



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: TUESDAY, 14 JANUARY
2014

Time: 7.30 PM

Venue: COMMITTEE ROOM 4 -
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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Published: 31 December 2013

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<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=1694&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 the Meeting held on 12 November 2013 (**Pages 1-8**)
- 4 Budget Proposals Report for Administration and Finance Directorates 2014/15 (**Pages 9-22**)
- 5 Major Review 2013/14 - Reducing our Carbon Footprint (**Pages 23-38**)
- 6 Hillingdon Safer Neighbourhood Board (**Pages 39-42**)
- 7 Work Programme 2013/14 (**43-46**)
- 8 Forward Plan (**Pages 47-52**)

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 12 November 2013

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



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: David Fisher ((Transport Services Manager), Jo Gill (Energy Efficiency Officer), David Haygarth (Council’s Energy Manager), Nancy Leroux (Deputy Director – Strategic Finance), Mike Talbot (Organisational Development Manager) and Khalid Ahmed (Democratic Services Manager).</p>		
25	<p>MINUTES OF THE MEETING HELD ON 15 OCTOBER 2013</p> <p>Agreed as an accurate record.</p>		
26.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>		
27.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;"> <p>SINGLE MEETING REVIEW – COUNCL’S HOLIDAY LEAVE MANAGEMENT</p> <p>The Committee gave consideration to a scoping report which provided Members with details of the Council’s current holiday leave management for Council employees, together with the details of the alternative of ‘variable leave year’ holiday leave management.</p> <p>The Council’s Organisational Development Manager attended the meeting and presented information on the advantages and disadvantages of both systems of holiday management.</p> <p>The key issues were:-</p> <ul style="list-style-type: none"> • What is the Current Holiday Leave Procedure which this Council had for Council employees? • Looking at the distribution of holiday leave across the Council and to see if there were patterns which may have caused problems in any particular service area. • To look at the advantages and disadvantages of the different approaches to ‘Fixed Annual Leave Year’ and ‘Variable Leave Year’ Holiday. • What were the cost implications and HR system changes which would be needed if the holiday management system and procedure changed? </td> <td style="width: 20%; padding: 5px; vertical-align: top;"> <p>Action By:</p> </td> </tr> </table>	<p>SINGLE MEETING REVIEW – COUNCL’S HOLIDAY LEAVE MANAGEMENT</p> <p>The Committee gave consideration to a scoping report which provided Members with details of the Council’s current holiday leave management for Council employees, together with the details of the alternative of ‘variable leave year’ holiday leave management.</p> <p>The Council’s Organisational Development Manager attended the meeting and presented information on the advantages and disadvantages of both systems of holiday management.</p> <p>The key issues were:-</p> <ul style="list-style-type: none"> • What is the Current Holiday Leave Procedure which this Council had for Council employees? • Looking at the distribution of holiday leave across the Council and to see if there were patterns which may have caused problems in any particular service area. • To look at the advantages and disadvantages of the different approaches to ‘Fixed Annual Leave Year’ and ‘Variable Leave Year’ Holiday. • What were the cost implications and HR system changes which would be needed if the holiday management system and procedure changed? 	<p>Action By:</p>
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	<p>The Committee was informed that the Council currently operated a fixed annual leave year for all employees synchronised with the financial year starting on the 1 April and continuing until 31 March. Reference was made to Council policy allowing employees to 'carry over' up to 5 days holiday leave into the following annual leave year.</p> <p>Members were informed that leave entitlement, holiday requests and manager authorisation for leave was administered through an online self-service module of the Council's current HR system, ResourceLink. The system served the Council very well, although effective management was needed to ensure that service delivery was not compromised when employees planned to take leave.</p> <p>Members were provided with a bar chart which illustrated the distribution of employees annual holiday for 2012/13. The obvious peaks of leave taken were during the school holiday months of July and August, during December and the Christmas and new year period.</p> <p>There was a third peak at the end of the holiday period in March but this was a gradual trend progression, rather than a significant 'spike'.</p> <p>The Committee asked that officers provide a breakdown of patterns of leave across all directorates and service areas to assess whether there were any distinct areas of the Council where there were exceptional 'peaks' which may impact on the delivery of services.</p> <p>The Council's Deputy Director for Strategic Finance attended the meeting and provided Members with her experience within the Finance Directorate where the financial year end coincided with employees' end of leave year. Members were informed that managers were attuned with the responsibilities of the service and of the end of the financial year, so management of leave of staff was less of a problem. A move to a more flexible and variable leave year would cause more problems in terms of enabling managers to manage their staff annual leave requests.</p> <p>Reference was made to the arrangements which existed in Teams throughout the Council whereby staff used Google Calendar to indicate holiday leave. This was a useful tool for managers to ensure sufficient officer cover within Teams.</p> <p>Members were informed that the primary argument for an annual leave year was simplicity of managing and administering the process. Service planning and scheduling was simplified where there was only the single leave year to consider, rather than managers having to consider each employee's individual</p>	<p>Action By:</p>
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<p>helpline. The Council had teamed up with the Energy Helpline to provide this free and impartial service.</p> <p>Residents who were worried about the impact of rising energy prices which had recently been announced by gas and electricity suppliers would be encouraged to find out if they could save money by swapping to a different company. The Council’s website contained information for residents on energy efficiency and savings which could be made.</p> <p>Members were informed that this press release would be passed to local newspapers and consideration could also be given to producing flyers for local libraries and for street champions to distribute.</p> <p>Officers were also asked to give consideration to extending the initiative to local businesses but it was acknowledged that those businesses that rented or leased their premises could not make decisions on energy suppliers. However, it was agreed that where possible, local businesses, perhaps with the help of the local Chambers of Commerce be included in the initiative.</p> <p>Council’s Vehicle Fleet - The Council’s Transport Services Manager reported that the Council’s vehicle fleet comprised of around 170 vehicle and included 40 Large Commercial vehicles, 75 Light Commercial vehicles, 18 Passenger Vehicles, 26 items of Plant, 5 Diesel Cars, 3 Petrol Cars, one Electric Car Peugeot I on, two Electric Vans Ford Transit Connects and one Hybrid Car Toyota Prius.</p> <p>Members were informed that all the Council’s large commercial vehicles were compliant with Transport for London (TfL) low emissions zone, with some vehicles having been fitted with particulate filters to comply.</p> <p>Reference was made to vehicle procurement over the last 2 years which had led to a number of new vehicles on the Fleet with Euro 5 engines and reductions in emissions. These included new vehicles for the Waste Collection Service, Street Cleaning and Highway Maintenance.</p> <p>Fuel Information – The total fuel usage for the Council’s vehicle fleet was around 65,000 litres per month, with the vehicles calculated at undertaking 1.5 million miles per year.</p> <p>The Committee was informed that the fuel was supplied under a procurement contract from Hall Fuels and was an ultra low sulphur diesel and was stored at Harlington Depot. Reference was made to the new refuse vehicles which had shown improved miles per gallon figures compared to the older vehicles (up to 10%).</p>	<p>Action By:</p> <p>Jo Gill</p>
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	<p>Reference was made to a possible alternative fuel which could be derived from anaerobic waste and officers were asked to provide more information on the feasibility of this at a future meeting.</p> <p>Electric Car Charging Points – The Committee was provided with information on the usage of these points throughout the Borough. There were 15 electric vehicle charging point sites in Hillingdon available for the public to use and details of their location were provided. These units were provided and managed by two companies; Chargemaster and Elektromotive.</p> <p>Over the past three years £14,893 had been spent towards facilitating the use of electric vehicles with the funding coming out of the Transport for London, Local Implementation Plan budget. With regard to the electric charging points, the original cost of installing these had been funded by the Government’s Technology Strategy Board and by Scottish Southern Electric. This had been part of the Ford Battery and Electric Vehicle Project of which this Council was a partner.</p> <p>The Committee asked for more information on electric charging points, particularly more detail on the use of each charging point and the levels of ownership of electric vehicles within the Borough. In addition Members thought it would be useful for information on what facilities other neighbouring local authorities provided, together with information on any electric car dealerships which were in the Borough.</p> <p>Procurement - Energy Contracts 2013/14 – The Council’s Energy Manager provided Members with the background to the Council’s current energy contracts and the proposals for the Council to procure energy on a greener tariff. This would have obvious consequences of reducing CO2 and reducing this Council’s Climate Change Levy. The Committee was encouraged by this strategy and the move to greener energy.</p> <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>Action By: David Haygarth</p> <p>Alan Tilly</p>
<p>29.</p>	<p>WORK PROGRAMME</p> <p>The Committee discussed possible single review topics which could be undertaken at future meetings. Officers were asked to investigate the feasibility of undertaking these reviews.</p>	

