



HILLINGDON
LONDON



Annual Council

To all Members of the
Council

Date: THURSDAY, 9 MAY 2013

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 the Reverend Dr June Hughman

1 Apologies for Absence

2 Declarations of Interest

To note any declarations of interest in any matter before the Council

3 Election of Mayor 2013/2014

To elect a Mayor of the London Borough of Hillingdon to hold office from 9 May 2013 until his or her successor becomes entitled to act as Mayor.

- i) The retiring Mayor, Councillor Markham, to provide a summary of his year in office.
- ii) Nominations for Mayor invited by the retiring Mayor – election (if necessary)
- iii) Retiring Mayor declares the result

Adjournment for the robing of the new Mayor

4 Acceptance of Office by the Mayor

- i) The newly elected Mayor to make and sign the declaration of acceptance of office.
- ii) The Head of Democratic Services to declare the election of the Mayor to be complete.

5 Appointment of Deputy Mayor

To receive the Mayor's appointment in writing of a Councillor of the Borough to be Deputy Mayor for the coming year.

6 New Mayor's Announcements

To receive announcements from the new Mayor

7 Vote of Thanks to Outgoing Mayor

- i) Vote of thanks to the outgoing Mayor to be moved and seconded
- ii) Presentation of Past Mayor and Past Mayoress' badges

- 8** Leader's Appointment of Deputy Leader of the Council and Cabinet
To note the appointment by the Leader of the Deputy Leader and Cabinet for 2013/2014
- 9** Report of the Head of Democratic Services 1 - 32
- 10** Committee Allocations and Membership 2013/2014
To decide the number and size of Council committees and allocate Members to serve on those committees based on the political balance of the Council, where required. *(to follow)*
- 11** Adoption of Policy Framework Documents 33 - 34
To consider recommendations from Cabinet for the adoption of:
i) the Borough's Housing Strategy 2012/15;
ii) the Accessible Hillingdon Supplementary Planning Document and
iii) the Interim Planning Policy on Houses in Multiple Occupation
- 12** Policy Overview and Scrutiny Committees Annual Report 35 - 62
To receive the annual report
- 13** Statement by the Leader of the Council
In accordance with the provisions of the Constitution, to receive, without comment, a statement by the Leader of the Council, Councillor Puddifoot.

THE HEAD OF DEMOCRATIC SERVICES WILL CONVENE MEETINGS OF COMMITTEES IMMEDIATELY FOLLOWING THE END OF THE ANNUAL COUNCIL MEETING, FOR THE PURPOSE OF APPOINTING CHAIRMEN AND VICE CHAIRMEN

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

AMENDMENTS TO COUNCIL CONSTITUTION

i) Audit Committee Terms of Reference

1. In 2011/12 the Corporate Services & Partnerships Policy Overview Committee produced a report into the effectiveness of the Audit Committee. Subsequently there have been significant changes in Cabinet and officer structures and the Audit Committee's Terms of Reference have become somewhat outdated. Further clarity is also required to clearly delineate the different roles and responsibilities that surround the Council's wide ranging audit and governance activities, namely:
 - strategy and policy (Leader/Cabinet Members),
 - operational / service delivery (officers),
 - review and monitoring (Audit Committee);
2. After due consideration by the Leader of the Council, a revised Terms of Reference for the Audit Committee, as set out in Appendix 1, is recommended to Council for approval in order to achieve these objectives.

RECOMMENDATION: That the Audit Committee Terms of Reference as set out in Appendix 1, be approved.

ii) Policy Overview and Scrutiny Committees - Terms of Reference

1. The current Policy Overview and Scrutiny Committee structure was established in May 2006 and since then major changes have taken place both within the Council and also externally.
2. The opportunity has been taken to completely review the Terms of Reference, in particular to replace outdated terminology, provide for a better spread of service activity across each Committee whilst linking similar services together to provide for added value and more strategic reviews.
3. Significantly, the proposed Terms of Reference now reflect the Council's new health responsibilities under The Health and Social Care Act 2012 along with complementary changes to health scrutiny under The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
4. No change in the generic terms of reference, number of members etc of these Committees is being proposed, although it is proposed that the name of two Policy Overview Committees is amended slightly to reflect their revised remit.

RECOMMENDATION: That the Terms of Reference for the Policy Overview and Scrutiny Committees as set out in Appendix 2, be approved.

iii) Establishment of New Planning Committee

1. The Council currently has two Planning Committees – The North Committee and the Central and South Committee.
2. The workload of the two committees can sometimes be overwhelmed by consideration of those applications defined as ‘major’ planning applications; applications which are a minority of the overall number of applications considered, but which can demand a disproportionate amount of Member and officer time to determine.
3. To this end it is recommended that Council establish a third Planning Committee – a Major Applications Planning Committee – to give consideration to major planning applications, with no geographical restrictions, in order to free up the existing two planning committees to deal with ‘normal’ applications much more efficiently.
4. Major Applications would be defined as those that involve:
 - the creation of 10 or more residential units.
 - residential development on a site of 0.5 hectares or more
 - non-residential development on a site of at least 1 hectare
 - non-residential development that creates more than 1000 square metres of new gross floorspace
 - the creation of a change of use of 1000 square metres or more of gross floor space (not including housing)
 - Council owned development sites / applications where the Council is the applicant.

Additionally The Head of Planning, in consultation with the appropriate Cabinet Member, may refer applications which by virtue of the level of public interest or by virtue of the economic / regeneration benefits of the proposals are felt to warrant consideration at the Major Applications Committee.

5. It is recommended that the new Committee be comprised of eight Members and be Chaired and Vice-Chaired by the existing Planning Committee Chairmen. As the potential number of applications will be less than those being considered by the existing Committees, it is suggested that the Committee meet as and when required, on the same evening as one of the scheduled meetings of the other two Planning Committees.
6. A proposed Terms of Reference is attached at Appendix 3.

RECOMMENDATIONS: That

- a) **the establishment of a ‘Major Applications Planning Committee’ and the Terms of Reference as set out in Appendix 3, be approved;**
- b) **the Head of Democratic Services, in consultation with the Leader of the Council be authorised to make any amendments to the Scheme of Delegations required as a result of a) above.**

iv) Establishment of Health and Wellbeing Board

1. The Health and Social Care Act 2012 requires the Council to establish a Health & Wellbeing Board from 1 April 2013 as a Committee of the Council to oversee the production of the Joint Health & Wellbeing Strategy, Joint Strategic Need Assessment and to encourage integrated health working to improve the quality of life for local residents.
2. Whilst the Board will operate similarly to a Committee, The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 brought in some unique differences. For example, the Board will be allowed, along with Councillors, to have a membership which can include senior officers of the Council, representatives of local Clinical Commissioning Group and a representative of the newly established Healthwatch Hillingdon.
3. Additionally, political balance rules do not apply and voting rights for any non-Elected Members on the Board may be provided for, depending upon the Council's wishes. However, any voting Member would be required to be bound by the Code of Conduct for Members.

RECOMMENDATION: That:

- a) **the establishment of a Health and Wellbeing Board and its Terms of Reference as set out in Appendix 4, be approved;**
- b) **authority be given to the Head of Democratic Services, in consultation with the Leader of the Council, to agree the names of the representatives and substitutes for the Statutory Members on the Board from Healthwatch Hillingdon and the Clinical Commissioning Group.**
- c) **authority be given to the Head of Democratic Services, in consultation with the Leader of the Council, to make any further necessary changes to the Constitution and in particular, officer delegations, that may be required in respect of the implementation of the Health and Social Care Act 2012 and associated regulations.**
- d) **That the following dates for meetings of the Board for 2013/14 be approved and added to the Programme of Meetings:**
 - **30 May**
 - **1 August**
 - **31 October**
 - **5 December**
 - **6 February 2014**

v) Council Petition Scheme.

1. The Council has operated a local Petition Scheme since it was adopted at a Council meeting in November 2010. The petition process allows members of the public to have direct influence on the decision making process and to raise concerns that are important to them. Hillingdon Council's petition process enjoys high resident participation and satisfaction.
2. Having operated successfully for over two years it was deemed appropriate to review the scheme in an attempt to streamline and clarify some of the processes to make it easier to operate and more transparent for Members, officers and members of the public.
3. A proposed revised scheme is attached for consideration at Appendix 5.

RECOMMENDATION: That the revised Petition Scheme as set out in Appendix 5, be approved.

vi) Procurement and Contract Standing Orders

1. Tender evaluations are currently based on a minimum of 80% weighting in favour of price. Where a good business case exists, permission to vary this is required by the Cabinet Member for Central Services.
2. To provide more flexibility for such decisions at Member-level, it is proposed that the Leader of the Council also be given the authority to do this within the Standing Orders.

RECOMMENDATION: That paragraph 4.1(b) of the Procurement and Contract Standing Orders be amended to include the Leader of the Council.

Article 8 - Audit Committee Terms of Reference

Additional text **bold**

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(a) Introduction

The Audit Committee's role will be to:

- ~~• Provide independent assurance of the adequacy of the Council's audit, governance and risk management framework and the associated control environment;~~
- ~~• Provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment and;~~
- ~~• Oversee the financial reporting process.~~
- Review and monitor the Council's audit, governance, risk management framework and the associated control environment, as an independent assurance mechanism;
- Review and monitor the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and/or weakens the control environment;
- Oversee the financial reporting process of the Statement of Accounts.

Decisions in respect of strategy, policy and service delivery are reserved to the Cabinet or delegated to Officers.

(b) Membership

Membership will be four elected Councillors and an independent Chairman with relevant financial expertise and that the Vice-Chairman comes from the majority group. No Cabinet Member or Member of the Executive Scrutiny Committee shall serve concurrently on the Audit Committee.

(c) Terms of Reference

The Audit Committee will:

Internal Audit

1. **Review and monitor, Approve,** but not direct, Internal Audit's ~~strategies and plans, work programmes, summaries of Internal Audit reports, their main recommendations and whether such recommendations have been implemented within a reasonable timescale, ensuring that work is planned with due regard to risk, materiality and coverage. This will not prevent the Cabinet directing internal audit to review a particular matter.~~
2. **Make recommendations to the Leader of the Council and Cabinet Member for Finance, Property and Business Services on any changes to the Council's Internal Audit Strategy and plans.**

2. Review the ~~Head of Internal Audit's~~ Annual Report and Opinion and Summary of Internal Audit Activity (actual and proposed) and the level of assurance this can give over the Council's corporate governance arrangements.
3. ~~Review summaries of Internal Audit reports and the main recommendations arising.~~
4. ~~Review a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.~~
5. Consider reports dealing with the management and performance of ~~the providers of~~ internal audit services.
6. **Following a request to the Corporate Director of Finance, and subject to the approval of the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to commission work from Internal Audit.**

External Audit

7. Receive and consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
8. Monitor management action in response to issues raised by External Audit.
8. Receive and consider specific reports as agreed with the External Auditor.
9. Comment on the scope and depth of External Audit work and ensure that it gives value for money, **making any recommendations to the Corporate Director of Finance**
10. **Be consulted by the Corporate Director of Finance over the appointment of the Council's External Auditor - ~~Liaise with the Audit Commission over the appointment of the Council's External Auditor.~~**
11. **Following a request to the Corporate Director of Finance, and subject to the approval of the Leader of the Council / Cabinet Member for Finance, Property and Business Services, to commission work from External Audit. ~~Commission work from Internal and External Audit, following a formal request by the Committee to and a joint decision from the Leader of the Council and Cabinet Member for Finance & Business Services.~~**
12. **Monitor effective arrangements for ensuring liaison between Internal and External audit, in consultation with the Corporate Director of Finance. ~~Ensure that there are effective arrangements for ensuring liaison between Internal and External audit.~~**

Governance Regulatory Framework

~~The Audit Committee will:~~

1. Maintain an overview of the Council's Constitution in respect of contract procedure rules **and** financial regulations ~~and codes of conduct and behaviour~~. And, where necessary, bring proposals **to the Leader of the Council or the Cabinet and/or Council** for their development.
2. Review any issue referred to it by the Chief Executive, a Deputy Chief Executive, Corporate Director, or any Council body.
3. **Monitor and review, but not direct, Approve and regularly review** the authority's risk management arrangements, including regularly reviewing the corporate risk register and seeking assurances that action is being taken on risk related issues.
4. Review and monitor Council policies on 'Raising Concerns at Work' and anti-fraud and anti-corruption strategy and the Council's complaints process, **making any recommendations on changes to the Leader of the Council and the Deputy Chief Executive and Corporate Director of Residents Services.**
5. Oversee the production of the authority's Statement of Internal Control and recommend its adoption.
6. Review the Council's arrangements for corporate governance and ~~agree necessary actions to ensure compliance with best practice,~~ **make recommendations to the Corporate Director of Finance on necessary actions to ensure compliance with best practice.**
7. **Where requested by the Leader of the Council, Cabinet Member for Finance, Property and Business Services or Corporate Director of Finance, provide recommendations on Consider** the Council's compliance with its own and other published standards and controls.

