

## Minutes

### Cabinet

Thursday, 23 May 2013

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



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#### **Cabinet Members Present:**

Ray Puddifoot (Chairman)  
David Simmonds (Vice-Chairman)  
Keith Burrows  
Philip Corthorne  
Douglas Mills  
Scott Seaman-Digby

#### **Members also Present:**

Councillor John Riley  
Councillor Wayne Bridges  
Councillor Brian Crowe  
Councillor Peter Curling  
Councillor Dominic Gilham  
Councillor Paul Harmsworth  
Councillor Richard Lewis  
Councillor Mary O'Connor  
Councillor Henry Higgins

#### **767. APOLOGIES FOR ABSENCE**

Apologies were received from the Cabinet Member Councillor Jonathan Bianco and also Councillor Susan O'Brien, Ex-Officio Member.

#### **768. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

No interests were declared at the meeting.

#### **769. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The decisions and minutes of the last Cabinet meeting on 25 April 2013 were approved as a correct record.

#### **770. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

This was confirmed.

#### **771. REFERENDUM ON EXPANSION AT HEATHROW**

The Leader informed Cabinet of the results of the recent Hillingdon Referendum on Heathrow expansion, which had been undertaken with the London Borough of Richmond upon Thames, marking a clear message to the Prime Minister and the Government on the matter.

Within Hillingdon, the Leader emphasised the emphatic “NO” from local residents, a good 39% turnout and over 80,000 casting their vote; 66% against both a third runway and more flights in and out of Heathrow.

**772. POLICY OVERVIEW COMMITTEE REVIEW: ACCESS TO EDUCATION FOR HILLINGDON'S VULNERABLE CHILDREN AND YOUNG PEOPLE**

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the report from the Education & Children's Services Policy Overview Committee (as in Appendix 1) on the review into the Access to Education for Vulnerable Children and Young People.**
- 2. Endorses the recommendations of the Policy Overview Committee as set out below.**

**Policy Overview Committee Recommendations**

**Recommendation 1: Support the Council's ongoing commitment to addressing future pressures on the education system through the Schools Expansion Programme.**

**Recommendation 2: Request Cabinet to investigate as part of the service and budget planning process the viability of providing alternative spaces for the interim education of pupils seeking an alternative school place currently being provided at Brookfield Adult Learning Centre.**

**Recommendation 3: Support the work of officers in renegotiating relationships between schools and the Council in this changing educational environment and endorse ongoing efforts to establish best practice, if possible, through the proposed Education Partnership.**

**Recommendation 4: Request officers to investigate the viability of using the School Forum, and the proposed new Education Partnership of schools with the local authority to foster new communication channels with Academies and Free Schools in the Borough with a view to monitoring the off-rolling of any pupils.**

**Recommendation 5: Request officers to investigate the viability of introducing 'parent champions' to offer expert advice and assistance to parents, particularly those seeking to find their child a school place.**

**Recommendation 6: Request officers to review and refresh the Council's website with up-to-date information for parents on admissions procedures, ensuring that the advice was relevant and accessible for parents not familiar with the British education system.**

#### **Reasons for decision**

Cabinet received a report from the Committee highlighting some of the side effects of recent reforms to the national education system, some of which had led to some schools illegally off rolling children without the Council becoming aware until much later.

The Committee's recommendations were approved which would help to forge new relationships between schools and the Council to ensure that vulnerable children were provided with an alternative school place as quickly and efficiently as possible.

Cabinet gave its thanks to the Chairman of the Education and Children's Services Policy Overview Committee during the 2012/13 municipal year, Councillor Catherine Dann, along with Committee Members and Officers.

#### **Alternative options considered and rejected**

The Cabinet could have decided to reject some or all of the Committee's recommendations.

#### **Officers to action:**

Julien Kramer, Residents Services  
Steven Maiden, Administration Directorate

### **773. POLICY OVERVIEW COMMITTEE REVIEW: COMMUNITY COHESION AND THE ACCESSING OF COUNCIL SERVICES**

The Chairman of the Corporate Services and Partnerships Policy Overview committee, Councillor Richard Lewis, presented the report of the Committee which was warmly endorsed by Cabinet.

