



Residents' and Environmental Services Policy Overview Committee

Date: TUESDAY, 26 JULY 2011

Time: 5.30 PM

Venue: COMMITTEE ROOM 4 - CIVIC CENTRE, HIGH STREET, UXBRIDGE UB8 1UW

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

Councillors on the Committee

Michael Markham (Chairman)
Susan O'Brien (Vice-Chairman)
Jazz Dhillon (Labour Lead)
Shirley Harper-O'Neill
Judy Kelly
June Nelson
David Payne
David Yarrow

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This Agenda is available online at:
<http://lbh-modgov:9071/ieListMeetings.aspx?CId=114&Year=2009>

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Residents' & Environmental Services Policy Overview Committee

Terms of Reference

To perform the policy overview role outlined below:

1. 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. monitor the performance of the Council services within their remit (including the management of finances and risk);
3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. 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);

In relation to the following services:

1. culture, arts and sport including the provision and/or management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools and other like facilities;
2. lifelong learning;
3. community safety;
4. the provision, planning and management of parks and open spaces, allotments, cemeteries, pitches and other like facilities;
5. transport, highways and parking;
6. waste management and recycling;
7. conservation and biodiversity;
8. safety education;
9. licensing and registration;
10. trading standards;
11. consumer protection;
12. environmental health functions
13. planning and building control
14. the Council's planning policies (including the Unitary Development Plan and other plans for the use and development of land), Local Agenda 21 Strategy and Local Transport (Implementation Plan).

Policy Overview Committees will not investigate individual complaints.

Agenda

Chairman's Announcements

1	Apologies for Absence	
2	Declaration of Interest in matters coming before this meeting	
3	To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private	
4	To agree the Minutes of the previous meeting	1 - 4
5	2011/12 Review Topic Discussion	5 - 18
6	Budget and Performance monitoring reports	19 - 24
7	Forward Plan	25 - 34
8	Work Programme 2010	35 - 36

MinutesRESIDENTS' AND ENVIRONMENTAL SERVICES
POLICY OVERVIEW COMMITTEE

HILLINGDON
LONDON

9 June 2011

Meeting held at Committee Room 4 - Civic Centre,
High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Councillors Michael Markham (Chairman), Susan O'Brien (Vice-Chairman), Jazz Dhillon (Labour Lead), Shirley Harper O'Neil, Carol Melvin, June Nelson and David Yarrow.</p> <p>LBH Officers Present: Natasha Dogra and Nadia Williams, Democratic Services Officers</p>	
2.	<p>APOLOGIES FOR ABSENCE <i>(Agenda Item 1)</i></p> <p>Apologies had been received from Cllr David Payne. Apologies had also been received from Cllr Judy Kelly, and Cllr Carol Melvin substituted.</p>	Action by
3.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE <i>(Agenda Item 3)</i></p> <p>It was confirmed that all items of business were marked Part 1 and were considered in public.</p>	Action by
4.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING <i>(Agenda Item 4)</i></p> <p>The minutes of the previous meeting were agreed as an accurate record by the Committee.</p>	Action by
5.	<p>REVIEW TOPICS DISCUSSION 2011/12 <i>(Agenda Item 5)</i></p> <p>Officers presented the Review Topic discussion paper to the Committee. The Committee were advised that a discussion regarding possible topics to review this municipal year would be useful to allow officers to write scoping reports for each review and report back to the next Committee meeting in 26 July 2011.</p> <p>The Committee discussed possibly reviewing the placement of phone masts and ancillary equipment - a review into the future growth of mobile telephone masts and ancillary equipment and the effects on the residents and environment of Hillingdon and beyond.</p> <p>Members said that although the demand for mobile handsets was increasing as technology develops and consumer demand increased, residents were concerned as to the increasing number of planning</p>	Action by

applications for larger masts and ancillary equipment and the effect these were having on the environment.

Members said that companies could be invited to meetings to give evidence or submit written responses. The review would investigate the future demand for mobile technology, the effect on transmission facilities required, how such technology could be shared by mobile phone operators and how operators might be encouraged, by public opinion, or required, by regulation, to use such technology in such a way as to alleviate residents' concerns. The review would also cover current Hillingdon planning policies but not health issues

The Committee also discussed a possible review into crime and policing - a review into levels and types of crime seen in Hillingdon, future policing techniques and how effective they might be and the role of residents in helping to reduce crime in Hillingdon

Members said that there was a perception held by residents that despite the result of national and local surveys and statistics, crime was a 'major' problem in Hillingdon. Members stated that should this review be agreed the Committee should look at victim support services, police response times and crimes on elderly and vulnerable people. Members said they would be interested in finding out whether elderly people felt safer as they now had 'burglar alarms' courtesy of the Council.

The Committee discussed investigating the issues around sentencing offenders, but were advised that this was out of the remit for the Committee. Members did suggest looking at crime and policing on a ward by ward basis; population demographics in each ward, crimes committed in the area and gain the comments of Ward Councillors and residents from the area. Members agreed that it would be beneficial to hear from the Borough Commander and the Deputy Mayor of London, should the review be agreed.

The review would identify resident concerns and the issues they consider important, the current situation in the borough in terms of crime statistics, areas of possible criminal growth and current and future policing methods that may be introduced in view of cutbacks and new technology and the effects these might have. It would also identify the current and potential role of Neighbourhood Watch and other similar schemes and what residents can do to help reduce crime. This review would complement and build on that undertaken by Corporate Services POC some two years ago.

