



HILLINGDON  
LONDON



# Residents' and Environmental Services Policy Overview Committee

## Councillors on the Committee

Susan O'Brien (Chairman)  
Mary O'Connor (Vice-Chairman)  
Lynne Allen  
Kuldeep Lakhmana  
Carol Melvin  
David Payne  
Michael White  
David Yarrow

**Date:** WEDNESDAY, 13  
FEBRUARY 2013

**Time:** 5.30 PM

**Venue:** COMMITTEE ROOM 4 -  
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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## **Residents' & Environmental Services Policy Overview Committee**

### **Terms of Reference**

To perform the policy overview role outlined below:

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

In relation to the following services:

1. culture, arts and sport including the provision and/or management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools and other like facilities;
2. lifelong learning;
3. community safety;
4. the provision, planning and management of parks and open spaces, allotments, cemeteries, pitches and other like facilities;
5. transport, highways and parking;
6. waste management and recycling;
7. conservation and biodiversity;
8. safety education;
9. licensing and registration;
10. trading standards;
11. consumer protection;
12. environmental health functions
13. planning and building control
14. the Council's planning policies (including the Unitary Development Plan and other plans for the use and development of land), Local Agenda 21 Strategy and Local Transport (Implementation Plan).

Policy Overview Committees will not investigate individual complaints.

# Agenda

## **Chairman's Announcements**

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the meeting held on 22 January 2013 1 - 8
- 5 Review 2: A Review of Local Pest Control Services and the Impact of Waste Management Processes on these - Witness Session 2 9 - 22
- 6 Work Programme 2012/13 23 - 24
- 7 Forward Plan 25 - 40



**Minutes**

**RESIDENTS' AND ENVIRONMENTAL SERVICES  
POLICY OVERVIEW COMMITTEE**

22 January 2013

Meeting held at Committee Room 3 - Civic Centre,  
High Street, Uxbridge UB8 1UW

	<p><b>Committee Members Present:</b> Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman) Kuldeep Lakhmana Carol Melvin David Payne Michael White David Yarrow Beulah East</p> <p><b>Witnesses Present:</b> Ed Shaylor - Community Safety and ASB Investigations Service Manager Paul Richards - Green Spaces, Sport and Leisure Senior Manger Shabeg Nagra - Public Protection Services Manager Colin Russell - Waste Division Manager</p> <p><b>LBH Officers Present:</b> Nigel Dicker, Deputy Director, Residents Services Andy Evans, Head of Finance, Residents Services Nadia Williams, Democratic Services</p>
53.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Cllr Lynne Allen and was substituted by Councillor Beulah East.</p>
54.	<p><b>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>
55.	<p><b>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda marked as Part 1 would be considered in public.</p>
56.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2012</b> (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 6 December 2012 were agreed as an accurate record and noted that the draft recommendations listed at</p>

	<p>the bottom of page 2 would form part of the recommendations in the final report of the Committee's first Review of Regulations and Byelaws Relating to Cemeteries and Burial Grounds within Hillingdon.</p>	
<p>57.</p>	<p><b>REVIEW 2: A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE - WITNESS SESSION 1</b> (<i>Agenda Item 5</i>)</p> <p>The Chairman of the Committee welcomed Ed Shaylor – Community Safety and ASB Investigations Service Manager, Paul Richards - Green Spaces, Sport and Leisure Senior Manager, Shabeg Nagra - Public Protection Services Manager and Colin Russell - Waste Division Manager as witnesses to their second Review of Local Pest Control Services and the Impact of Waste Management Processes on these.</p> <p>In response to concerns raised about residents living in social housing, Ed Shaylor raised the points listed and responded to queries from members as follows:</p> <ul style="list-style-type: none"> <li>• A free pest control service was available to tenants provided by Housing Repairs</li> <li>• Residents would be obliged to comply with their tenancy conditions with regard to managing waste properly.</li> <li>• All occupiers are obliged to take reasonable steps to keep their individual areas clean but some private tenants and tenants of social landlords are confused with regard to who is responsible for dealing with rats and mice. Tenants often believe that the landlord is responsible for eradicating rats and mice</li> <li>• Responsibility for management of waste would normally rest with the tenant but the landlord would be responsible for any repairs necessary to the property, eg hole in a wall or around pipes, provision of bin stores etc. Where the issue was related to the storage of waste, land lords would say that the responsibility lay with the occupier of the property.</li> <li>• Notices can be served by the Council on owners and occupiers giving 21 days to remove waste products such as soft materials and baiting to kill rats and mice. If this is not done and the Council does the work, payment for the removal of such products and for baiting would be required to be paid for by the householders.</li> <li>• It was noted that a concession for this service applied for residents over the age of 65 for whom it would be free after April 2013.</li> <li>• With regard to pests inside a property, such as fleas and bugs, the landlord would be informed by the Council and would be asked to assist and were usually sympathetic. There would be a dialogue to establish the cause of the infestation and a contractor would be engaged to fumigate or eradicate the pests. For Hillingdon Council tenants in a Council property, the service would be provided free. However, if the tenant was housed by a social landlord, the tenant would be responsible for payment.</li> </ul>	<p><b>Action by</b></p>

- It was highlighted that where the Council housed residents through social landlords, why the responsibility for payment lie with the tenants? Members were advised that although the Council accepted the duty to house, with regard to tenants placed in private property, the tenants had a tenancy agreement with the Council but not on Council land, where as Council tenants would have a tenancy agreement on Council land.
- Advised that where tenants were housed on land owned by the Council, the Council provided a free service due to its duty to keep its own land clear of rats and mice.
- Tenants housed in private properties were allowed some concessions.

