



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: TUESDAY, 12 NOVEMBER
2013

Time: 6.30 PM* PLEASE NOTE
THE START TIME

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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further information.**

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<http://modgov.hillingdon.gov.uk/ielistDocuments.aspx?CId=243&MId=1692&Ver=4>

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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 15 October 2013
- 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 Single Meeting Review - Annual Holiday for Council Employees
- 6 Major Review 2013/14 - Reducing our Carbon Footprint
- 7 Work Programme 2013/14
- 8 Forward Plan

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 15 October 2013

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



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Carol Melvin.</p> <p>Officers: Richard Coomber (Energy Officer), Tim Edwards (Manager – Public Lighting), Jo Gill (Energy Efficiency Officer), David Haygarth (Council’s Energy Manager) and Khalid Ahmed (Democratic Services Manager).</p>	
20.	<p>MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2013</p> <p>Agreed as an accurate record.</p>	
21.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>	
22.	<p>MAJOR REVIEW – REDUCTION OF THE COUNCIL’S CARBON FOOTPRINT – WITNESS SESSION</p> <p>Members were provided with presentations on the following areas:-</p> <p>Reducing the Carbon Footprint of Housing in Hillingdon</p> <p>The Council’s Energy Efficiency Officer provided Members with details of what the Council was doing in relation to reducing the Carbon Footprint of Housing in the Borough.</p> <p>The key drivers to reduce domestic carbon emissions were:</p> <ul style="list-style-type: none"> • Home Energy Conservation Act (1995) – refreshed guidance issued to LA’s • Green Deal • Energy Company Obligation • Report by Climate Change Committee – ‘Climate Local’ • New Fuel Poverty Strategy & definition <p>The Committee was made aware of a Fuel Poverty Project which the Council worked in partnership with energy providers on. The Council had bid for £106,500 funding from the Department of Energy and Climate Change.</p> <p>Reference was made to the Energy Company Obligation (ECO), which was a new Government led energy savings</p>	<p>Action:</p>

	<p>scheme which was funded by energy suppliers. There was an Energy Company Obligation of £327,000 with a minimum target of achieving 120 heating measures, 10 solid wall insulations, 60 loft and cavity wall insulation and 5 hard to treat cavity wall insulations.</p> <p>The main purpose of ECO was to reduce the amount of carbon emissions and to help reduce fuel poverty.</p> <p>With ECO, Energy Companies were obligated in three ways:</p> <ul style="list-style-type: none"> • Home Heating Cost Reduction Obligation (HHRCO) – This would fund boiler replacements for those on certain benefits but was only for private sector housing. The Council would be looking at finding additional funding for this. • Carbon Emission Reduction Obligation (CERO) – This focused on solid wall or hard-to-treat cavity wall insulation and applied to all tenures. This amounted to around £8-10k per property. • Carbon Savings Community Obligation (CSCO) – This focused on loft and cavity wall insulation within 15% of the most deprived Lower Super Output areas in the Borough, and applied to all tenures. <p>The Committee was made aware of other initiatives which included:</p> <ul style="list-style-type: none"> • Training and local job creation – the Council was working with Job Centre Plus, Uxbridge College and Dyson Energy Services. Work was taking place at introducing apprenticeships for young people of the Borough to be employed by those organisations involved in these energy conservation works. • Green Deal Communities Fund - Members were informed that a new £20 million Green Deal Communities scheme had been introduced by Department of Energy and Climate Change (DECC) to help local authorities drive street-by-street delivery of this scheme. There was a potential for Hillingdon to bid for £1m. The Council would identify target streets and areas in the Borough that could most benefit from the Green Deal, and then offer incentives to households in these areas to encourage them to install energy efficiency home improvements under the Green Deal. The Council would propose incentives as part of their bids for funding, which would be assessed by DECC. • Warmth 4 Winter – The Council was working with local partners to reduce excess winter deaths amongst the most vulnerable residents. • Council Housing – The Council was accessing ECO funding for solid wall insulation. 	<p>Action:</p>
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	<ul style="list-style-type: none"> • A Steering Group would be set up to develop a Strategic Action Plan for energy efficiency and affordable warmth. <p>Reference was made to the typical lifetime carbon saving per measure:-</p> <ul style="list-style-type: none"> • Solid wall insulation = 44.4 tonnes of carbon • Cavity wall insulation = 27.6 tonnes of carbon • Loft Insulation = 4.8 tonnes of carbon • Gas boiler replacement = 6 tonnes of carbon <p>The Committee was provided with a graph which provided details of the carbon saved by measure and the funding spent to achieve this (3,086 tonnes of carbon saved). This proved that with a relatively small pot of funding the Council, on behalf of its residents, could potentially unlock a lot of funding.</p> <p>Discussion took place on the publicity for ECO and Members were informed that there a national advertising campaign had taken place. The Council had also publicised the scheme through its public website, through Hillingdon People and at numerous community events.</p> <p>Street Lighting and Illuminated signs</p> <p>The Committee was informed that the Borough’s street lighting, illuminated signs and CCTV was projected to consume 10,388,332 Kwh of electricity in 2013/14 financial year which would produce an estimated 5,620 tonnes of carbon. This would be from 23,300 street lights, 4,800 illuminated signs, bollards and zebra crossing and from lighting in 12 subways and under passes in the Borough.</p> <p>Members were provided with a variety of current activities relating to energy saving and the reduction of on going maintenance costs. These included work on Zebra Crossing Beacons and associated spot lights, LED lanterns for lighting on residential roads, the use of electronic ballasts for discharge lamps and illuminated bollards.</p> <p>In relation to illuminated bollards Members were informed of the initiative brought about by the Department for Transport, whereby “keep left” signs on bollards were now unnecessary. Provided there was no confusion these could now be replaced with plain reflectorised bollards. This provided an obvious energy saving.</p> <p>Reference was made to the replacement of Thermal Photoelectric photo cells with electronic units of street lights. Members were informed that electronic photo cells reduced the length of time that street lights were on (50 hours per annum) compared with thermal cells. Electronic photo cells were used</p>	<p>Action:</p>
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	<p>reductions in new development. Until 1 October 2013 these required new major development to reduce emissions by 25% from building regulations (minimum standard). However, from 1 October 2013 all new major development must demonstrate a 40% reduction in CO2. Members were informed that this would prove a difficult target for all developers to achieve.</p> <p>The Committee was informed that where a developer could not achieve the savings onsite, the Council would ask for offsite contributions via Section 106 (i.e. developer funds). This would then enable the Council to make carbon reductions elsewhere.</p> <p>Members were provided with examples of what work had been carried out to ensure developments met the 40% target with off site contributions. Particular reference was made to the Council's School Building Programme which had saved £100k and ensured improvements to inefficient buildings</p> <p>The Committee expressed an interest in the concept of Decentralised Energy and the sharing heat and power and reference was made to the three possible areas this could work:-</p> <ul style="list-style-type: none"> • A heat network connecting Hillingdon Hospital, Brunel University and the Civic Centre, including housing in between, and the wider Uxbridge town centre. • A proposed network in Hayes connecting new developments. The network would need a catalyst and source for the initial combined heat and power unit to serve a new network. Discussions were taking place on identifying a development to act as a catalyst. • The use of rejected heat from Colnbrook Power station near Heathrow, to service a new heat and power network along Bath Road. <p>Urban greening and Off-setting work</p> <p>Reference was made to the carbon off-setting work (carbon sinks) which was taking place through the planning system. It was recognised that the plantation of more trees in the north of Borough would be a useful method of providing more carbon sinks. However, of more benefit would be the planting of more trees in the south of the Borough as this area suffered some harmful air quality and was acknowledged that vegetation not only removed carbon dioxide from the atmosphere, but also other harmful emissions such as those from transportation.</p> <p>The Council's Green Spaces, Sport and Leisure Senior Manager provided the Committee with additional information on the tree planting which took place in the Borough. In the last</p>	<p>Action:</p>
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	<p>planting season (November - March) the Council planted 704 street and roadside trees.</p> <p>Members were informed that the amount of Carbon a tree would offset depended on a number of factors, such as the type of tree, where it was planted and the amount of room it had to grow. On average, one broad leaf tree would absorb in the region of 1 tonne of carbon dioxide during its full life-time (approximately 100 years). Therefore with an estimated 16,000 trees planted alongside the Borough's roads and highways this would absorb around 16,000 tons of carbon.</p> <p>Members thanked officers for their presentations and asked for the following further information and possible future witnesses for future meetings:-</p> <ul style="list-style-type: none"> • Further information on profile or part night lighting in residential areas and the feasibility of doing this. • How could the ECO initiative be better communicated to residents from the Council? • What could the Council do to broker the best energy deals for residents? • Decentralised Energy: Sharing Heat and Power - The Committee asked for more information on the proposed network connecting Hillingdon Hospital, Brunel University and the Civic Centre. • Decentralised Energy: Sharing Heat and Power - In addition the feasibility on using Council facilities such as Highgrove Pool and the Crematorium. • The Committee asked for information on details of the Council's vehicle fleet and what measures were being taken to reduce carbon. • Electric Vehicles Charging Points – the use of these within the Borough • Procurement – What was the Council doing to ensure that contracts the Council were involved in were carbon friendly? Details on the new strategy which the Council had in place for the buying of energy • Looking at best practise in the private sector which could be applied to this Council. <p>RESOLVED –</p> <ol style="list-style-type: none"> 1. That the information provided as part of the witness session be noted and form part of the evidence for the review. 2. That officers be asked to undertake the actions outlined above for the next and future meetings of this Committee. 	<p>Khalid Ahmed / David Haygarth / Richard Coomber / Tim Edwards / Jo Gill / David Fisher</p>
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23.	<p>WORK PROGRAMME</p> <p>Noted.</p>	
24.	<p>CABINET FORWARD PLAN</p> <p>Civic Centre Air Handling Units Replacement for Cabinet in January 2014 – Contents of this report to be noted as part of the Committee’s review into Reduction of the Council’s Carbon Footprint.</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 9.20pm Next meeting: 12 November 2013 at 6.30pm</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.

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Agenda Item 5

ANNUAL HOLIDAYS – SINGLE MEETING REVIEW

Contact Officer: Mike Talbot /Khalid Ahmed
Telephone: 01895 258681/ 01895 250833

REASON FOR ITEM

In January 2013 a suggestion was submitted via the employee 'HIP Money Box' scheme concerning the Council's approach to holiday leave management. It was suggested that pressures caused by employees taking holiday at the end of the leave year could be alleviated by introducing 'variable leave years'. Instead of the whole workforce adhering to a leave year running from April to March, each employee would have an individual leave year dependent on, for example, their own employment start date or their birthday. The HIP Steering Group considered this suggestion and recommended that it was forwarded for review to the Corporate Services & Partnerships Policy Overview Committee.

OPTIONS OPEN TO THE COMMITTEE

1. Members to consider the information contained in the report
2. To receive evidence from the witnesses present at the meeting.
3. To consider any recommendations (if necessary) which this Committee would wish to submit to the relevant Executive decision maker.

AIM OF THE REVIEW

To review the Council's current holiday leave management for Council employees and to examine if moving to a 'variable leave year' would make any improvement on service planning with the authority.

TERMS OF REFERENCE OF THE REVIEW

- To examine the Council's current holiday leave management procedure.
- To assess the statistical information which is available which identifies the patterns of holiday taken by the Council's workforce and to examine if there any emergent patterns which could impact on service delivery
- To examine the alternative holiday leave procedures which could be introduced and to assess their feasibility in terms of cost and the suitability of current HR systems.
- To consider recommendations (if necessary) on the outcome of the review.

KEY ISSUES

- What is the Current Holiday Leave Procedure which this Council has for its workforce?
- To look at the distribution of holiday leave across the Council and to see if there are patterns which may cause problems in any particular service area.
- To look at the advantages and disadvantages of the different approaches to 'Fixed Annual Leave Year' and 'Variable Leave Year' Holiday
- What are the cost implications and HR system changes which would be needed if the holiday management system and procedure changed?

Corporate Services & Partnerships Policy Overview Committee – 12 November 2013

Current Holiday Leave Procedure

1. The Council currently operates a fixed annual leave year for all employees synchronised with the financial year starting on the 1 April and continuing until the 31 March. Holiday entitlement is calculated and available to employees from the beginning of this period. An element of flexibility is provided by the Council's policy to allow employees to 'carry over' up to 5 days holiday leave into the following annual leave year.
2. Leave entitlement, holiday requests and manager authorisation for leave is administered through an online self-service module of the Council's current HR system *ResourceLink*.
3. Employees are responsible for managing their holiday entitlement and for ensuring that they give reasonable notice to their manager when requesting leave. Managers should consider the impact of all holiday requests before authorising leave. Managers can refuse requests where there would be a detrimental impact to service provision, for example where a number of other employees are absent during the requested period.

Patterns of Holiday Leave Distribution

4. An analysis of the distribution of employees annual holiday for 2012/13 has been completed and the results illustrated in figure 1.

