



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 22
NOVEMBER 2012

Time: 7.00 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

Councillors in the Cabinet:

Ray Puddifoot (Chairman)
Leader of the Council

David Simmonds (Vice-Chairman)
Deputy Leader / Education & Children's Services

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Health & Housing

Henry Higgins
Culture, Sport & Leisure

Douglas Mills
Improvement, Partnerships & Community Safety

Scott Seaman-Digby
Central Services

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

Published:
Wednesday, 14 November 2012

Contact: Mark Braddock
Tel: 01895 250470
Fax: 01895 277373
Email: mbraddock@hillingsdon.gov.uk

This Agenda is available online at:
www.hillingdon.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information

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

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

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

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



Notice (5-day)

Notice of Intention to conduct business in private, any representations received and any urgent key decisions

Whilst much of the business on the agenda for this meeting will be open to the public and media to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is shown in Part 2 of the agenda. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that this Cabinet meeting will be held partly in private. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in both public and private are set out in a list on this agenda and notice, including a number indicating the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

28 clear days notice of this Cabinet meeting (part to be held in private) and the key decisions to be made have been given. The only exception to this is the decision report on the future of the housing offices and depot, where it was impracticable to give sufficient notice due to the need to move swiftly on this matter. The Chairman of the Executive Scrutiny Committee has been notified in writing about this.

No representations have been received regarding this meeting.

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 12
- 4 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

Cabinet Reports - Part 1 (Public)

- 5 Local Safeguarding Children Board Annual Report 2011-12 (Cllr Simmonds) 13 - 72
- 6 Safeguarding Adults Annual Partnership Board Annual Report 2011-12 (Cllr Corthorne) 73 - 116
- 7 Eastcote House Buildings and Gardens: Heritage Lottery Fund Stage 2 Bid and report of public consultation (Cllrs Burrows and Bianco) 117 - 148
- 8 Parenting Services and Traveller Education Service (Cllr Simmonds) 149 - 154
- 9 Gift Funding for Planning: Bridehall Development Ltd. and Opti Developments Ltd. (Cllr Burrows) 155 - 160
- 10 Gift Funding for Planning: RAF Uxbridge Development (Cllr Burrows) 161 - 166
- 11 Council Budget - Month 6 Revenue and Capital monitoring (Cllr Bianco) 167 - 198

Cabinet Reports - Part 2 (Private and Not for Publication)

12	School Capital Programme Update (Cllrs Simmonds and Bianco) (3)	199 - 216
13	The Borough's Ground Maintenance Provision (Cllr Bianco) (3)	217 - 228
14	Renewal of Parking Enforcement Contract (Cllr Burrows) (3)	229 - 238
15	Enhanced Household Kerbside Recycling Scheme (Cllr Bianco) (3)	239 - 270
16	Local Housing Offices and Repairs Depot (Cllrs Corthorne and Bianco) (3)	271 - 310
17	Aggregation and extension of current Revenues Services contracts (Cllr Bianco) (3)	311 - 316
18	Voluntary Sector Leases Update (Cllr Bianco) (3)	317 - 324

The reports listed above are in Part II and considered in the private part of the meeting, as they contain 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 outweighs 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).

19 Any other items the Chairman agrees are relevant or urgent

This page is intentionally left blank

Minutes

Cabinet

Thursday, 25 October 2012

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



Published on: 26 October 2012

Decisions come into effect on: 2 November 2012

Cabinet Members Present:

Ray Puddifoot (Chairman)

Jonathan Bianco

Keith Burrows

Philip Corthorne

Douglas Mills

Scott Seaman-Digby

Members also Present:

John Riley

Wayne Bridges

Peter Curling

Paul Harmsworth

Edward Lavery

Michael White

621. APOLOGIES FOR ABSENCE

Councillor David Simmonds and Councillor Henry Higgins gave their apologies for the Cabinet meeting.

622. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

None.

623. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

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

624. 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.

625. HILLINGDON'S RESPONSE TO THE GOVERNMENT'S DRAFT AVIATION POLICY FRAMEWORK

RESOLVED:

That the Cabinet:

- 1) Notes the content of this report.**
- 2) Endorses the officer response to the consultation as set out in Appendix 1 for submission to the Department for Transport by 31st October 2012.**
- 3) Notes the submission of evidence that has been sent to Transport Select Committee on Aviation by the Leader of the Council as set out in Appendix 2.**
- 4) Instructs officers to continue to respond to consultations on the future of aviation strategy and potential airport expansion, including joint working with the 2M group and other relevant technical groupings.**

Reasons for decision

Cabinet received and endorsed the response by the London Borough of Hillingdon to the Department for Transport's consultation on a Draft Aviation Policy Framework. Cabinet re-confirmed its commitment to continue to lobby against any capacity increases at Heathrow and to maintain pressure on the relevant bodies to ensure that there are appropriate environmental constraints on aviation in place to bring about improvements in noise, air quality and public transport for Hillingdon residents. Additionally, Cabinet noted the submission from the Leader of the Council to the Transport Select Committee for evidence in their review on Aviation.

Alternative options considered and rejected

If Cabinet had not responded to these consultations, it would have not continued to play a leading role in influencing future aviation policy and protecting the interests of residents in the Borough and beyond.

Officer to action

Jales Tippell – Planning, Environment, Education and Community Services

626. ESTABLISHING HEALTHWATCH IN HILLINGDON

RESOLVED:

- 1) That Cabinet approves the next steps identified below for setting up Healthwatch in Hillingdon and delegates authority for decisions be taken to the Leader of the Council and Cabinet Member for Social Services, Health and Housing, in consultation with the Deputy Chief Executive and Corporate Director for Central Services on the following:**
 - a) Establishing a new independent corporate body to undertake the statutory functions envisaged in the Health and Social Care Act 2012.**
 - b) Establishing appropriate governance arrangements for the new organisation.**
 - c) Recruitment of the first Healthwatch Hillingdon Board, noting the appointment of Jeff Maslen as designated Chairman of Healthwatch Hillingdon following a full and open competition.**
 - d) To enter into an agreement with Hillingdon Healthwatch, once established, for a period of two years with options to extend for up to a further two years.**
- 2) That Cabinet note that discussions have begun with other local authorities on a joint procurement venture to procure the NHS ICAS service;**
- 3) That Cabinet authorises the Deputy Chief Executive and Corporate Director of Central Services, in consultation with the Cabinet Member for Social Services, Health and Housing, to approve such arrangements as are necessary to procure the NHS ICAS service.**
- 4) That Cabinet notes the outcome of the public consultation at Appendix 1.**

Reasons for decision

Cabinet noted that the Health and Social Care Act 2012 required local authorities to establish local Healthwatch organisations in their areas from 1 April 2013 to replace the Local Involvement Networks. Cabinet agreed the steps to set up Hillingdon Healthwatch to become the new local health and social care consumer champion, representing the views of all local residents. Additionally, Cabinet gave delegated approval to make the necessary decisions in respect of commissioning the NHS Independent Complaints Advocacy Service.

Alternative options considered and rejected

Whilst statutory in nature, Cabinet could have decided to set up a local Healthwatch in a different way such as through a competitive tender process, but on balance felt that such an approach would not lead to strong local governance, representative of local people.

Officer to action

Kevin Byrne – Central Services

627. DESIGNATION OF ROCKINGHAM ROAD, UXBRIDGE CONSERVATION AREA AND RAISINS HILL, NORTHWOOD HILLS AREA OF SPECIAL LOCAL CHARACTER

RESOLVED:

That Cabinet:

- 1. Approves the designation of the Rockingham Bridge Conservation Area, as shown on the map in Appendix 1.**
- 2. Approves the designation of the Raisins Hill Area of Special Local Character, as shown on the map in Appendix 2.**
- 3. Instructs officers to undertake the appropriate notification of residents and associated publicity within the designated areas, as in recommendations 1 and 2 above.**
- 4. Agrees that leaflets based on the drafts included in Appendices 3 and 4 are distributed to the residents, shopkeepers and other interested parties within the designated areas.**

Reasons for decision

Following public consultation and support, Cabinet agreed that the area surrounding Rockingham Bridge in Uxbridge be designated as a Conservation Area, and Raisins Hill, Northwood Hills, be designated as an Area of Special Local Character.

Alternative options considered and rejected

Cabinet could have decided not to designate the areas, which would have left heritage assets unprotected and residents' concerns unaddressed.

Officers to action:

Nairita Chakraborty & Sarah Harper – Planning, Environment, Education and Community Services

628. PROGRESS REPORT ON THE DISABLED PEOPLE'S PLAN

RESOLVED:

That Cabinet notes the progress made on the delivery of the 2012/13 Disabled People's Plan to date.

Reasons for decision

Cabinet welcomed the progress on the delivery of the Disabled People's Plan 2012-13 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for disabled people in Hillingdon.

Alternative options considered and rejected

None.

Officer to action:

Daniel Kennedy, Central Services

629. PROGRESS REPORT ON THE OLDER PEOPLE'S PLAN

RESOLVED

That Cabinet notes the continued progress to deliver the Older People's Action Plan during 2012/13 to improve the quality of life, health and wellbeing of older people in Hillingdon.

Reasons for decision

Cabinet welcomed the progress on the Older People's Plan 2012-2013 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon. Cabinet noted a number of initiatives, showing Hillingdon Council leading the way in its support for Older People.

Alternative options considered and rejected

None.

Officer to action:

Dan Kennedy, Central Services

630. HILLINGDON LANDSCAPE CHARACTER ASSESSMENT

RESOLVED:

That Cabinet:

- 1. Approves the adoption of the Hillingdon Landscape Character Assessment;**
- 2. Delegates authority to the Cabinet Member for Planning, Transportation and Recycling to make any minor amendments required to the**

Assessment before final publication, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services.

- 3. Subsequently, authorises officers to publicise the report on the Council's website and to notify all groups having a particular interest in it, including those who participated in the public consultation event.**

Reasons for decision

Following public consultation, Cabinet approved the Landscape Character Assessment of the Borough in order to provide a comprehensive evidence base to influence Hillingdon's local planning policies and development management decisions. Due to the need to make some minor changes to the Assessment to take into account additional views from residents, Cabinet agreed to delegate authority to do this before the final version was published.

Alternative options considered and rejected

Cabinet could have decided not to adopt the Landscape Character Assessment, which would have been to the detriment of local plan policies and development management decisions.

Officer to action:

Charmian Baker –
Planning, Environment, Education and Community Services

631. REVIEW OF THE LOCAL LIST OF BUILDINGS OF ARCHITECTURAL OR HISTORIC IMPORTANCE

RESOLVED:

That Cabinet:

- 1. Approves the revisions to the existing entries in the adopted Local List of Buildings of Architectural or Historic Importance, as attached in Appendix 1; and,**
- 2. Instructs officers to carry out consultation with owners and interested groups on the proposed new entries as contained in Appendix 2.**

Reason for decision

Cabinet agreed to revisions to existing entries on the 'Local List of Buildings of Architectural and Historic Importance' and public consultation on proposed new entries onto it.

Alternative options considered and rejected

Cabinet could have decided not to update the existing Local List.

Officer to action:

Nairita Chakraborty & Sarah Harper –
Planning, Environment, Education and Community Services

632. MONTHLY COUNCIL BUDGET - MONITORING REPORT

RESOLVED:

That Cabinet:

- 1. Note the forecast management budget position for revenue and capital as at Month 5.**
- 2. Note the treasury Month 5 update at Appendix B.**
- 3. Approve the retaining of agency staff as detailed in Appendix C.**
- 4. Agree the additional Voluntary Sector grants as detailed in Appendix D.**
- 5. Approve the virement of £50k from Unallocated Priority Growth to PEECS revenue budgets.**
- 6. Approves the allocation of £839k from Capital General Contingency to the Queenswalk Redevelopment Project.**
- 7. That Cabinet delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Planning, Environment, Education and Community Services, to accept the tender for a new air conditioning chiller and pumps for the Civic Centre.**
- 8. That Cabinet approves the release of £400,000 of earmarked General Fund reserves to Abbotsfield School.**

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 voluntary sector grants, budget virements and the use funding for key construction and building projects.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Central Services

633. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme.
2. Approve the variation of the existing contract with MPH Ltd to construct Rabbsfarm Primary School, to include the construction of the Hermitage School summer works.
3. Approve the release of £25,780 for the variation to the Scape contract for additional design consultation for the school at RAF Uxbridge.
4. Approve the addition of £875,000 Education grant “Demographic Growth Capital Fund” to the capital budget for the construction of the Meadow 6th Form classrooms.
5. Approve the release of the additional matched funding element of £300,000 for the Meadow 6th Form classrooms.
6. Approve the capital release of an additional £347,000 for the construction of two permanent classrooms at Bourne Primary School

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 Norman Benn - Planning, Environment, Education and Community 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.

634. EXTENSION OF BANKING SERVICES CONTRACT

RECOMMENDATION

That the Cabinet agree to the recommendation that the existing contract for the provision of Banking Services with HSBC Plc be extended for a further two years.

Reasons for decision

Cabinet noted that the Council had signed a 3 year contract with HSBC Bank for the provision of Money Transmission and Merchant Services. Following a review, Cabinet agreed to extend the contract for a further two years.

Alternative options considered and rejected

Cabinet could have decided to undertake a tender exercise for a new contract, but this was considered not worthwhile in the current market.

Officer to action

Annette Reeves – Central 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.

635. PROCUREMENT OF HIGHWAYS VEHICLES - TIPPERS

RESOLVED:

That Cabinet approve the acceptance of a tender and award of contract to Grays Truck Centre Limited t/a Grays Truck & Van for the supply and delivery of 9 no. 7.5 tonne tipper vehicles for Highway Maintenance.

Reasons for decision

Following a competitive tender exercise, Cabinet gave its approval to accept a tender for the supply and delivery of 9 no. 7.5t tippers for Highway Maintenance

services to replace previously hired vehicles. The new vehicles would be built with Euro 5 engines that complied with the Transport for London low emission zone.

Alternative options considered and rejected

Cabinet could have decided not to replace the hired vehicles but considered this not an economic option or value for money in the long-term.

Officer to action

Steve Palmer –
Planning, Environment, Education and Community 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.

636. PROCUREMENT OF STREET CLEANING VEHICLES - GAGED TIPPERS

RESOLVED:

That Cabinet approve the acceptance of a tender and award of contract to Grays Truck Centre Limited t/a Grays Truck & Van for the supply of 6 no. 3.5 tonne caged tippers.

Reasons for decision

Following a competitive tender exercise, Cabinet gave its approval to accept a tender for the supply and delivery of 6 no. 3.5 tonne caged tippers for Street Cleaning.

Alternative options considered and rejected

Cabinet could have decided not to replace the vehicles but as they were close to the end of their useful life incurring significant maintenance costs, it was considered not an economic option.

Officer to action

Steve Palmer –
Planning, Environment, Education and Community 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.

637. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.35pm

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 2 November 2012.

This page is intentionally left blank

Agenda Item 5

ANNUAL REPORT OF THE LOCAL SAFEGUARDING CHILDREN BOARD

Cabinet Member	Councillor David Simmonds
Cabinet Portfolio	Deputy Leader & Education and Children's Services
Officer Contact	Paul Hewitt and Lynda Crellin - Social Care & Health
Papers with report	LSCB Annual Report

HEADLINE INFORMATION

Purpose of report	This is the Annual Report of the Local Safeguarding Children Board (LSCB) for the year 2011-12. It is for information and gives a view on effectiveness of children's safeguarding in Hillingdon, and identifies priorities for future action and attention.
Contribution to our plans and strategies	This report will contribute to the Children and Young People's Plan in order to ensure that Hillingdon's children and young people are kept safe.
Financial Cost	The LSCB is jointly funded by LBH, NHS Hillingdon and other partners, there are no additional costs linked to this report.
Relevant Policy Overview Committee	Education and Children's Services
Ward(s) affected	All – Borough wide

RECOMMENDATION

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

Comments of Policy Overview Committee

The draft report was considered and noted by Education and Children's Services Policy Overview Committee on October 10th 2012.

This committee made the following comments:

"The Committee noted and welcomed that one of the priorities for assessing and improving the operational practise of the LCSB would be developing and learning from a multi-agency quality audit programme.

Reference was made to children and young people in Hillingdon who experience mental health problems at some time, in particular those exhibiting "risky behaviours" such as behaviour

problems and school exclusions and the Committee welcomed the emphasis there would be in terms of early intervention.

The Committee also noted and welcomed the positive improvements in the recruitment of staff which would further improve the provision of services to children."

1 Supporting Information

1.1 The LSCB is a statutory multi agency body, established with the overall aim of monitoring, overseeing, supporting and challenging the work of all agencies with regard to their responsibilities to safeguard and protect children. It stands independently of other local bodies and its members are senior decision makers from all local agencies who work with children. LSCBs are required to produce an annual report which comments on the effectiveness of local arrangements to safeguard children. (The Apprenticeships, Skills, Children and Learning Act 2009) This is the third annual report under the new requirements, and we are required to publish this report by 1 April 2013. This is the first time that this report has been presented to the Health and Wellbeing Board. From 2013 this is likely to be a statutory requirement.

1.2 The following areas are required elements of the Report (Working Together 2010)

- An assessment of local arrangements to safeguard and promote the welfare of children, to include achievements and challenges
- An assessment of the effectiveness of policies and procedures to recruit and train frontline staff
- An assessment of progress in implementing lessons from Serious Case reviews and child death reviews
- An assessment of progress in key priority areas (e.g. child trafficking)
- A challenge to the work of local partners in driving improvements in safeguarding

2 Summary of conclusions

2.1 Overall, evidence available to the LSCB indicates that children are well safeguarded with some areas for development that are in hand. There is evidence of strong multi agency working and commitment and a large number of tasks and actions have been progressed under the auspices of the LSCB. A continuing and nationally recognised success is work that has taken place to reduce the numbers of children and young people who go missing at risk of trafficking through Heathrow Airport.

2.2 The Board uses a variety of methods, including performance information, inspections, reports from local agencies and case reports and audits, to reach its assessment. On current evidence, the assessment is that children are safe in Hillingdon. There is a strong commitment to partnership working which is evidenced by such examples as the work to prevent child trafficking, which has been held up nationally as an example of good practice. The Board has a work plan agreed across partner agencies to ensure that so far as is possible children are safeguarded. The work plan has five main priorities;

- (i) Improve LSCB functioning
- (ii) Assess and improve operational practice
- (iii) Improve outcomes for children affected by key risk issues
- (iv) Ensure a safe workforce
- (v) Learn from case reviews

2.3 The Board is continuing to develop its quality assurance mechanisms and has been able to use the audit work carried out for this purpose, within the Council and other agencies. A priority

for this year is to improve our assessment of the quality of multi agency work and how outcomes for children are improved. This will be helped and supported by the peer review due to take place in 2013.

2.4. There are however some important risks and concerns. First of these is the increased workload associated with increased numbers of children in need of protection, and the difficulties in ensuring sufficient staff and management capacity, particularly in Social Care. This increased workload puts maintenance of service standards at risk across all agencies. The Council is urged to continue to explore ways of increasing the numbers of permanent staff at the front line, particularly front line managers

2.5. Local and national evidence highlights the importance of identifying long term neglect and emotional harm, particularly in families where domestic violence, mental illness and substance misuse are features. In light of this, and reduced resources, it is critical that the early intervention services and revised pathways currently being developed in the Council are fully multi agency and target their work effectively in order to reduce those coming into the child protection system.

2.6. All agencies are experiencing sometimes quite dramatic change and financial constraints, and this puts at risk the available time and energy for safeguarding. The Coalition government is planning a dramatic reduction in statutory guidance. It is therefore vital that all agencies maintain focus on safeguarding issues and key risk factors in their work.

2.7. The LSCB is keen to work more closely with General Practitioners as providers as they are a key universal service. There will also be a requirement in the next year for the Clinical Commissioning Group to be represented on the LSCB. The Clinical Commissioning Group will be asked for a senior representative to become a member of the LSCB

2.8. A further major issue is the increasing number of children who experience neglect and emotional harm, particularly those experiencing domestic violence and adults with mental health or substance misuse problems. There is a shortage of services to support these children. It has been recognised locally that the spend on Child and Adolescent Mental Health Services (CAMHS) is comparatively low, and the LSCB is keen to hear from commissioners how this problem is to be addressed

3 Financial Implications

3.1 The LSCB is jointly funded by LBH, NHS Hillingdon and other partners, there are no additional costs linked to this report.

4 Effect on Residents, Service Users & Communities

4.1 What will be the effect of the recommendation?

The remit of the LSCB is to ensure that all agencies are working together effectively to keep children safe. It does this by monitoring the effectiveness of all agencies to this end, and by making recommendations for priority action. This ensures that all agencies which have a statutory duty to safeguard and promote the welfare of children (Children Act 2004) are able to carry out their functions. The Board's work is therefore critical in ensuring that children and young people in Hillingdon are safeguarded, and that risks are minimised as much as possible.

4.2 Consultation Carried Out or Required

LSCB members and staff were consulted in preparation of the annual report. One of the continuing priorities for the LSCB is to engage better with children young people and their families, and with staff, in developing priorities and monitoring the effectiveness of services

5 Corporate Implications

5.1 Corporate Finance

Corporate Finance concur with the financial implications set out above at paragraph 3.

5.2 Legal

The statutory framework behind the establishment of Hillingdon's Safeguarding Children Board is section 13 of the Children Act 2004 and the National Guidance [Working Together 2010] and local procedures [Pan London Children Protection Procedures 2011] 4th Edition]

Pursuant to section 14 of the 2004 Act, the Safeguarding Children's Board's objective is:

- (a) to co-ordinate what is being by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in the area of the authority by which it is established; and
- (b) to ensure the effectiveness of what is being done by each such person or body for those purposes.

This report is prepared pursuant to section 14A (as inserted by section 197 of the Apprenticeships, Skills, Children and Learning Act 2009).

Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendations proposed at the outset of this report.

There are no other significant legal implications arising out of this report to bring to Cabinet's attention.

BACKGROUND PAPERS

NIL

Hillingdon Local Safeguarding Children Board Annual report 2011 - 12

'That every child and young person is as safe and physically and emotionally secure as possible, by minimising risk as much as we can'



INDEX

1. INTRODUCTION	3
2. GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS.....	7
3. LEARNING FROM CASE REVIEWS AND AUDITS	22
4. WORKFORCE	28
5. HOW WE ARE DOING: effectiveness of local safeguarding.....	34
6. NATIONAL AND LOCAL CONTEXT: implications for safeguarding	46
7. WHAT WE NEED TO DO: priorities for LSCB 2012 onwards.....	48
8. CONCLUSIONS AND RECOMMENDATIONS TO THE CHILDREN'S TRUST	50
9. APPENDIX 1: LSCB membership.....	52
10. APPENDIX 2: Glossary.....	54
11. APPENDIX 3: LSCB Budget.....	56

1. INTRODUCTION

This report covers the work of the Local Safeguarding Children Board (LSCB) during 11-12. It highlights the main achievements in safeguarding Hillingdon's children and young people, and identifies the priority areas for improvement for the following year and beyond.

The main purpose of the LSCB is laid out in 'Working together to Safeguard Children' (Dept of Education 2010). It is the key statutory mechanism for agreeing how organisations in the area work together to safeguard and promote the welfare of local children, and for ensuring that they do so effectively.

The LSCB consists of senior managers and key professionals from all agencies who work with children and young people in Hillingdon. They work together through the Board to make sure that staff are doing the right things to ensure that children are safeguarded. It ensures that key professionals are talking to each other and that children and their families and all adults in the community know what to do and where to go for help. Many of the LSCB's responsibilities therefore consist of setting up and overseeing systems and procedures

The Board regularly checks to make sure these are working well, and that professionals are fulfilling their safeguarding responsibilities effectively. The main focus of our work is to ensure the safety of those most at risk, or potentially most vulnerable. Through this report, and through the Hillingdon Children and Families Trust, the LSCB also recommends appropriate action to ensure that preventative work is identifying and working with those most at risk of future harm.

This year has been characterised by a continuation in the increased number of children in need of protection coming to notice, alongside the financial constraints and organisational change noted in 2010-11. Clearly, more children experiencing, or at risk of harm, are being identified and helped. However, ensuring effective safeguarding against a back drop of dwindling resources and change becomes more and more challenging. During 2012 the Olympics will put additional strain on services across London, and we also have to respond to current imperatives, such as the recent emphasis on identifying and responding to child exploitation.

A great deal has been achieved by partner agencies in Hillingdon, and this has been confirmed by inspection and audit. All agencies demonstrate a strong commitment to safeguarding. However, the potential risks identified above make it even more critical that everyone is working together as efficiently and effectively as they can, and that resources are targeted towards those most in need.

Hillingdon is the second largest of London's 32 boroughs. It has a population of approximately 266,100 at mid 2010 (269,011 by 2012) of which approximately a quarter are under 19. (8.7% 0-5) This is slightly higher than England and London. There has been an actual and projected increase in numbers of very young children, and a slight reduction in those 10 years and

over. About 30% of the resident population, and 49% of the schools population, belong to an ethnic group that is not white British and this diversity is expected to increase, especially among the very young, reaching a projected 50% by 2016.

Hillingdon is a comparatively affluent borough (ranked 24th out of 32 London boroughs in the index of multiple deprivation, where 1 is the most deprived) but within that there is variation between north and south, with some areas in the south falling in the 20% most deprived nationally.

The birth rate has risen consecutively since 2006, with this increase being predominantly in the south of the Borough

Heathrow airport is located entirely within Hillingdon boundaries and this has a major impact, particularly in respect of children and young people who pass through the airport. Close and effective multi agency work has led to Hillingdon being considered a national leader in the field of protecting children and young people from potential and actual trafficking.

During 2012 there will be some impact from the Olympics, with Police capacity likely to be particularly affected.

During 2011-12 3276 referrals were received by social care. This was a 17% increase from the previous year. There was an increase of 20% in the number of initial assessments carried out, a 69% increase in core assessments, and a 78% increase in the number of child protection enquiries. At 31st March 2012 there were 351 children with child protection plans, significantly more than at the same time last year (232) This increase has a huge impact across all agencies.

Lynda Crellin

Independent Chairman

June 2012

WHAT WE HAVE DONE

What we planned to do – our key priorities

A new business Plan for 2011-14 was agreed by the LSCB in spring 2011. Five priority areas were agreed based on analysis of current information and trends, along with key Government agendas

Five priority areas of work were identified and these are detailed below with a summary of work completed against those priorities during 2011-12.

Priority 1 Improving infrastructure and functioning of LSCB

- Membership reviewed and reduced to ensure appropriate levels of representation
- Merged processes with SAPB. Both Boards meet on same day and discuss common agenda items during cross over time
- Quality assurance framework further developed and agreed
- Information for children and young people placed on Council website and system installed to obtain views from those placed on CP plans
- Safeguarding messages are now on information screens in children's centres
- Anti-Bullying steering group has merged with the E-safety sub group with shared terms of reference, to ensure more effective use of resources

Priority 2 Ensuring effective and improving operational practice

- Threshold criteria re-launched and awareness promoted through the developments of family support services
- Risk Panel set up to facilitate multi agency discussion of cases that are stuck and/or causing concern.
- Review instigated on two cases
- Safeguarding audit introduced and completed by schools. This is now part of the routine QA programme
- Took the initiative in raising concerns about CAMHS which will be followed up in 2012
- Schools safeguarding clusters piloted in the south of the Borough to improve communication between schools and social care

Priority 3 Improving outcomes for children affected by key risk areas – particularly domestic violence, adult mental health, substance misuse, and online bullying

- Continued good performance in respect of young people at risk of trafficking. Hillingdon participated in the review of National referral mechanism and was quoted in home Office Strategy document
- Signed up to London bid for European funding to support domestic violence services and prepared a bid for funding for therapeutic services for children
- Increased awareness of domestic violence issues among young people through training in schools and distribution of publicity material.
- All primary schools now have a cyber mentor and there are 5 in secondary schools. They offer guidance to students who contact them for advice.
- Information about e-safety distributed to all schools via a termly newsletter
- Care pathway developed and publicised for children abused or sexually assaulted

Priority 4 Ensuring a safe workforce

- New ISA guidance and Government guidance on allegations rolled out to all schools
- Guidance on recording staff safeguarding issues rolled out to all schools
- 130 days of multi agency training delivered, attended by 1324 staff from 18 agencies

Priority 5 Learning from Case reviews

- SCR published and action plan completed
- Completed the SCIE pilot case review and developed comprehensive action plan
- Continued to implement learning from unexpected child deaths – relevant issues communicated to DfE and local policies and procedures changed as appropriate

2. GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS

Operation

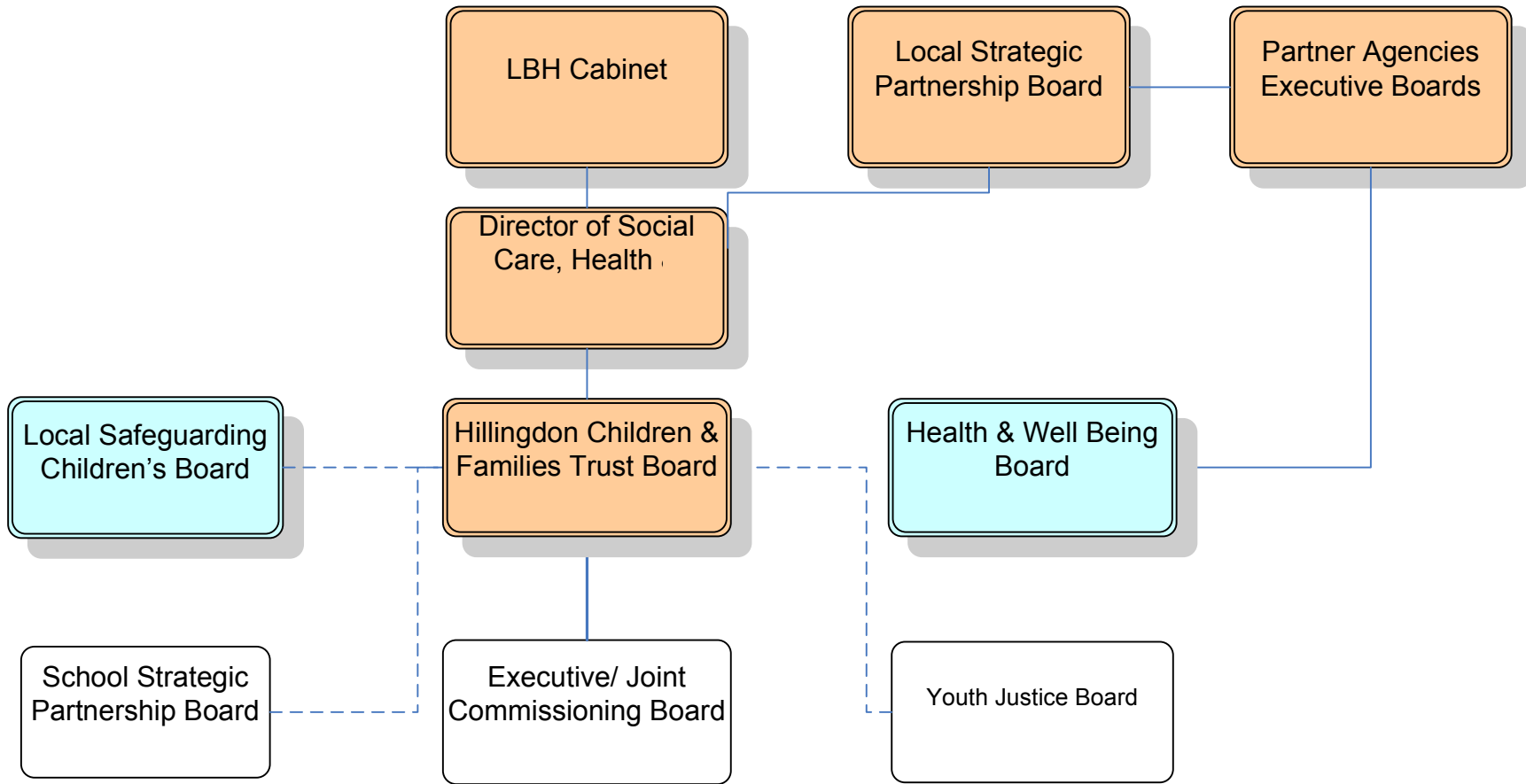
The LSCB operates in accordance with Working Together 2010. Current local governance arrangements are identified below. There are currently 11 sub groups who meet between Board meetings and take responsibility for actions identified in the Business Plan. The Domestic Violence Forum is a Council led body that sits outside the LSCB governance structure, so joint work is taken forward through the Community Engagement sub group.

Sub group chairs and LSCB officers meet monthly with the chairman to undertake detailed planning for the Board and to monitor progress against the Business Plan and Partnership Improvement plan (PIP).

Although there is no longer a statutory requirement to have a Children's Trust, the Hillingdon Children and Families Trust Board (HCFTB) continues to meet in order to oversee the Children and Families Plan. The LSCB chairman sits on the HCFTB and through regular updates ensures that the HCFTB is kept abreast of key safeguarding issues and that these can influence the Children and Families Plan and the work of the HCFTB.

This annual report will be presented to Council Scrutiny committee, to Cabinet and to the health and Wellbeing Board. It will feed into the Local Strategic Partnership Board (LSP) through the HCFTB. Future arrangements may evolve further in accordance with the Munro review which recommends that the LSCB annual report is presented also to the local Police Partnership Board.

Closer links were made with the Safer Adults Partnership Board (SAPB) and, from November 2011, both Boards meet on the same day, and are chaired by the independent chairman. Each Board has been able to keep its separate identity, but we have used the opportunity to use the cross over time between Boards to look at items of joint interest. These have included domestic violence, and the development of preventative services for families.

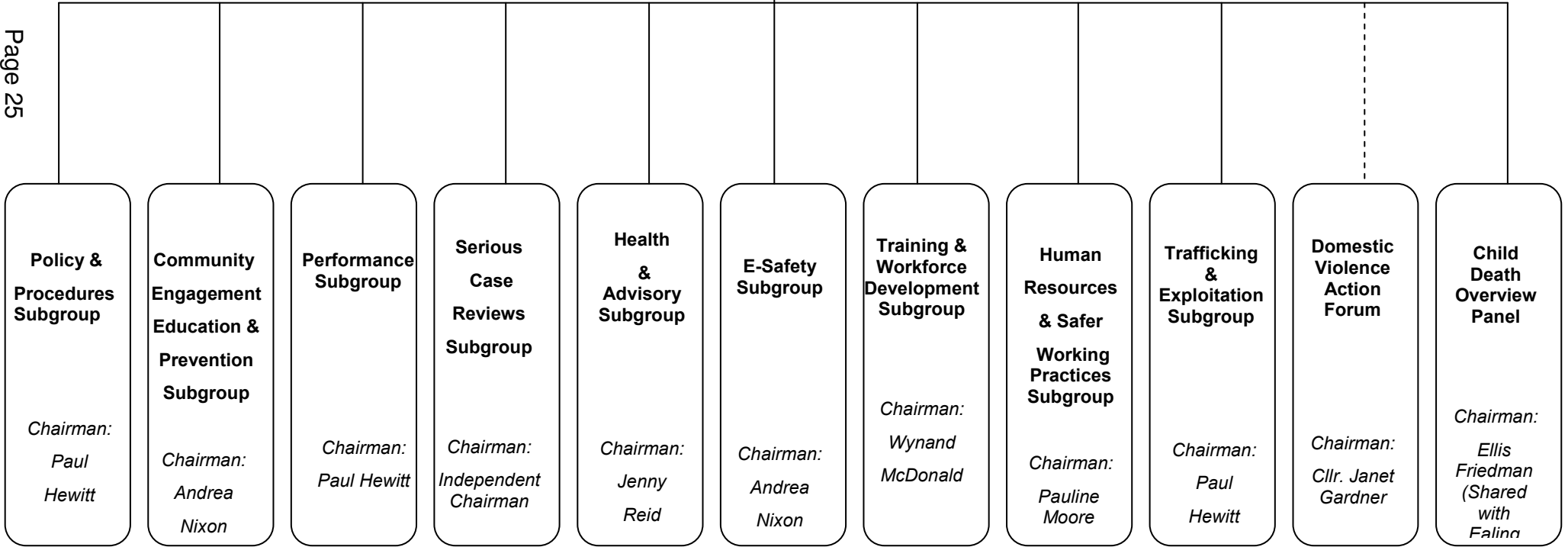


LSCB Governance

THE STRUCTURE OF HILLINGDON'S LOCAL SAFEGUARDING CHILDREN BOARD

Hillingdon LSCB
Independent Chairman: Lynda Crellin

Page 25



Membership

The LSCB is a large, inclusive and generally well attended Board, supported by strong sub groups. Overall attendance during 2011-12 was 76%, an increase of 7% from last year. 100% attendees were CAIT and the voluntary sector, with Health and the Local Authority showing 88% and 78% respectively. Education and Police showed 75% attendance; Border & Immigration and Probation showed 50%. CAF/CASS did not manage to send a representative, due to management changes. The Executive member acts as participant observer on the LSCB in order to ensure he is able effectively to discharge his political accountabilities. He and the Chief Executive attend on an occasional basis and receive papers. Membership was reviewed during the year to ensure the right level of senior representation across agencies. A list of members is attached at appendix 1.

An important gap is representation of general practitioners as providers of services, and the newly forming Clinical commissioning Group on the LSCB. A lead GP for safeguarding has attended the health sub group but appropriate representation will need to be addressed over the next period.

Independent chairman

There is an independent LSCB chairman who operates within a protocol agreed by the Board, and based on that recommended by the London Safeguarding Board. The chairman reports to the Director of Children's Services (DCS) and is held accountable through the Hillingdon performance framework. The chairman meets regularly with the Chief Executive, Executive member, and senior managers from partner organisations.

Relationship to agency boards

Each of the statutory agencies has its own safeguarding governance and audit arrangements, summarised below. Key agencies are asked to complete an LSCB audit each year summarising their internal findings and key issues for the LSCB. Compliance with Children Act section 11 will be tested out across each agency later in 2012. This will be completed in line with London guidance which is being developed at the request of those agencies that have to complete audits for more than one LSCB.

Hillingdon Council

The Council is represented on the LSCB by the Corporate Director of Social Care & Health (designated DCS) and by the Deputy Directors for Social Care and Education. Most of the statutory indicators for safeguarding rest with social care and these are monitored monthly and also shared with the Corporate Management Team, Chief Executive and Lead Members on a quarterly basis. The Lead Member and Chief Executive receive monthly updates on local safeguarding issues and attend regular safeguarding meetings with senior officers across children's social care education youth and early years services. The Children's Scrutiny Committee reviews key safeguarding areas – the most recent of these being children educated at home and social care audit report. Recommendations are incorporated as appropriate in the LSCB work plan. This report will be presented to Scrutiny Committee and Cabinet.

Social Care

Throughout 2011/2012 the Local Authority has kept safeguarding children as one of its key priorities, throughout the transformation processes being implemented within the Council. The staffing levels at the front line of Children's Social Care have been maintained with no cuts, and even increased by 4 posts. The greatest challenge has been to recruit and then retain qualified, experienced social workers and managers who can undertake complex child protection work with troubled families. This has remained a challenge throughout the year and has been a significant concern going into the new financial year of 2012-2013.

Internal Governance arrangements

The statutory Director of Children's Services has maintained oversight of key services relating to safeguarding children, via a monthly meeting with the Cabinet Member for Education & Children's Services, and the Chief Executive. This monthly mechanism of regular reporting has enabled the prioritisation of child protection work, and allied safeguarding issues to be constantly reviewed, in the light of local circumstances. The monthly review includes a performance scorecard which enables the Chief Executive, Lead Member and Director of Children's Services to have scrutiny of child protection activity on the ground.

Allied to this monthly meeting, there is a six monthly report made to the Corporate Management Team (CMT) across directorates within the Council. This report is also presented to the Policy Overview Committee (POC) to ensure oversight of children safeguarding performance within the Council.

Running alongside the performance scorecard has been a quality audits programme, which has also helped to strengthen safeguarding and highlight areas for improvement. The findings from these audits are reported to POC on a quarterly basis. This leadership and governance within the Council was commended during the Ofsted pilot inspection in November 2011.

Although education and early year's services are managed under a separate directorate within the Council, the Director of Children's Services has been part of the ongoing transformation programmes around preventative service and early intervention. This has culminated in the Hillingdon Family Service, which is intended to help alleviate the pressure on statutory services by having a more holistic approach to troubled families across agencies. The Council has provided a lead in relation to this initiative of preventative services and early intervention.

The Council's contribution to safeguarding in 2011-12

One of the key Council contributions to safeguarding improvement during 2011/12 has been the greater alignment between adults and children's services. This has enabled a more holistic approach in relation to issues such as domestic violence, parental mental illness and substance abuse. The strengthened relationships between the Local Safeguarding Children Board and the Safeguarding Adults Partnership Board have been strongly promoted within the Council, as well as by partner agencies.

Actions planned for 2012-13

Further initiatives in safeguarding children and preventative and early year's services are being planned for 2012/13. Some of the key developments will be as follows:

- The construction of a Multi Agency Safeguarding Hub (MASH) in autumn 2012.
- The establishment of a Preventative Hub which builds on the work already incorporated into the prototype modelled by the Hillingdon Family Service and Triage Team.
- Strengthening of the quality audits programme in the Council by supporting the role of the newly appointed Quality Audits Manager.
- Preparedness for future Ofsted inspections in relation to child protection services, through implementation of a multi agency action plan, under the leadership of the Council.
- Strengthen arrangements for reviewing the quality of child protection plans, and child in need plans by appointing an additional Independent Reviewing Officer to build capacity for reviewing child in need plans, as well as child protection plans.
- Extended role for professional social work under the leadership of the designated principal child and family social worker. (Second annual conference for social workers in autumn 2012).

Youth Offending Service

Following the publication of an HMIP report (Who's Looking After the Children) which summarised the findings of a thematic inspection of the services for young people arrested and detained by the police, Hillingdon YOS and police partners have reviewed the key findings and recommendations of the report against local practice. A joint improvement plan has been developed focusing on

- Improved information gathering and sharing
- A revision of focus from the process to the safeguarding issues pertaining to arrest and detention of young people
- A review of procedures and associated training for staff

The YOS Management Board is currently reviewing the findings of the third review of healthcare in the community for young people who offend against local practice and it is likely that some activities will arise from that in 12/13.

The Legal Aid and Punishment of Offenders Act 2012 Sentencing Act received Royal Assent in May 2012. It introduces a number of key changes with respect to the remand of youths;

- A new remand order will replace existing arrangements and will apply to 12-17 year olds. There will be no differences in treatment based on age and gender as per the current system

- All young people subject to a new remand order for youth will become looked after by the local authority. As such these children young people will fall within the provisions of the Care, Planning and Review Regulations and Guidance
- Local authorities will assume the costs of all secure remands.

The implications of these developments are currently being reviewed by the YOS Partnership prior to the issuing of the commencement order. Whilst increasing the LAC population and the changed funding arrangements presents some challenges there is also the opportunity to use the devolved funding to develop some alternative placements to custodial establishments particularly for our more vulnerable young people.

