



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 24 OCTOBER
2013

Time: 7.00 PM

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

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

Councillors in the Cabinet:

Ray Puddifoot (Chairman)

Leader of the Council

David Simmonds (Vice-Chairman)

Deputy Leader / Education & Children's Services

Jonathan Bianco

Finance, Property & Business Services

Keith Burrows

Planning, Transportation & Recycling

Philip Corthorne

Social Services, Health & Housing

Douglas Mills

Community, Commerce & Regeneration

Scott Seaman-Digby

Central Services

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www.hillingdon.gov.uk

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www.hillingdon.gov.uk



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Notice (5-day)

Notice of Intention to conduct business in private, any representations received and any urgent key decisions

Whilst much of the business on the agenda for this meeting will be open to the public and media to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is shown in Part 2 of the agenda. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

**CABINET
24 October 2013
7pm, Committee Room 6**

will be held partly in private. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. A list of the reports which are expected to be considered at this meeting in both public and private are set out in a list on this agenda and notice, including a number or reason indicating why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) 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.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

28 clear days notice of this Cabinet meeting (part to be held in private) and the decisions to be made has been given. The only exceptions to this are the following agenda items (5) Hillingdon Local Plan Part Two, (12) Award of Card Payment Services Contract for Housing & Revenues, (14) Contract extensions: accommodation-based learning disability services and (16) Transfer of Garages from the Housing Revenue Account to the General Fund, where it was impracticable to give sufficient notice. The Chairman of the Executive Scrutiny Committee was notified in writing about these reports without the full notice period.

No representations have been received regarding this meeting.

London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 22
- 4 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

Cabinet Reports - Part 1 (Public)

- 5 Hillingdon Local Plan Part 2 (Cllr Burrows) 23 - 30
- 6 Progress Report on the Older People's Plan (Cllrs Puddifoot & Corthorne) 31 - 48
- 7 Progress Report on the Disabled People's Plan (Cllr Corthorne) 49 - 56
- 8 Appropriation of Land at Portland Road, Hayes (Cllr Bianco) 57 - 60
- 9 Council Budget - Monthly Monitoring Report (Cllr Bianco) 61 - 108
- 10 School Capital Programme Update - Part 1 (Cllrs Simmonds & Bianco) 109 - 118

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|---|-----------|
| 11 | School Capital Programme Update - Part 2 (Cllrs Simmonds & Bianco) | 119 - 122 |
| 12 | Award of Card Payment Services Contract for Housing & Revenues (Cllr Bianco) | 123 - 128 |
| 13 | Tender for the provision of Pesticide Residue Testing (Cllr Bianco) | 129 - 138 |
| 14 | Contract Extensions - Accommodation-based Learning Disability Services (Cllr Corthorne) | 139 - 158 |
| 15 | Land adjacent to 15 Orchard Waye, Hillingdon (Cllr Bianco) | 159 - 164 |
| 16 | Transfer of Garages from the Housing Revenue Account to the General Fund (Cllr Bianco) | |

REPORT TO FOLLOW

The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 17** Any other items the Chairman agrees are relevant or urgent

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Minutes

Cabinet

Thursday, 26 September 2013

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



HILLINGDON
LONDON

Published on: 27 September 2013

Decisions come into effect on: 4 October 2013 *

Cabinet Members Present:

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

Members also Present:

John Riley
Susan O'Brien
Wayne Bridges
Judith Cooper
Brian Crowe
Peter Curling
Richard Lewis
Lynne Allen
Richard Mills
Henry Higgins

825. APOLOGIES FOR ABSENCE

Councillor Keith Burrows sent his apologies for the meeting.

826. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Corthorne declared a non-pecuniary interest in Item 17 (minute 841) as an employee of the company concerned and left the room during the discussion and vote on the item.

827. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

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

828. 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.

829. CORPORATE SERVICES & PARTNERSHIPS POLICY OVERVIEW COMMITTEE - REVIEW OF CRIME PREVENTION RESOURCES

The Chairman of the Corporate Services and Partnership's Policy Overview Committee, Councillor Richard Lewis, presented the Committee's review, which was warmly endorsed by the Cabinet.

RESOLVED:

That Cabinet welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and endorses their recommendations below, subject to the proposed implementation outlined in the report.

Reasons for decision

Cabinet endorsed the Committee's wide ranging review into the effectiveness of the equipment and manpower used by the local Metropolitan Police, funded by the Council in terms of crime prevention, along with the Safer Schools Police Officers, the Council's CCTV service and the successful Older People's Burglar Alarms Scheme.

Alternative options considered and rejected

Cabinet could have decided to reject or amend one or more of the Committee's recommendations or implement them in a variety of ways.

Officer to action:

Ed Shaylor, Residents Services
Khalid Ahmed, Administration Directorate

830. EASTCOTE HOUSE BUILDINGS AND GARDENS SCHEME - PART 1

RESOLVED:

That the Cabinet:

- 1. Accepts the Heritage Lottery Fund (HLF) award of £1,280,600, on the basis of the proposed match funding package, and authorises the delivery stage of the project for the refurbishment of the listed buildings, provision of additional facilities and the upgrading and interpreting of the park at Eastcote House Gardens, for community and educational use;**
- 2. Approves the addition of £995,050 to the Council's capital programme for 2013/14 and 2014/15 for the new capital expenditure that will be**

incurred under the proposed funding package, financed from HLF and other grants and Section 106 contributions;

3. Authorises the Deputy Chief Executive & Corporate Director of Residents Services to make any necessary decisions to retain the consultants for the delivery phase, specifically Land Use Consultants up to a cumulative value of £135,192 and AOC Archaeology up to a cumulative value of £67,425;
4. Notes that there will be a number of forthcoming procurement decisions, including the works contractor, and agrees that the Deputy Chief Executive & Corporate Director of Residents Services appoint a suitable Project Manager to oversee the site works and;
5. Delegates all necessary procurement decisions for this project that are ordinarily reserved to the Cabinet to the Leader of the Council and Cabinet Member for Finance, Property & Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to ensure swift project delivery.

Reasons for decision

Cabinet welcomed that the Council had been successful in its latest Bid to the Heritage Lottery Fund (HLF) for the project at Eastcote House Gardens based upon a matched-funding package. It was noted that this project had been informed by a large public consultation, specialist surveys and considerable input by the Steering Group, comprising officers, ward Councillors and members of the Friends Group. Cabinet made a number of decisions to progress implementation of the project.

Alternative options considered and rejected

Cabinet could have decided not to proceed with the project.

Officer to action:

Charmian Baker, Residents Service

831. LOCAL IMPLEMENTATION PLAN 2014/15 TO 2016/17 AND BOROUGH CYCLING PROGRAMME

RESOLVED:

That the Cabinet:

1. Instructs officers to submit to Transport for London (TfL) the LIP Delivery Plan 2014/15 to 2016/17 programme of investment and targets discussed in this report.
2. Instructs officers to produce and submit to TfL a Borough Cycling Programme bid 2014/15 to 2016/17.

3. **Notes that prior to the progression of any scheme or programme which arises from these TfL budgets, a Capital Release report will be presented to the Leader of the Council and the Cabinet Member for Finance, Business and Property Services for decision.**

Reasons for decision

Cabinet agreed to develop the Local Implementation Plan (LIP) Delivery Plan setting out how the Council will deliver better transport in Hillingdon, in the context of the Mayor of London's Transport Strategy. Cabinet also supported a Borough Cycling Programme bid, promoting safer and more sustainable forms of transport.

Alternative options considered and rejected

Cabinet could have decided not to produce the LIP Delivery Plan or bid for additional cycling funding, which would have put at risk the receipt of funding from Transport for London (TfL) for investment in transport projects and programmes.

Officer to action:

Alan Tilly, Residents Services

832. CARBON REDUCTION COMMITTEE ENERGY EFFICIENCY SCHEME - PURCHASE OF CARBON ALLOWANCES

RESOLVED:

That Cabinet:

1. **Notes the cost of £356,952 for the purchase of CRC allowances following submission of the 2012-13 CRC Annual Report to the Environment Agency.**
2. **Authorises Officers to register for Phase II of the CRC Energy Efficiency Scheme (CRC EES).**

Reasons for decision

Cabinet noted the value of Allowances purchased from the Department of Energy and Climate Change to cover energy emissions regulated by the Carbon Reduction Commitment Energy Efficiency Scheme. Cabinet also authorised officers to progress with Phase 2 of the Scheme.

Alternative options considered and rejected

None.

Officer to action:

Richard Coomber, Residents Services

833. QUARTERLY PLANNING OBLIGATIONS MONITORING

RESOLVED:

That the Cabinet notes the updated financial information attached to the report.

Reasons for decision

Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

Alternative options considered and rejected

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

Officer to action:

Nicola Wyatt, Residents Services

834. HRA WORKS TO STOCK PROGRAMME

RESOLVED:

That the Cabinet:

- 1. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services, to agree the revised 2013/14 HRA Works to Stock Programme and budget and amend the programme as it progresses.**
- 2. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property & Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, the procurement of individual projects valued over £500k.**
- 3. Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property & Business Services the procurement of individual projects valued between £50k and £500k.**
- 4. Note that the Leader of the Council and Cabinet Member for Finance, Property and Business Services will determine whether capital release approval for individual projects can be sought by officers at the same time as any procurement approval.**

Reasons for decision

Cabinet made a number of decisions to progress the £18m Works to Stock programme, which would improve the maintenance of the Council's housing stock, including delegated authority for programme and procurement approvals to ensure delivery against timescales.

Alternative options considered and rejected

Cabinet could have requested further amendments to the Works to Stock programme or decide that delegated authority should not be granted in such a way.

Officer to action

Anthony Payne, Residents Services

835. MONTHLY COUNCIL BUDGET MONITORING

RESOLVED:

That the Cabinet:

- 1. Note the forecast budget position for revenue and capital as at Month 4.**
- 2. Note the treasury management update for Month 4 at Appendix E.**
- 3. Approves the amendments to the Council's Local Welfare Reform Scheme as detailed in Appendix F and delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Corporate Director of Finance, to make further amendments to the scheme to reduce the impact of welfare reforms on Council services.**
- 4. Continue the delegated authority up until the 24 October 2013 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 25 July and 26 September 2013 Cabinet meetings, detailed at Appendix G.**
- 5. Approve the release of £70k from Priority Growth to Administration operating budgets to fund the refurbishment of the Registrars' suite.**
- 6. Approve the allocation of £26k of Environment Agency Contaminated Land Grant to Residents Services revenue budget in 2013/14 to undertake additional water monitoring work at New Years Green Landfill.**
- 7. Approves an increase of £33,321k in grant funding in respect of Targeted Basic Needs Programme (TBNP) towards Primary Schools Expansions & New Builds.**
- 8. Approves the addition of a primary school in Yiewsley/West Drayton to the Primary School New Builds capital programme at an estimated cost of**

- £10,000k over three years, inclusive of £6,440k from the above TBNP funding.
9. Approves funding of £39k from the corporate capital contingency budget (£1,027k remaining for 2013/14) to meet a cost pressure on Uxbridge Central Library refurbishment.
 10. Approves acceptance of £59k grant funding in respect of Borough Cycling Programme for 2013/14.
 11. Approves the acceptance of £100k Department of Health Dementia Friendly Environment grant funding to support improvements at the Harefield Nursing Home.
 12. Approves release of £500k from the earmarked reserve for capital investment to support further enhancement of Environmental Assets within the Borough
 13. Ratify a Cabinet Member Decision taken by the Leader of the Council and the Cabinet Member for Planning, Transportation & Recycling on 5 August 2013 under interim powers delegated by, but usual reserved to the Cabinet in relation to a contract for highways micro-surfacing, incorporating slurry surfacing works;
 14. Ratify a Cabinet Member Decision taken by the Leader of the Council and the Cabinet Member for Finance, Property and Business Services on 21 August 2013 under interim powers delegated by, but usual reserved to the Cabinet in relation to the award of building contracts and capital release for the new Lake Farm & St. Andrew's Park (formally RAF Uxbridge) primary schools;
 15. Ratify a Cabinet Member Decision taken by the Leader of the Council and the Cabinet Member for Finance, Property and Business Services on 22 August 2013 under interim powers delegated by, but usual reserved to the Cabinet in relation to the development of a Direct Labour Organisation;
 16. Agree the Leader of the Council's proposal to establish a new capital programme to support Adopters and Foster Carers with building works and extensions and the virement of £200k from the Council funded element of the 2013/14 Disabled Facilities Grant (DFG) Capital budget to fund this programme during 2013/14 financial year, with a view to continuing this programme in future years as part of the MTFP process.
 17. Ratify an Emergency Contract Decision taken by the Chief Executive and Leader of the Council on 20 August 2013 to appoint Coral Products Ltd for the purchase of food waste bins and caddies using the ESPO framework at a cost of £126k; and the extension of the contract to JPK for the supply of recycling bags to include compostable recycling sacks at a cost of £58k.
 18. Authorise officers to accept the offers of planning gift funding from 1) Persimmon Homes, 2) VSM estates and; 3) Magill Investments Ltd, totalling £53,375.
 19. Ratify the recent match-funded bid submitted by officers to the Department for Communities and Local Government for a share of a 2013/14 national fund to tackle Rogue Landlords.
 20. Note the outcome of the valuation review of the flats at Victoria Court, Ruislip and delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services,

to award individual grant payments from the corporate budget for interest and investment income and take any further decisions on this matter.

21. Authorise that:

- a) **Trickle Transfer funds held by Paradigm Housing Group should be used for the purchase of properties by Paradigm Housing Group, to which the Council will have 100% nomination rights in perpetuity for housing homeless people and delegate any final decision on, or further amendments to the Trickle Transfer scheme to the Deputy Chief Executive and Corporate Director for Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services.**
- b) **The use of HRA receipts for additional property purchases be explored, including the legal and financial implications and delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director for Residents Services, to approve the details of any schemes for further purchases using HRA receipts.**

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2013/14 to ensure the Council achieved its budgetary and service objectives. Cabinet made a wide range of further decisions to accept a number of external grants and allocate them, vire monies and ratify recent financial and contractual decisions made.

Furthermore, Cabinet agreed to accept some gift funding for local developments, to submit a bid to Government for funding to tackle Rogue Landlords, resolve an valuation matter in relation to Victoria Court and progress the Trickle Transfer Scheme to address the current high level of the use of bed and breakfast accommodation to house homeless people.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

836. 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 Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Deputy Leader / Cabinet Member of Education and Children's Services to take action to meet the need for additional school places from families moving into the Borough should the need continue to remain high and not be met from existing schools places provision.**
3. **Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services to appoint all necessary consultants to carry out the early feasibility work required for the proposed new school in the Yiewsley and West Drayton area.**
4. **Agrees to withdraw the exempt nature of relevant parts of the report solely for Officers of the Council to use to provide public information about this initiative and for other related purposes.**

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.

837. EASTCOTE HOUSE BUILDING AND GARDEN SCHEME - PART 2

Cabinet noted the financial information within the report.

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.

838. CONTRACT EXTENSIONS: HOUSING SUPPORT SERVICES RELATING TO DOMESTIC VIOLENCE, TEENAGE PARENTS AND PEOPLE WITH COMPLEX NEEDS

RESOLVED:

That Cabinet approves:

- 1) A one year extension of Hestia Housing and Support's contract for domestic violence services from 15th November 2013 at a total cost of £236.7k.**
- 2) A two year extension of Look Ahead Care and Support's contract for teenage parents from 15th November 2013 at a total of £152k.**
- 3) A two year extension of Look Ahead Care and Support's contract for people with complex needs from 1st July 2014 at a total cost of £291.8k.**
- 4) A one year extension of the tenancy between the Council and Hestia for the women's refuge from 15th November 2013.**

Reasons for decision

Cabinet gave its approval to extend contracts for up to two years with providers of three housing support services for Domestic violence, Teenage parents and People with complex needs.

Alternative options considered and rejected

Cabinet could have considered drawing on such services via a framework agreement, but considered that extending current contracts based on value for money would avoid unnecessary disruption to service users.

Officers to action:

Tony Zaman, Adult Social Care
Merlin Joseph, Children and Young People's Services
Gary Collier, Finance

Exempt Information

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839. HARLINGTON ROAD DEPOT REFURBISHMENT

RESOLVED:

That the Cabinet:

- 1. Approve the refurbishment of Harlington Road depot and the relocation of the Green Spaces service there.**
- 2. Approve a 2013-14 capital budget of £51.5k from corporate contingency for the pre-planning and feasibility work for the Harlington Road depot refurbishment and to consider the outstanding £1.3m as part of the 2014-15 MTF process.**
- 3. Authorise the seeking of tenders for the works and the related professional and technical services.**
- 4. Delegate all subsequent decisions relating to the future of the Harlington Road site, to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services.**

Reasons for decision

Cabinet agreed that Harlington Road depot should be refurbished to make use of its surplus capacity and the disposal of other surplus depot sites would potentially provide sufficient receipts to cover the refurbishment costs.

Alternative options considered and rejected

Cabinet had previously considered a number of options for the future of Harlington Road and other depots.

Officer to action:

Marcia Gillings, Residents Services

Exempt Information

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840. AWARD OF CONTRACT: PROVISION OF AGENCY WORKERS FOR PROFESSIONAL, TECHNICAL AND ADMINISTRATIVE CATEGORIES

RESOLVED:

That the Cabinet agree the award of a 12 month contract extension in accordance with the existing contract provision to Matrix Ltd. to supply professional, technical and administrative agency workers.

Reasons for decision

Cabinet agreed a short extension of the current contract so the Council could consider future options for the procurement of agency staff in a more comprehensive and cost effective way.

Alternative options considered and rejected

None.

Officer to action:

Mike Talbot, Administration

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

841. LONG DRIVE CAR PARK, SOUTH RUISLIP

RESOLVED:

Cabinet made a number of property decisions in respect of the Car Park at Long Drive.

Reasons for decision

Cabinet made a number of property decisions in relation to the site, delegating elements of the scheme's final sign-off and subsequent decisions to the Leader and Cabinet Member.

Alternative options considered and rejected

None.

Officer to action:

Marcia Gillings, Residents Services

Exempt Information

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842. CONTRACT EXTENSION: MENTAL HEALTH ACCOMMODATION-BASED CARE AND SUPPORT SERVICE

RESOLVED:

That Cabinet agrees that Look Ahead be given a one year extension of their contract for a care and support service in respect of the supported living services at Hayes Park Lodge, Hamlet Lodge and Hornbeam Road from the 8th January 2014 for a maximum sum of £577K pending further personalisation and a tendering of the services.

Reasons for decision

Cabinet approved a one year extension of the contract with Look Ahead Care and Support (Look Ahead) for the provision of care and support services.

Alternative options considered and rejected

Cabinet could have decided to go out to competitive tender but considered that a further review needed to take place with regard to the service model before such an exercise was taken.

Officers to action:

Tony Zaman, Adult Social Care
Gary Collier, Finance

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.

843. AWARD OF ICT CONTRACTS REGARDING WINDOWS XP

RESOLVED:

That the Cabinet:

- 1. Approve the use of the EA14 (Electronic Auction through Government Procurement Service) framework for the purchase of laptops and desktops.**
- 2. Approve the use of Specialist Computer Centre for the purchase of laptops, software and associated services from EA14.**
- 3. Approve the use of Viglen for the purchase of desktops, software**
- 4. Agrees that the criteria for the issue of laptops (or alternative mobile devices as appropriate) to staff detailed in this report as part of this process be agreed by the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council and Cabinet Member for Finance, Property and Business Services.**
- 5. That the Council does not enter into an enterprise agreement with Microsoft at this time for desktop software due to the ongoing work with Google Apps to reduce the dependence on client Microsoft office software.**

6. Delegate the decision on award of contract for installation services required for this project under EA14 to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, following a mini competition process.
7. Delegate decision on award of contract for screens, docking units, server software and management software to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, following a mini competition process.

Reasons for decision

Cabinet agreed to delegate the award of contracts for the replacement of the Council's current operating system on its computers (Windows XP) and upgrade to a later Windows product. This would protect the Council, its operational services along with its information systems and resident data.

Alternative options considered and rejected

Cabinet considered the use of other procurement frameworks and non Microsoft windows platform.

Officer to action:

Nick McCarthy, 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.

844. UPGRADE OF THE ORACLE FINANCIAL MODULES AND EXTENSION OF THE HUMAN RESOURCES AND PAYROLL SYSTEM

RESOLVED:

That Cabinet agree to:

1. Upgrade the existing Oracle Release 11 system to Oracle Release 12 at a cost of £748k.
2. Extend the existing Managed Services contract with Northgate for implementation of Oracle R12 for 2 years inline with the contract

provision ending April 2018 to enable service continuity around the upgrade.

3. **Extend the existing contract for Northgate Arinso (Resourcelink) on a single tender action basis for a 2 year period from September 2013 at a cost £465k to facilitate a migration to the Oracle HR module so that HR and Finance can be on the same system.**
4. **Agrees to delegate approval to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to make all procurement decisions for additional hosting services to be added to the Northgate Managed Service Contract.**

Reasons for decision

Cabinet agreed to an upgrade of the Oracle Financial system and the extension of the Northgate Arinso contract for the existing HR and Payroll systems, in order to ultimately facilitate a migration to Oracle HR once the Oracle Financials upgrade has been completed.

Officer to action:

Paul Whaymand & Perry Scott - Finance

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.

845. BOURNE LODGE, BOURNE COURT AND SITES 1 & 2 ACOL CRESCENT, SOUTH RUISLIP

RESOLVED:

That Cabinet:

1. **Declare the following properties surplus to requirements: Bourne Lodge, the Phoenix Centre, the Wren Centre and the two former day centres at Acol Crescent.**
2. **Authorise the obtaining of planning consents, for the sites at Bourne Court and Acol Crescent, the former to provide entirely private housing**

and the latter to provide the affordable housing requirements as defined by the Section 106 agreement.

3. Authorise the sale of the Bourne Court site on the open market with the benefit of planning consent.
4. Delegate authority to The Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services, for all future decisions in respect of the sites at Bourne Court and Acol Crescent.

Reasons for decision

Cabinet agreed that the properties at Bourne Court and Acol Crescent were no longer required for service use and that the Phoenix and Wren centres would be vacated on the completion of the new state-of-the-art Queen's Walk Resource Centre. The sale of the site would provide for affordable housing and an element of supported housing, whilst also contributing towards the Council's Medium Term Financial Forecast (MTFF).

Alternative options considered / risk management

Cabinet had considered selling the sites independently of each other.

Officer to action:

Marcia Gillings, 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).

846. CHARLES CURRAN HOUSE, 36 BONIFACE ROAD, ICKENHAM

RESOLVED:

That the Cabinet authorises:

1. Charles Curran House be declared surplus to requirements;
2. Planning permission be obtained for a residential development;
3. Sale of the property on the open market with planning consent and;

- 4. All future decisions regarding the property be delegated to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services.**

Reasons for decision

Cabinet agreed to declare Charles Curran House surplus to requirements as it was no longer required as a residential home and made the necessary decisions to obtain planning consent for a residential scheme and sell it on the open market.

Alternative options considered and rejected

Cabinet considered refurbishing the property and different options for residential development.

Officer to action:

Marcia Gillings, 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.

847. FORMER YIEWSLEY POOL, OTTERSFIELD ROAD, YIEWSLEY

RESOLVED:

That Cabinet authorise:

- 1. The agreement of lease terms with the various tenants for the health and sport centre and the preparation of leases.**
- 2. The building of a block of 12 flats for supported housing use, subject to obtaining the necessary planning consents.**
- 3. The submission of a planning application and the seeking of formal tenders for the construction of both the health and sport centre and the supported housing units.**
- 4. The appointment of consultants, for surveys and reports. It is estimated that the pre-planning and feasibility costs will amount to £250k in 2013/14.**

5. Delegate the authority for taking all necessary steps at appropriate stages to deliver the project to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

6. Delegate any subsequent decisions about the site's future to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

7. The withdrawal of the exempt nature of relevant parts of the report solely for Officers of the Council to use to provide public information about this initiative and for other related purposes.

Reasons for decision

Cabinet agreed to progress the proposal for the new build health and sports centre in Yiewsley, including plans for supported housing on the site and made the necessary decisions to proceed with the pre-construction phases.

Alternative options considered and rejected

Cabinet had considered a number of alternative schemes and proposals for the site but considered the current scheme would make best use of the available site area and satisfied a number of different service and community requirements, whilst being cost efficient.

Officer to action:

Marcia Gillings, Resident 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.

848. TRANSFER OF NON-DWELLING ASSETS FROM THE HOUSING REVENUE ACCOUNT TO THE GENERAL FUND (CLLRS PUDDIFOOT & BIANCO)

RESOLVED:

That Cabinet agrees to transfer the Housing Revenue Account (HRA) non-dwelling assets identified in Appendix A with a net book value of £9.1 million to the General Fund from the 1st October 2013.

Reasons for decision

Cabinet approved to transfer the non-dwelling commercial assets from the Housing Revenue Account (HRA) to the General Fund. It was noted that this was in line with operational reviews of Property and Housing services and would assist the HRA in developing Affordable Housing Units by increasing the amount of available borrowing within the overall limit established as part of the self financing regime.

Alternative options considered and rejected

Cabinet could have decided not to transfer the non-dwelling assets and therefore there would not be any benefits for the the wider community.

Officers to action:

Andy Evans/Jean Palmer, 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 information that would be likely to reveal the identify of an individual. The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 2 & 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

Special 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.