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

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 4

BUDGET PROPOSALS REPORT FOR ADMINISTRATION & FINANCE SERVICES 2014/15

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

REASON FOR ITEM

To comply with the Budget and Policy Framework procedure rules as part of the agreed consultation process for the General Fund revenue budget, Housing Revenue Account budget and capital programme for 2014/15, this report sets out the draft revenue budget and capital programme of the Administration and Finance Groups for 2014/15, along with indicative projections for the following four years. Following consideration by Cabinet on 19 December 2013, these proposals are now under consultation, and the proposals for each Group are being discussed at the January cycle of Policy Overview Committees.

Cabinet will next consider the budget proposals on 13 February 2014, and the report will include comments received from Policy Overview Committees. At the meeting on 13 February 2014 Cabinet will make recommendations to full Council regarding the budget and Council Tax levels for 2014/15, who will meet to agree the budgets and Council Tax for 2014/15 on 20 February 2014.

The Committee needs to consider the budget proposals as they relate to Administration and Finance Groups, but within the corporate context and the constraints applying as a result of the aggregate financial position of the authority.

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the budget projections contained in the report, and comments as appropriate on the combined budget proposals put forward by the Administration and Finance Groups, within the context of the corporate budgetary position.

INFORMATION

Background

1. The timetable for the development of the 2014/15 budget was brought forward as in previous years with work commencing as soon as the 2013/14 budget was agreed by Council in February 2013. This was against the backdrop of the Chancellor of Exchequer's budget in March and the planned Spending Round announcement by Central Government in late June both of which contained several announcements relevant to local government.
2. The March budget included a further 1% reduction to local government funding in 2014/15 in addition to the 2% reduction announced in the Autumn Statement 2012. The

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1% limit on pay inflation was extended to 2015/16 and it was announced that the draft Care Bill arising from the recommendations from the Dilnot Commission would be implemented a year earlier in 2016. These recommendations will cap individual payments for Adult Social care and support at £72k and the threshold for means testing for residential care will rise from £23k to £118k.