Education and Early years

The year 2011/12 has continued to indicate significant change for Education Services and Schools, both nationally and in Hillingdon. Almost all secondary schools (except 2) in Hillingdon have now become Academies and operate as independent maintained schools. Currently there are no Primary Schools that have converted to Academy status. However a group are now formally considering this working with their Governing Bodies. All schools remain represented on the LSCB and HCFTB and work very closely with colleagues in Education and Social Care irrespective of the status of the school.

Education, early years and youth services have been managed within the PEECS Directorate since April 2011 which makes the joint working that has developed since 2004 even more critical.

Much of the early intervention work takes place in Children's Centres, such as individual and group parenting support, work with those experiencing domestic violence. They work with children who do not meet the social care threshold, and these services are critical in future development of support for young children and their families, but consequentially potentially at risk in the prevailing economic climate. This work is linked to the development of the Hillingdon Families Service and Family Centres.

Specialist education services –particularly Behaviour Support and Special Educational Needs (SEN) work frequently with the most vulnerable and are key members of the multi agency networks. Behaviour Support have worked with schools on bullying –an important LSCB issue.

Issues for the future relate to the increasing independence of schools and the likelihood of more external commissioning of services. Therefore robust mechanisms will need to be in place to ensure safety in recruitment and working practices.

Outcomes of inspections of education and early years settings are reported to the LSCB which monitors resulting actions taken to ensure and improve safeguarding. There is one school in an OFSTED category all other schools being at least 'satisfactory'

Universal and targeted informal education, support information advice and guidance are provided by youth workers and personal advisers. Services are targeted at vulnerable young people during their transition through adolescence to adulthood including those who may be engaged in risk-related

activity. This targeted work includes intensive personal adviser support delivered in partnership with service areas working with specific vulnerable groups including looked after young people and young offenders. These services have been under review given changes in national policy in relation to the provision of careers information, advice and guidance for young people, this provision will continue in Hillingdon for vulnerable children.

Voluntary Sector

The voluntary sector in Hillingdon is made up of over 100 independent organisations working with children, young people and/or families. They range from branches of large national charities to small local groups which may provide services to just a handful of children. Approximately 75% are volunteer led with no paid staff. The other 25% do have paid staff. Services provided also vary and include fun or play activities, services for the disabled, learning opportunities, sport, advice, support and guidance in a range of areas, counselling and diversion from crime. This list is not exhaustive.

Unlike the other agencies represented at the LSCB, the diversity and independence of the sector makes it difficult to generalise about arrangements for safeguarding in the sector. There are as many different arrangements as there are organisations.

Branches of national charities usually have their own safeguarding advisors and training officers with robust arrangements for ensuring policies and practice are adhered to. Smaller voluntary agencies use a range of organisations for support and training. These include the NSPCC, Churches Child Protection Advisory Service (CCPAS) and Safe Network. The LSCB ensure that a local support service is also available for voluntary agencies delivering services in Hillingdon. That support service ensures that:

- Voluntary Agencies are represented on the LSCB, currently by Hillingdon Association of Voluntary Services (HAVS)
- Feedback from the LSCB, such as changes in policy and practice, is circulated to all voluntary agencies
- Voluntary agencies are able to access LSCB training
- Where voluntary agencies don't have their own arrangements for introductory training, they can attend training delivered by HAVS or the HAVS representative will deliver training 'in house'
- Voluntary agencies have support when they need it, to write and develop policies and good practice
- Voluntary agencies have someone they can speak to if there is anything they are unsure of regarding safeguarding

This support is provided by HAVS.

Each individual organisation is responsible for their own contribution to improving safeguarding. Common actions by many over the last year include updating policies and procedures, developing how they recruit safely and reviewing cases. In the coming year, organisations plan to continue their processes of training and retraining staff, and updating policies and various procedures. HAVS has undertaken to step up advertising that the services

mentioned in the previous paragraph are available for use by any organisation requiring them, and to review all resources used to support the voluntary sector.

Health Agencies

All the main health agencies are represented on the LSCB, including the joint Director of Public Health (DPH) who is the executive safeguarding lead, the designated doctor and designated nurse. The Designated Nurse is currently based within the Public Health Department and, alongside the Designated Doctor, has the main responsibility for overseeing safeguarding practice in each health agency. The designated professionals report directly to the DPH.

Each of the main Provider organisations has its own safeguarding steering group and these in turn feed into the NHS Hillingdon Safeguarding Committee which is chaired by the DPH. Some of the quality assurance work and monitoring of key actions rest with the health sub group of the LSCB, however, the overarching statutory duty (including quality assurance) to ensure that safeguarding and promoting the welfare of children is discharged effectively, rests with NHS Hillingdon and the successor NHS commissioning organisation.

The organisation takes this responsibility seriously and will ensure that safeguarding children remains a priority throughout and after the current NHS organisational changes.

Central and North West London Health (CNWL)

CNWL Governance Arrangements

CNWL operates across a large number of boroughs both inside and outside the London area providing a large range of services including community care, mental health and specialist services such as addictions, and prison health. A senior representative of the organisation attends each of the local children's safeguarding boards served by the organisation. At Trust Board level, the director lead is the Executive Director of Operations & Partnerships who also chairs the Trust's quarterly Safeguarding Committee. The Committee receives information about the boroughs that the Trust serves, assesses effectiveness of safeguarding arrangements in operation across the organisation, develops and oversees the annual safeguarding priorities across the Trust and reviews training provision and attendance.

The Safeguarding Committee provides a written report each quarter to the Trust Board. In addition, an Annual Report covering all parts of the Trust is submitted; the 2011/12 report was considered at the September meeting. Annual training is also provided to all Executive and Non-Executive Board members; most recently during September 2012.

Mental Health & Allied Health Specialities

CNWL Safeguarding Children Contribution

Establishing shared supervision arrangements: Children's Social Care, Addictions and Mental Health Services have agreed times when cases can be presented to each other for support and challenge.

Risk Assessment Procedures: CNWL revised our risk assessment process and recording and amplified the part on assessing risks in relation to safeguarding children. This included developing guides for all staff on safeguarding children and domestic violence. It may be helpful to explain that this includes routine questioning of all adult clients and whether they have experienced any domestic violence or a history of abuse.

Section 11 Audit: The Trust completed a Section 11 Audit for another Borough and this was shared with the Designated Nurses in February 2012. An evidence file documenting the supporting evidence of compliance is also available.

Safeguarding Children Helpline: The Safeguarding Children Helpline in use across the Trust was short-listed for a Safeguarding Children Award at the London Council and C4EO, and was highly commended for its innovative and cost effective practice.

Reviewing CAMHS Role: Commissioners have been working with CAMHS to review the service and there are concerns about the level of funding for the service, given the population size and need: there remain concerns around whether there is enough capacity to meet all local needs. Internally, CNWL have commissioned the Royal College of Psychiatrists to undertake a review to ensure that CAMHS are maximising the effectiveness of the limited resource.

CAMHS plan for 2012-13 following sec 11 audit

- Ensuring that Children and Young people are listened to
- Ensuring that Statement of agencies responsibilities towards children and safeguarding is available to all staff in the organisation
- Ensuring that Service development takes account of the need to safeguard and promote welfare and is informed where appropriate by the views of children and families
- Ensuring that staff who work directly with children are trained and briefed on when to use CAF and the lead professional in the team around the child to intervene early and obtain multi-agency additional support for children in need, including children at risk

Hillingdon Community Health, (HCH)

On the 1st February 2011 HCH, (formally part of Hillingdon PCT) merged with CNWL and adopted its overall safeguarding children's governance arrangements described above. In addition, the Community Services Managing Director is the current vice chair of Hillingdon's Local Safeguarding Children Board (LSCB). She also chairs the local HCH Safeguarding Group whose membership includes the community named nurses, named doctor and Hillingdon designated doctor.

The HCH Safeguarding Group provides a written report to the quarterly Trust Safeguarding Committee. This report summarises all the key issues in relation to safeguarding across HCH including the audit programme, progress in

delivery of the annual work plan, any identified risks and measures being taken to mitigate these.

There are professional links between all the named nurses across the Trust.

The local HCH Annual report was tabled at the CNWL quarterly Safeguarding Committee in July.

Contribution to safeguarding in 2011-12

- Local HCH guidelines reviewed and updated
- Well over 90% uptake at all levels of child protection training
- Named nurses completed NHS London leadership course
- Liaison health visitor developed electronic transfer of liaison referrals from A&E
- Strong commitment and involvement in child protection conferences and core groups –attendance well over 90%

Plans for 2012-13

- Merge HCH and CNWL safeguarding policies
- Develop 'before and after' outcome measures for families in child protection process (nil response to 2011 survey)
- Undertake supervision audit following introduction of new standards during 2011/12

Hillingdon Hospitals NHS Foundation Trust

Safeguarding children arrangements at the hospitals have continued to strengthen during 2011/12. The Executive Director for safeguarding, who sits on the hospital trust board oversees the annual work and audit programmes for safeguarding children and progress against these is now reported to the Trust's Safeguarding Committee, which is a merger of the Adult and Children's Steering Groups, and reports to the Clinical Quality and Standards Committee (a board committee) on a quarterly basis. An annual report on safeguarding activity was presented to the Trust Board in August 2011. The hospitals are well represented on the LSCB and its sub-groups by the hospitals named professionals for safeguarding and senior management staff.

Some of the key developments during the previous 12 months include improving the arrangements in the Accident and Emergency department with regard to nursing leadership and management of the paediatric area, supporting the development of the safeguarding midwife role and post-holders and introducing a supervision of practice protocol and supervision training for key staff. It has been agreed that domestic violence awareness needs to be raised across the organisation and as a result training has been organised and is to be delivered by HESTIA. Information provided to staff has been revised and is available via the Trust staff intranet. A review of safeguarding children training that is delivered has taken place to improve compliance with refresher training and additional sessions at all levels of training have been

made available to staff. Alternative modes, such as e-learning, have also been provided.

Key challenges moving forward in 2012/13 include:

- The achievement of >80% compliance with safeguarding children refresher training, particularly in light of revised intercollegiate guidance and the need for more staff to undertake further training.
- Ensuring high quality safeguarding practice amidst financial savings across all partner agencies, embracing the Department of Health's QIPP (Quality, Innovation, Prevention and Productivity) work-stream with regard to doing things differently to ensure the quality of care is maintained, despite cost improvement programmes.

An annual work programme has been developed to ensure priorities for 2012/13 are closely monitored and required actions progressed. The Trust is keen to work with partner agencies to ensure that information on patient outcomes in relation to safeguarding is captured to support further improvement work.

Metropolitan Police

Child Abuse investigation team (CAIT)

- The MPS has continued to deliver a commitment to providing regular training on safeguarding, child protection and effective leadership for managers and practitioners across frontline services. The MPS provision of Multi Agency Critical Incident Exercise (MACIE) training for each London borough has completed the delivery of training to all 32 Boroughs. Hillingdon borough has participated in this training.
- The Child Abuse Investigation Command, in partnership with the Leadership Academy has also developed a one day version of the MACIE training programme specifically for those at practitioner level. This has been rolled out and Hillingdon Borough has participated in this exercise.
- Following an extensive consultation exercise and pilot, new extended hours were introduced across the Command on 9th January 2012. The Child Abuse Investigation Command now operates cover between 8 am and 6 am. The new on call arrangements between 10 pm and 6 am operates on a Regional geographic basis offering additional support to Borough Policing thus maximising effectiveness in safeguarding children in the capital.
- Over the last 12 months, SCD5 has enhanced the Child Risk Assessment Matrix (CRAM) across London to better inform decision-making. This process makes a qualitative assessment of all relevant factors relating to a child and allows appropriate and informed decision-making, and is now more comprehensively recorded on the police crime reporting data base.

- Responsibility for ensuring compliance and pan London governance of CAITs sits with the SCD5 Continuous Improvement Team (CIT). The CIT includes quality assurance, training and partnership. A rolling CAIT quality assurance inspection programme has been developed and implemented over the past 12 months. The inspections focus on comparative analysis in the six areas identified as critical to the success of the CRAM and effective joint working and are reported through a bi-monthly Detective Inspectors' meeting chaired by the OCU Commander. The six key thematic areas of the CRAM are; risk factors; risk assessment; supervision; records; communication. Hillingdon CAIT will next be inspected in Spring 2012.
- A new initiative has been developed by SCD5 working more closely with the Safer Neighbourhood Teams (SNT). Hillingdon CAIT now share information with the SNT about children on plans, which enables them to be more informed, and be an additional pair of eyes and ears on the ground in the monitoring and safeguarding of children in Ealing Borough.
- The Command has reviewed the Specialist Child Abuse Investigators Development Programme (SCAIDP) in line with the new learning descriptors produced by the NPJA. This enhanced National training is offered to new entrants to ensure that best practice is at the core of business.

Project Topaz has three strands that are designed to deliver benefits and more effective safeguarding and outcomes to children on Child Protection Plans. There are three strands;

- Project Pan-Pan. This is the way that CAITs involve and inform Safer Neighbourhood Teams of vulnerable children in their areas, and is up and running in all three Boroughs.
- New victim of allegations of abuse/crime. All children in London subject to a CP Plan are now monitored on a daily basis for early identification of new allegations of abuse. Police recognise the dangers of repeat victimisation and have introduced an immediate escalation process involving managers and supervisors to ensure that appropriate review and challenge is in place to safeguard the child.
- Effective Child Protection Plans. We have undertaken some review and analysis of all CPPs in London. We have engaged with the London Safeguarding Board Child Protection Advisors and some partner CSC managers to look at the way CPPs are currently being used and identify areas for improvement so that these plans can be much more effective.

This project will focus upon high risk child protection cases and the management of these with the emphasis being on building best practice in the recognition of risk at the earliest stage and assisting the partnership in delivering effective interventions to safeguard children.

Community Police

The Public Protection Desk [PPD], based in West Drayton, was under resourced for part of the year due to evolving factors. One officer retired and was not replaced immediately; a second was planning maternity leave; so could not take on long term project work. This was in the context of increased demand, in terms of children coming to notice of the Borough Police.

Despite these constraints, the PPD team did maintain a strong input and participation in the operational sub-groups of the LSCB; including the children missing education group, the children missing from care group and the safeguarding managers' meetings.

This enabled key safeguarding issues not dealt with by the Child Abuse Investigation Team [CAIT] to be addressed in the borough with colleagues from health, children's social care and education. One of the key issues to be addressed was young people being potentially exposed to gangs or groups within the Borough. The police community safety offices [PCSOs] visited almost all the schools in the borough to raise awareness about the potential for young people to be caught up in gangs; and also provided some practical strategies to children and young people of how to counter this if it happened to them.

The multi-agency risk assessment conference [MARAC] meeting has been growing in strength over the last year, and not only supports high risk victims of Domestic Violence, but also their children as they are collaterally and occasionally directly put at risk. The Independent Domestic Violence Advocacy [IDVA] team has worked very closely with the police staff in the community teams to ensure that there is an appropriate response for children whenever crises occur in relation to domestic violence. The IDVA statistics were presented to the LSCB main board meeting in November 2011, and showed an increased number of children being caught in domestic abuse situations; but at the same time being identified and safeguarded by the joint working of the community safety officers based in the West Drayton team and children's social care, and via all agencies at MARAC.

Similarly, the Multi-agency public Protection Arrangements [MAPPA] chaired by Borough Police has also grown in strength, with good multi-agency attendance being noted. There has been no significant increase in public disclosures of registered sex offenders despite the implementation of "Sarah's Law" which allowed for such disclosures to be made where vulnerable children may be at risk. Although not directly designed to protect children, MAPPPA does inevitably make a difference to the protection of children. We have received plentiful anecdotal evidence to this effect, from professionals across the children's workforce, and from new partners with children in relationships with registered sex offenders who have been unaware of the potential risk presented to their children.

The proposed new Ofsted multi-agency inspection framework could include observations of both MARAC and MAPPPA. With this in mind the Borough Police do feel well-positioned to make a significant contribution to the well-being and protection of children in the locality.

The borough commander met with partner agencies about the establishment of a multi-agency safeguarding hub [MASH], and has committed to making this come to fruition in the forthcoming year, making use of the learning from other MASH pilots across the country. The MASH will no doubt help to coordinate early responses to troubled families; and will also help to organize the filtering of Merlins and PACs, as this remains an area for improvement and development.

The Borough Police teams have welcomed the greater links between the safeguarding adults partnership board [SAPB] and the Local safeguarding children board; and will retain a strong commitment to the work of both boards in safeguarding vulnerable adults and vulnerable children. Hopefully this collaborative and integrated approach to safeguarding; can be translated into the MASH in the forthcoming year to build on the sound progress made to date.

Financial arrangements

The LSCB is funded in partnership by the following agencies: Hillingdon Council, NHS Hillingdon, Metropolitan Police, Probation, CAFCASS, United Kingdom Border Agency. Between them, the Council and NHS Hillingdon contribute over 90% of the total budget. The Council and NHS also make contributions in kind through LSCB manager, multi agency training, and designated health professionals, plus staff time for training delivery. Capacity is reducing across agencies but multi agency training can only be effective if all key statutory agencies contribute to this. The LSCB budget is sufficient for day to day purposes but has been put under considerable pressure due to the SCIE pilot case review which incurred considerable costs for independent reviewers. [See Appendix 3].

It should also be noted that this is the final year that the UK border agency are able to make a specific contribution to the pooled budget of the LSCB (£5,000.00). The border agency financial contribution for ensuing years is consolidated into the overall grant made to Hillingdon Council, as a contribution towards safeguarding the needs of vulnerable as a Gateway Authority.

Part way through the year, a one-off government grant of £29k was also made to the LSCB to help assist with the implementation of the Munro recommendations. This money will be used to support a range of multi-agency case audits which will help to promote local learning across the safeguarding community. This program of multi-agency case audits will carry over into the next year 2012-2013 as part of the Business priorities of the LSCB.

3. LEARNING FROM CASE REVIEWS AND AUDITS

Serious Case Reviews (SCRs)

There were no Serious Case Reviews carried out in Hillingdon during the year.

However, a report was published from a SCR in another authority relating to sexual abuse in a primary school. Many of the messages from this reflected the learning from our SCR that took place last year. The report and its conclusions were passed on to all schools in Hillingdon as a refresher to the action plan developed in Hillingdon in 2011.

A further case in Rochdale has had considerable national resonance. This case raised the issue of the particular vulnerabilities of young people (young women in this case) looked after in respect of risks of sexual exploitation particularly as a result of going missing. The Government responded swiftly and a parliamentary Select Committee investigation took place with a report and recommendations published in summer 2012.

Locally, a review will be carried out by the Council Scrutiny committee.

Hillingdon's multi agency operational group which identifies children missing from home or care will be the mechanism for continuing to develop the effectiveness of this area of work.

Other case reviews - the SCIE pilot

Towards the end of 2010-11 further case was identified for review. Another local authority referred a case of two young people and queried Hillingdon practice in the case. The SCR sub committee agreed that, although it did not meet the SCR criteria, it did raise concerns about local practice and agreed that a management review should be carried out. This was completed as part of a London pilot using the systems methodology developed by the Social Care Institute for Excellence (SCIE), and recommended in the Munro Review. The review completed in autumn 2011. The findings were discussed at a joint meeting of the SCR sub committee and the case review group. The main findings indicated a failure to recognise and manage chronic neglect, along with a failure of escalation systems to respond to agencies concerns. These are familiar themes that have been reflected in other cases both locally and nationally. The LSCB and the Children's Trust have developed a response plan which includes a strengthening of the LSCB quality assurance role and the development of a risk panel to review stuck and worrying cases. The learning has also influenced the development of preventative services.

Other cases –management review

A further management review was carried out in spring 2012. The review involved a family with children where a parent had a mental illness, and was a joint review by Hillingdon Council and CNWL. The following key learning points were identified:

The need to refresh and reactivate the existing inter-agency protocol between Mental Health services and Children & Families Service, particularly the need

for professionals to meet and develop a fully multi agency assessment of need, and an understanding of language used in case planning across the two agencies

The need to ensure that staff in both services are able to take account of the impact of actions on children and adults in a family.

The need to improve management oversight in order to ensure that the two actions above could be implemented

Relevant actions for each agency are now included in the Partnership Improvement Plan.

Case Audits

Two cases were discussed at the SCR sub committee. Although they did not meet the criteria for SCR it was agreed that a management review would be undertaken on both cases, involving mainly vulnerable adolescents. An independent reviewer, James Blewett was commissioned to do this work. James has undertaken several reviews in Hillingdon including the recent review carried out as part the SCIE Learning Together project. These additional multi-agency reviews concluded that

- There are many learning points from both cases that are closely related and linked to those that emerged in the previous SCIE Review which involved work with a vulnerable adolescent. That is that it is all too easy when working with older adolescents to minimise the safeguarding issues and focus on the behavioural issues. In common with messages from national research it is also easy *not* to recognise the degree of harm these young people can experience because of assumptions about safety based on them being older.
- Many complex inter-agency issues arise when working with vulnerable adolescents. It is not so much that they are “under the radar” of agencies. Indeed they are often well known to services but ensuring that there is a strong coordinated response can be difficult
- There was some evidence of good practice and of professionals being very committed to working with the adolescents concerned, particularly with regard to the Police, CAMHS and Hillingdon Tuition Centre. Indeed Ofsted commended some of this work in their survey of *children on the edge of care*, undertaken in October 2011.
- Like the SCIE case, issues about the quality and timeliness of the assessments by children social care arose; particularly when concerns about the child’s welfare have been raised on an on-going basis. Timeliness is not just to be seen in terms of chronological timescales and targets for key performance indicators, but more importantly optimum timeliness for the child/young person in need of protection.
- A strategy has been put in place by managers in children’s social care to address these concerns and partner agencies [E.G Risk Management Panel—see below]. However, the Board will want to ensure that this crucial element of the child protection system is

continuing to work as effectively as it can; especially in relation to vulnerable adolescents.

Risk Management Panel

In November 2011, a multi-agency Risk Management Panel was established to address the safeguarding issues related to high risk cases identified by partner agencies. The Risk Management Panel has its own terms of reference and includes a focus on learning lessons for practice from the issues identified at the Panel meetings. All partner agencies are represented at the Risk Management Panel, including the Child Abuse Investigation Team, Health Provider Services and a Council legal representative. Where needed, Adult Mental Health Services for substance misuse and parental mental illness are invited to the Panel on a case specific basis. Schools are also able to bring forward high risk cases via the CP advisor for schools, if they have become stuck.

In total, there have been three Risk Management Panels chaired by the Service Manager for the Family Support Services within Children's Social Care. Meetings have been scheduled on a bi-monthly basis for the duration of the next year. (2012-2013).

Up to 1st April 2012, the Risk Management Panel had examined eighteen cases in total.

The feedback from the partner agencies about the Risk Management Panel is that it has been very effective in balancing risk and sharing it between the professional network, whilst focusing on creative ways of ameliorating the risk to vulnerable children. Some of the key issues and learning in the eighteen cases are as follows;

Low levels of repeated domestic violence that have resulted in neglect and emotional harm to children exposed to it.

The lack of a local intervention programme for perpetrators of domestic violence where there is no conviction or ongoing court action.

Creative use of civil court interventions, such as an Exclusion Order linked to an Interim Care Order, to enforce the eviction of perpetrators of domestic violence.

The agency chronologies produced at the Risk Management Panel are showing some families with cyclical inter-generational patterns of abuse; particularly neglect. Allied to this has been an observable under use of children's centres, where parenting programmes could be helpful in breaking the cycle of neglect.

The lack of a holistic approach to assessments of need, where parents have parental mental illness at a low level, such as depression or mild learning disability.

Some of the issues and learning from these cases are now being picked up in the Children's Pathway Programme where it is known that better use of universal and targeted services in children's centres is essential to prevent the need for statutory intervention. Also a more co-ordinated interagency

approach to domestic violence is now being viewed as a priority in the Children's Pathway Program.

The Risk Management Panel will continue to meet and evolve in the next year, and will focus on engaging core agencies on high risk cases, without taking the cases themselves out of the recognised pathway for addressing care issues in a collaborative manner, through the child protection system. Further analysis of the cases and themes will be used for promoting the learning and development of professionals in the workforce, working with vulnerable children in Hillingdon, as well as ongoing service development.

Audit of CP cases

In early 2012, a case sample of 50 children on CP plans [CPP] was audited via the safeguarding children and quality assurance service, focusing on children who had become subject to a CP plan for a second or subsequent time.

- Of the 50 children on their second CPP, thirty three percent of these children are aged 5 and under, a further 42% are aged between 5 and 12 and 25% are aged 12 and over. This is significant in that, more than 75% of children are under the age of 12 and have been subject to 2 periods of Child Protection plans and 25% of children become subject to CPP, the second time as teenagers.
- Ninety percent of children appear to become subject to CPP for similar issues the second time.
- Domestic Violence and the associated neglect / emotional harm is the main (48%) reason for children becoming subject to a second period of CPP.
- A further 30% of children become subject to CPP a second time due to parental substance misuse (30%) and the associated neglect.
- Parental mental health and sexual abuse appears to feature as reasons for CPP in small proportion of children's lives (22%)
- Sixty five percent of children subject to a second CPP have been known to the LA for more than 5 years.
- Thirty six percent of children have become subject to a second CPP within the last two years.
- Twenty percent of children subject to their second CPP were on their initial plan for more than 12 months.
- Eighty percent of these children became subject to their second CPP after their initial period being less than 12 months.

These findings reflect the anecdotal evidence about the prevalence of domestic abuse and neglect as intractable issues in some families which will need to be covered within the redesign of the children's pathway in Hillingdon which is scheduled for the autumn of 2012.

Audit of social care files

Also, in early 2012 the Quality and Assurance Unit carried out an audit of social care and Youth Offending Service files to assess the quality of the response following the Ofsted pilot and YOS inspections. Although some improvements were identified, such as some better quality chronologies, and children being seen more often, the impact of the continued increase in workload had resulted in some quality standards being compromised, with improvements needed in several areas, e.g. management oversight, and improved assessment quality across all levels of need from CAFs to core assessments.

By the end of the year, many initiatives were in place and planned as a response to this:

- Qualified social worker response to all potential risk cases at point of referral (confirmed by spot audit April 2012)
- System in place to track supervision and ensure feedback to referrers
- Enhanced support to IT recording systems
- Establishment of a multi agency risk panel to discuss cases causing concern
- Programmes of support and training in reflective supervision provided across agencies –initial feedback positive.
- Appointment of dedicated Audits manager to work across Children's services and LSCB

In addition it is planned to introduce a Multi Agency safeguarding Hub (MASH) in autumn 2012/early 2013 to promote effective information sharing for children and adults.

Child Death Overview Panel (CDOP)

The joint Hillingdon/Ealing CDOP has continued to function effectively through the year.

There was a significant decrease in child deaths although the figures are too small to assess whether this is a blip or part of a downward trend.

Rapid response meetings took place in respect of all unexpected deaths and all of those generated immediate actions for agencies

31 Hillingdon child deaths were reviewed during the year.

There have been three cases in the year where the panel feels they have contributed to positive change; one involved a child jumping out of a window which lead to safety catches on windows being improved; one case involved a child on a school trip becoming trapped between the seats on a coach and processes and procedures are now being looked at; one case involved the emergency services being unable to reach a child, due to a barrier across the road being locked shut. Remedial actions have been taken and wider reviews are being considered across the Borough.

CDOP have continued to deliver local publicity to raise awareness of safety issues – e.g. safe sleeping for babies, window security in hot weather.

These issues continue to be dealt with on a local basis and the CDOP chairs continue to press for wider collation of trends and safety messages in order to ensure more effective learning from these reviews.

The funding arrangements for supporting CDOP changed during the course of the year, as the coalition government withdrew funding streams through area based grants [ABG]. The CDOP is now jointly funded by Hillingdon and Ealing Council, each making a contribution of £45k with a total annual budget of £90k. This budget pays for staffing and running costs to enable the CDOP manager and rapid response administrator, both based at the Hillingdon Hospital, to carry out the required functions for responding to unexpected child deaths. There is no longer surplus funding within this budget to pay for extensive public health awareness raising or campaigns. The CDOP panel has produced its own annual report which is available on the LSCB website.

<http://www.hillingdon.gov.uk/index.jsp?articleid=16449>

4. WORKFORCE

Evaluation of single and multi agency training

In 2011/12 the training sub-group delivered 16 different training courses in line with the LSCB agreed priorities; more diverse than training offered in 2010/11 but not as comprehensive as training offered in 2009/10. The table below provides an overview of course bookings:

	2009/10	2010/11	2011/12
Annual conference	190	196	161
e-learning	817	1511	1962
Training	2148	1081	1181
Total	3155	2947	3304

E-learning

Training hard to reach members of the workforce (e.g. frontline teachers, foster carers and the voluntary sector) remain a challenge. In 2010 the board agreed the introduction of an e-learning module to deliver level 1 (Introduction/basic safeguarding training). 2011/12 has seen a sharp increase (29.8%) in course registrations and the highest number of passes since introduction of the course in 2010.

This learning method proved successful in reaching hard to reach staff and it is also cost effective. In the past, learners on more advanced courses often had an insufficient understanding of basic child protection principles which caused frustration and delays for learners who felt either overwhelmed with complex information or frustrated with facilitators reviewing information with which they were already well acquainted. This problem has now largely been eliminated which is a tremendous time saving and quality improvement at all training levels.

Domestic violence, parental mental health and core groups

The LSCB training priorities in 2011/12 were to focus on domestic violence, parental mental health and strengthening the quality of core groups and child protection plans. The training sub-group commissioned 2 one-day courses (40 places) on *Mental Health and Parenting Capacity* and in partnership with the IDVA service delivered 7 one-day courses (140 places) on *Domestic Violence and the Impact on Children and Young People*.

Priority area	Places offered	Booked	Cancelled	Attended
Mental health	20*	13 (65%)	3 (23.1%)	7 (53.8%)
Domestic violence	140	115 (82.14)	23 (16.4%)	82 (58.6%)
Core Groups	120	131(109.2%)	20 (15.3%)	100 (76.3%)
Total	280	259 (92.5%)	46 (17.8%)	189 (72.9%)

A wide variety of agencies booked places on courses but regrettably many participants (15.3 - 23.1%) cancelled or simply did not arrive on the day (8.3% - 23.1%). Even the courses for Core Group training that were 10% over-subscribed only trained 76% of booked on learners. In the case of mental health and parenting capacity one course had to be deleted because of a lack of interest and even then only seven people arrived for the presented course, a waste of 65% of the available numbers.

Anecdotally, the reasons given for cancellation are work pressures but the training sub-group will need to investigate this in more detail.

Statutory training

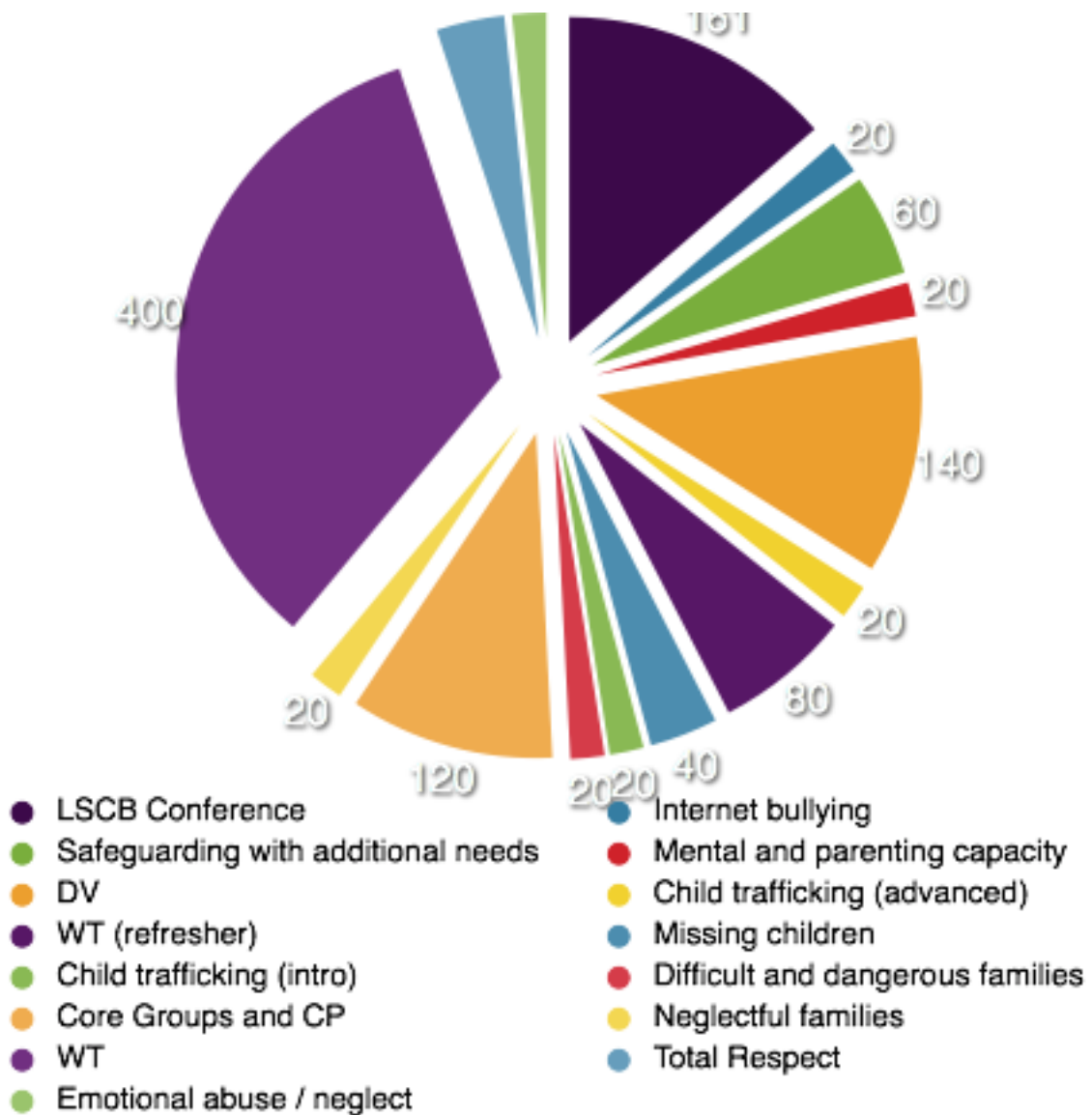
Working Together to Safeguard Children and *Working Together Refresher* training formed the bulk of statutory multi-agency training of the LSCB. As in previous years demand remained high, with more places offered than before (400 and 80), both courses were over-booked by 12-13%.

Staff often had to wait several months to get onto *Working Together to Safeguard Children Courses* (WT) and it is therefore worrying that a considerable number of learners (26.3%) cancelled their places or did not arrive (24.2%) resulting in a net waste of 37.5%. The drivers behind this need to be better understood and the training sub-group is investigating the data in more depth to advise the Board about possible remedial action.

Before 2011, WT was presented over two consecutive days which was practically difficult and expensive. The course is now presented on two different days with the second day designed as a separate, more advanced course, (Core Groups and Child Protection Plans) which are available to practitioners who are likely to participate in multi-agency safeguarding arrangements such as CiN / CP meetings. This has brought about a saving of about 280 course placements and fewer facilitators; evaluations show that this format is preferable to the previous arrangement.

Agencies

LSCB partners were well represented on training. The bulk of places (46%) were taken up by the various departments of the Local Authority e.g. children's centres. Schools, Hillingdon Health and Hillingdon Hospital were also well represented. More work needs to be done to engage the private and voluntary sector, police and GPs.



Courses

Apart from the courses already discussed, the Safeguarding Board also provided the following training days (presented by number of bookings)

5th Annual LSCB Conference

161 people from a wide range of agencies booked onto 2011/12 LSCB conference. It was especially positive to see agencies who do not regularly attend other board training, e.g. Police and UKBA but also foster carers, child minders and other workers in the private and voluntary sector. This year there were four speakers:

- Sue Jago (Metropolitan Police) who spoke about the learning from Operation Retriever and highlighted the issues and difficulties faced in identifying and supporting exploited children.
- James Blewett (King's College) who presented the Social Care Institute of Excellence's model for management reviews and highlighted the different approach this takes from the previous Serious Case Review model
- Detective Superintendent Dick Henson (Child Abuse Investigation) presented the Child Risk Assessment Matrix. Using the details of the Baby Peter case he demonstrated how this model could help alert practitioners to the early identification of unacceptable risk.
- Camila Batmanghelidjh from Kids Company who spoke about the work of her organisation Kids Company in developing relationships with young people.

Capacity

The increased levels of child protection activity have placed extreme demands on all agencies, particularly social care. Recent internal audits indicate how hard it is to maintain the standard of work in the face of this bombardment. Unfortunately, the hoped for improvement in stability of the social work staffing has not been realised. Turnover has remained comparatively high and there appears to be poor retention of new staff. In addition some key front line management posts are covered by locum staff. The Council has increased establishment in the front line teams by 5 senior social workers, 1 team manager, and the conversion of 3 family support to social work posts. A further 4 temporary posts were agreed in December 2011. However, the problem of filling these posts remains. A national recruitment campaign is planned, and an online confidential questionnaire has been developed in order to gather staff views about recruitment and retention.

Allegations against Professionals

The Local Authority Designated Officer (LADO) reported a continued increase in the number of referrals –up to 90 requiring a formal strategy meeting in 2011-12. They were from a wide range of agencies, particularly schools. During this period 9 referrals were supported to the Independent Safeguarding Authority (ISA) and there have been 3 criminal convictions of staff working with children, and 2 court cases pending. The LADO has also worked with the Police Integrity Assurance Unit in disciplinary hearings involving potential police officer misconduct. This has been a very welcome development in the working arrangements with Police.

Following the SCR involving schools in 2010, Hillingdon schools funded a full time post. This, together with the number of allegations referred, shows a strong willingness on the part of all schools in Hillingdon to ensure the safeguarding of their pupils. During the year a Safeguarding Schools Cluster Group was established in one part of the Borough to discuss joint issues of concern in relation to child protection, or children's' welfare. This has been

very successful, and has included academies as well as maintained schools. These will be rolled out across the whole Borough in 2012-13.

Many allegations were unsubstantiated, but almost all revealed learning points in respect of safe working practices, which could be followed up within the services concerned. There were no emerging themes but there was a continued trend of online and internet abuse being a significant aspect of the work. The increased number of referrals and allegations can partly be attributed to more consistent reporting of incidents that would previously have been dealt with by agencies internal processes, without the useful checks and balances and quality assurance processes provided by the LADO.

During 2012-13 plans include :

- Roll out of schools clusters across the whole Borough
- Improvements in procedures and recording systems
- Increasing awareness within faith communities
- Ensure that all agencies are aware of the impact of development of the new Disclosure and Barring Service
- Continued work with schools to ensure safe working practices in all schools

Stakeholder day

In order to enhance engagement with front line staff, a stakeholder workshop took place in May 2012, which was attended by 51 front line managers and key practitioners across all key agencies. The interactive session consulted on the LSCB priorities and on recently published research studies from the Department of Education (DfE). There was a lot of useful feedback, much of which is reflected in this report and in our Business plan.

Those attending agreed with the main Board priorities, but emphasised the importance of those children affected by mental illness, substance misuse and/or domestic violence. Concerns were expressed about the availability of CAMHS services, particularly for young people experiencing neglect and those demonstrating risky behaviours.

Understandably, workload and recruitment and retention difficulties were felt to be risks to safeguarding. Other issues raised were:

- The need to strengthen early intervention services, whilst maintaining consistent thresholds
- The need to carry out more joint assessments at an early stage, and to include adult services in these
- A recognition that the Common assessment framework (CAF) was still proving problematic as a mechanism for referral or promoting intervention.
- The need to engage with GP services and commissioners

- Multi agency training was acknowledged to be high quality but more specialist training was requested on key areas. *NB. It should be noted that some training on these areas sometimes have to be cancelled due to lack of take up. The reasons for this are understandable capacity issues*
- A request for improved communication about important safeguarding issues

The first three points should be picked up through the developing Preventative Hub and Families services. The others are developed through the LSCB action plan.

5. HOW WE ARE DOING: effectiveness of local safeguarding

How the LSCB monitors local safeguarding arrangements

The LSCB has put various mechanisms in place to assess individual and multi agency performance.

The Partnership Improvement Plan (PIP). This is a reactive work plan that responds to actions arising from inspections, case reviews, audits etc. Regular monitoring ensures that the LSCB can be assured that relevant single and multi agency actions are completed.

At the start of the year there were 24 open actions on the PIP. During the year a further 125 actions were added, (c.f. 114 in 2010/11). These included 33 actions to assess the measurable outcomes from the SCR, 19 from the Ofsted inspection, 32 from the YOS inspection and 18 from the SCIE analysis. 122 actions were completed, leaving 27 open at the year end.

Performance Profile. This is a report that summarises performance against national and local indicators, plus inspection reports across all agencies. It is presented at each Board meeting and enables the LSCB to monitor progress and take action as appropriate.

Business plan and sub group action plans. Sub group action plans are reviewed at business meetings between Board meetings and feed into the end of year review of the LSCB business plan.

Audits. Each agency carries out a programme of internal audits. Key actions are fed into the PIP and also reported annually to the LSCB. The main statutory agencies are asked to complete an annual return to the LSCB identifying their internal audit programme and consequential actions taken. These are reviewed by the performance sub group. Following the serious case review schools are now asked to complete an annual safeguarding audit for the LSCB. These are reviewed by the Education officer and reported to the LSCB.

Action plans arising from Serious and other case reviews and Child Death reviews feed into the PIP to ensure that progress is monitored

The LSCB provides a quarterly update for the Children's Trust and, through attendance of the chairman, is able to influence the Children and families Plan, particularly development of preventative services.

Effectiveness of local arrangements to safeguard children

The LSCB's monitoring activity has enabled us to comment on the effectiveness of local safeguarding arrangements:

Inspections and other external validation

In late 2011 Hillingdon volunteered to be part of a pilot inspection to test out the new Ofsted framework. Ofsted were using a new methodology, which followed cases from the front desk. A meeting took place with Ofsted to discuss the inspection and the lessons to be learned regarding the new methodology. There were some flaws in the inspection and managers felt they

did not have long enough with the inspectors. Governance and leadership was judged to be good and the accountability structure between the DCS, members and managers was judged to be outstanding. The inspectors had concerns regarding the quality of Hillingdon's recording of supervision, but were happy with the POD (group supervision) system. The unrelenting pressure at the Duty Desk was noted. Overall effectiveness and quality of practice was judged to be satisfactory, which was disappointing in view of previous good unannounced inspections. One consequence from the inspection has been a rise in the number of Section 47s and case conferences, which is testing all resources (see below). This has impacted on all agencies, though the inspection was very Council focused. Actions were taken immediately to respond to the findings and are being monitored through regular audit.