The Chairman of the Committee advised Members that he would be speaking with the Leader of the Council regarding the Committee's review topic ideas in the coming weeks.

Agreed:

Members agreed to consider two scoping reports at the meeting on 26 July 2011 – the major review scoping report on crime and policing in Hillingdon and the review on phone mast placement in the borough.

*Natasha Dogra
and
Nadia Williams,
Democratic
Services
Officers*

6.	<p>FORWARD PLAN (<i>Agenda Item 6</i>)</p> <p>Officers presented the Forward Plan item to the Committee, stating that Cabinet would be receiving an update report on The Hillingdon Khat Review on 24 November 2011. Members asked for an update report on the Responsible Retailer Pilot which would be considered by Cabinet in November. Officers advised the Committee that they would e-mail a briefing paper on this item to Members prior to the report being considered at Cabinet.</p> <p>Noted: The Committee noted the Forward Plan.</p>	Action by
7.	<p>WORK PROGRAMME 2011/12 (<i>Agenda Item 7</i>)</p> <p>Officers presented the Work Programme 2011/12 to the Committee.</p> <p>Noted: The Committee noted the Work Programme.</p>	Action by
The meeting, which commenced at 5.30 pm, closed at 6.30 pm.		

These are the minutes of the above meeting. For more information on any of the resolutions please contact Natasha Dogra on 01895 277 488. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

RESPOC Review Topics 2011/12

REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2011/12 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree a topic for in-depth review in 2011/12

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Environment and Consumer Protection Group and the Planning and Community Services Group. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2010, which included reviews of:

2006/7

Tackling anti-social behaviour
Increasing recycling and reducing waste
A specialist domestic violence court for Hillingdon

2007/8

Highways maintenance
Community consultation and engagement
Cleanliness of the environment

2008/9

CCTV Strategy
Heritage in Hillingdon

2009/10

Street Lighting
Illegal Imported Cosmetics and Food
Planning Enforcement – construction and use of back buildings (homes in back gardens)
Residents' and Environmental Services Policy Overview Committee
Part 1 – Members, Public and Press

2010/11

Khat

Town Twinning

SUGGESTED SCRUTINY ACTIVITY

Members agree one or two topics for in-depth review, using the selection criteria below suggested by the Audit Commission and their knowledge of residents' priorities.

Selection criteria recommended by the Audit Commission

(A) Possible Reasons for Scrutiny

Strong public interest

Government pressure

Included in the council plan or Hillingdon Improvement Programme Inspection report recommendation (e.g. performance below target)

(B) Scope for Making an Impact

Area within Council's control/influence

High impact on residents

Expertise available on which to draw

Good practice available elsewhere



Residents' and Environmental Services Policy Overview & Scrutiny Committee Review Scoping Report 2011/12

OBJECTIVE

Review of Mobile Technology and Ancillary Equipment in Hillingdon Borough: the effect on residents and beyond

Aim of review

To look into the future growth of mobile telephone masts and ancillary equipment and the effects on the residents and environment of Hillingdon and beyond.

Terms of Reference

1. To explore the future of mobile phone technology, e.g. 4G/5G and the transmission facilities that will be required
2. To review the Council's existing planning policies on the installation of mobile phone masts generally, e.g. on roofs and specifically in relation to council owned premises;
3. To explore how local authorities liaise with mobile phone operators and their subsidiaries over mobile phone mast locations;
4. To investigate the appropriate use of phone masts in localities and their design within the local environment
5. To explore the views of residents, residents' associations and other key stakeholders who experience mobile phone masts in their vicinity or use mobile telephones, e.g. businesses.
6. To identify further opportunities for the sharing of mobile phone masts within the current regulatory framework
7. To examine best practice through information-sharing with other local authorities at home and overseas
8. To present the Committee's findings and any recommendations to Cabinet for consideration as Council policy.

Reasons for the review

Although the demand for mobile and wireless products and services is increasing as technology develops and consumer demand increases, Hillingdon residents are increasingly concerned as to the increasing number of planning applications being received for larger masts and ancillary equipment and the effect these are having on the environment and landscape.

The review would investigate the views of resident and key stakeholders, , the future demand for mobile technology, the effect on transmission facilities required, how such technology could be shared by mobile phone operators and how operators might be encouraged, by public opinion, or required, by regulation, to use such technology in such a way as to alleviate residents' concerns, particularly over their siting.

The review would also cover current national and local planning policies, including the Hillingdon policy dating from April 2007 following a Policy Overview Committee review: "Cabinet agreed that the moratorium is lifted and replaced with a more flexible policy that allows telecommunications equipment to be installed on Council owned property, land and buildings subject to each site being considered on an individual basis. We propose Cabinet asks officers to devise a suitable process for dealing with applications that ensures elected Members consider each site."

The review would focus primarily on 'environmental' effects rather than any health issues.

Supporting the Cabinet & Council's policies and objectives

It is hoped that this review will assist Hillingdon, and local authorities in general across the Country by proposing changes nationally, by proposing a better balance of regulation / control of mobile phone masts within local environments with the overwhelming public demand for such services, which will only grow into the future.

