



HILLINGDON
LONDON



Council

To all Members of the
Council

Date: THURSDAY, 12
SEPTEMBER 2013

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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

Published: Wednesday, 4 September
2013

Contact: Lloyd White, Head of
Democratic Services

Tel: 01895 556743

Fax: 01895 277373

Email: lwhite@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=117&Year=2013>

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.



Agenda

Prayers

To be said by the Reverend Susan Male

- 1 Apologies for Absence
- 2 Minutes 1 - 14
To receive the minutes of the meeting held on 4 July 2013 (*attached*)
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 15 - 26
- 6 Audit Committee Annual Report 2012/2013 27 - 32
To receive the annual report detailing the work of the Audit Committee (*attached*)
- 7 Members' Questions 33 - 34
To take questions submitted by Members in accordance with Council Procedure Rule 11
- 8 Motions 35 - 36
To consider Motions submitted by Members in accordance with Council Procedure Rule 12

This page is intentionally left blank

Agenda Item 2



HILLINGDON
LONDON

Minutes

COUNCIL

4 July 2013

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

Councillor Allan Kauffman (Mayor)

	<p>MEMBERS PRESENT:</p> <p>Councillors: David Allam Janet Gardner Anita MacDonald Lynne Allen Sid Garg John Major Bruce Baker Roshan Ghei Michael Markham Tim Barker Dominic Gilham Carol Melvin Richard Barnes Raymond Graham Douglas Mills Josephine Barrett Paul Harmsworth Richard Mills David Benson Shirley Harper-O'Neill June Nelson Jonathan Bianco John Hensley Susan O'Brien Sukhpal Brar Henry Higgins Mary O'Connor Wayne Bridges Patricia Jackson Ray Puddifoot Mike Bull Phoday Jarjussey Andrew Retter Keith Burrows Sandra Jenkins John Riley Paul Buttivant Judy Kelly Avtar Sandhu Philip Corthorne Peter Kemp Robin Sansarpuri Brian Crowe Mo Khursheed David Simmonds Peter Curling Kuldeep Lakhmana Brian Stead Jazz Dhillon Eddie Lavery Michael White Janet Duncan Richard Lewis David Yarrow</p>
	<p>OFFICERS PRESENT: Fran Beasley, Lloyd White, Trevor Langworth, Paul Whaymand, Glen Egan, Steven Maiden, Merlin Joseph and Nigel Dicker</p>
13.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from the Deputy Mayor (Councillor Dann), Councillors Bliss, G. Cooper, J. Cooper, East, Fyfe, Morgan, Payne, Routledge and Seaman-Digby.</p>
14.	<p>MINUTES (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That the minutes of the meetings held on 28 February 2013 and 09 May 2013 be agreed as a correct record.</p>
15.	<p>MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 4</i>)</p> <p>The Mayor announced the death of Alderman John Bartlett on 30 May 2013. Mr Bartlett had been Leader of the Council in the 1970s. Those present observed a one minute silence.</p> <p>The Mayor commended the work of Councillor Harper-O'Neill with 14 schools in the area and their recent visit to the Normandy Beaches with veterans of World War II.</p>

	<p>The Mayor announced that his Rainbow Charity Appeal had already raised over £9,500.</p> <p>In the light of the recent announcement that it had been classified as a Class C drug, the Mayor commended the past work of the Residents' and Environmental Services Policy Overview Committee on the use of Khat in the Borough.</p>
16.	<p>REPORT OF THE HEAD OF DEMOCRATIC SERVICES (<i>Agenda Item 5</i>)</p> <p>Councillor Puddifoot moved, and Councillor Simmonds seconded, the recommendations as set out in the Order of Business and it was:</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> a) The urgency decisions detailed in the report be noted. b) The changes to the membership of Committees as shown below be approved: <ul style="list-style-type: none"> ▪ External Services Scrutiny Committee – Councillor Kelly to replace Councillor Morgan ▪ Social Services, Housing and Public Health Policy Overview Committee – Councillor Morgan to replace Councillor O'Connor ▪ Licensing Committee – Councillor Bull to replace Councillor Payne ▪ Licensing Sub Committee (North) – Councillor Stead to replace Councillor Payne ▪ Licensing Sub Committee (South) – Councillor Bull to replace Councillor Stead c) The amendment to the Access to Information Rules, as set out in Annex A of these minutes, be approved with immediate effect d) That the changes to officer delegations, as set out in Annex B of these minutes, be approved, with the Adult Social Services statutory responsibilities taking effect from 11 July 2013. In approving this, Council also agreed to make the consequential changes to other parts of the Constitution, in particular Article 12 (Officers) and Part 7 (Management Structure).
17.	<p>CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS (<i>Agenda Item 6</i>)</p> <p>Councillor O'Brien proposed the recommendations set out in the Order of Business. Councillor Riley seconded the recommendations and proposed a vote of thanks for the outgoing Standards Committee Independent Person, Alan Edwards.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> a) The successful operation of the new ethical regime for Members and Co-opted members adopted in July 2012 be noted and no changes be made to the current Code of Conduct for Members and Co-opted members, associated documents, complaints procedure and Whips' Protocol b) Mr David Smith be appointed to the position of Standards Committee Independent Person for a 3 year period to July 2016 and that a vote of thanks be given to the outgoing Standards Committee Independent Person, Mr Alan Edwards, in recognition for his hard work and service.
18.	<p>MEMBERS' QUESTIONS (<i>Agenda Item 7</i>)</p>

7.1 QUESTION SUBMITTED BY COUNCILLOR MELVIN TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

“Would the Cabinet Member for Social Services, Health and Housing please update Council of the ongoing activity to support into employment tenants affected by Housing Benefit Changes?”

The Cabinet Member for Social Services, Health and Housing advised that the Council was working closely with a range of partners to help residents to compete for local job opportunities. Agreement had been negotiated with Jobcentre Plus to place an employment adviser at the Civic Centre for 2 half days per week to support residents whose benefits may be capped. The arrangement has been in place since March 2013 and discussions were taking place to increase the number of days the adviser was available. At April 2013, 115 residents had found work of at least 16 hours a week as a result of these services.

The Council was also increasing the work undertaken with developers to seek Local Labour Employment agreements for major developments, for example at the ASDA site in Hayes.

There was no supplementary question.

