



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: WEDNESDAY, 13 JUNE
2012

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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further information.**

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Contact: Khalid Ahmed
Tel: 01895 250833
Fax: 01895 277373
Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MIId=1498&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



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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 Meetings held on 18 April and 10 May 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 Corporate Services & Partnerships Policy Overview Committee - Review Topics 2012/13 (**Pages 7-10**)
- 6 Work Programme 2012/13 (**Pages 11-14**)
- 7 Forward Plan (**Pages 15-18**)

Minutes

Corporate Services and Partnerships
Policy Overview Committee
Wednesday 18 April 2012
Meeting held at Committee Room 5 - Civic
Centre, High Street, Uxbridge UB8 1UW



	<p>Members Present: Councillors Richard Lewis (Chairman), Josephine Barrett, Beulah East, Neil Fyfe, Raymond Graham, Richard Mills and Robin Sansarpuri.</p> <p>Apologies: Councillors Shirley Harper-O'Neill and Michael White (Councillor Josephine Barrett substituting).</p> <p>Officers: Khalid Ahmed (Democratic Services Manager).</p>
68.	<p>MINUTES OF THE MEETING HELD ON 20 MARCH 2012</p> <p>Agreed as an accurate record.</p>
69.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
70.	<p>MAJOR REVIEW - OPERATION AND FUNCTION OF THE HILLINGDON FIRST CARD – DRAFT FINAL REPORT</p> <p>Consideration was given to a draft final report of the review which contained some suggested recommendations for discussion.</p> <p>A discussion took place on these suggestions and Members asked that the following recommendations be contained in the review's final report:</p> <ul style="list-style-type: none"> • The Council was in the process of redesigning the public website and this could be an opportunity to revisit the Hillingdon First Card web pages and look at its design • The use of Council notice boards in town centres, within sports centres, libraries and other Council establishments to display information about the card and businesses which were part of the scheme. • The use of other notice boards around the Borough if possible

	<ul style="list-style-type: none"> • Subject to costs, leaflets to be produced • The linking of the promotion of the Hillingdon First Card with events such as Hillingdon Pride which could showcase local businesses which were in the scheme. This could increase the footfall for local businesses Linked into this could be the organisation of promotion awareness days to jog residents' awareness of the benefits and uses of the card • A focus on district promotions and the targeting of the Borough's various shopping areas to re-promote the Card • Continuation of the use of Hillingdon People to publicise the card. The use of case studies of businesses who had found participating in the scheme rewarding • Looking at other avenues of publicity for the scheme such as Resident Associations' newsletters • Officers to investigate whether information on the Hillingdon First Card could be sent out with Council Tax bills • To ask estate agents in Hillingdon to provide information to would be house buyers on the Hillingdon First Card scheme • Greater publicity should be given to 17 year old drivers who resided in the Borough being entitled to a Card. Officers were asked to investigate asking organisations such as motoring driving schools to publicise this to young people at 17 years of age who were taking their driving tests • Officers to work with Chambers of Commerce on a re-promotion of the Business Directory which would include re-looking at the categories that businesses were put into the Directory • To look at the use of discounts and whether this could be changed to businesses providing "offers" • To approach the Hillingdon Chambers of Commerce on the possibility of using their Member's page on their website for the promotion of the Hillingdon First Card • Asking Drek Associates when undertaking their annual review to investigate whether businesses on Industrial 	<p>Action By:</p>
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	Meeting commenced at 7.30pm and closed at 8.00pm Next meeting: 31 May 2012 at 7.30pm	
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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.

