



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

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

Date: TUESDAY, 26 MARCH 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

**This agenda and associated reports can
be made available in other languages, in
Braille, large print or on audio tape on
request. Please contact us for further
information.**

Published: Monday, 18 March 2013

Contact: Nadia Williams

Tel: 01895 277 655

Fax: 01895 277 373

Email: nwilliams@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=1352&Ver=4>

Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW

www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services

Please enter from the Council's main reception where you will be directed to the Committee Room. An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Please switch off any mobile telephones and BlackBerries™ before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

If there is a FIRE in the building the alarm will sound continuously. If there is a BOMB ALERT the alarm sounds intermittently. Please make your way to the nearest FIRE EXIT.



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 13 February 2013 1 - 8
- 5 Review 2: A Review of Local Pest Control Services and the Impact of Waste Management Processes on these - Witness Session 3 9 - 38
- 6 'Beds in Sheds' Cabinet Report - 21 March 2013 Cabinet Meeting 39 - 46
- 7 Forward Plan 47 - 58
- 8 Work Programme 2012/13 59 - 60



HILLINGDON
LONDON

Minutes

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

13 February 2013

**Meeting held at Committee Room 4 - Civic Centre,
High Street, Uxbridge UB8 1UW**

	<p>Committee Members Present: Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman) Lynne Allen Kuldeep Lakhmana Carol Melvin David Payne Josephine Barrett David Yarrow</p> <p>Witnesses Present: Colin Edards, Pest Control Contractor Chris Troy, Environmental Protection Unit Manager</p> <p>LBH Officers Present: Nigel Dicker, Deputy Director, Residents Services Shabeg Nagra - Public Protection Services Manager Colin Russell - Waste Division Manager Nadia Williams, Democratic Services</p>	
61.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Cllr Michael White who was substituted by Councillor Josephine Barrett.</p>	
62.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>	
63.	<p>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 (<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>	
64.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 22 JANUARY 2013 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 6 December 2012 were agreed as an accurate record and there were the following matters arising:</p>	

Minute 58 (Agenda item 6) – Residents Services 2013/14 Budget Proposals

- 1) The final comments submitted to Corporate Services POC were noted as follows:

“The Chairman of RESPOC is satisfied with the report and proposed figures. The Committee welcome the further investment for roads, the continued refurbishment of Hillingdon libraries, the re-modernisation of Ruislip Lido and the provision of grounds maintenance vehicles at West Drayton Boys Club.

The Committee looks forward to seeing the yet to be decided figures in connection with cemetery charges to bring them more into line with other authorities.”

- 2) With regard to proposed fees and charges relating to Exclusive Rights of Burial (Lawn Section Graves), the Committee noted that Cabinet had approved an increase of 20% to non-residents at the meeting held on 24 January 2013. Members indicate that whilst this minimal charge was welcomed, the Committee looked forward to a further increase in the near future.

65.

REVIEW 2: A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE - WITNESS SESSION 2 (Agenda Item 5)

Action by

The Chairman of the Committee welcomed Chris Troy, Environmental Protection Unit (EPU) Manager and Colin Edards, Pest Control Contractor to the Committee’s second Review of Local Pest Control Services and the Impact of Waste Management Processes on these.

Chris Troy advised that the Public Protection Service interacted with other teams within the Council and was mainly concerned with dealing with food and commercial premises. He explained that charges were levied to non-Council tenants for dealing with issues relating to pest control, namely rats and mice.

It was explained that there was a great deal of interaction with Hillingdon Housing Services regarding this issue and when dealing with charges, the department would usually take account of people receiving benefits.

The Committee was informed that officers in Public Protection Services enforced Food Hygiene & Safety in food premises and had powers to take enforcement action where there were pest infestations. A key reason for voluntary/formal closure of food premises was the presence of cockroaches, mice & rats. There were also requirements for food operators to have management systems in place, to prevent insect or vermin, and this included the management of refuse (there was a duty to have regular waste collections & outside bins must have lids). These activities would have a knock on effect to residents living in the vicinity and poorly

managed food businesses would attract vermin and increase their levels in an area.

The unit liaised with the Anti-Social Behaviour Investigations Team (ASBIT) on an on-going basis.

Members were informed that Public Protection Services provided a chargeable service for treating rats and mice in private residences. Private contractors were sometimes employed to carry out treatment.

It was explained that if there were alternative food sources, rodents would often eat this rather than feed regularly on the poison bait. Where this happened treatment would be less effective. Waste food from domestic or commercial premises attracted rats, mice, birds, squirrels, foxes and other vermin. Members were advised that often, it was people's behaviour which was the underlying cause of the problem, particularly when people put food out for wildlife or when residents leave out food in bags for long periods. The Committee was informed that this did not however, mean that Hillingdon was experiencing the problem of 'super rats', as had been highlighted in Hampshire. Hampshire had applied to the Health & Safety Executive for permission to use potent pesticides outdoors. Such so called 'acute' pesticides were more hazardous to the non-target species and the environment.

With regards to the issue of enforcement of poor waste management in neighbourhoods, it was noted that most of this task was carried out by ASBIT, and were found to be generally related to residents not controlling waste properly. Approximately a hundred notices had served annually and enforcement action was taken where rubbish was harbouring pest infestations.

The Committee was advised that the Pest Control Association had suggested that the key to addressing this issue was by using the educational approach, as the problems usually emanated from human behaviour and therefore, treatment was not necessarily the answer to resolve the problem.

Members were advised that the Council website included a frequently asked questions (FAQ) section which gave residents advice and ideas on how to prevent pest infestation (<http://www.hillingdon.gov.uk/article/12789/Rats-and-mice>). The website also contained an on-line booking form for Residents to book treatment and included a list of charges.

Members of the Committee raised the following points:

- Throwing bird seeds attracted rats - there should also be an alternative means of raising awareness, other than the Council website, as many elderly people in particular, did not have access to computers.
- Suggested that identifying the source of pest infestation was an issue that that needed to be pursued. Officers advised that this

was an area that was difficult to address, as there could be behavioural issues with a number of people living on the streets. This was why ASBIT were usually involved to carry out investigations and record incidents.

- Requested officers to provide some statistical data relating to the number of calls that had been received in regard to pest infestation for Members to establish the scale of the problem within the Borough. Officers advised that in 2011, 865 treatments had been provided in respect of rats and mice, but ASBIT would need to supply figures relating to the receipt of complaints. The figures prior to 2011 were noted as being higher, as no charges were levied for treatment prior to that period.
- There had been no injuries as a result of fox attack and investigations relating to the issue of foxes were usually triggered off as a result of complaints received.

The Committee was informed that officers were pro-active with regard to carrying out food inspections, which were carried out on a six month basis for high risk premises. High risk premises were defined as being high risk due to the nature of the food they were producing or if they had a poor record of compliance.

Chris Troy advised that enforcement notices that had been served and dealt with were not monitored in terms of area, and these were usually dealt with by ASBIT.

With regard to the issue of 'scores on doors' (now called the Governments 'Food Hygiene Rating System') of food premises, officers advised that there were 2,500 food premises in the Borough and the Food Standards Agency was currently pursuing legislation requiring premises to display their score ratings (which they currently were not forced to display).

In response to concerns about infestations resulting from building works, officers explained that in the past, some intelligence would have been undertaken, and EPU would have been aware of any issues arising in an area from these works; as building works resulted in elevating the problem due to the disturbance of the pests in the manholes.

Colin Edwards informed the meeting that his role as a pest control contactor was to cover when Council officers were on leave and as required by the Pest Control Section. He explained that he previously worked for Harrow Council and during that time, when dealing with pest infestation problems, time was also spent in investigating the source of the problem. However, this was no longer the case due to limited resources. There had been 8 members of staff and he was the only staff member remaining by the time he left. In Hillingdon there were just two full time pest control officers.

Members were advised that with time and adequate resources, the

source of pest infestations could be investigated. It was noted that one of the causes of infestation was the increasing number of building development resulting in the disturbance of drainage, which aggravated the rats in the sewers and thus, resulted in an increase in the rat problem. Mr Edards suggested that sewers were the main source of the issue.

With regard to the issue of controlling pigeons, Members were advised that these could only be controlled by trapping them and, as long as members of the public kept feeding them, it would be very difficult to address the problem. In addition, this problem could be resolved by setting traps where the pigeons were roosting and checking the traps on a daily basis.

With regarding to lead time from the time complaint was received to resolving the problem, it was explained that work for the day would be collected from the Council's Security Desk and calls would be made according to the number of bookings listed on the schedule.

Chris Troy reported that a new system had since been introduced, where all calls were taken via the Contact Centre. From receipt of calls, three appointments would be booked within a week for the caller.

Shabeg Nagra added that up to 10 appointments would be booked per day and these would depend on the number of work that had already been scheduled for that day. Currently, 2 officers performed Pest Control task and one of the officers spent half a day on dog control duty.

Concerns were raised about the prospects of a caller having to wait up to a week before their issue was dealt with.

Officers advised that the priority with regard to responding to pest control queries was for Hillingdon Housing Services. Owner occupiers were required to pay a fee and had the option of dealing with the issue via private contactors.

Concerns were expressed about the problem getting worse where the free treatment was only provided to Council tenants and lease holders having to pay to resolve problems. The lack of investigative work not being undertaken to find the source of the problems due to cost were also noted as a cause for concern. It was suggested that the situation would only get worst, as the issue was not being dealt with holistically.

Officers advised that where investigative work was undertaken, the whole area would be required to be treated.

Members noted that no weekend service was provided but that the duty officer would conduct a risk assessment in respect of the emergencies and respond accordingly; otherwise, calls during the weekends relating to rats would be looked at on the Monday after the weekend.

It was noted that emergencies relating to the accidental failure of

	<p>sewer pipes were usually dealt with under building regulations, which would require the issue to be resolved within the minimum time of 24/48 hours.</p> <p>In discussing the issue of sewer baiting, it was noted that 27% of local authorities did not carry out this function, as water authorities were now responsible for this (stopped in 1991).</p> <p>Officers explained that the reason sewer bating was not being undertaken by local authorities was that it would not be effective in many areas, due to the availability of other food sources.</p> <p>Colin Edards added that it could take up to about 5 years to see the effect of sewer bating.</p> <p>The Committee was extremely concerned that the Pest Control Service could be outsourced and the service implications this would have. The Committee noted that the Council now had only 1.5 Pest Control Officers for a Borough of this size and indicated that Members would be recommending for more officers to be appointed.</p> <p>Nigel Dicker advised that in the move to contracting the work out, there had been the requirement that the level of contract would be dictated by the level of demand. The contract would be defined, by stipulating for example, that callers should wait no more than two weeks to have their issue resolved. The onus would be on the contractor to meet the demand for the service.</p> <p>The Chairman thanked the witnesses for providing the Committee with valuable evidence in respect of their review.</p> <p>Resolved</p> <p>That officers provide statistical data on the level of calls received and cases dealt with relating to pest infestation, particularly on rats and mice and cockroaches.</p>	<p>Chris Troy Shabeg Negra</p>
66.	<p>WORK PROGRAMME 2012/13 (<i>Agenda Item 6</i>)</p> <p>Resolved</p> <p>The Committee agreed the work programme and discussed possible witnesses for the forthcoming witness sessions.</p>	<p>Action by</p> <p>Nadia Williams</p>
67.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>The Committee requested the report relating to 'Beds in Sheds', due to be reported to the Cabinet meeting on 21 March 2013.</p> <p>Resolved</p> <p>The Committee agreed the Forward Plan.</p>	<p>Action by</p> <p>Nadia Williams</p>

The meeting, which commenced at 5.30 pm, closed at 7.00 pm.

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.

This page is intentionally left blank

REVIEW 2 – REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE – THIRD WITNESS SESSION

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

REASON FOR ITEM

To hear from further witnesses to enable the Committee to gather evidence as part of their second review of Local Pest Control Services and the impact of Waste Management Processes on these: Third witness session.

OPTIONS OPEN TO THE COMMITTEE

1. Question the witnesses.
2. To consider the scoping report (appendix 1) and to make amendments if necessary.
3. To note the figures relating to pest control jobs from 2005 to 12 July 2012 (attached to the end of appendix 1).
4. To make a note of possible recommendations for the review.

INFORMATION

1. This is the final witness session for the Committee's review of Local Pest Control services and the impact of Waste Management Processes on these. The Committee is keen to ensure that the services Hillingdon Council provides, aims to tackle this problem in a proactive and joined-up way.
2. 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.
3. The second witness session held on 13 February 2013 helped the Committee to understand health issues relating to the topic and examine the problems pests can cause to individuals, local neighbourhoods and

PART I – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee
26 March 2013

commercial businesses. Details of the information provided by the witnesses are included in the Minutes of the last meeting of the Committee which is included on this agenda.

Witnesses

4. For this meeting the Committee will hear from the Chairman of the Hayes Town Partnership (Membership includes the Business Forum, the Council, the Police, the main developers, Brunel University and Uxbridge College). Members will also hear from a representative from the Ruislip Manor Chamber of Commerce, the Chair of Dawley Housing Co-operative, as well as representatives of Paradigm Housing Group.

PAPERS WITH THE REPORT

Scoping report

Figures relating to pest control jobs from 2005 to 12 July 2012

PART I – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee
26 March 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

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

Meeting Date *	Action	Purpose / Outcome
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.

