



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)
Michael White (Vice-Chairman)
Robin Sansarpuri (Labour lead)
Beulah East
Neil Fyfe
Raymond Graham
Shirley Harper-O'Neill
Richard Mills

Date: THURSDAY, 9 JUNE 2011

Time: 7.30 PM

Venue: COMMITTEE ROOM 5 -
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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Published: 27 May 2011

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1097&Ver=4>

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Policy Overview

About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Deputy Chief Executive's Office and Finance and Resources Directorate and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider performance reports and comment on budget and service plan proposals for the Deputy Chief Executive's Office and Finance and Resources Directorate.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints.

This Committee performs the Policy Overview role in relation to the following services:

1. human resources and personnel service;
2. e-Government and ICT;
3. democratic services;
4. legal services;
5. the Council's property portfolio, including property and asset acquisition and disposal, and capital programme;
6. corporate finance, including:
 - a. development of a medium term budget strategy;
 - b. scrutiny of the Council's management of its resources;
 - c. reviewing the operation of the Council's financial rules making proposals to the Cabinet and/or Council for their development
7. the Council's overall performance and corporate improvement work particularly in relation to the Comprehensive Performance Assessment and Corporate Assessment;
8. economic development and single regeneration budget;
9. the Local Strategic Partnership and Community Strategy;
10. Local Area Agreement;

11. community partnerships and the Council's voluntary sector strategy;
12. corporate aspects of diversity & equalities policy;
13. Best Value;
14. any other cross-cutting portfolios that might be created and any functions not included within the remit of the other Policy Overview Committees.

Agenda

CHAIRMAN'S ANNOUNCEMENTS

1 Apologies

2 Declarations of Interest

3 Minutes of meetings held on 16 March and 12 May 2011 (**Pages 1-7**)

4 Exclusion of Press and Public

To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.

5 Review Topics 2011/12 (**Pages 9-11**)

6 Work Programme 2011/12 (**Pages 13-15**)

7 Cabinet Forward Plan (**Pages 17-21**)

Minutes

**Corporate Services and Partnerships Policy
Overview Committee
Wednesday, 16 March 2011
Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW**



	<p>Members Present: Councillors Richard Lewis (Chairman), Raymond Graham, Anita MacDonald, Carol Melvin, Robin Sansarpuri and Michael White.</p> <p>Apologies: None.</p> <p>Officers: Steve Smith (Facilities Manager) and Khalid Ahmed (Democratic Services Manager).</p>
54.	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Anita MacDonald declared a Personal Interest in Agenda Item 5 – Review – The Security of Members of the Council when meeting with members of the public because of a recent ongoing personal safety incident with one of her constituents. She remained in the room and took part in discussions on the item.</p>
55.	<p>MINUTES OF THE MEETING HELD ON 9 FEBRUARY 2011</p> <p>Agreed as an accurate record.</p>
56.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business were considered in public.</p>
57.	<p>REVIEW – THE SECURITY OF MEMBERS OF THE COUNCIL WHEN MEETING WITH MEMBERS OF THE PUBLIC</p> <p>At the last meeting of the Committee, Members agreed to undertake a short review which would look at the measures which were already in place and which could be introduced to improve the safety of individuals when meeting with members of the public at the Civic Centre. Included in this review would be Members Ward surgeries which took place at a variety of venues within the Borough.</p> <p>A scoping report had been produced for Members which provided background and areas which could be investigated</p>