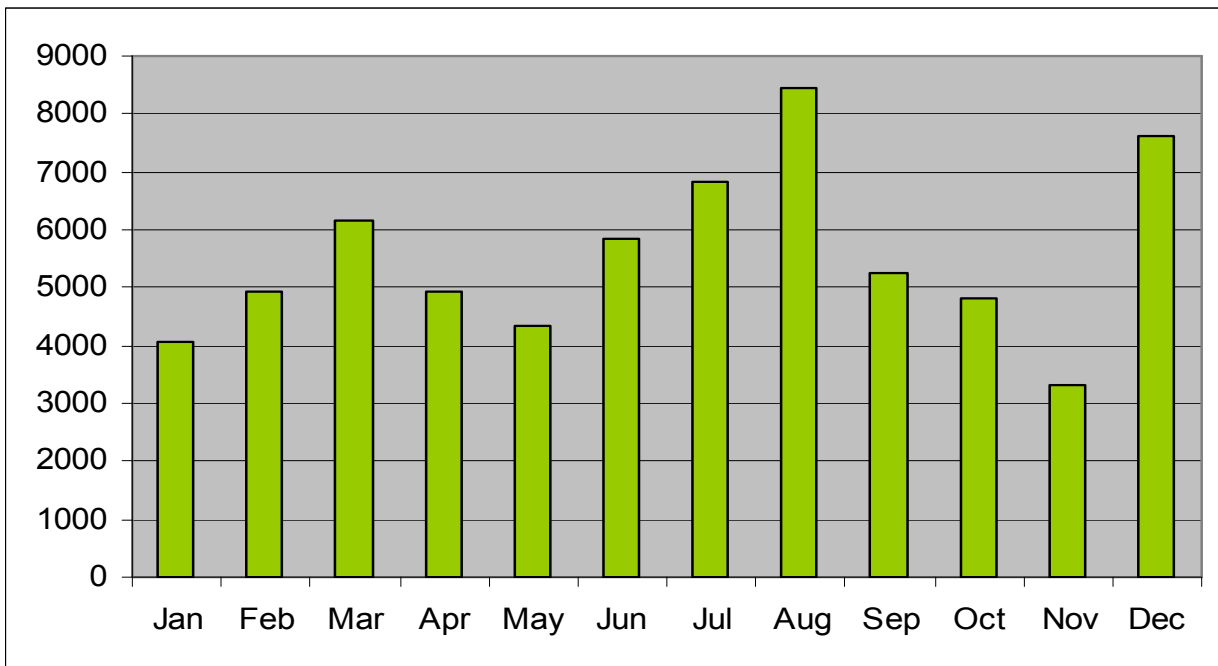


Figure 1: Holiday Leave Distribution 2012/13

5. Unsurprisingly the highest instances of leave correspond with the summer holiday period during the school holiday months of July and August. The next most significant Corporate Services & Partnerships Policy Overview Committee – 12 November 2013

peak is in December, where a significant 'spike' occurs corresponding with the Christmas and New Year period.

6. A third peak is seen in March, at the end of the holiday leave year. However, the March peak is seen as a gradual trend progression rather than a significant 'spike'. This is potentially due to being the spring month equidistant between Christmas and Summer and thus a popular time to request leave. It is not clear from this data that March is actually a particularly problematic month when it comes to holiday leave.

Relative Benefits of 'Fixed Annual Leave Year' and 'Variable Leave Year' Approaches

7. The primary argument for the variable leave year approach is that it avoids having a single period where all employees are looking to 'use up' any outstanding leave entitlement. It can prevent 'bottlenecks' where employees are refused leave because too many requests have been submitted over a set period. Some organisations promote the benefit of 'choice' where they offer a flexible entitlement start date.
8. The primary argument for an annual leave year is simplicity of managing and administrating the process. Service planning and scheduling is simplified when there is only the single leave year to consider, rather than having to consider each employee's individual leave year. It is potentially easier to manage larger teams when there is a consistent leave year across the team.

Implications and Cost of Change

9. Effective holiday leave management will support effective service delivery, however this is more a function of good management rather than HR policy. The major HR concern would be the financial and resource cost of transitioning from the current annual leave year to a personalised leave year.
10. If the Council did move from an annual leave year to a personalise year, the Council's HR system would need to be reconfigured by the supplier in order to manage any changes to the leave year. The Council is planning to move to a new HR platform in early 2015 and so there is a diminished return in value for any new development investment made to the system. The supplier cannot confirm precisely how long reconfiguration would take but with comprehensive testing we would assume at least 10 days consultancy work which would have an obvious cost implication.
11. HR and ICT resources would need to be redirected to implement any change. Any change would also have accounting implications. It is an accounting requirement that any holiday carried over from one leave year to the next is accrued and published in the Council's annual Statement of Accounts as a reserve in the Accumulated Absence Account. Currently, because all employees are on the same leave year, this simply involves running an accrual report as part of the year end financial processes. If the Council chose to move away from a leave year that synchronises with the financial year then the HR system would need to be configured to calculate all accruals based on individual leave years. This functionality would also require bespoke development work by the HR system supplier, which again would incur a considerable cost .

12. In order to change to a variable year the Council would need to engage in a consultation process with all employees. This would require significant administrative support to be directed towards the consultation process.

Analysis

13. The assumption that moving to a variable holiday year would provide significant business benefits is currently only based on anecdotal evidence. The distribution of holiday leave across 2013/14 indicates that there is no significant 'spike' at the end of the financial year which would cause service disruption. The holiday leave usage trend seems to show natural growth through February and April with a mirrored decrease through April and May. The pattern seems to be seasonal rather than due to the current holiday leave approach.

14. However an annual year is administered it is the effectiveness of the management within the service which determines the effectiveness of workforce planning. Changing the process will not necessarily improve holiday planning if it is caused by poor management practice. In fact, the added complexity of managing a flexible leave year may actually cause more disruption. Managers who are proactive, communicate frequently with their teams and prioritise workforce resourcing have no issues with the current holiday leave year.

15. The current holiday leave policy which allows employees to carry over up to 5 days holiday has the benefit of alleviating any potential 'bottleneck' at the end of the holiday year. The Statement of Accounts accrual account demonstrate that a significant number of employees do carry over a proportion of their holiday into the following year. Human Resources indicate that there are no reported cases of employee grievances around holiday leave which suggests that this is not an issue within the organisation.

16. Transitioning to variable leave years would at this time incur significant financial cost and would require considerable resources to be assigned to deliver the change. There is no compelling evidence to suggest that there would be any return on this investment. However, the transition to a new HR platform in 2015 would provide an opportunity to change the approach to holiday planning. Consideration of the advantages of variable leave years could be included in the design and development stages of the new HR system as the project develops over the next 18 months. The decision around which approach to use could be then informed by both stakeholder consultation as well as an assessment of technological functionality.

WITNESSES

- Mike Talbot, Council's Organisational Development Manager
- Nancy LeRoux – Deputy Director – Strategic Finance

PAPERS WITH THE REPORT

Appendix A – Other HIP Money Box Suggestions which are related to holiday leave

1. September 2009

Change all staff leave year starting dates to the first day of the month after they joined e.g. somebody starting in September would start from 1st October. This would prevent problems caused in March where lots of staff are taking leave to use up their entitlements making it difficult to cover all services efficiently. This system was introduced in a previous authority where I worked and the change over was very smooth despite initial fears that it would be difficult to implement. It meant that leave was more evenly spread across the whole year.

Response:

This principle has been agreed already, although the Council has already changed its carry over provisions to reduce the likelihood of too many employees trying to take leave towards the year end. We would expect managers to be managing the way in which employees use their leave so as to avoid such situations, but clearly a more flexible leave year as suggested would reduce the problem further. The commencement of the new arrangements is linked to changes that are necessary on the Resourcelink HR/Payroll system to make it work.

2. October 2011

Change the leave calendar so that peoples leave is based on their birthday year. For example, if your birthday falls on 5th November, you leave year would run for twelve months from the 1st December.

By each person having their own leave year, it would eliminate the rush of employees trying to take leave at the same time, which can often result in fewer staff around when it is potentially a busy time with the new financial year approaching. This could make the balance of people who are in work each month more even throughout the year allowing teams to be more efficient and aid their work planning.

Response:

HR have considered the possibility of changing the leave year to be based upon individual's birthdays. However, it was determined that at this time it would not be financially viable because it would require replacing the Resourcelink / My View holiday booking system to accommodate these changes. Indicative costs for implementing a Time & Attendance system that could accommodate this and be integrated to our payroll system is £100K with additional annual subscriptions circa £25K. A project reviewing the HR systems functionality is now underway but changes would not be able to be applied until after September 2013.

Additionally, preventing the build up of holiday accrual at the end of the financial year can be achieved in a far more cost effective way through introducing robust holiday planning and management across all services. The current leave policies and HR system supports this approach.

3. January 2013

Corporate Services & Partnerships Policy Overview Committee – 12 November 2013

Why doesn't Hillingdon Council introduce a personal leave year for members of staff as part of the overall conditions of service review currently underway?

There would be less pressure for annual leave to be taken at a concentrated time of year ensuring that leave allocation was dispersed throughout the year. I recognise that staff/managers have a responsibility to ensure that leave is well managed but inevitably days are held back to cover emergencies and then the pressure is for everyone to have used their allocation by 31st March.

Response:

This is an attractive suggestion and Human Resources have considered the possibility of changing the leave year to be based upon individual's birthdays. However, it was determined that at this time it would not be financially viable because it would require replacing the Resourcelink / My View holiday booking system to accommodate these changes. Indicative costs for implementing a Time & Attendance system that could accommodate this and be integrated to our payroll system is £100K with additional annual subscriptions circa £25K.

Also a more cost effective approach would be to prevent the build up of holiday accrual at the end of the financial year through introducing robust holiday planning and management across all services. The current leave policies and HR system supports this approach.

Agenda Item 6

Major Review – Reduction of our 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 the Council can reduce its Carbon Footprint and to be provided with additional information which will help Members with their review.

OPTIONS OPEN TO THE COMMITTEE

1. To question the witnesses who are providing the Committee with evidence for the Committee's review.
2. To receive further information on areas of the review which were requested at the last meeting.
3. To make amendments to the scoping report for the review if necessary (Appendix A).

INFORMATION

1. At the last meeting of the Committee Members heard from witnesses who provided Members with details of the initiatives which are taking place to reduce this Council's carbon footprint. The detail is contained in the Minutes of the last meeting held on 15 October which is an earlier agenda item for this meeting.
2. Officers from the Council's Energy Team will be in attendance at the meeting and will provide expert advice to the Committee. An area which the Committee received information on at the first meeting of the review was in relation to **Anaerobic Digestion (AD)**. As a reminder, the idea is that organic waste, food, grass, slurry etc, is mixed and breaks down to form gas. The gas is then used to power an engine which generates heat and electricity, which is then sold to the grid and local users through a district heat and power network.
4. A good example of this is the new AD plant which has opened in County Durham. The new plant will produce 1.56MWh - enough energy to power 2,000 homes from processing up to 50,000 tonnes of commercial food waste.
5. This facility has been developed by food waste recycling specialist Emerald Biogas, a heavy-duty de-packaging process means the plant can deal with card, plastics and other materials often included in the form of packaging in food waste from supermarkets, fast food outlets, businesses and schools.
6. This is an area the Committee could further investigate has having such a facility in the Borough is quite possible and complimentary to a number of

Corporate Services & Partnership Policy Overview Committee –12 November
2013

Part I – Members, Public and Press

aims; reduction of landfill costs, income generation, balancing our carbon footprint for example. There could also be long term benefits for a number of Council activities and contracts (Waste, vehicles, energy and accommodation for example) could benefit.

7. Members raised the issue of **Electric Car Charging Points** and the use of these in the Borough. There are 15 electric vehicle charging point sites in Hillingdon available for the public to use. These units are provided and managed by two companies; Chargemaster and Elektromotive.
8. Over the past three years £14,893 has been spent towards facilitating the use of electric vehicles. All of this expenditure was in 2011/12 using the Transport for London, Local Implementation Plan budget.
9. The original cost of installing the charging points was funded by the Governments Technology Strategy Board and SSE. This was part of the Ford Battery and Electric Vehicle Project of which the London Borough of Hillingdon is a partner.
10. The data below has been supplied by Chargemaster and is based on the calendar year 2012. Table 1 below lists the location of the Chargemaster points and the number of times each point was used. Table 2 shows Chargemaster points use from 1 January to 23 May 2013. Elektromotive have been able to provide use data for the financial year 2012/13. This data is presented in the table 3.