The Committee raised the issue of cohesion between departments, as it was not clear to residents what the Council was responsible for and what aspects the residents were responsible for.

Officers explained that:

- If the problem was established as emanating from a neighbour's property, the neighbour would be liable.
- Where rats and mice were coming from a source then the liability for repairing the source would be established as quickly as possible.
- With regard to a broken sewer pipe, if it was within the boundary of the property, the occupier of the property would be served with a notice to repair (obliged under the Building Act 1984) within a time specified by the Council usually between 7 to 14 days. However, in an emergency, within 24 hours. If outside the property, Thames Water would deal with it.
- Calls would usually be taken by the Contact Centre where key issues would be identified. The Anti-Social Behaviour Investigations Team (ASBIT) would liaise with the Waste Division regarding investigations involving trade waste. Trade waste contracts would be inspected, as well as the licence for trade waste carriers.
- Most of the regulations required a notice to be served by ASBIT or Environmental Protection Unit (EPU) for a person to take necessary remedial action (eg Prevention of Damage by Pest Act 1949).
- The Waste Division did not routinely clear access roads that had not been adopted by the Local Authority; these were the responsibility of the houses served or adjacent to the road. The rubbish in these access roads was often dumped by other people and not by the residents with access to that road, so this was a sensitive issue and the ASBIT would investigate if those responsible for dumping rubbish could be identified. The Waste Division would collect rubbish that had been dumped and open the bags to find evidence of the culprit. Card board packaging with addresses would usually be sent to the ASBIT to follow-up with the identified owners.
- Environmental Protection Unit dealt with commercial premises and matters resulting in environment health issues, such as, pollution.

Members asked how people in commercial properties, as well as occupiers of flats above could be educated to handle their own wastes.

Colin Russell advised that:

- Leaflets were available for residents - *Your guide to Waste & recycling* for every collection day.
- There was also a leaflet called *Street Scene Enforcement Team Trade Waste* for businesses.
- The leaflets were posted to residents and properties when it was established that there were problems in an area and if it continued, then it was reported to the ASBIT to follow-up by sending an inspector in.
- The ASBIT and the Waste Division worked closely together.
- Both teams tried to encourage residents and businesses to properly manage their waste and gained more success by being proactive, such as having inspectors visit, rather than by using prosecution as a yardstick.
- Leaflet drops for issues such as, dumping in alleyways would serve no purpose as materials dumped were usually not just domestic rubbish but mattresses and sofas.
- There was also the issue of the quick turn around in occupancy and leaflet drop would serve little purpose due to the frequent change in tenancy.
- The two main issues with regard to waste management were highlighted as fly tipping and dumping in alleyways.

Members commented that:

- Residents associations should be encouraged to educate residents in their areas via their News letters.
- It should be stressed in the leaflets, the effects of pests to indicate that badly managed waste encouraged pests.
- The leaflets should be included on an annual basis in the Hillingdon People, the Council's free magazine delivered to all residents. To include a page on 'dos' and 'don't' of managing waste.
- There was a need to clearly define pests and charges levied and for which services.
- It should be noted that the Council did not provide treatment for all pests, only for rats and mice.
- It would be helpful to provide some information on the Council website about bees and wasp, including useful contact details, as it was likely that the initial step would be to contact the Council for advice/assistance

In response to queries raised, officers responded as follows:

- Enquires relating to pest control, for residents not in receipt of a concession, would be directed to a local contractor.
- No 'super' rats had been identified in Hillingdon, if bait was not taken by the rats or mice, a different type of poison would be used.
- Following a call out for rats and mice, the contractor would try and identify the source and put the bait down at the same time.



	<ul style="list-style-type: none"> <li>The free concession for the over 65 year olds was not means tested, but they must be in receipt of State Pension but this was not yet clearly stated on the Council's website. However, this would be initiated in the Hillingdon Homes contract.</li> </ul> <p>It was noted that copies of the leaflets would be scanned and circulated to members of the Committee for information.</p> <p>The Chairman of the Committee thanked officers for attending the meeting and in assisting by providing evidence to the Committee.</p>	Nadia Williams
58.	<p><b>RESIDENTS SERVICES 2013/14 BUDGET PROPOSALS</b> (<i>Agenda Item 6</i>)</p> <p>Members indicated insufficient time had been given to consider the summary of the budget report (circulated prior to the meeting), which had been inadvertently omitted from the Residents Services 2013/2014 Budget Proposals papers that were included in the agenda for this meeting.</p> <p>It was noted that some Members had not had the opportunity to read the paper and agreed that officers would take Members through the report, to provide a briefing. Members would then submit any comments they may have by Friday 25 January 2013.</p> <p>The Committee also agreed that any comments submitted would be collated and sent to the Chairman to be agreed before putting forward to Corporate Services and Partnership Policy Overview Committee meeting on 6 February 2013 and subsequently submitted to Cabinet on 14 February 2013.</p> <p>The Chairman of the Committee welcomed Andy Evans, Head of Finance to the meeting.</p> <p>It was noted that the 2013/14 Residents Services Budget Proposals had been considered at the 20 December 2012 Cabinet meeting. The budget proposals, including comments received from Policy Overview Committees would then be considered at the Cabinet meeting being held on 14 February 2013.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>The Council had delivered approximately £60m of savings over the past three years and initial plans had been developed to deliver £12.8m savings required in 2013/2014. However the long-term outlook continued to be challenging.</li> <li>This would be the fifth successive year of a zero increase in Council tax.</li> <li>The delivery of savings within Residents Services was driven through the transformation and the HIP Business Improvement Delivery Programme. This included reorganisation and re-structure to remove duplication and examining alternative methods of service delivery.</li> <li>Alongside this opportunities have been taken to bid for external</li> </ul>	<b>Action by</b>