<p>The Council's Facilities Manager attended the meeting and provided the following information to Members:</p> <ul style="list-style-type: none"> • The Council's new security contract began on 14 March and had resulted in no visible change to the security service which was delivered • Security comprised of 12 staff, who were very experienced in terms of providing the service within the Council • The Civic Offices in theory were open to the public until the last meeting within the building had finished. Members were informed that the main reception to the Civic Centre was manned throughout the night as there were occasions in an emergency when members of the public turned up at the Council offices • The present security cover for the Civic Centre included the main reception area, Housing Reception, Children's Reception, the Multi-Storey Car Park and the Members' Car Park • There was no designated security cover within Phase II of the Civic Centre, in the area where Members usually met with constituents • Security measures could be put in place within Phase II should there be the potential for a disturbance during meetings where outside people were involved. This had been the case with a recent meeting of the Cabinet • There were a number of meeting rooms within the Civic Centre where panic buttons were fitted • The meeting rooms within the Civic Centre reception area were best suited for Members meeting with members of the public as there was a security presence at all times in this area • Security staff provided first aid cover in the absence of the occupational health nurse and designated first aiders i.e. out of hours <p>Discussion then took place on the present procedures which were in place for Members. The Labour Group had recently advised their Members if they were meeting with constituents they did not know, that they should book a room down by the Civic Centre reception area, where security were close by.</p> <p>In relation to Ward Surgeries, Labour Group Members have been advised by Group officers that they should not attend a Ward Surgery on their own. Most of the Labour Group Members adhered to this, although there were Members who felt safe in the environment they held their surgeries if they were held in a very public place with people around all the time.</p> <p>The Facilities Manager informed Members that the meeting rooms in the Main Reception area of the Civic Offices</p>	<p>Action By:</p>
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	<p>contained panic alarms, whereas the meeting rooms within Phase II near to the Group Offices did not have panic alarms.</p> <p>Members were advised that for wider security reasons, members of the public should not be brought into the corporate areas of the Civic Centre where officers worked, or taken into Phase II for meetings close to Group offices.</p> <p>Discussion took place on the personal safety of Members outside of the Civic Centre and the recent incident of a female Member being harassed by a member of the public by text messaging. The Council's website contained contact telephone numbers of all Members of the Council and it was an individual's choice as to which telephone numbers they publicised.</p> <p>Members were advised that an option could be for Members to provide their Group Offices' telephone numbers as their contact telephone number to mitigate against possible bogus telephone calls or messages.</p> <p>Reference was made to Members of the Council who had Council telephone lines which were used by Members for Council business. These numbers were not publicised and a suggestion was made that if possible Members could make this telephone number public.</p> <p>After further discussions, Members asked that the following measures and proposals be considered as part of added security measures:</p> <ul style="list-style-type: none"> • Consideration be given to ensuring that the front doors of the Civic Centre were locked during the night but that a door bell be available for members of the public in the case of an emergency • All Members of the Council be given a small fact sheet which provided details of emergency security telephone numbers and first aiders. If feasible this could take the form of a small sticker which could be attached to the back of Members' security passes • All meeting rooms within the Civic Centre to have a list of emergency security telephone numbers close by to the telephone in the room • The Groups' Secretariat be asked to ensure that where possible <u>ALL</u> meeting rooms for Members meeting with their constituents and / or members of the public be booked in the Civic Centre's main reception area's meeting rooms • The Groups' Secretariat be provided with details of those rooms where panic buttons were fitted • Consideration be given to how the Council's Restricted 	<p>Action By:</p>
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	<p>Persons Register was communicated to Members of the Council and the Groups' Secretariat. This was to ensure that access was not given to any restricted person meeting alone with Members of the Council</p> <ul style="list-style-type: none"> • Consideration should be given by both Groups on the Council to holding Ward Surgeries in Council buildings and establishments, during operating hours, to ensure that where possible security were around • That a workshop on personal safety be held on Member Development Day to provide Members with advice and guidance on their personal safety when meeting on their own with members of the public • Consideration be given to Council telephone line numbers, which were used by Members for Council business, being made public if requested by individual Members • Greater use of security be made when lone Members were exiting the Civic Centre from the Members' Car Park after meetings finishing in the evening <p>Members also discussed the issue of those Council meetings which Members of the public attended and the need for instructions to be given at the start of the meeting in relation to the location of fire exits. Officers undertook to take this forward.</p> <p>Members were informed that the recommendations on the review would be submitted to the Whips' meeting.</p> <p>Resolved –</p> <ol style="list-style-type: none"> 1. That a report be submitted to the Whips' meeting on this Committee's suggested recommendations to improve Members' safety when they were meeting with members of the public. 2. That a draft of the report be circulated to Members of this Committee to enable their comments to be incorporated into the final report. 3. That delegated authority be given to the Chairman of the Committee in consultation with the Democratic Services Manager to finalise the report prior to its submission to the Whips' meeting. 	<p>Action By:</p> <p>Khalid Ahmed/Lloyd White</p> <p>Khalid Ahmed</p>
<p>58.</p>	<p>WORK PROGRAMME</p> <p>Noted.</p> <p>Members were asked to email the Democratic Services Manager if there were any items which they wanted on the</p>	

