



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)
Michael White (Vice-Chairman)
Beulah East - Labour Lead
Lindsay Bliss
Neil Fyfe
Raymond Graham
Richard Mills
Carol Melvin

Date: TUESDAY, 13 NOVEMBER
2012

Time: 7.30 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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further information.**

Published: 5 November 2012

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1405&Ver=4>

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INVESTOR IN PEOPLE

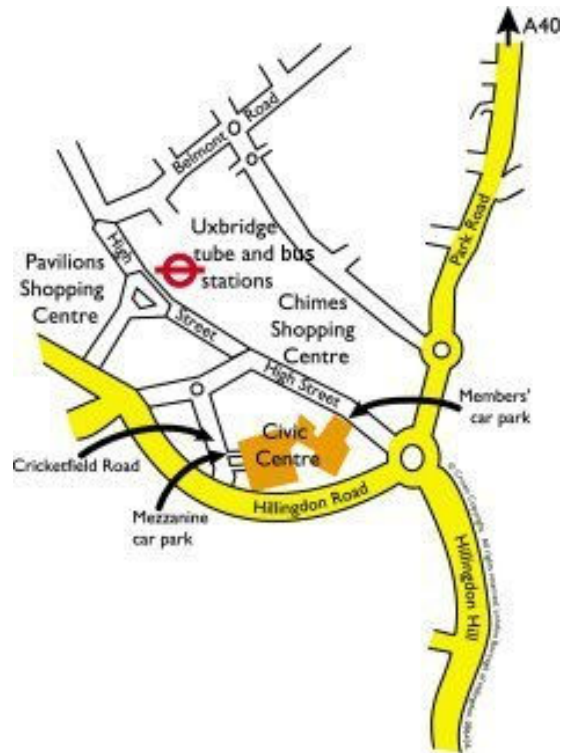
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About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Deputy Chief Executive's Office and Finance and Resources Directorate and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider performance reports and comment on budget and service plan proposals for the Deputy Chief Executive's Office and Finance and Resources Directorate.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

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

Policy Overview Committees will not investigate individual complaints.

This Committee performs the Policy Overview role in relation to the following services:

1. human resources and personnel service;
2. e-Government and ICT;
3. democratic services;
4. legal services;
5. the Council's property portfolio, including property and asset acquisition and disposal, and capital programme;
6. corporate finance, including:
 - a. development of a medium term budget strategy;
 - b. scrutiny of the Council's management of its resources;
 - c. reviewing the operation of the Council's financial rules making proposals to the Cabinet and/or Council for their development
7. the Council's overall performance and corporate improvement work particularly in relation to the Comprehensive Performance Assessment and Corporate Assessment;
8. economic development and single regeneration budget;

9. the Local Strategic Partnership and Community Strategy;
10. Local Area Agreement;
11. community partnerships and the Council's voluntary sector strategy;
12. corporate aspects of diversity & equalities policy;
13. Best Value;
14. any other cross-cutting portfolios that might be created and any functions not included within the remit of the other Policy Overview Committees.

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 16 October 2012 (**Pages 1-6**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review - Community Cohesion (**Pages 7-16**)
- 6 Generator Update (**Pages 17-22**)
- 7 Work Programme (**Pages 23-26**)
- 8 Forward Plan (**Pages 27-36**)

Minutes

**Corporate Services and Partnerships Policy
Overview Committee
Tuesday, 16 October 2012
Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW**