No additional items were considered by the Cabinet.

The meeting closed at 7.53pm

*** 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, Friday 4 October 2013.

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HILLINGDON LOCAL PLAN: PART 2 - UPDATE AND DRAFT PROPOSED SITE ALLOCATIONS & DESIGNATIONS

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Jales Tippell, Residents Services
Papers with report	<u>Due to size, all appendices to this report are circulated separately to Cabinet Members, Executive Scrutiny Committee and Party Group Offices only.</u> <u>They are also available to view on the Council's website.</u>

1. HEADLINE INFORMATION

Purpose of report	This report: <ul style="list-style-type: none"> (i) Informs Cabinet on work to date on Part 2 of the Hillingdon Local Plan and the results of the initial consultations held in April - May 2013, and (ii) Seeks approval to carry out consultations on the Draft Proposed Site Allocations and Site Designations later this year as components of Part 2 of the Local Plan.
Contribution to our plans and strategies	Part 2 of the Hillingdon Local Plan will align closely with the Sustainable Community Strategy and its objectives, including maintaining the Borough's local heritage and to ensure it and the natural environment are protected and enhanced. It will also contribute to delivering key plans and strategies, in particular the Transport Strategy, Economic Development Strategy and Housing Strategy.
Financial Cost	The cost of preparing and consulting on the Hillingdon Local Plan: Part 2 can be met from the existing revenue budget for 2013/14.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee.
Ward(s) affected	All

2. RECOMMENDATIONS

That the Cabinet:-

- 1. Notes the work to date on Part 2 of the Hillingdon Local Plan, including the results of initial consultations held in April-May 2013.**
- 2. Agrees that the Draft Proposed Site Allocations and Site Designations attached as Appendix 2 to this report should be included in the 'Proposed Submission Draft' of Part 2 of the Hillingdon Local Plan, which is to be published for consultation later this Winter.**

Reasons for recommendation

At its meeting in November 2012 the Council formally agreed to adopt Part 1 of the Hillingdon Local Plan. It also agreed that those remaining 2007 Saved UDP Policies not superceded at the adoption of Part 1 should be retained and adopted as Part 2 of the Hillingdon Local Plan, pending the preparation and adoption of replacement detailed site specific allocations (comprising sets of Site Allocations and Site Designations) and development management policies, together with a new proposals map (now known as a "policies map").

At its meeting in March 2013 the Cabinet subsequently agreed that officers undertake the appropriate initial consultation required to prepare a Proposed Submission version of Part 2 of the Hillingdon Local Plan. That consultation took place during April and May.

These recommendations are sought to inform Cabinet of the results of that consultation and of further work undertaken by officers on Part 2 of the Hillingdon Local Plan and also to seek its approval for officers to undertake public consultation on the Draft Proposed Site Allocations and Designations as part of the 'Proposed Submission Draft' of Part 2 of the Hillingdon Local Plan, in accordance with the Government's 2012 Local Plan Regulations, to enable the Council to make meaningful progress on the Local Plan in order to meet the requirements of the National Planning Policy Framework.

It should be noted that the Hillingdon Local Plan will in due course replace the Unitary Development Plan Saved Policies, 2007. The Local Plan Part 1 Strategic Policies formally adopted in November, 2012 now provide an up-to-date strategic land use planning policy framework through to 2026 with which to determine planning applications and appeals. Part 2 of the Local Plan will contain the detailed local policies on design and land use required to do this.

Alternative options considered / risk management

The Cabinet may decline to approve the Draft Proposed Site Allocations and Site Designations for public consultation later this year as part of a draft Part 2 of the Hillingdon Local Plan. It is considered that this alternative option would prejudice progress on the preparation of the Hillingdon Local Plan as a whole, resulting in the requirements of the Government's National Planning Policy Framework for introducing an updated local planning policy framework not being met and failing to provide the council with an up-to-date statutory development plan in order to deal with future development proposals.

Comments of Policy Overview Committee(s)

None at this stage.

3. INFORMATION

Background - Findings of the Inspector's Report on Part 1 of the Local Plan

1. The Inspector's Report included the following key points:
 - The Council had been in an unusual position in that the Government published its National Planning Policy Framework (NPPF) during the Examination on Part 1. This revised the form and content of local plans. The previous requirement to produce a suite of documents within a Local Development Framework was replaced and Councils are now required to produce a single local plan for their area.
 - In Hillingdon's case, the Inspector found Part 1 to have been prepared to a standard which met the requirements of the NPPF. He did not support holding up its adoption by the Council pending the preparation of the other remaining parts of the Plan. These comprise sets of site specific allocations and development management policies together with a policies map (formerly known as a proposals map).
 - The Inspector stressed the urgency for the Council to move as quickly as possible to bring forward the remaining Part 2 components of the Local Plan, so as to meet with the Government's requirements on local plan policy preparation set out in the NPPF.
 - As regards the preparation of Part 2 of the Local Plan, the Inspector noted in particular that proposed site allocations for housing should take into account local infrastructure provision and public transport accessibility. A detailed site analysis would be required for gypsy and traveller site provision; a Borough-wide townscape character assessment would also be necessary; and there should be an analysis of major developed sites in the Green Belt.

The consultation on the Part 2 Local Plan

2. Following the Cabinet decision in March, an initial consultation for Part 2 (under Regulation 18 of the 2012 Local Plan Regulations) took place between 19 April - 31 May 2013. This involved sending out approximately 3,000 letters and emails including a résumé of what the Council intends to include in its Local Plan Part 2. This was publicised on the Council's website and comments were invited from Borough residents, local businesses and other stakeholders on what they think should be included in the Plan.
3. Responses were received from 89 organisations, statutory bodies and individual members of the public and these are listed in Appendix 1 (a) to this report. These raised over 300 individual representations. A summary of the responses and officers' proposed responses are included in Appendix 1 (b) and details of proposals received in the call for sites at Appendix 1 (c). The key issues raised included the following:
 - Any proposed releases of employment land should be clearly identified and criteria set out for assessing proposed changes of use from employment land.
 - Employment sites near Heathrow Airport should be retained.
 - Part 2 policies should be sufficiently flexible to allow new employment uses to be set up when market demand seeks alternative uses.

- Empty office space should be reused before the Council permits new office development.
- New hotel developments should be steered towards existing town centres rather than around the Heathrow perimeter.
- Policies for retail centres and parades should be flexible to allow quick changes of use to avoid units staying empty for long periods.
- All standards for housing (e.g. car parking provision, floorspace standards, lifetime home requirements) should be applied flexibly on a site by site basis and allow for viability to be considered.
- House conversions should be avoided in conservation areas and buildings of special interest to avoid the visual clutter which can result.
- More options to provide affordable homes should be considered.
- Social and community facilities generally need to be protected; there is a particular need to provide more places of worship for the different communities now resident in the Borough due to its changing demographic character.

4. Various site specific proposals were also put forward by respondents to the consultation. A full schedule of these and officers' suggested comments are set out at Appendix 1 (b) to this report. These included the following key sites:

- Nestles Factory Site, Hayes
- Land to south of Hayes & Harlington Station
- Rainbow and Kirby Industrial Estates and adjacent land, Yiewsley
- Former Arla Foods Site, South Ruislip
- Enterprise House, Blyth Road, Hayes
- Chailey Industrial Estate, Pump Lane, Hayes
- Mount Vernon Hospital
- 24 hectares of Green Belt land at Long Lane Farm, Ickenham near Northolt Airport
- Holloway Lane Quarry, Sipson
- Westland Industrial Estate, Millington Road, Hayes
- Green Lane / Station Approach, Northwood
- Harefield Grove Farm, Harefield
- Fassnidge Memorial Hall, Harefield Road, Uxbridge
- Land at Bath Road between Nobel Drive and Malvern Road
- Frog's Ditch Farm, Shepiston Lane, Harlington
- London Gaelic Athletic Association Sports Ground, West End Road, South Ruislip

Hillingdon Local Plan: Part 2 - Draft Proposed Site Allocations and Designations

5. Work on Part 2 of the Local Plan supports the Council's commitment to regeneration and has so far included preparation of the Draft Proposed Site Allocations and Designations document, which is attached as Appendix 2. The purpose of this document is to identify specific sites to meet the targets set out in the Local plan part 1 and in particular to:

- set out overall growth targets for Hillingdon, identified as in the Local Plan Part 1.
- identify sites suitable for providing new homes in the Borough. Some sites will be developed exclusively for housing, whilst others will bring forward new homes as part of mixed use schemes.
- designate strategic and locally important employment sites to rebalance Hillingdon's economy.
- identify sites to deliver new schools.

- safeguard sites as Green Belt, Metropolitan Open Land and Green Chains
- safeguard sites of importance for nature conservation
- identify plans for key transport interchanges
- safeguard important mineral reserves in the Borough.

6. The Draft Proposed Site Allocations and Designations document is a lengthy document which refers to some 109 sites. It identifies 30 sites for housing development, which could provide up to 6,000 new dwellings. With respect to employment land, the document refers to 4 Strategic Industrial locations and 14 Locally Significant Employment sites. There are 3 sites identified for new schools. The document also includes 19 sites where there are proposals relating to Green Belt, Metropolitan Open Land or Green Chains and 31 proposals relating to existing or new nature conservation sites. In addition there are 5 sites with proposals for transport interchanges and 3 sites for mineral safeguarding.

Hillingdon Local Plan: Part 2 - Development Management Policies

7. The Local Plan Part 2 Development Management Policies will include all the detailed development management policies to be used in future to determine planning applications and appeals, replacing the saved policies from the Unitary Development Plan. These policies are in the process of being drafted by officers. A series of four meetings were held between May and July 2013 with a Members' working group specially convened to help inform this work. Officers intend to present the draft development management policies to Cabinet in December and to seek Members' agreement that these should be published at the next "Proposed Submission Draft" consultation stage for Part 2.

Evidence Base Studies by Consultants

8. Officers are awaiting the completion by consultants of three evidence base studies which will be key to the preparation of Part 2, covering:

- Townscape Character - which includes an analysis of suitable areas with potential for tall or taller building development
- Archaeological Assessment - which identifies particular areas of importance for protecting the Borough's archaeological heritage assets
- Employment Land – which assesses current potential in the Borough for the managed release of employment land over the next decade and beyond

9. These evidence base studies will add significant local information to support the draft policies and will result in the need to introduce specific policies in the light of their findings, e.g. regarding:

- Local housing design further to the results of the townscape character study.
- The preservation of particular areas of local historic importance following the archaeological assessment.
- Appropriate alternative uses for land releases proposed in the employment land study.

10. There are two other projects also underway at present, whose findings may also be significant for the proposed Development Management Policies, namely:

- The Strategic Housing Land Availability Assessment. This is being undertaken by the Greater London Authority (GLA) in readiness for next year's London Plan review. That review is expected to result in a call for more housing sites to be identified across London due to its continuing population growth. Officers are liaising with the GLA on the outcome of this work and its implications for Hillingdon. Depending on the outcome of these

discussions officers may need to propose further Site Allocations for inclusion in Part 2 of the Local Plan prior to its publication for consultation.

- Gypsies and Travellers. Given the findings of the Inspector's report on Part 1 of the Local Plan, officers are investigating whether there is any case for the provision of further pitches or sites in the Borough.

Next Steps

11. Officers intend to report to Cabinet in December with:

- an analysis of the main findings of the key evidence base studies
- any further proposed Site Allocations or Designations and
- a set of Draft Development Management Policies.

12. Officers will be seeking agreement from Cabinet to carry out public consultation on a full 'Proposed Submission Draft' of Part 2 for six weeks during February and March 2014. The outcome of that consultation with any resulting Proposed Modifications will then be reported to Cabinet and to a full Council meeting as soon as possible, at which time officers would seek approval for the "Proposed Submission Draft" version of Part 2 of the Plan together with any Proposed Modifications to be submitted to the Secretary of State for formal independent examination. This would be an "Examination in Public" (or public inquiry) held by a Planning Inspector, similar to that held between March and May 2012 on Part 1 of the Plan.

13. The aim is to schedule an examination during the late Summer/early Autumn and, subject to its outcome, proceed to formal adoption of Part 2 of the Hillingdon Local Plan by the Council in late 2014.

Financial Implications

The cost of the work programme outlined above for the Hillingdon Local Plan Part 2 will be contained within the Local Development Framework Team budget, for both the internal staffing resources utilised and the externally commissioned studies and research work which are estimated to be in the region of £50k – £60k. Earmarked reserves (total of £128k) and an allowance in the Council contingency (£30k) has been made for the cost of further Examination in Public for adoption of additional development plan documents, which will now mainly be covered by the proposed Hillingdon Local Plan Part 2, and fall into the 2014/15 financial year.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The preparation of Part 2 of the Hillingdon Local Plan will be a key step in helping delivery of the Sustainable Community Strategy providing detailed site specific allocations, development management policies and a policies map for future development in the Borough over the next 15 years. Part 2 of the Local Plan will therefore have a significant impact, both short-term and long-term, upon residents, businesses, service users and all of Hillingdon's communities.

Consultation Carried Out or Required

Cabinet approval was given in March 2013 to undertake an initial consultation required for the preparation of Part 2 of the Local Plan, under Regulation 18 of the 2012 Local Plan Regulations. This involved sending out approximately 3,000 letters and emails together with a résumé of what the Council intends including in Part 2 and inviting comments from Borough residents,

local businesses and other stakeholders on what they think should be included in the Plan. The consultation was held between 19 April and 31 May, 2013.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that funding is in place to support delivery of the Hillingdon Local Plan Part 2. Assumptions contained within the Council's Medium Term Financial Forecast in relation to growth in both the Council Tax and Business Rate bases are consistent with the latest draft of the Hillingdon Local Plan.

Legal

Section 17 of the Planning and Compulsory Purchase Act 2004 requires the Council to prepare development plan documents that will form part of the Council's Local Plan. The Council has adopted its Local Plan Part 1, Strategic Policies. The Local Plan Part 2, which is the subject of this report, will contain the Site Allocations Policy, the Site Designations Policy and also more detailed Development Management Policies that will guide decision making on applications for planning permission.

In accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012/767), the Council has carried out a consultation exercise with stakeholders as to what the Part 2 Policies should contain. Following that consultation exercise, the draft Site Allocations Policy and Site Designations Policy that form part of the Local Plan Part 2 has been prepared. This report seeks Cabinet authority to approve the consultation drafts of the Site Allocations Policy and Site Designations Policy that will form part of the Local Plan Part 2. The Development Management Policies that will also form part of the Local Plan Part 2, will be referred to Cabinet at a later date once they are developed further.

If Cabinet approve the current draft Site Allocations Policy and Site Designation Policy, the next stage in the process is for the Council to carry out a consultation exercise on those documents with stakeholders in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012/767). The results of the consultation will then be reported back to Cabinet and approval will be sought from Cabinet on the final draft that will then be submitted to the Secretary of State. The Secretary of State will then conduct an examination in public of the proposed policies, and subject to any directions by the Secretary of State or Mayor of London, the policies will be presented to Full Council who is responsible for adopting development plan documents.

Property and Construction

Part 2 of the Hillingdon Local Plan contains specific policy and site proposals relating to Council land or property which officers support.

BACKGROUND PAPERS

NIL.

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PROGRESS REPORT ON THE OLDER PEOPLE'S PLAN 2013-14

Cabinet Member	Councillor Ray Puddifoot Councillor Philip Corthorne
Cabinet Portfolio	Leader of the Council Social Services, Health & Housing
Officer Contact	Dan Kennedy, Administration Directorate
Papers with report	Appendix 1 - Older People's Action Plan 2013/14

HEADLINE INFORMATION

Purpose of report	To provide an update on the progress with delivering the actions in the plan for older people.
Contribution to our plans and strategies	The Older People's Plan assists the Council to deliver its plans to put residents first. Supporting older people to live independent, active, healthy lives and providing opportunities to improve well-being are key to the work of the Hillingdon Health and Wellbeing Board.
Financial Cost	There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the "Leader's Initiative" Fund.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

RECOMMENDATION

That Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during 2013/14 to improve the quality of life, health and wellbeing of Older People in Hillingdon.

INFORMATION

Reasons for recommendation

1. The Older People's Plan endorses the commitment from the Council and its partners to the continued improvement of services and support designed to create a better quality of life for older people in Hillingdon. The plan supports the Council to put residents first and contributes to improving the health and wellbeing of Hillingdon's older residents.

Alternative options considered / risk management

2. None.

Comments of Policy Overview Committee(s)

3. None at this stage

Supporting Information

4. The headline results from the 2011 Census demonstrate that more and more people in Hillingdon are living longer. Supporting older people to live independent, active lives, to make a positive contribution to local communities and helping older people to feel safer in their homes and in the wider community is at the heart of improving the health and wellbeing of older people in Hillingdon.
5. In Hillingdon there are well-established arrangements to hear from older people and keep Hillingdon's older residents informed and involved across the Borough in important matters. This includes their involvement through Hillingdon's Older People's Assembly.
6. Hillingdon's Older People's Plan, led by the Older People's Champion (Cllr Ray Puddifoot, Leader of the Council) sets out a range of actions the Council and partners are taking in response to issues that older people in Hillingdon have said are important to them. The key themes in the plan include: safety and security; preventative care; keeping independent and healthy; supporting older people in the community; and housing. The action plan is regularly updated and monitored by the Older People's Champion.
7. The plan is making a difference to the lives of older people in Hillingdon. Surveys of local residents confirm that older residents show year-on-year higher levels of satisfaction with specific initiatives under the Older People's Plan and Leader's Initiative. Free burglar alarms and Council Tax freeze initiatives are rated as 'very important' by residents (94% and 91% respectively).

How important are the following initiatives?	2010	2011	2012
Council Tax freeze for over 65s	88%	91%	91%
Support for victims of burglary	93%	93%	94%
Older people's budget	84%	86%	87%
Brown badge scheme	76%	78%	81%
Free swimming	74%	76%	77%

8. There have been a number of achievements so far during 2013/14 highlighted in the summary below. This includes service improvements supported by the Leader's Initiative developed both within the community, with partners and across Council services to enable older people to remain independent, active and healthy. The full update is attached at appendix one.

Safety and Security

- Free burglar alarms – To date, the burglar alarm scheme funded by the Leader's Initiative has fitted more than 5,500 alarms to the homes of older residents. A new phase of installing burglar alarms (phase 7) has commenced since April 2013 and will install alarms into the homes of 1,000 older residents. Older people confirm that the installation of a burglar alarm in their home helps to reduce their fear of crime.
- Tackling rogue traders – Council officers have continued to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case and decide if an intervention is required. Since April 2013, Trading Standards Officers have received eight complaints regarding rogue traders (builders). Seven of the incidents prompted visits by Trading Standards Officers. Articles have appeared in Hillingdon People advising local residents what to do if they suspect they are being targeted by a rogue trader.

Preventative Care

- Joined-up preventative services – The TeleCareLine service supports residents to live safely and independently in their own homes using a range of equipment, such as sensors and detectors all connected back to a local staffed control centre to provide assistance to older people if needed.

Since 1st April 2013, 2,455 service users have benefitted from TeleCareLine equipment. The development of services like TeleCareline is part of a broader strategy in Hillingdon working to help reduce the need and frequency for admission to hospital or a nursing home for people with needs arising from a stroke, incontinence, dementia and injuries arising from a fall.

Key elements of the wider approach include:

- An integrated care pilot - Multi-disciplinary case discussions are taking place in GP practices to co-ordinate patient care planning across agencies to ensure people with complex needs receive the care and support they need to prevent admission to hospital or a residential / nursing care home.
- Providing supported and extra care housing – to help older people maintain their independence in their own home.
- Personal budgets for people in need of social care – to give older people more choice and control over their care and support instead of traditional care services. People who receive a personal budget can tailor services to meet their particular needs. 77% of all older people receiving social care are in receipt of a personal budget and this is continuing to grow.

- Re-ablement services – are providing intensive support to help older people re-gain mobility and the confidence to be able to do every day activities for themselves. Approximately half of all people receiving a re-ablement service do not need an ongoing care service when their intensive programme has finished.

This broader, joined-up approach is proving to be successful by co-ordinating care and support services and ensuring older people are at the centre of care planning arrangements. There continues to be high numbers who are living independently at home three months after leaving hospital. Consequently there are now fewer older people who are being admitted long-term to a residential or nursing care home.

Keeping Independent and Healthy

- Active ageing - A range of activities are in place and available to older people in Hillingdon. Since April 2012, 4 cycle rides have been arranged for older people and people approaching older age. Further cycle rides are planned.

Tea dances - Ten tea dances have been held since the 1st April 2013 (6 held between July and Sept 2013). This included a tea dance held at West Drayton Community Centre as part of the Older People Wellbeing events in that area. There have been a total of 837 people who have attended a tea dance since April 2013 (398 in quarter 1 and 439 in quarter 2). Older people have said the dances help them to get out and about to meet new people and help them keep fit and active.

- Free swimming – The Council has continued to provide free swimming sessions to support older people to live an active and healthy lifestyle. Using the latest available data, between 1st April 2013 and 31st August 2013, a total of 12,697 free swimming sessions have been taken up by older people: 45% higher than the same time last year. Approximately 1,900 older people participate in the free swimming every year. A proposal is also being developed to introduce swimming lessons specifically for older people. The new lessons will offer options for beginners and improvers that have either never learned to swim or not done so for sometime to gain the confidence needed to make use of the regular free swimming already available.
- Extending the Brown Badge Parking Scheme – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. This helps to maintain their independence and encourages older people to get out and about to reduce the risk of social isolation.

The Brown Badge parking scheme continues to be popular amongst older people. In the three months to the end of September 2013, the Council issued 189 Brown Badges. This brings the total of new Brown Badges issued since 1st April 2013 to 454. All badges were issued within 4 working days of the application. The Council currently has a total of 8,358 Brown Badges on issue to older residents.

The new Ruislip Lido car park has now opened, which includes six new Brown Badge parking bays. During the remainder of 2013/14 officers will extend the scheme into at least one additional car park.

Supporting Older People in the Community

- Support for older people during the economic down-turn - Financial health check sessions continue to be delivered in local libraries, sheltered housing, lunch clubs and community centres across the borough. A new experienced caseworker has been successfully recruited by Age UK to work with older residents in Hillingdon to support access to financial assistance.
- Heater loan scheme – The heater loan scheme is in place offering older people temporary portable heaters to keep warm and well when their home heating system experiences a breakdown. Take-up for the scheme is expected to increase from late Autumn onwards.
- Celebrating in style - A total of nine groups applied for and were granted funding to celebrate the anniversary of the Queen’s Coronation this summer. The events were a success and included the following:
 - Coronation lunch
 - Fish and chip lunch with entertainment
 - Afternoon tea and sit down lunches
 - Formal high tea and commemorative mug
 - Coronation parties

The feedback from older people was very positive.

Housing

- Helping to tackle rising home heating costs – The London Borough of Hillingdon has continued to improve the homes of older people. This includes essential repairs as well as improving the heating and insulation of homes to help tackle rising home heating costs. At least 70 homes in the private sector will be improved in this way by March 2014.
 - Home adaptations – Overall 100 homes lived in by older people in the private sector are on track to receive adaptations which will help older people to live independently and safely in their own home.
9. A full progress update of the action plan is attached in appendix one.
10. Overall, the range of initiatives are helping to support older people to live independent, active lives and giving older people more choice everyday. The most recent feedback from residents receiving social care and support (see table below) shows the Council is continuing to make a difference in ways that matter to local people who need support.

Adult Social Care Outcome	Hillingdon 2012-13 (%)	Hillingdon 2011-12 (%)
1. Percentage of people with control over their daily life (Q3a)	69.5	70.4
2. People who are happy with their appearance (Q4a)	94.2	93.4

3. People who feel they have food and drink when they want (Q5a)	94.4	93.7
4. People who feel their home is clean and comfortable (Q6a)	95.6	95.4
5. People who feel safe (Q7a)	93.0	91.2
6. People who have as much social contact as they want (Q8a)	77.4	71.0
7. People who feel they are able to spend time doing the things they value or enjoy (Q9a)	61.2	58.2
8. People who feel they are treated with dignity (Q11)	92.7	89.0

Financial Implications

11. There are no additional cost implications for the Council in respect of this report. The projects detailed in this report are financed from within existing resources across the Council including the "Leader's Initiative" Fund.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

12. The Older People's Plan is welcomed by older people as positively continuing to raise their value and profile and is an opportunity to improve the lives of older people in the community.

Consultation Carried Out or Required

13. Regular feedback from the Hillingdon Older People's Steering Group and Older People's Assembly is used to help shape future priorities. The Older People's Assembly in Hillingdon periodically receives progress updates on delivering the promises set out within the Older People's Plan.

CORPORATE IMPLICATIONS

Corporate Finance

14. Corporate Finance has reviewed this report and is satisfied that the majority of the proposals will be contained within existing budgets but that some proposals may be financed by funding set aside under the "Leader's Initiative".

Legal

15. Before the Cabinet is a progress update report on the delivery of Hillingdon's Older Peoples' Plan for the year 2013/14.

There is no legal obligation placed on local councils to produce Older People's Plans/Strategies. However, in 2005 Central Government published a document titled "Opportunity Age: Meeting the challenge of ageing in the 21st century". This is a ten year strategy document setting out the Government's approach in three key areas:

- age and the workforce;
- promoting active ageing;
- and developing services which promote independence and wellbeing.