Accounts

~~The Audit Committee will:~~

1. Review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from financial statements or from the auditor that need to be brought to the attention of the Council.
2. Consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Review and reporting

- **Undertake an annual independent review of the Committee's effectiveness and submit an annual report to Council on the activity of the Audit Committee.**

Schedule B - Committee Terms of Reference

7. ATTENDANCE AT COMMITTEES

~~(5) That Cabinet Members and Officers be required to attend the Audit Committee to answer questions—DELETE~~

Audit Committee Terms of Reference (as amended)

(a) Introduction

The Audit Committee's role will be to:

- Review and monitor the Council's audit, governance, risk management framework and the associated control environment, as an independent assurance mechanism;
- Review and monitor the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and/or weakens the control environment;
- Oversee the financial reporting process of the Statement of Accounts.

Decisions in respect of strategy, policy and service delivery or improvement are reserved to the Cabinet or delegated to Officers.

(b) Membership

Membership will be four elected Councillors and an independent Chairman with relevant financial expertise and that the Vice-Chairman comes from the majority group. No Cabinet Member or Member of the Executive Scrutiny Committee shall serve concurrently on the Audit Committee.

(c) Terms of Reference

The Audit Committee will:

Internal Audit

1. Review and monitor, but not direct, Internal Audit's work programmes, summaries of Internal Audit reports, their main recommendations and whether such recommendations have been implemented within a reasonable timescale, ensuring that work is planned with due regard to risk, materiality and coverage.
2. Make recommendations to the Leader of the Council and Cabinet Member for Finance, Property and Business Services on any changes to the Council's Internal Audit Strategy and plans.
3. Review the Annual Report and Opinion and Summary of Internal Audit Activity (actual and proposed) and the level of assurance this can give over the Council's corporate governance arrangements.

4. Consider reports dealing with the management and performance of internal audit services.
5. Following a request to the Corporate Director of Finance, and subject to the approval of the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to commission work from Internal Audit.

External Audit

6. Receive and consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
7. Monitor management action in response to issues raised by External Audit.
8. Receive and consider specific reports as agreed with the External Auditor.
9. Comment on the scope and depth of External Audit work and ensure that it gives value for money, making any recommendations to the Corporate Director of Finance.
10. Be consulted by the Corporate Director of Finance over the appointment of the Council's External Auditor.
11. Following a request to the Corporate Director of Finance, and subject to the approval of the Leader of the Council / Cabinet Member for Finance, Property and Business Services, to commission work from External Audit.
12. Monitor effective arrangements for ensuring liaison between Internal and External audit, in consultation with the Corporate Director of Finance.

Governance Framework

13. Maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations. And, where necessary, bring proposals to the Leader of the Council or the Cabinet for their development.
14. Review any issue referred to it by the Chief Executive, a Deputy Chief Executive, Corporate Director, or any Council body.
15. Monitor and review, but not direct, the authority's risk management arrangements, including regularly reviewing the corporate risk register and seeking assurances that action is being taken on risk related issues.
16. Review and monitor Council policies on 'Raising Concerns at Work' and anti-fraud and anti-corruption strategy and the Council's complaints process, making any recommendations on changes to the Leader of the Council and the Deputy Chief Executive and Corporate Director of Residents Services.
17. Oversee the production of the authority's Statement of Internal Control and recommend its adoption.

18. Review the Council's arrangements for corporate governance and make recommendations to the Corporate Director of Finance on necessary actions to ensure compliance with best practice.
19. Where requested by the Leader of the Council, Cabinet Member for Finance, Property and Business Services or Corporate Director of Finance, provide recommendations on the Council's compliance with its own and other published standards and controls.

Accounts

20. Review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from financial statements or from the auditor that need to be brought to the attention of the Council.
21. Consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Review and reporting

22. Undertake an annual independent review of the Committee's effectiveness and submit an annual report to Council on the activity of the Audit Committee.

Schedule E - Policy Overview & Scrutiny Terms of Reference

CORPORATE SERVICES & PARTNERSHIPS

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

CHILDREN, YOUNG PEOPLE & LEARNING

To perform the policy overview role outlined above in relation to the following matters:

1. Education Services and statutory education authority functions
2. School performance and attainment
3. School Transport
4. Relationships with Local Academies / Free Schools
5. Pre-School & Early Years Services
6. Youth Services & Careers Services
7. Juvenile justice & probation services
8. Adult Learning
9. Education and learning partnerships

10. Music & The Arts
11. Social care services for children, young persons and children with special needs
12. Adoption and Fostering
13. Family Services

RESIDENTS' & ENVIRONMENTAL SERVICES

To perform the policy overview role outlined above in relation to the following matters:

1. Highways, traffic, parking & street environment
2. Local transport, including rail, cycling & London Underground
3. Footpaths and Bridleways
4. Road safety and education
5. Planning & Building Control
6. Libraries
7. The Borough's heritage and history
8. Sport & Leisure services
9. Waste management & recycling
10. Green spaces, allotments, woodlands, conservation and sustainable development
11. Consumer Protection, Trading Standards & Licensing
12. Registrars & Bereavement Services
13. Local watercourses, drainage and flooding
14. Environmental Health, Air & Noise Quality
15. Local impacts of Heathrow expansion
16. Local impacts of High Speed Rail

SOCIAL SERVICES, HOUSING & PUBLIC HEALTH

To perform the policy overview role outlined above in relation to the following matters:

1. Adult Social Care
2. Older People's Services
3. Care and support for people with physical disabilities, mental health problems and learning difficulties
4. Asylum Seekers
5. Local Authority Public Health services
6. Encouraging a fit and healthy lifestyle
7. Health Control Unit, Heathrow
8. Encouraging home ownership
9. Social and supported housing provision for local residents
10. Homelessness and housing needs
11. Home energy conservation
12. National Welfare and Benefits changes

EXECUTIVE SCRUTINY COMMITTEE

(additional text added shown in **bold**)

Terms of Reference

To exercise the right set out in the Policy Overview and Scrutiny Procedure Rules to call-in and recommend for reconsideration any **key** decisions made but not yet implemented by the Cabinet, a Cabinet Member, a Council Cabinet Sub-Committee or an officer. **This would include any key decision that needs further information from the decision-maker to explain why it was taken.**

EXTERNAL SERVICES SCRUTINY COMMITTEE

Terms of Reference

1. To undertake the powers of health scrutiny conferred by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
2. To work closely with the Health & Wellbeing Board & Local HealthWatch in respect of reviewing and scrutinising local health priorities and inequalities.
3. To respond to any relevant NHS consultations.
4. To scrutinise and review the work of local public bodies and utility companies whose actions affect residents of the Borough.
5. To identify areas of concern to the community within their remit and instigate an appropriate review process.
6. To act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

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ARTICLE 8 - COUNCIL COMMITTEES AND BODIES

8.02 Planning Committees

(a) Introduction

The Council has two area based Planning Committees. The Central and South Committee which covers the Hayes and Harlington, Heathrow and Uxbridge area and the North Committee which covers the Ruislip and Northwood area respectively.

In addition the Council has a Major Applications Committee which determines major planning applications – those that involve:

- the creation of 10 or more residential units.
- residential development on a site of 0.5 hectares or more
- non-residential development on a site of at least 1 hectare
- non-residential development that creates more than 1000 square metres of new gross floorspace
- the creation of a change of use of 1000 square metres or more of gross floor space (not including housing)
- Council owned development sites / applications where the Council is the applicant.

Additionally The Head of Planning, in consultation with the appropriate Cabinet Member, may refer applications which by virtue of the level of public interest or by virtue of the economic / regeneration benefits of the proposals are felt to warrant consideration at the Major Applications Committee.

(b) Membership

Each of the two Planning Committees has 8 Members each and they will be politically balanced.

(c) Terms of Reference

Each of the two Planning Committees exercise the following functions:

1. To determine any applications made under the provisions of the Town and Country Planning Legislation and Orders.
2. To approve the Council's response to development proposals not requiring planning applications for example, from Government departments or adjoining local authorities.
3. To adopt supplementary planning guidance specific to the area.

4. To approve directions restricting permitted development rights.
5. To confirm and modify Tree Preservation Orders where objections have been received.
6. To approve highway schemes where required as part of a planning application.
7. To authorise any legal agreements required in respect of any planning applications.
8. To authorise the service of stop notices under Planning legislation.
9. To authorise the making, issue and service of any notices, orders and other documents under the town and country planning and listed buildings legislation.
10. To authorise the institution of any legal proceedings in respect of any notices orders and other documents made, issued and served under the town and country planning and listed buildings legislation.
11. To authorise the institution of legal proceedings to seek injunctive relief under the town and country planning and listed building legislation.

HEALTH & WELLBEING BOARD

Proposed New Committee & Terms of Reference

8.09 Health and Wellbeing Board

(a) Introduction

In accordance with the Health and Social Care Act 2012 and any subsequent related legislation, the Health and Wellbeing Board will seek to improve the quality of life of the local population and provide high-level collaboration between the Council, NHS and other agencies to develop and oversee the strategy and commissioning of local health services.

The Board will operate as a Committee of the Council in accordance with the Committee Standing Orders and Access to Information Procedure Rules set out in this Constitution.

The core functions of the Board are not executive functions and are not therefore subject to any scrutiny call-in procedure.

The Board will seek to comply with its duties under the Equality Act 2013, Freedom of Information Act 2000 and the Data Protection Act 1998.

(b) Membership

Statutory Members

The Chairman of the Board shall be the Leader of the Council. The Vice-Chairman of the Board shall be the Cabinet Member for Social Services, Health & Housing.

Other Statutory Members that may attend meetings are:

- 1) Cabinet Members from the London Borough of Hillingdon
- 2) A representative from the Clinical Commissioning Group covering Hillingdon
- 3) A representative from Healthwatch Hillingdon
- 4) Statutory Director of Adult Social Services
- 5) Statutory Director of Children's Services
- 6) Director of Public Health

Political Balance

There is no requirement to have all political groups within the Council represented on the Board.

Substitutes for Statutory Members

Cabinet Members may nominate any other Elected Member of the Council as a substitute. Other Statutory Members of the Board must nominate a single

individual who will substitute for them and have the authority to make decisions in the event that they are unable to attend a meeting.

