

## Minutes

### Cabinet

Thursday, 22 November 2012

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



Published on: 23 November 2012

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#### **Cabinet Members Present:**

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Jonathan Bianco  
Keith Burrows  
Philip Corthorne  
Henry Higgins  
Douglas Mills  
Scott Seaman-Digby

#### **Members also Present:**

John Riley  
Wayne Bridges  
George Cooper  
Judith Cooper  
Brian Crowe  
Peter Curling  
Dominic Gilham  
Paul Harmsworth  
Michael White

#### **638. REMARKS FROM THE LEADER**

Before the start of the meeting, the Leader of the Council and Cabinet Members placed their sincere thanks to the outgoing Chief Executive, Hugh Dunnachie, who was to retire shortly. Cabinet also placed on record its gratitude to Cllr Henry Higgins, Cabinet Member for Culture, Sport and Leisure who was stepping down from the Cabinet to take up the post of Chairman of the Executive Scrutiny Committee. Cabinet also welcomed the recent appointment of Fran Beasley to become Hillingdon's Chief Executive and Corporate Director of Administration from 1 December 2012.

#### **639. APOLOGIES FOR ABSENCE**

None.

**640. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

Councillor Scott Seaman-Digby declared a non-pecuniary interest in Item 7 (minute 645) due to the proximity of his property with the site under consideration. He left the room during the discussion and vote on the item.

**641. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The decisions and minutes of the last meeting were approved as a correct record.

**642. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

This was confirmed.

**643. LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2011-12**

**RESOLVED:**

**That Cabinet note this report and takes account of its conclusions in future planning for children's services.**

**Reason for decision**

Cabinet noted the Annual Report of the Local Safeguarding Children Board (LSCB) for the year 2011-12 and its assurances around the effectiveness of children's safeguarding in Hillingdon. Cabinet endorsed the priorities for future action and attention.

**Alternatives considered and rejected**

None.

**Officer to action:**

Paul Hewitt – Social Care and Housing  
Lynda Crellin – Independent Chairman

**644. SAFEGUARDING ADULTS ANNUAL PARTNERSHIP BOARD ANNUAL REPORT 2011-12**

**RESOLVED:**

**That Cabinet note the work of the Partnership Board and safeguarding activity in LB Hillingdon.**

### **Reason for decision**

Cabinet noted the Annual Report of the Safeguarding Adults Partnership Board for the year 2011-12 and its assurances around the effectiveness of adult safeguarding in Hillingdon. Cabinet endorsed the priorities for future action and attention.

### **Alternatives considered and rejected**

None.

### **Officer to action:**

Moira Wilson, Social Care & Health  
Lynda Crellin – Independent Chairman

## **645. EASTCOTE HOUSE BUILDINGS AND GARDENS: HERITAGE LOTTERY FUND STAGE 2 BID AND REPORT OF PUBLIC CONSULTATION**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the results of the public consultation on the draft proposals for Eastcote House Gardens**
- 2. Agrees the ways in which residents' concerns will be addressed.**
- 3. Authorises officers to go back to residents and local groups, with the amended drawings and proposals for a second, smaller consultation.**
- 4. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling, to make any further minor amendments to the revised proposals for Eastcote House Gardens as a result of the further consultation.**
- 5. Authorises officers to proceed with the submission of the Stage 2 Bid to the Heritage Lottery Fund.**

### **Reasons for decision**

Cabinet noted the outcome of the recent public consultation on the draft proposals for Eastcote House Gardens. Taking into account the comments received from residents, Cabinet agreed to further engagement with residents and local groups on revised proposals and then to proceed with the submission of the Stage 2 Bid to the Heritage Lottery Fund.

### **Alternative options considered and rejected**

Cabinet could have addressed residents' views in a different way but noted that if such feedback was not taken into account, there would be a risk that the Heritage Lottery Fund would not support the project when submitted at Stage 2.

#### **Officer to action:**

Charmian Baker – Residents Services

## **646. PARENTING SERVICES AND TRAVELLER EDUCATION SERVICE**

### **RESOLVED:**

#### **That the Cabinet agrees:**

**(1) A 3 year contract with Bell Farm Christian Centre to provide Pro Parenting services until April 2014, following a single tender process.**

**(2) A 1 year contract (April 2013 to March 2014) with Bell Farm Christian Centre to provide the Traveller Education provision within Hillingdon.**

#### **Reason for decision**

Cabinet made the necessary contractual decisions to support the provision of parenting support and traveller education services to progress the key priorities in the Children's Pathway Programme.