INFORMATION AND ANALYSIS

Key Issues

To be confirmed at the meeting on 26 July 2011

Remit

- Phone mast operators
- Manufacturers of phone masts
- Current national and local planning policies
- The Hillingdon Policy (2007)following the review by the Policy and Overview Committee

Connected Policies

Hillingdon Planning Policies

<http://www.hillingdon.gov.uk/index.jsp?articleid=12930>

Planning Policy Guidance 8: Telecommunications

<http://www.communities.gov.uk/publications/planningandbuilding/ppg8?view=Standard>

Annual Roll Out Plan

http://www.hillingdon.gov.uk/media/excel/0/5/roll_out_plan_2010_to_2011.xls

Application form

http://www.hillingdon.gov.uk/media/pdf/n/8/020_Application_for_Prior_Notification_of_Proposed_Development_by_Telecommunications_code_system_ope.pdf

Key information required

Provide a list of the types of information the Committee requires in order to successfully meet its objectives and terms of reference.

EVIDENCE & ENQUIRY

Witnesses

The year long review by the Committee will take evidence from:

- Mobile Telecommunication Companies – Orange, O2, Vodafone, 3
- Mobile Operators Association
- Network Railways were replacing current systems and were installing masts – could ask for a representative to attend meeting
- The Airwave system currently used by emergency services for their own telephone network. We could ask them if they are going to be active in the future
- Apple
- BT
- Virgin Mobile
- BskyB
- Ofcom
- LBH ICT team
- Birmingham City Council
- East Lincolnshire Council
- Haringey Council
- Greater London Authority
- Home Office
- Hillingdon Chamber of Commerce
- Royal Borough of Windsor and Maidenhead telecommunications team
- European Union: Council for Communications
- LBH Local Development Framework team
- The Phone Mast Company
- Mobile Broadband Networks Limited
- Chairman of Hillingdon Planning Committees
- St Johns Church, Hillingdon
- Association of Residents' Associations
- Support should be sought from Bill Ogden in Corporate Landlord as installation of mobile phones involves the use of Council land
- Approach Steve Palmer and ask him to allocate an officer who would assist in providing information about the latest innovations on mobile phone technology

Potential Lines of Enquiry

Technology

Shouldn't we be cautious of this new technology?
What happens if a household is near to several different transmitters at the same time?
What is a 'beam of greatest intensity'?
Isn't the difference that mobile phones use 'pulsed' radio waves?
Do mobile phone transmitters interfere with other electrical devices?
Do masts affect members of the public who wear pacemakers?
How much power is emitted by a phone mast?
What is the frequency of the radiation?
How do these figures compare with the radiation emitted by a domestic wireless router? And a mobile phone?
Where locally is there an example of a similar mast/flagpole already in operation that we could visit?
Can antenna be placed inside lampposts?
Do 3G phones use lower frequencies?

Science

What are radio waves?
Does 3G technology mean more masts? Or mast sharing?
What is the 'heating effect'?
How close do you have to be to experience the heating effect?
What about biological effects?
How do I know whether to be worried by an article in the media?
Shouldn't we use the precautionary approach in dealing with phone masts?
What research is there?
Doesn't all this research suggest that the authorities are worried - and that we are right to be as well?
What is the difference between good and bad quality science?
Are children more vulnerable?

Mast Locations

Do we need new masts?
How do you choose new sites?
Do you need agreement from the property owner?
Do you need planning permission?
What are the main issues on deciding on an application for a phone mast?
Is visual amenity and character of the area taken into consideration?
What is the radius for network around a phone mast?

General

What are telecommunications developments?

Do all telecommunications developments require permission?
How can I find out about any proposals for mobile phone masts near to me?
What are the main issues in deciding on an application for this type of development?
How do I comment on applications for mobile phone masts?
Can I object to a mobile phone mast because of concerns over health impact?
Can I find out where existing telecommunications masts or antennae are near to my home or work?
What forms of mast sharing can take place?
How much does a mast cost to manufacture?
What is the time delay between gaining planning permission and placing a mast?
Does European Law affect placement of masts within the UK?
What are the advantages in placing a phone mast?
Can signal boosters be used in place of phone masts?
How do phone masts connect to the phone network?
To what extent does phone mast placement affect house prices?

Information & Intelligence

Research into reviews already undertaken in this area by other local authorities

Consultation and Communications

Views of residents, residents associations and other stakeholders by SNAP survey online and emails

PROPOSALS

To be announced

LOGISTICS

Proposed timeframe & milestones *

Meeting	Action
26 July 2011	Agree Scoping Report
13 September 2011	Witness Session
6 October 2011	Witness session
15 November 2011	Witness session
7 December 2011	Witness session
17 January 2012	Witness session
15 February 2012	Draft Final Report
7 March 2012	Agree Final Report
10 April 2012	

** Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

BACKGROUND

A mast is a freestanding structure which supports antennas at a height where they can transmit and receive radio waves. When you make a call, your mobile phone transmits a signal to the nearest base station; the signal is then transmitted through mobile and fixed line networks to connect to the person receiving the call.