	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Judith Cooper, Beulah East, Raymond Graham, Carol Melvin, Richard Mills, Michael White.</p> <p>Apologies: Councillor Neil Fyfe (Councillor Judith Cooper substituting).</p> <p>Witnesses: Lisa Dancer (Curriculum and Quality Manager for Adult Learning), Howard Griffin (Sports Development Officer - Sports and Leisure), Debbie Hunn (Curriculum and Quality Manager for Adult Learning) and Daniel Waller (Arts and Libraries).</p> <p>Officers: Fiona Gibbs (Council's Stronger Communities Officer) and Khalid Ahmed (Democratic Services Manager).</p>
18.	<p>MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2012</p> <p>Agreed as an accurate record.</p>
19.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
20.	<p>COMMUNITY COHESION WITHIN HILLINGDON</p> <p>Members were reminded that at the last meeting of the Committee, Members agreed that the scope of the review on Community Cohesion should focus on how Council services, specifically Community Services, were accessed by all individuals of all backgrounds and groups and sections of the community. The review would look to see how the Council communicated services to residents, beyond the usual promotion of services. How did Council service areas break down the barriers to engage with groups and individuals which would enable interaction and integration with all the community?</p> <p>For this meeting Members heard from officers from Adult Learning, Arts and Libraries and Sports and Leisure.</p> <p>Adult Learning</p>

	<ul style="list-style-type: none"> • The service played a key role in the Strong and Active group and participated in local events offering taster sessions and workshops where current learners were able to exhibit their work • The service worked in partnership with Children’s Centres and schools to engage with typically “hard to reach” families in courses that include English for Speakers of other Languages (ESOL). • A wide range of provision was given for some 250 adults with Learning Difficulties and Disabilities (LDD). Reference was made to the Work in Supported Employment programme which was a 2 year qualification course which targeted young adults with LDD and which allowed residents to gain the skills and knowledge to equip them for work in the catering, business admin or horticulture sectors. These included vocational experience at the Disablement Association Hillingdon for Business Admin learners and volunteering at the Rural Activities and Garden Centre for Horticulture learners. • A wide range of qualifications were offered in English, Maths and ESOL in community and Adult Learning venues. These run as independent qualifications or may provide learners taking wider vocational qualifications such as Floristry and Childminding with opportunities to develop functional language and study skills to support their achievement • Work clubs took place in adult learning centres, libraries and at the Dotcom café in West Drayton • A wide range of Bespoke provision which targeted particular groups of learners in response to local and national priorities • A number of adult day classes took place which were attended by a higher proportion of women • A higher proportion of men attended evening classes • The service got involved in lots of community work and partnership work took place with schools to enable mothers to drop their children off at school, and then to attend adult education classes at children’s centres • There was a troubled family’s programme which aimed at reaching out to this group. • Reference was made to some people who were difficult to engage with and whom perhaps did not want to be reached • Work did take place with other service areas but information on service users was difficult to share because of Data Protection issues • Programmes took place with the Youth Offending Team to engage with young people • The service worked with partners such as Brunel University, Job Centre Plus and the volunteering service 	<p>Action By:</p>
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	<ul style="list-style-type: none"> • Reference was made to the volunteering service who were working with young people in creating charities and opening up vacant shop premises to open them as “pop up” shops • Specifically targeted work took place, such as with vulnerable groups who were not in education • Workshop courses took place in community centres for the elderly which helped them develop their Information Technology skills and helped them interact and socialise with other people <p>Libraries</p> <ul style="list-style-type: none"> • There were 65,000 members of the Borough’s libraries and records were monitored on a monthly basis • All the Borough’s libraries had free computers which could be used by all individuals throughout the Borough, even people who were not members of the libraries • Libraries was an inclusive service and contributed greatly to community cohesion • The ethos of the library service was that the service was open to all people • Book were provided in different languages, there were large print books, talking books • Reference was made to the service reaching out to the young and old. Bookstart was a scheme whereby free books were given out to all children • Reference was made to the Summer reading sessions which took place throughout the Borough’s libraries and which were fully inclusive • The service worked very closely with schools and all children had access to books at libraries within schools • There were close links with children’s centres where there was a cross promoting of different Council services • “Coffee and Conversation” – This was where authors came into libraries to talk about their books and which gave the public, particularly the elderly, an opportunity to meet and interact in a social setting • The initial contact with one child did lead to other members of the child’s family engaging with the service • The introduction of E books would be looked at due to the popularity of the computers in libraries <p>Sports and Leisure</p> <ul style="list-style-type: none"> • Monthly reports were prepared on leisure usage which contained information on age, ethnic origins • An Active Survey carried out on behalf of Sport England indicated that around 50% of the population did not take part in any exercise or leisure activities 	<p>Action By:</p>
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- This Council had invested heavily in its leisure facilities which had had a natural uplift in participation in sports and leisure activities
- In 2009/10 it was recorded that there had been 800,000 visits to sports and leisure facilities. In 2010/11 this had increased to 1.5million visits
- The Back to Sport scheme encouraged residents to get back into sport with inexpensive sessions starting from £2. Activities took place in leisure centres and in parks and included badminton, archery fitness sessions. The aim of the scheme was to try and get people to make a lifestyle change
- Promotions took place on the Council's website, through Hillingdon People and with poster campaigns
- There were activities for people with disabilities, activities for the over 50s, activities for families which included grandparents which were examples of the service reaching out to all sectors of the community
- At the Botwell Leisure Centre a mum's fitness session took place straight after the school run and was targeted at those women who did not usually attend gym or fitness sessions.
- The Council provided free swimming for the over 50s which attracted large numbers
- There was a Leisure Link scheme which was linked to the Hillingdon First Card and provided discounts for leisure and sports facilities for people on benefits
- Health links were made with the NHS, GPs and doctor's surgeries and organisations such as Parkinson's UK
- In relation to the Disablement Association Hillingdon, day time activities took place in community facilities
- Social network media was used such as Facebook, text messaging to promote benefits of sports and leisure