3. On 26 June 2013 the Spending Round was announced which outlined central government's spending plans for 2015/16. Unlike previous Spending Reviews this Spending Round covered one year only. The key impacts upon local government were that Local Government funding would be cut by 10%, 2% higher than the 8% assumption included in the February budget report. However, later clarifications of assumptions behind this announcement including top slicing of New Homes Bonus funding, which will go to LEP's increases the effective cut in 2015/16 to 15%. In addition it was announced that Council Tax Freeze Grant would be continued in 2014/15 and 2015/16 with a grant equivalent to a 1% increase and that £3.8bn of current pooled and NHS funding would be put into an Integrated Transformation Fund in 2015/16 to develop integrated health and social care services and £335m would be provided to local authorities in 2015/16 to prepare for the reformed Social Care funding system.
4. The additional 1% cut in Revenue Support Grant reduces Hillingdon funding in 2014/15 by £899k. But the continuation of the Council Tax Freeze grant for 2014/15 adds an additional £1,129k as a zero increase in Council Tax had already been factored into the MTFF for 2014/15. The actual funding arrangements for 2014/15 will not be known until the Local Government Finance settlement for 2014/15 is announced which is expected to be around the 19th December 2013.
5. Since February, Groups have been working up their savings proposals in further detail, to achieve their original target as a minimum and also to deliver further savings to cover any slippage in previous year's savings and to help fund growing demand led pressures. Considerable work has also been undertaken on the corporate aspects of the budget including grant funding, Collection Fund forecasts, capital financing and inflation. In addition to this, changes in Group structures and the appointment of 2 new Directors has enabled a fresh look at the MTFF for both Adults and Children's Social Care. Rather than rolling forward existing plans and then updating and refining the proposals, both these Groups MTFF's have been re-built from scratch on both the demographic pressures side and the savings side.
6. Two rounds of budget challenge sessions have been held covering Residents Services, Adult Social Care, Children and Young People Services, Administration & Finance, Capital and HRA, Procurement & Commissioning, All Age Disabilities and Corporate budgets, first in late June/early July and then a second round in late September/early October. As a result of this work the draft 2014/15 budget was comprehensively updated and early draft budget reports were provided to the Leader at the end of July.
7. The structure of this report reflects the budget proposals reported to Cabinet on 19 December 2013, and sets out the aggregate corporate position, followed by the proposals for Administration and Finance extracted from the corporate budget.

The Budget and Policy Framework Procedure Rules

8. The consultation on the budget proposals commenced on 20 December 2013 following decisions taken by Cabinet on 19 December 2013.
9. There will be a further consideration by Cabinet of the budget proposals on 13 February 2014, including comments from Policy Overview Committees. These will be collated and reported back to Cabinet by the Corporate Services and Partnerships Policy Overview Committee. Council will be requested to approve the Cabinet's proposals on 20 February 2014, and if approved without further amendment they will be effective immediately.

Corporate Summary

10. While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
11. The budget proposals included in this report represent Cabinet's budget strategy for 2014/15 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for 2014/15 whilst maintaining balances and reserves at well above the minimum recommended level.
12. The main challenge in delivering a balanced budget for 2014/15, as in the previous years, is the development of significant savings - around £13,100k on top of the £76m delivered over the last four years. However, the Council's Business Improvement Delivery Programme is now well established and is driving the delivery of these savings. The month 7 budget monitoring for 2013/14 showed that good progress is being made in responding to this challenge; with the latest year end forecast showing a projected budget underspend of £4,189k and 81% of the 2013/14 savings being on track for delivery.
13. The final funding settlement for 2014/15 has only just been announced, but not yet fully analysed, and so the budget has therefore been drafted on the latest estimated position.
14. Detailed within the draft budget proposals, in addition to the £13,140k savings proposals are £2,386k of priority growth proposals, £9,748k of additional contingency provisions, £320k of service pressures, £1,626k of corporate budget savings and an allowance of £2,529k for inflation.
15. The development of savings proposals has continued to concentrate on more efficient service delivery methods, the rolling out of the new Council operating model, focusing on core services and by not creating new pressures by providing services that are no longer funded by Central Government.
16. The draft general fund capital programme for the period 2014/15 – 2018/19 proposes significant capital investment of around £382,426k, including the conclusion of the

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Primary schools capital programme, the development of a new Secondary Schools capital programme, the provision of a new landmark theatre and museum, investment in roads and pavements, as well as investment in 3 new Youth Centres and improvement work associated with other environmental and recreational facilities.

ADMINISTRATION AND FINANCE GROUPS BUDGET PROPOSALS

Summary of Key Financial Issues

17. Savings of £1.539m have been proposed from the Administration and Finance Groups for 2014/15, including £445k relating to Public Health Efficiencies. These planned savings within both the Administration and Finance Groups are largely being achieved through service efficiencies without impacting on the level of service provided. Of these proposals, £142k relates to the full year effect of savings made in 2013/14, with the remainder made up of new savings, which on the whole will be delivered through restructures in services.
18. Work on the 2014/15 savings proposals has been ongoing throughout 2013/14, particularly as many relate to restructures and a planned approach was essential to ensure service continuity. As a result of this early work, many of the savings proposals have either already been implemented or are in the process of being implemented. This will also ensure that in 2014/15 we benefit from the full year effect of the savings.
19. A significant number of Central departments provide support functions and as such the demand on these services is driven by the front line services being supported. There is therefore a limit to the extent to which these support services can be reduced while also continuing to respond to the same level of service demand. This has been achieved to date through business process reengineering and other efficiency work and through prioritising activity on our core business. Continuing to make significant savings in future years will also rely on business process reengineering within the services we support and therefore reducing the demand on Administration and Finance.