Child protection activity

Comparative numbers of conferences: 2011 and 2012		
Year (January-June)	2011	2012
CP case conferences	412	717

There has been a continued increase in the work referred into social care. There has been a 17% increase in referrals, 20% increase in initial assessments, 69% increase in core assessments, and 78% increase in child protection enquiries. There is no evidence of any reduction in thresholds. Not surprisingly, there has been a deterioration in percentage of assessments completed within timescale.

Over the last three years, there has been a gradual increase in the proportion of contacts that become referrals (38% in 2011-12) although a reduction in the proportion of referrals that then become subject to an initial assessment.

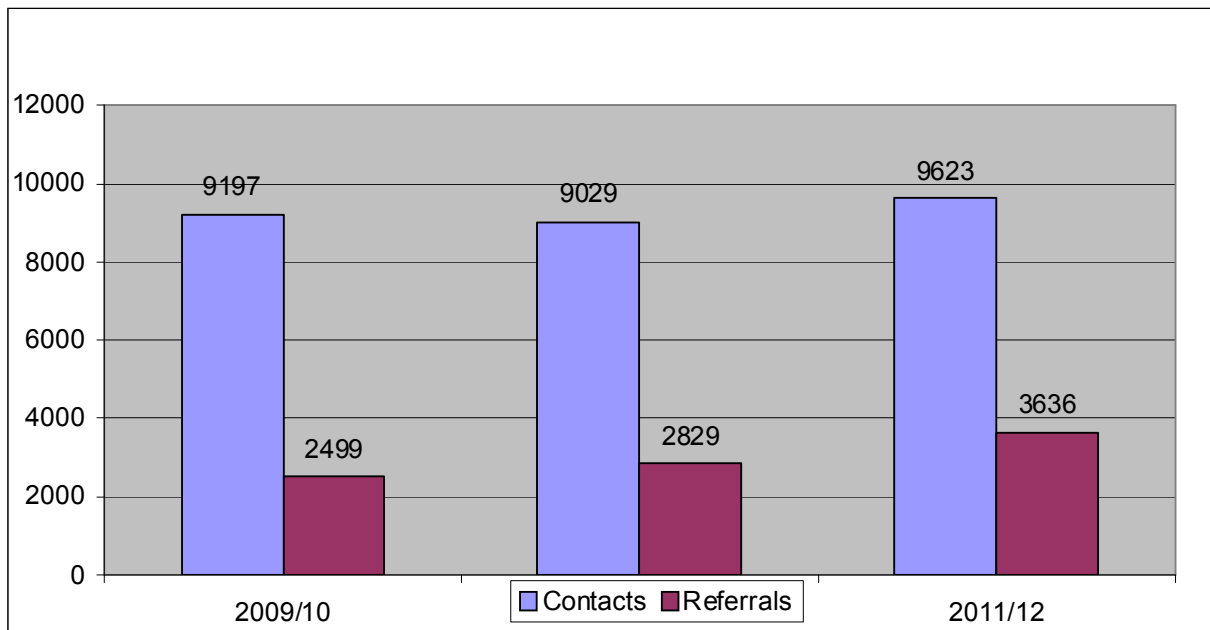
All referrals by age group	2009-10	2010-11	2011-12
Under 1	9.21%	10.65%	8.86%
1-4	22.83%	23.07%	24.97%
5-9	22.14%	24.69%	26.62%
10-12	14.77%	12.49%	14.65%
13-15	17.59%	16.59%	16.07%
16-17	13.34%	12.49%	8.83%
18+	0.12%	0.04%	0.00%

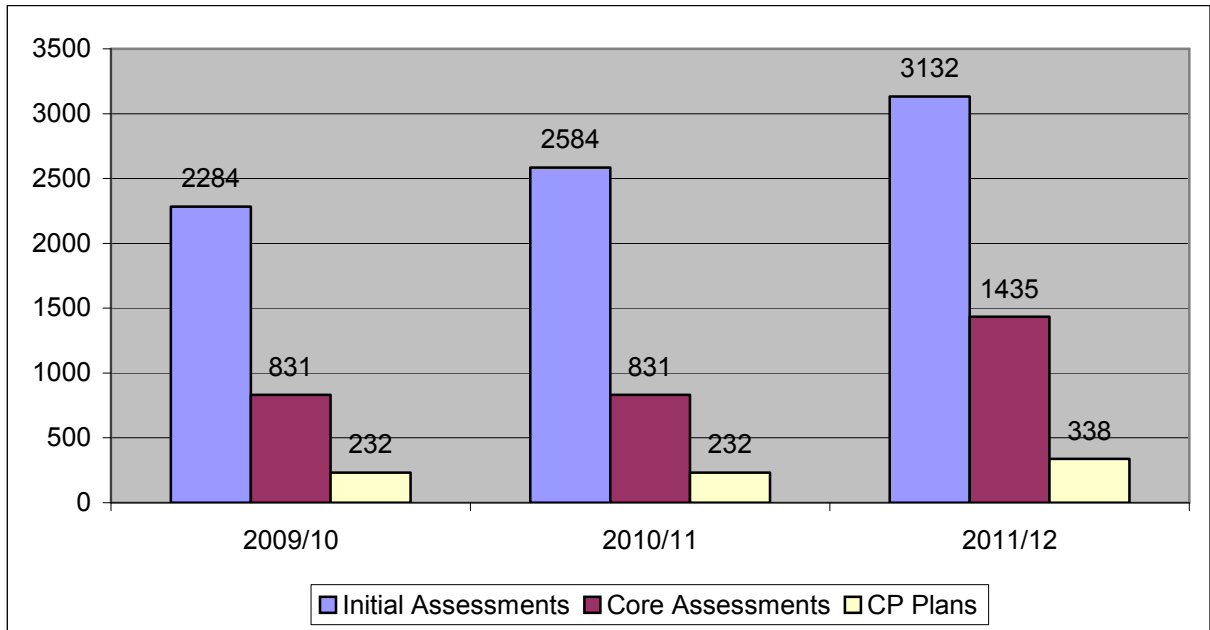
Overall, there is a greater increase in younger the age group being referred. This suggests that professionals and families are identifying problems earlier, which will make it easier to intervene effectively to produce better outcomes; especially once the children's pathway is fully developed in the Borough in the autumn of 2012 identifying problems earlier.

Referrals and re-referrals			
	2009-10	2010-11	2011-12
Referrals by year	2444	2779	3024
Re-referrals by year	366	518	644
Percentage re-referrals	14.98%	18.64%	21.30%

Over the past two years there has been a significant increase in the number and ratio of repeat referrals. Case audits conducted during the time of the Ofsted pilot inspection, indicates that this is an area of concern as the repeat referrals are tending to be an escalation of incidents of domestic abuse where children's development is being directly threatened or put at risk. This has been picked up in the LSCB business plan for the current year with an increased focus on early intervention in relation to domestic violence through the IDVA service , and allied agencies.

N.B. Please note that these figures are for year-by-year comparison only. They are raw data reported directly from ICS Protocol and may differ slightly from figures given elsewhere.





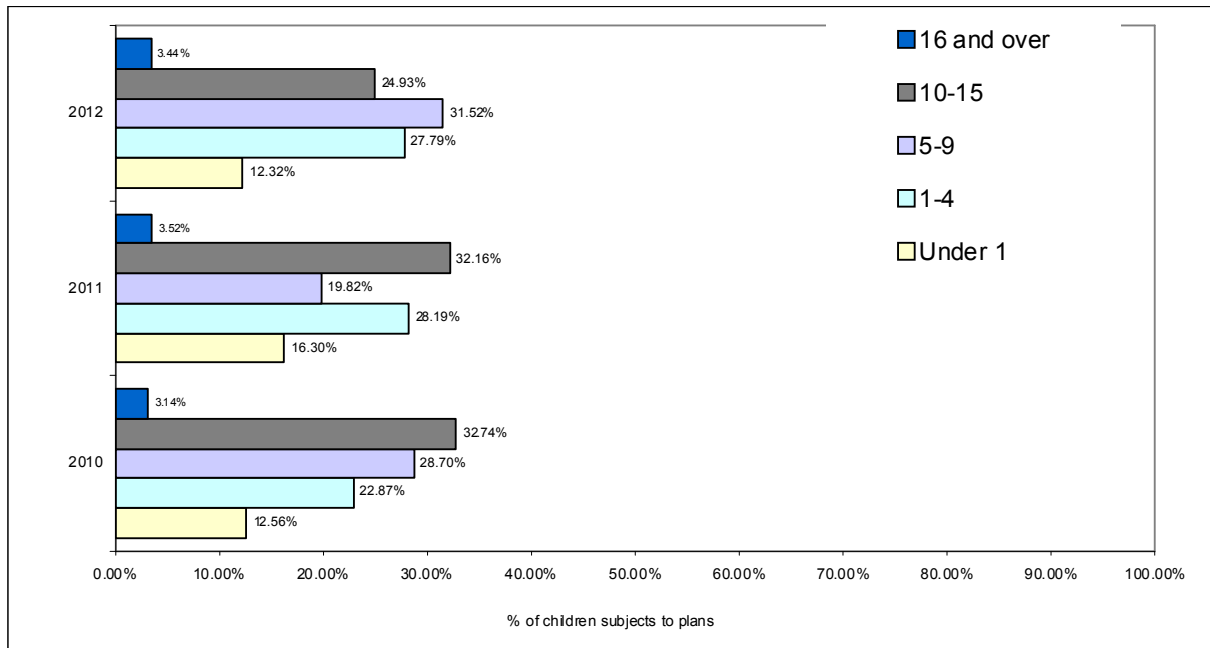
The number of children on child protection plans has risen from 232 in April 2011 to 251 at similar period in 2012.

Although there has been a very small reduction in the number of children in care (due to reduction in number of asylum seekers) There has been a continued increase in the number of care proceedings initiated reflecting the national trend. Clearly appropriate action is being taken in the case of those families where children are likely to remain at risk of significant harm.

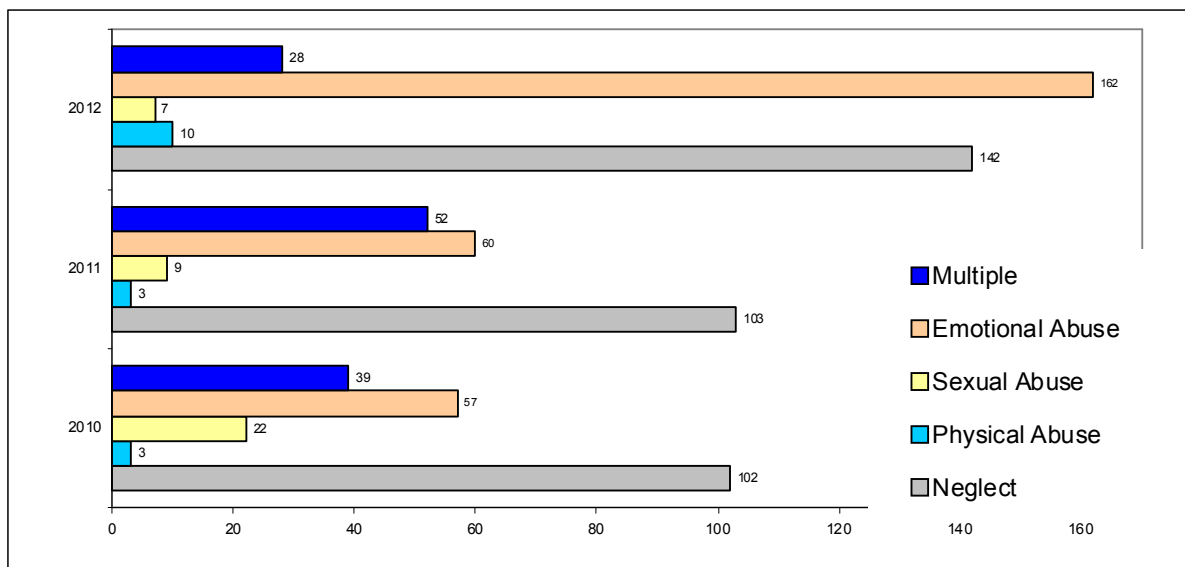
This increased activity is felt throughout the system as there is a consequential increase in workload across all agencies.

At the same time, the difficulties in arranging conferences and core groups has stretched the collaborative working between agencies, and with families.

During 2011-12 there was an increase in the proportion of primary age children subject to child protection plans, although there had been a reduction in the previous year. Certainly over the last few years anecdotal evidence from those working with this age group indicated an increase in assessed risk.



Of greater potential significance is the category recorded as reason for the plan. In 2011-12 there was an increase in the proportion recorded with neglect and/or emotional abuse as the reason. Within this, the proportion with emotional abuse has increased. We cannot be sure whether this is an actual increase or a greatly increased awareness. But, either way, it reflects a huge need for services to support these children.



Trafficked Children

The Local Safeguarding Children Board sub-group dealing with exploited and trafficked children has continued to thrive. Membership includes representatives from national government organisations, such as End Child Prostitution & Trafficking (ECPAT) and the Child Exploitation & Online Protection Service (CEOP). The co-operation of UK Border Agency staff has

been crucial in ensuring the effective screening of children for issues of trafficking, arriving at Heathrow Airport, and UK Border Agency also remains a pro-active member of the sub-group.

Sitting underneath the trafficking sub-group are two operational groups, which meet on a more regular basis. The first operational meeting, involves looking at the profiles of all children who have arrived through the airport terminals and identifying issues of trafficking or exploitation. By this process, a number of children have been identified as trafficked, and referred to the UKHTC (UK Human Trafficking Centre) via the National Referral Mechanism (NRM). Some of these children were age disputed and were deemed adults on the basis of the age assessment carried out by the local authority and partner agencies, but nevertheless they were vulnerable due to trafficking issues. In total, eight NRM referrals were made during the year, including young people deemed to be an adult. The collaborative work between the social work teams and Paladin (law enforcement) resulted in a number of court cases, which had positive outcomes in terms of disrupting the trafficking networks; and safeguarding individual children

The model of collaborative work across agencies in Hillingdon was commended in a number of Home Office documents during the year, including the National Strategy for Child Trafficking and also national guidance on working with trafficked children. [Human Trafficking: The Government's Strategy](#)

The other operational group which sits beneath the Trafficking Sub-Group is the multi-agency meeting that addresses issues relating to children who are reported missing within the community. This group includes active involvement from the Public Protection Desk of the Borough Police, and also has engagement from the Youth Offending Service, as well as the front line social work teams and registered care managers of children's homes in the locality. This meeting has identified a small cohort of approximately fifteen children (mainly local children) who lead risky lifestyles through repeated episodes of being missing from home or care. The operational group has focused on collaborative interventions and has ensured that proper risk assessments are undertaken with this group of children. The work undertaken on missing children has been recognised at a national level and included an invitation to provide evidence to an All-Parliamentary Select Committee in February 2012, on the subject of children missing from home or care. [Report from the Joint Enquiry into Children Who Go Missing from Care](#)

Also in February 2012, the London Borough of Hillingdon hosted a visit from Norwegian social workers, keen to learn from our experiences of safeguarding trafficked children. This is indicative of the global nature of child trafficking as a child abuse issue for practitioners worldwide. Hillingdon's reputation as a bastion of good practice is now well known outside the UK and the high number of weekly 'hits' on the LSCB website child trafficking page, shows the universal and important nature of Hillingdon's work in this key area of practice.

Overall, the number of children going missing throughout the year has declined from eight to four young people who have not been located after arrival at the airport.

Private Fostering

The number of children in private fostering during the year has been relatively low (6) and represents an ongoing area for development. The Local Safeguarding Children Board has continued to deliver briefings and multi-agency training on the need to identify situations of private fostering. This has been beneficial for UK Border Agency staff at the airport terminals who have been able to notify local authorities other than Hillingdon, when children are being placed in private fostering situations across the UK.

In Hillingdon itself, there are more than ninety schools, including academies and independent schools. The challenge, given to head teachers, has been for each school to examine its admissions roll, and identify at least one child who is being privately fostered. This is work in progress and so far, has not yet resulted in additional notifications of private fostering situations. The research evidence shows that private fostering is often a key safeguarding issue for profiling children at risk of trafficking, child sexual exploitation and exposure to domestic servitude or exploitation in the catering industry. This remains a priority for the Local Safeguarding Children Board.

Disabled Children

The levels of awareness about child protection and child safeguarding within the Children with Disabilities Service has continued to grow during the course of the year. Although the number of children with disabilities who are subject to a child protection plan is still not growing sufficiently to demonstrate that this vulnerable group of children are being adequately protected, there is still nevertheless a rise in numbers. During 2011/12 there were ten or more children subject to a child protection plan who are known to the Children with Disabilities Team. This is significantly more than previous years.

Further case audits will be programmed to focus on the activities in the Children with Disabilities Team, (e.g., OT assessments) which should help to identify issues of neglect or poor standards of physical care for children with disabilities, which may be reaching the threshold of significant harm. The learning from this case auditing activity will be fed back to the managers within the Children with Disabilities Service and Special Needs Service to continue the trend for better identification of child protection issues, within these vulnerabilities.

Looked after children

During the course of the year, the number of looked after children within the borough has remained relatively constant (378). Despite the downward trend of asylum seeking children who are becoming looked after, the numbers of children coming into care has not reduced at the levels anticipated. This is primarily because the child protection and safeguarding issues relating to younger, more vulnerable children, especially those exposed to domestic violence, has meant that more legal interventions have been required. During the course of the year, there were forty-five sets of care proceedings, instigated by the local authority involving eighty-nine children. In addition, a significant number of children are subject to the Public Law Outline. This increase in legal intervention shows that child abuse is being identified by professionals and action is being taken to ensure protective arrangements are

in place, by bringing children into the care system if required. The aim in the next year (2012-2013) is to ensure a more focused use of family group conferencing, to enable older children who have come into care as a result of family breakdown to be rehabilitated safely with a package of intensive family support.

The issues relating to looked after children placed out of borough is also a concern, as it has proven difficult to engage partner agencies in safeguarding children outside the locality. This is especially true in relation to children who are reported missing outside the borough and children who may be engaged in low key but significant criminal activity. The issue of monitoring looked after children placed out of the borough was picked up at the All-Parliamentary Select Committee, at which Hillingdon gave evidence in February 2012. It is anticipated that there will be firmer arrangements for ensuring notifications around children placed outside the authority with stronger national guidance from Central Government to make sure that the host authority takes responsibility for safeguarding actions to protect looked after children in their locality.

Young carers

Raising the awareness of young carers is a vital part of the LSCB's role. Young carers - children and young people aged under 18 - must not carry out inappropriate levels of care and should be able to fulfil their own aspirations. Protecting this vulnerable group remains a key priority.

Recent national figures reveal an alarming increase in the number of children under 18 providing care within their family. In 1996 it was estimated that there were 51,000 young carers. This has now nearly tripled to 149,000. The real figure could be much higher as many families do not recognise the caring tasks that a child is taking on and therefore do not publicly acknowledge it. There continues to be a rise in the number of young carers in Hillingdon.

Young carers are children who look after someone in their family who has an illness, a disability, a mental health problem or a substance misuse problem, taking on practical and/or emotional caring responsibilities that would normally be expected of an adult.

Space is a young carers project that specifically supports children and young people between the ages of 5-18 living in Hillingdon who are for a family member with a drug and/or alcohol problem.

Year	Young carers	Carers in Space project
2010-11	273	131
2011-12	298	130
percentage increase	10.9%	n/a

Since the project started in 2007 there has been a year on year increase, average of 10% per year

The Local Authority has produced a poster, designed with help from our Young Carers' group, which is focussed on reaching young people who don't recognise themselves as having caring responsibilities. The poster signposts

to the range of support available to them from Hillingdon Carers. The poster has been circulated to schools, colleges, GP surgeries, libraries and other community organisations. (Last year's entry)

It was noted that 50% of young carers are part of a family where there are adult mental health issues. Over 70% of families with alcohol/substance misuse issues are single parent families, where children are not being parented as well as they might be. When a referral is made, not all young carers receive a CAF; a lot of young carers are children in need, with 25% being subject to child protection. The young carers outside of these groups are those raising concerns. (report from carers lead at SAPB)

Children who experience domestic violence

These continue to form a high proportion of those with child protection plans, and many of them also come from families where substance misuse and/or mental illness are present.

The annual returns from the Hillingdon Independent Domestic Violence Project (HIDVAP) show that they received 645 referrals during the year, of which 88% engaged with the service to some degree. 97% of referrals were female, and 20% were 16-20 years of age

These referrals involved 689 children. 52% of victims said their children had witnessed abuse, and 22% that children had experienced abuse themselves. 23% had experienced violence during pregnancy

The ethnicity of referrals were consistent with the Borough population but approximately 9% experienced honour based actual or feared violence or forced marriage. This is quite a significant number.

A large proportion of interventions relate to criminal or civil law and housing response. Only a very small number of families end up in a refuge and about one fifth receive health and well being support. 95 families in the year were referred on to/received social care services, which potentially indicate high levels of child protection concerns

Clearly, much is being done to provide practical resolutions of domestic violence issues. However, it is well known that children who are affected by domestic violence frequently experience long term emotional harm, as evidenced by the numbers who end up in the care or youth offending systems. This was confirmed by recent NSPCC research which found that young people who witness domestic violence are five times more likely to run away, four times more likely to become violent/carry a weapon, three times more likely to be involved in drugs, crime or anti social behaviour. The cost to society and the emotional cost to the young people are clearly high.

The actual or perceived high thresholds for mental health services means that these children do not have access to support services, and support for these children remains a priority for the LSCB and the Children's Trust.

Child Abuse Investigation Team (CAIT)

The target for overall sanction detection performance in 2011/12 was 22%. Hillingdon CAITs (covering Ealing and Hillingdon Boroughs) SD performance at the year end was a rate of 26%, detecting 144 out of 544 offences.

The target for rape sanction detections performance in 2011/12 was 42%. Hillingdon CAITs SD performance at the year end was a rate of 27%, detecting 7 out of 26 offences.

All the investigations that did not lead to a prosecution were reviewed to ensure that the welfare and safety of the victims were prioritised and always considered in the decisions made, and that all possible lines of enquiry were considered and followed in the search for evidence.

Several of the 19 'not proceeded with' on the two Boroughs were historic and this does throw up specific challenges over the requirement to meet the very high evidential threshold for the Crown Prosecution Service to charge.

6 cases involved adult victims that had significant mental health issues; this resulted in the victim's being unable to provide any evidence.

Other targets for the CAITs are around attendance at Case Conferences and Review Case Conferences (RCC). The target is to attend 100% of initial Case Conferences (met by Hillingdon CAIT) and 50% of Review Case Conferences; 77% of Hillingdon's RCCs were attended by CAIT.

Other measures for the Police CAIT are recorded as National Safeguarding Measures and based on nationally agreed criteria amongst all police forces in England and Wales. These measures include how quickly referrals or requests for information are dealt with by way of strategy discussion and action, and identifying what the decision is in regards to single or joint agency investigation.

No set targets exist as of yet, but the rationale for these national measures is to monitor consistency across the 16 CAITs in London, and to compare with Forces elsewhere in England and Wales.

Currently, the data has not been collected for long enough to enable analysts to make a clear interpretation on performance.

Youth Offending Service

In July 2011 Hillingdon YOS was subject to a Core Case Inspection by her Majesty's Inspectorate of Prisons. The inspection team identified that the quality of safeguarding work undertaken by the team required improvement particularly with respect to the quality of assessments, intervention planning, reviewing of cases and management oversight.

The report did highlight some strengths noting that;

- where required all necessary action was taken to safeguard and protect children and young people from immediate risk of harm and
- there was evidence of effective joint working between YOS workers and children's social care to promote Safeguarding and well being of children and young people.

The timing of the inspection meant that the effect of changes already implemented by the team earlier in the year, had no impact on the activity being reviewed. The YOS built on those changes in developing its inspection improvement plan which is being overseen by the YOS Management Board and includes the following activities;

- The development of an integrated planning framework
- The introduction of an integrated planning and review forum
- Quality audits of assessments and interventions plans followed by staff training and development activity.

Over 90% of the actions in the improvement plan have been completed and the outstanding activity focuses on evaluating the impact of the systemic changes and training on the quality of the assessments and intervention plans.

The Safeguarding and Quality Assurance team have also been involved in case file auditing for the YOS introducing a degree of independence into the process.

Potential risks to safeguarding

Resources. The biggest risk, as ever, is the availability of staffing capacity when measured against workload. Although some agencies have had notable success in increasing the stability and ability of the workforce, staffing numbers have not kept up with the increase in child protection work, and the rising birth rate. Social care has not been able to improve the stability of the workforce as had been hoped at the start of the year. This will now be exacerbated by the financial climate and an inevitable reduction in services for non targeted and non specialist work. The LSCB receives information about staffing and is trying to improve the effectiveness of its monitoring arrangements.

Re-organisations. All the key statutory agencies are carrying out some reorganisation to comply with Government requirements and to improve efficiency. However successful, the actual process of reorganisation creates uncertainty with the consequential risk that safeguarding issues may be missed. Relationships may be harder to maintain if management lines change. Agencies feed back to the LSCB on a regular basis on progress, but the impact of reorganisations and cost savings are as yet hard to assess.

Lack of coordination of early intervention work. Evidence from the SCIE pilot and other case work indicates that support services are not always planned and delivered in a coordinated way. This is partly due to the differential processes that apply within each agency. Considerable work has been done to develop and improve Council early intervention services, the fruits of which will be seen in 2012-13. The LSCB will inform the future development of early intervention services through the Children's Trust

Heathrow. The presence of Heathrow Airport within the Borough boundaries poses particular risks in respect of a transient population, particularly those at risk of trafficking and exploitation. This has been mitigated by effective and organised multi agency cooperation and action which has reduced the numbers of children and young people at potential risk.

Gaps in LSCB quality assurance mechanisms. The LSCB has been able to assure itself of the effectiveness of internal agency audit work, and through more case reviews this year has some awareness of system deficiencies. However, further work is needed to ensure that the LSCB can confidently assess the child's progress through the system through a multi agency quality

audit system and ways of obtaining views of children and their families. This is addressed in the LSCB action plan.

Potential opportunities to improve safeguarding

Staffing. On the whole children are effectively safeguarded in Hillingdon through the efforts of skilled and hard working staff. The LSCB will continue to ensure the delivery of a strong multi-agency training programme and will do more to engage with staff and obtain their views.

Reorganisations. Although a distraction, there are some potential gains in multi agency working through closer links between children and adult services which have come about in both social care and community health.

The Munro Review. If the Munro recommendations are implemented, the process of assessment should be more continuous and based on cumulative assessment of need, and the exercise of professional judgement, rather than being constrained by artificial timescales and targets.

Hillingdon Pathway Programme and Family Intervention Project. This is a developing project which aims to use available early intervention resources to provide a coordinated response to children in need and their families. This does provide a potential opportunity to provide early interventions to ensure that issues are addressed before the child protection threshold is reached.

New safeguarding inspection framework. During 2012 Ofsted is inspecting under a revised framework that is based on the Munro report, is unannounced, and based more on the child's journey. Hillingdon was one of six areas piloting this approach. There are indications from those inspections already carried out that it is a harder test, and focused almost entirely on local authorities. A more extensive joint multi agency format has been published for consultation.

Hillingdon Council is building a culture of continuous quality oversight and improvement based on the inspection standards, and this will be augmented by the LSCB quality assurance framework. This work is supported by the appointment of a specialist quality assurance manager.

6. NATIONAL AND LOCAL CONTEXT: implications for safeguarding

The Munro review and revised Working together to Safeguard Children

In 2011 the Government accepted the main recommendations from Professor Munro's report, which required a considerable change in operating culture. New frameworks for performance monitoring and inspection have been developed. Reforms for social work have been implemented and each local authority has a designated principal social worker to support practice. In order to support more local decision making and development it has been decided that the national eCAF system will be decommissioned, although use of the Common Assessment Framework continues to be encouraged. The Government has decided that a new statutory duty on delivering early help is not needed, as there is sufficient existing legislation to deliver this.

However, the biggest changes will be delivered through three new documents, published in summer 2012 for consultation. The New Working Together to Safeguarding Children is radically reduced in size and focused purely on statutory requirements. Statutory Guidance on learning and Improvement outlines new arrangements on Serious Case Reviews using systems methodology, along with reviews of child deaths and other learning processes led by LSCBs. Draft guidance on Managing Cases: the Framework for the Assessment of Children in Need and their Families proposes a more continuous assessment process that is not constrained by national timescales for completion.

Although some of the revised guidance is welcomed, it imposes major challenges on local areas, and London, for developing local frameworks that are 'timely, transparent, and proportionate to need'

National Health Service

It has been a year of significant organisational transition for the NHS. Public Health which leads on commissioning will move to the Local Authority in April 2013 but its safeguarding role in the Local Authority has not yet been defined in central guidance. It is anticipated, although the central guidance has not yet been issued, that the management of the designated doctor and nurse will move to the CCG as part of the transition arrangements.

The CCG is acting in shadow form in 2012/13 and is expected to obtain its authorisation during 2012/13. The Board will need to work closely with GPs both as commissioners i.e. their CCG role and providers.

During 2012/13, a regular meeting of all NHS commissioners and providers was held, convened by the PCT (Public Health) in order to try to ensure the continued good co-ordination of services through the transition period. There was an increase in NHS workload during 2012/13 as was also experienced in LBH. This required some reprioritisation of children's services so that the demand could be met.

The new GP led Clinical Commissioning groups will be fully operational from spring 2013. In the meantime a shadow CCG is in place in Hillingdon. A key

task for the LSCB will be to secure the engagement of GPs as both commissioners and providers of services.

Education changes

The main emphasis of Government education policy is an increase in the independence of schools and the consequential reduction in the influence of the local authority. There are therefore potential risks to safeguarding both in terms of the monitoring of individual schools and the lack of consistency in external commissioning of support services

In Hillingdon, although most secondary schools are now academies, all schools have remained fully engaged with the LSCB. This will be supported through the further development of safeguarding clusters across the Borough.

7. WHAT WE NEED TO DO: priorities for LSCB 2012 onwards

Our evaluation of the progress against our priorities plus our assessment of the effectiveness of local safeguarding arrangements, consideration of relevant national issues, and feedback from staff has led us to identify the following main priorities for the Board's work from 2012.

N.B. The LSCB will seek to influence the development of early intervention services, as these are critical in improving the safeguarding of children, and in ensuring that only those in highest need receive social care services. The LSCB will also monitor the interfaces between preventative and statutory services to ensure that thresholds are clear and consistent. However, it is important that The LSCB continues to keep as its main priority those children and young people who are most at risk of harm –i.e. those who come into the social care system in need of protection.

Priority 1 Improve LSCB functioning

- Continue to implement Munro recommendations and Government requirements as required, particularly updated Working Together and related guidance.
- Carry out a section 11 audit across agencies
- Fully develop and implement the Quality assurance framework
- Rationalise the performance information produced by social care and the Children's Trust, and feed into improved data framework for the LSCB
- Incorporate views of children, young people and their families in the work of the LSCB through response to Borough survey, views of those on cp plans
- Incorporate the views of staff in the work of the LSCB through responses at stakeholder day and questionnaire
- Appoint lay members to the Board
- Improve engagement with GPs and Clinical Commissioning group
- Continue to develop ongoing communication with front line staff (newsletter/stakeholder days)

Priority 2 Assess and improve operational practice

- Ensure all agencies fully understand the social care threshold criteria, and that it is embedded in the development of preventative services
- Improve the oversight of single agency audits
- Develop and learn from a multi-agency quality audit programme for the LSCB
- Roll out the schools safeguarding clusters across whole Borough (3 more clusters)

Priority 3 Improve outcomes for children affected by key risk issues

- Improve the identification and support for children and young people involved in sexual exploitation
- Improve the identification and support for children and young people involved in gang activity
- Improve quality of information sharing and risk assessments for children and young people who go missing, particularly looked after children
- Continue to try and benefit from funding opportunities for children and young people affected by domestic violence
- Improve the effectiveness of joint working across children's and adult services in respect of mental health and substance misuse issues
- To raise awareness of child abuse linked to faith or belief

Priority 4 Ensure a safe workforce

- Carry out and respond to audit of single agency training
- Develop ways of assessing access to and impact of training
- Enhance support to front line managers
- Look at more creative ways to improve access to and attendance at multi agency training
- Continue to improve responses to allegations against staff
- Ensure compliance with new legislation and guidance around recruitment

Priority 5 Learn from Case Reviews

- Implement learning from management reviews
- Complete implementation of the actions arising from the SCIE pilot
- Continue to implement learning from unexpected child deaths and disseminate key messages to local professionals

8. CONCLUSIONS AND RECOMMENDATIONS TO THE CHILDREN'S TRUST

There is a commendable commitment by all agencies in Hillingdon to keep children safe. Each agency is trying to monitor its own practice, and the LSCB is improving its quality assurance mechanisms in order to assess multi agency practice. Our current assessment is that multi agency working is generally good, but there are several major risks to this. Workload and staffing are the biggest risks, along with the pressure on resources in the context of increasing demand and all agencies are experiencing the potential of disruption of reorganisations. In this climate, it is vital that all agencies and staff resist the temptation to retreat to their own silos and continue to develop opportunities to work together, to share information, and to respect each others roles and viewpoints.

There is a current and projected increase in the birth rate. At the same time staffing in key services (health visiting, school nursing) has remained the same. Child protection work has increased but a strong message coming from SCRs and research emphasises risks to very young children, and those at risk of long term neglect. This is supported by local figures on numbers on child protection plans and coming into care. This makes it critical that there are effective mechanisms for identifying early those in need of targeted support, and providing those services to prevent them reaching child protection thresholds.

Hillingdon has 30% non white population and this is rising. This creates potential for inequalities and there are some safeguarding issues that are particularly relevant to some ethnic groups, e.g. female genital mutilation, forced marriage, stigma and low reporting of domestic violence and mental health issues. These will be monitored as appropriate through LSCB performance information and the work plan.

The significant increase in child protection activity and increase in those subject to care proceedings indicates appropriate awareness of risks to children and action to protect them. However, the impact poses inevitable risks to the quality of work to keep children safe. All agencies are struggling to respond to this increased need with existing capacity. This risk is exacerbated by the lack of stability in social work teams both at practitioner and manager level. London is a competitive market, and the work is hard and stressful. The Council is therefore urged to consider the possibility of increased staffing along with recruitment and retention incentives

This pressure reduces the availability of time to work with cases of children in need who fall below the threshold of child protection. Many of these are likely to be long term neglect cases that require careful monitoring and support to avoid future risk. The Council led initiative of a preventative hub and pathways for vulnerable children, alongside the Hillingdon Family Service and Multi Agency safeguarding Hub, is therefore welcomed. However, these initiatives are not yet fully multi agency. Partner agencies are experiencing their own capacity issues, so it is vital that these services are developed in **full** partnership with other agencies, both child and adult

Linked to that is the importance of services for children who experience emotional harm , including those abused, exploited or affected by domestic violence. National prevalence figures suggest that there are likely to be between 6000 and 13,000 children and young people in Hillingdon who experience mental health problems at some time. There has been a rise locally in numbers exhibiting 'risky behaviours' –behaviour problems, school exclusions etc. Local needs analysis suggests a comparatively high spend on tier 4 and low spend on early intervention services. (JSNA) This issue has been further highlighted recently by the Layard Report which highlighted the importance and lack of mental health treatment nationally, particularly psychological therapies (both adults and children) Comments have already been made about the comparative low level of CAMHS funding compared with other boroughs. There is a shortage of tier two services to meet the needs of children experiencing emotional harm. In view of the high numbers of children experiencing neglect and emotional harm, provision of appropriate support at an early stage is critical in terms of well being and preventing future harm.

The need for improved services to support these children must be considered by the relevant commissioners.

9. APPENDIX 1: LSCB membership

Chairman and officers of the LSCB

- Lynda Crellin - Chairman [Independent]
- Maria O'Brien - Deputy Chairman [Managing Director, Community Services, CNWL NHS Foundation Trust]
- Paul Hewitt - LSCB Lead Officer
- Wynand McDonald - LSCB Training and Development Officer
- Carol Hamilton - Manager, Child Death Overview Panel (CDOP)
- Andrea Nixon - Schools Child Protection Officer
- Stefan Szulc - LSCB Legal Advisor
- Julie Gosling - LSCB Administrator

Observers

- Cllr David Simmonds - Deputy Leader of the Council & Cabinet Member for Education & Children's Services
- Hugh Dunnachie - Chief Executive, London Borough of Hillingdon

Local authority representatives

- Linda Sanders - Director of Children's Services and Corporate Director Social Care, Health & Housing
- Merlin Joseph - Deputy Director, Children & Families, Social Care, Health & Housing
- Anna Crispin - Deputy Director Education, Planning, Environment, Education & Communities
- Lynn Hawes - Service Manager, Youth Offending Service, Social Care, Health & Housing
- Nick Ellender - Service Manager, Safeguarding Adults, Social Care, Health & Housing
- Dawn France - HR

Health representatives

- Maria O'Brien - Managing Director, Provider Services, Central North West London Trust
- Ellis Friedman - Joint Director of Public Health, LBH and Hillingdon PCT
- Jacqueline Walker - Deputy Nurse Director, Hillingdon Hospital NHS Trust
- Catherine Knights - Director of Operations Central North West London Trust
- Chelvi Kukendra - Designated Doctor, Hillingdon PCT
- Jenny Reid - Designated Nurse, Hillingdon PCT

Police and probation representatives

- Tariq Sarwar - Detective Chief Inspector, Hillingdon Borough Police
- Dave Franklin - Detective Chief Inspector Child Abuse Investigation Team (CAIT), Metropolitan Police

- Sharon Brookes - Detective Inspector, Child Abuse Investigation Team (CAIT), Metropolitan Police
- Marcia Whyte – Senior Probation Officer, London Probation

School representatives

- Sue Gould - Head teacher, Vyners School
- Catherine Moss - Head teacher, St Bernadette's School
- Joy Nuthall - Head teacher, Moorcroft School

Other representatives

- Gavin Hughes - Deputy Principal Officer - Uxbridge College
- Rose Alphonse - Uxbridge College Children's Centre
- Fiona Millar - Children, Youth and Families Officer, Hillingdon Association of Voluntary Services
- John Walsh - Service Manager, CAFCASS
- Danielle Lambert – Regional Director, UKBA
- Chris Condon – Projects Officer

10. APPENDIX 2: Glossary

A&E	Accident and Emergency Services
CAF	Common Assessment Framework
CAIT	Child Abuse Investigation Team (Metropolitan Police)
CAFCASS	Children and Family Court Advisory and Support Service
CAMHS	Child and Adolescent Mental Health Service
CDOP	Child Death Overview Panel
CNWL	Central and North West London Trust
CIN	Children in Need (sec 17 Children Act)
CP	Child Protection
DCS	Director of Children's Services
DfE	Department of Education
DPH	Director of Public Health
GP	General Practitioner
HCFTB	Hillingdon Children and Families Trust Board
HCH	Hillingdon Community Health
HMIP	Her Majesty's Inspector of Prisons
ICT	Information and Communication Technology
ISA	Independent Safeguarding Authority
JSNA	Joint Strategic Needs Analysis
LADO	Local Authority Designated Officer (allegations against staff)
LAC	Looked After Children
LSCB	Local Safeguarding Children Board
LSP	Local Strategic Partnership
NSPCC	National Society for Prevention of Cruelty to Children
NPIA	National Policing Improvement Agency

PIP	Partnership Improvement Plan
PCT	Primary Care Trust
PEECS	Planning, Environmental, Education Community Services
SAPB	Safer Adults Partnership Board
SCIE	Social Care Institute for Excellence
SCR	Serious Case Review
SEN	Special Educational Need
SIT	Safeguarding Improvement Team (NHS London)
THH	The Hillingdon Hospital
YOS	Youth Offending Service
UKBA	United Kingdom Border Agency

11. APPENDIX 3: LSCB Budget

Income 2011-12

Health	£60,000.00
Local Authority	£61,000.00
Metropolitan Police	£5,000.00
UK Border Agency	£5,000.00
Probation	£2,000.00
CAFCASS	£565.00
Government Grant [Munro funding]	£29,000.00
TOTAL	£162,565.00

Outgoings 2011-12

Staffing	£90,000.00
LSCB Chairman	£23,000.00
Consultancy [PIP management & website]	£9,000.00
Independent reviewer [SCIE Pilot]	£11,000.00
e-Learning training licence	£7,000.00
Office running costs [stationery/telephone etc]	£2,500.00
Catering – LSCB conference	£5,000.00
TOTAL	£146,500.00

The balance of £16,665 has been rolled over to the current financial year to pay for Independent multi-agency case reviews and section 11 audit prioritised by the 2012-2013 LSCB Business Plan.

SAFEGUARDING ADULTS PARTNERSHIP BOARD (SAPB) ANNUAL REPORT 2011-12

Cabinet Member	CLr Philip Corthorne
Cabinet Portfolio	Social Services, Health and Housing
Officer Contact	Moira Wilson, (Interim Deputy Director) Social Care & Health
Papers with report	SAPB Annual Report 2011-12

HEADLINE INFORMATION

Purpose of report	Cabinet is asked to receive the Annual Report 2011-12 of the Safeguarding Adult Partnership Board submitted by Independent Chair and Safeguarding Service Manager LBH, on behalf of the Board. The Annual Report outlines the partnership's activity and performance in safeguarding adults at risk, the activity in relation to deprivation of liberty authorisations and the priorities for the year. This is set in the context of national guidance and policy.
Contribution to our plans and strategies	The Local Authority holds the lead responsibility for ensuring collaborative arrangements are in place for the protection of adults at risk of abuse and exploitation in their area. There are links to the shadow Health and Well-Being Board and the Local Safeguarding Children's Board (LSCB). Safeguarding is also linked to the Multi Agency Public Protection Arrangements (MAPPA) and the Multi Agency Risk Assessment Conference (MARAC).
Financial Cost	There are no new financial implications. Safeguarding adults work is within existing budget provision in Adults' Social Care services and partner agencies commit officer time to the work of Safeguarding Adults Partnership Board.
Relevant Policy Overview Committee	Social Services, Health and Housing
Ward(s) affected	Safeguarding activity covers all Wards.

RECOMMENDATION

The Cabinet are asked to note the work of the Partnership Board and safeguarding activity in LB Hillingdon.

INFORMATION

Reasons for recommendation

The protection of adults at risk is a critical activity of the Council and a key partnership area of work with health services and the voluntary sector

Alternative options considered / risk management

None

Comments of Policy Overview Committee(s)

1. This report was considered by Policy Overview Committee on 9th October 2012 and their comments are set out below.
2. The Committee notes the protection of adults at risk is a critical activity of the Council and a key partnership area of work with health services and the voluntary sector.
3. The Committee notes Hillingdon's Safeguarding Adults Partnership Board has an independent chairman, who also chairs the Local Safeguarding Children's Board and while each Board is independent, this collaborative approach is to be commended.
4. The Committee notes the Authority has a highly skilled specialist service in place and the Committee expressed confidence in the safeguarding adult arrangements in Hillingdon. The Board is well placed to comply with the statutory requirements set out in the Care and Support Bill and is currently working on priorities that include demonstrating the positive outcomes of safeguarding intervention.
5. The Committee notes the enhanced quality control measures which are being adopted and the changes in both the scope and definition of safeguarding adult work that is being developed. The Committee welcomes the continued work which is being done to raise the awareness of adult safeguarding.

