



HILLINGDON
LONDON



Virtual Corporate Services, Commerce and Communities Policy Overview Committee

Councillors on the Committee

Richard Mills, (Chairman)
Vanessa Hurhangee (Vice-Chairman)
Lindsay Bliss
Nicola Brightman
Alan Deville
Jazz Dhillon, (Opposition Lead)
Scott Farley
Martin Goddard
Wayne Bridges

Date: TUESDAY, 12 JANUARY
2021

Time: 7.30 PM

Venue: VIRTUAL - LIVE ON THE
COUNCIL'S YOUTUBE
CHANNEL: HILLINGDON
LONDON

**Meeting
Details:** Virtual

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Putting our residents first

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Terms of Reference

The Following Terms of Reference are common to all Policy Overview Committees (referred to as “The overview role”):

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
7. In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Climate Change
17. Energy use and carbon reduction
18. Health & Safety

Agenda

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Minutes

Corporate Services, Commerce and Communities
Policy Overview Committee
Wednesday, 4 November 2020
Meeting held at VIRTUAL - Live on the Council's
YouTube channel: Hillingdon London



Published on:
Come into effect on: Immediately (or call-in date)

Members Present:

Councillors Richard Mills (Chairman)
Lindsay Bliss
Nicola Brightman
Alan Deville
Jazz Dhillon
Scott Farley
Martin Goddard
Wayne Bridges

Apologies:

Vanessa Hurhangee

Officers Present:

Kevin Byrne, Head of Health Integration and Voluntary Sector Partnerships
Mike Talbot, Director of Corporate Resources and Services
Luke Taylor, Democratic Services Officer

Also Present:

Mr Julian Lloyd, Chief Executive, Age UK, Hillingdon, Harrow & Brent
Ms Sally Chandler, Chief Executive, Carers Trust Hillingdon

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hurhangee.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. MINUTES OF THE MEETING HELD ON 13 OCTOBER 2020

RESOLVED: That the minutes of the meeting held on 13 October 2020 be agreed as a correct record.

23. EXCLUSION OF PRESS AND PUBLIC

It was agreed that all Items were marked as Part I and would be considered in public.

24. REVIEW: VOLUNTARY SECTOR RESPONSE TO COVID-19 PANDEMIC

The Committee heard evidence on its review into “The Voluntary Sector’s Response to the Covid-19 Pandemic in Hillingdon” from Julian Lloyd, Chief Executive Officer at Age UK, Hillingdon, Harrow and Brent, and Sally Chandler, Chief Executive at Carers Trust Hillingdon.

Mr Lloyd noted that Age UK were one of the five larger charities in the Borough that were part of Hillingdon 4 All (H4All), an organisation that expanded as a partnership to include a wider number of secondary partners and smaller charities. Nearly all of these individual charities found that their work was impacted by the Covid-19 pandemic, and resulted in them suspending their work, which in turn had an impact on the most vulnerable residents within the Borough.

The Committee heard that H4All, the NHS and Council rallied together in response to the pandemic to deal with the immediate needs of these vulnerable residents. This led to a focus on giving vulnerable residents and those residents shielding at home access to food and medicine. Mr Lloyd conceded it did take some time to get organised, but began to work well to meet these needs with volunteers working non-stop to help.

Members were informed that food parcels and deliveries from the Middlesex Suite were organised very quickly, as were shopping services, and H4All were confirmed that people did not go without food. Since the lockdown in March, Mr Lloyd stated that this process had evolved and now calls from residents required more complex resolutions. Councillors heard that a lot of isolated or lonely residents had called, and there were concerns over older residents who were forced to stay at home, with limited human contact and, potentially, no internet access. This means that those residents could be considered more excluded from society than previously, and it could have a significant impact on their mental health and wellbeing, with low levels of depression and anxiety manifesting, as well as a deterioration in physical health due to not being able to go out as much as pre-Covid. Mr Lloyd stated that there was a concern for charities’ client cohort over Christmas as we enter another lockdown period, and this would be a challenging time. There were concerns for the workforce too, as this would have an impact on the wellbeing of staff and volunteers, and while they were trying to support each other, it was not possible physically, which could lead to strains on the workforce.

Ms Chandler noted that larger charities drew-down a significant resource during the pandemic, not just on helping vulnerable residents, but also supporting youth education and from investing in their own IT to make working remotely a possibility. Members heard that charities were prepared for a second wave, but it would have an impact on funding in the sector, and smaller charities were at risk of disappearing without support.

The Committee was informed that charities had to ensure they coordinated their activity, and must look at the needs of the 13,000 residents who were shielding and

consider who is most at risk. Responding to Members' questioning, Ms Chandler noted that a central organisation at the Council that could help to find grants or offer help to local charities would have been very beneficial, and although they were able to mentor emerging charities, the demand of needs meant all the groups could not be supported.

Members agreed with Mr Lloyd that competition in the voluntary sector would not be helpful at this time, and so collaboration was needed to develop and help other charities. The Committee noted that charities needed as much funding as possible, and asked H4All to relay any ideas that they had on how the Council could help them.

Ahead of the second national lockdown, the Committee questioned what the major learning points from the previous lockdown were, and how the approach could be improved. Mr Lloyd noted that there were clear differences, and a range of scenario planning had taken place, with contingencies also in place. On this occasion, Mr Lloyd stated that H4All was not anticipating huge numbers of food parcel deliveries as the infrastructure was already in place to deal with this, although other issues, such as dog walking, would be helpful.

The Committee heard that charities were trying to increase the number of people online to prevent social isolation, and this was done through the provision of tablets and staff with PPE were able to help residents to use them.

Ms Chandler noted that staff morale was lower than the first lockdown, and volunteers and staff had to have difficult conversations with residents. Charities were providing training sessions for this, and also support on death counselling. It was noted that a lot of carers needed support, and charities were working to provide this to support their staff.

Responding to questioning from the Committee, Ms Chandler confirmed that charities were involved in looking at technology that could help monitor residents' health needs virtually, but noted that the infrastructure was not yet in place to provide this on a large scale and further information and support was required. It was noted that routine GP consultations were being considered as a remote meeting, but further technology was required for this. Ms Chandler stated there was considerable investment in health applications, and plans to find a way forward with the right systems in place.

With regards to combatting depression and social isolation over the Christmas period, Members heard that charities were delivering Christmas presents and hampers to help moods, and there were a range of social programmes in place to provide support for people in need. Mr Lloyd noted that roughly 5-6% of the population were digitally excluded, but this rose to 20-25% in older residents. Yearly, this figure decreases and will change over time, but the rollout of technology makes it easier to engage with residents, and it was important to find a hook for older residents that can be used to attract them to technology and help engage them.

Ms Chandler noted that, in addition to care calling, there had been some innovative ways to deal with social isolation, including pamper evenings that saw goods

delivered to residents, and then an online meeting to tell residents how to use them. Additionally, language lessons had proved a good way to bring people together.

The Council's Head of Health Integration and Voluntary Sector Partnerships noted that the support was out there for residents, but it was important to re-engineer the approach due to what was happening, and the Council was looking to support capacity building to provide a certain level of governance.

Responding to the Committee, Ms Chandler noted that the organisation of the response to the pandemic with charities and the Council began with a call from the Leader of the Council, and continued with weekly calls with the Deputy Chief Executive and Lead Officers. Ms Chandler stated that the first couple of weeks were chaotic due to the volume of issues faced. One example was that staff were going to supermarkets to buy food for vulnerable residents, and then claiming the money back for these food parcels, but the Council was able to secure a relationship with local supermarkets to provide advanced deliveries of food.

Ms Chandler also stated that it was important to safeguard volunteers before using them, and this took some time to achieve. However, after the first couple of weeks, this process came together quickly and the hub was able to support those in need. The Council's Interim Director for Corporate Resources and Services noted that the Council and charities had different strengths, and the Council was able to redeploy staff quickly and build relationships.

The Committee heard that charities had a longstanding relationship with the Council and worked with the Council on a number of other projects, and that charities were pleased the Council turned to them immediately as it was the obvious partner to work with.

The Head of Health Integration and Voluntary Sector Partnerships confirmed that work was ongoing and the Council worked daily with Mr Lloyd, Ms Chandler and recipients of core grants. It was noted that while the initial response to the lockdown was chaotic, as organisations had a better idea of what the Government expected from Local Authorities in response to the pandemic, things began to improve.

Ms Chandler confirmed that there were plans to expand coverage to additional charities through the Health and Wellbeing Alliance, which included 45 groups. While five organisations have large portfolios, they do not cover every concern, so there was the need for wider collaboration with other groups and plans to expand are in the making. The Committee was informed that a program of support and psychotherapy was necessary for carers, and this was being piloted. Charities were awaiting feedback from carers to understand how helpful this had been.

Work was also taking place to tackle complex family situations, work with schools, and provide pastoral staff to support young people with educational help or laptops to allow them to learn at home. CAMHS provided a longstanding relationship with many families in the Borough, and they drew on these relationships to provide the support needed. Many young people were also struggling with bereavement, and it was important to mentor and support them during this time.

The Committee thanked Mr Lloyd and Ms Chandler for taking the time to speak to the Committee, and thanked them and their charities for all the work that had been done with local residents to help tackle the Covid-19 pandemic and resulting lockdown.

RESOLVED: That the witness evidence be noted.

25. PAST REVIEW UPDATE: RECRUITMENT IN HILLINGDON

The Interim Director for Corporate Resources and Services provided an update on the review regarding “Recruitment in Hillingdon”, and what actions were taken on previous recommendations contained within the report.

The report outlined the Council’s actions on individual recommendations, and the Committee heard that the organisation were much better at differentiating what it means to be working for Hillingdon, as opposed to another organisation, following the review. Following work with a focus group, it became clear that professional workers in the business believed Hillingdon offered five things: accomplishment and achievement, a collective impact, working for a resourceful and progressive Council, a sense of diversity, and, a support mechanism through management and an organisational culture that supported professional development.

Members heard that there was now a much better level of candidate response, and the recruitment process was quicker following the implementation of the recommendations. The Committee was also informed that the apprenticeship scheme had stood out in its success, and provided a pivotal talent pool with over 50% of apprentices staying and starting their professional careers at the Council. Members also noted that the recruitment process was a lot easier for line managers.

The Committee stated that the update was very encouraging, and it was clear that the recommendations were having a big impact on recruitment at Hillingdon.

RESOLVED: That the Committee noted the update on the actions taken with regards to the previous review on “Recruitment in Hillingdon”.

26. FORWARD PLAN

RESOLVED: That the forward plan be noted.

27. WORK PROGRAMME 2018-2022

RESOLVED: That the work programme be noted.

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REVIEW D: THE VOLUNTARY SECTOR'S RESPONSE TO THE COVID-19 PANDEMIC IN HILLINGDON

Committee name	Corporate Services, Commerce and Communities Policy Overview Committee
Officer reporting	Kevin Byrne, Head of Health Integration and Voluntary Sector Partnerships
Papers with report	None.

HEADLINES

This item will focus on the second witness session regarding the Committee's next review into the Voluntary Sector's response to the Covid-19 Pandemic in Hillingdon.

RECOMMENDATION:

That the Committee note the evidence heard at the witness session.

SUPPORTING INFORMATION

At the October 2020 meeting, Members agreed the scoping report for the next Committee review on the Voluntary Sector's Response to the Covid-19 pandemic in Hillingdon.

The review will hear from key witnesses on the response and consider how the voluntary sector and Council worked together to help residents; in particular the Borough's most vulnerable residents, during the pandemic.

At this meeting, the Committee will hear evidence from two external bodies who played important roles in response to the pandemic

- Diane Faichney, Foodbank Chair and Manager and Centre Director of Bell Farm Christian Centre; and
- Tunde Balogun, Senior Pastor Kingsborough Family Church – representing Hillingdon Foodbank

Council officers who played an important role in the Council's response will also be present to answer relevant questions.

Terms of Reference

The following Terms of Reference were noted for this review, subject to any changes agreed by the Committee:

1. *To consider how the voluntary and community sector (VCS) in Hillingdon was able to respond to needs of residents during the Covid-19 lockdown period.*

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2. *To hear how the pandemic impacted on the VCS sector and its ability to deliver services, raise funds, and recruit volunteers.*
3. *To review how the Hillingdon Community Hub worked with the VCS to meet emergency needs.*
4. *To make any recommendations that would increase resilience of VCS to respond to any future lockdown or restrictions.*

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

2021/22 BUDGET PROPOSALS FOR SERVICES WITHIN THE REMIT OF CORPORATE SERVICES, COMMERCE & COMMUNITIES POLICY OVERVIEW COMMITTEE

Contact Officer: Iain Watters, Financial Planning Manager
Telephone: 01895 556357

REASONS FOR ITEM

1. To comply with the Budget and Policy Framework procedure rules as part of the agreed consultation process for the General Fund and Housing Revenue Account budgets, alongside the Council's Capital Programme, this report sets out the draft revenue budget and Capital Programme for the services within the remit of the Corporate Services, Commerce & Communities Policy Overview Committee. Following consideration by Cabinet on 10 December 2020, these proposals are now under consultation, and the proposals for each Group are being discussed at the January cycle of Policy Overview Committees.
2. Cabinet will next consider the budget proposals on 18 February 2021, and the report will include comments received from Policy Overview Committees. At the meeting on 18 February 2021 Cabinet will make recommendations to full Council regarding the budget and Council Tax levels for 2021/22, who will meet to agree the budgets and Council Tax for 2021/22 on 25 February 2021.
3. The Committee needs to consider the budget proposals as they relate to the relevant service areas within the Finance, Social Care, Environment, Education & Community Services, Building Services, Transport & Business Improvement and Corporate Resources & Services Groups, but within the corporate context and the constraints applying as a result of the aggregate financial position of the authority.

RECOMMENDATIONS

4. It is recommended that the Committee notes the budget projections contained in the report and comments as appropriate on the combined budget proposals affecting the relevant service areas within the Finance, Social Care, Environment, Education & Community Services, Building Services, Transport & Business Improvement and Corporate Resources & Services Groups, within the context of the corporate budgetary position.

BACKGROUND

5. The Council continues to operate within a reduced funding envelope following marked reductions in central government funding over the period since 2010/11, and although funding levels have stabilised since 2019/20 there remains an element of the legacy grant cuts being financed through releases from General Balances. Alongside the funding challenge, continuing demographic and demand pressures and a return to an inflationary environment over the medium term will necessitate delivery of further substantial savings. This report to Cabinet on the budget for 2021/22 quantifies the financial challenge faced by the Council over the medium term and outlines an approach to meeting this challenge whilst continuing to 'Put Residents First'.

6. This report to Cabinet on the budget for 2021/22, building upon the position outlined in the 2020/21 budget report to Council in February 2020, the outturn position for the 2019/20 financial year and experience to date during 2020/21 alongside latest projections and an assessment of the financial impact of the proposed savings programme. This background to development of the 2021/22 budget is outlined below, with the following sections of this report setting out the resulting budget proposals for the new financial year.

2020/21 Budget

7. At the time of Council Tax setting for the current year in February 2020, it was anticipated that this combination of inflationary pressures, growing demand for services and increased capital financing costs would generate an underlying savings requirement of £34,954k over the period 2021/22 to 2023/24. In addition, it was planned to step down use of General Balances from £6,334k in 2020/21 to zero over two years which would increase the total savings requirement to £41,288k.
8. The budget strategy presented to Cabinet and Council assumed that use of the Social Care Precept and inflationary growth in Council Tax (pegged at 90% of the maximum permissible level) would generate £14,959k, with £1,113k full year effects from approved savings proposals reducing the residual budget gap to £25,216k for 2021/22 to 2023/24 as set out below.