'Opportunity Age' requires Central Government, Local Authorities and the voluntary sector to work in close cooperation to:

- identify and tackle the issues that limit older people's ability to get the most out of life, including rooting out age discrimination and tackling poor housing and fear of crime;
- ensure that older people can be actively involved locally, influencing decisions that affect their lives, such as planning and local transport;
- ensure that older people have access to opportunities locally, such as learning, leisure and volunteering;
- promote healthy living at all ages: the rational being older people are better able to enjoy good health later in life if they look after themselves when they are younger.

Cabinet should be aware of the relevant provisions of section 29 of The Equality Act 2010, which came into force on 1st October 2012. This extends the ban on age discrimination to cover the provision of services, public functions and association unless covered by an exception (amongst others aged based concessionary services) from the ban as set out in The Equality Act 2010 (Age Exceptions) Order 2012, or that the provider can show good reason [objectively justifiable] for the differential treatment. That is to say if it is a proportionate means of achieving a legitimate aim.

Under the Council's Constitution the Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report.

BACKGROUND PAPERS

NIL

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Appendix 1 - Older People's Action Plan 2013/14 – (Update – September 2013)

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Safety and Security					
1.1	Increase home security amongst older people.	1.1.1 Ensure burglar alarms are maintained and install those commissioned by the Leader by March 2014 (phases 6 and 7)	Liz Jones	31.03.14	<p><u>Ongoing</u> – To help older people feel safe and secure burglar alarms have been installed into the homes of older people.</p> <p>To the end of September 2013, since the scheme commenced, 5,562 households with older people have benefitted from a free burglar alarm. Phase 7 of the burglar alarm scheme has commenced to install alarms into the homes of 1,000 older people in the Borough.</p> <p>Home security information packs are being distributed with the installation of each new burglar alarm.</p>
1.2	Take action to tackle rogue traders.	1.2.1 Address reports of Rogue Traders	Shabeg Nagra	31.03.14	<p><u>Ongoing</u> - Council officers have continued to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case and decide if an intervention is required. Since April 2013, Trading Standards Officers have received eight complaints regarding rogue traders (builders). Seven of the incidents prompted visits by Trading Standards Officers. The police dealt with the remaining one. In six of these cases there was a financial loss to Hillingdon residents. This amounted to a total of £224,000.</p> <p>One particular trader, alone, obtained £200,000 from two elderly residents. One of the residents was convinced that the trader had his best interests at heart. With the assistance of our officers this trader has subsequently been arrested. With the help of and on advice from our officers two residents have saved £2,000 and £70,000 respectively.</p>
		1.2.2 Promote home safety by training front-line staff to provide advice when they visit older people at home.	Gill Mclean	31.03.14	<p><u>Ongoing</u> – To promote home safety when staff visit older people in their homes, front-line staff are being trained to advise older people what they can do to keep themselves safe. To date 59 members of staff have completed an e-learning course (Be-Safe at Home) and 70 members of staff are in the process of completing the course.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Preventative Care					
2.1	Assist vulnerable people to secure and maintain their independence	2.1.1 Continue to expand the TeleCareLine service to ensure that there are a further 750 TeleCareLine users by March 2014.	Belinda Norris	31.03.14	<u>On track</u> . Since 1 st April 2013, 2,455 service users have benefitted from TeleCareLine equipment. The technology is helping people to live safely and independently at home. The take-up of TeleCareline is exceeding the target of 750 new service users set for each year of the scheme.
		2.1.2 Pilot the use of a technology bracelet to help support at least 50 older people with dementia to live independently.	Belinda Norris	31.03.14	The Safer Walking Pilot scheme has been accelerated with an aim to have 50 clients on the programme. The pilot involves vulnerable residents wearing a bracelet that helps to monitor their location and trigger an alert if the client begins to wander. Progress will be reported in future updates.
Keeping Independent and Healthy (Health and Wellbeing)					
3.1	Ensure all new and existing service users / carers are offered a personal budget	3.1.1 Promote take up of personal social care budgets to provide greater choice and control	Belinda Norris	31.03.14	<u>On track</u> – A personal care budget gives people who need care and support a greater say on deciding their support arrangements to suit their own needs. As at 30 th September 2013, 77% of social care clients (1,698 older people) were in receipt of a personal budget (based on services which are subject to a personal budget). The take-up of personal budgets is exceeding the national target of 70%.
3.2	Provide opportunities for older people to participate in sport and physical activity	3.2.1 Work with a range of partners to deliver and promote take-up of physical activity as part of Hillingdon's Health and Wellbeing Strategy	Priscilla Simpson / Howard Griffin	31.03.14	<u>Ongoing</u> – As part of Hillingdon's Health and Wellbeing Strategy a range of activities are being developed specifically for older people to encourage the take-up of regular exercise in their weekly routine. <u>New chair-based exercise programme</u> - a specific, less demanding exercise programme for older people has been designed. There are training dates set in November and December 2013. Working in partnership with Age UK staff will be trained from Cottesmore House. The aim is that in the New Year three new 'Extend' sessions will start targeting people in sheltered housing, residential and nursing settings and people finishing physiotherapy to support the take up of gentle physical activity.

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p>Promoting take-up of regular physical activity amongst older people is also a priority. As a new activity for 2013/14, an 'Older People Wellbeing Day' took place in July 2013 in West Drayton to promote activities for older people within the local area. There was an initial tea dance at the Community Centre to raise awareness of the existing dances and promote the wellbeing event which took place the following week at West Drayton Young People Centre. A total of 60 people attended the tea dance and a further 68 people attended the wellbeing day. There were tasters of yoga, dance, zumba, cycling, a walk, IT, bowls, chair exercises as well as a range of 20 stalls from organisations such as the Strokes Association, Adult Education, Libraries, Sports Development, Age UK, Health Watch and others.</p> <p>The overall feedback was excellent with local people requesting a further event next year. Comments included:</p> <ul style="list-style-type: none"> • 'Brilliant, very well organised. Lots of interesting stalls and things to take part in. Thanks' • 'Very enjoyable-more of the same please!' • 'Brilliant event, great activities and very nice food-A great Day out!' • 'Well!!!! Thank you for a wonderful day. Looking forward to the next one' <p>There are further wellbeing/physical activity taster days planned for the North of the Borough in Northwood/Highgrove and Harefield.</p> <p>In addition, a team from Botwell Green Leisure Centre will represent Hillingdon at the Wellness Games in October. The competition is organised by GLL with around 20 borough teams participating in nine different sports.</p> <p>'Drumunity' for older people – this is a new activity for 2013/14. There were a total of 20 service users who took part in a 12 week pilot music project for people with dementia. On the 23rd April we held a celebration event where service users who took</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p>part performed drumming and singing to staff and family members. This was very successful and the feedback very positive. Options have been explored since to extend the initiative.</p> <p>In July 2013 there was a meeting between the Specialist Health Promotion Team, Social Care and Housing and it was agreed that services would value the opportunity to offer Drumunity within Day centres and Sheltered Housing.</p> <p>In September 2013, the Drumunity training for 14 staff members across a wide range of service settings. There are a total of 45 older people taking part. The sessions will run for 12 weeks. An evaluation of the programme will be completed.</p>
		3.2.2 Continue to offer free swimming sessions to residents aged 65+	Howard Griffin	31.03.14	<p><u>Ongoing</u> – The programme for older people to take up free swimming continues to be successful. Approximately 1,900 older people participate in free swimming every year.</p> <p>Take-up of free swimming sessions is increasing. From the latest information available, between 1st April 2013 and 31st August 2013, a total of 12,697 free swimming sessions have been taken up by older people: 45% higher than the same time last year. Of the swimming sessions taken-up, 49% of older people visited Hillingdon Sports & Leisure Complex and 36% Highgrove Pool. The significant increase in take-up follows the re-opening of Highgrove Pool in April 2013.</p>
		3.2.3 Deliver free swimming lessons for people aged 65+	Howard Griffin	31.03.14	<p><u>Ongoing</u> – A proposal is being developed to introduce swimming lessons specifically for older people. The new lessons will offer options for beginners and improvers that have either never learned to swim or not done so for sometime to gain the confidence needed to make use of the regular free swimming already available.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
		3.2.4 Hold regular cycle rides across the Borough for people aged 65+	Priscilla Simpson	31.03.14	<u>On track</u> – Organised cycle rides contribute to keeping older people fit and well. To date there have been four 'Age Well on Wheels' rides since 1 st April 2013. These rides now have some regular participants and we are gaining new ones regularly as well. There are 30 people on a mailing list. Further work is underway to encourage take-up of these cycle rides across the Borough.
		3.2.5 Hold regular tea dances and other dances for older people to promote participation in physical activity	Sarah Durner	31.03.14	<p><u>On track</u> - Tea dances help to break down social isolation and promote physical activity amongst older people. Tea dances continue to remain very popular and previous surveys of those people attending a tea dance have confirmed high levels of satisfaction with organised dances (99.65%).</p> <p>Ten dances have been held since the 1st April 2013 (6 held between July and September 2013). This included a Tea Dance held at West Drayton Community Centre as part of our Older People Wellbeing events in that area. There have been a total of 837 people who have attended a tea dance since April 2013 (398 in quarter 1 and 439 in quarter 2). Older people have said the dances help them to get out and about to meet new people and help them keep fit and active. Older people have also fed back over the summer that they want the tea dances to continue. There has been a request for more disco dances as these offer more opportunities to dance for people who do not have a dance partner.</p> <p>As a new development in tea dances, older people from Franklin House (older people experiencing mental health difficulties) have been supported to attend tea dances.</p>
3.3	Continue to develop and expand the Brown Badge Parking Scheme for older people.	3.3.1 In 2013/14 extend the Brown Badge older persons parking scheme into at least two additional car parks and promote the scheme to older	Roy Clark	31.10.14	<u>Ongoing</u> – The Brown Badge Parking Scheme continues to be popular amongst older people. In the three months to the end of September 2013, the local authority issued 189 Brown Badges. This brings the total of new Brown Badges issued since 1 st April 2013 to 454. All badges were issued within 4 working days of the application. The council currently has a total of 8,358 Brown Badges on issue to older residents.

Ref No	Task	Actions	Lead	Target Dates	Progress Update
		people.			<p>The new Ruislip Lido car park has now opened, which includes six new Brown Badge parking bays. During the remainder of 2013/14 officers will extend the scheme into at least one additional car park. The car parks being investigated for the Brown Badge scheme currently are: West Ruislip Golf course and the Uxbridge Golf course.</p> <p>Officers are currently planning the mass replacement of the existing Brown Badges, which all expire on 31 March 2014. As part of this renewal process it is intended to undertake a survey of Brown Badge holders and to introduce a new design of Brown Badge bay.</p>
3.4	Continue to develop and expand facilities for older people in Hillingdon's allotments.	3.4.1 Improve access and facilities for older people in Hillingdon's allotments including adult education sessions	Paul Richards	31.03.14	<p><u>On track</u> – Improvement works have continued to be made at allotment sites to improve security around sites and access within sites. A number of improvement works have been completed to allotment sites in recent months continuing from the previous year. This includes;</p> <ul style="list-style-type: none"> • 220 metres of chain link fencing has been replaced with 2 metre high solid bar railings at Hill End Road Allotment (Harefield). • 100 metres of chain link fencing has been replaced with 2 metre high palisade fencing at West Drayton Cemetery Allotment. This fencing has been erected along the boundary between the cemetery and allotment gardens. • A car park has been constructed at Belmore Allotment (Hayes). • 98 metres of old and badly deteriorated chain link fencing has been replaced with new 1.8 metre high chain link at West Drayton Depot Allotment. • 46 metres of 1.8 metre high chain link has been erected at Pinglestone Close Allotment along a previously unfenced boundary. <p>The replacement of 216 metres of chain link fencing at Field End Road Allotment with 2.4 metre high palisade fencing has been completed. A further bid has been submitted for Chrysalis funding to carry out 120 metres of fencing works at Peachey Lane Allotment.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p>Grow your own courses are being run by Adult Education at the Rural Activities Garden Centre.</p> <p>Consideration is being given to initiatives which will encourage the take up of allotment plots by older people.</p>
3.5	Actively contribute to an integrated care programme.	3.5.1 Implement the integrated care programme (ICP) in Hillingdon to target older people, residents with diabetes, those with mental health needs and other complex needs.	Belinda Norris	31.03.14	<p><u>Ongoing</u> - The Integrated Care Programme (ICP) is providing a joined up approach to patient care across health and local authority services based around GP practices. 80% of GP practices have signed up to the new ICP services. The project initially targeted older, frail people, those with diabetes and people with mental health needs (residents with complex care and support needs). From April 2013 the programme has been expanded to include those people with chronic obstructive pulmonary disease and patients with cardiac difficulties.</p> <p>The initial outcomes from a review of the pilot in 2012/13 are positive.</p>
3.6	Actively promote the opportunities available to older people to keep healthy, independent and well and establish what difference they are making to improve the lives of older people	3.6.1 Ensure articles appear in every edition of Hillingdon People and on the council website promoting the opportunities available and making use of feedback from older people	Charlotte Stamper / Dan Kennedy	31.03.14	<p><u>Ongoing</u> – articles appear in every edition of Hillingdon People within the older people's page. Information on the council's website is being reviewed.</p> <p>Regular feedback is sought from older people about their experience of the services provided through the older people's plan and included in updates.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Supporting Older People in the Community					
4.1	Improve financial inclusion for older people in the borough	4.1.1 Deliver benefits and financial advice and support sessions for older people across the borough through the Age UK Hillingdon financial health checks	Chris Commerford (Age UK)	31.03.14	<p><u>Ongoing</u> – Following the funding approval to take forward the financial health checks programme, a new experienced caseworker has been successfully recruited by Age UK to work with older residents in Hillingdon to support access to financial assistance.</p> <p>The success of the programme will be reported in future updates of the older people's plan.</p>
4.2	Support older people in their own homes to stay warm and healthy during the winter months	4.2.1 Provide free temporary heaters and small grants to cover electricity costs to older people	Belinda Norris	31.03.14	<p><u>Ongoing</u> – The Heater Loan scheme is in place and will continue to be available during 2013/14 for residents who need access to the scheme during the colder months when their heating system experiences a breakdown.</p>
4.3	Provide and encourage opportunities for older people to actively participate in events across Hillingdon.	4.3.1 Celebrate the Anniversary of the Coronation of Queen Elizabeth II	Kevin Byrne	30.06.13	<p><u>Completed</u> - A total of nine groups applied for and were granted funding to celebrate the anniversary of the Queen's Coronation this summer. The events were a success and included:</p> <ul style="list-style-type: none"> • Coronation lunch • Fish and chip lunch with entertainment • Afternoon tea and sit down lunches • Formal high tea and commemorative mug • Coronation parties <p>An article was prepared for Hillingdon People.</p>
		4.3.2 Provide support to community groups for older people as requested through the Leaders Initiative for Older People	Kevin Byrne	31.03.14	<p><u>Ongoing</u> – The Leader continues to support community groups working with older people. This includes:</p> <ul style="list-style-type: none"> • 9 groups supported to provide celebration events for the anniversary of the Coronation of Queen Elizabeth II • Christmas parties for 2013 • A trip to Great Yarmouth • An anniversary event <p>New bids will be considered.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Housing					
5.1	Help older people to live independently in safe, warm homes	5.1.1 Improve 70 private sector homes for older vulnerable people. <ul style="list-style-type: none"> • 30 heating measures • 30 insulation measures • Complete essential repairs to 10 homes for vulnerable & older households 	Neil Stubbings	31.03.14	<u>Ongoing</u> - Since April 2013, improvements have been made to 41 homes of older people in Hillingdon as follows: <ul style="list-style-type: none"> • Heating improvements have been made to the home of 17 older people. • 18 homes with improved insulation measures. • 6 homes of older residents received essential repairs as needed. Essential repairs can include roof and glazing repairs to reduce health and safety risks Further improvements are scheduled.
5.2	Deliver the major adaptations programmes for all tenures within budget	5.2.1 Complete at least 100 major adaptations increasing independence for older people	Neil Stubbings	31.03.14	<u>Ongoing</u> – In the period April 2013 to September 2013, 34 properties have received adaptations helping older people to live independently in their own home.

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PROGRESS REPORT ON THE DISABLED PEOPLE'S PLAN 2013-14

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Health & Housing
Officer Contact	Dan Kennedy, Administration Directorate
Papers with report	Disabled People's Action Plan Update (appendix 1)

HEADLINE INFORMATION

Purpose of report	To provide Cabinet with an update on the Disabled People's action plan for 2013-14.
Contribution to our plans and strategies	The Disabled People's Plan assists the Council to deliver its plans to put residents first. Supporting disabled people to live independent, active, healthy lives and providing opportunities to improve well-being are key to the work of the Hillingdon's Health and Wellbeing Board. The plan links with agreed health and social care commissioning strategies.
Financial Cost	Costs attributed to this plan are accounted for in individual service budgets.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

RECOMMENDATION

That Cabinet notes the progress made on the delivery of the 2013/14 Disabled People's Plan to date.

INFORMATION

Reasons for recommendation

1. The Disabled People's Plan has been developed to identify and address some of the challenges facing disabled people of all ages in Hillingdon by identifying what the Council can do directly, or through its influence with others to improve the lives of disabled people and to maximise their health and wellbeing.

Alternative options considered / risk management

2. None.

Comments of Policy Overview Committee(s)

3. None at this stage.

Supporting Information

4. The latest update of progress with delivering the 2013/14 actions in the Disabled People's Plan is set out in appendix 1. Some highlights from the plan so far this year include:

Safety and Security

- Targeted Information for adults with disabilities – information to help people with disabilities keep themselves safe is being targeted to user and carer groups. This includes information to raise awareness of bogus callers and practical advice about home security and safety in the home.

Preventative Care

- Joined-up preventative services – In April 2011 the London Borough of Hillingdon launched a new TeleCareline service. The service supports residents to live safely and independently in their own homes using a range of equipment, such as sensors and detectors all connected back to a local staffed control centre to provide assistance to older people if needed. Since 1st April 2013, 2,455 service users have benefitted from TeleCareLine equipment. The technology is helping people to live safely and independently at home. The take-up of TeleCareline is exceeding the target of 750 new service users set for each year of the scheme.

Keeping Independent and Healthy

- Personalised social care services – A personal care budget gives people who need care and support a greater say on deciding their support arrangements to suit their own needs. As at 30th September 2013, 77% of social care clients were in receipt of a personal budget (based on services which are subject to a personal budget). The take-up of personal budgets is exceeding the national target of 70%.
- An integrated care programme - Multi-disciplinary case discussions are taking place in GP practices to co-ordinate patient care planning across agencies to ensure people with complex needs receive the care and support they need to prevent admission to hospital or a residential / nursing care home. To date 80% of GP practices have signed up to the new service in Hillingdon. From April 2013 the programme has been expanded to include those people with chronic obstructive pulmonary disease and patients with cardiac difficulties.

Supporting People With Disabilities in the Community

- Improving sports facilities on offer – A number of programmes have been developed and delivered to provide people with disabilities an opportunity to be involved in sporting activities, including Boccia (a form of bowls for people with a physical disability). A 'Shine the Light' sports event for disabled adults was held at Brunel University in July 2013 to celebrate one year since the torch relay passed through Hillingdon. Around 80 people with disabilities attended and had a go at various sports including judo, football, tennis, golf and dance.

- Local education - Updates have been provided to Cabinet about the rising demand for schools places, including the rising number of children with a statement of special education need. Options are being explored to develop local education provision for children with a special education need to be closer to home where possible.

Housing

- Supported housing - Placements continue to be made into Triscott House and Cottesmore House for residents with extra care support needs to prevent the need for residential placements. On average 1 placement is made per month. The Council continues to work with providers to develop additional supported living accommodation. This includes de-registering a number of existing care homes and re-modelling these as supported living accommodation. Work has started on six schemes which will provide supported living accommodation for approximately 26 residents.
- Increasing the independence and safety for people with disabilities – To the end of September 2012, 41 adaptations have been completed to help residents who need additional assistance to live independently in their own homes.

Financial Implications

5. The tasks contained in this action plan are being carried out within existing resources.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

6. The plan seeks to ensure responsive services and better outcomes for disabled people.

Consultation Carried Out or Required

7. Updates of the plan will be discussed with the Steering Group for the Assembly for People with Disabilities and members of the Assembly. As part of service development, consultation is routinely carried out with service users and user groups.

CORPORATE IMPLICATIONS

Corporate Finance

8. Corporate Finance has reviewed this report and its recommendations and is satisfied that the cost of implementing the plan will be contained within existing budgets.

Legal

9. The Disabled People's Plan is underpinned by the Equality Act 2010, which harmonises and extends the law on disability discrimination and which replaces the Disability Discrimination Acts of 1995 and 2005. Therefore, the Plan will need to be kept under review and may need to be adjusted in future to take account of these changes so that the Council is at all times fully compliant with its legal obligations.

BACKGROUND PAPERS

NIL

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Appendix 1 - Disabled People's Plan Action Plan 2013/14 – September 2013

Ref No:	Task	Actions	Lead	Target Dates	Progress Update
Safety and Security					
1.1	Increase awareness of how to keep safe and secure.	1.1.1 Target community groups and people with disabilities with information about practical action to be taken to keep safe and secure.	Dan Kennedy	31.03.14	On track – information for community and user groups will be delivered to members of the disabled people's assembly and publicised in Hillingdon People about what to do to keep safe and secure when at home. This includes information to raise awareness of bogus callers and provide practical advice about home security and safety in the home.
Preventative Care					
2.1	Assist vulnerable people to secure and maintain their independence.	2.1.1 Continue to expand the TeleCareLine service to ensure that there are a further 750 TeleCareLine users by March 2014.	Belinda Norris	31.03.14	On track. Since 1 st April 2013, 2,455 service users have benefitted from TeleCareLine equipment. The technology is helping people to live safely and independently at home. The take-up of TeleCareline is exceeding the target of 750 new service users set for each year of the scheme.
Keeping independent and healthy					
3.1	Ensure all new and existing service users / carers are offered a personal budget.	3.1.1 Promote take up of personal social care budgets to provide greater choice and control	Belinda Norris	31.03.14	On track – A personal care budget gives people who need care and support a greater say on deciding their support arrangements to suit their own needs. As at 30 th September 2013, 77% of social care clients were in receipt of a personal budget (based on services which are subject to a personal budget). The take-up of personal budgets is exceeding the national target of 70%.

Ref No:	Task	Actions	Lead	Target Dates	Progress Update
3.2	Actively contribute to an integrated care pilot targeting frail older people with diabetes and mental health needs	3.2.1 Implement the integrated care programme (ICP) in Hillingdon to target older people, residents with diabetes, those with mental health needs and other complex needs.	Belinda Norris	31.03.14	<p><u>Ongoing</u> - The Integrated Care Programme (ICP) is providing a joined up approach to patient care across health and local authority services based around GP practices. 80% of GP practices have signed up to the new ICP services. The project initially targeted older, frail people, those with diabetes and people with mental health needs (residents with complex care and support needs). From April 2013 the programme has been expanded to include those people with chronic obstructive pulmonary disease and patients with cardiac difficulties.</p> <p>The initial outcomes from a review of the pilot in 2012/13 are positive.</p>
3.3	To develop support and services locally which reduce the effects of sight loss	3.3.1 Working with the Thomas Pocklington Trust and other local partners develop a vision plan and local support services.	Gary Collier	31.03.14	Multi-agency meeting held on 17 th June 2013 chaired by the Pocklington Trust to scope content of a local vision strategy. Members of a project group have been agreed. Intention to have priorities agreed by 31/03/14 that will inform commissioning plans.
Supporting People With Disabilities in the Community					
4.1	Ensure accessibility is at the heart of planning policy	4.1.1 Deliver accessibility projects as part of the local implementation plan.	Jales Tippell	31.03.14	<u>On track</u> - A range of projects and schemes continue to be delivered in Hillingdon covering improvements to footpaths and roads.
		4.1.2 To ensure all new and existing developments are inline with the accessibility guidance in the Equality Act 2010	Jales Tippell	31.03.14	<u>On track</u> – all new and existing planning applications are considered in line with the requirements of the Equality Act to ensure good accessibility to buildings and facilities for people with disabilities. The Council's Access Officer is involved closely in all key developments.
4.2	Promote a range of activities to increase participation in sports for disabled residents.	4.2.1 Continue to develop and offer people with disabilities opportunities to participate in sporting activities.	Howard Griffin	31.03.14	<u>On track</u> - A 'Shine the Light' sports event for disabled adults was held at Brunel University in July 2013 to celebrate one year since the torch relay passed through Hillingdon. Around 80 people with disabilities attended and had a go at various sports including judo, Football, Tennis, Golf and Dance.