Supporting Information

6. Local Authorities have a responsibility to follow the Department of Health guidance outlined in "No Secrets" (2000) and to be the lead agency in coordinating the multi-agency approach to safeguarding adults at risk of abuse in their area. As part of this, the Safeguarding Adults Partnership Board (SAPB) leads on strategy, monitoring and reviewing the safeguarding arrangements in Hillingdon. It publishes an Annual Report, detailing what the partnership has achieved over the year, local and national developments and it decides the service priorities.
7. The Care and Support White Paper and draft Bill proposes to set safeguarding adults at risk on a statutory footing, placing a duty on Local Authorities to carry out enquiries into any allegations of abuse or exploitation. Having a SAPB will become

a statutory requirement requiring the co-operation of agencies to work together to protect adults at risk.

8. The Safeguarding Adults Partnership Board is a multi-agency partnership of independent and charitable organisations, statutory agencies and others with an interest or responsibility for safeguarding adults at risk. Local Authorities, as required by Government guidance, are the lead agencies in co-ordinating the response to safeguarding adults at risk, part of which is to ensure an effective Safeguarding Adults Board. The remit of the Board is to oversee the strategic development of safeguarding adults and the effectiveness of local arrangements.

Summary of Conclusions

9. The report presents a retrospective of safeguarding work over the year. Key local developments and service changes in 2011-12 have been:

- The change to the SAPB structure and the collaborative model of working with the LSCB
- Implementing the London multi-agency safeguarding adult policy and procedures, strengthening cross boundary work and ensuring a common understanding of responding to allegations of abuse.
- Improve collaboration and partnership across agencies.
- In consultation with stakeholders, re-aligning the Board's priorities to reflect the changes in adult health and social care.
- Focussing more on successful outcomes for people rather than just on compliance.

10. The SAPB priorities for development for 2012 onwards have been built around the six Government principles of

- Empowerment
- Protection
- Prevention
- Proportionality
- Partnership
- Accountability

11. Of particular priority is a need to improve our response to abuse, particularly financial abuse reporting, of which appears to be growing. We also need to ensure that the commitment to self directed support, (service users more in control of their own care budgets) enables positive risk taking whilst ensuring safeguards are in place for delivering support in this way. The SAPB is also working to increase its quality assurance mechanisms. Recommendations arising from investigations, like the abuse at Winterbourne View Hospital, are being reviewed against our own practice and used to strengthen the monitoring and prevention elements of safeguarding primarily through the work of LBH's inspection team in partnership with the Care Quality Commission. At the same time ensuring also that reviews of service user's individual placements, and their appropriateness, are carried out in a timely manner The SAPB is also well positioned to comply with the likely statutory

requirements of the Care and Support Bill placing a legal duty on Local Authorities to investigate allegations of abuse and SAPB to be on a statutory footing.

12. Because of their key role in supporting vulnerable adults GPs, as providers, will be involved in the SAPB, along with the Clinical Commissioning Group (CCG). This has been progressed by the SAPB and represents a good opportunity to engage the new health commissioning bodies with committed GP representation for the Board.

Financial Implications

13. None, although there may be some implications once the Board is placed on a statutory footing.

Legal implications

14. Once the requirements of the Care and Support Bill are passed into statute, the terms of reference and membership of the SAPB will have to be reviewed. Under current arrangements the SAPB is well placed to be compliant with new regulations and guidance as currently understood.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

15. Safeguarding adults at risk remains a high priority for all partners

Consultation Carried Out or Required

16. The Safeguarding Adults Partnership Board annual report is written by the relevant Chairman and Service Manager in conjunction with the safeguarding leads of partners and members of the Safeguarding Board. All major partners are consulted and contribute. The report was agreed at the Board meeting of the 28th of September 2012.

CORPORATE IMPLICATIONS

Corporate Finance

17. Corporate Finance concur with the financial implications set out above

Legal

18. There are no legal implications arising out of this report to bring to Cabinet's attention.

BACKGROUND PAPERS

NIL

Hillingdon Safer Adults Partnership Board Annual report 2011 - 12



INDEX

INTRODUCTION	3
<u>1.</u> WHAT WE HAVE DONE	5
<u>2.</u> GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS.....	5Error!
Bookmark not defined.	
<u>3.</u> LEARNING FROM CASE REVIEWS	18
<u>4.</u> WORKFORCE	21
<u>5.</u> HOW WE ARE DOING: effectiveness of local safeguarding.....	21
<u>6.</u> NATIONAL AND LOCAL CONTEXT: implications for safeguarding	26
<u>7.</u> WHAT WE NEED TO DO: priorities for LSCB 2011 onwards	28
<u>8.</u> RECOMMENDATIONS	
<u>APPENDICES</u>	
APPENDIX 1: SAPB membership.....	
APPENDIX 2: Performance information.....	
APPENDIX 3: Terms of reference for sub groups.....	

INTRODUCTION

This report covers the work of the Safer Adults Partnership Board (SAPB) during 2011-12. It highlights the main achievements in safeguarding Hillingdon's vulnerable adults, and identifies the priority areas for improvement for the following year and beyond.

This work relies on strong commitment and collaboration across services, and this is evident through the work of the Board, and from the contribution that each agency has made to this report. From these contributions we can see the efforts that are being made in Hillingdon to keep adults safe.

Hillingdon has dedicated safeguarding adults teams in social care and in the Police, which makes us well placed to respond effectively to concerns raised.

This year has seen a clear increase in awareness of the issues, evidenced from the increased number of relevant referrals to the safeguarding team. We have developed and embedded our local procedures based on the pan London procedures and collaboration across London continues to improve our ability to pick up on relevant developments, and contribute to the large amount of cross London work that continues apace.

Part way through the year we joined with the Local Safeguarding Children Board (LSCB) with meetings on the same day, and with the same chair, although each Board retains its separate identity. This collaboration is enabling us to work closely on some key issues, such as the planned Multi Agency Safeguarding Hub (MASH) and joint work across Children's and Adult Mental Health Services.

The evidence we have indicates that we are keeping adults as safe as we can within Hillingdon. However, there are some important challenges.

Local demographic data tells us that numbers of vulnerable adults in the Borough will rise.

National events, such as the Winterbourne Inquiry, remind us that we need to do more to ensure we are able to better monitor the care of vulnerable adults, particularly those who are in homes or hospitals.

We need to develop improved quality assurance mechanisms to assess the quality of our detection and interventions on the ground. The personalisation agenda, whilst extremely positive, means that we must help people assure themselves of the quality of care they are purchasing.

Government plans to place Safeguarding Adult Boards on a statutory footing are now clarified in the Care and Support Bill which outlines proposed role, membership and requirement to produce an annual report. Hillingdon SAPB is well positioned to meet the requirements of the new legislation and this annual report will be presented to the health and Wellbeing Board and the Council Cabinet

Hillingdon is the second largest of London's 32 boroughs. It has a population of approximately 266,100 at mid 2010 (269,011 by 2012) of which approximately a quarter are under 19.

Numbers aged over 65 are projected to increase to over 37,000 by 2015, and those over 85 are projected to increase to 5,500 –an increase of 11%. Although many of these will be living in the more affluent parts of the Borough, there are estimated to be upwards of 4700 frail elderly, many living in unsuitable housing and in areas of multiple deprivation. Numbers of adults with a learning disability and/or a mental illness are also projected to rise.

The most recent information indicates that 25% of women over 60 are non white. For men, measured at 65, it is 30%.

Hillingdon is a comparatively affluent borough (ranked 24th out of 32 London boroughs in the index of multiple deprivation, where 1 is the most deprived) but within that there is variation between north and south, with some areas in the south falling in the 20% most deprived nationally.

During 2011-12 2,816 adults received an assessment from Adult Social care. There were 2,300 reviews of existing service users and 5,861 people were in receipt of adult social care services. This represents a significant increase on activity from 2009/10.

Lynda Crellin

Independent Chairman

June 2012

1. WHAT WE HAVE DONE

What we planned to do – our key priorities

Priority 1 - Raising awareness of safeguarding adults amongst staff and engagement with the community

- Delivered a communications campaign to increase awareness of safeguarding adults through billboards, media articles and new posters focussing on the most prevalent areas of abuse, namely physical, neglect and financial.
- Refreshed public information on the website and developing new information on deprivation of liberty safeguards.
- Delivered an outreach programme of work to community groups in 1011-12 to raise awareness of safeguarding adults services and engage with key issues to inform developments in services

Priority 2 - Strengthening governance – safeguarding standards, processes and arrangements in partner organisations, evaluating cases / learning, build stronger links with other groups e.g. Domestic Violence Forum, Community Safety Forum and reviewing attendance at the Board.

- Worked across the London Boroughs to develop the London Multi-Agency Safeguarding Adults policy and procedures and introduced these into Hillingdon, enabling a consistency of practice across boundaries
- Partner agencies improved systems for monitoring alerts and referrals and improved activity reporting from IAS Protocol system, the main recording framework for safeguarding adults.
- THH was a pilot site to test the NHS London self assessment framework for vulnerable adults. The outcome was positive
- Audit of LB Hillingdon safeguarding adults' service and the processes and procedures received a very positive report.

Priority 3 - Strengthening skills / competencies in safeguarding adults

- Safeguarding training strategy and monitoring levels of take up by staff of partner training on safeguarding adults .
- Internal training programme delivered by each constituent agency

Priority 4 - Analysis of outcomes / what difference we are making

- Analysis of acceptance of protection plans, for those who have been abused, showed good support for our intervention, where persons had capacity to express this.

Priority 5 - Strengthening the prevention approach – e.g. advocacy, self-awareness

- Greater availability and use of advocacy service for safeguarding adults who are without representation and access to an independent mental capacity advocacy service for those lacking capacity to make decisions on their safety. New improved translation and interpreting service.

2. GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS

The Safeguarding Adults Partnership Board is a multi-agency partnership comprising statutory, independent and charitable organisations with a stakeholder interest in safeguarding adults at risk. The Board aims to protect and promote individual human rights, independence and improved wellbeing, so that adults at risk stay safe and are at all times protected from abuse, neglect, discrimination, or poor treatment.

The role of the Board and its members is:

- To lead the strategic development of safeguarding adults work in the borough of Hillingdon.
- To agree resources for the delivery of the safeguarding strategic plan.
- To monitor and ensure the effectiveness of the sub-groups in delivering their work programmes and partner agencies in discharging their safeguarding responsibilities
- To ensure that arrangements across partnership agencies in Hillingdon are effective in providing a net of safety for vulnerable adults
- To act as champions for safeguarding issues across their own organisations, partners and the wider community, including effective arrangements within their own organisations
- To ensure best practice is consistently employed to improve outcomes for vulnerable adults.

Membership

Membership comprises all the main statutory agencies and voluntary groups who contribute to the safeguarding of vulnerable adults. A full list of members can be found at appendix 1. Overall attendance during 2011/12 was 65%, with Hillingdon Community Health, Hillingdon Hospital Foundation Trust, the local authority and Age UK Hillingdon showing 100% attendance; DASH and Hillingdon Carers showing 75%; Metropolitan Police and MIND showing 50% and CNWL and the London Fire Brigade showing 25% attendance. New attendees from Harefield and Brompton Trust, UKBA and London Probation were welcomed at the March 2012 Board meeting.

The Cabinet lead member for Adult Social services sits on the Board, as well as the Corporate Director, Social Services, Health and Housing

Our main membership gap is that of General Practitioners and of the Clinical Commissioning Group (CCG). GPs are critical in the context of vulnerable adults, as the professional most likely to be in contact with them, and in a position to pick up on concerns, whether at home or in residential care. This gap will be closed, following new Department of Health guidance issued to CCGs in September 2012 and current discussions on local representation for both children and adults' safeguarding boards.

Independent chairman

Since November 2011 the SAPB has been chaired by an independent chair, who also chairs the LSCB. Some local authorities are moving towards independent chairing, especially those who have returned to a combined children and adult social care system. In March 2012 the SAPB agreed a protocol that set out the roles and responsibilities of the chair

Relationship to agency boards

There are links across to the Safer Hillingdon Partnership and Healthier Communities for Older People. Safeguarding also links to the Multi Agency Public Protection Arrangements (MAPPA) and the Multi Agency Risk Assessment Conference (MARAC) We have tried in this annual report to better reflect the partnership work in Hillingdon, and have asked the agencies represented on the SAPB to make their own direct contributions to this report. We asked about governance and contributions to safeguarding, and these are included below. Actions planned within each agency are included in section 7.

Hillingdon Council

The Council is the lead agency for safeguarding adults. The Director of Social Care & Health (statutory DASS sits on the Board and the annual report will be presented to Council's Policy and Overview Committee and to Cabinet.

Safeguarding adults at risk is a lead responsibility for Local Authorities. Government guidance in the form of the "No Secrets" document issued in 2000 set out the responsibilities Local Authorities have in developing and implementing multi agency policies and procedures to protect adults at risk. Hillingdon's local policy, based on the guidance, was first developed in 2001 and revised in 2005. In 2011 London Multi-Agency Safeguarding Adults at

Risk policies and procedures were developed and implemented across the London boroughs, facilitated by the Social Care Institute for Excellence (SCIE). These were endorsed by LB Hillingdon's SAPB and implemented locally in September 2011. Practitioners' guidance, based on the policies and procedures, is to be launched in June 2012. LB Hillingdon has been heavily involved in the development of the procedures and guidance through our chairing of the London safeguarding adults' network, a self supporting network of local authority leads for safeguarding adults.

LB Hillingdon has a dedicated safeguarding adults' service that handles all allegations of abuse, working with adult services' teams and partner agencies. Each major partner has an appointed safeguarding lead manager or senior practitioner to link with LB Hillingdon on operational issues and to work jointly on investigations, where their expertise is needed. In addition, the safeguarding service works closely with LBH's contracts inspection team, and with the Care Quality Commission (CQC).

In line with all organisations, LB Hillingdon has been seeking to identify efficiencies in their structure and activity. In 2011, Adults' Social Care and Children's Services were combined under one Directorate. This prompted consideration of the work of the Local Safeguarding Children's Board (LSCB) and the SAPB, as there have been overlapping common themes, for example, safer recruitment of staff who work with adults at risk and children. Both Boards accepted that there was considerable scope for working more in collaboration whilst maintaining the distinctiveness of the adults and children's safeguarding agenda and maintaining two Boards.

The LSCB and SAPB are now chaired by one, independent chair, and the timing and frequency of Board meetings has been changed to ensure the Boards meet on the same day with an overlap period for joint agenda items. The first meetings under the new structure took place in November 2011. The terms of reference of both Boards were reviewed to ensure they are aligned whilst retaining their respective focus on adults or children. The new structure will achieve better use of staff and agency time and open up opportunities for further joint working in the sub-groups of the Boards. Membership of the children's Board has been reviewed, and membership of the adult's Board will be reviewed in the light of new statutory requirements anticipated in the near future.

Joint items already considered include domestic violence, and the development of whole family preventative services, including Multi Agency Safeguarding Hubs (MASH)

Voluntary Sector

Voluntary Sector agencies are critical to our work, and are well represented on the Board.

Age UK Hillingdon

Internal governance arrangements in respect of adult safeguarding

AUKH is committed to the protection of vulnerable adults. The organisation has developed and implemented a range of policies and procedures to provide its staff and volunteers with the confidence and knowledge to identify potential abuse and act on it appropriately: These include:

- Whistle blowing Policy
- Procedure For Obtaining Disclosure Information From The Criminal Records Bureau Under The Data Protection Act
- Protection of Vulnerable Adults Policy
- Gifts and Donations Policy
- Safer Recruitment Policy
- Confidentiality Policy (when confidentiality can be breached)

The policies are tested and reviewed regularly; they are included in the Staff Handbook, highlighted as part of the induction training of all staff and volunteers and reinforced through mandatory safeguarding training.

Safeguarding is a standing agenda item for staff and volunteer meetings.

Any trustees or senior managers involved in recruitment must have undergone Safer Recruitment training.

Your agency's contribution to improving safeguarding during 2011-12

During the year the organisation has worked in partnership with the Disability Association for Hillingdon to deliver a Safeguarding Advocacy service on behalf of the local authority supporting vulnerable adults through the safeguarding process.

Age UK Hillingdon and Hillingdon Carers has worked together to provide a support group for relatives of residents in care homes in Hillingdon (RRICHH). During the year the group has gained funding to recruit volunteers to be trained as advocates and placed in care homes in the borough.

The Ethnic Minority Access Project run by Age UK Hillingdon has facilitated meetings with older members of the Black and minority communities to raise awareness of abuse and has supported individual victims to report abuse.

Age UK Hillingdon has worked with the Council's Customer Engagement Team to enable housebound older people to have their say about services through the Befriending Service. In addition, the contract monitoring unit manager is providing written guidance to Age UK Hillingdon's staff and volunteers who visit older people in their own homes or in care homes, on what standards of care should be in place so that they can identify potential shortcomings that could lead to abuse.

The organisation has produced the Hillingdon Handbook, a directory of services for older people which includes information on what abuse is and how to report it.

Age UK Hillingdon has good relationships, through both Advocacy and RRICHH, with the Inspection and Monitoring team, and has referred to them on occasion.

Age UK Hillingdon's Human Resources Manager has been an active member of the working group on HR.

DASH

DASH has adopted the London Borough of Hillingdon safeguarding adult's policy and also follows safer recruitment guidelines. The Chief Officer has undertaken safer recruitment training. All staff and volunteers are subject to enhanced CRB checks and full reference checks.

Our Side by Side project in conjunction with Age UK Hillingdon ensures that all people who are going through the safeguarding process have access to an independent advocate should they wish to have one. This means that they have someone who can accompany them to interviews etc and can help them to understand what is happening.

Staff and volunteers are encouraged to raise concerns firstly with the Chief Officer or directly with the safeguarding team if they feel it appropriate. As we visit many people in their own homes staff are made aware of what to look out for to keep people safe.

Our intention for the coming year is to ensure all staff and volunteers are kept informed about safeguarding and access refresher training. We will also work closely with all the other agencies.

HILLINGDON CARERS

Hillingdon Carers has continued to place a high emphasis on Safeguarding during 2011-12.

Arrangements that have been reviewed and continued are:

Hillingdon Carers Safeguarding Vulnerable Adults Policy (mirroring multi-agency policy and procedures locally).

Specific inclusion of Safeguarding issues in every staff supervision (including administrative staff who answer the telephone to our clients).

Regular training for all staff/volunteers who have contact with clients.

Continued use of Safer Recruitment practices and enhanced Criminal Record Checks for relevant new and existing staff and volunteers.

Safeguarding prompts on all assessment documentation/checklists for casework with clients

Initiatives in 2011-2012 were:

Supported the London Borough of Hillingdon Safeguarding Vulnerable Adults Publicity Campaign by displaying the posters (in the correct sequence) within our Advice Centre in Uxbridge High Street.

Created special display over Christmas 2011 to alert passers by to Safeguarding – we had fantastic feedback on this (you could read it from a passing bus) and it was certainly a very direct message (see attached photograph).

Placed permanent prompt on home page of Hillingdon Carers website.

Organised in-house group training for staff so more challenging issues could be discussed as a team.

Organised 2 Safeguarding Awareness sessions for carers at drop-in Carers Cafes as part of our 'Bite sized' training for carers programme which enable carers to gain information in short sessions and to which they can bring the person they support. The trainer in this case was provided by Hillingdon Community Health.

Health Agencies

Health services remain in a state of change, with the move to Care Commissioning Groups led by GPs due from April 2013.

The Hillingdon Hospitals NHS Foundation Trust

Internal governance arrangements in respect of adult safeguarding

The Hillingdon Hospitals Foundation Trust (THHFT) was one of the early implementer sites for the Self Assessment Assurance Framework (SAAF). This is a tool devised by NHS London (NHSL) for organisations to assess themselves in terms of Safeguarding assurance. The SAAF is now cross-referenced with CQC Outcome 7 (regulation 11): 'Safeguarding people who use services from abuse'. Both these tools give the Trust assurance in terms of safeguarding, and is an agenda item twice yearly on the SASG (now the Safeguarding Committee) to review .Clinical cases/issues were also on the agenda for discussion at the SASG. There is a strong working relationship with both Clinical and Information Governance in relation to Safeguarding. A paper is then submitted after each meeting to the Clinical Quality Steering Committee (CQSC).

THHFH has been referenced in March 2012 in the NHSL Pan- London Thematic review of the SAAF as examples of good practice, including strategy and involvement and listening to and acting on user views. A presentation was delivered by the Head of Safeguarding at the Outer NWL NHSL meeting on the implementation of the SAAF towards the end of 2011.

The Good Practice Guidelines for patients with a Learning Disability has been revised. In addition the Trust intranet pages for Vulnerable Adults, Learning Disabilities, MCA and DoLS have been updated.

The Head of Safeguarding is now the Trust lead for the PREVENT counter terrorism Strategy. An additional SAAF for PREVENT has been completed for the Trust .There is also regular attendance at the Hillingdon PREVENT Partnership Group.

The Hillingdon Hospitals Foundation Trust's contribution to improving safeguarding during 2011-2012

Level 1 mandatory training in Vulnerable Adults is delivered monthly. In addition, monthly training is delivered to all new starters to the Trust. Bespoke sessions are also arranged. Specific presentations for MCA and DoLS have also been delivered by the Medical Safeguarding Lead, which included a presentation at the surgical audit meeting, which includes Consultants.

A domestic violence session has been delivered to Trust staff by Hestia and a further session has been planned for later in 2012.

The Trust has revised a process flow chart for staff on what to do if a patient presents with Domestic Violence, which also includes what to do if the person has a child. There is also a flow chart devised, in partnership with police, for the process to follow if an in-patient is to be interviewed as part of a safeguarding investigation.

The Head of Safeguarding was part of a working group devising an e-learning tool at NHS London called: 'providing high quality care for vulnerable patients'. This includes the safeguarding of learning disability and dementia patients, accessible via the e-learning repository.

In September 2011, there was a Joint THHFT and HCH Safeguarding Event, focussing on PREVENT Domestic Violence and MCA / DoLS, with positive feedback. This is an example of the close working relationship with the Safeguarding Adults Team at HCH.

The Trust hosted the second 'Benchmark of Best Practice' workshop in March 2012,

The event focused primarily on the experiences of patients and carers accessing services at the Trust. Many positive experiences were discussed as well as suggested areas for improvement. Sessions were delivered by two

groups of service users with learning disabilities, along with their support workers, with excellent feedback from attendees. A particular session held by a carer with her daughter who has a profound learning disability was significantly powerful and thought-provoking, providing valuable learning for those present. The event was attended by NHSL and MENCAP.

The Patient Passport, primarily people /patients with a Learning Disability, is now a joint document with THHFT, HCH and CNWL.

There is a Trust 'Safeguarding Matters' newsletter, which is sent to all staff on a quarterly basis, covering both adults and children.

A DoLS audit in 2011 was carried out. The two aims of the audit were to determine the number of patients with DoLS issues and discover if they had been referred for a DoLS assessment. A total of 57 medical patients were audited of which two were found to have possible DoLS concerns. The audit demonstrated that staff needed a greater awareness and understanding, which currently are being actioned by further training and support.

In February 2012, there was re-audit of staff knowledge and awareness of MCA and DoLS. The results indicated that more awareness sessions were needed for staff specifically on MCA and DoLS and to reiterate who to contact for advice and support. There was also an audit on Learning Disability awareness and how the Trust staff look after these patients in hospital. The results were positive, and that staff knew who to contact if there were concerns. There needs however, to be increased awareness and use of the patient passport

Central and North West London Health (CNWL)

CNWL Governance Arrangements

Safeguarding adults work in the Trust has continued to expand. A number of cases have proved to be particularly complex and distressing for those involved. Awareness of the issues around adults at risk continues to rise across all service lines.

Safeguarding Adults - The Process and Pathway in each Borough

CNWL has a Safeguarding Adults Steering Group, with membership made up from leads within the trust and Local Authority partners. This group reports to the quarterly Adult safeguarding Group. The Trust Safeguarding Leads are setting up meetings between each local authority and the service lines that serve that borough. The aim of these meetings is to ensure that each service line understands its roles and responsibilities in that borough and for each service line lead to meet the borough local authority lead. We now have dates for 7 of the 11 Local Authorities the Trust works in partnership with to deliver health and social care services. We have completed meetings for the Boroughs of Westminster and Hillingdon and hope to have completed all meetings by early autumn 2012. The expectation on the Trust from local authority partners varies depending on the structure the local authority

employs and whether or not the Trust has a S75 partnership agreement with that borough.

A CNWL Adult Safeguarding Workshop was held on 23rd November 2011 with an invitation to all 12 Service Lines and the 10 Local Authorities who work in partnership with the Trust on this agenda. The outcome will now begin to inform our current work plan in a number of key areas.

CNWL Safeguarding Adult Guidance

A revised adult safeguarding guidance document has been produced in draft and disseminated to the Trust Adult Safeguarding Steering Group. This draft was achieved through close collaboration with Service Line Leads and Local Authority partners to ensure an effective and consistent response to allegations of abuse. Its aim is to assist staff in identifying potential or actual abuse and a simplified flowchart with pathway and process information for each borough will be included. This is in line with recently produced Pan-London Procedures and Department of Health Clinical Governance guidance. A copy of this guidance document will be provided to the next Quarterly Quality Review committee.

Hillingdon Community Health

(i) Internal governance arrangements in respect of adult safeguarding

Hillingdon Community Health (HCH) joined with CNWL in February 2011. As the statutory organisation, CNWL has overall governance responsibility for all adult safeguarding activities/issues occurring across the organisation, including HCH. The Director of Operations and Partnership is the Board level lead for Safeguarding across the Trust. However, this is strengthened through the maintenance of local governance arrangements within HCH which feed into wider Trust structures.

Specifically, there is an overarching CNWL Safeguarding Committee which meets quarterly and is attended by HCH's Managing Director and the HCH Safeguarding Adult and Children's Leads.

HCH's Managing Director chairs the local HCH Safeguarding Group, at which standards, policies, audits and lessons learnt are discussed and presented. Appropriate people from other organisations attend as well as all HCH safeguarding leads and practitioners and Heads of Adults and Children's services.

HCH has its own Safeguarding Adult's Policy which is reviewed and updated every two years.

NHS London's Self-Assessment Assurance Framework has been completed, and is regularly reviewed and updated to identify any gaps in

service.

A quarterly safeguarding governance report is prepared and presented to HCH's Senior Management Committee and to the CNWL Safeguarding Committee.

HCH's contribution to improving safeguarding during 2011-2012

HCH's Safeguarding leads raise awareness of safeguarding adults issues amongst staff by attending team meetings, by going to individual teams and discussing safeguarding and MCA case studies. The safeguarding adults team also go out to community services including sheltered housing coffee mornings, older people's luncheon clubs, clubs and societies, groups at libraries and some religious groups to give talks to ensure that the public know what safeguarding is and who to contact. The team man a table with literature regarding safeguarding adults in Uxbridge Pavilions on Carers days and Older Peoples days. They have an afternoon once a month when they visit Learning Disability and Older Peoples Residential Homes, Learning Disability and Older Peoples Day centres. They have gone to every GP's surgery in Hillingdon to give talks for the staff at their practice meetings. They have attended the GP and practice managers meetings in Hillingdon's 3 localities and given talks. They have also given a talk to raise awareness at the GP master class. They take literature to flu clinics at some GP surgeries and discuss abuse and rogue traders whilst the patients are queuing for their injections. They have given talks for community dentists and opticians. They have also given talks to staff at Domiciliary Care Agencies.

They deliver all mandatory training for all Hillingdon Community Health staff; they offer training for GP's and give teaching sessions for student nurses. The SGA Team have also been involved with joint SGA events with Hillingdon Hospital.

HCH's safeguarding adults team give all safeguarding adults mandatory training, they offer support to staff who have referred patients to LBH's safeguarding adults team. The safeguarding adults team receive their training from LBH, but also attend study days and conferences. The safeguarding adults lead has recently completed The Leadership in Safeguarding Adults Course which was sponsored by NHS London. They ensure they participate in regular peer meetings with other NHS safeguarding leads across London.

Following the results of the SAPB staff survey in 2010-11, HCH SGA team did a follow up audit of phone queries and cases referred to SGA by HCH staff in the months of April, May and June 2011. This showed that the HCH's SGA had significantly more queries and cases referred in 2011 as at the same time in 2010. Other internal audits that were led by HCH's SGA team were a Dignity Audit, which showed that patients seen by HCH clinicians for Adult services felt that they were receiving a service that considered their dignity. The team also led on a staff audit regarding their

knowledge around people with Learning Disabilities, this audit showed that raising awareness of reasonable adjustments needed to be put in place for staff, these awareness sessions are currently running.

One of HCH's SGA Team's main strength is their partnership working. They work closely with Hillingdon Hospital's SGA Lead, and get involved with meetings and joint events. They have good links with the voluntary. They have a role in Safeguarding investigations and take this role seriously, ensuring that they know individually each member of LBH's SGA Team. They work with LBH's Social Care Inspection Team and often accompany them on visits to nursing homes, and give comments and feedback on the health aspect of the care.

Metropolitan Police

Safeguarding Adults at Risk Policy

Internal Governance.

This policy introduces an enhanced and prioritised procedure for the investigation of Safeguarding Adults at Risk cases to create a framework for all staff to provide an effective, professional and corporate level of service. . The MPS is keen to ensure that not only does it maintain its commitment to London's diverse population with regard to the investigation of Safeguarding Adults at Risk incidents but also that the organisation builds on the work developed since the establishment of Community Safety Units (C.S.U.s).

Hillingdon Borough.

Has developed an enhancement of this corporate policy within its Community Safety Unit based at West Drayton Police Station. Hillingdon Borough maintains and supports a dedicated Safeguarding Adults at Risk Investigation Team . No other Borough within the MPS has this capability.

It is self evident in the annual statistics regarding the investigation of Criminal Offences perpetrated against Vulnerable adults

FYTD-Hillingdon Borough were responsible for recording

19% of all Disability /Hate Crime incidents

23% of all Disability/HateCrime offences

67%of all Disability/Hatecrime Detections

69% of Offences investigated were Detected.

London Fire Brigade

Internal governance arrangements in respect of adult safeguarding

The LFB has a Safeguarding Adults at Risk Policy which defines neglect and the scope of abuse. It also details the reporting procedure all staff must complete in order to raise an allegation with the relevant Social Services Dept. (SSD). Whilst any member of staff may report neglect or abuse the decision to forward the allegation to a SSD is taken at Deputy Assistant Commissioner (DAC) level. The DAC's decision is based on a brigade guidance note (which details key factors that must be considered) and, when considered necessary, consultation with the SSD. A record of all referrals is maintained on a secure database only able to be accessed by a limited number of people.

· Your agency's contribution to improving safeguarding during 2011-12:

During 2011 – 12 fire crews and senior officers received LFB training on the Safeguarding Adults at risk policy issued during the course of that year.

The LFB was represented on the Hillingdon's Safeguarding Adults Partnership

Advice on home fire safety was provided when appropriate in relation to specific cases

At least 2 referrals were made by the LFB to the Hillingdon SSD (data not available at time of writing)

Financial arrangements

The Coalition Government has indicated in the draft health and social care Bill that they intend to put Adult safeguarding Boards on a statutory footing. Depending on the statutory scope of the SAPB's work this may have financial implications for LB Hillingdon and partners in needing to support the work of a new Board. Currently the commitment of partner agencies is through officer time and some designated posts. However, LB Hillingdon's adults and children's Boards working with each other will enable efficient use of existing resources.

Sub groups

Most activities relating to the SAPB business plan have been led by the Service Manager. The only significant operating sub group has been Human resources (HR) which is a joint group with the LSCB. At the March SAPB membership was sought for the following sub groups and these will become operational in 2012

Policy and performance

Learning and Development

Serious case Review sub group

Financial Exploitation (short life group)

Terms of reference for sub groups are included as an appendix to this report.

3. LEARNING FROM CASE REVIEWS

Serious Case Reviews (SCRs)

LB Hillingdon had no serious case reviews in 2011-12. However, research was carried out across London reviewing 18 SCRs involving 15 councils, in the last 2 years. The researcher obtained SCR overview reports, action plans, and information about monitoring arrangements.

A major part of the learning related to safeguarding procedures, with main findings being:

- Failure to invoke procedures
- Not recognising specific triggers, particularly neglect
- Non adherence to procedures – delay, non attendance
- Lack of management oversight
- Not sharing or passing on critical information
- Lack of sufficient engagement with service users and their families

The main more strategic issues were:

- The need for robust commissioning and contract compliance that is integrated with assessment and care management processes
- Recognition of where commissioned care are not meeting needs and responding to changed circumstances and high risk situations
- The need to improve staff competencies, particularly in key provider service areas –first aid, tissue viability, emergency response, dealing with complex needs/challenging behaviour, awareness of specific health conditions.

Another study was undertaken nationally by the Social Care Workforce research Unit in association with Kings College. Many of the key issues reflect the London learning, and additional areas reflected the need to ensure that whistle blowing policies and procedures are working correctly and that the effectiveness of advocacy and other representation is improved. A thematic analysis around dementia raised concerns about staff competence and recording practices in some care settings. Also the role of GPs in monitoring service quality.

Both studies identified a lack of consistency in criteria for SCRs, and a need to make sure that lessons were learned and actions implemented swiftly. In addition, the importance of ensuring that there is clarity when a management/staffing issue becomes one of safeguarding. In Hillingdon there is a clear understanding of the primacy of the safeguarding process in dealing with allegations that may ultimately come within agencies' disciplinary processes. Action is taken first to ensure the protection of adults potentially at risk from the alleged actions of staff, with internal procedures following.

Other cases.

In 2011 Hillingdon was the subject of a High Court action relating to a service user, SN, and the application of deprivation of liberty safeguards. Monitoring completion of the resulting action plan is being undertaken by the Senior Management Team of LB Hillingdon. Actions completed included:

- Additional training for relevant staff on the legislation
- The appointment of a senior practitioner to strengthen the service.
- Revising procedures to ensure a more human rights' approach to practice.
- Revised guidance to best interests assessors (BIAs).
- Improving information available to the public and to representatives on their rights.

A management review in respect of another case was carried out in spring 2012. The review involved a family with children where a parent had a mental illness, and was a joint review by Hillingdon Council and CNWL. The following key learning points were identified:

- The need to refresh and reactivate the existing inter-agency protocol between Mental Health services and Children & Families Service, particularly the need for professionals to meet and develop a fully multi agency assessment of need, and an understanding of language used in case planning across the two agencies
- The need to ensure that staff in both services are able to take account of the impact of actions on children and adults in a family.
- The need to improve management oversight in order to ensure that the two actions above could be implemented

Safeguarding Adults Team has worked to improve links with the Central NW Mental Health Foundation Trust and each mental health unit has a designated safeguarding lead. Workshops have been set up with mental health managers

and front line workers to focus on safeguarding issues and how our services work with each other using the London multi agency safeguarding procedures.

4. WORKFORCE

During 2011-12 the Safeguarding Adult service in LB Hillingdon was restructured to shift the balance of the team to more qualified staff within the existing staffing resources to ensure that the growing complexity of safeguarding work could be handled. There are currently 12 qualified social workers (10.5 full time equivalents) in the LBH service with close management oversight, signing off each stage of the safeguarding process. Partner agencies have also strengthened their response to safeguarding adults through safeguarding lead posts, either as a specific responsibility or as a part of their existing responsibilities. This has helped to create a network of staff across Hillingdon to lead in this area of work.

There is an e-learning module on safeguarding adults awareness available to all relevant agencies. 330 staff have registered to access this learning module. 88 have completed and 35 are in the process of completion.

Whilst individual partner agency training has proved effective in ensuring staff awareness, multi-agency training opportunities, similar to the programme the children's Board have developed, is a priority to take forward for the next year. This will form part of the training sub-group's work programme.

75 front line LBH reablement workers who provide focussed rehabilitation to promote a person's independence in their own home have received safeguarding training

5. HOW WE ARE DOING: effectiveness of local safeguarding

How the SAPB monitors local safeguarding arrangements

The SAPB uses a variety of information to assess the effectiveness of local safeguarding arrangements. These include annual returns, inspection reports, and quality audits. During 2012-13 we will have improved performance information based on the annual safeguarding adult returns submitted to the Department of Health. The focus will include more outcome data to ensure intervention is effective.

Effectiveness of local arrangements to safeguard adults

Performance information

The full annual returns can be found as an appendix to this report. Many of these are consistent with the local population demographics and with other comparator authorities

One key area of improvement has been an increase in the proportion of alerts that become referrals

Safeguarding Adults Contacts: Alerts 775

Referrals 472

Total = 1,247

(Alerts are safeguarding concerns that are taken by the safeguarding team, screened, and then found not to trigger safeguarding procedures but require a care management solution e.g. review of care arrangements. However, an accumulation of alerts will often trigger safeguarding procedures. Referrals are safeguarding concerns that trigger the safeguarding procedures at the point of screening.)

The corresponding figures for 2010-11 were 941 alerts, and 401 referrals. This indicates that referrers are becoming much more aware of what constitutes a safeguarding concern. Hillingdon had a much higher level of alerts than comparator authorities, and these figures indicates that relevant issues have been addressed

Ethnicity of Alerts/ Referrals: **British white and all other white 80%**
Non-white 20%

Main categories of alleged abuse: **Physical 28%**
Emotional / psychological 19%
Financial 23%
Neglect 22%

Main location of abuse: **Own home 61%**

Main alleged perpetrator: **Partner or family member 38%**

LB Hillingdon had a higher percentage, than the comparator group, of safeguarding contacts where the person was previously known to social services and a slightly lower percentage where the referrer was a self, friends or family contact. Together this may indicate the service needs to reach out more into the community. However, it could be argued that mainstream services are being effective in reaching those most in need in the community.

When levels of satisfaction about safeguarding intervention were measured, 55% of service users said they were satisfied. 30% lacked capacity to respond and we hope to be able to use information from carers and advocates to get a better assessment from this group in the future.

The LB Hillingdon safeguarding adults at risk service was subject to an audit of their work by the internal audit and compliance team. This inspection, completed in early 2011, focused on the robustness of policies and procedures, whether they are embedded in practice; performance and the management oversight of work. The service received a very favourable report. One outstanding recommendation, relating to improving the risk assessment profile, required a change in the safeguarding module within IAS Protocol.

This has finally been achieved and will be tested before being inserted into the "live" network.

Mental Capacity Act and Deprivation of Liberty

There is currently a joint Supervisory Body for LB Hillingdon and Hillingdon Primary Care Trust. With the phasing out of PCT structures, responsibility will revert to the Local Authority as the sole Supervisory Body. There are currently 7 Best Interests Assessors and the work of the Supervisory Body is overseen by the Service Manager for safeguarding adults, with support from a Senior Practitioner and Administrative Officer.

In 2011/12 there were a total of 6 requests for a standard authorisation and 6 urgent authorisations received. Of the standard authorisations, 2 were granted and 2 were not granted. 2 requests for a standard authorisation were not proceeded with on the grounds they did not meet the criteria. In one instance an acute confusional state was quickly resolved, as expected, with consequent change to normal health care arrangements. In the second case, the person's wish to leave the care home related to anxiety about family financial matters occurring outside the home which were quickly resolved and the person was happy to remain in the care home and receive appropriate care.

Deprivation of liberty relates only to people in registered care homes or hospitals. In 2011/12 there were 2 requests for standard authorisations from hospital settings. None were authorised. For care homes there were 4 requests for standard authorisations of which 2 were granted and 2 not granted.

Care homes and hospitals, known as "managing authorities" under the legislation can give themselves an urgent deprivation of liberty authorisation of not more than 7 days, pending assessment for a standard authorisation. In 2011/12 there were 6 urgent authorisations, of which 2 then went on to receive a standard authorisation. Further work is being done with hospital safeguarding leads to ensure urgent authorisations are invoked appropriately.

Outcomes of audits and inspections

The safeguarding adults at risk service works closely with their colleagues in the inspection team of LB Hillingdon. The role of this team is to monitor the service provision and quality of care of those providers contracted to the LB Hillingdon. The team undertakes reviews of services, including unannounced inspections, and ensures the provider is working to good standards of care and is contract compliant. Monthly reports on service providers are submitted to LB Hillingdon's senior management team and contract monitoring meetings are held with the service providers themselves.

In 2011/12 the team made 115 visits to people in registered care home placed by LB Hillingdon. The outcome of visits and any recommendations arising are

recorded with subsequent tracking of individual care homes to ensure recommendations are actioned by them. Similarly, complaints about social care providers are tracked and followed up. In this way the team can build up a picture of how individual care providers are meeting the needs of those people who are in their care. The team are working on new ways to collate overall performance of social care providers contracted to LB Hillingdon.

The team are particularly important in monitoring required improvements for settings where there have been safeguarding concerns and in linking with colleagues in the Care Quality Commission (CQC) on the regulatory standards providers must comply with. An example of this joint work, both with CQC and our social services colleagues in Ealing, concerned a care home located in Ealing where LB Hillingdon had made a number of placements. The resulting improvement plan is being monitored, with Ealing leading on this particular case

.Personalisation

Personalisation is centred on putting the individual and their family in control of their care and support enabling them as far as is practicable to make their own choices and manage their care and support as they would wish to for themselves. A significant part of personalisation is the provision of personal budgets; funds which the individual and their family can manage and spend to provide for their care and support needs. Personal budgets are at the heart of transformation of adult social care. The aim is not only to provide funds via personal budgets but assistance to manage funds and working with providers and the voluntary sector to build alternative support services so that service users have more choice, opportunities and can be more innovative on how their needs can be met. There is a move away from traditional, social care providers to a broader range of provision, some of which may fall outside current regulated services, for example the employment of personal assistants and small voluntary groups to meet care needs. This has posed a challenge as to how the existing framework of safeguarding will ensure the safety and protection of vulnerable adults within this new context of greater choice, individual control and proportionate risk enablement. Currently just under 50% of Hillingdon's social care users are receiving self directed support (SDS) and this percentage continues to increase each month; by the end of March 2013 all eligible service users will be in receipt of a personal budget . This option is not, to date, applicable to health services. So far, the majority (90%) have opted for Hillingdon to manage their care arrangements, but numbers electing to have their personal budget paid direct to them so that they can manage their own support is increasing with the use of prepaid cards. Risk enablement is an integral part of the support planning process for these service users seeking to make their own support arrangements. Risk enablement guidelines and processes have been introduced and these have been covered as part of a wider self directed support training programme. As yet, this has not impacted on safeguarding adults at risk. The service will continue to monitor the situation and advise the SAPB accordingly. To date there is no indication of a disproportionate number of SDS referrals being made to the safeguarding team.

Feedback from staff

In May 2012 17 staff and managers from across agencies attended a half day workshop. It was an interactive day that focused on the SAPB priorities, and on messages from Serious case Reviews across London. The aim was to incorporate views of front line staff into SAPB planning.

