



HILLINGDON
LONDON



Council

To all Members of the
Council

Date: THURSDAY, 12 JANUARY
2012

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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Agenda

Prayers

To be said by Father John O'Byrne.

- 1 Apologies for Absence
- 2 Minutes 1 - 14
To receive the minutes of the meeting held on 3 November 2011 (*attached*)
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 15 - 18
- 6 Review of Procurement and Contract Standing Orders 19 - 38
To consider a refreshed set of rules for Procurements and Contracts
- 7 Council Tax Base 2012/13 39 - 44
To consider the annual report on the Council Tax Base 2012/13
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To take questions submitted by Members in accordance with Council Procedure Rule 11
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To consider Motions submitted by Members in accordance with Council Procedure Rule 12

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Agenda Item 2

Minutes

COUNCIL

3 November 2011

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

Councillor Mary O'Connor (Mayor)
Councillor Michael Markham (Deputy Mayor)

	<p>MEMBERS PRESENT:</p> <p>Councillors: David Allam Lynne Allen Bruce Baker Tim Barker Richard Barnes Jonathan Bianco Lindsay Bliss Sukhpal Brar Wayne Bridges Mike Bull Keith Burrows Paul Buttivant George Cooper Judith Cooper Philip Corthorne Brian Crowe Peter Curling Catherine Dann Jazz Dhillon Janet Duncan</p> <p>Beulah East Neil Fyfe Sid Garg Roshan Ghei Dominic Gilham Raymond Graham Paul Harmsworth Shirley Harper-O'Neill John Hensley Henry Higgins Patricia Jackson Phoday Jarjussey Sandra Jenkins Allan Kauffman Judy Kelly Peter Kemp Mo Khursheed Kuldeep Lakhmana Eddie Lavery Richard Lewis</p> <p>Anita MacDonald John Major Carol Melvin Douglas Mills Richard Mills John Morgan June Nelson Susan O'Brien David Payne Ray Puddifoot Andrew Retter John Riley David Routledge Avtar Sandhu Robin Sansarpuri Scott Seaman-Digby David Simmonds Brian Stead Michael White David Yarrow</p>
	<p>OFFICERS PRESENT: Hugh Dunnachie, Jean Palmer, Linda Sanders, Raj Alagh, Lloyd White, Paul Whaymand, Mark Braddock, Morgan Einon and Nikki O'Halloran</p>
	<p>PRAYERS</p> <p>Prayers were said by Father Angel Ochagavia CMF.</p>
31.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillors Barrett, Benson and Gardner.</p>
32.	<p>MINUTES (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That the minutes of the meeting held on 8 September 2011 be agreed as a correct record.</p>
33.	<p>DECLARATIONS OF INTEREST (<i>Agenda Item 3</i>)</p> <p>Councillors Barnes, Bridges, Corthorne, Curling, Dann, Higgins, Jarjussey, O'Brien and Payne declared a personal interest in Agenda Item 6 – Report of the Head of</p>

	<p>Democratic Services, as they were independently appointed school Governors, and remained in the room during the consideration thereof.</p> <p>Councillors G Cooper, J, Cooper, Curling, Fyfe and Kemp declared a personal and prejudicial interest in Agenda Item 8 – Article 4 Direction to Control Houses in Multiple Occupation Around Brunel University, and left the room during the consideration thereof.</p> <p>Councillor Routledge declared a personal interest in Agenda Item 8 – Article 4 Direction to Control Houses in Multiple Occupation Around Brunel University, and remained in the room during the consideration thereof.</p> <p>Councillors Baker, G Cooper, J, Cooper, Corthorne, Crowe, Curling, Dann, Duncan, Gilham, Harmsworth, Harper-O’Neill, Hensley, Higgins, Khursheed, Lavery, Lewis, Nelson, O’Brien, Payne, Puddifoot, Retter, Sansarpuri, Seaman-Digby, Simmonds and White declared a personal interest in Agenda Item 9 – Governance Arrangements for the Pension Fund, as they were members of the local government pension scheme, and remained in the room during the consideration thereof.</p>
34.	<p>MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 4</i>)</p> <p>The Mayor welcomed a party of journalism students from Brunel University to the meeting. She went on to advise that the figures for the number of events that had been attended by the Mayor, the Deputy Mayor and past Mayors on the Mayor’s behalf would be reported to the next Council meeting.</p> <p>It was noted that the Mayor had invited many volunteers from a range of organisations such as Mencap, Hillingdon Hospital Radio and the Scouts and Guides to the Mayor’s Parlour. The length of time that these individuals had been volunteering had been rewarded with a special gold, silver or bronze lapel pin. The Mayor advised that she was keen to recognise the service that volunteers provided in the Borough and encouraged Members to suggest additional individuals and groups that could be invited.</p>
35.	<p>PUBLIC QUESTION TIME (<i>Agenda Item 5</i>)</p> <p>5.1 QUESTION FROM MR DAVID BISHOP OF LICHFIELD ROAD, NORTHWOOD HILLS TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING - COUNCILLOR BURROWS</p> <p>“I would like to ask the Leader of the Council, Councillor Ray Puddifoot (question referred to Councillor Burrows as Lead Cabinet Member), if the residential roads around Northwood Hills station can be designated as a resident’s only permitted parking area, to prevent the growing encroachment of commuters and non- residents vehicles, which is rapidly turning Northwood Hills into a free car park?”</p> <p>Councillor Burrows thanked Mr Bishop for his question and his overview of the history of the debate about a residents’ parking scheme for Northwood Hills. He advised that Northwood Hills was not the only station in the Borough that was not surrounded by a parking management scheme.</p> <p>Councillor Burrows was sure that Mr Bishop was aware that the Council, far from failing to support the local community, had twice consulted with residents of Northwood Hills on a possible parking management scheme for the area. The first</p>

consultation had taken place in early 2003 and there was strong opposition at the time, with only four roads out of the 105 roads consulted indicating a preference for controlled parking.

The Cabinet Member stated that Mr Bishop would also be aware of a second informal consultation on a residents' parking scheme in February 2009, following a petition raised by local businesses and residents. This eventually led to the implementation of the "Stop and Shop" parking scheme in Joel Street that had been so well received by the local community.

However, Councillor Burrows noted that responses received from residents to the informal consultation on a residents' parking scheme had indicated that there was still very little support for an area-wide scheme. Eight out of the eleven roads consulted had wanted no change to the current unrestricted arrangements.

Councillor Burrows stated that the Council would continue to put residents first and that the Council would not impose restrictions unless they received the support of the community. The two consultations that the Council had undertaken with residents of Northwood Hills had both suggested that there was no overall support for a parking management scheme in that area. Although it was recognised that there were some roads that suffered from non-residential parking, these had not provided a cohesive area for blanket parking controls.

Councillor Burrows stated that he was aware that Mr Bishop knew these issues only too well, as he had put forward ideas in the past, which were subsequently rejected by the public. He went on to advise that the Council would be happy to work with residents and Ward Councillor to develop a parking management scheme when there was evidence to suggest that the majority of residents wanted one. However, Councillor Burrows noted that there had not yet been any evidence of this and it appeared to be yet another suggestion rejected by local residents.

5.2 QUESTION FROM MR COLIN SHELLARD OF HILLIARD ROAD, NORTHWOOD TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING - COUNCILLOR BURROWS

"Can Councillor Burrows please tell me why I have not received an acknowledgement or response from the London Borough of Hillingdon to the petition I submitted last year in April 2010, requesting a residents' only parking scheme for Hilliard Road, details of which with three options was provided by the traffic engineers department and have the parking stress and speed survey been carried out?"

Councillor Burrows thanked Mr Shellard for his question and stated that he recalled the petition in question. He advised that it had been received on 1 April 2010 and contained 74 signatures. The petition was considered by Councillor Burrows at a Petition Hearing on 13 October 2010 where he had approved a series of action points laid out in the recommendations, including undertaking a parking stress survey, as alluded to in the question. This survey involved Council officers recording registration numbers at different times of the day, from as early as 5am to late in the evening. The main purpose of this, as was explained at the time of the Petition Hearing, was to establish with some reasonable certainty where the parking problem came from. Often the problem would be commuters or shoppers, or it could simply be the residents who lived there.

Councillor Burrows was clear that the reason for the problem needed to be

determined as the next stage of the process would be to gauge the level of public support for a parking management scheme. In practice, these schemes only really benefited the street if the parking had come from outside.

The Cabinet Member noted that the surveys he had seen so far had suggested that the majority of the cars parked in Mr Shellard's road appeared to be associated with the people who lived there. He went on to advise that this undermined the case for a parking management scheme when there were many other areas across the Borough where residents were clearly suffering from commuter and non-resident parking and pressing for similar schemes. Councillor Burrows stated that he had received many requests for parking schemes which had to be prioritised.

The Council had also agreed to measure speeds in Hilliard Road. With regard to the speed surveys that had been undertaken so far, the number of vehicles had actually been quite small. Councillor Burrows had therefore asked officers to undertake a more robust survey during the autumn term so that it was completed when the school was open. This survey was scheduled to take place before Christmas. Once Councillor Burrows had the results, a more considered debate could take place about what, if anything, needed to be done in Hilliard Road. He went on to assure Mr Shellard that, as always, the Council would not seek to impose any scheme on residents, but would consult fully to ensure that, should a scheme be implemented, it would be to the benefit of all residents concerned.

36. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 6*)

Councillor Puddifoot moved the recommendations as set out on the Order of Business. This was seconded by Councillor Simmonds and:

RESOLVED: That:

- i) the Urgency decisions detailed in the report be noted.**
- ii) the Scheme of Officer Delegations be amended as follows:**

To the Deputy Chief Executive and Corporate Director of Planning, Environment, Education & Community Services:

- 1. To take all procedural steps necessary prior to deciding whether to give a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 97 of the School Standards and Framework Act 1998.**
- 2. To issue a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 96 of the School Standards and Framework Act 1998.**
- 3. To request an Academy to admit a child in the Borough to it.**

37. **POLLING DISTRICT AND POLLING PLACES REVIEW 2011** (*Agenda Item 7*)

Councillor D Mills moved the recommendations as set out on the Order of Business. This was seconded by Councillor G Cooper. Following debate (Councillors Allen, Harmsworth, Jarjussey and Khursheed), the motion was put to the vote and agreed.