Table 1. Chargemaster electric vehicle charging points use count 2012

Location	Number of times used
1. Botwell Sports and Leisure Centre, East Avenue, Hayes , Hillingdon, UB3 2HW	2
2. Pump Lane, Hayes, Hillingdon, UB3 3LJ	6
3. Hillingdon Sports and Leisure Centre, Gatting Way, Uxbridge, Hillingdon, London, UB8 1ES	68
4. The Grainges, Oxford Road, Uxbridge, Hillingdon, London, UB8 1BS	319
5. Brandville Road, West Drayton, Hillingdon, London, UB7 7LT	237
6. Fairfield Road, Yiewsley, Hillingdon, UB7 8EY	3
7. Green Lane, Hillingdon, London, HA6 2XP	2
8. Waitrose, 52 Green Lane, Northwood, Hillingdon, London, HA6 2XW	1
9. Pembroke Gardens, Ruislip	Information not available

10. The Chimes, Uxbridge	Information not available
11. Sipson Road, Hillingdon, UB7 0DU	Information not available
12. Bath Road, Hillingdon, TW6 2AA	Information not available

Source Chargemaster (2013)

Table 2. Chargemaster use and energy consumption from 1 January to 23 May 2013

Location	Number of times used
1. Botwell Sports and Leisure Centre, East Avenue, Hayes , Hillingdon, UB3 2HW	1
2. Pump Lane, Hayes, Hillingdon, UB3 3LJ	23
3. Hillingdon Sports and Leisure Centre, Gatting Way, Uxbridge, Hillingdon, London, UB8 1ES	12
4. The Grainges, Oxford Road, Uxbridge, Hillingdon, London, UB8 1BS	118
5. Brandville Road, West Drayton, Hillingdon, London, UB7 7LT	186
6. Fairfield Road, Yiewsley, Hillingdon, London, UB7 8EY	5
7. Green Lane, Hillingdon, London, HA6 2XP	Information not available
8. Waitrose, 52 Green Lane, Northwood, Hillingdon, London, HA6 2XW	Information not available
9. Pembroke Gardens, Ruislip	Information not available
10. The Chimes, Uxbridge	Information not available
11. Sipson Road, Hillingdon, UB7 0DU	Information not available
12. Bath Road, Hillingdon, TW6 2AA	Information not available

Source Chargemaster (2013)

11. Also at the first meeting of the review, the Committee receive information on the Carbon Off-Setting work is taking place in relation to tree planting. For background information attached as **Appendix B** to this report is the Forestry Commission for England publication on “The Case for Trees in Development and the Urban Environment”.

WITNESSES AND FURTHER INFORMATION

11. At the last meeting, a number of areas were asked to be explored by Members with a number of potential witnesses identified. These were as follows:-

- The ECO Energy Efficiency - better communication of this initiative to residents – Officers will update Members at the meeting on the additional promotional work which will be taking place.
- What could the Council do to broker the best energy deals for residents? An update will be provided on this at the meeting.
- The Committee asked for information on details of the Council's vehicle fleet and what measures were being taken to reduce carbon. **David Fisher - Transport Services Manager**, will attend the meeting and provide details for Members on the Council's Transport Fleet and details on the number of vehicles, Litres of diesel and mileage used per month and the mpg figures. Other details which will be provided will be the improvements made in recent times, such as the better fuel efficiency for Council vehicles or any vehicles running on bio-diesel or alternative fuels.
- In relation to **Electric Car Charging Points** and the use of these in the Borough, **Alan Tilly, Transport Manager** will be in attendance to answer Members' questions.
- Further information on profile or part night lighting in residential areas and the feasibility of doing this. Officers will provide this information at a future meeting of the review.
- Procurement – What was the Council doing to ensure that contracts the Council were involved in were carbon friendly? Details on the new strategy which the Council had in place for the buying of energy will be reported to a future meeting of the review.
- The review will receive information at a later meeting which will provide information on best practice in the private sector and whether this could be applied to this Council to enable greater carbon efficiencies.
- **Lucy Padfield, Energy Manager**, from the London Borough of Islington will attend the meeting to provide Members with details of the work which has been carried out in Islington, which Members could find interesting for purposes of the review.

PAPERS WITH REPORT

Appendix A – Scoping Report

Corporate Services & Partnership Policy Overview Committee –12 November
2013

Part I – Members, Public and Press

Page 18

Appendix B – Forestry Commission for England publication on “The Case for Trees in Development and the Urban Environment”

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HILLINGDON

LONDON

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.

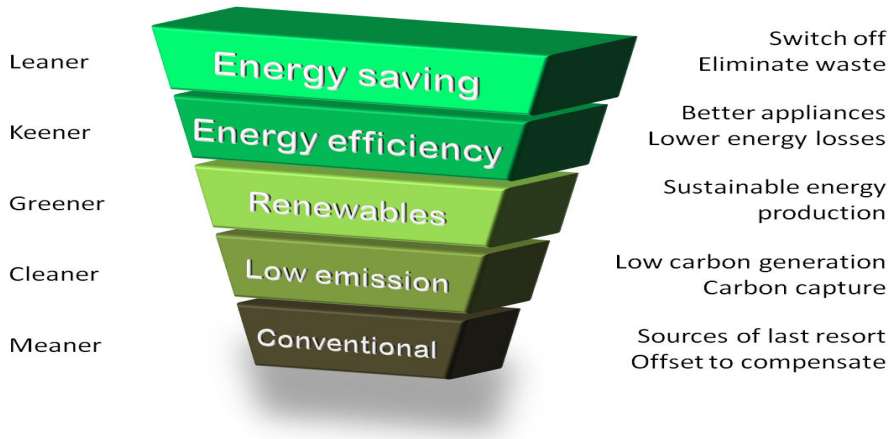
Reference was made to the levels of energy costs for this Council. The Committee was informed that energy contracts were approximately £21m over 4 years with the Council's Carbon Reduction Commitment (CRC) allowances cost being £357,000 per annum.

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 –12 November 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.

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*

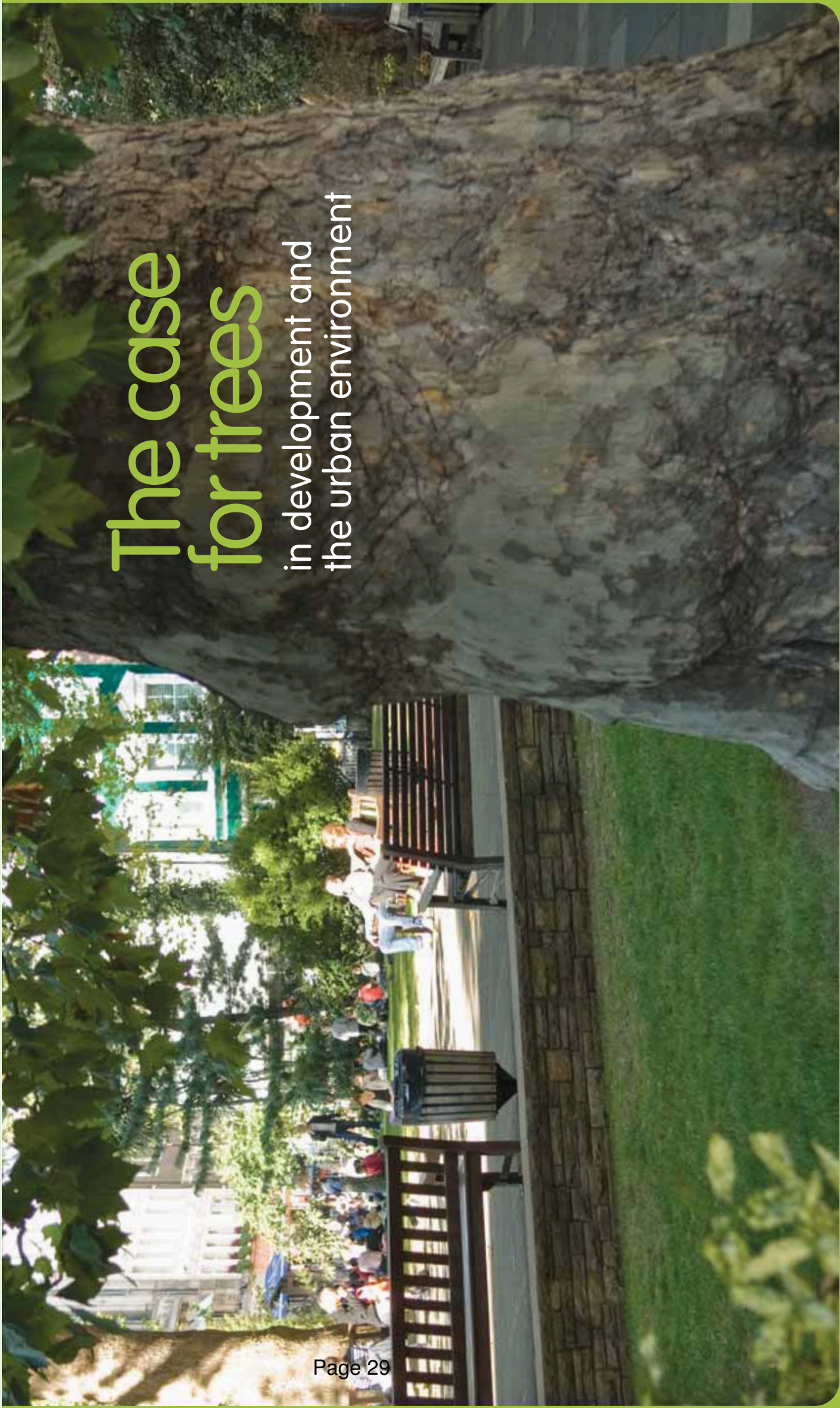
Risk assessment

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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The case for trees

in development and
the urban environment



Foreword



Trees are important to people – the overriding response from a recent public consultation we

conducted as to what the public wanted from the Forestry Commission was simply, 'Plant more trees!' Trees are important to politicians too. Most recent party manifestos have contained pledges about protecting and increasing tree and woodland cover. Pledges that have been translated into action, as in the Government's commitment, 'to launch a national tree planting campaign'.

That might sound like it should consist only of large areas of new woodland set out in the countryside, or perhaps on restored 'brownfield' land. There is no doubt that we need to encourage increased planting across the country – to help meet carbon targets – and every tree can count towards those targets as part of a renewed national effort to increase the country's overall woodland canopy.

But it's not all about carbon; there is a growing realisation among academics about the important role trees play in our urban as well as the rural environment. It has long been accepted and confirmed by numerous studies that trees absorb pollutants in our cities with measurable benefits to people's health – such as reducing asthma levels. Yet trees also deliver a whole host of other extraordinary economic, environmental and social benefits. Studies show that where industrial areas and work places include trees, employees are more productive and have a greater sense of job satisfaction! And trees increase economic as well as personal wellbeing, with property values boosted by their presence.

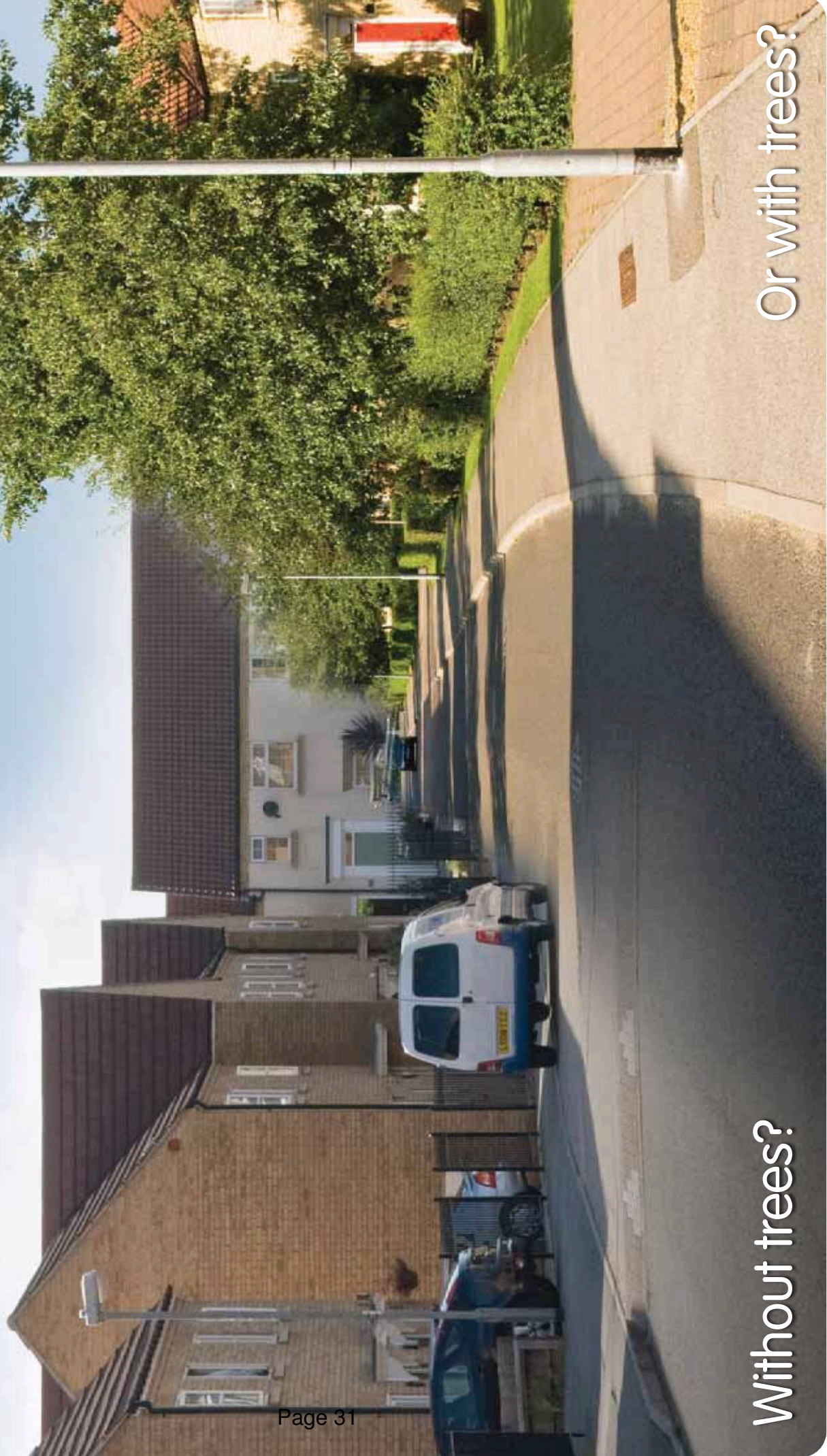
For all their myriad benefits, trees are not always valued. Too often, they are seen as additional, rather than fundamental to good development. Generally unfounded fears over safety or through root disturbance to foundations have seen their removal rather than integration into development.