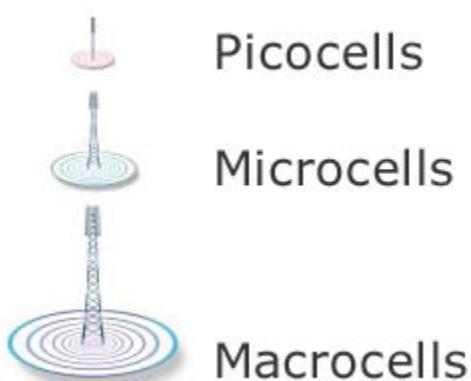
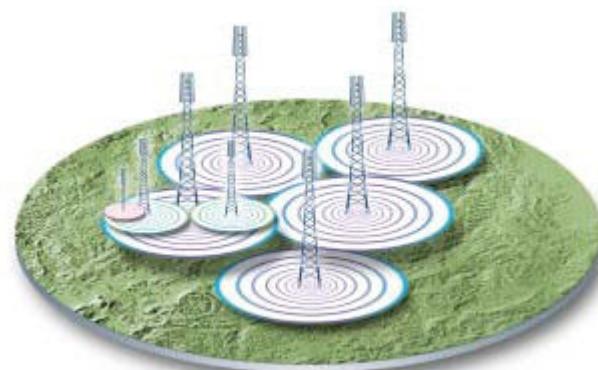
There are about 70 million mobile phones in use in the UK - more than one phone for every person. Many people have a work and a personal mobile, or a mobile and a laptop data card, and mobile phones are used in at least 85 per cent of all households.

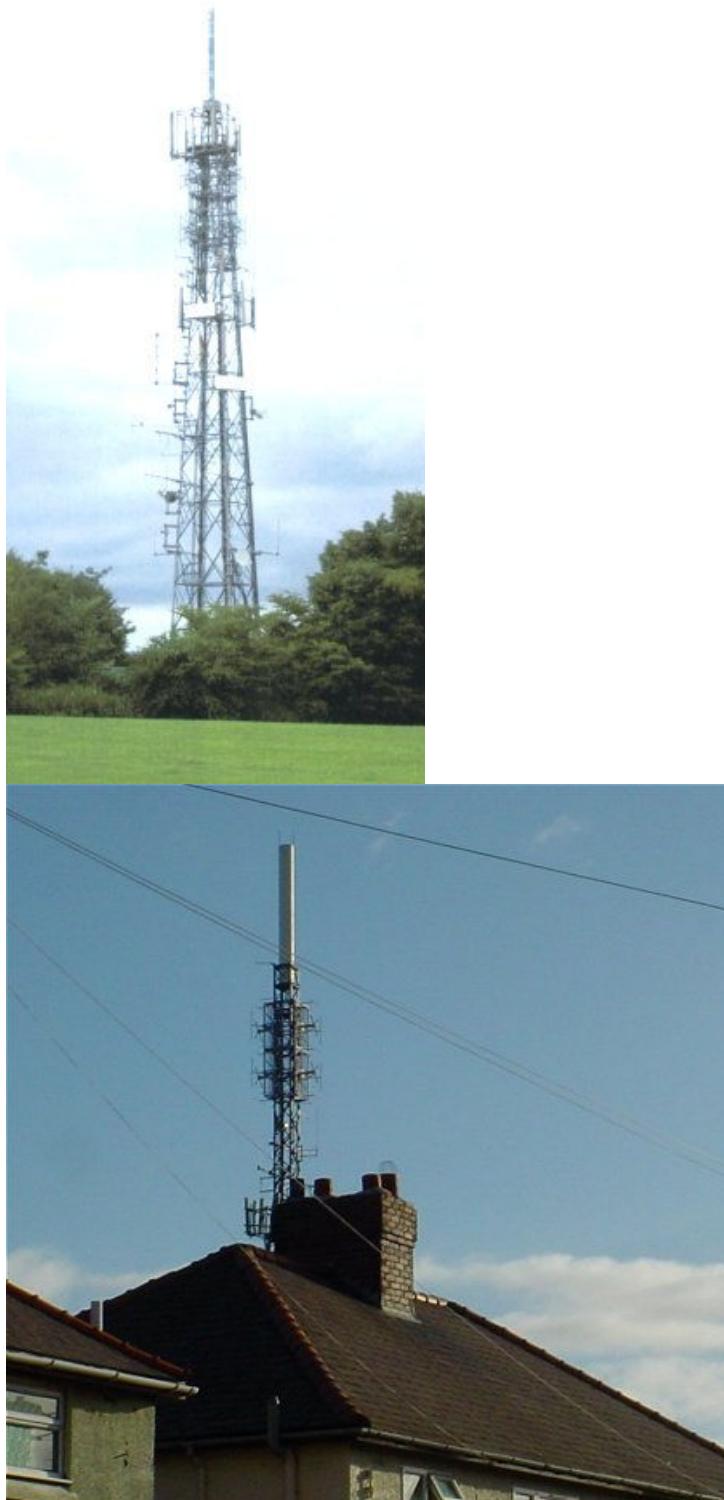
This large number of mobile phones cannot work without the network infrastructure needed to route connections. And installations must be placed close to where people use their phones.

Government policy is to help the growth of new and existing telecommunications systems while minimising the environmental impact.

How mobile phone networks operate

A mobile phone must have a wireless connection to a base station in order to make a call. A base station is no more than a wireless telephone exchange, designed to provide local connections, with wider links to other national and international networks.





Each base station provides coverage over a limited area, or cell, in the area around the site. That's why in some countries mobile phones are called cell phones. To offer comprehensive network coverage, the cells must overlap each other like a patchwork quilt, so that users can move from one cell to another without breaking connection. As each cell can only handle a limited

number of calls, the density of base stations has to be high in areas of heavy use.

The UK government received 22.6 billion pounds from selling the 3rd generation licences in 2000, and total mobile phone related tax revenue now exceeds 20 billion pounds per year. Neither Government nor industry wants to restrict the use of phones or the location of the base stations.

There are many factors that affect the signal levels at any location. These include the number of operators and systems; the tilt and angle of the antennas; the geography of the area and the distance the base-station needs to cover. Microwaves are reflected off flat surfaces. The level of microwaves in an area will depend on things like metal roofs, lamp posts and other structures, building materials and structural additions, cars and lorries, etc.