RESOLVED: That the proposed changes for the polling arrangements within the Borough be approved.

38.	<p>ARTICLE 4 DIRECTION TO CONTROL HOUSES IN MULTIPLE OCCUPATION AROUND BRUNEL UNIVERSITY (<i>Agenda Item 8</i>)</p> <p>Councillor Burrows moved the recommendation as set out on the Order of Business. This was seconded by Councillor Corthorne. Following debate (Councillors Allen, Khursheed, Major and R Mills), the motion was put to the vote and agreed.</p> <p>RESOLVED: That an Article 4 Direction for the Uxbridge South and Brunel Wards to address student Houses in Multiple Occupation issues raised by local residents be approved.</p>
39.	<p>GOVERNANCE ARRANGEMENTS FOR THE PENSION FUND (<i>Agenda Item 9</i>)</p> <p>Councillor Corthorne moved the recommendation as set out on the Order of Business. This was seconded by Councillor Bianco, then put to the vote and agreed.</p> <p>RESOLVED: That the terms of reference of the Investment Strategy Sub-Committee be amended to include the authority for it to reallocate assets and/or generate market exposure using established financial instruments up to 10% of Scheme assets, subject to the conditions outlined in the body of the report.</p>
40.	<p>MEMBERS' QUESTIONS (<i>Agenda Item 10</i>)</p> <p>10.1 QUESTION SUBMITTED BY COUNCILLOR GILHAM TO THE CABINET MEMBER FOR IMPROVEMENT, PARTNERSHIPS AND COMMUNITY SAFETY – COUNCILLOR D MILLS</p> <p>“Following on from the very successful partnership between Hillingdon Council, Job Centre Plus and Tesco in placing well over 50 unemployed local residents with jobs in the new Yiewsley store, can the Cabinet Member please advise what other partnership initiatives are in operation?”</p> <p>Councillor D Mills responded that the Council worked in close partnership with Uxbridge College and Brunel University to ensure that potential developers were made aware of the skills and knowledge that were available in the Borough. It was noted that, over the next six months, the Council, Uxbridge College, Brunel University and a major European employer would be discussing new employment opportunities that business could bring by moving into the Borough.</p> <p>Furthermore, the Gateway Heathrow project, which was led by Hillingdon but included other West London boroughs, looked to assist unemployed local residents to access jobs at Heathrow Airport and the surrounding areas. Members were advised that, through the project, more than 620 residents had received support in gaining employment, 274 residents had received accredited skills and 240 residents had gained full time permanent employment (126 of which had stayed in their new posts for six months or more).</p> <p>Councillor D Mills stated that, although the Council was limited on how it could help improve unemployment, its primary role was as a force for good, working with partners to improve opportunities for its residents. He noted that, although Brunel University brought challenges, it also brought job opportunities. The University attracted large employers to the Borough that wanted to take advantage of the students’ skills.</p>

Councillor Gilham, by way of a supplementary question, asked if the Cabinet Member would agree that the 10% reduction in unemployment in Yiewsley was a good news story and how the unemployment figures for the whole Borough compared to a year ago.

Councillor D Mills stated that, as at September 2011, there were 168 fewer unemployed in the Borough than there were the previous year despite the national figure increasing. He advised that the Council would not be complacent as it was aware that there were still individuals, particularly those over 50, that were finding it difficult to be unemployed and secure new jobs.

Councillor D Mills noted that 14.8% of those aged 18-24 in London were not in education, employment or training (NEET). The equivalent figure for Hillingdon was 4.3%. He noted that the unemployed were assets that were waiting to be employed, irrespective of whether they were 25 or 55 years old. The Cabinet Member stated that the Core Strategy had been very clear about where the Council wanted to encourage new business and noted that the advent of developments such as Crossrail would provide new employment opportunities for residents.

10.2 QUESTION SUBMITTED BY COUNCILLOR CURLING TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

“Some years ago the speed limits on the Townfield estate were altered resulting in Central Avenue and part of Church Road having a speed limit of 20 MPH whilst all the other roads (even the smallest roads) on the estate have a limit of 30 MPH.

Hemmen Lane was later added to the 20 MPH zone after a petition from the Children of Dr Triplett’s School, however we still have a situation where a major road like Central Avenue has a 20 MPH limit and the minor roads off of it are at 30 MPH.

During the summer, I had to make a house call to a family in Hesa Road who had witnessed their much loved dog knocked over and killed by a speeding motorist.

Can the Cabinet Member ensure that the speed limits on the Townfield estate are unified at 20m.p.h?”

Councillor Burrows advised that, as a dog owner himself, he was sorry to hear of the sad loss of a family pet through what appeared, on the face of it, to have been the result of inconsiderate driving. This was something which was sadly all too common on the roads. He stated that there was a limit to what the Council could do in cases like this, but that it must, and indeed did, work closely with its partners in the Metropolitan Police in all areas of road safety.

The measures in Central Avenue, Church Road and Hemmen Lane all came about as a consequence of requests from residents and, in the latter case, from Dr Triplett’s School. Pupils from the school had made a compelling case when Councillor Burrows went to see them. He was pleased to note that, in each case, the Council had been able to improve the roads, with better surfaces and suitable traffic calming measures.

Although some local authorities had tried introducing 20mph zones without any traffic calming measures, the Metropolitan Police had advised that it did not support this approach. Such schemes relied upon enforcement by the Police and were usually far less successful than ones with some form of physical traffic calming that actually

forced vehicles to slow down.

Councillor Burrows advised that these schemes tended to be expensive and were often dependent upon funding from Transport for London. It was noted that, with the limited funds available, the Council needed to be absolutely sure that any such measures were both justified and supported by the majority of the residents directly affected.

Councillor Burrows suggested that a good starting point for this was the petition process where, as Ward Councillors knew from their own experience, residents submitted petitions for the Cabinet Member's consideration. These residents were afforded the opportunity to meet the Cabinet Member face-to-face and were often supported by the Ward Councillors.

Councillor Burrows stated that there was not currently much evidence beyond this one sad incident that there was a strong case for a traffic calming scheme in these other roads, let alone strong support from the whole community. However, the Cabinet Member advised that a petition which clearly set out what residents would like to see could give the Council a mandate to take further action.

Councillor Curling, by way of a supplementary question, noted that Central Avenue was a main drag with a 20mph limit yet smaller roads in the same vicinity had 30mph limits and he asked whether it would be more logical to unify the 20mph limit in the whole area.

Councillor Burrows responded by advising that he would speak to officers and ask that they look at the area in question. In the meantime, he suggested that Councillor Curling help residents to organise a petition to move the issue up the agenda.

10.3 QUESTION SUBMITTED BY COUNCILLOR HARMSWORTH TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

“Despite constant calls for action to be taken against those who are feeding pigeons, on a daily basis, the problem still remains.

Since it is generally recognised that these are vermin and spread disease, could I ask whether the Cabinet Member has been made aware of the problem and, if so, what action is proposed to combat the problem?”

Councillor Burrows responded that he was aware that pigeons could be a significant nuisance and that feeding them in public spaces should be discouraged. However, he noted that the Council's litter enforcement efforts were currently aimed at those who deliberately littered the public highway and green spaces with items such as cigarette butts, cans, bottles, paper and fast food waste. Councillor Burrows advised that fast food waste was seen as a major source of food for pigeons and rodents, and that people dropping this type of material could receive fixed penalty notices if caught.

However, Councillor Burrows stated that the Council was not currently seeking to enforce against those who might perhaps be easy targets when deliberately feeding pigeons in public spaces. Wherever possible, he stated that it was not this administration's policy to beat its residents with a stick. As this practice was often seen regularly at the same locations, Councillor Burrows would prefer that officers simply talk to the small number of people involved and educate them as to the

consequences of their good intentioned actions. They could then be encouraged to limit their activities to their own gardens, if possible. This stance could be reviewed in the future if needed.

Councillor Harmsworth, by way of a supplementary question, asked if consideration would be given to banning pigeon feeding in certain areas where the practice was prevalent, for example, Hayes Town Centre.

Councillor Burrows responded that he would rather that these individuals were educated as to the consequences of their actions.

10.4 QUESTION SUBMITTED BY COUNCILLOR ALLEN TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

“Members will recall that I raised the issue of the number of ‘Games Rooms’ springing up in Hillingdon particularly in the South of the Borough. Once built many of these buildings are turned into homes for let. Could the Cabinet Member please inform Members as to how many letters requesting access have been sent out, follow up visits made by officers and enforcement notices served and adhered to since May 2008 in relation to these rooms?”

Councillor Burrows responded that the Council received approximately 800 planning enforcement related complaints each year and that this figure had been at this level for the last 3-4 years consecutively. However, the type of complaints had varied during this time. The changes to permitted development rights in 2008 allowed people greater freedom to build extensions. The Council therefore had had less complaints about extensions as householders had learned to exploit the permitted development rights for extensions. There were more complaints year-on-year for outbuildings, though. This increase was as a result of the planning team taking a strict stance on certificates of lawfulness and planning applications concerning outbuildings and had been very successful at appeal in defending the refusals.

Councillor Burrows advised that, quite simply, people were not being given planning permission for any outbuildings that were large enough to be converted to residential units. This meant that, over the corresponding period, the Council had encountered more attempts to build unauthorised outbuildings and hence had more complaints concerning this type of development. It was noted that requests for access were not directly recorded, but enforcement action was. The proportion of planning enforcement cases that were outbuildings had increased since 2008 from approximately 80 to 160 per year of all cases.