This report, bringing together a rich resource of research and practical examples, seeks to persuade everyone involved in planning policy and practice to think positively about trees – and to become their champions and advocates. I also hope that it inspires many more people and organisations to have a say and get involved in planning their local and – hopefully – green environment. The development of the space in which we live and work represents an opportunity for change that may not be repeated for many years. Making the right decisions at these pivotal moments can influence peoples' sense of place, health and wellbeing for generations.

Naturally, I commend this summary case for trees to you.

Pamela Warhurst, CBE,
Chair Executive Board, July 2010

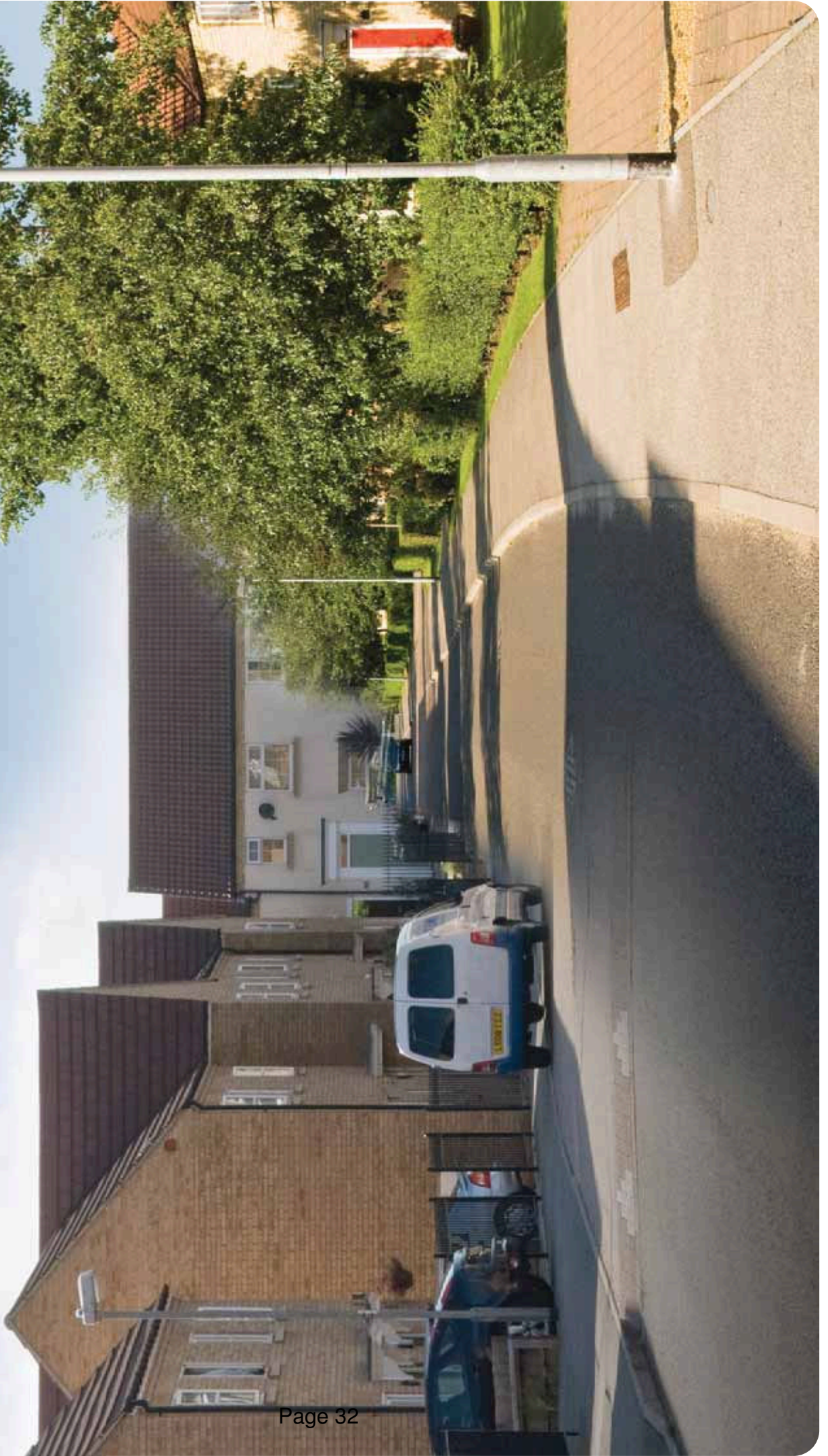
Where would you want to live?



Without trees?

Or with trees?

The case for trees is clear



Trees transform our built environment



Trees dramatically improve appearances

But their value is considerably more than their environmental contribution. They help combat climate change. They can deliver an economic dividend. Further they provide numerous social benefits.

This brochure demonstrates the many ways in which trees contribute to every street and development.

Social

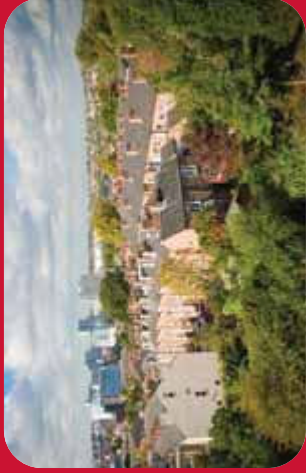
Economic

Environment

Climate change

The multiple value of trees for people and places





TREES INCREASE RESILIENCE TO CLIMATE CHANGE

Countering climate change¹

Trees naturally absorb CO₂, a key greenhouse gas, through the process of photosynthesis. Thus trees help to create a significant carbon sink, sequestering carbon to benefit everyone through a natural process.

The UK's forests and woodlands contain around 150 million tonnes of carbon and act as an on-going carbon sink by removing a further 4 million tonnes of it from the atmosphere every year². For the UK it has been calculated that a 33% increase in woodland cover would deliver an emissions abatement equivalent to 10% of greenhouse gas emissions by the 2050's.

The adoption of low-carbon options³, such as timber in construction, is also beneficial. Every cubic metre of wood that is used as a substitute for other building materials saves around 2 tonnes of CO₂. In the UK more extensive use of timber in this way could store 10 million tonnes of carbon (equivalent to 37 million tonnes of CO₂) by 2020.

"Trees are a key part of our armoury to combat climate change"

The increasing use of trees as a source of renewable energy – woodfuel – has a further substantial contribution to make. By replacing fossil fuels, sustainably produced woodfuel could reduce CO₂ emissions by as much as 7 million tonnes per year within 5 years⁴.

Not surprisingly, therefore, the Forestry Commission actively encourages tree planting in both urban and rural areas to support the fight against climate change.

Tempering severe weather

The capacity of trees to attenuate water flow reduces the impact of heavy rain and floods and can improve the effectiveness of Sustainable Urban Drainage Systems⁵.

Moderating temperatures

Through a combination of reflecting sunlight, providing shade and evaporating water through transpiration, trees serve to limit the 'urban heat-island' effect⁶.

Trees moderate local microclimates – urban areas with trees are cooler in summer and warmer in winter⁷ and can help to alleviate fuel poverty. Well-positioned trees also improve the environmental performance of buildings by acting as a buffer or 'overcoat', reducing thermal gain in summer.

TREES MAKE A SIGNIFICANT ENVIRONMENTAL CONTRIBUTION

Adding to biodiversity

Trees enhance biodiversity⁸. A mature oak can host up to 5,000 different species of invertebrate that will form the basis for a healthy food chain that benefits birds and mammals. As a platform for biodiversity trees can link pockets of wildlife that, in time, helps to increase it and thus bring people closer to nature⁹.

Improving air quality

Local air quality is improved as trees cut the level of airborne particulates¹⁰ and absorb nitrogen dioxide, sulphur dioxide and ozone.

Growing sustainability

Environments with trees are more robust. Water quality is improved¹¹ as trees act as natural filters. The root systems of trees also counter soil erosion¹² and thus keep absorbed carbon locked in. Together these factors mean landscapes with trees are more likely to last – especially as some trees can live for many hundreds of years.

Transforming appearances

Most people enjoy seeing and being amongst trees. The inclusion of trees in developments can transform the appearance of sites for the better and create a more diverse and pleasing environment¹³.

“Trees mean a more robust countryside with enhanced flora and fauna”



TREES CAN ADD DIRECT AND INDIRECT VALUE TO ANY AREA

Providing profitable by-products

Urban trees provide a range of different by-products – from small amounts of timber, to mulch and, of course, fruit. Plus, in rural areas there is the growing importance of woodfuel, with its capacity to contribute significantly to local economies.

Contributing indirectly to local economies

Then there are the many ways in which trees can indirectly contribute¹⁴. The positive impact of broadleaved woodland on property prices is well known, with increases in property values ranging from 5 – 18%¹⁵. The larger the trees are then the greater their proportional value.

Industrial areas and employment sites with access to natural greenspace can have more productive employees¹⁶. They tend to have greater job satisfaction too¹⁷. Retail areas with trees perform better than shopping centres without them, as customers are found to spend both more time and money¹⁸. The tourist attraction of wooded areas is widely acknowledged with many local economies benefiting significantly¹⁹.

As a consequence of all of these contributions, commercial and urban areas with good tree cover tend to attract higher levels of inward investment²⁰.

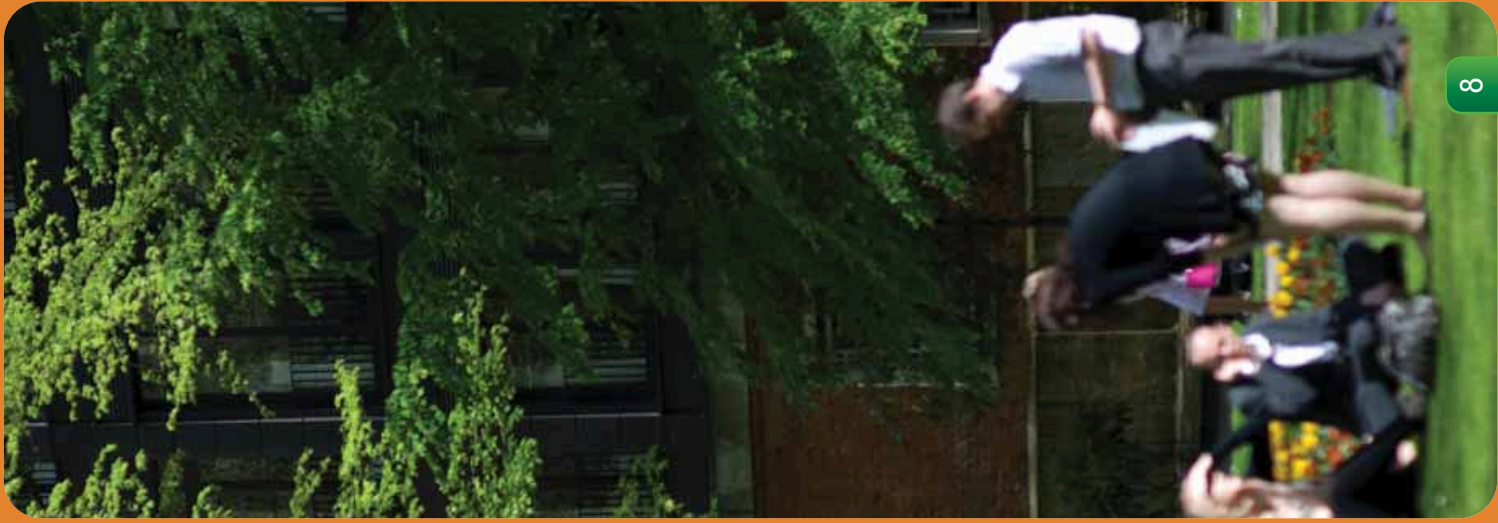
Reducing greenspace management costs

Greenspace with good levels of tree cover is proven to be much less costly to maintain than grassed areas²¹.