7.3 QUESTION SUBMITTED BY COUNCILLOR GARDNER TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

“What assistance can the Council offer to enable vulnerable residents to have their Housing Benefit paid directly to their landlord and / or the Local Authority once Universal Credit is implemented?”

The Cabinet Member for Social Services, Health and Housing advised that the Department for Work and Pensions (DWP) were currently running 6 pilots to identify the effect of direct payments. They had accepted that some working age people would not be capable of managing financially and it would remain appropriate to provide direct payments to the landlord on their behalf. There would be a mechanism with Universal Credit to facilitate the payment of benefits directly to the landlord once someone was identified as vulnerable. However, the DWP had not yet announced what types of tenants would fall into this 'vulnerable' category.

He advised that, until the timetable for roll-out of Universal Credit was known and what categories of tenants would be protected, it was difficult for the Council to plan appropriately. However, a Welfare Project Board was looking at the implications of Welfare Reform and various sections were working closely together to support residents through the changes.

By way of supplementary question, Councillor Gardner asked if the situation could be reviewed again in six months' time.

The Cabinet Member for Social Services, Health and Housing responded that the situation would be monitored on an ongoing basis.

7.2 QUESTION SUBMITTED BY COUNCILLOR BRIDGES TO THE CABINET MEMBER FOR EDUCATION AND CHILDREN'S SERVICES – COUNCILLOR

SIMMONDS

“Can the Cabinet Member for Education and Children's services provide an update on the Councils commitment to ensure every child in Hillingdon has access to a local school?”

The Cabinet Member for Education and Children's Services advised that there was significant pressure on school places both nationally and in the Borough. The Council had the legal responsibility to ensure that all children between the ages of 5 and 16 were provided with a school place. He emphasised that the administration was committed to ensuring that these places were not provided in the Borough's libraries or in church halls but in high quality school classrooms. He advised that there was an increasing number of children in the Borough with access to schools that Ofsted rated “good” or “outstanding”.

He concluded by thanking officers and contractors for their hard work in delivering new school places on time.

There was no supplementary question.

19. **MOTIONS** (*Agenda Item 8*)

8.1 MOTION FROM COUNCILLOR HARMSWORTH

Councillor Harmsworth moved the following motion:

“Council recognises that, although the Cabinet system in local government has many merits, it is fundamentally flawed, in that it excludes all but a few councillors from the major decision-making process.

Council, therefore, instructs officers in consultation with the Leader of the Council and Leader of the Opposition to draw up proposals for a return to the committee system and to, also, consider a transitional scheme to allow change over time.”

The motion was seconded by Councillor Curling. Following debate (Councillors Corthorne, Crowe, Markham, Simmonds, Major, Barnes and Puddifoot), the motion was lost on a recorded vote as follows:

Those voting for: Councillors Allam, Allen, Curling, Dhillon, Duncan, Gardner, Garg, Ghei, Harmsworth, Jarjussey, Khursheed, Lakhmana, MacDonald, Major, Nelson, Sandhu and Sansapuri.

Those voting against: The Mayor Councillor Kauffman, Councillors Baker, Barker, Barnes, Barrett, Benson, Bianco, Brar, Bridges, Bull, Burrows, Buttivant, Corthorne, Crowe, Gilham, Graham, Harper-O'Neill, Hensley, Higgins, Jackson, Jenkins, Kelly, Kemp, Lavery, Lewis, Markham, Melvin, D. Mills, R. Mills, O'Brien, O'Connor, Puddifoot, Retter, Riley, Simmonds, Stead, White and Yarrow

Those Abstaining: None

8.2 MOTION FROM COUNCILLOR CURLING

Councillor Curling moved the following motion:

	<p>“This Council recognises that, whilst reform of crown post offices may be necessary, they do provide essential services to the public that are not available anywhere else. Council also notes that some Town Centres in the borough have already lost their crown post offices and there are now plans to close Eastcote Post Office.</p> <p>This Council therefore calls on the Leader of the Council to write to the Parliamentary Under-Secretary of State with responsibility for post offices to express the Council’s concerns with the proposed closure of Eastcote Post Office and request that the Under-Secretary of State conduct a broader social & economic assessment of such proposed crown post office closures, focussing on the impact on customers and the general vitality of Town Centres.”</p> <p>The motion was seconded by Councillor Harmsworth. Following debate (Councillors D. Mills and Harmsworth), and on being put to the vote, the motion was lost.</p> <p>8.3 MOTION FROM COUNCILLOR ALLEN</p> <p>Councillor Allen proposed the following motion:</p> <p>“This Council deplores the illegal practice of ‘blacklisting’ within the construction industry and will ensure that any company known to have been involved in blacklisting practices and not to have indemnified their victims will not be invited to tender contracts by the London Borough of Hillingdon.”</p> <p>The motion was seconded by Councillor Sansapuri. Following debate (Councillors Bianco and Allen), and on being put to the vote, the motion was lost.</p>
	<p>ANNEX A - ACCESS TO INFORMATION RULES</p>
	<p>ANNEX B - SCHEME OF DELEGATIONS TO OFFICERS</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 8.45 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

Access to Information Rules – Schedule D

New paragraph 22

22. FILMING, RECORDING & REPORTING OF MEETINGS

22.01 Reporting & facilities for the media and residents

Any person or media organisation attending the public part of a meeting of the Cabinet for the purpose of reporting the proceedings will be given, as far as practicable, the facilities for taking their report and permitted to do so via any device to any medium, such as the Internet, social media and blogging etc.

22.02 Filming and recording

Any person or media organisation who wishes to film or record Part I proceedings of a meeting of the Cabinet will be permitted to do so subject to:

- a) 48 hours prior notification being given to the Head of Democratic Services or his representative, so attendees are aware that the meeting is being filmed and;
- b) The consent of members of the public (i.e. not Members or officers) attending the meeting who have the right not to be recorded and
- c) any such filming or recording being undertaken in an unobtrusive manner and in such a way as not to affect the order and conduct of the meeting.

Should any part of a meeting of the Cabinet be approved for filming or recording the Head of Democratic Services will arrange for the same part of the meeting to be recorded by the Council to ensure a duplicate copy is made.