### **Alternative options considered and rejected**

Cabinet could have put the service out to competitive tender or decided not to provide the services, which it felt would not be in the best interests of the local residents and communities concerned.

#### **Officer to action**

Sam Taylor – Residents Services

## **647. GIFT FUNDING FOR PLANNING: BRIDEHALL DEVELOPMENT LTD. AND OPTI DEVELOPMENTS LTD.**

### **RESOLVED:**

**That Cabinet accepts the offer of a gift from Bridehall Development Ltd and Optimisation Developments Ltd in accordance with the provisions of Section 93 of the Local Government Act 2003.**

#### **Reasons for decision**

Cabinet agreed to receive a small amount of monies to cover the costs of an independent transport consultant to review the Transport Assessment, which included complex data and highway modelling for a proposed Morrisons superstore and housing at the Hillingdon Circus site. Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

#### **Alternative options considered and rejected**

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

#### **Officer to action:**

Matt Duigan – Residents Services

### **648. GIFT FUNDING FOR PLANNING: RAF UXBRIDGE DEVELOPMENT**

#### **RESOLVED:**

#### **That the Cabinet:**

**A) Authorises officers to accept the offer of a gift from Persimmon Homes to be used to engage additional staff to provide the discretionary services to Persimmon Homes in accordance with the provisions of Section 93 of the Local Government Act 2003.**

**B) Approves the extension of the agency assignment for the masterplanner / designer delivering Planning Performance Agreement funded work for a further 14 weeks up to a cumulative value of £65k.**

**C) Endorses the retention of agency assignments for Planning Performance Agreement funded work not requiring full Cabinet approval that have been given approval by the Cabinet Member for Planning, Transportation and Recycling.**

#### **Reasons for decision**

Cabinet agreed to receive a small amount of monies to cover the costs of additional resources required to progress the development of the former RAF Uxbridge site. Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

#### **Alternative options considered and rejected**

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

**Officer to action:**

Matt Duigan – Residents Services

**649. COUNCIL BUDGET - MONTH 6 REVENUE AND CAPITAL MONITORING**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast management budget position for revenue and capital as at Month 6.**
- 2. Note the treasury Month 6 update at Appendix B.**
- 3. Approve the retaining of agency staff as detailed in Appendix C.**
- 4. Notes the supplementary levy of £620k issued by West London Waste Authority**
- 5. Approves the addition of £30k to 2012/13 PEECS revenue budgets for development of an emissions 'ready reckoner' for traffic management schemes funded by a DEFRA grant.**
- 6. Approves the amendments to fees and charges for street naming and numbers as set out in appendix D to this report with effect from 1/12/12.**
- 7. Approves the allocation of £764k from Capital General Contingency to the WREN centre project.**
- 8. Approves the virement of £325k capital budget for Bourne Primary School from Phase 2A Temporary programme to Phase 2 permanent expansion.**
- 9. Approves award of £95k grant from the Town Centre Initiatives budget to enable the relocation of Ruislip Manor Post Office, subject to the necessary grant agreement being in place with the recipient.**
- 10. Ratify the emergency contract decision taken by the Chief Executive, in consultation with the Leader, on 13 November 2012 to revoke a previous Cabinet Member decision dated 17 July 2012 and place a new contract with BMCC at the previously tendered amount of £81,626.72 for the first floor upgrade of Merrifields House Respite Care Home for Children, Burns Close, Hayes.**
- 11. Welcomes and accepts funding of £684,000 for 2012/13 - 2014/15 from the Department for Communities and Local Government for Hillingdon's Enhanced Household Dry Recycling Scheme Bid.**

**Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2012/13, to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made a number of decisions in respect of funding agreements, internal budget virements, a grant to support the relocation of a local post office and the retaining of agency staff. Furthermore, Cabinet ratified a recent urgent decision that had been taken to upgrade Merrifields House and welcomed a recent Government funding announcement to assist the Council in its recycling efforts. The Deputy Leader updated Cabinet on London's largest school building

programme, aimed at ensuring that every child in the Borough would have a quality place at a local school.

#### **Alternative options considered and rejected**

None.