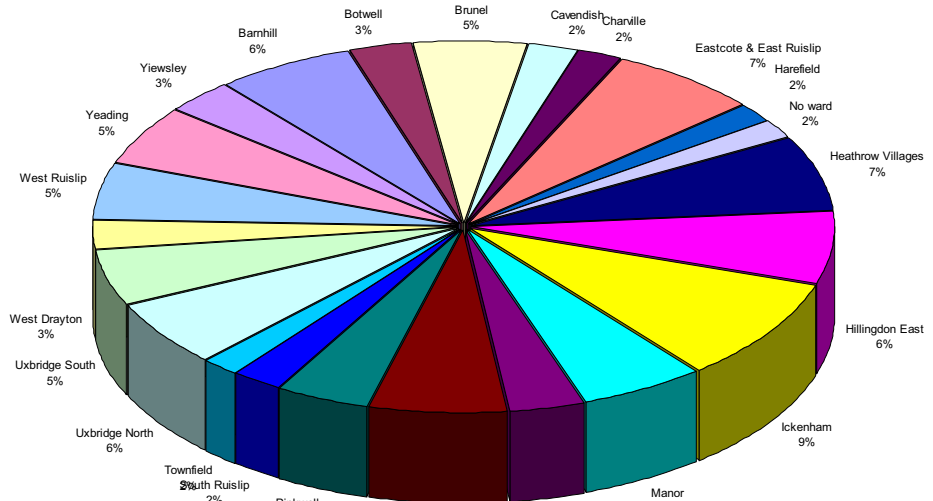
Equalities Implication

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.

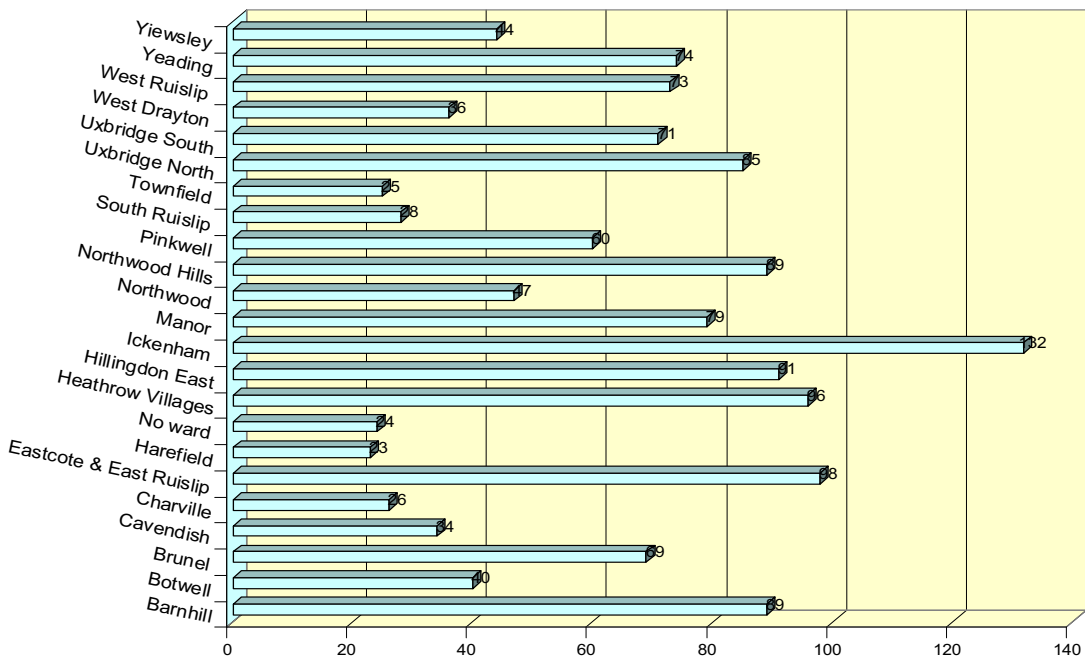
Pest Control Jobs 2005 - 2006

Ickenham	132
Eastcote & East Ruislip	98
Heathrow Villages	96
Hillingdon East	91
Barnhill	89
Northwood Hills	89
Uxbridge North	85
Manor	79
Yeading	74
West Ruislip	73
Uxbridge South	71
Brunel	69
Pinkwell	60
Northwood	47
Yiewsley	44
Botwell	40
West Drayton	36
Cavendish	34
South Ruislip	28
Charville	26
Townfield	25
No ward	24
Harefield	23
Total No Jobs	1433

Rats 2005 - 2006

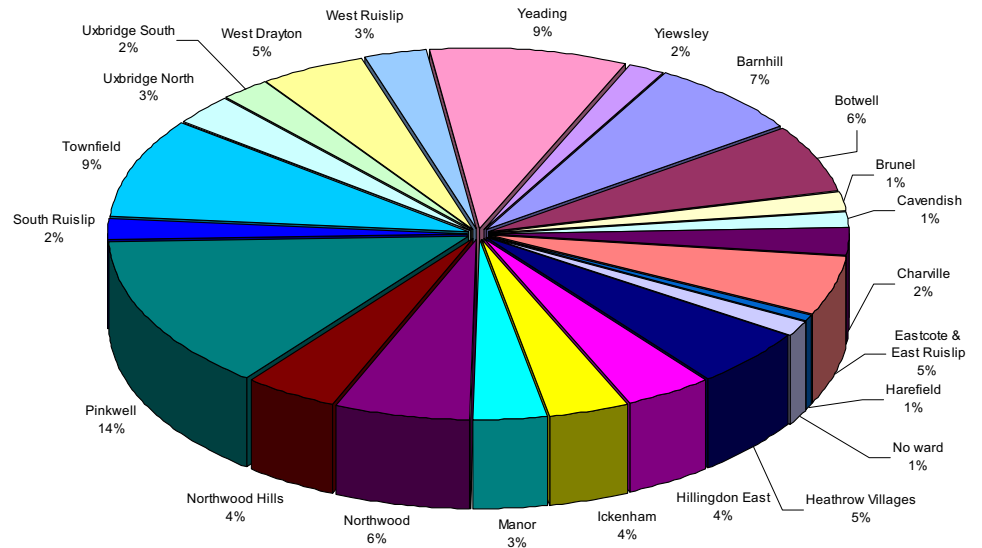


Rats Jobs By Ward 2005 - 2006

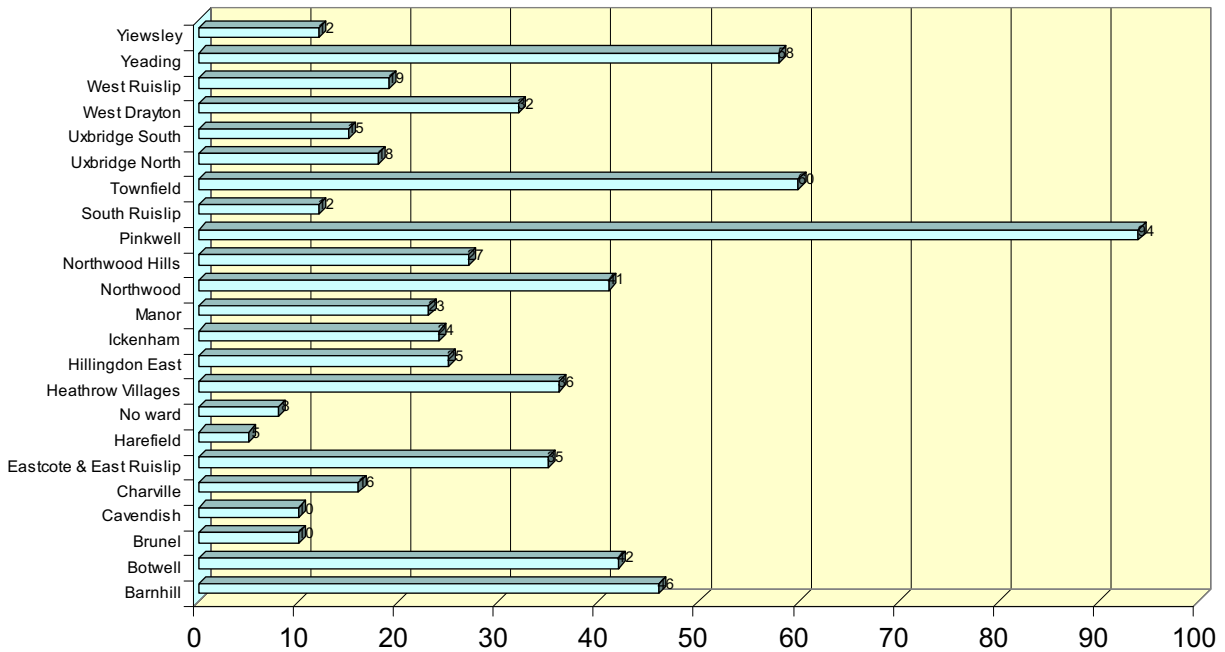


Pinkwell	94
Townfield	60
Yeading	58
Barnhill	46
Botwell	42
Northwood	41
Heathrow Villages	36
Eastcote & East Ruislip	35
West Drayton	32
Northwood Hills	27
Hillingdon East	25
Ickenham	24
Manor	23
West Ruislip	19
Uxbridge North	18
Charville	16
Uxbridge South	15
South Ruislip	12
Yiewsley	12
Brunel	10
Cavendish	10
No ward	8
Harefield	5
Total Jobs	668

Mice 05 - 06

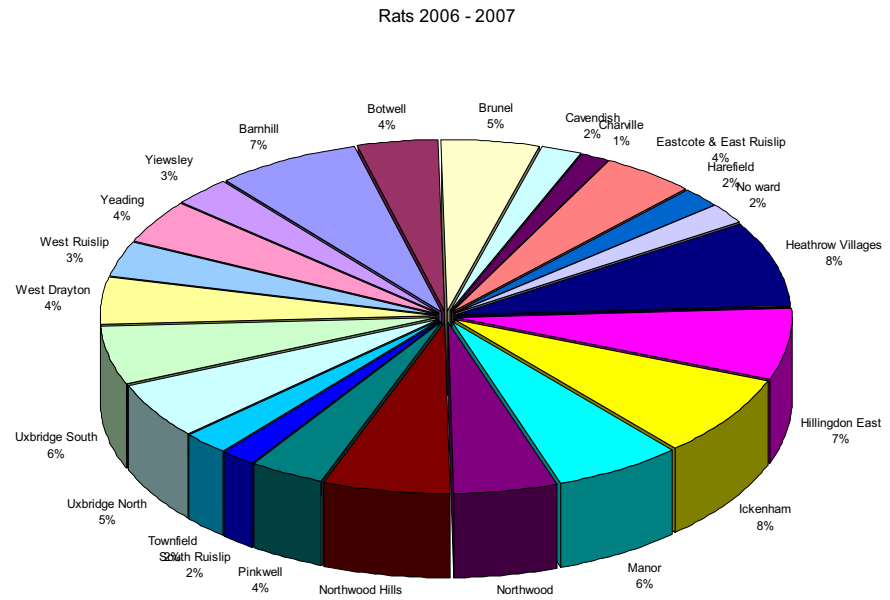


Mice 05 - 06

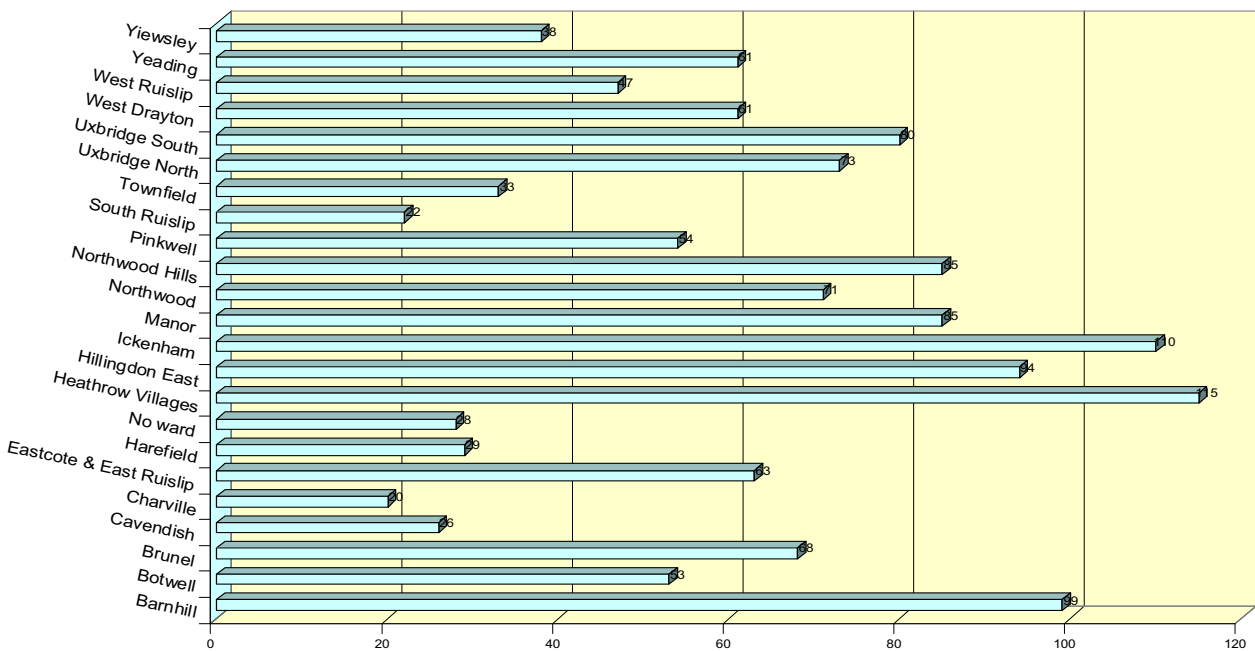


Pest Control Jobs 2006 - 2007

Heathrow Villages	115
Ickenham	110
Barnhill	99
Hillingdon East	94
Manor	85
Northwood Hills	85
Uxbridge South	80
Uxbridge North	73
Northwood	71
Brunel	68
Eastcote & East Ruislip	63
West Drayton	61
Yeading	61
Pinkwell	54
Botwell	53
West Ruislip	47
Yiewsley	38
Townfield	33
Harefield	29
No ward	28
Cavendish	26
South Ruislip	22
Charville	20
Total Jobs	1415