This page is intentionally left blank

Part 3 – Scheme of Delegations to Officers

- Proposed updated and new Director responsibilities
- Post of Corporate Director of Social Care & Health deleted
- Posts of Chief Executive and Corporate Director of Administration and Corporate Director of Finance remain unchanged.
- Delegations to the Deputy Chief Executive and Corporate Director of Residents' Services updated.
- General delegations extended to include "Director" posts.

Delegations to the Deputy Chief Executive and the Corporate Director of Residents Services

The Deputy Chief Executive and the Corporate Director of Residents Services is the officer responsible and accountable for:

- Transportation and Planning Policy
- Public Safety
- Adult Education
- Libraries
- Culture, Sport, Leisure
- Corporate Property and Construction
- Environment
- Highways & Green Spaces
- Consumer Protection
- ICT and Business Services
- Education
- Youth Services
- Planning
- Trading Standards
- Environmental Protection
- Housing [which includes maintenance, management and housing needs]
- Anti-fraud and anti-corruption measures and enforcement in all areas across the whole Council
- Public Health

The Deputy Chief Executive and Corporate Director of Residents Services will specifically assist the Leader and the Chief Executive in relation to resident facing corporate working across the Council.

The Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader, will oversee the Business Improvement Delivery Programme and authorise expenditure on it.

The Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council and Cabinet Member for Finance, Property and Business Services will oversee the development, construction and use of land and property assets across all Council Directorates, including

the Housing Development Programme, and be responsible for all such reporting to Members.

The Deputy Chief Executive and Corporate Director of Residents Services has the delegated authority to deputise for the Council's Chief Executive and Corporate Director of Administration in her absence.

The Deputy Chief Executive and Corporate Director of Residents Services has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to those officers who report directly to her. The sub-delegations are set out in full in the Deputy Chief Executive's Internal Scheme of Delegations.

Specific Delegations, which may be sub-delegated, include:

1. To take all procedural steps necessary prior to deciding whether to give a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 97 of the School Standards and Framework Act 1998.
2. To issue a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 96 of the School Standards and Framework Act 1998.
3. To request an Academy to admit a child in the Borough to it.

Delegations to the Director of Public Health

Reporting and accountable to the Deputy Chief Executive and the Corporate Director of Residents Services, to be the statutory and responsible officer for the Borough's health emergency planning and infection control and also the local authority's public health functions pursuant to:

- The Health and Social Care Act 2012 and any subsequent related legislation.
- A responsible authority under the Licensing Act 2003.
- The Healthy Start and Welfare Food Regulations 2005 as amended.
- Relevant sections of the NHS Act 2006, as amended by the 2012 Act.
- Section 325 of the Criminal Justice Act 2003.
- Any other relevant primary or secondary legislation.

Delegations to the Director of Children & Young People's Services

The Director of Children & Young People's Services is the officer responsible and accountable for Children and Families Services and responsible for all functions by being designated the statutory Director of Children's Services.

Specifically, the Director is to have overall responsibility for those functions which relate to children which are set out in:

- a) The Children Act 2004 and in particular Section 18;

- b) Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the Council may consider appropriate.

The Director has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to those officers who report directly to her. The sub-delegations are set out in full in the Director's Internal Scheme of Delegations.

Delegations to the Director of Adult Social Care Services

The Director of Adult Social Care Services is the officer responsible and accountable for:

- Adult Services
- Access and Assessment
- Personalised Services
- Improvement in social care

The Director of Adult Social Care Services is to be responsible for all adult social services functions by being designated the statutory Director of Adult Social Services.

Specifically, the Director of Adult Social Care Services is to be responsible for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970, as amended by the Children Act 2004.

The Director has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to those officers who report directly to him. The sub-delegations are set out in full in the Director of Adult Social Care Service's Internal Scheme of Delegations.

General Delegations to the Chief Executive, Deputy Chief Executive, and the Corporate Directors and Directors of Social Care and Health and Finance

These delegations are to the Chief Executive, the Deputy Chief Executive, Corporate Directors and Directors of Social Care and Health and Finance who may discharge the function through one of his/her staff.

1. To take any steps necessary for the day to day management and administration of any matters within the designated area of responsibility and to take overall responsibility for the performance of their service area.
2. To take all such action as ordinarily falls within the scope of professional responsibility and deal with all other matters delegated or

the Housing Development Programme, and be responsible for all such reporting to Members.

The Deputy Chief Executive and Corporate Director of Residents Services has the delegated authority to deputise for the Council's Chief Executive and Corporate Director of Administration in her absence.

The Deputy Chief Executive and Corporate Director of Residents Services has, in accordance with Section 101 of the Local Government Act 1972, sub-delegated the day to day responsibility for managing the services set out above to those officers who report directly to her. The sub-delegations are set out in full in the Deputy Chief Executive's Internal Scheme of Delegations.

Specific Delegations, which may be sub-delegated, include:

1. To take all procedural steps necessary prior to deciding whether to give a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 97 of the School Standards and Framework Act 1998.
2. To issue a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 96 of the School Standards and Framework Act 1998.
3. To request an Academy to admit a child in the Borough to it.

Delegations to the Director of Public Health

Reporting and accountable to the Deputy Chief Executive and the Corporate Director of Residents Services, to be the statutory and responsible officer for the Borough's health emergency planning and infection control and also the local authority's public health functions pursuant to:

- The Health and Social Care Act 2012 and any subsequent related legislation.
- A responsible authority under the Licensing Act 2003.
- The Healthy Start and Welfare Food Regulations 2005 as amended.
- Relevant sections of the NHS Act 2006, as amended by the 2012 Act.
- Section 325 of the Criminal Justice Act 2003.
- Any other relevant primary or secondary legislation.

Delegations to the Director of Children & Young People's Services

The Director of Children & Young People's Services is the officer responsible and accountable for Children and Families Services and responsible for all functions by being designated the statutory Director of Children's Services.

Specifically, the Director is to have overall responsibility for those functions which relate to children which are set out in:

- a) The Children Act 2004 and in particular Section 18;

Cabinet having previously agreed the proposal including the final level of Council commitment.

16. In conjunction with the Leader and relevant Cabinet Member, to sign-off expenditure for approved Initiatives.

This page is intentionally left blank

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

5.1 URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting. Any Emergency Contract Decisions, which are ratified by Cabinet, are also reported for information only.

