



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: TUESDAY, 13 SEPTEMBER
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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further information.**

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1099&Ver=4>

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INVESTOR IN PEOPLE

Useful information

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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 meeting held on 21 July 2011 (**Pages 1-6**)
- 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 First Major Review - Effectiveness of the Audit Committee and its Terms of Reference - First Witness Session (**Pages 7-80**)
- 6 Work Programme 2011/12 (**Pages 81-84**)
- 7 Cabinet Forward Plan (**Pages 85-88**)

Minutes

**Corporate Services and Partnerships Policy
Overview Committee
Thursday 21 July 2011
Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW**



	<p>Members Present: Councillors Richard Lewis (Chairman), Beulah East, Neil Fyfe, Raymond Graham, Shirley Harper-O'Neill, Richard Mills, Robin Sansarpuri and Michael White.</p> <p>Apologies: None.</p> <p>Officers: Kevin Byrne (Head of Policy, Performance and Partnerships), Geoff Eldridge (Property Compliance and Projects Manager), Steve Smith (Facilities Manager – Corporate Property Services), Helen Taylor (Head of Audit and Enforcement), Paul Whaymand (Deputy Director of Finance) and Khalid Ahmed (Democratic Services Manager).</p>		
8.	<p>DECLARATIONS OF INTEREST</p> <p>Councillors Raymond Graham and Richard Lewis declared Personal Interests In Agenda Item 6 – First Major Review – Effectiveness of the Audit Committee and its Terms of Reference – Draft Scoping Report as they were both Members of the Audit Committee. They remained in the room and took part in discussions.</p>		
9.	<p>MINUTES OF THE MEETING HELD ON 9 JUNE 2011</p> <p>Agreed as an accurate record.</p>		
10.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business were considered in public.</p>		
11.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>BUDGET PLANNING REPORT FOR CENTRAL SERVICES 2012/13</p> <p>The Deputy Head of Finance attended the meeting and informed Members that within the context of the Council's overall financial position, the report set out the main financial issues facing Central Services Group's services and the work which was taking place to respond to them. In addition an update on the Council's performance and risk management arrangements were included in the report.</p> <p>Members were informed that both the Comprehensive Spending Review 2010 and the two year local government finance settlement in January 2011 set out the financial</p> </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> <p>Action By:</p> </td> </tr> </table>	<p>BUDGET PLANNING REPORT FOR CENTRAL SERVICES 2012/13</p> <p>The Deputy Head of Finance attended the meeting and informed Members that within the context of the Council's overall financial position, the report set out the main financial issues facing Central Services Group's services and the work which was taking place to respond to them. In addition an update on the Council's performance and risk management arrangements were included in the report.</p> <p>Members were informed that both the Comprehensive Spending Review 2010 and the two year local government finance settlement in January 2011 set out the financial</p>	<p>Action By:</p>
<p>BUDGET PLANNING REPORT FOR CENTRAL SERVICES 2012/13</p> <p>The Deputy Head of Finance attended the meeting and informed Members that within the context of the Council's overall financial position, the report set out the main financial issues facing Central Services Group's services and the work which was taking place to respond to them. In addition an update on the Council's performance and risk management arrangements were included in the report.</p> <p>Members were informed that both the Comprehensive Spending Review 2010 and the two year local government finance settlement in January 2011 set out the financial</p>	<p>Action By:</p>		

	<p>challenge which faced the Council over the next few years.</p> <p>The budget report to Council in February 2011 identified a savings requirement for 2012/13 of £16.4m with Central Services having a target of £1.6m. Reference was made to the first phase of the savings process where Central Services identified budget savings in 2010/11 of £2.6m across all services. To enable the savings to be made for 2012/13, many of the ongoing restructures were being designed to ensure that the central service functions had the capacity and capability to add the value required by the rest of the Council.</p> <p>Members were informed that the savings being made were efficiency led and would not impact on Council front line services.</p> <p>RESOLVED-</p> <ol style="list-style-type: none"> 1. That the development of the financial planning process undertaken to date together with the responses to the issues being developed by the Group be noted. 	Action By:
12.	<p>FIRST MAJOR REVIEW – EFFECTIVENESS OF THE AUDIT COMMITTEE AND ITS TERMS OF REFERENCE – DRAFT SCOPING REPORT</p> <p>At the last meeting of the Committee, Members agreed that their first major review of the year should be looking at the effectiveness of the Audit Committee and its terms of reference. A draft scoping report was submitted, together with a copy of the Audit Committee’s existing terms of reference and the Audit Committee’s Annual Report to Council which provided a summary of activities of the Audit Committee in the last 12 months.</p> <p>Reference was made to the Department for Communities and Local Government consultation on the “Future of local public audit” and the proposals as they related to the future structure of audit committees. Members noted that the proposals would not become legislation before completion of this review.</p> <p>The Head of Audit and Enforcement attended the meeting and provided the Members with an overview of the responsibilities of the Audit Committee. Members were informed that the Audit Committee was established some four years ago and a review was therefore timely to assess the appropriateness and effectiveness of its terms of reference.</p> <p>Some of the key issues a review could look at included:</p> <ul style="list-style-type: none"> • Looking at how the Audit Committee fitted into the Council decision-making structure 	

