



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, 15 OCTOBER
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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further information.**

Published: 7 October 2013

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1690&Ver=4>

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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 17 September 2013 (**Pages 1-4**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review 2013/14 - Reducing our Carbon Footprint (**Pages 5-40**)
- 6 Work Programme 2013/14 (**Pages 41-44**)
- 7 Forward Plan (**Pages 45-54**)

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 17 September 2013

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



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	<p>Members Present: Councillors Richard Mills (Vice-Chairman – In the Chair), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham and Carol Melvin.</p> <p>Apologies: Councillor Richard Lewis.</p> <p>Officers: David Haygarth (Council’s Energy Manager) and Khalid Ahmed (Democratic Services Manager).</p>	
15.	<p>MINUTES OF THE MEETING HELD ON 23 JULY 2013</p> <p>Agreed as an accurate record.</p>	
16.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>	
17.	<p>MAJOR REVIEW – REDUCTION OF THE COUNCIL’S CARBON FOOTPRINT</p> <p>The Council’s Energy Manager attended the meeting and provided Members with a presentation on the background to the work which had been carried out by this Council in relation to reducing its Carbon Footprint.</p> <p>The Committee was provided with details of the tonnes of carbon (gas and electric) emitted from Council buildings and street lighting for 2013/13:-</p> <ul style="list-style-type: none"> • Academies – 10,941 • General Fund – 9,023 (Civic Centre accounts for 50% of General Fund emissions) • Housing Revenue Account – 237 • Street Lighting – 5,387 • LA Schools – 8,949 <p>The total from the above came to 34,536 tonnes of carbon.</p> <p>Reference was made to the levels of energy costs for this Council. The Committee was informed that energy contracts were approximately £21m over 4 years with the Council’s Carbon Reduction Commitment (CRC) allowances cost being</p>	<p>Action:</p>

	<p>£357,000 per annum.</p> <p>The Council's Climate Change Levy was estimated at £280,000 per annum. The Levy was an environmental tax on energy supplies and was levied to encourage greater energy efficiency and lower energy use.</p> <p>Reference was made to the total annual budget resource for the Council which was £2,047,324 for gas, £3,218,196 for electricity (total £5,265,520).</p> <p>Members were informed of the legal, policy and economic factors around carbon footprints and the Energy Hierarchy which was used to reduce carbon.</p> <p>Reference was made to improved environmental performance which had saved the authority money. Because of energy related works, electrical energy reduction comparisons between March 2008 and March 2013, indicated the daily energy costs for the Civic Centre would still be approximately £2,546 per day, as opposed to the current day comparison of £1,819, This energy saving work had also resulted in a reduction in carbon usage from approximately 14.34 tonnes to 10.43 tonnes.</p> <p>Energy efficiency measures which were being taken involved improving the building fabric and insulation, an extensive lighting programme which included the installation of LED tubes. Reference was made to the energy efficiency improvements made through a Chiller replacement which had taken place with the air conditioning system in the Civic Centre. A water chiller was a device. used to circulate cold water around the Civic Centre to cool it down when the outside temperature and other factors made the building uncomfortably hot.</p> <p>Upgrading the boilers and pipe work for direct hot water services meant the main boilers at the civic were not needed all year round. This also led to a saving on the annual gas costs at the Civic Centre.</p> <p>ICT upgrades had taken place which reduced energy costs and usage. PCs in the Civic Centre automatically shut down in the evenings</p> <p>Reference was made to the greener approach which the Council had taken to energy in the form of renewable power. These included:-</p> <ul style="list-style-type: none"> • Solar Photovoltaic which had been installed at Sibley Court and the Civic Centre. • Solar Thermal power which had been installed at Botwell Leisure Centre. 	<p>Action:</p>
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	<ul style="list-style-type: none"> • Combined Heat and Power systems which had been installed at Hillingdon Sports Centre and Triscott House and which had been considered for the Civic Centre. • Anaerobic digestion which could be considered as an energy source at New Years Green Lane. <p>The Committee was informed that future developments involved the removal of Academies and Schools from the reporting requirements of the Carbon Reduction Commitment (CRC) from 2014/15, with Street Lighting coming in. This would impact on the level of CRC allowances.</p> <p>Discussion took place on Carbon Offsetting work which the Council could and did do. These included:-</p> <ul style="list-style-type: none"> • Displacing energy from power stations. • Would there be a scope for sharing the district's heat and power through a district system, i.e. with other public authorities? • On-site and off-site generation – Looking at investing facilities elsewhere? • The use of rural Hillingdon to offset carbon emissions? Increased planting of trees and anaerobic digestion as a renewable energy source. • Receiving credits for fuel poverty initiatives – This could include the improvements which have (and would) be made to the Council's housing stock. <p>The Energy Manager reported that work around offsets would have to be evaluated and this, together with looking at the means at which the Council could achieve further carbon saving, could be useful areas for the Committee to investigate as part of their review.</p> <p>Discussion took place on the scope of the Committee's review and it was agreed that the review should concentrate primarily on the Civic Centre and the Council's corporate estate. However, to evaluate the possible carbon offset work, the Committee asked to hear from witnesses on Street Lighting and Open Spaces who could provide information on the positive work which was being carried out.</p> <p>Members also referred to the important role which Procurement had in relation to procuring services which were energy and carbon efficient and more information was required on this.</p> <p>Comparisons could also be made with other London Boroughs to look at the work they were carrying out in respect of carbon reduction.</p>	<p>Action:</p>
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	<p>Officers were asked to produce a scoping report for the next meeting of the Committee with the theme of how this Council could further reduce its Carbon Footprint. In addition witnesses be invited to help the Committee with its review.</p> <p>RESOLVED –</p> <p>1. That the information provided as part of the presentation be noted and officers be asked to produce a scoping report and to invite appropriate witnesses for the next meeting of the Committee.</p>	<p>Khalid Ahmed / David Haygrath</p>
18.	<p>WORK PROGRAMME</p> <p>Noted. The Committee asked that an update be provided on the implementation of recommendations of past reviews undertaken by this Committee. This would be provided at a meeting to be agreed at a later date.</p>	
19.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 8.20pm Next meeting: 15 October 2013 at 7.30pm</p>	

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.

Major Review – Reduction of the Council’s Carbon Footprint - Witness Session

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To hear from witnesses who will provide evidence for this Committee’s review on How to reduce this Council’s Carbon Footprint.

OPTIONS OPEN TO THE COMMITTEE

1. To question the witnesses who are providing the Committee with evidence for the Committee’s review.
2. To agree the draft scoping report for the review (**Appendix A**).

INFORMATION

3. At the last meeting of the Committee the Council’s Energy Manager, David Haygarth provided Members with a presentation on the background to this Committee’s major review on How to reduce this Council’s Carbon Footprint. Details of the information from the presentation are contained in the Minutes of the last meeting which are on the agenda for this meeting.
4. As way of background reading for Members, Cabinet at its last meeting on 26 September 2013 were provided with a report which provided details on the final cost of allowances purchased from the Department of Energy and Climate Change (DECC) to cover this Council’s energy emissions. (**Appendix B**).
5. In addition Members may also like to take a look at the Local Government Associations information pack which has been produced for local authorities on Climate Local (**Appendix C**) Climate Local succeeds the Nottingham Declaration on Climate Change and offers a framework that can reflect local priorities and opportunities for action. It supports Councils’ efforts both to reduce carbon emissions and to improve their resilience to the anticipated changes in the climate.
6. Climate Local will help Councils across the country to capture the opportunities and benefits of action on a changing climate, through saving on their energy bills, generating income from renewable energy, attracting new jobs etc.