Co-opted Members

From time to time and upon the agreement of the Board other individuals or representatives may attend Board meetings as Co-opted Members. Co-opted Members may not send substitutes, e.g. representatives of local NHS Hospitals or Trusts.

Voting rights

Voting rights will apply to the following Statutory Members:

- All Elected Members of the Council on the Board;
- The representative from the Clinical Commissioning Group covering Hillingdon;
- The representative from Healthwatch Hillingdon.

Subject to consultation with the Board, the Council may then direct whether or not voting rights apply to any other Statutory Member or Co-opted Member.

Code of Conduct

All voting Members of the Health and Wellbeing Board will be bound by the Council's Code of Conduct for Members, as adopted.

(c) Sub-Committees

The Board may establish and appoint to sub-committees. The Board may delegate any of its functions to sub-committees or request them to undertake task and finish reviews or project work in the pursuit of the Board's goals.

Members of a sub-committee may be a Statutory or Co-opted Member of the Board or any Elected Member of the London Borough of Hillingdon.

Sub-committees will cease to exist upon a decision by the Board.

(d) Terms of Reference

1. To fulfil statutory requirements to improve the health and wellbeing of the local population, specifically to:
 - (a) Lead on the duty to assess and publish information about the needs of the local population (joint strategic needs assessment (JSNA));
 - (b) Deliver the duty to prepare and publish a Joint Health and Wellbeing strategy based on the JSNA, to consider Health and Social Care Act flexibilities in developing the strategy and involve local residents and others as appropriate;

- (c) Promote integrated and partnership working across areas, including through the promotion of joined up commissioning plans across the NHS, social care and public health; and
- (d) Support, be involved in and provide opinion on joint commissioning plans and the review of how well the Health and Wellbeing strategy is meeting needs. This includes providing an opinion on how well the Clinical Commissioning Group (CCG) contributes to the delivery of the joint Health and Wellbeing strategy.

2. To be responsible for:

- (a) Providing leadership in developing a strategic approach for health and wellbeing in Hillingdon;
- (b) Developing the statutory Health and Wellbeing Strategy;
- (c) Ensuring that the Health and Wellbeing Strategy is informed and underpinned by the JSNA and is focused upon:
 - Improving the health and wellbeing of the residents of Hillingdon;
 - The continuous improvement of health and social care services;
 - The reduction of health inequalities;
 - The involvement of service users and patients in service design and monitoring and;
 - Integrated working across health and social care where this would improve quality.
- (d) Reviewing performance on delivering the Health and Wellbeing Strategy and other key strategic targets;
- (e) Holding partner agencies to account for performance on agreed priorities in conjunction with the External Services Scrutiny Committee;
- (f) Influencing and approving the Clinical Commissioning Group (CCG) commissioning plan and annual update;
- (g) Collaborative working to develop social care and health related commissioning plans to improve the health and wellbeing of residents of the Borough and monitor implementation and performance;
- (h) Monitoring the performance of Public Health and reviewing services in conjunction with the External Services Scrutiny Committee and;
- (i) Reviewing the Terms of Reference and operation of the Board regularly, making recommendations to Council as required.

PART 4 - COMMITTEE STANDING ORDERS – SCHEDULE B

Amendments to Standing Orders – new section

19. HEALTH AND WELLBEING BOARD

These Committee Standing Orders apply to the Health and Wellbeing Board set out in Article 8 of the Constitution, with the following exceptions to these rules taking precedence at any time:

1. Any speaking rights for Elected Members who are not Members of the Board do not apply to meetings of the Board or any of its sub-committees.
2. A Quorum of the Board shall be 50% of its statutory membership. This will also apply to any sub-committees of the Board.
3. Any meeting of the Board may establish and appoint to its sub-committees.
4. Upon any recommendations from the Board, Statutory Membership will be approved by full Council.
5. Upon request from an organisation, approval of any appointments to the Board as a non-statutory Co-opted Member will be agreed by the Board, in consultation with the Chairman and the Head of Democratic Services.
6. Decisions shall be made on the basis of a vote and show of hands of a majority of members present. Subject to the vote being tied, the Chairman will have a second or casting vote.
7. The Board and any sub-committees shall meet as required, with the agreement of the Chairman and/or in the circumstances where the Chairman receives a request in writing by more than 50% of the Statutory Members of the Board.

HILLINDGON COUNCIL PETITION SCHEME

Our Promise

Hillingdon Council's petition process enjoys high resident participation and satisfaction and, as a part of that process we promise to:

- **Value all petitions** – residents' views are important to us
 - **Give friendly advice** – how to best pursue the issue that residents have
 - **Make it easy** – lots of ways to submit a petition to us
 - **Keep you informed** – update the petition organiser about a petition's progress
 - **Let you have your say** – enable residents to speak to and directly influence Council decision-makers
-

Petitions Overview

~~In accordance with the *Local Democracy, Economic Development and Construction Act 2009*, the~~ **The** petition process allows members of the public to have direct influence on the decision making process and to raise concerns that are important to them. All petitions sent or presented to the Council will receive a written acknowledgement within 5 working days of receipt. This acknowledgement will set out what the Council plans to do with the petition and when the petition organiser can expect to hear from us again. We will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition. More than one petition can be received on a particular issue, whether for or against that issue.

There shall be a presumption that petitions are publicly viewable documents. With regard to paper petitions, the signature of each signatory will be deleted from the public copy but the name **and address** of each person who signed a petition will be viewable on request at the Civic Centre (except in exceptional circumstances, as decided by the Head of Democratic Services). If a petitioner wishes for their name and address to be withheld, then they must include such a request in writing with the petition for consideration by the Head of Democratic Services.

What is a petition?

Petitions can be either paper or electronic. For the purposes of this scheme, the Council will treat as a petition anything which identifies itself as a petition, or which a reasonable person would regard as a petition, and which is signed by the appropriate qualifying persons. For practical purposes, the Council has set a requirement for at least 20 valid signatories before it is treated as a valid petition. In the case of paper petitions, a valid signature will be classed as the

name, address and signature of an individual that lives, works or studies in the Borough (duplicate signatories will not be counted). For electronic petitions, a valid signature will be classed as the name, address and email address of an individual that lives, works or studies in the Borough.

Where a communication contains less than 20 signatures, it will be treated as a corporate complaint or service request, whichever is appropriate, and will be passed to the appropriate department for a response. The appropriate Ward Councillors will also be notified of these petitions. If deemed appropriate by the Head of Democratic Services, a paper petition and an electronic petition that are on the same subject from the same petition organiser may be combined and the lead petitioner will be advised accordingly.

Who can submit a petition?

Anyone who lives, works or studies in the Borough, including under 18s, can sign or organise an electronic or paper petition, except for petitions requiring a full Council debate where only signatures of those over 18 years of age will be accepted.

Who should you send a paper petition to?

The Democratic Services section is responsible for receiving, managing and reporting all petitions sent to the authority. Paper petitions can be sent to:

Head of Democratic Services
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
Middlesex UB8 1UW

How will the Council respond to petitions?

The Council's response to a petition will depend on what the petition asks for and how many people have signed it, but may include one or more of the following:

- Taking the action requested in the petition
- Considering the petition at **an appropriate Council / Committee** meeting
- Holding an inquiry into the matter
- Undertaking research into the matter
- Considering the petition at a Petition Hearing with the relevant Cabinet Member
- Carrying out a consultation
- Holding an informal meeting with the petition organiser
- Referring the petition for consideration by one of the Council's overview and scrutiny committees

- Writing to the petition organiser setting out our views about the request in the petition

In addition to these steps, the Council will consider all the specific actions it can potentially take with regard to the issues highlighted in a petition.

If a petition is about something over which the Council has no direct control (for example the local railway or hospital), we may make representations on behalf of the community to the relevant body where appropriate. The Council works with a large number of local partners and, where possible, we will work with these partners to respond to a petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will write to the petition organiser setting out the reasons. More information is available on the services for which the Council is responsible on our website at <http://www.hillingdon.gov.uk/>.

If a petition is about something that a different Council is responsible for, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event, the Council will always notify the petition organiser of the action we have taken.

What are the guidelines for submitting a petition?

Before submitting a petition, petitioners are advised to first check with their Ward Councillors or with the Council to see if the Council is already acting on the concerns and whether the Council is the most appropriate body to receive the petition (sometimes it may be more appropriate to send the petition to another public body).

Petitions submitted to the Council must include a clear and concise statement covering the subject of the petition and should also state what action the petitioners wish the Council to take. At least 20 of the signatories to a petition will be validated by comparing the signatures, addresses or email addresses with records held by the Council.

Please note that the 20 validated signatories must be able to demonstrate a clear interest in the subject matter of the petition. The Head of Democratic Services will retain the right to discount any signatories whom it is determined cannot demonstrate such an interest.

Petitions should be accompanied by contact details for the petition organiser (including an address and, where possible, a contact telephone number and/or email address). This is the person that we will contact to explain how the petition will be responded to. The contact details of the petition organiser will not be placed on the website. If a paper petition does not identify a petition organiser, we will normally only contact the first person on the petition.

If the petition is electronic, it ~~must~~ **may** be made using the Council's electronic petitioning facility available on the Council's website (www.hillingdon.gov.uk) and must include each petitioner's name, address and email address.

Where a printed version of an electronic petition is submitted to the Council this will be counted and combined as a single petition.

Electronic Petitions

Electronic petitions must follow the same guidelines as paper petitions and **may** be submitted through the Council's website (www.hillingdon.gov.uk), **although it is recognised that other electronic petition facilities are available. Where an electronic petition is submitted using an alternate on line facility it will be accepted as long as it contains 20 or more valid signatories.**

When an electronic petition is created **using the Council facility**, it may take up to 10 working days before it is published on the Council's website. This is because we will need to check the content of the petition before it is made **public and available for people to sign.** ~~signature.~~ If we feel that we cannot publish a petition, we will contact the petition organiser within this period to explain why. The petition organiser will then be given the opportunity to change and resubmit the petition. If this is not done within 15 working days of our contact, details of the petition and the reasons why it was not accepted will be published on the Council's website with other rejected petitions. The petition organiser will need to decide how long they want their petition to be open for signatories. Most petitions will run for a few weeks but the petition organiser can choose a shorter or longer timeframe, up to a maximum of 3 months.

When a petitioner signs an electronic petition **using the Council facility**, they will be asked to provide their name, address and a valid email address. Once this information has been validated, the petitioner's signature will be added to the petition. People visiting the electronic petition on the Council's website may be able to see the petitioners' names on the list of signatories but not their contact details.

Election Period

Due to restrictions imposed in the period immediately before any election or referendum, the Council may need to deal with petitions differently. If this is the case, we will contact the petition organiser to explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will contact to the petition organiser to explain the reasons.

Petitions which will not be reported

In the following circumstances, petitions will not be accepted:

- Petitions will not normally be considered if they are received within six months of another petition having already been considered by the authority on the same matter.
- Petitions will not be accepted if, in the opinion of the Head of Democratic Services, they are vexatious, frivolous, abusive or otherwise inappropriate or do not relate to a matter which is the responsibility of the authority, or over which the authority has some influence.
- Statutory petitions or petitions where there is already an existing right of appeal or a separate complaints procedure, e.g., staffing, disciplinary or grievance matters.
- Petitions will not be accepted if they require the disclosure of exempt or confidential information.

If a petition is deemed unacceptable, the petition organiser will be contacted with an explanation.

Multiple Petitions

For issues of practicality, where the Council receives more than one petition in relation to the same issue (e.g., a planning or licensing application), the Cabinet Member / Chairman of the relevant Committee will have discretion to amend the speaking rights, the number of speakers and speaking timings. Please note that it is not an automatic right that each petition organiser will get 5 minutes to speak if there is more than one petition.