Table 1: February 2020 Budget Strategy

	2020/21	2021/22	2022/23	2023/24	Current MTFF
	£'000	£'000	£'000	£'000	£'000
Underlying Savings Requirement	9,792	12,765	11,529	10,660	34,954
Unwind Prior Use of Balances	7,776	6,334	3,000	0	6,334
Total Savings Requirement	17,568	19,099	14,529	10,660	41,288
Proposed Council Tax Increase	(4,421)	(4,695)	(4,983)	(5,281)	(14,959)
In-year Call on General Balances	(6,334)	(3,000)	0	0	0
Current Savings Proposals	(6,813)	(760)	(203)	(150)	(1,113)
Savings to be identified	0	10,644	9,343	5,229	25,216
Closing General Balances	(27,905)	(24,905)	(24,905)	(24,905)	N/A

9. This approach was expected to reduce unallocated General Balances to £24,905k, providing a level of headroom against the £15,000k minimum level of balances required to manage risks in an authority such as Hillingdon. To avoid further depletion of balances, this strategy necessitated the delivery of approximately £10,000k savings over the two budget setting cycles in 2021/22 and 2022/23. Beyond this timeframe, projections were for an annual savings requirement of circa £5,000k per annum – driven by growing demand for services and cost inflation being partially offset by a growing tax base and inflationary uplifts on income.

2019/20 Outturn

10. At the time of budget setting in February 2020, General Balances had been projected to total £34,239k at 31 March 2020. An improvement of £1,019k was reported in the final months of the year as unallocated growth and contingency sums were released alongside minor improvements across a range of services, which together with the decision to capitalise £2,274k of Highways expenditure previously planned to be funded from Earmarked Reserves increased this underspend to £3,293k.
11. This improvement of £3,293k was set aside in Earmarked Reserves to provide funding for COVID-19 pressures not covered by grant monies, and supplemented by redirecting other previously earmarked sums to create a £9,126k reserve for COVID-19 costs, while General Balances remained at the budgeted level of £34,239k.

2020/21 Budget Monitoring Position

12. The consultation budget was finalised in the context of the Month 7 monitoring position, with pressures totalling £29,428k being projected in relation to the various impacts of the COVID-19 pandemic on General Fund operations during 2020/21. Significant additional funding has been awarded to manage these pressures, with four separate tranches of grants totalling £25,133k having been awarded to Hillingdon and a further £7,700k expected through the Government's commitment to finance 75% of Fees & Charges losses above a 5% threshold. While funding due from government therefore currently exceeds identified pressures, it is likely that the ongoing management of the pandemic and its local impacts will result in further costs emerging over the remainder of this year and into 2021/22. In the event that in-year costs exceed available grants, the COVID-19 reserve is available to isolate any impacts from General Balances.
13. With COVID-19 related pressures being managed in this way, an underspend of £3,279k is reported across the Council's normal General Fund operations. Within this position it is expected that a number of one-off or temporary underspends will be sufficient to contain a pressure of circa £1,000k arising from a higher than budgeted pay award being agreed nationally (2.75% rather than 2.00%). The reported underspend includes a £764k underspend on corporate budgets primarily relating to savings on short term borrowing and reduced spend on debt financing budgets due to the timing of capital expenditure impacted by COVID-19, alongside £2,299k underspends from across service budgets. This Month 7 monitoring position would deliver General Balances of £31,184k at outturn, with no material movements in this position in the recently completed Month 8 monitoring report.

2021/22 Budget Development

14. Services have been developing savings proposals with a view to bridging the future budget gap and the growing cost of providing valued services to residents. In addition to this work across directorates, a comprehensive review of the corporate elements of the budget has been undertaken since February, capturing funding, inflation and capital financing. During the autumn, a series of challenge sessions were held to affirm the budget position. Each session followed a similar format reviewing:
 - The current position in 2020/21 - both monitoring and savings delivery.
 - Existing and emerging pressures that need to be addressed in the 2021/22 budget and forecasts for future years.

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- Progress on the development of savings proposals for 2021/22 and beyond.
- Identification of any potential growth or invest-to-save bids.
- Capital programme requirements.

15. The consultation budget represents the combined outputs from these sessions, with a savings programme and planned use of General Balances being delivered to produce a balanced budget, after securing additional revenue from a 4.8% proposed Council Tax increase for 2021/22, enabling delivery of a budget without recourse to reductions in frontline services.

BUDGET PROPOSALS

16. The Council's budget was presented to Cabinet in the context of a challenging medium term outlook with a budget gap of £33,263k to be managed through a combination of savings and Council Tax uplifts over the three years to 2023/24. This position takes into account the favourable outcome of Spending Review 2020, which broadly secures a £1m uplift in funding alongside an additional benefit of £2m driven by a lower pay award than previously forecast, but there remains a level of uncertainty due to Brexit and the upcoming Fair Funding Review, which has been delayed by a further year.
17. The funding strategy is presented in the context of a proposed increase in Council Tax at 4.8% in 2021/22, and indicative inflationary uplifts of 3.8% on Council Tax from 2022/23 onwards securing £16,141k additional income. In addition to this, identified savings deliver a further £2,797k over the three year period, alongside the planned use of general balances leaves £12,605k of savings to be identified over the remaining two budget cycles.

Table 2: Budget Strategy 2021/22 to 2023/24

	2020/21	2021/22	2022/23	2023/24	Current MTFF
	£'000	£'000	£'000	£'000	£'000
Underlying Savings Requirement	9,792	10,003	10,223	13,037	33,263
Unwind Prior Use of Balances	7,776	6,334	2,421	1,000	6,334
Total Savings Requirement	17,568	16,337	12,644	14,037	39,597
Proposed Council Tax Increase	(4,421)	(5,862)	(4,989)	(5,290)	(16,141)
In-year Call on General Balances	(6,334)	(2,421)	(1,000)	0	N/A
Current Savings Proposals	(6,813)	(8,054)	(2,797)	0	(10,851)
Savings to be identified	0	0	3,858	8,747	12,605
Closing General Balances	(31,184)	(28,763)	(27,763)	(27,763)	N/A

18. The above strategy continues to include the planned release of General Balances while maintaining unallocated reserves within the recommended range for Hillingdon of £15,000k to £32,000k. While a review of the range of risks facing the Council does not indicate a change to this range will be necessary at the moment.

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The Budget and Policy Framework Rules

19. The public consultation on the budget proposals commenced on 11 December 2020 following decisions taken by Cabinet on 10 December 2020.
20. There will be a further consideration by Cabinet of the budget proposals on 18 February 2021, including comments from Policy Overview Committees and the public consultation. These will be collated and reported back to Cabinet by the Corporate Services, Commerce and Communities Policy Overview Committee. Council will be requested to approve the Cabinet's proposals on 25 February 2021, and if approved without further amendment they will be effective immediately.

Corporate Summary

21. While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position. The Council's financial performance during 2020/21 is being significantly impacted by the pandemic, with pressures of £29,428k being reported against the General Fund with significant additional funding having been awarded to manage these pressures.
22. With COVID-19 related pressures being managed in this way, an underspend of £3,279k is reported across the Council's normal General Fund operations. Within this position it is expected that a number of one-off or temporary underspends will be sufficient to contain a pressure of circa £1,000k arising from a higher than budgeted pay award being agreed nationally (2.75% rather than 2.00%). Within this position, £3,577k of the £6,386k savings planned for 2020/21 are banked or on track for delivery in full by 31 March 2021, with £2,809k being tracked as being at an earlier stage of implementation or at risk as a result of the COVID-19 pandemic.
23. The budget proposals included in this report represents the Cabinet's budget strategy for 2021/22. Revenue budget proposals have been developed to continue to support the over 65s meet their Council Tax liability by continuing the cash discounts awarded through the older people discount for those currently in receipt of the benefit, but closing the scheme to new entrants. The final funding settlement for 2020/21 and confirmation of a number of levies payable to other public authorities will not be confirmed until early 2021, although budgeted sums are broadly in line with national spending figures outlined in the Spending Review 2020.
24. Recurrent funding available to support the budget requirement is projected to total £232,837k in 2021/22, inclusive of £5,862k additional income linked to the proposed 4.8% increase in Council Tax to protect frontline services for residents. This recurrent funding is supplemented by £3,500k of one-off funding including £834k from local COVID-19 reserves and a £2,421k release from General Balances to support the £244,391k projected cost of delivering services in 2020/21.

25. The Council's draft budget strategy is to align the profile of budget proposals to deliver a budget for 2021/22, while maintaining unallocated reserves between £15,000k and £32,000k. The development of £8,054k savings proposals are sufficient to reduce the budget gap to £2,421k, which it is proposed to cover through the drawdown from General Reserves, as detailed in Table 2 below.

Table 3: Budget Requirement

	Movement from 2019/20 £'000	2020/21 Budget Requirement £'000
Recurrent Funding	(349)	(226,975)
Council Tax Increase (3.8%)		(5,862)
One-Off Funding	2,451	(1,079)
Planned Use of General Balances		(2,421)
Total Resources	2,102	(236,337)
Roll Forward Budget		234,284
Inflation	4,700	
Corporate Items	1,901	
Contingency (Service Pressures)	3,456	
Priority Growth	50	10,107
Budget Requirement		244,391
Gross Savings Requirement		8,054
Savings	(8,054)	(8,054)
Net Budget Gap		0

26. This draft budget includes £50k new funding for Domestic Abuse Initiatives to further support this service area in light of increases in need. In addition, the Council has £1,038k of Priority Growth Earmarked Reserves that can fund any new and emerging issues going into 2021/22, with further Earmarked Reserves being available for specific areas of spend, including Environment and Recreational initiatives (£450k) and the All-Age Sport and Activity Fund (£308k).
27. An update of the Council's capital programme is also presented in this report, with £344,775k of planned investment in local infrastructure over the period 2020/21 to 2025/26. This includes a new Leisure centre in Yiewsley, a major programme of investment in the borough's highways, a programme of sports club rebuild/refurbishments, a libraries refurbishment programme and provision for investment in Youth infrastructure. The programme is supported by £97,230k of external funding, £60,466k of capital receipts from the disposal of surplus assets and Community Infrastructure levy alongside £167,079k of Prudential Borrowing. Financing costs associated with implementation of this programme are the principal driver behind the £1,901k Corporate Items and are forecast to grow to £7,729k by 2025/26.

2020/21 GROUP BUDGET PROPOSALS

28. Budget proposals relating to services within the remit of Corporate Services, Commerce & Communities Policy Overview Committee are presented below, with headline operating budgets for the relevant services outlined in Table 3. In addition to these base budgets to support services, more volatile or demand-led areas of activity are managed through Development and Risk Contingency - with latest projections for 2021/22 expanded upon in the following sections of this report.

Table 4: Group Budgets within Corporate Services, Commerce and Communities Policy Overview Committee Remit

	Finance Directorate	Social Care	Environment, Education & Community Services	Building Services, Transport & Business Improvement	Corporate Resources & Services	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Operating Budget 2020/21	15,450	2,206	1,784	14,261	18,067	51,767
Inflation	124	0	11	632	190	956
Corporate Items	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Priority Growth	0	0	0	0	0	0
Savings	(610)	0	(5)	(410)	(988)	(2,013)
Operating Budget 2021/22	14,963	2,206	1,790	14,483	(17,269)	50,713

Priority Growth

29. This consultation budget includes one specific Priority Growth item of £50k to support Domestic Abuse Initiatives in the borough. In addition, the Council has £1,038k of Priority Growth Earmarked Reserves that can fund any new and emerging issues going into the new financial year and beyond, with further Earmarked Reserves being available for specific areas of spend, including Environment and Recreational initiatives (£450k) and the All-Age Sport and Activity Fund (£308k).

Savings

30. The following paragraphs provide an overview of savings proposals included in this draft budget. These include efficiency savings and other measures reducing the cost of service delivery without impacting upon service. Savings measures fall into six broad themes, with the first five representing efficiency savings and charging proposals that do not directly impact upon the service offer to residents:

- i. Service Transformation represents the majority of proposed savings, with items presented in this category ranging from the full year effect of previously implemented proposals, the implementation of recently agreed BID Reviews and the expected benefits arising from potential new BID Reviews.

- ii. Effective Procurement savings reflect efficiencies gained through the commissioning of services from third parties, including the insourcing of functions where this represents better value for money than previously externalised services.
- iii. Managing Demand items relate to measures intended to maintain or improve services to residents – particularly in relation to social care and other direct support for clients – through investment in early intervention, identification of alternative support models and other initiatives.
- iv. Income Generation & Commercialisation proposals include the regular annual review of Fees and Charges against those of neighbouring authorities, alongside savings arising from reviews of services with scope to operate with a reduced level of subsidy from the Council Taxpayer.
- v. Savings proposals from Zero Based Reviews represent budgets, which have been identified as being surplus to requirements through the line-by-line review of the 2019/20 outturn position and similar exercises being undertaken by Finance.
- vi. Policy Decisions represents a step change in the Council's service offer rather than efficiency gains, with a single proposal relating to the cessation of the local First Time Buyer's Scheme falling in this category.

Pump Priming Savings and Flexible Use of Capital Receipts

- 31. The Council is currently permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service transformation, including the BID team, being funded from this resource. This draft budget has been prepared on the basis that such implementation costs for the 2020/21 savings programme, estimated at £3,750k, will be financed from a combination of Capital Receipts and Earmarked Reserves as appropriate.

Finance

- 32. Two savings are proposed for Revenues and Benefits Service within the Finance Directorate including the use of robotics and automation to streamline processes (£162k) and a BID review of the structures and ways of working within the team expected to deliver a further £138k in 2021/22, increasing to £338k by 2022/23.
- 33. In addition, two savings are presented for Fleet Services centred around a review of the Repairs and Maintenance contract (£120k) and a zero based review of the budgets in this area, including fuel and vehicle damage (£190k).

Building Services, Transport & Business Improvement

- 34. Service Transformation savings of £100k are included from the BID Review of Printing, Postage and Mail securing efficiencies in this area. A series of further zero based reviews are planned for this area, including energy budgets, lease income and Business Rates payments that the authority makes, which in total are expected to deliver savings of £360k in 2021/22.

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee – 12 January 2021

Corporate Resources & Services

35. Service Transformation in this area is expected to deliver £988k from a review of Business Support and other back office functions within the Council, including the streamlining of processes, including a review of financial processes, human resources and admin support within the Council, with a further £138k to come from a similar review of the Council's contact centre, all without impacting on front line services. These savings are expected to increase by an additional £750k in 2022/23, taking the total saving in this area to £1,738k.

Cross-Cutting Initiatives

36. The Council continues to review recruitment and retention requirements of Council run services, with a review of vacant posts expected to deliver a £100k saving for 2021/22.

