



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: WEDNESDAY, 18 APRIL
2012

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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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1105&Ver=4>

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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

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 20 March 2012 (**Pages 1-4**)
- 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 Draft Final Report on the Committee's Review into the Operation and Function of the Hillingdon First Card
TO FOLLOW
- 6 Work Programme 2011/12 (**Pages 5-8**)
- 7 Forward Plan (**Pages 9-12**)

Minutes

**Corporate Services and Partnerships
Policy Overview Committee
Tuesday 20 March 2012
Meeting held at Committee Room 6 - 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>Officers: Ozan Hassan (Customer Focus Project Officer), Helen Taylor (Head of Audit and Enforcement), Darryl Wallace (ICT Strategist – ICT, Highways and Business Services), Linda Wharton (Planning Enforcement Manager) and Khalid Ahmed (Democratic Services Manager).</p> <p>Witnesses: Mike Langan (Chairman of Hillingdon Chamber of Commerce)</p>
62.	<p>MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2012</p> <p>Agreed as an accurate record.</p>
63.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
64.	<p>MAJOR REVIEW - OPERATION AND FUNCTION OF THE HILLINGDON FIRST CARD – SECOND WITNESS SESSION</p> <p>Mike Langan, Chairman of Hillingdon Chamber of Commerce attended the meeting and provided the review with his organisation's views on the operation of the Hillingdon First Card in relation to the business sector.</p> <p>Issues raised were:</p> <ul style="list-style-type: none"> • The businesses which were part of the scheme were mainly High Street businesses • There should be more businesses in the scheme and some more thought needed to be put into the categories businesses were put into for the scheme • The business discounts did not suit all businesses and there should be some flexibility on this • Consideration should be given to changing the emphasis to offers, which would bring some flexibility for individual businesses • There needed to be a re-promotion of the business

	<p>directory</p> <ul style="list-style-type: none"> • The Hillingdon First Card website was very useful but sight must not be lost of those residents who were not internet users • Reference was made to the Card being for residents of the Borough and there being no direct benefit for businesses • Reference was made to the success of the Card in relation to car parking for residents but not for employees of businesses who worked in the Borough • There needed to be a re-promotion of the Card to enable residents to know what they could get with their Card • The Chambers of Commerce had started a Members' pages on their website which could also be used for Hillingdon First Card promotions • Reference was made to the Card not giving businesses financial benefit as the Card did not bring in new customers • There could be publicity given in the form of case studies, of those businesses that had found the Hillingdon First Card a success for their business • Businesses on Industrial estates, self employed businesses such as plumbers, electricians etc who were residents of the Borough could also be captured as part of the scheme • Leafleting could take place at the Boroughs various shopping areas to re-promote the Card <p>Members thanked the Chairman of the Chamber for the useful information and views he had shared with them.</p> <p>The ICT Strategist attended the meeting and provided the Committee with details of possible technologies which could be used to further promote the Hillingdon First Card.</p> <p>Issues raised were:</p> <ul style="list-style-type: none"> • Quick Response (QR) Codes – These were essentially a compact barcode which were read by a barcode scanner, typically on a mobile device such as a smart phone or tablet. When QR Codes were read, the code displayed promotional material or can take the smart phone user to a specific webpage. This could be used to take people through to the Hillingdon First Card webpage • QR Codes could be generated at zero cost and be included on websites and printed in promotional literature • QR Codes could inform residents which shops and businesses were participating in the Hillingdon Card 	<p>Action By:</p>
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	<p>The Committee asked that the Head of Audit and Enforcement writes to the Borough's local MPs, providing details of the problems which the Council had in terms of planning enforcement and the protracted legal process which currently existed, and requesting that the Government give consideration to looking at the process.</p> <p>RESOLVED -</p> <p>1. That the information contained in the report be noted and officers be thanked for their presentation.</p>	<p>Action By:</p> <p>Helen Taylor</p>
66.	<p>WORK PROGRAMME</p> <p>Noted.</p>	
67.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 9.15pm Next meeting: 18 April 2012 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. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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
19 December 2011	CR 2
18 January 2012	CR 5
6 February 2012	CR 6
20 March 2012	CR 6
18 April 2012	CR 5

Corporate Services & Partnerships Policy Overview Committee

2011/12 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 - Effectiveness of the Audit Committee and its Terms of Reference Witness Session 1
	Cabinet Forward Plan
	Work Programme

20 October 2011	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference Witness Session 2
	Presentation on Procurement
	Report back on the generator testing after the recent power cut in the Civic Centre

	Report back on the implementation of the recommendations of the Personal Safety Review
	Cabinet Forward Plan
	Work Programme
10 November 2011	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference
	Witness Session 3
	Consideration of topics for 2 nd Major Review
	Cabinet Forward Plan
	Work Programme
19 December 2011	First Major Review in 2011/12 – Effectiveness of the Audit Committee and its Terms of Reference
	Draft Final Report
	Cabinet Forward Plan
	Work Programme
18 January 2012	Budget Proposals Report for Central Services
	Voluntary Sector grants
	Second Major Review in 2011/12 – Draft Scoping Report – Operation and Function of Hillingdon First Card
	Corporate Fraud - Briefing
	Cabinet Forward Plan
	Work Programme
6 February 2012	Second Major Review in 2011/12 – Operation and Function of Hillingdon First Card
	Witness Session 1
	Consideration of all POC comments on Budget proposals
	Cabinet Forward Plan
	Work Programme

20 March 2012	Second Major Review in 2011/12 – Witness Session 2
	Enforcement - Presentation
	Cabinet Forward Plan
	Work Programme

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

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: April 2012 to June 2012

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 - 26 April 2012									
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			
748	Award of Agency Contract (Social Care) following tender	Cabinet is requested to award a new contract for the provision of temporary agency staff in Social Care and Children's Services. A tender exercise was completed in March 2012. This report will present the outcomes of the tender and recommend the award of a	N/A		Cllr Scott Seaman-Digby	CS - Mike Talbot	Corporate procurement		NEW
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
Cabinet - 24 May 2012									
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			
734	Award of SAN backup solution	Following a procurement exercises, this report to cabinet will seek approval for the award of a contract for backing up the Council's Storage Area Network (SAN).	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	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	Democratic Services			
Cabinet - 21 June 2012									
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			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			

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