



HILLINGDON  
LONDON



# Corporate Services and Partnerships Policy Overview Committee

## Councillors on the Committee

Richard Lewis (Chairman)  
Richard Mills (Vice-Chairman)  
Beulah East (Labour Lead)  
Lindsay Bliss  
Wayne Bridges  
Raymond Graham  
Carol Melvin

**Date:** TUESDAY, 23 JULY 2013

**Time:** 7.30 PM

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

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

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reports can be made available  
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request. Please contact us for  
further information.**

**Published:** 15 July 2013

**Contact:** Khalid Ahmed  
Tel: 01895 250833  
Fax: 01895 277373  
Email: [kahmed@hillington.gov.uk](mailto:kahmed@hillington.gov.uk)

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ielistDocuments.aspx?CId=243&MId=1687&Ver=4>

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



INVESTOR IN PEOPLE

# Useful information

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## **About this Committee**

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Administration and Finance Directorates and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider and comment on budget and service plan proposals for the Administration and Finance Directorates.

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

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

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

# Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 10 June 2013 (**Pages 1-6**)
- 4 Exclusion of Press and Public  
To confirm the items of business marked Part I will be considered in public and that the items marked Part II (if any) will be considered in private.
- 5 Budget Planning Report for Administration and Finance 2014/15 (**Pages 7-10**)
- 6 Major Review - Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon - Consideration of Recommendations (**Pages 11-22**)  
A draft final report of the Committee's review will be distributed prior to the meeting.
- 7 Corporate Services & Partnerships Policy Overview Committee Major Review Topic 2013/14 (**Pages 23-26**)
- 8 Work Programme 2013-14 (**Pages 27-30**)
- 9 Forward Plan (**Pages 31-34**)