FEES & CHARGES

37. The Council is empowered to seek income from Fees and Charges to service users across a wide range of activities. Some of these Fees and Charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations. The Council continues to operate a system of differential charges through the Hillingdon First card, which enables preferential rates to be offered to local residents.
38. The Council continues to benchmark Fees and Charges against those of neighbouring authorities and other service providers, with charges being set at a maximum of 90% of the relevant benchmark for residents, and at benchmark for non-residents where applicable. This realignment of charges incorporates £5k additional income within this Policy and Overview Committee's remit.
39. Uplifts to Fees & Charges that were agreed at February 2020 Cabinet contributing towards the Income Generation & Commercialisation savings total include:
 - i. CCTV Requests - The CCTV service currently provides video evidence to external insurance companies to support insurance claims where available. A number of Local Authorities are charging for this service, and it is proposed to introduce a new production fee of £120 for supplying video evidence. Alongside this charge, it is proposed to introduce a fee to recover Officer time spent searching through CCTV footage, as the level of resource required for each CCTV request is different, and does not always result in the production of footage to support a claim. Therefore, it is proposed to introduce a fee based on the search time spent of the hourly rate of a CCTV operative with this proposal forecast to yield an additional £5k for 2021/22.

Capital Programme

40. The Council's current capital programme, as approved by Cabinet and Council in February 2020, continues to be focused on the provision of sufficient school places to meet rising demand across the borough. This programme has been reviewed and amending to reflect the ongoing priorities of the Council. The following key amendment items within the Capital Programme fall within the remit of Corporate Services, Commerce and Communities Policy Overview Committee.
41. The recently approved proposal to transfer Age UK to the Woodside Day Centre alongside decanting the Nestles Avenue Children's and Early Years Centres to the former ASHA has been included – with £2,819k on enabling project spend (including appropriation from the HRA) releasing £5,900k capital receipts from asset sales and therefore reducing borrowing by a further £3,081k.
42. Following a review of the Capital Programme Housing Projects, it is proposed that £4,605k planned expenditure is removed from the programme and replaced with a £3,090k capital receipt from the sale of the former Belmore Allotments site following a review of the Council's assets and a £10k uplift in the previous estimate for sale of Bartram Close are used to reduce borrowing by £3,100k.
43. CCTV coverage has been significantly expanded in recent years, with investment totalling £3,100k over the last three years across the borough. The existing programme is coming to an end and further planned upgrades or new installations amounting to £483k are identified for 2021/22. These include introducing cameras and automatic number plate recognition on arterial routes across the borough and improving connectivity of CCTV imagery at corporate sites to the Control Room in the Civic Centre, and additional cameras in various locations will also support reducing anti social behaviour and fly tipping. It is also proposed to include £250k per annum for the following two years (2022/23-2023/24) to cover requirements that may emerge from Members, residents, and the police in the future. The planned programme for 2021/22 has an annual revenue impact of £17k from 2022/23 onwards for annual servicing and licensing, however this is offset by savings of £16k arising from replacing 25 mobile cameras under a former WCCTV contract with upgraded cameras via the Council's CCTV term contractor.
44. Following confirmation of the final funding streams for the Cranford Park project, it is necessary to adjust project costs marginally by £69k funded through a combination of third party funding and borrowing.

BACKGROUND PAPERS

THE COUNCIL'S BUDGET: MEDIUM TERM FINANCIAL FORECAST 2021/22 - 2025/26, presented to 10 December 2020 Cabinet Meeting



Alleygating Scheme

Report to Corporate Services Policy Overview
Committee 12 January 2021



Helena Webster
Community Engagement & Town Centre Improvements Manager
17-12-20

1. Introduction to the Private Alleygating Scheme

1.1 Chrysalis Community Safety Private Alley Gating

Each year the council makes some £1m available through its Chrysalis programme to help residents and community groups to improve local facilities. Within the overall Chrysalis programme, around £30k is earmarked each financial year to support alley gating and community safety schemes including improvements to fencing and lighting which enhance public safety.

The private alleygating alley gating scheme, introduced some 15 years ago, assists residents in securing their privately owned alleyways against intrusion by others by installing lockable gates which can dramatically improve the quality of life for residents and businesses. Not only can the gates reduce the likelihood of burglars gaining access to the rear of properties they can also protect the alley from fly-tipping and other anti-social behaviour.

Chrysalis funding contributes up to 90% of the cost of alley gates to successful applicants. Once the gates are installed future maintenance and ownership is the responsibility of the residents themselves. For example, the council does not administer replacement keys, encouraging neighbourhood engagement and responsibility.

Businesses who wish to apply for alley gates will be expected to contribute between 50 to 70 percent, each scheme is treated on a case by case basis. Electronic gates are not usually provided within the scope of this scheme however, they may be considered where there is evidence that a management company has been established and that there are sufficient financial resources to fund the ongoing maintenance of the gates.

Following a competitive tender, a framework agreement is in place up to March 2024 for a preferred fencing/gating contractor, which means that residents no longer need to provide three quotations to support their application.

Full details on how to apply can be found on the Council website at www.hillingdon.gov.uk/article/2707/Secure-your-alleyway

An information pack which is downloadable is included in appendix A and detailed Ward level data from 2018 to date is shown in appendix B. In the years from 2008-09 to 2017-18 in total 112 schemes were implemented across the borough. These are listed within the Historical Data in appendix B.

Over the years, extensive positive feedback has been received from the residents benefitting from the increased security which the alley gating scheme provides. The most recent feedback received 16 December 2020 from the Lead Resident of a recently completed alley gating scheme where four gates were installed protecting 70 households in Cavendish Ward.

"The gates are fabulous, and I would like to pass on our thanks from all the residents to those in Hillingdon Council that made this happen"

1.2 Better Neighbourhood Fund LBH Housing-owned Alley Gating

Throughout each year gating schemes are also implemented on Housing-owned land as part of the Better Neighbourhood Fund.

£156k Better Neighbourhood funding is available each year for improvements on LBH Housing-owned land, to benefit the wider community. This includes proposals which support local priorities such as:

- Gating schemes
- Pathway improvements
- Communal area improvements

More information on the Better Neighbourhood Funding initiative can be found on the Council website at www.hillingdon.gov.uk/bnf

In this instance consultation is undertaken with residents affected to ascertain their support for alley gating proposals and keys are held by the relevant Tenancy Management Officer.

2. Key Data April 2018- To Date

2.1 Chrysalis Data

Full information at ward level is provided within appendix B showing the number of enquiries received, applications approved, number of households covered and financial costs from April 2018 to date.

As a summary, over the three financial years (2018-19, 2019-20 and 2020-21) to date, in total:

23	enquiries received
23	applications received (these will have also originated from pre 2018-19 enquiries)
19	applications approved (4 new applications are currently being processed)
378	households across the borough have benefited
£65,366	total cost to the Council
£ 8,609	total contribution from residents

Average contribution for the Council per household	£173
Average contribution from each household	£ 23

2.2 Better Neighbourhood Fund Data

Full information is also within appendix B.

As a summary, over the three financial years (2018-19, 2019-20 and 2020-21) to date, in total:

14	BNF alleygating schemes approved
311	households have benefitted
£65,613	total cost to the Council

Average cost per household (Gates include black powder coating) £211

3. Specific information requested

To contribute towards the report to Corporate Services Policy Overview Committee, the Chairman requested specific information on the following points:

- ***Ongoing maintenance of alleygates.***

Gating of private alleyways is a self-help scheme, where residents organise the scheme themselves with financial support of the council

Information given on-line and within the information pack is very clear from the outset that residents accept direct responsibility for the security of the keys and for upkeep and repair of the gates once they are installed, as per the extract below:

Who is responsible for the gates once they have been installed?

The residents are responsible for all future management of the scheme including any liability of the residents group arising out of their responsibility in relation to costs of repair or reinstatement of the gates.

All ongoing maintenance and including damage to or loss of gates is the sole responsibility of the residents - not the police or local authority. All gates will be installed with a minimum of 12 months warranty against construction failure.

Please note: The council does not carry spare keys for any gating scheme. Residents are recommended to seek advice on public liability insurance for the gates in the event of future damage/maintenance. If unsure, please contact the [Community Engagement team](#) for further advice and guidance

Guidance provided recommends that once a scheme has been approved, a designated bank account is opened to collect the contributions and that lead residents should collect a small amount of extra money from each household in order to establish a sinking fund to cover any future repairs and maintenance.

- ***How new residents, who move in/replace previous owners are made aware of the scheme.***

The responsibility of providing the key to the gate is by the previous owner of the property. If a key was not provided the new resident/s is advised to speak to a neighbour to get a new key cut.

If this is not successful, officers can offer to contact the Lead Resident to ask them to introduce themselves and provide a master key to be cut.

- ***Interaction with estate agents around schemes that are live.***

There is no formal interaction with estate agents as part of the alley gating scheme. Occasionally if there has been any difficulty in contacting landlords, then letting agents have been contacted for their assistance.

4. Current status

Since the inception of the Alley gating initiative, many of the more straightforward schemes have already been implemented. The initiative remains popular with residents affected by crime and/or anti-social behaviour, with four live enquiries currently being supported to develop into formal applications.

5. Supporting documents

Appendix A: Alleygating Information Pack

Appendix B: Chrysalis and Better Neighbourhood Fund Alleygating Data by Ward 2018 to date

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Chrysalis Alley Gating Pack

**If you need a copy of this pack in large print please call
the Community Engagement Team
on 01895 277309**

Please note this pack is subject to change and is correct at the time of printing.

The Chrysalis Programme for Gating Alleyways

Dear Resident,

Thank you for your interest in this Alley Gating scheme. The information pack has been compiled to help you achieve a successful gating scheme in your area.

The Council and Police work closely together to tackle crime and disorder in the borough and are keen to involve the community wherever possible in this partnership. Neighbourhood schemes, whereby lockable gates are installed at 'problem' alleyways, can improve the quality of life for adjacent households and businesses by:

- reducing the risk of burglary
- protecting the area within from rubbish dumping, vandalism and other anti-social behaviour
- creating a safer and more attractive environment for the use of those who live there, particularly the very young and the elderly
- returning the use and control of the alleyways to the residents

The Chrysalis fund for alley gates is money which Hillingdon Council has set aside for improving the environment and safety of its residents on private land and will contribute up to 90% of the cost of alley gates to successful applicants.

Residents will contribute up to minimum 10% of the agreed total gating costs and will be responsible for any future repair and upkeep once the gates are in place. All schemes will be given consideration and are subject to Cabinet approval.

In addition to this pack, further guidance is available from the Community Engagement Team who will be happy to support you through the process. Please visit our web sites www.hillingdon.gov.uk/chrysalis and www.hillingdon.gov.uk/alleygatingscheme for further information and important updates. Further details can be found on page 3 of this pack.

Cllr Douglas Mills

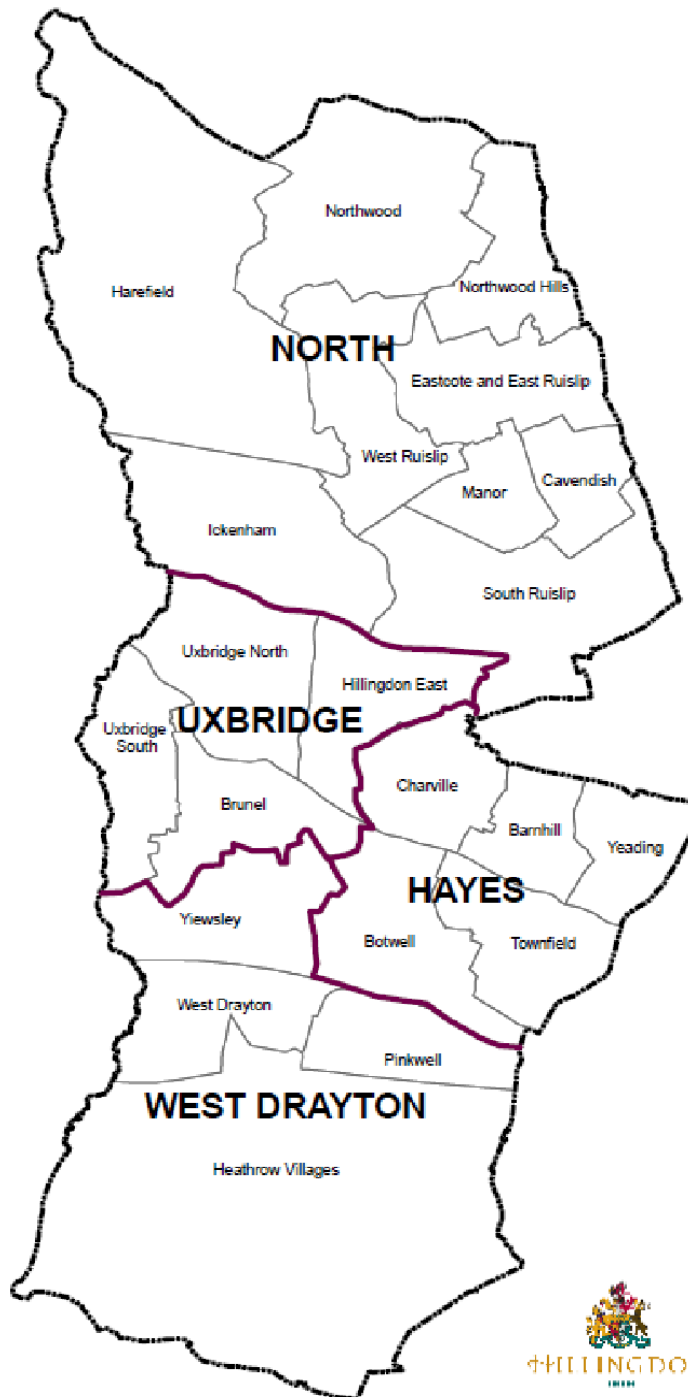
Cabinet Member,

Community, Commerce and Regeneration

London Borough of Hillingdon

Please note this pack is subject to change and is correct at the time of printing.

Community Engagement Team Contact



Jennifer Hilton Trout
01895 277309

chrysalis@hillingdon.gov.uk

If you are unsure which ward you live in you can find this information using your postcode on the Council website by visiting www.hillingdon.gov.uk/fmn. Below "Set Your Location" click the postcode tab, type your postcode into the box and click enter. This will then bring up your ward. Alternatively the team will be happy to advise you.



Please note this pack is subject to change and is correct at the time of printing.

Getting started

Find out if your alley meets the criteria for funding and how to apply.

If you are unsure if your alley meets the criteria, please contact the Community Engagement Team who will be able to advise you. This scheme is not open to residents who are in council or social housing. Requests for council and social housing should be made to the housing authority directly.

Criteria

- The Alley Gating Schemes is for alleyways acting as service roads to **at least 6 properties**.
- Residents must live in an area vulnerable to crime or anti-social behaviour, (such as fly-tipping or graffiti).
- Residents must be aware this is a community-led, self-help scheme and the council will only contribute up to a maximum of 90% of the installation of the gates.
- Alley gating schemes can only be implemented on **private land**. Gating is **not** permitted on a public highway or public right of way.

Tips

If you are unsure of any of the above information, please contact the Community Engagement Team who will be able to advise you.

Homeowners and landlords are strongly advised to check their property deeds prior to submitting an application form. This is to ensure that all residents who have a 'Right of Way' are considered and included in the scheme, where appropriate.

- Gates should be positioned to make an enclosed area with no open exits and should be visible from the street.
- Gates must conform to the gate specification (for more information on this please see the 'Will I Need Planning Permission?' question on page 27).
- Planning permission is not usually necessary, but residents are advised to check with the planning department if there is any doubt.
- Residents accept direct responsibility for the security of the keys and for upkeep and repair of the gates once they are installed.
- Businesses who wish to apply for alley gates will be expected to contribute between 50-70%; each scheme will be treated on a case by case basis.
- Electronic gates are not usually provided by this scheme, however they may be considered where there is evidence that a management company has been established and there are sufficient financial resources to fund the ongoing maintenance of the gates.