	<p>present economic climate, but did not think a review would add any great value to this area at this time.</p> <p>RESOLVED –</p> <p>1. That the information in the report be noted.</p>	Action By:
15.	<p>PROCUREMENT IN HILLINGDON</p> <p>Members were provided with a report which provided the background and the scope of procurement within Hillingdon. The Deputy Director of Finance attended the meeting and answered Members questions.</p> <p>The Committee asked that a presentation be given by the Head of Procurement at this Committee's next meeting which provides an overview of procurement in Hillingdon and also includes</p> <ul style="list-style-type: none"> • The process for procurement (simple diagram if possible) • The various authority levels and delegations for contracts • Contract Management and Calendaring • How Procurement interfaces with other Council departments • What have been the changes that have been made to the service under the Hillingdon Improvement Programme • What was the Business Partner Model <p>RESOLVED –</p> <p>1. That the report be noted and the Head of Procurement be asked to attend the next meeting of this Committee to provide a presentation which covers the points summarised above.</p>	Bob Alabaster
16.	<p>WORK PROGRAMME</p> <p>Noted.</p>	
17.	<p>CABINET FORWARD PLAN</p> <p>Noted</p>	
	<p>Meeting closed at 9.00pm Next meeting: 13 September 2011 at 7.30pm.</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 are to Councillors, Officers, the Press and Members of the Public.

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First Major Review – Effectiveness of the Audit Committee and its Terms of Reference – First Witness Session

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to gather evidence as part of their major review into the effectiveness of the Audit Committee and its Terms of Reference.

OPTIONS OPEN TO THE COMMITTEE

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review

INFORMATION

1. At this Committee's last meeting held on 21 July 2011, a review into the effectiveness of the Audit Committee and its Terms of Reference commenced. The scoping report for the review is attached as **Appendix 1** to this report
2. At the meeting the Head of Audit and Enforcement provided Members with a brief overview of the Audit Committee and its Terms of Reference. A number of key areas which the review should look at were identified and Members asked that the Chairman of the Audit Committee and Councillor George Cooper be invited to the next meeting as witnesses. However, Councillor George Cooper is unavailable for this meeting so Jonathan Gooding from Deloitte, the Council's External Auditors will attend the meeting.
3. To enable Members to obtain further knowledge and background to the review the Head of Audit and Enforcement has provided additional reading for Members. **Appendix 2** is the CIPFA document – Practical Guidance for Local Authorities and **Appendix 3** is the Audit Committee Update No.5 which was issued by the CIPFA better governance forum.

Key Issues and areas of possible questioning for the witnesses

1. How does the Audit Committee provide effective challenge across the Council, independent assurance on the risk management framework and

associated internal control environment and effective leadership on governance, financial reporting and audit issues?

2. What are the advantages and disadvantages of having Independent Members of the Audit Committee?
3. Is the scope of Hillingdon's Audit Committee sufficient to enable it to function effectively and if it is not, how could this be improved?
4. What are the powers that Hillingdon's Audit Committee have in relation to (a) Council, Cabinet and other Member-level committees and (b) officers? Are these powers sufficient to enable the Committee to carry out its functions effectively?
5. Is the agenda for the Audit Committee looking at the right things and does the Committee receive assurance on everything it needs?
6. How effective is the Audit Committees relationship with its External Auditors? What could be done to improve this relationship?
7. How will the Audit Committee be affected by the proposals contained in the Department for Communities and Local Government consultation on the "Future of local public audit" and are there any steps which could be taken now to prepare for these changes?

PAPERS WITH THE REPORT

Scoping Report (Appendix 1).

CIPFA document – Practical Guidance for Local Authorities (Appendix 2)

Audit Committee Update No.5 which was issued by the CIPFA better governance forum (Appendix 3)

SUGGESTED COMMITTEE ACTIVITY

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review



HILLINGDON

LONDON

Corporate Services & Partnerships Policy Overview Committee Review Scoping Report 2011/12

OBJECTIVE

Short title of review

**THE EFFECTIVENESS OF THE AUDIT COMMITTEE
AND ITS TERMS OF REFERENCE**

Aim of review

This review will assess the effectiveness of the Audit Committee and its terms of reference since it was set up by this Council in January 2007 and review the Committee's role in terms of its responsibilities for audit activity, the regulatory framework and the annual statement of accounts.