In most cases, residents reduced the size of outbuildings or ceased residential use when threatened with enforcement notices or prosecution. If the resident did not respond to written threats of enforcement action, the Council served an enforcement notice. There had been a total of 212 enforcement notices served since January 2008 - 25% of these notices were in relation to outbuildings.

There had been 28 prosecutions in the last two years through the Courts. The Council prosecuted all cases where the notice was not complied with. There were numerous examples of successful enforcement actions against outbuildings, and clearly the number of notices and prosecutions were a fraction of the closed cases.

Councillor Allen, by way of a supplementary question, asked whether the measures contained within the new Government proposals would weaken the Council’s ability to

get rid of these 'Games Rooms'.

Councillor Burrows responded by advising that the proposals would strengthen the Council's abilities. He went on to state that the Council also had policies in place to support this course of action.

10.5 QUESTION SUBMITTED BY COUNCILLOR GARDNER TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

Councillor Major asked the following question on behalf of Councillor Gardner:

“Can the Cabinet Member for Social Services, Health and Housing assure me that everything that can be done is being done to help the residents of North Road and Uxbridge Road Hayes, who are being evicted from their homes by the London & District Housing Ltd.?”

Councillor Corthorne responded that London & District Housing Ltd was a private business which specialised in property acquisition, sale and management. The company had bought the properties in question in bulk from another landlord and intended to break up the portfolio and sell it on as individual units.

Council officers were in direct contact with London & District Housing Ltd and the affected households and were working with both parties during the sale of the properties. There were 13 households affected, the tenants of which were all in employment. Four of the households were protected tenants who had a right to remain in the properties after they were sold.

This left nine households that might need to find alternative accommodation. Three of these nine households had already been served with notices to quit that would expire in December this year. This would enable London & District Housing Ltd to sell the properties with vacant possession.

Councillor Corthorne advised that the Council was continuing to work with all of the affected households and everything was being done to help them to either remain in the property (where possible) or find alternative suitable accommodation.

Councillor Major, by way of a supplementary question, asked whether Councillor Corthorne agreed that the Council needed to lobby the Government to strengthen the rights of tenants.

Councillor Corthorne responded that care was needed as the action being taken was a routine business transaction. He advised that he would give the matter some thought and provide Councillor Major (and Councillor Gardner) with a written response.

WRITTEN RESPONSE TO THE SUPPLEMENTARY QUESTION FROM COUNCILLOR CORTHORNE:

Councillor Corthorne advised that the issue raised by the North Road evictions related to private developers and private landlords. There was a balance that needed to be struck between encouraging a vibrant private rented sector for the benefit of local residents and safeguards for tenants when properties were sold. The Council needed to ensure that tenants had security of tenure but, at the same time, the Council did not

want to see regulation that worked against the ability of private landlords to provide a good supply of homes in the private rented sector.

The key point though was that of security of tenure. The current tenancy laws had been in place and working well for around 25 years, striking a good balance between tenant security and landlords' ability to finance the buying and selling of property.

It was always unfortunate to hear stories of evictions and the Council would always work with tenants and landlords to minimise these. The Council's Homeless Persons Unit was not seeing a high number of illegal evictions or enquiries of that nature in North Road.

Councillor Corthorne did not therefore think that at present, it was necessary to lobby central Government for changes to the law. However, the situation was being closely monitored and the issue was being raised at networking meetings across West London and with London Councils to see if there was evidence of a trend that might cause the Council to reconsider.

10.6 QUESTION SUBMITTED BY COUNCILLOR BLISS TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

“Can I ask the Cabinet Member for Planning Transportation & Recycling, is it fair that residents on three estates in the Borough have to pay an extra charge to have their refuse collected?”

Councillor Burrows responded that all residents received weekly recycling and refuse collections as part of normal service provision. Green waste was collected every two weeks. The Council would remove all waste properly presented, as a part of this service.

Second collections of refuse could be requested by landlords or management companies of housing developments if their bin stores or compounds had insufficient space inside for the number of bins they needed to have. This meant that, rather than store bins outside, they could instead choose to increase the frequency of collections. A charge was made for this optional extra service.

The vast majority of residents did not have second refuse collections. If the Council was to provide these optional second collections without recovering the additional cost, this would lead to an increase in the overall cost of the service to everyone.

This optional additional service was available to all landlords or management companies and the same rates were applied in all instances. In summary, every household received a free weekly collection; additional collections would incur additional charges.

Councillor Bliss, by way of a supplementary question, asked what action residents could take to stop paying for refuse collections.

Councillor Burrows advised that, if Councillor Bliss emailed him the details of the properties referred to in the question, he would take the matter up with the manager of the relevant department.

10.7 QUESTION SUBMITTED BY COUNCILLOR KHURSHEED TO THE

CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

“In view of the national crisis during the last winter caused by the shortage of road grit, can the Cabinet Member for Planning, Transportation and Recycling please assure me that the Council has adequate supplies to cope with weather of similar severity during the coming winter, especially with regard to:

- a. how the expected level of supplies has been calculated?
- b. whether consideration has been given to the inclusion of side roads in the gritting schedule?
- c. which, if any, pavements are included, bearing in mind the large numbers of people in our Borough who have limited mobility?”

Councillor Burrows responded that the country had experienced severe weather over the last two winters. He was grateful to Councillor Khursheed for giving him another opportunity to place on record the administration’s thanks for the wonderful job that the Council’s gritting teams had done over those winters.

During 2009/10, the Council used 2,860 tonnes of grit salt, and in 2010/11 2,030 tonnes. National standards and recommendations were that councils should keep a starting stock equivalent to 48 runs of the full primary network at a spread rate of 20g/m² as a minimum amount. Councillor Burrows noted that Councillor Khursheed would already be aware that the Cabinet had approved expenditure to purchase salt stocks.

Hillingdon had a starting stock of 3,500 tonnes, which was well in excess of the recommended amount and above that used on the roads in the previous two years. As a back up, approval had also been given to place a ‘call off’ order of a further 1,000 tonnes with the Council’s supplier should it be required. The Cabinet Member advised that the Council was prepared.

The gritting routes were reviewed each year to maximise the efficiency of the Council’s salting operations and to ensure that a network of roads were treated in order to keep the Borough moving. Not all roads in the Borough were included in the list due to available finite resources. However, side roads would be treated on request, following inspection, to confirm that they required gritting.

It was noted that footways were treated once snow had settled or during periods of prolonged freezing conditions on a priority basis at locations including:

- Town Centres
- Hospitals
- Old Peoples Homes
- Day Centres
- Schools (during term times only so that stocks were not wasted)
- Footbridges
- Bus Stops

Secondary footway treatment would be carried out once the priority footways had been treated. If any reports of icy footways were received for locations not included on the Priority or Secondary listings, the footway would be inspected to assess whether it should be treated or not. The Council had also invested in refurbishing its gritting fleet and making sure that enough vehicles were in place to meet the needs and cover any breakdowns. Councillor Burrows stated that, whilst the Council could

not predict what the weather would be or exactly how much salt would be needed, thanks to the continued forward thinking of the administration, Hillingdon was once again better placed than most to meet whatever challenge the weatherman threw at it.

There was no supplementary question.

41. **MOTIONS** (*Agenda Item 11*)

11.1 MOTION FROM COUNCILLOR DOUGLAS MILLS

Councillor D Mills moved the following motion:

“This Council welcomes the Government’s commitment to reduce the total cost of politics by means of the removal of fifty MPs at Westminster.

Council instructs the Chief Executive to respond to the Boundary Commission’s proposals to reduce the number of constituencies in London from 73 to 68 and make sure that each constituency has a similar number of registered electors, as follows:

welcoming,

- a) the return of Ickenham to the Uxbridge & South Ruislip Constituency
- b) the linking of the wards of Hillingdon East and Charville along the Uxbridge Road
- c) the joining together of Yiewsley and West Drayton wards

but also expressing concern at,

- a) the removal of Yeading from the Hayes town centre wards, especially in view of the strong links in the area as shown by the Hayes and Yeading football club.
- b) the Commission’s intention not to link the five adjacent Harrow wards, (Pinner, Pinner South, Rayners Lane, Roxbourne and Roxeth) with the Hillingdon wards in the proposed Ruislip, Northwood & Pinner constituency.
- c) the proposals for Feltham & Hayes as these two areas have no common links.
- d) the counter proposals from the Liberal Democrats that would leave Heathrow Villages as the only Hillingdon ward with other Hounslow wards.

Further, Council instructs officers in conjunction with the Leader of the Council to submit appropriate counter proposals which address the above points and in particular to create new constituencies which can be named:

- Hayes & Southall
- Feltham & West Drayton

whilst complying with the Commission’s remit.”

The motion was seconded by Councillor Morgan. Following debate (Councillor Major), the motion was put to the vote and agreed.

RESOLVED: That this Council welcomes the Government’s commitment to reduce the total cost of politics by means of the removal of fifty MPs at Westminster.

Council instructs the Chief Executive to respond to the Boundary Commission’s proposals to reduce the number of constituencies in London from 73 to 68 and make sure that each constituency has a similar number of registered electors, as follows:

welcoming,

- a) the return of Ickenham to the Uxbridge & South Ruislip Constituency
- b) the linking of the wards of Hillingdon East and Charville along the Uxbridge Road
- c) the joining together of Yiewsley and West Drayton wards

but also expressing concern at,

- a) the removal of Yeading from the Hayes town centre wards, especially in view of the strong links in the area as shown by the Hayes and Yeading football club.
- b) the Commission's intention not to link the five adjacent Harrow wards, (Pinner, Pinner South, Rayners Lane, Roxbourne and Roxeth) with the Hillingdon wards in the proposed Ruislip, Northwood & Pinner constituency.
- c) the proposals for Feltham & Hayes as these two areas have no common links.
- d) the counter proposals from the Liberal Democrats that would leave Heathrow Villages as the only Hillingdon ward with other Hounslow wards.