Reference was made to the Council's services needing to make residents feel part of Hillingdon and part of the community and bring all individuals from different backgrounds together.

Members agreed that the challenge was getting messages across to those people who did not normally engage with public authorities. The Council's website and Hillingdon People provided good opportunities for the Council to reach out to all people and to promote greater integration and interaction of all individuals.

For the next meeting in November, Members asked that the Council's new Head of Corporate Communications be asked to provide the corporate perspective on what the Council could do to help individuals from all groups, access all Council services.

	<p>In addition community representatives such as from Women's Groups and the Chair of Hillingdon Inter Faith Network be invited to attend the next meeting to help the Committee with their review.</p> <p>RESOLVED –</p> <ol style="list-style-type: none"> 1. That the information provided be noted and the witnesses be thanked for their attendance and for the information they had provided which would help the Committee with their findings. 2. That the Corporate Head of Communications and community representatives such as from Women's Groups and the Chair of Hillingdon Inter Faith Network be invited to attend the next meeting to help the Committee with their review. 	<p>Khalid Ahmed / Fiona Gibbs</p>
21.	<p>WORK PROGRAMME</p> <p>Noted. Members asked for the next meeting of the Committee an update be given on the current situation in relation to the Civic Centre generator.</p>	<p>Mike Price</p>
22.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 9.35m Next meeting: 13 November 2012 at 7.30pm</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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MAJOR REVIEW – COMMUNITY COHESION – WITNESS SESSION

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To hear from further witnesses to enable the Committee to gather evidence as part of their major review into Community Cohesion.

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 make a note of possible recommendations for the review

INFORMATION

1. This is the final witness session for the Committee's review into Community Cohesion and in particular how Council's services were accessed by all individuals of all backgrounds and groups and sections of the community. At the last meeting of the Committee held on 16 October, Members heard from representatives from the Council's Community Services, namely, Adult Education, Library Services and Sports and Leisure Services.
2. The session helped the Committee understand the range of services and activities which were provided by Council Services to all residents of the Borough. Details of the information provided by the witnesses is included in the Minutes of the last meeting of the Committee which are attached to this agenda.
3. Members agreed that the challenge was getting messages across to those people who did not normally engage with public authorities. The Council's website and Hillingdon People provided good opportunities for the Council to reach out to all people and to promote greater integration and interaction of all individuals.