## Minutes

Corporate Services and Partnerships Policy

Overview Committee

Monday 10 June 2013

Meeting held at Committee Room 3 - Civic Centre,  
High Street, Uxbridge UB8 1UW



HILLINGDON  
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	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Paul Buttivant, Beulah East, Raymond Graham, Carol Melvin and Richard Mills.</p> <p><b>Officers:</b> Ed Shaylor (Community Safety and Anti-Social Behaviour Investigations Service Manager) and Khalid Ahmed (Democratic Services Manager).</p> <p><b>Witness:</b> Inspector Kevan Baylie (Local Policing Team, South Cluster – Partnership Inspector).</p>		
2.	<p><b>MINUTES OF THE MEETINGS HELD ON 30 APRIL AND 9 MAY 2013</b></p> <p>Agreed as accurate records.</p>		
3.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business would be considered in public.</p>		
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p><b>MAJOR REVIEW - CRIME PREVENTION RESOURCES PROVIDED FOR HILLINGDON POLICE BY THE LONDON BOROUGH OF HILLINGDON</b></p> <p><b>Police Tasking Team</b></p> <p>Inspector Kevan Baylie attended the meeting and provided Members with details of the role of the Police Tasking Team, which was the Team of Police Officers which the London Borough of Hillingdon funded.</p> <ul style="list-style-type: none"> <li>• The Police Tasking Team was based in Hayes and their first priority was to the local authority.</li> <li>• Most of the Team’s work was on Anti-Social Behaviour and there was an excellent working relationship with the Council’s Community Safety and Anti-Social Behaviour Investigations Service Team.</li> <li>• In relation to Anti-Social Behaviour, Police work involved research, preparation and applying for and presenting Anti-Social Behaviour Orders (ASBO) and Criminal Ant-Social Behaviour Orders at Court.</li> <li>• Work also took place on Acceptable Behaviour Contracts. These were early intervention measures and a breach of one of these was used as evidence to</li> </ul> </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> <p><b>Action:</b></p> </td> </tr> </table>	<p><b>MAJOR REVIEW - CRIME PREVENTION RESOURCES PROVIDED FOR HILLINGDON POLICE BY THE LONDON BOROUGH OF HILLINGDON</b></p> <p><b>Police Tasking Team</b></p> <p>Inspector Kevan Baylie attended the meeting and provided Members with details of the role of the Police Tasking Team, which was the Team of Police Officers which the London Borough of Hillingdon funded.</p> <ul style="list-style-type: none"> <li>• The Police Tasking Team was based in Hayes and their first priority was to the local authority.</li> <li>• Most of the Team’s work was on Anti-Social Behaviour and there was an excellent working relationship with the Council’s Community Safety and Anti-Social Behaviour Investigations Service Team.</li> <li>• In relation to Anti-Social Behaviour, Police work involved research, preparation and applying for and presenting Anti-Social Behaviour Orders (ASBO) and Criminal Ant-Social Behaviour Orders at Court.</li> <li>• Work also took place on Acceptable Behaviour Contracts. These were early intervention measures and a breach of one of these was used as evidence to</li> </ul>	<p><b>Action:</b></p>
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	<p>support an application for an ASBO.</p> <ul style="list-style-type: none"> <li>• The setting up of Dispersal Zones in the Borough.</li> <li>• In partnership with Safer London and the Business Intelligence Unit, work took place in the management of information on gangs.</li> <li>• Information sharing took place with the local authority and Registered Social Landlords as the Team was the single point of contact.</li> <li>• The Police Tasking Team would not be affected by the new Local Policing Model which was to be introduced later this year.</li> <li>• Daily intelligence meetings took place where information was shared between the Council and the Team. In addition monthly meetings took place between the Police and the Anti-Social Behaviour Investigation Team (ASBIT).</li> <li>• Work took place with ASBIT with troubled families in terms of visits, warrants and liaison with the Safer Neighbourhood Teams.</li> <li>• The joint patrols which took place with the Police and Council officers worked very well with out reach workers sometimes involved.</li> <li>• Various examples of police operations were provided which involved operations on anti-social behaviour, drugs, street drinking, noise and these were successful in terms of prevention and reduction of crime.</li> </ul> <p><b>Speed Guns</b></p> <p>The Committee was provided with the following information:-</p> <ul style="list-style-type: none"> <li>• The Police had currently three speed guns which had been provided by the Council. All three of the speed guns had been recently calibrated.</li> <li>• There were currently 65 police officers who had been trained to use the equipment.</li> <li>• There was a regular training programme which ensured the required officers were trained.</li> <li>• Use of the Speed Guns had been sparse this last year which had been due to the abstractions from the SNT caused by a management decision to bolster the response teams to enable compliance around the “I” and “S” grade calls.</li> <li>• The MOPAC had also been charged with reducing priority crimes such as domestic burglary and street robbery which had impacted on the use of the Speed Guns.</li> <li>• Reference was made to the huge impact which the London Olympics had had on local policing, which had been the main priority for the Metropolitan Police during the last summer.</li> </ul>	<p><b>Action:</b></p>
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	<ul style="list-style-type: none"> <li>• Reference was made to the positive impact which the new local policing model would have on local policing, with more officers out on the streets.</li> <li>• Speed guns were deployed at the request of Ward Panel meetings.</li> <li>• A suggestion was made that a protocol should be put in place whereby the local authority and police work closely together to assess recommendations for the use of Speed Guns where there was a request for the use of the equipment if speeding was suspected. This could include using speed strips to monitor the speed in particular areas of the Borough to ascertain if there was a problem. Speed Guns could then be deployed.</li> <li>• Speed Guns were an important deterrent against speeding vehicles by means of a visible presence. This in turn provided reassurance to members of the public.</li> </ul> <p><b>CCTV Service</b></p> <p>Prior to the meeting, Members visited the CCTV control room at the Civic Centre.</p> <p>Included in the report was a breakdown of CCTV incidents by the hour, to enable the assessment of the spread of incidents over the hours that the system was operated.</p> <p>Reference was made to the visibility required for CCTV cameras and Members noted that there required co-operation from other organisations to ensure that the visibility of the cameras were at their optimum. It was noted that this was not always the case.</p> <p>Members were reminded that at their last meeting they were informed that with regard to the public safety cameras, recording took place 24 hours a day. However, these cameras were only monitored from 5.00pm till 2.00am which would have implications on the number of prosecutions the Council made.</p> <p>A suggestion was that consideration could be given to being more flexible on the hours monitored i.e. later hours on Thursday, Fridays and Saturdays. Members noted that any suggested changes to the monitoring hours would have resource implications.</p> <p>Members were also reminded that at their last meeting discussion took place on the 11 cameras which were covered for fly tipping hotspots in the Borough. The prosecutions which resulted as a result of fly tipping offences did not result in any fines coming to the Council. A suggestion was that the Council could apply for compensation due to the costs to the Council of removing fly tipping.</p>	<p><b>Action:</b></p>
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	<p><b>CCTV Vehicles</b></p> <p>For the next meeting, Members asked that a written report be provided on the position with regard to the two CCTV Vehicles which the Council had purchased.</p> <p>The Committee thanked Inspector Kevan Baylie for the information he had provided for the review.</p> <p><b>RESOLVED –</b></p> <ol style="list-style-type: none"> <li>1. That information received from the witness be noted and form part of the evidence for the review.</li> <li>2. That officers be asked to undertake the actions outlined above and a draft final report be provided at the Committee’s next meeting, to enable suggestions for recommendations.</li> </ol>	<p><b>Action:</b></p> <p><b>Police</b></p> <p><b>Khalid Ahmed</b></p>
5.	<p><b>REVIEW TOPICS FOR 2013/14</b></p> <p>Discussion took place on possible review topics for this municipal year.</p> <p>Members were informed that a single meeting review could be on looking at changing Council employees’ Annual Leave holiday year to a personalised holiday system, which would mean that instead of all employees having the same holiday year, that each would have a unique year based on their start date with the Council.</p> <p>Members were asked to email suggestions on possible review topics to the Democratic Services Manager and a report on suitable topics be submitted to the next meeting of the Committee for discussion.</p> <p><b>RESOLVED -</b></p> <ol style="list-style-type: none"> <li>1. That the report be noted.</li> </ol>	
6.	<p><b>WORK PROGRAMME</b></p> <p>Noted.</p>	
7.	<p><b>CABINET FORWARD PLAN</b></p> <p>Noted. Members asked that the Committee’s support be noted in the Cabinet report for 20 June 2013 on the Extension of the agreement with the Metropolitan Police Service to fund 11 police officers.</p>	<p><b>Khalid Ahmed</b></p>
	<p><b>Meeting commenced at 7.30pm and closed at 9.00pm</b></p>	