Further, Council instructs officers in conjunction with the Leader of the Council to submit appropriate counter proposals which address the above points and in particular to create new constituencies which can be named:

- a. Hayes & Southall
- b. Feltham & West Drayton

whilst complying with the Commission's remit.

11.2 MOTION FROM COUNCILLOR ALLEN

Councillor Allen moved the following motion:

“That this Council, on behalf of the residents of Hayes and Harlington, put more effort into finding a more suitable temporary replacement refuse holding centre in Hayes until such time, finances permitting, that a permanent site is found.

Townfield Ward, like many wards in the south of the borough, suffers from fly tipping problems and more so since the Rigby Lane Refuse Centre closed.

A number of roads are continuously blighted by those who dump their rubbish, on a daily basis, usually large household items such as beds and mattresses which means that the view outside the homes of residents living in those roads is that of a rubbish tip.

The good residents of Hayes and Harlington have, on the whole, been helpful to their neighbours who have no car or means of transport to dispose of household rubbish. Whilst it was a short journey the cost was small and often the cost was borne by the carrier - the good neighbour or friend.

The price of petrol now being higher and the journey longer the good neighbour and friend has to consider whether they can bear the cost. The only option for many, due to cost and distance of the nearest refuse centre, is to either pile it up in their back gardens or sheds etc or have a bonfire. The less neighbourly dispose of it on the streets - any street but their own.

	<p>In order to bring a halt to the constant fly tipping, we as Townfield Councillors have made regular requests for the usage of the mobile CCTV, only for this to be refused.</p> <p>We have, where CCTV is already in place, requested the area be monitored but told that unless we have the time the rubbish was dumped, this is not possible. As most are aware, fly tippers dump their load very late at night or in the early hours of the morning - never in broad daylight.</p> <p>We spend hours every week inspecting roads and requesting removal of fly tipping and dumped household waste.</p> <p>Apart from the infrequent usage permitted at Tavistock Road, which is inaccessible to many of the residents in the South, all have waited patiently for the replacement to Rigby Lane.”</p> <p>The motion was seconded by Councillor Dhillon. Following debate (Councillors Burrows, Duncan, Harmsworth, Jarjussey, D Mills and Retter), the motion was put to the vote and lost.</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 9.40 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the full Council.
2. Recently the following decisions have been made using the Council's urgency procedures:
 - 5 December 2011 – decisions by the Cabinet Member for Improvement, Partnerships and Community Safety on the first round of Ward Budget Initiative proposals submitted by Ward Councillors.
 - 20 December 2011 - a decision by the Cabinet Member for Education and Children's Services on a proposal to change the status of the Cowley St. Laurence Primary School to Voluntary Aided.

BACKGROUND PAPERS: Decision Notices

(ii) AMENDMENT TO THE COUNCIL'S PETITION SCHEME

RECOMMENDATION: That the amendment to the Council's petition scheme be approved and implemented with immediate effect.

Information

1. Council at its meeting on 4 November 2010 approved a Petition Scheme for dealing with all petitions received by the Council.
2. Since the introduction of the scheme occasions have arisen where similar petitions on the same subject or issue have been submitted and it is recommended that the Scheme be amended as detailed below to take account of such situations:

Multiple Petitions

For issues of practicality, where the Council receives more than one petition with broadly similar contents or raising broadly similar matters in relation to the same topic or agenda item, the relevant Cabinet Member or Chairman (dependent on the type of meeting hearing the petition) will have discretion to amend the speaking rights, the number of speakers and speaking timings such that there is not a duplication of presentations to the

meeting. In such circumstances it will not be an automatic right that each petition organiser will get 5 minutes to speak and a maximum of 10 minutes may be allowed for one speaker to represent multiple petitioners on the same topic or agenda item.

(iii) PROGRAMME OF MEETINGS 2012/13

1. To approve the timetable of meetings for 2012/13 as set out in Appendix A.
2. Members should note that during the course of the year meeting times and dates of some meetings may change or additional meetings may be called in order for the effective conduct of the council's business.

RECOMMENDATION: That the timetable of meetings for 2012/13 in Appendix A be approved and the Head of Democratic Services in consultation with the Chief Whip of the Majority Party be authorised to make any amendments that may be required.

APPENDIX A

London Borough of Hillingdon – Programme of Meetings 2012/2013 - v1

MEETING (and start time)	May	June	July	Aug	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
COUNCIL (7.30pm)	10*		5		6		8.		10	21 (28)			9
CABINET (7pm)	24	21	26		27	25	22	20	24	14	21	25	23
Central & South Planning Committee (7pm)	22	14	3,25	14	5,25	17	6,29	18	9,31	19	13	4,23	15
North Planning Committee (7pm)	17*	7,26	19	8,30	18	9,31	22	11	3,23	12	7,26	16	8,30
Whips Meeting (5pm)	8*		3		4		6		8	19 (26)			7
Fund Manager Meeting (3pm-5pm) & Pensions Committee (5.30pm)		20			19			12			27		
Investment Strategy Sub-Committee (2pm)			26			18			17				
Audit Committee (5pm)		26			20			6			12		
Domestic Violence Action Forum (2pm)			11			10			9			10	
Domestic Violence Steering Executive (10am)			2		24			3			25		
Petition Hearings with the Cabinet Member for Planning, Transportation & Recycling (7pm)	23*	20	18		19	17	14	12	23	20	20	24	22
Petition Hearings with the Cabinet Member for Finance, Property & Business Services (7pm)		27			12		7		16	27		17	
Licensing Committee (10am)		6			27				15			18	
Licensing Sub-Committee North (2pm)	25*	20	18	16	14	12	9	7	16	13	14	12	24
Licensing Sub-Committee South (10am)		8	6	2	5,28	24	21		4	1	1	4,24	
Registration & Appeals Committee (6pm) (Home-School Travel)					tba								
Executive Scrutiny Committee (at the rising of Cabinet)	24	21	26		27	25	22	20	24	14	21	25	23
Social Services, Health & Housing Policy Overview Committee (7pm)		19	31		11	9	6	5	30	27	27	23	
Residents' & Environmental Services Policy Overview Committee (5.30pm)	30		25		20	18	15	6	22	13	26	24	
Education and Children's Services Policy Overview Committee (7pm)		7	25		12	10	21		16	20	20	17	
Corporate Services and Partnerships Policy Overview Committee (7.30pm)	31		24		18	16	13		15	26	28	30	
External Services Scrutiny Committee (6pm)	29		24		13	11	20		17	19	19	18	
Hillingdon Standing Advisory Council on Religious Education (7.30pm)		20					7				20		
Standards Committee (7pm)		13			4		28			27			
All Councillors Seminars (10am-9pm)	tba					tba							

*Dates with an asterisk * are dates approved in the 2011/12 programme
 Dates in brackets are reserve dates for the budget process*

NB. Times may occasionally vary from those shown in first column

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REVIEW OF THE CONSTITUTION: PROCUREMENT AND CONTRACT STANDING ORDERS

Reporting Officers: Borough Solicitor / Head of Democratic Services

SUMMARY

Council is asked to agree a refreshed and single set of Standing Orders for Procurement and Contracts as part of the Constitution.

RECOMMENDATIONS: That:

- a) **the new version of Procurement and Contract Standing Orders, as set out in Appendix 1, be approved to replace the current version in Part 4 Schedule H of the Council's Constitution.**
- b) **the Code of Practice attached to the current version of Procurement and Contract Standing Orders in the Constitution cease to have effect**
- c) **authority be delegated to the Chief Executive, in consultation with the Leader of the Council and Cabinet Member for Co-ordination and Central Services to initially approve and if necessary, to subsequently amend and update a set of Procurement Standard Operating Procedures which are to read together with the new version of Procurement and Contract Standing Orders.**
- d) **the Head of Democratic Services be authorised to amend related articles and sections within Constitution to comply with the changes outlined above.**

INFORMATION

Hillingdon's decision-making process requires for the majority of contract decisions to be determined by the Cabinet or a Cabinet Member(s) to provide for important Member oversight and accountability when using public monies.

These decisions are based on the Procurement and Contract Standing Orders. They are a key part of the Council's constitution and were last reviewed in 2006 – over 5 years ago. They provide the framework within which the Council undertakes tender exercises and procures goods, works and services.

They currently exist under Schedule H of the Constitution and comprise of the following sections:

- Standing Order 1: Procurement and Contract Standing Orders
- Standing Order 2: Social Care Contracts
- Standing Order 3: Property Contract Standing Orders
- Code of Practice

The Head of Procurement, working closely with Legal Services, Democratic Services and the Cabinet Member for Co-ordination and Central Services has recently comprehensively re-worked all the Standing Orders in order to strengthen the Council's corporate approach to procurement and also seek greater compliance by Officers.

This re-work has allowed for the synchronisation of the Social Care and Property Contract Standing Orders in the Constitution into a single set of Standing Orders. In addition, it has given the opportunity to streamline the amount of wording, so that it is far clearer.

It is not proposed to change any of the primary financial thresholds for accepting tenders or related property decisions, other than to introduce a new informal written Cabinet Member approval for contract decisions valued between £10k and £50K (values, which are currently delegated to officers). However, it is proposed to bring single tender and contract extension thresholds inline with those for competitive tenders, as set out in Appendix 1. Rules on exceeding originally agreed contract values prices have also been strengthened.

The Standing Orders have also been updated to reflect changes in procurement rules nationally as introduced under the Public Contract Regulations 2006 (as further amended in December 2009).

The proposed single set of Standing Orders for Procurement and Contracts is attached as Appendix 1.

Code of Practice

An associated 'Code of Practice' accompanies the Standing Orders in the Constitution at present and provides more detailed guidance on the Standing Orders as opposed to the rules themselves.