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How to make an application

Step 1

- First of all, make sure you have read the [alley gating criteria](#) to see if your alleyway is suitable for gating. If you are unsure if your proposal meets this, please call the Community Engagement Team.
- Obtain a quote from the council's term contractor Drayton Fencing (See 'Designing your Scheme' for more information).

Tips:

- A quote which is more than three months old will still be accepted but may result in a delay in your application being processed as an updated quote will be requested from the contractor to ensure prices are kept the same or similar.
- Once you have received your quote, this should give you an indication on how much the alley gating scheme will cost to install. Residents (and landlords) are asked to contribute 10% of the cost which should be divided by the number of households in the scheme (see 'Estimating Costs' in 'Design your Scheme') This means that you can move onto the next step and approach your neighbours for their agreement whilst waiting for the remaining quotes to come in.
- Seek the agreement of your neighbours for the alley gating scheme. To help you, we have prepared some letter templates which you can send to your neighbours. These explain the scheme and ask them for their support. The Council favours schemes where there is 100% support from all house owners however, it may be possible to go forward with the scheme if not everyone agrees. The Community Engagement Team can advise you if this is the case.
- Consent forms which are dated more than six months before the application is submitted will be accepted but will result in a delay in your application being processed. This is because in the last six months there may have been changes in property ownership or in a household's individual circumstances and so the council will need to write out to all households to confirm that they are still in agreement with the scheme.
- Check if planning permission is needed
- Check if your alleyway is a public right of way

Step 2 - making your application

Complete the application form.

Your application form must be accompanied by:

- A quote from our term contractor ([See 'Designing your Scheme'](#))
- consent forms from each household (see ['Consult your Neighbours'](#))

Please note this pack is subject to change and is correct at the time of printing.

If any items are missing or out of date, this will delay the processing of your application and may lead to the application being returned to you.

Applications will be checked by the Community Engagement Team who will contact you arrange a visit to your location. If your scheme has any objectors or households who have not responded, officers will advise how to proceed.

All completed applications are submitted to the Cabinet Member for Community, Commerce and Regeneration for his approval. If your application is successful you will be written to and the amount that the residents' need to contribute to the scheme will be confirmed.

Tip:

We highly recommend that a designated bank account is opened to collect the contributions and that the Lead Resident should collect a small amount of extra money from each household in order to establish a sinking fund to cover any future repairs and maintenance. This should be done once the scheme is given approval.

Step 3 - Installation

- Once your scheme has been approved and the residents contribution has been received, the council will commission the work with the contractor. The contractor will liaise with you to arrange an installation date. As all gates are made to measure, this will take approximately 6-8 weeks.
- Once the gates are installed and the keys are distributed, you and your neighbours will be able to enjoy the additional security of the gates.
- The contractor will then send an invoice to the council for payment.

Step 4 - After care

- Clean up your alley.
- Continue to maintain the gates. All gates come with a 12 month warranty and you can contact the contractor directly to arrange any repairs.
- We would like to know about your experience in implementing an alley gating scheme in your area. Shortly after your gate has been installed, we will send you an evaluation form to tell us about your experience and what impact the gates have had since they were installed.

Important note:

The council reserves the right to inspect the finished gates before making payment to the contractor, but the council will give no guarantee and accept no responsibility in connection with the installation, retention and quality of the gates, or in respect of any other matter relating to the scheme.

Please note this pack is subject to change and is correct at the time of printing.

Gating Application Form

Contact name (Lead Resident) Mr/Mrs/Ms/Other Address: Postcode: Telephone: Daytime:..... Evening:..... E-Mail:.....	Alternative contact: Mr/Mrs/Ms/Other Address: Postcode: Telephone: Daytime:..... Evening:..... E-Mail:.....
Which addresses are included in this scheme? Please give numbers and street names (eg 1-10 High Street.) 	
How many households in total are included?	
How many exits need gating? (Attach diagram to support this)	
What are your reasons for wanting to install gates? (eg, anti-social behaviour, recent burglaries) 	

Please note this pack is subject to change and is correct at the time of printing.

How many households have consented?	
How many households have objected?	
How many households have not responded?	
Do the residents leave their refuse in this alley for weekly collection?	YES/NO
Is the alley a recognised fire escape route?	YES/NO
Is access required for utilities companies (such as to reach an electricity sub-station?)	YES/NO
Is there a neighbourhood watch scheme in your area?	YES/NO
If no, would you like more information on how to join or develop a scheme for your area?	YES/NO
Gates will be no more than 2 metres high (including height of finials or trims)	YES/NO
Gates will be positioned at least 1 metre from the edge of the highway and will open inwards towards the alley	YES/NO
Gates will be visible from the street	YES/NO

Quotes requested:

Company	Cost (minus VAT)	Notes:

Please note this pack is subject to change and is correct at the time of printing.

Information enclosed with application form (please tick)

Quote (ideally less than 3 months old)	
Consent forms from residents (Ideally less than 6 months old)	
Other (please state)	

I confirm that, to the best of my ability, I:

Have checked ownership of the land upon which gates will be placed	
Have obtained planning permission (if applicable)	
Have considered taking out liability insurance on the gates once installed	
Have ensured that all property owners are aware of their ongoing responsibilities to the gates	
Will ensure that everyone gets a key, even if they initially objected.	
Will ensure that all households in the scheme have my contact details	
Will, in the event that a replacement lead resident is appointed, provide them with all the necessary information/keys required in order to maintain the scheme.	
Will let the Community Engagement Team know if there is any reason why any of the above cannot be achieved	

The council reserves the right to inspect the finished gates before making payment to the contractor, but the council will give no guarantee and accept no responsibility in connection with the installation, retention and quality of the gates, or in respect of any other matter relating to the scheme.

Signed:
(Lead Resident)

Date.....

Please note this pack is subject to change and is correct at the time of printing.

Designing your Scheme

Obtaining and understanding your quote, contractor details and estimating costs.

As part of the application process you will be asked to obtain a quote for your gates. The following guide is to help you understanding the specification of the gates and the options that are available to you.

Please also refer to our: Glossary of terms



The gates that the contractor will quote you for will have the following features:

Design

- Gates should have a total height of no more than two metres from the ground. This includes the height of finials or any other additions of trimmings
- Gates should be installed at least one metre away from the closest edge of the highway to prevent the need for planning permission. Where possible they should be visible from the street
- The design should be, as far as possible, resistant to climbing and forcing, and should allow clear vision and not be clad. Hinges used must not offer a foothold to potential burglars. In addition, it should not be possible to lift the gate out of its frame.
- The gap between the gate and the ground should be small enough to prevent potential burglars from crawling underneath.
- All gates should be fitted with a drop bolt so that they can be secured open as required.

Please note this pack is subject to change and is correct at the time of printing.

- No handles should be fitted to any of the locks or the gates themselves.
- Wherever possible a single leaf gate should be installed in preference to a pair of gates.
- Gates should open 'into' the alley and not 'out' towards the highway
- Gates should slam shut.

Structure

- Gates should be topped with blunted spikes or finials (see glossary of terms)
- Vertical bars should be spaced no wider than 100mm apart.
- The sides of the frame should be fixed to the wall or galvanised steel posts through the galvanised frame with heavy-duty fixings. The fixing should be visible and accessible when the gate is open.
- All gate components should be welded.

Materials used

- 3mm steel should be used for all sections.
- The steel should be galvanised to protect from rust, leaving a grey finish.

Locks

- A narrow-style, Euro-profile automatic deadlocking mortice latch should normally be used. Any proposed variation must be subject to approval. This means that the gate will "slam- to- lock".
- The same lock should be fitted to all gates in the scheme unless otherwise instructed.
- Locks should be embedded into the post of the gate.

Keys

The scheme will allow for the purchase of 1 key per household.

In most cases the keys supplied are of a standard "Yale" type which can be easily cut at high street kiosks. However, if making copies you are advised to ensure that whoever cuts the keys is using the correct shaped template as this can affect how well the key engages with the lock.

In cases where this is a very large number of households who will be using the gates, 'security' keys may be advised. This can only be copied by the original locksmith and will prevent keys being given freely to those who live outside the scheme. These keys are more expensive to purchase and copies can only be obtained through the original contacts.

The contractor will be able to give you more information on this if you wish to consider this measure.

In both cases, you may wish to purchase additional keys from the contractor up front.

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If so, please state this on your application form and these added to the order the Council raises for the gates. You will be advised how this affects your residents' contribution.

Other services

Line clearance

It may be necessary for overgrown vegetation to be cleared from the alley in order that gates can be installed, your contractor will quote for this service.

Gating contractor

Applications should be submitted with a quote from the contractor below. The information given here is for the head office of the company. Local representatives will be available to visit to arrange your quote.

Name	Address	Contact details
Drayton Fencing	93 Parkfield Road, West Drayton, UB8 3LN	Tel: 01895 444727 Email: sales@draytonfencing.co.uk Website: www.draytonfencing.co.uk

Estimating costs

When you approach your neighbours to get their consent for a scheme, it is likely that they will be interested in how much the scheme will cost. This guidance shows you how to estimate how much a scheme is likely to cost per household once you have received a quote.

Please note: VAT does not need to be added to your figures and most quotes will not add this.

- Total up the full cost of the gates (this may already be done for you on the quote)
- Identify the cost per key and multiply this by the number of households in your scheme
- Identify the cost in of any extra services or miscellaneous items (except finials or powder coating)
- Add the costs together for all of the three items above to give you a total cost
- Divide this by 10. This will give you the total cost of the residents' contribution
- Add on the full cost of any finials, powder coating or additional keys

Divide this figure by the number of households to get contribution per house for the installation. It is recommended that you add a small amount to this figure so that this can

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remain in your gating scheme bank account and establishes a sinking fund for future repairs and maintenance.

Approximate costs for items in year 2019/20

- Gates £1,500 each (rough estimate dependant on size of gate)
- Keys £3 each
- Lock box £75 each
- Powder coating £400 per gate (rough estimate dependant on size of gate)

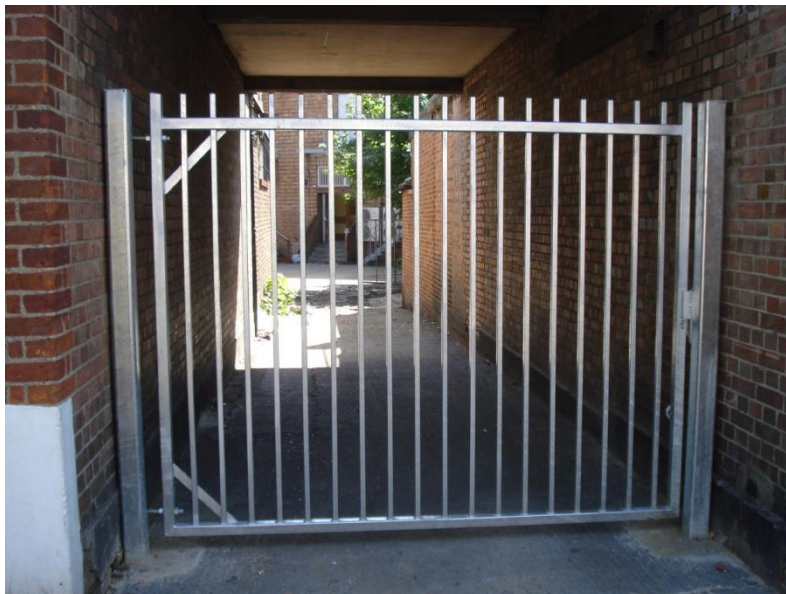
These should be used as a guide only. Quotes should still be sought for all applications

Please note this pack is subject to change and is correct at the time of printing.

Glossary of terms:

Galvanised steel finish

This is the standard option for alley gates



Powder coated finish

Powder coating is available in a range of colours and the contractor will be able to advise you on this and add it as an extra to your quote. This **will not** be covered in the funding that you receive from the Council and if it is desired, the cost of this must be met by residents



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Blunted spikes

This is an example of blunted spikes. This is the standard finish on alley gates



Finials

This is an example of finials. They will come in a range of shapes and the contractor will be able to advise you of options. Please be advised, that they may be a more expensive option than blunted spikes and if so, this cost must be met by residents.



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Lock boxes (sometimes called "key safes")

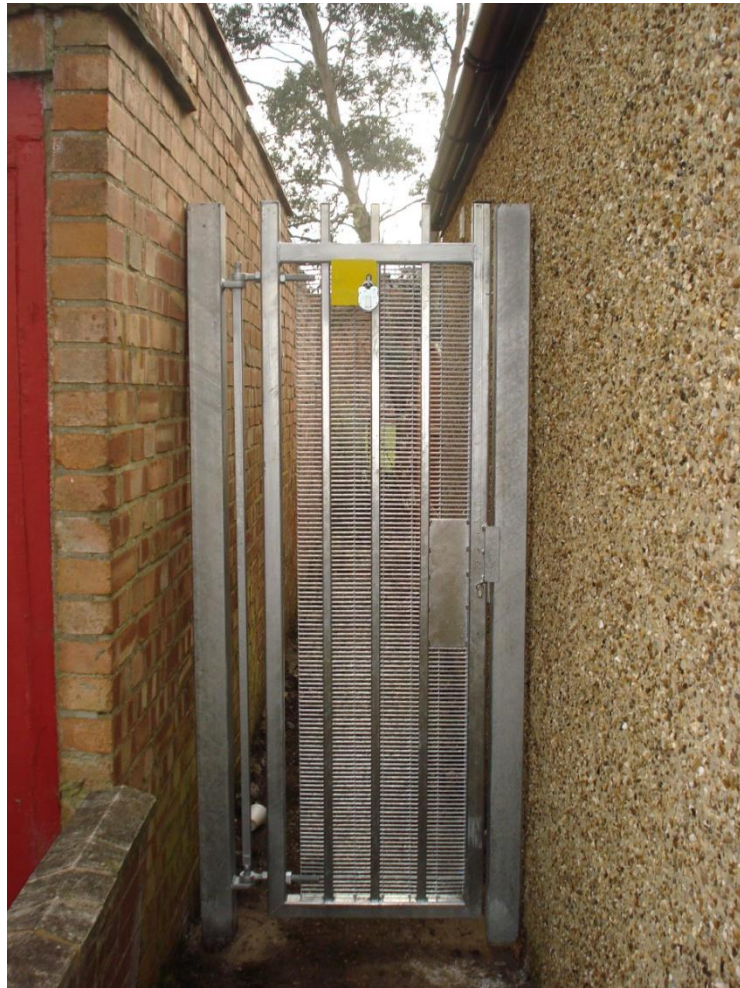
These are installed when there might be a need for a third party to gain access in an emergency. You will usually include these if the alley is a recognised fire escape or if there is an electricity sub-station in the alley that is to be gated.