What will the Council do when it receives my petition?

Whether paper or electronic, a written acknowledgement will be sent to the petition organiser within 5 working days of receiving the petition. This acknowledgement will let the petition organiser know what we plan to do with the petition and when they can expect to hear from us again. Details of those petitions received will be available on the Council's website, except in cases where this would be inappropriate.

In addition, when an electronic petition, **using the Council facility**, has closed for signature, a petition acknowledgement and response will be emailed to everyone who has signed the petition and has elected to receive this information. This information will also be available on the Council's website.

If we can do what a petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition organiser will be asked if they are satisfied with the outcome and whether they would like to withdraw their petition. ~~If the petition has enough signatures to trigger a Council debate (see below), or a senior officer giving evidence, then the acknowledgment will confirm this and tell the petition organiser when and where the meeting will~~

take place. If the petition needs more investigation, we will tell the petition organiser what steps we plan to take.

What types of petition are there?

~~There are three types of petition:~~

~~Ordinary Petitions – these must contain~~ Valid petitions – those containing the names, addresses and signatures of 20 or more petitioners - ~~Valid ordinary petitions fall into three~~ four categories:

- a. Cabinet Member Petitions
 - b. Planning Petitions
 - c. Licensing Petitions
 - d. Petitions to be considered at another Council committee.
- ~~2. Petitions requiring Council debate – petitions containing the names, addresses and signatures of 2,500 people will be debated by the full Council.~~
- ~~2. Petitions to hold Council employees to account – petitions which call for evidence from a senior Council employee must have 1,250 valid signatures to trigger that action.~~

1. Ordinary Petitions

Valid petitions must contain at least 20 signatories and will trigger a course of action to be taken. Please note that petitions which raise issues of alleged Member misconduct will be taken as complaints arising under the Local Government Act 2000 and the Localism Act 2011 and, where appropriate, will be reported to the Council's Standards Committee.

1a. Cabinet Member Petitions

In the vast majority of cases, valid petitions will be considered by the relevant Cabinet Member at a Petition Hearing where s/he will decide what action (if any) will be taken.

A valid petition will entitle the petitioners to have their petition considered by the relevant Cabinet Member at a Petition Hearing to argue their case or promote a particular issue. Such petitions will be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities for the issue raised and the options for action.

The petitioner organiser of each petition, or their representative, may address the Petition Hearing for up to 5 minutes* and may answer questions from Cabinet Member for a further 3 minutes. Ward Councillors will also be permitted to speak for up to 3 minutes on each petition relating to their Ward. Extending these time limits is at the discretion of the Cabinet Member.

Where a petition has already been heard by the Cabinet Member and a decision has been made, repeat petitions advocating the same, or similar, action will not be allowed for a period of 6 months, except in exceptional

circumstances as determined by the relevant Cabinet Member. Petitions may only be heard by the Cabinet Member on matters under the control of the Council as determined by the Head of Democratic Services on receipt. Where the Head of Democratic Services does not accept a petition, advice will be given to the petitioner on the best way to deal with their petition.

Where a petition has fewer than 20 signatures, a relevant Ward Councillor can request that the relevant Cabinet Member consider the petition at a Petition Hearing. The decision as to whether or not a petition with less than 20 signatures is considered at a Petition Hearing will rest with the relevant Cabinet Member.

Where a petition organiser meets a Cabinet Member at a Petition Hearing, either by right or where the Cabinet Member has agreed to meet them, the following procedures shall apply:

- A written report from officers must be published at least 5 clear working days before the meeting;
- The meeting shall normally take place at the Civic Centre, unless the Cabinet Member decides otherwise;
- The meeting shall be open to the public and press (subject to the Access to Information Act rules);
- The meeting shall be attended by officers from the appropriate Service Group and by a representative of Democratic Services;
- The appropriate Ward Councillors shall be informed of the date and time of the meeting and may attend and have the right to speak at the meeting for up to 3 minutes;
- The petition organiser or their nominee, where they have been either invited to attend by the Cabinet Member or where they have the right to attend, shall have the right to speak about the matter raised in the petition for a maximum of 5 minutes* and the Cabinet Member may ask them questions about the petition. Where it is a single petition, the time limit may be extended with the consent of the Cabinet Member;
- The Cabinet Member shall either announce their decision once they have heard the petitioner (and this decision shall be recorded and published), or they may decide that they wish to consider the matter and make a decision at a later date. Where the Cabinet Member decides to make a decision at a later date, the Member shall inform the Head of Democratic Services as soon as they have made a decision and this shall be recorded and published. There shall be no further right for a petition organiser to meet with the Cabinet Member; and
- The petition organiser will be informed of the decision in writing and where the decision is to refer this to the Cabinet or to a Cabinet Committee or to an Overview and Scrutiny Committee, the petition organiser will be kept informed of progress in considering the matter.

The relevant Cabinet Member has the power to decide whether they wish the petition to be heard at a Cabinet meeting for decision instead of being considered at a Petition Hearing. Petitions with 20 or more signatures may be presented to the Cabinet for decision where so decided by the Cabinet Member holding the appropriate portfolio relating to the matter raised in the

petition. Such petitions shall be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities in relation to the issue raised and the options for action. One representative of any petition may address the Cabinet for up to 5 minutes * and may answer questions from Cabinet Members for a further 3 minutes.

*** Please note that time limits may vary if there is more than one petition in relation to one issue.**

1b. Planning Petitions

If a petition contains 20 or more signatories and is in relation to a planning application, the application will be considered at a Planning Committee meeting and the petitioner organiser (or their representative) will be invited to attend and speak for up to 5 minutes[#] in relation to that matter at the meeting at which the application will be considered. The applicant (or their agent) will also get the opportunity to speak for 5 minutes[#] where a valid petition has been accepted by the Council in relation to their application. Ward Councillors will be permitted to speak for up to three minutes in relation to an application if they have notified their intention to do so in advance to the Committee Chairman. Members of the Committee will also be able to ask questions of the petitioners for up to three minutes. Notification of the intention to speak and the name of the speaker must be supplied to the Head of Democratic Services at least 24 hours before the meeting.

All petitions in relation to Planning Committees should be received by the Head of Democratic Services no later than 48 hours prior to the meeting. Discretion to allow petitions after this deadline can only be approved by the Chairman of the relevant Planning Committee.

If the organiser of a petition would like to address a second or subsequent meeting which is to consider the issue which gives rise to their petition, they will need to organise another valid petition.

Please note that time limits may vary if there is more than one petition in relation to one issue.

1c. Licensing Petitions

In the case of a Licensing Committee or Licensing Sub-Committee meeting, petitions may only be submitted to the Licensing Authority in advance of the meeting as relevant representations. At a meeting where a hearing is taking place, time limits will apply which allow all parties¹ an equal maximum period of time in which to exercise speaking rights *

¹An interested party, as defined under the Licensing 2003 Act, is anyone who is directly affected by activity at the licensed premises in question, such as:

- A person living in the vicinity of the premises in question
- A body representing persons living in the vicinity of the premises in question, e.g. a Residents Association.
- A person involved in a business in the vicinity
- A body representing persons involved in such business e.g. Trade Association.

Other parties include the applicant and responsible authorities, e.g. Police.

If the organiser of a petition would like to address a second or subsequent meeting which is to consider the issue which gives rise to their petition, they will need to organise another valid petition.

**** Please note that time limits may vary if there is more than one petition in relation to one issue.***

1d. Petitions to be considered at another appropriate Council Committee

In the case of petitions concerning subjects which would normally fall to be considered by a Council body other than those above, the Head of Democratic Services, in consultation with the Leader of the Council, will determine which Council decision making body should hear and determine the petition.

The petitioner organiser (or their representative) will be invited to attend and speak for up to 5 minutes[#] in relation to that matter at the meeting at which the application will be considered.

**** Please note that time limits may vary if there is more than one petition in relation to one issue.***

2. Petitions requiring Council debate

~~If a petition contains more than 2,500 signatures of people aged over 18 years of age, it will be debated by the Council (unless it is a petition asking for a senior Council officer to give evidence at a public meeting). This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. In any event, petitions requiring Council debate must be received at least 10 working days before the date of the meeting.~~

~~The petition organiser (or their representative) will be given 5 minutes to present the petition at the meeting and the petition will then be debated by Members. The petition organiser will not be able to take part in the debate with Members. A maximum of two petitions will be allocated for discussions at any one Council meeting. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive² is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The petition~~

² The Executive is also known as the Cabinet

organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

2. Petitions to hold Council employees to account

A petition may ask for a relevant accountable employee to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, a petition may ask a relevant accountable employee to explain progress on an issue, or to explain the advice given to Elected Members to enable them to make a particular decision. These petitions must relate to an employee's role and not their personal circumstances or character. If a petition contains at least 1,250 signatures, the relevant accountable employee will give evidence at the next appropriate public meeting of the relevant Overview and Scrutiny Committee³ (<http://modgov.hillingdon.gov.uk/mgListCommittees.aspx?bcr=1>) providing the petition has been received at least 10 working days before this meeting. Senior officers that can be called to give evidence are as follows:

- Chief Executive & Corporate Director of Administration (Head of Paid Service)
- Monitoring Officer (or any officer fulfilling the statutory role)
- Section 151 Officer (or any officer fulfilling the statutory role)
- Deputy Chief Executive & Corporate Director of Residents Services
- Corporate Director of Finance
- Corporate Director of Social Care and Health

It should be noted that the Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance, if the named officer has changed jobs or does not hold a senior position.

The Committee may also decide to call the Member with special responsibilities to attend the meeting. Although Committee Members will ask the questions at this meeting, the petition organiser (or their representative) will be able to ask up to three questions within an allocated 15 minutes. These questions must relate directly to the content of the petition. Questions from the petition organiser or nominated person must be submitted in writing to the Democratic Services section at least ten working days before the meeting. A written acknowledgement from the Council will be sent within 5 working days of receipt. Questions which are considered by the Head of Democratic Services to be vexatious, abusive, inappropriate, or that require the disclosure of exempt or confidential information, will not be considered.

After the meeting, the Committee will submit a report to the Cabinet (for consideration at the next Cabinet meeting) or to the relevant portfolio holder

³ At Hillingdon, there are 4 Policy Overview Committees (POCs) and 2 Scrutiny Committees: Corporate Services & Partnerships POC, Education & Children's Services POC; Executive Scrutiny Committee; External Services Scrutiny Committee; Residents' & Environmental Services POC; and Social Services, Health & Housing POC. These Committees comprise Councillors who are responsible for scrutinising the work of the Council – in other words, they have the power to hold the Council's decision makers to account.

(as a Cabinet Member Decision). The petition organiser will be sent a copy of this report.

Petitions requesting a referendum

For further information on the submission of petitions to the Council requesting a referendum, please contact the Democratic Services Team at democratic@hillingdon.gov.uk or by calling 01895 250470.

What can I do if I feel my petition has not been dealt with properly?

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the relevant Council Overview and Scrutiny Committee review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review, if the petition organiser gives a short written explanation addressed to the Petitions Officer of the reasons why the Council's response is not considered to be adequate. This request must be made within 20 working days of being notified of the authority's decision on the petition.

The relevant Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. If the Committee determines that the petition has not been dealt with properly, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council's Executive and arranging for the matter to be considered at a meeting of the Council. As well as being forwarded to the petition organiser, the results of the review will be published on the Council's website (unless it is considered inappropriate to do so).

Is there anything else I can do to have my say?