The updated Standing Orders remove the Code of Practice from the Constitution and refer to the Procurement Standard Operating Procedures, which are currently being completed. These procedures are the internal business process to be followed by Officers in order to conduct compliant procurement activity to satisfy the requirements of the Standing Orders.

It is therefore proposed that Council gives delegated authority to the Chief Executive, in conjunction with the Leader of the Council and Cabinet Member for Co-ordination and Central Services to initially approve, and subsequently amend as required, the Procurement Standard Operating Procedures. Such a decision would give flexibility when any future changes are made to the guidance, e.g. through improved internal processes or departmental changes.

Whilst the 'Code of Practice' would therefore cease to form part of the Council's Constitution, the Standing Orders will remain an integral part of it.

Financial implications

Robust control of external expenditure committed through supplier contracts is imperative for the Council to effectively manage its financial position. The proposed changes to Standing Orders ensure that these controls are in place and that all procurement activity is conducted and approved in a compliant manner.

To ensure that such controls are embedded effectively in the organisation, the introduction of the Procurement Standard Operating Procedures will ensure that officers

are aware of and understand the business processes required for them to undertake this activity.

The Chief Finance Officer therefore supports these recommendations.

Legal Implications

The revised Procurement and Contract Standing Orders are designed to facilitate strengthening the Council's procurement processes as a whole and achieving optimum value for money at a time when the Council is facing ever increasing pressures on its budgets.

The revisions also take into account the significant recent changes to public procurement law such as the introduction of the EU Remedies Directive which has amended the Public Contract Regulations 2006 and affects all procurement contracts commencing after 20th December 2009. This recent legislation has improved access to rapid and effective review procedures for suppliers who wish to challenge the legality of public authorities' procurement processes and there is evidence that such challenges have significantly increased in recent years.

The revised Procurement and Contract Standing Orders will help the Council to resist successful challenges to its own procurement processes.

BACKGROUND PAPERS: Council Constitution

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PROCUREMENT & CONTRACT STANDING ORDERS – SCHEDULE H

Standing Order 1

Compliance

1.1 Every contract awarded by or on behalf of the Council in respect of:-

- a) Goods;
- b) Works; or
- c) Services

Of any category or commodity, shall be procured and awarded, in accordance with:

- a) These Standing Orders
- b) The Public Contracts Regulations 2006 (amended 2009)
- c) EU directives and regulations or other applicable statutory regulation being in force in the United Kingdom
- d) The Council's Financial Regulations and Standing Orders,
- e) Corporate Procurement Strategy and any Procurement Standard Operating Procedures issued under paragraph 1.2.

1.2 The Chief Executive, in consultation with the Leader of the Council, the Cabinet Member for Co-ordination and Central Services and the Chief Finance Officer, may issue, from time to time, Procurement Standard Operating Procedures setting out, in further detail, procedures to be followed when awarding contracts under these Contract Standing Orders, together with guidance on relevant best practice for procurement.

1.3 Compliance with the procedures set out in the Procurement Standard Operating Procedures is mandatory under these Standing Orders, together with the application of best practice. Application of the Procurement Standard Operating Procedures is to be consistent across all Council Departments, including all areas where the procurement function is delegated. It is the responsibility of the Approved Officer to ensure compliance with the procedures is maintained where procurement is delegated to an external supplier or organization.

1.4 These Standing Orders shall be read together with the Procurement Standard Operating Procedures. The Procedures and Standing Orders carry equal weight, and therefore a breach of the Procedures will have the same effect as a breach of these Standing Orders.

1.5 Corporate Directors, Deputy Directors and Heads of Service shall ensure that all officers who procure goods, works or services comply with these Standing Orders and the Procurement Standard Operating Procedures. Only officers who are deemed to be qualified and competent by the Head of Procurement, in conjunction with the appropriate Corporate Director, may procure goods, works or services. These officers are to be identified within each Department's individual Scheme of Delegations, and known as "Approved Officers". The Head of Procurement and each Corporate Director shall maintain a register of Approved Officers.

- 1.6 An Approved Officer shall be designated for all contracts, irrespective of value, and be competent in managing the supply of goods, works or services as appropriate. For the avoidance of doubt, this does not mean sourcing and placement of contracts.
- 1.7 The Head of Procurement shall be responsible for maintaining a register of all contracts where the total contract value is £50,000 or greater.
- 1.8 No contract shall be procured unless written approval is obtained in accordance with the Scheme of Delegations. Such written approval will confirm there is adequate provision within the appropriate capital or revenue budgets or other financial provision, i.e. grant funding.
- 1.9 Pursuant to paragraph 1.8, before obtaining written approval, Approved Officers shall consult the Register of Contracts to ascertain if the Council has a contract for the goods, works or services required. If such a contract is in existence, the Approved Officer shall use the appropriate contract in force, and not procure another.
- 1.10 It shall be the duty of every officer of the Council placing contracts or committing expenditure to obtain and demonstrate value for money, and that the goods, works and services are fit for the intended purpose.

Standing Order 2

Ethics & Probity

- 2.1 Officers shall preserve the highest standards of honesty, integrity, impartiality and objectivity. This includes compliance with the Employees' Code of Conduct.
- 2.2 Pursuant to paragraph 2.1, breaches of compliance will be referred to the Chief Finance Officer and the Head of Procurement in the first instance, who in conjunction with the Head of Audit and Enforcement, will authorise any investigation. The outcome of any investigation may be referred to the Head of Human Resources to determine if disciplinary action should be taken, in accordance with the Employee's Code of Conduct.
- 2.3 In accordance with Section 117 of the Local Government Act 1972, The Borough Solicitor shall maintain a record of any officer who has a pecuniary interest in a contract with the Council, and notify in writing their Head of Service where, in the course of their work, have a personal financial or non-financial interest.
- 2.4 Any officer procuring goods, works or services must declare gifts and hospitality received or offered, in accordance with the Employees' Code of Conduct.

Standing Order 3

Member authority, Planning Ahead and the Decision-Making Process

3.1 Member authority

Hillingdon's decision-making process requires for the majority of contract decisions to be determined by the Cabinet or a Cabinet Member(s) to provide for important Member oversight and accountability when using public monies. It is the prerogative of the Cabinet or Cabinet Member to decide to accept or not accept any tender recommended by Officers.

Council sets the financial thresholds by which tenders shall be accepted by Members as set out in Standing Order 6.

3.2 Planning ahead

Before any invitation to tender, Corporate Directors and their officers shall plan ahead and build into their project timetable the necessary informal approvals, notifications (via the Forward Plan) and the period of the formal decision-making process. Sufficient time should be planned to consider all service provision issues, including alternative decisions by the Cabinet or Cabinet Member.

Corporate Directors should first seek the informal approval of their Cabinet Member to invite tenders. For tenders that have a corporate impact, the Cabinet Member for Co-ordination and Central Services should also be consulted beforehand. Cabinet Members will expect officers to have considered all alternative options before presenting them with a proposal to tender a contract.

The Corporate Directors shall then ensure that the Forward Plan is updated with regard to forthcoming tender decisions which require formal approval by the full Cabinet or a Cabinet Member. Advance notice of at least 3-4 months should be given on the Forward Plan.

3.3 Decision-making process and timings

Any tender decision identified on the Forward Plan shall require a formal tender summary report to be prepared providing full tender evaluation information, using the sign-off procedures and templates approved by Democratic Services. For tender decisions to a particular meeting of the full Cabinet, officers should adhere to the report deadlines set out by Democratic Services. For tender decisions to a Cabinet Member(s), officers should ensure they are taken within the month notified.

From the time the report is ready, the formal decision-making process can take approximately 1 month before a decision is made. This time period is mainly for legal reasons, but also to ensure that Members have time to read the report. In addition, after any decision is made by the Cabinet or Cabinet Member, 5 days must expire for the 'scrutiny call-in' period before any decision can formally take effect and any contract can be signed, executed or sealed.

All Cabinet and Cabinet Member decisions to accept (or not accept) a particular tender are made public.

Standing Order 4

Invitations to Tender

- 4.1 a) Tenders or quotations shall be invited for all proposed contracts with an estimated total contract value, equal to or exceeding the minimum thresholds as set out in the Procurement Standard Operating Procedures. These thresholds are as follows: -

Total Value	Minimum number of quotations or tenders	Award criteria
£0 – 10,000	3 Quotations	Lowest price to apply
£10,000 – 50,000	5 Quotations	Most economically advantageous quotation
£50,000 & above	5 Tenders	Most economically advantageous tender

Pursuant to paragraph 1.1, every invitation to tender shall comply with all regulations and directives in force at that time.

- b) Where the award criteria is based on most economically advantageous tender, unless agreed in writing by the Cabinet Member for Co-Ordination and Central Services and the Head of Procurement, tender evaluations shall be based on a minimum of 80% weighting in favour of price.
- 4.2 EU directives and regulations shall apply to the procurement of contracts with an estimated aggregate value equal to or exceeding the EU thresholds listed below that are in force at the time of tender, as set out in the Procurement Standard Operating Procedures and pursuant to paragraph 4.3:-

Goods and services	£173,934 or greater	Minimum 5 Tenders	Most economically advantageous tender or lowest price
Works	£4,348,350 or greater	Minimum 5 Tenders	Most economically advantageous tender or lowest price

- 4.3 Unless it is in the best interests of the Council, or forms part of a provision of duty of care, no requirement for goods, works or services may be sub-divided into smaller contracts with the intention of circumventing the requirements of paragraph 4.1, or for the purpose of avoidance of EU statutory requirements, as stated in Regulation 8 of the Public Contracts Regulations 2006 (amended 2009).
- 4.4 Pursuant to paragraph 4.1 and the requirement for obtaining best value and adequate competition, competitive tenders or quotations shall not be required if the Approved Officer is satisfied, and has obtained written agreement from

the Head of Procurement and the Cabinet Member for Co-ordination and Central Services, or the Leader of the Council, that:

- (i) it is not reasonably practicable or prudent in meeting the Council's objectives to obtain competitive tenders or quotations; or
- (ii) there would be no effective or genuine competition; or
- (iii) it is necessary to safeguard life or property; or
- (iv) the works, services or goods will be obtained through an approved buying consortium, or from their nominated suppliers; or
- (v) the works, services or goods will be obtained through a corporately tendered and managed contract that has been established for all officers of the Council to use, and
- (vi) all such decisions are authorised by the Head of Procurement in writing.