Witnesses

4. For this meeting community representatives such as from Women's Groups and the Chair of Hillingdon Inter Faith Network have been invited to attend to help the Committee with their review and to hear their experiences of accessing Council services and how successful this has

been. In addition at the last meeting, Members asked that the Council's new Head of Corporate Communications be invited to provide the corporate perspective on what the Council could do to help individuals from all groups, access all Council services.

PAPERS WITH THE REPORT

Scoping Report (Appendix 1)



HILLINGDON

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Corporate Services & Partnerships Policy Overview Committee Review Scoping Report 2012/13

OBJECTIVE

Community Cohesion

Aim of review

The review aims to examine how Council services are working in order to mitigate against the potential risk factors that can impact upon community cohesion and build upon the positives that underpin resilience in communities. The review will include a particular focus in relation to perception of fairness, transparency and equality of access.

Terms of Reference

- To learn about community cohesion in Hillingdon
- To understand the risk factors that undermine community cohesion
- To assess the effectiveness of the positive work undertaken to promote community cohesion in Hillingdon.
- To identify whether there are any particular issues or challenges that undermine community cohesion in Hillingdon.
- To identify any measures that would address any issues identified above and would promote community cohesion in Hillingdon.

Background

What is community cohesion?

APPENDIX 1

Community cohesion is about a creating a sense of belonging, valuing diversity, tackling inequalities and promoting interaction to develop positive relationships within a community.

The Institute of Community Cohesion uses the definition:

“community cohesion is widely used to describe a state of harmony or tolerance between people from different backgrounds living within a community. Linked to the concept of social capital and the idea that if we know our neighbours and contribute to community activity then we are more likely to look out for each other, increase cohesion and minimise cost of dependency on institutional care”

In addition community cohesion is about relationships within communities, and about addressing differences between people, that may sometimes cause division, misunderstanding or tensions that, in turn, affect the way that communities interact with one another and see themselves. This is not exclusive to ethnic or faith groups but can also include, for example, the perceptions of young people and anti-social behaviour or socio-economic differences and how they can influence social interactions and involvement in community life.

Reasons for the review

The impact of the economic downturn has inevitably placed a strain on families and communities as resources are reduced and opportunities for employment and prosperity reduced. Adhered to this are the austerity measures which the public sector has been subject to, which will have had some impact on the delivery of services, possibly to the most vulnerable in the Borough.

Threats from extremism and terrorism are still real and can cause conflict, tensions, prejudice and misunderstanding within communities, particularly in these difficult times

Hillingdon has become more diverse with many areas seeing the proportion of white and ethnic minority communities more evenly spread. At the same time the Borough is experiencing increases in the number of young people and a growing older population.

The Council’s approach, therefore, has been to understand what our community cohesion challenges are in Hillingdon and where in the Borough, risks to community cohesion are greatest. The review could explore this.

Supporting the Cabinet & Council’s policies and objectives

This review will support the work of the Council as part of its Equality Duties to ensure promotion of good relations.

APPENDIX 1

To deliver upon the objectives of the Sustainable Community Strategy with partners.

To deliver excellent services to our residents and achieve our aim of putting residents first.

INFORMATION AND ANALYSIS

Key Issues

For purposes of the review it is important to recognise where the positive contributions to community cohesion are taking place and promote greater opportunities for building on those positives and underpin the resilience within communities. Improving our knowledge of what works and what helps will reduce the risk.

Such as:

- Strong local leadership (political, community etc)
- Strong communication activity/strategy to engage with local communities
- Visible local initiatives
- Developing a local sense of civic pride
- Uniting local people on issues affecting the borough
- Strong partnership approach to local solutions
- Capacity building and sustainable approach to community engagement and community development which is inclusive and embraces the diversity of the borough

Positive outcomes in terms of community cohesion can influence and make an impact upon:

Increased sense of belonging
Increased participation in community activity
Increased satisfaction with services
Increased participation in sports, leisure and cultural activities
Reduced community tension
Increased community interaction
Reduced health inequalities
Increased aspirations
Reduced isolation
Increased health and well-being
Reduction in crime
Pride of place
Reduction in fear of crime
Increased educational attainment

Remit - who / what is this review covering?

