



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, 4 FEBRUARY  
2014

**Time:** 7.30 PM

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

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

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further information.**

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

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



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# Useful information

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## **About this Committee**

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

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

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

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

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

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

# Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of the Meeting held on 14 January 2014 (**Pages 1-6**)
- 4 Major Review 2013/14 - Reducing Our Carbon Footprint (**Pages 7-18**)
- 5 Budget Proposals 2014/15 - Comments from Policy Overview Committee  
**19-22)**
- 6 Work Programme (**Pages 23 – 26**)
- 7 Forward Plan (**Pages 27-32**)

## Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 14 January 2014

Meeting held at Committee Room 5 - Civic Centre,  
High Street, Uxbridge UB8 1UW



HILLINGDON  
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	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham, Richard Mills and Carol Melvin.</p> <p><b>Officers:</b> Jo Gill (Energy Efficiency Officer), David Haygarth (Council's Energy Manager), Nancy Leroux (Deputy Director – Strategic Finance), Gemma McNamara (Finance Manager - Administration &amp; Finance), Alan Tilly (Council Transport and Aviation Manager), Iain Watters (Manager – Strategic Finance) and Khalid Ahmed (Democratic Services Manager).</p>	
31	<p><b>MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2013</b></p> <p>Agreed as an accurate record.</p>	
32.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business would be considered in public.</p>	
33.	<p><b>BUDGET PROPOSALS REPORT FOR ADMINISTRATION AND FINANCE DIRECTORATES</b></p> <p>The report set 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.</p> <p>Members were informed that the Council was looking to make significant savings of around £13.1m on top of the £76m delivered over the last four years across the whole Council. This would include savings of £1.539m from within the Administration and Finance Groups which would be largely achieved through service efficiencies without impacting on the level of service provided.</p> <p>Reference was made to a significant number of Council Central departments which provided support functions and as such the demand on these services was driven by the front line services which they supported. Therefore, there was a limit to the extent to which these services could be further reduced whilst also continuing to respond to the same level of service demand.</p> <p>Members were informed that some of the savings proposals had been developed through the HIP Business Improvement</p>	<p><b>Action By:</b></p>

	<p>Delivery Programme. Reference was made to the Phase 2 restructures which had taken place within both Procurement and Revenue Services which made up the majority of the proposed savings within the Finance Group, and the restructures within the Policy, Performance and Partnerships, Legal and Human Resource Service which made up the majority of the proposed savings within the Administration Group.</p> <p>The Committee was informed that there would be no increases in fees and charges and this was welcomed by Members.</p> <p>In relation to the Council's draft Capital Programme, it was noted that despite the current financial difficulties in local government finance, there would be a proposed significant capital investment of around £382m.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the budget projections contained in the report be noted together with the acknowledgment that the delivery of services to residents of the Borough was not being affected by the savings which the Council was making.</b></p>	<b>Action By:</b>
34.	<p><b>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT</b></p> <p>For this witness session of the Committee's review into Reducing the Council's Carbon Footprint the following information was received:-</p> <p><b>Decentralised Energy – Heat and Power-</b> At the last meeting of the Committee discussion took place on the feasibility of this Council operating a Heat and Power plant, similarly to the Bunhill Energy Centre, in the London Borough of Islington.</p> <p>The Council's Energy Manager also referred to the Pimlico District Heating Undertaking which had been around since the 1950s and was the first major initiative to combat London's air pollution, ahead of the Clean Air Act 1956. The scheme provided heating and water services to 3,256 homes, 50 commercial premises and three schools within the area at a reduced energy cost.</p> <p>In addition, Pimlico reduced carbon emissions by 11,000 tonnes per year.</p> <p>Members were provided with details of potential heat and power networks within the Borough which included area close to Uxbridge High Street, Hillingdon Hospital and Brunel University. For such a network to work, the Council would have</p>	