4.5 Before proceeding in accordance with paragraph 4.1 in relation to any expenditure, the Approved Officer shall consult the Procurement Standard Operating Procedures, to confirm and determine how the goods, works or services should be tendered. Appropriate guidance shall also be sought from the Procurement Team.

4.6 Tenders for all proposed contracts with an estimated total contract value greater than £50,000 shall be conducted by the Procurement Team, unless otherwise instructed by the Head of Procurement. All such tenders shall be published on the appropriate eTendering portal as advised by the Procurement Team.

Standing Order 5

Custody, Receipt & Opening of Tenders by Democratic Services

5.1 The Approved Officer shall ensure that custody, opening and acceptance of tenders is in accordance with the Procurement Standard Operating Procedures.

5.2. Receipt and custody of tenders

- (a) Tenders shall be returned by the tenderer to the Civic Centre. Electronic tenders shall be returned to the email address specified in the tender instructions, or uploaded to the appropriate e-tendering portal as specified.
- (b) On receipt by the Council, tenders shall be date-and time-stamped on their envelope or outer wrapper. Each electronic tender received shall be electronically date stamped.
- (c) The Mail Room Supervisor, or equivalent officer responsible for receiving mail or online documents, shall:
 - (i) provide a receipt for tenders received, on request;
 - (ii) keep a record of the number of tenders received;
 - (iii) after the time and date specified for their return, hand all tenders received to the officer responsible for them, and obtain a receipt / signature.

- (d) Tenders shall be kept in secure custody until they are opened. Electronic tenders shall be stored in a secure folder.

5.3. Register of tenders

A register of tenders received shall be maintained by each Corporate Director and updated by each Approved Officer as necessary. The register should contain details of each tender, the signatures of the officer opening the tenders and the witness and the signature of the officer to whom the tenders were passed for custody after opening. Where tenders are received electronically this register shall be maintained within the appropriate eTendering portal as advised by the Procurement team.

5.4. Tender opening

- (a) Tenders shall be opened at one time and only in the presence of such officer or officers as the Head of Democratic Services and/or Approved Officer or the Corporate Procurement Unit may determine.
- (b) An officer from the Corporate Procurement Unit or Democratic Services should be present when tenders are opened.
- (c) The tenders shall be opened one at a time and the opening sequence recorded, together with any appropriate comments or notes.
- (d) As each tender is opened the name of each tenderer and the amount of the tender must be recorded in the tender register.

5.5 Late Tenders

- (a) A tender received after the last date and time when tenders should be received must be recorded as a late tender in the tender register.
- (b) Such a late tender shall only be opened and considered for acceptance on the authorisation of the Head of Procurement and the Head of Democratic Services.
- (c) The Head of Procurement and the Head of Democratic Services may consider that a tender received late should be considered for acceptance under the following circumstances:
 - (i) there is a bona fide reason, recorded in writing, for the tender being late; and
 - (ii) other tenders that have arrived on time have not been opened.
- (d) Where a tender received late is for a contract greater than £50,000, the Head of Procurement and Head of Democratic Services shall in addition seek approval from the Cabinet Member for Co-ordination and Central Services prior to considering it for acceptance.
- (e) Where a tender received late is for a contract value of greater than £250,000, the Head of Procurement and Head of Democratic Services shall in addition seek approval from the Leader of the Council prior to considering it for acceptance.
- (f) In circumstances where the Head of Procurement and the Head of Democratic Services are uncertain whether a late tender should be opened and considered for acceptance, the matter should be referred to the Borough Solicitor for legal advice.

Standing Order 6

Acceptance of tenders and financial thresholds for authority

6.1 General Rules

Where tenders or quotations have been received in accordance with the Procurement Standard Operating Procedures, they can only be accepted if the Approved Officer has satisfied themselves that: -

- a) All approvals required by Cabinet, Cabinet Member or Delegated Officers set out in these Standing Orders, the Council's Constitution and Financial Regulations have been obtained first;
- b) the tender is compliant;
- c) the tender offers best value in accordance with the Procurement Standard Operating Procedures.
- d) all appropriate risks have been assessed and mitigated, as required by Procurement Standard Operating Procedures.

6.2 Acceptance of tenders or quotations

A tender or quotation summary report recommending final contractor selection will be required prior to acceptance. This document will form the basis for decisions required as set out below.

- (a) In the case of a tender or quotation which does not exceed £9,999 for which budgetary provision exists, the Approved Officer shall be authorised to accept the most satisfactory tender.
- (b) In the case of a tender or quotation which is between £10,000 but is below £50,000 for which budgetary provision exists, the Approved Officer, with informal written acceptance provided by the relevant Cabinet Member portfolio holder and Cabinet Member for Co-ordination and Central Services shall be authorised to accept the most satisfactory tender.
- (c) In the case of a tender which exceeds £50,000 but is below £250,000 for which budgetary provision exists, the relevant Cabinet Member portfolio holder and the Cabinet Member for Co-ordination and Central Services or the Leader of the Council shall be authorised to accept the most satisfactory tender.
- (d) In the case of a tender which exceeds £250,000 for which budgetary provision exists, the Cabinet shall be authorised to accept the most satisfactory tender.
- (e) A re-assessment of the Contractors financial stability shall be carried out where the tender value exceeds £100,000. This would normally be undertaken during the pre-qualification and/or at the tender submission stage of the process. This information should be presented in any report to the Cabinet or Cabinet Member.
- (f) Tenders or quotations can only be accepted in accordance with the agreed award criteria i.e. most economically advantageous or lowest price.

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

6.3 Authority levels for tender or quotation acceptance

Council has agreed the following financial thresholds for authority to accept a tender or quotation:

£0 – 9,999	Approved Officer
£10,000 - £49,999	Approved Officer with informal written acceptance from relevant Cabinet Member and Cabinet member for Co-ordination & Central Services
£50,000 – 249,999	Formal decision by the relevant Cabinet Member and Cabinet Member for Co-ordination & Central Services or the Leader of the Council
£250,000 or greater	Formal decision by the Cabinet

These thresholds shall also apply to single tender actions and contract extensions.

Any proposed procurement decision that will have a significant impact on two or more wards in the Borough and where the well-being of the community or change to the service level provided will affect a significant number of people, then this decision must be reported to Cabinet for determination.

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

6.4 Agency / Temporary Workers and Consultants

Council has agreed different financial thresholds for authority for appointing individual temporary workers and accepting tenders for appointment of consultants as follows:

Acceptance of tender for appointment of consultants	Less than £5000	Corporate Director	In writing
	£5000 - £50,000	Formal approval by the Cabinet Member	Report
	£50,000 or greater	Formal approval by the Cabinet	Report
Approval of individual temporary workers	Less than £5000	Corporate Director	In writing
	£5000 and £50,000	Cabinet Member (informal approval via HR and Director)	Report
	Over £50,000	Formal approval by the Cabinet	Report

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

Standing Order 7

Execution of Contracts

7.1 Every contract that is entered into by the Council shall be in writing and executed in accordance with the following:-

£10,000 – £49,999	Signed by, the Head of Procurement in writing. As set out in 9.2 for purchases below £1,000 where no formal contract is in place, purchase orders shall be considered as a form of contract.
£50,000 - £99,999	Signed by the Chief Finance Officer in writing
£100,000 or greater	Sealed with the Common Seal of the Council and attested by a Member of the Council and the Borough Solicitor or any other officer authorised by the Borough Solicitor and Cabinet Member for Co-ordination and Central Services in writing.

7.2 Pursuant to Standing Order 1, a record of each contract executed in accordance with paragraph 7.1, shall be entered on a Register of Contracts maintained for that purpose by the Head of Procurement.

7.3 No Council officer may call off a contract for goods, works or services unless that contract is in writing and executed in accordance with paragraph 7.1.

7.4 Legal Services shall be responsible for ensuring that all contract executions are managed correctly, in accordance with paragraph 7.1. Sufficient copies of each contract shall be signed, and an electronic version will be passed to the Procurement Team, whereupon this will be stored in the Contracts Library.

Standing Order 8

Contract Extension and Variation

8.1 Before approval is granted to extend or vary contracts, Corporate Directors and their officers shall give due consideration to all potential options that may exist to repackage goods, works and services. An appraisal of such options shall be produced and provided to the appropriate Cabinet Member for review in accordance with the provisions of Standing Order 3. Only where the Cabinet Member approves the option that a contract shall be extended or varied shall such approval be sought.

8.2 Contracts may only be extended where the express provision in the agreement exists to do so and the appropriate approval to extend has been provided. This approval shall be sought in accordance with the levels of tender acceptance contained in Standing Order 6.3.

8.3 Contracts may only be varied where the express provision in the agreement exists to do so and the appropriate approval to vary the contract has been provided. This approval shall be based upon the approval required to execute the contract as contained in Standing Order 7.1.

- 8.4 Where any single proposed contract variation or cumulative value of agreed contract variations is likely to exceed the value originally approved then Officers should, at the earliest opportunity, seek approval to exceed the value from the relevant Cabinet Member and the Cabinet Member for Co-ordination and Central Services. If this exceeds 15% or more of the total contract value originally approved, a summary report shall be made to the Head of Procurement. Approval of the proposed contract variation shall be in accordance with Standing Order 8.2 and therefore may require either approved officer approval with informal written acceptance by the Cabinet Member, a formal Cabinet Member or Cabinet decision.