2. Since last reported, the following decisions have been made using urgency rules:

Date of Decision	Nature of Decision	Decision-Maker
4 July 2013	Libraries Programme 2013/14 - Botwell Leisure Complex air conditioning tender acceptance and capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
12 July 2013	Library Refurbishment Programme 2013/14 – Harlington Library – Capital Release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
23 July 2013	Primary Schools Capital Programme Phase 2 - Rabbsfarm Primary School / Chantry Special School - delegated award of building contracts and capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
25 July 2013	Contract Hire of Winter Maintenance Vehicles	Cabinet (Urgency decision to waive call-in period)
25 July 2013	HRA Works to Stock 2013/14 - Urgent Council House adaptations – capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
5 August 2013	Micro-surfacing incorporating slurry surfacing works 2013/14	Leader of the Council and Cabinet Member for Planning, Transportation & Recycling (Special Urgency and delegated authority from Cabinet)
6 August 2013	HRA works to stock - communal boilers – capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
6 August 2013	Environmental Asset Budget - Ruislip Lido Enhancement Project – capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)

Date of Decision	Nature of Decision	Decision-Maker
20 August 2013	Purchase of Kitchen Caddies for a Resident Food Waste Recycling Service	Leader of the Council and Chief Executive (Emergency Contract Decision to be reported to Cabinet on 25 September 2013)
21 August 2013	Library Refurbishment Programme Oak Farm & Yeading Libraries - additional funding & capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Urgency decision to waive call-in period)
21 August 2013	Primary Schools Capital Programme Phase 3 - Lake Farm & St. Andrew's Park (formally RAF Uxbridge) Primary Schools = delegated award of building contracts and capital release	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency and delegated authority from Cabinet)
22 August 2013	Development of a Direct Labour Organisation	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency and delegated authority from Cabinet)

BACKGROUND PAPERS: None

5.2 SCHEME OF MEMBERS' ALLOWANCES 2013/14

1. The current Scheme of Members' Allowances was adopted by Council at the meeting in February 2013 after giving due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors in London.
2. At that time no changes to the Scheme were made. However, in previous years Council has delegated authority to the Head of Democratic Services to increase the level of allowances in line with the annual pay award to staff, when agreed. At the time of adopting the scheme it was unclear if there was to be a pay award in 2013/14.
3. Subsequently a 1% pay award has been agreed for officers on main grades (excluding Chief Officers), lecturers and craft workers. Accordingly, in line with this award, it is proposed that an increase of 1% be applied to the level of the Basic Allowance only, backdated to April 1 2013. This will increase the level of the Basic Allowance from £10,481.53 to **£10,586.35** per annum. No changes are proposed to the level of the Special Responsibility Allowances.

RECOMMENDATION: That the Basic Allowance paid to Members as a part of the current Members' Allowances Scheme be increased by 1% as of 1 April 2013 and the Head of Democratic Services be authorised to amend the Scheme accordingly.

FINANCIAL IMPLICATIONS

3. Provision has been made in the 2013/14 budget for Members' Allowances for a potential 1% increase.

LEGAL IMPLICATIONS

4. Before making or amending its allowances scheme, the Council is required, by virtue of Regulation 19, to have regard to the recommendations of an Independent Remuneration Panel. As indicated above, the latest recommendations made by the Panel in April 2010 have been taken into account when making these recommendations.

Background Papers: none

5.3 PROGRAMME OF MEETINGS 2013/14

1. The annual programme of meetings was approved by Council in January and was based upon the premise that the Borough elections would be held on Thursday 1 May 2014.
2. Members will be aware that the Government has signaled its intention to move the date of the local elections to 22 May 2014 so that they can be held at the same time as the European Parliamentary elections which themselves have been moved to that date from 4 June.
3. Once this change in date is confirmed it will necessitate an alteration to the Council's programme of meetings
 - i) **Annual Council** – it is recommended that this be moved from its current date of 8 May to **Thursday 5 June** allowing two weeks after the election date to ensure all the Committee appointments and other administration associated with a new Council is completed. This will also mean that the current Mayor's term of office will be extended to that date.
 - ii) **Other meetings** – there are a number of other meetings (below) which would also potentially be affected:
 - Whips' Committee – 6 May (will move with the AGM)
 - North Planning Committee– 7 & 29 May
 - Major Applications Planning Committee – 7,14 & 29 May
 - Central & South Planning Committee– 14 May
 - Cabinet Member Petition hearing – 21 May
 - Cabinet – 22 May
 - Executive Scrutiny Committee – 22 May
 - Licensing Sub-North – 23 May
 - Corporate Services POC – 27 May
 - Residents and Environmental Services POC – 28 May

It is recommended that the Whips' Committee be instructed to consider which of these meetings should be cancelled and that the Programme of Meetings 2014/15, to be approved by Council in January, include a revised programme for May 2014.

RECOMMENDATION: That, subject to confirmation that the date of the local elections will be moved to 22 May 2014:

- a) the Annual Council meeting (and associated Whips' Committee) be re-scheduled as indicated in paragraph 3 (i) above and
- b) The Whips Committee be asked to consider the re-scheduling of the remaining meetings in May 2014 as a part of the Programme of Meetings 2014/15 to be considered by Council in January 2014.

Background Papers: none

5.4 AMENDMENTS TO THE COUNCIL CONSTITUTION

i) Employment matters in relation to Chief Officers on National Conditions of Service

1. The Council's Constitution in respect of employment matters relating to Chief Officers has not been reviewed for some time and contains anomalies which are no longer truly reflective of Hillingdon's status and operation as a modern local authority.
2. Constitutionally, "Chief Officers" are those who report to the Chief Executive and "Deputy Chief Officers" are those who report to Chief Officers. Traditionally, these have invariably been Corporate Directors and Deputy Directors / Heads of Service. All officers at these levels are appointed through the Appointments Committee or Appointments Sub-Committee.
3. From an employment perspective, the term "Chief Officer" has a much broader scope and relates to those officers, whose posts have been evaluated using the LGE senior manager evaluation scheme, as being of sufficient seniority to warrant being employed on the Joint Negotiating Committee (JNC) for Chief Officers National Conditions of Service. As a result a number of officers who sit below Deputy Director / Head of Service level are employed on these terms and conditions.
4. The JNC terms and conditions contain a model procedure for matters relating to disciplinary, capability and redundancy for Chief Officers employed on those terms. The London Borough of Hillingdon has adopted that policy and this is now within the employment contracts of those officers. This procedure includes a provision that Elected Members are involved in hearings linked to these employment matters. Whilst this is entirely appropriate for Chief Officers / Deputy Chief Officers appointed through the democratic Appointments Committee and Sub-Committee processes, it is not necessary for those below the constitutional definition of Deputy Chief Officer, for whom all other employment matters are already delegated to Officers.
5. The JNC terms and condition for Chief Officers allows employing local authorities to adopt their own version of these procedures and therefore a change to this is recommended.