Those attending supported the main priorities of the SAPB and identified the following areas for action:

- A need for more training and awareness across agencies, particularly in respect of mental capacity and deprivation of liberty
- Use of cases, case audits and case examples to inform and improve practice
- A need to improve partnership working and information exchange –with Police, CPS, care providers
- The need to be able to use inspection and monitoring of care providers to drive up standards.
- Better support services, particularly in respect of mental health and support for carers.

Some staff also identified trigger points when things could go wrong – particularly at point of movement -e.g discharge from hospital, change of placement.

Staff welcomed the opportunity to engage with the Board and wanted more interactive days and more communication from and to the SAPB

Overall effectiveness

The information we have gives reassurance that the multi agency system to safeguard adults in Hillingdon is working well. There is strong multi agency commitment through the SAPB and evidenced by the information provided in this report. Our performance figures are broadly in line with comparator authorities, and, where they are not, in the case of high numbers of alerts, action has been taken to address the issue. There was an increase in the number of appropriate referrals which does demonstrate an increased awareness in the key safeguarding issues.

The dedicated investigation team ensures that concerns can be responded to promptly and effectively and has been quoted as an example of good practice London wide.

The progress of work across London and nationwide is ensuring that agencies are working within a context of sound practice and guidance, thus ensuring greater consistency and higher standards of care.

A big issue for the SAPB in the next year is to improve our knowledge about the effectiveness of our work in terms of outcomes for users, and to ensure that opportunities for learning are taken and carried forward .

We also need to find ways of assuring ourselves of the quality of care of those vulnerable adults placed away from home, the Winterbourne events being a salutary reminder of what can go wrong.

6. NATIONAL AND LOCAL CONTEXT: implications for safeguarding

The statement of the 16th of May 2011 of Government policy on adult safeguarding by the DH made clear that the “No Secrets” statutory guidance would remain in place until at least 2013. The principles within the statement were building on this guidance, reflecting what had come out of the national consultation process. They made clear that the Government’s role was to provide the vision and direction on safeguarding, ensuring the legal framework, including powers and duties, is clear and proportionate, whilst allowing local flexibility. Safeguarding is seen as everyone’s business encouraging local autonomy and leadership in moving to a less risk adverse way of working, focusing more on outcomes instead of compliance.

The Government set out six principles by which local safeguarding arrangements should be judged.

- Empowerment – presumption of person lead decisions and informed consent.
- Protection – Support and representation for those in greatest need.
- Prevention – It is better to take action before harm occurs.
- Proportionality – Proportionate and least intrusive response appropriate to the risk presented.
- Partnership – Local solutions through services working with their communities.
- Accountability – Accountability and transparency in delivering safeguarding.

The Government has indicated general acceptance of the recommendation of the Law Commission in making SAPBs statutory. Changes were outlined as part of the draft Bill to modernise adult social care. If the Law Commission’s recommendations in relation to safeguarding adults at risk are accepted in total this will mean:

- Confirming Local Authorities as having the lead co-ordinating responsibility for safeguarding adults at risk.
- Placing a duty on Local Authorities to investigate or cause an investigation to be made by other agencies in individual cases.
- Local Authorities will have the power to request co-operation and assistance from designated bodies during adult protection matters and the requested body will have to give due consideration to the request.
- There will be a new definition of an adult at risk.
- The functions of the SAPB will be defined in statute.
- Unless the Government deemed otherwise, there will be no new statutory powers of entry or exclusion orders relating to safeguarding adults at risk
- Section 47 of the National Assistance Act 1948 will be repealed as incompatible with the European Convention on Human Rights.

These requirements have now been included in the Care and Support Bill, so are likely to come into force in 2015

Depending on the statutory scope of the SAPB's work this may have financial implications for LB Hillingdon and partners in needing to support the work of a new Board. Currently the commitment of partner agencies is through officer time and some designated posts. However, LB Hillingdon's adults and children's Boards working with each other will enable efficient use of existing resources.

The NHS continues to evolve and by the end of 2012-13 the local cluster groups will have been replaced by GP led Clinical Commissioning Groups (CCGs) As previously mentioned, interim guidance from the Department of Health is in place to ensure responsibility for safeguarding arrangements for children and adults is undertaken by CCGs

London

The London Boroughs Social Services leads for safeguarding adults form a self supporting network to develop consistent good practice across London. Facilitated by the Social Care Institute for Excellence (SCIE) a Pan-London multi-agency safeguarding adults at risk policy and procedures has been developed and have been implemented in all London Boroughs, including Hillingdon. The policy and procedures introduces a consistent framework by which adults are safeguarded. This will mean having consistent definitions of roles and responsibilities, timescales for responding and promote better partner and cross boundary working.

Currently, work is underway on the development of a pan London data set to measure outcomes in safeguarding. Hillingdon plays a key role in these developments – the Service Manager chairs the pan London officer group and is involved in the development of the data set,

A further piece of completed pan London work has been the development of practice guidance which is to be issued in the Autumn of 2012.

During the year, a London Chair's group was established in order to share good practice and steer developments. The group is chaired by a DASS and reports directly to the Joint Improvement Board, and indirectly through its chair links with ADASS. Although many Boards are chaired by the DASS, there is a growing tendency towards us of independent chairs, especially in those Boroughs which, like Hillingdon, have forged closer links with the LSCB. This group can ensure quicker learning across London and can jointly pick up some emerging themes, self neglect being a recent example

Hillingdon

Children's Services in Hillingdon are planning to implement a Multi Agency Safeguarding Hub (MASH) in autumn 2012. The potential for including the referrals for safeguarding adults at risk are being explored. This is a positive development which will be a high priority for planning in 2012-13

7. WHAT WE NEED TO DO: priorities for SAPB 2012 onwards

Performance activity, local and national learning, plus consultations with staff and partners, have indicated that our priorities are the right ones/ that we should reframe our priorities in accordance with the six key principles. These are detailed below with our planned activities identified under each one.

Priority 1. Empowerment

- Ensure that decisions are person led through informed consent whenever possible
- Staff development and training to remain a priority, and to focus on key identified issues
- Safeguarding adults remains focused on outcomes agreed with service users and this is demonstrated.

Priority 2. Protection

- Pan London procedures safeguarding adults at risk –continue the roll out the new policies and procedures and ensure they are embedded in practice
- Improve our awareness and response to abuse or exploitation originating via electronic means, e.g. smart phones, social websites etc.
- Ensure and improve response to allegations of financial abuse

- Amend recruitment policy and guidance to comply with revised CRB guidance and the Protection of Freedoms Act.
- Implement the recommendations from the Winterbourne Report ,a dn Care Qualities Commission Review of learning disability services.

Priority 3. Prevention

- Evaluate advocacy service
- Consider use of mental capacity advocacy service (IMCA)
- Develop better ways of assessing risk across partner agencies
- Develop better identification and support through MASH
- Increase staff awareness of issues of self neglect and how to respond.
- Increase access to e-learning safer adults awareness training

Priority 4. Proportionality

- Ensure that responses are in accordance with need, are as unintrusive as possible, and that DOL used only as a last resort
- Develop and disseminate local guidance around deprivation of liberty

Priority 5. Partnership

- Develop greater professional responsibility and awareness (“whistle blowing”) on poor practice and safeguarding adults at risk.
- Improve awareness raising in the community, particularly through voluntary organisations
- Seek representation of the CCG and GPs as providers on the SAPB

Priority 6. Accountability

- Improve SAPB quality control through case audits and scrutiny of performance
- Develop an outcomes framework to show what difference we are making
- Ensure that lessons are learnt through cases, particularly SCRs
- Implement new risk assessment framework which will enable better measurement of risk reduction through intervention. The inclusion of carer or advocate views will enable this indicator to be more effective in measuring outcomes.

Individual agency plans

Age UK

In 2012 – 13 the organisation's CEO will continue to attend the SAPB meetings and provide resources in terms of staff, skills and experience to the working groups.

We will continue to raise awareness of abuse through campaigns with Age UK and workforce development.

The organisation will continue to work with DASH to deliver an advocacy service for vulnerable adults going through the safeguarding process.

Age UK Hillingdon will work with RRICHH to recruit, train and provide support to volunteers who advocate in care homes in Hillingdon.

In May 2012 we will provide training courses in partnership with Uxbridge College for older people wanting to work in the care industry in Hillingdon, including modules on adult protection and compassion.

Hillingdon Carers Planned initiatives for 2012-2013:

- Review of Criminal Record Check arrangements to reflect reduced policy requirements nationally (within policy guidance locally).
- Develop in-house staff training further to cover carer related issues highlighted by casework.
- Extend face to face information on Safeguarding directly to carers by arranging Bite-sized awareness raising sessions in further venues across the borough.
- At least 1 Safeguarding Vulnerable Adults information campaign to be run within the Carers Advice Centre on Uxbridge High Street.
- Carers Fair 2012 (Mall Pavilions Shopping Mall in Uxbridge) will provide an opportunity for London Borough of Hillingdon to promote Safeguarding messages to the wider public and to more than 30 other organisations present.

The Hillingdon Hospital Actions planned for 2012-13

- Launch of THHFT Safeguarding Strategy

- Learning Disability Awareness survey of staff / re-audit September 12
- Further MCA and DoLs training sessions
- Domestic Violence Awareness sessions (in-house)
- Implementation of a Mental Capacity Assessment and Best Interests Form at the Trust
- To integrate the PREVENT Strategy into Safeguarding agenda wherever possible, as outlined in the Pan-London guidance for Adults at risk.
- The completion and approval of the Self-Assessment tool for PREVENT
- The implementation of a Vulnerable Adults Divider for the patients' medical notes
- Review of the Safeguarding Adults Trust Policy
- Review of the SAAF for vulnerable adults
- To implement an Adults at Risk Form in the Trust as part of the revised nursing documentation. This is to ensure that the appropriate risk assessment is in place and will signpost staff as to what to do and who to contact.
- Formation of a Safeguarding Committee to replace the Adults and Children's Trust Steering Groups.
- To promote the new easy read/pictorial version of the computerised 'real time' patient experience questionnaire, so that the Trust can see where good practice is taking place and where we can improve.

CNWL Proposed Developments

Mental health

Given the feedback from the audit and the fact that adult safeguarding has become more to the centre of activity within the Trust, it is proposed to carry out extensive publicity and awareness training within the Trust over the next 12 months. This will involve significantly increasing the profile around adult safeguarding in the light of the development of the new Trust guidance document. It is planned to have a workshop for Trust staff in October 2012 where the Trust guidance will be launched alongside a presentation on the Pan- London Procedures and Department of Health Clinical Governance guidance. The Hillingdon LA Lead was part of the group who led on the Pan London Procedures and has agreed to present at the workshop.

There also needs to be some discussion about the need to involve users and carers where appropriate and this will be part of the development of a user and carer engagement strategy.

The Quarterly Safeguarding Group will be receiving a report following the completion of visits to all the Local Authorities partners with recommendations that will include the role of clinical accountability and thresholds for safeguarding adult referrals and assessments.

Hillingdon Community Health

(ii) **Actions Planned in 2012-2013**

The team have a number of actions planned for 2012/13

- To ensure that dignity and respect for all patients is embedded into everyday practice
- To ensure that at least 3 audits take place, these will be:
 - Staffs education needs regarding patients with Learning Disabilities
 - Dignity re-audit
 - Safeguarding adults audit focusing on training
- To ensure that training is available and easily accessible for all staff
- To keep all policies up to date and to ensure that all safeguarding policies reflect pan London guidance
- To ensure that the learning disabilities agenda is embedded into practice
- To assure board members that safeguarding adults is taken seriously and that all current legislation is adhered to through audit and through the annual self-assessment assurance framework.
- To assure that GP's have awareness of the safeguarding adults agenda
- Care homes (including domiciliary care agencies) - to recognise and encourage good practice. To identify and help to address potential problems.
- To review pressure ulcer incidents; being involved in appropriate root cause analysis investigations and ensuring that those originating in nursing homes are correctly completed and signed off.

London Fire Brigade

- Safeguarding Adults at Risk training to be undertaken by all fire crews and senior officers within the borough by the end of the year
- The Borough Commander will promote the introduction of a 'self-neglect' category (which includes hoarding) into the Pan London Safeguarding Adults Policy within the LFB as such cases represent those most frequently encountered by fire crews
- Fire crews will continue to report allegations of neglect and abuse to the LB Hillingdon SSD in accordance with our current policy
- The LFB will continue to be represented on the Safeguarding Adults Partnership
- The LFB will continue to provide advice and guidance in relation to home fire safety when appropriate

APPENDIX 1: SAPB membership

Chairman Lynda Crellin -Independent

Local Authority

- Linda Sanders – Director (SCH & H) LBH
- Cllr Phillip Corthorne – Cabinet Member (SCH&H) LBH
- Merlin Joseph – Deputy Director (SCH&H) LBH
- Nick Ellender – Service Manager, Safeguarding Adults at Risk LBH
- Dawn France – Human Resources LBH
- Paul Hewitt – Service Manager, Safeguarding Children LBH
- Marcia Eldridge – Learning & Development Manager (SCH&H) LBH
- Tracy Gallagher – Social Work Lead, LBH Mental Health Services LBH
- Sarah Morris – Head of Older People’s Services, LBH
- Dan Kennedy – Service Manager, Performance & Intelligence LBH

Health

- Barbara North – Safeguarding Adults Lead, Hillingdon Community Health
- Maria O'Brien - Deputy Chairman [Managing Director, Community Services, CNWL NHS Foundation Trust]
- Jacqueline Walker – Deputy Director of Nursing, Hillingdon Hospital Foundation Trust
- Anna Fernandez – Safeguarding Lead, Hillingdon Hospital Foundation Trust
- Sandra Brookes – Service Director, Adult Mental Health Services, CNWL
- Ana Paz -Lead Social Worker/ Complex Discharge Coordinator at Royal Brompton & Harefield Hospital Trust Lead
- Dr Helen Neuenschwander – GP Advisor, Safeguarding, Hillingdon Community Health

Police

- Graham Hamilton – Detective Inspector, Public Protection Group, Met Police
- Jacqui Robertson – DCI Community Safety Unit, Met Police

Voluntary Sector

- Angela Wegener – Chief Executive, DASH
- Chris Commerford – Chief Executive, Age UK Hillingdon
- Jill Patel – Director, MIND
- Claire Thomas – Chief Executive, Hillingdon Carers

Other

- Phil Butler – Borough Commander, London Fire Brigade
- Amanda Brady – Compliance Manager, CQC

APPENDIX 2 Safeguarding Adults – summary of activity for annual report.

1. Number of Alerts / Referrals

Alerts	Male	Female	Referrals	Male	Female
794	313	481	468	186	285

2. Number and percentage of alerts and referrals by age range

Total	18-64yrs	65-74yrs	75-84yrs	85+yrs
1262	493 (39%)	184 (14.6%)	251 (19.9%)	334 (26.4%)

3. Number and percentage of alerts and referrals by ethnicity

Alerts	All white categories	All non-white categories	Referrals	All white categories	All non-white categories
794	635 (80%)	159 (20%)	469	364 (78%)	105 (22%)

4. Main referral sources by category and percentage

Source	All social care staff	All health care staff	Family/friend /public	Other categories
	30%	25%	21%	24%

5. Referrals percentages by nature of alleged abuse

Physical	Sexual	Emotional	Financial	Neglect	Discrim.	Institutional
28%	4.5%	19%	23%	22%	0.5%	3%

6. Referrals percentages by location of where alleged abuse took place

Own home	Care Home	Health setting	Supported accom	Other categories
61%	21%	5%	4%	9%

7. Referral percentages by relationship of alleged perpetrator

Partner or family	Health worker	Social care	Other professional	Neighbour /Friend	Not known	Other categories
38%	7%	8%	9%	8%	8%	22%

8. Percentage of completed referrals by case conclusion

Conclusion	Substantiated	Partly substantiated	Not substantiated	Inconclusive/ Not determined
	29%	1%*	53%	17%

(* Inability to record this category on the data system until much later in the year has depressed this figure.)

9. Acceptance / satisfaction with protection arrangements, as stated by the adult at risk

Yes	No	Could not consent
55%	15%	30%*

(* Lacked the mental capacity to be meaningfully engaged with expressing a view on the outcome.)

APPENDIX 3 SAPB Sub-Groups.

1. Policy and Performance sub-group

Remit:

- a) To ensure the London Multi-Agency Safeguarding Adults at Risk Policy and Procedures are embedded in practice across all partner agencies in Hillingdon.
- b) To review any new legislation or guidance relating to safeguarding adults at risk and to provide recommendations to the SAPB on any changes in local practice required.
- c) To identify areas for improvement in the arrangements for safeguarding adults at risk in Hillingdon and devise ways of implementing these improvements in partnership with agencies.
- d) To provide performance activity data to the SAPB, the content and frequency to be confirmed by the SAPB.
- e) To carry out an annual partnership audit / self assessment of safeguarding activity based on one or more of the following four themes*

Outcomes for and the experiences of people using the service.

Leadership, strategy and commissioning.

Service delivery. Performance and resource management.

Working together.

- f) To identify and disseminate learning from safeguarding adults at risk (e.g. serious case reviews outcomes).

2. Financial Exploitation sub-group (time limited).

Remit:

- a) To identify the type and volume of financial abuse referred in Hillingdon.
- b) To identify the barriers to successful and timely investigation or prevention of financial abuse in Hillingdon.
- c) To establish good practice examples from other areas / agencies.

- c) To identify, in an action plan to be presented to the SAPB, what changes should be made to improve Hillingdon's response to financial abuse and which key partners should be involved to achieve this.
- d) To undertake the work, with partners, to implement the action plan agreed by the SAPB.
- e) To review the effectiveness of changes made by Hillingdon partners in response to allegations of financial abuse.

3. Safeguarding Adults at Risk Learning and Development sub-group.

Remit:

- a) To review and confirm the key competencies / learning required for safeguarding adults at risk work at the different levels of involvement in the processes of safeguarding.
- b) To ensure safeguarding adults at risk learning across partner agencies conforms to the agreed competencies and is of a consistent standard.
- c) To collate safeguarding adults learning and development completed by staff across partner agencies, so there is a total picture of staff who have received training.
- d) To identify new safeguarding learning and development needs and devise a partnership response to these needs.
- e) To promote "joined up" learning and development across partner agencies in order to maximise budget resources.
- f) To provide safeguarding learning and development information to the SAPB as and when required.

4. Human Resources sub-group.

Remit:

(Joint with the LSCB – remit already established.)

Current attendees: Nick Ellender, Dawn France

5. Serious Case Review sub-group.

To be chaired by the chair of the SAPB. Membership must consist of a minimum of Hillingdon Adult Social Services, normally Head of Service level, Met Police at Detective Inspector level, NHS representation at Service Director / Manager level, Legal and CQC.

Remit:

a) To decide whether the particular circumstances of the adult at risk meets the criteria for a serious case review and, if so, to ensure the review is carried out in line with agreed procedures.

b) Where the circumstances do not meet the criteria, to decide what alternative action by partner agencies should take place.

c) To ensure the purpose of a serious case review is adhered to as set out below:

- To establish whether there are lessons to be learned from the case about the way in which local professionals and agencies work together to safeguard adults at risk.
- To establish what those lessons are, how they will be acted upon and what is expected to change as a result.
- To improve inter-agency working and to better safeguard adults at risk.

Also that any recommended actions arising from the serious case review are considered by the sub-group and decisions made on how they will be implemented.

(* Thematic framework devised in conjunction with SCIE, ADASS, Local Gov Group and the NHS Confederation.)

This page is intentionally left blank

EASTCOTE HOUSE BUILDINGS AND GARDENS

HERITAGE LOTTERY FUND STAGE 2 BID: REPORT OF PUBLIC CONSULTATION

Cabinet Member(s)	Councillor Keith Burrows Cllr Jonathan Bianco
Cabinet Portfolio(s)	Planning, Transportation and Recycling Finance, Property & Business Services
Officer Contact(s)	Charmian Baker – Residents Services
Papers with report	Appendix 1: Proposals Map Appendix 2: Summary of written responses to the public consultation Appendix 3: Summary of written responses to questionnaires

1. HEADLINE INFORMATION

Summary	The Heritage Lottery Fund project at Eastcote House Gardens is currently in the development stage, with a view to submitting the Stage 2 Bid in February 2013. This report informs Cabinet of the outcome of the recent public consultation on the draft proposals for Eastcote House Gardens and sets out how the proposals may be revised to take account of the concerns raised. It seeks approval to consult the public on the revised proposals and to subsequently proceed with the submission of the Stage 2 Bid to the Heritage Lottery Fund.
Contribution to our plans and strategies	Contributes to the Sustainable Communities Strategy and Council Plan Corporate objectives including: <ul style="list-style-type: none"> • Maintaining local heritage; • Ensuring heritage and natural environment are protected and enhanced • Expanding cultural and sports activities • Extending opportunities for older people to participate in leisure, recreational and cultural activities • Working in partnership to maximise the effective use of resources • Reducing anti-social behaviour
Financial Cost	The cost of the further consultation is expected to be less than £150 and will be met from the 2012/2013 printing and stationery budget for Resident Services.
Relevant Policy Overview Committee	Residents' and Environment Policy Overview Committee
Ward(s) affected	Eastcote and East Ruislip Ward

2. RECOMMENDATION

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 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 recommendation

A six week public consultation period for the proposals at Eastcote House Gardens ended on 31st October. The consultation was published on the Council's Eastcote House Gardens and 'Have your Say' web pages; an e-mail consultation with interested groups, individuals and forums was carried out; and a two day public consultation event was held. In addition to 124 completed questionnaires, notes of comments were made at the event and there was some e-mail and telephone engagement with individuals. In addition, extensive consultation has taken place with local residents, groups, forums and people visiting the gardens from further afield, over the last few months, amounting to a further 588 completed questionnaires.

The comments and suggestions are largely positive with high levels of support for all elements of the proposals. There have been concerns raised, particularly by those living on the perimeter of the gardens and in nearby roads, which need to be addressed. The success of the project will depend not only on the support of local residents, but of English Heritage and the Heritage Lottery Fund themselves, who are looking for a body of evidence to show that the proposals have good support from local communities and a wider audience.

Alternative options considered / risk management

The concerns of the local residents who have shown some or complete opposition to the proposals, need to be addressed and responded to, otherwise there will be a risk that this community project will fail. If concerns are not heeded there is a real risk that the Heritage Lottery Fund will not support the project when submitted at Stage 2.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Background

1. Following the success of the Bid at Stage 1, Cabinet resolved on 16th February 2012 to take the project through the development stage to submission of a detailed Stage 2 Bid to the Heritage Lottery Fund. A consultancy team was commissioned to work with the Steering Group of Ward Councillors, local residents and officers to draw up proposals for the facilities necessary to support the activities planned for the site.
2. The formal consultation period was from 27th September to 31st October 2012. During this time residents could access the proposals via an on-line questionnaire, by telephoning or e-mailing the Customer Engagement Team or by attending the two day public consultation event. The two day event was held on Friday 28th September and Saturday 29th September (10 a.m. to 4 p.m.), in Eastcote Catholic Church Hall in Field End Road. It was publicised by flyers, 2000 of which were delivered to the surrounding roads by a team of volunteers, together with articles in Hillingdon People, information on the Council's events web page and posters in all of Hillingdon's libraries. Information was also sent to interested groups and organisations so that they could display the information and/or share it with their members.
3. Exhibitions and activities in the Church Hall included:
 - displays of A1 size artwork and plans of the proposals for the new buildings and car park;
 - photographs of similar activities, such as the outdoor classroom and pond dipping, which take place in other parks;
 - a display of historic photographs of Eastcote House and its former owners, put together by the Ruislip, Northwood and Eastcote Local History Society;
 - a display by the Friends Group on their work at the Gardens;
 - a sale of produce by the Rural Activities Centre; and
 - refreshments were served throughout the day by the Friends Group.
4. On the Saturday, the archaeologist who led the 'dig' on the site of Eastcote House in the summer, and whose company had undertaken a survey of the Stables building and geophysical surveys of the Gardens, gave a talk about his findings. This was very popular and attracted an estimated audience of over 100 people.
5. Central to the consultation were the four presentations and question and answer sessions, delivered twice on each day. In these, officers were able to explain not only what the proposals were, but how they came about and why, what processes they had been through, and how the requirements of the Heritage Lottery Fund would be met. Vital to this though was the need to gauge the support in the community and address the suggestions raised and concerns expressed. In total, it is estimated that around 230 people registered over the two days.

The Proposals

6. At the Consultation Event, officers explained how the proposals had been shaped. The success of the Bid at Stage 1 had been due to the potential perceived by the Heritage Lottery Fund in realising the objectives of their Parks for People programme. This was because heritage buildings would be conserved; volunteer effort would be augmented and formalised with training schemes; and visitors, young and old, would be attracted by the educational opportunities provided with regard to the ecological, horticultural and architectural heritage of

the Gardens. On-going management and maintenance were a vital component of this, and to this end the buildings and gardens had to be well managed and generate some income.

7. The proposals set out at the public consultation are illustrated in Appendix 1. Key components were:

- the repair and extension of the stables for community use, with some limited hire for private functions, including weddings;
- the linking of the stables to a new building at right angles, on the site of the former coach house, which would accommodate a small café with kitchen, sitting area, and toilets;
- the relocation of the car park in the woodland area to the west of the front gate, to improve the setting of the listed buildings and to enhance public safety;
- the straightening and raising of the south wall of the walled garden, behind which the Gardeners' Facility would be located, in a covered, secure area
- the provision of an outdoor classroom in Long Meadow (a circle of logs and tree stumps),
- the repair of the dovecote and its use as an interpretation centre for the whole site
- improvements to the River Pinn to enable school children to do pond dipping and to encourage more abundant plant and aquatic life
- a natural 'playground' of logs and tree stumps
- an archaeological dig on the site of the old House, and potentially on other sites within the Gardens, to be carried out during three weeks of each of four consecutive years.
- The site of Eastcote House to be marked out in the ground and the subject of an interpretation board.

8. The Community Engagement Team and the Friends Group have been gathering information on local groups interested in hiring the Stables, and groups wishing to exhibit paintings, or relocate there for their meetings or classes. The new building would enable further meeting space, whether formal or informal, and a refreshment facility and toilets would support activities in the Stables building, including visits from schools and uniformed groups and other activities taking place in the Gardens. The Gardeners' Facility is long overdue to provide the many local volunteers with safe storage, a rest area, and an area to propagate and pot plants and to train others in doing so.

9. The concept of a new building is to support the activities on the site, and within the Stables. As the Stables is small, and its subdivision is not considered appropriate to its historic character, it is not possible to include a kitchen, sufficient toilets, storage or a Site Manager's office within the building. Moreover, it is considered that the viability of the community use of the Stables and the Gardens will generally depend on suitable facilities, albeit of a modest size. It is proposed to erect this new building on the site of the former coach house (demolished in 1964), and give it the appearance of a brick outbuilding with timber doors, similar to its predecessor. Its design is intended to complement, and remain subservient in height and appearance to, the Stables.

10. As part of the development stage of the project, archaeological survey work was carried out to inform the proposals in the Gardens. This comprised a topographical survey, geophysical surveys and a standing buildings survey of the Stables. An archaeological dig on the site of Eastcote House also took place on three days at the end of June. This was professionally managed and supervised, with volunteers from the community and local school children taking part. The 'dig' was exceptionally popular, and volunteers of all ages thoroughly enjoyed the experience and relished learning about the features and finds from the archaeologists.

11. In September, body heat sensors were installed at all the entrances to the park to collect the data essential to the Heritage Lottery Fund Bid. The first readings show that some 550 people and vehicles visited the park every day in September. Included in these readings will be people who use the park as a short cut, such as school children who cross through the Gardens on their way to and from school. Nevertheless, the figures do demonstrate that the numbers of people using the park are high, something not generally known to those living nearby, who perceive it as being quiet.

12. Also not generally known, is that the Friends already welcome regular visits from at least four local schools and some of the local beaver scout, brownie and cub groups. They provide the children with historical information about the site, a visit to the dovecote and information about the gardens and the flowers in it. Some of the schools have been involved in planting bulbs in the gardens under the supervision of the Friends. Activities with the children have included:

- Archaeological dig – four classes came to take part in June 2012
- Gardening sessions
- History tours/nature studies
- Bulb planting sessions with classes from four local schools, from 19th – 26th October 2012

13. This year, the Friends also held the following events:

- January - Wassail
- June - Jubilee Picnic, with stalls, events and vintage car display
- June - Bat Walks
- August - History Walks
- June to October - Monthly Vintage Tea Garden with village fete attractions
- September - Open House weekend
- September - Ruislip National Women's Register
- November - University of the Third Age visit
- November - Church wives group visit

Consultation Responses and Feedback

14. All those attending the public consultation event were encouraged to fill in a form, setting out their comments on the proposals and inviting suggestions for activities. 124 people filled out a form at the event, completed an on-line form or sent a form in afterwards. The majority of residents were in agreement with the proposals. Others agreed with the proposals in principle but had suggestions for improvements or amendments, about 19 of whom (15%) expressed strong opinions about particular aspects. Only 6 people (5%) said that they were entirely unhappy with the proposals, stating that they lived very near the Gardens and were concerned about any change to them. A table of the key themes coming from the responses is set out in Appendix 2. As some respondents gave detailed comments covering a number of different themes, a total of 147 points have been noted.

15. In addition to this period of public consultation, the Council's Customer Engagement Team have been analysing the 588 questionnaires, completed by people visiting the park on event and non event days over the summer. These have been collected from people visiting the park on normal, non event days (63), visitors to the Jubilee Picnic (45), people attending the monthly Vintage Tea events (424) and school children taking part in the archaeological dig (38) and on

an educational trip to the Gardens to learn about its history (16). Respondents were asked what they would like to see at the Gardens; what activities they would like to take part in; and what they thought of the proposals generally, including the potential new facilities (café and toilet facilities).

16. The feedback from visitors on non event days largely follows the findings from the formal consultation, with most people being positive about the proposals and offering suggestions to include or consider. Some local residents living on or near the perimeter of the park raised a number of concerns about changes, with a smaller group objecting to any change whatsoever. Those attending the various events often attended as a family and they were very much in favour of increasing the facilities to accommodate the needs of families and young children. Of the 424 attending the Vintage Tea events, 93% said they would be interested in taking part in selected activities in the Gardens, and the children interviewed were very enthusiastic indeed about their time at the Gardens. The questionnaire results are set out in Appendix 3.

Addressing the concerns raised during the consultation

17. The outcome of the consultation demonstrates strong community support from residents living in the Borough and from community groups and organisations who want to be involved in the project going forward. Residents have spoken with familiarity and fond memories of Eastcote House and its outbuildings (demolished in 1964) and how these buildings were regarded as the centre of the community. It was also recalled by residents how unsafe the gardens had felt to them in the years after the demolitions, when gardens and surviving buildings began to deteriorate. At this point the gardens became neglected and anti-social behaviour in the park was causing issues and concern for local residents. Many residents were grateful for the contribution the Friends of Eastcote House Gardens had made to improving the gardens and bringing some community life back into the park.

18. The questionnaires were designed to quantify the desire for a café and toilets at the park. As the responses show, these facilities are desired and people felt they would attend the park more often with family and friends if these facilities were available. Most people gave examples of events and activities that they would be interested in taking part in, if they were available. Other residents wanted greater interpretation of the site and its history. Local groups and organisations have spoken to the Customer Engagement Team about the shortage of suitable venues for local groups and classes.

19. The chief concerns listed were:

- the scale of the proposals
- the size and design of the new-build
- the 'commercialism' of the park and the potential for impact upon the tranquil nature of the walled garden and other areas,
- the impact of events on parking in the surrounding roads on the Eastcote Park Estate
- a fear that the proposals would increase vandalism and anti-social behaviour.

20. These concerns and the responses to them are set out below:

POINTS RAISED	OFFICER RESPONSE
Concern at the scale of the proposed new build, and that it might overpower and detract from the existing buildings.	<p>The scheme will be reduced in size:</p> <ol style="list-style-type: none"> 1. The extensions at the back of the Stables will be removed from the scheme entirely, so that the Stables would be refurbished, as is, with a kitchenette and disabled toilet installed in the existing lean-to. 2. The footprint of the new build will be reduced in size by 23 square metres. This to be achieved by reducing the size of the kitchen, eliminating the internal staircase and making other internal alterations. The length of the front façade will be reduced by 5 metres. This would constitute a reduction in size of some 22%.
Concerns relating to the use of the Stables, including use as a wedding venue.	<ol style="list-style-type: none"> 1. The removal of the rear additions to the Stables, which included a meeting room, would mean that it could no longer be used for wedding ceremonies. 2. The lease for the Stables would be designed in line with the views of residents, ensuring that it would primarily be used for community use, with social lettings restricted by early closing times and limited numbers of visitors.
Concern at the appearance of the new build, in particular the doors	The overall design is being reconsidered, including the doors. The aim is for it to look similar to the brick coach house, which used to stand on exactly this site. English Heritage will have the final say on the design, and will want to be convinced that it will not harm the special architectural character and appearance of the Stables.
Access/Parking for school coaches	It is possible that school children or other groups could be brought to the park by coach (albeit infrequently). If this were the case, coaches would drop off in a safe place and there would be no parking for coaches on or near the park. Local schools and groups will continue to walk to the park. Other groups and individuals will be encouraged to use local transport networks.
Would there be more archaeology at the park? The new building would go on the site of the old coach house, would there need to be a dig here too?	<ol style="list-style-type: none"> 1. Yes, if the project is successful at Stage 2, there will be four seasons of community archaeology (4 x 3 weeks) undertaken. 2. A trench was dug on the site of the old coach house, after the community dig in the summer. However English Heritage may ask for a watching brief to be carried out when, or if, work starts on the site of the new building.
The protection of bats	A survey was undertaken in May 2012 by the Bat Group, in advance of urgent works on the Stables. An additional survey is being commissioned to cover the woodland areas and advise on whether the project might affect the bat population, and, if so, how this could be prevented or mitigated.
Issues relating to the Natural Play Area	The play area would be carefully sited in line with recommendations from residents. The natural play area will be very small, comprising only natural materials, sourced locally. A suggestion that this 'play ground' should be divided up and located in two or three parts of the gardens will be investigated. All comments and recommendations will be considered in the design and location of the natural play area.
Suggested rules for the walled garden	<p>Appropriate signage will be put up to advise residents on the use of the walled gardens to:</p> <ul style="list-style-type: none"> • Prevent the use of scooters, bikes or ball games • Ensure dogs are kept on leads.
Concern that the new proposals would attract vandalism and anti-social behaviour	<ol style="list-style-type: none"> 1. It is considered that the repair, maintenance and regular use of the buildings, together with the presence of a Site Manager, is likely to deter vandalism not attract it. 2. Better lighting, burglar alarms and CCTV cameras will be installed.

POINTS RAISED	OFFICER RESPONSE
	<p>3. The body heat sensors installed will show if there are people entering the park at night. This can be monitored and followed up.</p> <p>4. The park has six entrances and it is impossible to prevent people visiting at night. If there is a noise nuisance there, residents are advised to contact the police and get a crime number. An accurate picture of the problem can then be built up.</p>
The Site Manager	<p>1. It is envisaged that the EHG Site Manager would work the equivalent of 4 days per week. This could vary across the seasons, with more hours in summer than winter, and vary across the days of the week. The exact details of the role will be developed as more information is gathered on what best suits the park and residents.</p> <p>2. The installation of a flat for a Site Manager in the new build was investigated, but the Heritage Lottery Fund confirmed they would not fund it.</p>
Parking and transport issues in relation to increased numbers attending the park	<p>1. Parking provision is a balance between what can be accommodated on site without damage to the tree roots of the best trees, and the need to provide enough parking to prevent nuisance on nearby roads.</p> <p>2. Public transport will be actively encouraged on event publicity material by the provision of information about local bus and train links.</p> <p>3. Any large events may result in extra parking on neighbouring roads. However this can be managed by parking enforcement officers on the day.</p>
The use of renewable energy	A Ground Source Heat Pump is being considered in the new build, but the listed Stables would be heated in a more traditional way.
Number of attendees at functions	The maximum number which the Stables could accommodate is 80 standing or 40 seated. The numbers would be monitored in line with the lease.
Perceived increase in noise	<p>1. 550 visitors a day have been reported during the month of September and the gardens also host many community events and activities during the year. Thus there are already significant numbers visiting the Gardens.</p> <p>2. The intention is to have an annual programme of events and activities that will not overlap and will be tightly managed in line with the needs of the local community. The resources only allow for one activity at a time and there have been no complaints to date by visitors to the gardens when school classes have visited. Thus activities should not detract from the tranquil nature of the site.</p>
Opposition to a commercial café. It is not needed to support the Stables	<p>1. A café is a proposal that has great support. The HLF would only fund proposals if there were a convincing business case to support their viability.</p> <p>2. The café would only be small, with four inside tables and four outside. It would be similar in scale to that at Manor Farm or Kings College Pavilion, Ruislip.</p> <p>3. The Stables is really quite small. There is not enough space for toilets, kitchen, storage and an office for a Site Manager. In order to make the building usable for local groups, and increase the volunteer and educational visits, it is essential to have appropriate facilities.</p>
Issues relating to the number of toilets	The scheme has now been reduced and two of the toilets have been cut from the proposals. Disabled toilets will be available.
The need to raise the garden walls	<p>1. It is proposed to raise the south wall to the vertical and then raise in height, to enable the location of the Gardeners' Facility behind it.</p> <p>2. The raising of the east wall is technically more difficult due to its poor condition and the practicalities are being investigated by an Engineer. The degree of difficulty will also be</p>

POINTS RAISED	OFFICER RESPONSE
	reflected in the cost
Notice boards should be more easily readable	This is agreed. Easily readable signage and interpretation will be an important element of the project. Signage will be developed with local groups and individuals to ensure it meets the needs of local residents
Access to park	The road network around the park does make it difficult for pedestrians. The possibility of a new zebra crossing is being investigated, with a view to improving access.
Need for raised beds for disabled visitors.	The need for raised flower beds for disabled gardeners is part of the activity plan for this project. All residents should have the opportunity to contribute towards the gardens and take part in activities.

The Next Stage

21. The next stage is to re-consult those groups and individuals who responded to the consultation, to make available the revised drawings and receive their comments. The information will also be published on the Council's website.

22. Subject to any further minor revisions to the proposals being agreed by the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, the final drawings be costed and submitted to the Heritage Lottery Fund to ensure that they pass the Stage Reviews. The combined submission of the Stage 2 Bid to the Heritage Lottery Fund in February 2013 will comprise:

- An Activity Plan: including baseline data on visitors and volunteers, with associated targets; a detailed description of the proposed activities; and how these proposals have been trialled and with what success
- A report of the Consultations carried out, the results and subsequent amendments
- A Business Plan for the Activities and the Buildings
- Proposals maps, demonstrating how the archaeological, ecological, arboriculture and architectural surveys carried out have been taken into account
- Drawings up to planning submission standard, with a statement from English Heritage regarding the suitability of their design and location for the site
- An updated Conservation Management Plan
- A Management and Maintenance Plan
- A detailed budget analysis

Financial Implications

24. The development stage for the Stage 2 bid for improvements to Eastcote House and Gardens has an approved budget of £95k, 78% of which (£74k) is reimbursed by the Heritage Lottery Fund. The balance of funding for the budget comes from £15k approved by Cabinet in February 2012 for surveys and investigative works, with the balance from volunteer time and a contribution from the existing Residents Services revenue budget for consultation costs. The further consultation stages recommended in the report have low financial implications, particularly given the distribution of the flyers by volunteers. These costs will therefore be met from the agreed budget for the development phase of the Bid.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The project has been supported throughout by representatives from the local community who sit on the Steering Group, a group which has had a major input into the proposals. Overall the responses to the consultation have been very positive and it is clear that the community are keen to see the site as a community hub once again. There are residents living very close to the Gardens who are sceptical of the need or desirability of this project. However, the Heritage Lottery Fund project offers the best opportunity for repairing and maintaining the buildings and gardens, for the sake of the community, in perpetuity.

Consultation Carried Out or Required

As documented in this report

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance concurs with the financial implications set out above; noting that costs associated with the recommendations set out in this report will be contained within existing budgets. As noted within this report, a successful bid to the Heritage Lottery Fund would provide resources to support investment at Eastcote House Gardens although a contribution from Council Resources will likely be required. As this bid progresses, potential impacts on future revenue budgets and capital programme will be managed through the MTF process and further reports to Cabinet.

Legal

There are no specific legal implications for this report, which recommends that Cabinet notes the latest consultation responses, authorises officers to carry out further consultation, and authorises officers to further pursue lottery funding for the Eastcote House Gardens project.

In considering any consultation responses, decision makers must ensure there is a full consideration of all representations arising including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

Corporate Property and Construction

Corporate Property and Construction are happy to support the recommendations in the report.

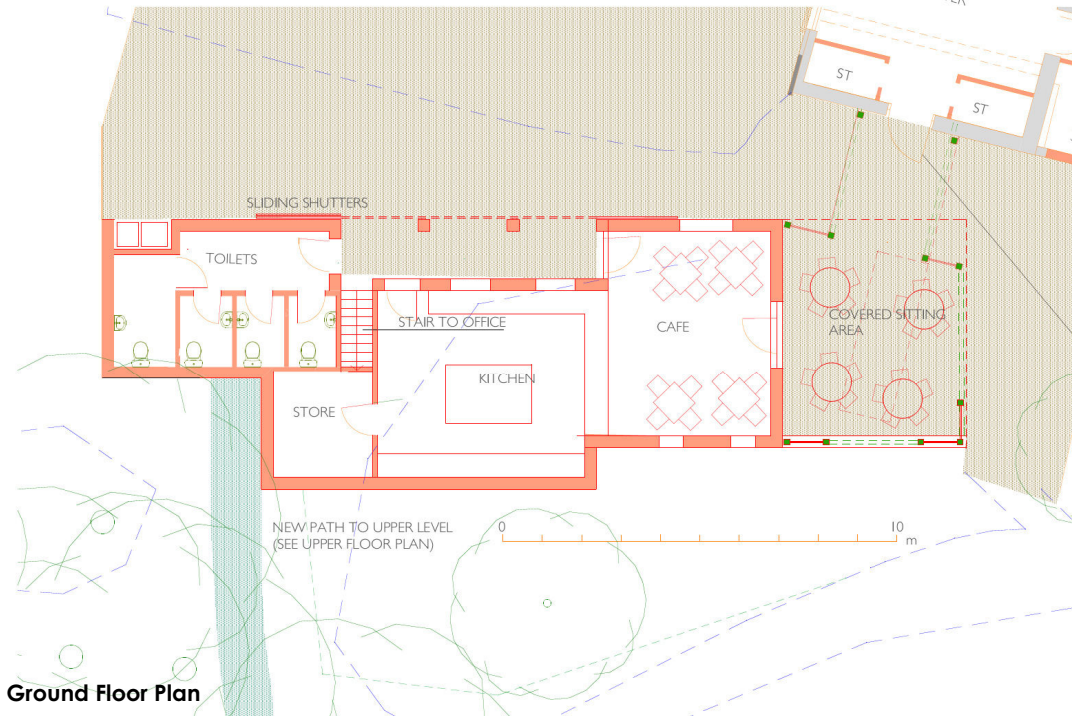
Relevant Service Groups: Green Spaces

Green Spaces support this report.