Standing Order 9

Purchase Orders & Government Procurement Cards

- 9.1 Where formal contractual arrangement are in place, purchase orders shall be considered as the method of commitment with a supplier and shall be required for all goods, works and services, irrespective of value, and raised in accordance with Procurement Standard Operating Procedures, pursuant to paragraph 1.1. No goods, works or services shall be procured without the prior establishment of a legitimate purchase order, duly approved in accordance with the Council's Financial Regulations and the Scheme of Delegations.

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

- 9.2 For purchases below £1000 where no formal contract is in place, purchase orders shall be considered as a form of contract and shall be required for all goods, works and services, and raised in accordance with Procurement Standard Operating Procedures, pursuant to paragraph 1.1. No goods, works or services shall be procured without the prior establishment of a legitimate purchase order, duly approved in accordance with the Council's Financial regulations and the Scheme of Delegations.

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

- 9.3 The Council recognises the need to ensure efficient processes are used to procure lower value goods, works and services. Therefore Government Procurement Cards may be used to procure goods, works and services as follows:-

- a) Purchases less than £500
- b) Single purchases where the supplier will not be used again
- c) Urgent or emergency purchases where it is not possible to raise a purchase order, pursuant to paragraph 9.2

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

Standing Order 10

Delegated Authority

- 10.1 Delegated Authority to procure goods, works or services may be awarded only with the written approval of the Chief Executive, Chief Finance Officer and the Head of Procurement, and only when the application for Delegated Authority is supported by a detailed business case prepared in accordance with the Procurement Standard Operating Procedures.
- 10.2 Departments, Service Areas or Officers who have been awarded Delegated Authority shall comply with these standing orders and the Procurement Standard Operating Procedures at all times. Breaches of compliance will result in the removal of Delegated Authority, as required by the Head of Procurement, and possible disciplinary action may also be initiated.
- 10.3 The governing body of any school which is subject to the Scheme of Delegation approved by the Secretary of State for Children, Schools and Families pursuant to statutory authority, shall be considered as part of the Council, and will comply with these standing orders and Procurement Standard Operating Procedures.

Standing Order 11

Exemptions from Standing Orders

- 11.1 In any circumstances not provided for by the preceding Standing Orders, an Approved Officer will consult with the Chief Finance Officer and the Head of Procurement, in the first instance, where an exemption is required.
- 11.2 These Standing Orders shall not apply to the following services that are managed by separate policies and guidelines:
 1. Contracts for the acquisition or lease of land and/or real estate.
 2. Contracts for permanent or fixed term employment.
 3. Direct Payments to citizens following care assessment, for example, payments provided under Self Directed Support or individual budgets.
 4. A declared emergency as defined by the Civil Contingencies Act 2004 and authorised by the Emergency Planning Officer.
- 11.3 Where these Standing Orders may conflict with any separate rules or guidance, and the Procurement Standard Operating Procedures, the Head of Procurement, the Cabinet Member for Co-ordination and Central Services and the Borough Solicitor will determine which takes precedence.

Standing Order 12

Property Standing Orders

- 12.1 Application
 1. This procedure rule applies where there is a Property (including land and/or buildings) transaction.
 2. "Property transaction" means the acquisition or disposal of a freehold interest in property (including land and/or buildings) or a lease of greater than 7 years or other dealing with land, whether or not

buildings, plant and equipment, fixtures and fittings, or other assets are included in that transaction. A transaction concerning only plant and equipment, fixtures and fittings, or other assets is not a Property transaction. The grant of a temporary licence to occupy is not a Property transaction.

3. "major disposal" means a Property transaction which consists of either a disposal of the freehold where the consideration exceeds £100,000, or the grant of a lease of greater than 7 years where the rent exceeds £30,000 per annum or where the premium exceeds £100,000.
4. "the property procedures" means the procedures adopted by the Corporate Landlord from time to time for the management, use, acquisition and disposal of property, in consultation with the Director of Planning, Environment & Community Services and the Borough Solicitor.
5. "best consideration" means the legal obligation upon the Council to achieve a consideration, which is the best that can reasonably be obtained.
6. Principles to be applied are that policy decisions on property, (e.g. property policies and decisions on what property to purchase or sell), should be made by the Cabinet or by the Cabinet Member for Finance, Property and Business Services. Professional decisions, (e.g. how to market, negotiations etc) should be delegated to officers.

12.2 Approval of Major Disposals

1. The principle and method of each major disposal must be approved by the Corporate Landlord making recommendations to the Cabinet Member for Finance, Property and Business Services or the Cabinet. When determining such matters they shall consider a report:
 - a) specifying the property (land and buildings) to be disposed of;
 - b) confirming that the property has been declared surplus to the Services'/Council's requirements;
 - c) advising upon the proposed method of disposal, and providing the reasons for selecting that method;
 - d) in matters where the Council must achieve best consideration, confirming that the proposed method of disposal which has been selected, is most likely to achieve this;
 - e) in matters where it is proposed that the disposal should be for less than best consideration, giving reasons for and against seeking best consideration and, following consultation with the Borough Solicitor, specifying the relevant legal powers of the Council to accept less than best consideration.
2. The principal terms of major disposals (except where the approved method of disposal is by auction) must be approved by the Corporate Landlord making recommendations to the Cabinet Member for Finance, Property and Business Services or the Cabinet as appropriate. When determining such matters, they shall consider a report confirming either that the consideration agreed represents 'best consideration', or, following consultation with the Borough Solicitor, specifying the relevant legal powers of the Council to accept less than best consideration.

3. In major disposals where the approved method of disposal is the inviting of tenders or offers, the disposal must be advertised in at least one local, national, international or specialist newspapers or publications, as determined by the Corporate Landlord.

12.3 Dealing with tenders and offers

1. The receipt and opening of tenders and offers will be conducted in accordance with Standing Order 5 and the Council's Procurement Standard Operating Procedures
2. In cases where the duty to achieve 'best consideration' (the best price that can reasonably be obtainable) applies, when a tender or offer representing 'best consideration' is received late, or is otherwise invalid as described in Standing Order 5, the Corporate Landlord will consult with the Borough Solicitor and the Cabinet Member for Finance, Property and Business Services. If they agree that the tender or offer should be considered for acceptance and it is possible that other tenderers/offers will otherwise be prejudiced, all tenders/offers shall, at the Council's discretion, be given the opportunity to resubmit their tenders/offers within a given timescale.
3. In cases where the duty to achieve 'best consideration' does not apply, when a tender is late or contains errors, the provisions in the Council's Procurement Standard Operating Procedures will apply.

12.4 Disposals and Acquisitions by Auction

1. In disposals where the approved method of disposal is by auction, up to three auctioneers approved by the Corporate Landlord must be invited to provide a written quotation as to service offered, commission and additional costs. The most advantageous quote, taking into account pricing and service level offered, must be selected.
2. A "reserve price", when recommended by the auctioneer, will be set by the Corporate Landlord in consultation with the Borough Solicitor and the Cabinet Member for Finance, Property and Business Services. The reserve price must be disclosed only to the auctioneer and the Council's legal and property officers attending the auction. The legal officer shall, upon a sale being 'knocked down' be authorised to sign contracts or relevant papers on the day of the sale.
3. In the case of any acquisition of land or property by officers at auction, price bands and/or limits for bidding will be set subject to the amounts being within existing delegations and thresholds in the Constitution given to Officers, the Cabinet Member for Finance, Property and Business Services or Cabinet as set out in section 12.6 below. Cabinet or the Cabinet Member for Finance, Property and Business Services will therefore need to authorise beforehand any offer to acquire at an auction.

12.5 Approval of Property Transactions (including Land and Buildings) other than major disposals

1. The principal terms of property transactions (other than acquisitions which are dealt with below), for the disposal of a freehold or leasehold interest in property (except where the method of disposal is by way of auction) and also other than those defined as major disposals in these Standing Orders, must be approved by the Corporate Landlord in accordance with the Scheme of Delegations. The Corporate Landlord must report each approval to the appropriate Cabinet Member in their Portfolio area or the Cabinet.

2. The principle and method of each acquisition, irrespective of value, and whether it relates to the acquisition of a freehold or leasehold interest or a licence, must be approved by the Corporate Landlord making recommendations to the Cabinet Member for Finance, Property and Business Services or the Cabinet.

12.6 Authority levels for property matters

Council has agreed the following financial thresholds for property matters:

Acquisition and disposal of land and property and also grant of easements and wayleaves	Under £10k	DCE & Corporate Director of PEECS	In writing
	£10k - £250k	Cabinet Member for Finance, Property & Business Services	Report
	£250k or greater	Cabinet	Report
Disposal of any property for less than best consideration, including discounted rent on any property or premises owned by the Council	All Values	Cabinet	Report
Property Licenses and Leases	Under 7 years and under £10K	DCE & Corporate Director of PEECS	In writing
	Under 7 years and £10k - £100k	Cabinet Member for Finance, Property & Business Services	Report
	Under 7 years and above £100k	Cabinet	Report
	7-25 years and any value up to £250k	Cabinet Member for Finance, Property & Business Services	Report
	Over 25 years and any value	Cabinet	Report

Any proposed property or land decision that will have a significant impact on two or more wards in the Borough and where the well-being of the community

or change to the service level provided will affect a significant number of people, then this decision must be reported to Cabinet for determination.

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

12.7 Application of the Property Procedures and Standards

All property (including land) transactions must be conducted in accordance with the property procedures and standards.

12.8 Formalities

1. All contracts and other documentation entered into pursuant to all land transactions shall be in writing, and shall be signed or sealed with the Common Seal of the Council, as appropriate.
2. The Common Seal of the Council shall be attested by a Member of the Council and the Borough Solicitor or any other officer authorised by the Borough Solicitor in writing.
3. An entry of every sealing of a contract shall be made and consecutively numbered in a book kept for that purpose.