Ref No:	Task	Actions	Lead	Target Dates	Progress Update
					Following a successful bid to Sport England, Hillingdon have secured a share in a West London inclusive sports programme. Titled 'On Your Marks' the scheme now offers regular swimming lessons and multi-sports in Ruislip, Uxbridge and Hayes.
		4.2.2 Work to extend community based sports development programmes offering new activities and opportunities to residents.	Howard Griffin	31.03.13	<u>On track</u> - The Boccia club is established at the Pavilions shopping centre in Uxbridge. Workshops in 'How to Coach Disabled People in Sport' continue to form part of the programme for local sports clubs and coaches to make their activities more inclusive.
		4.2.3 Promote parks activities to encourage take up and healthy activities for, disabled people.	Paul Richards	31.03.14	<p><u>On track</u> – A range of improvements to facilities have been delivered to support people with disabilities take-up and maintain healthy activities.</p> <p>Improvements continue to be made to allotment sites to encourage take-up and participation from people with a disability in renting an allotment plot. This includes new security fencing to help make allotment holders feel safe and secure (includes Hill End Road Allotment (Harefield), West Drayton Depot Allotment, Pinglestone Close Allotment and Field End Road Allotments).</p> <p>Other improvements during the last 12-18 months include track resurfacing and new path works on allotment sites.</p> <p>To support people with mobility difficulties golf buggies are provided at the golf courses. Other works completed include improved path works at Pinkwell Park and Fassnidge Park over the last 12 months.</p>

Ref No:	Task	Actions	Lead	Target Dates	Progress Update
4.3	Improve the educational standards of children with disabilities and additional needs	4.3.1 Continue to seek and develop opportunities for the provision of suitable, local schools places for children with a special education need.	Dan Kennedy	31.03.14	<u>On going</u> – Updates have been provided to Cabinet about the rising demand for schools places, including the rising number of children with a statement of special education need. Options are being explored to develop local education provision for children with a special need closer to home where possible.
4.4	Actively develop opportunities for people with disabilities and their representatives to be involved in shaping and developing services and support in Hillingdon.	4.5.1 Review how arrangements to involve people with disabilities in user groups etc...are working and support the development of these groups.	Dan Kennedy	31.03.14	<u>Ongoing</u> – Officers are working closely with members of the steering group for the Disabled People’s Assembly to introduce changes to the way the Assembly works. This includes seeking regular feedback from those attending the assembly to shape future agenda items and more direct support from the Council for co-ordinating and chairing meetings.
Housing					
5.1	Re-shape housing support for people with learning disabilities and physical disabilities to increase alternatives to residential care which delivers greater independence and choice.	5.1.1 Provide supported accommodation to reduce reliance on residential care.	Tony Zaman	31.03.14	<u>On track</u> - Placements continue to be made into Triscott House and Cottesmore House for residents with extra care support needs to prevent the need for resident placements. On average 1 placement is made per month. The council continues to work with providers to develop additional supported living accommodation. This includes de-registering a number of existing care homes and remodelling these as supported living accommodation. Work has started on six schemes which will provide supported living accommodation for approximately 26 residents.
5.2	Deliver the Disabled Facilities Grants programme within budget and maximise economies of scale	5.2.1 Overall, complete major adaptations to homes increasing independence and safety for people with disabilities.	Neil Stubbings	31.03.14	<u>On track</u> – To the end of September 2013, 41 adaptations have been completed to private sector homes to help residents who need additional assistance to live independently in their own homes.

APPROPRIATION OF LAND AT PORTLAND ROAD, HAYES

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services.
Officer Contact	M Henington, Residents Services
Papers with report	Site Plan

1. HEADLINE INFORMATION

Summary	This reports seeks Cabinet approval to appropriate the land from Highways to Green Spaces to create a small park.
Contribution to our plans and strategies	The recommendations support the objectives of the Corporate Property Asset Management Plan in seeking to optimise the use of property assets.
Financial Cost	None specific
Relevant Policy Overview Committee	Corporate Services and Partnerships Policy Overview Committee
Ward(s) affected	Charville

2. RECOMMENDATION

That the Cabinet:

- 1) **Authorises officers to give public notice of the Council's intention to appropriate the land from highways purposes to public open space;**
- 2) **Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council, Cabinet Member for Finance, Property and Business Services and the Cabinet Member for Planning, Transportation and Recycling to:**
 - (a) **Consider any objections to the proposed appropriation; and**
 - (b) **Decide whether the land should be appropriated for public open space.**
- 3) **Agrees that Officers be authorised to proceed with seeking planning consent and take any necessary decision to stop up the area of highway in question.**

Reasons for recommendation

The land is currently designated as public highway and it is proposed to appropriate the land to Green Spaces for use as a park to improve local amenities.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

The site has an area of approximately 1.4 acres. It comprises a grassed amenity area of land, currently held and designated for public highway purposes.

It is proposed that the land will be appropriated for use as a small park, subject to any necessary consent that may be required. The proposals for the land currently include a new playground, picnic area, outside gym and a playing field.

Financial Implications

The land has an estimated value of £15,000 for its existing use, assuming no residential development potential.

There is no cost to the Council in undertaking the appropriation, with any costs associated with the proposed playground report subject to approval at a later date. The financial effect of the recommendation is that Green Spaces rather than Highways Services will pick up the ongoing maintenance costs of the playground development.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The appropriation of the land will result in the land being used as a park for recreational purposes.

Consultation Carried Out or Required

None.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above.

Legal

If the Council wishes to appropriate land from highways to public open space, it will need to be satisfied that the provisions of Section 122 of the Local Government Act 1972 are met and in particular that the land is “no longer required” for the purposes for which it is currently held. Case law has established that in determining whether land is required for a particular purpose, it is legitimate to weigh up the relative importance of different needs and to exercise judgment in the public interest. In this particular case, it would seem that the area of land in question is not needed to facilitate the passage of pedestrians or vehicles and would serve the public interest as a park area. However, the decision maker will need to be satisfied that there is in fact no need for the land to be used as highways land and that in weighing up competing needs, the balance falls in favour of providing public open space for a new park area.

This report indicates that the area of land is open in character. That being the case, the Council will need to advertise its intention to appropriate the land in a local newspaper for two consecutive weeks and take any consultation responses into account before formally deciding to appropriate the land. Officers should consult legal services with regards to the detailed process of appropriation.

Officers have advised that the land is currently adopted highway. That being the case, in order to create a park, it is recommended that the Council obtains a stopping up order in accordance with the Highways Act 1980. This can be obtained on application to the magistrate’s court. The Council would have to satisfy the magistrates that the land is no longer required as a highway. Legal Services should be instructed to carry out this work.

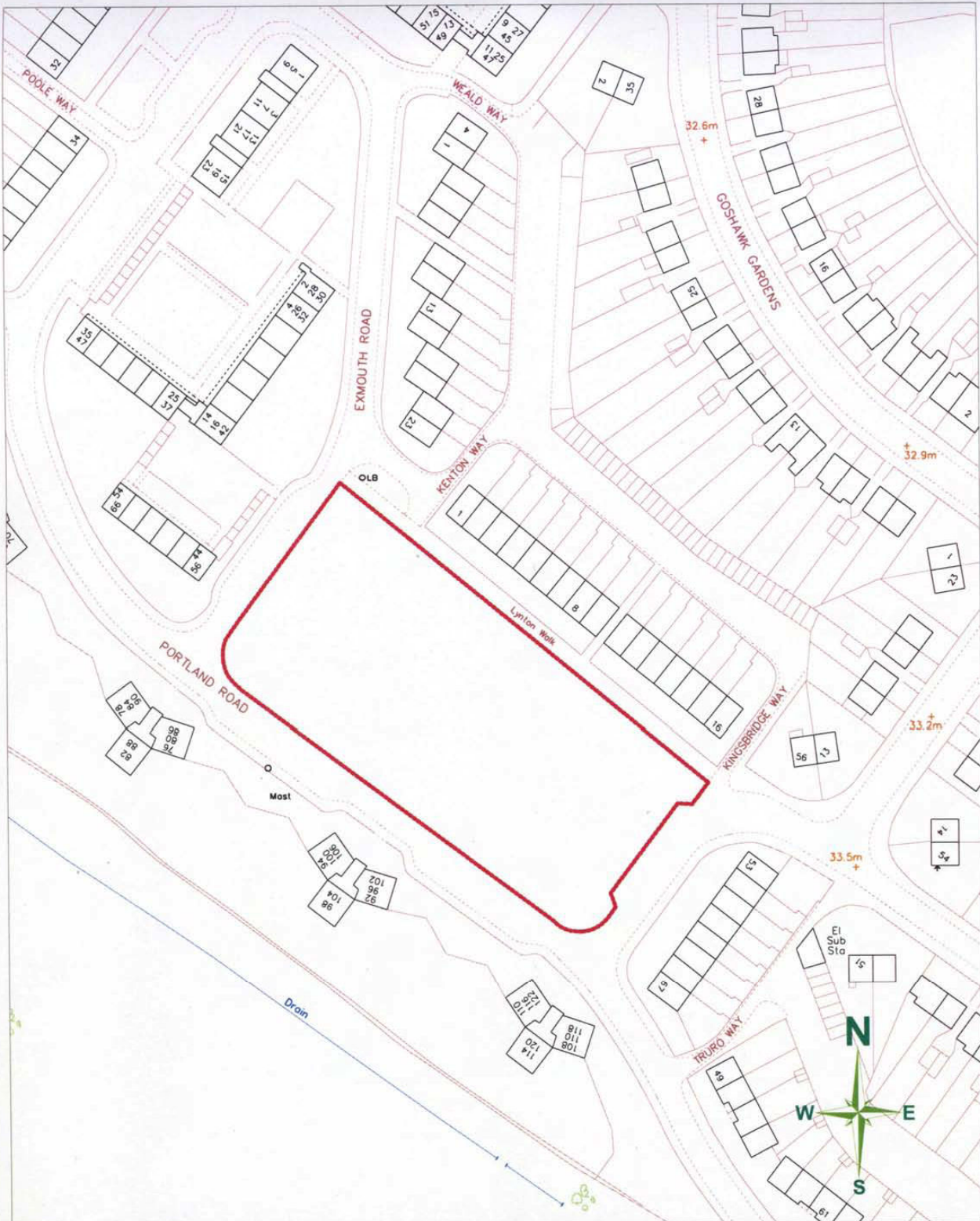
Planning consent will be required in order to carry out the works referred to in this report and officers are advised to seek the advice of the Council’s Planning Department in this regard.

Corporate Property and Construction


Corporate Property and Construction has authored this report.

6. BACKGROUND PAPERS

Nil.



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	PROPERTY SERVICES CIVIC CENTRE, HIGH STREET, UXBRIDGE, MIDDLESEX, UB8 1UW	TITLE	Land at Portland Road Hayes	DRG No	
				SCALE	1:1250
				DATE	24.07.2012

COUNCIL BUDGET - MONTH 5 2013/14 REVENUE AND CAPITAL MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Corporate Director of Finance
Papers with report	None

HEADLINE INFORMATION

Purpose of report	<p>This report provides an update on the Council's latest financial position and performance against the 2013/14 revenue budget and current capital programme, as forecast at the end of August 2013 (Month 5).</p> <p>A net in-year underspend of £1,336k is forecast against 2013/14 General Fund revenue budgets, an improvement of £1,138k on the position reported at Month 4.</p> <p>The latest positions on other funds and the capital programme are detailed within the body of this report.</p>
Contribution to our plans and strategies	Achieving value for money is an important element of the Council's medium term financial plan.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That the Cabinet:

- 1. Note the forecast budget position for revenue and capital as at Month 5.**
- 2. Note the treasury management update for Month 5 at Appendix E.**
- 3. Continue the delegated authority up until the 21 November 2013 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 26 September and 24 October 2013 Cabinet meetings, detailed at Appendix F.**
- 4. Allocate £500k from Priority Growth to fund environmental and recreational initiatives.**

5. Approves funding of £632k in respect of 2 Year Olds Entitlement Grant to be added to the Primary Schools Capital Programme.
6. Approves funding of £347k in respect of Capital Maintenance Grant to be added to the Schools Conditions budget.
7. Approve the award of a £25k per annum for the years 2013/14 and 2014/15 from the Voluntary Sector Grants budget to the Citizens Advice Bureau.
8. Approve the introduction of an Ordinary Watercourse Land Drainage Consent fee of £50 with effect from 4 November 2013.
9. That Cabinet ratify an Emergency Contract Decision taken by the Chief Executive and Leader of the Council on 15 October 2013 to award a Block Contract to Nestor Primecare Services Ltd (trading as Allied Healthcare) for the provision of domiciliary care for a period of one year at a cost of £416.7k.

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance to date against budgets approved by Council on 28 February 2013 and management actions to deliver outturn within that approved budget.
2. Appendix E provides an update to Cabinet on Treasury Management performance during the previous month.
3. Recommendation 4 seeks authority to allocate £500k from unallocated Priority Growth to support initiatives including improved facilities in parks.
4. Recommendations 5 and 6 seek authority to include grant funding relating to schools projects in the capital programme. The Council has engaged in a programme of building capacity for additional nursery places which has created 932 new places for 2-year old infants. The Council received £631,992 2-Year Olds Entitlement Grant for this purpose to be included in the overall Primary Schools Capital Programme. In addition, due to the increase in demand for improvement works in schools it is proposed to increase the Schools Condition Budget by £347k from Capital Maintenance Grant.
5. As a result of the changes to benefits arrangements, the Borough's CAB service has experienced an increase to demand on their service. In order to support this, Recommendation 7 seeks authority to commit an additional £25k per annum, which will then be match funded over the two year period by the Hillingdon Community Trust. Of the £1.81m of grants allocated, £1.68m was committed by Council in December, leaving £134k unallocated. The £25k is proposed to be committed from this remaining allocation.
6. Under the Flood and Water Management Act 2010 the Council received responsibilities previously performed by the Environment Agency to give to consent to works that might obstruct the flow of ordinary watercourses in the borough. The Council is permitted under the Land Drainage Act 1991 to charge for giving such consent. The maximum charge has been fixed by statute at £50 and recommendation 10 seeks authority to introduce the charge at this level.

7. Recommendation 9 ratifies an Emergency Contract Decision recently made to ensure continued domiciliary care following an urgent need to transfer the home care packages of a number of older residents.

Alternative options considered

8. There are no other options proposed for consideration.

SUMMARY

REVENUE

9. As at Month 5, the budget monitoring position on in year activities shows a net underspend of £1,336k, representing an improvement of £1,138k on the position reported at Month 4. This position includes a net pressure of £1,203k on directorate budgets, off-set by an underspend of £2,500k on financing costs and £39k favourable movement on the contingency position.
10. While there remains a significant overspend on directorate operating budgets, all groups are working up plans to ensure delivery of outturn within budget which will enable the variance on capital financing costs to be treated as a windfall. Reported pressures within this position primarily relate to the following demand-led services Homelessness, Care Placements and SEN Transport.
11. Within the forecast position, there remains provision of £875k within Development & Risk Contingency, £930k uncommitted Priority Growth and £487k uncommitted HIP budgets, providing scope to deal with any issues arising or support new initiatives.
12. An exceptional prior year item in relation to Icelandic Investments is retained at Month 5, which sees £1,350k released to the General Fund from the £2,500k originally set aside to manage risk around recovery of these investments.
13. As at Month 5, unallocated General Fund balances are forecast to reach £32,936k by 31 March 2014.
14. Within other funds, there are no material movements to report.

CAPITAL

15. As at Month 5 an underspend of £19,232k is reported on the 2013/14 capital programme budget from a revised budget of £119,122k, a movement of £14,393k on forecast expenditure at Month 4. Although this movement is primarily linked to substantial rephasing of expenditure, including £11,359k school expansions and £1,621k energy saving projects, there is not expected to be any impact on service delivery or MTFE assumptions, including delivery of sufficient school places for September 2014.
16. Forecast outturn across the General Fund Capital Programme for 2013/14 to 2015/16 is an underspend of £17,407k, a reduction of £3,022k on the Month 4 position. The most significant movements relate to an newly declared pressure of £1,010k on Phase 1 of the Primary School Expansion Programme and an underspend of £3,661k on Phase 3 of this programme, due to favourable tender returns and the additional budgeted form of entry not being provided.
17. General Fund capital receipts of £12,549k are forecast for 2013/14, £3,525k in excess of revised budget, with forecast receipts over the period to 2017/18 expected to reach £27,705k.

FURTHER INFORMATION

General Fund Revenue Budget

18. As at Month 5 a net underspend of £1,336k is reported on normal activities, consisting of £1,203k pressures on Directorate Operating budgets being off-set by the significant underspend on Corporate Operating Budgets arising from the deferral of financing costs and a minor £39k underspend on Development & Risk Contingency. The most significant pressures reported relate to Homelessness, Social Care Placements and SEN Transport.
19. The current monitoring position assumes that £875k of uncommitted General Contingency, £930k unallocated Priority Growth and £487k unallocated HIP funds will be committed in full by 31 March 2013. This provides significant scope to manage any unforeseen issues or support new initiatives within normal operating budgets.
20. This position represents a significant improvement on the position at Month 4, with the pressure on Directorate Operating Budgets reducing by £1,156k primarily due to the ongoing review of Children's Social Care Placements and appropriation of shops to the General Fund from 1 October 2013.
21. Taking into account the £1,350k exceptional item relating to improved prospects for recovery of Icelandic Investments, unallocated General Fund balances are now forecast to reach £32,936k by 31 March 2014.

Table 1: General Fund Overview

Original Budget	Budget Changes		Month 5		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000		£'000	£'000		£'000	£'000	£'000
165,738	(89)	Directorate Operating Budgets	165,649	166,852	1%	1,203	2,359	(1,156)
20,738	159	Corporate Operating Budgets	20,897	18,397	-12%	(2,500)	(2,500)	0
22,883	489	Development & Risk Contingency	23,372	23,333	0%	(39)	(57)	18
1,800	(70)	Priority Growth	1,730	1,730	0%	0	0	0
211,159	489	Sub-total Normal Activities	211,648	210,312	-1%	(1,336)	(198)	(1,138)
		<u>Exceptional items:</u> Prior Year Reduction in Icelandic Impairment		(1,350)		(1,350)	(1,350)	0
211,159	489	Total Net Expenditure	211,648	208,962	-1%	(2,686)	(1,548)	(1,138)
(211,159)	(489)	Budget Requirement	(211,648)	(211,648)		0	0	0
0	0	Net Total	0	(2,686)		(2,686)	(1,548)	(1,138)
(30,250)	0	Balances b/fwd 01/04/13	(30,250)	(30,250)		0	0	0
(30,250)	0	Balances c/fwd 01/14/13	(30,250)	(32,936)		(2,686)	(1,548)	(1,138)

22. Significant improvement has been reported on Directorate Operating Budgets from Month 4, with successful management action in a number of areas compensating for pressures. This work will continue over the coming months to enable the underspend on capital financing to be treated as a windfall.

23. Implementation of the Benefit Cap within Hillingdon was completed on 30 September 2013, which as part of the government's wider Welfare Reform agenda is expected to impact upon demand for Council services. These cross-cutting implications continue to be monitored and will be factored into the monitoring position where appropriate.

Directorate Operating Budgets (£1,203k pressure / £1,156k improvement)

24. Table 2 below provides an overview of forecast outturn on directorate operating budgets, excluding those items managed through contingency. Further detail on group positions is set out in Appendix A to this report.

Table 2: Directorate Operating Budgets

Original Budget	Budget Changes	Directorate		Month 5		% Var	Variance (+ adv / - fav)		
				Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000			£'000	£'000		£'000	£'000	£'000
197,598	(21,790)	Admin. & Finance	Expenditure	175,808	175,548	0%	(260)	(187)	(73)
(174,923)	22,178		Income	(152,745)	(152,845)	0%	(100)	(57)	(43)
22,675	388		Sub-Total	23,063	22,703	-2%	(360)	(244)	(116)
121,042	11,731	Residents Services	Expenditure	132,773	135,878	2%	3,105	3,010	95
(56,716)	(12,155)		Income	(68,871)	(71,377)	4%	(2,506)	(1,872)	(634)
64,326	(424)		Sub-Total	63,902	64,501	1%	599	1,138	(539)
31,100	1,002	Children & Young People's Services	Expenditure	32,102	32,478	1%	376	849	(473)
(7,856)	(985)		Income	(8,841)	(8,876)	0%	(35)	(9)	(26)
23,244	17		Sub-Total	23,261	23,602	1%	341	840	(499)
72,393	(222)	Adult Social Care	Expenditure	72,171	74,551	3%	2,380	2,056	324
(16,900)	152		Income	(16,748)	(18,505)	10%	(1,757)	(1,431)	(326)
55,493	(70)		Sub-Total	55,423	56,046	1%	623	625	(2)
165,738	(89)	Total Directorate Operating Budgets		165,649	166,852	1%	1,203	2,359	(1,156)

25. An improvement of £116k is reported on Administration and Finance operating budgets, bringing the underspend on these directorates to £360k which primarily relates to the current level of vacancies being held within the establishment.

26. A pressure of £599k is reported within Residents Services, representing an improvement of £539k from Month 4 due to increased underspends within Education and the additional income associated with the transfer of shops to the General Fund. There remains a pressure of £2,172k on the demand-led Homelessness budget, which is partially off-set by underspends totalling £1,573k across the directorate.

27. The continuing in-depth review of placements within Children and Young People's Services has led to an improvement of £499k in the reported position, leaving a residual pressure of £341k due to client numbers and delays in implementation of a number of initiatives to move children into more effective fostering placements. It has been identified that there may be scope to recover an increased share of placement costs from Health partners where appropriate, which would further improve the outturn position in this area.

28. A minor improvement of £2k is reported on Adult Social Care budgets, resulting in a net pressure of £623k at Month 5. The underlying pressure is primarily attributable to Care Placement budgets across a number of client groups, including Older People and Learning Disability.

Progress on Savings

29. An update on the 2013/14 savings programme is set out in table 3 below. In cases where slippage is reported in delivery of savings, the impact upon directorate budgets has been included in the forecast outturn position in table 2.

Table 3: Month 4 RAG Status for 2013/14 Savings

	Admin. & Finance	Residents Services	Children & Families	Social Care	Cross Cutting	Total 2013/14 Savings	
	£'000	£'000	£'000	£'000	£'000	£'000	%
Banked	(1,051)	(4,681)	(293)	(2,499)	0	(8,524)	50%
On track for delivery	0	(1,122)	(1,108)	(2,123)	(418)	(4,771)	28%
Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(299)	(243)	(97)	(2,582)	(3,221)	19%
Serious problems in the delivery of the saving	0	0	(300)	(295)	0	(595)	3%
Total 2013/14 Savings	(1,051)	(6,102)	(1,944)	(5,014)	(3,000)	(17,111)	100%

30. At the end of Month 5, the percentage of savings now classed as banked improved to 50%, with a further 28% now being classed as on track. Work has been undertaken during the month to clarify the underlying position in respect of the delivery of all outstanding savings. It is expected that compensatory savings will be identified to fully mitigate any in-year shortfall in savings delivery, and where necessary longer term alternatives will be identified.

31. An improved position is reported on savings brought forward from 2012/13 with 85% classed as banked or on track, an improvement of 18% from Month 4. The remaining 15%, all within Adult Social Care, are delays in the delivery of savings caused by the Day Centre Judicial review and will not now be deliverable in 2013/14 but are deliverable from 2014/15 onwards.

Table 4: Month 4 RAG Status for b/fwd 2012/13 Savings

	Admin. & Finance £'000	Residents Services £'000	Children & Families £'000	Social Care £'000	Total B/fwd Savings	
					£'000	%
Banked	(235)	(77)	0	0	(312)	16%
On track for delivery	(65)	(330)	(255)	(706)	(1,356)	69%
Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	0	0	0	0	0%
Serious problems in the delivery of the saving	0	0	0	(311)	(311)	15%
Total B/fwd Savings	(300)	(407)	(255)	(1,017)	(1,979)	100%

Corporate Operating Budgets (£2,500k underspend / no movement)

32. Table 5 below provides an overview of forecast outturn on corporately managed budgets as at Month 5. These budgets fund the costs of financing the Council's capital programme and the externally set levies, over which the Council has limited control.

Table 5: Corporate Operating Budgets

Original Budget £'000	Budget Changes £'000		Month 4		% Var	Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
11,456	0	Interest & Investment Income	11,456	8,956	-22%	(2,500)	(2,500)	0
9,282	159	Levies & Other Corporate Budgets	9,441	9,441	0%	0	0	0
20,738	159	Total Corporate Operating Budgets	20,897	18,397	-12%	(2,500)	(2,500)	0

33. There remains a forecast underspend of £2,500k on capital financing costs due to the continuing deferral of borrowing in support of the Primary School Capital Programme, however as previously noted this amount will be required in full as the existing tranche of projects is completed over the next eighteen months. This position excludes the impact of the one-off exceptional item relating to Icelandic Investments.

34. There are no material variances reported on Levies & Other Corporate Budgets.

Development & Risk Contingency (£39k underspend / £18k adverse movement)

35. The Council has set aside £23,372k to manage volatile and uncertain budgets within the Development & Risk Contingency, which includes £21,883k for specific risks and £1,489k as General Contingency. There has been no material change in the forecast contingency requirement from Month 4. Table 6 below sets out the latest forecast call on these contingency budgets, with further detail provided at a directorate level in Appendix A to this report.