The only way to know for certain how a particular place, such as a house, flat, school or workplace, is affected by environmental microwave radiation is to measure the exposure.

There is a UK government website which has a reasonably accurate map of the masts currently integrated into the national network. Details are only put up when the mast is up and running. Ofcom, which maintains the site, depends on the phone operators to give them accurate information about the base station. They update the site every 3 months.

Some mobile phone operators are going to extraordinary lengths to conceal the masts that form their networks. They are being disguised as chimneys, clocks, windows, drainpipes, even as weathervanes, all in an effort to meet the demands of planning departments.

Controversy often surrounds applications to site phone networks. Mobile operators were recently barred from putting the masts close to schools in the UK; many parents had said they were worried about health and safety implications. But the number of masts around the country is set to increase, as networks upgrade to second and third generation mobile technologies.

Each British mobile network has about 8,000 cells, which means about as many masts, and the maximum size of a cell is 35km. In third generation (3G) mobile networks the cell can be a maximum of 8km wide, which means they need lots more masts.

Mobile abuse

Masts used to be about 30 metres high but as technology improves shrink. Some firms have used fake trees as masts which resembled Scots pines, put in the bird muck, the pollution, everything. The result is that phone masts become utterly invisible.

The support pole for the golden angel weathervane on Guildford Cathedral is actually a mobile mast and supports several antennas. In return for using the site, which sits on a hilltop and is a coveted location, the angel was regilded.

The street sign for Northumberland Avenue in Westminster is also a plastic sign hiding a few antenna.

Dotted around Britain are fake chimney pots, fake flagpoles, fake drainpipes and fake signs all made of glass-reinforced plastic and concealing mobile antennas.

At the Town Hall clock in Hungerford in Berkshire antennas are mounted at the centre of each of the four faces of the clock next to the hands. The four faces have been renewed and the clock hands themselves have been replaced with glass-reinforced plastic versions that have been balanced to ensure the clock keeps the right time.



Planning Laws

Equipment on masts over 15 metres high, and other limited, special circumstances, need full planning permission. Small additional changes do not need permission. Several companies can share a mast or site. Lower height antennas, including those mounted on lamp-posts do not need full planning permission.

In Hillingdon when an application for a new mast is made, people have only 56 days to respond. This time limit is very strict and many applications have gone through because the time has expired.

Press

- You Tube: <http://www.youtube.com/watch?v=bADQQEpirAA>
- Facebook Groups
 - People against phone masts –
<http://www.facebook.com/group.php?gid=17369597151#!/group.php?gid=17369597151&v=wall>
 - We hate phone masts disguised as trees –
<http://www.facebook.com/home.php#!/group.php?gid=2255669130>
 - Mobile Phone Masts -
<http://www.facebook.com/group.php?gid=105989366087911>
 - Phone Masts -
<http://www.facebook.com/home.php#!/group.php?gid=2255669130>

Officer Involvement

Head of Planning & Enforcement and Head of ICT to act as Lead Officers, guided closely by Democratic Services Officer.

Related Work

Ofcom Sitefinder website

<http://www.sitefinder.ofcom.org.uk/>

RESPOC working group review on the siting of major telecoms equipment in the borough

http://www.hillingdon.gov.uk/cteedocs/other_decisions/telecoms_working/report_on_telecoms_working_14mar07.pdf

http://www.hillingdon.gov.uk/media/pdf/h/9/telecom_equip.pdf

Birmingham City Council review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=904>

Haringey Council Review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=1132>

North East Lincolnshire Review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=441>

Stoke-on-Trent Review

[http://www.moderngov.stoke.gov.uk/Published/C00000407/M00002916/AI00016333/\\$coverreportMobilephonemastsreport.docA.ps.pdf](http://www.moderngov.stoke.gov.uk/Published/C00000407/M00002916/AI00016333/$coverreportMobilephonemastsreport.docA.ps.pdf)

Useful video:

http://www1.orange.co.uk/about/phone_masts/index_flash.html

Agenda/Minutes Documents

All public documents will be available for Councillors/Public/Press to view online or by contacting Democratic Services.

Definitions

Antenna

The part of the radio system through which a radio signal is transmitted and received.

Transmitter

The electronic equipment needed to generate and send radio waves which are fed to the antenna.

Mast

The structure that supports the antenna in a position high enough for signals to reach over a wide area.

Base station

Mast, transmitter, receiver, antenna and any other supporting equipment.

GSM

Global System for Mobile communications, the second generation (2G) digital technology originally developed for Europe but which now has in excess of 71 per cent of the world market.

3G

A new standard for mobile phones that will allow the transmission of much larger amounts of data - a type of mobile 'broadband'.

Microwave

Microwave means 'very small wave' and refers to the fact that radio signals in this band have shorter wavelengths - and higher frequencies - than long, medium or short-wave radio.

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Agenda Item 6

BUDGET PLANNING REPORT FOR PLANNING ENVIRONMENT & COMMUNITY SERVICES 2012/13

Contact Officer: Andy Evans
Telephone: 01895 250994

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Education and Schools Services. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2012 will need to be considered. An update on the council's performance and risk management arrangements is attached as an appendix A.

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

INFORMATION

1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2012/13. The focus of this report is the major issues that have been identified through the service and financial planning process for Education and Schools Services. The report to be considered in January 2012 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 15 December 2011.