#### **RESOLVED:**

#### **That Cabinet:**

- 3. Welcomes the attached report of the Corporate Services & Partnerships Policy Overview Committee on the review into Community Cohesion and the accessing of Council services.**
- 4. Asks officers, in consultation with the Cabinet Member for Community, Commerce and Regeneration, to consider the most practical implementation of the Committee's recommendations set out below:**

## **RECOMMENDATIONS OF THE CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE**

- **RECOMMENDATION 1** – That the work of the Partnerships Team, in conjunction with the Schools Community Cohesion Partnership, be praised for how it has achieved the integration and increased participation of children and their parents from all community groups within the Borough. This work has helped further strengthen the relationships between different groups in the community and has enabled children and parents to interact and engage in community activities.
- **RECOMMENDATION 2** - That the Council’s Adult Learning, Libraries and Sports & Leisure services be congratulated for the wide ranging initiatives and schemes which are provided to engage and interact with all residents of the Borough.
- **RECOMMENDATION 3** - That information on Council events and initiatives be communicated on a regular basis to community contacts via a Council central list. This will enable such information to be communicated and promoted more widely and to those groups who might not access it from other sources.
- **RECOMMENDATION 4** - Consideration be given to the Mayor of the London Borough of Hillingdon utilising social media to inform residents and share their experiences of the many diverse community activities and events that take place across the Borough.
- **RECOMMENDATION 5** - That Council services such as Sports & Leisure and Adult Learning be asked to undertake user surveys to ascertain the view of all users, on how well the services are communicated and what more, if anything, could be done to increase participation of all the community in these services.

### **Reasons for decision**

Cabinet welcomed the Committee’s report which set out how the Council could reach out to more individuals from hard to reach groups. Cabinet agreed a number of practical recommendations to improve communications with residents and promote services, breaking down barriers to engagement.

### **Alternative options considered and rejected**

The Cabinet could have decided to reject some or all of the Committee’s recommendations.

### **Officers to action:**

Lloyd White / John Seekings / Kevin Byrne, Administration Directorate  
Khalid Ahmed, Administration Directorate

**774. WEST LONDON WASTE PLAN: DRAFT PROPOSED SUBMISSION VERSION**

This item was withdrawn from consideration by the Cabinet.

**775. LAKE FARM - APPROPRIATION OF OPEN SPACE TO PLANNING PURPOSES**

**RESOLVED**

**Following full consideration of the objections received, that Cabinet note the decision made to appropriate part of the land at Lake Farm from public open space to planning purposes.**

**Reasons for decision**

Cabinet noted a decision that had been made on 14 May 2013 by the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council, the Cabinet Member for Finance, Property and Business Services and the Cabinet Member for Planning, Transportation and Recycling, to appropriate part of the land at Lake Farm from public open space to planning purposes.

Cabinet noted that this would ensure land is made available for the development of a new primary school in the Borough.

**Alternative options considered and rejected**

Cabinet did not consider any other options at the meeting, as the decision had already been made following objections being considered.

**Officer to action:**

Jean Palmer, Residents Services  
Rajesh Alagh, Borough Solicitor

**776. SCHOOL CAPITAL PROGRAMME UPDATE**

**RESOLVED:**

**That Cabinet:**

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme;**
- 2. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with Deputy**

**Chief Executive and Director of Residents Services, to place a building contract for the Construction of new Primary Schools at the Lake Farm and St. Andrews Park (formally RAF Uxbridge) sites;**

- 3. Approve the alternative procurement route for Phase 3 projects using the London Borough of Hillingdon Framework and;**
- 4. Approve the variation to appointment of Mace Ltd as the Council's multi-disciplined consultant.**

#### **Reasons for decision**

Cabinet received an update on the primary school capital programme and made a number of decisions to progress the provision of sufficient school places, including those relating to the necessary building contracts and project funding.

#### **Alternative options considered and rejected**

Cabinet could have decided to delay or not progress aspects of the building programme, which would have impacted upon the Council's ability to provide sufficient school places.

#### **Officer to action:**

David Murnaghan – Residents Services

#### **Exempt Information**

*This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

#### **777. RESIDENTIAL ACCOMMODATION FOR 16-17 YEAR OLD LOOKED AFTER CHILDREN**

##### **RESOLVED:**

**That the Cabinet delegate to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Social Services, Health & Housing, the decision to:**

- 1) Award a two year block contract to Centremark Properties for the provision of 30 rooms at Olympic House to be used as accommodation for 16-17 year old looked after children from the 1<sup>st</sup> June 2013 to the 31<sup>st</sup> May 2015, for the sum of £438,000;**

**2) Approve the appointment of MJF Ltd Security, the Council's incumbent 'manned guarding' provider, to provide security for Olympic House from the 1<sup>st</sup> June 2013 to the 31<sup>st</sup> May 2015, for the sum of £158,600 and;**

**3) Approve the appointment of MTFM Ltd, the Council's incumbent Facilities Management provider, to provide cleaning for Olympic House from the 1<sup>st</sup> June 2013 to the 31<sup>st</sup> May 2015, for the sum of £23,200.**

#### **Reasons for decision**

Cabinet agreed delegate the award of contracts for rooms, security and facilities at Olympic House to enable the Council to meet its statutory responsibilities to provide suitable accommodation for Looked After Children, providing them with secure, quality accommodation whilst moving towards independent lives.