	<p>charging points indicated that many of the chagemaster charging points were not used frequently, apart from at Grainges Car Park and at Brandville Road Car Park.</p> <p>Electric cars were limited in their use mainly because of the perception of the range limitations of a full charged vehicle. However, Members were informed that there was a place for electric cars, particularly in urban Cities such as London, because average car trips were less than 10 miles, which were suitable for electric cars.</p> <p>Discussion took place on possible incentives which could be offered to residents to use electric cars. These included free parking in car parks where electric charging points were located and free parking permits within controlled parking zones. The practicality of these would require investigation.</p> <p>Consideration could be given to encouraging businesses such as estate agents to use electric vehicles which would reduce carbon emissions for the many short journeys across the Borough which were made.</p> <p><b>RESOLVED –</b></p> <ol style="list-style-type: none"> <li>1. That the information provided as part of the witness session be noted and form part of the evidence for the review.</li> <li>2. That officers be asked to carry out the requests detailed above and report back to the Committee.</li> </ol>	<p><b>Action By:</b></p>           <p><b>Alan Tilly</b></p>
35.	<p><b>HILLINGDON SAFER NEIGHBOURHOOD BOARD</b></p> <p>The Committee was asked to give consideration to nominate a Member to be appointed to the new Hillingdon Safer Neighbourhood Board.</p> <p><b>RESOLVED –</b></p> <ol style="list-style-type: none"> <li>1. That Council be asked to appoint Councillor Richard Mills as a representative to serve on the Hillingdon Safer Neighbourhood Board.</li> </ol>	
36.	<p><b>WORK PROGRAMME</b></p> <p>Noted.</p>	
37.	<p><b>CABINET FORWARD PLAN</b></p> <p>Noted.</p>	
	<p><b>Meeting commenced at 7.30pm and closed at 9.20pm</b> <b>Next meeting: 4 February 2014 at 7.30pm</b></p>	

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

## 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 and consider draft recommendations for the review.

### OPTIONS OPEN TO THE COMMITTEE

1. **To question officers who are providing the Committee with evidence for the Committee's review.**
2. **To consider the information which has been received during the review and to give some thought to draft recommendations for officers to take forward for consideration.**

### INFORMATION

1. At the last meeting of the Committee Members received a variety of information relating to Decentralised Energy – Heat and Power, Anaerobic Digestion and related issues and on Electric Cars and charging points. For this meeting Officers will update the Committee on these areas and provide information which was requested at the last meeting.
2. **Decentralised Energy – Heat and Power-** Members were provided with details of potential heat and power networks within the Borough which included area close to Uxbridge High Street, Hillingdon Hospital and Brunel University. Members discussed the site of the former EMI vinyl factory in Hayes and officers were asked to give this site consideration as a potential network. Members noted that for a heat and power network facility to be implemented within the Borough, it would require high level technical feasibility and financial modelling.

Officers will provide Members with a briefing note on the suitability and viability of such a facility at the former EMI vinyl factory site.

3. **Absorption Chilling** – This was a process which was used in the summer to convert hot water to cool water. Members were informed that Absorption Chilling was cost effective and more economical than electrical chillers and therefore would reduce energy costs. Officers would provide an update on this and whether this could be developed as part of any proposals for Decentralised Energy in the Borough.
4. **Anaerobic Digestion (AD)** – The Committee at the last meeting were provided with the potential benefits of AD to the Council, which were summarised as:-

1. Reducing the amount of food waste which would go to landfill which was one of the key waste management targets. AD would be a cost effective alternative solution to landfilling
2. It would provide income from electricity production by means of renewable energy sources. Energy companies were legally obliged to buy energy produced from renewable energy sources. This would be a revenue stream for the Council and could provide payback on medium scale AD plants of around 6-8years
3. There would be income to the Council of gate fees which would be a type of “toll” on allowing waste over a weighbridge
4. The Borough had a large proportion of Green Belt in the region which could give the authority the ability to utilise or sell the digestate to the occupiers
5. The heat generated from an AD plant could help supply heat to nearby housing developments. This would again be a source of revenue to the Council and provide lower energy bills for residents.

Officers undertook to provide information on the possible use of a site near New Years Green Lane. Members were informed that this would be dependent on the planning use of the land and whether an AD plant would be a permissible use. Officers will update Members on this; together with the impact (if any) the proposed HS2 route would have on any such facility.

5. As part of proposals for AD, reference at the last meeting was made to the volume and type of **organic waste** that was collected annually in the Borough and whether the Council could use these waste streams, longer term as part of an AD facility Officer were asked to provide details on the amount of slurry produced at the farms in the Borough, tonnage, collection frequency and costs etc.
6. **Electric Car Charging Points** – The Council’s Transport and Aviation Manager provided further information on electric charging points within the Borough and Members discussed a number of possible incentives which could be offered to residents which may increase the usage of electric vehicles. These included: - free parking for electric cars in the car parks where electric charging points were located and free parking permits for electric cars within controlled parking zones. Officers will report back to Members on the feasibility of these and whether they could be used as incentives

## **PAPERS WITH REPORT**

Appendix A – Summary of Information received during the review

## APPENDIX A

### **A summary of evidence which has been received during the review**

#### **Tonnes of carbon (gas and electric) emitted from Council buildings and street lighting**

- 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 total from the above came to 34,536 tonnes of carbon.