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Fire escape gates

Gates designed for use in fire escape routes. These feature a quick release lock (such as a thumb catch or lever) and wire meshing to prevent them being opened from the outside. These are recommended in locations **only** where there is a recognised fire escape route (such as around blocks of flats) as the thumb catch can be easily worn by overuse if residents choose to use this rather than their key



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DOs & DON'Ts

CODE OF PRACTICE for alley gating schemes

Do

- introduce yourself to your neighbours
- use the template letters provided, they have been carefully worded to give a concise and accurate explanation of the scheme
- ensure everyone in the scheme can contact you, when necessary
- consider the best way to contact residents who are disabled, vulnerable or 'hard to reach' (Contact the Community Engagement Team for advice)
- update residents of the scheme's progress on a regular basis
- be thorough - ensure every household in the scheme is duly consulted.
- remember this is a community scheme; be patient with your neighbours and respect their opinions even if they do not support the scheme.
- respond to all queries about the scheme directly. Remember to contact the Community Engagement Team if you need help.
- consider all objections (even verbal ones); talk to the Community Engagement Team for advice on how you or in some circumstances they can address objectors. If in doubt: pass along the team's contact details for the resident to call them directly
- be respectful in your tone to all your neighbours in both your verbal and written communications. In particular consider the use of language and the negative impact of writing IN CAPITALS and using excessive punctuation!!!!!!
- remember that any information you gather from residents (including their reasons for objecting) is **confidential**. Please do not discuss with other neighbours
- provide detail of cost, when you collect residents' contribution for the scheme
- ensure **every** household in the scheme has access to a key, if gates are installed.

Don't

- resort to intimidation with those who don't approve the scheme
- put yourself in any situation where you feel unsafe
- forget to contact the Community Engagement Team if you have any questions

Please note this pack is subject to change and is correct at the time of printing.

Consult your Neighbours

Template letters and agreement form

The following are example letters that will help you gain the support that you need from your fellow residents to get you started. Please feel free to copy, amend as appropriate and complete them, so that they can be distributed accordingly.

1. **Introduction Letter** – This letter introduces you to your neighbours and suggests that the scheme might be a good idea in your area.
2. **Letter to Gain Consent** - This letter can be sent out by the Lead Resident with a reply slip that can be completed by your neighbours and returned to you for inclusion in your application form.
3. **Consent Form** – This form can be used instead of letter no. 2 if you would prefer to speak with your neighbours directly and get them to sign on one form. Please ensure that a new page is used for every ten signatures in order to demonstrate that the resident has seen the agreement before they sign it. Please also make sure that any signatories who are tenants are given the Landlord's letter so that consent can be obtained from the owner. Please also note any households where there are objectors.
4. Landlord letter – leave this version with tenants of rented property to forward to their landlord. Leave this version with tenants of rented property to forward to their landlord along with a copy of the Landlord's response letter (letter 5)
5. Landlord Response Form.
6. Approval letter – Once your scheme has been given approval this letter can be used to share the good news with your neighbours and inform them of the costs involved
7. Receipts to issue when you collect the residents' contributions.

Please do not hesitate to contact the Community Engagement Team if you have any questions about using any of these templates.

Please note this pack is subject to change and is correct at the time of printing.

Letter 1

Dear Neighbour,

I live at _____ and as a fellow resident; I would like to bring to your attention a scheme run by Hillingdon Council in association with the Metropolitan Police that I think may benefit our area.

The Chrysalis alley gating scheme allows residents to apply for funding to gate off alleyways that are on private land and which back onto their properties. This prevents crime such as burglaries and anti-social behaviour. Up to 90% of the installation costs can be covered by the council for successful applicants.

The scheme has been very successful across the borough and I think that it might be something that we could all benefit from in the alleyway(s) leading from

_____ to _____.

I would welcome the opportunity to speak to you to see whether you agree with the scheme. I will call around to your house in due course, however, should you prefer an early discussion, my contact details are given below. I would be happy to act as the point of contact between the residents and the Council so please do not hesitate to contact me in the first instance with any questions or concerns.

Alternatively, you can call the Community Engagement Team at the Council for more information on 01895 558136 or by email: chrysalis@hillington.gov.uk

Yours faithfully,

Lead Resident (name)

Contact telephone number:

Please note this pack is subject to change and is correct at the time of printing.

Dear Neighbour,

As you are aware, I am in the process of putting in an application to the Council's Chrysalis Fund for alley gates. In order to do this, I need to demonstrate the level of support for a scheme in our road. Please could you complete the form below and return it to me at:

Many thanks

_____(lead resident)

Name: _____

Address: _____

Tick **ONE** of the following statements

- ☐ I/ We are the owners of this property and support the application for the alley gating scheme named above and confirm that if the scheme is approved and gates are installed:
- a. I/We will have the responsibility for the key and its usage including the handover to any future resident, landlord or property owner of my address. I will ensure gates are locked after my use.
 - b. I/We understand that, once the gates are installed it is the responsibility of the residents to maintain the gates including damage of either an accidental or deliberate nature.
- ☐ I am a tenant. Please supply me with the "Landlord's Letter" from the pack so that I can ask my landlord to contact you to give his consent.
- ☐ I am acting on behalf of the owner (agent, power of attorney, executor). Please contact me on these contact details _____
- ☐ I/ We are the owners of this property and I do not support the alley gating scheme (Please state why overleaf)

Signed Date:

Data Protection: By providing your details you are giving us permission to share your information with other Council departments and our

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partners the Metropolitan Police.

Alley gating scheme for: _____ (name of roads involved)

By providing my signature, I am confirming that:

- a) I live in a road named above and have a residence that backs onto the alleyway between _____ & _____
- b) I support this application for the alley gating scheme named above
- c) That if the application is successful and the gates are installed, I have the responsibility for the key and its usage including the handover to any future resident, landlord or property owner of my address. I will ensure gates are locked after my use.
- d) That I understand that, once the gates are installed it is the responsibility of the residents to maintain the gates including damage of either an accidental or deliberate nature.

Name. <i>Please print clearly</i>	Door No./ Road	Owner (O) or Tenant (T)	Signature	Date

Data Protection: By providing your details you are giving us permission to share your information with other council departments and our partners the Metropolitan Police (for example Local CPO or Safer Neighbourhood team).

Any signatories who are tenants should be provided with the landlord's letter so that the owner's consent can be sought

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Letter 4.

Dear Landlord of property _____

I live at _____ and I would like to bring to your attention a scheme run by Hillingdon Council in association with the Metropolitan Police that I think may be mutually beneficial.

The Chrysalis alley gating scheme allows for homeowners to apply for funding to gate off alleyways that are on private land and which back onto their properties. This prevents crime such as burglaries and anti-social behaviour. Up to 90% of the installation costs can be covered by the council for successful applicants.

The scheme has been very successful across the borough and I think that it might be something that we could all benefit from in the alleyway(s) leading from

_____ to _____.

I would welcome the opportunity to speak to you to see whether you agree with the scheme and have given my contact details below. Please could you contact me at your earliest convenience to discuss if this is something you would give your consent to? I would be happy to act as the point of contact between the residents and the Council.

Alternatively, you can call the Community engagement Team at the Council for more information on 01895 558136.

Yours faithfully,

Lead Resident (name)

Contact telephone number:

Please note this pack is subject to change and is correct at the time of printing.

Letter 5.

Dear Lead Resident,

Thank you for your letter about the alley gating scheme. Please find my response below:

Name: _____

Owners of: _____ (address)

My/our contact address is: _____

'Phone _____

Email: _____

The alley in question is part of an official fire escape route.

Yes/ No (please delete as appropriate.)

Now please tick ONE of the following statements

- ☐ I/ We are the owners of this property and support the application for the alley gating scheme named above and confirm that if the scheme is approved and gates are installed:
- i. I/We will have the responsibility for the key and its usage including the handover to any future resident, landlord or property owner of my address.
- ii. I/We understand that, once the gates are installed it is the responsibility of the property owners to maintain the gates including damage of either an accidental or deliberate nature.
- ☐ I am acting on behalf of the owner (agent, power of attorney, executor). Please contact me on the above contact details
- ☐ I/ We are the owners of this property and I do not support the alley gating scheme (Please state why below, use overleaf if necessary)

Signed Date:

Data Protection: By providing your details you are giving us permission to share your information with other Council departments and our partners the Metropolitan Police.

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Dear Neighbour,

Alley gating application approval

You will happy to know that the alley gating scheme has been approved and a contractor has been assigned to install the gates. As part of our agreement, we as residents need to contribute to 10% of the overall costs of the scheme whereas the Council will pay the remaining 90%. Please see below a breakdown of the costs and the total each resident needs to pay. If you have any queries regarding this please do not hesitate to contact me.

Gating contractor chosen by the Hillingdon Council:

Contribution to the scheme

Item	Total cost	Residents' contribution
Gates		
X Keys @ X cost		
Sundry items		
Total		

As recommended by the Council, I am setting up a designated bank account for this purpose and will be adding a sum of £_____ to the above amount in order to start a sinking fund for any future repairs and maintenance. This will make the total contribution per household £_____.

Yours faithfully,

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Receipt for Alley Gating Scheme

I..... of...

.....confirm that I have read and agree to all the requirements that are required for a successful alley gating scheme;

- ☐ Open/close gates appropriately
- ☐ Pay my contribution for the repair and maintenance of the alley gates

If I decide to move house, I will ensure the new owner, tenant or landlord will receive the alley gating key, if not I will ensure the lead resident will receive it. I have contributed £.....towards the overall costs of the gates.

Signed.....Date.....

Receipt for Alley Gating Scheme

I.....
.....of.....confirm that I have read and agree to all the requirements that are required for a successful alley gating scheme;

- ☐ Open/close gates appropriately
- ☐ Pay my contribution for the repair and maintenance of the alley gates

If I decide to move house, I will ensure the new owner, tenant or landlord will receive the alley gating key, if not I will ensure the lead resident will receive it. I have contributed £.....towards the overall costs of the gates.

Signed.....Date.....

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FREQUENTLY ASKED QUESTIONS:

How does the scheme work?

It is a self-help scheme, where residents organise the scheme themselves with the support of the Council. Please note: once the application has been submitted and approved, the Council will instruct the contractors and will pay them directly.

Will I need planning permission?

Generally speaking, the gate will not need planning permission if:

- The gate stands no more than 2 metres high from ground level. This includes the height of any fittings such as finials to the gates
- The gate is at least one metre from the nearest edge of the public highway (this includes the pavement)
- The gate opens 'inwards' i.e. it opens towards the alley rather than towards the pavement.

If your proposed gate does not meet any one of the provisions above, please contact our planning department on 01895 556805 or email: planning@hillingdon.gov.uk.

There are also restrictions in the case of listed buildings, for more information contact the conservation department on 01895 558390.

Obtaining planning permission is the responsibility of residents and a planning application should be submitted before a gating application is sent in. Details of this should be included in your application. Any costs associated with obtaining permission are the responsibility of residents and cannot be reimbursed.

Can we apply for automated gates?

To date, the scheme has only provided manual gates. This is because electric gates are much more expensive both to install and to maintain and need a reliable source of power to operate. If however, there is evidence that residents have established a management company with sufficient funds for the ongoing maintenance of the gates, then this may be considered. Please contact the Community Engagement team to discuss.

Can the council tell me where the boundaries of my property lie?

Only if the adjoining land (or yours) is council owned. If you want to check on council ownership you should telephone or write to the Estates and Valuation Services, Civic Centre, Uxbridge (tel. 01895 250893) or, in the case of a council house, telephone the Contact Centre at the Civic Centre (tel. 01895 556000).

Otherwise, the information you need is usually given in your property deeds or lease. If you do not have a copy because your bank, building society, conveyance/solicitor or loan company has them for safe keeping, you should write to them (or to your landlord, if you

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rent the property), requesting the necessary information. Alternatively you can apply to the Land Registry for details. They can be contacted through their website www.landregistry.gov.uk or by 'phone 01792 458877. There may be a small charge for their services.

Who owns the alleyway that runs next to my land?

It may be that you do. However, if you do, other people may have the rights of way over it. This will restrict what you can do with the land. Again, you should consult your property documents. If you don't own it, you may, yourself, have a right of way over the alley or drive. This means that nobody else has a right to obstruct it or prevent you from using it. If the alleyway is council maintained, you can find out by ringing the Council's Estates and Valuation Services (tel. 01895 250288).

Land ownership can also be confirmed by the Land Registry, There may however be a small charge for their services. They can be reached on 01792 458877

Or via their website: www.landregistry.gov.uk »

What happens if people don't support the scheme?

Schemes with 100% support will be looked on more favourably by the council, however it may still be possible for the scheme to go ahead if not all households agree. These schemes are considered on a case-by-case basis and are the exception rather than the rule. In order to be considered, these applications must have the support of at least 80% of householders. For more information contact the Community Engagement Team on 01895 558136 or chrysalis@hillingdon.gov.uk.

Anyone with objections will be given the opportunity to formally register them with the Council as part of the application process. However, if any residents feel that they are unable to support the scheme because of the impact it may have on their personal circumstances, they are welcome to contact the Community Engagement Team at directly at any time.

Please note: that residents may share with you personal information about their circumstances and every effort should be made to keep this confidential. If a household objects, irrespective of whether they choose to disclose their reason or not, this should not be disclosed to any other residents. For further advice, please contact the Community Engagement Team.

Who is responsible for the gates once they have been installed?

The residents are responsible for all future management of the scheme including any liability of the residents group arising out of their responsibility in relation to costs of repair or reinstatement of the gates. All ongoing maintenance and including damage to or loss of gates is the sole responsibility of the residents - not the police or local authority. All gates will be installed with a minimum of 12 months warranty against construction failure.

Please note this pack is subject to change and is correct at the time of printing.

Please note: The council does not carry spare keys for any gating scheme.

Residents are recommended to seek advice on public liability insurance for the gates in the event of future damage/maintenance. If unsure, please contact the Community Engagement Team for further advice and guidance.

If I have already implemented a scheme and want to claim for funding, retrospectively, can I do this?

No. You must follow the procedures as laid out in the alley gating pack as gates must adhere to the specification and be installed by Council approved contractors and the Chrysalis fund cannot be responsible for any expenditure you undertake without approval from the Chrysalis fund first.

How much will residents need to contribute?

The council recommends that residents should make a minimum contribution of 10% towards the installation of the gates including the cost of keys. (More for businesses, see criteria) In addition, it is highly recommended that contributions collected should also cover the cost of painting (optional) and future maintenance including repairs from vandalism and criminal damage as these costs will be the responsibility of the households involved in the scheme. A bank account should be set up in the name of the scheme (eg: Victoria Road alley gating scheme) to collect these contributions.

Do we give keys to those residents who objected to the initial scheme and to tenants?

Yes. Even though some residents may oppose the scheme, those affected by the erection of gates will still need to be given a key. Not to do so will prohibit their access and this is against the law. If they refuse to receive a set of keys, they should be retained by the Lead Resident.

We use our alleyway for the collection of refuse, what should we do now?

If this is the case, please contact the Waste Division Team at Harlington Road Depot on 01895 250034 who will be able to arrange either for the refuse collectors to obtain a key to the gate OR arrange for kerbside collection from the front of the residents' houses.

What about access by the emergency services?

Alley gating schemes, such as the one operated by Hillingdon Council, have been introduced by councils across the country. The Fire Service supports these schemes and has stated that the gates do not represent a hazard to them undertaking their duties.

In certain cases, it may be necessary to liaise with the local Fire Safety Officer for advice on schemes where escape routes are required and if this is the case, gates can be adapted with special fittings to facilitate a quick exit where this is necessary. If this is required for your scheme, please let us know so that we can contact the appropriate personnel. Landlords should give consideration to the impact of alley gates as part of their mandatory fire safety checks.

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In the case of access by the ambulance services, alley gates are usually positioned to the rear of properties and therefore would not impact on the primary entrance to a building. If this is not the case with your location then the Project Co-ordinator will be happy to liaise with the Ambulance Service for advice.