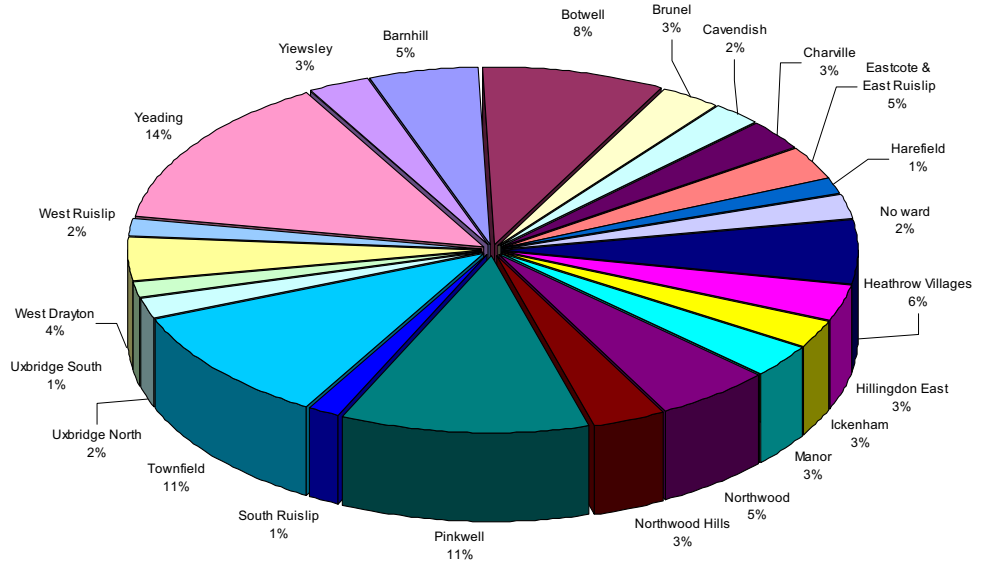


Rats Jobs By Ward 2006 - 2007

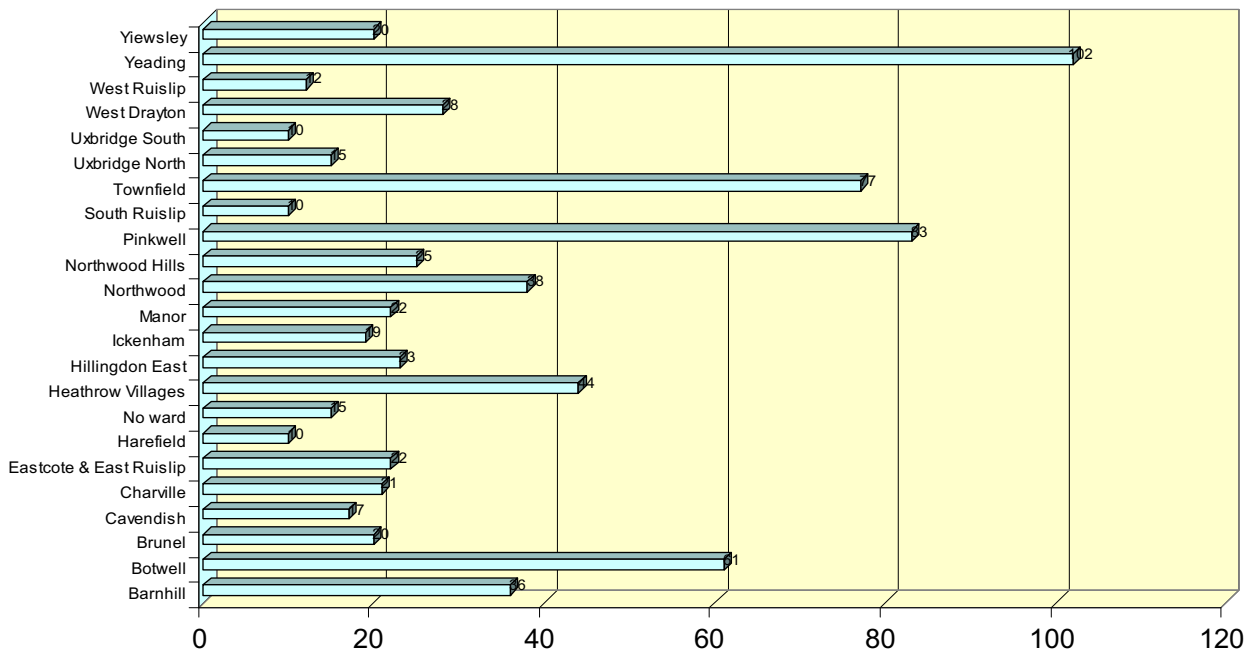


Yeading	102
Pinkwell	83
Townfield	77
Botwell	61
Heathrow Villages	44
Northwood	38
Barnhill	36
West Drayton	28
Northwood Hills	25
Hillingdon East	23
Eastcote & East Ruislip	22
Manor	22
Charville	21
Yiewsley	20
Brunel	20
Ickenham	19
Cavendish	17
Uxbridge North	15
No ward	15
West Ruislip	12
Harefield	10
South Ruislip	10
Uxbridge South	10
Total Jobs	730

Mice 06 - 07

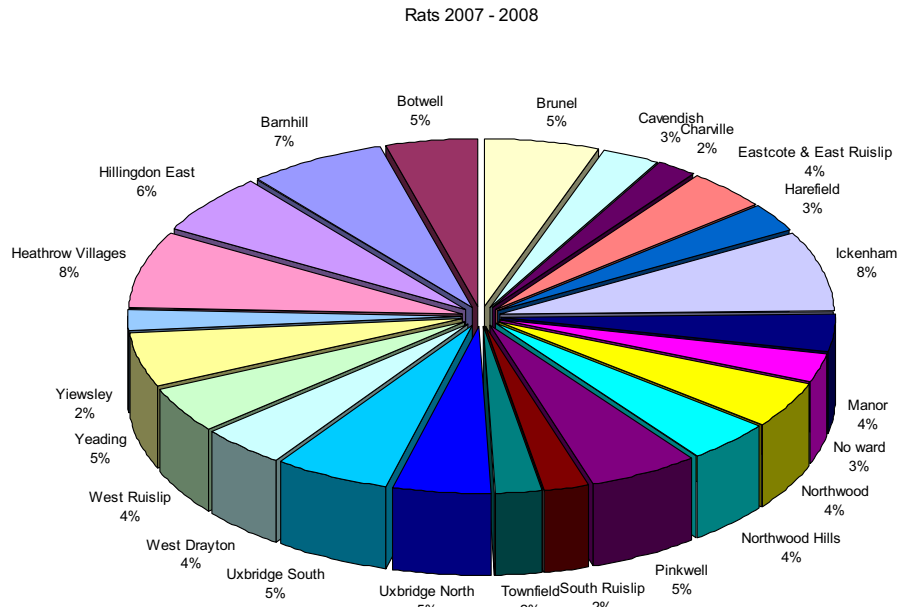


Mice 06 - 07

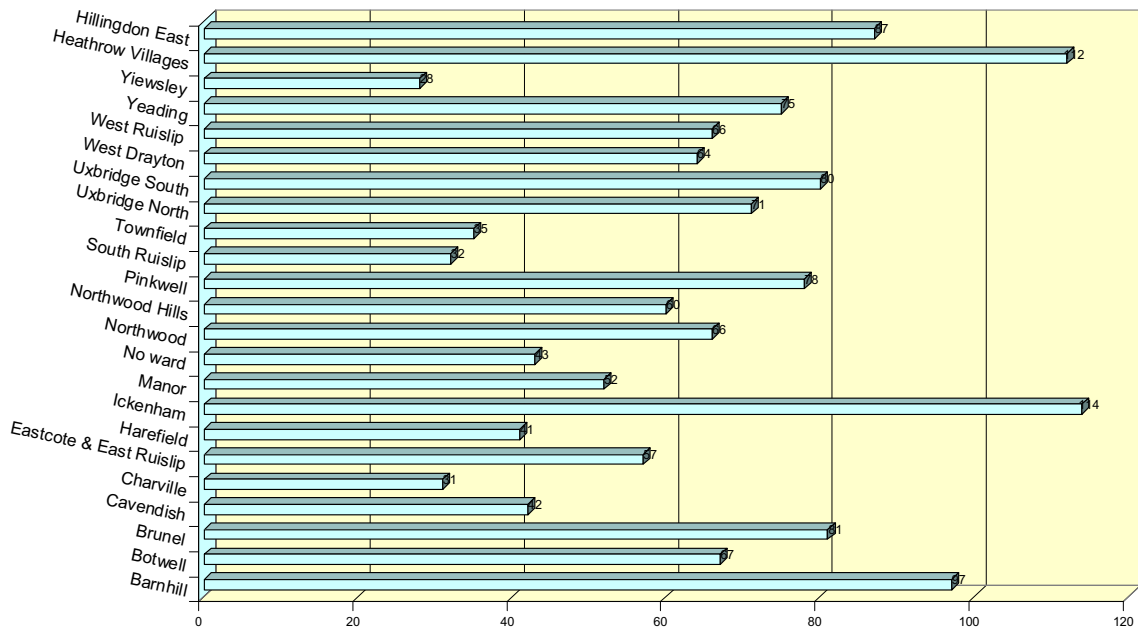


Pest Control Jobs 2007 - 2008

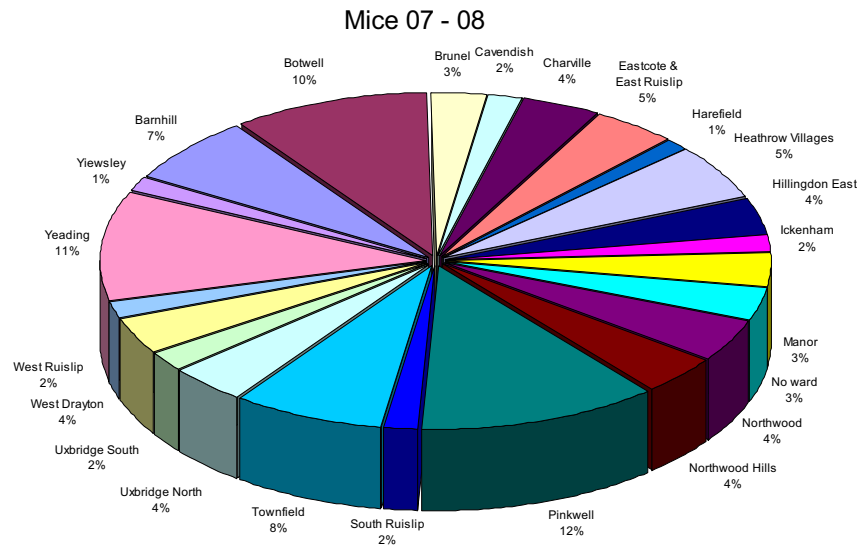
Ickenham	114
Heathrow Villages	112
Barnhill	97
Hillingdon East	87
Brunel	81
Uxbridge South	80
Pinkwell	78
Yeading	75
Uxbridge North	71
Botwell	67
Northwood	66
West Ruislip	66
West Drayton	64
Northwood Hills	60
Eastcote & East Ruislip	57
Manor	52
No ward	43
Cavendish	42
Harefield	41
Townfield	35
South Ruislip	32
Charville	31
Yiewsley	28
Total Jobs	1479



