



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
Carol Melvin
Richard Mills

Date: THURSDAY, 28 MARCH
2013

Time: 7.30 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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Published: 20 March 2013

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This Agenda is available online at:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1408&Ver=4>

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Useful information

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About this Committee

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

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

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

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

Terms of Reference

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

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

Policy Overview Committees will not investigate individual complaints.

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

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

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

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 26 February 2013 (**Pages 1-4**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review - Council Funded Police Equipment (**Pages 5-6**)
- 6 Work Programme (**Pages 7-10**)
- 7 Forward Plan (**Pages 11-16**)

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 26 February 2013

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridge, Raymond Graham, Phoday Jarjussey, Carol Melvin and Richard Mills.</p> <p>Officers: Fiona Gibbs (Stronger Communities Officer), John Seekings (Head of Corporate Communications) and Khalid Ahmed (Democratic Services Manager).</p>		
<p>36.</p>	<p>MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2013</p> <p>Agreed as an accurate record.</p>		
<p>37.</p>	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>		
<p>38.</p>	<table border="1"> <tr> <td data-bbox="320 1005 1243 2029"> <p>MAJOR REVIEW - COMMUNITY COHESION - FINAL WITNESS SESSION AND CONSIDERATION OF RECOMMENDATIONS OF THE REVIEW</p> <p>Members were reminded that this was the final witness session for the Committee's review into Community Cohesion which was investigating how Council services were accessed by all individuals of all backgrounds and groups and sections of the community.</p> <p>At the meeting of the Committee held on 13 November 2012 Members were provided with a written report from the Head of Corporate Communications which provided details of how the Council was communicating with the Borough's communities in helping to ensure integration and cohesion.</p> <p>The Head of Corporate Communications attended the meeting and provided the review with additional information in support of his written contribution. Points made were:</p> <ul style="list-style-type: none"> • The Council was very good at communicating with its residents with a high informed rate of 70% • Hillingdon People, the Council's residents' magazine was published six times a year and distributed door-to-door to all of the Borough's 113,000 households as well as libraries, leisure centres, nursing homes and public buildings to ensure everyone in the Borough was kept well informed about the Council's services. </td> <td data-bbox="1243 1005 1487 2029"> <p>Action:</p> </td> </tr> </table>	<p>MAJOR REVIEW - COMMUNITY COHESION - FINAL WITNESS SESSION AND CONSIDERATION OF RECOMMENDATIONS OF THE REVIEW</p> <p>Members were reminded that this was the final witness session for the Committee's review into Community Cohesion which was investigating how Council services were accessed by all individuals of all backgrounds and groups and sections of the community.</p> <p>At the meeting of the Committee held on 13 November 2012 Members were provided with a written report from the Head of Corporate Communications which provided details of how the Council was communicating with the Borough's communities in helping to ensure integration and cohesion.</p> <p>The Head of Corporate Communications attended the meeting and provided the review with additional information in support of his written contribution. Points made were:</p> <ul style="list-style-type: none"> • The Council was very good at communicating with its residents with a high informed rate of 70% • Hillingdon People, the Council's residents' magazine was published six times a year and distributed door-to-door to all of the Borough's 113,000 households as well as libraries, leisure centres, nursing homes and public buildings to ensure everyone in the Borough was kept well informed about the Council's services. 	<p>Action:</p>
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- The Council's website had recently been overhauled with an improved design, navigation, functionality and content which delivered a first class customer service.
- Over 40,000 of residents of the Borough were registered to report or request information online. This represented a sizeable proportion of the Borough's population and compared favourably with other London Boroughs.
- Monitoring had taken place on the self service option on the website and take up reflected the profile of the Borough well.
- To further improve accessibility a mobile version of the website would be launched at the end of November.
- There was a Young Hillingdon version of the website, and the Youth Council was involved in making decisions for the site. Members asked for usage figures on the Young Hillingdon website.
- Reference was made to the positive messages which came out of the Hillingdon Survey. The Committee asked about user surveys and whether Council services such as libraries and leisure services conducted them. Subject to clarification on this, Members suggested that this could be a recommendation of the review.
- Members were informed that good and positive messages regarding community cohesion needed to be publicised.
- Research and intelligence was important to understand what information people wanted.
- With regard to accessing those groups or individuals who were difficult to engage and interact with, schools were the best means of disseminating information through. Hillingdon was already doing some great work in this respect which had been highlighted at the first witness session of the review.
- Reference was made to those Council officers who did communicate "face to face" with different groups of the community and the Head of Corporate Communications suggested that a support and guidance fact sheet could be produced which would provide useful tips on good communication.
- Council services could be communicated though the Council's partners i.e Health Centres, GPs surgeries, supermarkets.
- Whilst understanding that not every individual in the Borough had access to the Internet, it would be useful if the Borough's libraries could consider having the Council's public website homepage as a default page on some of the library PCs.
- Creativity and innovation was needed such as the use