	<p>grants, and there continued to be a focus on procurement improvements.</p> <ul style="list-style-type: none"> <li>• Fees and charges had been reviewed and there continued to be an emphasis on the differentiations between Hillingdon residents and non- resident charges.</li> <li>• The 2013/14 draft savings include £536.000 based on a new contract for dry recycling waste services, which had been facilitated by a successful application for DCLG grant funding to enhance facilities at New Years Green Lane Civic Amenity site.</li> </ul> <p>The Committee was informed that much of the budget work had necessarily concentrated on savings. However on a more positive note members were asked to note the Priority Growth items set out in Appendix B. The following were highlighted:</p> <ul style="list-style-type: none"> <li>• A dedicated officer at Ruislip Lido</li> <li>• A Planning for Business Co-ordination</li> <li>• Provision of £108k for Community Safety projects and £65k for enhanced Litter Collection</li> </ul> <p>In response to a question about the Planning Business Co-ordination post, Members were advised that the post holder would look at applications at the pre-application stage when businesses were looking to develop in the Borough. This was intended to encourage businesses to locate in the Borough, with the resulting economic growth having potential benefits for the council through the new business rate retention scheme.</p> <p>With regard to the gap shown in the proposed charges for non-residents in relation to exclusive rights of burial (Lawn section graves), it was noted that fees and charges proposals for this area were still being developed and these were yet to be confirmed.</p> <p><b>Resolved</b></p> <p><b>That the Committee notes the budget projections contained in the report and comments would be submitted by Members by 25 January 2013 to be agreed by the Chairman, before putting forward to Corporate Services and Partnership Policy Overview Committee meeting on 6 February 2013. These would then subsequently be submitted to Cabinet on 14 February 2013.</b></p>	<p>Nadia Williams</p>
59.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p><b>Resolved</b></p> <p><b>The Committee agreed the Forward Plan.</b></p>	<p><b>Action by</b></p>
60.	<p><b>WORK PROGRAMME 2012/13</b> (<i>Agenda Item 8</i>)</p> <p><b>Resolved</b></p> <p><b>The Committee agreed the work programme and discussed possible witnesses for the forthcoming witness sessions.</b></p>	<p><b>Action by</b></p> <p>Nadia Williams</p>

	The meeting, which commenced at 5.30 pm, closed at 7.10 pm.
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These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277 655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## **REVIEW 2 - A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE - SECOND WITNESS SESSION**

**Contact Officers:** Nadia Williams  
**Telephone:** 01895 277655

### **REASON FOR THIS ITEM**

To consider an updated draft scoping report for the Review and make amendments if required.

To hear from Chris Troy, Manager of the Environmental Protection Unit who carries out health inspections for the Council, providing Members with background on his role as a health inspector. Colin Edards, a Pest Control Contractor engaged by the Council will also be attending as a witness to give members an insight into his role as a contractor.

### **OPTIONS OPEN TO THE COMMITTEE**

1. To consider the updated draft scoping report (Appendix 1) and to make amendments if necessary.
2. Question the witnesses.
3. To make a note of possible recommendations for the review.

### **INFORMATION**

1. At the first witness session held on 22 January 2013, Members heard from the Council's ASB & Investigations Service Manager, Green Spaces, Sport and Leisure Senior Manger, Public Protection Services Manager and the Waste Division Manager. This provided Members with background information to understanding the roles and responsibilities in this area. It also enabled Members to examine the current and planned service provision for both domestic and commercial pest control and its relationship to waste management and anti-social behaviour.

### **Witnesses**

2. At this meeting, the Committee will hear from the Council's Health Inspector, Chris Troy and Colin Edards, a Pest Control Contractor engaged by the Council.

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## **PART 1 – MEMBERS, PUBLIC AND PRESS**

Residents' and Environmental Services Policy Overview Committee  
13 February 2013



# HILLINGDON

LONDON

## Residents' and Environmental Services Policy Overview Committee Review Scoping Report 2012/13

### **OBJECTIVE**

#### **Title and aim of review**

**A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE**

#### **Terms of Reference**

1. To understand the Council's roles and responsibilities in this area;
2. To examine the current and planned service provision for pest control (domestic and commercial) and its relationship to waste management and anti-social behaviour;
3. To understand the different types of pests, populations and likely infestation trends, including how this may impact public health and social stigma;
4. To examine the problems pests cause to individuals, local neighbourhoods, commercial businesses and the wider environment;
5. To review the effect of temperature, climate, urban development and underground infrastructure (and any other factors) on pest populations;
6. To explore how waste management processes and practices in Hillingdon (by residents, businesses, contractors and the Council) can help to mitigate any pest infestations;
7. In particular, to explore how food waste generated by residents and businesses is managed prior to, during and after the collection process;
8. To review any existing policies in this area and best practice elsewhere;
9. To consider the importance, relevancy and adequacy of public information available to residents and businesses;
10. To examine opportunities for improved partnership working to ensure pest problems are addressed as efficiently and swiftly as possible;
11. To bring forward considered (and costed, where applicable) proposals to Cabinet for consideration.