6. It is therefore proposed that:
- a) The Appointments Committee continues to undertake the appointment of Chief Officers (Deputy Chief Executive, Corporate Director and Director level)
 - b) The Appointments Sub-Committee continues to undertake the appointment of Deputy Chief Officers (Deputy Director / Head of Service level) and any other appointments as deemed necessary by the Leader in conjunction with the Chief Executive as Head of Paid Service,
 - c) The Registration & Appeals Committee no longer hears disciplinary and capability issues and appeals in relation to the dismissal of any officer;
 - d) The Investigating & Disciplinary, Grievance and Appeals Sub-Committees' Terms of Reference are clarified so that these sub-committees only apply to matters relating to Chief Officers and Deputy Chief Officers, but not all of those Chief Officers below this level on JNC National Conditions of Service.
 - e) The Officer Employment Procedure Rules set out in the Constitution be amended to make it clear that the function of appointment and dismissal of, and taking disciplinary action against, all Council staff below Deputy Chief Officer level (including those staff below Deputy Chief Officer level on JNC National Conditions of Service) be delegated to the Council's Chief Executive or an officer nominated by him or her.
7. Human Resources will undertake the necessary consultations with relevant officers on their Conditions of Service and agree with the Chief Executive any new employment procedures below Deputy Chief Officer level that need to be put in place.
8. The effect of the constitutional changes proposed is below Deputy Chief Officer level. No constitutional change is being proposed to employment procedures of Chief Officers or Deputy Chief Officers.

RECOMMENDATIONS: That,

- a) **subject to the necessary staff consultations being concluded in favour of the changes to the Constitution as outlined in paragraphs 6 a) to e) above, the Head of Democratic Services, in consultation with the Leader of the Council, be authorised to amend the appropriate sections of the Constitution including:**
 1. **the Officer Employment Procedure Rules (Schedule F);**
 2. **the Terms of Reference of the Appointments Committee and Sub-Committee (Article 8);**
 3. **the Terms of Reference of the Registration & Appeals Committee (Article 8);**
- b) **the Members of the Registration & Appeals Committee be requested to authorise the Head of Democratic Services, in consultation with the**

Leader of the Council and the Chairman of the Committee, to make the necessary changes to the Terms of References of the Investigating and Disciplinary, Grievance and Appeals Sub-Committees.

Background Papers: none

ii) Health and Wellbeing Board Terms of Reference & Membership

Members will recall that, at Annual Council on 9 May 2013, the new Health and Wellbeing Board was formally approved as a Committee of the Council. The Council is required to consult the Health and Wellbeing Board on its membership and voting rights before being formally agreed and this consultation took place at the first Board meeting held on 11 July 2013. The Board welcomed the Terms of Reference and membership arrangements and has suggested that the following changes be recommended to Council for approval:

1. Ensuring adequate representation: the Board believes that it would be prudent to appoint named substitutes for the Statutory Non-Voting Members as well as for the Co-opted Non-Voting Members. It is recommended that the Head of Democratic Services, in consultation with the Leader of the Council, be authorised to agree the names of these substitute members upon nomination by the relevant organisation. The proposed Board membership can be found at Appendix 1.
2. Deputy Chief Executive and Corporate Director of Residents Services: The Board, at its meeting on 11 July 2013, proposed that this Chief Officer who has a significant corporate and resident facing remit across a whole range of Borough-wide services (including public health), be appointed as a Co-opted Voting Member.
3. Task & Finish Groups: to enable the Board to undertake its duties flexibly and to the best of its ability, it is proposed that it be able to establish task and finish working groups as well as more formal sub-committees. The quorum of these task and finish groups should be set as 50% of their membership or 3 members (whichever is the greater). The Board's Terms of Reference have been amended accordingly and attached for approval at Appendix 2 (the amendments are highlighted in red).

RECOMMENDATIONS: That, following consultation with the Health & Wellbeing Board:

- a) the revised membership arrangements, as set out in Appendix 1 be approved;
- b) the amended Terms of Reference, as set out in Appendix 2 be approved; and
- c) the Head of Democratic Services, in consultation with the Leader of the Council, be authorised to agree the names of any substitutes on the Board upon nomination from the relevant organisation.

Background Papers: none

HEALTH AND WELLBEING BOARD MEMBERSHIP

subject to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

Organisation	Name of Member	Substitute
STATUTORY MEMBERS (VOTING)		
Chairman	Councillor Puddifoot	Any Elected Member
Vice-Chairman	Councillor Corthorne	Any Elected Member
Cabinet Members	Councillor Simmonds	Any Elected Member
	Councillor Mills	Any Elected Member
	Councillor Bianco	Any Elected Member
	Councillor Burrows	Any Elected Member
	Councillor Seaman-Digby	Any Elected Member
Healthwatch Hillingdon	Mr Jeff Maslen	Mr Stephen Otter
Clinical Commissioning Group	Dr Ian Goodman	Dr Tom Davies
STATUTORY MEMBERS (NON-VOTING)		
Statutory Director of Adult Social Services	Tony Zaman	Nick Ellender
Statutory Director of Children's Services	Merlin Joseph	Tom Murphy
Statutory Director of Public Health	Sharon Daye	Shikha Sharma
CO-OPTED MEMBERS (VOTING)		
LBH	Jean Palmer	N/A
CO-OPTED MEMBERS (NON-VOTING)		
The Hillingdon Hospitals NHS Foundation Trust	Mr Shane DeGaris	Mr Mike Robinson
Central and North West London NHS Foundation Trust	Ms Robyn Doran	Ms Maria O'Brien
Royal Brompton and Harefield NHS Foundation Trust	Mr Robert J Bell	Mr Nick Hunt
LBH	Nigel Dicker	N/A
Clinical Commissioning Group (Officer)	Ceri Jacob	TBC
Clinical Commissioning Group (Clinician)	TBC	TBC

HEALTH AND WELLBEING BOARD TERMS OF REFERENCE

(a) Introduction

In accordance with the Health and Social Care Act 2012 and any subsequent related legislation, the Health and Wellbeing Board will seek to improve the quality of life of the local population and provide high-level collaboration between the Council, NHS and other agencies to develop and oversee the strategy and commissioning of local health services.