Group Revenue Budget 2014/15

20. The movement between the current year's budget and the draft budget requirement for 2014/15 is summarised in Table 1 below. Each of the lines in Table 1 is set out in the following sections and in Appendix A.

Table 1: Group Revenue Budget 2014/15

	Budget (£000s)
Budget 2013/14	23,211
Inflation	262
Service Pressures	12
Savings	-1,539
Draft Group Revenue Budget 2014/15	21,946

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Development and Risk Contingency

21. The Development and Risk Contingency provides for resources within the revenue budget that are unallocated at the beginning of the year, but that can be applied to issues as they arise during the year. The contingency is therefore used to budget for items where the probability or value of items is uncertain at the beginning of the year. The current draft Development and Risk Contingency includes items totalling £400k for 2014/15 for the Administration and Finance Groups.
22. A provision of £400k for the Council's Liability for uninsured claims, where the Council has, under its current Insurance policy, agreed to fund the excess values, which in most cases stand at £100k other than Public Liability which stands at £250k. It is proposed that this contingency be set at the same level set in 2013/14 as the current financial year.

Service Pressures

23. Funding for an additional Property Lawyer post within the Legal Services team was identified as part of the BID programme and was agreed as part of the 2013/14 MTFF proposals to enable the function to cover the high volume of work in the Housing area, reducing the requirement for external Legal Support. As the post did not start until June, 9 months funding was provided in the 2013/14 budget and the £12k shown above makes up the remaining 3 months funding for the post.

Savings

24. The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's response to Central Government's austerity programme.
25. Savings proposals currently developed total £13,140k for 2014/15 across the Council. The total savings included in the draft budget for the Administration and Finance Groups total £1,539k and are included in Appendix A.
26. Phase 2 Restructures within both the Procurement and Revenues Services make up the majority of the £637k savings proposed within the Finance Group. The Procurement service aims to further embed the Category Management approach across the Council, which the Revenues Service looks to further review the structure in light of the impact of the Welfare Reforms and the changing needs of the service.
27. The Administration Group have presented savings proposals of £457k towards the total amount presented of £1.539m. This is made up of; restructures within the Policy, Performance and Partnerships, Legal and Human Resource Services, which make up a total of £317k, the full year effect of prior year savings totalling £110k and a review of operating hours within the Registration service which proposes to generate additional income of £30k.

28. The remaining £445k of the proposed saving from Administration and Finance, is being delivered through efficiency savings from aligning Public Health responsibilities and objectives within the Group, to eliminate duplication and overlap between existing and new responsibilities as a result of the transfer of Public Health to Local Authorities in April 2013.

Fees and Charges

29. The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations.

30. Schedules detailing the proposals relating to fees and charges for 2014/15 for the Administration and Finance Groups are attached at Appendix B.

SUGGESTED COMMITTEE ACTIVITY

To consider the report and make comments on the detail.

BACKGROUND PAPERS

Medium Term Financial Forecast 2014/15 - 2017/18 – report to Cabinet 19 December 2013

Administration & Finance Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		-142	-1,539	-1,679	-1,730	-1,730
<u>New Savings Proposals</u>						
<i>Further Review of Structure within Procurement & Commissioning</i>						
<i>Following the initial review of the Procurement and Commissioning team structure, a further restructure is proposed to be implemented in the final quarter of 2013/14 to further strengthen the Category Management Structure.</i>	AF201415 _01	-390	0	0	0	0
<i>Review of Structure of Revenues and Benefits</i>						
<i>Following a review of the Revenues and Benefits structure at the end of 2012/13, a further review of the service is proposed to ensure the most efficient structure is in place.</i>	AF201415 _02	-200	-102	-51	0	0
<i>Review of Senior Management Structure</i>						
<i>To ensure that Internal Audit is operating efficiently and fit for purpose to deliver the strategy going forward, a review of the senior management structure and skills mix is proposed.</i>	AF201415 _03	-15	0	0	0	0
<i>Outsourcing of Occupational Health</i>						
<i>It is proposed to outsource the provision of Occupational Health services.</i>	AF201415 _04	-25	-25	0	0	0
<i>Review of Organisational Development Structure</i>						
<i>It is proposed that the post of Reward Manager is deleted and the remaining responsibilities of the role are managed across other HR roles.</i>	AF201415 _05	-55	0	0	0	0
<i>Review of Legal Services capacity and provision</i>						
<i>Following the implementation of the IKEN case management system, the service will be reviewed to ensure that the staffing structure reflects the improved efficiencies generated through the system.</i>	AF201415 _06	-65	-13	0	0	0

Administration & Finance Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Review of Policy, Performance & Partnership Service						
<i>A review of the Customer Engagement function is proposed to streamline the service and to comply with the target operating model. Further opportunities will also be taken to reduce vacant posts and absorb functions in both Policy and in Performance & Intelligence teams.</i>	AF201415 _07	-172	0	0	0	0
Review of Registrars Service						
<i>This proposal is to review the operation of the service to improve the service delivery for residents by expanding the hours of operation and also to explore options for generating additional income.</i>	AF201415 _08	-30	0	0	0	0
Public Health Efficiencies						
<i>Efficiency savings from aligning Public Health responsibilities and objectives within Administration & Finance</i>		-445	0	0	0	0
New Savings Proposals		-1,397	-140	-51	0	0
Total Administration & Finance Savings		-1,539	-1,679	-1,730	-1,730	-1,730