WITNESSES

7. At the Committee’s last meeting, Members were made aware of different initiatives and schemes which various parts of the Council were carrying out in relation to reducing carbon emissions and the work which has been carried out in relation to carbon off-setting. For this meeting the following

Council officers have been invited to the meeting to help Members with this aspect of the review:-

- Tim Edwards – Street Lighting – To provide information on the potential for LED and energy saving in street lighting)
- Paul Richards – Green / Open Spaces – To provide information on the tree planting off-set work and on the potential for energy from bio-waste)
- Jo Gill – Housing Energy Efficiency – To provide information on how the Council is reducing the Housing Footprint.
- Ina Thynne – Principal Sustainability Office – To provide information on new developments and district heating.

PAPERS WITH REPORT

Appendix A – Draft Scoping Report

Appendix B – Cabinet report of CRC allowances

Appendix C – LGA – Information Pack about Climate Local



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Corporate Services & Partnerships Policy Overview Committee Review Scoping Report 2013/14

OBJECTIVE

Reducing our Carbon Footprint

Aim of review

The Committee wishes to review how the Council can corporately and cost effectively further reduce its carbon emissions, i.e. our Carbon Footprint, through efficient estate management and service operations.

Terms of Reference

1. To understand the Government's Carbon Reduction Commitment Energy Efficiency Scheme (CRC) and how it affects the Council;
2. To assess the level and types of carbon emissions that Council buildings produce;
3. To assess the impact of the removal of Academies and the inclusion of Street Lighting in the reporting requirements of the Carbon Reduction Commitment;
4. To understand the process of purchasing and surrendering CRC allowances for energy emissions and the consequences of breaching the CRC Order 2013;
5. To review the energy efficiency measures already in place and those that are planned to be introduced to improve the Council's environmental performance and save on fuel and energy costs;

6. To examine the carbon off-setting work which has been carried out and to suggest other possible work;
7. To better understand Corporate Social Responsibility & sustainability strategies in the private and not for profit sectors and how these help drive forward a comprehensive approach to tackling carbon emissions;
8. By reviewing best practice and the latest technologies, to identify and analyse any new opportunities, innovations and energy efficiency tools to further reduce our carbon footprint and;
9. To report to Cabinet on any recommendations which arise out of the review, in particular any proposals that would provide savings contributing to the Council's Medium Term Financial Forecast.

Reasons for the review

The Government's CRC Energy Efficiency Scheme (CRC EES) aims to regulate and reduce the carbon emissions (tonnes of carbon dioxide) of large consumers of energy in both the private and public sectors.

Participants in CRC EES are required to monitor and report on their energy consumption and incentivised to reduce their emissions primarily through a financial driver (the purchase of allowances to cover carbon emissions).

The Council has undertaken much work to reduce carbon emissions under its purview. The intention is that this review will add value and new ideas to the work being achieved by the Council to reduce its carbon footprint.

Supporting the Cabinet & Council's policies and objectives

The review will examine the Council's statutory obligations under the CRC Energy Efficiency Scheme legislation and support the Cabinet by making recommendations to improve the Council's environmental performance.

INFORMATION AND ANALYSIS

A basic definition of a carbon footprint is the total sets of greenhouse gas emissions caused by an organisation, event, product or person. However, because calculating total carbon footprints is impossible due to the large amount of data required and the fact that carbon dioxide can be produced by natural occurrences, a more practicable definition is:

"A measure of the total amount of carbon dioxide and methane emissions of a defined population, system or activity, considering all relevant sources, sinks and storage within the spatial and temporal boundary of the population, system or activity of interest. Calculated as carbon dioxide equivalent using the relevant 100 year global warming potential (GWP100)."

This Council as with all public sector organisations is required to purchase Carbon Reduction Commitment (CRC) allowances from the Department of Energy and Climate Change. The Council is required to measure and report its electricity and gas related carbon emissions annually, following a specific set of measurement rules. Following that measurement and reporting the Council is required to buy allowances for every tonne of carbon they emit (relating to electricity and gas), the purchase of those allowances for the year 2012-13 being the subject of recommendation 1 of this report. A reduction in the Council's consumption of electricity and gas could decrease the level of spending on the CRC in Phase II and later phases.

The Council's Carbon Emissions 2012/13

The tonnes of carbon (gas and electric) emitted from Council buildings and street lighting for 2012/13 is as follows:

- Academies – 10,941
- General Fund – 9,023 (Civic Centre accounts for 50% of General Fund emissions)
- Housing Revenue Account – 237
- Street Lighting – 5,387
- LA Schools – 8,949

The above totals 34,536 tonnes of carbon.

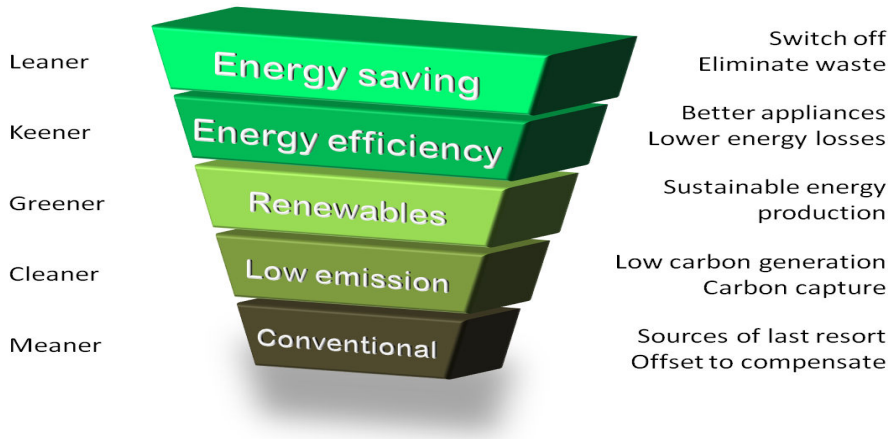
Reference was made to the levels of energy costs for this Council. The Committee was informed that energy contracts were approximately £21m over 4 years with the Council's Carbon Reduction Commitment (CRC) allowances cost being £357,000 per annum.

The Council's Climate Change Levy is £280,000 per annum. The Levy was an environmental tax on energy supplies and was levied to encourage greater energy efficiency and lower energy use.

The present total annual budget resource for the Council's energy was £2,047,324 for gas, £3,218,196 for electricity (total £5,265,520).

Energy Hierarchy (see diagram below) is a classification of energy options, prioritised to assist progress towards a more sustainable energy system. The highest priorities cover the prevention of unnecessary energy usage both through eliminating waste and improving energy efficiency. The sustainable production of energy resources is the next priority. Depletive and waste-producing energy generation options are the lowest priority.

For an energy system to be sustainable: the resources applied to producing the energy must be capable of lasting indefinitely; energy conversion should produce no harmful by-products, including net emissions, nor wastes which cannot be fully recycled; and it must be capable of meeting reasonable energy demands.



Various energy measures have been introduced by the Council to reduce energy costs and these will be examined during the review.

Energy Efficiency Measures which have been implemented

A variety of energy efficiency measures have been undertaken within the Civic Centre which have involved improving the building fabric and insulation of the building and carrying out an extensive lighting programme which included the installation of LED tubes.

A Chiller replacement had taken place with the air conditioning system in the Civic Centre. A water chiller was a device used to exchange heat from water in a closed loop system to refrigerate. Heat was then filtered outside and chilled water was sent to its location. This was a very cost effective and energy efficient improvement and an example of an “Invest to Save” initiative.

Direct Hot Water Services had been introduced into the Civic Centre which was a well established means of operating efficient hot water systems.