Asset management

Trees should be seen as assets as they contribute substantial development asset value (see 'Calculating trees value' on page 23).

"Trees create and sustain community wealth"



BREADTH OF BENEFITS FROM TREES

Delivering substantial health benefits

The presence of trees often encourages people to exercise, thereby reducing the incidence of heart attacks and Type 2 Diabetes²². Trees absorb considerable quantities of airborne pollutants and the resulting cleaner air cuts asthma levels²³.

Wooded environments are known to calm people, relieve stress and provide a spiritual value that supports improved mental health and wellbeing²⁴. When they can see trees from their beds, patients' recovery times are faster as well²⁵.

The general health dividend provided by trees has been scientifically proven – Dutch research shows neighbourhoods with good tree cover are, statistically speaking, significantly healthier than less green urban areas²⁶. The positive benefits of trees do not stop there. Because they provide increased shade, the risk of skin cancer in tree-covered areas should be lower²⁷.

Contributing to urban living

Some of the positive contributions from trees to urban living conditions were noted above. In addition trees near to buildings can improve home energy efficiency²⁸. Where there are trees, pedestrian safety at crossing points is improved²⁹. Also, as trees baffle sound, traffic noise levels are cut³⁰. Crime is reduced where streets are 'greened'³¹. Finally, visually unappealing aspects or features can be hidden from view by trees.

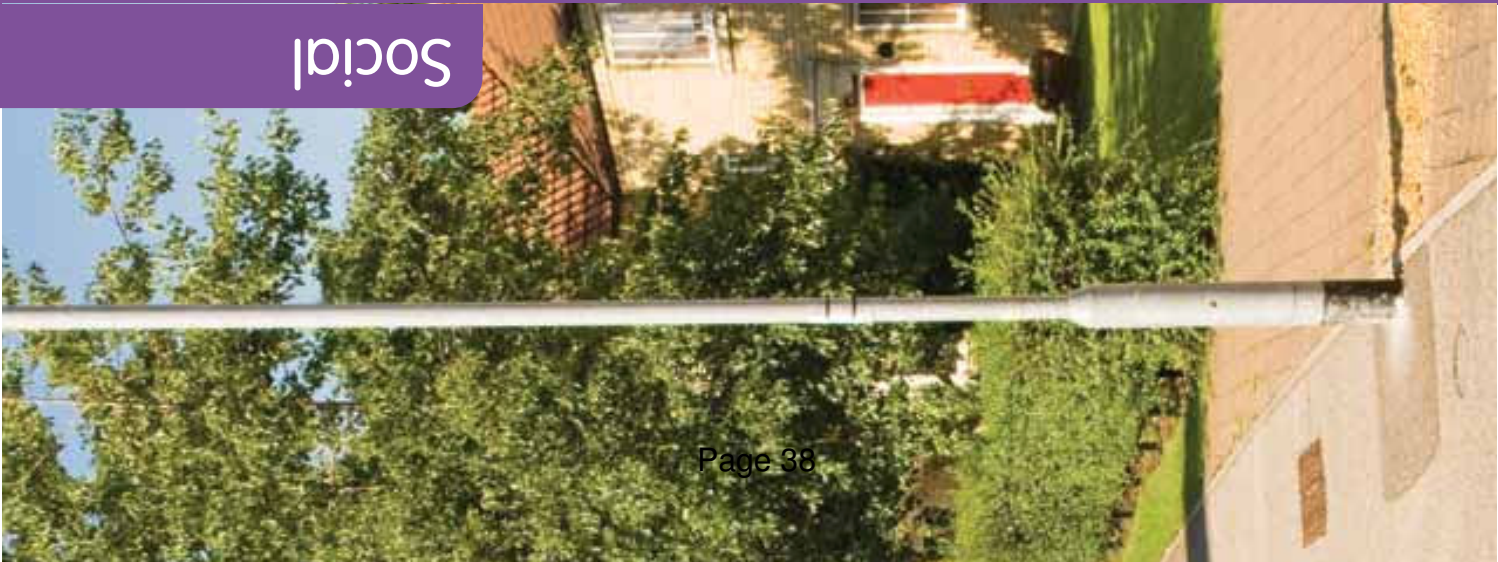
Creating community spirit

Family and community environments are much more harmonious and closely knit where the urban setting includes trees³². A sense of place and a feeling of pride in surroundings are also heightened.

Enhancing education

The superior educational value of 'green' classrooms is now widely accepted³³. There is also evidence to suggest that students perform better in premises where plants are present³⁴.

“Trees strengthen and improve people’s lives”



THE MULTIPLE VALUE OF TREES FOR PEOPLE AND PLACES

Increasing greenspace and tree numbers is likely to remain one of the most effective tools for making urban areas more convivial:

Climate change contributions	Countering climate change	<ul style="list-style-type: none"> • Trees remove CO₂ to create a carbon sink • Trees provide significant low-carbon options for building and energy
	Tempering severe weather	<ul style="list-style-type: none"> • The capacity of trees to attenuate heavy rains and floodwater slows run-off and renders Sustainable Urban Drainage Systems more effective
	Moderating temperatures	<ul style="list-style-type: none"> • The ability of trees to evaporate water, reflect sunlight and provide shade combine to cut the 'urban heat-island' effect
Environment advantages	Valuable aesthetic contributions	<ul style="list-style-type: none"> • More attractive landscape • Eye-sores hidden • Greener more natural • Linking town to country
	Cutting soil erosion	<ul style="list-style-type: none"> • Preserves the valuable soil resource and keeps carbon locked in
	Positive impact on water quality	<ul style="list-style-type: none"> • Trees act as natural filters
	Contributing to wildlife	<ul style="list-style-type: none"> • Increased biodiversity as countryside becomes more porous with extra links • Brings wildlife closer to people
Economic dividends	Providing profitable by-products	<ul style="list-style-type: none"> • Firewood/woodchip • Compost/leaf litter mulch • Renewable fuel – via coppicing • Timber • Fruit – community orchards
	Reducing greenspace maintenance costs	<ul style="list-style-type: none"> • Trees are much less maintenance intensive
	Contributing indirectly to local economies	<ul style="list-style-type: none"> • People more productive • Job satisfaction increased • Jobs created • Inward investment encouraged • Retail areas with trees perform better • Increased property values • Adds tourism and recreational revenue
	Delivering a range of health benefits	<ul style="list-style-type: none"> • Cleaner air means less asthma • Lower risk of skin cancer • Quicker patient recovery times • Reduced stress • Positive impact on mental health and wellbeing • Encourages exercise that can counteract heart disease and Type 2 Diabetes
Social benefits	Assisting urban living	<ul style="list-style-type: none"> • Improves buildings' energy efficiency and can help alleviate fuel poverty • Improved protection in winter • Increased pedestrian safety • Buffles noise • Moderated micro-climate • Increased CO₂ absorption • Reduced crime levels
	Adding to social values	<ul style="list-style-type: none"> • More harmonious environments • Heightened sense of pride in place • Greater community cohesion
	Offering spiritual value	<ul style="list-style-type: none"> • Heightened self esteem • Puts people more in touch with Nature and the seasons • Symptoms of anxiety, depression and insomnia alleviated
	Benefiting education	<ul style="list-style-type: none"> • Concentration increases in 'natural' classrooms • Better learning outcomes

Illustrating the benefits of trees

The many ways in which trees perform valuable roles in developments are demonstrated by the following case studies.

These cases cover a spectrum of contexts for development and Green Infrastructure projects – from city centres out to rural areas:

City centre	St John's Garden, Westminster, London
Urban area	London's street trees
Suburban woodland	The Queen's Inclosure, Havant, Hants
Peri-urban	Waterhayes, Newcastle-under-Lyme, Staffs
Rural context	Theydon Bois, Essex

URBAN

RURAL

CITY CENTRE

St John's Garden, Westminster

Trees' value: Quality of place is considerably enhanced by retaining dominant established trees.

- Central London's St John's Garden was redeveloped by Westminster City Council in 2001.
- Retention of the London Plane trees in this garden development buffered the noise of traffic from near-by streets.
- It also counteracted the stark symmetry of the surrounding buildings to instill a sense of the natural world into a dominant cityscape.
- A people-friendly setting was created that attracts workers and schoolchildren.
- The London Plane has proved tolerant to pollution and drought.
- The Plane's root systems have not affected the surrounding buildings' foundations or triggered subsidence.
- During the landscaping programme, extreme care was taken around the trees so as not to damage the Planes' root systems.



A people-friendly context that naturally attracts, and is jammed at lunch times on sunny days with workers and schoolchildren as they soak up the calm in this tree-dominated space delivers.



Environmental advantages

Improved biodiversity; aesthetic enhancements

Economic dividends

Employee productivity increased; property values in surrounding areas improved

Social benefits

Quality of life enhanced; stress reduced; a health dividend with reduced noise levels and locally improved air quality

URBAN AREA London's street trees

Trees' value: Street tree planting can counteract the impact of climate change.

- A programme of street tree planting was part of the London Plan – Spatial Development Strategy³⁵.
- The London Plan is multi-faceted and, as part of an urban greening programme, there is an extensive tree-planting project.
- Over the next forty years millions of trees will be planted in London's streets.
- Based on the results of research by Manchester University, a 10% increase in the Capital's tree cover could reduce the city's surface temperature by 3-4 °C³⁶.
- To identify the optimum regime to adopt, a range of urban greening programmes will be tried and variations in temperature reduction outcomes will be noted.

Trees in London already enhance quality of life and, in time, will help to limit the impact of climate change too.



Kingsway 'before' (1950) and 'after' (2008)

Climate change contribution	Significant adaptation benefits
Environmental advantages	Landscape character contributions; attenuation of rainwater run-off
Economic dividends	Enhanced centres of employment improve staff productivity; turnover benefits for retail outlets
Social benefits	Quality of life better; air quality improved and asthma incidence reduced; traffic noise lower

URBAN

RURAL

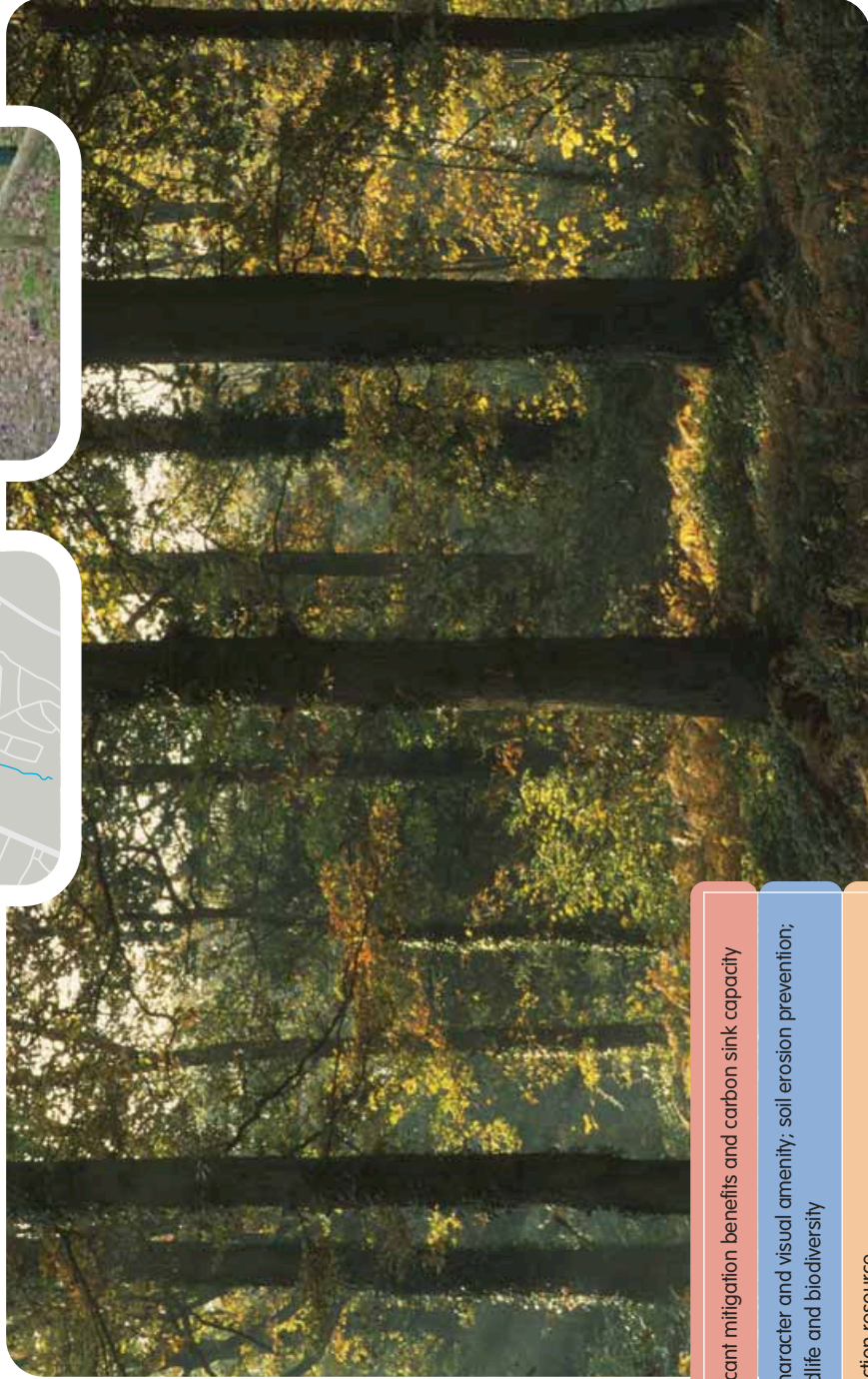
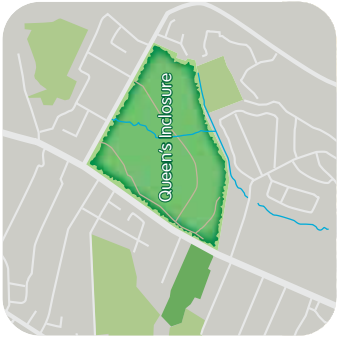
SUBURBAN WOODLAND

The Queen's Inclosure, Havant

Trees' value: Preservation of relict woodland delivers significant biodiversity and amenity value contributions.