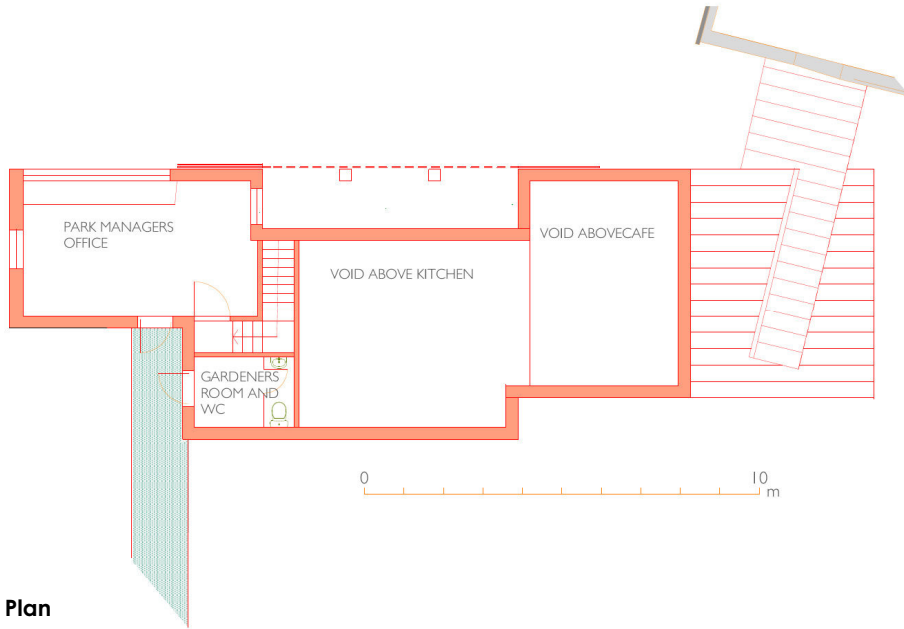
6. BACKGROUND PAPERS

NIL

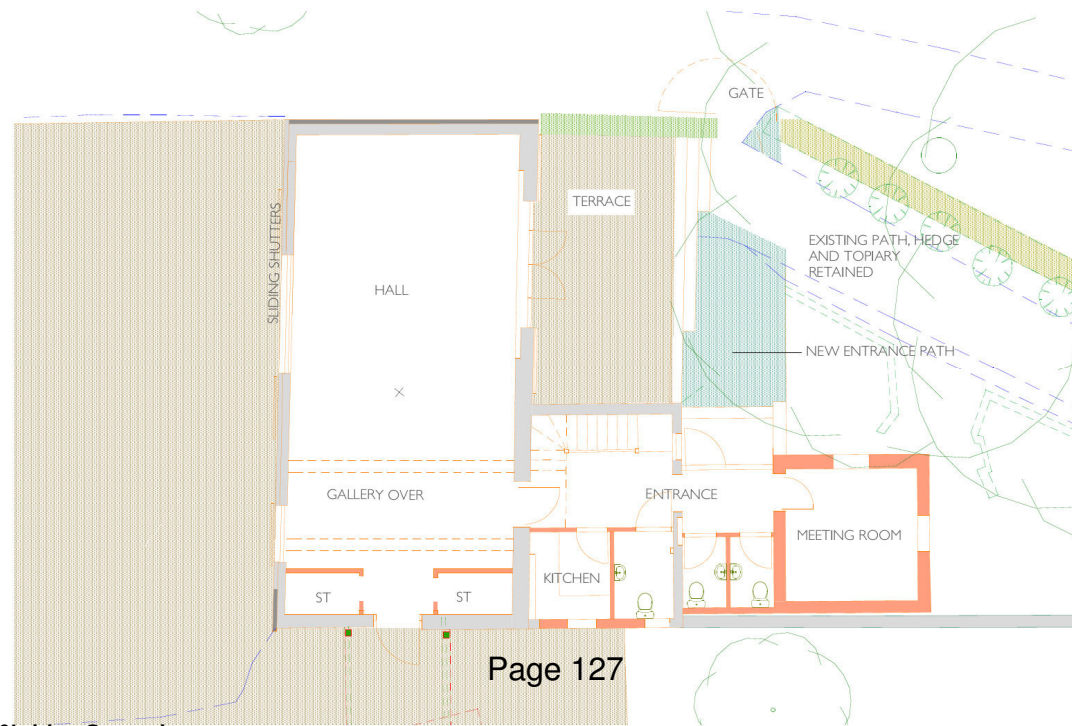
Appendix 1 - Drawings of Stables and New Build at Public Consultation



Ground Floor Plan



First Floor Plan



Stables Ground

This page is intentionally left blank

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
Positive Comments	
1	A good set of proposals
2	All very interesting
3	Ambitious but very impressive plans
4	An excellent idea.
5	Excellent
6	Excellent proposed development.
7	Excellent set of proposals that clearly indicate that a lot of thought and work has been given to getting it right. Agree with preferred option 4 in terms of layout. (Last page of survey includes diversity questions but does not cover disabilities). The presentation on 28th made a mention regarding education re: young children without reference to young adults, adults and senior - we need a commitment to life long learning. Most that determines what uses is made of the facility and one that is able to balance various importantly I would like to see local community representation on a forum/committee competing demands. Well done and thank you.
8	Good work
9	I agree option 4 is best proposal and welcome more use of the park and update of facilities near the area must not be too commercialised as locals find it lovely to walk and enjoy rural surroundings so close to home.
10	I agree with the approved proposal and would support usage of the stables as suggested. The whole concept looks good and would benefit the community.
11	I am a visitor to Eastcote and think your proposals are very worthwhile and a credit to all the volunteers as well as an important amenity for the future.
12	I am happy with the proposals shown at the consultation. Best of luck with lottery application.
13	I shall look forward to the improvement if they go ahead. It will be a great asset to the area and park
14	I think it is a very good idea
15	I think it would very good to have somewhere to take the family for a day out
16	I think they are good proposals
17	I would like to say how it has brought the park to life since they have been holding the vintage teas there on a Sunday, I have been down to it a few times now, and everyone seems to be enjoying their Sundays there, and it has been very busy.
18	It all sounds to be excellent. I congratulate those people responsible for undertaking all the thought, planning and commissioning these plans.
19	Look forward to it being more of focus of local life with cafe, bbce, social events, etc.

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
20	Lovely idea
21	Makes sense to make better use of this amenity
22	No, the proposals sound very satisfactory
23	On balance it looks positive. The design if the buildings match with the surroundings.
24	Plans are impressive and very encouraging
25	Presentation good and informative. We are happy with the proposals and pleased that the area is being improved for the community. As long as new buildings are in keeping with present building.
26	Restoration work fantastic, new buildings with toilets and refreshments great
27	Strong support for overall project
28	The plans are excellent and will enhance local amenities in a variety of ways, preserving local history and making this accessible to local people, providing very useful accommodation for local events and acting as a focus for community cohesion and activities as well as capitalising on the astonishing number and diversity of local volunteers.
29	The proposals to date are fairly broad but seem appropriate.
30	The stable renovated and to be made a feature would be very good.
31	They look great and play area especially welcome
32	This is a fantastic opportunity to bring these fabulous gardens back to life for the whole community
33	Very excited about it all. Love the idea of education purpose.
34	Very exciting project
35	Very pleased with the proposals. I walk a dog there regularly and always use dog bins
36	very welcome change and improvement
37	Very well thought out and would merit strong support locally as they would certainly enhance the local facilities of Eastcote.
38	We are interested in all the proposals as it would make great changes and more interesting for the local and surrounding community
39	We think the proposed changes are excellent and hope very much they go ahead
40	Wonderful ideas. Eastcote House Gardens is such a beautiful and important part of the borough so it deserves some special treatment.
Activities	
41	I am supportive of having space available to the local community for classes etc.
42	Spring- Autumn, suitable for families, flower shows/displays, Refreshments, weekend activities i.e. parties

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
43	The activities organised throughout the summer at Eastcote Gardens helped introduce a real sense of community to the area.
44	To have schools more involved. I work at Grangewood Special Needs School and would like to become involved. I run a gardening club already at school.
Design	
45	Hopefully the exterior will be in keeping with current architecture after alterations. Some elevations look very modern.
46	The new kitchen building looks plain and austere. It would be good to pick up some patterned brickwork detailing as in the upper, half-timbered face of the stables.
47	I don't like the proposed building designs. They don't match the existing buildings and the large sliding doors give it all an industrial look.
48	Only comment is that the new building looks too modern and will not blend in
49	Shutters will destroy the character of the existing facade; it would be better to have double opening doors to the right hand side of the existing single door and made to a similar design. The new building must be built with materials sympathetic to the existing building and also be of a size that does not overpower or detract from the existing building.
50	The proposed new building should be more in keeping in looks with the stables.
51	Yes regarding layout and external drainage
Functions	
52	The hall (in the stables building) would fill a real need in the area for an attractive and character venue for community events by local organisations, run on a self-catering basis (no expensive commercial catering charges).
53	I suspect it would be popular as a wedding venue at appropriate times.
54	The proposed small meeting room, if for only about 6 people, would be too small for local organisations - a meeting of 6 would be held in a member's home to save money. To get lettings, it would need to hold 12+.
55	Any functions should be kept to very limited numbers and well supervised (letter, damage, noise etc).
56	I like the look of the cafe complex but I would hope that it is not rented out as a party venue
57	In favour of low key local activities/ events which do not detract from peace and quiet of gardens. New build cafe to be sympathetic to existing stables building. Some concerns about suggestions for reception/parties despite insisting would be robust licensing regulations
58	If a licence is granted for wedding ceremonies that large-scale receptions are not allowed nor externally provided catering.
Maintenance	

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
59	Concern about maintenance being kept up over the years.
60	For the senior citizens (or anyone) there is a danger of sliding at each side of the bridge in rainy weather - the council risk being sued.
61	I don't know the area well enough to comment except I hope the gardens themselves will be better maintained
62	Plans indicate gravel parking area - how will this be maintained?
Finance	
63	Funding for park manager? Is this on going?
64	I am concerned that the limited finance for the other new buildings will turn the historic place into a modern park.
65	Will there be solar powered lighting/ water heating? These things would be environmentally friendly and cost saving.
Over development	
66	I feel the new buildings will totally overshadow the existing buildings and will make the Gardens even more sterile than they are now. This has always been a place of peace for many visitors and with possible 'invasion' every day its beauty will be lost. The walled garden to many children has been the secret garden. There are several parks locally which cater for the need of children with all the facilities of play areas. I believe the cafe in Pinner Park struggles and that has a clientele from the school. Also, if these plans do go ahead as a 'venue' many would be very distressed if it was open after 18.00. If there isn't to be an onsite manager where could one go out of hours for assistance? Over many years there were fetes/demonstrations etc which were always a source of entertainment.
67	I think this is over developing a rare area of peace and natural beauty. You are adding far too much into to a small area. Some will add to it but all of it will detract. There is no little response already by police or Hillingdon due to current noise issues. No consideration been talked about in relation to sustainability and solar energy. Too many additional sign posted walks will destroy the feel, look and ambience. Building must be in keeping and thoroughly thought through. Lots of repetition.
68	The proposals are over the top and taking away the tranquillity of the park.
69	I am utterly horrified to learn of the proposals for Eastcote House Gardens. I have lived close to the park for more than 20 years during which time I have enjoyed the peace and tranquillity of the gardens virtually daily with my children and my dogs. I cannot understand why the park should developed - this seem to begin with the advent of the "Friends of Eastcote House Grounds" and their desire to remove the members of the Eastcote Billiards Club - and has snowballed from there. The location of the gardens is inappropriate for such commercial ventures such as tea

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
	rooms. Is there no consideration for the local residents? We all dread the monthly fete/tea party that has been held over the summer. Surely residents should have been advised of a change in usage of the park for commercial purposes? And how did "Vintage Teas" gain the contract? Should that not have been offered for tender? Regardless of what they do with their profits on the day, the advertising for their business is invaluable no doubt. This is just a small park, with a peaceful memorial walled garden where many people go for peace and reflection. Please don't spoil it! The money could be so much better used.
70	Yes. Awful. The prospect of commercial activities going on in the oasis of calm that Eastcote House Grounds represents is a tragedy. The amenity will be spoilt; local residents disturbed. An historic old building will be disfigured by additions. The council were the instigators of urban terrorism in the past in allowing Haydon Hall and Eastcote House to be eradicated - it is time it stepped up to maintaining the remaining heritage in the area without resorting to other sources of funding. The park has given decade upon decade of simple pleasure to thousands of people over the years as a tranquil place to walk, picnic, or just sit in the gardens and absorb the atmosphere. Why not treasure it for what it is?
Natural Playground	
71	Also a small play area would be lovely, perhaps some swings, slide and a climbing frame
72	Children's play area needs to be moved and courtyard looks very bleak.
73	Children's playground needs further thought
74	I like the plan for a natural play area.
75	I think the cafe and the playground should be near each other.
76	Natural play area away from houses in long meadow. Gardeners store level difference is only about 400mm not 1000mm if level to walled garden why not put gate through from store not at the side where it is new!
77	Natural play area needs to be situated away from cafe and in a more natural area. There should be proper signage forbidding ball games, scooters and skateboarding in the walled garden.
78	Suggest that instead of a 'natural playground' for children as a separate area an idea maybe to dispose natural objects (e.g. tree trunks) throughout the garden and perhaps into the meadow so children can explore and find things to climb on etc.
79	I think you are thinking of providing too much for children the park is too small there is plenty of room for them to run about.
80	The play area could be opposite the giant tree where the school children play. Also pathways from old orchard to the gardeners facilities for wheelbarrows.
81	The play area is placed in a dip where water collects and should be located further

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
	away from the buildings. Overall the proposals are good.
82	Play area for the little ones
83	The grounds do not need a play area.
84	Don't see any need for: new buildings, natural play area- children make up their own games and gardeners facility
Parking	
85	Adequate parking and ongoing funding and management
86	The car parking should be limited to disabled only as people must be encouraged to walk or use public transport. Too many cars coming in and out of park will cause chaos.
87	I like the proposals in general. I think there should be a big emphasis on public transport (houses go past the entrance) and walking routes and car parking should be restricted to disabled spaces and contractors etc.
88	More disabled parking needed- 2 is not enough?
89	Park and ride scheme?
90	Lighting in Dove court. Car parking in neighbouring roads
91	Worried about noise and car parking at present the surrounding area is a quiet residential road.
92	Not so keen on car parking in wooded area.
93	Currently parking events in Eastcote House Gardens spills over into St Lawrence Drive. People often park all around the island by the St Lawrence entrance to EHG on both sides of the road and both sides of this island. This is very dangerous as it obscures in the view of drivers approaching the bend in the road. People also park across driveways and in other inconsiderate ways. This project will encourage more visitors and does not provide adequate parking for the events planned. Therefore measures must be taken to protect the surrounding roads from parking and to address the problems caused in St Lawrence Drive.
94	Already spill over parking is a problem in St Lawrence Drive. This problem will increase and must be dealt with.
95	Have you considered grass-crete for the parking? Put the signs in English and distances in yards to match the highway signs. M = miles not metres on UK signs
96	The parking in the surrounding streets and congestion at the roundabouts is already an issue when events occur.
97	Looks like too much parking
98	The grounds will need to be blighted by a substantial increase in parking.
99	St Lawrence Drive becomes congested as it is used as a car park.
Planting	

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
100	The NW perimeter of the gardens, adjacent to High Road Eastcote, has a lot of dreary laurel planting. Replacing this with better shrubs including azaleas and rhododendrons would enhance the gardens further (there are 1 or 2 rhododendrons already)
101	An excellent development to improve the Park and its surroundings. There does seem to be a need for raised beds which can be used by disabled people for gardening.
102	Raised flower beds would solve this as well as providing extra seating for the cafe.
103	Raised beds in courtyard. Suitable for disabled (wheelchair) gardening. Can the cafe be used by a charity one day a week/ month and proceeds to go to charity?
104	Softening of the courtyard area to include a visually pleasing raised flower bed-possibly brick surrounding. This would add to the quality of the environment.
Security	
105	What can be done to stop vandalism? Lighting and CCTV are targets for this.
106	Need good security. Lock walled garden at night and secure buildings.
107	Concern of vandalism in evening. Use offsite for band concerts/ plays. Outdoor gym in long meadow.
108	The trouble with the development is that it could encourage vandalism
109	I am concerned that this facility is not subject to crime and disorder. Consultation with police CPDA is essential (hopefully CCTV and smart lights are installed).
110	Security is important. This is an area where anti-social behaviour has been a problem for a long time. Lighting and CCTV in one area will probably only move the ASB to another area. Houses bordering the park have suffered greatly from ASB that originates in the park. Please think about the neighbours and do not just drive ASB away from the centre of the park to the edges where residential houses will suffer.
111	I am disturbed by vandalism. I have lived here since 1962 and the children and youths have done a lot of damage.
112	A live-in park manager would reduce incidence of vandalism
113	Yes. The proposals are a complete over development of the historic site which for years has been a place of quite reflection and seclusion. The coach house or stables are in need of repair and a small extension to make these viable for community use not the huge separate building and other activities proposed. The whole area is so secluded at night. To survive the building will have to be a fortress unless there is another way to secure the entire park as it is a magnet for large groups at night. Cameras are only any good after the event and useless if people wear headgear. The walled garden should have the walls raised and be secured at night as can be a haven for drinking and antisocial behaviour at night. The

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
	proposals to turn the park into a circus like Pinner Park is likely to increase litter and noise. The Gardens have for years been known as the "Secret Garden" where people can walk quietly and reflect. Please tone down the extent of the proposals and don't waste money on something that from a business point of view will not be viable. Keep Eastcote Park "special" and avoid this commercialism.
Signage	
114	Notice board access near footbridge.
115	Notices to be more easily read.
Tea Room	
116	Café - would like to see this run as a commercial enterprise but as an opportunity to create learning/ training/ work experience for specific groups in the community.
117	Concern about over development of cafe and social events
118	I don't think you can justify a cafe to open full time - I suggest opening only at weekends
119	I support the planned uses for the stables building in order to justify lottery funding. I accept that the additional small hall to the stables maybe needed to support viability. I do not understand how the additional or a second building adds to the community use of the stables block. I believe the additional 'cafe' building should be removed from the bid as it would detract from the use of the stables building. The cafe building would seem to be a waste of lottery funding as it is essential for a commercial use which may not be viable.
120	It would be nice to have an undercover tea area and also toilets in the vicinity.
121	Looks good. Would be nice to see buildings used effectively and with a community spirit as was originally. Good idea to have new building with cafe.
122	Nice views from any cafe would be a must (no point in outdoor seating otherwise) cafe would be great with natural wooden tables or chairs. Some chairs with arms of high back for disabled use. What I visualise though is if its noisy with children or music then adults wouldn't use it as peace and quiet required to enjoy the parkland to hear the sounds of birds, wildlife and smell of the roses. No background music in the cafe area as it is a very personal thing.
123	The proposals specifically for a cafe would be a welcome introduction.
124	The cafe seating area seems small (4 tables) and would discourage on a busy day.
125	Reasonable priced cafe
126	There is no call for a cafe
Walled Garden	
127	A large simple sign outside the walled garden. Please respect the peace and tranquillity of the gardens and others that are enjoying their memories.

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
128	All improvements must be done on the condition that they do not change the basic feeling of the place as The Secret Garden. We do not want the place to be destroyed.
129	All of the walls of the walled garden should be restored to full height including the east wall. The walled garden will look very strange with three high walls and one low one. The east wall - or more accurately the north east wall should give protection from the coldest weather and the most exposed direction. To leave this wall unrestored is madness and would mean that the purpose of the walled garden is compromised. If there is an engineering reason why this cannot be done then consideration should be given to other solutions- such as a 'hanging hedge' - where mature hedging trees are planted by the wall and all the lower branches are removed leaving a 'hedge' hanging above the wall to the same height as the restored walls.
130	In general proposals are good- but east wall of walled garden should be raised to full height as well as south wall.
131	The walled garden should be designated a quiet and contemplative space.
132	Whilst it is obvious something needs to be done to maintain the buildings, the size of this proposal is in danger of changing the whole feel of the park and its tranquillity. Many people sit quietly in the walled garden enjoying the peace it does not seem clear how this can be "captured" when the intention is to have school groups etc and make it such a commercial proposition.
133	The walled Garden does not require an additional gate.
Toilets	
134	Toilets are a good idea
135	Would love to have toilets available
136	Not so many toilets needed not so much outside building
137	Will there be rain water harvesting for garden watering or toilets?
138	Adding toilets would be particularly useful as we have 3 children under 6 years old.
139	How many disabled toilets are there and where will they be sited?
Recommendations	
140	I have lived in Eastcote since 1936 and I played in Eastcote House Gardens during the war beneath the ever-present of flights of the RAF. Coincidentally, one of our heroes in both WW1 and WW2 were named Lavender. Perhaps we might remember Eastcote's two unknown warriors. Using a concealed frame, dense, high thick combination of lavender would create a bush. It would be sculpted to rage in the winds. It would be placed on a knoll - a lone bush on a lone hill. It would be unaccompanied by the appearances of geometrically designed pleasure gardens. It would have a soul.

APPENDIX 2	
No.	Do you have any comments on the proposals for Eastcote House Gardens?
141	Archaeological finds to come back to the house. LBH to request deed of transfer to the museum for display in the gallery
Miscellaneous	
142	Bat boxes needed. No solar panels shown - these should be included
143	Will bat boxes be installed if there are currently bats in the coach house? Bird boxes.
144	I'm concerned that the proposals are very young people orientated and even disabled people will be disadvantaged. I'm pleased that this area is to be conserved and improved but I'm concerned that it will not be a place where those who want some peace and quiet can be accommodated.
145	There are too many groups involved in this and residents of Eastcote Park Estate who are directly affected have never been consulted about the proposed changes. When we voted in favour of the controlled lockable gate from St Lawrence Drive into the park there was a majority vote in favour, but the council have deemed not to listen. The councillors are elected officials and do not taken majority views into account. I do not want these changes and know a majority of EPE are of the same mind
146	This presentation would have been more effective if the speakers had been trained in public speaking or were equipped with body mikes, so that when they turned away to the wall or lapsed into conversational mode they would still have been clearly audible.
147	You do not show the current pedestrian entrance to the park - which is opposite Joel street - on the plans. This is actually the continuation of the pavement of Eastcote High Road and is the only pavement as tree is none on the other side of the road. Are you planning to do away with this entrance? If so people will have to walk in the road unless you create a new pavement.

What other events/activities would you like to attend at Eastcote House Gardens?..
Photographic/art exhibitions in barn. Would be helpful if display stands were available
Cafe/tea rooms

So many activities and ideas expressed nothing else occurs to me at present
It would be nice for parents with children visiting the gardens to have somewhere to go for refreshments. I would welcome the activities that were arranged throughout the summer to continue on a more permanent basis.
We need more things like this to bring the community together, things for young mums to meet and make friends, and for the elderly to be able to have somewhere to go, I'm sure there are a lot of activities that could be put in place, to make this tea room work, for the community.
Monthly family activities, tea room/ cafe
Maybe something for the pre school age children, whether outdoors in the gardens or indoors. Treasure hunts, themed events for Halloween, Guy Fawkes and Christmas coming up.
Family organised days, the petting farm was great
Education
Maybe some shows by young talent bringing the elderly and the young together
Concerts x 4
Brass band concerts x 3
Gardening activities and local walks x 2
Inviting local musicians to perform, every so often
Children's events - e.g. learn about the garden, history. More fundraising days with the teas, donkey rides, games on the grass. It is not suitable for bigger events.
Small social local events Provision of free wifi access to encourage use of venue Periodic events that provide an opportunity for local groups to display with a view to recruiting members, encouraging participation and volunteering. Occasional/periodic `surgeries` re police and LBH
Fetes and fairs, guided tours focusing on the wild life of the area eg bat watching.
So many activities and ideas expressed nothing else occurs to me at present
As a local school governor, I would welcome provision for outdoor school activities, and particularly some modification of the River Pinn's bed to provide meanders and shallow pools for increased biodiversity. At present, the Pinn at EHG resembles a barren sluice run. However nearby, near the Joel St bridge where a small stream joins it and creates a deeper pool, there are plenty of fish. An access area, such as a small beach, would allow stream-dipping. An educational display area (history and nature) somewhere in the complex would also be good.
Nature talks, exhibitions and activities such as birds, wildlife, wild flowers etc.
Events put on by local organisations fetes, picnics, art exhibitions
Art fairs, craft fairs, place to encourage bats/owls and all wildlife, wildlife activities of talks and walks with knowledgeable people to inform us of the creatures on our doorstep
So many activities and ideas expressed nothing else occurs to me at present
Any low community events, summer holidays, activities for children, certainly do not want weddings however small. This is an tranquil area, should only be used for local community preferable arts and cultural activities.
Teddy Bear's picnic; Ranger's Ramble and other outdoor nature events like they have at

Center Parcs; pond dipping day; events for disabled children and their carers; archery lessons for both adults and children; wine tasting events; hiring of bikes for disabled visitors and their carers e.g. normal bikes, trikes, Duet, Van Raam Velo Plus which you can put a wheelchair on (e.g. like Companion Cycling runs at Bushey Park).
1, Gardening techniques i.e. gardeners world event. 2, Flower arranging classes in the summer.
Seasonal garden- related crafts e.g. making Christmas wreaths. Embroidery classes.
More activities in relation with nature
More activities in the buildings and play/pond areas
I think everything has been covered
Fetes, Picnics, outdoor theatre, small concerts, exhibitions, talks and lecturers, local groups i.e. yoga classes and book clubs
Art exhibitions, local history displays
Encourage schools to use all area as mentioned. Community events such as fetes, picnics as already done EHG
Just to enjoy gardens all year and surrounding areas with maybe a cup of tea and cake.
School events
Band concerts (e.g. Ruislip songs of praise), flower shows, outdoor plays
Tea rooms would bring people together and schools could use it for nature studies.
Some display boards.
Cultural events exhibitions, musical performances, children's theatre, Carols
I'm not convinced additional adult education facilities needed, local history activities, talks and exhibitions would be good
Concerts such as in Pinner Park. If there is a cafe would like to nominate the vintage tea company - they are doing a great job.
Any and all activities need to be balanced with others rights to quiet and peaceful enjoyment of the garden too please.
Ecology walks and talks: bird and tree recognition: Horticultural talks and activities. Please remember that people live very close to this park. Anything loud or late is not appropriate. You have suggested weddings and functions in the Stables, including the outside space. These should not be evening events. There should be no functions/events any later than the current closing times for the main gates. There should be no amplified music allowed at any event.
Open air concerts and vintage fairs
Band Concerts and open air theatre.
Educational events relating to the Eastcote House Gardens and this local area.
The new space should be available for hire by all local groups for appropriate activities
The current range of activities seems fine.
Raised flower beds in the courtyard would enable the volunteer gardeners to include people that have mobility issues as well as wheelchair users.
Children's events. Keep fit/exercise classes etc.
Open days, community days
Outdoor concerts/ plays

Play area to be visible from adult seating area to cafes for all ages from pre- school
The space is enormous, for parties in the park, concerts, exhibitions, historic amendments, dog shows and children's races. I would attend whenever possible. The local organisers enthusiasm and dedication inspires support.
Outdoor events e.g. concerts, plays, talks and exhibitions in the stables.
Bat walks, butterfly walks, craft sessions, gardening club, signing classes, apple tree picking classes and hazel layering.
Annual picnic
Small exhibitions/ lectures, small function room for hire and play area for children
Summer fetes exhibitions of local art and photography. History talks and presentations. Exhibitions on the history of Eastcote house and gardens.
Nature information on the bats/birds. Information on environmentally friendly items such as how rain water harvesting works.
Exhibitions and community events/ celebrations
There should be a range of activities to appeal to different age groups but neighbouring houses are very close so nothing loud and nothing after 8pm.
Fun days for kids and generally to walk and enjoy
Historical talks. Summer activities for young children
Cafe, garden events, talks, fetes, community group meetings
Gardening activities and local walks
Maybe some shows by young talent bringing the elderly and the young together
Not sure at this stage
Other Comments
The park is lovely so many people to 'thank' for that hard work. The above have approached council several times previously.
When I visit I will be delighted to be included in any events and activities available. I look forward with interest.
Will the butterfly sundial and surrounding features in that area be restored?
Lighting through whole park high level not bollards to enable walking to allow access for people at all times. Preferable solar lights led.
Against activities
I would not like to see a cafe building as this could detract the peace and quiet which is so much a feature of Eastcote House Gardens. As an additional note mention the importance of security feature to protect the environment, the building and local residents
As a resident nothing has been mentioned about the fact that part of this park backs onto residential properties. It is not like the lido or manor farm and therefore this should be taken into account when considering suitable events. There should be no access from St Lawrence Drive for events and in order to discourage this and help maintain the area a lockable gate onto the estate should be part of this plan.
Do not want events past 6pm in stables. We already get noise from cricket club and it is amazing how it travels. Make Park Manager live on site if possible. Gate St Lawrence entrance at night.
As I said previously I do not what changes, but the way this question is phrased it would

appear you have already decided to go ahead despite many objections - where is democracy?
None. It will be spoiled beyond acceptable levels. My wife and I use the park every day, presently, but I won't in future. And I note the question suggests that it is a forgone conclusion that the changes WILL be made. Is this how 'consultation' works these days??
None of them interest me at all. It is a park - for walking and relaxing.
Not sure i want lots of events and occurrences. I rather like the peace and tranquillity of parks and gardens.
I would not like to see the cafe building as this could detract from the peace and quiet which is so much a feature of Eastcote House Gardens. As an additional note mention the importance of security feature to protect the environment, the building and local residents.

APPENDIX 3

Eastcote House Gardens - Tea Room Survey

424 people responded to surveys held through the Spring and Summer of 2012, the findings are outlined below.

Other surveys have also taken place when respondents were asked about proposed facilities at Eastcote House Gardens.

Those attending the Jubilee Event on the 1 June 2012 were surveyed and 45 people responded to the questionnaire. 44 of 45 people said they would like to see a café and toilet facilities within Eastcote House Gardens and 30 of those people further commented on what other amenities they would like to see in the park.

16 Children attending the Archaeological dig in June 2012 were asked if they would like to be able to buy a drink at the park and all 16 said that they would.

1. Would you visit Eastcote House Gardens more if there was a tea room?
Yes: 417 (98.3%) No: 7 (1.7%) No

2. How often do you think you would use a tea room?

Frequency	No.	Percentage
Once a week or more	140	(33.6%)
Twice a month	71	(17.0%)
Once a month	126	(30.2%)
Other	80	(19.2%)

3. Would you bring visitors to the Gardens if there were tea rooms available?
Yes: 421 (99.5%) No: 3 (0.7%)

4. If you used the tea room would it be dependent on whether or not there were toilet facilities?

- Yes I would need toilet facilities: 345 (81.4%)
- No I wouldn't need toilet facilities: 80 (18.9%)

5. What would make a tea room more appealing? (Think about the food, drinks, décor and ambience); 426 responses people commented on this question.

A summary of the responses concludes that people want:

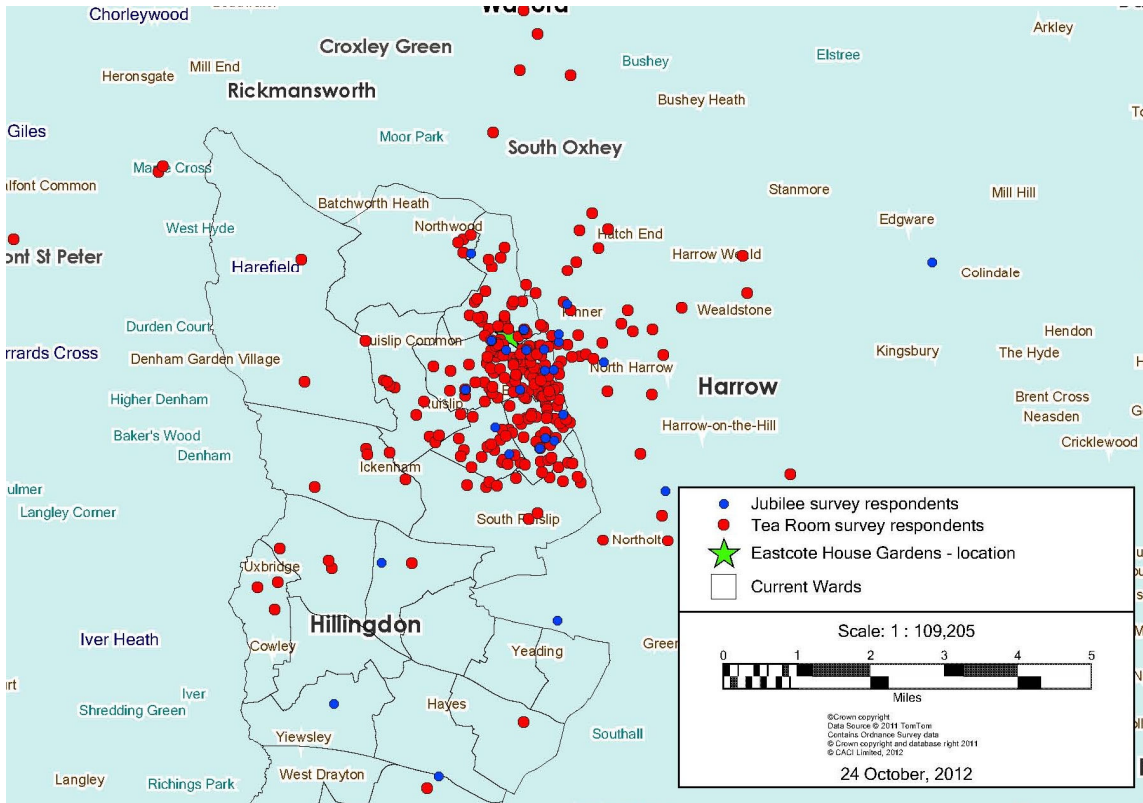
- Provision of high quality and wide range of food, with the emphasis on home made healthy fare, reasonably priced
- The ambience of the café – creating the right atmosphere and décor with suggestions for vintage, shabby chic or traditional rather than modern design with vintage, classical or gentle background music
- Access by people with a mobility problem or a disability including disabled parking close by
- Family/child friendly environment with children's area and seating for children including high chairs
- Displays including history of Eastcote House Gardens
- Opening hours to include week days as well as weekends
- Under cover seating for all weather use
- Displays of art work and photographic exhibitions by local groups
- Well equipped cloakrooms
- Live music provided by schools or local musicians
- WiFi

We also asked about attending activities at the tea room, for example: children's pottery, painting sessions and reading sessions; crafts and flower and plant sales. 426 people responded to this question of that 399 said they would take part and 27 said they would not.

A summary of the responses concludes that people would like activities including:

- Produce sales including plants, flowers, fruit and vegetables
- Local craft sales
- Craft and other activities including painting, pottery, paper crafting, card making and flower arranging
- Children's activities including music time, face painting, pottery, crafts and cooking sessions
- Reading/story/poetry/book corner sessions for children
- Sessions for children about different plants/trees/flowers and where our food comes from. Also to have fun history sessions including kings and queens and the food from different eras
- Adult educational activities such as local history lectures, archaeological digs and exhibitions,
- Enjoyment of live music
- Adult book readings
- Regular events such as outdoor theatre productions in the summer, Christmas Fayres

The diagram below shows where people live in relation to the park:



Engagement with People attending the Jubilee Picnic

Eastcote House Gardens hosted a Jubilee Picnic on the 1 June 2012. Whilst at the event Peer Researchers completed face to face interviews with visitors to the park, in total 44 people completed the survey.

1. Would you like to come to more events at the park?
 Yes: 44 (97.8%) No: 1 (2.2%)
2. Would you like to have a tea room at the park?
 Yes: 43 (97.7%) No: 1 (2.3%)
3. Would you like to have toilet facilities at the park?
 Yes: 44 (100.0%) No: 1 (2.3%)

We received 43 positive comments about holding events at the park and many interesting ideas to look into. Events and activities included musical events, arts and crafts, history events and talks, specific things for children and families (with support for a children's play area) and physical activities and activities promoting health and wellbeing. There was also significant support for tea rooms and toilets at the park.

On the map on page 2 you can identify where people who completed the Jubilee Survey live in relation to Eastcote House Gardens (identified in blue on the map).

Engagement with Residents visiting the park on a non-event day

Peer Researchers interviewed 63 people visiting the park on a non-event day during April 2012. The charts below show the frequency and times local people are visiting the park on a non-event day:

How often do you go to the park?	
Most days	19 (31.1%)
Between 1 and 7 days a week	14 (23.0%)
Fortnightly	2 (3.3%)
Monthly	7 (11.5%)
Other	20 (32.8%)

Which of the following best describes when you use the park?	
All year	30 (48.4%)
Mainly in the better weather	24 (38.7%)
Weekends/Bank holidays	20 (32.3%)
School holidays	16 (25.8%)
After work	19 (30.6%)
Before work	6 (9.7%)
During the day	27 (43.5%)
Other	22 (35.5%)

We asked people why they come to the park and the majority of people fall into one of these categories:

- To walk a dog/s
- To come for a walk generally
- To cut through the park
- To sit in the walled garden
- To relax and enjoy the environment

The Peer Researchers then explained that the proposal for the park includes the introduction of a cafe, an outdoor classroom, a children's natural play area, an ecology walk and a pond for dipping (In agreement with the Environment Agency).

People were asked if they have any specific comments or recommendations in relation to any of these proposals, it was an open question but the following themes presented:

- 31 comments were generally positive with some recommendations about implementation. Of the 31 comments 9 people said a generic positive comment such as "great" or "good"
- 14 people were against the scheme with the main reason being they want the park to remain the same
- 13 people said they had "no" comments
- 13 people spoke positively about the introduction of toilets
- 8 people spoke positively about the introduction of a café or refreshments of some kind
- 7 People are spoke positively about pond dipping

Engagement with local children

Archaeological Dig June 2012

38 Children completed a questionnaire about their experience at the archaeological dig in June 2012; they also took part in a tour of Eastcote House Gardens. They told us about what they had learnt from the visit and their feedback demonstrated the strength in learning by doing as all 38 had animated stories to tell. Here's one young person's view "I learnt about how much fascinating stuff is underground (there is a lot!) I also found out about the different styling of Tudor times".

In relation to the proposals, this is what the young people thought about Pond Dipping and a Natural Playground:

- 95% of the children said they would you like to take part in pond dipping with their school or group
- 90% of the children said they would like to come to the part to use a natural play area

Eastcote House Gardens, Children's Survey on Park Proposals

We spoke to 16 children about the proposals at the park, here are their responses:

1. Would you like to be able to have a drink and something to eat in a cafe?
Yes: 16 (100.0%) No: 0 (0.0%) Don't know: 0 (0.0%)

2. Would you like to have an outdoor classroom where you can learn about plants, trees and animals and how they grow?

Yes: 10 (62.5%) No: 5 (31.3%) Don't know: 1 (6.3%)

3. Would you like to come pond dipping here with your school or group?

Yes: 11 (68.8%) No: 1 (6.3%) Don't know: 4 (25.0%)

4. Would you come to this park to use a play area?

Yes: 11 (68.8%) No: 4 (25.0%) Don't know: 1 (6.3%)

In the children's comments there was additional support for a natural playground and activities for young people; children placed emphasis on focusing on the needs of children of all ages.

PARENTING SERVICES & TRAVELLER EDUCATION SERVICE

Cabinet Member	Councillor David Simmonds
Cabinet Portfolio	Deputy Leader & Education and Children's Services
Officer Contact	Sam Taylor – Residents Services
Papers with report	None

HEADLINE INFORMATION

Summary	This report seeks to appoint the Bell Farm Christian Centre to provide (1) Pro Parenting and (2) Traveller Education provision within Hillingdon.
Contribution to our plans and strategies	The services meet the requirements set out within the Hillingdon Children and Families Trust Board Plan, and those of the emerging Children's Pathway Plan.
Financial Cost	<p>The total cost of providing the Pro Parenting provision over 3 years is £225,000, for which there is a base budget.</p> <p>The one-off cost of providing the Traveller Education provision for an initial one year period is £35,000 and the cost of which will be met from the 2013/14 Alternative Education Provision budget funded from the Dedicated Schools Grant.</p>
Relevant Policy Overview Committee	Education and Children's Services
Ward(s) affected	All wards

RECOMMENDATION

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.

INFORMATION

Reason for Recommendation

The provision of parenting support and traveller education services have been identified as key priorities as part of the Children's Pathway Programme. To date, no robust central commissioning framework has been in place for contract management across education and children's services. This is now being aligned through the children's pathway programme. As such, the tendering of these two services is part of the process to establish effective and value for money provision for children and young people in the Borough.

Specific reasons for the recommendations as they relate to each service are set out below:

(1) The Bell Farm Christian Centre was contracted by the Council (Education and Children's Services) to deliver pro parenting support to families in 2009 for 2 years. Notice was not given to Bell Farm and the service continued. The Council is required to give Bell Farm 3 months' notice to end the provision, and such a decision would result in no parenting provision being provided in Hillingdon. This agreement seeks to put a retrospective contract in place for 2011/12, lasting until March 2014. A review of the Service Level Agreement will be completed by the end of 2012/13, prior to a competitive tendering exercise during 2013/14. This approach will permit both continued service delivery and the establishment of the most effective and best value parenting support provision to be put in place, in line with the children's pathway programme.

(2) A need has been identified to put in place a Traveller Education Service for the Borough. Ofsted has noted that children from Traveller & Gypsy families are the group most at risk of underachievement in the education system. Within the London Borough of Hillingdon, approximately 20% of all children out of school are from a Traveller or Gypsy background. It is requested a single year contract be put into place to meet this need. This is on the basis of a lack of competition in the local market and due to the priority the Council gives to addressing the issue identified. During the year, the impact of engaging with this hard to reach group will be measured and longer term arrangements put in place as necessary.

Alternative options considered / risk management

(1) To activate the three months' notice clause in the Bell Farm Service Level Agreement and to put the service out to competitive tender on an immediate basis.

(2) Not to award the contract for a Traveller Education Service.

Comments of Policy Overview Committee(s)

None at this stage.

Supporting Information

(1) (a) Parenting Provision

The Council commissioned Bell Farm Christian Centre to run the Pro-Parenting provision across Hillingdon in 2009, at a cost of £75,000 per year.