ICT upgrades had taken place which reduced energy costs and usage. PCs in the Civic Centre automatically shut down in the evenings

Carbon Off-setting

A **carbon offset** is a reduction in emissions of carbon dioxide in order to compensate for or to offset an emission made elsewhere.

Possible areas for carbon off-setting which could be investigated during the review could be:

- The displacing of energy from power stations.

- The sharing of the Civic Centre and corporate estates heat and power, perhaps with other public authorities or large organisations.
- On-site and off-site generation – Looking at investing facilities elsewhere?
- The use of rural Hillingdon to offset carbon emissions? Increased planting of trees and anaerobic digestion as a renewable energy source.
- Receiving credits for fuel poverty initiatives – This could include the improvements which have (and would) be made to the Council's housing stock.

Key Issues

1. A summary of site emissions for Council buildings in tonnes of CO2.
2. What are the legal, policy and economic factors around carbon footprints?
3. What energy efficiency measures are currently in place and what other measures could be introduced to reduce the Council's carbon emission further?
4. What will the impact be of the removal of Academies and schools from the reporting requirements of the CRC from 2014/15?
5. What will the impact be of the inclusion of Street Lighting into the reporting requirements of the CRC from 2014/15?
6. What initiatives and measures are other large organisations undertaking which this Council could apply to the Civic Centre and corporate estate?

Local and National context

For this review, Members should be aware of the wider local, national and international context.

It is essential that that the work carried out and the proposals which arise out of the review link with this Council's Local Development Plan in relation to sustainability.

Climate Local – This is an initiative, led by Local Government for Local Government, to drive, inspire and support council action on carbon reduction

http://www.local.gov.uk/the-lga-and-climate-change/-/journal_content/56/10180/3574359/ARTICLE

Department of Energy & Climate Change – Reducing the UK's greenhouse gas emissions by 80% by 2050

Corporate Services & Partnership Policy Overview Committee – 15 October 2013

<https://www.gov.uk/government/policies/reducing-the-uk-s-greenhouse-gas-emissions-by-80-by-2050/supporting-pages/carbon-budgets>

Key information required

EVIDENCE & ENQUIRY

This will include witness sessions looking at the matter from a local and wider perspective, including possible site visit to an exemplar organisation of best practice in reducing carbon use in their estate and service operations.

Locally, witnesses would include officers working on carbon reduction corporately and in their service i.e the Council's Energy Manager, officers responsible for Street Lighting, Open Spaces and Rural Hillingdon, officers working on housing energy efficiencies and Sustainability Officers working on developments and district heating. Officers in Procurement may also be invited to attend to review how contracts and agreements with suppliers are consistent with reducing energy use and emissions.

From a wider perspective, the review could invite witnesses from other local authorities, academics in this field and counterparts in the private sector. It will be useful for the Committee to better understand Corporate Social Responsibility & sustainability strategies in the private and not for profit sectors.

The Democratic Services Manager will also attend this Council's Carbon Reduction Working Group to feedback the work taking place to the Committee.

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
15 October 2013	Agree Scoping Report and first witness session (reviewing local efforts)	Information and analysis. Evidence & enquiry from Council Officers
12 November 2013	Witness Session 2	Evidence and enquiry from external witnesses and to assess best practice.
Site Visit	Site Visit (to visit a private or not for profit organisation)	To seek out best practice, new technologies and cost-effective solutions.
14 January 2014	Witness Session 3 (looking at the wider perspective)	Evidence and enquiry from external witnesses and to assess best practice.

12 February 2014	Consideration of draft final report and recommendations	
20 March 2013	Target date for Cabinet consideration	

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

Risk assessment

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

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REPORT FROM
CABINET – 26 SEPTEMBER 2013

PURCHASE OF CARBON ALLOWANCES 2012/13 AND CRC PHASE II

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Richard Coomber, Residents' Services
Papers with report	Annual Report Summary

1. HEADLINE INFORMATION

Summary	To advise the Cabinet on the final cost of allowances purchased from the Department of Energy and Climate Change (DECC) to cover energy emissions (tonnes of carbon dioxide) regulated by the CRC (Carbon Reduction Commitment) Energy Efficiency Scheme Legislation and advise the Cabinet on the Council's qualification status for Phase II of the CRC Scheme.
Contribution to our plans and strategies	Fulfil the Council's statutory obligations under the CRC Energy Efficiency Scheme.
Financial Cost	£356,952 CRC Allowances for 2012-13
Relevant Policy Overview Committee	Corporate Services & Partnerships
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet:

- (1) **Notes the cost of £356,952 for the purchase of CRC allowances following submission of the 2012-13 CRC Annual Report to the Environment Agency.**
- (2) **Authorises Officers to register for Phase II of the CRC Energy Efficiency Scheme (CRC EES).**

Reasons for recommendation

The purchase of Carbon Reduction Commitment (CRC) allowances and registration for Phase II of the CRC Energy Efficiency Scheme (CRC EES) ensures that the Council complies with the following UK Legislation:

REPORT FROM CABINET – 26 SEPTEMBER 2013

- The CRC Energy Efficiency Scheme Order 2010
- The CRC Energy Efficiency Scheme (Amendment) Order 2011
- The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) Regulations 2012
- The CRC Energy Efficiency Scheme (Allocation of Allowances for Payment) (Amendment) Regulations 2013
- The CRC Energy Efficiency Scheme Order 2013

Alternative options considered / risk management

The Council could decide not to purchase and surrender allowances for its energy emissions (tonnes of carbon dioxide) regulated by CRC EES but would then be in breach of the CRC Order and could face fines from the Environment Agency of £40 per tonne of carbon dioxide – a potential fine of £1.1m. (CRC Order 2013 Article 77 ‘Failure to surrender allowances.’)

The Council could decide not to register for Phase II of the CRC EES but would then be in breach of the CRC Order and could face fines from the Environment (CRC Order 2013 Article 73 “Failures in respect of registration.”)

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

In June 2013 Cabinet authorised Officers to purchase CRC allowances following submission of the 2012-13 CRC Annual Report. Officers were required to report back to Cabinet on the final cost of allowances and the Council’s qualification status for Phase II of the CRC EES.

London Borough of Hillingdon submitted its CRC Annual Report to the Environment Agency on 30th July 2013.

The table below summarises the data submitted into the CRC Registry (The Environment Agency’s online portal to manage the CRC).

Table 1.0 CRC Annual Report Data 2012-13 in kWhs (kilowatt hours) and tCO2 (tonnes of carbon dioxide)

Fuel	KWh Actual	KWh Estimated	KWh Total
Electricity	26,869,631	6,977,856	33,847,487
Gas	33,636,524	25,392,698	59,029,222
Total	60,506,155	32,370,554	92,876,709

**REPORT FROM
CABINET – 26 SEPTEMBER 2013**

Fuel	tCO ₂ Actual	tCO ₂ Estimated	tCO ₂ Total
Electricity	14,536	3,775	18,311
Gas	6,176	4,662	10,838
Total	20,712	8,437	29,149

Electricity accounts for 63% of total emissions (tonnes of carbon dioxide) and gas 37%. Electricity generates more CO₂ than gas due to losses in distribution across the network.

The table below sets out the emissions in tonnes of carbon dioxide across the energy portfolio.

Table 1.1 CRC Emissions 2012-13 (tCO₂) by Energy Portfolio Group

Fuel	tCO ₂ Academies	tCO ₂ General Fund (GF)	tCO ₂ Housing Revenue Account (HRA)	tCO ₂ Maintained Schools	tCO ₂ Total
All	10,941	9,023	237	8,949	29,149

The CRC Registry applies an uplift of 10% to consumption that is defined as “estimated.” In the 2012-13 reporting year 8,437 tCO₂ were classed as estimated (29% of reported emissions).