Terms of Reference

- To review the Terms of Reference of the Audit Committee and whether they are fit for purpose and have delivered the recommendations arising from the original Policy Overview Committee review of 2006
- To fully examine the Department for Communities and Local Government's (DCLG) recent proposals on the Future of Local Public Audit and the likely impact on local authority Audit Committees
- To assess the value (or otherwise) that the Audit Committee adds to this Council's financial and non-financial performance, the financial reporting process, financial compliance, governance and risk management procedures.
- To examine the role of the Audit Committee within the Council's decision making structure and reporting arrangements.
- To examine the roles and responsibilities of Officers advising the Committee and the External Auditor.
- To investigate best practice in Audit arrangements in the private sector and public sector.
- To make recommendations to Cabinet on the outcome of this review, and where there are any constitutional changes required, onto full Council following Cabinet approval.

Corporate Services & Partnerships POC 13 September 2011
PART 1 – MEMBERS, PUBLIC & PRESS

Reasons for the review

The Council at its meeting in May 2006 agreed to the establishment of an Audit Committee and asked the Corporate Services & Partnerships Policy Overview Committee to look at the Committee's role and scope. The results of the review were reported to Cabinet in December 2006 when the Audit Committee's role and scope, together with the terms of reference of the Committee were agreed.

Some four years after its formation, the time is ripe to review the effectiveness of the Audit Committee. The review will assess the Committee's effectiveness in relation to the independent assurance it provides on the Council's risk management framework and associated internal control environment. In addition it will look at how effective it is in relation to leadership on governance, financial reporting and audit issues.

A review would also be timely in view of recent proposals launched and consultation undertaken by the Department for Communities and Local Government on the future of local public audit. With this proposal and the recent announcement of the abolishment of the Audit Commission, the Government wants to refocus the audit of public bodies and give local people the power to hold local public bodies to account for local spending decisions.

The Government's proposals are for a new audit framework which would be designed to be more closely aligned with the statutory arrangements, professional ethical and technical standards that currently apply to the private sector.

However, it should be noted that the proposals contained in the DCLG consultation will not become legislation during the time span of the review.

Supporting the Cabinet & Council's policies and objectives

The Audit Committee is responsible for independently assuring that the financial management of the Council is adequate and effective and that the Council has a sound system of internal control. This also includes consideration of risk management issues and performance reports that are covered under the Cabinet's responsibility.

It executes much of its role independently from the Cabinet and other Committees of the Council. It provides an annual report to full Council each year.

INFORMATION AND ANALYSIS

Key Issues

- To examine the Audit Committee's terms of reference and to look at how the Audit Committee fits into the Council decision-making structure
- The independence of the Audit Committee and the experience of the members of the Committee

- The implications of the DCLG consultation on the Future of Local Public Audit on the role of local audit, particularly in relation to the Audit Committee having a role in the appointment and monitoring of the External Auditors
- The transparency of the audit process within the Council and giving careful consideration to whether the results of local audit work was easily accessible
- How effective is the assurance the Committee gets from Council officers that appropriate action has been taken to address risk and control issues and to respond to issues raised by the external auditor
- How does the Audit Committee provide effective challenge across the Council, independent assurance on the risk management framework and associated internal control environment and effective leadership on governance, financial reporting and audit issues?
- To look at the workings of other local authority Audit Committees and best practise used

Remit - who / what is this review covering?

The review will be looking at the financial controls within the Council, with emphasis on Internal Audit. Also the External Auditor of the Council. Other local authorities.

The Cabinet Member for Finance, Property and Business Services but other Cabinet Members if appropriate.

Connected work (recently completed, planned or ongoing)

The Corporate Services and Partnerships Policy Overview Committee Final Report on "Members' Role in Audit: Terms of Reference for the Audit Committee – Approved by Cabinet – 12 December 2006

Report to Audit Committee on 27 June 2011 on Briefing Note on the Consultation on the Future of Local Public Audit

Key information required

DCLG – Consultation on Future of Local Public Audit

Guidance produced by Chartered Institute for Public Finance & Accountancy (CIPFA)
The Chartered Institute of Public Finance and Accountancy (CIPFA) Scotland and the Financial Reporting Council

Surveys of other London Borough Council's and their Audit Committee arrangements

Written reports from Head of Audit and Enforcement, Deputy Director of Finance etc
CIPFA/SOLACE framework – "delivering good governance in local Government"

Requirements of the Accounts and Audit Regulations 2011

EVIDENCE & ENQUIRY

Witnesses

Head of Audit and Enforcement – LBH

Chairman of Audit Committee and other Committee Members- LBH

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PART 1 – MEMBERS, PUBLIC & PRESS

Deputy Director of Finance – LBH
Deloitte – External Auditors
Officers from other Local Authorities
A representative from CIPFA
A Chairman of an Audit Committee in the private sector

Intelligence

Are there existing surveys, intelligence or feedback from service users or residents that can be used? (Seek advice from Customer Engagement Team / Policy Team).