- Dating from the 1880's, the Inclosure in Havant is a 40 ha woodland containing tracts of both Ancient Semi-Natural Woodland (ASNW) and modern plantations.
- It is an intrinsic part of a wider infrastructure project to connect and enhance woods across Hampshire.
- The Forestry Commission's management of the site is complex as it has overlapping objectives to:
 - enhance biodiversity
 - protect archaeological features
 - improve access for residents
 - maintain significant timber production

A genuinely productive landscape that is also a valued pocket of the countryside, considerably enhancing its urban surroundings.



Climate change contribution	Locally significant mitigation benefits and carbon sink capacity
Environmental advantages	Landscape character and visual amenity; soil erosion prevention; haven for wildlife and biodiversity
Economic dividend	Timber production resource
Social benefits	Health and wellbeing; sense of place

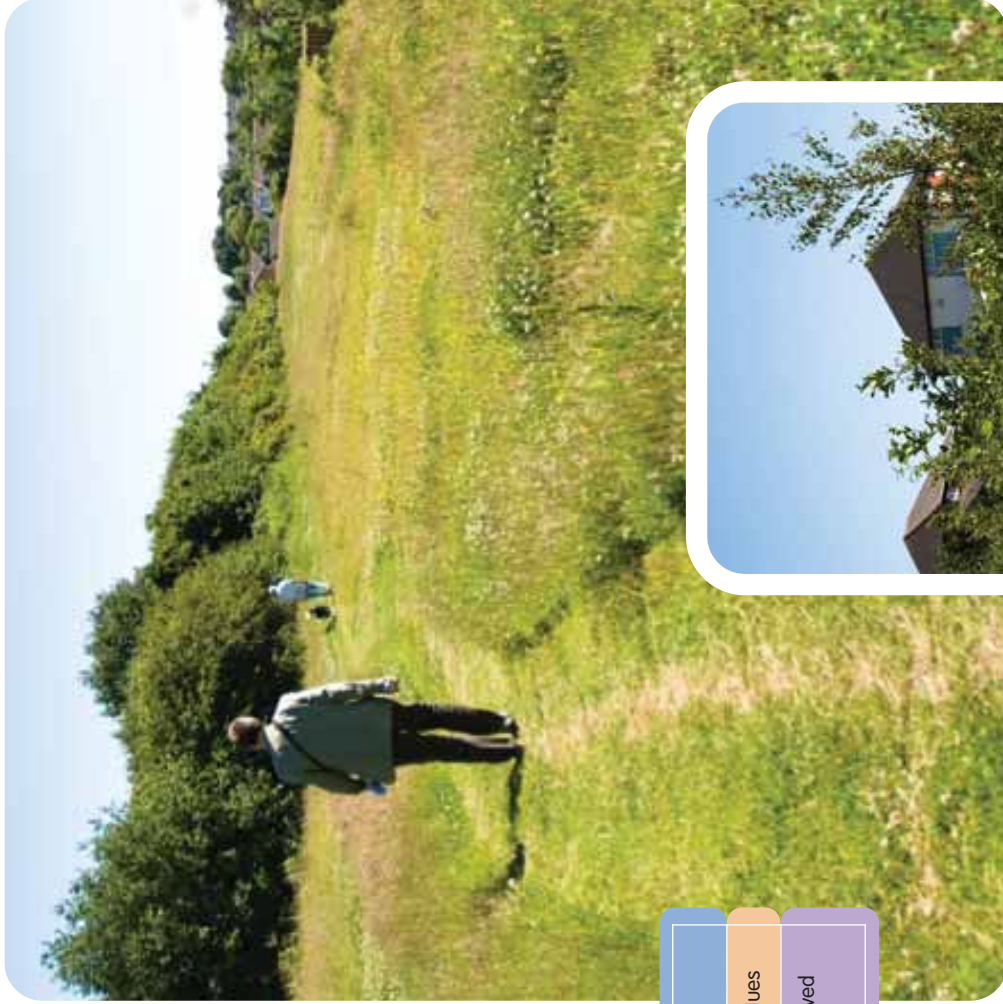
PERI-URBAN Waterhayes, Newcastle-under-Lyme

Trees' value: Increased amenity value by retro-planting trees and woodland, plus improved biodiversity and reduced maintenance costs.

- 1990s housing estates had been created with a 'green desert' around them and taken tree planting.
- The contribution of the grassed areas to the local residents' quality of life was deemed low and the on-going cost of traditional bulk grass-cutting was high.
- Waterhayes was one such estate. It is a 17.5 ha site on which 6.2 ha of woodland was planted in two phases.
- Areas for walking and playing games were provided amongst the meadows and trees.

Through the support of the Forestry Commission's English Woodland Grant Scheme (EWGS) this area was improved ecologically, its amenity value substantially increased and the cost of maintenance considerably reduced.

- The Borough's 'Trees not Turf' scheme was in response to these twin problems. This scheme aimed to establish 11 publicly accessible woodlands around the estates concerned.



Environmental advantages

Improved biodiversity; aesthetically enhanced landscape

Economic dividends^{3,7}

Reduction in on-going maintenance costs; improved property values

Social benefits

Quality of life enhanced; stress reduced; a health dividend achieved with reduced noise levels and locally counteracted pollution

RURAL

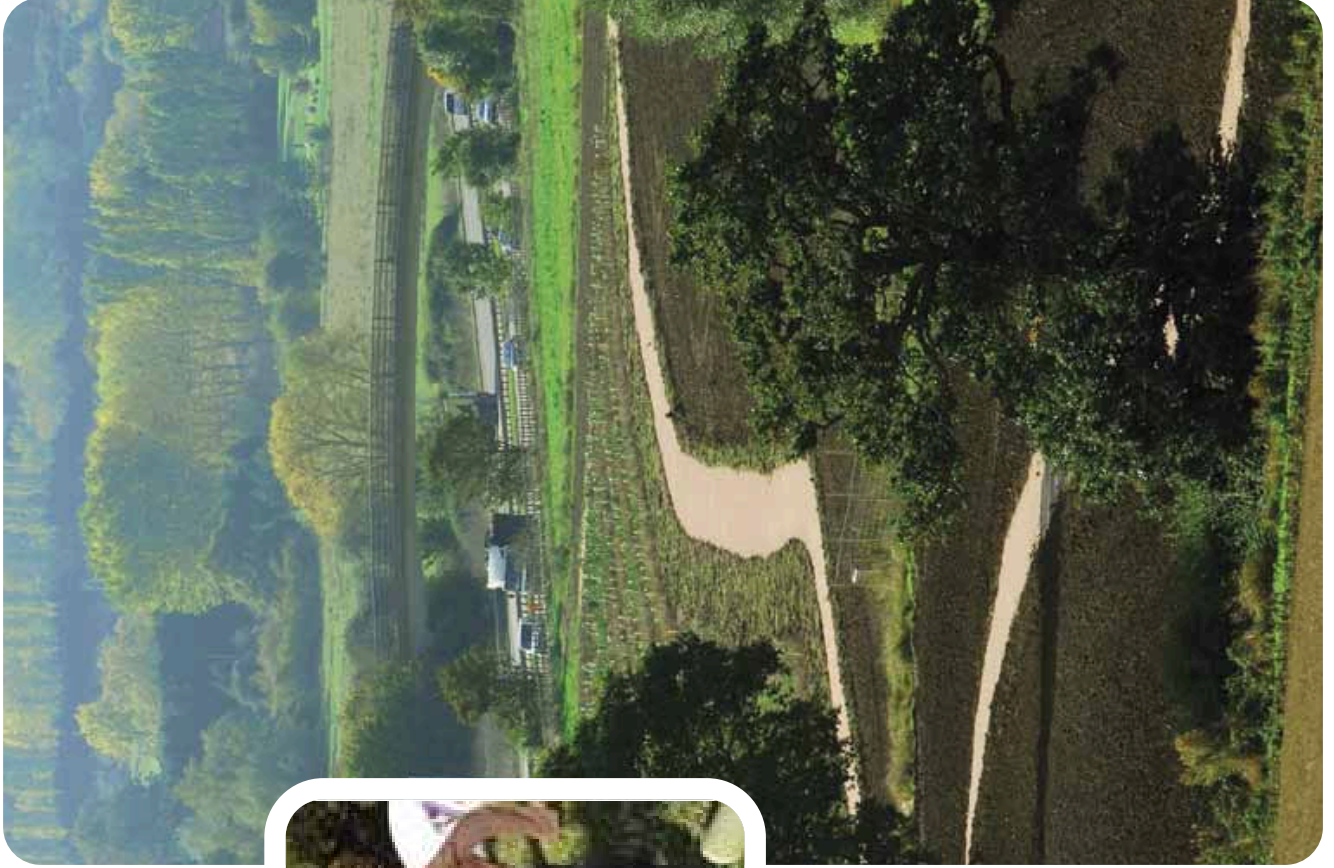
RURAL Theydon Bois, Essex

Trees' value: To create desirable environments for people that also serve as natural networks facilitating wildlife connectivity.

- The Woodland Trust purchased 38 ha of arable land on the edge of the M11 in 2006.
- With support from the Forestry Commission's EWGS the Trust planted over 50,000 trees, installed 2.5 km of recreational trails and created a multi-functional greenspace for local residents to enjoy.
- This development represented one aspect of the GreenArc's[®] landscape vision and was part of its efforts to connect the ancient forests of Hainault and Epping.
- Substantial wildlife corridors were created to act as buffers for this ancient woodland.



The project has improved access and is likely to make a significant contribution to biodiversity and moderating the impact of climate change in the area.



Climate change contribution	Significant mitigation benefits and carbon sink capacity
Environmental advantages	Improved biodiversity; aesthetically enhanced
Social benefits	Quality of life enhanced; stress reduced; a health dividend secured with added exercise opportunities, plus reduced noise levels and locally counteracted pollution

Trees and planning – National Level

The potential contribution of trees to development projects is considerable. As has been shown, their value is not confined to moderating climate change or sustaining the environment. There are also economic dividends and a substantial social dimension-gain available too. Thus any development project that includes trees provides numerous benefits, which increase with the use of larger trees and greater canopy cover. As a result trees and woods feature extensively in UK planning statutes.