### **Reasons for the review**

It is estimated the number of rodents has rocketed by over 40 per cent in the last decade due to a variety of factors. Housefly populations are predicted to more than double by 2080. Members will also be aware of the recent stories around the increase in bed bug infestations. Nationally, this is a significant issue impacting on all local authority, particularly those in urban areas.

Trends and patterns in population, development, cleanliness standards, waste processes, funding for pest control services and even the weather (amongst many others factors) all impact upon pest populations. Pest infestations can affect individuals, their health and have knock on consequences for others and the local environment.

The Committee is keen to ensure that the services Hillingdon Council provides aim to tackle this problem in a proactive and joined-up way.

### **Types of Pests**

The dictionary definition of “pests” is that it is a general term for organisms which cause a nuisance, but more specifically may cause illness, damage or consume food crops and other material important to humans. Environmental Health Practitioners consider the following pests to be the ones which are of Public Health significance – Rats/Mice; Cockroaches; Pigeons, Bedbugs; Fleas; Lice. Other key pests include Foxes and Pigeons.

Prevention of Damage by Pest Act 1949 defines “infestation” as the presence of rats, mice, insects or mites in numbers which involve an immediate or potential risk of substantial loss or damage to food.

### **Responsibilities for Local Authorities**

Local Authorities are not legally required to provide a pest control service, but the Prevention of Damage by Pests Act 1949 (PDPA) imposes a duty on a local authority to “take such steps as may be necessary to secure as far as practicable that their district is kept free from rats and mice” and in particular to keep the local authority’s own land and land the local authority occupies free from rats and mice. The PDPA also imposes a duty on local authorities to enforce the same duty on other owners and occupiers of land. It is worth noting that occupiers of land (except agricultural land) are required to give written notice to the local authority if it comes to their knowledge that rats or mice are present on the land in substantial numbers.

### **Current Service Provision**

Pest control, waste collection and enforcement of waste management in food and non-food premises are covered by different teams and there is a need for the different units to work as a team to solve problems.

It is suggested that the approach had been fragmented in dealing with issues relating to Commercial waste and issues relating to residents putting rubbish out at the wrong time for collection.

The issue of how waste was presented for collection need to be explored, as residents would need to be made aware of how they contained waste and how best to present them for collection days.

### **Current Service Provision (Open Spaces)**

In Green Spaces and Golf Courses, the Council uses Rentokil to undertake surveys and provide control measures for rats in parks and mice in buildings.

The Council has also been using a local pest controller to assist with moles in fine turf. There is also an issue with foxes on the golf courses as both numbers and damage is increasing.

### **Current Service Provision (Domestic Premises)**

London Borough of Hillingdon Residents Services Directorate provides a pest control service for rats (and mice internal to properties only). The Council has landlord responsibility for Hillingdon Housing Services tenants and a free service is provided to them. In April 2011, however, fees were introduced for non-council tenants and owner occupiers resulting in a reduction in demand for the service. Consequently, the in-house pest control service has assumed pest control work around the Civic Centre and the Council tenant service from Hillingdon Housing Services.

Callers can book appointments and make payment either by telephone or on-line on the Council website. Information and advice on the website for Pest control was up-dated in the summer of 2012.

The charges for the service can be categorised as follows:

1. Resident Owner Occupiers were no concessions apply - £60 for x 3 visits
2. Resident Owner Occupiers were concessions apply, i.e. in receipt of benefits - £15 for x 3 visits
3. Any additional visit or initial visit £36 or £15 were concessions apply
4. Private Landlords (rented houses) £93.60 for x 3 visits
5. Hillingdon Housing Services tenant's request – no charge
6. Council Buildings – Civic Centre requirements, Green spaces and any council buildings – internally re-charged at cost.



### **Current Service Provision (Commercial Premises)**

The Residents Services Directorate's Food Safety Team carries out an inspection programme of food business, dealing with structural, operational and hygiene requirements. The inspection considers the layout and design of the food business concerned to ensure good food hygiene practices including protection against contamination and in particular pest control. Inspections cover provisions for storage and disposal of food waste, non-edible by-products and other refuse. The officer will consider the design and management of refuse stores so as to ensure that they may be kept clean and free from animals and pests. Hygiene Improvement Notices may be served on the food business operator where there is a record of continued non-compliance.

Other provisions in relation to the cleanliness of the work place and facilities for rest and eating meals etc extend to non-food business. These controls may be applied through the Health and Safety at Work Act and associated workplace health, safety and welfare regulations.

The Hygiene Improvement Notice does not deal with accumulations of rubbish or harbourage of pests in non food related locations. Non-food establishments are inspected in response to reports by the Residents Services Directorate's Anti Social Behaviour Investigations Team.

On the first inspection, advice will be given by the officer to the trader to make sure they are aware of their responsibilities, with particular effort made to assist small traders to be aware of the steps they must take to manage waste.