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Appendix B : Alleygating Scheme Data - Chrysalis Overview

WARD	No. of enquiries received	No. of Alleygating applications approved	No. of Alleygating applications proceeding	No. of households covered	Total cost	Resident's contribution
Barnhill	1	3	3	47	£9,085	£908
Botwell	1	3	1	14	£3,022	£302
Brunel	1	0	0	0	£0	£0
Cavendish	1	5	5	153	£15,785	£1,754
Charville	0	0	0	0	£0	£0
Eastcote & East Ruislip	3	0	0	0	£0	£0
Harefield	1	0	0	0	£0	£0
Heathrow Villages	0	0	0	0	£0	£0
Hillingdon East	4	3	3	35	£8,320	£832
Ickenham	0	0	0	0	£0	£0
Manor	1	1	1	17	£2,611	£261
Northwood	0	0	0	0	£0	£0
Northwood Hills	2	0	0	0	£0	£0
Pinkwell	1	1	1	11	£1,583	£158
South Ruislip	1	0	0	0	£0	£0
Townfield	1	2	2	30	£6,178	£1,166
Uxbridge North	0	0	0	0	£0	£0
Uxbridge South	1	2	1	18	£13,500	£2,700
West Drayton	0	1	1	35	£1,978	£198
West Ruislip	0	0	0	0	£0	£0
Yeading	2	1	1	18	£3,304	£330
Yiewsley	2	0	0	0	£0	£0
Totals	23	22	19	378	£65,366	£8,609

Note: Three recently approved applications now collecting resident's contributions in order to proceed.

DATA FOR 2018-19

WARD	No. of enquiries received	No. of Alleygating applications approved	No. of Alleygating applications proceeding	No. of households covered	Total cost	Resident's contribution	Comments
Barnhill	1	1	1	19	£ 5,127.00	£ 512.70	
Botwell	1	1	1	14	£ 3,022.00	£ 302.00	
Brunel							
Caversham	1	1	1	43	£ 4,365.00	£ 397.00	5 households non consentors did not contribute
Charville							
Eastcote & East Ruislip	1						
Harefield	1						
Heathrow Villages							
Hillingdon East	1	1	1	11	£ 3,598.00	£ 359.80	
Ickenham							
Manor	1						
Northwood							
Northwood Hills	1						
Pinkwell	1						
South Ruislip	1						
Townfield							
Uxbridge North							
Uxbridge South	1						
West Drayton		1	1	35	£ 1,977.80	£ 197.80	

West Ruislip							
Yeading	1						
Yiewsley	2						
Totals	14	5	5	122	£18,089.80	£ 1,769.30	

DATA FOR 2019-20

WARD	No. of enquiries received	No of applications approved	No. of Allegating applications proceeding	No. of households covered	Total cost	Resident's contribution	Comments
Barnhill		2	2	28	£ 3,958.00	£ 395.80	
Botwell							
Brunel	1						
Page 57							
Cavendish		3	3	91	£ 9,813.00	£ 1,197.30	£240 powder coating paid by residents for one scheme
Charville							
Eastcote & East Ruislip	1						
Harefield							
Heathrow Villages							
Hillingdon East	1	2	2	24	£ 4,722.00	£ 472.20	
Ickenham							
Manor							
Northwood							
Northwood Hills	1						
Pinkwell							
South Ruislip							

							7 residential and 7 commercial properties (commercial pay 20% contribution)
Townfield		2	2	30	£ 6,178.30	£ 1,166.70	
Uxbridge North							
Page 58							Electronic gates permitted with 20% resident's contribution
Uxbridge South		1	1	18	£13,500.47	£ 2,700.10	
West Drayton							
West Ruislip							
Yeading	1						
Yiewsley							
Totals	5	10	10	191	£38,171.77	£ 5,932.10	

DATA FOR 2020-21

WARD	No. of enquiries received	No. of applications approved	No. of applications proceeding	No. of households covered	Total cost	Resident's contribution
Barnhill						
Botwell		2				
Brunel						
Cavendish		1	1	19	£1,607	£160
Charville						
Eastcote & East Ruislip	1					
Harefield						
Heathrow Villages						
Hillingdon East	2					
Ickenham						
Manor		1	1	17	£2,611	£261
Northwood						
Northwood Hills						
Pinkwell		1	1	11	£1,583	£158
South Ruislip						
Townfield	1					
Uxbridge North						
Uxbridge South		1				
West Drayton						
West Ruislip						
Yeading		1	1	18	£3,304	£330
Yiewsley						
Totals	4	7	4	65	£9,105	£909
		Note: Three recently approved applications now collecting resident's				

BETTER NEIGHBOURHOOD FUND OVERVIEW

WARD	No. of Alleygating applications approved	No. of households covered	Total cost
Barnhill	1	18	£2,920
Botwell	4	91	£29,147
Brunel			
Cavendish			
Charville			
Eastcote & East Ruislip			
Harefield			
Heathrow Villages	1	11	£11,430
Hillingdon East	1	21	£3,712
Ickenham			
Manor			
Northwood			
Northwood Hills			
Pinkwell			
South Ruislip			
Townfield			
Uxbridge North	1	18	£1,188
Uxbridge South			
West Drayton	4	107	£14,522
West Ruislip			
Yeading	2	45	£2,694
Yiewsley			
Totals	14	311	£65,613

ALLEY GATING HISTORICAL DATA

Ward	Year and Scheme	Total
	2008-2009	5
	rear of 86-118 Denecroft	
Hillingdon East	Crescent	
Hillingdon East	Ryefield/Floriston Avenue	
Hillingdon East	Snowden Avenue/ Long Lane	
Hillingdon East	82-84 Sutton Court Road	
	Denecroft and Woodcroft	
Hillingdon East	Crescent	
	2009-2010	8
Uxbridge North	Auriol Drive	
	Denecroft Crescent/Burleigh	
	Road/Grosvenor	
Hillingdon East	Crescent/Windsor Avenue	
Yiewsley	Chapel Lane	
	Filey Road/Selby	
Manor	Road/Beverley Road	
Hillingdon East	Grosvenor/Midhurst	
West Drayton	Old Farm Road	
Hillingdon East	Victoria Avenue 2	
Hillingdon East	Victoria Avenue	
	2010-2011	21
	Coniston/	
Northwood Hills	Wentworth/Maybanks	

	Mount Gerwent (Wentworth Dr/Mount Pk Gdns/Gerrard Gdns)
Eastcote & East Ruislip Manor	Bempton Drive, Lynmouth Drive, Bessingby
Manor	Hatherleigh Road, Kingswear, Salcombe Way, Seaton Gardens.
West Ruislip	Gate to rear of Ruislip High Street
Barnhill	3 SELAN GARDENS
Barnhill	12 Hollywood Gardens
Barnhill	23 Selan Gardens
Barnhill	552 Uxbridge Road
Pinkwell	Bourne Avenue
Barnhill	Cranborne Waye / Uxbridge Road
Barnhill	Spencer Avenue
Barnhill	Whittington/Balmoral/Kenilworth
Charville	Woodstock Gardens
	Yeading/Hollywood Gardens/Bedford Avenue/Cheddar Way
	Denecroft Crescent/Burleigh Road/Grosvenor Crescent/Windsor Avenue
Hillingdon East Brunel	5 Hillingdon Parade
West Drayton	10 Old Farm Road
Hillingdon East	22 Victoria Avenue
Hillingdon East	Victoria Avenue

Viewsley	Winnock / Wimpole /Tavistock	
	2011-2012	21
Manor	Chelston Road	
Manor	Filey Waye, Bessingby Road, Beverley Road	
South Ruislip	Lea Crescent Bempton Drive, Lynmouth Drive, Bessingby Road, Whitby Road South Ruislip Christian Fellowship	
Pinkwell	North Hyde Road	
Pinkwell	Fairey Avenue	
Pinkwell	31 Cranford Lane	
Pinkwell	5-13 Stormount Drive	
Heathrow Villages	Warner Close/High Street, Harlington Station Road, Hayes, 7 shops and 6 flats	
Townfield	29 Selan Gardens	
Barnhill	39 Selan Gardens	
Barnhill	Bedford Avenue/Yeading Gardens/Yeading	
Barnhill	Cheddar Waye/ Hollywood Gdns	
Hillingdon East	New Broadway, Denziloe Parkfield Scheme	
Hillingdon East	Grosvenor Cres/Leybourne Road	
Hillingdon East	Lees Road/ Widmore Road	

Barnhill	Selan Gardens/Bedford Avenue	
Barnhill	Wimborne Ave /Cranborne Waye 171 Woodrow Avenue	
	2012/2013	8
Manor	Linden Ave	
Heathrow Villages	Victoria Lane Harlington	
Heathrow Villages	Warner Close Phase 2	
Botwell	Nield Road	
Botwell	1 North Road	
Botwell	Tudor Square	
West Drayton	Bellclose Road	
Hillingdon East	Paget Road	
	2013/2014	19
Pinkwell	Cranford Park Road	
Hill East	Lynhurst Crescent	
Cavendish	Barnstaple Road/ Exmouth Rd/ Torcross Rd/ Shaldon Dr	
Pinkwell	Waltham Avenue, Hayes	
	Brixham Crecent/ Chelston Road/ Chudleigh Way	
Manor	Manor Parade Shops,	
H Villages	Harlington	
Manor	Hatherleigh Road, Kingswear Road, Seaton Gardens	
Botwell	Botwell Lane/ East Avenue	
Hill East	Star Road	

East & ER Botwell West Drayton Barnhill Townfield West Drayton	Mount Park Road/ Wentworth Drive/ Fore Street Black Rod Close garages Warwick Road Bedford Avenue Central Avenue Cherry Orchard / Station Road	
Manor Hill East Hill East Manor	Flamborough Road / Victoria Road / Dartmouth Road Denziloe Avenue Oakdene Road, Snowden Avenue, Silver Way Victoria Road, Ashburton Road	
	2014/2015	5
Manor Botwell Townfield Barnhill Botwell	Selby Chase, Dulverton Road, Black Rod Close, Dallas Terrace, Nestle's Avenue ALLEY BETWEEN COLDHARBOUR LANE AND EAST AVENUE HAYES Masfield Lane garages Tudor Road, Cranmer Road	
	2015/2016	4

South Ruislip	632 - 698 Field End Road /149-115+153-181 Royal Crescent	
Cavendish	296 -276 Pine Gardens and 95 - 81 Southbourne Gardens	
Cavendish	2A - 48West Mead	
West Drayton	Broadway parade West Drayton	
2016-2017		5
Botwell	1-19 Blyth Road and 6-12 (block of flats & shops),14-26 Clayton Road (14-22 Clayton Road are shops)	
Pinkwell	39-53 / 28-14 Northfield Park.	
West Drayton Manor	1-10 North Field Close Cherry Orchard / Station Road Pond Green	
South Ruislip	Garages to rear of Well Close	
2017-2018		16
Yeading	1-7 Willow Tree Lane & 234-278 Yeading Lane	
Botwell	8-11 Dawley Parade	
Yeading	106-116 Willow Tree Lane	
Pinkwell	136-146 Bourne Avenue	

Cavendish	26-48 Springfield Gardens, 1-19 Pine Gardens & 21-31 Pine Gardens
Manor Cavendish	24-44 Linden Avenue & 5-25 Brixham Crescent
South Ruislip	41-123 Whitby Road 338-352 Victoria Road & 2 Bridgwater Road
Manor Hillingdon East	Torrington Road/Tiverton Road/Victoria Road
Hillingdon East	5-19 Snowden Avenue 25-35 Victoria Avenue & 4-6 Richmond Avenue
Hillingdon East	Grosvenor Crescent & Petworth Gardens
Brugel	4-24 Westbourne Road/15-27 Widmore Road
Yiewsley	Flats 1-10 32 High Street (St Stephens Court) & 26-32 High Street
Yiewsley	49-63 Park View Road, Uxbridge
West Drayton	96-110 Drayton Gardens

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ANTI-SOCIAL BEHAVIOUR IN LOCKDOWN

Committee name	Corporate Services, Commerce & Communities Policy Overview Committee
Officer reporting	Nathan Welch, ASBET Service Manager
Papers with report	Appendix A – ASBET Service Request Comparison 2019/2020 Lockdown
Ward	All

HEADLINES

This report provides the Committee with information about anti-social behaviour in the Borough during the pandemic and lockdown, along with the impact that Covid-19 had on service request volumes, resources and partnership working and how ASBET responded and delivered services during lockdown.

That the Committee notes the impact of Covid-19 on ASBET and the additional duties Covid-19 presented to ASBET officers.

SUPPORTING INFORMATION

For Members' information, additional duties by Council officers were conducted during lockdown by the ASBET Team as follows:

1. Parks/open spaces and outdoor gym equipment enforcement action in keeping with restrictions in place.
2. Social distancing compliance within retail, hospitality and public settings.
3. Delivery of food and welfare packages to vulnerable and elderly.
4. Supporting police operations and joint patrols with regard Covid-19 enforcement.
5. ASBET conducted operations 7 days a week and both day and night-time enforcement patrols.
6. Providing data and records for London Borough of Hillingdon and Central Government.

ASBET continues to play a pivotal role in LBH response to Covid-19 enforcement measures and reducing the rate of infections.

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee - 12 January 2021

The service is also responding to:

- Reassure the public and business within the Borough that the London Borough of Hillingdon is providing a reasonable and proportionate response to the latest Tier 3 restrictions.
- Continue to support our colleagues in Licensing, Green Spaces and the Police with enforcement measures during the seasonal period with relaxation of rules from 23/12/20 to 27/12/20.
- Continue the hard work that was started in March this year to support, assist and educate business and residents on reducing infection rates and complying with Covid-19 restrictions.
- Carry out enforcement which is proportionate, justified and reasonable, with businesses and members of the public in support of our partners. Where compliance has not been achieved through engagement and co-operation.
- Provide accurate records and data to the Central Government and keep record and track of London Borough of Hillingdon's actions and interactions in relation to pandemic response.

The Appendix to this report includes the following data:

1. The top 5 service requests for months during 2020 – with a 2019 comparison to indicate volume/activity;
2. Detailed breakdown of all service requests during key months during 2020 – again with a 2019 comparison to indicate volume/ activity.
3. A comparison of how residents have reported/contacted the council on such matters.

Implications on related Council policies

A role of the policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

While there is no current policy directly affected from an ASBET perspective. There are changes with regards to our internal partners in Licensing and Health and Safety with regard Covid-19 policies. ASBET helps to monitor and support enforcement action where necessary.

How this report benefits Hillingdon residents

ASBET continued to operate normal duties during both national lockdowns, in keeping with social distancing and Government guidelines for the workplace. Service requests and ME's continued to be met within the target times. Visits were also conducted where safe to do so and in keeping with restrictions and guidelines.

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee - 12 January 2021

Financial Implications

There are no financial implications from the recommendation in this report.

Legal Implications

That all enforcement actions, where proportionate, justified and legal and in accordance with Emergency Powers under the below acts.