This table shows the substantial contribution trees can make to national Planning Policy objectives. Yet the value that trees bring to places is vulnerable, often overlooked and opportunities to introduce them into projects missed. This table also demonstrates that planning for trees should be a priority:

The national planning policy backdrop

Legislation	Statutes relating to trees
The Town & Country Planning Act 1990	Part 8 (Special Controls), Chapter 1 (Trees): Section 197 – when granting planning permissions planning authorities are to preserve and plant trees Sections 198-202 – Tree Preservation Orders (TPOs) defined Sections 203-205 – TPO compensation Sections 206-210 – legal consequences of TPO removal specified Sections 211-214 – trees in conservation areas Section 300 – Crown land disposal and TPOs Note: the Forestry Commission is a statutory consultee for Local Planning Authorities in the case of mineral site restoration and aftercare
The Planning Compensation Act 1991	Part 1, sub-chapter 'Controls over particular matters' – Section 23 – substitutes Section 207 of the Act above concerning consequences of TPO removal
The Town & Country Planning (Trees) (England) Regulations 1999	These regulations make provision for the form of TPOs and applications to carry out work on them
The Planning & Compulsory Purchase Act 2004	Part 7, Chapter 1, sub-chapter 'Trees', sections 85 & 86 are substitutions for sections 200 & 211 of the 1990 Act concerning Crown activity featuring TPOs and trees in Conservation Areas
The Planning Act 2008	Part 9, Chapter 2, sub-chapter 'Trees', sections 192 & 193 amend sections 198, 199, 201, 202 and 203-205 of the 1990 Act relating to TPOs
The Town & Country Planning (Trees) (England) (Amendment) Regulations 2008	These 2008 regulations amend the 1990 Regulations to provide the use of the TAPP to apply for TPO consent
The Forestry Act 1967 (as amended)	Part 1, Section 1 sets out the statutory basis of the Forestry Commission; Section 2 covers constitutional matters; Section 3 management of Forestry land of which Part 2 includes the legislative provision for tree-felling Note: wherever planning has been granted there is no immediate requirement for a felling licence for the purpose of undertaking the actual development
The Climate Change Act, 2008	The world's first legally binding long-term framework to cut carbon emissions. It also creates a framework for adapting the UK to climate change, plus the role of trees to support such adaptation

Policy requirements

Government policy documents

- The Coalition: Our programme for government³⁹
- Conservative Liberal Democrat Coalition Negotiations: Agreements reached⁴⁰
- Building the big society⁴¹
- Queen's Speech 2010, to both Houses of Parliament⁴²
- Budget 2010⁴³

Forestry policy documents

The UK Forestry Standard

A strategy for England's trees, woods and forests

Keepers of time: A statement of policy for England's ancient and native woodland

PPS:

1. Delivering Sustainable Development

Supplement to PPS 1: Planning & Climate Change

3. Housing

4. Planning for Sustainable Economic Growth

5. Planning for the Historic Environment

7. Sustainable Development in Rural Areas

9. Biodiversity & Geological Conservation

22. Renewable Energy

23. Planning & Pollution Control

25. Development & Flood Risk

PPG:

2. Green Belts

17. Planning for Open Space, Sport & Recreation

Objectives in relation to trees

The need to plant trees, protect and enhance greenspaces and wildlife corridors and promote renewable energy (including woodfuel) is stressed. There are aims to reduce urban density to make space for trees in urban areas, whilst the resulting pressure for development in the countryside increases the important role of woods and forests as development mitigation

This strategy and regulatory framework acknowledges the importance of urban woodland

Trees and woods in development and Green infrastructure are regarded as an important community resource that infills a sense of place

It is important that development protects existing ancient woodland and increases native woodland cover. Accordingly development proposals and strategies must ensure trees contribute to quality of life, sustainable development, wildlife and biodiversity, plus cultural heritage and landscape

Trees alleviate the impact of climate change through carbon sequestration and local climate regulation. Trees also improve air quality

Trees have a fundamental role in climate change resilience and for conserving biodiversity

The need for access to GI networks for sustainable communities is fundamental. Trees have a key role to play in this provision

Trees contribute to environmental, social and economic sustainability objectives is considerable and their presence on development sites can help attract inward investment and thereby increase an area's prosperity

Trees, woods and forests are fundamental elements of the historic environment, which contributes hugely to a sense of place

Trees improve environmental quality and enhance public access, as well as ensuring development and Green Infrastructure is sensitive to countryside character in rural areas

Trees contribute to habitat connectivity and retention/planting projects enhance a site's biodiversity

Promotes the use of renewable energy resources – woodfuel has substantial potential in this respect

Trees serve a valuable mitigating role for polluted land and can be a significant component of land remediation projects

Trees' attenuation of water contributes to the integrity of functional floodplains and can improve the effectiveness of Sustainable Urban Drainage Systems (SUDS)

Trees and woods in the urban fringe contribute significantly to landscape, historic, biodiversity and recreational values

Woodland and urban forests provide considerable public benefit. The Forestry Commission holds valuable data to support Local Planning Authorities in the preparation of PPG17 assessments

The policy context and planning framework is presently evolving. Nevertheless, the comprehensive list of policy requirements outlined in this table makes it plain that the role of trees in development is substantial, varied and likely to remain so:

Trees and planning – local level

Model policies:

Whilst both legislation and policy are constantly subject to change, there are some constants that need to be born in mind:

Local Development Frameworks

Given the volume of legislation on trees and woods, the significant and varied roles they can play across a wide range of planning policy objectives and their vulnerability to development, there is a need to adopt measures to protect or increase the area of tree canopy in Local Development Frameworks (LDFs).

It is now a statutory requirement that every LDF incorporates an outline of a local authority's Green Infrastructure intentions, as the Haven Gateway proposals illustrated here exemplify. Naturally LDFs also need to reflect the relevant woodland strategy or forest framework.

In principle, the Forestry Commission's minimum policy objective is that development ought, through Green Infrastructure provision, to lead to an increase in tree canopy cover by 5%. An excellent exemplar that could be used to develop policy within LDFs is the London Plan referred to in the 'street trees' case study (page 13 above).

The consultation draft replacement Plan of October 2009 reflects the objectives of the 'Tree and Woodland Framework for London'. This replacement Plan promotes the guiding principle of 'right tree, right place' that takes into account the context within which a tree is to be planted and addresses the issue of planting species appropriate to expected future climates. The Plan is also aligned with the environment programme for the Capital 'Leading to a Greener London', which includes targets for Green Infrastructure and tree cover.

Chapter five of this Plan relates to climate change and policy 5.11 considers urban greening and sets out support for it, including tree planting and Green Infrastructure. It suggests development proposals should integrate GI from the outset and major development proposals should identify how targets will be met. Chapter seven is entitled 'living spaces and places' and policy 7.21 relates to trees and woodlands, emphasising the requirement to protect, maintain and enhance trees and woodlands and states that existing trees should be retained and any loss resulting from development should be replaced⁴⁴.



Model policy – the landscape-scale Haven Gateway in the East of England, alert to creating a network of green infrastructure in the sub-region.

Comprehensive Tree and Woodland Strategies

Such strategies perform a variety of functions.

Ultimately they may become a material consideration in planning applications, they could also serve managerial and/or perform communications roles.

A local authority's tree and woodland strategy could be adopted as a Supplementary Planning Document (SPD) so that it could then be part of its LDF. Once formally adopted, tree strategies constitute a material consideration in the determination of planning applications.

Such strategies need to cover all aspects of trees and woods in an area, providing details as to:

- policy direction and
- management action plans

These strategies should not only specify the maintenance of the existing tree stock to high standards, but also commit to the planting of new trees, along with the provision of trees in new developments. Thus they could involve pursuing:

- increased canopy cover
- greater provision of large trees

On the communications front it is helpful if they additionally:

- advocate tree planting
- outline good practice standards for both tree planting and aftercare
- contain a valuation of the local authority's tree stock (see page 23 below)

Finally, a comprehensive tree and woodland strategy should be regarded as a distinct strategy but, at the same time, be linked with all other relevant local strategies, such as open/ greenspace, play, transport and climate change.

In practice tree and woodland initiatives are extremely varied. In the case of the South Cambridgeshire District Council's 'Trees and Development Sites Supplementary Planning Document'⁴⁵ this topic specific SPD forms part of the South Cambridgeshire LDF. This initiative is a policy document confined to guiding the use of trees in development proposals (as the District's new settlement, Cambourne amply demonstrates).

Being topic specific this Cambridgeshire SPD does not constitute a full strategy, as it does not cover the District's entire tree stock, which a typical full tree strategy should. By way of a contrast the London Borough of Islington's 'Tree Strategy'⁴⁶, which is widely cited as best practice, offers a comprehensive trees and woodlands policy. This strategy describes the baseline situation and identifies current management challenges for the Borough's Tree Department. While Council-owned trees are the primary focus of the strategy, there is some reference to the management of privately owned trees through the planning process, tree preservation orders and conservation areas. Public involvement is additionally encouraged through a tree sponsorship scheme

The Islington Tree Strategy relates well to the Borough's strategies for sustainability, climate change and biodiversity. Also, the Borough holds an inventory of the tree stock and is working towards allotting each tree a CAVAT score (see page 23 below).

The London Plan encourages each Borough to produce its own comprehensive tree strategy covering the audit, protection, planting and management of trees and woodland.

Model policy – a mosaic of housing and greenspace at Cambourne in South Cambridgeshire.



Trees and planning – practicalities

Development Management checklist

Translating policy into reality – as every site is different we confine ourselves here to overviewing some practical requirements in the form of a checklist of tips and key regulations:

1 Planning application process

Trees and woods need to be considered from the start of the planning application process:

a. Pre-application discussions

The Planning Advisory Service points to a number of benefits arising from incisive pre-application discussions. These include:

- Avoiding incomplete applications that cannot be registered
- Reducing the number of unsuccessful planning applications
- Saving time and money
- Avoiding confrontation
- Raising the quality of developments
- Gaining community acceptance

When making provision for trees in development projects it is vital that pre-application opportunities are exploited.

Ideally, following the mandatory survey of existing trees (see step 2 opposite), trees are incorporated during the concept and design stage. The optimal level of tree canopy cover should also be envisaged at this time and, with the help of arboriculturists, the most appropriate trees can then be selected and sufficient infrastructure amendments made to allow them to grow to maturity.

Big is better

It is not simply a matter of tree provision, for it should be recognised that the selection of larger trees in developments bring proportionately greater benefits. Shade, shelter, water attenuation, improved air quality, biodiversity and aesthetic values are all increased. Therefore the provision of larger trees brings bigger benefits.

Use of ducts

The adoption of shared service ducts for utility apparatus is crucial. For in practice this decision not only leaves more room to accommodate larger trees in projects, but such ducting can contribute to sustaining the trees over time as well.

Early inclusion advantageous

Thinking about trees late on in the planning process, or after plans have been drawn up, often prevents the provision of larger trees. Also, by not planning for trees in advance, subsequent maintenance can prove to be more expensive.

b. Consultation

Local Planning Authorities have a statutory duty to consult the Forestry Commission for minerals and waste applications when an aftercare condition relates to forestry. The Infrastructure Planning Commission has a statutory duty to consult the Forestry Commission for all applications impacting on the protection or expansion of forests and woodlands. The Government recommends that the Forestry Commission should be consulted for applications affecting ancient woodland (when any part of the development site is ancient woodland, or is within 500 metres of ancient woodland), veteran trees and when minerals aftercare schemes are supported by Forestry Commission grants or include significant planting.

c. Determination

All planning applications for development are determined in accordance with the LDF, including Green Infrastructure (GI) intentions, policies for protecting existing trees and/or encouraging planting, unless there are material considerations. Where Forestry Commission guidance documents or policies are relevant, they are regarded as material.

d. Planning conditions and obligations

Planning conditions should require tree planting or protection of existing trees where appropriate. Planning obligations should ensure the provision of funds for GI.



2 The IAPP

The standard IAPP planning application form⁴⁷ requires trees or hedges on the proposed development site to be surveyed and a detailed tree condition assessment provided. Applicants are also asked to identify whether there are trees or hedges on land adjacent to the proposed site that could influence the development, or might be important as part of the local landscape character.

Where trees or hedges are on, or adjacent to the development site, the requirement to provide a full tree survey will only be met if it is compliant with British Standard 5837 (see step 6 right).

3 Tree Preservation Orders (TPO)

TPOs⁴⁸ protect trees for the benefit of public amenity, enjoyment and the environment. TPOs may apply to individual trees, groups of trees, areas or woods. TPOs prohibit the cutting down, topping, lopping, uprooting and wilful damage or destruction of the designated trees, without permission from the Local Planning Authority. Breach of a TPO is an offence.

4 Conservation Areas

Whilst focused on the historic value of the built environment, conservation areas also protect trees and woodlands. Trees in such areas over 7.5 cm in diameter cannot be felled, lopped or uprooted without making a Section 211 Notice to the Local Planning Authority⁴⁹. Although this notice has no prescribed form, the applicant must identify the tree and detail the nature of the works. The authority then has six weeks to either serve a TPO or give notice to the applicant that they may proceed.

5 Tree felling licences

To help protect Britain's forests, a tree felling licence⁵⁰ is required from the Forestry Commission. Whether or not a TPO is in force, a licence is required if more than five cubic metres are to be cut (this might amount to one large tree), unless an exemption applies, for example, in certain locations, less than prescribed trunk diameters, or if trees are actually dangerous or are causing a nuisance.

6 British Standard 5837

BS 5837:2005⁵¹ gives recommendations and guidance on the principles to be applied to achieve a satisfactory juxtaposition of trees, including shrubs, hedges and hedgerows, with structures.

Countering construction damage

Whatever trees are retained in development proposals, they must be protected from construction damage with fencing. Most tree root systems are within the top 600 mm of the soil, extending for distances that are frequently in excess of the height of the tree. So protective fencing will often need to cover a zone larger than the canopy area to avoid damaging compaction.



Calculating trees value

The need to estimate the value of a tree

Increasingly tree owners are recognising the need to value their tree stock⁵², in much the same way as local authorities value their infrastructure and building stock, or developers their assets. By attaching a general value to trees they are then more likely to be included in development and properly looked after.