There should also be reference made to relevant literature and websites for background reading for Members.

Consultation and Communications

Survey / questionnaire to other LAs
London Democratic Services Forum survey

Lines of enquiry

1. What is Audit? Please describe its purpose, scope and function.
2. What are the key linkages between Audit and other business disciplines and processes such as accounting, financial management, business planning, risk management and performance management?
3. What is the role of Members in Audit?
4. What are the advantages of Hillingdon having a separate Audit Committee?
5. Is the scope of Hillingdon's Audit Committee sufficient to enable it to function effectively?
6. What are the powers that Hillingdon's Audit Committee have in relation to (a) Council, Cabinet and other Member-level committees and (b) officers?
7. Is the composition of the Audit Committee sufficient to enable the Committee to operate effectively? Is the level of expertise and knowledge of Members sufficient to enable them to carry out their tasks and duties to a high standard?
8. What are the advantages and disadvantages of the Audit Committee having an independent Chairman? What would the advantages be of the Audit Committee consisting of a majority of independent Members?
9. How effective is the relationship that Audit Committee has with the External Auditors?
10. What level of training do Audit Committee Members require?

Corporate Services & Partnerships POC 13 September 2011
PART 1 – MEMBERS, PUBLIC & PRESS

PROPOSALS

Are there any early ideas or recommendations emerging from the Committee to meet the objective of this review? This section will, of course, be fleshed out in more detail towards the end of the review.

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
21 July 2011	Agree Scoping Report	Information and analysis
13 September 2011	Witness Session 1	Evidence & enquiry
20 October 2011	Witness session 2	Evidence & enquiry
10 November 2011	Draft Final Report	Proposals – agree recommendations and final draft report

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

Risk assessment

There are no high risk factors that have been identified which might hinder the success of the review, however it should be noted that there are proposals contained within the “Future of Local Public Audit” consultation which when enacted will change the arrangements for local audit. The review should bear this in mind when reaching its conclusions.

Equality Implications

The Council has a public duty to eliminate discrimination, advance equality of opportunity and foster good relations across protected characteristics according to the Equality Act 2010. Our aim is to improve and enrich the quality of life of those living and working within this diverse borough. Where it is relevant, an impact assessment will be carried out as part of this review to ensure we consider all of our residents' needs.

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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 except where stated

Meetings	Room
9 June 2011	CR 5
21 July 2011 (7.00pm)	CR 5
13 September 2011	CR 5
20 October 2011	CR 4
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	First Major Review in 2010/11 Effectiveness of the Audit Committee and its Terms of Reference - Scoping Report
	The Compact and Third Sector Commissioning
	Procurement
	Budget Planning Report for Central Services
	Recent Power Cut in the Civic Centre
	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
	Presentation on Procurement
	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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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: September 2011 to December 2011 onwards

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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			
654	Queens Walk Learning and Development Centre	Cabinet will be asked to make decisions on future options regarding the use of Council's Learning and Development Centre, based adjacent to Queensmead School.	South Ruislip		Cllr Ray Puddifoot / Cllr Jonathan Bianco	PEECS - Steve Smith	Staff and Users		
656	Uxbridge Library - Appointment of Integrated Project Management & Design Team Services	The report will provide information on the outcome of a tendering exercise to select an integrated Project Management & Design Team Service to progress the proposed refurbishment of Uxbridge Library. The tendering framework being used is the Government Procurement Service Framework, working closely with the Corporate Procurement Team	Uxbridge South		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Mohamed Bhimani	Corporate Procurement		
632	Total approach to Town Centre Regeneration - Support for Hillingdon's small, independent traders	Following a competitive tender process, this report recommends the award of a consultancy contract for a 2-year visual merchandising programme supporting small independent traders in three town centres, Hayes, Ruislip Manor and Northwood Hills. This initiative has been funded in full through the Local Area Agreement Reward Grant as agreed with partners within the Local Strategic Partnership	Various		Cllr Douglas Mills / Cllr Scott Seaman-Digby	CS - Jales Tippell / Kevin Byrne / Helena Webster	Corporate Procurement		
CABINET - 27 October 2011									
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 MTFP.	N/A		Cllr Jonathan Bianco and Cllr Scott Seaman-Digby	PEECS - Steve Palmer			NEW
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	CS - Paul Whaymand			
CABINET - 24 November 2011									
584	Responsible Retailer Pilot	Cabinet requested a further report back following the implementation of the pilot scheme and to consider any roll-out across the Borough.	All		Cllr Douglas Mills	PEECS - Peggy Law / Sue Pollitt	Feedback from pilot		
Cabinet - 15 December 2011									

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

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Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
647a	The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2012/13 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	CS-Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
648	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2011/12 financial year.	All		Councillor Douglas Mills	CS - Nigel Cramb			