- Coronavirus Act 2020
- Public Health (Control of Disease) Act 1984

BACKGROUND PAPERS

NIL

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Year	Month	Product Description	Incident Count
2019	March	ASBIT Noise	170
2019	March	ASBIT Rubbish Accumulation	154
2019	March	ASBIT Abandoned Vehicle	113
2019	March	ASBIT Community and Neighbourhood Nuisance	83
2019	March	ASBIT Flytipping	75
2019			595

Year	Month	Product Description	Incident Count
2020	March	ASBIT Rubbish Accumulation	204
2020	March	ASBIT Noise	182
2020	March	ASBIT Flytipping	103
2020	March	ASBIT Abandoned Vehicle	76
2020	March	ASBIT Community and Neighbourhood Nuisance	75
2020			640

Year	Month	Product Description	Incident Count
2019	April	ASBIT Noise	236
2019	April	ASBIT Rubbish Accumulation	127
2019	April	ASBIT Community and Neighbourhood Nuisance	96
2019	April	ASBIT Abandoned Vehicle	88
2019	April	ASBIT Flytipping	88
2019			635

Year	Month	Product Description	Incident Count
2020	April	ASBIT Noise	311
2020	April	ASBIT Rubbish Accumulation	178
2020	April	ASBIT Community and Neighbourhood Nuisance	121
2020	April	ASBIT Infestation of Rats or Mice	91
2020	April	ASBIT Flytipping	70

2020			771
Year	Month	Product Description	Incident Count
2019	May	ASBIT Noise	223
2019	May	ASBIT Rubbish Accumulation	167
2019	May	ASBIT Abandoned Vehicle	125
2019	May	ASBIT Community and Neighbourhood Nuisance	90
2019	May	ASBIT Flytipping	81
2019			686

Year	Month	Product Description	Incident Count
2020	May	ASBIT Noise	455
2020	May	ASBIT Rubbish Accumulation	159
2020	May	ASBIT Community and Neighbourhood Nuisance	158
2020	May	ASBIT Flytipping	86
2020	May	ASBIT Abandoned Vehicle	58
2020			916

Year	Month	Product Description	Incident Count
2019	June	ASBIT Noise	215
2019	June	ASBIT Rubbish Accumulation	138
2019	June	ASBIT Abandoned Vehicle	111
2019	June	ASBIT Community and Neighbourhood Nuisance	109
2019	June	ASBIT Flytipping	94
2019			667

Year	Month	Product Description	Incident Count
2020	June	ASBIT Noise	340
2020	June	ASBIT Rubbish Accumulation	168
2020	June	ASBIT Community and Neighbourhood Nuisance	157
2020	June	ASBIT Flytipping	101
2020	June	ASBIT Abandoned Vehicle	97
2020			863

Year	Month	Product Description	Incident Count
2019	July	ASBIT Noise	274
2019	July	ASBIT Rubbish Accumulation	156
2019	July	ASBIT Community and Neighbourhood Nuisance	141
2019	July	ASBIT Abandoned Vehicle	134
2019	July	ASBIT Flytipping	118
2019			823

Year	Month	Product Description	Incident Count
2020	July	ASBIT Noise	428
2020	July	ASBIT Rubbish Accumulation	245
2020	July	ASBIT Community and Neighbourhood Nuisance	179
2020	July	ASBIT Abandoned Vehicle	134
2020	July	ASBIT Flytipping	131
2020			1117

Year	Month	Product Description	Incident Count
2019	August	ASBIT Noise	259
2019	August	ASBIT Rubbish Accumulation	163
2019	August	ASBIT Flytipping	122
2019	August	ASBIT Community and Neighbourhood Nuisance	119
2019	August	ASBIT Abandoned Vehicle	96
2019			759

Year	Month	Product Description	Incident Count
2020	August	ASBIT Noise	470
2020	August	ASBIT Rubbish Accumulation	217
2020	August	ASBIT Flytipping	179
2020	August	ASBIT Community and Neighbourhood Nuisance	147
2020	August	ASBIT Abandoned Vehicle	102
2020			1115

Year	Month	Product Description	Incident Count
2019	September	ASBIT Noise	171
2019	September	ASBIT Rubbish Accumulation	150
2019	September	ASBIT Abandoned Vehicle	113
2019	September	ASBIT Community and Neighbourhood Nuisance	94
2019	September	ASBIT Flytipping	85
2019			613

Year	Month	Product Description	Incident Count
2020	September	ASBIT Noise	303
2020	September	ASBIT Rubbish Accumulation	208
2020	September	ASBIT Flytipping	172
2020	September	ASBIT Abandoned Vehicle	119
2020	September	ASBIT Community and Neighbourhood Nuisance	103
2020			905

Year	Month	Product Description	Incident Count
2019	October	ASBIT Rubbish Accumulation	137
2019	October	ASBIT Noise	127
2019	October	ASBIT Abandoned Vehicle	120
2019	October	ASBIT Flytipping	116
2019	October	ASBIT Community and Neighbourhood Nuisance	75
2019			575

Year	Month	Product Description	Incident Count
2020	October	ASBIT Noise	165
2020	October	ASBIT Flytipping	155
2020	October	ASBIT Rubbish Accumulation	127
2020	October	ASBIT Abandoned Vehicle	106
2020	October	ASBIT Community and Neighbourhood Nuisance	72
2020			625

Year	Month	Product Description	Incident Count
2019	November	ASBIT Noise	193
2019	November	ASBIT Rubbish Accumulation	120
2019	November	ASBIT Abandoned Vehicle	111
2019	November	ASBIT Flytipping	77
2019	November	ASBIT Highway Obstruction	56
2019			557

Year	Month	Product Description	Incident Count
2020	November	ASBIT Noise	172
2020	November	ASBIT Rubbish Accumulation	140
2020	November	ASBIT Flytipping	125
2020	November	ASBIT Abandoned Vehicle	96
2020	November	ASBIT Community and Neighbourhood Nuisance	91
2020			624

Year	Month	Product Description	Incident Count
2019	December	ASBIT Noise	135
2019	December	ASBIT Rubbish Accumulation	114
2019	December	ASBIT Abandoned Vehicle	93
2019	December	ASBIT Flytipping	63
2019	December	ASBIT Community and Neighbourhood Nuisance	54
2019			459

Year	Month	Product Description	Incident Count
2020	December	ASBIT Noise	193
2020	December	ASBIT Flytipping	120
2020	December	ASBIT Rubbish Accumulation	84
2020	December	ASBIT Abandoned Vehicle	73
2020	December	ASBIT Community and Neighbourhood Nuisance	59
2020			529

March - June	Product Description	Incident Count
2019	ASBIT Noise	844
2019	ASBIT Rubbish Accumulation	586

2019	ASBIT Abandoned Vehicle	437
2019	ASBIT Community and Neighbourhood Nuisance	378
2019	ASBIT Flytipping	338
2019		2583

March - June	Product Description	Incident Count
2020	ASBIT Noise	1288
2020	ASBIT Rubbish Accumulation	709
2020	ASBIT Community and Neighbourhood Nuisance	511
2020	ASBIT Flytipping	360
2020	ASBIT Abandoned Vehicle	277
2020		3145

November-December	Product Description	Incident Count
2019	ASBIT Noise	328
2019	ASBIT Rubbish Accumulation	234
2019	ASBIT Abandoned Vehicle	204
2019	ASBIT Flytipping	140
2019	ASBIT Highway Obstruction	105
2019		1011

November-December	Product Description	Incident Count
2020	ASBIT Noise	365
2020	ASBIT Flytipping	245
2020	ASBIT Rubbish Accumulation	224
2020	ASBIT Abandoned Vehicle	169
2020	ASBIT Community and Neighbourhood Nuisance	150
2020		1153

Onyx

	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Sum:
	March	March	April	April	May	May	June	June	July	July	
ASBIT Noise	170	182	236	311	223	455	215	340	274	428	2834
ASBIT Rubbish Accumulation	154	204	127	178	167	159	138	168	156	245	1696
ASBIT Flytipping	75	103	88	70	81	86	94	101	118	131	947
ASBIT Community and Neighbourhood Nuisance	83	75	96	121	90	158	109	157	141	179	1209
ASBIT Abandoned Vehicle	113	76	88	46	125	58	111	97	134	134	982
ASBIT Infestation of Rats or Mice	31	37	43	91	72	57	48	85	67	85	616
ASBIT Highway Obstruction	43	61	36	40	46	31	36	58	61	49	461
ASBIT Overgrown Garden / Private Property	13	7	19	20	48	53	71	64	86	71	452
ASBIT Harassment	35	27	27	45	33	55	20	44	23	51	360
ASBIT Vehicle Driving Over Pavement Causing Damage	24	40	32	17	24	18	33	19	42	23	272
ASBIT Smoke Fumes Smell Including Bonfires	32	26	17	49	25	52	31	42	37	43	354
ASBIT Unneighbourly Use of Housing Communal Areas	6	13	10	18	20	12	19	25	19	24	166
ASBIT Building Works/Materials Causing Damage	20	8	19	7	30	6	17	9	29	19	164
ASBIT Private hedge/shrub/tree obstruction	4	9	7	7	24	16	26	13	20	19	145
ASBIT Filthy Residential Property	20	12	22	4	18	12	22	21	11	21	163
ASBIT Parking Issues	15	22	20	1	15	7	15	15	13	12	135
ASBIT Persistent Dog Fouling	20	14	17	7	9	11	9	14	7	11	119

ASBIT Unauthorised encampments	13	5	14	6	18	17	26	5	11	14	129
ASBIT Blocked or Damaged Drains from Someone Else	7	13	15	5	8	4	4	9	3	4	72
ASBIT Flyposting / Advertising	17	16	16	1	6	2	9	7	14	10	98
ASBIT Property used as brothel or selling drugs	2	2	4	18	6	15	5	9	8	14	83
ASBIT Light Nuisance - Residential	7	3	6	6	3	2	7	5	9	5	53
ASBIT Cars for Sale	12	6	3	2	6	6	9	2	10	6	62
ASBIT Dust Emissions	2	2	9	4	4	2	2	10	4	5	44
ASBIT Illegal Street Trading	9	3	6	3	1		1	5	4	4	36
ASBIT Estate Agents Boards on Council Land	3	2	7		10		4	2	3		31
ASBIT Right to Review		1		33		10		2		3	49
ASBIT Unsecure Buildings	4	4	3	3	3		2	7	4		30
ASBIT Bird Feeding	2	4	2		4	4	1	5	3	3	28
ASBIT Calls Transferred to Officer	4	3	7		3	3	2		4		26
ASBIT Pigeons	4	1	2	7	6	4	3		5	1	33
ASBIT High Hedges	2		6		5	1	2	4	4	2	26
ASBIT Unlicensed / Unlit Skips	1	3	2	3	2	4	3	1	4	4	27
ASBIT Abandoned Bike	1	1			1		2		1	1	7
ASBIT Animal Welfare	4	2		3		7		3		1	20
ASBIT Seeking Prior Consent for Noise (Section 61)		3			2	1	4	1	1	2	14
ASBIT Damage to Housing Communal Areas		1			1	1		2	1	2	8
ASBIT Contaminated Land Enquiry			1		1	1				1	4
ASBIT - Waste Carrier					1				1	1	3

ASBIT Public Register of Contaminated Land Enquiry		2									2
ASBIT - FP - Fixed Penalty Notice					2						2
Sum:	952	993	1007	1126	1143	1330	1100	1351	1332	1628	11962

Onyx

	2019 August	2020 August	2019 September	2020 September	2019 October	2020 October	2019 November	2020 November	2019 December	2020 December	Sum :
ASBIT Noise	259	470	171	303	127	165	193	172	135	193	2188
ASBIT Rubbish Accumulation	163	217	150	208	137	127	120	140	114	84	1460
ASBIT Flytipping	122	179	85	172	116	155	77	125	63	120	1214
ASBIT Community and Neighbourhood Nuisance	119	147	94	103	75	72	50	91	54	59	864
ASBIT Abandoned Vehicle	96	102	113	119	120	106	111	96	93	73	1029
ASBIT Infestation of Rats or Mice	36	50	47	55	38	19	36	33	25	19	358
ASBIT Highway Obstruction	55	47	55	41	42	42	56	43	49	28	458
ASBIT Overgrown Garden / Private Property	59	62	35	50	21	42	19	14	14	6	322
ASBIT Harassment	24	53	15	46	11	17	20	27	13	33	259
ASBIT Vehicle Driving Over Pavement Causing Damage	25	27	26	30	43	31	47	26	27	31	313
ASBIT Smoke Fumes Smell Including Bonfires	31	26	13	26	19	24	18	25	10	19	211
ASBIT Unneighbourly Use of Housing Communal Areas	26	15	81	6	19	9	10	3	15	6	190
ASBIT Building Works/Materials Causing Damage	20	27	15	16	14	16	26	19	15	17	185
ASBIT Private hedge/shrub/tree obstruction	36	24	17	15	17	13	12	14	9	8	165
ASBIT Filthy Residential Property	13	20	12	20	8	18	9	8	7	13	128
ASBIT Parking Issues	11	25	10	14	14	11	9	16	11	7	128
ASBIT Persistent Dog Fouling	5	14	9	16	7	12	9	25	11	22	130

ASBIT Unauthorised encampments	12	11	12	13	11	4	9	3	9	7	91
ASBIT Blocked or Damaged Drains from Someone Else	5	8	34	8	13	7	11	9	4	5	104
ASBIT Flyposting / Advertising	6	10	4	12	20	5	4	5	4	4	74
ASBIT Property used as brothel or selling drugs	9	5	6	8	2	5	9	6	3	5	58
ASBIT Light Nuisance - Residential	3	5	3	4	5	13	13	14	6	6	72
ASBIT Cars for Sale	4	7	5	3	9	6	4	1	3	3	45
ASBIT Dust Emissions	6	6	1	4	2	2	1	2	1	3	28
ASBIT Illegal Street Trading	3	4	1	9	2	6	2	1	1	3	32
ASBIT Estate Agents Boards on Council Land	6	2	1	3	3	1	11	6	1		34
ASBIT Right to Review		1		1		2		3		2	9
ASBIT Unsecure Buildings	3	3	2	3	3	3	1	3	1	1	23
ASBIT Bird Feeding	3	4	1	3			3	4	1	1	20
ASBIT Calls Transferred to Officer	1		2	1	1	1	7	1	7		21
ASBIT Pigeons			1	3	2	1	1	4	1	1	14
ASBIT High Hedges	2	2	2	2	4		1	1	1	1	16
ASBIT Unlicensed / Unlit Skips	2	2	3	1	1		3		1	1	14
ASBIT Abandoned Bike	1	3	1	3	2	1	6	1	3	1	22
ASBIT Animal Welfare	1	1		4		1			1	1	9
ASBIT Seeking Prior Consent for Noise (Section 61)	2	1					5	1	5		14
ASBIT Damage to Housing Communal Areas	1	3		4		3	1	4		3	19
ASBIT Contaminated Land Enquiry	3						1				4
ASBIT - Waste Carrier	2										2
ASBIT Public Register of Contaminated Land Enquiry		1									1
ASBIT - FP - Fixed Penalty Notice											0
Sum:	1175	1584	1027	1329	908	940	915	946	718	786	10328

Total: 22290

Contact Methods

	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Sum:
	March	March	April	April	May	May	June	June	July	July	
Telephone	461	409	509	370	531	488	555	598	704	590	5215
Website	313	399	338	524	371	563	315	491	382	661	4357
E-Mail	161	170	153	216	229	257	213	246	225	362	2232
Social Media	10	9	5	16	10	17	7	12	17	14	117
Other	6	5	2		1	5	10	2	4	1	36
F2Face	1	1			1						3
Web form								2			2
Sum:	952	993	1007	1126	1143	1330	1100	1351	1332	1628	11962

	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Sum:
	August	August	September	September	October	October	November	November	December	December	
Telephone	578	567	518	550	415	386	439	401	323	264	4441
Website	339	722	287	527	277	354	300	364	245	312	3727
E-Mail	242	283	208	231	206	189	168	171	140	182	2020
Social Media	11	10	7	14	7	6	7	8	4	3	77
Other	4	2	7	6	3	5	1	1	6	4	39
F2Face	1			1				1		21	24
Web form											0
Sum:	1175	1584	1027	1329	908	940	915	946	718	786	10328

Total: 22290

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UPDATE ON 2019 LOCAL POLICING REVIEW

Committee name	Corporate Services, Commerce & Communities Policy Overview Committee
Officer reporting	Jacqui Robertson – Community Safety
Papers with report	Appendix A – Updated Review Tracker
Ward	All

HEADLINES

The purpose of this report is to update the Committee on the position regarding Local Policing in Hillingdon following the Corporate Services, Commerce & Communities Policy Overview Committee review in 2019.