If advice is not effective in resolving the problem, consideration will be given to serving a Legal Notice (see above) on the person responsible and or the owner of the land. With regard to commercial waste the following additional provisions apply:

- Environmental Protection Act 1990
  - S.47 requirement to store trade refuse in a suitable container
  - S.34 duty of care for persons responsible for waste to take all measures applicable to prevent any contravention by any other person of law and to ensure that transfer of waste is only to a person authorised for transport purposes
  - Regulations under s.34 relating to the requirement to have in place a waste management plan and if necessary a contract with a provider of waste removal and transfer services

### **Current Service Provision (Mixed Premises)**

There are often occasions where more than one type of premises or land is affected by rodent activity. An example might be:

- A parade of trading premises

- Private flats above
- Yards that form part of those premises to the rear
- The yards abut an un-adopted service road and
- The service road backs onto public open space
- The flats gain access via staircase from the service road to balconies.

Due to poor waste management by traders and residents, accumulations of both trade and domestic waste build up giving a food source for rodents that are seen to have habitat in the public open space.

In such situations officers break down the various elements that have combined; these being:

- Pest control action (ie baiting and poisoning) in the public open space. There are no enforcement actions to be taken as the open space is owned by the Council
- Investigation of whether the trading premises are meeting their waste management and property ownership duties. Officers will conduct inspections of trading premises where waste must be securely contained, normally using bulk waste bins that have secure lockable lids. These bins should be regularly emptied by a registered waste collection company who will ensure correct disposal. This process must be recorded and audited. Should the officer find any failing in this duty enforcement action will be instigated under Environmental Protection Act 1990 s34. Owners or occupiers have a requirement to keep land clean, tidy and sanitary, or formal actions will be taken to enforce clearance of accumulations and treatment for any rodents upon land under Prevention of Damage by Pests Act 1949 s4). In cases where an un-adopted service road is not kept clear of waste, occupiers of premises that directly abut the service road will be served a notice to clear it under Public Health Act 1936 s78.
- Whether the residents of the flats have sufficient knowledge about how their waste should be stored prior to collection and when and where their waste should be presented for collection. Residents of flats will be visited to ensure that they are fully aware where domestic waste should be stored and that residents are aware of the collection day. Each flat will be given a guidance leaflet confirming the correct practice. Should there be continuing failure to store or present domestic waste in the agreed manner, notice can be served to formalise storage and presentation for collection under Environmental Protection Act 1990 s46.

### Costs to the Council of providing the Pest Control Service

<b>Cost</b>	2011/2012	£113,000
<b>Income</b>	2011/2012	£76,000 (£36,000 external income and £40,000 recharges from other Council departments)
<b>Net Cost</b>	2011/2012	£37,000

### Proposed changes to the pest control service from April 2013

Following a BID review, it is proposed that the delivery of the Pest Control Service will be outsourced to local contractors to cover the following services within one maintenance service:

- Hillingdon Housing Services tenants - free service
- Owner Occupiers where concessions apply – charge £15
- Residents in receipt of state pension (over age of 65 years) - free service
- Council Buildings, Civic Centre, Green spaces

The offer of Pest Control Service to owner occupiers or private tenants who do not qualify for concessions will be discontinued - they will be directed to private sector local contractors.

Concessions and Over 65 requests will be directed to Hillingdon Housing Service to action and monitor alongside their own requests from tenants - this will allow a simplified billing system for the Council and contractor.

Hillingdon Housing Service will identify eligibility for those that qualify for concessions by asking for National Insurance Number or using Council Tax records. Older people will be classed as those in receipt of state pension.

### Enforcement of the duties of occupiers of land

Properties are inspected by the Residents Services Directorate's Anti Social Behaviour Investigations Team in response to reports, as it is deemed that not dealing properly, either deliberately or negligently, with waste accumulations, or build up of undergrowth providing food or shelter for rodents is anti-social by nature as it is likely to cause nuisance for other people or a health risk.

On the first inspection, advice will be given by the officer to the occupier to make sure they are aware of their responsibilities, with particular effort made to assist older or vulnerable residents to be aware of the steps they must take to manage their property, or how to seek assistance if they cannot manage it themselves.

If advice is not effective in resolving the problem, consideration will be given to serving a Legal Notice on the occupier and / or owner under one of the following provisions:

- Environmental Protection Act 1990
  - S.46 requirement to present refuse in a prescribed manner
  - S.59 requirement to remove waste stored or deposited on land not licensed for such
  - S.80 requirement to abate a statutory nuisance connected to land in such a state as to be prejudicial to health or a nuisance
  - S.92 requirement to remove litter from land where it is detrimental to the amenity of the area
- Prevention of Damage by Pest Act 1949
  - S.4 requirement to remove or prevent conditions which provide harbourage for rodents
- Public Health Act 1961
  - S.34 requirement to remove waste from land which is seriously detrimental to the amenities of the neighbourhood
- Public Health Act 1936
  - S.78 requirement to sweep or cleanse passages or yards
  - S.79 requirement to remove noxious matter from land
  - S.83 requirement to cleanse filthy and verminous premises
- Town and Country Planning Act 1990
  - S.215 requirement to remedy the condition of land which is seriously adverse to the amenities of an area

If these notices are not complied with there are various penalties set out in legislation and in most cases, the Council will carry out the necessary work (“work in default”) and charge the cost to the person responsible.