#### **Levels of energy costs for this Council.**

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 was estimated at £280,000 per annum. The Levy was an environmental tax on energy supplies and was levied to encourage greater energy efficiency and lower energy use.

Reference was made to the total annual budget resource for the Council which was £2,047,324 for gas, £3,218,196 for electricity (total £5,265,520).

#### **Improved environmental performance**

The Council had saved money with an improved environmental performance with energy related works, electrical energy reduction comparisons between March 2008 and March 2013, had indicated that the daily energy costs for the Civic Centre would still be approximately £2,546 per day, as opposed to the current day comparison of £1,819. However, this energy saving work had resulted in a reduction in carbon usage from approximately 14.34 tonnes to 10.43 tonnes.

Energy efficiency measures which had taken place in the Civic Centre included:- improving the building fabric and insulation, an extensive lighting programme which included the installation of LED tubes. Reference was made to the energy efficiency improvements made through a Chiller replacement which had taken place with the air conditioning system in the Civic Centre.

Upgrading the boilers and pipe work for direct hot water services meant the main boilers at the civic were not needed all year round. This also led to a saving on the annual gas costs at the Civic Centre.

## APPENDIX A

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

Reference was made to the greener approach which the Council had taken to energy in the form of renewable power. These included:-

- Solar Photovoltaic which had been installed at Sibley Court and the Civic Centre.
- Solar Thermal power which had been installed at Botwell Leisure Centre.
- Combined Heat and Power systems which had been installed at Hillingdon Sports Centre and Triscott House and which had been considered for the Civic Centre.
- Anaerobic digestion which could be considered as an energy source at New Years Green Lane.

**Carbon Offsetting work.** Subject to evaluation these works could include-

- Displacing energy from power stations.
- Would there be a scope for sharing the district's heat and power through a district system, i.e. with other public authorities?
- On-site and off-site generation – Looking at investing facilities elsewhere?
- The use of rural Hillingdon to offset carbon emissions? Increased planting of trees and anaerobic digestion as a renewable energy source.
- Receiving credits for fuel poverty initiatives – This could include the improvements which have (and would) be made to the Council's housing stock.

### **Reducing domestic carbon emissions**

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.

Reference was made to the Energy Company Obligation (ECO), which was a new Government led energy savings 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.

The main purpose of ECO was to reduce the amount of carbon emissions and to help reduce fuel poverty.

With ECO, Energy Companies were obligated in three ways:

- 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.

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- 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.

Other initiatives which included:

- 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.
- A Steering Group would be set up to develop a Strategic Action Plan for energy efficiency and affordable warmth.

Reference was made to the typical lifetime carbon saving per measure:-

- 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

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.

### **Publicity for ECO**

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.

Areas the Committee expressed an interest in were:-

## **APPENDIX A**

- 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?

### **Helping residents and local businesses switch energy supplier–**

As a result of Members discussions, officers reported that a press release was to 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.

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.

This initiative was asked to be extended to also helping local businesses switch energy supplier. Officers agreed and this initiative would also be promoted on the Council's website for local businesses. Practical advice on switching energy providers and beating price hikes would be made available to businesses in the Borough in an attempt to save businesses energy costs.

### **Street Lighting and Illuminated signs**

One of the future developments of Carbon Reduction was the removal of Academies and Schools from the reporting requirements of the Carbon Reduction Commitment (CRC) from 2014/15, with Street Lighting coming in. This would impact on the level of CRC allowances.

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.

### **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.



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“Keep left” signs on bollards – These were now unnecessary and providing there was no confusion these could now be replaced with plain reflectorised bollards. This provided an obvious energy saving.

The replacement of Thermal Photoelectric photo cells with electronic units of street lights. 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 on all new installations and would replace any thermal cells that failed for the last fifteen years.

### **Future Energy Savings**

An energy saving option could be the replacement of old street lanterns on residential roads with new LED lanterns, utilising the existing columns. Much of the existing lighting on residential roads was currently low sodium, which produced an orange monochromatic light that did not allow colours to be seen. This was a very efficient light source but the light was poorly controlled and contributed to sky glow. Many of the lanterns were showing wear and tear which reduced their efficiency. It would be possible to replace these old lanterns with modern LED lanterns and that this had been carried out at a few locations to provide lighting improvements where new traffic calming schemes were built; however, the savings were relatively small compared to the investment. This would typically result in a payback period in excess of 20 years.