As a Council, we try to identify and solve problems at an early stage. We are committed to receiving feedback as this helps us to develop and review services. We recognise that petitions are just one way in which people can let us know about their concerns. Other ways that people can have their say include:

- Making a complaint using the Council's Complaints System (<http://www.hillingdon.gov.uk/index.jsp?articleid=5881>)
- Contacting your local Councillor (<http://modgov.hillingdon.gov.uk/mgMemberIndex.aspx>)
- Contacting your local MP (<http://www.hillingdon.gov.uk/index.jsp?articleid=18212>)

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ADOPTION OF POLICY FRAMEWORK DOCUMENTS

Reporting Officer: Head of Democratic Services

Copies of the Housing Strategy, Accessible Hillingdon Supplementary Planning Document and Interim Planning Policy on Houses in Multiple Occupation are available for reference in Group Offices or online at www.hillingdon.gov.uk

SUMMARY

Following Cabinet endorsement and referral of the Borough's new Housing Strategy, Accessible Hillingdon Supplementary Planning Document and Interim Planning Policy on Houses in Multiple Occupation at its meeting on 25 April, Council is requested to formally agree their adoption as a policy framework documents.

RECOMMENDATION: That the Borough's Housing Strategy 2012/15, Accessible Hillingdon Supplementary Planning Document and Interim Planning Policy on Houses in Multiple Occupation be adopted as part of the Council's policy framework.

INFORMATION

Housing Strategy

The Housing Strategy sets out how the Council will enable residents to live in homes of all tenures which are in good condition, energy efficient and well managed. It also describes services and specialist housing for vulnerable people who require assistance to live independently in the community. The strategy takes account of the flexibilities offered by the Government's localism agenda and implications of welfare reform including the opportunity to offer flexible (renewable, fixed term) tenancies for new social housing tenants rather than the tenancies that are currently offered.

Cabinet considered the Strategy alongside the Tenancy Strategy, Tenancy Policy and Housing Allocations Policy, providing a comprehensive, consistent and integrated approach to housing policy, housing demand and supply and housing management.

Accessible Hillingdon

Adoption of the Revised Accessible Hillingdon Supplementary Planning Document (SPD) will ensure the Council can deliver a clear message on the standards expected in terms of inclusive design. Specifically, the revised document specifies in fine detail accessible housing standards, how the standards should be integrated into the design, and at what stage in the development process they should be demonstrated. The SPD will increase the scope to secure Brown Badge parking provision within development proposals.

The adoption of the SPD will enhance the weight that can be attached to it as a material consideration when deciding planning applications.

Interim Policy on Houses in Multiple Occupation

Following concerns expressed by local residents relating to the continued loss of family housing in the area surrounding Brunel University, the Council agreed to the declaration of an Article 4 Direction for Uxbridge South & Brunel wards, removing permitted development rights for the conversion of individual houses to Houses in Multiple Occupation (HMOs). A subsequent

statutory 12-month notice period commenced on 24 March 2012 prior to the Direction coming into effect from 24 March 2013.

In order to have an effective means of considering future HMO applications it will be necessary for the Council to have a policy in place to determine new planning applications received now that the Article 4 Direction is in force.

Consultation carried out

Comprehensive and lengthy consultation with residents and relevant stakeholders has taken place on all documents as set out in the related Cabinet reports considered on 25 April 2013.

Financial implications

Approval of the Housing Strategy itself will not give rise to any immediate financial implications, though such programmes, once planned and implemented, will require resource allocation. This will be achieved via the Council-wide MTF process.

Any associated costs of the Accessible Hillingdon SPD can be accommodated within the existing Residents Services revenue budget for 2013/14.

The net cost to the Council of this a revised Interim Policy on Houses in Multiple Occupation is relatively minor and will be managed within existing revenue budgets.

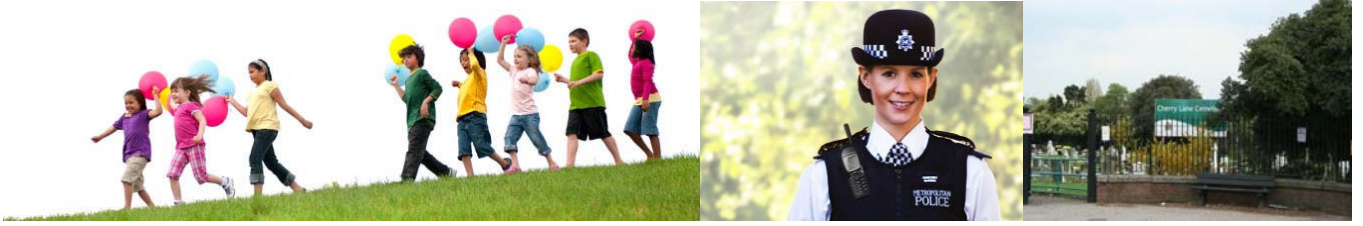
Legal Implications

Section 8 of the Housing Act 1985 requires the Council to periodically review the provision of housing accommodation in the Borough. The Housing Strategy outlines how the Council will discharge its duties to secure accommodation within the Borough.

The Accessible Hillingdon SPD has been produced fully in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 (the 2012 Regulations).

The draft Interim Planning Policy Document will assist decision makers in determining planning applications where a change of use of a single family dwelling to a HMO is proposed. The currently adopted policy (the 2004 SPG) is out of date and that a more robust and up to date policy needs to be put in place before the Article 4 direction takes effect.

BACKGROUND PAPERS: Cabinet reports 25 April 2013 relating to the three policy framework documents.



Policy Overview & Scrutiny in Hillingdon

Annual Report
2012/13

Supported by Democratic Services





Introduction

This report sets out the work and achievements of Hillingdon's Policy Overview & Scrutiny Committees during the 2012/13 Municipal year.

Policy Overview

In Hillingdon, Policy Overview Committees (POCs) are responsible for policy overview and the monitoring of a specific range of Council services. The Council has the following four POCs:-

- Corporate Services & Partnerships
- Education & Children's Services
- Residents' & Environmental Services
- Social Services, Health & Housing

Each Policy Overview Committee undertakes this role through a series of activities.

A central role of the Policy Overview Committees is to undertake in-depth policy reviews on specific issues. Reviews provide the opportunity to hear from members of the public and expert witnesses, including officers from other councils and external organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. POCs therefore perform an important role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate in the formulation of Council policy. Further information on the reviews undertaken this year, including key outcomes, is presented later in the report. Appendix A shows the reviews undertaken since 2003.

Policy Overview Committees can also request further information in response to a particular concern. POCs therefore play a central role in ensuring that the Council's Cabinet and officers are providing high quality, value-for-money services.

Policy Overview Committees also comment on reports coming before Cabinet for decision. POCs can use the expertise gained through their in-depth reviews to advise Cabinet on the issues being considered. In addition, each POC provides relevant input on Cabinet's annual budget proposals before they are approved by Council each year.

Under the Local Government and Public Involvement in Health Act 2007 Policy Overview Committees can consider 'Councillor Calls For Action' submissions. These powers enable all Councillors to ask for discussions at POCs on issues where local problems have arisen and other methods of resolution have been exhausted. No such Calls for Actions have been considered to date.

Executive Scrutiny

The Executive Scrutiny Committee is responsible for the post executive-decision scrutiny role. Its primary role is to closely examine key decisions taken by Cabinet, individual Cabinet Members and officers before they have been implemented. The Executive Scrutiny Committee meets immediately after the Cabinet meeting and a majority of the Committee can 'call-in' a decision. If not satisfied with the further information provided to them, they can ask the Cabinet or Cabinet Member to reconsider it and this is called a "scrutiny call-in".

External Services Scrutiny

The External Services Scrutiny Committee plays a very important role scrutinising services provided by non-Council organisations in the Borough, in the public, private and voluntary sectors, particularly on health related matters.

The Committee is also responsible for identifying areas of concern to the community and instigating an appropriate review process. It is able to scrutinise any non-Hillingdon Council organisation whose actions impact on Hillingdon residents.

The Committee holds the health scrutiny role conferred by the Health & Social Care Act 2001, which requires senior managers of local NHS Trusts (including Hillingdon Hospital and Hillingdon Primary Care Trust) to attend the Committee and answer questions if required by Councillors. Local NHS Trusts must also consult the Committee about proposed significant changes to local services. The Committee's remit to scrutinise a wide range of organisations has been strengthened through the Local Government and Public Involvement in Health Act 2007 by extending its statutory powers to require local organisation to attend.

The role of the Committee will evolve during 2013/14 to reflect the Council's new health responsibilities under The Health and Social Care Act 2012, along with complementary changes to health scrutiny under The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

The Committee also acts as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carries out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.



Corporate Services & Partnerships



Councillor Richard Lewis (Chairman)

Other Members of the Committee:

Councillor Michael White (Vice-Chairman)

Councillor Lindsay Bliss

Councillor Beulah East

Councillor Neil Fyfe

Councillor Raymond Graham

Councillor Carol Melvin

Councillor Richard Mills

Officer support by Khalid Ahmed, Democratic Services

The Committee is responsible for the policy overview role for a broad array of Council services provided by the Council's Administration and Finance Directorates. 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. The Committee has undertaken two reviews this year.

Community Cohesion and the accessing of Council services

The objective of the review was to look at how the Council could reach out to more individuals from all backgrounds, particularly those groups and sections of the community who were difficult to engage with. How could the Council improve the communication of its services to all groups and individuals within the Borough to ensure further interaction and integration? How well did these groups and individuals access Council services?

The Committee wanted to assess how Council services communicated with residents beyond the promotion of services. Also what steps were taken to break down barriers to engage with groups which would enable the interaction and integration with the rest of the Borough's community.

The Committee was made aware that Hillingdon is an increasingly diverse Borough, which had been reflected in the initial findings of the 2011 Census. The challenge for the Council and its strategic partners was to ensure that they communicate as effectively as possible with all groups and individuals in the Borough, to enable increased interaction and engagement. To enable the Council to achieve positive community cohesion outcomes it was vitally important that all areas worked in a joined up and co-coordinated way to enable greater engagement.

The Committee was greatly encouraged by the number of initiatives and schemes undertaken by many of the Council services which greatly enhanced community cohesion within the Borough.

The outcome of this review will be considered by Cabinet in May.

Witnesses for the Review:

- Carole Jones – Chairman of Strong and Active Communities Partnership
- Duncan Struthers - Chairman of Hillingdon Inter Faith Network
- Fiona Gibbs – Stronger Communities Officer, LBH
- Khalida Obeida - Afghan Women's Group, Women in the Community Network and Refugees in Effective and Active Partnerships (REAP)
- John Seekings – Head of Corporate Communications
- Lisa Dancer - Curriculum and Quality Manager for Adult Learning, LBH
- Debbie Hunn - Curriculum and Quality Manager for Adult Learning, LBH
- Howard Griffin - Sports Development Officer - Sports and Leisure, LBH
- Daniel Waller - Arts and Libraries, LBH

Partnership Crime Prevention Resources

The Committee is part way through a review which is looking at the usage of the equipment which the Council helps fund for Hillingdon Police and their effectiveness in preventing and tackling crime and disorder. The review will report to Cabinet in the summer.

Witnesses for the Review to date:

- Ed Shaylor - Community Safety and Anti-Social Behaviour Investigations Service Manager, LBH
- Liz Jones - Community Safety and CCTV Manager, LBH

Other work

The Committee has also considered the following:

- In-depth scrutiny of the Administration and Finance Directorates budget proposals for 2013/14 and coordination of responses from all the Policy Overview Committees to Cabinet.
- An update on the Civic Centre's power generator, which provided Members with a summary of the tests and real activations since its installation in January 2011.