The CRC Registry makes a deduction to reported emissions for certain forms of renewable energy generation termed EGCs (Electricity Generation Credits). The solar panels at the Civic Centre generated 10,692 kWh of electricity in 2012-13 resulting in an EGC of 5 tCO₂. The table below sets out the emissions as calculated in the CRC Registry.

Table 1.2 CRC Emissions 2012-13 Calculated in CRC Registry

Emission Type	Emissions Tonnes CO ₂ (tCO ₂)
Electricity	18,688
Gas	11,303
Electricity Generation Credits (EGCs)	-5
Total	29,986

London Borough of Hillingdon's emissions for 2012-13 as calculated in the CRC Registry are therefore 29,986 tonnes of carbon dioxide (tCO₂).

CRC Allowances

**REPORT FROM
CABINET – 26 SEPTEMBER 2013**

Table 1.3 summarises the CRC Allowances ordered from the Department of Energy and Climate Change (DECC) on 31st July 2013. For the remainder of Phase 1 of the CRC EES allowances will cost £12 per tonne of CO₂.

Table 1.3 CRC Allowances 2012-13

Allowance Type	Number Allowances	£ CRC Allowances
CRC Emissions 2012-13	29,986	£359,832
Minus 50% of Contingency	-240	-£2,880
Total	29,746	£356,952

As detailed in the September 2012 Cabinet Report an additional 480 CRC Allowances with a value of £5,760 were purchased as a contingency and held in the CRC Registry. To reduce the cost of 2012-13 emissions 50% of this contingency (240 allowances) has been utilised.

For 2012-13 therefore, 29,746 allowances with a value of £356,952 were ordered from DECC to cover London Borough of Hillingdon's emissions.

The payment window for CRC allowances is between 2nd September 2013 and 20th September 2013. Payment for allowances will be made on 2nd September 2013. CRC allowances will need to be surrendered on the CRC registry by 31st October 2013.

CRC Phase II Registration

Phase II of the CRC Energy Efficiency Scheme commences on 1st April 2014 and ends on 31st March 2019. Qualification for Phase II of the scheme is based on electricity consumption from specific half hourly meters during the CRC reporting year 1st April 2012 to 31st March 2013. Organisations will qualify for the next phase of CRC if they have at least one settled half hourly electricity meter and total consumption from these half hourly meters is above the 6,000 MWhs (Mega Watt hours) threshold. London Borough of Hillingdon's consumption from relevant half hourly meters in 2012/13 was 8,419 MWhs.

London Borough of Hillingdon will qualify for Phase II of the CRC Energy Efficiency Scheme and will need to register as a participant on the Environment Agency's website (The CRC Registry) between 4th November 2013 and 31st January 2014.

Financial Implications

For 2012-13 29,746 allowances with a value of £356,952 were ordered from DECC to cover London Borough of Hillingdon's emissions in the 2012-13 Annual report. It should be noted that the provision in the accounts estimated as part of the closing process was £328,200. This was calculated at an earlier point in time and was at the lower end of the range recommended for approval at the June Cabinet. The increase over the 2012/13 provision is £28,752, less the 50% surrender of the contingency of 240 allowances with a value of £2880 gives a net increase £25,872 greater than the provision. This will be a cost chargeable to the 2013/14 budget. The

**REPORT FROM
CABINET – 26 SEPTEMBER 2013**

current year forecast for CRC is £37,000 favourable against a contingency budget of £402,000, so the current year's budget should contain this cost.

Phase II of the CRC EES commences on 1st April 2014 and ends on 31st March 2019. As in previous years participants will be required to purchase CRC Allowances on an annual basis for each of the reporting years within the Phase.

The Government's response to the CRC simplification published in December 2012 announced further changes to the scheme that would come into effect from the commencement of Phase II on 1st April 2014.

The most significant change will be the removal of Schools and Academies from the scheme. The School/Academy sector currently accounts for 68% of Hillingdon's emissions (or £238,680 in CRC Allowances). This has been charged to the Dedicated Schools Grant and has not been a burden on Council resources. However the un-metered supplies (UMS) for street lighting previously excluded from the scheme will now be included from Phase II (5,387 tCO₂ in 2012-13). This is chargeable against the General Fund.

The pricing for Phase II of the scheme has been revised and the calculation will be made more complicated by the introduction of two options to purchase allowances. The first option "Lower Priced Advance" allows the ordering and purchase in advance of the compliance year at the recently announced £16 per tonne of CO₂ i.e. 33% increase. Alternatively the allowances can be purchased at an even higher price which has yet to be announced retrospectively after the compliance year. This option is described as a "buy to comply" option and operates similar to Phase 1 of the scheme.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**What will be the effect of the recommendation?**

The primary aim of the CRC EES is to promote energy efficiency and reduce CO₂ emissions resulting in reduced fuel bills for the Council and reduced CRC allowances cost.

Consultation Carried Out or Required

None.

5. CORPORATE IMPLICATIONS**Corporate Finance**

Corporate Finance has reviewed this report and the financial implications set out above, noting that the cost of CRC allowances for 2012/13 is broadly consistent with earlier estimates. Future reports to Cabinet will address the retrospective purchase of allowances to cover 2013/14 emissions and any purchase in advance of allowances for 2014/15.

Legal

The Climate Change Act 2008 provides for the introduction of domestic emissions trading schemes through secondary legislation. The CRC Scheme was brought in by the CRC Energy

**REPORT FROM
CABINET – 26 SEPTEMBER 2013**

Efficiency Scheme Order 2010 and Phase II (and all subsequent phases) is governed by the CRC Energy Efficiency Scheme Order 2013. Participation in the CRC is mandatory for all public sector bodies and large businesses who meet the qualifying energy usage criteria, which as stated in this report includes the Council for the purposes of Phase II. The Council is required to measure and report its electricity and gas related carbon emissions annually, following a specific set of measurement rules. Following that measurement and reporting the Council is required to buy allowances for every tonne of carbon they emit (relating to electricity and gas), the purchase of those allowances for the year 2012-13 being the subject of recommendation 1 of this report. A reduction in the Council's consumption of electricity and gas could decrease the level of spending on the CRC in Phase II and later phases.