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APPENDIX 1

Stronger Communities – Policy, Performance and Partnerships – Central Services
Adult education
Libraries
Schools
Sports and leisure services

Connected work (recently completed, planned or ongoing)

The review will be provided with details of some of the positive work which is being undertaken in Hillingdon which includes:

- Hillingdon Improvement Programme work streams in relation to Civic Pride and the borough's Heritage
- Supporting local groups:
 - Voluntary sector support including core grants
 - Support for the Hillingdon Inter Faith Network.
 - Women in the Community Network
- Local Community Engagement including through Health Promotion
- Community engagement, Pride of Place and Town centres programmes
- Work with schools and the development of the Schools Community Cohesion Partnership.
- Libraries – community engagement activities
- Sport and Leisure programmes
- Adult Education – community adult learning and ESOL provisions
- Customer Engagement activities

Key information required

How residents perceive the provision of Council services and how accessible those services are?

How does the Council work with residents to promote a sense of pride and belonging, promotes equality of opportunity and sense of community?

How does the Council run services so that it can counter risks and potential tensions and perceived inequalities?

How enabling residents to become actively involved and engaged with Council services can improve residents' perception and satisfaction levels and promote sense of fairness, equal treatment and sense of pride in the Borough.

What are services doing?

How are Council services measuring residents' feedback and perceptions?

How are Council services engaging individuals from all backgrounds and demographics within our local areas?

APPENDIX 1

How are Council services promoting involvement and participation?

EVIDENCE & ENQUIRY

Witnesses

Stronger Communities Officer and related community projects: HIFN , Women in the Community
Chair of Strong and Active Communities Partnership
Schools representation
Adult Education
Library services
Sports and Leisure services

Intelligence

The Government has recently published its integration strategy: *“Creating the conditions for integration”*

This strategy outlines the Government’s aim in promoting an integrated society, where everyone can play a full part in local and national life. Where people from different backgrounds treat each other with respect and contribute together. : *“integration is achieved when neighbourhoods, families and individuals come together on issues which matter to them”*

The strategy has outlined the key factors for integration as:

Common Ground : a clear sense of shared aspirations and values which focus on what we have in common rather than our difference.

Responsibility: a strong sense of our mutual commitments and obligations, which bring personal and social responsibility

Social mobility: people able to realise their potential to get on in life

Participation and empowerment: people of all backgrounds have the opportunities to take part, be heard and take decisions in local and national life

Tackling intolerance and extremism: a robust response to threats, whether discrimination, extremism or disorder that deepen division and increase tensions.

The Government highlight the link between community cohesion and integration, but issues relating to inequality and individuals experience are

APPENDIX 1

also important in enabling positive interaction and relationships in communities.

Resident's survey

CACI

Census

Government policy and strategies

ICoCo

Other research and analysis of community cohesion, social capital, integration and building stronger communities

Consultation and Communications

None at this stage

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
18 September 2012	Agree Scoping Report Witness Session 1	Information and analysis Council's Stronger Communities Officer Carole Jones, Chair of Strong and Active Communities Partnership and Head Teacher
16 October 2012	Witness Session 2	Council officer representatives from Adult Education, Sports & Leisure and Libraries
13 November 2012	Witness Session 3	Head of Corporate Communications, LBH Community representatives (i.e Women's Groups and Duncan Struthers, Chair of Hillingdon Inter Faith Network
15 January 2013	Draft Final Report	Proposals – To consider draft recommendations and draft final report

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

Risk assessment

APPENDIX 1

Failure to secure witnesses to provide evidence and advice to the Committee will impact on the thoroughness and completeness of the review.

This is an extensive area and the Committee may not be able to cover all the issues that they wish to examine within the time available.