With 13,000 of these types of lights within the Borough, the lantern replacement would cost around £350-400 per column, which would be a total cost of £4.5m (65,000 kwh per annum or £6,045 and 35 tonnes carbon saving). This would be prohibitive.

### **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 CO<sub>2</sub> and reducing this Council's Climate Change Levy. The Committee was encouraged by this strategy and the move to greener energy.

### **Profiled lighting on traffic routes**

This was whereby the lighting levels and uniformity of the lighting for street lighting on traffic routes was determined by the average daily traffic flow.

A detailed analysis of the hourly traffic flow data for various sections of road could be carried out and it could be possible to reduce the level of lighting at the times when there was less traffic. This would reduce the energy consumption and produce a carbon reduction. For this to happen, the control gear in each lantern would have to be replaced with dimmable units and a method of controlling the dimmer function either through a central control system or at each unit.

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Members expressed an interest in having additional information on profiled or part night lighting in residential areas. It was noted that where new lighting had been installed in residential areas, the lanterns did have the facility to be dimmed at various times of the night. This would involve the installation of an additional control unit to enable the dimming to take place.

### **Using Development Planning to Reduce the Carbon Footprint**

The Council's Principal Sustainability Officer provided a paper which informed Members that the Council had been implementing the London Plan requirements for carbon 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 CO<sub>2</sub>, which would be difficult to achieve.

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.

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

### **Urban greening and Off-setting work**

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.

In the last planting season (November - March) the Council planted 704 street and roadside trees.

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.

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### **Decentralised Energy – Heat and Power**

Reference was made to the 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.

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.

The Pimlico District Heating Undertaking which had been around since the 1950s and was the first major initiative to combat London's air pollution, ahead of the Clean Air Act 1956. The scheme provided heating and water services to 3,256 homes, 50 commercial premises and three schools within the area at a reduced energy cost.

In addition, Pimlico reduced carbon emissions by 11,000 tonnes per year.

### **Potential heat and power networks within the Borough**

These included an area close to Uxbridge High Street, Hillingdon Hospital and Brunel University. For such a network to work, the Council would have to work closely with both partners and customers. Reference was also made to the site of the former EMI vinyl factory in Hayes and officers were asked to give this site consideration as a potential network.

Reference was made to the different technologies used:

- Gas Fired Central Boilers
- Combined Heat and Power
- Energy from Waste
- Anaerobic Digestion
- Solar Power
- Air and Ground Source Heating

It was noted that for such a facility to be implemented within the Borough, it would require high level technical feasibility and financial modelling. It was acknowledged that as part of a long term strategy, initiatives such as at Pimlico and Bunhill would provide long term energy savings and benefits for the Council, its partners and its residents.

Absorption chilling was used in the summer to convert hot water to cool water and officers were asked to consider this in any considerations of Decentralised Energy as absorption chilling was cost effective and more economical than electrical chillers and therefore would reduce energy costs.

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### 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.

The plant in County Durham cost £8m to construct.

The Council's Energy Manager referred to the number of farms within the Borough which could be used for this anaerobic process. Discussion took place on the use of residents' kitchen caddies and the possible use of food waste for this anaerobic digestion.

The benefits of AD to the Council would be:

- Reducing the amount of food waste which would go to landfill which was one of the key waste management targets. AD would be a cost effective alternative solution to landfilling
- Income from electricity production by means of renewable energy sources. Energy companies were legally obliged to buy energy produced from renewable energy sources. This would be a revenue stream for the Council and could provide payback on medium scale AD plants of around 6-8years
- There would be income to the Council of gate fees which would be a type of "toll" on allowing waste over a weighbridge
- The Borough had a large proportion of Green Belt in the region which could give the authority the ability to utilise or sell the digestate to the occupiers
- Generating heat from an AD plant could help supply heat to nearby housing developments. This would again be a source of revenue to the Council and provide lower energy bills for residents.

Reference was made to the possible utilisation of a site near New Years Green Lane. This would be dependent on the planning use of the land and whether an AD plant would be a permissible use.

Reference was also made to the proposed HS2 route and what impact this would have on New Years Green Lane.

Members were informed that to produce a feasibility study into this area, officers would require information on the amount of slurry produced at the farms in the Borough, tonnage, collection frequency and costs etc. In details of the volume and type of organic waste that was collected annually in the Borough and could the Council utilise these waste streams, longer term as part of an AD facility. Officers were asked to provide details, if possible, on these areas.