Education & Children's Services



Councillor Catherine Dann (Chairman)

Other Members of the Committee:

Councillor Judith Cooper (Vice-Chairman)

Councillor David Benson

Councillor Lindsay Bliss

Councillor Jazz Dhillon

Councillor John Hensley

Councillor John Riley

Councillor Susan O'Brien

Mr Anthony Little, Roman Catholic representative

Officer support by Khalid Ahmed and Steven Maiden, Democratic Services

The Committee is responsible for the policy overview role in relation to education, schools, the early-years service, the youth service, and social care services for children and young people.

Prior to undertaking their first major review of the municipal year, the Committee undertook a single meeting review into the Leaving Care Grant. This was followed by two major reviews into Safeguarding Children that go Missing and Access to Education for Hillingdon's Vulnerable Children and Young People.

Leaving Care Grant

As the Council is the corporate parent of children in its care, it has the duty of ensuring that their transition from its care to independent living is as smooth, as painless and as successful as it possibly can be. One of the ways in which the Council achieves this comes through the leaving care procedure and the grant which is paid to care leavers on their move to independence.

The leaving care grant that Hillingdon provided was last reviewed in 2003 and it became clear through this review that the £1000 that care leavers received no longer reflected the costs of those essential items that young people need when setting up a home. The recommendations of the review therefore set out how the Committee felt the Council might best improve its provision for these young people at a vulnerable time in their lives.

The review was provided with an overview of the current leaving care procedure as well as comparisons with what other local authorities gave to care leavers on their move into independence.

After consideration of the evidence provided, the Committee's review was welcomed by Cabinet at its December 2012 meeting, where the report recommended that the grant be increased to a maximum of £1500 (or £1800 for those in exceptional circumstances). Cabinet accepted this recommendation and the new grant was implemented as part of the budget planning process for 2013/14 and onwards.

Witnesses for Review:

- Two Care Leavers
- A Foster Carer
- Meng Pocock – Corporate Parenting Manager, LBH
- Teresa Bateman - Team Manager of the 16+ Leaving Care Team, LBH
- Neil Stubbings - Deputy Director of Social Care, Health and Housing, LBH

Safeguarding of Children that go Missing

In undertaking this review the Committee found that, when children go missing, there is a real risk that they could be subjected to abuse or exploitation as has been highlighted in recent cases in Rochdale and Derby. Moreover, the Committee was informed that children missing from care sometimes also become involved in organised crime and gang activity.

In the light of this, the review looked at the procedures which are in place for the collection of both police and local authority data concerning children who are reported missing and at ways of ensuring that this data is as accurate as possible. It is estimated by the police that nationally there are 10,000 individual children reported missing in a year, but this does not seem to be reflected in the data collected by Local Safeguarding Children's Boards or by other national bodies such as the Department for Education. Consequently, the review made recommendations that would help to standardize and encourage the sharing of the data collected across various agencies.

The review heard evidence on the issues relating to data collection at the national and local levels and listened to the views expressed by the witnesses on what measures could be taken to improve procedures and practices.

The practical recommendations of the review were fully endorsed by Cabinet at its meeting on 21 March 2013.

Cabinet was also made aware that this Council takes its duties in protecting children trafficked into the UK very seriously. In the early part of 2012, the Children's Commissioner produced a report, called 'Landing in Dover'. In that report, the Children's Commissioner highlighted some of the tensions and difficulties experienced by children and young people arriving through the Port of Dover to claim asylum. The Children's Commissioner recommended that the Border Agency (UKBA) should delay the interviewing of children in Dover, in respect of their asylum claim, until a period of some days had elapsed, to allow the child/young person to recover from their journey and secure legal representation. The Council has strong concerns that this will dramatically increase the risk of trafficked children going undetected at the UK Border.

Hillingdon was informed in February 2013 that this would come into force at all points of entry from 25th February 2013. The Committee welcomed the Deputy Leader of the Council's proactive involvement lobbying Government on this matter and taking forward many of the issues raised by the Committee.

Witnesses for Review:

- Paul Hewitt -Service Manager for Safeguarding Children and Reviewing Service, LBH
- Wynand McDonald - Training and Developing Manager for Safeguarding, LBH
- Detective Inspector Graham Hamilton - the Missing Persons' Unit
- Steve White - Manager of Hillingdon's Children's Resource Centre (Mulberry Parade)
- Marie Fleming - Youth Worker and Manager of Fountains Mill

Access to Education for Hillingdon's Vulnerable Children and Young People

This review examined how national reforms to the education system have impacted the relationship between Hillingdon's schools and the Council itself. In particular, the Committee looked at how Academy and Free Schools no longer have to report to the local authority and instead report directly to the Department for Education. The review focused on some of the consequences of this shift and how the Council could still meet its statutory obligation to ensure in-year access to education for pupils within this changing environment.

The Committee also looked at the anticipated growth in primary school-age children in Hillingdon and the work that the Council is currently undertaking to accommodate this growth. Hillingdon is one of the first Boroughs in London to have begun to experience 'the bulge' in school numbers and has already allocated £150m to primary schools expansions. The Committee both commended this work and made suggestions for improvements to how the Council does, and will in the future, ensure access to vulnerable children outside of the normal admissions process.

The Committee heard invaluable evidence from expert witnesses on changes to the provision of education both on the local and national levels as well as conducting a site visit to the Brookfield Adult Learning Centre where interim education is currently provided for pupils seeking an alternative school place.

The recommendations of the review will be submitted to Cabinet in May 2013.

Witnesses for Review:

- Pauline Nixon - Senior Manager for Access and Inclusion, LBH
- Deborah Bell - Service Manager for Behaviour, Attendance and SEN, LBH
- Dan Kennedy - Performance and Intelligence Manager
- Martin Rainsford- Head Teacher of The Douay Martyrs School and Chairman of the In-Year Fair Access Panel
- Ms Liz Horrigan - Head Teacher of Harlington Community School and Chairman of the Managed Moves and Inclusion Panel

Other Work

The Committee has also considered the following:

- Schools Admission Update - The Committee received an update on the allocation of school places in the Borough and the provision being made to accommodate increased pupil numbers.
- In-depth scrutiny of budget proposals for Education & Children's Services for 2013/14.
- Previous Review Updates - The Committee was provided with updates on the implementation of previous recommendations made by the Committee. These were in relation to reviews into Adoption & Permanency of Looked After Children, Elective Home Education and Children Leaving Care Procedure and Grant.
- The Committee received a Quarterly Children's Social Care Audit Update.
- The Committee received the Annual Report of the London Safeguarding Children's Board (LSCB) which is a statutory multi-agency body established with the overall aim of monitoring, overseeing, supporting and challenging the work of all agencies with regard to their responsibilities to safeguard and protect children.
- Standard & Quality in Education - The Committee received information on the attainment and progress of standards of education within Borough schools and informed of the Ofsted inspection outcomes. The Committee also considered an additional report on education related complaints.
- An update was provided on the new pod system used by Social Services. This is a system with four social workers of varying grades and a deputy team manager are put into a 'pod' creating a learning culture where knowledge and expertise are shared.
- The Committee considered a scoping report on Corporate Parenting and it recommended that this should be the first major review of the 2013/14 municipal year.
- The Committee commented on reports into adoption and fostering inspections that had recently been undertaken into the Council's services.



Residents' & Environmental Services



Councillor Susan O'Brien (Chairman)

Other Members of the Committee:

Councillor Mary O'Connor (Vice-Chairman)

Councillor Lynne Allen

Councillor Kuldeep Lakhmana

Councillor Carol Melvin

Councillor David Payne

Councillor Michael White

Councillor David Yarrow

Officer support by Nadia Williams & Steven Maiden, Democratic Services

The Committee is responsible for the policy overview role for a diverse range of Council services provided mainly by the Residents Services Directorate. These services include libraries, leisure facilities, community safety, highways, planning, waste management, trading standards and others central to residents' quality of life. The Committee has had a busy and successful year and has undertaken two reviews.

A Review of the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon

The main objective of this review was to modernise and update the Council's Cemeteries Regulations, which were no longer seen to be fit for the purposes of providing a sustainable and culturally sensitive service to the Borough's diverse communities. The regulations, first produced in 1994, required redrafting to accommodate some of the specific needs of different cultural and religious groups as well as to ensure that they provided an equitable and enforceable usage policy throughout the Borough.

The Committee was made aware that there was an estimate of 15-20 years burial capacity left in the Borough and the review sought to revise the Regulations to ensure that they led to sustainable and fair usage to all. The Committee also reviewed the current maintenance arrangements in place to ensure that the cemeteries and burial grounds were kept to a high standard and that anti-social behaviour was acted upon swiftly.

In assessing the maintenance of existing facilities at the Borough's Cemeteries that had, at times, received a service level below the high standards that the Council aimed to achieve in this area; one of the Committee's priorities was to ensure the safety of the Borough's memorial headstones, 60-70% of which were estimated to be

in need of repair. The recommendations of the review were endorsed by Cabinet on 26 April 2013.

Witnesses for Review:

- Officers from Bereavement Services and the Civil Protection Service, LBH
- Green Spaces, Sports and Leisure Senior Manager, LBH
- Harrow Council's Green Spaces Sports and Leisure Manager
- Anti-Social Behaviour Service Manager, LBH
- A representative from the Metropolitan Police
- Borough Solicitor, LBH
- Service users of some of the Council's cemeteries and;
- Representatives from local Funeral Directors.

A review of local Pest Control Services and the impact of waste management processes on these

This review examined the current and planned service provisions for pest control (domestic and commercial), its relationship to waste management and anti-social behaviour. The Committee looked at how different types of pests, populations and likely infestation trends impacted on public health and social stigma.

The Committee also looked at waste management processes and practices in Hillingdon and how they could help to mitigate any pest infestations, including food waste managed prior to, during and after the collection process. The final aspects included the adequacy of current public information available to residents and businesses and how this could be improved.

The Committee was keen to ensure that the services Hillingdon Council provided were aimed at tackling this problem in a proactive and joined-up way.

The recommendations of this review will be considered by Cabinet in summer 2013.

Witnesses for Review:

- Anti Social Behaviour & Investigations Service Manager, LBH
- Green Spaces, Sport and Leisure Senior Manager, LBH
- Public Protection Services Manager, LBH
- Waste Division Manager, LBH
- Deputy Director, Public Safety and Environment, Residents Services, LBH
- Chairman of the Hayes Town Partnership
- Chairman of Dawley Housing Co-operative
- Chairman of Ruislip Manor Chamber
- A representative of the Paradigm Housing Group

Other Work

The Committee has also considered the following:

- The Annual Safety at Sport Grounds Report;
- The Statement of Gambling Principles Review Report;

- Scrutiny of Residents Services 2013/14 Budget proposals;
- Report update on the Recommendations of the 2011/2012 Review: Mitigating the Environmental effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and Beyond;
- Various Forward Plan Items of Cabinet business.



Social Services, Health & Housing



Councillor Judith Cooper (Chairman)

Other Members of the Committee:

Councillor Peter Kemp (Vice-Chairman)

Councillor Patricia Jackson

Councillor John Major

Councillor David Benson

Councillor Sukhpal Brar

Councillor Wayne Bridges

Councillor June Nelson

Officer support by Charles Francis, Democratic Services

The Social Services, Health & Housing Policy Overview Committee is responsible for undertaking the policy overview role in relation to the Council's Adult Social Care, Health and Housing Group. It is also responsible for reviewing the work of Healthy Hillingdon and other health promotion work undertaken by the Council.

Review of Adult Community Mental Health Services

This review sought to examine current Adult Community Mental Health Services and to make recommendations to Cabinet to improve the service for service users and carers and enhance partnership working. The Committee heard from Central and North West London NHS Foundation Trust (CNWL), Council officers, service users and carers, as well as from a variety of voluntary organisations.