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Agenda Item 6

GENERATOR UPDATE – NOVEMBER 2012

Contact Officer: Mike Price
Telephone: 01895 250515

REASON FOR THE ITEM

This report provides an overview of the generator itself and a summary of the tests and real activations since its installation in January 2011.

OPTIONS OPEN TO THE COMMITTEE

1. To consider and note the information provided.

INFORMATION

The Civic Centre generator is crucial to the continuation of critical Council services and is an invaluable addition to the Council's resilience and has been called upon at least twice a year since installation.

Since June 2011, Civil Protection assumed responsibility for the planned testing of the generator under its Business Continuity remit. Day-to-day maintenance and operation of the generator is the responsibility of the FM contractor, Mitie.

Overview - Civic Centre generator

The generator provides the building with diesel-generated electricity. Unlike many generators for a building of this size, it powers more than just the emergency systems (lifts, lighting and fire alarm/suppressant) thus allowing the building to continue to operate almost as normal.

It is designed to start automatically following a power loss, surge or dip, in order to minimise risk of damage to electronic equipment and interruptions to Civic Centre activities. When the generator starts, there is a 15-30 second loss of power to the building, during which only battery powered equipment remains on. Although inconvenient and minor data loss can occur, there is not a proportionately cost effective way to avoid this and, in addition, the short loss of power alerts the organisation to the fact the generator has started.

What does the generator power?

Although a very large generator, it is not able to provide power to all parts of the Civic Centre site. It provides power to:

Phase I

It powers	It does not power
<ul style="list-style-type: none">• All plug sockets• All lights• ICT server rooms (and respective air-conditioning)	<ul style="list-style-type: none">• Building management system (heating and cooling)• Ovens in Oasis café

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Part I – Members, Public and Press

<ul style="list-style-type: none"> • All lifts • Fire alarm • Tannoy 	
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Phase II

It powers	It does not power
<ul style="list-style-type: none"> • All lifts • Fire alarm • Tannoy 	<ul style="list-style-type: none"> • Lights • Plug sockets • Building management system (heating and cooling)

What if neither generated nor mains power are available?

As a result of the developments of the generator's capabilities, which are a direct result of the testing regime, this scenario is increasingly unlikely.

However, if it did occur, the following is backed up by battery:

- Partial lighting across Phases I and II (there is currently a project to increase provision in Phase I)
- Fire alarm and suppressant/sprinkler systems
- Tannoy
- ICT servers (only enough to allow for a controlled shutdown, which reduces time required to restart and minimises data loss risk).

Tests

Following the May 2011 power failure, a programme of testing was implemented (see table in Appendix A).

There are two types of test, which can take place either in- or out-of-hours:

1. Off-load – this test checks whether the generator starts automatically and can run without fault but at a idle rather than full power. An off-load test normally sees the generator running for about 15 minutes. It has no effect on the operation of the Civic Centre and does not test the automatic switching from mains to generated power.
2. On-load – this test is as per the off-load test with the exception that it simulates full power loss to the building (i.e. Phase I and parts of Phase II temporarily lose power) and tests the automatic switching from mains to generated power. This test also involves all staff in Phase I as all their electronic equipment will stop working during the switch between mains and generated power, and vice versa. To allow for more in depth checks of the generator and to minimise disruption to staff, the generator run for at least 3 hours during an on-load test.

In addition to the generator tests and exercises listed in appendix A, since January 2012 Mitie have undertaken a weekly off-load test to ensure the generator starts without fault.

Furthermore, the generator undergoes a 6-monthly service by the contractor.