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
1. Corporate Communications										
Advertising charges in Hillingdon People										
Full page	B	1,680.00	1,680.00	STD	1,680.00	0.00%	1,680.00	0.00%	01-Apr-11	
Half page	B	960.00	960.00	STD	960.00	0.00%	960.00	0.00%	01-Apr-11	
Quarter page	B	600.00	600.00	STD	600.00	0.00%	600.00	0.00%	01-Apr-11	
Eighth page	B	300.00	300.00	STD	300.00	0.00%	300.00	0.00%	01-Apr-11	
Display box	B	144.00	144.00	STD	144.00	0.00%	144.00	0.00%	01-Apr-11	
Back page	B	1,920.00	1,920.00	STD	1,920.00	0.00%	1,920.00	0.00%	01-Apr-11	
Inside front full page	B	1,800.00	1,800.00	STD	1,800.00	0.00%	1,800.00	0.00%	01-Apr-11	
Inside front half page	B	1,020.00	1,020.00	STD	1,020.00	0.00%	1,020.00	0.00%	01-Apr-11	
2. Revenue Services										
Court Summons										
Council Tax	R	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	
NNDR	R	165.00	165.00	NB	165.00	0.00%	165.00	0.00%	01-Apr-11	
3. Registrars Services										
Certificates purchased from the Registrar										
Birth, Death and Stillbirth - Standard	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Birth and Stillbirth - Short	M	N/A	N/A	NB	N/A	N/A	N/A	N/A	01-Apr-12	
Birth - Additional Short	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Marriage	M	4.00	4.00	NB	4.00	0.00%	4.00	0.00%	01-Apr-12	
Certificates purchased from Registrar after time of initial registration										
All	M	7.00	7.00	NB	7.00	0.00%	7.00	0.00%	01-Apr-12	
Certificates purchased from the Superintendent										
Birth - Short	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	
Birth - Standard	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Death and Marriage	M	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Marriages/Civil Partnerships (Statutory fees)										
Entry of each notice	M	35.00	35.00	NB	35.00	0.00%	35.00	0.00%	01-Apr-12	
Basic ceremony/Schedule in Superintendent's Office	M	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-12	
Registrar's attendance at Registered Building	M	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-12	
Marriages/Civil Partnerships (Non - Statutory fees)										
Silver ceremony in four seasons room (Mon-Thurs)	M	97.50	97.50	EXP	97.50	0.00%	97.50	0.00%	01-Apr-11	
Silver ceremony in four seasons room (Fri-Sat)	M	102.50	102.50	EXP	102.50	0.00%	102.50	0.00%	01-Apr-11	
Gold ceremony in four seasons room (Mon-Thurs)	M	154.00	154.00	EXP	154.00	0.00%	154.00	0.00%	01-Apr-11	
Gold tier ceremony in four seasons room (Fri-Sat)	M	169.50	169.50	EXP	169.50	0.00%	169.50	0.00%	01-Apr-11	
Ceremony at approved Premises (Mon - Thurs)	M	307.50	307.50	EXP	307.50	0.00%	307.50	0.00%	01-Apr-11	
Ceremony at approved Premises (Fri-Sat)	M	410.00	410.00	EXP	410.00	0.00%	410.00	0.00%	01-Apr-11	
Ceremony at approved Premises (Sun)	M	457.00	457.00	EXP	457.00	0.00%	457.00	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Citizenship ceremony										
Citizenship ceremony (Home Office set Fee)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	
Nationality Checking Service										
Nationality Checking Service - Adults	M	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	
Nationality Checking Service - Children	M	30.00	30.00	STD	30.00	0.00%	30.00	0.00%	01-Apr-11	
Electoral										
Registration confirmation letters	R	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	
Edited registers	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-11	
Credit reference agencies registers	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-11	
Certificate Priority Service										
1 Hour	M	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-11	
24 Hour	M	5.00	5.00	STD	5.00	0.00%	5.00	0.00%	01-Apr-11	
Renewal of Marriage Vows										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	
Approved Premises	M	262.50	262.50	STD	262.50	0.00%	262.50	0.00%	01-Apr-11	

All prices are VAT inclusive										
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Baby naming Ceremonies										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	
Citizenship ceremony										
Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	

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Major Review – Reduction of our Carbon Footprint - Witness Session

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To be provided with further evidence for this Committee's review on how the Council can reduce its Carbon Footprint.

OPTIONS OPEN TO THE COMMITTEE

1. To question the witnesses who are providing the Committee with evidence for the Committee's review.
2. To receive further information on areas of the review which were requested at the last meeting.