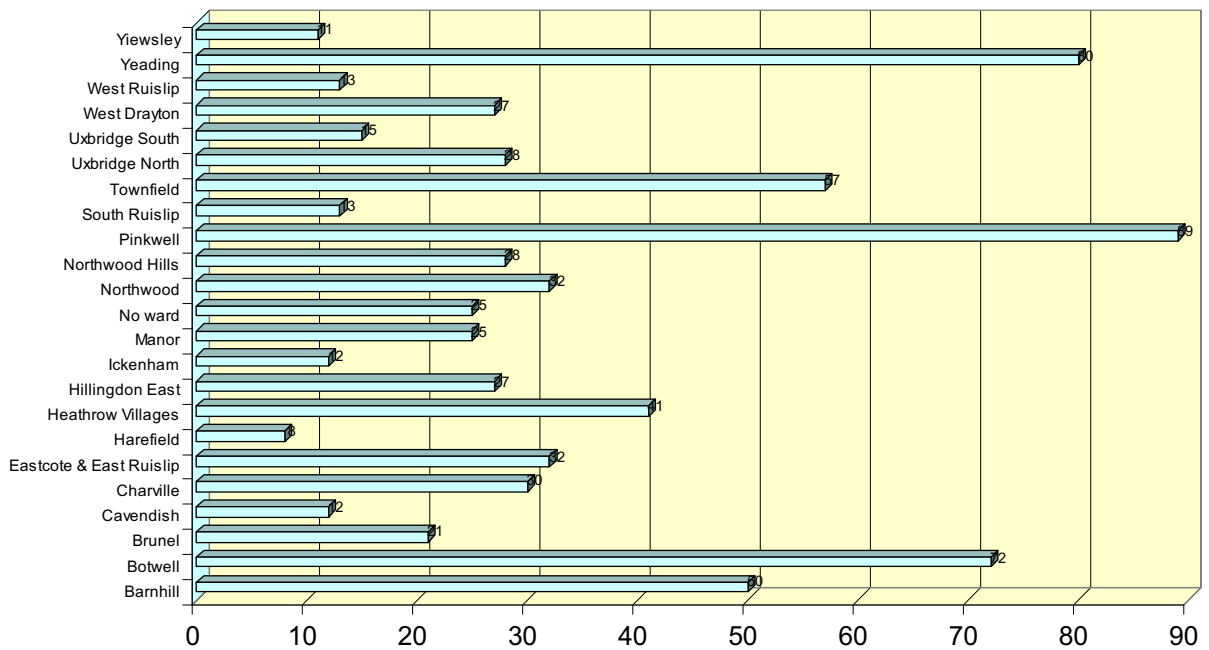
Rats Jobs By Ward 2007 - 2008



Pinkwell	89
Yeading	80
Botwell	72
Townfield	57
Barnhill	50
Heathrow Villages	41
Eastcote & East Ruislip	32
Northwood	32
Charville	30
Northwood Hills	28
Uxbridge North	28
Hillingdon East	27
West Drayton	27
Manor	25
No ward	25
Brunel	21
Uxbridge South	15
South Ruislip	13
Cavendish	12
West Ruislip	13
Ickenham	12
Yiewsley	11
Harefield	8
Total Jobs	748

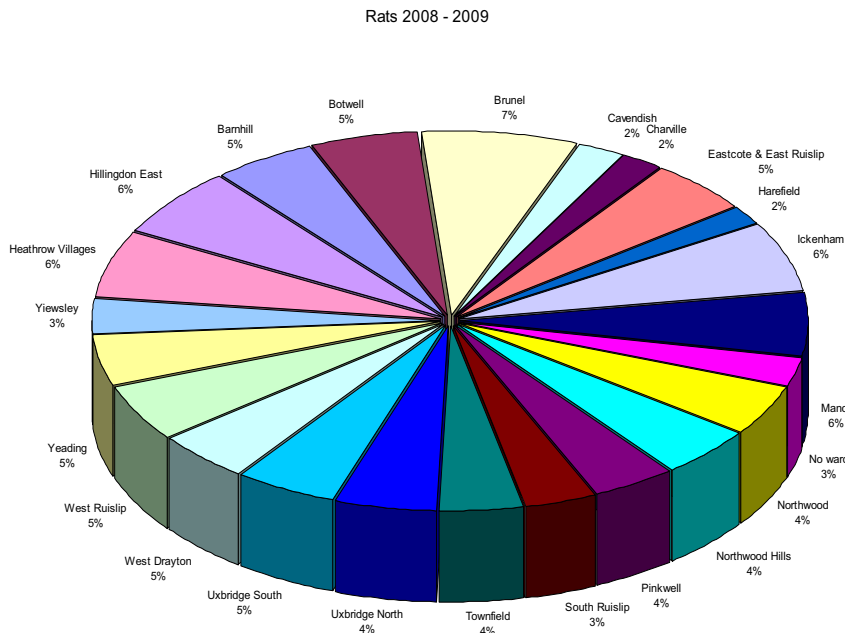


Mice 07 - 08

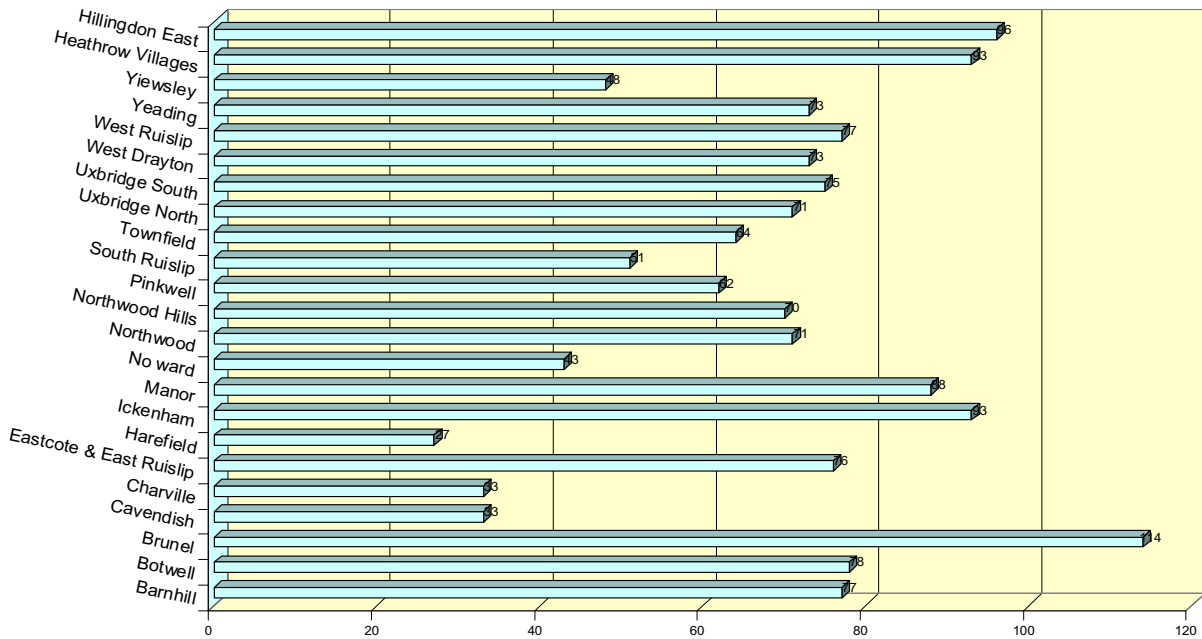


Pest Control Jobs 2008 - 2009

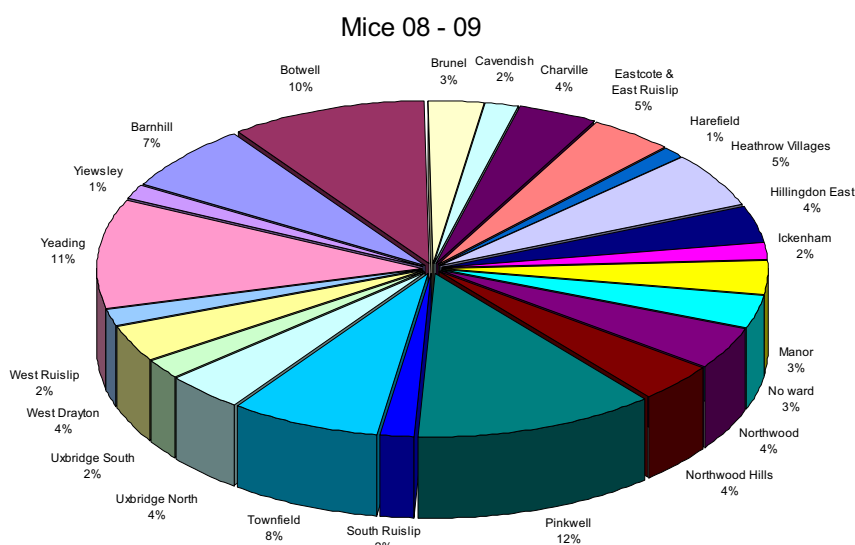
Brunel	114
Hillingdon East	96
Ickenham	93
Heathrow Villages	93
Manor	88
Botwell	78
Barnhill	77
West Ruislip	77
Eastcote & East Ruislip	76
Uxbridge South	75
Yeading	73
West Drayton	73
Northwood	71
Uxbridge North	71
Northwood Hills	70
Townfield	64
Pinkwell	62
South Ruislip	51
Yiewsley	48
No ward	43
Cavendish	33
Charville	33
Harefield	27
Total jobs	1586



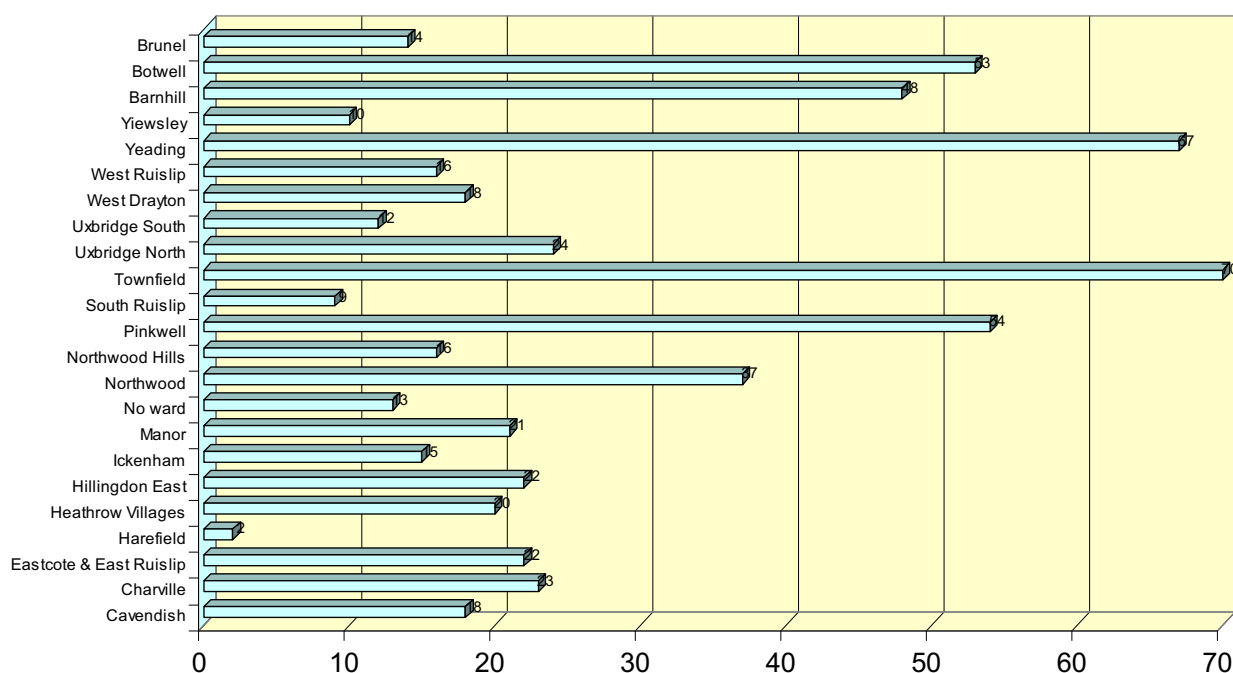
Rats Jobs By Ward 2008 - 2009



Townfield	70
Yeading	67
Pinkwell	54
Botwell	53
Barnhill	48
Northwood	37
Uxbridge North	24
Charville	23
Hillingdon East	22
Eastcote & East Ruislip	22
Manor	21
Heathrow Villages	20
West Drayton	18
Cavendish	18
Northwood Hills	16
West Ruislip	16
Ickenham	15
Brunel	14
No ward	13
Uxbridge South	12
Yiewsley	10
South Ruislip	9
Harefield	2
Total Jobs	604