## **APPENDIX A**

### **Council's Vehicle Fleet**

The Council's vehicle fleet comprised of around 170 vehicle and included 40 Large Commercial vehicles, 75 Light Commercial vehicles, 18 Passenger Vehicles, 26 items of Plant, 5 Diesel Cars, 3 Petrol Cars, one Electric Car Peugeot Ion, two Electric Vans Ford Transit Connects and one Hybrid Car Toyota Prius.

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

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

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

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

### **Electric Car Charging Points**

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.

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.

Electric cars were limited in their use mainly because of the perception of the range limitations of a full charged vehicle. However, there was a place for electric cars, particularly in urban Cities such as London, because average car trips were less than 10 miles, which were suitable for electric cars.

Possible incentives which could be offered to residents to use electric cars included:- free parking in car parks for electric cars where electric charging points were located and free parking permits within controlled parking zones.

## **APPENDIX A**

Also consideration could be given to encouraging businesses such as estate agents to use electric vehicles which would reduce carbon emissions for the many short journeys across the Borough which were made.

## **BUDGET PROPOSALS 2014/15 – COMMENTS FROM POLICY OVERVIEW COMMITTEES**

Contact Officer: Khalid Ahmed  
Telephone: 01895 250833

### **REASON FOR ITEM**

To consider the full set of Policy Overview Committee comments on Cabinet's budget proposals, their overall implications and to submit those comments to Cabinet.

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

That the Committee:

1. Consider the comments from the other Policy Overview Committees;
2. Seek clarification where necessary and;
3. Submit an agreed set of comments forward to the Cabinet for it to consider alongside this Policy Overview Committee's budget proposals.

### **INFORMATION**

As part of the Constitution (Budget and Policy Framework Procedure), Policy Overview Committees have a role to review the Cabinet's draft budget proposals, which were set out at Cabinet on 19 December 2013.

At each Policy Overview Committee in January, consideration was given to reports which provided details of budget proposals relating to the remit of each Policy Overview Committee.

The Policy Overview Committee comments are set out as below:-

#### **Residents' & Environmental Services POC – 22 January 2014 (Residents Services)**

"The Committee wished to congratulate officers on the budget which had kept the full range of the Council's services on track despite the considerable cuts being faced.

Members were particularly pleased to see that funds had been set aside for renovations to the grade 2 listed Uxbridge Cemetery Gatehouse. This was an area of great interest to the Committee and had made up a significant proportion of the recent review into the Borough's cemeteries."

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Corporate Services & Partnerships Policy Overview Committee

4 February 2014

PART I – MEMBERS, PUBLIC & PRESS

**Children, Young People and Learning POC –15 January 2014 (Children, Young People and Learning Services )**

“The Committee welcomed the budget report and commended the officers’ work to retain a high-quality service in this challenging financial environment.

The Committee was particularly supportive of the Council's schools expansions programme and the ongoing work to ensure that every child in the Borough had a school place. Members were eager that the "bulge" continued to be monitored both at primary and secondary levels so that future generations of children could be ensured of access to high-quality educational facilities.

Although the Council's attempts to make efficiency savings through the review of looked after children placements was supported by the Committee, Members wished to emphasise that the primary focus in this area should be on securing the right, rather than the cheapest, placement.”

**Social Services, Housing and Public Health POC – 29 January 2014 (Adult Social Care, Housing & Public Health)**

“The Committee noted the various budget proposals and welcomed the work of the Council in this demanding and complex area. In particular, the Committee was encouraged by the effective use of zero based budgeting and ongoing work in relation to the preventative agenda so that informed decisions were taken to mitigate future risks. The Committee acknowledged there may be a number of potential barriers in relation to the implementation of the Care Bill given the details which are still emerging, but were reassured that the Council’s Programme Board had been established to examine the impact of the Bill on Hillingdon.

The Committee was concerned about the overspend particularly in relation to Bed and Breakfast accommodation, but welcomed the ongoing work being conducted through the Hillingdon Improvement Programme to bring this back to sustainable levels. The Committee also congratulated officers on their market development work, in recognising the need for affordable housing and the actions that were being taken to increase this provision.

Additionally, the Committee noted the successful redesign of services and the emphasis placed on the risk stratification process so that interventions are made earlier. The Committee also noted the importance of effective monitoring to ensure that early interventions result in better and sustained outcomes for residents as well as supporting service management.

The Committee welcomed the merger of the Rapid Response and Re-ablement Teams and the further work being conducted to support people to live independently in their own homes.”