### **Hillingdon’s Waste Management Services**

Hillingdon operates three separate collection services to households across the Borough:

- Residual waste collection (black bags to landfill)
- Co-mingled recycling (paper, card, glass, plastic, tins,)
- Garden waste – including vegetables peelings etc.

Residual waste and co-mingled recycling are collected weekly. Garden waste is collected fortnightly.

Schedules are designed to ensure that the fortnightly collection of green waste co-insides with the collection of other waste collections.

In all circumstances, residents are required to:

- Place bags out for collection in their front garden, drive or path, but not on the pavement or grass verge
- Not to place bags out for collection earlier than 17:30 on the evening before
- If collection is via rear service road, waste to be placed at a regular and convenient collection point
- At no time during the week should refuse/recycling be stored anywhere other than within the property boundary.

Waste Services also collect trade waste under contract from commercial premises and rent to them waste collection bins. This is a chargeable service with the Authority duty bound to recover its costs.

The Street cleaning Service will collect dumped rubbish from roads and pavements, green and open spaces where these are the duty of the local authority to maintain. There are a number of locations in the Borough where private land; such as rear access roads, attract fly-tipped rubbish and often pests. In some areas, Council adds private roads like this to street cleansing regimes, but this does set a precedent and could expose the Council to a permanent arrangement and a considerable increase in costs. Unless the circumstances are unique, householders and fly-tippers become aware and may leave even more waste in the knowledge that it will be taken away at regular intervals.

### **Public health considerations**

Public health problems arising from pests are not limited to diseases. Quality of life for people can be affected by infestations of pests such as mice, fleas, cockroaches and bedbugs, in particular among vulnerable people.

It is said the presence of rats and mice in a home could “trigger psycho/social stresses on people of all ages and backgrounds”, and mental anxiety could be caused by embarrassment from lice and flea bites. The report by the World Health Organization said demonstrated “a clear association between pest-infested premises, depression, migraines, allergies and asthma”. These ailments could result from anxiety, lack of sleep and allergic reactions.

### **Supporting the Cabinet & Council’s policies and objectives**

Hillingdon Cabinet’s decision not to reduce the frequency of waste collection will have assisted in tackling this problem. This is in stark comparison to a large number of Councils (almost half) who have stopped collecting bins on a weekly basis, resulting in more fly-tipping and more refuse being piled up outside properties and consequential pest infestation problems.

## **INFORMATION AND ANALYSIS**

### **Key Issues**

- A clear definition of what the Council classes as pests
- Clarification of what the Council is responsible for dealing with and who is responsible for the cost occurred
- Establish whether there are policies in place for dealing with rats and mice and see whether these need to be reviewed
- Consider the legislation relating to public health issues and environmental laws and explore the issue of enforcement
- To find out what the trend is in Hillingdon
- Concern about issues relating to people living in social housing, particularly about who is responsible for dealing with pest control and the issue of finance
- Recurring problems of pest infestation arising from commercial premises
- Action to be taking against persistent occurrences after a warning has been given

### **Remit - who / what is this review covering?**

The review covers the remit of the following Council services:

- Public Protection / Consumer Protection
- Community Safety (Anti-social behaviour)
- Housing Services (tenants)
- Waste Services
- Public Health (from April 2013)

The review covers the following Cabinet portfolios:

- Cabinet Member for Finance, Property and Business Services (Public protection)
- Cabinet Member for Social Services, Health and Housing (Housing / Public Health)
- Cabinet Member for Planning, Transportation and Recycling (Waste)
- Cabinet Member for Community, Commerce and Regeneration (Anti-social behaviour)

**Connected work** (recently completed, planned or ongoing)

The Committee will need to be mindful of the BID review recently completed on this service area (as indicated earlier in the report) with any recommendations proposed to Cabinet having regard to this and compatibility with other BID review outcomes.

This will enable any issues identified by the Committee to be tackled in the most comprehensive, cost effective and efficient way possible.

**EVIDENCE & ENQUIRY**

**Possible Witnesses (tbc)**

- ASB & Investigations Service Manager - LBH
- Green Spaces, Sport and Leisure Senior Manger – LBH
- Public Protection Services Manager – LBH
- Waste Division Manager – LBH
- Service users, e.g. lettings agencies / management companies, private leaseholders and restaurant owners
- Public health professional
- Housing Associations

**Key information required / intelligence**

- Current Council Policy in place for dealing with rats and mice
- Legislation in place for dealing with public health issues in relation to enforcement
- Information provided on the Council website regarding pest control
- Data on the number of cases by type and trend
- The impact on drain clearance services by water companies in rat populations.
- Statistical information on the numbers of pest infestations and pest types.
- Performance indicators and budget information etc...
- Local Government Association studies
- Press articles
- Government guidance and regulations
- Practices in other local authorities

**Useful Websites**

*Hillingdon website:*

<http://www.hillingdon.gov.uk/pestcontrol>

*Chartered Institute of Environmental Health*

<http://www.cieh.org/advresult.aspx?SearchBox=pest%20control>

British Pest Control Association (BPCA)  
<http://www.bpca.org.uk/pages/index.cfm>

### **Consultation and Communications**

To be considered and, if appropriate, aligned with any planned service consultations.

### **Lines of enquiry**

To be confirmed at a later stage.

### **PROPOSALS**

To be confirmed at the review report development stage.