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COUNCIL TAX BASE 2012/13

Reporting Officer: Deputy Director, Finance

SUMMARY

This report sets out the Council Tax Base for the year 2012/2013, in accordance with the legislation, for approval by the Council.

It shows a net increase in the Council Tax Base of 1,118 (1.13%). The following are the main factors that have helped to increase the Council Tax Base:

- An increase in the number of new properties in Valuation List.
- A reduction in the number of Single Occupancy Discounts, due to a full review of all persons claiming the discount which was carried out in 2011-12.

RECOMMENDATIONS: That

- 1) **The report of the Chief Finance Officer, for the calculation of the Council Tax Base for 2012/2013, be approved.**
- 2) **Pursuant to the report of the Chief Finance Officer, and in accordance with the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003, the amount calculated by the London Borough of Hillingdon as its Council Tax Base for the year 2012/2013 shall be 100,236.**

INFORMATION

The Council is required to calculate its Tax Base as at 30 November 2011, by 31 January 2012.

The calculation for determining the relevant amount for each band is prescribed under the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003. The calculation is based on the following formula:

$$(H - Q + J) \times (F \text{ divided by } G)$$

Where:

H = The number of chargeable dwellings for the band on the relevant day, less the estimated number of exempt dwellings on that day.

Q = Is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day.

J = An estimation of any adjustments in respect of changes in the number of chargeable dwellings, discounts or exemptions calculated by the authority.

F = The number appropriate to that band which is used in determining the Band D equivalent (i.e. Band A = 6, Band B = 7, Band C = 8, Band D = 9, Band E = 11, Band F = 13, Band G = 15, Band H = 18).

G = The number applicable to Band D (i.e. 9).

The relevant date for 2012/2013 is 30 November 2011.

Calculation of Council Tax Base 2012/2013

Set out below is a summary of the Council Tax Base, showing the estimated collection rate and allowance made for contributions in lieu of Council Tax in respect of Forces Barracks and Married Quarters. The detailed calculation of the Council Tax Base by Band is shown at Appendix A to this report.

TOTAL OF BAND D EQUIVALENT PROPERTIES	
Band	Number
A	439
B	3,411
C	16,940
D	40,235
E	19,855
F	12,401
G	6,834
H	748
Total	100,863
Equivalent Number Adjusted for Estimated Collection Rate (98.7%)	99,552
Allow for contribution in lieu of Council Tax in respect of Forces Barracks and Married Quarters	684
COUNCIL TAX BASE FOR 2012/2013	100,236

Estimated Collection Rate

It is a requirement of the Council Tax legislation (SI 1992 No 612) for the Authority to make an estimate of its collection rate in determining the Council Tax Base. The estimated collection rate is reviewed each year taking account of actual collection trends both in year and over a period of time. For information the estimated collection rate used for 2011/2012 was also 98.7%.

Changes in the Council Tax Base since 2011/2012

In calculating the Council Tax Base for 2012/2013 the authority has to estimate the various changes that will occur during the financial year. Due consideration also has to be given to the actual level of activity experienced in the current financial year 2011/2012.

Section 106 of the Local Government Finance Act 1992

It is noted that this report falls within the provisions of Section 106 of the Local Government Finance Act 1992. Any Member, who is two or more months in arrears with his/her Council Tax, must declare the fact and not vote on the recommendations.

FINANCIAL IMPLICATIONS

This report details the calculations of the Council Tax Base for 2012/2013. The figure for the total Band D equivalents, 100,236, is 1.13% higher than the current year's figure of 99,118. This is due to a number of factors set out above.

The factors with the most significant impact on the Council Tax Base are the increase in the number of properties on the Valuation List and the decreased number of single person discounts throughout the year. This has resulted in an overall increase in the Council Tax Base between 2011/2012 and 2012/2013 of 1.13%

LEGAL IMPLICATIONS

The Borough Solicitor reports that the legal implications are contained in the body of the report.

BACKGROUND PAPERS: None

Council Tax Base 2012/13 - Appendix A

Line	CALCULATION OF 'H' (The number of chargeable dwellings on valuation list)	source	+/-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
1	Number of properties in the valuation list as at 01/12/09 (effective date) (Document C(1))	C1	+	842	5,616	22,132	44,511	17,781	9,503	4,846	400	105,631
2	Less exempt Properties	D2	-	49	317	753	1,244	533	333	482	15	3,726
3A	LESS Properties re Disabled Persons relief - Drop a Band	D3	-	1	7	51	239	145	108	38	19	608
3B	PLUS Properties re Disabled Persons relief - Drop a Band	D4	+	7	51	239	145	108	38	19	0	607
4												
5	Value of 'H' (Sum of line 1 less line 2,& 3 plus line 4)	CALC	+	799	5,343	21,567	43,173	17,211	9,100	4,345	366	101,904
	CALCULATION OF 'Q' (the value of discounts allowed)											
6	Number of properties entitled to single occupancy discount	D5		477	3,513	10,620	11,697	4,151	1,837	625	22	32,942
7	Line 6 above converted into common factor (ie actual number x 25%)	CALC	+	1190	878	2,655	2,924	1,038	459	156	6	8,235
8	Number of properties entitled to a 50% discount as all residents disregarded	D6		2	13	18	16	16	17	25	13	120
9	Line 8 above converted into common factor (ie actual number x 50%)	CALC	+	1	7	9	8	8	9	13	7	60
10	Number of properties treated as a second home (ie unoccupied and furnished)	D7		51	118	387	434	148	86	43	2	1,269
11	Line 10 above converted into common factor (ie actual number x 25%)	CALC	+	13	30	97	109	37	22	11	1	320
12	Number of properties treated as long term empty	D8		17	49	134	257	94	76	51	9	687
13	Line 12 above converted into common factor (ie actual number x 0%)	CALC	+	0	0	0	0	0	0	0	0	0
14	Value of 'Q'	CALC	-	133	915	2,761	3,041	1,083	490	180	14	8,617

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	CALCULATION OF 'J' (Expected adjustments to number of properties on valuation list)	source	+/-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
15	New properties added to valuation list since relevant date	G	+	0	0	0	0	0	0	0	0	0
16	Properties completed but not yet shown on valuation list	F1+ F2	+	2	17	87	103	83	23	8	14	337
17	Properties known to be on valuation list but to be taken out of list as demolished	F2	-	1	3	7	11	3	5	4	0	34
18	Assumed increase in no of properties over year	H	+	0	0	307	235	133	17	18	11	721
19	Estimated change to discounts	J	+	0	0	0	0	0	0	0	0	0
20	Estimated changes to exemptions	K	-	9	57	136	224	96	60	87	3	671
21	Value of J	CALC	+	-8	-43	251	103	117	-25	-65	22	353
22	Value of (H-Q+J)	CALC		658	4,385	19,057	40,235	16,245	8,585	4,100	374	93,640
23	Convert to band D equivalent properties (F/G) where G = 9 and F = number shown in column.			6	7	8	9	11	13	15	18	
24	Band D Equivalent properties by Band	CALC		439	3,411	16,940	40,235	19,855	12,401	6,834	748	100,863
30	Collection rate allowance	98.70%									1.30%	-1,311
31	Estimated Collectable Band Properties											99,552
32	Ministry of Defence properties	MOD		684								684
33	COUNCIL TAX BASE											100,236

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QUESTIONS FROM MEMBERS

8.1 QUESTION SUBMITTED BY COUNCILLOR GILHAM TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

Can the Cabinet Member for Planning, Transportation and Recycling confirm that Hillingdon Council has been granted the funding to complete the much welcomed High St Improvement Program in Yiewsley and West Drayton?

8.2 QUESTION SUBMITTED BY COUNCILLOR O'BRIEN TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION & RECYCLING – COUNCILLOR BURROWS

Mayor Boris Johnson established the Outer London Commission to ensure that Boroughs like Hillingdon are listened to and to clearly demonstrate that he is Mayor for all of London and not just Zone 1 unlike his predecessor.

Can the Cabinet Member say what representations we have made to the Commission and how beneficial have they been?

8.3 QUESTION SUBMITTED BY COUNCILLOR CURLING TO THE CABINET MEMBER FOR EDUCATION AND CHILDREN'S SERVICES – COUNCILLOR SIMMONDS

Can the Cabinet Member tell me if Hillingdon has any plans to support the "Barnardo's Cut Them Free Campaign" to tackle the sexual exploitation of children, and thereby make a commitment to take the necessary steps to tackle the risk of this abuse in Hillingdon?

8.4 QUESTION SUBMITTED BY COUNCILLOR ALLEN TO THE CABINET MEMBER FOR IMPROVEMENT, PARTNERSHIPS AND COMMUNITY SAFETY – COUNCILLOR DOUGLAS MILLS

Just before Christmas it became apparent that the number of burglaries in the Borough rose and this coincided with some local SNT teams experiencing severe staffing difficulties. Can the Cabinet Member tell us how many SNT's still have staffing issues and what he has done to assist the Police in this difficult time in his partnership and community safety role?

8.5 QUESTION SUBMITTED BY COUNCILLOR BRAR TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

Would the Leader of the Council please inform the Council how many of our staff took part in the recent strike called by public sector trade unions?

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MOTIONS

9.1 MOTION FROM COUNCILLOR CURLING

This Council is committed to maintaining mixed and stable communities, and encouraging the development of housing to meet local need. Council housing is a vital part of the social rented sector and we are committed to ensuring that our tenants are put first. Furthermore the Council recognises that to meet local housing need it requires more new, and improved council tenancies, other secure and genuinely affordable homes for rent.

Council therefore requests that the Cabinet ensure that Hillingdon's tenants are reassured that their secure tenancies will not be undermined by the outsourcing of the Council's housing stock, or the introduction of fixed term tenancies.

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