RECOMMENDATIONS

Further to the review undertaken in 2019, that the Committee:

- 1. Notes the update regarding Local Policing Structures in the London Borough of Hillingdon.**

SUPPORTING INFORMATION

At the completion of the review, a number of recommendations were agreed by Cabinet. These are set out in the Appendix together with updated information detailing progress to date in respect of each agreed recommendation.

Implications on related Council policies

A role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee – 12 January 2021

BACKGROUND PAPERS

None.

Review Topic	Approved by Cabinet	Recommendations Approved	Status	Lead Officer Commentary	Officer Lead	Directorate	Date of last (or follow-up) review monitoring by the Committee
Community Safety and New Policing Structures in Hillingdon	25/07/19	That the Council recognise the significant improvement in performance by the Community Safety Team over the past year, and ensure that the department remains adequately resourced to continue to carry out its work.	Actioned	<p>Officers continue to work closely with partners across the Borough, including the Metropolitan Police Service to take practical action to reduce crime and anti-social behaviour, to put residents first.</p> <p>In the 2019/20 budget agreed by Cabinet and Council in February 2019, there was an increase in the level of resources in the Community Safety Team to support this priority area. The level of resources is kept under review in light of changing demands on the service.</p>	Dan Kennedy	Residents Services	April 2020
Page 87		That Hillingdon's Community Safety Team continue to share best practice and remain in constant communication with the other boroughs that make up the West London Basic Command Unit.	Actioned	The Community Safety Team have and continue to build positive working relationships with the other two Boroughs in the West Area, working closely with the West Area Basic Command Unit, to share best practice and ensure coordination of efforts and resources to tackle cross cutting issues. Examples include the monthly Reducing Reoffending Board and the Tactical Tasking and Co-Ordinating Group (TTCG)	Jacqui Robertson	Residents Services	April 2020
		That regular and improved communication takes place between the Anti-Social Behaviour Team and the Community Safety Team with Housing Associations, in order to proactively share video evidence of anti-social or criminal behaviour that may be carried out on housing estates.	In Progress/Ongoing	<p>An ASB tasking/action partnership ASBET group exists, this is linked to the SHP (Safer Hillingdon Partnership). Attendance includes partners on a case by case basis. This allows LBH to coordinate resources, taskings and actions across the full spectrum of ASB and environmental offences. Part of this strategy is to work closely with the police on joint patrols and information sharing. It also provides a forum where taskings can be directed to the Council funded Police Tasking Team to priority "hot spots" to tackle challenging cases and prevent ASB escalation and provide a visible presence to reassure residents and communities.</p> <p>ASBET case work continues with our partners in RSL's (Registered Social Landlords) to assist in evidence gathering and provide guidance and support on their tenancy enforcement cases. ASBET Officers will contact and work with their counterparts where needed to help bring resolution to ASB case loads under an RSL lead. ASBET management will also liaise, support and offer guidance to RSL team leaders and senior management on a case by case basis when supporting RSL tenancy management/enforcement actions.</p>	Nathan Welch	Residents Services	April 2020

		That the current CCTV upgrade programme is considered a success to date, and that the ongoing rollout is continued, as planned, with confirmation provided to the Committee upon completion. Upon conclusion of the rollout, it is requested that officers return to the Committee, in a sensible timeframe, to provide quantitative analysis to show the impact the CCTV Programme has had on Hillingdon.	Actioned	The CCTV improvement priorities for this financial year are installing 16 No. Automatic Number Plate Recognition (ANPR) across the Borough, continuing to build on the WiFi infrastructure across the Borough. The installation of Body Worn Cameras (BWC) to assist Council officers, and installing the Genetec Cloud Based Storage System software in the Control Room which will enable the CCTV operators to download images and provide a cost saving to the Council. Officers are also continuing to undertake surveys of Council owned buildings across the Borough. An additional three ANPR cameras have now been installed to compliment the existing 16. The WiFi infrastructure in particular in West Drayton and the CCTV Control room is in the process of further upgrading. BWC training has taken place for those Departments wishing to utilise this technology with additional training taking place for the Licensing Team and Planning Enforcement officers. The Genetec Cloud Based Storage system is being utilised alongside current media sharing procedures and links directly with the Police VIIDO unit. Additional surveys and installation have taken place at a number of residential areas including Dovedale Close in Harefield and New Pond Parade in Ruislip.	Jacqui Robertson	Residents Services	April 2020
Page 88		That Council Officers are congratulated on their impressive upgrade of the CCTV Control Room, and that the Council continues to work in partnership with the Police, and allow access to Members of the Police Force who may not be able to operate in active duty.	Actioned	Officers and the Police work closely together in respect of the use and access to the upgraded CCTV system. The CCTV Control room remains operational 24/7 with open access to the Police for pre-planned and spontaneous operations with strict guidelines in place to conform with RIPA 2000 if pre-planned. A number of operations have proven successful with not only local Police but with specialist units including the Flying Squad and Murder Squad. Additional Information Sharing Agreements (ISA) have been implemented to ensure a free flow of intelligence.	Dan Kennedy / Jacqui Robertson	Residents Services	April 2020
		That consideration is given to extending the hours of operation when the Control Room is manned, in order to achieve the maximum possible results of identifying crime and anti-social behaviour when it is happening.	Actioned	In the 2019/20 budget agreed by Cabinet and Council in February 2019, there was an increase in the level of resources in the Community Safety Team to deliver a CCTV service delivering a 24 hours a day, 7 days a week operation during the year 2019/20. The new service commenced mobilisation from 1st July 2019 and remains fully operational.	Jacqui Robertson / Charlie Cairns	Residents Services	April 2020
		That the Out-of-Hours Team, rather than being based at a desk during night shifts, are located in the CCTV Control Room to alert operators to any issues that are being reported.	Actioned	The Out-Of-Hours Team are now largely based out of the office and working closely with the CCTV control room and other teams to respond to issues as required. There is good joint working between the teams.	Dan Kennedy	Residents Services	April 2020

		That Cabinet is requested to agree officers undertake a study into the use of facial recognition CCTV software to enhance community safety, including action to find missing children and vulnerable adults, and to ensure compliance with Data Protection requirements, reporting back to the Cabinet Member for Communities, Commerce and Regeneration on the way forward, and thereafter, the Committee for information.	Actioned	<p>A trial demonstration of the use of facial mapping technology was conducted in August 2020 and proved successful. Cameras can be utilised across the Borough, but it is recommended that consideration is given to key locations such as transport links and areas of high footfall.</p> <p>The technology can be used for vulnerable and missing persons as well as those wanted for serious crime.</p> <p>Following a recent court case in South Wales the Court of Appeal made a ruling that the use of this technology was unlawful. Therefore the option to install facial recognition technology is being reviewed and will be reconsidered when further case law becomes available.</p>	Jacqui Robertson	Residents Services	April 2020
		Where possible, Hillingdon Council continues to fund additional officers who form the Borough's Tasking Teams, who receive instruction from the Community Safety Team on where to target, and focus efforts based on local knowledge and priorities.	Actioned	<p>Following approval of the Council budget by Cabinet in February 2020, funding was confirmed for additional Police Officers.</p> <p>The current arrangements for the Council to fund additional Police officers for Hillingdon continue until the end of March 2023 (a three-year agreement) and will be subject to regular review to ensure the arrangements work effectively for residents, targeted to local priorities.</p>	Jacqui Robertson	Residents Services	April 2020
		That the Cabinet Member for Community, Commerce and Regeneration be requested to submit the Council's comments to the Mayor of London and MOPAC's review of the possible withdrawal of match funding previously given to Tasking Teams, supporting the continuation of this scheme to provide additional officers for our Borough,	Actioned	The new arrangements for the funding of additional Police officers across London (PartnershipPlus Scheme) were confirmed in February 2019 by the Mayor's Office, effective for 2019/20. Since the 1st April 2020, in compliance with the new funding arrangements, the Council now fund one Partnership Tasking Team consisting of 1 x Sergeant and 8 x Constables.	Jacqui Robertson	Residents Services	April 2020

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FORWARD PLAN

Committee name	Corporate Services, Commerce & Communities Policy Overview Committee
Officer reporting	Liz Penny, Democratic Services
Papers with report	Appendix A – Forward Plan

HEADLINES

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 the Cabinet or by the Cabinet Member).

RECOMMENDATION

That the Committee note the Forward Plan, and comment on any items coming before Cabinet if they see fit.

SUPPORTING INFORMATION

The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to this Committee's remit is attached as Appendix A.

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Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet meeting - Thursday 21 January 2021

001	Disposal of 2 dwellings and 2 former garage sites	Cabinet will be requested to dispose of 2 single dwellings (one a former caretaker house and the other a vacant Council house with planning consent to build an adjoining house on the side). Cabinet will also be requested to dispose of former garages sites at Great Benty in West Drayton and Bartram Close, Brunel Ward.	Brunel, Cavendish, Townfield, West Ruislip		Cllr Jonathan Bianco	RS - Julie Markwell		NEW	Private (3)
004	2020/21 Better Care Fund Section 75 Agreement	A report to Cabinet regarding the agreement under section 75 of the National Health Service Act, 2006, that will give legal effect to the 2020/21 Better Care Fund plan, including financial arrangements.	All		Cllr Jane Palmer	SC - Gary Collier			Public
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Cabinet Member Decisions expected - January 2021

008	Redevelopment of the site at rear of 113-125 Moorfield Road and 117 Moorfield Road, Cowley	Cabinet Members will consider the appointment of a contractor to build 5 x 3 bedroom homes at Moorfield Road, Cowley. Delegated authority has been granted from Cabinet in October 2017 on this matter.	West Drayton		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	RS - Pardeep Gehdu		NEW	Private (3)
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Upcoming Decisions				Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
Ref	SI = Standard Item each month										
Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance											
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various				Public
Cabinet meeting - Thursday 18 February 2021											
015	The Council's Budget - Medium Term Financial Forecast 2021/22 - 2025/26 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2021/22 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	TO FULL COUNCIL 25/2/21	Cllr Sir Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers				Public
016	The Schools Budget 2021/22	Cabinet will asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.	All		Cllr Susan O'Brien, Cllr Jonathan Bianco & Cllr Sir Ray Puddifoot MBE	FD - Graham Young	Schools Forum				Public
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox					Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand					Public

Upcoming Decisions				Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
Ref	Further details			Ward(s)	Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance				
SI = Standard Item each month									
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
Cabinet Member Decisions expected - February 2021									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
Cabinet meeting - Thursday 18 March 2021									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public
Cabinet Member Decisions expected - March 2021									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
Cabinet meeting - Thursday 22 April 2021									
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)

Upcoming Decisions				Further details				Ward(s)		Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
Ref	SI = Standard Item each month														
	Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance														
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All			Cllr Jonathan Bianco	FD - Paul Whaymand								
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All			TBC	CR&S - TBC	TBC							
Cabinet Member Decisions expected - April 2021															
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various			All	CR&S - Democratic Services	Various							
Cabinet Member Decisions: Standard Items (SI) that may be considered each month															
SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary constitutional authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various			Cllr Sir Ray Puddifoot MBE	CR&S - Democratic Services	TBC							

Upcoming Decisions				Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private (with reason)
Ref	SI = Standard Item each month										
Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance											
SI	Expenditure Approval: ICT Equipment, Furniture and General Equipment	To approve or not, the release of funds for certain types of discretionary expenditure, following new expenditure approval controls agreed by Cabinet on 21 January 2016 to enable greater scrutiny of expenditure in these areas, further enhancing the Council's strong financial management.	N/A			Cllr Sir Ray Puddifoot MBE and Cllr Jonathan Bianco	FD - Corporate Procurement	None			Public
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 Sir Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors			Public
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various			Cllr Jonathan Bianco	RS - Mike Paterson				Private (3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc			Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	RS - Mike Patterson				Private (1,2,3)
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.	N/A			Cllr Sir Ray Puddifoot MBE	various				Private (1,2,3)

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private (with reason)
SI = Standard Item each month									
Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance									
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. 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	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)
SI	The purchase of ex Council properties or new private properties for the Council's housing supply	The Leader of the Council may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	Jean Palmer OBE			Private (1,2,3)
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.	TBC		All	CR&S - Democratic Services			Public
SI	To approve debt / write offs	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Jonathan Bianco	various			Private (1,2,3)
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	various			Private (1,2,3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	various			Public / Private (1,2,3)

Upcoming Decisions

Further details

Ref

Ward(s)

				Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month				Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance					
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also 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.	TBC		Cllr Philip Corthorne / Cllr Jonathan Bianco	RS - Mike Paterson			Private (1,2,3)
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.	n/a		All	various			Public
SI	Appeals in relation to business rates (NNDR)	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Jonathan Bianco	Maureen Pemberton			Private (1,2,3)
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		All	various			Public

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WORK PROGRAMME 2020 - 2021

Committee name	Corporate Services, Commerce and Communities Policy Overview Committee
Officer reporting	Liz Penny, Democratic Services
Papers with report	Appendix A – Work Programme

HEADLINES

To enable the Committee to track the progress of its work in 2020-2021 and forward plan its work for the current, and next, municipal year.

RECOMMENDATIONS:

That the Committee note the Work Programme 2020 – 2021 and agree any amendments.

SUPPORTING INFORMATION

The Committee's meetings start at 7.30pm (unless stated otherwise below), and the meeting dates for the next municipal year are as follows:

Meetings	Room
17 September 2020	Virtual
13 October 2020	Virtual
4 November 2020	Virtual
12 January 2021	Virtual
3 February 2021	Virtual
4 March 2021	Virtual
6 April 2021	Virtual

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Multi Year Work Programme

May 2018 - May 2022

2020

2021

Corporate Services, Commerce & Communities Policy Overview Committee	September 17	October 13	November 4	December CABINET	January 12	February 3	March 4	April 6	May CABINET
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Review D: Voluntary Sector Response during COVID-19 Pandemic

Topic selection / scoping stage

Scoping Report

Witness / evidence / consultation stage

Witness 1

Witness 2

Witness 3

Findings, conclusions and recommendations

Findings

Final review report agreement

Final report

Target Cabinet reporting

Regular service & performance monitoring

Mid year Budget Update

X

Annual complaints & service update report

X

Biennial Safety Review - Sports Grounds

Cabinet's budget proposals for next financial year

X

All POCs

Cabinet Forward Plan Monthly Monitoring

X

X

X

X

X

X

X

One-off service monitoring

Performance Improvement

X

Safety of Council-Owned Properties & Buildings

X

Alley Gating Scheme

X

Hillingdon First Limited

X

Anti-Social Behaviour during Lockdown

X

Carbon Reduction

X

Prevent

X

Future Review Topics

X

Past review delivery

Recruitment

X

Homophobic, Biphobic & Transphobic Bullying

X

Local Policing & Community Safety in Hillingdon

X

Local Commerce, Employment, Skills & Job Creation

X

Internal use only

Report deadline

Agenda published

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