### **LOGISTICS**

#### **Proposed timeframe & milestones**

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
22 January 2013	Agree Draft Scoping Report Witness Session 1	Information and analysis Evidence & enquiry
13 February 2013	Witness Session 2	Evidence & enquiry
26 March 2013	Witness session 3	Evidence & enquiry
24 April 2013	Draft Final Report	Proposals – agree recommendations and final draft report

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

### **Risk assessment**

The review needs to be resourced and to stay focused on its terms of reference in order to meet this deadline. The impact of the review may be reduced if the scope of the review is too broad.



**Equalities Implication**

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

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# Agenda Item 6

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2012/13

**Contact Officer:** Nadia Williams  
**Telephone:** 01895 277655

### REASON FOR ITEM

**All Committee meetings will begin at 5.30 p.m.** That the Committee consider revisions to the scheduling of existing meetings based upon review topics during 2012/13 as set out below:

### WORK PROGRAMME

<b>30 May 2012</b>	Review Discussion – to discuss and agree potential review topics for 2012/13
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>30 July 2012</b>	Review Discussion – consideration of scoping report
	Consideration of Budget Planning Report for Planning, Environment & Community Services 2013/14
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>20 September 2012</b>	Review 1 Discussion – first witness session.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>18 October 2012</b>	Review 1 Discussion - second witness session.
	Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond - Review Update.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>15 November 2012</b>	Review 1 Discussion – third witness session.
	Consider topics for 2 <sup>nd</sup> Review.

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### PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 13 February 2013

	Statement OF Gambling Principles Review – consultation.
	Annual Safety at Sports Grounds Report.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>6 December 2012</b>	First Draft Review – conclusions and recommendations.
	Selection of Second Review topic – Briefing note/Verbal presentation.
	Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond - Review Update.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>22 January 2013</b>	Second Review – draft scoping report.
	Second Review - witness Session 1.
	Budget Report for consideration.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>13 February 2013</b>	Second Review – draft scoping report.
	Second Review – witness session 2.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>26 March 2013</b>	Second Review – witness session 3.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>24 April 2013</b>	Second Review - final report.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

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PART 1 – MEMBERS, PUBLIC AND PRESS

## FORWARD PLAN FEBRUARY – MAY 2013

Contact officer: Nadia Williams  
Telephone: 01895 277655

### REASON FOR ITEM

To review the Cabinet Forward Plan of forthcoming executive decisions to be made and any items on a published Cabinet agenda (if applicable).

### OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

### INFORMATION

#### The Forward Plan

The Committee's terms of reference enable it to monitor the Cabinet's Forward Plan and comment, if required, to the relevant decision-maker (Cabinet or Cabinet Member) on future decisions within the Committee's remit before they are made. Comments made by the Committee, depending upon publication timings, can be included within forthcoming reports to the Cabinet or Cabinet Member.

The current edition of the published Forward Plan is attached showing those items that are within this Committee's remit. The Forward Plan is published around the middle of each month (at least 28 clear days before the next Cabinet meeting) to comply with regulations around giving advance notice of future executive decisions.

Committee Members can ask questions they have about a particular Forward Plan item in advance and if necessary, through the agreement of the Chairman, request an officer to be present at the Committee meeting to give advice.

#### The Cabinet agenda

If the Cabinet agenda has been published and the Committee meets before the date of the Cabinet meeting, the Committee is entitled to provide comments on a report under their remit to Cabinet. This is normally added to an addendum sheet tabled on the night.

### SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision-making.

## Ref Decision Further information

Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

## Cabinet meeting - 14 February 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
889	<b>Use of Financial Consultants to Maximise Planning Obligations</b>	The report seeks authorisation for the engagement of independent, appropriately qualified third part financial consultants to assess the accuracy of Financial Viability Appraisals (FVA) that accompany planning applications. The full cost of these independent appraisals is met by the applicant, with no on-cost to the Council.	Various		Cllr Keith Burrows	RS - Matthew Duigan		<b>New</b>	
891	<b>Draft Interim Planning Policy on Houses in Multiple Occupation</b>	Cabinet in December 2012 agreed to consult on a new interim planning policy on HMOs, which would be used to determine planning applications in the two wards affected by the Article 4 Direction, which is due for implementation from March 2013. Cabinet will be asked to agree the interim policy and recommend to Council for approval.	Brunel & Uxbridge South	28-Feb-13	Cllr Keith Burrows	RS - James Rodger	External consultation	<b>New</b>	
893	<b>Update on High Speed 2</b>	Cabinet will receive an update on the impact of the Government's plans for HS2, including any consultation responses, the legal challenge being led by Hillingdon and the 51M Group and local campaign activities by the Council and residents.	Various		Cllr Ray Puddifoot	RS - James Tippell / AD - Raj Alagh	Local interest groups	<b>New</b>	
874	<b>Consultation on extending permitted development rights</b>	Cabinet will note the Council's response to the Government consultation on extending permitted development rights, submitted in December 2012.	All		Cllr Keith Burrows	RS - James Rodger			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate									
879	Hillingdon Community Infrastructure Levy (CIL)	In September 2012, Cabinet gave approval to a second round of consultation on the CIL documents, which closed on 14th December 2012. Cabinet is requested to consider the consultation responses and progress to the next stage, submitting the CIL to the Secretary of State for examination.	All		Cllr Keith Burrows	RS - James Gleave			
801b	The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 & HRA Budget <b>BUDGET &amp; POLICY FRAMEWORK</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget, HRA budget and capital programme for 2013/14, along with indicative projections for the following three years.	All	28-Feb-13	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