Table 6: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Current Commitments	Revised Budget £'000	Forecast as Needed £'000	Variance (+ adv / - fav)			
					Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
1,000	489	Corporate	General Contingency	1,489	875	(614)	(614)	0
500	0		BID Pump Priming Fund	500	500	0	0	0
660	0		Pensions Auto-enrolment	660	660	0	0	0
400	0	A&F	Uninsured Claims	400	400	0	0	0
402	0	Residents Services	Carbon Reduction Commitment	402	375	(27)	(37)	10
217	0		Outsourced Leisure Income Streams	217	372	155	147	8
200	0		HS2 Challenge	200	200	0	0	0
200	0		Heathrow Expansion Challenge	200	200	0	0	0
737	0		Impact of Welfare Reform on Homelessness	737	737	0	0	0
30	0		Hillingdon Local Plan	30	30	0	0	0
760	0		SEN Transport	760	1,366	606	591	15
2,010	0		Waste Disposal Levy	2,010	2,346	336	351	(15)
1,995	0	C&YPS	Reduction in UKBA Asylum Funding	1,995	1,500	(495)	(495)	0
781	0		Looked After Children (Demographic)	781	781	0	0	0
3,814	0	Adult Social Care	Transitional Children (Demographic)	3,814	3,814	0	0	0
1,500	0		BID Staffing Structure Review	1,500	1,500	0	0	0
3,997	0		Older People's Services (Demographic)	3,997	4,492	495	495	0
1,226	0		Physical Disability (Demographic)	1,226	1,059	(167)	(167)	0
896	0		Learning Disability Service (Demographic)	896	692	(204)	(204)	0
1,558	0		Mental Health Service (Demographic)	1,558	1,434	(124)	(124)	0
22,883	489	Total Development & Risk Contingency		23,372	23,333	(39)	(57)	18

36. Although there has been no material movement in forecasts from Month 4, there remains significant uncertainty around the SEN Transport position with the full impact of changes to routes from the start of the new financial year yet to be confirmed. Forecasts will continue to be refreshed in the coming months and any movement reported to Cabinet at the earliest opportunity.

37. The reported positions on Children and Young People's Services and Adult Social Care assume that contingency budgets can be drawn down in full, with residual demographic pressures being shown with Directorate Operating Budgets.

38. The reported position on Development & Risk Contingency includes provision of a further £875k for as yet unanticipated calls against the remaining unallocated General Contingency.

Priority Growth

39. The 2013/14 General Fund Revenue Budget approved by Council on 28 February 2013 set aside £1,000k within the unallocated Priority Growth budget, in addition to £800k in the HIP Initiatives budget. Table 7 summarises the position with regard to each of these elements.

Table 7: Priority Growth

	Budget	Approved Allocations	Unallocated Growth
	£'000	£'000	£'000
<u>HIP Initiatives Budget:</u>			
Original Budget	800		
Environmental & Heritage Projects		313	
Unallocated Balance			487
Sub-Total HIP Initiatives Budget	800	313	487
<u>Non-Specific Priority Growth</u>			
Original Budget	1,000		
Registrars' Suite Refurbishment		70	
Unallocated Balance			930
Sub-Total Non-Specific Priority Growth Budget	1,000	70	930
Total Priority Growth	1,800	383	1,417

40. HIP Steering Group has approved release of £313k from the HIP Initiatives Budget to fund a range of projects during 2013/14, leaving £487k unallocated. The reported position assumes that this sum will be utilised in full by 31 March 2014.

41. On 26 September 2013 Cabinet approved release of £70k from Priority Growth to fund refurbishment of the Civic Centre Registrars' Suite. This report recommends release of a further £500k to support environmental and recreational initiatives, if approved this would reduce the remaining uncommitted sum to £430k. The reported position assumes that this sum will be committed in full by 31 March 2014.

Schools Budget, Parking Revenue Account and Collection Fund

42. Latest forecasts on other funds indicate a broadly break-even or manageable position, with the exception of the reported surplus on the Collection Fund, which will not impact upon the General Fund position in-year. Commentary on each of these funds can be found in Appendix B.

43. As at Month 5 the Schools Budget is reporting a net surplus of £298k, with underspends mitigating a £852k pressure on SEN placements. The pressure on SEN costs is due to the high number of out-of-borough placements where local provision is insufficient to

meet demand. As the cost of providing transport to and from such placements is chargeable to the General Fund, the corresponding pressure of £1,366k is being managed through Development and Risk Contingency. Compensatory underspends are reported due to reduced numbers of joint-funded placements and a lower than expected uptake of new 2-year old nursery provision.

44. An adverse movement of £59k is reported on the Parking Revenue Account (PRA), primarily due to reduced PCN income in the transition to a new parking enforcement provider, bringing the net in-year deficit for the account to £189k. If this deficit can not be managed within the PRA it will be necessary to identify funding sources for existing Parking Management Schemes.
45. Continued strong growth in the Council Tax base as new housing developments come on stream within the borough has led to an increased in-year surplus being forecast on Collection Fund at Month 4. Combined with the carried forward surplus from 2012/13, it is expected that £3,610k will be released to the General Fund in 2014/15.

Housing Revenue Account Budget

46. As at Month 5, an in-year underspend of £9,208k is forecast on Housing Revenue Account (HRA) operations, primarily due to delays in implementation of the £17,676k programme of major works to housing stock. In addition, further underspends are reported on Housing Management budgets.
47. A pressure of £383k is reported on rental income, an adverse movement of £113k from Month 4, as a result of further increases to the number Right to Buy sales. Further detail on the implications of recent changes to Right to Buy arrangements are contained in the Capital section (Appendix D) of this report.
48. Further commentary on the HRA is set out in Appendix C.

Future Revenue Implications of Capital Programme

49. The latest reported position on the Council's 2013/14-15/16 Capital Programme is detailed in Appendix D. A net underspend of £17,407k pressure is reported on the General Fund Programme assuming full drawdown on contingency and £1,042k pressure on HRA Projects.
50. The significant underspend currently reported primarily relates to favourable forecast on Primary School Expansions, which are reporting a £12,612k underspend due to tendered costs of the programme being significantly lower than previously anticipated.
51. Significant further investment in schools is likely to be required in the longer term to meet further demographic growth and the transition of the current pupils to the secondary sector, it is expected that further borrowing will be required in future. As such necessary levels of provision for within revenue budgets for capital financing are not expected to reduce as a result if this underspend.

Appendix A – Detailed Group Forecasts (General Fund)

ADMINISTRATION & FINANCE (£360k underspend, £116k improvement)

1. The combined position for the Administration and Finance Groups at month 5 is an underspend of £360k. Underspends as a result of holding vacant posts in both Groups and increases in expected income forecasts in Legal Services, have been netted down by the costs of agency staff employed to ensure the smooth implementation of restructures currently underway.

Table 1: Administration & Finance Summary

Original Budget	Budget Changes			Month 5		% Var	Variance (+ adv / - fav)		
				Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000			£'000	£'000		£'000	£'000	£'000
8,749	241	Admin. Directorate	Salaries	8,990	8,804	-2%	(186)	(117)	(69)
5,052	59		Non-Sal Exp	5,111	5,120	0%	9	20	(11)
(2,744)	(187)		Income	(2,931)	(3,025)	3%	(94)	(67)	(27)
11,057	113		Sub-Total	11,170	10,899	-2%	(271)	(164)	(107)
11,558	243	Finance Directorate	Salaries	11,801	11,634	-1%	(167)	(154)	(13)
172,239	(22,333)		Non-Sal Exp	149,906	149,990	0%	84	64	20
(172,179)	22,365		Income	(149,814)	(149,820)	0%	(6)	10	(16)
11,618	275		Sub-Total	11,893	11,804	-1%	(89)	(80)	(9)
20,307	484		Salaries	20,791	20,438	-2%	(353)	(271)	(82)
177,291	(22,274)		Non-Sal Exp	155,017	155,110	0%	93	84	9
(174,923)	22,178		Income	(152,745)	(152,845)	0%	(100)	(57)	(43)
22,675	388		Total	23,063	22,703	-2%	(360)	(244)	(116)

2. As a result of holding open vacant posts across the Administration Group, particularly in Performance, Occupational Health and Legal Services teams, not providing cover for maternity leave and employees reducing hours following maternity leave, further significant salaries underspends are being experienced in Month 5.
3. Revisions of non salary forecasts continue to be undertaken and decreases in the costs of printing and distribution, subscriptions and ICT spend within service areas have been netted down this month by pressures on L&D budgets, implementation costs of the Iken case management system in Legal Services and the projected cost of the Sickness Absence management system.
4. There is an expected over-recovery of income within Legal Services, relating to additional workload on Section 106 agreements as a result of a change in legislation which took effect on the 30th April. This is expected to be a one off and so will not be factored into income targets going forward.

Table 2: Administration Operating Budgets

Original Budget	Budget Changes	Service	Month 5		% Var	Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4	
			£'000	£'000		£'000	£'000	£'000	
442	20	Directorate	Salaries	462	460	0%	(2)	6	(8)
6	(0)		Non-Sal Exp	6	6	1%	0	0	0
(56)	(0)		Income	(56)	(56)	0%	0	0	0
392	19		Sub-Total	411	409	-1%	(2)	6	(8)
676	4	Corporate Comms	Salaries	680	732	8%	52	49	3
187	(0)		Non-Sal Exp	187	154	-17%	(32)	(28)	(4)
(103)	1		Income	(103)	(103)	0%	0	0	0
760	4		Sub-Total	764	784	3%	20	21	(1)
1,425	7	Democratic Services	Salaries	1,432	1,473	3%	41	39	2
1,895	0		Non-Sal Exp	1,895	1,879	-1%	(16)	(9)	(7)
(849)	0		Income	(849)	(892)	5%	(44)	(40)	(3)
2,471	8		Sub-Total	2,479	2,461	-1%	(18)	(10)	(8)
2,347	12	Human Resources	Salaries	2,359	2,301	-2%	(59)	(27)	(32)
467	(15)		Non-Sal Exp	452	520	15%	67	39	28
(591)	15		Income	(576)	(589)	2%	(12)	(11)	(1)
2,223	12		Sub-Total	2,235	2,232	0%	(4)	1	(5)
1,924	8	Legal Services	Salaries	1,932	1,891	-2%	(40)	(45)	5
98	0		Non-Sal Exp	98	116	19%	18	22	(4)
(575)	(0)		Income	(575)	(611)	6%	(36)	(16)	(20)
1,447	8		Sub-Total	1,455	1,396	-4%	(58)	(39)	(19)
1,935	190	Policy & Perf.	Salaries	2,125	1,949	-8%	(176)	(137)	(39)
2,399	4		Non-Sal Exp	2,403	2,374	-1%	(29)	(4)	(25)
(570)	(202)		Income	(772)	(775)	0%	(3)	0	(3)
3,764	(8)		Sub-Total	3,756	3,548	-6%	(208)	(141)	(67)
8,749	233		Salaries	8,990	8,806	-2%	(184)	(117)	(69)
5,052	(11)		Non-Sal Exp	5,041	5,050	0%	8	20	(12)
(2,744)	(187)		Income	(2,931)	(3,026)	3%	(95)	(67)	(27)
11,057	35		Total	11,100	10,829	-2%	(271)	(164)	(107)

5. Within the Finance Directorate, there has been a slight increase to the salaries underspend as a result of vacant posts being held open for longer than previously anticipated within Strategic Finance, Internal Audit and Revenues & Benefits and has represented the main movement in forecasts this month.
6. Recruitment is nearing completion in Procurement & Commissioning with the few remaining posts expected to be filled by October. To effect a smooth transition and to embed the Category Management approach, agency staff have been employed while the implementation of the new structure is ongoing. Appointments have been made to some of the posts within the new Operational Finance structure and agency appointments have been made to enable a level of service to be maintained while longer term recruitment is carried out.
7. In April 2013, Council Tax Benefit was abolished and replaced with a local Council Tax Reduction Scheme and administration funding for the scheme was reduced. Workload

increased as a result of the changes and from having numerous vacant posts, so the contract with Liberata to use their capacity grid to deal with queries received has been extended. This contract is being monitored closely to ensure best value and that service levels are maintained at a high standard. Any additional expenditure through this contract is being funded through the implementation grants which have been received from Central Government.

8. The funding for discretionary housing payments (DHP) increased this year to £1,245k. Whilst claims for DHP have risen significantly, payments made this year have followed the strict criteria put in place and are less that would be expected at this point in the year. However, the implementation of the Benefit Cap, which has now been completed has affected 283 households to date in Hillingdon and so the demand on DHP is likely to increase.

Table 3: Finance Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 5		% Var	Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
547	3	Internal Audit	Salaries	550	540	-2%	(10)	(4)	(6)
50	0		Non-Sal Exp	50	51	2%	1	(3)	4
0	0		Income	0	0	#DIV/0!	0	0	0
597	3		Sub-Total	600	591	-2%	(9)	(7)	(2)
3,549	(151)	Operational Finance	Salaries	3,398	3,417	1%	19	7	12
688	267		Non-Sal Exp	955	978	2%	23	41	(18)
(984)	21		Income	(963)	(953)	-1%	10	10	0
3,253	137		Sub-Total	3,390	3,442	2%	52	58	(6)
2,115	359	Procurement	Salaries	2,474	2,492	1%	18	21	(3)
188	(5)		Non-Sal Exp	183	185	1%	2	(2)	4
(344)	(274)		Income	(618)	(618)	0%	0	0	0
1,959	80		Sub-Total	2,039	2,059	1%	20	19	1
4,350	(250)	Revenues & Benefits	Salaries	4,100	3,937	-4%	(163)	(152)	(11)
170,659	(22,596)		Non-Sal Exp	148,063	148,075	0%	12	5	7
(170,727)	22,640		Income	(148,087)	(148,083)	0%	4	0	4
4,282	(206)		Sub-Total	4,076	3,929	-4%	(147)	(147)	0
997	282	Strategic Finance	Salaries	1,279	1,248	-2%	(31)	(26)	(5)
654	1		Non-Sal Exp	655	701	7%	46	23	23
(124)	(22)		Income	(146)	(166)	14%	(20)	0	(20)
1,527	261		Sub-Total	1,788	1,783	0%	(5)	(3)	(2)
11,558	243		Salaries	11,801	11,634	-1%	(167)	(154)	(13)
172,239	(22,333)		Non-Sal Exp	149,906	149,990	0%	84	64	20
(172,179)	22,365		Income	(149,814)	(149,820)	0%	(6)	10	(16)
11,618	275		Total	11,893	11,804	-1%	(89)	(80)	(9)

RESIDENTS SERVICES (£599k pressure; £539k favourable)

9. Residents Services has a projected outturn position of a £599k overspend, excluding pressure areas that have identified contingency provisions. This reflects the exceptional demand-led pressures being experienced at present on housing needs, in addition to demographic pressures on special needs transports budgets impacting on the corporate contingency and special needs placements impacting on the schools budget.

Table 1: Residents Services Operating Budgets

Original Budget	Budget Changes	Service	Month 5		% Var	Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4	
			£'000	£'000		£'000	£'000	£'000	
1,381	635	Asset Man.	Salaries	2,016	2,060	2%	44	0	44
838	7,201		Non-Sal Exp	8,039	8,319	3%	280	280	0
(2,142)	(1,489)		Income	(3,631)	(4,030)	11%	(399)	0	(399)
77	6,347		Sub-Total	6,424	6,349	-1%	(75)	280	(355)
9,849	(408)	Education (GF)	Salaries	9,441	8,946	-5%	(495)	(480)	(15)
12,133	(156)		Non-Sal Exp	11,977	11,377	-5%	(600)	(460)	(140)
(10,421)	348		Income	(10,073)	(10,113)	0%	(40)	(30)	(10)
11,561	(216)		Sub-Total	11,345	10,210	10%	(1,135)	(970)	(165)
1,544	(77)	Env. Policy & Community Eng.	Salaries	1,467	1,446	-1%	(21)	(21)	0
1,011	(19)		Non-Sal Exp	992	992	0%	0	0	0
(6,246)	(61)		Income	(6,307)	(6,319)	0%	(12)	(12)	0
(3,691)	(157)		Sub-Total	(3,848)	(3,881)	1%	(33)	(33)	0
3,852	(244)	Housing (GF)	Salaries	3,608	3,625	0%	17	17	0
11,098	(4,441)		Non-Sal Exp	6,657	10,745	61%	4,088	3,788	300
(11,123)	4,566		Income	(6,557)	(8,490)	29%	(1,933)	(1,683)	(250)
3,827	(119)		Sub-Total	3,708	5,880	59%	2,172	2,122	50
13,294	(387)	ICT Highways & Business Services	Salaries	12,907	12,767	-1%	(140)	(120)	(20)
25,058	(16,495)		Non-Sal Exp	8,563	8,523	0%	(40)	(40)	0
(12,031)	6,395		Income	(5,636)	(5,836)	4%	(200)	(200)	0
26,321	(10,487)		Sub-Total	15,834	15,454	-2%	(380)	(360)	(20)
4,026	2,432	Planning Green Spaces & Culture	Salaries	6,458	6,446	0%	(12)	(9)	(3)
4,541	718		Non-Sal Exp	5,259	5,259	0%	0	0	0
(4,733)	(3,659)		Income	(8,392)	(8,409)	0%	(17)	(13)	(4)
3,834	(509)		Sub-Total	3,325	3,296	-1%	(29)	(22)	(7)
18,101	(763)	Public Safety	Salaries	17,338	17,224	-1%	(114)	(114)	0
29,597	8,454		Non-Sal Exp	38,051	38,193	0%	142	169	(27)
(25,301)	(3,008)		Income	(28,309)	(28,258)	0%	51	66	(15)
22,397	4,683		Sub-Total	27,080	27,159	0%	79	121	(42)
52,047	1,188	Residents Services	Salaries	53,235	52,514	-1%	(721)	(727)	6
84,276	(4,738)		Non-Sal Exp	79,538	83,408	5%	3,870	3,737	133
(71,997)	3,092		Income	(68,905)	(71,455)	4%	(2,550)	(1,872)	(678)
64,326	(458)		Total	63,868	64,467	1%	599	1,138	(539)

10. The Council's 2013/14 contingency budget contains provision for areas of expenditure or income within Residents Services for which there is a greater degree of uncertainty. The position against these contingency items is shown in Table 2 below.

Table 2: Residents Services Contingency Items

Original Budget	Budget Changes	Current Commitments	Revised Budget	Forecast as Needed	Variance (+ adv / - fav)		
					Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2,010	0	Waste Disposal Levy (Demand-led Tonnage Increases)	2,010	2,346	336	351	(15)
760	0	SEN Transport	760	1,366	606	591	15
737	0	Impact of Welfare Reform on Homelessness	737	737	0	0	0
402	0	Carbon Reduction Commitment	402	375	(27)	(37)	10
217	0	Outsourced Leisure Income Streams	217	372	155	147	8
200	0	HS2 Challenge Contingency	200	200	0	0	0
200	0	Heathrow Expansion Challenge Contingency	200	200	0	0	0
30	0	Hillingdon Local Plan	30	30	0	0	0
4,556	0		4,556	5,626	1,070	1,052	18

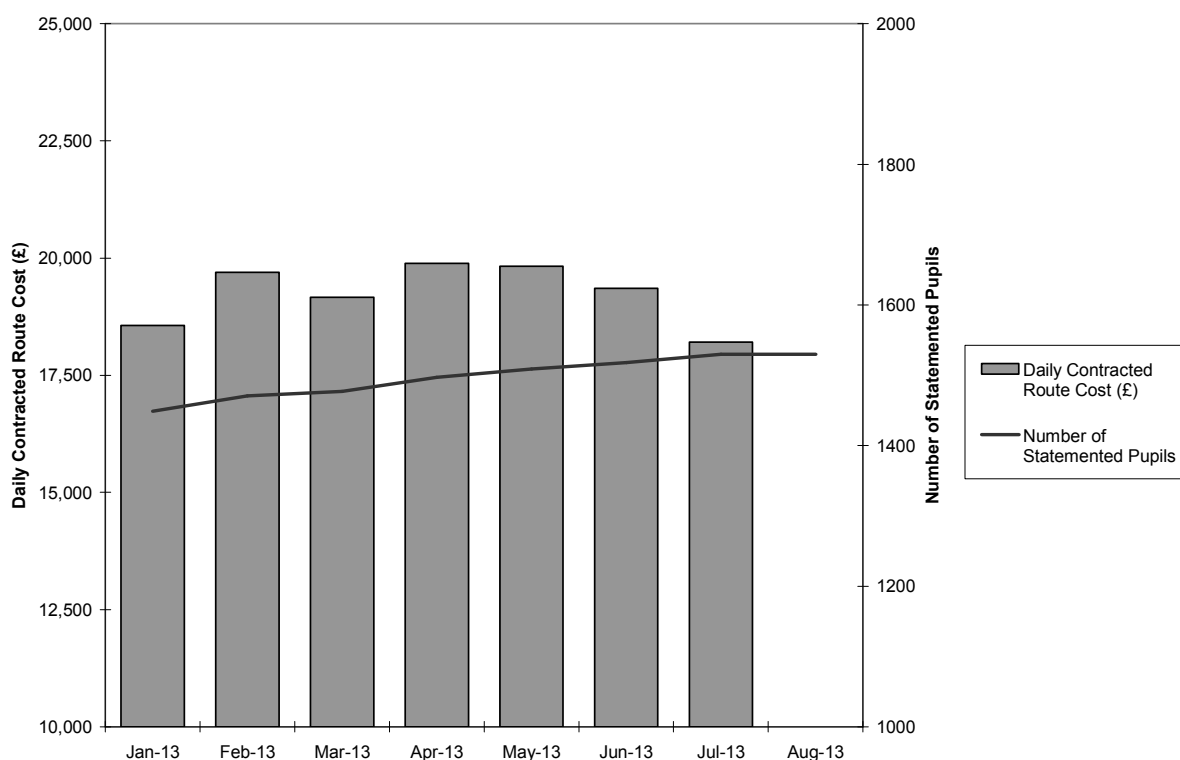
11. The contingency allocation reflects the budgeted projection set by the West London Waste Authority (WLWA) for the impact of the 'Pay as You Throw' (PAYT) scheme. The increase in tonnages has been lower than assumed when the levy was set, producing a forecast underspend against the full contingency of £119k, an improvement of £15k compared to Month 4. In addition, Hillingdon's share of the portion of the increase in the Fixed Cost Levy from WLWA due to a correcting base budget adjustment by WLWA of £2,600k is £455k, which is treated as a call on the general contingency of £489k brought forward from 2012/13.

12. Special Educational Needs (SEN) Transport is an area that has seen significant pressure in the last financial year. The forecast pressure is now £1,366k, which exceeds the budgeted contingency allocation of £760k by £606k, an adverse movement of £15k compared to Month 4. The overall pressure mainly reflects the increased costs of delivering home to school transport for out-of-borough placements and children with more complex needs. By the end of the summer term there had been a net increase in contracted routes, a 10% increase compared to April 2012. However, the cost of delivering the current route requirements had increased by over 20% since the beginning of the last academic year. This reflects the increased need to provide transport on 19 new routes to out-of-borough placements requiring greater distances travelled, as well as an increased number of children requiring individual transport due to more complex needs, that could not appropriately be provided on existing routes.

13. The pressure beyond the budgeted contingency allocation of £606k reflects that mitigating actions through policy changes and controls that in the budget were assumed to reduce overall costs by £250k are serving mainly to slow the overall rate of growth in the demographic pressure. There are also additional costs reflecting the transport needs of statemented children that commenced since budget setting for the current financial year with a full year effect of £382k, an adverse movement of £15k compared to Month 4 from an initial review of route changes taking effect from September 2013. This is offset by a one-off underspend on inter-authority recoupment of £26k due to lower than average recoupment activity, no change compared to Month 4.

14. The forecast also assumes that there will be a further increase in costs from the autumn term due to new placements of statemented pupils in line with the historic growth rate in statemented pupil numbers. Hence there is a risk that there could be a greater increase in route costs than forecast, leading to additional pressures not reflected in the current forecast.

15. Chart 1 below illustrates the recent trends in SEN transport contracted route costs compared to the overall numbers of statemented pupils that Hillingdon supports. The average daily route costs in June and July 2013 are distorted (artificially low) due to various special schools having their INSET days for the year in a continuous week either at the start of June, or at the end of the summer term in July. Consequently no pupil transport was provided to these schools during these weeks. The increase in the number of statemented pupils is also impacting on the Schools Budget in Appendix B where an overspend of £626k is forecast on independent special needs school placements.



16. The contingency to cover the impact of changes in Housing Benefit on temporary accommodation is forecast to be required in full. This contingency relates to the impact of the migration of temporary accommodation leases to rates linked to the Local Housing Allowance, and is not directly linked to the increase in demands on the Housing Needs service that is also leading to pressures in the current year.

17. The Carbon Reduction Commitment contingency is for the estimated costs for the requirement to purchase allowances for each tonne of carbon produced by the Council. The actual requirement to purchase allowances under the Carbon Reduction Commitment energy efficiency scheme for 2012/13 was reported to Cabinet in September 2013. An underspend against the contingency of £27k is expected mainly due to the exemption for un-metered supplies continuing in 2013/14, an adverse

movement of £10k compared to Month 4, reflecting the General Fund share of the increase actual purchase of allowances for 2012/13 compared to the provision made in closing the accounts. The contingency requirement also includes the £250k budget for allowances for schools that has been provided for in the schools budget.

18. There was an outturn deficit on the in-house management of golf courses in 2012/13 of £459k. The service is now in its second full season and there is an improvement in this position. Membership levels are down and membership income is reduced by £40k compared to last year. However, pay and play and associated income is showing a forecast improvement of £202k compared to last year, an adverse movement of £8k compared to Month 4, due to reduced usage by regular golfers at the height of the holiday season in August. Staffing costs are £50k higher than last year due to the impact of recruitment activity, however this is offset by the falling out of one-off costs for course improvements and consultancy last year of £75k. Hence the overall pressure is forecast at £272k, an improvement of £187k compared to last year's outturn.
19. There is also a pressure of £100k due to the loss of rental income from the Minet gym. The current operator has exercised their break clause with effect from August, and a procurement exercise has been undertaken to identify an alternative operator, however the signs are that it is unlikely that the current income stream will be replaced.
20. The HS2 and Heathrow expansion challenge contingencies provide resources to enable the Council to respond flexibly and effectively to the continuing threat that these infrastructure projects pose to residents. It is currently assumed that these resources will be fully utilised however this will be kept under close review throughout the remainder of the financial year.
21. The examination in public of Part 2 of the Hillingdon Local Plan is due to take place in spring 2014, and it is expected that this contingency will be fully utilised.