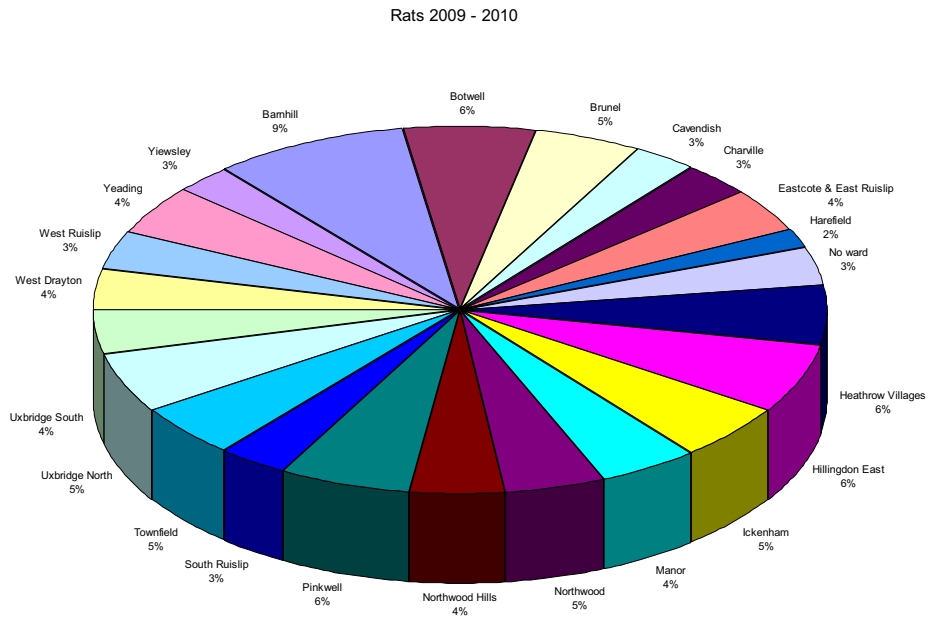


Mice 08 - 09

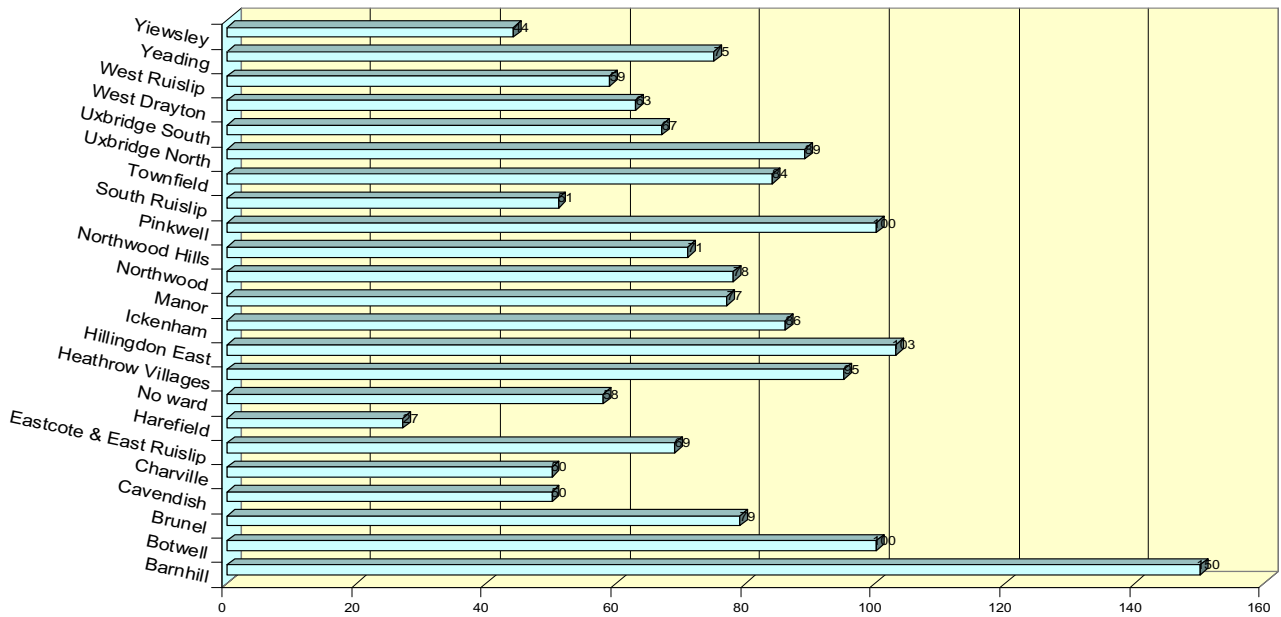


Pest Control Jobs 2009 - 2010

Barnhill	150
Hillingdon East	103
Botwell	100
Pinkwell	100
Heathrow Villages	95
Uxbridge North	89
Ickenham	86
Townfield	84
Brunel	79
Northwood	78
Manor	77
Yeading	75
Northwood Hills	71
Eastcote & East Ruislip	69
Uxbridge South	67
West Drayton	63
No ward	58
Cavendish	50
West Ruislip	59
South Ruislip	51
Charville	50
Yiewsley	44
Harefield	27
Total Jobs	1725

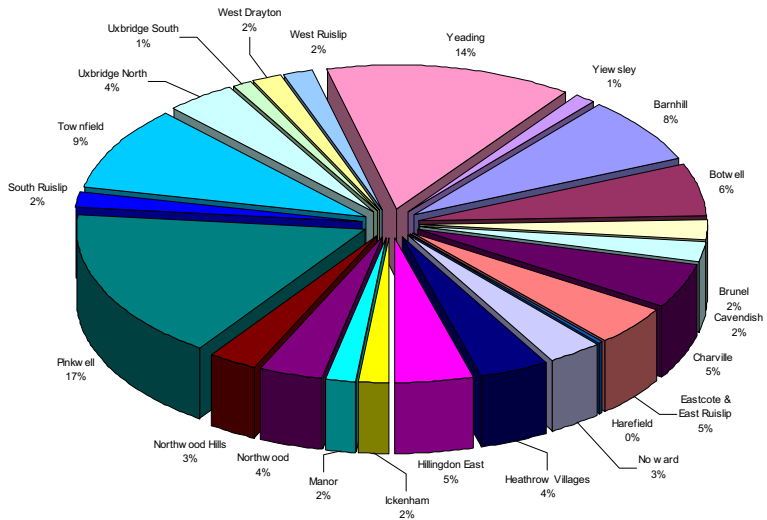


Rats Jobs By Ward 2009 - 2010

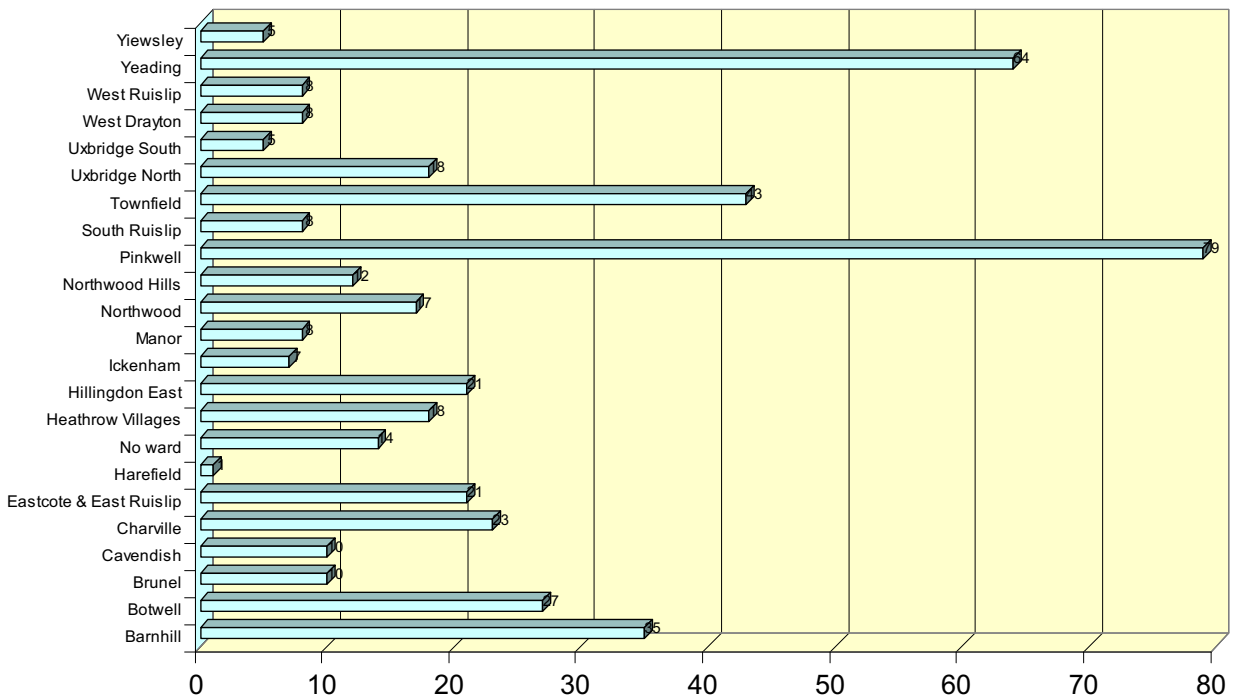


Pinkwell	79
Yeading	64
Townfield	43
Barnhill	35
Botwell	27
Charville	23
Hillingdon East	21
Eastcote & East Ruislip	21
Heathrow Villages	18
Uxbridge North	18
Northwood	17
No ward	14
Northwood Hills	12
Brunel	10
Cavendish	10
Manor	8
South Ruislip	8
West Drayton	8
West Ruislip	8
Ickenham	7
Uxbridge South	5
Yiewsley	5
Harefield	1
Total Jobs	462

Mice 09 - 10

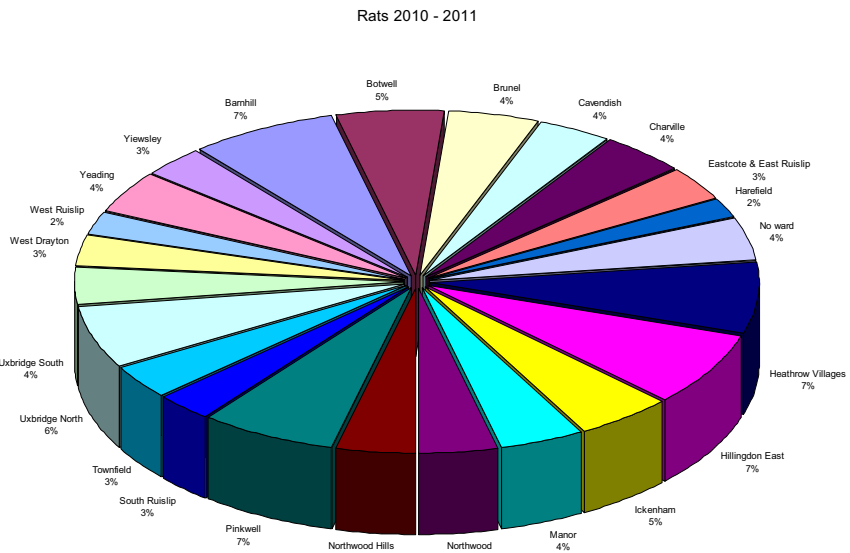


Mice 09 - 10

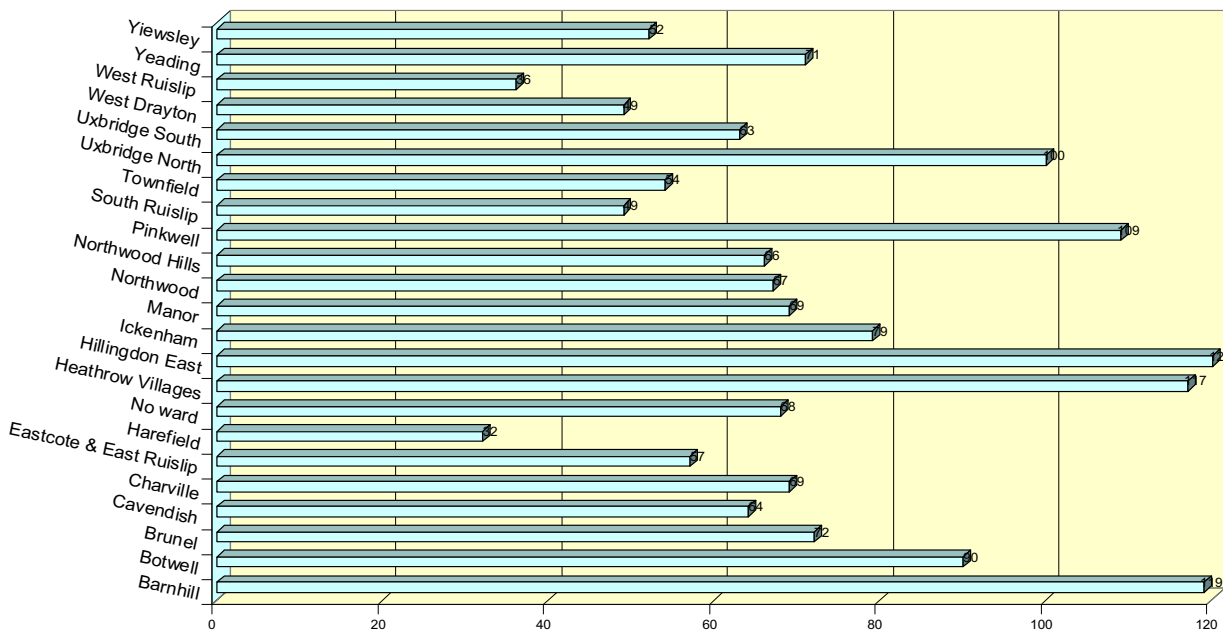


Pest Control Jobs 2010 - 2011

Hillingdon East	120
Barnhill	119
Heathrow Villages	117
Pinkwell	109
Uxbridge North	100
Botwell	90
Ickenham	79
Brunel	72
Yeading	71
Charville	69
Manor	69
No ward	68
Northwood	67
Northwood Hills	66
Cavendish	64
Uxbridge South	63
Eastcote & East Ruislip	57
Townfield	54
Yiewsley	52
West Drayton	49
South Ruislip	49
West Ruislip	36
Harefield	32
Total Jobs	1672