Corporate Property and Construction

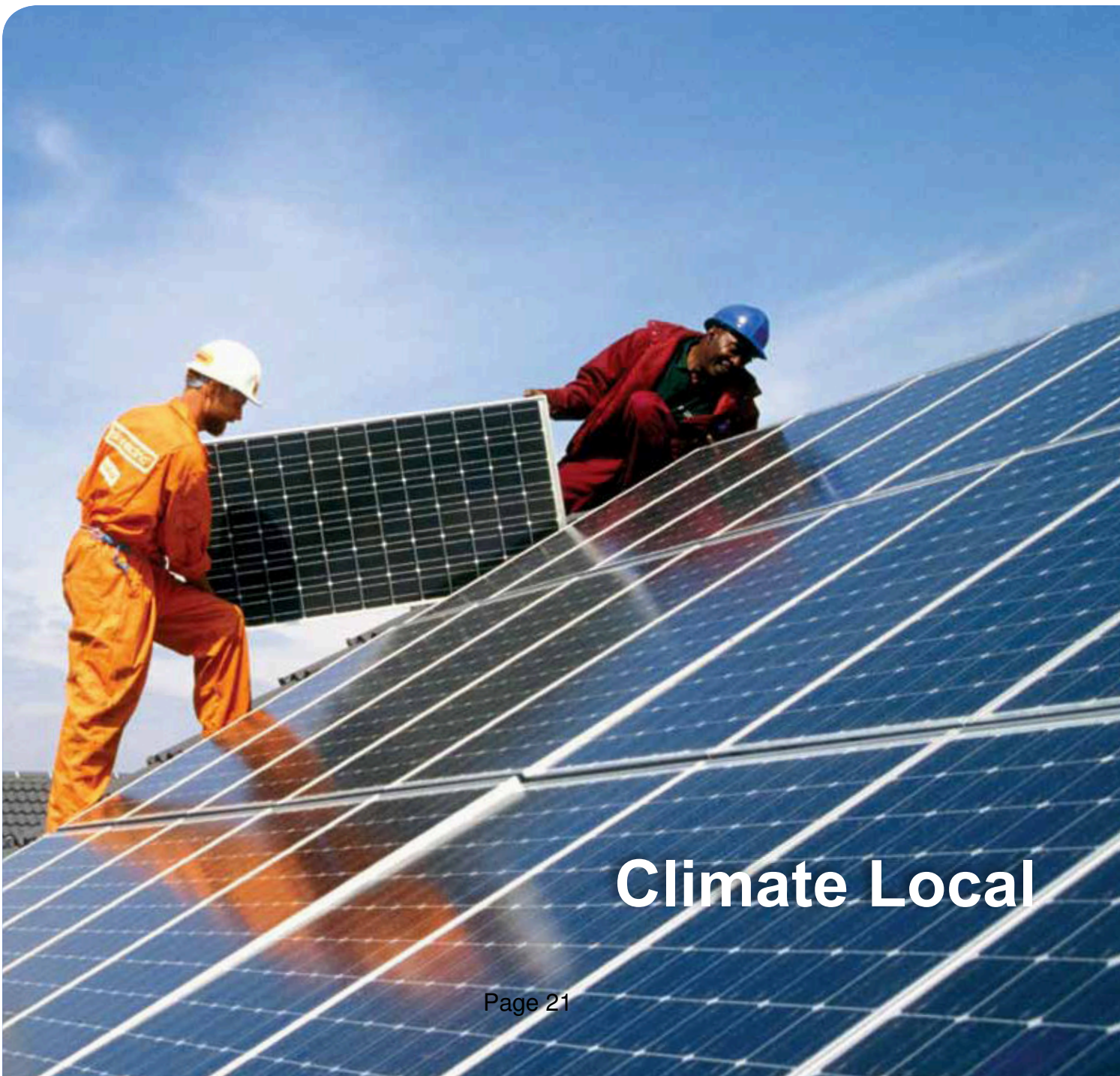
There are no property implications resulting from the recommendations set out in this report.

6. BACKGROUND PAPERS

NIL

Climate Local

Information pack for councils



Climate Local

Foreword

Councils and their communities face major challenges around local energy and the changing climate. Over the last year we have seen significant rises in energy prices squeeze finances for councils, residents and businesses, and the wettest year on record bring significant flooding.

Climate Local is the LGA's initiative to support and share the work that councils are doing to respond to these challenges – including to boost renewable energy supply, to reduce utility bills for councils and residents, to support local growth and jobs, and to plan for extreme weather events.

The Climate Local network provides an important platform for council-led action and a forum to support learning. By signing-up, individually or in partnership, councils make a public commitment to tackle local priorities such as fuel poverty, green jobs, or local flood-risk, and agree to share progress with other councils.

As Leader of Cheshire West and Cheshire council I was delighted to join the network. I look forward to sharing our work on renewables and resilience, and to hearing from other councils.

Councillor Mike Jones

Chairman,
LGA Environment and Housing Board



Cllr Mike Jones and Cllr Hugo Deynman sign the Climate Local commitment, November 2012

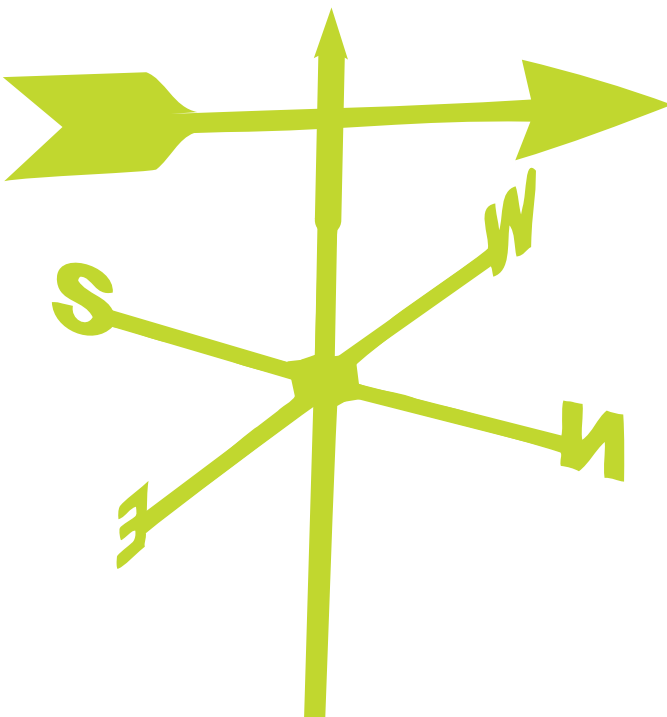
What is Climate Local?

Climate Local is an LGA initiative to drive, inspire and support council action on a changing climate. The initiative supports councils' efforts both to reduce carbon emissions and also to improve their resilience to the affects of our changing climate.

Climate Local is helping councils across the country to realise the opportunities and capture the benefits of action on climate change, including saving on their energy bills, generating income from renewable energy, attracting new jobs and investment in 'green' industries, reducing flood risks, tackling fuel poverty and protecting our natural environment.

It consists of:

- a Climate Local Commitment – for councils to sign to demonstrate their commitment to addressing climate change and to challenge themselves to build on their existing achievements
- a set of topic-based guides and templates to help guide councils in setting local commitments and milestones and reaching their ambitions
- new web-based resources and support - an online community and opportunities for peer learning
- a Climate Local Steering Group - bringing together nominated members of the LGA's Environment and Housing Board, council representatives and national partners.



How will it help councils?

Becoming a Climate Local council provides a way to show council leadership on climate change. It enables councils to demonstrate leadership individually – to their communities, stakeholders and peers – and collectively – to Government and other national stakeholders.

The Climate Local initiative aims to:

- drive and inspire councils to act on the causes and effects of climate change
- enable councils to demonstrate their commitment, ambition and achievements
- enable councils to show collective leadership on climate change
- provide a framework through which councils can organise and plan their journey in addressing climate change
- provide a forum for peer-to-peer learning and support for councils.

The first step to becoming a Climate Local council is signing up to the Climate Local commitment (See Annex 1 – Climate Local Commitment).

Sir Merrick Cockell, Chairman of the LGA:

“The aim of Climate Local will be to drive and champion council-led action on climate change in a way which will ensure local authorities can get the best results and value for money with the resources they have available.”

**Cllr Paul Carter, Leader of Kent County Council,
Chairman of the Kent Forum:**

“Climate Local is great opportunity for us to show leadership and practical action to cut energy bills for hard-pressed local families and businesses. We’ll set local targets to address real priorities.”

**Cllr Alan Clark, Portfolio Holder for Energy and Sustainability,
Nottingham City Council**

“We are really proud to be signing this agreement and to build on Nottingham’s heritage and achievements in tackling climate change. We will continue to improve our own energy use, create affordable energy for the city and encourage the growth of ‘green’ jobs. Climate Local will work with local people to set local action plans to tackle climate change.”

How can my council get involved?

By signing the commitment, your council will be asked to:

- set out the actions you intend to undertake locally to reduce carbon emissions and respond to changes in the climate within your own operations, your services and with your local community.
- set out your level of ambition and how you are going to monitor and demonstrate your achievements.
- Share with other councils and with national partners:
 - the actions you are undertaking and your ambitions
 - your progress
 - the learning from your experiences and achievements.