**Corporate Services & Partnerships POC – 14 January 2014 (Finance and Administration)**

The Committee reviewed the relevant budgets in detail and whilst it did not make any specific comment, Members acknowledged that the delivery of services to residents of the Borough was not being affected by the savings which the Council was making.

**BACKGROUND DOCUMENTS**

Relevant minute extracts from the POCs

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# Agenda Item 6

## WORK PROGRAMME 2013/14

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

## REASON FOR ITEM

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

## OPTIONS AVAILABLE TO THE COMMITTEE

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

## INFORMATION

*All meetings to start at 7.30pm*

<b>Meetings</b>	<b>Room</b>
<b>10 June 2013</b>	<b>CR 2</b>
<b>23 July 2013</b>	<b>CR 5</b>
<b>17 September 2013</b>	<b>CR 5</b>
<b>15 October 2013</b>	<b>CR 5</b>
<b>12 November 2013</b>	<b>CR 5</b>
<b>14 January 2014</b>	<b>CR 5</b>
<b>4 February 2014</b>	<b>CR 5</b>
<b>13 March 2014</b>	<b>CR 5</b>
<b>29 April 2014</b>	<b>CR 5</b>

Corporate Services & Partnerships Policy Overview Committee

**2013/14 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>10 June 2013</b>	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2013/14
	Crime Prevention Resources provided for Hillingdon Police by London Borough of Hillingdon– Witness Session
	Work programme for 2013/14
	Cabinet Forward Plan
<b>23 July 2013</b>	Budget Planning Report for Administration and Finance Directorates
	Consideration of recommendations for the Crime Prevention Resources Review
	Consideration of topic for Major Review
	Work Programme
	Cabinet Forward Plan
<b>17 September 2013</b>	Major Review - Reduction of the Council's Carbon Footprint - officer presentation
	Cabinet Forward Plan
	Work Programme
<b>15 October 2013</b>	Major Review - Reduction of the Council's Carbon Footprint – 1 <sup>st</sup> Witness Session
	Cabinet Forward Plan
	Work Programme
<b>12 November 2013</b>	Major Review - Reduction of the Council's Carbon Footprint – 2 <sup>nd</sup> Witness Session
	Single Meeting Review – Annual Holiday for Council Employees

	Cabinet Forward Plan
	Work Programme

<b>14 January 2014</b>	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

<b>4 February 2014</b>	Cabinet Forward Plan
	Major Review – Reduction of the Council's Carbon Footprint – Further evidence and consideration of draft recommendations
	Work Programme

<b>March 2014 (date to be confirmed)</b>	Committee visit to Bunhill Energy Centre and Heat Network
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<b>29 April 2014 (if required)</b>	Cabinet Forward Plan
	Work Programme

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# Agenda Item 7

## **Cabinet Forward Plan**

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

### **REASON FOR ITEM**

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

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

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

### **INFORMATION**

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

### **SUGGESTED COMMITTEE ACTIVITY**

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

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**Ref Decision Further information**

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**

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 <b>BUDGET &amp; POLICY FRAMEWORK</b>	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		

## Ref Decision Further information

Ward(s)

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

## Cabinet Member Decisions - 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?
010	Land to rear 85 Appletree Avenue, Yiewsley	Cabinet Member authority is required to purchase a parcel of land located to the rear of a block of Council owned garages owned by the former owner of 85 Appletree Avenue. In acquiring the land it provides a potential site for housing, subject to the necessary consents.	Yiewsley		Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
011	Land at Pinglestone Close, Harlington	Cabinet Member authority is requested to purchase an access road to gain access to a Council owned former allotment that has been identified for development to residential housing, subject to the necessary consents.	Heathrow Villages		Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
006	Grant of a new lease at Ruislip Lido for the Miniature Railway	The report seeks approval to grant a new 25 year lease.	West Ruislip		Cllr Jonathan Bianco	RS - M Henington			Private (3)

## Ref Decision Further information Ward(s)

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

### Cabinet - 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?
982	<b>Civic Centre Air Handling Units Replacement</b>	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)
008 031	<b>Tree Maintenance Contract</b>	Cabinet will be asked to award a contract for tree maintenance across the Borough.	All		Cllr Jonathan Bianco	RS - Stuart Hunt / Ashley Bautier	Corporate consultees		Private (3)
012	<b>Contract award for ICT Network and Telephony</b>	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		Private (3)

**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 - 24 April 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?
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		<b>NEW</b>	Private (3)