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Part I – Members, Public and Press

Mike Price
Civil Protection Manager

Timeline (from January 2011 to present)

Date	Event / test type	Outcome/notes
January 2011	Generator installed	Off load test included in the installation, which worked without fault.
17 th May 2011	First power failure following installation of new generator	Although generator started, it did not provide power to the building. Cause identified and repaired
18 th June 2011	Out of hours 'off-load' test	To test the fixes from 17 th May. Further issues identified but resolved on the day.
8 th July 2011	Out of hours 'on-load' test	Demonstrated the generator would automatically switch from mains to generated power without manual intervention.
31 st August 2011	1 st in-hours 'on-load' test	Generator ran for approx. 3 hours from 0700 to demonstrate to staff its effectiveness at allowing operations to continue. Automatic switching worked as expected.
18 th January 2012	2 nd in-hours 'on-load' test	The generator started but only ran for 20 seconds each time. Facilities Management and Mitie intervened and returned the building to mains power after approximately 5 minutes. It was identified that the cold weather meant the diesel was too cold to keep the generator running safely, so it shut down automatically after 20 seconds. The fuel heating system was repaired (burnt out cable) and a more advance telemetry system was installed, to alert facilities management to future fuel temperature issues or if the starter motor batteries lose power.
6 th February 2012	Out of hours 'on-load' test	To check the repairs. All worked without fault.
16 th February 2012	Local area power failure	Generator started and ran properly but no power reached the building. After a short while without power, Facilities Management/Mitie intervened and manually switched to generated power. Building returned to mains power 3 hours later. Fault identified as a programming error in the switching system. Fault rectified and the switching system set up to always default to generated power even if mains power returns subsequently.
22 nd February 2012	Rearranged in-hours 'on-load' test	Cancelled due to proximity to real power failure on 16 th February.
23 rd February 2012	Local power failure	Generator started and worked without fault. Due to the timing of the failure, it ran 17:30 to give staff an uninterrupted afternoon's work and to undertake a series of observations of the generator under a full winter load.
Late September 2012	Local area power surge	Power failed at approximately 09:05 on a weekday. The generator worked to plan - it detected the surge, and started and switched power automatically; all in all, 20 seconds to return power to the building. The Civic ran on generated power for approx. 2 hours to coordinate a switch back around a number of Civic events. No faults detected.
w/e of 13 th and	Civic centre maintenance	Generator used deliberately to maintain power to the building while maintenance work to high

14 th October	works	voltage supply took place. Minor fault identified and subsequently repaired.
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Agenda Item 7

WORK PROGRAMME 2012/13

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
13 June 2012	CR 5
24 July 2011	CR 5
18 September 2012	CR 3
16 October 2012	CR 5
13 November 2012	CR 6
15 January 2013	tbc
26 February 2013	tbc
28 March 2013	tbc
30 April 2013	tbc

Corporate Services & Partnerships Policy Overview Committee

2012/13 DRAFT Work Programme

Meeting Date	Item
13 June 2012	Corporate Services & Partnerships Policy Overview Committee Review Topics 2012/13
	Work programme for 2012/13
	Cabinet Forward Plan

24 July 2012	Budget Planning Report for Central Services
	First Major Review - Community Cohesion - Scoping Report
	Work Programme
	Cabinet Forward Plan

18 September 2012	First Major Review - Community Cohesion Witness Session 1
	Cabinet Forward Plan
	Work Programme

16 October 2012	First Major Review - Community Cohesion Witness Session 2
	Cabinet Forward Plan
	Work Programme

13 November 2012	First Major Review - Community Cohesion Witness session 3
	Update on Generator at the Civic Centre
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 14 November 2012

Page

PART I – MEMBERS, PUBLIC & PRESS

15 January 2013	Budget Proposals Report for Central Services 2013/14
	Voluntary Sector Core Grants 2013/14
	Draft Final Report for Community Cohesion Review
	Second Major Review in 2012/13 – Scoping Report
	Cabinet Forward Plan
	Work Programme

26 February 2013	Second Major Review in 2012/113 – Witness Session 1
	Update on the Implementation of Recommendations of previous reviews
	Cabinet Forward Plan
	Work Programme

28 March 2013	Second Major Review in 2012/13 – Witness Session 2
	Cabinet Forward Plan
	Work Programme

30 April 2013	Second Major Review in 2012/13 – Draft Final Report
	Cabinet Forward Plan
	Work Programme

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Agenda Item 8

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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Ref **Decision**