INFORMATION

1. At the last meeting of the Committee Members received a variety of information from reports and from witnesses relating to:-
 - **Anaerobic Digestion (AD)** - This was where organic waste, food, grass, slurry etc, was mixed and broken down to form gas. The gas was then used to power an engine which generated heat and electricity, which was then sold to the grid and local users through a district heat and power network. Reference was made to a new AD plant which had opened in County Durham. This new plant produced 1.56MWh which was enough energy to power 2,000 homes from processing up to 50,000 tonnes of commercial food waste.
2. The Council's Energy Manager who has been providing the POC with his support to the review suggested that it was feasible that a comparable facility within this Borough would provide enough power for a facility such as the Civic Centre. He also referred to the number of farms within the Borough which could be used for this anaerobic process. For this meeting further information will be provided on how such a facility could work in this Borough, utilising the farm waste and food waste within the Borough.
 - **Decentralised Energy – Heat and Power**- The Committee was made aware of the recently set up Energy Centre and heat network at Bunhill, in the London Borough of Islington. The Centre provided a heat network in the Bunhill ward and provided cheaper, greener and locally produced energy. The heat network was fed by a local energy centre which produced electricity and heat. The Committee was informed that this Energy Centre produced more efficient electricity than the central power stations because the normally wasted heat which occurred in central power stations was captured and piped around the heat network in the Energy Centre. The Energy Centre was generally much

more efficient, cheaper and greener and provided residents with affordable warmth and helped reduce carbon emissions.

3. The Committee expressed an interest in this facility and in the New Year a site visit and presentation will be arranged to enable further information to be gathered for the review. In addition, the Council's Energy Manager agreed to provide information on the feasibility of such a facility within the Borough.
 - **Helping Residents switch energy supplier** –At the last meeting Members were informed that a press release would be released which would inform residents that practical advice on switching energy providers and getting the best energy deals would be available from a Council backed helpline. The Council had teamed up with the Energy Helpline to provide this free and impartial service. Residents who were worried about the impact of rising energy prices which had recently been announced by gas and electricity suppliers would be encouraged to find out if they could save money by swapping to a different company. The Council's website contained information for residents on energy efficiency and savings which could be made.
4. At the meeting, Members were informed that this press release would be passed to local newspapers and consideration would also be given to producing flyers for local libraries and for street champions to distribute. In addition officers were asked to consider including local businesses in the initiative. Officers will update Members with progress on this at the meeting.
 - **Council's Vehicle Fleet** – Members were provided with details of the Council's vehicle fleet together with details on fuel used.
5. In relation to anaerobic waste, officers were asked to look at the feasibility of using this as a possible alternative fuel and report back to a future meeting.
 - **Electric Car Charging Points** – The Committee was provided with information on the usage of these points throughout the Borough.
6. The Committee asked for more information on electric charging points, particularly more detail on the use of each charging point and the levels of ownership of electric vehicles within the Borough. In addition Members thought it would be useful for information on what facilities other neighbouring local authorities provided, together with information on any electric car dealerships which were in the Borough. For this meeting Alan Tilly, the Council's Transport Team Manager will attend the meeting and answer Member's questions. Attached as **Appendix A** to this report is a brief paper which provides more information for the review.

- **Procurement - Energy Contracts 2013/14** – The Council’s Energy Manager provided Members with the background to the Council’s current energy contracts and the proposals for the Council to procure energy on a greener tariff. This would have obvious consequences of reducing CO2 and reducing this Council’s Climate Change Levy. The Committee was encouraged by this strategy and the move to greener energy. A further update on this will be provided at the meeting.

PAPERS WITH REPORT

Appendix A – Paper on Electric Charging Points and Cars,
Appendix B – Scoping Report

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London Borough of Hillingdon

Corporate Services & Partnerships Policy Overview Committee

Tuesday 14 January 2014

Electric Vehicle Charging Points

1. Introduction

In Greater London, road traffic contributes over 18% of all CO² emissions, 41% of nitrogen oxides (NOx) and 67% of London's emissions of particulates (PM10).

Electric vehicles (EVs) are typically around 40% more efficient than conventional internal combustion engine vehicles. They are very effective at converting electricity into forward momentum, while in conventionally fuelled vehicles a lot of energy is lost as heat and vibration. Equally, EVs do not consume energy while stationary or coasting, and some of the energy lost when braking can be recaptured through regenerative braking.

When considering CO² emissions per km including electricity generation 'well-to-wheel', EVs produce around 80g CO² per km. The same figure for an average internal combustion engine powered vehicle is around 147.6g CO² per km. However, one of the drawbacks of EVs is their range. The Nissan Leaf has a range of 109 miles, the Ford Focus Electric 75 miles.

2. Electric Vehicle Charge Point usage Hillingdon

There are 14 EV Charging Points in Hillingdon. The table below shows the number of times a selection of 8 of these was used over the period 1st January to 23rd December 2013 and the kWh used.

Chargemaster Electric Vehicle Charging Point Usage 1st January to 23rd December 2013

Electric Vehicle Charging Point Location	Number of time used	kWh Used
Botwell Sports & Leisure Centre East Avenue, Hayes, UB3 2BG	7	4.4
Fairfield Road Car Park Yiewsley, West Drayton, UB7 8EY	13	29.3
Green Lane Car park Hillingdon Green Lane, Hillingdon, HA6 2XP	14	39.5
Pump Lane Car Park, Hayes, UB3 3NB	29	278.2
Hillingdon Civic Centre High Street, UB8 1UW	28	128.2
Hillingdon Sports and Leisure Complex, Gattings Way, Uxbridge, UB8 1JJ	22	215.4
Grainges Car Park, Uxbridge Shopping Centre, Uxbridge, UB8 1BS	263	2650.9
Brandville Road Car Park, West Drayton, Uxbridge, UB7 7LT	275	2116.6

Source: Chargemaster (2013)