Corporate Summary

2 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.

3 Both the Comprehensive Spending Review 2010 and the two-year local government finance settlement in January 2011 clearly set out the financial challenge facing the council over the next few years. Cuts in funding from central government are being front loaded with the most significant reductions happening in 2011/12 and 2012/13. As a result, the budget report to Council in February 2011 identified the savings requirement for 2012/13 as £16.4m. This is in addition to any emerging pressure which may arise throughout this financial year which will have to be provided for in next year's budget. The budget gap will be monitored

throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2012/13 can be set.

Strategy to deal with the budget gap

4 The Council is strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £17.0m by the end of 2010/11. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

MTFF process update

5 The timetable for the budget process was revised last year in order to obtain earlier engagement with CMT and the Leader of the Council in reviewing the MTFF position to develop a robust financial strategy. As the plans for 2012/13 are the next phase of the transformation programme developed during 2011/12, the first MTFF sessions with Groups took place during March to ensure the focus remained on the continuing development of savings proposals. Initial programmes of savings for 2012/13 were identified by each group, which were then developed into detailed budget proposals for the second round of MTFF sessions in June and July. Progress on the development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

Timetable for 2011/12 Budget

6 The broad timetable is as follows:

Process	Timetable
Initial Scoping Meeting with Leader	March
Monthly CMT updates (March 11 to Feb 12)	Monthly
Monthly Leader MTFF updates (March 11 to Feb 12)	Monthly
Heads of Finance challenge sessions	February
MTFF Group Review (1) – Scoping session	March
MTFF Review (2) – Challenge Session (balanced set of proposals for 2012/13 finalised)	June / July
POC Report on the budget context	July
Joint CMT and Cabinet Awayday	October
MTFF Review (3) – Final Sign-off	November
MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

Budget Planning in Planning Environment & Community Services

Summary of Key Financial Issues

- 7 Planning Environment & Community Services identified significant budget savings in 2011/12 totalling £6,586k, (out of a total of £11.319 million for the combined Planning Environment Education & Community Services (PEECS) Directorate). This included reviews of Business Support, Sports & Leisure, ICT, CCTV, Corporate Landlord & Community Safety, which between them should deliver savings of £1.4m. There are a number of additional income streams. These include the New Homes Bonus, increased Parking Fees for non-residents, and fee reviews for Imported Food, Bereavement Services and Trade Waste. These measures are expected to generate in excess of £3 million.
- 8 The 2012/13 MTFF proposals build on this work, focussing on developing a number of workstreams which commenced in 2011/12, and identifying any new opportunities for savings and efficiencies that are emerging from the larger Directorate Grouping. Examples of these include the 2nd phase of the Technical Support review, ICT modernisation, Directorate-wide contract review, and further income generation opportunities.

Next Steps

- 9 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 15 December 2011 and issued for consultation during the remainder of December 2011 and January 2012. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2011/12 – reports to Cabinet 17 February 2011 and Council 24 February 2011.

London Borough of Hillingdon - Performance and Risk Management Arrangements

1. **The London Borough of Hillingdon** has set out its vision of 'Putting Residents First' and established four priority themes for delivering efficient, effective and value for money services. The priority themes are; 'Our People', 'Our Natural Environment', 'Our Built Environment' and 'Financial Management'. The delivery of these priorities will be achieved through a combination of strategic management tools, which include: the Hillingdon Improvement Programme, Business Improvement Delivery programme and Medium Term Financial Forecast process of service and annual budget planning.
2. **The Hillingdon Improvement Programme (HIP)** is the council-wide transformational programme delivering a range of performance, organisational, culture and process improvements. The programme is led by the Leader of the Council, and the Deputy Chief Executive and Corporate Director for Central Services is the programme director. Cabinet members and directors are also responsible for specific parts of HIP.
3. **The Business Improvement Delivery (BID)** programme is a key part of HIP and has been designed to fundamentally transform the way the Council operates and deliver the council's savings targets of £26.2 million for 2011-12 and more than £60 million over the Comprehensive Spending Review four year period. The BID programme delivery and expenditure is overseen by the Leader of the Council, and the Deputy Chief Executive and Corporate Director of Planning, Environment, Education & Community Services.
4. **The Medium Term Financial Forecast (MTFF)** process is the system of service, financial and annual budget planning. This runs from the preceding spring to February with a robust challenge process involving members, Corporate Directors and the Chief Finance and S151 Officer. Monthly reports on key financial health indicators are produced and communicated through the finance management team.
5. **The Sustainable Community Strategy (SCS)** 2008-2018 sets out the Local strategic Partnership aims and ambitions for the London Borough of Hillingdon over the next 10 years. The Local Strategic Partnership (LSP) 'Hillingdon Partners' and its theme groups have overall responsibility for delivering the commitments made in the Sustainable Community Strategy. The partnership is currently in the process of reviewing and updating the SCS to ensure it continues to reflect the changing circumstances of the borough.
6. **The Performance Management Framework** is used to capture and report performance against Council priorities and SCS priorities. Performance is monitored on a regular basis via Senior Management Teams and reported quarterly to the Corporate Management Team.
7. **The Performance and Development Appraisal (PADA)** process is completed by all officers and senior managers. This records employee's key objectives and tasks, sets targets for when these must be delivered and identifies staff learning and development needs. There are competency frameworks for staff, managers, senior officers and

Directors, with descriptors outlining the performance that is expected at each level. Performance reviews are completed on a bi-annual basis against the relevant competency framework and PADA guidance is available to support both staff and managers through the process. The London Borough of Hillingdon has established effective **risk management systems**.

