

## Minutes

**Corporate Services and Partnerships Policy  
Overview Committee  
Tuesday, 12 November 2013  
Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge UB8 1UW**



	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Carol Melvin.</p> <p><b>Officers:</b> David Fisher ((Transport Services Manager), Jo Gill (Energy Efficiency Officer), David Haygarth (Council's Energy Manager), Nancy Leroux (Deputy Director – Strategic Finance), Mike Talbot (Organisational Development Manager) and Khalid Ahmed (Democratic Services Manager).</p>
25	<p><b>MINUTES OF THE MEETING HELD ON 15 OCTOBER 2013</b></p> <p>Agreed as an accurate record.</p>
26.	<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>
27.	<p><b>SINGLE MEETING REVIEW – COUNCL'S HOLIDAY LEAVE MANAGEMENT</b></p> <p>The Committee gave consideration to a scoping report which provided Members with details of the Council's current holiday leave management for Council employees, together with the details of the alternative of 'variable leave year' holiday leave management.</p> <p>The Council's Organisational Development Manager attended the meeting and presented information on the advantages and disadvantages of both systems of holiday management.</p> <p>The key issues were:-</p> <ul style="list-style-type: none"><li>• What is the Current Holiday Leave Procedure which this Council had for Council employees?</li><li>• Looking at the distribution of holiday leave across the Council and to see if there were patterns which may have caused problems in any particular service area.</li><li>• To look at the advantages and disadvantages of the different approaches to 'Fixed Annual Leave Year' and 'Variable Leave Year' Holiday.</li><li>• What were the cost implications and HR system changes which would be needed if the holiday management</li></ul> <p><b>Action By:</b></p>



	<p>than managers having to consider each employee's individual leave year.</p> <p>The Council's Organisational Development Manager informed Members that if the annual leave for employees was moved to a personalised leave year, the Council's HR system would require reconfiguration to enable the changes to be made to the leave year. This would result in obvious cost implications.</p> <p>Reference was made to the plans for the Council to move to a new HR Platform (Oracle) in 2015 so any changes to ResourceLink would have a diminished return in value for any development investment made to the system.</p> <p>Discussion took place on the evidence which had been presented and Members concluded that it would be inappropriate to consider implementing a change to the holiday leave management system at this moment in time. However, consideration could be given to revisiting this once the new Oracle HR system was implemented.</p> <p>In view of the usage of Google Calendars by Teams within the Council, Members asked whether the new Oracle HR platform could link into Google Calendars. Also reference was made to a previous review recommendation relating to a Council held skills database, and Members asked if officers could investigate if the Oracle system had a skills capture element to it which include skills of all Council employees.</p> <p><b>RESOLVED –</b></p> <ol style="list-style-type: none"> <li><b>1. That the information provided in the scoping report, together with the evidence provided by officers, be noted.</b></li> <li><b>2. That consideration of the Council's holiday leave management procedure be revisited when the new Oracle HR platform has been implemented.</b></li> </ol>	<p><b>Mike Talbot</b></p>
<p>28.</p>	<p><b>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT</b></p> <p>This was second witness session of the Committee's review into Reducing the Council's Carbon Footprint. Members received information on the following areas:-</p> <p><b>Anaerobic Digestion (AD)</b> - This was where organic waste, food, grass, slurry etc, was mixed and broken down to form gas. The gas was then used to power an engine which generated heat and electricity, which was then sold to the grid and local users through a district heat and power network. Reference was made to a new AD plant which had opened in County Durham. This new plant produced 1.56MWh which was</p>	