	<b>Next meeting: 23 July 2013 at 7.30pm</b>	
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These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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## **BUDGET PLANNING REPORT FOR ADMINISTRATION AND FINANCE 2014/15**

**Contact Officer:** Gemma McNamara  
**Telephone:** 01895 277762

### **REASON FOR ITEM**

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Administration and Finance. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2014 will need to be considered.

### **OPTIONS AVAILABLE TO THE COMMITTEE**

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

### **INFORMATION**

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2014/15. The focus of this report is the major issues that have been identified through the service and financial planning process for Administration and Finance. The report to be considered in January 2014 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 19 December 2013.

### **Corporate Summary**

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The Comprehensive Spending Review 2010 set out the financial challenge facing local government over the following four year period, the last of which is 2014/15. Whilst the initial assessment of the CSR suggested that the cuts were heavily front loaded in the first two years, it has since become apparent that the estimates on which the CSR was based were over optimistic and the period of austerity will continue for a significantly longer period, potentially until 2018 or later. The budget report to Council in February 2013 identified the savings requirement for 2014/15

Corporate Services & Partnership Policy Overview Committee – 23 July 2013  
Part I – Members, Public and Press

as £17.0m and work is currently underway to refresh this figure. Whilst the finance settlement announced in December 2012 was for a two year period, the figures for 2014/15 were indicative rather than confirmed at that time. The budget in March introduced a further 1% cut for 2014/15, however, until the final settlement is announced towards the end of the year the final funding position will not be clarified.

- 4 In addition, there is significant other uncertainty within the budget for next year both from changes introduced in 2013 and from the ongoing welfare reforms:
  - The responsibility of public health transferred to local government on 1 April 2013 and significant work remains outstanding in the allocation of that funding.
  - Council Tax benefit was abolished on 1 April 2013 and replaced with a local Council Tax Reduction scheme with a 10% cut in funding. The new scheme has only been in operation for just over 3 months and so the impact on Council Tax revenue is unclear.
  - The retention of business rates commenced in April 2013 giving local authorities a stake in the generation of additional business rates income. However, the system is sensitive to changes in the rateable value of the borough and at this early stage of the year it is not easy to predict the impact on next year's funding.
  - Central Government are introducing significant Welfare Reforms including Universal Credit, under occupancy and the Benefit Cap all of which are forecast to impact significantly on Council services and on budgets. Early indications of budget pressures are starting to emerge in Month 2 monitoring.
  - A reform of education funding is also expected, but details on this scheme are not yet available.
- 5 Alongside this, any other emerging pressures which arise throughout this financial year will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2014/15 can be set.

### **Strategy to deal with the budget gap**

- 6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £30.2m by the end of 2012/13. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

## MTFF process update

- 7 The timetable for the budget process was refreshed in February 2013 and the first MTFF sessions with Groups took place during late June and early July to review the detailed budget proposals developed by each group. Progress on the development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

## Timetable for 2014/15 Budget

- 8 The broad timetable is as follows:

Process	Timetable
Monthly BTB updates (March 13 to Feb 14)	Monthly
Monthly Leader MTFF updates (March 13 to Feb 14)	Monthly
Special Budget CMT to address opening 14/15 gap	Late February
MTFF BID Proposals – Firm up plans on cross cutting BID Initiatives	March
MTFF strategy report to Leader	May
MTFF Review – 1st Challenge Sessions	June/July
Initial MTFF 2014/15 Report to Leader	End July
POC Reviews – Context for 2014/15 Budgets	July
MTFF Review (2) – 2 <sup>nd</sup> Challenge Session	Sept/Early October
Updated MTFF Report to Leader	November
Joint CMT and Cabinet Awayday	November
Draft Local Government Finance Settlement	December
Draft MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

## Budget Planning in Administration and Finance

### Summary of Key Financial Issues

- 9 Administration and Finance were given a savings target for 2013/14 of £1.051m and are well on track to deliver this amount. The bulk of the savings identified were implemented in 2012/13 which contributed to a significant underspend of £846k at the year end and also resulted in £872k of the savings target of £1.051m being banked before the start of 2013/14. These proposals include restructures within the Human Resources and Revenues & Benefits teams and also reductions in payments for External Audit services and contributions to the London Borough Grants Scheme.

- 10 For Administration and Finance for 2014/15, proposals have been developed and have been reviewed as part of the MTFF process. Extensive reviews of budgets have been undertaken and meetings held with Heads of Service to review service areas, with specific regard to ensuring appropriate staffing structures and income streams
- 11 Budgets continue to be monitored throughout the year to ensure that any expenditure is appropriate and essential and that controls are in place to challenge spend. Reviews of income streams are ongoing, particularly with regard to schools buy in of services.

### **Next Steps**

- 12 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 19 December 2013 and issued for consultation during the remainder of December 2013 and January 2014. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

### **SUGGESTED COMMITTEE ACTIVITY**

To consider whether there are suggestions or comments the Committee wish to make.

### **BACKGROUND PAPERS**

The Council's Budget: General Fund Revenue Budget and Capital Programme 2013/14 – reports to Cabinet 14 February 2013 and Council 28 February 2013.

## **Major Review – Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon - Consideration of Recommendations**

**Contact Officer: Khalid Ahmed  
Telephone: 01895 250833**

### **REASON FOR ITEM**

For Members to evaluate and consider the evidence which has been received during the review into crime prevention resources provided for Hillingdon Police by the Council. Members will be asked to consider suggestions for recommendations of the review.

### **OPTIONS OPEN TO THE COMMITTEE**

1. To suggest possible recommendations for the review as a result of the evidence and advice of officers.

### **INFORMATION**

1. At the last meeting of the Committee held on 10 June 2013, the Committee heard from Inspector Kevan Baylie who provided Members with information on the Police Tasking Team which was the group of police officers funded by the Council. In addition the inspector provided information on the use of the Speed Guns which was another resource the Council funded for use by the Police in the Borough. Details of the information which was provided at this witness session are provided in the Minutes of the last meeting of the Committee which is an earlier agenda item.
2. Reference in the scoping report is made to two CCTV mobile vehicles which the Council also funds and more information on this resource will be reported at the meeting.
3. In addition prior to the meeting, an early draft of the review's final report will be distributed to Members to enable Members to suggest possible recommendations from the review.

### **PAPERS WITH REPORT**

Appendix A – Scoping Report

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# HILLINGDON

LONDON

## Corporate Services & Partnerships Policy Overview Committee Review Scoping Report 2012/13

### **Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon and the free Older Peoples Burglar Alarms Scheme**

#### **Aim of review**

The review aims to examine the effectiveness of the equipment and man-power used by the Metropolitan Police which has been funded by the London Borough of Hillingdon and to assess the effectiveness of the Older Peoples Burglar Alarms scheme in terms of crime prevention.

#### **Terms of Reference**

- To identify the equipment which the Council helps fund for use by the Police in Hillingdon
- To assess the effectiveness and value for money to the Council on this funding of police equipment
- To assess the impact (if possible) the various types of equipment have had on crime in the Borough
- To understand the relationship between the Police and the Council in terms of the influence the Council has on the deployment of the equipment in the Borough
- To assess the impact the new local policing model will have on the deployment of this equipment
- To assess the role of the Police Officers the Council funds
- To assess the effectiveness of the free Older Peoples Burglar Alarm Scheme

#### **Background**

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Corporate Services & Partnerships Policy Overview Committee –23 July 2013

## **APPENDIX A**

### **Draft – updated**

This Council as a Strategic Partner to the Police provides resources and equipment to Hillingdon Police for crime prevention purposes in the Borough. Detailed information on this is detailed as an appendix to this scoping report.

#### **Reasons for the review**

The Committee wanted to review the usage of the equipment which this Council helps fund for Hillingdon Police and to assess its effectiveness in relation to crime prevention and reduction. Also to assess the value this partnership funding gives to the Council and ultimately to the residents of the Borough in the prevention of crime. Included in this would be assessing the impact in terms of crime reduction, the Council's Older Peoples Burglar Alarms scheme as had.