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Agenda Item 7

FORWARD PLAN: 2011 – 12

Contact officer: Natasha Dogra / Nadia Williams
Telephone: 01895 277488

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

The Forward Plan

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

SUGGESTED COMMITTEE ACTIVITY

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

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The Cabinet Forward Plan

Period of Plan: July to November 2011

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p>SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services</p> <p>Cabinet - 28 July 2011</p>									
628	BAA review of Heathrow's Noise Mitigation Measures	Between 9 May - 1 August BAA Heathrow is running a public consultation on a review of its noise mitigation schemes for those most affected by Heathrow's operations. A report will be prepared for Cabinet's consideration detailing the Council's response.	Heathrow Villages		Cllr Keith Burrows	PEECS - Mike Rickaby			
631 Page 2	New years green Lane Landfill Site	At its meeting in March, Cabinet requested an update report on the New Years Green Lane Landfill Site.	Harefield		Cllr Jonathan Bianco	PEECS - Peggy Law			
634	Acceptance of tender for the supply of recycling bags and garden waste sacks	The Council has ongoing requirements for the provision of recycling bags and garden waste sacks which forms a major part of the Council's recycling initiatives. The tender will also include general refuse bags used by street cleansing and on occasions domestic refuse. Following an OJEU tender, Cabinet will be requested to approve of contract to a supplier of all bags and sacks required over a three year period with the option to extend by 2 x 12 months (max 5 years).	All		Cllr Keith Burrows / Cllr Scott Seaman-Digby	PEECS - Colin Russell			

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
595	Fleet Replacement Programme - Priority Vehicles	Cabinet will be asked to agree necessary fleet replacements as a result of increased maintenance costs, reduced reliability, introduction of new environmental legislation. Officers have prioritised three vehicle types for replacement which are Small Sweepers, Refuse Collection Vehicles and Gritters.	All		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer			
632	Total approach to Town Centre Regeneration - Support for Hillingdon's small, independent traders	Following a competitive tender process, this report recommends the award of a consultancy contract for a 2-year visual merchandising programme supporting small independent traders in three town centres, Hayes, Ruislip Manor and Northwood Hills. This initiative has been funded in full through the Local Area Agreement Reward Grant as agreed with partners within the Local Strategic Partnership	Various		Cllr Douglas Mills / Cllr Scott Seaman-Digby	CS - Jales Tippell / Kevin Byrne / Helena Webster			
638	Rural Activities Garden Centre	Modernisation of the Rural Activities Garden Centre and Transfer to Adult & Community Learning	Yiewsley		Cllr David Simmonds / Cllr Philip Corthorne	PEECS - Tricia Collis	Users, Parent and Carers		
624	Barnhill Academy Conversion	Barnhill Community High School has requested to convert to an academy. This report to Cabinet details the implications and recommendations relating to the current Private Finance Initiative contract with the School.	Barnhill		Cllr David Simmonds	PEECS - Anna Crispin			

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552	High Speed 2 - Consultation Response	The Cabinet will give a comprehensive and robust response on behalf of the Borough and its residents to the Government consultation on proposals for a High Speed Rail route impacting upon the Borough.	West Ruislip, Manor, Ickenham, South Ruislip, Harefield and beyond		Cllr Keith Burrows	PEECS - Jales Tippell	Residents, Residents Associations and relevant organisations within the Borough, other local authorities.	Department for Transport Consultation Documents	
510 Page 29	West London Home Energy Retrofit programme	The London Development Agency have awarded West London £1,281,875 over 2011 - 12 for the delivery of their pan London home energy efficiency retrofit programme, entitled "RE:NEW". Hillingdon has been selected as the lead borough for this programme in West London and are responsible for the procurement of contractors off the LDA procured Framework Agreement. This report will seek authorisation to award the contract to the winning tenderer/s for the delivery of the programme across West London	Charville		Cllr Philip Corthorne / Cllr Scott Seaman-Digby	SCH&H - Jo Gill	LBH Legal, Finance and Procurement teams including West London Housing Partnership		
600	Extension of IP network and IP telephony support contracts	Cabinet will be asked to agree the extension of current contracts for supporting the Council's key communications networks.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer			

Cabinet Member Decisions - July 2011

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
637	Hillingdon Open Space Strategy	Hillingdon's Open Space Strategy has been prepared to assess open space provision in the Borough. It will be used as an evidence base for the Core Strategy and taken into account when determining planning applications for development that affects open space provision. Specifically, the report looks at the quantity, quality and accessibility of open space in Hillingdon and makes recommendations on the measures to address areas of deficiency.			Cllr Keith Burrows and Cllr Jonathan Bianco	PEECS - James Gleave			
620	Grant of Lease - Hilliard House, Station Road, Cowley	The Cabinet Member will be asked to approve granting a lease to the contractor appointed to provide housing related support services. The lease to be for the duration of the service contract period.	West Drayton		Cllr Jonathan Bianco	PEECS - Mike Paterson			
621	Imported Food Office - lease of premises at Building 550, Shoreham Road East, Heathrow Airport	This report seeks Cabinet Member approval for taking a further lease of premises at this building for the functions of the Imported Food Office.	Heathrow Villages		Cllr Jonathan Bianco	PEECS - Mike Paterson			
622	Grant of Lease - Civic Centre, Uxbridge	This report seeks Cabinet Member approval for the grant of a lease to the contractor appointed to provide the Meals Service using Civic Centre kitchen facilities. The lease to be for the duration of the service contract period.	Uxbridge South		Cllr Jonathan Bianco	PEECS - Mike Paterson			
602	Works to Stock Programme 2010/11 - confirmation of adjustments	The Cabinet Member will be asked to approve changes and adjustments to the Housing Revenue Account (HRA) Capital Projects Investment Programme work to existing stock.	Various		Cllr Philip Corthorne	SCH&H - Grant Walker			