The Committee made a series of key findings including:

- The need to improve and develop early identification of mental health needs and crisis provision in Hillingdon.
- Acknowledged that Carers played a vital role in supporting family members in a role which was not a static process as the needs of the care recipient altered over time as their condition changed.
- There was scope to further improve partnership working across the Borough in support of people with Mental Health issues.
- That it was essential to ensure that information, advice and guidance was easy to find and access. As well as increasing the general awareness of mental health issues.

The report concluded that there was an opportunity to improve outcomes for people with mental health problems and those that care for them through improved

partnership working with CNWL to help deliver more integrated services. The Committee also agreed that communication and signposting of services were vital and the Committee welcomed those improvements and actions which were currently underway across the Mental Health Partnership to ensure help and support were as accessible as possible. Members will monitor the implementation of these recommendations by ensuring that the review is revisited the Committee's future work programme.

This review made a number of positive recommendations which were endorsed by Cabinet on 25 April 2013 on the understanding that any recommendations with financial implications would be discussed with the Leader.

Witnesses for Review:

- The Director of Operations and Partnerships, CNWL
- The Borough Director and Service Director Assessment and Brief Treatment Service Line
- NHS Hillingdon
- Dr Ellis Friedman – PCT / LBH former Director of Public Health
- Senior Council Officers from across the Council
- Rethink
- Hillingdon MIND
- Hillingdon LINK
- Service users and carers
- Mental Health Staff based at Mead House, Riverside Resource Centre and Mill House
- The Uxbridge Bike Project

Due to a change to the Government timetable, alternative options to the Committee's second major review - (Housing and Benefit Changes and the Impact on Hillingdon residents from January 2013) were pursued. Instead, the Committee examined: Feedback on the DWP Welfare Support Pilots and Market Development and Adult Social Care at the March and April meetings.

Update on Welfare Reforms

The Committee was provided with an overview of how the Housing Benefit changes would affect Local Authorities across London and were given an impression of what the ramifications for Hillingdon might be.

The following topics were discussed:

- Local Housing Allowance Caps
- Size criteria for Social Sector Tenants
- Local Council Tax support
- Overall Benefit Cap
- Universal Credit

At this early stage, the Committee will be writing to the Cabinet Member for Social Services, Health & Housing with its preliminary findings, setting out those areas for further work where it feels the Committee can make a significant impact.

Witnesses for the Meeting:

- The Deputy Director of Housing, Residents Services
- Perry Singh, Assistant Director of Housing, Regeneration & Major Projects, London Borough of Brent

Market Development and Adult Social Care

At its final meeting of the year, the Committee was provided with an overview report on the development of the adult social care market in Hillingdon to support personalisation. The Committee explored the key factors in market development within Hillingdon and considered future plans and opportunities for market development.

As well as hearing about the active steps being taken by the Council, the Committee was encouraged to learn about the role and opportunities for the voluntary sector.

Witnesses for the Meeting:

- Chris Commerford, Chief Executive, Age UK Hillingdon
- Richard Eason, Chief Executive Officer, HAVS
- Paul Feven, Head of Commissioning, Contracts and Support
- Gary Collier, Commissioning Services Manager

Other Work

The Committee also considered the following matters during the year:

- In-depth scrutiny of Adult Social Care, Health & Housing services budget proposals for 2013/14.
- The Future Aims and Challenges for Adult Social Care, Health & Housing.
- Safeguarding Vulnerable Adults – Annual Report.
- An update on previous review recommendations.
- Annual Complaints Report for Adult Social Care, Health & Housing.
- Various Forward Plan Items.



Executive Scrutiny



Councillor Henry Higgins (Chairman)

Other Members of the Committee:

Councillor John Riley (Vice-Chairman)

Councillor Wayne Bridges

Councillor Brian Crowe

Councillor Peter Curling

Councillor Paul Harmsworth

Mr Anthony Little - Roman Catholic Diocesan representative (*on education related matters only*)

Officer support by Mark Braddock and Khalid Ahmed, Democratic Services

Scrutinising Executive Decisions

The Executive Scrutiny Committee's role is to scrutinise decisions that have been taken by the Executive but have not yet been implemented. This is known as the 'call-in' power. If the Executive Scrutiny Committee considers any of these decisions to be deficient, they may refer the decision back to the Cabinet or individual decision-maker for further consideration. The Committee use a set of criteria to guide them in this process.

The Committee meets immediately after the conclusion of a meeting of Cabinet to enable Members to review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items.

On areas where Members request further information or clarification, officers will be asked to provide a response to the Committee queries by midday on the following Monday following the Cabinet and this Committee meetings. If the Committee is still concerned about the issue, then it may refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns.

In the Council year 2012/13 the Committee requested further information on a number of Cabinet reports. However, the Committee did not "call-in" any Cabinet decisions.



External Services Scrutiny



Councillor Michael White (Chairman)

Other Members of the Committee:

Councillor Dominic Gilham (Vice Chairman)

Councillor Josephine Barrett

Councillor John Hensley

Councillor Phoday Jarjussey

Councillor Judy Kelly

Councillor Peter Kemp

Councillor John Major

Officer support by Nikki O'Halloran, Nav Johal & Danielle Watson, Democratic Services

The External Services Scrutiny Committee has a broad remit to scrutinise all non-Hillingdon Council organisations whose actions affect Hillingdon residents. This Committee also undertakes the health scrutiny role as required by the Health & Social Care Act 2001.

The External Services Scrutiny Committee was involved with setting up two Working Groups in 2012/13 which carried out some valuable health related work. Various witnesses (internal and external) attended the Working Group and provided Members with important information in order to develop their findings.

Special Constables

One of the main pieces of work over the last 12 months is the review commissioned by this Committee on the role of Special Constables in Hillingdon and how the valuable work of volunteer Police Officers could be highlighted. The reason for this review was to highlight the work that Special Constables do and the positive effect it has on the community. To improve awareness and the understanding of the role of Special Constables and to look at ways of promoting the role in the Borough and, in turn, add value to the community. The recommendations were further aimed at building upon the work currently undertaken by Special Constables and the services offered to them. All of the recommendations proposed in the final report were adopted in full by Cabinet on 19 March 2013 and are to be taken forward by the Safer Hillingdon Partnership.

Diabetes

The second major piece of work this year was the review commissioned by this Committee on Diabetes. The report was carried out due to the perceived high impact it would have on Council care and support services. The purpose of this review was to look at diabetes prevention and diabetes care pathways in the Borough and make recommendations for improvements. The Working Group sought to build upon the work currently undertaken by the Council and partner agencies in relation to the provision of services in the Borough for people with diabetes. An improved service will contribute to improvements in residents' health and wellbeing. It is anticipated the final report of this review will go to Cabinet on 20 June 2013.

Other work: Provision of Health Services in the Borough

The Committee received updates from the local Trusts throughout the year and this included detailed updates on Shaping a Healthier Future Consultation and updates on the Council taking over responsibility for some aspects of public health from the Government from 1 April 2013.

Quality Accounts

The Committee met with local NHS Trusts on 18 April 2013 to discuss their performance over the year and comment on the Trusts' Quality Account Reports. Senior officers from each Trust attended the meeting and detailed the contents of their Trust's draft report. Representatives from the following organisations attended the meeting to provide the Committee with an update: The Hillingdon Hospitals NHS Foundation Trust, Central & North West London NHS Foundation Trust, Royal Brompton & Harefield NHS Foundation Trust, NHS Hillingdon, London Ambulance Service, Hillingdon Clinical Commissioning Group (CCG) and HealthWatch.

Central and North West London NHS Foundation Trust (CNWL)

CNWL representatives met with Members throughout the year and they reported on several aspects of the service. The consultation on proposed modernisation of Hillingdon Older People Mental Health Services in Hillingdon had been successful and was moving forward. There was under occupancy on bed usage in Hillingdon in this area and the organisation wished to increase the ratio of staff to beds. There would be a shift of resources as a gap in the services had been recognised. The proposed bed closures to run the 'Memory Clinic' and up-skill staff was discussed by Members and the general feedback was this proposed change was something people could tolerate as they could see the bigger picture.

Improving Access to Psychological Therapies (IAPT) was an NHS programme to roll out services across England by offering interventions that were approved by the National Institute of Health and Clinical Excellent (NICE) for treating people with depression and anxiety disorders. In addition to the £300k provided by NHS Hillingdon, CNWL had invested £150k in IAPT interventions. Although NHS Hillingdon believed the number of interventions which would fall under IAPT was in the region of 50%, CNWL believed this figure to be more in the region on 40%. Members noted that the fourth phase of the programme had started in December 2012.

Members heard that CNWL was looking at relocating the Northwood and Pinner in-patient unit from Mount Vernon Hospital to the Woodland Centre at Hillingdon Hospital. The results of this consultation would impact on the viability of the proposed relocation of the in-patient unit as the unit would be moved into the space that was freed up at the Woodland Centre by the reduction in beds. This proposed change would enable the unit to care for any combination of men and women and would also include: an onsite gym to support rehabilitation; activity kitchens to increase independence and reablement; and a large garden for patient and visitor use.

Royal Brompton and Harefield NHS Foundation Trust (RB&H)

It was noted that at Month 4, the Trust was compliant with all of the targets that had been set by Monitor: the rating for Governance was green and the rating for Finance was 3 (which was in line with the Annual Plan). Although the Trust was meeting the 18 week Monitor target for admitted patients in aggregate, it was not meeting the target that had been set by the commissioners at speciality level.

Members were made aware that Harefield Hospital had been inspected by the Care Quality Commission (CQC) on 20 April 2012 and had been found to be fully compliant with the essential standards of quality and safety that were assessed. Royal Brompton Hospital had been inspected in April 2011 and had also been found to be fully compliant. RB&H continued to work with the North West London Commissioning Support Unit to assist with understanding the establishment and development of Clinical Commissioning Groups (CCGs).

The Trust was working with the London Specialised Commissioning Group (LSCG) on the implementation of the decision on the review of children's congenital heart services. RB&H was now in the process of establishing an international panel under Professor Hutton to provide a source of independent advice regarding the knock on effects of the Safe and Sustainable consultation; particularly with regard to paediatric respiratory services.

Hillingdon Clinical Commissioning Group (CCG)

Members were updated on plans to develop the Yiewsley Health Centre. It was noted that a rationalised design had been developed to make the build more efficient whilst also ensuring that the costs and benefits were acceptable to all involved.

There had been no disinvestment in the wheelchair service this year and the budget for 2012/2013 was £1,219,487, which was slightly less than the previous year's spend.

NHS Hillingdon and Hillingdon CCG were working closely together to ensure that there were no transitional issues. It was noted that funding was tight and that this would continue to be a challenge. It was noted that the CCG was currently in shadow form and was meeting regularly. It was currently going through the authorisation process and it was anticipated that the logistics (including staff changes/moves) would be completed by 1 April 2013.

The Hillingdon Hospitals NHS Foundation Trust (THH)

Although THH's performance during 2011/2012 had been positive, Members were made aware that it had under-delivered on its planned efficiency savings (delivering £4.7m of the £6.8m efficiency savings plan). Despite this financial performance, THH

had planned a £5.4m capital investment programme and a financial plan in place that required the delivery of £7m efficiency savings in 2012/2013.

It was noted that the Trust had secured £12.4m funding from the Department of Health for the reconfiguration of its emergency care services. It was anticipated that this funding would be used to build a larger acute medical/surgical in-patient unit (currently located on the 4th floor of Hillingdon Hospital) adjacent to the current A&E department. This would potentially result in patient pathway efficiencies and a reduction in the number of admissions.