#### **Supporting the Cabinet & Council's policies and objectives**

The review will support the Council's partnership with the Police and contribute to the Safer Hillingdon Partnership Plan 2011-14, which is the statutory crime and disorder partnership for Hillingdon.

### **INFORMATION AND ANALYSIS**

#### **Key Issues**

For purposes of the review it is important to look at the types of equipment and the level of resource this Council funds for Hillingdon Police and whether the Council receives value for money in its use in the Borough.

The Committee also want to ascertain whether the Council as a Strategic Partner to the Police, have any influence on the deployment of this equipment.

#### **Remit - who / what is this review covering?**

Community Safety and Anti-Social Behaviour Team  
Metropolitan Police

#### **Key information required**

Details on the equipment which the Council funds for use by the Police in Hillingdon

The effectiveness of the equipment

The impact (if possible) the various types of equipment have had on crime in the Borough

## **APPENDIX A**

### **Draft – updated**

How is the equipment deployed in parts of the Borough and does the Council have any influence on how the equipment is used, and where in the Borough it is deployed?

Details on the Police Officers which this Council funds for the Metropolitan Police in the Borough.

What implications will the new local policing model have on this resource and equipment?

Details of the Older Peoples Burglar Alarms Scheme, including numbers, costings and satisfaction of the scheme by recipients.

## **EVIDENCE & ENQUIRY**

### **Witnesses**

Community Safety and Anti-Social Behaviour Investigations Service Manager  
Police representatives  
An officer from the Council's Transportation Team  
Council's Community Safety and CCTV Manager

### **Consultation and Communications**

None at this stage

## **LOGISTICS**

### **Proposed timeframe & milestones**

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
28 March 2013	Agree Scoping Report	Information and analysis Council's Community Safety and Anti-Social Behaviour Investigations Service Manager
30 April 2013	Witness Session 1	Relevant Police officers and Council's Community Safety and CCTV Manager
10 June 2013	Witness Session 2	Relevant Police Officers
23 July 2013	Consideration of draft final report and recommendations	

*\* Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

**APPENDIX A**  
**Draft – updated**

**Risk assessment**

Failure to secure witnesses to provide evidence and advice to the Committee will impact on the thoroughness and completeness of the review.

## **BACKGROUND**

### **CCTV vehicles**

The first of two CCTV vehicles was purchased in 2003. The cost was £55,000 for the CCTV equipment (see cost breakdown. The cost of the vehicle itself was in the region of £30,000 including a service package.

The first vehicle being fully liveried can only be driven by police personnel. After purchase by the Council it was handed over to Met Police who are the registered keeper and cover all maintenance, insurance and road tax costs.

It is a Vauxhall Movano van with Met Police livery and London Borough of Hillingdon logos. Being fully liveried it was found that its usefulness was mainly as a deterrent and tended to have the effect of displacing trouble makers out of an area to which it is deployed. It was of less value in producing evidence for criminal investigations due to its visibility.



Historical documents suggest that it was used to good effect since being purchased by the Council and donated to the police, but there were some initial problems associated with confusion over driving classification and which police personnel were authorised to drive it; lack of 'ownership'; day to day administration; difficulty with garaging.

With this in mind, in August 2005, a Police CCTV van manager was appointed with the task of raising the profile and to increase the use of the van and this was successful with a PC solely responsible for the van and making sure drivers looked after it. Initially only qualified Response Drivers were allowed to drive the van but this changed to allow other Police Staff including PCSOs and Special Constables to act as drivers.

Following the success of the first van, a second van was purchased second hand in 2006 with CCTV equipment already installed. The cost was £32,000 plus £12,000 for 5 years service package.

It was chosen to be smaller in size and only "semi-liveried" to make it more effective by being less visible and easier to park in small spaces. It is a Mercedes Vito model.

## APPENDIX A

### Draft – updated

In 2009, Automatic Number Plate Recognition equipment was added to the second vehicle at a cost of £11,500.

The second vehicle's ownership was retained by the Council which therefore pays road tax and maintenance costs (since the expiry of the 5 year service package in 2012) which are in the region of £1,000 per year, although insurance is covered by Met Police's fleet policy whilst their staff are driving it. No Council staff have used the vehicle since its purchase.