#### **Officer to action:**

Paul Whaymand, Finance

### **650. SCHOOL CAPITAL PROGRAMME UPDATE**

*RESOLVED:*

**That Cabinet:**

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme.**

#### **Contracts and Variations**

- 2. Agree the appointment of Willmott Dixon as a construction consultants to take the Lake Farm and RAF Uxbridge new school schemes from RIBA stages E - J**
- 3. Agree to the appointment of the Scape as a building design consultant team to take the Lake Farm and RAF Uxbridge new school schemes from RIBA stages E - J.**
- 4. Approve the variation to Drivers Jonas Deloitte appointment as Employers Agents for the Phase 1 Primary School Expansion Programme and for the Grange Park roof remedial works.**
- 5. Approve the variation to the Leadbitter appointment to carry out the Grange Park Juniors roof remedial works.**
- 6. Agree to extend the employment of agency resource working as a Project Manager on Phase 2 of the programme from £19,000 to £65,075 to cover 13 weeks.**

#### **Capital Releases**

- 7. Notes that the following capital releases will be dealt with under the Council's special urgency procedures:**
  - a. Capital Release of £542,748.09 from the Urgent Building Condition Works budget for Coteford Infant, Grange Park Junior and Harmondsworth Primary Schools.**

- b. **Capital Release of £242,000 for the variation to Drivers Jonas Deloitte appointment as Employers' Agents for the Phase 1 Primary School Expansion Programme.**
  - c. **Capital Release of £365,984 for the appointment of the Scape building design consultant team to take the Lake Farm and RAF Uxbridge new school schemes from RIBA stages E - J.**
  - d. **Capital Release of £215,321 for the appointment of Willmott Dixon as construction consultant team to take the Lake Farm and RAF Uxbridge new school schemes from RIBA stages E - J.**
8. **Authorises the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council and Cabinet Member for Education and Children's Services, to look into additional and alternative primary school provision in the Borough as the programme progresses in order to meet changing demographic trends and school places requirements, reporting back to Cabinet as necessary for any decisions.**

#### **Reasons for decision**

Cabinet received an update on the primary school capital programme and made a number of decisions to progress the provision of sufficient school places, including those relating to the necessary building contracts and project funding.

#### **Alternative options considered and rejected**

Cabinet could have decided to delay or not progress aspects of the building programme, which would have impacted upon the Council's ability to provide sufficient school places.

#### **Officers to action:**

Boe Williams-Obasi and David Murnaghan – Residents Services

#### **Exempt Information**

*This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **651. THE BOROUGH'S GROUND MAINTENANCE PROVISION**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the proposal not to extend or re-tender the current Grounds Maintenance Contracts and Agreements on their expiration in December 2012 and January 2013.**
- 2. Agree to deliver Grounds Maintenance Services via an in-house service from the 1st January 2013.**
- 3. Agree to delegate to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, the procurement of required plant and vehicles utilising approved Framework Agreements to ensure the timely and professional completion of all grounds maintenance works in-house.**

#### **Reasons for decision**

Cabinet made the necessary decisions to bring the Borough's Grounds Maintenance Provision back in house to provide an effective, modernised service for residents.

In considering all options, Cabinet agreed that there was a clear business and financial case in terms of direct control and management along with increased flexibility for the Council to deal with changes in demand and financial constraint.

#### **Alternative options considered and rejected**

Cabinet could have decided to continue with the current contract arrangements or re-tender the contract.

#### **Officer to action:**

Paul Richards – Residents Services

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## **652. RENEWAL OF PARKING ENFORCEMENT CONTRACT**

### **RESOLVED:**

#### **That Cabinet:**

- 1) Reviews the options in this report for inclusion of various elements of service within the parking services contract specification.**
- 2) Approves the inclusion of the following services in the contract specification and instructs officers to proceed with re-tendering the contract.**
  - a) Front line parking enforcement service – including the existing outsourced parking enforcement service.**
  - b) Mobile phone parking system.**
  - c) Automated CCTV enforcement system.**
- 3) Gives approval to re-let the contract for a period of five years, with an option to extend for up to three years.**

#### **Reasons for decision**

Cabinet gave its approval to competitively tender the parking enforcement contact, which was due to expire in August 2013 and currently held by Mouchel Traffic Support Limited. Cabinet agreed the provision of additional services within the contract specification to provide further service improvements and efficiencies.

#### **Alternative options considered and rejected**

The Cabinet could have decided to change the scope of services included in the future contract, bring the service back in-house or not tendered the service at all.