London Ambulance Service NHS Trust (LAS)

The LAS had been busier this year than it had been in the previous year with a 12% increase in the number of Category A calls – in Hillingdon. Despite this increase, the LAS performance was still better than the national target and only 2% below last year's performance. It was thought that this might in part be due to the introduction of the Computer Aided Dispatch (CAD) system.

In the 12 months to January 2012, the LAS had taken 1,800 patients to Hillingdon Hospital - in the 6 months to July 2012, this was already 1,200. It was noted that approximately 60 patients were now being taken to the Urgent Care Centre each month which was seen as a steady and positive increase.

Work had recently been undertaken on a number of pathways including the roll-out of a mental health assessment tool. Other primary pathways being supported included diabetes, end of life care and alcohol related issues. Overall it was an extremely busy year for the LAS with the added pressures of the Olympics, Paralympics and Jubilee.

Hillingdon LINK / HealthWatch Hillingdon

The Committee noted that the LINK was working with CNWL and Social Services to address the issues associated with the mental health personal budgets. The Care Quality Commission (CQC) had asked the LINK to undertake a survey of GP services. This survey elicited complements as well as identifying patient concerns about untimely access to services, the poor customer service skills of some receptionists and the use of receptionists as a triage for appointments. HealthWatch Hillingdon had now taken over from LINK as the independent consumer champion for health and social care.

Other work: Safer Hillingdon Partnership

On 19 March 2013 and 11 October 2012 the Committee received updates from members of the Safer Hillingdon Partnership.

Metropolitan Police Service

The Committee were made aware that the overall the total number of offences had decreased by 15% over the past 5 years. The target requirement was 90% of all '1 calls' and Hillingdon had answered 84% of calls within the 15 minute period. 'S graded calls' were expected to be answered within an hour. The target requirement was 80% and Hillingdon was above target with 82% of the calls answered. Hillingdon was the 3rd best performing Borough within the MPS for positive outcomes of stop and searches.

Members noted that the Local Policing Model would go live from 10 June 2013. There would be less PCs in Hillingdon and from 25 March 2013 posts would be identified. The Borough would be split up into 4, north, east, south and west with 102 PCs spread amongst the 4 areas. Sergeants would be shared between Wards. Each Ward would have its own dedicated PC, PCSO and Special Constables. Shift patterns were from 7am until midnight Monday to Thursday, and 7am until 2am Friday to Sunday. The Criminal Investigation Department (CID) would continue to deal with serious crime and the response team would respond to 'I' and 'S' calls. Safer Neighbourhood Teams would deal with high volume low risk crimes.

Safer Transport Team (STT) MPS

It was noted the STT worked mainly on buses, cabs and cycling and had four priorities from the Joint Transport Action Group. There were 30 hotspots in London for cycle crimes and one of these hotspots was in Hillingdon. Hillingdon's hotspot had 35 crimes a year; the top hotspot in London had 400 crimes. Presentations were being done at schools to educate school children on the behaviour code on buses. This was done in conjunction with the Council's Road Safety Team.

Her Majesty's Courts & Tribunal Service

Uxbridge Magistrates was part of the West London Justice area. It was noted that workload had reduced by 10% across the various Boroughs as there had been a reduced number of court rooms that were sat. There was a target to reduce the workload by a further 5% in the next 6 months due to budget cuts. There had been a slight increase of witnesses not turning up to court. In cases of domestic violence it was quite common for a witness to not attend and was normally due to the person not wanting to attend, rather than the location.

Hillingdon Community and Police Consultative Group

This group was sponsored by The Mayor's Office of Policing and Crime (MOPAC) and meetings of it were attended by various partners and local residents. The Consultative Group was meeting on 17 April 2013 to discuss the future of it and the Safer Neighbourhood Boards that are proposed to replace them.

London Probation Trust

It was noted that the Hillingdon's Probation Service was waiting for an outcome from Government about what the Probation Service would look like in the future. There had been the introduction of an Offender Management Scheme for which the Borough received an allowance. London Probation Trust continued to work closely with statutory individuals. The Foreign National Unit was currently located in Hillingdon. It was noted that the unit was moving to Southwark Borough where it was proposed to be more centralised.

London Fire Brigade

Members welcomed the fact that there had been a reduction of hoax calls and a focus on reducing arson in hotspots. Arson had reduced by 20% compared to last year. There had been an increased use of the fire crew in the Borough. There had also been a rising trend in dwelling fires but the figure was still relatively low.

The London Fire Brigade interacted with members of the public and were frequently available to attend community events such as school fetes. There had been 2600 home safety visits carried out with 70-75% most at risk residents of the Borough.

There was a target to reduce the amount of automatic call outs in a year to 1,300. It was noted that the draft Fifth London Safety Plan consultation document outlined a proposed charge of £350 for false call outs.

Central North West London Mental Health Trust (CNWL)

Test on arrest had been a complete success and there was very good partnership working. This had been a pilot and figures had shown the results were very effective. The funding for this was being re-arranged and it should make it more equal in comparison to funding awarded to neighbouring boroughs. People who had never had treatment before were getting treatment. It was noted that the Integrated Offender Management programme meant that the police and CNWL were working much more collaboratively. If people missed an appointment they could get picked up by the police and brought in for treatment.

Hayes Town Partnership

Community safety was a high priority for Hayes Town Partnership and they were grateful for the support from the Council's Community Safety and Anti-Social Behaviour Team. There were a number of concerns for residents in Hayes, these included spitting, litter and rubbish dumping, youth hanging about, street drinking, drug use or dealing, and safer neighbourhood teams. Good work was being done in conjunction with schools; this included a 'Cleaner & Greener Hayes' campaign. There were continuing problems in Hayes Town with street drinkers but work was continuing with the Police and HAGAM.

Other work: Community Cohesion: Young People in the Borough

On 19 February 2013, the Committee held a witness session with representatives from Strong & Active Communities Partnership, Schools Partnership, Specialist Health Promotion, Hillingdon PCT, Brunel University, Uxbridge College, P3 Charity, Hayes Town Partnership, Central North West London (CNWL), Hillingdon Inter Faith Network and LINK. Members were updated on the work that each of the organisations had undertaken over the previous year with a focus on young people in the Borough.

The Partnership monitored the needs of communities to ensure a better understanding and improve engagement. There was a focus on 'Stronger Communities' which was promoted and delivered in areas identified as having specific challenges relating to community cohesion such as West Drayton, Yiewsley, Hayes, Yeading and Heathrow Villages.

There were different projects that took place which focussed on pride in local environment, partnership working, engaging young people and families, town centre improvements and promoting residents' involvement in sports, leisure and cultural activities.

Other work: Utility Services

On 10 January 2013, the Committee held a witness session with representatives from various utilities organisations which impacted on services to residents in the Borough. The Council has a duty under the New Roads and Street Works Act 1991 and the Traffic Management Act 2004 to manage the works carried out in the street by statutory undertakers (Utility Companies) so as to reduce the disruption caused to

road users and to protect the structural integrity of the road asset. In order to effectively manage works carried out by undertakers and to co-ordinate the use of the road network for the benefit of the travelling public and local community, the New Roads and Street Works Act 1991 and the Traffic Management Act 2004 introduced a range of powers to be used to control and regulate the actions of the statutory undertakers when carrying out works.

Policy Overview & Scrutiny Reviews from 2003 to 2013

Details of all Policy Overview and Scrutiny Reviews undertaken over the last 10 years by the London Borough of Hillingdon. Copies of reviews are available on the Council's website or on request to Democratic Services.

2012/13

- Community Cohesion and the accessing of Council services
- Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon and the free Older Peoples Burglar Alarms Scheme
- Leaving Care Grant
- Safeguarding of Children that go Missing
- Access to Education for Hillingdon's Vulnerable Children and Young People
- Review of the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon
- Review of local pest control services and the impact of waste management processes on them
- Review of Adult Community Mental Health Services
- Special Constables
- Diabetes

2011/12

- Effectiveness of the Audit Committee and its Terms of Reference
- Operation and Function of Hillingdon First Card
- Elective Home Education
- Adoption & Permanency
- The Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough and beyond
- Personalisation and Disabilities with Reference to Transition
- Population Flows and the Impact on Housing Services in Hillingdon
- Re-Offending
- Dementia

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
- The Hillingdon Khat Review
- Review of Hillingdon's Town Twinning Relationships
- Review of 14-19 Education & Training
- To examine the use of Assistive Technology by Adult Social Care to Support Independent Living
- Hillingdon Centre for Independent Living (Looking at Efficiencies, Services & Fully Costed Options)

- Health Inequalities – Effect of Overcrowding on Educational Attainment and Children’s Development
- Children’s Self Harm

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
- Reviewing whether current arrangements and future plans to support inclusive practice in Hillingdon schools are effective
- Reviewing current arrangements and future plans for safeguarding children at Heathrow Airport as a port of entry
- A Review of Street Lighting
- A Review of Planning Enforcement (‘Homes’ in back gardens)
- A Review of Counterfeit Cosmetics and Illegally Imported Foods
- The Transformation Agenda and Direct Payments in Hillingdon
- The Hillingdon Centre for Independent Living
- Parent Abuse – Children & Young People Who Abuse Their Parents & Carers

2008/9

- CCTV Strategy
- Heritage in Hillingdon
- Safeguarding Adults
- Developing the 14 – 19 education provision
- Developing the Short Breaks Provision
- Wireless town centre in Hillingdon
- Child to adult mental health service
- The nature and role of the private rented sector in Hillingdon

2007/8

- Review of highways maintenance
- Community engagement
- Cleanliness of the environment
- Establishing children’s trust agreements
- Review of Meeting the Needs of Troubled Young People
- Community cohesion
- Review of Voluntary sector grants
- Review of customer involvement
- Update on the review of Council’s support to carers
- Development of a customer focus strategy for Council

2006/7

- Anti-social behaviour strategy
- Hillingdon’s strategy for a sustainable economy

- Hillingdon's approach to meeting special educational needs
- Safer Neighbourhoods Team
- The Council's property and estates waste reduction and recycling
- Establishing a Domestic Violence Court
- Hillingdon Independent Living Centre
- Housing support for vulnerable people
- Members' information needs concerning decision-making
- Members' role in Audit
- Transition from primary to secondary schools
- Widening the scope of the Education Service: Hillingdon's approach

2005/6

- Council's housing strategy
- Frontline service delivery
- Impact of Heathrow Airport on the Hillingdon Health and Social Care Economy
- Local strategic partnership – Hillingdon Partners
- Progression from Primary to Secondary school
- Sport & physical education strategy
- Customer Access (complaints)
- Hillingdon Homes' performance
- Information given to residents about Council Tax
- Planning Performance – continuous improvement
- Road safety
- Wider participation in Overview & Scrutiny

2004/5

- Anti-social behaviour
- Business continuity
- Health promotion in Hillingdon
- Recruitment in Hillingdon
- Recruitment and retention in Education Services
- Review of the National Service framework for Older People in Hillingdon
- Budget planning process
- Choice based lettings
- Local development framework
- Regeneration and economic development strategy
- Supporting people
- Town centre partnerships

2003/4

- Air quality action plan
- Engaging young people
- Houses in multiple occupations
- Innovative affordable housing
- Review of Hillingdon's performance of delayed discharged
- Role of community Councillors
- Transport strategy

- Domestic violence and children
- Heathrow city growth strategy
- Incineration: waste to energy
- Joint Committee report on cancer services
- Rigorous inspection of contracts
- Standards at Key Stage 3
- Vision for health: Overview programme
- Voluntary sector grants review

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