3. Electric Vehicle ownership in Hillingdon and forecast growth

The total number of EVs registered in London in 2011 was 2,313. In the document 'An Electric Vehicle Strategy for Hillingdon', MVA (2013), it is reported

Corporate Services & Partnership Policy Overview Committee –14 January 2014
Part I – Members, Public and Press

APPENDIX A

that London is likely to account for a disproportionately large share of UK EV sales. This is because average trip distances in London are shorter compared to other parts of the country. 90% of car trips in London are less than 10 miles; consequently the range limitations of current battery technology are less significant. Furthermore, EV uptake in Hillingdon is likely to be higher than in the rest of London. MVA (2013) explain that compared to other London Boroughs more Hillingdon residents are able to park off-street both at their home and workplace, making it easier to install and more convenient to use an EV Charge Point. To predict EV uptake in Hillingdon, MVA (2013) have applied the London wide mid range uptake forecast, this would equate to 108 new EVs being registered in the Borough in 2015, 271 in 2020 and 813 in 2025. With a total of 337 EVs registered in the Borough by 2015, there would be 1,410 by 2020 and 4,391 by 2025. This would equate to a 2.9% share of the overall vehicle fleet in the Borough by 2025.

4. Promotion of Electric Vehicles in other London Boroughs

Number of EV Charging Points

- LB Hammersmith and Fulham have 25 EV Charging Points with a capacity for 30 vehicles
- LB Brent has 31 EV Charging Points with a capacity for 61 vehicles

Across London, a variety of parking incentives are being offered by boroughs

- London Borough of Richmond offers free parking to residents that own EVs
- London Borough of Kingston offers free parking for up to 3 hours while recharging
- In the London Borough of Hackney EVs users are eligible for free parking permits in controlled parking zones (CPZ) areas. The borough also offers EV drivers free parking in EV charging bays
- London Borough of Sutton offers drivers of EVs free parking while charging at three of their centrally located multi-storey car parks
- London Borough of Wandsworth offer EV users reduced priced parking permits called “green permits”

5. Promoting EV use in Hillingdon

MVA (2013) report that the likely profile of EV ‘early adopters’ are

- ‘Environmentally Aware’ – keen to reduce their emissions
- and/or ‘Tech Savvy’ – eager to use new technologies
- sufficiently high income to be able to afford an EV

To promote EV uptake and plan the installation of EV Charging Points, packages such as MOSAIC can be used to identify clusters of population likely match the above profile. This data can then be cross reference with spatial factors including

- access to off-street parking
- availability of parking at workplaces
- number inbound car commuters

APPENDIX A

Within Hillingdon MVA (2013) identified six locations where take up of EV is most likely:

1. Uxbridge – Central and North
2. Northwood – West
3. Ruislip – Central
4. Eastcote – Central
5. Northwood – Central
6. Hayes

6. Electric Vehicle Dealerships

Dagenham Motors Ford Hayes, Fairview Business Center, Unit 37 Clayton Rd, Hayes, Hillingdon, Greater London, UB3 1AX	Nissan London West, Concord Road, Western Avenue, London, W3 0RZ	Peugeot, 221 Bath Road Slough SL1 4BA
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7. References

MVA, An Electric Vehicle Strategy for Hillingdon (2013), Seventh Floor, 15 Old Bailey, London, EC4M 7EF, United Kingdom.

8. Contact details

Alan Tilly

Transport and Aviation Team Manager

Tel: 01895 250970

Email: atilly@hillington.gov.uk

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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.

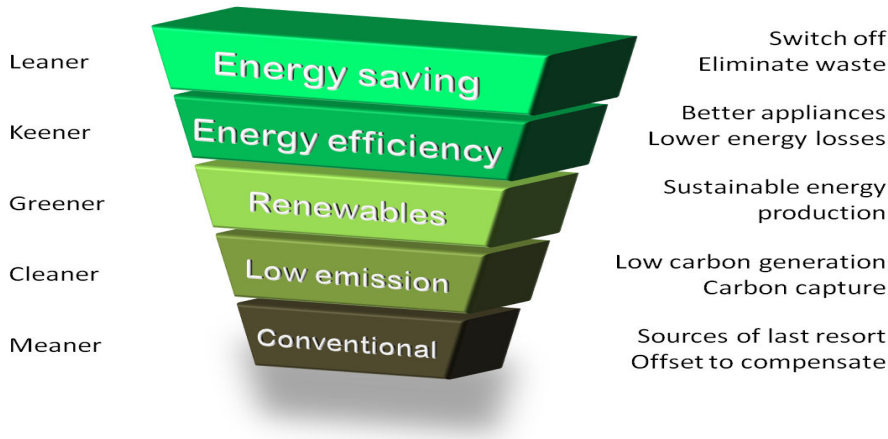
Reference was made to the levels of energy costs for this Council. The Committee was informed that energy contracts were approximately £21m over 4 years with the Council's Carbon Reduction Commitment (CRC) allowances cost being £357,000 per annum.

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

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<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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HILLINGDON SAFER NEIGHBOURHOOD BOARD

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is requested to nominate to Council a Committee representative to sit on the new Hillingdon Safer Neighbourhood Board.

OPTIONS OPEN TO THE COMMITTEE

1. To nominate a Councillor from the Committee direct to Council on 16 January;
2. To not nominate at this time. Members should note this could risk an incomplete Board Membership in place prior to its operation from 1 April 2014.