### Crime Prevention Bus

In 2003 the Council purchased a converted Optare passenger service type vehicle to act as a Crime Prevention Bus as a replacement for a previous model. Purchase cost was about £34,000. It was operated by and liveried for the "Hillingdon Crime Prevention Panel" which was a sub-group of Hillingdon Community and Police Consultative Group. The Panel has now wound up as crime prevention is now effectively run by the Council and Police jointly under the Safer Hillingdon Partnership. The Council has taken over ownership of the vehicle and is the registered keeper. Road tax and maintenance are covered under the Council's fleet management arrangements at a cost of about £1,000 per year.



**APPENDIX A**  
**Draft – updated**

The vehicle is heavily used by Police Crime Prevention Officers and Safer Neighbourhood Teams for public events, dispensing crime prevention advice and re-assurance. However, over the last 12 months its use has dropped significantly due to pressures on Safer Neighbourhood Teams and it would be valuable to assess whether it is likely to be useful under the new Local Policing Model to be introduced in 2013. The vehicle is 10 years old and maintenance costs are likely to rise in future years.

**Liveries**

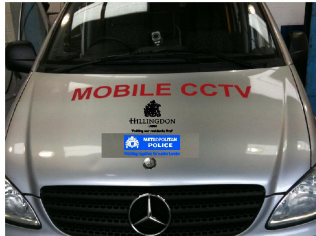


The Crime Prevention Bus still carries its now out of date livery, so there is a question about whether expense should be incurred to change the livery to reflect the Council and Police’s identity, which depends on the future use of the vehicle.

The second CCTV vehicle has been considered for new livery, but this proved problematic to achieve agreement from the Met Police as it does not meet the MPS standard corporate livery requirements, so the design shown below has not yet been activated.

**PLEASE AGREE VINYL COLOURS BELOW AS ILLUSTRATION IS NOT A TRUE MATCH**

<b>COLOUR 1</b> <input style="width: 90%;" type="text"/>	<b>COLOUR 3</b> <input style="width: 90%;" type="text"/>	<b>COLOUR 5</b> <input style="width: 90%;" type="text"/>
<b>COLOUR 2</b> <input style="width: 90%;" type="text"/>	<b>COLOUR 4</b> <input style="width: 90%;" type="text"/>	<b>COLOUR 6</b> <input style="width: 90%;" type="text"/>

<p><b>SIGN A RAMA</b>  <small>4 Hillingdon Parade, Uxbridge Road  Hillingdon, UB8 3PE  TEL: 01895 272 221  24 hr FAX: 01895 272 714  Email: Sales@signill.co.uk  ONLINE: www.signill.co.uk</small></p>	Company <input style="width: 90%;" type="text"/>	Contact <input style="width: 90%;" type="text"/>	<ul style="list-style-type: none"> <li>★ Fascias</li> <li>★ Neon</li> <li>★ Banners</li> <li>★ Window Graphics</li> <li>★ Vehicle Graphics</li> </ul>
	<p>I / We confirm that production / ordering of materials can proceed as the artwork displayed is correct.</p>		<ul style="list-style-type: none"> <li>★ A-Frames</li> <li>★ Lightboxes</li> <li>★ 3D – Letters</li> </ul>
	Signed: <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>	

Please read this proof carefully and make any changes / adjustments you wish. ANY errors found after signing of proof will NOT be the responsibility of SIGN A RAMA. The colours shown on this proof will differ slightly to actual vinyl used. All colours should be agreed prior to signing of proof.

\*\*All signage manufactured by SIGN A RAMA will remain property of such until full and final payment has been made. Until then we reserve the right to remove ANY and ALL signage installed by the company without prior notice.

**Speed meters**

Four speed meters were purchased in 2010 costing £2,000 each. These are in the hands of Safer Neighbourhood Teams to use when speeding traffic is an issue in their wards. They can be used in two ways. One is with the intention of issuing penalty charges and penalty points for speeding. This requires the officers who use the equipment to be formally trained so that enforcement will stand up to scrutiny, and also for the meters to be formally

## **APPENDIX A**

### **Draft – updated**

calibrated for accuracy, which has to be done at requisite intervals. This can be a barrier to the meters being used as frequently as might be desired. The current Borough Commander is supportive of using them more often in a second way. This is without the intention to impose the penalties. The meters can then be used by a wider range of officers and without re-calibration. The officer will take a speed reading, a vehicle stop will be executed and “words of advice” will be imparted to the driver about his or her speed. It is hoped that this kind of stop by a uniformed officer would be effective against all but the most hardened law breaker. Police would still have powers which can be used for more serious driving offences such as driving without due care and attention which would not require a speed meter.

### **Police Officers funded by the Council**

The Council funded 11 Police Officers in the Police Tasking Team at a cost of around £450,000 a year. Further information and details on this would be provided during the review.