Asset Management (£75k underspend; £355k favourable)

22. The favourable movement of £355k represents the net income from the transfer of the non-dwelling assets from the HRA, approved by Cabinet in September.
23. There is a forecast pressure of £280k on maintenance budgets for day to day repairs for both the Civic Centre and outstations around the borough no change compared to Month 4. In addition, there are risks around the achievement of the income targets for the Civic Centre due to changes in third party occupation of the Civic Centre estate.
24. Additionally, the service is also managing financial risks around the achievement of capital receipts and the delivery of the capital programme, particularly the Primary School Capital Programme. At this stage it is forecast that these risks can be contained within existing budgets.

Education (£1,135k underspend; £165k favourable)

25. The education service has savings items totalling £1,369k included in the 2013/14 budget. This includes savings from the children's pathway project, and the further management restructure of the service which is at 'amber' in the savings tracker, as it has yet to reach the implementation stage.

26. The service continues to experience high staff turnover and vacancies resulting in forecast staffing underspends in the youth service (£140k), the school improvement service (£220k), an improvement of £15k compared to Month 4, education welfare (£40k), educational psychology (£60k) and the early years' team (£35k). Many of these posts have been held vacant pending the full implementation of the children's pathway.
27. There is a forecast underspend of £300k on Children's Centres due to the combined impact a more corporate approach to commissioning services from the centres, and continued underspends on running costs identified in the previous financial year, an improvement of £70k compared to Month 4.
28. A forecast underspend of £120k is also forecast on training for early years providers, continuing the position identified last year, an adverse movement of £30k compared to Month 4, an underspend of £50k on bought-in support for the School Improvement Service, and an underspend of £70k from a further review of discretionary budgets across the service, an improvement of £40k compared to Month 4.
29. In addition, there is now a forecast underspend on schools redundancy costs of £60k, as schools are continuing to maintain staffing levels despite the freeze in the funding unit, and the Council has applied strict criteria to the funding of redundancy claims.
30. There is an over-achievement of £40k on income due to additional buy back from schools, an improvement of £10k compared to Month 4.

Environmental Policy & Community Engagement (£33k underspend; no change)

31. The forecast underspend results from the impact of a vacant post within the planning specialists team (£21k), and the final allocation of the New Homes Bonus adjustment grant for 2013/14 being £12k greater than assumed at the time of budget setting.

Housing (£2,172k pressure; £50k adverse)

32. The Housing Needs budget is under considerable pressure as a result of increased demand for temporary accommodation and reductions in the supply of Private Sector Leasing (PSL) and other low-cost private rented sector accommodation. Consequently, the Council has had to put people in much more expensive Bed and Breakfast (B&B) accommodation. As a result the Housing Needs budget is projecting an overspend of £2,172k, a £300k adverse movement compared to Month 4. There remains a number of risk factors which could increase the pressure to over £3,000k if mitigating actions are not able to exert a downward pressure on demand or increase the supply of properties.
33. Pressure from the increase in B&B accommodation accounts for £1,878k of this sum, an adverse movement of £443k compared to Month 4, due to the impact of increased demand in the system and the share of temporary accommodation provided from this source. The number of households in B&B reached 215 at the end of August, compared with 192 at the end of July 2013. The Month 5 projection assumes the B&B numbers will increase to 279 by the end of the year, compared to 265 assumed in the Month 4 projection. However, this is based on overall demand for temporary accommodation being more or less constant, and 200 additional properties being available from initiatives to contain the pressure, such as making use of other Council accommodation and making use of partnership funding for procuring properties.

34. There are 682 homeless households in temporary accommodation, an increase of 51 households compared to March 2013. It is estimated that the number of households in temporary accommodation could increase by a further 200 to 300 by the end of the financial year, depending upon the impact of any increase in the supply of leased accommodation, nomination rights, permanent dwellings and prevention activities. At this time it is too early to accurately forecast the effects of welfare reform but this could also exert an upward pressure. The supply of temporary accommodation is also changing with the supply of low cost PSL properties decreasing as leases expire, with a consequent increase in the proportion of B&B unless new agreements can be signed to retain the PSL properties. Hence if the PSL units are not replaced and the increased demand for temporary accommodation continues there could be a further significant increase in the number of households in B&B.
35. Rent arrears are increasing and the forecast B&B overspend includes a provision for bad debt of £233k. Whilst this represents a £4k improvement on the Month 4 figure, there is considered to be a risk that this will deteriorate if numbers continue to increase and through the impact of welfare reform. All arrears are being examined to ensure Housing Benefit is awarded and paid for all appropriate claimants. The use of Discretionary Housing Payments (DHP) is also being monitored particularly in respect of cases where welfare reform is moving responsibility for payment of rent to the claimant.
36. A number of mitigating actions are being developed and implemented. These include identifying Council property that could be designated for temporary accommodation; a review of the contracts of RSL partner organisations particularly in respect of bad debts; and examining the possibility of setting up a medium term PSL scheme to attract property owners directly to the Council. Cabinet in September 2013 approved the appropriation of commercial properties from the HRA to the General Fund, which includes 49 flats above shops that could potentially be made available as temporary accommodation. Approval was also given to authorise Paradigm to purchase up to 60 properties utilising an existing fund set up for future transfers by the Council at a cost of £5,000k. These properties have 100% nomination rights thereby increasing supply permanently. The historic bad debt charges incurred by properties managed by RSL partners have also been examined and claims lodged with certain partners. The block booking of B&B units is also being negotiated by corporate procurement.
37. The potential also exists for a recharge to the HRA to offset the pressure on homelessness caused by the increased HRA voids arising from a recent legal case. A recharge of £250k is now proposed based on voids impacts dating back to the start of the calendar year and has been factored into the overall forecast.
38. Increased incentive payments to procure prevention properties accounts for £340k of the overall pressure, an improvement of £80k compared to Month 4. New supply has been limited from the private sector to date and further changes in how the schemes operate are being examined. It is anticipated that prevention savings on demand will at least be equivalent to the expenditure in year.
39. The pressure previously reported of £250k due to the shortfall in savings from targeted recharges to the HRA arising from returning staff in outlying offices to the Civic Centre, is now expected to be recovered through a corporate review of the overall impact of recharges to the HRA across the Council.

ICT Highways & Business Services (£380k underspend; £20k favourable)

40. There is a forecast staffing underspend of £140k in Technical Administration and Business Support, due to the impact of vacant posts that have been held open during the restructuring process for this service, an improvement of £20k compared to Month 4. This service area is also delivering a savings target of £169k included in the 2013/14 budget.
41. There is also an underspend of £40k on Ordnance Survey mapping charges which are being covered again this financial year directly by the Government, no change compared to Month 4.
42. Income from the London Common Permit Scheme is forecast to exceed the target set by £200k, no change compared to Month 4. The outturn variance for 2012/13 was £369k, however a cautious approach has been taken as there is no guarantee that this income stream will be sustained at the current level throughout the year.

Planning Green Spaces & Culture (£29k underspend; £7k favourable)

43. The forecast pressure on building control is £90k, no change compared to Month 4, driven by the budgeted over-recovery of fee income compared to the costs of processing building control applications under the cost recovery model, which is ringfenced to the service.
44. The management agreement with the operator of the Hillingdon Sports & Leisure Centre has now been completed, releasing an ongoing annual contribution for contract monitoring of £30k which is additional income to the service, and can be released in the current year, representing no change compared to Month 4.
45. There is additional income of £55k due to the impact of the rent escalator for Stockley Park golf course, £10k from other leisure rents, and a minor staffing underspend of £12k due to a vacant post in the Events team, an improvement of £3k compared to Month 4.
46. Development control income is beginning to run ahead of the profiled income target, and a net underspend of £12k is now forecast, an improvement of £4k compared to Month 4.

Public Safety (£79k pressure; £42k favourable)

47. There is a projected shortfall of £150k on off-street parking income, no change compared to Month 4, which is attributable to Cedars and Grainges multi-storey car parks in Uxbridge town centre, reflecting the continuation of pressures reported last financial year.
48. A pressure of £101k on the imported food service, an improvement of £31k compared to Month 4. Income targets for this service are on track to be exceeded by £46k, mainly due to continued strong imports of seasonal fruit and vegetables through the normally quieter summer season, an improvement of £15k compared to Month 4. However the cost of testing these products has increased significantly due to changes in the sampling requirements specified by the European Union for these products, and is forecast to overspend by £147k, an improvement of £16k compared to Month 4. This position assumes there are no further changes to the list of 'high risk' products and their sampling frequencies, which are re-issued quarterly, over the remainder of the financial year.

49. The fleet management service has been in a transitional position as the vehicle replacement programme takes effect, and the benefits of this programme are now feeding through. A net underspend of £96k is now reported, as the service is actively managing down maintenance costs as older vehicles are replaced, producing an underspend of £221k, an improvement of £15k compared to Month 4. However in this interim period there remain pressures on contract hire and leases of £125k due to short-term arrangements being put in place while replacement vehicles are procured, an adverse movement of £4k compared to Month 4. The service is also closely monitoring insurance claims, where there is a greater risk around accidental damage under self-insurance arrangements.
50. Waste Services is currently forecast at a £76k underspend. This is due to a forecast underspend on graffiti removal of £23k and additional recycling income of £53k, no change compared to Month 4.
51. The responsibility for Public Health was transferred into Residents Services in May 2013, and since then an exercise has been undertaken linked to a BID project to review all of the budget assumptions underpinning the allocation of the ringfenced Public Health grant. Within this there are two vacant posts in the Specialist Health Promotion team, producing the staffing underspend of £114k, no change compared to Month 4, and increasing the grant available for allocation by the same amount.

CHILDREN AND YOUNG PEOPLE'S SERVICES (£341k Overspend; £499k improvement)

1. Children's Services is projecting an overspend of £341k as at Month 5, an improvement of £499k on the month 4 projections, due to a further review of the placements budget, where it is evident that there is a move away from high cost residential placements and Independent Fostering Agency placements to either In House Foster Carers or Adoption and Special Guardianship Orders (SGO) and a first stage review of the non staffing budgets. This consists of an underspend of £269k on Salaries, an adverse movement of £36k on the month 4 projections, due to the continuing use of agency staff, an overspend of £646k on non-staffing budgets, an improvement of £510k on the month 4 projections, due to a reduced cost of Looked After Children placements and a projected surplus of £35k on income streams, an improvement of £25k on the month 4 projections. The projected variances at Month 5 are summarised in the following table, with more detail provided in the paragraphs below:

Original Budget £'000	Budget Changes £'000	Service		Month 5			Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	% Var	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Change from Month 4 £'000
1,941	1	Adoption & Fostering	Salaries	1,942	1,884	-3%	(58)	(46)	(12)
6,462	0		Non-Sal Exp	6,462	7,042	9%	580	742	(162)
(291)	0		Income	(291)	(353)	21%	(62)	(69)	7
8,112	1		Sub-Total	8,113	8,573	6%	460	627	(167)
1,296	0	Children's Homes	Salaries	1,296	1,455	12%	159	149	10
2,599	0		Non-Sal Exp	2,599	2,558	-2%	(41)	54	(95)
(912)	0		Income	(912)	(689)	24%	223	223	0
2,983	0		Sub-Total	2,983	3,324	11%	341	426	(85)
9,593	54	Social Care Infrastructure & Support	Salaries	9,647	9,276	-4%	(371)	(409)	38
3,999	(39)		Non-Sal Exp	3,960	4,067	3%	107	360	(253)
(1,443)	1		Income	(1,442)	(1,638)	14%	(196)	(164)	(32)
12,149	16		Sub-Total	12,165	11,705	-4%	(460)	(212)	(248)
2,767	(602)	Asylum	Salaries	2,165	2,165	0%	0	0	0
2,443	1,588		Non-Sal Exp	4,031	4,031	0%	0	0	0
(5,210)	(986)		Income	(6,196)	(6,196)	0%	0	0	0
0	0		Sub-Total	0	0	0%	0	0	0
15,597	(547)	Children & Young People's Services	Salaries	15,050	14,780	-2%	(270)	(306)	36
15,503	1,549		Non-Sal Exp	17,052	17,698	4%	646	1,156	(510)
(7,856)	(985)		Income	(8,841)	(8,876)	0%	(35)	(10)	(25)
23,244	17		Sub-Total	23,261	23,602	1%	341	841	(499)

Adoption and Fostering Services: £460k overspend (£167k improvement)

2. The Adoption and Fostering Services are projecting an overspend of £336k, an improvement of £291k on the month 4 projections, due to a further analysis of the financial model used to determine the trend projections of placements, which is indicating an improved position. This is netted down by a further increase in the number of Adoption and Special Guardianship Order placements being made following the review of a number of residential and foster care placements. In total, the additional cost of Adoption and Special Guardianship Order placements is causing a pressure of £319k, with a further pressure of £261k on foster care placements, where the use of In House Foster Carers is not at the level as predicted in the MTFF budget proposal.
3. The main reason for this is due to a difference in the actual number of placements when compared to the MTFF projections, where it was assumed that children would be moved from Independent Fostering Agencies to In House foster care placements. Evidence indicates that there has been some success in converting foster carers (a net conversion rate of 13 children over the last two years), however, the MTFF did not take into account that 25 out of 82 Independent Fostering Agency placements are “Long Term Matched” and cannot be moved. Additionally, 11 out of 91 In House Foster Care placements are also “Long Term Matched”, which also cannot be moved. This leaves a smaller cohort to consider than the MTFF projections were based on, which in part, explains the reason for the overspend.
4. As at 9 September, 82 children were placed with an Independent Fostering Agency, with 91 being placed with In House Foster Carers, at a cost of £5,488k. The number of Looked After Children quoted is based on actual placements, rather than being based on an calculation using an average placement rate.
5. This is netted down by the receipt of additional income of £115k, which relates to income received from other local authorities for children that are adopted in this Borough, whose responsibility is the placing authority.

Children’s Homes (Residential Placements): £341k overspend (£85k improvement)

6. This service is projecting an overspend of £341k, an improvement of £85k on the month 4 projections, which is due to a further analysis of the financial model used to determine the trend projections of placements, which is indicating an improved position, netted down by a reduced contribution that will be received from the Dedicated Schools Grant, as the majority of the residential placements that have been converted to more local provision, no longer require a contribution from education.
7. The current projected outturn position includes a contribution of £101k from the Health Service for one placement. Health Service commissioners have generally not agreed to fund the cost of placements. However, it is estimated that if they made a contribution that is similar to that achieved in other local authorities (around 33% of an integrated placement for a child with disabilities) an additional £199k should be received. Extending this to young people’s placements where they receive therapy but do not have a disability, a similar funding formula would result in a further £375k income.
8. The main reason for the overspend is due to a delay in the implementation of a number of initiatives which are geared up to try to move children into more effective fostering placements. In particular, the 2013/14 MTFF savings proposals assumed that the

number of clients provided with a residential placement would significantly reduce from 18 placements to 8 placements, linked specifically to a Government grant funded initiative, the Multidimensional Treatment Foster Care (MTFC) programme, which focuses on 8 hard to place children that are currently in a high cost placement (where the average annual cost is in excess of £140k), being placed with a foster carer, where additional support and infrastructure will be provided, at an annual cost of £54k, which would deliver an annual saving of £688k, should all 8 children be successfully placed. The initial target was to focus on converting 4 children in 2013/14, however, to date no conversions have been made, although indications are that 1 child will move into a foster care placement in October 2013.

9. Options are currently being discussed, which consider withdrawing from the MTFC programme and putting in place a similar support mechanism which is not constrained by the conditions of the grant. If agreed, it is anticipated that this new arrangement will be in place for 1 April 2014, and will be well placed to deliver the £300k saving target that is in the 2013/14 MTFP proposals in the 2014/15 financial year. The cost of the MTFC team is currently projecting an overspend of £74k, therefore, an early decision to stop the programme could result in a lower pressure being reported. The assumptions also assume that the Project Manager will be appointed on 1 October 2013 at a cost of £31k for the remainder of this financial year. The current and proposed staff structure includes a high degree of support from clinical psychologists, which are provided by the Health Service, for which the Council receives no recompense from them. Officers are in discussion with colleagues from the Health Service to agree a funding strategy, which will include a contribution from them. The current position suggests that funding is available but the service suggests that it is fully committed.
10. As at 9 September, 17 children were placed in a residential placement, with an additional 24 children living in semi-independent provision (the data for semi-independent living is not robust enough at the moment, and is being reviewed to ensure that the data is captured and reported accurately), at a cost of £3,064k.

Social Care Infrastructure and Support Services: £460k underspend (£248k improvement)

11. This service area covers a wide range of support to families and children, including Safeguarding, Social Workers, Family Support and the Youth Offending Team. This service is projecting an underspend of £460k, an improvement of £248k on the month 4 projections. The underspend is due primarily to the high level of staff vacancies across this service, where the current position is projecting an underspend of £371k. Additionally the service is projecting an increase in grant funded income of £127k for Social Worker Development training. This is netted down by an increase in Legal costs, due to the need to use barristers for some complex cases, where it is anticipated that this will add a pressure of £50k, and an increase in training costs linked to the additional funding received for Social Worker Development.

Analysis of Placements

12. The following table sets out the number of current placements as at 9 September 2013. It does not take into account the movements from 1 April 2013, or any growth anticipated from this point forward as the data is still being worked on. The costs identified are based on the current placements and have been annualised based on the

weekly rate. As mentioned earlier in this report, the data for Semi Independent living is not robust, the figure quoted has therefore been based on the projected outturn position:

Number of Placements 2013/14

	Projected 13/14 Numbers	Numbers %	Annualised Cost £000	Cost %
Secure/Remand Accommodation	2	1%	196	2%
Residential – Out of Borough	17	8%	2,142	24%
Semi Independent Living	24	11%	922	11%
Fostering Private – Long Term Matched Panel	22	10%	930	11%
Fostering Private – Long Term Matched Court Order	3	1%	107	1%
Fostering Private	57	24%	2,401	27%
In House – Long Term Matched	11	10%	248	3%
In House	80	35%	1,802	21%
Total	216	100%	8,748	100%

Asylum Service: Breakeven (no change)

13. The Asylum Service is projecting a breakeven position as at month 5, no change on the month 4 projections. However, the true running costs of the service in providing support for asylum seeking children, net of grant is projecting an overspend of £1,500k, which will be covered by the Risk Contingency budget. The Asylum service receives grant funding from the Home Office of £4,102k to cover the direct costs based on a unit rate for different age children, plus an additional grant, totalling £1,987k for administration and associated overheads, which the Home Office fund under a Gateway agreement to reflect the additional burden that port authorities face (only 4 local authorities are provided with this additional level of support; Hillingdon, Solihull, Kent and Croydon). The current Gateway agreement ends on 31 March 2014.
14. The majority of the costs incurred which are not covered by the Home Office grant relate to support that is provided to children over 18 years of age. Additionally the grant does not pay for the first 25 eligible children. The cost of supporting these children net of any grant, results in the overspend of £1,500k being reported, for which a sum of £1,995k has been set aside in the Corporate Risk Contingency.
15. Over the last few years the number of asylum seeking children has reduced, due to this the Home Office are looking to renegotiate the amount of funding that they provide through the Gateway grant and have started negotiations with the 4 Gateway authorities to reach an agreement for the grant funding to be used to fund alternative costs that are currently ineligible, including funding the first 25 clients (estimated to cost £195k) and funding babies of asylum children (Hillingdon has 3 babies that it currently cannot claim for, which could attract approximately an additional £22k).
16. At a meeting with officers from the Home Office, a proposal was provisionally agreed subject to confirmation from the Home Office, that the grant would continue at the current level for this year and for the next financial year 2014/15.

17. Indications from the meeting with the Home Office, suggests that funding will be provided to cover the costs of Weir House and Children of Asylum Children. They also indicated that they would be prepared to fund 50% of legal costs relating to Asylum. In terms of the Emergency Duty Team and the In Take Bid, the Home Office suggested that they would transfer the responsibility to the Border Agency and that the Council would then be funded directly from them. Based on this provisional agreement, the grant funding for this year and next will not significantly reduce.

Risk Contingency

18. The Corporate Risk Contingency holds two budgets relating to growth in Looked After Children placement numbers (£781k) and provision for the shortfall in grant funding for the Asylum service (£1,995k). The following table sets out the estimated draw down of these:

Original Budget £'000	Budget Changes £'000	Current Commitments	Month 5		% Var	Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Change from Month 4 £'000
781	0	Social Care Demographic Growth Pressure	781	781	0%	0	0	0
1,995	0	Asylum Funding Shortfall	1,995	1,500	21%	(495)	(422)	(73)
2,776	0	Sub-Total	2,776	2,281	18%	(422)	0	(422)

ADULT SOCIAL CARE (£623k pressure, £2k favourable)

The Month 5 revenue budget forecast for 2013/14 shows an adverse forecast of £623k against budget which represents a £2k favourable movement from the Month 4 position after management action. As previously reported within this is a pressure of £350k is due to slippage in the day centre reconfiguration as a result of the judicial review. The balance of the pressure is mainly attributable to pressure on placement budgets.

Table 1: Adult Social Care Operating Budgets

Original Budget	Budget Changes	Service	Month 5		% Var	Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4	
£'000	£'000		£'000	£'000		£'000	£'000	£'000	
6,431	(40)	Older People	Salaries	6,391	6,057	-5%	(334)	(311)	(23)
23,572	467		Non-Sal Exp	24,038	25,782	7%	1,744	1,346	398
(8,977)	0		Income	(8,977)	(10,304)	15%	(1,327)	(975)	(352)
21,026	427		Sub-Total	21,452	21,535	0%	83	60	23
1,612	(1)	Physical & Sensory Disability	Salaries	1,612	1,504	-7%	(108)	(114)	6
6,726	(1)		Non-Sal Exp	6,725	6,799	1%	74	94	(20)
(592)	(0)		Income	(592)	(621)	5%	(29)	(43)	14
7,746	(1)		Sub-Total	7,745	7,682	-1%	(63)	(63)	0
5,882	(0)	Learning Disability	Salaries	5,882	5,586	-5%	(296)	(196)	(100)
21,157	0		Non-Sal Exp	21,158	22,505	6%	1,347	1,259	88
(6,281)	0		Income	(6,280)	(6,675)	6%	(395)	(415)	20
20,758	0		Sub-Total	20,760	21,416	3%	656	648	8
1,526	(0)	Mental Health	Salaries	1,526	1,417	-7%	(109)	(56)	(53)
4,889	0		Non-Sal Exp	4,889	5,048	3%	159	101	58
(400)	0		Income	(400)	(397)	-1%	3	11	(8)
6,015	0		Sub-Total	6,015	6,068	1%	53	56	(3)
2,322	(524)	Social Care Directorate	Salaries	2,236	2,198	-2%	(38)	(6)	(32)
(1,724)	(588)		Non-Sal Exp	(2,286)	(2,345)	3%	(59)	(61)	2
(650)	650		Income	(499)	(508)	2%	(9)	(9)	0
(52)	(462)		Sub-Total	(549)	(655)	19%	(106)	(76)	(30)
17,773	(564)	Adult Social Care	Salaries	17,647	16,762	-5%	(885)	(683)	(202)
54,620	(121)		Non-Sal Exp	54,524	57,789	6%	3,265	2,739	526
(16,900)	650		Income	(16,748)	(18,505)	10%	(1,757)	(1,431)	(326)
55,493	(35)		Total	55,423	56,046	1%	623	625	(2)

52. The contingency for Adult Social Care clients has been disaggregated this year to provide a more transparent view of the demographic pressures on different client

groups. The Month 5 forecast for each client group shows a number of variances from the budgeted contingency, however the net effect is that the forecast assumes the full use of contingency available to the department as shown in table 2 below.

Table 2: Adult Social Care Contingency

Original Budget	Budget Changes	Current Commitments	Revised Budget	Forecast as Needed	Variance (+ adv / - fav)		
					Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000	£'000	£'000	£'000	£'000	£'000	
3,814	0	Transitional Children (Demographic)	3,814	3,814	0	0	0
1,500	0	BID Staffing Structure Review	1,500	1,500	0	0	0
3,997	0	Older People's Services (Demographic)	3,997	4,492	495	495	0
1,226	0	Physical Disability (Demographic)	1,226	1,059	(167)	(167)	0
896	0	Learning Disability Service (Demographic)	896	692	(204)	(204)	0
1,558	0	Mental Health Service (Demographic)	1,558	1,434	(124)	(124)	0
12,991	0		12,991	12,991	0	0	0

53. An analysis of the first quarter's activity indicated a rising pressure to support older people to live in the community and this appears to be continuing, with an added pressure of £250k over Period 4 before management action. This pressure is being analysed for cause and proactive management action is now in place to contain this, including effective working with our health partners with regard to hospital discharges and looking at the care offer made to clients through the Access service.

54. For Learning Disability Services, there has been minimal overall movement in the forecast for Month 5 as a result of salaries savings covering some additional placement costs and ongoing management action to review and reduce the cost of some placements. Before mitigation measures there had been an adverse movement of £608k on placement costs from Month 4 as a result of identifying additional transitions and demand pressure arising from new packages.