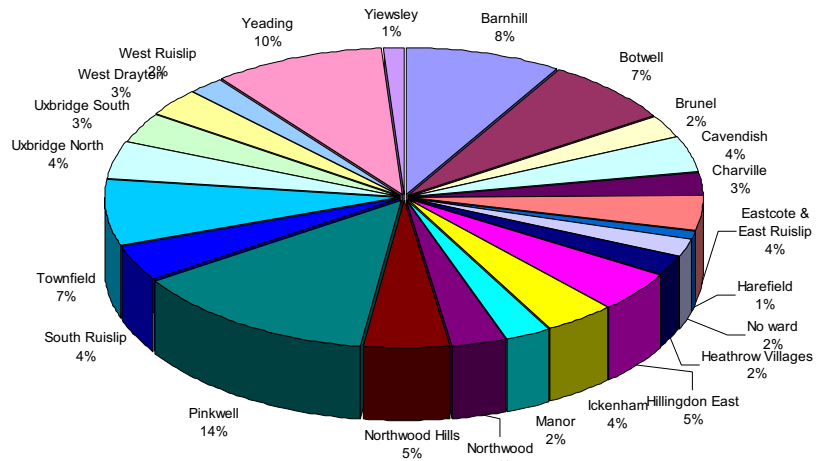


Rats Jobs By Ward 2010 - 2011

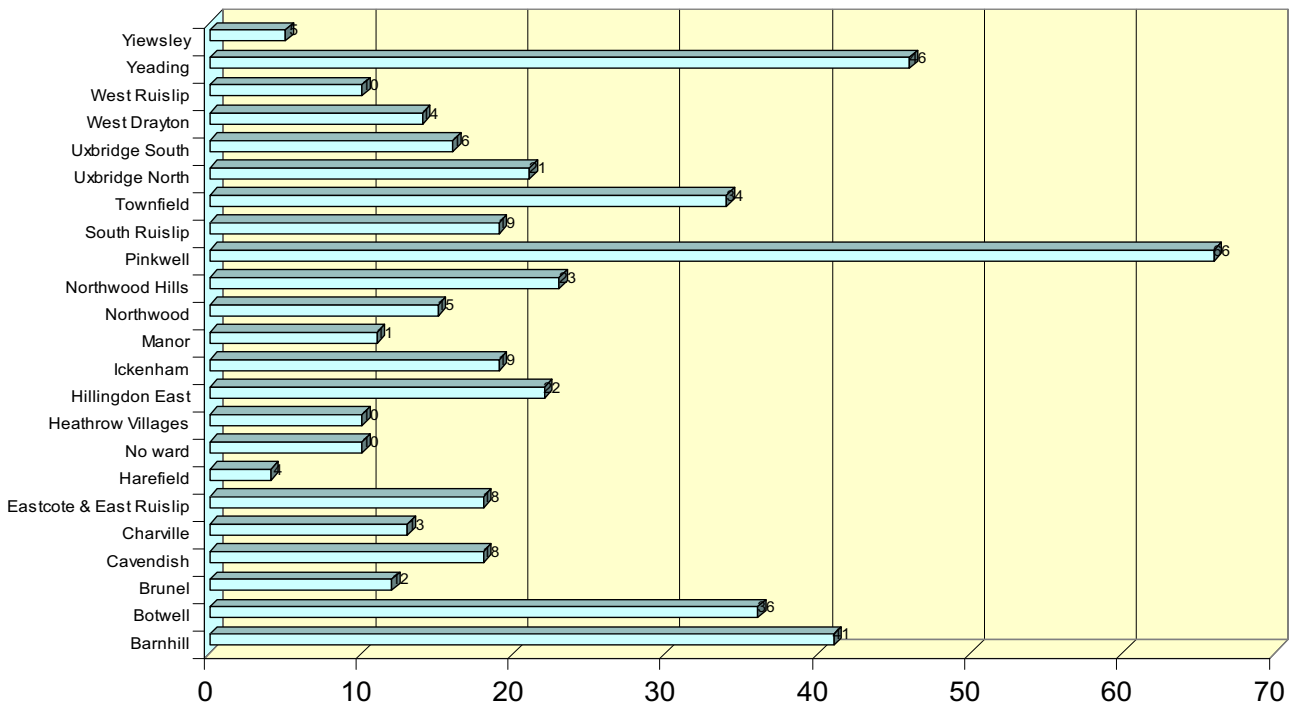


Pinkwell	66
Yeading	46
Barnhill	41
Botwell	36
Townfield	34
Northwood Hills	23
Hillingdon East	22
Uxbridge North	21
South Ruislip	19
Ickenham	19
Eastcote & East Ruislip	18
Cavendish	18
Uxbridge South	16
Northwood	15
West Drayton	14
Charville	13
Brunel	12
Manor	11
No ward	10
Heathrow Villages	10
West Ruislip	10
Yiewsley	5
Harefield	4
Total Jobs	483

Mice 10 - 11

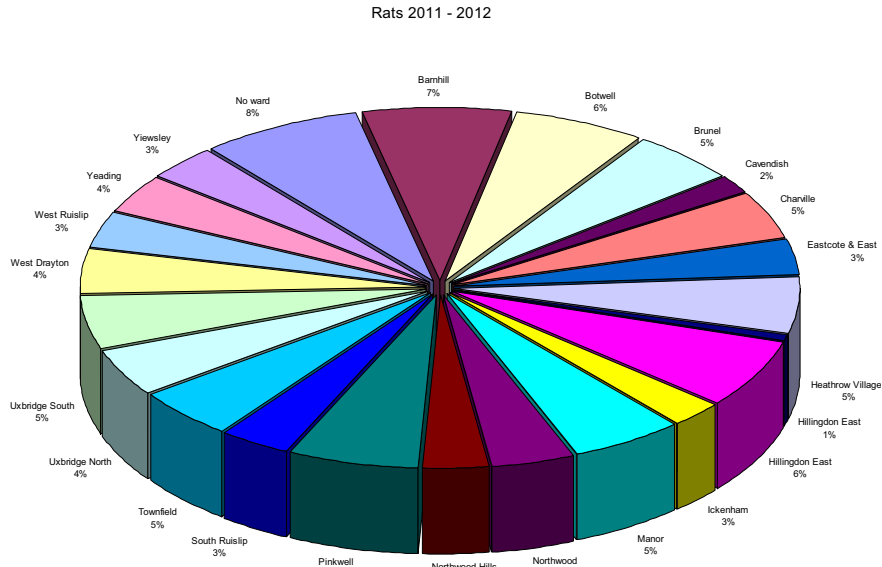


Mice 10 - 11

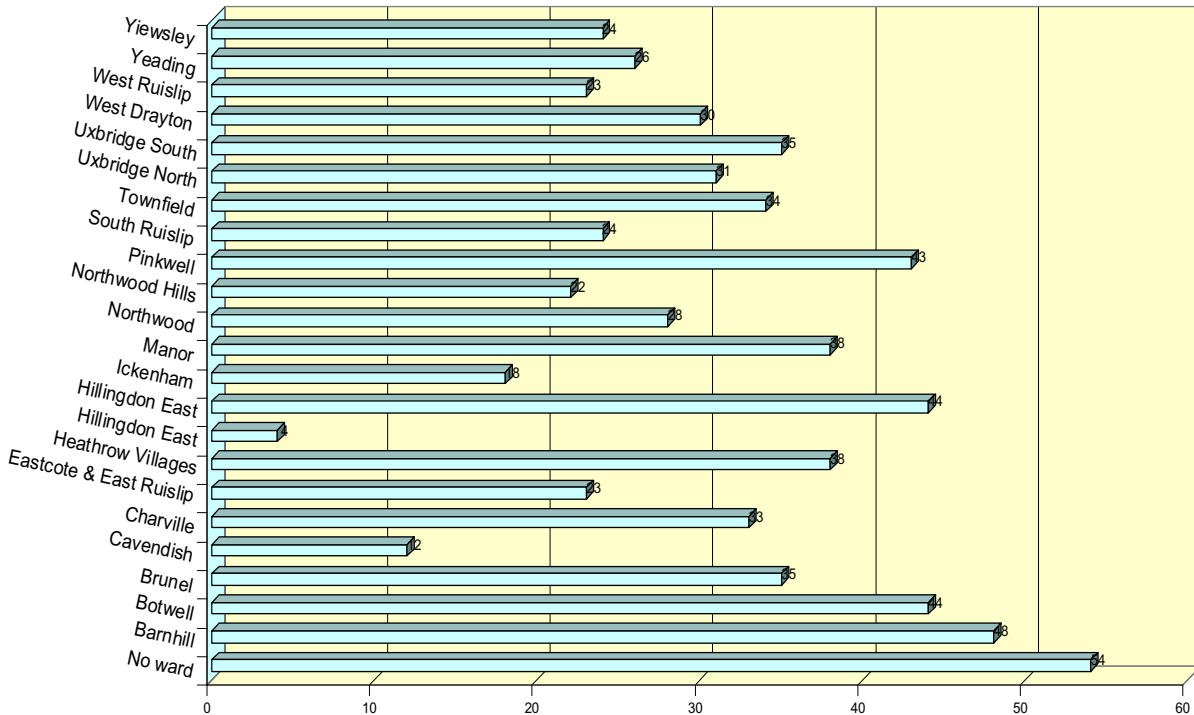


Pest Control Jobs 2011 - 2012

No ward	54
Barnhill	48
Botwell	44
Hillingdon East	44
Pinkwell	43
Heathrow Villages	38
Manor	38
Uxbridge South	35
Brunel	35
Townfield	34
Charville	33
Uxbridge North	31
West Drayton	30
Northwood	28
Yeading	26
South Ruislip	24
Yiewsley	24
West Ruislip	23
Eastcote & East Ruislip	23
Northwood Hills	22
Ickenham	18
Cavendish	12
Hillingdon East	4
Total Jobs	711



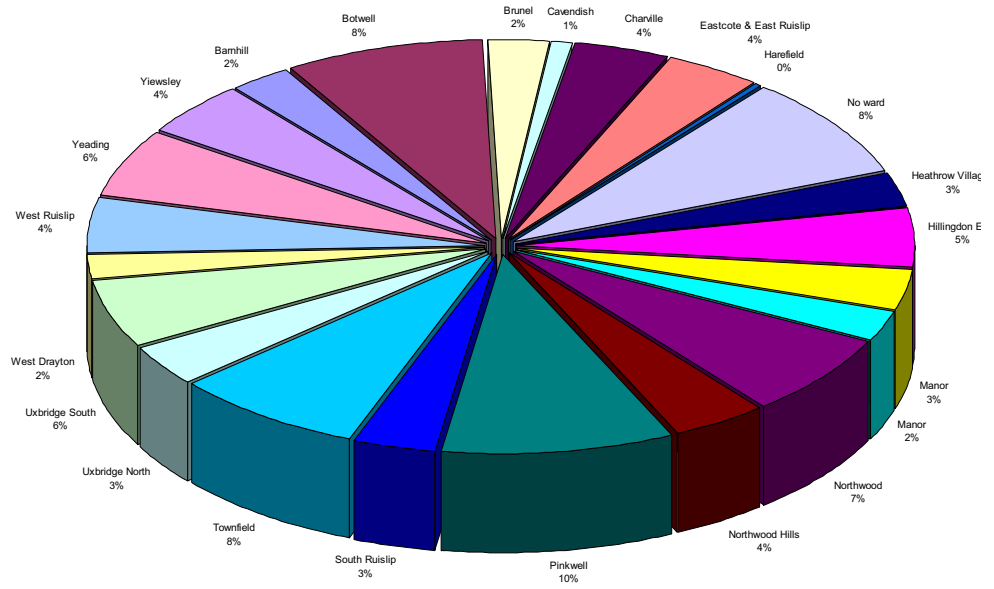
Rats Jobs By Ward 2011 - 2012



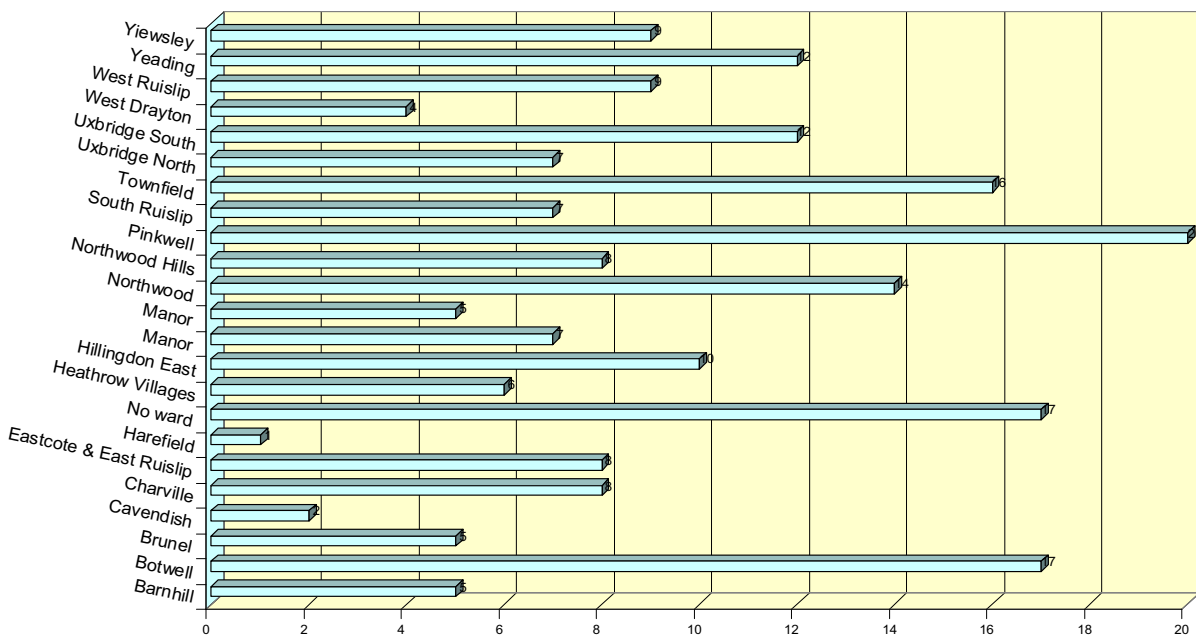
Pest Control Jobs Apr 2012 - Jul 2012

Pinkwell	20
Botwell	17
No ward	17
Townfield	16
Northwood	14
Uxbridge South	12
Yeading	12
Hillingdon East	10
Yiewsley	9
West Ruislip	9
Charville	8
Eastcote & East Ruislip	8
Northwood Hills	8
Manor	7
South Ruislip	7
Uxbridge North	7
Heathrow Villages	6
Manor	5
Barnhill	5
Brunel	5
West Drayton	4
Cavendish	2
Harefield	1
Total Jobs	209