### **Older Peoples Burglar Alarms**

The project started in 2008. Initially, an agreement was made with Age Concern to fit the alarms using their Handyman, and a payment was made to Age Concern for them to employ a second person. The popularity of the scheme was high, and the demand for alarms outstripped Age Concern’s ability to deliver fittings in a timely manner, so approval for a contracted out service was obtained from year two onwards.

In Phases 1 to 5, 4,000 alarms have been fully installed. In Phase 6, 500 alarms will have been fitted by mid April 2013. For Phase 7, 1,000 alarms have been ordered and will be installed during 2013/14 making 5,500 alarms in total.

Total capital cost for all 7 phases = £753,635 (purchase and installation of alarms)

Total revenue cost for all 7 phases = £143,500 (carry out 18 month service and battery change).

**Total: £897,135** or £163 per alarm.

### **Responsibility for maintenance and battery replacement**

The Council has an agreement with the installers to carry out a free service and battery replacement in the internal movement detectors (room sensors) 18 months from the date of installation. After this, recipients of alarms will be responsible for all maintenance of the alarm unit (including battery replacement) and any costs involved and this is explained at the outset.

### **Maintenance**

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Corporate Services & Partnerships Policy Overview Committee –23 July 2013



## **APPENDIX A**

### **Draft – updated**

- The movement detectors (room sensors) will flash a red light when the battery is getting low (this indication will start about 3 months before the battery goes flat).
- The external siren battery is kept charged by the solar panel and this battery will last many years.
- If the outside siren box “beep” starts to sound weak when you set the alarm using the remote control this could indicate the battery in the remote control is low and in need of replacement (this won’t apply if you have a control panel).

All recipients of burglar alarms through the Hillingdon Council scheme are entitled to a discount of 10% off of any purchases from Response Electronics and also receive a free Home Fire Safety visit from Hillingdon Fire Service.

### **Effectiveness**

The scheme was brought in response to concern about a higher than average burglary rate in the Borough and to show a commitment to keeping Hillingdon’s older residents safe. Even when 5,500 alarms have been fitted, this is still less than 5% of the households in the borough so it would not be realistic to expect that the burglary rate for the borough as a whole would reduce as a result of the scheme. However, there should be a reduction of burglaries affecting older people now that a substantial number of older people’s properties are secured. Each recipient of an alarm is asked to complete a satisfaction survey to which the response is overwhelmingly positive

- **To what extent were you worried about being burgled prior to the alarm being fitted?**
- **How much did this worry impact on your life?**
- **Now the alarm has been installed, to what extent are you worried about being burgled?**
- **What difference has having the alarm made to your life (please tick all that apply)?**
- **Are you happy with the alarm?**

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## **Corporate Services & Partnerships Policy Overview Committee Major Review Topic 2013/14**

**Contact Officer: Khalid Ahmed  
Telephone: 01895 250833**

### **REASON FOR ITEM**

To enable the Committee to give further consideration to the review topic it wishes to undertake in the 2013/14 Council year.

### **OPTIONS OPEN TO THE COMMITTEE**

1. Agree one major topic for an in-depth review in 2013/14.

### **INFORMATION**

1. At the last meeting of the Committee Members gave consideration to possible review topics for this Municipal Year. An area which the Committee agreed to consider as a single meeting review was around Council employees Annual Leave holidays.
2. Currently the Council operates an annual holiday year for all employees starting on April 1st and continuing until March 31st the following year. There is some flexibility in the holiday year as employees are able to carry up to 5 holiday days into the following year.
3. However, If holiday is not managed carefully throughout the year there can be an issue in March where a larger proportion of holiday is taken to 'use' up outstanding balances of entitlement. This can have an impact on the provision of Council services.
4. It has been suggested that the Council moves to 'personalised' holidays. This would mean that instead of all employees having the holiday year, that each would have a unique year based on their start date with the Council. The benefit would be the removal of problem in March where a large number of employees book holiday.
5. Members were asked to email the Democratic Services Manager with their ideas for potential review topics. Some of the suggestions given unfortunately fell outside the remit of this Committee. To remind Members this Committee is responsible for undertaking the 'policy overview' role in relation to the Administration and Finance area of the Council.
6. The full range of services under the Committee's remit is as follows:
  1. Democratic Services
  2. Localism
  3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
  4. Capital programme, property, construction & facilities management

5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

7. In addition to help Members decide which area they would like to review, below are the areas which have been reviewed since 2006/7. if Members so wished, consideration could be given to going back to previous reviews to look at the progress on the implementation of recommendations.