	agenda for the next meeting of the Committee (20 April 2011), otherwise the meeting would be cancelled.	
59.	FORWARD PLAN Members noted that the Cabinet Forward Plan had not been published this month.	
	Meeting closed at 8.45pm Next meeting: 20 April 2011 at 7.30pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Minutes

**Corporate Services and Partnerships Policy
Overview Committee
12 May 2011
Meeting held at the Civic Centre, Uxbridge**



	<p>Committee Members Present: Councillors Beulah East, Neil Fyfe, Raymond Graham, Shirley Harper-O'Neill, Richard Lewis, Richard Mills, Robin Sansarpuri and Michael White.</p> <p>Officers Present: Nikki Stubbs.</p>
1.	<p>APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN</p> <p>Resolved: That:</p> <ol style="list-style-type: none">1. Councillor Richard Lewis be elected Chairman of the Corporate Services & Partnerships Policy Overview Committee for the municipal year 2011/2012; and2. Councillor Michael White be elected as Vice-Chairman of the Corporate Services & Partnerships Policy Overview Committee for the municipal year 2011/2012.
	<p>Meeting started 21.09pm and closed at 21.10pm Next meeting: 9 June 2011</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

Corporate Services & Partnerships Policy Overview Committee Review Topics 2011/12

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

1. Agree topics for in-depth reviews in 2011/12

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the Central Services area of the Council. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda. These are primarily strategic policy and internal functions such as finance, property, personnel, democratic services, legal services, ICT, economic development, as well as equalities and diversity.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2010, which included reviews of:

2006/7

- Members' information needs concerning decision-making
- Members' role in Audit

2007/8

- Community cohesion
- Review of Voluntary sector grants

2008/9

- Wireless town centre in Hillingdon

2009/10

- Impact of a Pandemic in Hillingdon and the Effects on Council Services

- The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and how the Council could improve Business to Business Support with the Borough's Industrial Estates

2010/11

- Census 2011 – to look at how this Council can contribute to improving the population data for the Borough
- Personal Safety of Members of the Council when meeting with members of the public.

Possible Review Topics

5. The Chairman has suggested that the POC revisits the terms of reference of the Audit Committee and reviews how effective they have worked over the last 3 years. This would be topical as the Department for Communities and Local Government has recently issued a consultation document on the future plans for local audit after the Audit Commission is disbanded. Contained in this document are proposals to alter the structure of Audit Committees.
6. The Compact and Third Sector Commissioning – The Compact was originally launched in 1998 and is an agreement between the statutory and voluntary and community sectors which sets out the principles of a good working relationship. The Compact outlines a number of key steps to improve service design and delivery and when these are followed this will help the voluntary and community sector deliver a wide range of services on behalf of Councils. In these difficult economic times which have resulted in public sector cuts, the voluntary and community sector has been suggested as an alternative to local service delivery.
7. Big Society - This is one of the Coalition Governments main policies and its aim is to create a climate that empowers local people and communities to build a big society that will improve peoples' lives, putting more power in peoples' hands by transferring power from Government to communities. A possible review could be looking at what this Council and its strategic partners can do to help fulfill this big society.