	<p>of Facebook, twitter and other social network media to get the messages of Council services out.</p> <ul style="list-style-type: none"> • Reference was made to the work which the Mayor of the Council did throughout the Borough, visiting many communities and representing the Council. Consideration could be given to creating a “Blog” for the Mayor which would provide details of the many wide ranging activities and events which the Mayor attended, and give residents an opportunity to interact and find out more about the Borough. <p>RESOLVED –</p> <ol style="list-style-type: none"> 1. That the information provided by Council’s Head of Corporate Communications be noted 2. That officers in consultation with the Chairman of the Committee agree the final recommendations of the review, to enable the final report to be submitted to Cabinet. 	<p>Khalid Ahmed / Fiona Gibbs / John Seekings</p>
39.	<p>WORK PROGRAMME</p> <p>Noted.</p>	
35.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 8.25pm Next meeting: 28 March 2013 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 –COUNCIL FUNDED POLICE EQUIPMENT

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To be provided with information on the Committee's major review into police equipment which this Council funds and to develop a scoping report for the review.

OPTIONS OPEN TO THE COMMITTEE

1. To note the information presented on the police equipment which this Council funds and to ask questions of officers and witnesses on particular aspects of the information provided.
2. To formulate a draft scoping report based on the background information provided and to agree witnesses for future meetings to help the Committee meet the objectives of the review.

INFORMATION

1. At a meeting of this meeting held on 6 February 2013, the Council's Anti Social Behaviour & Investigations Service Manager provided Members with information on potential review topics relating to Policing. An area which the Committee agreed to look at related to the Council funding of equipment to the police and of police officers.
2. Amongst the equipment the Council has provided to the police in recent years which could reasonably be expected to still be in use would be two CCTV vans; one crime prevention bus; speed meters and ultra violet property scanners. In addition this Council also funds police officers.
3. For the meeting officers will obtain up-to-date information on the use of this equipment, the effectiveness of its deployment, costings to the Council and what influence (if any), the Council has on its deployment.
4. Members also asked for information on the impact the free burglar alarms to the over 65s as had on crime levels within the Borough.
5. The Council's Anti Social Behaviour & Investigations Service Manager will be at the meeting to help Members scope its review and it is hoped that a representative of the Police will be available to provide details necessary for the Committee to undertake its review.

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Agenda Item 6

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
6 February 2013	CR 6
26 February 2013	CR5
28 March 2013	CR5
30 April 2013	CR5

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

6 February 2013	Budget Proposals Report for Central Services 2013/14
	Final Witness Session for Community Cohesion Review and Consideration of Draft Final Report
	Topic for Second Major Review in 2012/13 – Safer Neighbourhood Policing – Presentation from the Council’s Anti Social Behaviour & Investigations Service Manager
	Cabinet Forward Plan
	Work Programme

26 February 2013	Final Witness Session for Community Cohesion Review and Consideration of Draft Final Report
	Cabinet Forward Plan
	Work Programme

28 March 2013	Second Major Review in 2012/13 – Police Equipment which is funded by the Council – Draft Scoping Report and witness session
	Cabinet Forward Plan
	Work Programme

30 April 2013	Second Major Review in 2012/13 – 2nd Review
	The Role of School Police Officers
	Cabinet Forward Plan
	Work Programme

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Agenda Item 7

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

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

SUGGESTED COMMITTEE ACTIVITY

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

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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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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?

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

Cabinet Member Decisions - March 2013

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			
885	Lease renewals of shop premises	The report seeks Cabinet Member approval to formally complete the renewal of five business leases of shops.	Harefield, West Drayton, Manor, Uxbridge South, Hillingdon East		Cllr Jonathan Bianco	RS - M Henington			Private (1,2,3)
886	Commercial Property Rent Reviews	The report updates the Leader and Cabinet Member on the implementation of several rent reviews on commercial property where the Council has leased out property. The report seeks approval to formally complete four rent reviews, where the Council is landlord.	West Drayton, Yiewsley, Manor, Hillingdon East		Cllr Ray Puddifoot / Cllr Jonathan Bianco	RS - Susan Williams-Joseph	Corporate consultees		Private (1,2,3)

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

Cabinet meeting - 23 May 2013

SI	Supported Housing Programme	This report will update Cabinet and request any necessary decisions in order to progress the Council's Supported Housing Programme and HRA Pipeline projects, in order to upgrade and build new homes for residents and vulnerable adults in the Borough.	Various		Cllr Jonathan Bianco	RS - Norman Benn	Corporate consultees		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	RS - David Murnaghan	Corporate consultees		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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Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet meeting - 20 June 2013

SI	Supported Housing Programme	This report will update Cabinet and request any necessary decisions in order to progress the Council's Supported Housing Programme and HRA Pipeline projects, in order to upgrade and build new homes for residents and vulnerable adults in the Borough.	Various		Cllr Jonathan Bianco	RS - Norman Benn	Corporate consultees		Private (3)
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