55. For the Physical and Sensory Disability Service there have been small forecast movements on both salaries and non-salaries budgets which overall have resulted in no change to the forecast for this area. There is favourable movement of £89k on homecare costs as a result of the ending of 3 packages.

56. In Mental Health services the forecast remains stable. There has been a favourable movement of £53k on salaries budgets as a result of delays in recruitment and £87k on non-salaries budgets as a result principally of placements starting later than originally anticipated. This is offsetting an underlying pressure on the budget from placement costs.

57. For all services the pressure on services to clients is being partially offset by increased client contributions and under spends on staffing costs.

58. A continuing pressure is being caused by the delay that resulted from the Judicial Review challenge to the council's decision to close Day Centres at Parkview and

Woodside enabling the delivery of £350k savings from both the closure and associated client transport costs. This pressure amounts to £90k for Older People Services and £260k in Learning Disabilities. The new resource centre at Queenswalk is expected to become available in the June 2014.

Appendix B – Other Funds

Schools Budget

1. The Schools Budget is ringfenced and funded from the Dedicated Schools Grant (DSG), and covers a range of services directly linked to schools. The majority of the DSG is delegated to maintained schools (£118,400k), with the remainder (£31,700k) being retained by the Council. The rules applying to the DSG allow for any surplus and deficit balances to be carried forward into the next financial year, for both schools delegated budgets and the centrally retained DSG element (decisions on how this is used lie with the Schools Forum). It should be noted that the Schools Budget is completely separate to the General Fund and no interaction between these two funds is allowable.
2. The forecast movement on the DSG central reserve carried forward for 2013/14 is summarised in the following table:

Original Budget	Budget Changes		Month 5		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000		£'000	£'000		£'000	£'000	£'000
(171,267)	21,209	DSG Income	(150,058)	(150,058)	0%	0	0	0
171,283	(52,904)	Delegated to Schools	118,379	118,379	0%	0	0	0
(16)	4,842	Early Years	4,826	4,249	-12%	(577)	(274)	(303)
	4,906	Schools (Retained)	4,906	4,333	-12%	(573)	(573)	0
	21,947	SEN	21,947	22,799	4%	852	852	0
0	0	Total Schools Budget	0	(298)		(298)	5	(303)
(709)	0	Balances b/fwd 01/04/13	(709)	(709)		0	0	0
(709)	0	Balances c/fwd 31/03/14	(709)	(1,007)		(298)	5	(303)

3. The underspend of £298k is due primarily to an underspend on joint funded placements of £824k, no change compared to Month 4, where action taken by the Council to place children nearer to home has resulted in a significant decrease in the numbers placed in residential placements, where to date there are only 8 pupils being funded. This is netted down by an overspend of £626k on independent special needs school placements for pre- and post-16 pupils, which assumes that more pupils are placed in these establishments as local provision is at full capacity, no change compared to Month 4. Statemented pupil numbers are expected to reach a total of 1,593 placements by the end of the financial year, continuing the trend set out in Chart 1 above.
4. The expanding schools contingency is also forecast to overspend by £311k, no change compared to Month 4, reflecting the full impact of places delivered through the Primary Schools Capital Programme for September 2013.
5. There is a forecast underspend of £555k on placement provision under the 2 year old free entitlement, where less children have taken up a place than was originally

anticipated, an improvement of £303k compared to Month 4. At this stage there is not enough information available to provide a reasonable projection for the year end for the 2 year old capacity building fund, and the impact of the transfer of responsibility for post-16 pupils. It is expected that these items will be contained within existing budgets.

6. The net overspend on remaining retained budgets of £143k primarily relates to top-up funding provided to mainstream schools for statemented pupils.
7. In year over- or underspends are allowed to be carried forward within the DSG central reserve. At the end of the 2012/13 financial year, the DSG central reserve had a surplus balance of £709k. This is forecast to be increased by the in-year underspend of £298k, to a projected reserve level of £1,007k as at 31 March 2014, an improvement of £303k compared to Month 4.

Parking Revenue Account

8. The Parking Revenue Account is established to govern the use of income from Penalty Charges Notices (PCNs), together with other on-street parking income streams, in accordance with Section 55 of the Road Traffic Regulation Act 1984.

Original Budget	Budget Changes		Month 5		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
£'000	£'000		£'000	£'000		£'000	£'000	£'000
(4,387)	0	Income	(4,387)	(3,958)	-10%	429	353	76
4,295	0	Expenditure	4,295	4,055	-6%	(240)	(223)	(17)
(92)	0	In year Surplus / Deficit	(92)	97	-	189	130	59
(67)	0	Unallocated Balances b/fwd 01/04/13	(67)	(67)		0	0	0
(159)	0	Unallocated Balances c/fwd 31/03/14	(159)	30		189	130	59

9. An in-year deficit of £97k is forecast for the 2013/14 financial year. There is a total forecast shortfall of income of £429k, reflecting the continued lower level of Penalty Charge Notice (PCN) income relative to the historic income target, an adverse movement of £76k compared to Month 4 as the new parking enforcement contractor in place from August 2013 has not been able to immediately maintain PCN income at the levels achieved by the previous contractor. The income pressure is offset by compensating savings totalling £332k, from the enforcement contract (£155k), and various staffing and non-pay budgets (£85k), as well as the budgeted surplus of £92k, an improvement of £17k compared to Month 5.

Collection Fund

10. The collection of local taxes is managed through the Council's Collection Fund, in order to avoid short-term volatility in income impacting on provision of services. As such any surplus or deficit will be factored into budget setting for 2014/15, with current forecasts indicating that £3,610k can be released to the General Fund.

Original Budget	Budget Changes		Month 5		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(112,926)	0	Gross Council Tax Income	(112,926)	(114,126)	(1,200)	(1,000)	(200)
15,605	0	Council Tax Reduction Scheme	15,605	15,605	0	0	0
(480)	0	Balance b/fwd	(480)	(2,890)	(2,410)	(2,410)	0
(97,801)	0	Net Council Tax Income	(97,801)	(101,211)	(3,610)	(3,410)	(200)
(99,398)	0	Gross NNDR Income	(99,398)	(99,398)	0	0	0
58,027	0	Less: Tariff	58,027	58,027	0	0	0
(60)	0	Less: Levy	(60)	(60)	0	0	0
(41,431)	0	Net NNDR Income	(41,431)	(41,431)	0	0	0

11. Taking account of new developments coming on stream within the borough, the year end reported surplus on gross Council Tax income is expected to reach £1,200k, an improvement of £200k on the position reported at Month 4. The cost of reliefs being awarded under the Council Tax Reduction Scheme continues to remain consistent with budget assumptions, and there has been no adverse movement on collection rates from Month 4. Although it remains too early to comment on the outlook for collection rates in the longer-term and there remains risk of default which would impact upon revenues.

12. In addition to this in-year surplus, a surplus of £2,410k was reported for 2012/13 due to limited volatility around exemptions during the fourth quarter of the year and lower than anticipated requirement for bad debt provision. This sum can be added to the in-year position to release £3,610k to the General Fund in 2014/15.

13. A breakeven position continues to be reported on NNDR income for 2013/14 with rateable value remaining broadly consistent, although marginally lower, than the opening position for the current year. There continues to be a significant numbers of empty properties within the borough, however there remains to off-set forgone revenue against the budgeted decline in NNDR income which is yet to be seen. Given the inherent volatility in this income stream a breakeven position is reported at this stage, however this will be refined as the year progresses.

Appendix C – Housing Revenue Account

1. The Housing Revenue Account (HRA) is showing an in-year underspend of £9,208k due mainly to a delay in the major works programme and savings in management costs as shown in the following table.

Table 1: HRA Overview 2013/14

Original Budget £'000	Budget Changes £'000		Month 5		% Var	Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
10,537	1,081	Housing Management	11,618	10,855	-7%	(763)	(856)	93
12,341	(854)	Repairs & Maintenance	11,487	11,360	-1%	(127)	(127)	0
17,838	(162)	Major Works	17,676	8,975	-49%	(8,701)	(8,701)	0
1,357	0	Development & Risk Contingency	1,357	1,357	0%	0	0	0
15,307	(65)	Interest & Investment Income	15,242	15,242	0%	0	0	0
57,380	0	Sub-total Normal Activities	57,380	47,789	-17%	(9,591)	(9,684)	93
	0	<u>Exceptional items:</u>	0	0		0	0	0
57,380	0	Total Net Expenditure	57,380	47,789	-17%	(9,591)	(9,684)	93
(57,428)	0	Rental Income	(57,428)	(57,045)		383	270	113
(48)	0	Net Total	(48)	(9,256)		(9,208)	(9,414)	206
(20,213)	0	Balances b/fwd 01/04/13	(20,213)	(20,213)		0	0	0
(20,261)	0	Balances c/fwd 31/03/14	(20,261)	(29,469)		(9,208)	(9,414)	206

2. The Housing Management budget is showing an underspend of £763k, an adverse movement of £93k compared to Month 4. There are underspends of £149k, due to staffing savings from vacant posts pending restructuring proposals, no change compared to Month 4, £238k from savings on the costs of the Hayes Area Office, no change compared to Month 4, additional income on chargeable items including heating charges, works over the prescribed limit (WOPL), and right-to-buy (RTB) cost reimbursements totalling £280k, an adverse movement of £119k mainly due to lower income from leaseholders following reductions in the cost of the service achieved in 2012/13, and other underspends totalling £96k, an improvement of £26k mainly due to reduced costs on the other areas offices.
3. The Repairs and Maintenance budget is now showing an underspend of £127k, no change compared to Month 4. The majority of this underspend is within day-to-day and voids repairs budgets. Repairs and Maintenance budgets are being reviewed as part of

the Medium Term Financial Forecast for 2014/15 and beyond. The revised programme of void repairs is being examined and an annual budget is being derived going forward. Planned maintenance activities are also being identified on a programme basis to ensure budget plans are sustainable over the medium term.

4. The Major Works budget is projected to underspend by £8,701k, due to a review of procurement and commissioning arrangements across a range of the packages within the works to stock programme, no change compared to Month 4. Cost changes are being identified together with any programme slippage or deletion to ensure funding for the medium term position is available as part of the wider MTFF work in Housing.
5. The position on the Works to Stock programme is shown by work stream in Table 2 below:

Table 2:

Project Type	2013/14 Revised Budget £'000	2013/14 Forecast Outturn Month 5 £'000	2013/14 Outturn Variance Month 5 £'000	2013/14 Outturn Variance Month 4 £'000
Energy Efficiency	4,443	3,419	-1,024	-1,024
Fitting Property to People	1,530	1,396	-134	-134
Environmental Improvements	1,230	782	-448	-448
Element Renewal (Mech & Electric)	1,795	866	-929	-929
Element Renewal (Surveying)	4,865	1,818	-3,047	-3,047
Health & Safety	1,140	569	-571	-571
Security	350	125	-225	-225
Unallocated / Miscellaneous Costs	2,323	-	-2,323	-2,323
Major Works Total	17,676	8,975	-8,701	-8,701
Better Neighbourhoods & Senate 2012/13	415	415	-	-
Senate Budget	300	300	-	-
Total Works to Stock	18,391	9,690	-8,701	-8,701

6. The Works to Stock programme in total for 2013/14 (£18,391k) is currently forecast to spend £9,690k representing an under spend of £8,701k against budget. The year to date expenditure is £445k which is equivalent to 4.6% of forecast outturn. Of this under spend, £2,323k is as a result of budget yet to be allocated although it is anticipated the forecast will be amended as and when further projects are identified and approved. Officers are currently working up detailed proposals for the various work streams, however there is a likelihood of slippage into the next financial year before these funds are fully utilised.
7. The HRA contingency was set to include provision against transformation savings target of £480k and an increased provision for doubtful debts of £877k in view of the potential impact effects of welfare reforms, and is forecast to be needed in full, no change

compared to Month 4. The medium term position is currently under review particularly in respect of future savings plans and current and former rent arrears.

8. Rental income is showing an overspend of £383k against a target of £57,400k, an adverse movement of £113k compared to Month 4. This is mainly due to a higher reduction in the number of dwellings through the right-to-buy (RTB) scheme, from 45 dwellings assumed in the budget to a latest forecast of 108 dwellings. Void properties and associated charges are being closely tracked against the latest estimates from the repairs service of when dwellings will be returned to management and let.

Appendix D – CAPITAL PROGRAMME

CAPITAL PROGRAMME MONITORING

1. Table 1 sets out the latest forecast outturn on the current General Fund capital programme. Forecasts for future years include live capital projects and programmes of works as included in the draft programmes for 2013/14 to 2015/16 reported to Cabinet and Council in February 2013.
2. Year to date General Fund Capital Expenditure has reached £18,397k, representing 19% of forecast outturn. A significant proportion of the capital programme is for school expansions, in particular Phase 2 which is now entering the construction stage and will therefore result in a large increase in its expenditure profile. The forecast spend on School Expansions and New Builds is £55,753k for 2013/14 which represents 56% of the total spend

Table 1 – General Fund Capital Programme

	2013/14	2014/15	2015/16	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000
Original Budget Total GF capital programme	130,779	63,141	17,803	211,723	211,723
Revised Budget excluding contingency (main prog.)	119,122	93,490	17,503	230,115	228,068
Actual Expenditure Year to Date	18,397			18,397	11,607
Forecast Outturn	99,887	90,537	22,281	212,705	213,685
Council Resourced Variance:					
Primary Schools Expansion Programme (Table 2)	-7,297	-10,093	4,778	-12,612	-9,755
Other General Fund (Table 3)	-8,549	3,754		-4,795	-4,630
Total Council Resourced Variance	-15,846	-6,339	4,778	-17,407	-14,385
External Grants Variance	-3,386	3,386		-	-
Other Resourced Variance				-	-
Total Main Programme Variance	-19,232	-2,953	4,778	-17,407	-14,385
Contingency Variance:	-988	-1,500	-1,500	-3,988	-3,988
Total Capital Programme Variance	-20,220	-4,453	3,278	-21,395	-18,373

3. The current year revised budget has increased by £1,045k from Month 4 and this is mainly due to a transfer of £500k into the Environmental Assets budget from earmarked reserves to finance new schemes and an increase of £347k to the Schools Conditions budget from Capital Maintenance Grant. The Eastcote House & Gardens development project (£1,127k) has also been added to the capital programme over two years, as approved by Cabinet on 26 September.
4. The main internally funded programme shows a net favourable variance of £17,407k comprising pressures of £1,809k and under spends of £19,216k as set out in Tables 2 & 3 below. In addition there is £3,988k remaining in unallocated contingency funds over three years.

5. The forecast outturn has reduced by £14,393k from Month 4 and this is largely due to re-profiling of £11,359k expenditure between 2013/14 and 2014/15 financial years on the Primary Schools Expansions and New Build Programme. However this is not because of any significant delays as the programme remains on target to deliver new school places within planned timescales. Three Forms of Entry (FE) were completed on time for the September 2013 intake and a further 13.5 FE's are to be provided for September 2014. The slippage reflects updated cash flow profiles for each school.
6. There have also been increases in slippage on other schemes (see paragraphs 30-31) which have reduced the forecast outturn.

Schools Expansion Programme

7. The forecast variances on the Schools Expansion Programme is shown in Table 2 below:

Table 2 – Schools Expansion & New Build Programme

Council Resourced Variance – Schools Expansion Programme	2013/14	2014/15	2015/16	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000
Cost Pressures:					
Primary School Expansions - Phase 1	1,010			1,010	-
Primary School Expansions - Phase 2A Temporary	44			44	44
Total Council Resourced Pressures:	1,054	-	-	1,054	44
Cost Under Spends:					
Primary School Expansions - Phase 1A Temporary	-242			-242	-
Primary School Expansions - Phase 2	-3,979	-9,156	3,372	-9,763	-9,799
Primary School New Builds	-4,130	-937	1,406	-3,661	-
	-8,351	-10,093	4,778	-13,666	-9,799
Total Council Cost Variances – Schools:	-7,297	-10,093	4,778	-12,612	-9,755

8. Primary Schools Expansions – Phase 2. The largest element of the under spend variance is the Expansion programme Phase 2 which could have a potential surplus against budget of up to £9,800k. This is due to the contract awards achieving a lower price than originally anticipated during the feasibility and design stage of the projects. The construction phase of the projects is just beginning and therefore at this early stage there may be unforeseen issues that could reduce this favourable position moving forward.
9. Primary Schools Expansions – Phase 3. There is a forecast under spend on the New Build element (Phase 3) of the Schools programme, which is mainly due to a £3,000k budget which is as yet uncommitted and was intended to provide capacity to expand the phase by a further Form of Entry. Currently this may not be required although it will link into the analysis of placement needs being undertaken. In addition the tender returns for the RAF Uxbridge and Lake Farm developments are £661k below budget.

10. Primary Schools Expansions – Phase 2A temporary. Due to the poor performance of the contractor on these projects the contract was terminated and new contractors employed. The likely over spend is estimated to be £44k.
11. Primary Schools Expansions – Phase 1. There is a forecast £1,010k over spend due to increased costs for Whitehall Infants & Junior Schools. Officers are reviewing the performance of the contractor and challenging them to bring costs down.
12. Primary Schools Expansions – Phase 1A temporary. A potential under spend of £242k has arisen following a review of costs.

General Fund Programme (Non Schools)

13. Details of the Council resourced variances on the non-Schools General Fund programme are shown in Table 3 below:

Table 3 – General Fund excluding Schools

Council Resourced Variance	2013/14	2014/15	2015/16	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000
Cost Pressures:					
Libraries Refurbishment - Central Library	450	-	-	450	450
Hayes End Library Development	210	-	-	210	200
Hillingdon Sports & Leisure Centre	73	-	-	73	73
Libraries Refurbishment	22	-	-	22	22
Total Council Resourced Pressures:	755	-	-	755	745
Cost Under Spends:					
South Ruislip Development - Plot B	-1,206	-2,500		-3,706	-3,706
Civic Centre Works Programme	-1,364			-1,364	-1,364
Sport & Cultural Projects	-154			-154	-154
Property Works Programme	-150			-150	-
Ruislip High School Expansion	-110			-110	-110
Highgrove Pool Phase II	-35			-35	-35
HRD Health & Safety Works	-25			-25	-
Manor Farm Stables Development	-6			-6	-6
	-3,050	-2,500	-	-5,550	-5,375
Total Council Cost Variances:	-2,295	-2,500	-	-4,795	-4,630
Projected Rephasing	-6,254	6,254			-
Main Programme Council Resourced Variance	-8,549	3,754	-	-4,795	-4,630
General Contingency	-988	-1,500	-1,500	-3,988	-3,988
Council Resourced Variance	-9,537	2,254	-1,500	-8,783	-8,618

Council Resourced Variances

Cost Pressures

14. Libraries Refurbishment (Central Library) – the sprinkler system is in need of either extensive repairs or replacement and is currently being tested to identify the best course of action. The forecast over spend of £450k is based on replacement of the system.
15. Hayes End Library Development - an overspend of £210k is forecast due to the extension of time and associated financial claim from the contractor and additional defective and completion works that are required. Officers are seeking to recover some of these costs from the original contractor and have appointed dispute resolution consultants to advise on the legal position. Their report is being prepared and once received the Council will consider the way forward.
16. Hillingdon Sports & Leisure Centre – negotiations are ongoing with the contractor over the completion of remedial works. Consultants have been appointed to assess the scope of the additional works required. These issues are resulting in a forecast over spend of £73k.
17. Libraries Refurbishment – additional costs of £22k have arisen relating to external fees for asbestos works at Oak Farm library and extra fit out costs at Yeading Library.

Under Spends

18. South Ruislip Development Plot B – this project is currently on hold and will not proceed if a decision is taken to sell the site as it is rather than invest in building flats and then selling. The forecast capital receipt (see Table 4) has been revised to reflect the lower figure from selling the site only.
19. Civic Centre Works Programme – it is forecast that there will be a significant under utilisation of the current year budget based on current activity.
20. Sport & Cultural Projects – funding of £154k currently remains unallocated, however this may be required to fund potential new projects.
21. Property Works Programme – an under spend of 25% (£150k) is forecast based on current activity.
22. Ruislip High School Expansion – final accounts have been agreed and this is resulting in a forecast under spend of £110k.
23. Highgrove Pool Phase II – this project is now complete with a £35k under spend.
24. HRD Health & Safety Works – the works were completed earlier in the financial year but the contractor has not yet billed the costs. It is expected to be below budget.
25. General Contingency – there are £3,988k funds remaining that are reserved to support new initiatives or deal with cost pressures arising on projects in the main capital programme over the next three years to 2015/16.

Projected Re-phasing

26. There is an amount of £6,254k slippage currently forecast comprising a number of schemes. Major items include Queenswalk Resource Centre Development (£900k) which will not complete until June 2014. The completion of this project is three months behind schedule and this will have an impact on revenue for 2014/15 which will be taken into account in the Medium Term Financial Forecast.
27. Other items include Energy Savings Projects (£1,621k) which are in early stages of review. There is no impact on existing planned revenue in the Medium Term Financial Forecast as potential savings from these schemes (e.g. RE-FIT) are at this stage uncertain and therefore were not factored into existing revenue budgets. Expenditure on Disabled Facilities Grants reports slippage of £1,479k (internal and grant funding), however progress is being made on completing backlog jobs.

External Grant Variances

28. There are forecast slippage under spends of £3,386k on several externally financed projects in 2013/14 which will be re-phased into the next financial year. Major items include Urgent School Building Conditions funding of £2,060k which will not be fully spent this year, although the budget has now been largely allocated to numerous projects which will commence in the near future.
29. The Transport for London Local Implementation Plan for 2013/14 is in early stages and funding of £800k is estimated to slip into next year in order to complete the annual programme. This does not have an impact on services.

Capital Financing

30. Table 4 sets out the latest capital receipts forecast.

Table 4

Capital Receipts	2013/14	2014/15	2015/16	2016/17- 2017/18	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000	£'000
Budget Approved February 2013	11,936	17,057	9,173	5,464	43,630	43,630
Revised Budget	9,024	17,057	9,173	5,464	40,718	40,718
Forecast Capital Receipts from Disposals	12,549	7,399	7,757	-	27,705	28,435
Variance	-3,525	9,658	1,417	5,464	13,014	12,284

31. Forecast capital receipts are £12,549k for 2013/14. This represents an increase of £3,525k from the revised budget level. Year to date sales include Tasman House and six flats at Elizabeth Court. The sale of Hayes Pool site has been completed and the receipt is due in Month 6. A further eight completions of properties valued over £100k are required to achieve the forecast.
32. As at the end of Month 5 the accumulated disposal receipts over the next four years is anticipated to be £27,705k. There is an element of risk around the certainty of these receipts being fully realised which has been reflected in the disposals forecast.

33. The total forecast is £13,014k lower than the budgeted level which will have the effect of increasing borrowing levels. However overall borrowing levels are offset by a reduction of £21,395k from under spends on council resourced schemes. The revised forecast Council resourced requirement split between capital receipts and borrowing is reflected in Table 5 below.

Table 5

Prudential Borrowing Forecast	2013/14	2014/15	2015/16	2016/17- 2017/18	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000	£'000
Forecast Council Resource Requirement	39,453	41,019	12,281	7,735	100,488	102,814
Forecast Capital Receipts	-12,549	-7,399	-7,757	-	-27,705	-28,435
Forecast Borrowing	26,904	33,620	4,525	7,735	72,783	74,379

Housing Revenue Account (HRA) Capital Programme

34. The Works to Stock programme consists of capital and revenue and is reported in Appendix C.
35. The current position on the HRA New Build programme is shown in Table 6 below:

Table 6

HRA Resourced Variance	2013/14	2014/15	2015/16	Total Month (05)	Total Month (04)
	£'000	£'000	£'000	£'000	£'000
Pressures:					
New Build - Extra Care Sites Phase 1	790	-	-	790	790
New Build - HRA Pipeline Sites Phase 1	7	-	-	7	7
New Build - Learning Disability Sites Phase 1	124	-	-	124	124
New Build - HRA Pipeline Sites Phase 2	121	-	-	121	121
Total HRA Resourced Pressures:	1,042	-	-	1,042	1,042
Projected Rephasing	-	-	-	-	-
HRA Resourced Variance	1,042	-	-	1,042	1,042

36. New Build HRA Extra Care Sites Phase 1: Triscott House – contractual issues leading to a forecast over spend of £790k have yet to be resolved with the main contractor. The over spend will depend on the outcome of legal proceedings and based on recent forecasts of the potential liability could range from £383k to £1,530k at worst case. The forecast represents a median case scenario, representing approximately 50% of the potential over spend. The Council has entered into arbitration with the contractor.
37. The New Build HRA Learning Disability Sites scheme is currently expected to overspend by £124k. The project is now complete; however there are additional costs to be incurred on final account around external landscaping and flooring costs at Horton Road and drainage and utility connection works at Ascott Court.

38. New Build HRA Pipeline Sites Phase 2 is forecasting an overspend of £121k on final account for the Gilbert Road site due to extra demolition costs, pre-construction fees and additional highways works.

HRA Capital Receipts

39. There have been 37 Right to Buy sales of council dwellings achieved year to date for a value of £3,496k and a total of 119 sales are forecast totalling £10,316k in 2013/14. The forecast has taken into account an element of risk in sales being achieved this year. The Council has signed an agreement with Department for Communities & Local Government to re-invest the proceeds in housing stock regeneration. This enables the Council to retain a higher level of receipts because of reduced pooling, however the terms of the agreement stipulate that receipts must be used within three years or otherwise are returned to government. There are potential proposals within the HRA work stream in the Hillingdon Improvement Programme that can utilise these receipts.