SUGGESTED SCRUTINY ACTIVITY

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

Selection criteria recommended by the Audit Commission

(A) Possible Reasons for Scrutiny

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

(B) Scope for Making an Impact

Area within Council's control/influence
High impact on residents
Expertise available on which to draw
Good practice available elsewhere

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Agenda Item 6

WORK PROGRAMME 2011/12

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
9 June 2011	CR 5
21 July 2011	CR 5
13 September 2011	CR 5
13 October 2011	CR 5
10 November 2011	CR 5
18 January 2012	CR 5
21 February 2012	CR 6
14 March 2012	CR 5
18 April 2012	CR 5

Corporate Services & Partnerships Policy Overview Committee

2011/12 DRAFT Work Programme

Meeting Date	Item
9 June 2011	Corporate Services & Partnerships Policy Overview Committee Review Topics 2011/12
	Work programme for 2010/11
	Cabinet Forward Plan

21 July 2011	Performance Information Reports for Central Services
	Budget Outturn and Context for 2011/12
	First Major Review in 2010/11 - Scoping Report
	Work Programme
	Cabinet Forward Plan

13 September 2011	First Major Review in 2011/12
	Witness Session 1
	Cabinet Forward Plan
	Work Programme

13 October 2011	First Major Review in 2011/12 – First Review
	Witness Session 2
	Cabinet Forward Plan
	Work Programme

10 November 2011	First Major Review in 2011/12 – First Review Draft Final Report
	Cabinet Forward Plan
	Work Programme

18 January 2012	Budget Proposals Report for Central Services
	Second Major Review in 2011/12 – Scoping Report
	Cabinet Forward Plan
	Work Programme

21 February 2012	Second Major Review in 2011/12 – Witness Session 1
	Cabinet Forward Plan
	Work Programme

14 March 2012	Second Major Review in 2011/12 – Witness Session 2
	Cabinet Forward Plan
	Work Programme

18 April 2012	Second Major Review in 2011/12 – Draft Final Report
	Cabinet Forward Plan
	Work Programme

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Agenda Item 7

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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The Cabinet Forward Plan

Period of Plan: June 2011 to October 2011 onwards

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
CABINET - 16 JUNE 2011									
594	Sustain, Renew & Prosper' Hillingdon Approach to Regeneration 2011-2016 '	This report to Cabinet outlines Hillingdon's approach to regeneration over the next 5-years, putting residents at the heart of regeneration within Hillingdon. The focus is on promoting the economic viability of Hillingdon's town centres and ensuring that residents are supported quickly and effectively into sustained employment.	All		Cllr Douglas Mills	CS - Kevin Byrne / PEECS Jales Tippell	External Consultation with partners such as Jobcentre Plus, Higher & Further Education, Training Providers and Business support organisations	Core Strategy to 2026. Hillingdon Local Economic Assessment and Economic Dashboard	
609	Support and development of the Customer Relationship System (CRM)	Cabinet will be requested to extend the existing contract for the support and development of the CRM system.	All		Cllr Jonathan Bianco	PEECS - Steve Palmer			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
CABINET MEMBER DECISIONS - MAY 2011									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO - Democratic Services	Various	Various	
CABINET - 28 July 2011									
600	Extension of IP network and IP telephony support contracts	Cabinet will be asked to agree the extension of current contracts for supporting the Council's key communications networks.	N/A		Cllr Jonathan Bianco	PEECS - Steve Palmer			
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Gregory Morrison			
SI Page 20	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO - Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&BS - Paul Whaymand			
CABINET - 29 September 2011									
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Gregory Morrison			
CABINET - 27 October 2011									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services</small>									
625	Future ICT Applications - Desktop Review Tender	Following a tendering exercise, Cabinet will be asked to make the necessary decisions in relation to awarding a software license contract and services agreement to support the future desktop computing model for the Council. Cabinet will receive details of how the project will proceed and also precipitate the savings identified for future years as part of the MTFF.	N/A		Cllr Jonathan Bianco and Cllr Scott Seaman-Digby	PEECS - Steve Palmer			NEW

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