Minutes

CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE

10 May 2012

Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW



	<p>Committee Members Present: Councillors Richard Lewis (Chairman) Michael White (Vice-Chairman) Beulah East Neil Fyfe Raymond Graham Richard Mills Lynne Allen Carol Melvin</p> <p>LBH Officers Present: Nikki O'Halloran</p>
1.	<p>APPOINTMENT OF CHAIRMAN & VICE- CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>Resolved: That:</p> <ol style="list-style-type: none">1. Councillor Richard Lewis be elected Corporate Services & Partnerships Policy Overview Committee for the municipal year 2012/2013; and2. Councillor Michael White be elected as Vice-Chairman of the Corporate Services & Partnerships Policy Overview Committee for the municipal year 2012/2013.
	<p>The meeting, which commenced at 20.40 pm, closed at 20.41 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nikki O'Halloran on 01895 550833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

Corporate Services & Partnerships Policy Overview Committee Review Topics 2012/13

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to agree the reviews it wishes to undertake in the 2012/13 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree topics for in-depth reviews in 2012/13

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the Central Services area of the Council. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda. These are primarily strategic policy and internal functions such as finance, property, personnel, democratic services, legal services, ICT, economic development, as well as equalities and diversity.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2012, which included reviews of:

2006/7

- Members' information needs concerning decision-making
- Members' role in Audit

2007/8

- Community cohesion
- Review of Voluntary sector grants

2008/9

- Wireless town centre in Hillingdon

2009/10

- Impact of a Pandemic in Hillingdon and the Effects on Council Services

- The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and how the Council could improve Business to Business Support with the Borough's Industrial Estates

2010/11

- Census 2011 – to look at how this Council can contribute to improving the population data for the Borough
- Personal Safety of Members of the Council when meeting with members of the public.

2011/12

- Effectiveness of the Audit Committee and its Terms of Reference
- Operation and Function of Hillingdon First Card

Members agree one or two topics for in-depth review, using the attached selection criteria

POLICY OVERVIEW & SCRUTINY REVIEW PROFORMA

	Name of review					
Selection Criteria for a review						
1. Strong public interest						
2. Government pressure / Change in policy						
3. Included in the Hillingdon Improvement Programme (HIP) / Council objectives						
4. Inspection report recommendation (e.g. performance standards poor or below target)						
5. Area within Council's control / influence						
6. High impact on residents						
7. Expertise available on which to draw						
8. Good practice available elsewhere						
9. Any likely recommendations would be achievable within existing resources and budgets						
Total score (one 'Y' = 1 point)						

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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
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 in 2012/13 - Scoping Report
	Work Programme
	Cabinet Forward Plan

18 September 2012	First Major Review in 2012/13 Witness Session 1
	Update on the implementation of recommendations of previous POC reviews
	Cabinet Forward Plan
	Work Programme

16 October 2012	First Major Review in 2012/13 – First Review Witness Session 2
	Cabinet Forward Plan
	Work Programme

13 November 2012	First Major Review in 2012/13 – First Review Draft Final Report
	Cabinet Forward Plan
	Work Programme

15 January 2013	Budget Proposals Report for Central Services 2013/14
	Voluntary Sector Core Grants 2013/14
	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
	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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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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The Cabinet Forward Plan

Period of Plan: June 2012 to October 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
Cabinet - 21 June 2012									
767	Review of the Litter Enforcement Pilot Scheme	Cabinet will receive a report which reviews the outcomes of the Council's recent litter enforcement pilot scheme and be asked to consider procurement options for continuing this activity.	All, primarily Uxbridge & Hayes Wards		Cllr Jonathan Bianco	PEECS - Nigel Dicker			NEW
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	CS - Paul Whaymand			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
Cabinet Member Decisions - August 2012									
763	Award of Contract for the collection, counting and banking of cash and cheques from all necessary LBH sites as required	Cabinet Members will be asked to award a contract for cash/cheque collection, counting and banking services for the Council.	N/A		Cllr Jonathan Bianco and Cllr Seaman-Digby	CS - Annette Reeves	Corporate Procurement		NEW
Cabinet - 25 October 2012									
762	Extension of Banking Services Contract	The Council signed a 3 year contract with HSBC Bank Plc effective from 1 April 2010, with an option to extend for a further 2 years. This report to Cabinet will review that option.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	CS - Annette Reeves			NEW

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