Support for councils to develop commitments and actions is available through the LGA website (www.local.gov.uk/climate-change).

Examples of council commitments and actions are available through the **Climate Local Network** group. To join go to: <https://knowledgehub.local.gov.uk>



How does Climate Local work?

Becoming a Climate Local council involves a four-stage cycle.

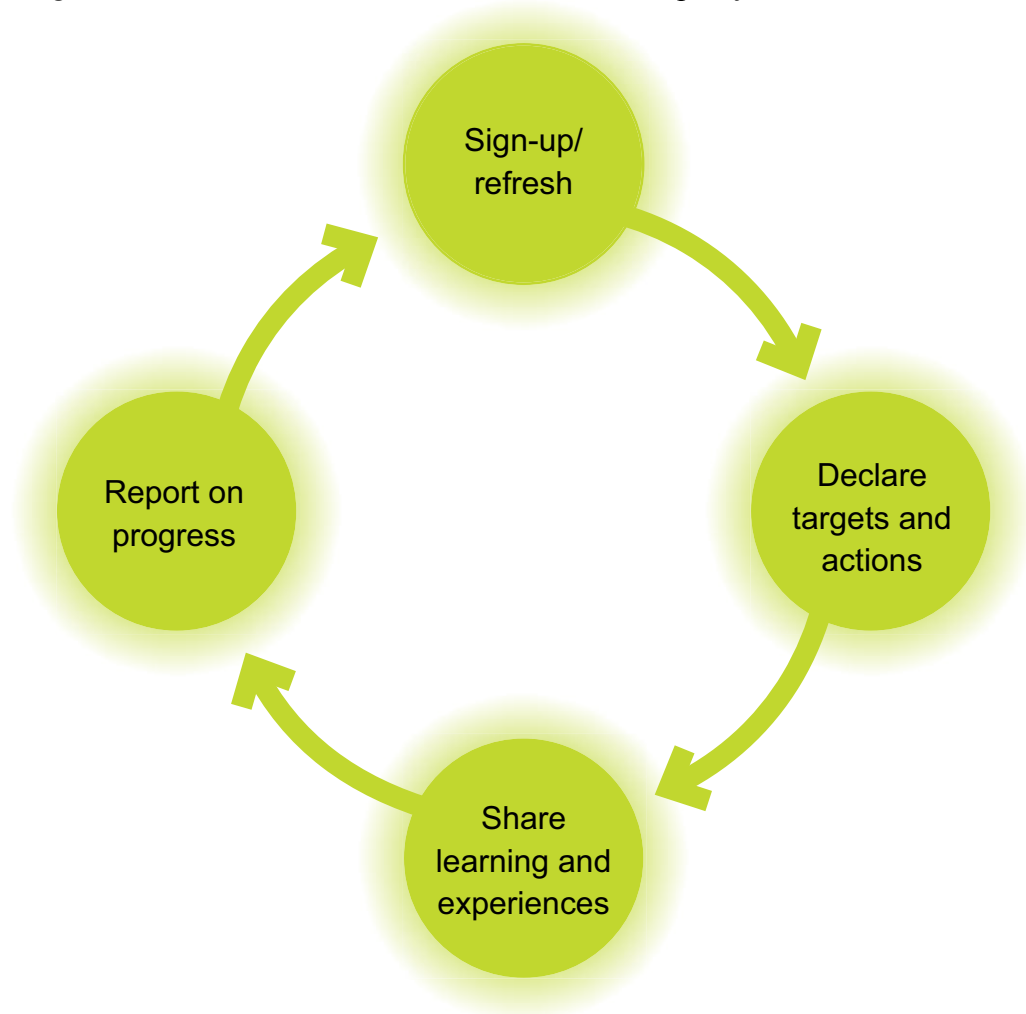


Figure 1. The Climate Local cycle

1. Sign-up to the Climate Local commitment

The first step is to sign-up to the Climate Local commitment [See Annex 1 – Climate Local Commitment]. You can sign up as an individual council or as a group of authorities.

LGA will then add you to the interactive map on the LGA website and will welcome you into the Climate Local family, signposting you to sources of support to help you on your journey.

To view the map online go to: www.local.gov.uk/climate-change

2. Declare commitments and actions

Once you have signed-up, you will be asked to set out the commitments and actions you intend to undertake locally. You will be asked to do this within six months of signing-up.

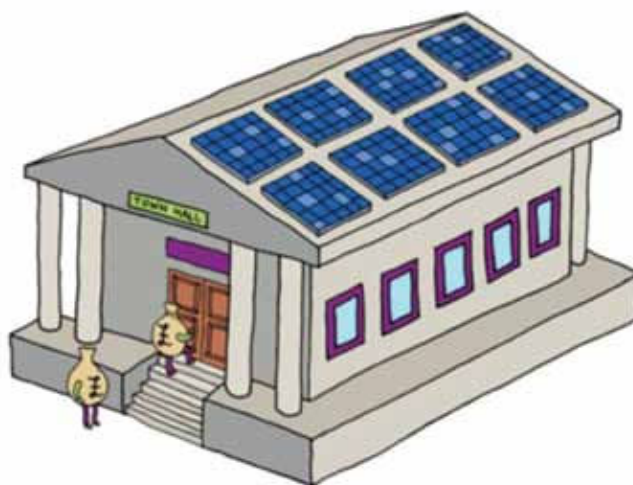
Whilst it is up to councils to determine their own local commitments and actions, all councils should be able to put forward a number of commitments and actions across the mitigation and adaptation agendas. However, care needs to be taken to ensure that the commitments are realistic and deliverable. So before setting your commitments think about:

- **How will you use Climate Local?** Are you just starting out in developing your response to climate change? Or are you using it as an opportunity to reiterate or reinvigorate your existing commitments, or to stimulate new action?
- **What are your priorities?** It will be important to take a strategic approach to Climate Local. Understanding your baseline position in terms of carbon emissions and climate vulnerability will help you to work out where best to focus your efforts and enable clear priorities to be set.
- **What level of resources is available for delivery?** The Climate Local topic guides include advice about funding sources but you also need to think about your internal staff resources and the resources of partner organisations for delivering on the commitments you make, monitoring progress and sharing your learning and experiences.

- **How will you report on and share progress?** Climate Local asks councils to share progress on their commitments and actions and provides a light-touch template for doing this. However, think about whether the commitments and actions you are signing-up to are manageable in terms of reporting and sharing progress.

The LGA have a template for you to set out your chosen commitments and actions [See Annex 2 – Commitments and Actions Template]. Actions should be specific, measurable and time bound.

LGA have also provided a menu of possible commitments and actions that is available through the Climate Local network. Councils are encouraged to adapt these suggestions to suit their own priorities and also to create their own locally-determined commitments and actions.



3. Sharing learning and experiences

As a Climate Local council you will be actively encouraged to share your learning and experiences with other councils. The Climate Local network on the LGA Knowledge Hub provides an interactive space for councils to share case studies and materials and to swap advice.

The LGA will also facilitate opportunities for face-to-face learning for Climate Local councils – including a Climate Local conference in March 2013. We will also publish your commitments and actions so that we demonstrate how councils are taking a lead.

4. Sharing progress

To celebrate your achievements and to let your communities and stakeholders know how you are getting on, you will be asked to share progress on your commitments and actions once a year.

We have provided a simple template for you to do this [See Annex 3 – Sharing Progress Template].

1 (again!). Refresh your commitments and actions

Every year, we will ask that you refresh your commitments and actions to ensure that they remain current and relevant to local priorities.



