to tenderer A does not proceed the offer for all 4 sites from tenderer B be accepted on the basis of their seeking additional HCA funding subject to agreement of detailed terms to be approved by the Head of Corporate Property.**
- 3. Should either tenderer A or B be unsuccessful in bidding for the full amount of additional HCA funding on which their offers are based, the Head of Corporate Property be authorised to negotiate and agree terms with tenderers A or B in liaison with the Cabinet Member for Finance and Business Services and Cabinet Member for Social Services, Health and Housing.**

#### **Reasons for decision**

Cabinet considered the report to enable the redevelopment of the HRA Hostel sites that were no longer fit for purpose and to provide new affordable homes for local households including supported housing for vulnerable people.

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

No other options were considered as Cabinet had in January 2009 authorised officers to retender the sites to Registered Social Landlords.

#### **Officers to action:**

Martin White and Gordon Lillie, Finance and Resources

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### **58. APPOINTMENT OF CONSULTANTS FOR PROFESSIONAL SERVICES FOR ALTERATIONS TO THE CIVIC AMENITY SITE AT NEW YEAR'S GREEN LANE**

#### **RESOLVED:**

**That Cabinet approves the appointment of an Engineering led multi-discipline consultant design team, Glanville Consultants, in the sum of £96,845 including provision for further third party surveys and reports to the sum of £54,000 which will be necessary to develop the scheme up to tender stage.**

#### **Reasons for decision**

Cabinet considered this report in order to appoint an Engineering led external consultant design team following a competitive tendering exercise to progress the redevelopment of the New Year Green Civic Amenity site into a modern facility.

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

Cabinet were aware that the current facilities at New Years Green Lane were out of date and therefore to not appoint consultants to progress the redevelopment of the site would have increased the perceived risks to public health and safety due to public and trade depositing waste within the same area.

#### **Officers to action:**

Bill King, Susie Kemp, Barrie Edwards, Deputy Chief Executive Office

## **Exempt Information**

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**59. PLANNING SERVICES CONTRACT EXTENSION**

**RESOLVED:**

**That Cabinet extend the contract with SSSI Associates Ltd and Jon Durbin Associates Ltd (now part of Capita Symonds) until August 1st 2010.**

**Reasons for decision**

Cabinet considered this report because SSSI Associates Ltd and Jon Durbin Associates Ltd currently work to a high standard of service and fulfill their contractual agreement to the council. Both consultancies deal with small scale applications including householder applications, certificates of lawfulness, small scale residential development, residential extensions and adverts.

**Alternative options considered and rejected**

Cabinet considered a re-tender of the service and to bring the service back in-house. These options were not accepted.

**Officers to action:**

Patsy Christian and Aileen Carlisle, Planning & Community Services

**Exempt Information**

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**60. DISPOSAL OF HIGHGROVE HOUSE, EASTCOTE ROAD, RUISLIP**

**RESOLVED:**

**That Cabinet authorises officers to re-market Highgrove House and agrees that it should be sold in the open market by a method to be decided by the Head of Corporate Property Services in consultation with the Cabinet Member for Finance and Business Services.**

**Reasons for decision**

Cabinet considered that as there was no service requirement for Highgrove House the best option would be to sell it which would generate a capital receipt that would contribute to the Council's Social Services Modernisation programme and Housing Revenue Account development programme.

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

A number of options were considered and rejected including the use of Highgrove House as a hostel after re-commissioning, conversion to multiple occupation to meet other housing and accommodation needs or to leave the property vacant and unused. These options were deemed too costly.

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

Mayur Patel, Finance and Resources

#### **Exempt Information**

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## **61. VOLUNTARY SECTOR LEASING**

### **RESOLVED:**

**That Cabinet agrees the rents provisionally agreed by officers with the seven voluntary sector organisations detailed at Appendix A, the five detailed at Appendix B and the one further organisation detailed in the main report, and instructs officers to complete the appropriate rent review memoranda and lease documentation.**

#### **Reasons for decision**

Cabinet agreed the proposed rents because the letting of property at less than the full market rent constitutes a disposal at less than best consideration and the decision to do so requires final Cabinet approval. In doing so, the approval of the terms provisionally agreed by officers and granting the organisations concerned discounts in rent complied with the Voluntary Sector Leasing Policy agreed in July 2004.

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

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy or chosen to approve one or more cases but not others.

#### **Officers to action:**

Greg Morrison, Finance and Resources

## **Exempt Information**

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## **62. NEW CHILDREN'S CENTRE FACILITIES - PHASE 3**

### **RESOLVED:**

**That Cabinet:**

- 1. Accepts the tenders submitted by Redwing Construction Ltd, totaling £693,829 for the works at Coteford Infant School (£324,736) and Pinkwell Junior School (£369,093), but delegate the timing and award of the contracts to the Cabinet Member for Education & Children's Services in consultation with the Corporate Director of Education & Children's Services.**
- 2. Accepts the tenders submitted by T&B Contractors, totaling £1,847,528 for the works at Charvile (£468,500), Deansfield (£464,882), Whitehall (£474,868) and Yeading (£439,278), but delegate the timing and award of the contracts to the Cabinet Member for Education & Children's Services in consultation with the Corporate Director of Education & Children's Services.**

### **Reasons for the decision**

Cabinet made the decision in order to provide sufficient accommodation to meet demand for places and meet the legal requirement to admit pupils up to each school's published admission number.

The proposed projects were part of a programme of works designed to provide improved life chances for Hillingdon's young children and their families and the Council has a target to develop these 6 Children's Centres by March 2010.

### **Alternative options considered**

Cabinet could have not accepted any tender, in which case the project would not have been able to proceed.

### **Officers to action:**

Michael Kinsella, Deputy Chief Executive's Office

### **Exempt Information**

This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

### **Urgency Provisions**

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

**63. ANY ITEMS TRANSFERRED FROM PART 1**

None.

**64. ANY ITEMS TRANSFERRED FROM PART 2**

None.