#### **Alternative options considered and rejected**

Cabinet considered that there were no other realistic or affordable options and agreed to delegate the final decision on the matter.

#### **Officer to action:**

Paul Feven, Finance Directorate

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### **778. CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM**

#### **RESOLVED:**

#### **That the Cabinet:**

- 1. Agrees to award a three year contract for the Support and Development of the Onyx Customer Relationship Management system and;**
- 2. Delegates authority to approve development projects under this contract to the Deputy Director of ICT, Highways and Business Services in consultation with the Cabinet Member for Finance, Property and Business Services.**

## **Reasons for decision**

Cabinet awarded a contract to provide support, maintenance and development of the Customer Relationship Management System to further enhance the contact experience between residents and the Council and its services.

## **Alternative options considered and rejected**

Cabinet could have decided not to invest further in the system, which would have seriously put at risk the service residents receive when contacting the Council.

## **Officer to action:**

Steve Palmer – Residents Services

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## **779. LANGLEY BARN, REAR OF LANGLEY FARM, BREAKSPEAR ROAD NORTH, HAREFIELD**

### **RESOLVED:**

**That Cabinet:**

- 1) agree that the land and barn are declared surplus to requirements.**
- 2) agree the sale on a long leasehold of 150 years.**
- 3) accept the bid and buyers premium with an overage clause and other details as set out in the report;**
- 4) agree the Council to make an application to the Secretary of State for Communities and Local Government under the Green Belt (London and Home Counties) Act 1938 for the disposal of Langley Farm Barn and associated land. This will involve the placement of advertisements in the London Gazette and local newspapers.**
- 5) the Council to obtain any relevant releases required under all relevant Acts of Parliament including the Open Spaces Act 1906, Public Health Acts 1875 to 1925 Physical Training and Recreation Act 1937 so that the land can be disposed of by way of long lease.**



### **Reasons for decision**

Cabinet made a number of decisions in respect of the Barn and land to progress its disposal and sale.

### **Alternative options considered and rejected**

Cabinet could have considered another offer.

### **Officer to action:**

H Pivonka, Residents Services

### **Exempt Information**

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## **780. VOLUNTARY SECTOR LEASES REPORT AND LEASE OF LAND AT MOOR LANE, HARMONDSWORTH**

### **RESOLVED:**

#### **That Cabinet:**

- 1) agrees the rents in the report, which were subject to negotiation with the voluntary sector organisations concerned, and instruct the Deputy Chief Executive and Corporate Director of Residents Services to commission the Borough Solicitor to complete the appropriate rent review memorandum and lease documentation.**
- 2) authorises the Council to enter into a 99 year lease of land at Moor Lane, Harmondsworth at a peppercorn rent and on the basis of the other main terms set out in this report.**

### **Reasons for decision**

Cabinet considered applications from four voluntary organisations and agreed to rent the properties concerned at less than the full market value in accordance with the Council's Voluntary Sector Leasing Policy.

Additionally, Cabinet agreed to enter into a lease to provide for a memorial to commemorate the work of the late Sir Barnes Wallis at the Road Research Laboratory, previously located on the site.

### **Alternative options considered and rejected**

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy.

### **Officer to action:**

Michele Henington – Residents Services

### **Exempt Information**

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## **781. PROPOSALS TO CHANGE THE SOCIAL CARE & HEALTH STRUCTURE OF THE COUNCIL**

### **RESOLVED:**

**Cabinet made a number of decisions on proposals to change the Social Care & Health structure of the Council, subject to any consultations taking place.**

### **Reasons for decision**

Cabinet considered and made decisions on proposals to restructure the Social Care & Health Directorate of the Council as part of the Business Improvement Delivery programme, to find further efficiency savings, rebalance the management levels and align new public health responsibilities within the Residents Services Directorate, providing for natural synergies in service delivery.

Relevant representations in relation to the proposals were heard and carefully considered by the Cabinet.

### **Alternative options considered and rejected**

Cabinet carefully considered alternative options.

### **Officer to action:**

Fran Beasley, Chief Executive and Corporate Director of Administration

### **Exempt Information**

*This report was included in Part II as it contained information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.*

### **Urgency Provisions**

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.*

## **782. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.35 pm

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### **\* IMPORTANT INFORMATION**

#### **DECISION AUTHORITY**

**Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.**

**The decisions of the Cabinet will therefore come into effect from 5pm, Monday 3 June 2013, with the following exception:**

- **The decision on Item 15 (minute 781) – proposals to change the Social Care & Health Structure of the Council, so that the restructure can progress in accordance with the consultation and Council/Committee meeting timetables. This decision comes into effect immediately, following the agreement to waive the scrutiny call-in period by the Chairman of the Executive Scrutiny Committee.**
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