	<p>enough energy to power 2,000 homes from processing up to 50,000 tonnes of commercial food waste.</p> <p>Members were informed that the plant in County Durham cost £8m to construct.</p> <p>Members were informed that a comparable facility within this Borough would provide enough power for a facility such as the Civic Centre.</p> <p>The Council's Energy Manager referred to the number of farms within the Borough which could be used for this anaerobic process. Discussion took place on the use of residents' kitchen caddies and the possible use of food waste for this anaerobic digestion.</p> <p>Members expressed interest in this area and asked that for the next meeting a paper be produced providing an outline of how such a facility could work in this Borough, utilising the farm waste and food waste within the Borough.</p> <p><b>Decentralised Energy – Heat and Power-</b> the Committee was made aware of the recently set up Energy Centre and heat network at Bunhill, in the London Borough of Islington. The Centre provided a heat network in the Bunhill ward and provided cheaper, greener and locally produced energy. The heat network was fed by a local energy centre which produced electricity and heat.</p> <p>The Committee was informed that this Energy Centre produced more efficient electricity than the central power stations because the normally wasted heat which occurred in central power stations was captured and piped around the heat network in the Energy Centre. The Energy Centre was generally much more efficient, cheaper and greener and provided residents with affordable warmth and helped reduce carbon emissions.</p> <p>Members expressed an interest in this facility and it was agreed that a site visit be arranged to enable further information to be gathered for the review.</p> <p>In addition, the Council's Energy Manager agreed to provide information on the feasibility of such a facility within the Borough.</p> <p><b>Helping Residents switch energy supplier –</b> Members were reminded that at the last meeting reference was made to what could the Council do to broker the best energy deals for residents. Officers reported that a press release would be shortly released which would inform residents that practical advice on switching energy providers and getting the best</p>	<p><b>Action By:</b></p> <p><b>David Haygarth</b></p> <p><b>Jo Gill / Khalid Ahmed</b></p> <p><b>David Haygarth</b></p>
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energy deals would be available from a Council backed helpline. The Council had teamed up with the Energy Helpline to provide this free and impartial service.

Residents who were worried about the impact of rising energy prices which had recently been announced by gas and electricity suppliers would be encouraged to find out if they could save money by swapping to a different company. The Council’s website contained information for residents on energy efficiency and savings which could be made.

Members were informed that this press release would be passed to local newspapers and consideration could also be given to producing flyers for local libraries and for street champions to distribute.

Officers were also asked to give consideration to extending the initiative to local businesses but it was acknowledged that those businesses that rented or leased their premises could not make decisions on energy suppliers. However, it was agreed that where possible, local businesses, perhaps with the help of the local Chambers of Commerce be included in the initiative.

**Council’s Vehicle Fleet** - The Council’s Transport Services Manager reported that the Council’s vehicle fleet comprised of around 170 vehicle and included 40 Large Commercial vehicles, 75 Light Commercial vehicles, 18 Passenger Vehicles, 26 items of Plant, 5 Diesel Cars, 3 Petrol Cars, one Electric Car Peugeot Ion, two Electric Vans Ford Transit Connects and one Hybrid Car Toyota Prius.

Members were informed that all the Council’s large commercial vehicles were compliant with Transport for London (TfL) low emissions zone, with some vehicles having been fitted with particulate filters to comply.

Reference was made to vehicle procurement over the last 2 years which had led to a number of new vehicles on the Fleet with Euro 5 engines and reductions in emissions. These included new vehicles for the Waste Collection Service, Street Cleaning and Highway Maintenance.

**Fuel Information** – The total fuel usage for the Council’s vehicle fleet was around 65,000 litres per month, with the vehicles calculated at undertaking 1.5 million miles per year.

The Committee was informed that the fuel was supplied under a procurement contract from Hall Fuels and was an ultra low sulphur diesel and was stored at Harlington Depot. Reference was made to the new refuse vehicles which had shown improved miles per gallon figures compared to the older vehicles (up to 10%).

**Action By:**

**Jo Gill**

**Action By:**



	Noted.	
<b>30.</b>	<p><b>CABINET FORWARD PLAN</b></p> <p>The Committee expressed an interest in receiving information on the report which was on the Forward Plan for Cabinet on 23 January 2014 – Promoting Economic Development and Regeneration in Hillingdon – Update.</p> <p>Noted.</p>	
	<p><b>Meeting commenced at 6.30pm and closed at 8.20pm</b></p> <p><b>Next meeting: 14 January 2014 at 7.30pm</b></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.