The Board will operate as a Committee of the Council in accordance with the Committee Standing Orders and Access to Information Procedure Rules set out in this Constitution.

The core functions of the Board are not executive functions and are not therefore subject to any scrutiny call-in procedure.

The Board will seek to comply with its duties under the Equality Act 2013, Freedom of Information Act 2000 and the Data Protection Act 1998.

(b) Membership

Statutory Members

The Chairman of the Board shall be the Leader of the Council. The Vice-Chairman of the Board shall be the Cabinet Member for Social Services, Health & Housing.

Other Statutory Members that may attend meetings are:

- 1) Cabinet Members from the London Borough of Hillingdon
- 2) A representative from the Clinical Commissioning Group covering Hillingdon
- 3) A representative from Healthwatch Hillingdon
- 4) Statutory Director of Adult Social Services
- 5) Statutory Director of Children's Services
- 6) Statutory Director of Public Health

Political Balance

There is no requirement to have all political groups within the Council represented on the Board.

Substitutes for Statutory Members

Cabinet Members may nominate any other Elected Member of the Council as a substitute. Other Statutory Members of the Board must nominate a single individual who will substitute for them and have the authority to make decisions in the event that they are unable to attend a meeting.

Co-opted Members

From time to time and upon the agreement of the Board other individuals or representatives may attend Board meetings as Co-opted Members. Co-opted Members may ~~not send substitutes~~ *nominate a single, named individual who may substitute for them in the event that they are unable to attend a meeting*, e.g. representatives of local NHS Hospitals or Trusts.

Voting rights

Voting rights will apply to the following Statutory Members:

- All Elected Members of the Council on the Board;
- The representative from the Clinical Commissioning Group covering Hillingdon; and
- The representative from Healthwatch Hillingdon.

Voting rights will apply to the following Co-opted Member:

- *The Deputy Chief Executive and Corporate Director of Residents Services.*

Subject to consultation with the Board, the Council may then direct whether or not voting rights apply to any other Statutory Member or Co-opted Member.

Code of Conduct

All voting Members of the Health and Wellbeing Board will be bound by the Council's Code of Conduct for Members, as adopted.

(c) Sub-Committees *and Working Groups*

The Board may establish and appoint to sub-committees *and working groups*. The Board may delegate any of its functions to sub-committees *or working groups* or request them to undertake task and finish reviews or project work in the pursuit of the Board's goals.

Members of a sub-committee *or working group* may be a Statutory or Co-opted Member of the Board or any Elected Member of the London Borough of Hillingdon. *Additional members of a sub-committee or working group will be agreed by the Board.*

Sub-committees *and working groups* will cease to exist upon a decision by the Board.

(d) Terms of Reference

1. To fulfil statutory requirements to improve the health and wellbeing of the local population, specifically to:
 - (a) Lead on the duty to assess and publish information about the needs of the local population (joint strategic needs assessment (JSNA));

- (b) Deliver the duty to prepare and publish a Joint Health and Wellbeing strategy based on the JSNA, to consider Health and Social Care Act flexibilities in developing the strategy and involve local residents and others as appropriate;
 - (c) Promote integrated and partnership working across areas, including through the promotion of joined up commissioning plans across the NHS, social care and public health; and
 - (d) Support, be involved in and provide opinion on joint commissioning plans and the review of how well the Health and Wellbeing strategy is meeting needs. This includes providing an opinion on how well the Clinical Commissioning Group (CCG) contributes to the delivery of the joint Health and Wellbeing strategy.
2. To be responsible for:
- (a) Providing leadership in developing a strategic approach for health and wellbeing in Hillingdon;
 - (b) Developing the statutory Health and Wellbeing Strategy;
 - (c) Ensuring that the Health and Wellbeing Strategy is informed and underpinned by the JSNA and is focused upon:
 - Improving the health and wellbeing of the residents of Hillingdon;
 - The continuous improvement of health and social care services;
 - The reduction of health inequalities;
 - The involvement of service users and patients in service design and monitoring; and
 - Integrated working across health and social care where this would improve quality;
 - (d) Reviewing performance on delivering the Health and Wellbeing Strategy and other key strategic targets;
 - (e) Holding partner agencies to account for performance on agreed priorities in conjunction with the External Services Scrutiny Committee;
 - (f) Influencing and approving the Clinical Commissioning Group (CCG) commissioning plan and annual update;
 - (g) Collaborative working to develop social care and health related commissioning plans to improve the health and wellbeing of residents of the Borough and monitor implementation and performance;
 - (h) Monitoring the performance of Public Health and reviewing services in conjunction with the External Services Scrutiny Committee; and
 - (i) Reviewing the Terms of Reference and operation of the Board regularly, making recommendations to Council as required.

HEALTH AND WELLBEING BOARD STANDING ORDERS

These Committee Standing Orders apply to the Health and Wellbeing Board set out in Article 8 of the Constitution, with the following exceptions to these rules taking precedence at any time:

1. Any speaking rights for Elected Members who are not Members of the Board do not apply to meetings of the Board or any of its sub-committees *or working groups*.
2. A Quorum of the Board shall be 50% of its statutory membership. ~~This will also apply to any sub-committees of the Board.~~—*A Quorum of any sub-committees or working groups of the Board shall be 50% of their membership or 3 members (whichever is the greater).*
3. Any meeting of the Board may establish and appoint to its sub-committees *or working groups*.
4. Upon any recommendations from the Board, Statutory Membership will be approved by full Council.
5. Upon request from an organisation, approval of any appointments to the Board as a non-statutory Co-opted Member will be agreed by the Board, in consultation with the Chairman and the Head of Democratic Services.
6. Decisions shall be made on the basis of a vote and show of hands of a majority of members present. Subject to the vote being tied, the Chairman will have a second or casting vote.
7. The Board and any sub-committees *or working groups* shall meet as required, with the agreement of the Chairman and/or in the circumstances where the Chairman receives a request in writing by more than 50% of the Statutory Members of the Board.