INFORMATION

Safer Neighbourhood Boards will be the means by which the Mayor of London, through the Deputy Mayor and the Mayor's Office for Policing and Crime (MOPAC), holds Borough Police Command Units to account for performance, giving local Londoners and victims a greater voice in setting policing priorities and access to a crime prevention fund for local delivery.

The Safer Neighbourhood Board will have a number of specific responsibilities that include:

- Monitoring volumes, trends and types of complaints relevant to Hillingdon borough from victims of crime and complaints from members of the public against police officers
- Monitoring crime performance and community confidence
- Playing a significant role in setting tasks for Community Payback
- Ensuring all wards have a ward panel of residents
- Supporting the Independent Advisory Group
- Supporting the Custody Visitors Panel and ensuring the system of custody visiting is delivered
- Ensure the stop and search community monitoring function is delivered
- Supporting Neighbourhood Watch
- Suggesting policing priorities in the borough
- Encouraging bids for funds from a crime prevention fund.

Safer Neighbourhood Boards will sit alongside existing performance management arrangements in the Safer Hillingdon Partnership and Local Strategic Partnership and the Council's External Services (Crime and Disorder) Scrutiny Committee.

The Boards will become operational by 1 April 2014.

Board Operation and Membership

The Mayor of London has provided flexibility on how Boards should operate but they are keen to ensure its membership reflects a broad range of representation from stakeholders. The Mayor of London requires that there will be reserved places for a councillor, a representative of a local victims' organisation and a young person. It is proposed that:

- Two councillors will be appointed to the Board by Hillingdon Council. One will be appointed upon the recommendation of the Leader of the Council and the second upon nomination from the Corporate Services & Partnerships Policy Overview Committee
- The young person be appointed annually through the Hillingdon Youth Council
- An older person will be appointed through the Hillingdon Older People's Assembly
- Hillingdon Neighbourhood Watch will nominate a representative
- Applications will be invited for two positions as "lay" members of the Board and additionally one representative a local victims organisation

The Board's Terms of Reference propose that one Elected Councillor representative be nominated from this Committee, due to its important policy overview role in relation to community safety, whilst also recognising the recent reviews by the Committee that have had an effect in this area. The second Councillor Representative would be appointed directly by Full Council.

Timeline

Following the Committee's single nomination, Council on 16 January 2014 will be asked to approve the 2 Councillor appointments to the Board. Cabinet on 23 January will agree the appointment of the first Chairman and the Terms of Reference of the Board, and delegate future Chairman appointments and changes to the Terms of Reference to the Cabinet Member.

The Board itself will thereafter be run independently by the Chairman with officer support from the Police and Council. The Board is expected to meet quarterly.

The Board will have its first shadow meeting before the 1 April, operating formally thereafter.

SUGGESTED COMMITTEE ACTIVITY

1. Members consider a nomination.

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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
4 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 – Witness Session
	Hillingdon Safer Neighbourhood Board
	Cabinet Forward Plan
	Work Programme

4 February 2014	Cabinet Forward Plan
	Consideration of draft recommendations and final report.
	Consideration of Mini Review Topics
	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

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REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

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

SUGGESTED COMMITTEE ACTIVITY

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

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Ref Decision Further information

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

Cabinet meeting - 23 January 2014

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
018	Hillingdon Safer Neighbourhood Board	Cabinet will receive an update on the establishment of the new Safer Neighbourhood Board, which is the new mechanism through which the Mayor of London will hold Borough Police services to account for performance from 1 April 2014, supporting the already strong partnership between residents, the Council and Police locally. Cabinet will be asked to endorse the Board's operation and its new Chairman, following a selection process.	All		Cllr Douglas Mills	RS - Ed Shaylor		NEW	
006 994	Vehicle replacement program (VRP) 2013/14	Cabinet will be asked to approve the award of contract for the supply of 2 items of plant machinery following a Procurement Tender.	N/A		Cllr Jonathan Bianco	RS - D M Fisher			Private (3)
995	Promoting Economic Development and Regeneration in Hillingdon - Update	An update will be presented to Cabinet on progress since the December 2012 Cabinet meeting which set out six work streams to deliver a new approach to economic development and regeneration. The report will set out a refreshed plan for further work.	All		Cllr Douglas Mills	FD - Kevin Byrne / John Wheatley			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
982	Civic Centre Air Handling Units Replacement	The office accommodation of the Civic Centre is currently air-conditioned by four air handling units (AHUs). The existing original units are now in a poor condition, suffering high levels of corrosion, seized valves and controls having to be regularly overridden. These units are also outmoded and un-economical in operation and therefore a comprehensive replacement and overhaul is required to provide the Civic Centre a modern, effective and efficient air conditioning system.	Uxbridge South		Cllr Jonathan Bianco	RS - Nish Parmar / Anthony Payne	Corporate consultees		Private (3)

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Cabinet meeting - 13 February 2014

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
968b	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	Following consultation, this report will set out the Council'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		
983	Vehicle Maintenance Programme	Cabinet will be asked to approve a recommendation to award a contract for vehicle repair and maintenance of Council vehicles following a procurement exercise.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees		Private (3)

Ref Decision Further information

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Cabinet - 20 March 2014

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
012	Contract award for ICT Network and Telephony	Cabinet approval is requested for the award of contract(s) for the support of the Council's ICT Network and Telephony systems, essential for effective internal operations and external communication with residents.	All		Cllr Jonathan Bianco	RS - Steve Palmer / Nick McCarthy	Corporate consultees	NEW	Private (3)