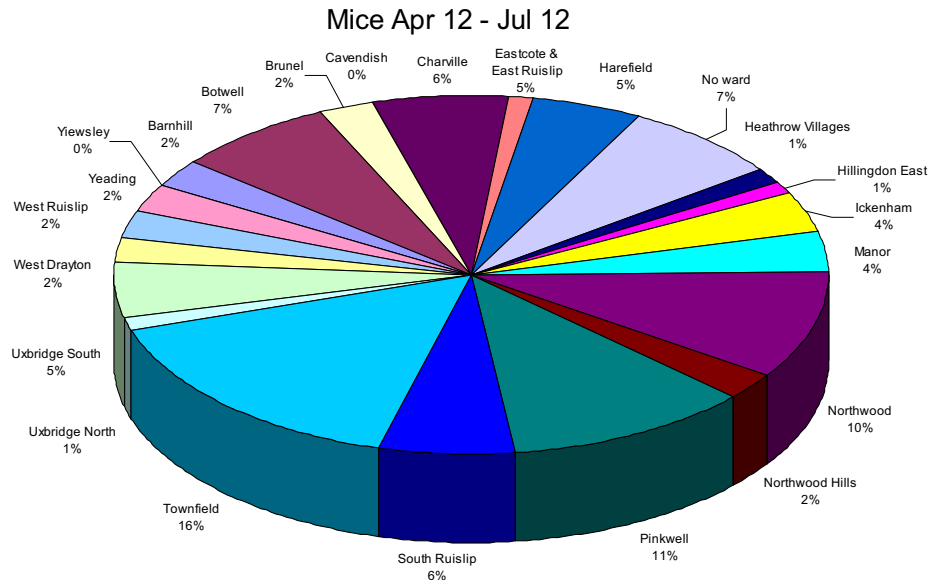
Rats Apr 2012 - Jul 2012



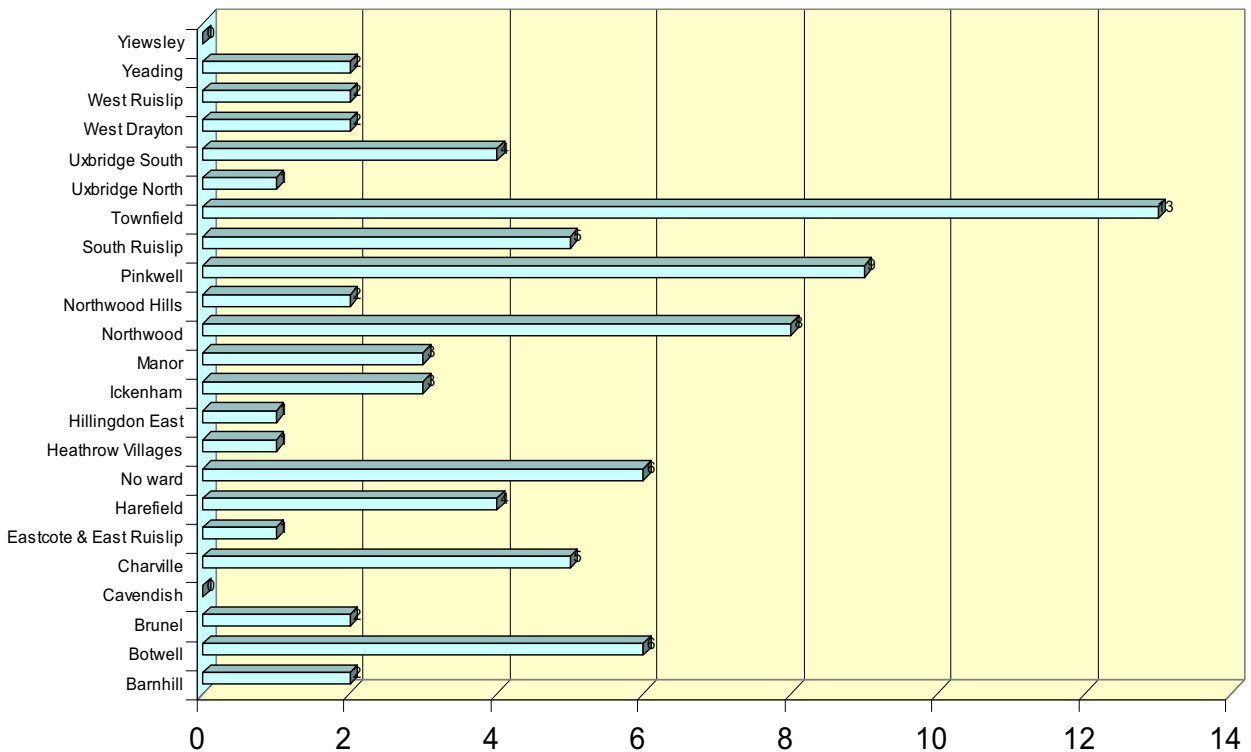
Rats Jobs By Ward Apr 2012 - Jul 2012



Townfield	13
Pinkwell	9
Northwood	8
Botwell	6
No ward	6
Charville	5
South Ruislip	5
Harefield	4
Uxbridge South	4
Ickenham	3
Manor	3
Barnhill	2
Brunel	2
Northwood Hills	2
West Drayton	2
West Ruislip	2
Yeading	2
Eastcote & East Ruislip	1
Heathrow Villages	1
Hillingdon East	1
Uxbridge North	1
Yiewsley	0
Cavendish	0
Total Jobs	82



Mice Apr 12 - Jul 12



'BEDS IN SHEDS' IN HILLINGDON: PROGRESS REPORT

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Planning, Transportation and Recycling
Officer Contact(s)	Jales Tippell, Residents Services
Papers with report	None.

1. HEADLINE INFORMATION

Purpose of report	The report explains what progress has been made by officers to date in dealing with what has become known as 'bed in sheds', or the use of outbuildings as residential accommodation. The report seeks Cabinet approval for the approach set out for dealing with 'beds in sheds'.
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	The Council has employed an experienced prosecutions lawyer on a temporary contract to join our legal team and provide a fast track approach to deal with problem bed in sheds cases. This position is funded from existing money received from DCLG to combat the 'beds in sheds' issue. There is an opportunity to extend the duration and scale of the resources available to tackle this issue through a further funding bid to DCLG.
Relevant Policy Overview Committee	Residents' and Environmental Services.
Ward(s) affected	All Wards

2. RECOMMENDATIONS

That the Cabinet:

1. Notes the content of the report, and progress made.
2. Endorses the approach taken, including the inter departmental forum involving Planning, Enforcement, Private Sector Housing, Legal Services and Corporate Communications to exchange views, intelligence and to work corporately & closely in dealing with unauthorised outbuildings.
3. Notes the submission of a bid application to the Department for Communities and Local Government to respond to the 'beds in sheds' issue.

Reasons for recommendation

This report updates Cabinet on the approach being taken to combat the problems in relation to 'beds and sheds' and seeks approval for officers to continue with this hard hitting, fast track approach to deal with problem cases.

Alternative options considered

The Cabinet could decide to discontinue the focussed work on 'beds in sheds' and deal with these cases in the same way as other breaches of planning control. Given the scale of the issue and harm caused, this would not be in the best interests of the local communities or the Council.

Comments of Policy Overview Committee(s)

The Residents' and Environmental Services Policy Overview Committee (RESPOC) undertook a review in 2009/10 on planning enforcement and "homes" in back gardens.

3. INFORMATION

Supporting Information

Background

1. The phenomenon of landlords renting out accommodation in properties not designed for human habitation has recently received wide coverage in the media. However this has long been a concern within the London Borough of Hillingdon and indeed there was a Motion from full Council in 2009 (5 November 2009) which noted:

- Strong public concern about the beds in sheds issue.
- Problem is not helped with Permitted Development rules.
- Council was pleased that officers for Planning Enforcement, Private Sector Housing and the Councils Tax collection teams are working together on this issue.
- The Issue were to be given full scrutiny through Overview and Scrutiny.
- The Cabinet Member for Planning & Transportation would look at this issue in depth and then take appropriate action.

2. The issue was subsequently examined by RESPOC in February 2010, which:

- Identified difficulties with enforcement legislation.
- Highlighted the importance of networking and information sharing of best practice.
- Noted the potential to use technology for cross checking and monitoring.

3. The unauthorised conversion of outbuildings into separate units of residential accommodation, known as 'beds in sheds', show a total disregard to planning law. They tend to be built in the back gardens of residential properties and rented to tenants. They normally provide inadequate accommodation for people, due their size and quality, because they offer small spaces and overcrowded and cramped living conditions. There is often little or no garden area or privacy for occupiers. They can pose a danger to peoples' health because the physical structures are also often problematic in terms of structural instability, illegal wiring and lack of insulation, natural light and water supply. London Fire Brigade statistics released in October

2012 show that since 2009 there have been 16 fires, 3 fire deaths and 7 serious fire injuries at incidents specifically involving 'beds in sheds' properties.

4. The over intensification of the use of housing land has adverse environmental impacts on local communities and can harm community relations by creating numerous tensions between neighbours. This can be due to increased noise and disturbance; loss of privacy; poor visual impacts; pressure on parking; increased traffic; refuse storage; and increased pressures on local facilities such as health, schools etc, which is detrimental to the overall amenity and character of the area. The unauthorised nature of the accommodation creates a shadow housing market which can be used by illegal workers and in some cases there are associated issues involved relating to benefit and mortgage fraud. Rogue landlords end up targeting vulnerable tenants and placing them in overcrowded or poor quality accommodation. Vulnerable tenants can be afraid to raise issues with the local authority or be unaware of their rights.

5. This issue of 'beds in sheds' affects many areas in the country, although London is especially affected because the problem is being driven by high rents, high demand for rented accommodation and an acute and worsening lack of affordable housing supply in the Capital. Based on observations during the HMO survey and counts in a number of streets in Hayes, estimates suggest between 2,000 and 3,000 such structures may exist in the Borough. The structures do not however tend to show up in Census figures.

6. The Government has recognised that action needs to be taken particularly in relation to 'rogue landlords'. In May 2012, the former Housing Minister, Grant Shapps, convened a group of officials (called a 'National Taskforce') from his department, the UK Border Agency, and some of the most seriously affected local authorities to discuss good practice and what further actions might be needed to tackle the problem. Following the convening of this group in mid 2012, the Department for Communities and Local Government (DCLG) announced that it would be allocating £1.8 million of funding (re-allocated from the Homelessness Grant) to be shared between nine local authorities to help them with their enforcement work, namely Brent; Ealing; Hillingdon; Hounslow; Newham; Peterborough; Redbridge; Slough; and Southwark.

The approach taken by London Borough of Hillingdon

7. The DCLG guidance, 'Dealing with Rogue Landlords - A Guide for Local Authorities' which was published in August 2012, clearly shows Government dissatisfaction with the problem and aims to assist local authorities in dealing with the issue. The guidance suggests tackling the worst offenders, i.e. rogue landlords with multiple properties and focussing on cases where there are multiple breaches of legislation across a number of departments and agencies.

8. By June 2012, Hillingdon Council had put together a dedicated and cross-cutting team of officers, including officers in planning enforcement, private sector housing, legal services and corporate communications, to develop a clear strategy to tackle the 'beds in sheds' issue in a comprehensive way and in order to ensure it does not develop into a larger problem in the future. The Team is tasked with co-ordinating robust, fast track enforcement processes, which pursue individual cases from investigation all the way through to prosecution, and to publicise such actions to prevent new cases arising.

9. In Hillingdon, the focus has been on dealing with all the reported and known cases of 'beds in sheds' and taking robust enforcement action to conclusion, through prosecution and direct action as appropriate. The key strategy has been to reduce the number of unauthorised 'beds in sheds' through achieving a change in public behaviour by taking a hard

hitting enforcement approach and publicising prosecution successes, which would be sustainable in the long term (and not simply cease when funding is exhausted).

10. To facilitate this work, a new dedicated Prosecution Solicitor (experienced in both planning and housing prosecutions) has been appointed on a temporary basis to join our legal team and provide a fast track approach to deal with problem cases. The role is funded from money received from DCLG to combat the 'beds in sheds' issues. DCLG funds have also been used in developing the associated communications strategy and to fund specialist legal advice for court hearings when appropriate.

11. As a result of this work, individuals may find that they stand to lose housing benefits if it is found that they are not eligible and others may find that they owe Council Tax. The Council will also work with partner agencies, including Her Majesty's Revenue and Customs and the UK Border and Immigration Authority, to tackle the problem of tax avoidance and illegal immigrants.

12. Because of the concentration of 'beds in sheds' in the capital, different boroughs have used various innovative and effective methods to deal with them. Newham has used the Proceeds of Crime Act to confiscate sums from landlords with previous criminal records and this approach is also being actively pursued by the London Borough of Hillingdon.

13. The approach taken by Hillingdon is consistent with the guidance produced by DCLG advocating wide ranging use of legal powers to deal with 'beds in sheds' cases.