### Cabinet Member Decisions - February 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
895	Amberley Lodge, Percy Bush Road, West Drayton	The Cabinet Member will be asked to consider a report on the disposal of Amberley Lodge.	West Drayton		Cllr Ray Puddifoot / Jonathan Bianco	RS - Richard Carden		<b>New</b>	Private (3)
896	Langley Barn, adj to Langley Farm, Breakspear Avenue North, Harefield	The report seeks Cabinet Member authority to declare the land and barn surplus to requirements and to accept an offer.	Harefield		Cllr Ray Puddifoot / Jonathan Bianco	RS - Richard Carden		<b>New</b>	Private (3)
SI Page 28	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		



## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

### Cabinet meeting - 21 March 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
882	<b>Continuation of the Vehicle Replacement Program (VRP) - 2012/13</b>	Following a compliant tender conducted by Corporate Procurement, Cabinet is requested to approve the recommendation and award of contract for the purchase of various vehicles in accordance with the VRP and/or give delegated authority to the relevant Cabinet Member and Deputy Chief Executive and Corporate Director, Residents Services to accept recommendation and contract award depending on the procurement timescales.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees	<b>New</b>	Private (3)
884	<b>Delegation of powers to the England Illegal Money Lending Team</b>	This report describes the national arrangements for tackling illegal money lending (loan sharks) in England, via the England Illegal Money Lending Team. Cabinet is asked to authorise the Deputy Chief Executive and Corporate Director of Residents Services, together with the Cabinet Member for Finance, Property and Business Services, to sign a delegation document and working protocol which would allow the Team to investigate and institute proceedings against illegal money lenders operating within the London Borough of Hillingdon.	All		Cllr Jonathan Bianco	RS - Sue Pollitt	Corporate consultees	<b>New</b>	
887	<b>Local List of Buildings of Architectural or Historic Importance</b>	Cabinet will receive an update on the Local List, which was authorised by Cabinet in 2010. Buildings will be recommended for inclusion following consultation and nomination from officers and local residents.	Various		Cllr Keith Burrows	Charmian Baker		<b>New</b>	

## Ref Decision Further information Ward(s)

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate									
856	<b>Beds in Sheds' in Hillingdon</b>	The report will set out the issues relating to 'Beds in Sheds' in Hillingdon and explain what progress has been made to date in dealing with this. The report will seek Cabinet approval for the approach to be taken in the future.	Various		Cllr Keith Burrows	RS - Jales Tippell			
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

**Ref Decision Further information**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

**Cabinet Member Decisions - March 2013**

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
867	<b>Council Tax Collection and Recovery Processes and Procedures</b>	The Cabinet Member will be asked to approve a revised Council Tax Collection and Recovery Processes and Procedures document which takes into account the changes to Council Tax following the abolition of Council Tax Benefit.	All		Cllr Ray Puddifoot / Cllr Jonathan Bianco	FD - Rob Smith			
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

# Cabinet meeting - 24 April 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
741b	Hillingdon Housing Strategy 2012 - 2015, Tenancy Strategy, Tenancy Policy and Allocation Policy - <b>POLICY FRAMEWORK</b>	Following a period of public and tenant consultation, Cabinet will consider a comprehensive set of draft policies in relation to Housing. The draft Housing Strategy will set out the direction of Hillingdon's approach to housing. The Tenancy Strategy will reflect local housing needs along with a Tenancy Policy which will set out how the Council intends to provide social housing. An Allocations Policy will set out the Council's own priorities for how social housing will be used to determine entitlement and eligibility.	All	TBC	Cllr Philip Corthorne	RS / FD - Paul Feven & Neil Stubbings	Public, tenants, a range of partner organisations, SCHH staff and other stakeholders. Social Services, Health and Housing POC	<b>New</b>	
SI 32	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Monthly Council Budget - monitoring report</b>	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

**Ref Decision Further information Ward(s)**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

**Cabinet Member Decisions - April 2013**

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	Standard items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

### Cabinet meeting - 23 May 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

**Ref Decision Further information Ward(s)**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

**Cabinet Member Decisions - May 2013**

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	Standard items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

**Ref Decision Further information**

Ward(s)

Council Departments: RS = Residents Services SC&H =Social Care & Health AD = Administration Directorate FD= Finance Directorate

**CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH**

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		
SI	<b>New allocation of S106 contributions</b>	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	RS - Nikki Wyatt			
SI	<b>Appointment of Consultants &amp; agency staff</b>	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.			as appropriate	AD - Democratic Services			
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities			Cllr Keith Burrows	RS - David Knowles			



Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate									
SI	<b>To approve write offs, write offs of arrears and compensation payments</b>	To consider write offs that are in excess of £5000 and compensation payments in excess of £1000.			as appropriate	various			Private (1,2,3)
SI	<b>To consider parking management schemes &amp; Traffic Regulation Orders</b>	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	RS - David Knowles			

## Ref Decision Further information

Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		
SI	London Cycle Network Schemes and Cycling Initiative Schemes	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows	RS - David Knowles			
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	RS - Helena Webster			

## Ref Decision Further information

Ward(s)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	<b>Erection and Renewal of Street Furniture</b>	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	RS - John Fern			
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	various			

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