Appendix E- Treasury Management Report as at 31 July 2013

Outstanding Deposits - Average Rate of Return on Deposits: 0.49%

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	101.2	71.66	60.00
1-2 Months	7.0	4.96	15.00
2-3 Months	21.6	15.30	10.00
3-6 Months	8.0	5.67	10.00
6-9 Months	0.0	0.00	5.00
9-12 Months	0.0	0.00	0.00
12-18 Months	0.0	0.00	0.00
Subtotal	137.8	97.6	100.00
Unpaid Maturities	3.4	2.41	0.00
Total	141.2	100.00	100.00

1. With the exception of the unpaid Icelandic investments, our deposits are held with UK institutions, which hold at a minimum, a Fitch or lowest equivalent of A- long-term credit rating. Deposits are currently held with the following institutions; BlackRock MMF, Deutsche MMF, Fidelity MMF, Goldman Sachs MMF, HSBC MMF, Ignis MMF, PSDF MMF, Royal Bank of Scotland, HSBC, Lloyds TSB, Bank of Scotland, Nationwide Building Society, Barclays, Lancashire County Council and Kinston-upon-Hull City Council. We also currently hold 2 Certificates of Deposit with Standard Chartered.
2. During August fixed-term deposits continued to mature in line with cashflow requirements. Any surplus funds were either placed in instant access accounts or fixed term deposits of up to six months in order to meet near term cash flow requirements.

Outstanding Debt - Average Interest Rate on Debt: 2.98%

	Actual £m	Actual %
General Fund		
PWLB	74.29	21.70
Long-Term Market	15.00	4.38
HRA		
PWLB	220.07	64.28
Long-Term Market	33.00	9.64
Total	342.36	100.00

3. There were no early debt repayment opportunities or rescheduling activities and no breaches of the prudential indicators during August.

Ongoing Strategy

4. In order to maintain liquidity for day-to day business operations, short-term balances will be placed in short term deposits of up to six months, as these are generally yielding a higher rate of interest than those offered in instant access accounts. When cash flow allows, long term deposits will be placed to help increase the average rate of return achieved.
5. During August outstanding PWLB loans still carried large premiums and therefore made rescheduling of debt unfeasible. Early redemption opportunities will continue to be monitored.

Appendix F – Consultancy and agency assignments over £50k approved under delegated authority

The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information.

Post Title	Start Date	Proposed End Date	2012/13 Spend & Earlier £'000	2013/14 Previously Approved £'000	2013/14 Approved Sept/Oct £'000	Total Spend £'000
Asset Management						
Project Manager (outside establishment)	09-Jul-12	20-Dec-13	55	46	25	126
Project Manager (Schools Condition) (outside establishment)	12-Aug-13	28-Mar-14	0	18	39	57
Project Manager (outside establishment)	15-Oct-12	28-Mar-14	41	56	54	151
Schools Building Surveyor	25-Jun-12	28-Mar-14	39	34	37	110
Planning Green Spaces & Culture						
Building Control Surveyor	06-Aug-12	20-Dec-13	24	18	10	52
Children & Young People's Services						
C&F Service Manager	01-Aug-12	03-Nov-13	141	27	15	183
C&F Referral & Assessment Team Archiver	01-Apr-10	03-Nov-13	69	4	2	75
C&F -Technical Admin Team Admin Assistant	01-Apr-11	03-Nov-13	52	4	2	58
C&F Social Worker/Senior Social Worker	09-Nov-10	03-Nov-13	173	10	6	189
C&YP Social Worker	01-Sep-12	03-Nov-13	48	4	5	57
C&F-Referral & Assessment Team Social Worker	01-Aug-11	03-Nov-13	121	0	6	127
C&F Social Worker	01-May-12	03-Nov-13	68	9	5	82
C&F Referral & Assessment Team Manager	01-Apr-12	03-Nov-13	81	7	7	95
C&F Referral & Assessment Team Social Worker	01-Mar-12	03-Nov-13	77	9	5	91
C&YP Social Worker	01-Jan-12	03-Nov-13	68	10	6	84
C&YP Social Worker	01-Jan-12	03-Nov-13	81	10	6	97

Post Title	Start Date	Proposed End Date	2012/13 Spend & Earlier £'000	2013/14 Previously Approved £'000	2013/14 Approved Sept/Oct £'000	Total Spend £'000
C&F Social Worker/Senior Social Worker	02-Jan-12	03-Nov-13	97	10	6	113
C&YP Social Worker	01-May-12	03-Nov-13	47	4	5	56
C&YP Social Worker	01-Jan-12	03-Nov-13	91	10	6	107
C&F CIN Team Senior Social Worker	01-Apr-12	03-Nov-13	64	10	6	80
C&F CIN Team Senior Social Worker	01-Apr-12	03-Nov-13	75	10	6	91
C&F-Tech Admin Officer	01-Feb-11	03-Nov-13	57	4	2	63
C&F-Tech Admin Officer	01-Apr-10	03-Nov-13	72	4	2	78
C&YP Social Worker	10-Aug-13	01-Sep-13	47	5	0	52
Children's Homes Residential Care Worker	01-Apr-10	03-Nov-13	64	3	2	69
Children's Homes Residential Care Worker	01-Apr-10	03-Nov-13	72	3	2	77
C&YP Residential Worker	01-Apr-10	03-Nov-13	52	3	2	57
C&YP Residential Care Worker	01-Apr-10	29-Sep-13	70	4	0	74
C&F-Tech Admin Assistant	01-Apr-10	03-Nov-13	76	4	2	82
C&F Triage Social Worker	01-May-12	03-Nov-13	59	10	6	75
C&F Triage Social Worker	19-Feb-12	03-Nov-13	81	10	6	97
C&YP Social Worker	06-May-12	03-Nov-13	48	10	6	64
C&YP Support Worker	19-Mar-12	03-Nov-13	65	9	5	79
C&YP Deputy Team Manager	17-Feb-13	03-Nov-13	46	0	7	53
C&YP Social Worker	09-Jan-12	29-Sep-13	75	9	0	84
C&F Asylum Social Worker	01-Apr-10	03-Nov-13	63	9	5	77
C&F Asylum Deputy Team Manager	17-Oct-11	03-Nov-13	103	13	7	123
C&F Senior Residential	01-Apr-10	29-Sep-13	108	6	3	117
C&F Residential	01-Apr-10	03-Nov-13	78	4	2	84
C&F Residential	01-Apr-10	03-Nov-13	78	4	2	84
C&F Residential	01-Apr-10	29-Sep-13	78	5	3	86
C&F Residential	01-Apr-10	03-Nov-13	78	4	2	84
Adult Social Care						
ASC Disabilities Residential Team Leader	01-Apr-10	03-Nov-13	62	9	2	73

Post Title	Start Date	Proposed End Date	2012/13 Spend & Earlier £'000	2013/14 Previously Approved £'000	2013/14 Approved Sept/Oct £'000	Total Spend £'000
ASC Disabilities Residential Care Worker	01-Apr-10	03-Nov-13	62	9	2	73
ASC Residential Care Worker	01-Apr-10	03-Nov-13	62	9	2	73
ASC Disabilities Residential Care Worker	01-Apr-10	03-Nov-13	78	13	3	94
ASC Residential Care Worker	01-Apr-10	03-Nov-13	78	13	3	94
ASC Disabilities Day Centre Officer	01-Apr-10	03-Nov-13	66	13	2	81
ASC Disabilities Day Centre Officer	01-Apr-10	03-Nov-13	66	5	1	72
ASC Mental Health Social Worker	03-Dec-12	03-Nov-13	29	26	5	60
ASC - Mental Health AMHP	22-Aug-12	03-Nov-13	33	33	7	73
ASC Social Worker (Care Manager)	22-Feb-12	03-Nov-13	46	20	5	71
ASC Project Manager ICP	17-Jan-11	03-Nov-13	108	28	4	140
ASC Disabilities O/T Care Manager	18-Jun-12	03-Nov-13	40	27	6	73

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SCHOOL CAPITAL PROGRAMME - UPDATE (PART 1)

Cabinet Members	Councillor Jonathan Bianco Councillor David Simmonds
Cabinet Portfolios	Finance, Property & Business Services Deputy Leader of the Council / Education & Children's Services
Officer Contact	David Murnaghan Residents Services
Papers with report	Accompanying report in Part 2 of this agenda and appendix 1.
Access to Information	This report detailing progress on the school capital programme is public. However, any commercially sensitive information will be included in the private part of the agenda.

HEADLINE INFORMATION

Summary	This report provides an update on the Primary School Expansion Programme Phases 1, 2, 3 and 4 and the School Condition Programme.
Contribution to our plans and strategies	Investment in primary schools to adequately address the impact of the population increase, within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.
Financial Cost	The current forecast of the Primary Schools Capital Programme is £146,779k compared to budget of £159,391k. This shows a funding surplus of £12,612k. This is due to favourable tender returns and the uncommitted sum on a one extra form of entry. It should be noted that there are costs risks within the overall programme which may impact on this figure as the construction works progress.
Relevant Policy Overview Committee	Education and Children's Services
Ward(s) affected	All wards.

RECOMMENDATIONS

That Cabinet:

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme.**
- 2. Approve the inclusion of Grange Park drainage works to the School Condition Works Programme.**

INFORMATION

School Places Forecast

The demand for school places in Hillingdon is rising and is forecast to continue to rise in line with national and London-wide predictions. Demand for reception places at primary school level is being driven by rising birth rates and new house building. In the three months since 1st June 2013 there has also been an unprecedented increase in the number of new families moving into the Borough; almost a four-fold increase compared to the same time last year.

The increased number of new families moving into the Borough is increasing the demand for school places in all primary school year groups in certain locations across the Borough. Officers are monitoring the number of new 'in-year' applications for primary school places on a daily basis. In Hillingdon it is predicted that the pressure for primary school places will move into secondary schools by 2016/2017.

The latest ten-year forecast for school places in Hillingdon is being finalised and will be reported to Cabinet in the autumn. The report to Cabinet will set out a proposed plan for meeting the forecast need over and above the existing successful schools expansion programme. This will include options for ensuring the provision of additional secondary school places.

Phase 1 - Permanent Expansions

Phase 1 of the Primary School Expansion Programme (PSEP) consists of the expansion of 8 schools. Construction works at Brookside, Colham Manor, Cranford Park and William Byrd were completed for September 2012. Construction at a further 3 schools Whitehall Infants, Grange Park Infants and Grange Park Juniors were completed for September 2013. Whitehall Juniors is the last school in this phase of work is due to be completed in 2014.

Whitehall Junior

Work is continuing at the Whitehall Junior School and is scheduled to complete the remaining works in 2014.

Grange Park Infant School New Kitchen

The school has raised concerns about the reach requirements for some of the smallest children and they have elected to offer a cold-meal service in the interim. Officers from Environmental Health have visited the school and confirmed that, subject to a suitable management plan, a hot

meal service can resume. Officers are applying pressure to Leadbitter to quickly resolve remaining concerns raised by the Infant School kitchen management team.

Cranford Park Remedial Works

Following the completion of the construction works to expand the school in 2012 and follow up remedial works during the school summer holiday in August 2013, sections of the old drainage have been found to be in poor condition. Officers are working with Phase 1 consultants and Leadbitter to investigate the full extent of the potential remedial works that will be required.

Phase 2 Permanent Expansions

Phase 2 of the Primary School Expansion Programme will permanently expand 18 schools and add a bulge year to 1 further school. To date, construction works have been completed at 5 schools with 1 further school due to be finished this autumn. The remaining 13 schools are scheduled to be completed in 2014. Table 1 provides a brief summary of the works being carried out for each scheme as well the current status.

Table1: Summary of Phase 2 works and status

School Name	Summary of Works	Status
Harefield Infants	Single storey extension to a Year 2 classroom and replacement of windows and external walls in the reception, together with associated works.	All works complete
Harefield Junior	Construction of a single-storey classroom to accommodate two classrooms and associated facilities	All works complete
Field End Infants	1 FE* Expansion: Construction of new single storey building and associated facilities.	All works complete
Field End Junior	1 FE Expansion: Construction of single storey building and associated facilities.	All works complete
Bourne Primary	(Bulge Year) Single storey extension to existing school to provide two new classrooms with associated facilities.	All works complete
Highfield Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	Expansion works will be completed in autumn 2013
Harlyn Primary	1 FE Expansion: Construction of part two storey/part single storey extension to existing school and a stand alone two storey classroom block.	Expansion works will be completed in 2014
Glebe Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	Expansion works will be completed in 2014
Ruislip Gardens	1 FE Expansion: Construction of a new two storey extension and associated facilities.	Expansion works will be completed in 2014
Hermitage Primary	1 FE Expansion: Demolition of existing school and construction of a new 2 FE school including nursery.	Expansion works will be completed in 2014
Hillingdon Primary	1 FE Expansion: Part demolition of existing school and construction of a new two storey classroom block and associated facilities.	Expansion works will be completed in 2014
Rabbsfarm Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	Expansion works will be completed in 2014
Rosedale Primary	Demolition of school sports hall/gymnasium and construction of a new 2 FE school including nursery.	Expansion works will be completed in 2014
Wood End Primary	1 FE Expansion: Construction of 2 stand alone buildings and associated facilities.	Expansion works will be completed in 2014

School Name	Summary of Works	Status
Heathrow Primary	0.5 FE Expansion: Part demolition of the existing building, construction of a two storey extension and associated facilities	Expansion works will be completed in 2014
Cherry Lane Primary	1 FE Expansion: Construction of a two storey building and associated facilities	Expansion works will be completed in 2014
West Drayton Primary	1 FE Expansion: Construction of two storey building and associated facilities.	Expansion works will be completed in 2014
Pinkwell Primary	1 FE Expansion: Construction of a stand alone classroom block and associated facilities.	Expansion works will be completed in 2014
Ryefield Primary	1 FE Expansion: Construction of a single storey building, a two storey block and associated facilities.	Expansion works will be completed in 2014

Note: *A Form of Entry (FE) is a group of 30 pupils. Expanding a school by 1 FE will add accommodation sufficient for 30 additional pupils for every year group.

With the exception of the schemes discussed in the following section, works are progressing without any major delays or issues in the Phase 2 expansion programme. A summary of risks and current issues that may affect the overall completion dates as well as mitigation measures can be found in appendix 1 to this report.

Phase 2 Schemes with Major Issues and Risks or Delays

Highfield Primary School

- Following the completion of the ground floor in the new classroom block, in time for the September pupil intake, work on the first floor and external areas are continuing and are scheduled to be completed by the October half term break. The extra capacity provided by the classrooms on the first floor will not be required until September 2014.

Rosedale

- During the due diligence exercise that was completed by the contractor the original buried services survey carried out has been found to be inaccurate. The level of inaccuracy meant that the design for the school required reconfiguration.

The contractor has completed the redesign of the scheme and has been instructed to recommence constructions works. Currently the programme impact is approximately 10 weeks. The initial estimated additional costs have now been reviewed and are now subject to further discussion between the Employers Agents (Mace) and the contractor (Mansells). An update on the cost increase will be included in the November Cabinet Report.

Pinkwell

- Building works on this scheme have been progressing more slowly than anticipated and the Council's concerns have been raised with the contractor.

Ryefield

- Due to a delay with supply of the building system being used on this scheme, the main contractor (Farrans) is reporting an overall programme delay of 7 weeks. Once the necessary materials have been delivered Farrans are planning to put additional resources onto the scheme in an attempt to reduce the overall delay. As the scheme's revised completion date will be in mid June 2014 the delay will not impact the new intake of pupils in September 2014.

Phase 3 - New Schools - Lake Farm and St Andrews Park (former RAF Uxbridge site)

Phase 3 of the Primary School Expansion Programme comprises of the construction of two new Primary Schools on Lake Farm and St Andrew's Park (former RAF Uxbridge site).

The main contractor (Farrans) is currently finalising the detailed design and setting up the sites. The ground-works are due to start during October. The scheduled completion date for both projects is the end of August 2014.

On 14 October, the Council was notified of an order from the High Court refusing permission for a judicial review application on Lake Farm to proceed, holding the application to be 'totally without merit', demonstrating that every step that the Council has taken in relation to Lake Farm has been lawful.

In respect of previously identified archaeological works in advance of the construction phase at Lake Farm, English Heritage have been in recent contact with the Council and have asserted that no further archaeological fieldwork was required within the entire footprint of the new school building and that they saw no reason why works could not commence to the building footprint and to the north of the site. Officers are therefore working to ensure that construction works on Lake Farm start on time. A zone to the south of the building footprint has been fenced and will not be disturbed pending further archaeological studies.

Approval has been received for Pick Everard Ltd to act as Project Managers and Mouchel to provide Architectural, Structural, Mechanical and Electrical consultancy support. The contract terms and scope of services for Pick Everard and Mouchel are still being finalised.

Phase 3 Extension - New Primary School in West Drayton/Yiewsley

The future forecast for school places indicates a continued growth in primary aged pupils in the Yiewsley and West Drayton Area. The update on school places planning presented to Cabinet on 25th April 2013 showed a need for at least an additional 2 FE (forms of entry) in the West Drayton Area and 1 additional FE in the Yiewsley Area. This need is over and above that which will be met by the increased primary school places on track to be delivered in these areas. An appraisal of existing primary school sites in these areas shows that they have very little scope to accommodate any further expansion.

In August 2013 the Department for Education (DfE) announced that additional funding has been made available following Hillingdon's bid for Targeted Basic Needs Programme funding. Funding for 17 projects, totalling an additional 4,015 places, has been approved including the 3 new schools at Lake Farm, St Andrews Park and the proposed new school in the Yiewsley and West Drayton Area.

Officers are continuing to appraise the suitability of sites for the new primary school to serve the Yiewsley / West Drayton area of the Borough and will report back findings to the Leader of the Council and the Deputy Leader / Cabinet Member for Education and Children's Services for consideration and agreement to the preferred option.

Process for Establishing New Schools

The process to appoint the organisations to run the three new primary schools in Hillingdon is underway following a timetable prescribed by the DfE. Full proposals have been received from 10 organisations to run one or more of the three new schools. Following an appraisal of the organisations during October, involving the Deputy Leader of the Council / Cabinet Member for Education and Children's Services, the London Borough of Hillingdon will confirm to the DfE which organisations it would prefer to run these schools. The final decision will be made by the Secretary of State in December 2013.

Schools Conditions Programme

The School Condition Programme is a programme of work to improve the condition of the current school estate. This includes replacing or carrying out remedial works on items such as boilers, roofs and drainage.

Abbotsfield Boilers

Following failure of the central heating boiler, approval has been received for the installation of a temporary modular emergency boiler. The installation of this has been scheduled for the School's October half term school holiday.

Harefield Children's Centre and Nursery Roof

There have been long-standing issues with the roof over the Children Centre and Nursery within Harefield Infant School, which was constructed in 2009. A joint inspection took place on 3 October 2013 with a Council Building Surveyor, the school and Frencon the original building contractor to examine the roof leakages in detail. Frencon have agreed to work with the Council to determine a rectification strategy. Approval is currently being sought for the Council to supply and install a temporary roof to prevent further damage to the structure of the building whilst Frencon consider the extent of the remedial works required.

Laurel Lane Water System

The works on this scheme have now been completed, including the minor remedial repairs which were being undertaken over weekends at the school's request. Final inspection of the remedial repairs was completed on 10 October.

Grange Park Drainage

During the recent construction works at the school as part of the Primary School Expansion Programme it was found that the underground foul and surface water drains are in a poor state of repair. A comprehensive CCTV survey of these drains was undertaken in 2012, which confirms that several drains are fractured, cracked, broken and encrusted. The blocked surface water drains are causing localised flooding and have recently caused flooding to the basement boiler house.

Other Projects

Abbotsfield Specialist Resource Provision

Building works are progressing on Abbotsfield School to convert a former toilet block into an Autistic Unit. The School Conditions Team are acting as the executors of the scheme and are managing EFM the consultants, to ensure value for money is maintained throughout the works. So far, with regular meetings being arranged with the school to ensure programmes are adhered to.

Financial Implications

Financial overview of Primary School Expansions Programme

As shown in the table 2 below, the current overall forecast surplus is £12,612k. This is due to favourable tender returns, however it should be noted that there are cost risks within the overall programme which may mitigate this position as the construction phase begins.

For Phase 1 the current forecast is £23.57m for the six school permanent expansions against a budget of £22.56m. The increase of £1.01m is due to increased costs for Whitehall Infants and Juniors Schools.

Regular meetings are still being held with contractors in order to continue to challenge any performance issues and response times.

Phase 1A Temporary and Rosedale Temporary - This project was completed in September 2011. The budget carried forward contains the retention which will be released this year when defects are rectified. Following a review of the forecast figure there is now a potential under spend of £242k.

For Phase 2 there is a current forecast surplus of £9,763k (previously £9,799k). This is due to achieving lower contract sums for the schools tendered than those estimated for in the budgets, as well as the difference between approved budgets, based on consultants projects estimates at 'Stage D' and the revised 'Stage L'. A detailed analysis of this variance by project is set out within part 2 of this agenda.

As mentioned in the body of the report there are risks attached to some schools which would impact on the surplus figure mentioned above.

Phase 2A is forecasting a pressure of £44k (no change). This is as a result of moving the contract from the original contractors to a new contractor, to ensure the accommodation was completed in time for the September 2012 pupil intake. There are two accounts remaining for 'close out'; Ryebidge the contractor for Ryefield and Hillingdon Primary Schools and T&B the contractor for Charville Primary.

Phase 3 – There is a forecast under spend on the New Build element (Phase 3) of the Schools programme, which is mainly due to a £3,000k budget which is as yet uncommitted and was intended to provide capacity to expand the phase by a further Form of Entry. Currently this may not be required although it will link into the analysis of pupil place needs being undertaken. In

addition, the tender returns for the RAF Uxbridge and Lake Farm developments are £661k below budget.

The movement of £2,151k on previous month (£57,568k) in the grant figure includes £632k in respect of '2 year old Entitlement Grant', and £1519k Basic Needs grant slippage from previous. This additional grant and the increase of £1,957k in S106 will reduce on-going revenue financing costs resulting from the current expansion programme, the implications of which will be factored into the Council's Medium Term Financial Forecast.

Table 2: Primary Schools Capital Programme – Budget vs Forecast

Primary School Capital Programme	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	Total	Forecast	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Minor Works	559	158	166	271	0		1,154	1,154	0
Phase 1	1,080	8,106	7,101	5,739	535		22,561	23,571	1,010
Phase 1A (incl. Rosedale)	10	1,993	61	544	0		2,608	2,366	-242
Phase 2	0	1,027	7,740	46,407	38,672		93,846	84,083	-9,763
Phase 2A	0	42	2,840	0	0		2,882	2,926	44
Phase 3	0	157	743	9,274	21,366	1,200	32,740	29,079	-3,661
Phase 3A	0	0	0	814	2,786		3,600	3,600	0
Total Expenditure	1,649	11,483	18,651	63,049	63,359	1,200	159,391	146,779	-12,612
Resources:									
DfE Grant	1,649	9,055	16,505	21,750	9,560	1,200	59,719	59,719	0
TBNP	0	0	0	16,839	22,482	0	39,321	39,321	0
Section 106	0	2,428	2,146	9,807	4,300	0	18,681	18,681	0
Council Resources	0	0	0	14,653	27,017	0	41,670	29,058	-12,612

Recommendation 2 seeks approval for the Grange Park drainage to be added to the Schools Condition Programme. The drainage works could cost up to £500k. These costs subject to capital release would be funded from the Schools Condition Budget which currently has an unallocated sum of £650k from a total budget of £3,786k.

Comments of Policy Overview Committee(s)

None at this stage

EFFECT ON RESIDENTS, SERVICE USERS AND COMMUNITIES

Completion of both the temporary and permanent phases of the programme will result in additional school places needed for local children, which the Council has a statutory duty to provide.

Consultation Carried Out or Required

In September 2012, Cabinet approved the statutory proposals to enlarge the premises at Harlyn, Glebe, Field End Infant and Junior, Ruislip Gardens, Hermitage Primary, Highfield, Hillingdon, Ryefield, Rabbsfarm, Pinkwell, Heathrow, Cherry Lane and West Drayton Schools. This approval was conditional on the planning permission for the individual sites being granted by 31 July 2013 which has now been met. The Council cannot take school organisation decisions regarding Academies. Therefore, as Wood End Park was in the process of conversion, it was not included in the statutory notice.

Consultation is also needed as part of the process of establishing new schools. A Cabinet Member Report on this process was approved in May 2013 and the process was started in August 2013.

CORPORATE IMPLICATIONS

Corporate Property and Construction

Corporate Property and Construction authored this report.

Corporate Finance

Corporate Finance has reviewed this report, noting that the significant financial implications associated with the Primary School Expansion Programme are fully reflected in the Council's Medium Term Financial Forecast (MTFF) – including provision for financing and repayment of the significant Council contribution to the programme. As noted within the report, there is likely to be a further requirement for investment to meet demand which will be reviewed over the coming months and factored into the Council's MTFF.

Legal

The Borough Solicitor confirms that the council is responsible for carrying out the necessary works and repairs to the drains of Grange Park School.

No other specific legal implications arise in this report, although the Borough Solicitor continues to advise on individual issues as they arise to ensure that the Council's position is protected at all times.

BACKGROUND PAPERS

NIL

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