**2006/7**

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

**2007/8**

- Community cohesion
- Review of Voluntary sector grants

**2008/9**

- Wireless town centre in Hillingdon

**2009/10**

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

**2010/11**

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

**2011/12**

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

**2012/13**

- Community Cohesion and the Accessing of Council Services
- Crime Prevention Resources

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# Agenda Item 8

## WORK PROGRAMME 2013/14

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

## REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

## OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

## INFORMATION

*All meetings to start at 7.30pm*

<b>Meetings</b>	<b>Room</b>
<b>10 June 2013</b>	<b>CR 2</b>
<b>23 July 2013</b>	<b>CR 5</b>
<b>17 September 2013</b>	<b>CR 5</b>
<b>15 October 2013</b>	<b>CR 5</b>
<b>12 November 2013</b>	<b>CR 5</b>
<b>14 January 2014</b>	<b>CR 5</b>
<b>12 February 2014</b>	<b>CR 5</b>
<b>13 March 2014</b>	<b>CR 5</b>
<b>29 April 2014</b>	<b>CR 5</b>

Corporate Services & Partnerships Policy Overview Committee

**2013/14 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>10 June 2013</b>	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2013/14
	Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon– Witness Session
	Work programme for 2013/14
	Cabinet Forward Plan

<b>23 July 2013</b>	Budget Planning Report for Administration and Finance Directorates
	Consideration of recommendations for the Crime Prevention Resources Review
	Consideration of topic for Major Review
	Work Programme
	Cabinet Forward Plan

<b>17 September 2013</b>	Major Review - Draft Scoping Report and officer presentation
	Cabinet Forward Plan
	Work Programme

<b>15 October 2013</b>	Major Review - Witness Session
	Single Meeting Review – Annual Holiday for Council Employees
	Cabinet Forward Plan
	Work Programme

<b>12 November 2013</b>	Major Review - Witness Session
	Cabinet Forward Plan



	Work Programme
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<b>14 January 2014</b>	Budget Proposals Report for 2014/15
	Consideration of Mini Review Topics
	Cabinet Forward Plan
	Work Programme

<b>12 February 2014</b>	Cabinet Forward Plan
	Work Programme

<b>13 March 2014</b>	Cabinet Forward Plan
	Work Programme

<b>29 April 2014</b>	Cabinet Forward Plan
	Work Programme

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## **Cabinet Forward Plan**

**Contact Officer:** Khalid Ahmed  
**Telephone:** 01895 250833

### **REASON FOR ITEM**

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

### **OPTIONS OPEN TO THE COMMITTEE**

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

### **INFORMATION**

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

### **SUGGESTED COMMITTEE ACTIVITY**

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

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## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

### Cabinet meeting - 25 July 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
937	<b>Public Health Integration Update</b>	An update report on how the Council is transforming NHS public health services that have transferred to the Council, including any updates on contracts.	N/A		Cllr Ray Puddifoot & Cllr Philip Corthorne	RS - Nigel Dicker / Sharon Daye	BID review		Private (3)
939	<b>Repair and Maintenance of the Council Vehicle Fleet</b>	Cabinet will be asked to agree a single tender action for the inspection, repair and maintenance of the Councils vehicle fleet for the next 12 months only.			Cllr Jonathan Bianco	RS - David fisher			Private (3)
943	<b>Uxbridge Library - Award of Refurbishment Contract</b>	The report will outline the second stage tender return on a design & build contract the costs of refurbishing Uxbridge Library using the SCAPE framework. The report will seek approval to proceed with the refurbishment of the library subject to the tender being acceptable to Cabinet.	Uxbridge South, All Wards		Cllr Jonathan Bianco	RS - Mohamed Bhimani			Private (3)
944	<b>Land at Highfield Crescent, Northwood</b>	Cabinet will be asked to declare the property surplus, seek planning permission for a residential development and sell the property.	Northwood		Cllr Jonathan Bianco	RS - Marcia Gillings / Richard Carden			Private (3)
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)

## Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance

### Cabinet meeting - 26 September 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
953	Decision on award of ICT contracts regarding Windows XP	Cabinet will be asked to make the necessary procurement decisions arising from the decision of Microsoft to make its XP version of the Windows operating system end of life from April 2014. To protect the Council's interests and security it will be necessary to replace the system.	N/A		Cllr Jonathan Bianco	RS - Nick McCarthy		NEW	Private (3)
956	Cleaning and Waste contract	Cabinet will be asked to award a contract for cleaning & locking of public toilets, collection and disposal of household clinical waste & disposal of the contents of dog fouling bins.	All		Cllr Jonathan Bianco	RS - Nigel Dicker		NEW	Private (3)

**Ref Decision Further information**

Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance

**CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH**

Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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