In delivering the parenting service, Bell Farm Christian Centre undertakes outreach work across Hillingdon. In order to maximise the reach and impact of the service, the Centre delivers a suite of programmes and interventions across a range of settings. These include:

- Parenting seminars
- Parenting courses
- Self esteem courses
- Parenting advice clinics
- One-to-one surgeries
- Parent support groups
- Wider parent information and awareness services

Parenting courses are run from a number of school, local authority and other community locations. These include 8 primary schools, 2 secondary schools, 8 children's centres and 2 faith-based organisations.

The courses include the delivery of the internationally recognised Triple P Parenting and Positive Steps programmes. Triple P interventions range from the provision of media messages on positive parenting, through to brief information resources such as tip sheets and videos, and brief targeted interventions (for specific behaviour problems) offered by primary care practitioners at Levels 2 and 3, to more intensive parent training at Level 4 and Level 5 programs targeting broader family issues such as relationship conflict and parental depression, anger and stress. The positive steps programme acts as a preventative intervention meeting the needs of parents who are suffering from low self esteem, to enable them to implement new approaches and strategies in their parenting, which help to avoid future issues in the home environment. The delivery of this type of programme of intervention has been identified as a key priority through the needs analysis of the Children's Pathway Programme.

At present, Bell Farm Christian Centre is the only provider of parenting provision in Hillingdon and has well-established links across the Borough. The Centre has a very good reputation with schools and other local organisations for the delivery of such services.

The reach of the pro parenting service extends to the whole Borough, with courses running in Ruislip, Uxbridge, Yiewsley, West Drayton and Northwood. Attendance at the courses is very good, with 400 parents having participated in the Triple P courses, community parent support groups and self-esteem courses over the April to October 2012 period. The service is on track to significantly exceed the annual target of 495 adult participants specified in the Service Level Agreement.

The Centre also presents the advantage of having a trained parenting practitioner available onsite. Parenting practitioners are qualified to run groups and seminars, and provide one on one advice. Bell Farm employ a number of highly experienced and qualified individuals who facilitate courses to enable Pro-Parenting to offer even more support across the Borough.

(1) (b) Parenting Provision – Next Steps

The management of the Bell Farm contract and all other education and children's services contracts are being aligned and strengthened as a result of the Children's Pathway Programme through the development of a central category management function.

A review of the Service Level Agreement for the Pro Parenting contract will be completed during the current year 2012/13, such that it is tightened and clarified as necessary – in particular with regard to the provision of outcome measures. A review of the service and the achievement of specific outcomes will take place to shape whether a repeat or remodeled service is necessary.

This piece of work will take place in advance of the development of a new specification for the service during 2013/14. Parenting provision will then be competitively tendered and a new service established.

(2) (a) Traveller Education Provision

Ofsted has noted that children from Traveller & Gypsy families are the group most at risk of underachievement in the education system. Within the London Borough of Hillingdon, approximately 20% of all children out of school are from a Traveller or Gypsy background.

No specialist provision currently exists in the Borough to meet the needs of this group in relation to education. The London Borough of Hillingdon is dedicated to promoting access and inclusion in education and, as a consequence, proposes to commission Bell Farm to extend their current service provision on behalf of the Council to also include educational support the Traveller & Gypsy community.

The Traveller Education Provision project has been developed during 2012. It is proposed that it will be delivered from April 2013 to March 2014, to provide a three month lead in time to recruit the coordinator and identify and engage with children participating in the service. This will be a one year service, at a cost of £35k per year. The recommendation to extend the service will be made as a result of a review of its impact during the year. The service will be funded through the Alternative Education Provision budget funded from the Dedicated Schools Grant.

The project funds the provision of a 1.0 FTE post with responsibility to promote full access and integration into education for Traveller and Gypsy children within Hillingdon.

The objectives of the project are to:

- Provide advice and support to schools regarding the inclusion of pupils from Traveller & Gypsy families; and to be willing to challenge schools and academies in terms of Admissions practices if necessary.
- Provide advice and support to parents regarding admission to school and attendance. Advocate for parents with education providers.
- Improve educational attainment and expand opportunities for children from Traveller & Gypsy families.
- Forge and maintain a strong link with the Educational Welfare and Children
- Ensure a clear mechanism is in place for the timely and accurate transfer of information, to include monthly case liaison and referral.

In so doing, the service is intended to enable Traveller and Gypsy children to participate fully in education and to achieve maximum success at school, thereby enhancing their life chances and choices.

The Education Welfare Service will work alongside this post to ensure the work is informed and fulfils the local authority's statutory duties.

Traveller Education Provision – Next Steps

The contract for this provision has been arranged through the Special Educational Needs, Behaviour, Attendance and Pupil Support Service. The Service Manager will meet with Bell Farm on a monthly basis to manage new referrals and track existing cases to ensure an outcome (child back in school or back to the Local Authority for legal remedy).

Financial Implications

The cost of providing an annual pro parenting provision is £75,000, for which there is a base budget.

The cost of providing the Traveller Education provision for an initial one off period in 2013/14 is £35,000, the cost of which will be met from the Alternative Education Provision budget funded from the Dedicated Schools Grant.

CORPORATE IMPLICATIONS

Corporate Finance

The current cost of providing the Pro Parenting service is £75k per annum and the cost of providing Traveller Education is £35k per annum, the provision for expenditure on these items is contained within the 2013/14 General Fund and Schools Budget respectively. The proposed re-tendering process in time for April 2014 should provide a better indication of the current market rates for the future provision of these services.

Legal

The Cabinet has before them Recommendations seeking the following authority:

- (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 with Bell Farm Christian Centre to provide the Traveller Education provision within Hillingdon.

With regard to the provision of the Pro-Parenting services, the Council has a general power of competence as set out in Part I Chapter I of the Localism Act 2011, which replace the well-being powers in the Local Government Act 2000. This gives a local authority the power to carry out any lawful activity on behalf of their community and to do anything that individuals generally may do unless specifically prohibited by law, and it extends to providing a benefit for the area of the authority or persons resident or present in the area.

With regard to the Traveller Education provision, local authorities have a duty under the Equality Act 2010 (the Act) to actively seek to eliminate unlawful discrimination, advance equality of opportunity and promote good race relations. The Act does not define race, however case law has established that gypsies and travellers are recognised as having a protected characteristic

under the Act, and case law has also established that the government has a duty to “facilitate the gypsy way of life” for ethnic gypsies and travellers under the Human Rights Act 1998.

Paragraph 4.4 of the Procurement and Contract Standing Orders provides that competitive tenders or quotations will not be required if the Approved Officer is satisfied, and has obtained written agreement from the Head of Procurement and the Cabinet Member for Co-ordination and Central Services, or the Leader of the Council, that, amongst other things, it is not reasonably practicable or prudent in meeting the Council’s objectives to obtain competitive tenders or quotations, or that there would be no effective or genuine competition, as indicated in the body of the report.

In accordance with the Procurement and Contract Standing Orders, Standing Order no. 6, paragraph 6.2 (d) provides that in the case of a tender which exceeds £250,000 for which budgetary provision exists, the Cabinet shall be authorised to accept the most satisfactory tender. However, the Cabinet, as the parent decision-making body, can take this decision on behalf of the Cabinet Members.

Procurement support the case as outlined above noting the lack of competition and limited timescales to further engage with the market. Following completion and assessment of existing provision and dependent upon funding, Procurement will work with the service team to consider all future delivery options in order to maximise competition.

BACKGROUND PAPERS

NIL

GIFT FUNDING FOR PLANNING - BRIDEHALL DEVELOPMENT LTD AND OPTIMISATION DEVELOPMENTS LTD

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

1. HEADLINE INFORMATION

Purpose of report	<p>This report considers a proposed 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.</p> <p>The gift is required to assist in meeting the Council's reasonable and justifiable costs associated with the provision of discretionary planning services; in particular it would be used to fund an independent highway consultant to review The Transport Assessment which includes complex data and highway modelling.</p> <p>This will ensure additional resources are dedicated consistent with the importance of this project to the local community and the wider area. It is recommended that the gift be accepted.</p>
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	The offer of £10,000 gift funding (plus any cost associated with the assessment of addendum reports up to a total of £20,000) from Bridehall Development Ltd and Optimisation Developments Ltd will cover the costs of an independent transport consultant to review the Transport Assessment which includes complex data and highway modelling for a proposed Morrisons superstore and housing at the Hillingdon Circus site (adjoining Hillingdon Tube station). This will provide additional resources to the Council to enable it to carry out its statutory planning functions.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Uxbridge North and surrounding wards.

2. RECOMMENDATION

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 recommendation

It has been a long standing practice of the Council to request that developers pay for the cost of independent assessment of financial appraisals that are used to determine what level of affordable housing an applicant can provide.

Bridehall Development Ltd and Optimisation Developments Ltd (who are linked to Morrisons Supermarket) has submitted a planning application which involves a complex Transport Assessment that assesses the impact of the development (which is located on land adjacent to the Hillingdon Tube Station), as well as the cumulative traffic impacts that could arise from the development proposal for another supermarket on the former Master Brewer site.

Agreement has been reached with the applicant that they will gift fund the appointment of a transport consultant to validate the transport assessment (all the technical aspects of the data/modelling in the transport assessment will be looked at and the consultant will advise if the transport assessment has been carried out correctly, and as appropriate, identify any work required to make the assessment valid).

It is considered essential that the highway aspects of the planning application are considered in detail (including a cumulative impact assessment, taking into account the planning application also lodged in relation to the former Master Brewer site) and the use of a consultant will assist the Council in this regard. It will also enable the applications to be determined without unnecessary delay.

It is therefore considered appropriate that the Council should accept an offer of a gift to contribute towards the reasonable and justifiable costs of carrying out the above identified planning functions.

Alternative options considered

- I. Refuse the gift from Bridehall Development Ltd and Optimisation Developments Ltd and not provide the discretionary services. This would not be in the best interests of the local communities or the council.
- II. Request changes to the proposed gift from Bridehall Development Ltd and Optimisation Developments Ltd. It is worth noting that Bridehall Development Ltd and Optimisation Developments Ltd are unlikely to increase their offer.

Comments of Policy Overview Committee(s)

None at this stage.

3. INFORMATION

Supporting Information

1. The former Hillingdon Circus site is located south of the A40, adjacent to Hillingdon Tube station. Bridehall Development Ltd and Optimisation Developments Ltd have lodged a planning application for:

" Demolition of the existing public house and timber yard, and the erection of a mixed use redevelopment comprising a foodstore (7829m GEA) (Use Class A1); a 6 storey 82 bed hotel (Use Class C1); a 720m² restaurant/public house facility (Use Class A3/A4); and 107 residential units (Use Class C3), together with reconfiguration of the existing commuter car park, and associated landscaping, car/cycle parking and ancillary works."

2. The Council's highway engineer has prepared a brief to employ a consultant and to illustrate the complex nature of the transport assessment work to be reviewed the consultant would be required to review the following matters (which it should be stressed are not a complete list of the matters to be considered):

- Latest traffic modelling submitted by the applicant.
- The validity and suitability of the trip rate data utilized
- Acceptability of assumptions regarding pass by and destination trips
- The assignment of development trips on the highway network,
- Traffic growth over time.
- The suitability of the modelling scenarios in terms of the network and development peaks.
- The assumptions and conclusions of the impact of development traffic flows on the adjacent links and at key links and junctions within the affected area.
- Assumptions regarding committed highway and development proposals that could affect local traffic conditions.
- The validity of the input and output data and the conclusions of the Transport
- Assessment that the proposals can be adequately accommodated without serious detriment on the highway network.
- Proposed site access layout.
- Acceptability of expected reserve capacity, delays and queue lengths at junctions/signals.
- Safety assessment of revised junction arrangements.
- Level of parking provision and justification.
- Pedestrian routes and linkages.
- The extent of the study area.
- The impact of the development on existing public transport services.

3. In order to meet the reasonable and justifiable costs to Council, and to ensure that dedicated resources are provided to ensure the best outcomes for the project, it is considered appropriate that the Council should accept an offer of a gift in the order of £10,000 (plus any cost associated with the assessment of addendum reports up to a total of £20,000) from Bridehall Development Ltd and Optimisation Developments Ltd. The gift funding that is received would be strictly ring-fenced to ensure that it is spent in accordance with the terms of the gift, and the planning functions associated with the Hillingdon Circus site (re: The appointment of a transport consultant to validate the applicants Transport Assessment).

4. Whilst the acceptance of a gift cannot in any way influence the outcome of the planning applications, in this case it will assist with considering the validity of the applicants Transport Assessment, particularly given the complexity of the subject matter. It should also be noted that this is a high profile application which the Council would wish to ensure is rigorously scrutinised.
5. The Council has recently accepted gift funding in relation to various planning delivery agreements, and planning initiatives, including the reserved matters and discharge of conditions relating to different phases of the NATS redevelopment.
6. The alternative, to refuse the gift funding, would involve meeting the costs of the assessment through the existing planning budget.
7. Should comments be received by the Local Planning Authority from third parties such as Resident Associations relating to the validity of the Transport Assessment, which are relevant to considering the transport impacts of the proposal, Council officers will require that such matters are considered by the consultant. In this regard the consultant will be required to not just consider the submitted Transport Assessment but any relevant third party comments arising from the consultation process that relate to the Transport Assessment.
8. Standard procurement rules will be followed and officers wish to be given full authority to appoint the chosen consultant. Officers consider that the gift funding should cover the cost of validating the Transport Assessment.
9. The Cabinet is recommended to accept the gift funding of £10,000 (plus any cost associated with the assessment of addendum reports up to a total of £20,000) If funding is not provided externally by Bridehall Development Ltd and Optimisation Developments Ltd then these on-going costs will need to be met from existing Council resources.

Financial Implications

The offer of £10k of gift funding from Bridehall Development Ltd and Optimisation Developments Ltd will cover the costs of independent transport consultancy to review the transport assessment submitted by the proposed developers of the Hillingdon Circus site. This will provide resources to the Council to enable it to carry out the services outlined in the report and thus achieve a better quality of planning outcomes for residents and the local community.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

It is considered that the use of the specialist transport consultant will both assist the Council in validating the Transport Assessment but also help provide an evidence base to interest third parties to identify that the Council has rigorously considered the highway implications of the development proposal. In this regard there are not considered to be any negative impacts on residents, service users and communities of accepting the gift funding.

Consultation Carried Out or Required

None at this stage.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance concurs with the financial implications set out above, noting that the use of gift funding will enable the Council to expedite planning work on this development. As these funds will be used to support one-off consultancy services there will be no on-going impact on the Council's revenue budgets.

Legal

The Council has powers under Section 93 of the Local Government Act 2003 to charge a person for providing a service provided that the Council is not obliged to provide that service in any event. This report indicates that the service to be provided to Bridehall Development Ltd and Optimisation Developments Ltd would be to expedite the planning application: that goes over and above what the Council would be statutorily required to provide in handling planning applications and giving application advice. The amount charged should not exceed the cost of providing the service. Officers have indicated in this report that the entirety of the monies from Bridehall Development Ltd and Optimisation Developments will be used to engage the services of the transport consultant.

The Council's constitution states that Cabinet shall be responsible for fixing of fees and charges for Council services which would include the one-off bespoke services that are described in this report.

Corporate Property and Construction

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

Relevant Service Groups

No other service groups are directly impacted by the recommendation.

6. BACKGROUND PAPERS

NIL

This page is intentionally left blank

GIFT FUNDING FOR PLANNING: ADDITIONAL PLANNING RESOURCE FOR THE RAF UXBRIDGE REDEVELOPMENT

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

1. HEADLINE INFORMATION

Purpose of report	<p>This report considers hiring of additional staff to assist with providing a discretionary service, specifically the use of dedicated planning staff to process the reserved matters and condition discharge applications associated with the first phase of the redevelopment of the former RAF Uxbridge site.</p> <p>VSM Estates (who own the site) have made significant progress towards obtaining approvals for the delivery of necessary infrastructure (such as new roads within the site and necessary improvements to various highway junctions) to enable the first phases of housing development to come forward.</p> <p>The applicant has now sold the right to develop the first phase of the development to Persimmon Homes. The first phase involves approximately 150 new dwellings. The developer (Persimmon Homes with VSM Estates) now need reserved matters and pre-commencement condition applications determined to implement the construction of the first phase. The processing of these applications will incur costs to the Council. The gift funding offer from Persimmon Homes will greatly assist the Council in meeting those costs.</p> <p>The funding will ensure additional resources are dedicated consistent with the importance of this project to the local community and the wider area. It is recommended that the gift be accepted.</p>
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	The offer of £20,000 gift funding from Persimmon Homes will cover the costs assessing and determining the reserved matters and associated pre-commencement conditions applications associated with the first phase of housing development at the sit. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.

Relevant Policy Overview Committee	Residents and Environmental Services
Ward(s) affected	Uxbridge North and the surrounding wards.

2. RECOMMENDATION

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 recommendation

The former RAF Uxbridge site is a large site that is available for re-development. VSM Estates have obtained planning permission for a residential led redevelopment, and have made significant progress towards obtaining approvals for the delivery of the necessary infrastructure (such as new roads within the site and necessary improvements to various highway junctions) to enable the first phases of housing development to come forward.

The applicant has now sold the right to develop the first phase of the development to Persimmon Homes. The first phase involves approximately 150 new dwellings. The developer (Persimmon Homes with VSM Estates) now need reserved matters and pre-commencement condition applications determined to implement the construction of the first phase.

Persimmon Homes has requested that the Council provide a dedicated staff member to deal with the reserved matters and pre-commencement condition applications, and has agreed to provide gift funding to cover the cost of the dedicated planning staff.

It is considered essential to have dedicated staff for this work, and additional resources are needed to support that discretionary service. It is therefore considered appropriate that the Council provide discretionary services to Persimmon Homes in exchange for gift funding which has been offered to cover the Council’s reasonable and justifiable costs of carrying out such services.

Alternative options considered

- I. Refuse the gift from Persimmon Homes and not provide the discretionary services. This would not be in the best interests of the local communities or the council.

- II. Request changes to the proposed gift from Persimmon Homes. It is worth noting that Persimmon Homes are unlikely to increase their offer.
- III. Cabinet could decide not to extend the recommended agency assignments to deliver the Planning Performance Agreement – this is not recommended as there are not sufficient in-house resources to deliver the services funded through the proposed agreement.

Comments of Policy Overview Committee(s)

None at this stage.

3. INFORMATION

Supporting Information

The applicant has requested that the Council enter into a Planning Performance Agreement for the provision of planning staff to undertake the determination of the various applications and submissions which will enable the developer to build the first phase of housing on the site. To ensure sufficient staff are dedicated to the project the developer has offered to cover the cost of temporary Planning staff.

Whilst the acceptance of the funding cannot in any way influence the outcome of the reserved matters and pre-commencement conditions applications, it can provide an adequate staffing resource to enable the development proposals to be afforded a higher level of priority than may otherwise be possible, particularly given the complexity and importance of this project.

In this regard, a temporary dedicated Planning officer would enable the resolution of issues and help realise the expectations of the Council through the planning process, to inform any application at the earliest possible stage, and also to provide a central contact for the community and key stakeholders.

The offer of £20,000 gift funding from Persimmon Homes will cover the costs of assessing and determining reserved matters and pre-commencement conditions discharge applications for part of the first phase of the redevelopment of the former RAF Uxbridge site. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.

Financial Implications

The offer of £20k of gift funding from Persimmon Homes will cover the costs of additional support needed to determine reserved matters and pre-commencement condition applications. This will provide resources to the Council to enable it to carry out the discretionary planning services outlined in the report and thus achieve a better quality of planning outcomes for residents and the local community.

The additional temporary planning staffing required to deliver the services under the proposed Planning Performance Agreement are being engaged on agency or consultancy assignments. This includes the services of a masterplanner / designer originally engaged with informal approval from the Cabinet Member for Planning, Transportation and Recycling in March 2012 up to a value of £47k, to support gift funded services for the former EMI vinyl factory development in Hayes, but is now available to provide planning support for other major

developments. The approval of the contract of employment for the Master Planner position is due to expire at the end of November 2012. It is therefore proposed to extend this assignment for a further 14 weeks, up to a cumulative value of £65, for which Cabinet approval is required under the Council's constitution.

In addition, the Cabinet Member for Planning, Transportation and Recycling has also previously given approval to agency assignments for a Highways Engineer (up to a value of £13k) and Junior Planner (up to a value of £10k), specifically to provide discretionary planning support to the major developments on the RAF Uxbridge site.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Dedicated project officers would be proactive in engaging with various stakeholders, act as a central point of contact for enquiries and add value to the overall process. The project officers would facilitate the sharing of information, coordinating responses from Council to Persimmon Homes and other stakeholders and ensure a consistent approach to deliver the best outcomes for redevelopment of the site. Such an approach is consistent with the latest guidance from government, and is in the best interests of achieving the Councils objectives, as set out in the Sustainable Community Strategy.

Consultation Carried Out or Required

None at this stage.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance concurs with the financial implications set out above, noting that the use of gift funding will enable the Council to expedite planning work on this major development and provide a central point of contact for stakeholders. The use of agency staff as recommended in this report will allow this additional investment to be made without impacting on-going revenue budgets.

Legal

Section 139 of the Local Government Act 1972 empowers the Council to accept gifts for the purpose of discharging any of their functions. This would include accepting a gift to enable the Council to discharge its planning functions. However, the nature of the transaction in this case is more akin to a payment for the provision of services and therefore Section 139 of the 1972 Act should not be relied upon.

The Council also has powers under Section 93 of the Local Government Act 2003 to charge a person for providing a service provided that the Council is not obliged to provide that service in any event. This report indicates that the service to be provided to the developer will be one that goes over and above what the Council would be statutorily required to provide in handling planning applications and giving application advice. The amount charged should not exceed the

cost of providing the service. Officers may wish to consider whether it would be prudent to enter into a Planning Performance Agreement prior to accepting the monies.

The Council's constitution states that Cabinet shall be responsible for fixing of fees and charges for Council services which would include the one-off bespoke services that are described in this report.

Corporate Property and Construction

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

Relevant Service Groups

No other service groups are directly impacted by the recommendation.

6. BACKGROUND PAPERS

NIL

This page is intentionally left blank

COUNCIL BUDGET - MONTH 6 2012/13 REVENUE AND CAPITAL MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Central Services
Papers with report	None

HEADLINE INFORMATION

Purpose of report	<p>The report sets out the Council's overall 2012/13 revenue & capital position, as forecast at the end of Month 6 (September). The in-year revenue position is forecast as an underspend of £1,740k an adverse movement of £259k from that reported at Month 5.</p> <p>An underspend of £6,626k is currently forecast on General Fund capital budgets for 2012-15. There is a forecast pressure of £5,701k on the HRA capital programme over this period due to projected variances on new build projects.</p>
Contribution to our plans and strategies	Achieving value for money is an important element of the Council's medium term financial plan.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

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. (PTO)

- 9. Approves acceptance of the Right to Buy and One-for-One Replacement agreement with the Secretary of State for Communities and Local Government.**
- 10. 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.**
- 11. 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.**

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2012/13.
2. Recommendation 4 requests that Cabinet note the receipt of a supplementary levy request from the West London Waste Authority, which is intended to rebuild balances in light of the adverse financial position detailed within Appendix 1 to this report.
3. Recommendation 5 seeks authority to add £30k of DEFRA grant funding for development of a 'ready reckoner' tool for assessing the impact of traffic management schemes on emissions. This project will be undertaken with Leicester City Council and provide the Council with access to the completed tool.
4. Recommendation 6 revises current charges for street naming and numbering changes to better reflect the costs of those changes affecting more than one property. The proposed schedule of charges is set out in Appendix D.
5. Cabinet approved an allocation £839k to Queenswalk Redevelopment Project for the Resource Centre on 25 October 2012. Recommendation 7 now seeks authority to allocate £720k to the WREN Centre and £44k for the Canopy, Fencing and Gates from Capital General Contingency approved by Cabinet on 27 September 2012.
6. Recommendation 8 seeks authority to transfer £325k from Phase 2A Temporary Programme to Phase 2 Permanent Expansion to contribute towards the cost of constructing two permanent classrooms at Bourne Primary School approved by Cabinet on 25 October 2012.
7. Recommendation 9 seeks authority to enter into an agreement with the Secretary of State for Communities and Local Government to enable the retention of 100% of Right to Buy sales proceeds (as opposed to 25% currently), in order to support on-going replacement of housing stock. This programme will require support from HRA funded Prudential Borrowing and will be developed through on-going MTFP processes.
8. Recommendation 10 seeks authority to award grant funding from the Council's Town Centre Improvements budget to enable Ruislip Manor Post Office to move into larger, more central premises as part of the wider regeneration of this area. Prior to any funds being released, the necessary grant agreements will be in place to secure the Council's financial interest.
9. Recommendation 11 is required to ratify an emergency contract decision recently taken in relation to the works at Merrifield House, where due to external commercial reasons a new contract needed to be entered into on similar terms. Use of this emergency delegation in the Constitution helped mitigate the Council incurring unnecessary costs.

Alternative options considered

10. There are no other options proposed for consideration.

SUMMARY

A) Revenue

11. The in year revenue monitoring position as at Month 6 (September) shows that forecast net expenditure for the year 2012/13 is £1,740k less than the budget following recognition of a £620k exceptional levy payment required by the West London Waste Authority.
12. There is currently a £2,360k underspend on normal activities, including an £640k pressure on directorate operating budgets, primarily due to slippage on SCHH savings, and a £3,000k underspend on capital financing costs, linked to borrowing on the Primary School Capital Programme being deferred.
13. The improvement of £361k reported on operating budgets reflects work being undertaken across the Council to deliver outturn within budget this year, which will allow the capital financing underspend to be treated as a windfall.
14. The reported position takes into account the delivery of the £17,696k savings which were included in the 2012/13 budget. To date 86% are either banked or on track for delivery.
15. Balances brought forward at 31st March 2012 were £23,313k, to which a further £2,126k was budgeted to be added during 2012/13. Forecast balances at 31 March 2013 are expected to reach £27,178k as a result of this budgeted contribution and the in year underspend noted above.

B) Capital

16. Forecast outturn on the 2012/13 General Fund Capital Programme is £58,463k, a variance of £44,360k on a revised budget of £102,823k. The majority of this relates to the re-phasing of Primary Schools Expansions (£26,450k), with the remaining balance relating to unallocated contingency and other projects.
17. Over the three-year period 2012 to 2015, an underspend of £6,626k is now reported on the General Fund Capital Programme. Table 7 provides further detail of this projected underspend.
18. General Fund capital receipts for 2012/13 are projected to be £6,551k at Month 6. This represents a variance of £17,097k on the revised budget of £23,648k and relates to the re-phasing of disposals which are now forecast to complete during 2013/14. A favourable variance of £7,986k is forecast over the period 2012 to 2015.
19. A net pressure of £5,701k is reported on the HRA capital programme over the period of 2012 to 2015, which relates to variances on New Build projects.

A) REVENUE

20. Table 1 indicates the overall impact of the expenditure forecast now reported on the approved budget and the resulting balances position.

Table 1

2012/13 Original Budget	Budget Changes		2012/13 (As at Month 6)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
£'000	£'000		£'000	£'000		£'000	£'000	£'000
229,902	922	Directorates Budgets on normal activities	230,824	231,464	0%	+640	+1,001	-361
-41,360	-922	Corporate Budgets on normal activities	-42,282	-45,282	7%	-3,000	-3,000	0
188,542	0	Sub-total Normal Activities	188,542	186,183	-1%	-2,360	-1,999	-361
		Exceptional items: WLWA Supplementary Levy		620		+620	0	+620
0	0	Sub-Total	0	620		+620	0	+620
188,542	0	Total net expenditure	188,542	186,803	-1%	-1,740	-1,999	259
-	0	Budget Requirement	-	-190,668		0	0	0
-2,126	0	Net total	-2,126	-3,865		-1,740	-1,999	259
-23,313		Balances b/f 1/4/012	-23,313	-23,313		0	0	0
-25,439	0	Balances c/f 31/3/13	-25,439	-27,178		-1,740	-1,999	+259

21. The West London Waste Authority (WLWA) has requested a supplementary levy of £620k as a result of limited progress on delivery of 2012/13 savings and an adverse outturn position, which has worsened further following external audit.

Directorates' Forecast Expenditure Month 6

22. Table 2 provides analysis of the budget, forecast and variance at directorate level. Further detail on each directorate is set out in Appendix A. The group forecasts exclude sums provided for in contingency which are set out in table 4.

Table 2

2012/13 Original Budget	Budget changes	2012/13 Current Budget as at Month 6	Directorate		2012/13 Forecast (as at Month 6)	% Var	Variances (+ adv/- fav)		
							Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
£'000	£'000	£'000			£'000		£'000	£'000	£'000
315,308	-2,375	312,934	SCHH	<i>Exp</i>	315,293	1%	+2,360	+2,827	-467
-205,801	2,301	-203,500		<i>Inc</i>	-205,183	1%	-1,683	-1,839	+156
109,507	-73	109,434		Total	110,110	1%	+676	+987	-311
386,494	-11,647	374,846	PEECS	<i>Exp</i>	374,542	0%	-304	-349	+45
-298,379	12,829	-285,550		<i>Inc</i>	-285,301	0%	+249	+349	-100
88,115	1,181	89,296		Total	89,241	0%	-55	+0	-55
22,090	-632	21,458	CS	<i>Exp</i>	21,640	1%	+182	+131	+51
-9,004	636	-8,368		<i>Inc</i>	-8,606	3%	-238	-169	-69
13,085	4	13,090		Total	13,034	0%	-56	-38	-18
16,691	-140	16,551	Contingency		16,625	0%	+74	+51	+23
2,504	-50	2,454	Priority Growth		2,454	0%	0	0	0
229,902	922	230,824	Sub-Total Normal Activities		231,464	0%	+640	+1,001	-361

23. **Social Care, Health & Housing (SCH&H)** are projecting **an overspend of £676k (£311k improvement)** as at Month 6. There remains an underlying pressure due to slippages in delivery of the Supported Housing Programme, which is partially off-set by underspends on Housing Benefit and housing support contracts. Movement from Month 5 relates to work within Mental Health to manage placement costs and further improvement in Children's Services primarily linked to greater use of in house fostering placements.

24. **Planning, Environment, Education & Community Services (PEECS)** are forecasting **a £55k underspend (£55k improvement)** as at Month 6. Overspends are reported on Facilities Management expenditure, parking income and outdoor advertising income, with compensating favourable variances arising from staffing vacancies linked to early delivery of 2013/14 savings within the directorate. The improvement compared to Month 5 reflects further progress in the early delivery of savings in the education service.

25. **Central Services (CS)** is forecasting **a £56k favourable variance (£18k improvement)** as at Month 6. The improvement reported from Month 5 consists of an improved grant income position off-set by refreshed forecasts on staffing costs.

Progress on 2012/13 Savings

26. Table 3 below sets out progress against the savings programme for 2012/13 as set out in the budget approved in February 2012.

Table 3

Rag Status of Savings	Central Services	PEECS	SCHH	Total (Month 6)	%
Blue - Banked	-1,751	-5,254	-4,271	-11,276	63.72
Green - On track for delivery	-30	-2,114	-1,824	-3,968	22.42
Amber - Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	-235	-595	-830	4.69
Red - Serious problems in the delivery of the saving.	0	-50	-1,572	-1,622	9.17
Total	-1,781	-7,653	-8,262	-17,696	100.00

27. As at Month 6, 86% savings are classified as either banked or on track (84% at Month 5), with £370k of savings previously badged as amber being transferred to on-track to reflect on-going BID activity across the Council. Banked savings contained within this figure have risen to 64% from 58% at Month 6.

28. A further 5% savings remain classed as amber (7% at Month 5), with 9% continuing to report significant problems with delivery (no change from Month 5). The majority of red savings relate to slippages within the Supported Housing Programme and are still expected to be deliverable in the medium term, while alternative proposals are being developed to manage any shortfalls in the current financial year.

Development & Risk Contingency: £74k overspend (£23k adverse movement)

29. £16,691k of potential calls on the Development & Risk Contingency were incorporated into the 2012/13 budget. Table 4 shows the latest forecast call on this contingency budget. Forecast contingency requirements remain broadly consistent with MTFE assumptions in totality, however there has been some movement on specific allocations.

Table 4

Group	Development and Risk Contingency	2012/13 Budget	Forecast as Needed (Month 6)	Variance (+adv / -fav)		
				Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
	<i>2012/13 allocations:</i>	£'000	£'000	£'000	£'000	£'000
	Current Commitments:					
All	General Contingency	1,000	1,000	0	0	0
SCHH	Social Care Pressures (Adults')	6,171	6,171	0	0	0
SCHH	Social Care Pressures (Children's)	165	165	0	0	0
SCHH	Increase in Transitional Children due to Demographic Changes	2,742	2,742	0	0	0
SCHH	Potential shortfall in reablement, LD & PD savings targets	500	500	0	0	0
SCHH	Asylum Funding Shortfall	1,449	1,516	+67	0	+67
SCHH	Impact of HB Changes on Temporary Accommodation	737	737	0	0	0
PEECS	Waste Disposal Levy	550	550	0	0	0
PEECS	Additional costs for two year olds	357	246	-111	0	-111
PEECS	Development Control Income	500	413	-87	-65	-22
PEECS	Carbon Reduction Commitment Energy Efficiency Scheme	450	350	-100	-100	0
PEECS	Local Development Framework Legal & Consultancy Fees	90	90	0	0	0
PEECS	SEN Transport	100	300	+200	+150	+50
PEECS	HS2 Challenge Contingency	200	200	0	0	0
PEECS	Contingency against Leisure outsourced income streams	480	509	+29	-10	+39
CS	Uninsured Claims	400	400	0	0	0
CS	Schools withdrawal from the HR payroll and OH service	300	300	0	0	0
All	Pump Priming for BID Savings	500	500	0	0	0
PEECS	Fuel		40	+40	+40	0
PEECS	Traveller Incursions		8	+8	+8	0
PEECS	Planning Appeals		28	+28	+28	0
	Original Contingency Allocation	16,691	+16,765	+74	+51	+23
	Approved Allocations:					
SCHH	Social Care Pressures (Children's)	-140	-140	0	0	0
	Remaining Contingency	16,551	+16,625	+74	+51	+23

30. Over the period April to September 2012 there have been increased numbers of asylum claimants who do not meet UKBA requirements and are therefore ineligible for grant funding. Should this trend continue over the remaining six months of 2012/13, an additional call on contingency of £67k over and above the budgeted figure will be required.

31. In addition to the £640k supplementary levy requested by West London Waste shown as an exceptional item in table 1, the underlying pressure due to additional waste being diverted to landfill remains at £550k and is expected to be funded from contingency.

32. The Council is currently building capacity to provide free childcare to disadvantaged two year olds in line with Government policy, however, it is not expected that the full £357k contingency allocation will be required in 2012/13 as this new provision is phased in.

33. Continuing the improvement reported on Development Control Income in Month 4, the forecast call on contingency has reduced by a further £22k although an income shortfall of

£413k remains. As previously noted this income stream is highly dependent on major planning applications and therefore will remain volatile in light of the wider economic climate.

34. An adverse movement of £50k is reported on SEN Transport, increasing the call on contingency to £300k, as a result of twelve new routes being required to accommodate increased pupil numbers in September 2012. While this underlying demographic pressure is expected to continue, a BID review of this area will contribute to mitigating this issue in the longer term.
35. Further deterioration in forecast golf income accounts for an increased call on contingency for outsourced leisure income of £39k, bringing the in year shortfall to £149k. While inclement weather over the past six months will have contributed towards this shortfall, it is expected that this pressure will continue into 2013/14 and beyond.
36. Current forecasts continue to assume that the £1,000k set aside within General Contingency will be required in full over and above pressures detailed in table 4 above. As previously noted, there is likely to be a requirement to draw down contingency to manage the impact of auto-enrolment into the LGPS from February 2013.

Priority Growth: Nil variance

37. The 2012/13 General Fund budget approved by Council on 23 February 2012 increased the unallocated Priority Growth budget from £1,000k to £1,704k, while maintaining a budget of £800k for HIP Initiatives. Table 5 summarises the position with regards to each element of priority growth.

Table 5

Priority Growth	2012/13 Budget	Agreed draw downs	Unallocated
2012/13 Unallocated Priority Growth at start of the year	£'000	£'000	£'000
HIP Initiatives Budget:	800		
Communications Projects		7	
Heritage/Civic Pride Projects		166	
Business Improvement Delivery		100	
ICT Projects		321	
HIP Initiatives unallocated balance	800	594	206
Unallocated non specific growth	1,704		
Green Spaces (approved October 2012)		50	
Balance of unallocated growth	1,704	50	1,654
Total	2,504	644	1,860

38. As at Month 6 HIP Steering Group have approved £594k allocations from the HIP Initiatives budget, leaving £206k as yet unallocated. To date Cabinet have approved one release from unallocated growth, leaving £1,654k available to fund further initiatives in the current financial year.

39. The forecast at Month 6 assumes the remaining unallocated budgets for both HIP Initiatives and unallocated growth will be committed in full by 31 March 2013, with any underspend at outturn contributing to balances.

Corporate Budgets Forecasts: £3,000k underspend (no movement)

40. Table 6 shows budget, forecast and variance reported on corporate budgets as at Month 6.

Table 6

2012/13 Original Budget	Budget Changes	2012/13 Current Budget as at Month 6	Corporate Budgets	2012/13 Forecast Outturn (as at Month 6)	Variances (+ adv/- fav)		
					Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
£'000	£'000	£'000		£'000	£'000	£'000	£'000
12,340	-922	11,418	Financing Costs	8,418	-3,000	-3,000	0
950	0	950	IAS 19 Pension Adjustment	950	0	0	0
-35,583	0	-35,583	Asset Management A/c	-35,583	0	0	0
10,165	0	10,165	Levies & other corp budgets	10,165	0	0	0
-29,232	0	-29,232	Corporate Govt Grants	-29,232	0	0	0
-41,360	-922	-42,282	Corporate Budgets	-45,282	-3,000	-3,000	0

41. As previously reported, an underspend of £3,000k is reported on financing costs as initial borrowing required to support the Primary School Capital Programme will not be required in this financial year. It is still expected that this sum will be required in full in future years as grant funding for this programme is exhausted.

B) CAPITAL

Programme Monitoring

42. Table 7 sets out the latest forecast outturn on current General Fund capital projects. Forecasts for future years include live capital projects and programmes of works as included in the draft programmes for 2012/13 to 2014/15, which were reported to Cabinet and Council in February 2012.

43. The original budget of £89,286k as agreed by Cabinet on 23 February 2012 has been increased by £13,537k and therefore the current revised budget for 2012/13 is £102,823k. As at month 6 forecast outturn for 2012/13 is £58,463k (£65,313k at month 5), with the movement of £6,850k primarily due to reprofiling of expenditure on a number of projects.

Table 7

	2012/13	2013/14	2014/15	Total Month 6	Total Month 5
	£'000	£'000	£'000	£'000	£'000
Original Budget	89,286	71,110	37,012	197,408	197,408
Revised Budget	102,823	72,675	37,259	212,757	211,469
Forecast Outturn	58,463	96,972	50,696	206,131	204,548
Council Resourced Variance – see table 8	-31,511	11,771	13,437	-6,303	-6,599
External Grants Variance	-12,388	12,065	0	-323	-323
Other Resourced Variance	-461	461	0	0	0
Programme Variance	-44,360	24,297	13,437	-6,626	-6,922

44. The actual General Fund capital expenditure as at the end of September had reached £14,824k representing 25% of current forecast outturn; this is similar to the percentage of final outturn achieved at the same point in 2011-12 of 23%.
45. The main programme shows a net favourable variance of £660k, comprising pressures of £447k, and underspends of £1,107k, as set out in table 8. There are four additional projects reporting an underspend since month 5 (table 8 provides further detail) with £5,643k contingency and priority growth remaining unallocated.

Table 8

Council Resourced Variance	2012-13 £'000	2013-14 £'000	2014-15 £'000	Total (Mth 6) £'000	Total (Mth 5) £'000
Pressures:					
Highgrove Pool Phase II	285	0	0	285	280
Botwell Green Leisure Centre	63	0	0	63	63
Hayes End Library Development	56	0	0	56	56
Hillingdon Sports & Leisure Centre	43	0	0	43	43
Total Council Resourced Pressures:	447	0	0	447	442
Underspends:					
Civic Centre Works Programme	-280	0	0	-280	0
Primary School Expansions - Rosedale Temporary	-274	0	0	-274	-274
New Young People's Centres	-155	0	0	-155	-155
Road Safety	-100	0	0	-100	0
Manor Farm Stables Development	-80	0	0	-80	-80
South Ruislip Development - Plot A	-75	0	0	-75	40
Primary School Expansions - Minor Works	-60	0	0	-60	-60
Sport & Cultural Projects	-53	0	0	-53	0
Ruislip High School Expansion	-30	0	0	-30	-30
Total Council Underspends:	-1,107	0	0	-1,107	-559
Projected Rephasing	-27,369	12,432	14,937	0	0
Main Programme Variance	-28,029	12,432	14,937	-660	-117
General Contingency	-2,482	-661	-1,500	-4,643	-5,482
Unallocated Priority Growth	-1,000	0	0	-1,000	-1,000
Council Resourced Variance	-31,511	11,771	13,437	-6,303	-6,599

46. September Cabinet approved a revised scope of works for the Queenswalk Redevelopment which was for both the development of the existing resource centre and the construction of a new Wren Centre. October Cabinet then approved the allocation of £839k from general contingency for the Resource Centre development. This report includes a further recommendation to add budget of £764k for the development of the Wren Centre adjacent to the Resource Centre.
47. Highgrove Pool Phase II is currently projecting a pressure of £285k. The overspend is due to further asbestos discovery in various locations and the requirement to remove it.
48. Hayes End Library Development is currently projecting a pressure of £56k due to works being delayed as a result of changes in design and delivery.
49. Hillingdon Sports & Leisure Centre is currently projecting a pressure of £43k an on-going review of defects with the main contractor continue. Botwell Green is currently forecasting an

in-year overspend of £63k relating to closing out costs, in addition to £2,390k pressures reported in prior years.

50. The Schools Expansion project is reporting an underspend for Rosedale and minor works of £334k (equivalent to 0.2% of the full programme). The remaining schools expansion programme is forecast to be in line with budget at this time. However there will be some additional costs related to temporary classrooms delivered for September 2012, these costs have not yet been finalised but will be reported on when they have been agreed.
51. Civic Centre Works Programme is currently forecasting an underspend of £280k, 2 projects have been delayed and will require to be budgeted against 2013/14 Works Programme.
52. South Ruislip Development Plot A, the project is forecasting a £75k underspend on the library fit-out.
53. The Road Safety programme is currently forecasting to underspend by £100k from the full budget of £250k. Further projects may be identified and worked up but as they will be subject to consultation with residents are now less likely to be deliverable before the end of this financial year.
54. Sport & Cultural Projects are currently forecasting £53k underspend out of a budget of £578k. To date there has been a release of £108k for the Compass Theatre. This project is progressing well with works started on site. Further projects for this year are yet to be identified.