This page is intentionally left blank

ANNUAL REPORT ON THE WORK OF THE AUDIT COMMITTEE 2012/13

Reporting Officer: Head of Internal Audit

SUMMARY

1. In accordance with best practice guidance the Audit Committee is required to submit an annual report to Council outlining the Committee's activities over the previous twelve months. Accordingly, this report summarises for the Council the work of the Audit Committee during 2012/13 in undertaking its responsibilities for overseeing and challenging the key areas within its remit, specifically:
 - Internal Control
 - Risk Management
 - Internal Audit
 - Anti Fraud
 - Annual Accounts and External Audit.
2. The report provides an opportunity for members to review the work of the Committee and comment on its contribution and performance.
3. This report details the key areas reviewed by the Committee in 2012/13, based around the four meetings of the Committee in June, September and December 2012, and March 2013. The Committee has had an impact on all areas of its remit. Notable areas were:
 - Raising the profile of Internal Audit through its review of its activities and acknowledged support for the service
 - Receiving and reviewing
 - the Internal Audit Operational Plan 2013/14
 - the periodic progress reports presented by the Head of Internal Audit
 - Internal Audit's Terms of Reference
 - the Internal Audit Strategy 2013/14
 - the Head of Audit Annual Assurance Statement
 - an independent report on the Annual Review of the Effectiveness of the Systems of Internal Audit from the Head of Audit and Risk Management at the City of London
 - quarterly reports on the risk management process;
 - Treasury Management updates
 - the Treasury Management Strategy Statement and Investment Strategy 2013/14 to 2015/16, including revisions updates
 - the External Audit Annual Audit Letter, Annual Grants Letter and Annual Audit Plan
 - the External Audit report on the Pension Fund Annual Report and Accounts
 - the Balances and Reserves Statement 2013/14
 - Corporate (Consolidated) Fraud reports
 - the Corporate Fraud Investigation Team Work Plan 2012/13.
 - Approving the 2011/12 Statement of Accounts and External Audit Report, and presenting a robust challenge through asking questions and seeking assurances from both officers and the external auditors

- Monitoring the production of the Annual Governance Statement and its supporting evidence, and recommending the adoption of the statement to the Leader and Chief Executive
- Reviewing this Audit Committee Annual Report to Council and referring it to Council for approval
- Reviewing and setting its work programme
- Keeping up to date on changing legislation and emerging issues.

RECOMMENDATION: That the annual report be noted.

INFORMATION

4. Background

The Audit Committee has a wide ranging brief that underpins the Council's governance processes by providing independent challenge and assurance of the adequacy of risk management, internal control including audit, anti-fraud and the financial reporting frameworks. The Audit Committee also reviews the Annual Accounts and receives regular reports on the work of the external auditor.

5. Membership

- 5.1 The Committee membership is shown below. They have a wide range of skills and bring both technical and professional experience to the role. The Independent Chairman is a qualified accountant with wide experience in the private and public sector.

Mr. John Morley, (Independent Chairman), Councillors G. Cooper, Graham, Harmsworth and Lewis.

- 5.2 During the course of meetings Members were briefed on relevant issues in relation to local government accounts, external audit, internal audit, use of resources, anti-fraud arrangements and risk management.

6. Internal Control

- 6.1 In compliance with the Accounts and Audit (England) Regulations 2011, the Committee has reviewed the effectiveness of the systems of internal control by receiving regular reports from those areas that contribute to the control framework, specifically:

- internal audit
- external audit
- risk management
- anti fraud activities
- Annual Governance Statement steering group.

- 6.2 The Committee has received reports from the Annual Governance Statement Steering Group. This group reviews and challenges the assurances used to support the Annual Governance Statement that accompanies the statutory accounts. It also reviewed the resultant draft Annual Governance Statement 2011/12 and recommended its approval to the Leader and Chief Executive and will do the same for 2012/13.

7. Risk Management

- 7.1 Regular reports on the Council's corporate risks are produced and presented to the Audit Committee, to provide evidence that significant risks are identified and that they are managed through appropriate mitigating actions.
- 7.2 The Committee received assurance that the Corporate Risk Management Group continued to meet regularly and that it challenged and reviewed the risks and mitigation strategies. All corporate risks have a Risk Management Action Plan, which is effectively a strategy for reducing the effect of the risks.

8. Internal Audit

- 8.1 The Council's internal audit service is mainly provided by an in-house team, with IT audit outsourced to a private firm. Audits completed at least to draft report stage by the end of May 2013 was 90%, as shown in Table 1 below compared with earlier years.

Table 1 Adjusted plan: fully completed audits or draft report issued

Audit Work Planned	Percentage of plan			
	Target	2012/13	2011/12	2010/11
Complete (finalised) or draft issued at year-end	90	90	84	90

- 8.2 High levels of assurance are key to the production of the Head of Audit's assurance statement, which in turn supports the Annual Governance Statement. In the year 99% of audit recommendations were accepted, against a target of 95%. Acceptance and then implementation of audit recommendations will improve overall control. Over the year an average implementation rate of 72% against agreed target dates was achieved at follow up review stage. The robust system of multiple follow up reviews and reporting results to this Committee ensures that there is effective challenge where recommendations have been outstanding for long periods of time, and despite regular audit follow up reviews. Table 2 compares the two performance measures with earlier years. The implementation rate in 2012/13 has been impacted by the amount of structural change that has occurred during the year.

Table 2 Recommendations agreed and implemented

	Percentage			
	Target	2012/13	2011/12	2010/11
Recommendations agreed by management	95	99	99	99
Average implementation rate	75	72	80	80

- 8.3 During the year the Audit Committee received regular updates on performance and summaries of audit reports. The Committee plays an important role in raising the profile of Internal Audit by supporting it in its role of assisting management in the Council. Senior officers are required to provide a commentary on the actions they are taking where a report indicated no or limited assurance. The Committee could ask officers to appear before it, if it considered it necessary.
- 8.4 The audit plan and strategy approved by the Committee for 2012/13 was risk based and used a methodology adopted five years ago. Using this methodology the highest

risked-ranked audits are undertaken each year with the risks being re-evaluated annually to take account of emerging and receding issues.