#### **Officer to action:**

Roy Clark – Residents Services

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**653. ENHANCED HOUSEHOLD KERBSIDE RECYCLING SCHEME**

**RESOLVED:**

**That Cabinet:**

**1) Agrees the proposed construction of a recycling shed and storage bays at New Years Green Lane and the purchase of a mechanical loading shovel at the costs set out in the report, utilising in the first instance the relevant grant funding awarded to the Council from the Government and then, if required, any remaining funding through the Council's unallocated capital priority growth budget, subject to the usual capital release approvals.**

**2) Instructs officers to:**

- a) Extend the existing construction contract for ongoing works at the site to include the construction of the recycling shed and bays, as per the costings detailed within this report.**
- b) Extend the existing design consultants appointment to facilitate the design, preparation of the planning application and construction of the recycling shed as per the costings detailed within this report.**
- c) Undertake the required procurement exercise to secure an outlet for kerbside recycling collected in the Borough that offers the widest range of recyclables for residents and the most favourable financial terms for the Council.**

**Reasons for decision**

Following confirmation from the Government of grant funding, Cabinet agreed to build a recycling shed with storage bays at New Years Green Lane Civic Amenity Site and take steps to further enhance the recycling service for residents, whilst providing further efficiencies and savings for the Council.

**Alternative options considered and rejected**

Cabinet could have decided not to proceed with the proposal, which was not in the best interests of the Council financially or local residents.

**Officer to action:**

Colin Russell & Graham Davies – Residents Services

**Exempt Information**

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*public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

## **654. LOCAL HOUSING OFFICES AND REPAIRS DEPOT**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the closure of the three local housing offices and the housing depot**
- 2. Agrees that the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, will investigate all options for dealing with the individual leases with the objective of reducing the Council's potential liabilities as far as possible once the buildings have been vacated and to report back to Cabinet if necessary.**

#### **Reasons for decision**

Based upon information and feedback from tenants, combined with a strong business case, Cabinet agreed to close the three local housing offices and housing depot and move the staff to the Civic Centre in Uxbridge and Harlington Road. It was noted that the local housing offices were under utilised, expensive to run, in one case was not well located to serve tenants and that a full impact assessment had been undertaken. Furthermore, Cabinet was of the view that such a move would provide savings and efficiencies to the taxpayer without any detrimental impact on service delivery.

#### **Alternative options considered and rejected**

Cabinet noted that the only alternative would be to remain in occupation at the area housing offices and the depot.

#### **Officers to action:**

Neil Stubbings / Boe Williams-Obasi – Residents Services

#### **Exempt Information**

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**655. AGGREGATION AND EXTENSION OF CURRENT REVENUES SERVICES CONTRACTS**

**RESOLVED:**

**That Cabinet formally approves the aggregation of the existing contracts with Liberata covering the administration and recovery of Council Tax and NNDR and the provision of Council Tax Call Centre and take the option in the contract to extend until July 2015.**

**Reasons for decision**

Cabinet agreed to aggregate the current Liberata contracts and take up the option to extend the contract. Cabinet noted that the letting of the contracts had so far saved taxpayers significant sums, whilst at the same time had improved operational performance in terms of collection rates and telephone answering times for residents.

**Alternative options considered and rejected**

Cabinet could have competitively tendered the contracts, but considered that aggregating them would offer best value.

**Officer to action:**

Rob Smith – Finance

**Exempt Information**

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**656. VOLUNTARY SECTOR LEASES UPDATE**

**RESOLVED:**

**That Cabinet agreed the rent in the report, which was subject to negotiation with the voluntary sector organisation concerned, and instructed the Deputy Chief Executive and Corporate Director of Residents Services to commission the Borough Solicitor to complete the appropriate rent review memorandum and lease documentation.**

## **Reasons for decision**

Cabinet considered an application from a voluntary organisation and agreed to rent the property concerned at less than the full market value in accordance with the Council's Voluntary Sector Leasing Policy.

## **Alternative options considered and rejected**

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy.

## **Officer to action:**

Michele Henington – Residents Services

## **Exempt Information**

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## **657. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.38pm

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## **IMPORTANT INFORMATION**

### **DECISION AUTHORITY**

**Meeting after Cabinet, the Executive Scrutiny fully endorsed all of Cabinet's decisions. The decisions of the Cabinet come into effect from 5pm, Friday 30 November 2012.**

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