Capital Financing

Table 9

Capital Receipts	2012/13 Budget £'000	2013/14 Budget £'000	2014/15 Budget £'000	Total Month 6 £'000	Total Month 5 £'000
Budget Approved February 2012	13,344	12,675	0	26,019	26,019
Revised Budget	23,648	12,675	0	36,323	36,323
Forecast Disposals	6,551	9,362	28,396	44,309	44,309
Variance	17,097	3,313	-28,396	-7,986	-7,986

55. Forecast capital receipts for 2012/13 are currently estimated at £6,551k, there has been no change since Month 5, to date actual capital receipts total £1,330k.
56. The shortfall of £17,097k against budgeted disposals for the year 2012/13 reflects the latest forecast and largely reflects slippage in timings of disposals, into 2013/14 and 2014/15. The programme is still anticipated to generate an overall surplus of £7,986k and deliver significant revenue savings to the Council through reduced borrowing costs. Table 10 below shows the forecast borrowing for the period 2012/13 to 2014/15.

Table 10

Prudential Borrowing Forecast	2012-13 £'000	2013-14 £'000	2014-15 £'000	Total Month 6 £'000	Total Month 5 £'000
Revised Budget	33,142	34,517	16,259	83,918	83,918
Council Resourced Variance	-31,511	11,771	13,437	-6,303	-6,599
Capital Receipts Variance	17,097	3,313	-28,396	-7,986	-7,986
Forecast Borrowing	18,728	49,601	1,300	69,629	69,333

Housing Revenue Account Capital Programme

57. Table 11 sets out the latest forecast outturn for the HRA capital programme.

Table 11

Housing Revenue Account Capital Programme	2012/13 Budget £'000	2013/14 Budget £'000	2014/15 Budget £'000	Total Month 6 £'000	Total Month 5 £'000
Original Budget	17,923	13,708	7,052	38,683	38,683
Revised Budget	20,049	13,708	7,052	40,809	40,809
Forecast Outturn	6,471	26,047	13,992	46,510	46,510
HRA Resourced Variance – see table 12	-12,301	11,062	6,940	5,701	5,701
External Grants Variance	-970	970	0	0	0
Other Resources Variance	-307	307	0	0	0
Programme Variance	-13,578	12,339	6,940	5,701	5,701

58. Expenditure to the end of September 2012 on the HRA capital programme was £428k representing 6% of the forecast outturn. Significant rephasing on the Supported Housing Programme accounts for project rephasing of £13,067k into 2013/14, with completed new build projects expected to overspend by £766k in the current year. Further overspends forecast for 2013/14 and 2014/15 bring the total pressure on HRA projects to £5,701k as set out in table 12 below.

Table 12

HRA Resourced Variance	2012-13 £'000	2013-14 £'000	2014-15 £'000	Total Month 6 £'000	Total Month 5 £'000
Pressures:					
New Build - Extra Care Sites Phase 1	495	0	0	495	495
New Build - HRA Pipeline Sites Phase 1	144	0	0	144	144
New Build - Learning Disability Sites Phase 1	127	0	0	127	127
New Build - HRA Pipeline Sites Phase 2	0	231	83	314	314
New Build - Supported Housing Programme	0	0	4,621	4,621	4,621
Total HRA Resourced Pressures:	766	231	4,704	5,701	5,701
Projected Rephasing	-13,067	10,831	2,236	0	0
HRA Programme Variance	-12,301	11,062	6,940	5,701	5,701

59. New Build HRA Extra Care Sites Phase 1: The Triscott House contractor's claim of an extra £758k of additional works has caused a £495k overspend on the overall project in 2012/13.

60. The final account for the New Build Pipeline Phase 1 project is not yet settled, however, the forecast overspend is not expected to exceed £144k. This has arisen from variations to highways, fixtures and fittings and building related works. There is a further financial risk that has arisen due to a potential dispute on an item of fixture and fittings of £30k that would add to the existing overspend.

61. The New Build HRA Learning Disability Sites scheme is currently expected to overspend by £127k. These works are related to further drainage, utility and external landscaping works that were not included in the original contract. The contract variation order was approved in July 2012.

62. The New Build HRA Pipeline Sites Phase 2 scheme is forecasting an overspend of £314k, which relates to the Gilbert Road site. There are still seven sites due to go out to tender, with consequential risks of additional costs and possible slippage on completion dates.

63. The New Build Supported Housing Programme is forecasting a potential overspend on category 1 sites of £4.62m as a result of a review of the design brief. In view of the increased costs the business case for the programme is being reviewed at both an individual site level and in overall terms.

64. The Works to Stock programme is forecast slippage of £307k, primarily due to the phasing of works.

CORPORATE CONSULTATIONS CARRIED OUT

Financial Implications

65. The financial implications are contained in the body of the report.

CORPORATE IMPLICATIONS

Corporate Finance

66. This is a Corporate Finance report.

Legal

67. There are no legal implications arising from this report.

BACKGROUND PAPERS

68. Monitoring report submissions from Groups.

Appendix A – Detailed Group Forecasts

Social Care, Health and Housing Services

Revenue: **£676k overspend** (**£311k improvement**)

1. The month 6 revenue monitoring report for 2012/13 has been compiled following analysis of relevant activity trends and application of the MTFE £8,262k savings programme. In summary there is a favourable movement of £311k from the month 5 reported position.
2. The adverse movement from budget is primarily due to slippage in the Supported Housing build programme (£1,500k) which has resulted in clients not being able to move from Residential placements to supported living placements. This has been partially offset to date by strong management controls across the service which will remain in place.

Services		2012/13 (As at Month 6)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget £'000	Forecast £'000		Variance (As at Month 6) £'000	Variance (As at Month 5) £000	Change from Month 5 £000
Children & Families Services	Exp	+30,276	+30,318	0%	+42	+83	-41
	Inc	-3,376	-3,102	-8%	+274	+275	-0
	Total	+26,899	+27,216	1%	+317	+358	-41
Asylum Services	Exp	+7,955	+7,955	0%	+0	+0	+0
	Inc	-6,715	-6,715	0%	-0	-0	+0
	Total	+1,239	+1,240	0%	+0	-0	+0
Older People's Services	Exp	+32,500	+34,385	6%	+1,885	+1,877	+8
	Inc	-7,677	-9,143	19%	-1,466	-1,480	+14
	Total	+24,823	+25,242	2%	+419	+397	+22
Physical & Sensory Disability Services	Exp	+8,379	+8,826	5%	+447	+464	-17
	Inc	-587	-805	37%	-218	-218	-0
	Total	+7,792	+8,021	3%	+230	+247	-17
Learning Disability Services	Exp	+27,165	+27,996	3%	+831	+839	-8
	Inc	-4,036	-4,254	5%	-218	-207	-11
	Total	+23,129	+23,741	3%	+612	+631	-19
Mental Health Services	Exp	+5,768	+5,608	-3%	-160	+90	-250
	Inc	-394	-454	15%	-60	-60	+0
	Total	+5,374	+5,154	-4%	-220	+30	-250
Housing Benefits	Exp	+171,530	+171,437	0%	-93	-92	-1
	Inc	-167,942	-168,210	0%	-269	-269	0
	Total	+3,589	+3,227	-10%	-361	-361	-1
Housing Needs Services	Exp	+12,485	+12,470	0%	-15	+90	-105
	Inc	-9,229	-9,217	0%	+12	-41	+54
	Total	+3,256	+3,253	0%	-3	+49	-52
SCH&H Other Services	Exp	+16,877	+16,298	-3%	-579	-525	-53
	Inc	-3,545	-3,284	-7%	+261	+162	+99
	Total	+13,332	+13,015	-2%	-318	-364	+46
Total Expenditure		+312,934	+315,293	1%	+2,360	+2,827	-467
Total Income		-203,500	-205,183	1%	-1,683	-1,839	+156
SCH&H Total		+109,434	+110,110	1%	+676	+988	-311

3. The forecast assumes the full use of contingency available to the department as shown in the table immediately below and that the pressure on Asylum services continues to be funded from the council's general contingency.

2012/13 Allocations	2012/13 Budget £'000	Forecast as needed Month 6 £'000	Variance £'000
Current Commitments:			
Asylum Funding Shortfall	+1,449	+1,516	67
Social Care Pressures (Children's)	+165	+165	0
Social Care Pressures (Adults)	+6,171	+6,171	0
Increase in Transitional Children due to Demographic Changes	+2,742	+2,742	0
Potential shortfall in reablement, LD & PD savings targets	+500	+500	0
Impact of HB changes on Temporary Accommodation	+737	+737	0
Original Contingency Allocations	+11,764	+11,831	67
Approved Allocations:			
Social Care Pressures (Children's)	-140	-140	0
	11,624	11,691	67

4. This adverse movement reported on Asylum is as a result of the value and number of applicants found to be ineligible by UKBA exceeding the 2011/12 trend. If the first 6 months is repeated then the reduction in the overall UKBA grant income will be £67k greater than provided for.

MTFF Savings

5. The group is delivering a savings programme totalling £8,262k and to date has banked £4,271k (52%). At the present time £595k is at risk, being the BID operating model (£170k), HRA review (£375k) and BID Major Transformation projects (£50k). There is a shortfall of £1,572k from the BID children's services business support review (£255k), review of LD Day Services (£311k), BID Major Transformation projects (£300k) and Supported Housing (referred to below); these are included in the forecasts set out below. With these exceptions the remainder of the programme is on target to deliver the balance representing major changes in service delivery for the group.
6. The capital programme has for a number of reasons slipped from its original timetable; the slippage in 2012/13 is estimated to be around £1.4m although it should be noted that the actual cost of community based support is still to be confirmed. A small contingency provision of £0.1m has been allowed for potential variance on this so the total slippage for month 6 monitoring purposes will be around £1.5m. The MTFF did allow for £0.5m contingency relating to this project and this has been allocated to Learning Disability where the pressure is greatest.

Children Services: **£317k pressure (£41k favourable)**

7. The favourable movement since the month 5 forecast is in respect of greater use of In House Fostering placements rather than the private sector and is in line with the MTFF strategy and is on track to deliver its savings target for this year. The number of in-house placements at the end of Q2 is 116 (51%) compared with 97 (44%) at the same time last year.

8. The gross budget for this service (£30,136k) includes an MTFE saving target of £1,968k, the target saving of £1,673k on the placements budget being the most significant. The primary cause of slippage relates to the implementation of the business support review and although this slippage (£255k) cannot be recovered in this year management continue to review other options to redress the balance.

Asylum: Nil variance (no movement)

9. Excluding the variance reported against contingency above a nil variance is reported on Asylum. Discussions with UKBA are on-going with regard to the funding shortfall. As a result representations have been made to the UKBA regarding the ongoing financial support LBH receive from the 'Gateway' grant.

Older People's Services: £419k adverse (£22k adverse movement)

10. The pressure in this service relates to residential placements remaining higher than originally forecast along with pressure on Direct Payments and Homecare (the latter being the reason for this marginal adverse movement). The pressure on placements is partially offset by an underspend forecast for community based support as demand to date is lower than anticipated.
11. The MTFE strategy is to continue to develop the personalisation agenda and support people to live at home through the Reablement and the TeleCareLine service. There continues to be robust management scrutiny of residential and nursing placement requests and full application of the benefits of TeleCareLine service and reablement.
12. The gross budget for this service (£32,766k) includes an MTFE saving of £1,985k and at the present time has achieved £1,509k banked, £476k on track to deliver. The gross budget for placements and community support services is £26,414k.

Physical Disabilities: £230k pressure (£17k favourable)

13. The favourable movement from the month 5 forecast is as a result of a favourable movement in the forecast for community based services.
14. The gross budget for this service (£8,379k) includes an MTFE saving for this service of £277k and at the present time £202k has been banked and there is £75k slippage. The adverse forecast is due to delays in the supported accommodation build programme as set out above. The gross budget for placements and community support services is £7,128k. The forecast for the remainder of this service is currently on budget.

Learning Disability: £612k pressure (£19k favourable)

15. The favourable movement from the month 5 forecast is as a result of a favourable movement in the forecast for residential based services.
16. The gross budget for this service (£27,303k) includes an MTFE saving of £962k and at the present time £20k is on track to deliver with £942k potential slippage. The gross budget for placements and community support services is £24,696k. The forecast for the remainder of this service is currently on budget.
17. The adverse forecast is due to delays in the supported accommodation build programme as set out above and delays due to the Judicial Review challenge which are now being addressed. This forecast also assumes that £500k can be drawn down from the Contingency

held for this purpose mitigating the pressure from £1,112k to £612k as reported in this forecast.

Mental Health: 220k underspend (£250k favourable)

18. The favourable movement from the month 5 forecast is due to the joint work with Health via the Placement Efficiency Project to focus on the appropriateness of placements and where necessary the care needs of the individual and associated costs. Since April the overall number of clients receiving such support has remained steady which indicates that increases seen in previous years have been turned around due to the alternative care in supported living settings being provided. These placement costs have achieved a reduction of approx £5k per week enabling the forecast to be reduced by £250k.
19. The gross budget for this service (£5,768k) includes an MTFF saving for this service of £500k which has been banked. The reported underspend is partially offset by delays in the supported accommodation build programme noted above. The gross budget for placements and community support services is £3,038k. The forecast for the remainder of this service is currently on budget.

Housing Benefit: £361k underspend (no change)

20. There has been no movement from the month 5 forecast on a gross budget for this service of £171.5m. The forecast position for LBH is based on analysis of the subsidy information at week 24.
21. There have been significant changes in year for demand for Housing Benefit resulting in changes of forecast caseloads. At the start of the year the projection was for approx 25,709 HB cases with 33.2% coming from private sector tenants. The current forecast is for a caseload of 25,785 with 34.9% being from private tenants and is consistent with MTFF expectations. A significant increase in workload would put a pressure on the staffing budget but this has been mitigated by the recent introduction of electronic applications through e-benefits. In addition the mandatory introduction of the DWP Atlas system has seen a doubling in the number of changes of circumstances notified to LBH; this has created new pressures in workload that are being resourced. An increased caseload could also put a pressure on the housing benefits budget but this will also depend on the performance in the incentive areas relating to errors.

Housing Needs: £3k underspend (£52k favourable)

22. There has been no material movement from the month 5 forecast on a gross budget for this service of £12.3m. This includes an MTFF saving of £50k which has been fully banked. The forecast assumes that £737k can be drawn down from the Contingency held for this purpose reducing the pressure from £734k to £3k favourable as forecast.
23. The expected increase in the number of homelessness approaches to LBH as a result of welfare reform and economic climate is now being seen. There has been an increase of 42% in the numbers of people being seen at homelessness reception in the first 6 months of this year (269 compared with 190). CLG have recently noted an increase in successful applications stating that for Q1 they vary considerably from 4% in Yorkshire & Humber to 27% in London. This additional workload is currently being contained within existing resources and being closely monitored.

SCH&H Other Services: £318k underspend (£46k adverse movement)

24. The movement from the month 5 forecast is due to increase forecast in respect of minor community equipment purchases to support people to live at home. The gross budget for this

service (£16.4m) includes an MTFF saving for this service of £1,705k, of which £995k has been banked to date. The favourable variance is due to the successful and continuing renegotiation of contracts relating to the delivery of supported living.

Housing HRA £2,595k underspend (£777k improvement)

25. The HRA has a gross expenditure budget of £62m and a gross income budget of nearly £64m with a forecast of £2,595k favourable variance as shown in the table below. The service is delivering an MTFF saving of £229k, which has been banked. These reflect major changes in the delivery of the service consistent with the council's BID programme enabling the service to deliver to the same level of quality as before.

Services		2012/13 Current Budget £000	2012/13 Forecast £'000	% Var of budget	Variance (As at Month 06) £'000	Variance (As at Month 05) £000	Change from Month 05 £000
Housing Maintenance	Exp	+27,856	+27,575	-6%	-281	-154	-127
Housing Management	Exp	+34,169	+33,324	-3%	-845	-661	-184
Rent & Other Income	Inc	-63,791	-65,260	2%	-1,469	-1,003	-466
In Year (Surplus)/ Deficit	Total	-1,766	-4,361		-2,595	-1,818	-777

Housing Maintenance £281k underspend (£127k improvement)

26. The favourable movement of £127k from the month 5 forecast is mainly due to a reduced forecast for spend on adaptations (£157k) offset by increased projection for the gas maintenance programme (£59k). Various other smaller favourable variances make up the remaining £29k. The forecast could move favourably by a further £500k from the lift replacement programme if the proposals to utilise this to bring forward electrical upgrades is not approved.

Housing Management £981k underspend (£184k improvement)

27. The favourable movement of £184k from the month 5 forecast is due to a reduced forecast on the cash incentive scheme (£50k) as a result of a diversion of staffing resources from this activity into processing of RTB applications; reduced grounds maintenance forecast (£44k); lower costs now forecast for new build projects including supported housing (£36k) and; a lower insurance forecast (£20k).

28. The gross budget for this service (£36,569k) includes an HRA MTFF savings target for this service of £229k from BID projects as well as other (zero based) savings of £865k. These total savings of £1.19m have all been banked.

Rent & Other Income £1,469k underspend (£466k improvement)

29. The favourable movement of £466k from the month 5 forecast is mainly due to a revised projection for income from works over prescribed limits. This relates mainly to major capital works carried out within a block of flats as part of the approved major repairs budget. Any work carried out on leasehold properties is rechargeable to leaseholders. Income projections in this area are normally updated once the works programme has been firmed up in relation to particular blocks of flats and such a revision indicates a favourable improvement of £300k. The remaining favourable movement is accounted for various other smaller movements.

30. The HRA expects to receive rental income of £56.1m and other income of £5.9m with recharges accounting for £3.1m of the gross income budget. The M5 forecast indicates a

favourable variance of £1,469k. Within the context of an overall income budget of nearly £64m this overall favourable variance amounts to around 2%.

Planning Environment Education and Community Services

Revenue: £55k underspend (£55k improvement)

1. The Group has a projected outturn position of a £55k underspend, excluding pressure areas that have identified contingency provisions.

Services		2012/13 (As at Month 6)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
		£'000	£'000		£'000	£'000	£'000
Corporate Property & Construction	<i>Exp</i>	3,491	3,436	-2%	-55	-55	0
	<i>Rech</i>	-495	-495	0%	0	0	0
	<i>Inc</i>	-2,263	-2,263	0%	0	0	0
	Total	733	678	-8%	-55	-55	0
Education	<i>Exp</i>	278,333	278,044	0%	-289	-244	-45
	<i>Rech</i>	-382	-382	0%	0	0	0
	<i>Inc</i>	-242,480	-242,506	0%	-26	-26	0
	Total	35,472	35,157	-1%	-315	-270	-45
ICT Highways & Business Services	<i>Exp</i>	45,631	45,751	0%	+120	+120	0
	<i>Rech</i>	-14,423	-14,423	0%	0	0	0
	<i>Inc</i>	-11,688	-11,588	-1%	+100	+100	0
	Total	19,520	19,740	1%	+220	+220	0
Planning Sport & Green Spaces	<i>Exp</i>	15,041	15,081	0%	+40	-50	+90
	<i>Rech</i>	-2,851	-2,851	0%	0	0	0
	<i>Inc</i>	-5,928	-5,883	-1%	+45	+145	-100
	Total	6,262	6,347	1%	+85	+95	-10
Public Safety & Environment	<i>Exp</i>	50,087	50,017	0%	-70	-70	0
	<i>Rech</i>	-2,964	-2,964	0%	0	0	0
	<i>Inc</i>	-19,322	-19,192	-1%	+130	+130	0
	Total	27,802	27,862	0%	+60	+60	0
Transportation Planning Policy & Community Engagement	<i>Exp</i>	3,377	3,327	-1%	-50	-50	0
	<i>Rech</i>	0	0	0%	0	0	0
	<i>Inc</i>	-3,871	-3,871	0%	0	0	0
	Total	-494	-544	10%	-50	-50	0
Total Expenditure		395,961	395,657	0%	-304	-349	+45
Total Recharges		-21,115	-21,115	0%	0	0	0
Total Income		-285,550	-285,301	0%	+249	+349	-100
PEECS Total		89,296	89,241	0%	-55	0	-55

Contingency Items: Gross Pressure £2,734k (£44k improvement)

2. The Council's 2012/13 contingency budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Contingency Item	Gross Pressure Month 6	Gross Pressure Month 5	Change from Month 5	Contingency Allocation	Net Pressure
	(£000s)	(£000s)	(£000s)	(£000s)	(£000s)
Waste Disposal Levy	550	550	0	550	0
Development Control Income	413	435	-22	500	-87
Contingency Against Leisure Outsourced Income Streams	509	470	+39	480	+29
Carbon Reduction Commitment	350	350	0	450	-100
Additional Costs for 2 Year Olds	246	357	-111	357	-111
HS2 Challenge Contingency	200	200	0	200	0
SEN Transport	300	250	+50	100	+200
Local Development Framework	90	90	0	90	0
Fuel	40	40	0	0	+40
Traveller Incursions	8	8	0	0	+8
Planning Appeals	28	28	0	0	+28
PEECS – Total	2,734	2,778	-44	2,727	7

3. The contingency against the additional forecast costs of the 'pay as you throw' (PAYT) waste disposal levy from the West London Waste Authority (WLWA) of £550k is assumed to be required in full. However there is considered to be a serious risk that the budgeted contingency sum will be insufficient. After a significant adverse movement in the WLWA 2011/12 outturn position and reduction in proposed 2012/13 savings, a recovery plan was approved in July. However since the plan was approved there has been a further deterioration in both the 2011/12 outturn position following external audit, and the recovery plan expectations. WLWA have advised that a supplementary levy is to be served on the constituent Boroughs for which Hillingdon's share will be £620k. There is a further potential pressure on the PAYT tonnages, as an increasing proportion of tonnage is being sent to landfill than assumed when the levy was set, as WLWA diversion schemes have either been cancelled or not met expectations.
4. The forecast position for Development Control income is a pressure of £413k, which is £87k less than the sum held in contingency, an improvement of £22k compared to Month 5. The adverse position on the income forecast continues to be driven by the historically low level of major applications. Although several larger sites are in the development process, the absence of applications coming through for the development of 'small major' sites is having a depressed impact on fee income. However, the improvement in Month 6 reflects additional major applications that are likely to come forward this financial year. Furthermore, the forecast for this year is dependent upon one-off Council-led applications for school expansions through the Primary Schools Capital Programme. Although not reported against this contingency, pre-application income from developers shows a pressure of £30k, reflecting continuing uncertainty in the housing market.
5. In December 2011 the Council took over the operation of three golf courses, where these have been re-possessed from the previous golf operator that had incurred significant rent arrears. An interim operational budget has been established for the service that assumes that a small surplus of £20k before overheads and capital charges is delivered, representing a saving against the contingency held for leisure.
6. The current position against this operational budget is that there is a significant shortfall against the interim income targets. Due to the exceptionally wet weather during April to July playing conditions have not been ideal, and pay and play and associated income is £262k

below target, an adverse movement of £20k compared to Month 5. In addition, there is a shortfall against membership income of £35k. This is offset by the staffing costs so far being £107k under budget as the approved structure contains a number of vacant posts, an improvement of £16k compared to Month 5. In addition, Mack Trading successfully appealed against the business rates valuations for the courses producing an ongoing saving on the business rates liability of £41k. It is assumed that the current adverse variance of £149k is carried forward to the year end.

7. The income target of £380k relating to Mack Trading's operation of the golf courses remains in the base budget at this stage, and coupled with the £129k deficit on the in-house operation described above, means that the overall call on the leisure contingency of £480k is forecast to be £509k, an adverse movement of £39k compared to Month 5.
8. The Carbon Reduction Commitment contingency is for the estimated costs for the requirement to purchase allowances for each tonne of carbon produced by the Council, the overall required allowances of £350k includes the reduction in actual allowances purchased for 2011/12 reported to Cabinet in September 2012. It also includes the £250k budget for allowances for schools that has been provided for in the schools budget.
9. The forecast call on contingency to cover increased provision of childcare to disadvantaged two year olds under the free entitlement, which is funded from the increased allocation within the Early Intervention Grant, is £246k, an improvement of £111k compared to Month 5 due to the phasing in of growth in the uptake of the two-year olds offer.
10. The HS2 contingency is part of a joint fighting fund with 18 other authorities, and it is expected that this contingency will be fully utilised.
11. Special Educational Needs (SEN) Transport is an area that has seen significant pressure in the last financial year. The pressure of £300k now reported, an adverse movement of £50k compared to Month 5, reflects the increase in pupil numbers and 12 new routes from September 2012. Successive school censuses have shown that the population of pupils with SEN statements in schools is growing more than twice as fast as the school population as a whole.
12. Current analysis shows that the fuel budget has a forecast pressure of £40k at the current bulk purchase price of £1.16 per litre, no change compared to Month 5.
13. Across the group £8k has been spent so far on actions to prevent traveller incursions.
14. Planning appeals costs of £24k are forecast to be incurred on the appeal hearings for the Gutteridge Farm application, plus £4k of legal costs relating to other appeals.

Corporate Property & Construction: £55k underspend (no change)

15. A zero based budgeting exercise has been performed on business rates budgets across the group, resulting in a £55k underspend, no change compared to Month 5.
16. The service is also managing the financial risk over the recovery of costs associated with the disposal of assets that are projected to generate capital receipts this financial year.

Education: £315k underspend (£45k improvement)

Schools: *variance not applicable*

17. The Schools Budget is ringfenced and funded from the Dedicated Schools Grant (DSG), and covers a range of services directly linked to schools. The majority of the DSG is delegated to

schools (£200.1 million), with the remainder (£22.4 million) being retained by the Council. The rules applying to the DSG allow for any surplus and deficit balances to be carried forward into the next financial year, for both schools delegated budgets and the centrally retained DSG element (decisions on how this is used lie with the Schools Forum). It should be noted that the Schools Budget is completely separate to the General Fund and no interaction between these two funds is allowable.

18. The forecast movement on the DSG central reserve carried forward for 2012/13 is summarised in the following table:

Schools Retained Budget Movements	Current Budget (£000s)	Forecast Variance Month 6 (£000s)	Forecast Variance Month 5 (£000s)	Change from Month 5 (£000s)
Opening Balance 1 April 2012	-	-226	-226	0
DSG Income	-222,459	+495	0	+495
Delegated to Schools	200,057	0	0	0
Centrally Retained	22,402	+130	+634	-504
In-Year Movement	0	+625	+634	-9
Forecast Closing Balance 31 March 2013	-	+399	+408	-9

19. The overspend of £625k is due to a pressure on Special Educational Needs (SEN) spend at independent special schools of £1,087k, where there are increased numbers of children being placed in September 2012. This is partly offset by projected underspends on SEN support, education out of school and increased recoupment income.

General Fund: £315k underspend (£45k improvement)

20. The education service has identified measures to fully deliver the 2012/13 £800k saving target set on the basis that reduced responsibilities remain with the Council following the transfer of schools to Academy status.

21. In addition, there are underspends arising from vacant posts in part of the service, specifically the educational psychology service (£144k), the youth service (£15k), and the early years team (£30k), an improvement of £25k compared to Month 5. Posts are being held vacant in some areas given the need to identify further savings for the 2013/14 budget from the education service, and where services are being considered as part of cross-cutting BID projects such as the children's pathway project.

22. A review of discretionary expenditure budgets across the service has identified underspends of £100k, an improvement of £20k compared to Month 5, the full year effects of which are being counted towards savings targets for 2013/14. There is also additional anticipated buy-back of services from schools of £26k, no change compared to Month 5.

ICT Highways & Business Services: £220k overspend (no change)

23. There is a forecast pressure of £150k on maintenance budgets for day to day repairs for both the Civic Centre and outstations around the borough, reflecting a continuation of last year's outturn position.

24. In addition there is a forecast pressure of £20k relating to increased postage prices of 13% for first class clean mail and 9% for second class clean mail coming into effect from April 2012.

25. A restructure of the Facilities Management service is likely to deliver a £50k saving this financial year, which will have a full year effect feeding into the Medium Term Financial Forecast for 2013/14.
26. The significant risks around the outdoor advertising income target have meant that it has been flagged as 'red' in the savings tracker, with a forecast pressure against the overall target of £100k, no change compared to Month 5, as the remaining opportunities are unlikely to deliver additional income this financial year.
27. The fleet management service is managing several risk areas, and is in a transitional position as the vehicle replacement programme takes effect. A nil variance is reported, as the service is actively managing down maintenance costs as older vehicles are replaced. However in this interim period there are pressures on contract hire due to short-term arrangements being put in place while replacement vehicles are procured. The service is also closely monitoring insurance claims, where there is a greater risk around accidental damage under self-insurance arrangements.

Planning Sport & Green Spaces: £85k overspend (£10k improvement)

28. Pre-application advice income from developers shows a pressure of £35k, an improvement of £10k compared to Month 5, reflecting continuing weak demand for major applications other than for very large sites where the trend is towards funding this advice through planning performance agreements (gift funding). £90k of gift funding has been received so far this year, which is fully committed to the additional temporary staff engaged by the service to deliver these agreements.
29. The forecast pressure on building control is £100k, driven by the over-recovery of fee income compared to the costs of processing building control applications under the cost recovery model, which is ringfenced to the service.
30. There is an underspend on the customer contact centre of £50k, due to posts being held vacant pending the further restructure of service, as part of the ongoing work to identify BID savings from streamlined processes at the interface with residents.

Public Safety & Environment: £60k overspend (no change)

31. There is a projected shortfall of £150k on off-street parking income, no change compared to Month 5, which is attributable to Cedars and Grainges multi-storey car parks in Uxbridge town centre, reflecting the continuation of pressures reported last financial year.
32. There is a staffing underspend of £70k in Business Support, due to the impact of vacant posts being held open. This service area is subject to further BID review work, and it is anticipated that as a result, the underspend could contribute towards savings targets for 2013/14.
33. Waste Services is currently reporting a £20k net underspend, however there are a number of risks that are actively being managed. There is an expectation of reduced income from the New Years Green Lane Civic Amenity site whilst the refurbishment work takes place, and the Council is challenging the basis for a 30% management fee increase from the West London Waste Authority for the Victoria Road site. The Trade Waste and Grafitti services are forecast to return underspends which will assist in offsetting these pressures and risks, and produce the net underspend of £20k.

Transportation Planning Policy and Community Engagement: £50k underspend (no change)

34. The service is reporting a £50k favourable position due to the impact of vacant posts across the service, no change compared to Month 5. This includes the part-year effect of the restructure of the town centres and community engagement teams into a single team.

Central Services (CS)

Revenue: **£56k underspend (£18k improvement)**

Services		2012/13 (As at Month 6)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 6)	Variance (As at Month 5)	Change from Month 5
		£'000	£'000		£'000	£'000	£'000
Chief Executive/Deputy Chief Executive	<i>Exp</i>	649	637	-2%	-12	-12	0
	<i>Inc</i>	0	0	0%	0	0	0
	<i>Rechgs</i>	-22	-22	0%	0	0	0
	Total	627	615		-12	-12	0
Audit & Enforcement	<i>Exp</i>	1,238	1,269	3%	31	-8	39
	<i>Inc</i>	£0	-14	0%	-14	-10	-4
	<i>Rechgs</i>	-1,209	-1,209	0%	0	0	0
	Total	28	46		17	-18	35
Corporate Communications	<i>Exp</i>	875	817	-7%	-58	-33	-25
	<i>Inc</i>	-103	-95	-7%	8	8	-1
	<i>Rechgs</i>	-774	-774	0%	0	0	0
	Total	-1	-51		-50	-25	-25
Democratic Services	<i>Exp</i>	3,284	3,318	1%	34	34	-1
	<i>Inc</i>	-816	-871	7%	-54	-54	0
	<i>Rechgs</i>	624	624	0%	0	0	0
	Total	3,092	3,071		-21	-20	-1
Finance & Procurement Services	<i>Exp</i>	12,551	12,931	3%	380	321	59
	<i>Inc</i>	-5,290	-5,395	2%	-105	-109	4
	<i>Rechgs</i>	-1,666	-1,666	0%	0	0	0
	Total	5,595	5,870		275	212	63
Human Resources	<i>Exp</i>	3,446	3,360	-2%	-85	-93	7
	<i>Inc</i>	-1,035	-1,058	2%	-23	-7	-16
	<i>Rechgs</i>	-2,669	-2,669	0%	0	0	0
	Total	-259	-368		-109	-100	-9
Legal Services	<i>Exp</i>	1,930	1,963	2%	33	17	15
	<i>Inc</i>	-557	-582	5%	-25	15	-40
	<i>Rechgs</i>	-1,332	-1,332	0%	0	0	0
	Total	42	49		7	32	-24
Policy & Performance	<i>Exp</i>	4,401	4,261	-3%	-139	-95	-44
	<i>Inc</i>	-567	-591	4%	-24	-12	-12
	<i>Rechgs</i>	132	132	0%	0	0	0
	Total	3,965	3,832	0	-163	-108	-56
Total Expenditure		28,374	28,556	1%	182	131	51
Total Income		-8,368	-8,606	3%	-238	-169	-69
Total Recharges		-6,916	-6,916	0%	0	0	0
CS Total		13,090	13,034	0	-56	-38	-18

Audit and Corporate Fraud: **£17k pressure (£35k adverse movement)**

- The salaries forecasts have been revised this month to include the costs of the Proceeds of Crime Act Officer, which has led to a pressure this month. This has been netted down by underspends in non-salaries and an increase in the income forecast to £14k.

Corporate Communications: £50k favourable (£25k improvement)

2. The majority of the underspend this month, is attributed to part year vacancies which include the Head of Service post. The budgets for these vacancies are being used to fund agency staff brought in to cover the workload while recruitment is in progress for the permanent posts and also to cover maternity leave. Revisions to estimates of vacant posts and to agency staff have led to the improved position this month.

Finance and Procurement: £275k pressure (£63k adverse movement)

3. Overall there is an overspend on salaries due to an MVF of £251k, which has been netted down by vacant posts in Procurement, Revenues and Accountancy. The adverse movement this month relates to additional agency support required while recruitment is in progress to the new Capital Finance team. In addition, the budgets are also funding 2 agency staff being brought in to Procurement as commercial managers to bring additional challenge and expertise to maximise value from Council spend. The service is also funding the use of LG Futures who have been reviewing the financial modelling within SCH&H and have now been engaged to develop this work.

Democratic Services: £21k favourable (£1k improvement)

4. There is an overspend on salaries due to MVF that has been netted down by vacancies as a result of the restructure of the Registrars Team and also the realignment of income targets to reflect past performance based on analysis of historical data.

Policy, Performance and Partnerships: £163k favourable (£56k improvement)

5. There is an underspend on salaries due to the in-year effect of the BSU restructure that has resulted in 2 vacant posts and the part year effect of various vacant posts for which recruitment is in progress. Recruitment to these posts will take place later than was first anticipated, which, along with reviews of non salary forecasts, has resulted in the improvement this month. The income relates to ESF grants that were brought forward from 11/12 that are unlikely to be spent in 12/13.

Human Resources: £109k favourable (£9k improvement)

6. The underspend on salaries is as a result of the realignment of the senior tier of the HR structure and other vacant posts within the service being held open for longer than was previously anticipated. Forecasts on income have been revised, resulting in a further improvement in this month's position.

Legal Services: £7k pressure (£24k improvement)

7. There is an adverse movement on salaries due to a member of staff returning from maternity leave earlier than forecast. The improvement in the income position this month relates to revisions of forecasts in line with expected income.

APPENDIX B – Treasury Management Report as at 30 September 2012

Outstanding Deposits - Average Rate of Return on Deposits: 0.68%

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	76.5	66.41	70.00
1-2 Months	21.8	18.92	15.00
2-3 Months	0.0	0.00	5.00
3-6 Months	0.0	0.00	0.00
6-9 Months	5.0	4.34	5.00
9-12 Months	5.0	4.34	5.00
12-18 Months	0.0	0.00	0.00
Subtotal	108.3	94.01	100.00
Unpaid Maturities	6.9	5.99	0.00
Total	115.2	100.00	100.00

1. With the exception of the unpaid Icelandic investments, our deposits are held with UK institutions, which hold at a minimum, a Fitch or lowest equivalent of A- long-term credit rating.
2. Deposits are currently held with the following institutions; BlackRock MMF, Deutsche MMF, Fidelity MMF, Goldman Sachs MMF, Ignis MMF, PSDF MMF, Royal Bank of Scotland, HSBC Bank plc, Lloyds TSB Banking Group, Barclays, Nationwide and Newcastle City Council.
3. During September fixed-term deposits continued to mature in line with cash flow requirements. Any surplus funds were either placed in instant access accounts or fixed term deposits of up to three months in order to meet near term cash flow requirements.

Outstanding Debt - Average Interest Rate on Debt: 2.95%

	Actual £m	Actual %
General Fund		
PWLB	81.07	23.00
Long-Term Market	15.00	4.25
HRA		
PWLB	223.57	63.40
Long-Term Market	33.00	9.35
Total	352.64	100.00

4. There were no early debt repayments or rescheduling activities during September.

Ongoing Strategy

5. In order to maintain liquidity for day-to day business operations, short-term balances will be placed in instant access accounts, as these are yielding a higher rate of interest than those offered on fixed term deposits of up to two months. When cash flow allows, long term deposits will be placed to help increase the average rate of return achieved.
6. During September outstanding PWLB loans carried premiums and therefore made rescheduling of debit unfeasible. Early redemption opportunities will continue to be monitored; however it is unlikely the market will move to an extent which will make it viable.

Appendix C

Retaining of agency staff for Social Care, Health, and Housing Services

The following agency staff are required to be retained within Social Care and Housing to maintain essential services whilst recruitment is in process. Posts 1 to 17 have been submitted to Cabinet previously but require further extensions due to recruitment difficulties, project implementation, or vacancy held pending restructuring.

Ref	Post Title	Start Date	Proposed End Date	2010/11 Spend £000	2011/12 Spend £000	2012/13 Spend £000	Current Request £'000	Total Spend £000
1	Asylum Residential Care Worker	01-Apr-12	31-Mar-13	0	0	19	34	53
2	Asylum Social Worker	07-Nov-11	31-Mar-13	0	30	36	13	79
3	Asylum Social Worker	12-Sep-11	31-Mar-13	0	26	33	14	73
4	Asylum Social Worker	09-Jan-12	31-Mar-13	0	28	36	12	76
5	Asylum Deputy Team Manager	17-Oct-11	31-Mar-13	0	12	54	19	85
6	C&F Service Manager	01-Aug-12	31-Mar-13	0	0	45	57	102
7	C&F Deputy Team Manager	01-Apr-12	31-Mar-13	0	0	45	17	62
8	C&F Children In Need (CIN) Team Snr Social Worker	01-May-12	31-Mar-13	0	0	36	15	51
9	C&F CIN Team Social Worker	01-Apr-12	31-Mar-13	0	0	36	15	51
10	C&F Senior Social Worker	01-Jan-12	31-Mar-13	0	14	35	25	74
11	C&F Senior Social Worker	01-Jan-12	31-Mar-13	0	11	34	25	70
12	C&F Senior Social Worker	01-Jan-12	31-Mar-13	0	14	32	27	73
13	Adult Social Care Deputy Director	23-Apr-12	31-Mar-13	0	0	112	63	175
14	Hillingdon Housing Service (HHS) Electrical Services Officer	09-Jan-12	31-Mar-13	0	11.9	0	49.5	61.4
15	ASC Deputy Team Manager	01-Apr-12	31-Mar-13	0	0	40	17	57
16	ASC Social Worker	01-Mar-12	31-Mar-13	0	6	36	14	56
17	C&F Senior Social Worker	01-May-12	31-Mar-13	0	0	44	13	57
18	ASC Service Manager	16-Apr-11	31-Mar-13	0	121	86	29	236
19	HHS Electrical Services Officer	04-Oct-10	31-Mar-13	22	43.5	36	12	113.5
20	IAS Project Manager (Pre paid cards)	08-May-12	31-Mar-13	0	0	64	29	93
21	ASC Team Manager	01-Apr-12	31-Mar-13	0	0	62	20	82
22	C&F Technical Support Officer	01-Apr-10	31-Mar-13	23	23	22	2	70
23	C&F Senior Social Worker	01-Apr-10	31-Mar-13	52	50	39	14	155
24	C&F Archivist	01-Apr-10	31-Mar-13	20	20	20	2	62
25	C&F CIN Team Social Worker	01-Apr-10	31-Mar-13	45	48	36	13	142
26	C&F CIN Team Social Worker	01-Apr-10	31-Mar-13	38	52	36	26	152
27	C&F Merrifield Care Worker	01-Apr-10	31-Mar-13	11	25	21	7	64

Ref	Post Title	Start Date	Proposed End Date	2010/11 Spend £000	2011/12 Spend £000	2012/13 Spend £000	Current Request £'000	Total Spend £000
28	C&F Merrifield Care Worker	01-Apr-10	31-Mar-13	15	25	21	7	68
29	TeleCareLine Project Manager	15-Mar-11	31-Mar-13	0	63	45	14	122
30	C&F Looked After Children Admin Officer	01-Apr-10	31-Mar-13	22	22	19	2	65
31	IAS Interim Transformation Lead	01-Jul-11	31-Mar-13	0	100	93	29	222
32	C&F Merrifield Registered Manager	01-Sep-10	31-Mar-13	14	36	36	12	98
33	C&F Team Senior Social Worker	19-Feb-12	31-Mar-13	0	20	39	14	73

Retaining of agency staff for Central Services

Following the departure of the Head of Procurement in December 2011, this role is being covered by the Procurement Manager for Planning, Environment, Education and Community Services. An additional interim resource was also recruited on a part time basis to support the Interim Head of Procurement and to provide targeted support on a number of strategic procurement projects where opportunities for continued development within the Council have been identified e.g. contract management and property related procurement issues. The initial approval was through a Cabinet Member report for 2 months and then a further 6 month extension was then agreed. A further extension for up to 3 months is now requested to allow for handover to the new Head of Procurement in the middle of November and to allow for the completion of the strategic projects mentioned above. The interim post is fully funded from the vacant Head of Procurement post.

Ref	Post Title	Start Date	Proposed End Date	2010/11 Spend £000	2011/12 Est spend £000	2012/13 Est spend £000	Current Request £'000	Est Total Spend £000
1	Procurement Officer	22.02.12	31.12.12	0	13	80	13	93

Appendix D

New Street Naming & Numbering Fee Proposals

Recommendation 6 seeks authority to vary the current charging policy for changes to street naming and numbering as detailed below:

Type of Fee / Charge	Current Charges (£)	Proposed Charges (£)
To name / Rename - To name or Rename a road	250.00	275.00
Naming of renaming a Building (Commercial) Per stand alone Building		300.00
Naming of renaming a House (Residential) Per New Building		50.00
To name / Rename - To name / Rename of Building / Street numbering - First or single unit	100.00	100.00
To name / Rename - To name / Rename of Building / Street numbering - Multiples 20 plus additional per unit		30.00
To name / Rename - To name / Rename of Building / Street numbering - Multiples 2 to 19 additional per unit		25.00
Research Charges - Research charges on possible name / numbering of street / building - Per Hour - Chargeable in 15 minutes units	60.00	60.00

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

Document is Restricted

This page is intentionally left blank