- 8.5 There is an annual review of internal audit and this year it was carried out by the current interim Head of Internal Audit, who has carried out similar reviews elsewhere. The service was also reviewed against the new Public Sector Internal Audit Standards and found to be broadly compliant. The result of this review is the subject of a separate report to this Committee. A number of recommendations were made for the in-coming Head of Internal Audit to consider.

9. Anti-Fraud

- 9.1 During the year the Audit Committee received summarised reports of the outcome of internal audit investigations into alleged fraud and irregularity. It also received two Consolidated Fraud Reports on the combined efforts of the Internal Audit and Corporate Fraud Investigation teams to combat fraud and loss.
- 9.2 For the majority of the year the Internal Audit service and the Corporate Fraud Investigation Team were both within the remit of the Head of Audit. In late 2012 the reporting line of the Corporate Fraud Investigation Team was moved to Residents Services. Both the Internal Audit and Corporate Fraud Investigation teams work together to provide a range of anti-fraud measures, in order to prevent fraud from occurring and to investigate instances of suspected fraud. This activity includes proactive detection and reactive investigation, and prosecution in appropriate cases. There is a specific remit for the Corporate Fraud Investigation Team to investigate benefit fraud. Other types of fraud often cut across both teams so there is close liaison between them.
- 9.3 Thirteen audit investigations into fraud or irregularities were concluded in 2012/13 and these have been reported to the committee in updates throughout the year. Largely they have fallen into two categories: no issue at the conclusion of the investigation or issues to be addressed by management action.
- 9.4 Activities of the Corporate Fraud Investigation Team include:
- housing and Council Tax benefit investigations and prosecutions
 - Council Tax/Business Rates inspections
 - social housing fraud investigations and prosecutions
 - proactive on-street Blue Badge examinations and prosecutions
 - internal and external fraud investigations and prosecutions
 - delivery of awareness programmes about benefit fraud
 - development of anti fraud strategies
 - co-ordination and delivery of the Single Investigation Service pilot exercise with the Department for Work and Pensions.
- 9.5 Achievements for the Team include:
- over £340,000 in benefit fraud identified
 - 27 benefit administrative penalties
 - 23 successful benefit prosecutions
 - one successful fraud prosecution
 - 9 Blue Badge prosecutions
 - 42 council properties reclaimed

- 8 Proceeds of Crime cases under review.

10. External Audit

Representatives from Deloitte attend Audit Committee meetings to present various reports and answer questions. Members of the Audit Committee have met the Deloitte auditors independently, in keeping with good governance arrangements.

11. Annual Accounts and Financial Reporting

11.1 The Audit Committee received or approved the following reports:

September 2012

- Statement of Accounts 2011/12
- External Audit Report on the Audit 2011/12
- External Audit's Report on the Pension Fund Audit 2011/12
- External Audit's Annual Audit Letter.

March 2013

- External Audit's 2012/13 Annual Audit Plan
- External Audit's 2012/13 Annual Audit Plan for the Pension Fund
- Annual Grant Audit Letter 2011/12.

11.2 The Committee has maintained an active interest in all financial matters, including treasury management. Reports have been received on the Treasury Management Strategy Statement and Investment Strategy 2013/14 to 2015/16 as well as updates on current issues.

12. Conclusion

The Audit Committee believes it has continued to make a significant contribution to ensuring that the key elements of the governance framework are given proper consideration and are appropriately challenged. It will continue to develop this role and contribute to strengthen internal control, risk management and governance throughout the authority.

13. Legal and Financial Implications

None arising from this report.

BACKGROUND PAPERS: Terms of reference for Audit Committee; Annual Governance Statement Framework

This page is intentionally left blank

QUESTIONS FROM MEMBERS

7.1 QUESTION SUBMITTED BY COUNCILLOR ALLEN TO THE CABINET MEMBER FOR EDUCATION AND CHILDREN'S SERVICES – COUNCILLOR SIMMONDS

Due to the shortage of available social housing, there are many families (our residents) with children being placed in B&B accommodation in Hillingdon and other parts of the Country.

It is often the case that these children have to travel greater distances to attend their school and this is having a detrimental effect on their education and well-being.

Could the Cabinet Member responsible for Education and Children's Services please inform the Council what support is being offered to these children in this stressful situation?

7.2 QUESTION SUBMITTED BY COUNCILLOR BLISS TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

With all of us being aware of the acute shortage of social housing in Hillingdon, can the Cabinet Member for Social Services, Health and Housing please inform the Council how many empty properties it has under its ownership and the reason for the delay of offering to those in greatest need?

7.3 QUESTION SUBMITTED BY COUNCILLOR HARMSWORTH TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

Has the Leader of the Council had the opportunity to gauge the level of support from Leaders of other London Councils for the lobbying of Government to revert back to the original Council Tax Reduction Scheme for 2014/15?

This page is intentionally left blank

MOTIONS

8.1 MOTION FROM COUNCILLOR RILEY

Council notes and supports the July Cabinet decision with regard to the latest HS2 consultation and that, as well as the environmental devastation it will cause, the stated rising cost of the proposed HS2 route lacks, as it always has, economic credibility. The Institute of Economic Affairs has stated it “...*defies economic logic...*”, and the Institute of Directors describe the scheme as a “...*grand folly...*”.

Council further notes that Lord Mandelson, the former business Secretary, now refers to HS2 as an “...*expensive mistake...*”, a “...*politically driven...*” decision intended to “...*paint an upbeat view of the future following the financial crash...*”. The former Transport Secretary and Chancellor of the Exchequer, Alistair Darling, now declares himself an “...*HS2 sceptic...*” as “...*there’s an awful lot of things in there that are wrong...*”. Also, former Chancellor of the exchequer, Lord Lawson, correctly describes the HS2 scheme as “...*madness...*” and “...*simply a prestige project which makes no economic sense at all and is extraordinarily expensive and totally cost ineffective...*”.

Council welcomes the fact that leading organisations and former prominent politicians have come to the same conclusions as Hillingdon and many other Local Authorities concerning this project. HS2 has no credible business case and will be an environmental disaster. Accordingly the Council reaffirms the commitment to continue to put residents first by providing on-going financial and practical support to the Hillingdon Against HS2 Group and the 51M Group of Councils.

This page is intentionally left blank