How is the LGA supporting Climate Local?

The LGA is supporting Climate Local by:

- promoting the initiative to councils and running the sign-up process
- providing a forum for councils to share their ambitions, progress and learning through the Climate Local network
- facilitating the Climate Local Steering Group which provides a forum for councils to raise issues with Government and partners
- championing individual and collective council good practice through a range of initiatives including events, reports, website features, and e-bulletins.

For more information please contact:

Kamal Panchal

LGA Senior Advisor,
Environment and Housing

kamal.panchal@local.gov.uk

Local Government Association
Local Government House
Smith Square
London SW1P 3HZ

Annex 1

The Climate Local commitment

Climate Local [insert council(s) name]:

Our commitment to taking action in a changing climate

We recognise that our council has an important role to help our residents and businesses to capture the opportunities and benefits of action on climate change. These include saving money on energy bills, generating income from renewable energy, attracting new jobs and investment in 'green' industries, supporting new sources of energy, managing local flood-risk and water scarcity and protecting our natural environment.

We will progressively address the risks and pursue the opportunities presented by a changing climate, in line with local priorities, through our role as:

- community leader – helping local people and businesses to be smarter about their energy use and to prepare for climate impacts
- service provider – delivering services that are resource efficient, less carbon intensive, resilient and that protect those who are most vulnerable to climate impacts
- estate manager – ensuring that our own buildings and operations are resource efficient, use clean energy, and are well prepared for the impacts of a changing climate.

In signing this commitment, **we will:**

- **set locally-owned and determined commitments** and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging
- **publish our commitments, actions and progress**, enabling local communities to hold us to account
- **share the learning from our experiences and achievements** with other councils
- **regularly refresh our commitments and actions** to ensure they are current and continue to reflect local priorities.

[Date]

[Name of council or group of councils]

[Signature of Leader or Mayor of Council]

Annex 2

Commitments and actions template

Climate Local [insert council name]:

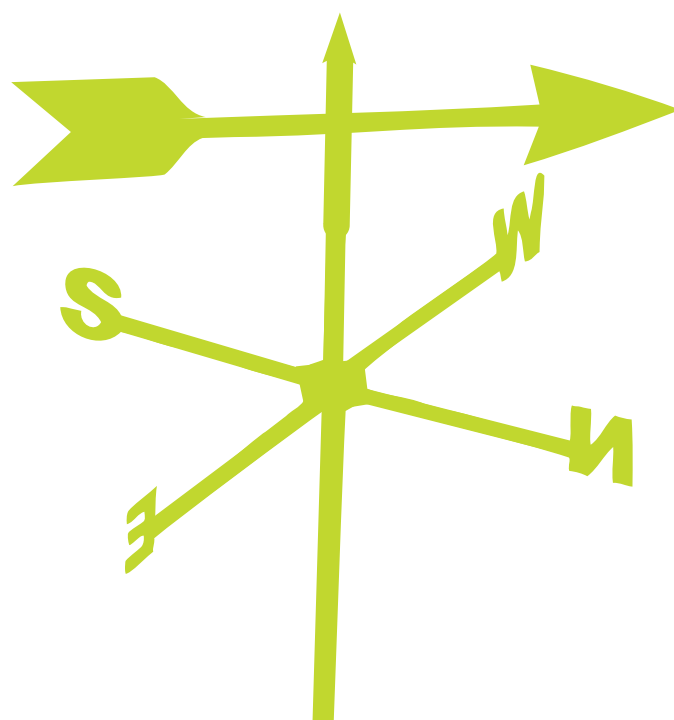
Our commitments and actions

_____ Council(s)

signed the Climate Local Commitment on _____ [date]
in recognition of the important role that local authorities have in tackling climate change.

In signing the Commitment we pledge to set locally-owned and determined targets and actions on both mitigation and adaptation and publish these within six months.

The table below sets out our priorities commitments the actions will undertake to deliver them. We will monitor our performance against these actions and report regularly on our progress. We will also regularly refresh this list of actions to ensure they are up-to-date and reflect local priorities.

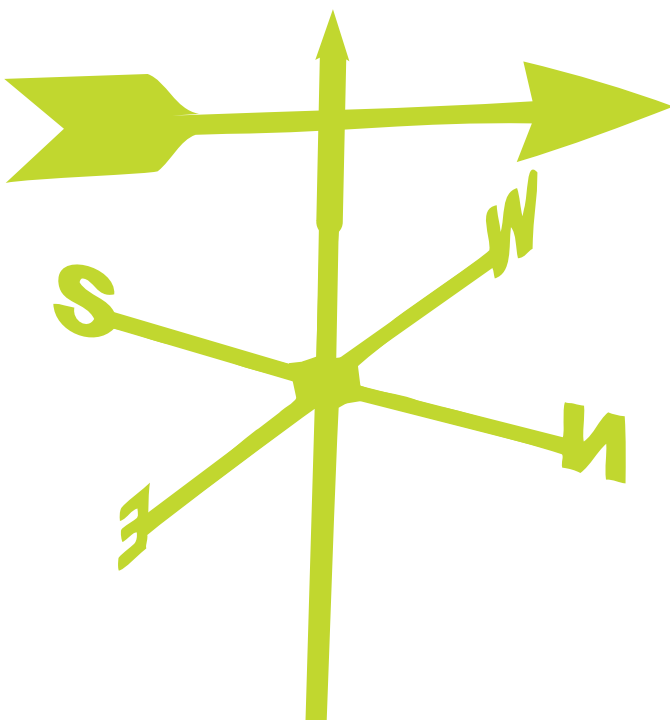


Low carbon pathways

In order to create an 'energy smart' low carbon future we make the following commitment(s):

Commitment:		
Justification:		
Specific action(s)	Measure	Timescale

Commitment:		
Justification:		
Specific action(s)	Measure	Timescale



Worked example:

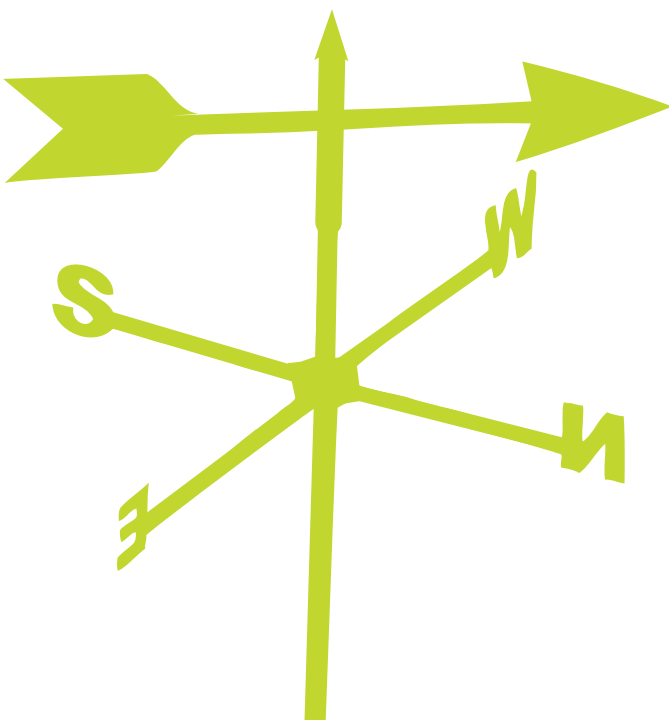
Commitment: We will reduce carbon emissions in the housing sector by 20 per cent on 2010 levels by 2020		
Justification: 50 per cent of the area's carbon emissions come from the housing sector		
Specific action	Measure	Timescale
We will go out to tender to secure a Green Deal provider	Green Deal provider will be in place	March 2013
Roll out a free loft insulation programme for the elderly and fuel poor	10,000 lofts will be insulated or topped-up	2016
We will run a Green Deal promotional campaign aimed at private householders	10,000 residents will receive Green Deal information packs Green Deal information pages published on council website	By December 2013