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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	Democratic Services	Various	Various	
Cabinet Member Decisions - August 2011									
642	Knightscote Farm Covered Umbrella Structure	The Cabinet Member will be asked to approve the award of the design and build contract of the Barn so that the existing cattle herd can feed under cover during the winter months and inclement weather. This is to comply with new EU regulations for animal welfare.	Harefield		Cllr Jonathan Bianco	PEECS - Jim Cameron			NEW
629 13	Developing a sustainable framework for UK aviation: scoping document	The Department for Transport is running a strategic consultation on the future of UK aviation and is not airport specific. This report to the Cabinet Member will outline the Council's response.	All		Cllr Keith Burrows	PEECS - Val Beale			
Cabinet - 29 September 2011									
640	LIP Delivery Plan 2012-13 Funding, Submission to Transport for London	The report sets out the basis of the Local Implementation Plan (LIP) funding submission for 2012/13 to Transport for London (TfL). The LIP funding submission document will request funding from TfL based on a set allocation for capital expenditure on transport in 2012/13. The submission document also indicates the bid for two subsequent years 2013/14 and 2014/15.	All		Cllr Keith Burrows	PEECS - David Knowles / Bob Castelijn			NEW

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633	Ice rink on Civic Centre Forecourt 2011/12	Cabinet will be asked for approval for the installation of a real ice rink on the Civic Centre forecourt for the period November 2011 to January 2012.	Uxbridge South		Cllr Henry Higgins	PEECS - Glenda Greenfield			Deferred
635	Acceptance of tender for the collection and processing of Highways Arisings, Soil and Assorted Rubble / Hardcore.	The Council generates inert waste from activities such as Highways works, Mechanical Street Cleansing and the collection / removal of flytipped waste. This material is tipped at Harlington Road Depot. Cabinet will be requested to approve a contract to allow for its collection and disposal seeking the most economically advantageous contractor, following an OJEU tender.	All		Cllr Keith Burrows / Cllr Scott Seaman-Digby	PEECS - Colin Russell			Deferred
564 Ref 32	West London Waste Plan: Proposed Sites and Policies	Following consultation by the six West London boroughs - Hillingdon, Brent, Ealing, Harrow, Hounslow and Richmond-upon-Thames, Cabinet will be asked to approve an up-to-date policy framework to assess planning applications for waste management facilities - also forming part of the Local Development Framework for each Borough.	All		Cllr Keith Burrows	PEECS - Jales Tippell			

Cabinet - 27 October 2011

SI	Older Peoples Plan - Update	This report provides an update to Cabinet of the Older Peoples Plan for 2010/11.	All		Cllr Philip Corthorne / Cllr Ray Puddifoot	SCH&H Dan Kennedy	Engagement of Older People is integral to the development and delivery of the Plan.	The Older Peoples Plan	
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Cabinet - 24 November 2011

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
617	Hillingdon Khat Review	An update from the Committee on progress so far on implementing its recommendations to tackle the legal high, Khat.	Various		Cllr Douglas Mills	Democratic Services			
584	Responsible Retailer Pilot	Cabinet requested a further report back following the implementation of the pilot scheme and to consider any roll-out across the Borough.	All		Cllr Douglas Mills	PEECS - Peggy Law / Sue Pollitt	Feedback from pilot		
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI 20 Aug 2023	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group	LAAU Accident Statistics	
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	To consider parking management schemes & Traffic Regulation Orders	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	PEECS David Knowles			
SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		

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SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	PEECS Maggie Allen			
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Jamie Birch			
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Agenda Item 8

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2011/12

Contact Officer: Natasha Dogra
Telephone: 01895 277488

REASON FOR ITEM

All Committee meetings will begin at 5.30 p.m. That the Committee consider revisions to the scheduling of existing meetings based upon review topics during 2011/12 as set out below:

WORK PROGRAMME

9 June 2011	Work Programme – review the annual work programme
	Review Discuss – to discuss potential review topics for 2011/12
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
26 July 2011	Work Programme – review the annual work programme
	Review Discussion – consideration of scoping report
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
13 September 2011	Work Programme – review the annual work programme
	Review 1 Discussion – first witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
6 October 2011	Work Programme – review the annual work programme
	Review Discussion -second witness session
	Khat Review Update Report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

Residents' and Environmental Services Policy Overview Committee
PART 1 – MEMBERS, PUBLIC AND PRESS

15 November 2011	Work Programme – review the annual work programme
	Statement of Licensing Policy - consultation update
	Annual Safety at Sports Ground Report – Committee update.
	Review Discussion – third witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
7 December 2011	Work Programme – review the annual work programme
	Review Discussion – fourth witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
17 January 2012	Work Programme – review the annual work programme
	Review Discussion – conclusions and recommendations
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
15 February 2012	Work Programme – review the annual work programme
	Review Discussion – draft final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
7 March 2012	Work Programme – review the annual work programme
	Review Discussion – agree final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
10 April 2012	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.