Progress to date

14. Over the last 6 months the Council's dedicated team of officers have investigated well over 100 complaints relating to 'beds and sheds' cases. Following initial investigations, cases are prioritised. There are currently 61 priority cases which are being dealt with rigorously. These cases are accorded high priority because they include one or more of the following types of cases:

- those involving rogue landlords (i.e. where individuals are known to have multiple properties accommodating unauthorised occupied outbuildings);
- those where there are multiple breaches of legislation across a number of departments and agencies);
- those where there are geographical concentrations of 'beds in sheds' which are giving rise to significant local problems.

15. In the last 6 months the Council has issued 17 Enforcement Notices, initiated 7 prosecutions, and defended enforcement action at appeal on 5 occasions. In 8 separate cases, the owners have taken appropriate action themselves to remedy the situation as a result of this enforcement action.

16. Enforcement action is often thwarted by the unscrupulous behaviour of landlords who ensure that all signs of residential use are removed at the unauthorised premises prior to any scheduled visits by council officers. Council officers in Housing, Planning Enforcement, Corporate Fraud and Council Tax departments have therefore been proactively working together with the Metropolitan Police and the UK Border Agency to carry out raids in different parts of Hillingdon, where appropriate. In the last few months the following raids have been successfully carried out:

- *On 20 August 2012, there was a raid on an illegal and unlicensed HMO with an outbuilding in Hayes for the second time. Officers found 6 males in the outbuilding and 9 males in the main house that were connected to a local landlord living a few streets away and an estate agent based in Southall. Officers are taking enforcement actions against both the owner and estate agent for failing to comply with the HMO requirement and obtain a licence. Planning enforcement officers had previously served enforcement notices on the owner regarding both the authorised use of the house as a HMO and the outbuilding.*
- *On 23 November 2012, there was a raid on an illegal HMO towards the boundary of West Drayton and Uxbridge. Officers found 7 people consisting of 4 families including a new born baby in the main house which was split into 2 self-contained units. Officers also found a family of 3 in the outbuilding, which was also on Housing Benefit. The property and outbuilding did not have any fire protection for the tenants and were both in very poor condition. Officers are in the process of taking action to prosecute the owner of this property.*
- *On 18 February 2013, there was a raid on an illegal HMO in Hayes and officers found 15 people in the main house and 3 in the outbuilding. The tenants comprised separate families and were of different nationalities. Some families even had very young children and a couple of the tenants were on Housing Benefit. The house has no fire safety measure and did not meet the current HMO standards. This will involve the prosecution of the landlord for failing to obtain an HMO licence and breaches of the Management of HMO (England) Regulations 2006. A Committee report has been submitted recommending that a planning enforcement notice be served concerning the unauthorised use of the property.*
- *On 28 February, there was a raid on an illegal HMO in Hayes and officers found 15 people in the main house and 6 in the annex, all as individual tenants. Both buildings were found to be in very poor condition without any fire safety measures and seriously lacking basic amenities. Planning enforcement notices and housing prohibition order will be served on the owner to prohibit the use of this address as an HMO in long term until the all requirements are complied with. Private Sector Housing is seeking legal advice regarding prosecution of the landlord for failing to obtain an HMO licence and breaches of the Management of HMO (England) Regulations 2006.*

17. Officers are working closely with the DCLG and the other eight local authorities who were allocated funding to help them with their enforcement work, with a view to sharing best practice. Slough are looking to pilot an innovative approach which entails repeatedly fining a landlord for not having a valid Energy Performance Certificate, which is required by law for places where people live. The fine is £200 a day, which would make it very expensive for people to continue using the outbuilding. The process also appears to be a faster way of penalising the unauthorised use than using planning or HMO legislation. At this stage, it has been agreed that the other eight boroughs await the outcome of Slough's pilot scheme before deciding whether to consider emulating this approach and if so, how best to implement it.

18. The work of the 'beds in sheds' team has been publicised through a number of press releases highlighting court success stories, which have been widely covered in local and trade publications including the Uxbridge and Ealing Gazette, Hillingdon Times, Inside Housing and 24Housing. The work has also been showcased through the Council's residents' magazine

Hillingdon People, with a full page spread in the September/October edition 2012 and a news item in the January/February 2013 edition.

19. The press releases and coverage about court successes relating to 'beds in sheds' include the following:

- **20 July 2012 – Council sets up task force to tackle 'beds in sheds'**

Jamal Uddin of Gloucester Road, London, was ordered to pay £15,377 for using an outbuilding as accommodation following a Hillingdon Council investigation. Uddin was told by the council that he must stop renting the shed in the garden of Turnpike Lane, Uxbridge, after the local authority received a tip-off by a resident who was also a local council Street Champion.

Rupa Sodha, was fined £3,500 and costs of £2,079 for illegally re-developing a house in Princes Park Parade, Hayes, into seven self-contained flats.

- **31 July 2012 - Five-figure fine for flouting planning laws**

Harnek Singh Brar, of Brookside Road, Hayes, was ordered to pay a total of £14,325 for unlawfully using his garage as two separate 'beds in sheds'.

- **31 August 2012 - Hefty fine for planning breach**

Rajesh Kalra, of Ickenham Road, Ruislip, was found guilty of unlawfully extending his property at Uxbridge Magistrates' Court on 13 August 2012. He was fined £3,000 and ordered to pay costs of £5,900.

- **24 September 2012 - Hefty fine for planning breach**

Mr Surendra Sah, Hermon Grove, Hayes, was fined £3,500 for having an unlawful outbuilding at court on Wednesday 19 September. He was also ordered to demolish the building and pay costs of £1,124.

- **12 November 2012 - Council wins planning battle**

Mr Surendra Sah, of Hermon Grove, Hayes has demolished the outbuilding at the rear of his property following a court prosecution at Uxbridge Magistrates' Court in September and subsequent intention of direct action by the Council.

- **10 December 2012 - Hillingdon Council continues its crackdown on Beds in Sheds**

Mr Xuhua Chen, of Hunters Grove, Hayes was fined £3,000 and ordered to pay the Council's legal costs of £1885.95 for failing to demolish an illegal outbuilding in his back garden.

20. Since the 'beds in sheds' team was launched in summer 2012, there have been interview requests from various national and regional media such as BBC's Inside Out, The One Show, Inside Housing magazine and Evening Standard.

21. Based on the work to date, officers consider that the approach that they have taken over the last six months is cost effective and is yielding positive outcomes. It is likely to deter people from providing 'beds in sheds' in the future and therefore is considered to be a sustainable way of dealing with the issue.

Potential additional funding from the DCLG

22. On 28th February 2013, the Council received an invitation from the DCLG to submit an application for a share of £790k of additional funding to tackle 'beds in sheds' in 2013/14. The invitation was sent only to the nine authorities already receiving grant support from the DCLG. The DCLG stated that the applications would be judged on the following criteria:

- The area's need – scale of the problem;
- How areas will use the additional funding – a clear plan over and beyond the mainstream services and;
- The outcome likely to be secured by areas provided with additional funding.

23. Officers have submitted a bid application for funding to meet the DCLG's deadline of 13th March 2013. The bid is to enable funding for:

- retention of the dedicated Prosecution Solicitor for a further year to deal with 'beds in sheds' cases;
- other associated legal costs involved in taking enforcement action, including prosecution and proceeds of crime cases
- the appointment of temporary officer resources to investigate and take appropriate enforcement action on individual cases; and
- to develop the associated communications strategy.

Financial Implications

The cost of the prosecutions lawyer (employed on a temporary contract through an agency) is currently being met through £150k of unringfenced Preventing Homelessness Grant received from DCLG to combat the 'beds in sheds' issue. Cabinet in July 2012 approved the use of this funding and delegated authority to authorise any expenditure for the purposes set out in the report to the then Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, in consultation with the Leader of the Council and the Cabinet Member for Finance Property and Business Services.

There is an opportunity to extend the duration and scale of the resources available to tackle this issue through a further funding bid to DCLG.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The effect of the recommendation will be to ensure there is dedicated resource to prosecuting problems 'beds in sheds' cases, ensuring there is a focus on actually taking the enforcement action to conclusion, through prosecution. By means of the adoption of a well publicised and hard hitting enforcement approach, the number of 'beds in sheds' cases should, over time, reduce, as the public are discouraged from erecting and occupying unauthorised outbuildings.

The approach taken by Hillingdon is consistent with the guidance produced by DCLG advocating wide ranging use of legal powers to deal with beds in sheds cases and is in the best interests of achieving the Councils objectives, as set out in the Sustainable Community Strategy.

Consultation Carried Out or Required

None at this stage.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting the progress to date in tackling 'beds in sheds' within the Borough. If successful, the bid submitted to DCLG for additional funding will provide resources to extend both the duration and scale of action on this issue.

Legal

The Council, as local planning authority, has powers under Part VII of the Town and Country Planning Act 1990 to enforce planning control within its area and this includes the power to take enforcement action against unlawful self contained dwellings (so called 'beds in sheds').

Corporate Property and Construction

There are no local authority property implications resulting from the recommendations set out in this report.

Relevant Service Groups

This is a cross-Council and cross-agency initiative involving many different service areas.

6. BACKGROUND PAPERS

NIL.

FORWARD PLAN MARCH – JUNE 2013

Contact officer: Nadia Williams
Telephone: 01895 277655

REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

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

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider these items and comment to the decision-maker.
2. Committee Members are requested to send in any questions they have on any items in the attached Forward Plan or in the published Cabinet agenda and reports, and to request any officers that they wish to be present to give advice.

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 - 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?
899	Uxbridge Library Refurbishment - Approval of Contractor	This report to Cabinet progresses the major refurbishment of the Uxbridge Central Library as part of the Council's trailblazing library refurbishment programme, including the appointment of a construction partner to undertake the works.	Uxbridge South		Cllr Douglas Mills / Cllr Jonathan Bianco	RS - Mohamed Bhimani	Corporate Teams	New	Private (3)
893	Update on High Speed 2	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 - Jales Tippell / AD - Raj Alagh	Local interest groups		
879	School Condition survey works	Cabinet will receive a report progressing a number of works to improve the condition of schools within the Borough.	Various		Cllr David Simmonds & Cllr Jonathan Bianco	RS - Norman Benn			Private (3)
891	Draft Interim Planning Policy on Houses in Multiple Occupation - POLICY FRAMEWORK	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	09-May-13	Cllr Keith Burrows	RS - James Rodger	External consultation		

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									
889	Use of Financial Consultants to Maximise Planning Obligations	The report seeks authorisation for the engagement of independent, appropriately qualified third party 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			
882	Continuation of the Vehicle Replacement Program (VRP) - 2012/13	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 Leader and Cabinet Member and Deputy Chief Executive and Corporate Director of Residents Services to accept recommendation and contract award depending on the procurement timescales.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees		Private (3)
887	Local List of Buildings of Architectural or Historic Importance	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			
831	Mayor of London retrofit programme - Investment Grade proposals	The report will advise Cabinet of the results of the energy consumption benchmarking exercise undertaken with recommendations for investment to reduce consumption, thereby reducing costs and carbon emissions.	All		Cllr Jonathan Bianco	RS - Janice Abbs	Corporate consultees		Private (3)

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?
856	Beds in Sheds' in Hillingdon	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	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 / Michele Henington			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	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
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 - 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	Council Tax Collection and Recovery Processes and Procedures	Cabinet Members 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			

Ref Decision Further information Ward(s)

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

Cabinet meeting - 25 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?
901	Parking Enforcement Services	In November 2012, Cabinet gave approval to proceed with the re-tendering of the Parking Services contract. This report to Cabinet will present the outcomes of that for determination.	All		Cllr Keith Burrows	RS - Roy Clarke	Corporate Teams	New	Private (3)
833b	Accessible Hillingdon - Supplementary Planning Document - POLICY FRAMEWORK	Cabinet will be asked to approve the planning document following consultation and recommend to Council for adoption. The document will update supplementary planning guidance to developers and planning applicants on accessible housing, access to public buildings and inclusive environments in light of the Hillingdon Local Plan (i.e. both Part 1 and the saved policies which now constitute Part 2) and the 2011 London Plan.	All	09-May-13	Cllr Keith Burrows	RS - Ali Kashmiri / Charmian Baker	Various stakeholders	New	
906	Collection & treatment of co-mingled dry recyclables	Cabinet will be asked to make decisions in respect of the collection and treatment of co-mingled dry recyclables.	All		Cllr Keith Burrows	RS - Colin Russell		New	Private (3)
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 / Michele Henington			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			

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	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			

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

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	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 / Michele Henington			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	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 meeting - 20 June 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	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 / Michele Henington			Private (3)
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
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	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

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	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	RS - Nikki Wyatt			
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	RS - David Knowles			
SI	To consider parking management schemes & Traffic Regulation Orders	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			
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			

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	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			
SI	Erection and Renewal of Street Furniture	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	Response to key consultations that may impact upon the Borough	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			

This page is intentionally left blank

Agenda Item 8

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

30 May 2012	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.
30 July 2012	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.
20 September 2012	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.
18 October 2012	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.
15 November 2012	Review 1 Discussion – third witness session.
	Consider topics for 2 nd Review.

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 26 March 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.
6 December 2012	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.
22 January 2013	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.
13 February 2013	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.
26 March 2013	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.
24 April 2013	Second Review - draft final report.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 26 March 2013