Climate resilience

In order to adapt to the risks and opportunities that our changing climate will present, we make the following commitment(s):

Commitment:		
Justification:		
Specific action(s)	Measure	Timescale

Commitment:		
Justification:		
Specific action(s)	Measure	Timescale



Worked example:

Commitment: We will ensure that flood risk is understood and planned for		
Justification: We have a good understanding of tidal and fluvial flood risk but a poor understanding of surface water flood risk		
Specific action	Measure	Timescale
We will work with the Environment Agency and other partners to develop an improved map of whom and what is at flood risk from all sources of flooding today, and to predict future flood risk for all flood sources.	Flood mapping results published	March 2014
We will develop a surface water management plan which identifies and prioritises areas at risk and develops more detailed plans for the priority areas.	Surface water management plan published	December 2012

Guidance notes for councils

1. Complete at least one action on mitigation and one on adaptation. Use the Menu of Local Commitments and Actions to guide your choice of actions, or feel free to create your own.
2. Use the Menu of Local Commitments and Actions to guide your choice of commitments. This menu is not exhaustive and councils are welcome to include and develop their own commitments to suit local priorities.
3. For each action, please be Specific (what is you want to achieve, how will you go about achieving it), ensure it is Measurable (how much, how many, how will you know when the action or target is accomplished) and Timebound (when will it be achieved).
4. When completed and published, please send to the LGA

Annex 3

Sharing progress commitment

Climate Local [insert council name]:

Our progress on [insert date]

Since signing up to Climate Local on _____ we have made the following progress towards achieving the commitments and actions we pledged on _____.

Mitigation

1.	Progress
Commitment:	[provide a summary of progress in achieving this commitment overall to date]
[insert commitment]	
Action(s):	Progress
[insert actions]	[provide a summary of progress in achieving this action to date]

Adaptation

1.	Progress
Commitment:	[provide a summary of progress in achieving this commitment overall to date]
[insert commitment]	
Action(s):	Progress
[insert actions]	[provide a summary of progress in achieving this action to date]



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We consider requests on an individual basis.

L12-985

Agenda Item 6

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

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

Corporate Services & Partnerships Policy Overview Committee

2013/14 DRAFT Work Programme

Meeting Date	Item
10 June 2013	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

23 July 2013	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

17 September 2013	Major Review - Reduction of the Council's Carbon Footprint - officer presentation
	Cabinet Forward Plan
	Work Programme

15 October 2013	Major Review - Reduction of the Council's Carbon Footprint – 1 st Witness Session
	Cabinet Forward Plan
	Work Programme

12 November 2013	Major Review - Reduction of the Council's Carbon Footprint – 2 nd Witness Session
	Single Meeting Review – Annual Holiday for Council Employees

Corporate Services & Partnerships POC 15 October 2013
PART I – MEMBERS, PUBLIC & PRESS

	Cabinet Forward Plan
	Work Programme

14 January 2014	Budget Proposals Report for 2014/15
	Major Review - Reduction of the Council's Carbon Footprint – 3 rd Witness Session
	Consideration of Mini Review Topics
	Cabinet Forward Plan
	Work Programme

12 February 2014	Cabinet Forward Plan
	Consideration of draft recommendations and final report.
	Work Programme

13 March 2014	Cabinet Forward Plan
	Work Programme

29 April 2014	Cabinet Forward Plan
	Work Programme

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Agenda Item 7

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

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

SUGGESTED COMMITTEE ACTIVITY

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

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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?

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

Cabinet meeting - 24 October 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?
978	Award of Card Payment Services Contract for Housing & Revenues	The Council's current Contract with Allpay.net expires on 31st March 2014 and this report recommends the award of a new contract.	N/A		Cllr Jonathan Bianco	FD - Rob Smith		NEW	Private (3)
971	Land and garages to rear of 15 Orchard Way, Hillingdon	The Cabinet Member will be asked to declare the garages and land surplus to requirements and agree an offer on the site. This is an appropriation between the HRA and General Fund, which requires Cabinet approval.	Brunel		Cllr Jonathan Bianco	RS - Richard Carden			Private (3)
955	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			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position. The report will also propose some amendments to the Local Welfare Support Scheme approved by Cabinet in February 2013.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	Voluntary Sector Leases Report	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)
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			

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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?
Council Departments: RS = Residents Services CYPS =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			
Cabinet Member Decisions - October 2013									
984	Land at Portland Road, Hayes	This reports seeks Cabinet Member authority to appropriate the land from Highways to Green Spaces.	Charville		Cllr Ray Puddifoot / Cllr Jonathan Bianco	RS - M Henington		NEW	Private (3)
902	Large animals policy	The Cabinet Members will be asked to approve a new Council policy regarding the illegal occupation of Council owned land by unauthorised large animals, including horses.	Various		Cllr Ray Puddifoot / Cllr Jonathan Bianco	RS - Hannah Pivonka			
972	Charville and Cowley St Laurence Children's Centres	The report to the Cabinet Member will set out the main terms of leases to be taken by the Council at Charville and Cowley St Laurence Children's Centres.	Charville, Brunel		Cllr Jonathan Bianco	RS - Mike Paterson			Private (3)
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

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?
Council Departments: RS = Residents Services CYPS =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
Cabinet meeting - 21 November 2013									
SI	Voluntary Sector Leases Report	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)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			

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?

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

Cabinet meeting - 19 December 2013

968a	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2014/15 for consultation, along with indicative projections for the following three years.	All	20-Feb-14	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
966	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2014/15 financial year.	All		Councillor Douglas Mills	AD - Nigel Cramb	Corporate Services & Partnerships POC		
967	Tender for Council Leaseholder Buildings Insurance	The Council has an obligation under lease to provide Buildings Insurance for Right to Buy Leasehold; Equity Share and a diminishing number of Council mortgaged properties. The costs are recharged to the Leaseholder / Mortgagee. Cabinet approval is requested to award the necessary tender.	All		Cllr Jonathan Bianco	FD - Simone Batchelor	Corporate Teams		Private (3)
SI	Voluntary Sector Leases Report	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)

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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?
Council Departments: RS = Residents Services CYPS =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			

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?

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

Cabinet meeting - 23 January 2014

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?
982	Civic Centre Air Handling Units Replacement	The office accommodation of the Civic Centre is currently air-conditioned by four air handling units (AHUs). The existing original units are now in a poor condition, suffering high levels of corrosion, seized valves and controls having to be regularly overridden. These units are also outmoded and un-economical in operation and therefore a comprehensive replacement and overhaul is required to provide the Civic Centre a modern, effective and efficient air conditioning system.	Uxbridge South		Cllr Jonathan Bianco	RS - Nish Parmar / Anthony Payne	Corporate consultees	NEW	Private (3)
SI	Voluntary Sector Leases Report	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		NEW	Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand		NEW	

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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?
Council Departments: RS = Residents Services CYPS =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
Cabinet meeting - 13 February 2014									
968b	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	Following consultation, this report will set out the Cabinet's budget proposals to Council, including the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2014/15 and Housing Revenue Account proposals.	All	20-Feb-14	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers	NEW	
983	Vehicle Maintenance Programme	Cabinet will be asked to approve a recommendation to award a contract for vehicle repair and maintenance of Council vehicles following a procurement exercise.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees	NEW	Private (3)
SI	Voluntary Sector Leases Report	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		NEW	Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand		NEW	

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