Further information

Ward(s)

Report to Full
CouncilCabinet
Member(s)
ResponsibleOfficer
Contact for
further
informationConsultation
on the
decision

NEW ITEM

Private
decision?**Cabinet meeting - 22 November 2012**

SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	Paul Whaymand			
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	Michael Patterson			Private (3)
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	Boe Williams-Obasi / Norman Benn	Corporate consultees		Private (3)
80 Page 29	Revenue Services Contract Extension	Cabinet will be asked to approve the aggregation and extension of the contract with Liberata plc	N/A		Cllr Jonathan Bianco	Rob Smith			Private (3)
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various		

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?
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Cabinet meeting - 20 December 2012

830	Tender for the provision of a main printing Service, the printing and distribution of Hillingdon People	To appoint a single supplier or a combination of suppliers to provide the Council with all its main printing requirements, the printing of the residents' magazine, Hillingdon People and also the distribution of it on a regular basis.	All		Cllr Scott Seaman-Digby	Allison Mayo	Corporate Communications, Democratic Services and other key teams	New	Private (3)
810	Localisation of Council Tax Support and New Local Provision to replace the Abolished Discretionary Social Fund	In accordance with Local Government Finance legislation, Cabinet gave its approval in July to consult on a localised scheme to replace Council Tax benefit. Cabinet will consider the responses from the consultation and then recommend to Council a scheme for operation within the Borough. Cabinet will also consider the introduction of a new local provision to replace the abolished discretionary Social Fund as part of the wider welfare reforms.	All	17-Jan-13	Cllr Jonathan Bianco	Paul Whaymand		New	
801a	The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2013/14 for consultation, along with indicative projections for the following three years.	All	21-Feb-13	Cllr Jonathan Bianco	Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
802	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2013/14 financial year.	All		Councillor Douglas Mills	Nigel Cramb	Corporate Services & Partnerships POC		

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?
815	Irrecoverable Business Rates	Cabinet will be asked to approve the writing off of business rates that cannot be recovered, in order to bring records up-to-date. There is no financial cost to the Council as the Government has already allowed for the cost in their general provision.	N/A		Cllr Jonathan Bianco	Rob Smith			Private (1,2,3)
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	Boe Williams-Obasi / Norman Benn	Corporate consultees		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	Michael Patterson			Private (3)
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	Paul Whaymand			

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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?
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Cabinet Member Decisions - December 2012

828	Hillingdon Families Service IT System	Procure and implement an IT database application to support the work of the new Children's Pathway Programme Preventative Services Hub, as well as Hillingdon Families Service practitioners to carry out the key tasks of assessment, planning, intervention and review.	N/A		Cllr David Simmonds & Cllr Ray Puddifoot	Malcolm Rodger	Various		Private (3)
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various		

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 - 17 January 2013									
824	Council Tax Base and Business Rate Forecast	Council will be asked to approve the Council Tax Base for 2013/14 and the Business Rate Forecast	All	17-Jan-13	Cllr Jonathan Bianco	Paul Whaymand	Corporate consultees		

Ref **Decision**

Further information

Ward(s)

Report to Full
CouncilCabinet
Member(s)
ResponsibleOfficer
Contact for
further
informationConsultation
on the
decision

NEW ITEM

Private
decision?**Cabinet meeting - 24 January 2013**

SI	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	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	Boe Williams-Obasi / Norman Benn	Corporate consultees		Private (3)
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	Paul Whaymand			
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	Michael Patterson			Private (3)

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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?
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Cabinet Member Decisions - January 2013

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various		
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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?

Cabinet meeting - 14 February 2013

831	Mayor of London refit 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	Steve Smith	Corporate consultees	New	Private (3)
801b	The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2012/13, along with indicative projections for the following three years.	All	21-Feb-13	Cllr Jonathan Bianco	Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	Boe Williams-Obasi / Norman Benn	Corporate consultees		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	Michael Patterson			Private (3)
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	Paul Whaymand			

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