There are four methods⁵³ of achieving these outcomes:

1. CAVAT

A comparative study of valuation methods by the Tree and Design Action Group published in 2008 indicates that the most efficient way of dealing with large numbers of trees is the Capital Asset Value Amenity Trees method – or CAVAT for short.

- Developed in the nineties in the UK, the CAVAT system uses a hand-held scanner that can download direct to a database.
- A value for a tree is ascribed that has been predetermined by its size.
- The system then adjusts the tree's value according to a wide set of factors/benefits to provide a measure of the individual tree's value.
- CAVAT supplies a limited assessment of social/cultural values and, unlike any other system it factors in nature conservation and biodiversity.
- Usefully, there is also a quick method for assessing larger tree populations with less detail.

2. i-Tree

The second method, developed by the US Forestry Service, is called i-Tree.

- This computer-based system uses a module or sub-system called STRATUM that was specifically designed to assess large populations of street trees.
- Like CAVAT, i-Tree is also appropriate for valuing tree populations over wide areas.
- i-Tree offers a limited assessment of social/cultural value. Altogether it has the advantage of flexibility, detailed output and assessment of a wide range of benefits (although not as wide as CAVAT).
- While its output is automated it is not widely used in the UK, possibly because it requires more detailed input than CAVAT.

3. Helliwell

Despite being slower than the other methods, this manual system has been extensively used in the UK.

- Developed in the sixties in the UK, this method applies expert judgements, on a tree-by-tree basis, to estimate an individual tree's amenity value, expressed in pounds sterling.
- Helliwell does not consider environmental, social or cultural benefits.
- It seems best suited to single tree and small community evaluations or urban woodlands.

4. DRC

The second manual method is Depreciated Replacement Cost (DRC).

- Developed by the Council for Tree and Landscape Appraisers in the US, this approach is based on a recognised method of financial asset appraisal.
- To arrive at a final value for a given tree, this method uses a formula covering its various characteristics, condition and location.
- The formula's valuation is then corrected for depreciation.

Definitive values can be calculated

Whichever valuation method planners or developers choose, a rigorous measure of a tree's value can be calculated⁵⁴. Once trees have been assigned recognised values, the need for retaining or planting new or replacement trees in developments becomes far more evident. That trees can increase in value as they mature may act as a further incentive for retention. Finally, it is also possible to use these methods to predict a tree's subsequent value at maturity and demonstrate how this might positively enhance a development's future resale value.

Trees and planning – enabling delivery

The Forestry Commission can contribute in many ways. For instance in the creation of appropriate local policy and, either directly and indirectly, to development projects. As is demonstrated below, the Forestry Commission has the skills and capability to directly create Green Infrastructure. Or, depending on a development's location and the manner in which trees are to be incorporated, a mix of expert advice and/or financial contributions can be made available to developments and greenspaces featuring trees:

Advice

Forestry Commission Woodland Officers can help with project development in a variety of ways. Usually trained as foresters, they can deliver a wealth of practical advice, such as how to avoid soil compaction from operations on site. Assistance with stock mixes and selection, planting and maintenance planning have also proved valuable over the years. They can draw on the resources of Forest Research⁵⁵ (the Forestry Commission's in-house research agency) and may be able to provide project support too.

Access to information

Wherever there is uncertainty about the significance or use of trees in a project, there is considerable public guidance and technical information freely available from the Forestry Commission.

The public can tap into a wide range of issues on the Forestry Commission's website. For instance, there is advice on the physical requirements for large species trees adjacent to buildings, ensuring both are able to co-exist, or which trees are most appropriate for each soil type, condition and situation.

Grants

Grant support is no less comprehensive. Funded by Defra under the Rural Development Programme for England (RDPE), funds are available from the English Woodland Grant Scheme⁵⁶ (EWGS). Whether it is to manage existing woodland, or create new woods, grants are available. In fact there is a suite of six woodland award schemes to support different types or aspects of development projects. Enhanced funding is usually available for projects close to large urban centres, as well as to those that deliver on other priorities, such as biodiversity or public access.

To qualify, the land and/or the developer needs to be registered and the project must be seen to meet national or regional objectives.

Availability varies by region, so it is also vital that the Forestry Commission website is consulted for the latest situation (www.forestry.gov.uk/ewgs). It should be noted that, over and above the general grant schemes, projects in certain target areas may qualify for further special funding.



GI delivery capability

As a result of extensive involvement over many years with Green Infrastructure the Forestry Commission has developed a comprehensive, 4-stage GI programme. This delivery mechanism not only transforms landscapes, but also lives⁵⁷.

Over the last decade the Forestry Commission's multi-disciplinary GI teams, drawn from hundreds of in-house specialists, have worked alongside numerous partners and communities to create almost 4,000 ha of new GI across England – to the benefit of hundreds of thousands of people.

The positive contribution this multi-disciplinary approach makes to people's quality of life is well understood. Further, the beneficial impact this GI can have on the environment and in locally countering climate change is readily acknowledged too. While the teams' growing emphasis on the development of productive landscapes is presenting the opportunity for a valuable economic dividend as well. The combined result is the creation of high quality, multi-functional, truly sustainable GI – transforming landscapes and lives⁵⁸.



References/links

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32. 'People, parks and the urban green: a study of popular meanings and values for open spaces in the city', Burgess M, Harrison CM, Limb M, Urban Studies. 25, 455-473, 1988; 'The power of trees', Tina Prow, University of Illinois, Human Environmental Research Library.
33. Research from Norway suggests that spending part of school time in small woodlands has a positive influence on 5-7 year olds' motor development skills – cited in 'Regional Woodland Strategy for the East of England, Draft Consultation', June 2003.
34. Amanda Rend of the Royal College of Agriculture, UK found that plants in lecture halls had positive effects on students and noted that inattentive behaviour signs were much lower.
35. The Mayor's London Plan is a spatial development strategy that sets out an integrated economic, environmental, transport and social framework for the Capital's development over the next 20-25 years. Web link: www.london.gov.uk/helondonplan
36. An investigation by Manchester University, as part of a wider programme of research into Adaptation Strategies for Climate Change in the Urban Environment (ASCUE), focussed on the urban environment, assessed climate change impacts and developed and tested appropriate adaptation responses through spatial planning and urban design. Continuing investigation indicates that increasing tree cover by ten percent can reduce the surface temperature of a city by between 3-4°C thereby reducing the 'urban heat-island' effect.
37. The selection of more appropriate tree species can also present a productive landscape opportunity.
38. The GreenArc partnership's commitment is to: conserve the Green Belt and enhance its public use, landscape and wildlife; increase and expand the open space and green corridors available for public enjoyment across the area; protect and improve biodiversity and wildlife.
39. 'The Coalition: Our programme for government', Cabinet Office, May 2010
40. Cabinet Office, 11th May 2010
41. Cabinet Office, 18th May 2010
42. 25th May 2010
43. Budget 2010, Return to an order of the House of Commons, 22nd June 2010
44. London Plan op.cit.
45. See: www.scams.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/SPDS/Trees_Development_SP.htm
46. Islington Tree Strategy link: www.islington.gov.uk/DownloadableDocuments/Environment/Pdf/greenspace/a_policy_for_trees_in_islington.pdf
47. IAPP link: www.planningportal.gov.uk/PpApplications/genpub/en/ECabinet
48. TPO link: www.communities.gov.uk/publications/planningandbuilding/fposguide
49. Conservation Areas web link: www.direct.gov.uk/en/HomeAndCommunity/Planning/PlanningPermisson/DG_10026179
50. Tree felling web link: <http://www.forestry.gov.uk/forestry/infd-6dfk86>
51. BS5837 web link: <http://shop.bsigroup.com/en/ProductDetail/?pid=00000000030139494>
52. In 'No trees, no future' published by Trees & Design Action Group (TDAG), 2010, it is observed that the concept of valuing ecosystem services provided by trees is becoming more widely appreciated and 'An introductory guide to valuing ecosystem services' published by Defra, 2007, is cited as a reference.
53. For a fuller assessment of the four valuation methods see 'Application and methodologies: a review', Vadims Sarajevs, Forest Research, 2010. Also note the 'Summary of Tree Valuation Based on CTLA Approach' – Council of Tree and Landscape Appraisers (CTLA), 2003.
54. In Appendix 2 of CABE Space's 'Making the invisible visible: the real value of park assets', published in 2009 are examples of tree valuations conducted in two UK parks. At Highbury Fields in Islington, using the CAVAT system, its 578 trees were valued in 2008 at £44,960,886. While in the same year 6,756 mature trees were valued, using the Hellwell system, at Sefton Park in Liverpool at £86,645,700.
55. Forest Research is a world leader in the research and development of sustainable forestry and Britain's principal organisation for forestry and tree related research: www.forestryresearch.gov.uk
56. www.forestry.gov.uk/ewgs
57. View this mechanism at: www.forestry.gov.uk/GI-east
58. For a demonstration of this capability see: 'Transforming landscapes – transforming lives', Forestry Commission, 2010

Glossary

Ancient Woodland: Ancient Semi-Natural Woodlands are woods that have been part of the landscape since the Middle Ages, i.e. continuously wooded since at least 1600 AD. It is generally considered that a wood present in the 1600s was likely to have developed naturally on undisturbed soils.

Carbon sink: A forest acts as a carbon sink as long as it continues to effect a net transfer of carbon (in the form of CO₂) from the atmosphere to the forest.

Greenhouse gases: Any gas in the atmosphere that absorbs and emits radiation within the thermal infrared range. This process is the fundamental cause of the 'greenhouse effect'. Common examples include water vapour, carbon dioxide, methane, nitrous oxide and ozone.

Green infrastructure: While there are many different meanings of this term in circulation, the Forestry Commission subscribes to the following definition: Green infrastructure is a network of multi-functional greenspace, both new and existing, both urban and rural, which supports natural and ecological processes and is integral to the health and quality of life of sustainable communities.

Landscape-scale: A holistic development approach over large areas potentially involving a number of projects. Such programmes are not confined to single issues but can embrace a wide range, including biodiversity, local economies and agriculture.

Low-carbon options: A wide range of products, services and practices that offer reduced carbon consumption opportunities.

Peri-urban: The urban fringe around the edges of towns and cities is a patchwork of multiple land uses, including housing, underutilised, derelict and agricultural land that can be converted into publicly accessible and valuable greenspace.

Productive landscapes: A term indicating an intention to derive some form of economic benefit from environmental/social landscapes.

Sequestration: The act of removing CO₂ from the atmosphere and (in the case of trees) storing it in biological material.

Sustainable Urban Drainage Systems (SUDS): A sequence of water management practices and facilities designed to drain surface water in a way that provides a more sustainable approach than the conventional practice of routing run-off through a pipe to a watercourse.

'Urban heat-island': A built-up area that is significantly warmer than less densely developed or rural areas surrounding it.

The case for trees

For more information:

Write: GI & Planning, The Forestry Commission England,
620 Bristol Business Park, Cold Harbour Lane, Bristol BS16 1EJ

Telephone: 0117 9060000

Email: GIplanning@forestry.gsi.gov.uk

For further information please visit:
www.forestry.gov.uk/thecasefortrees

If you need this publication in an alternative format, such as large print or in another language, please contact:

The Diversity Team, Silvan House, 231 Corstorphine Road,
Edinburgh EH12 7AT.

Email: diversity@forestry.gov.uk



Additional links

Forest Research – www.forestry.gov.uk/landregeneration

Sustainable Cities – www.sustainablecities.org.uk/public-space

TCPA – www.tcpa.org.uk

The London Plan, 'Trees and Development Sites Supplementary Planning' – www.london.gov.uk/theLondonplan/spg-bpg.jsp

Further Reading

'A Strategy for England's Trees, Woods and Forests', Defra, 2007

'Delivery Plan 2008-2012 – England's trees, woods and forests', Forestry Commission, 2008

'Combating climate change – a role for UK forests', TSO, 2009

'Application and methodologies: a review', Vadims Sarajevs, Forest Research, 2010

'Green Infrastructure Guidance', Natural England, 2009

Agenda Item 7

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

	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 8

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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Cabinet Forward Plan

& notice of meetings and decisions



HILLINGDON
LONDON

Notice of intention to conduct business in private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt

Notice of forthcoming key decisions

Forthcoming Decisions

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an

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?
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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)
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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

993	Irrecoverable Business Rates	Cabinet will be asked to approve the writing off of business rates that cannot be recovered, in order to bring records up-to-date. There is no financial cost to the Council as the Government has already allowed for the cost in their general provision.	N/A		Cllr Jonathan Bianco	FD - Rob Smith		NEW	Private (1,2,3)
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		
969a	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)

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	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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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									
995	Promoting Economic Development and Regeneration in Hillingdon - Update	An update to Cabinet on progress since the Cabinet's report in December 2012 setting out six workstreams under a new approach to economic development and regeneration. The report will describe progress against the workstreams and set out a refreshed plan for further work.	All		Cllr Douglas Mills	FD - Kevin Byrne / John Wheatley		NEW	
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		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									
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		

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