

## Minutes

### Cabinet

Thursday, 19 December 2013

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



Published on: 20 December 2013

Decisions come into effect from: 30 December 2013 \*

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

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

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

Susan O'Brien  
Wayne Bridges  
George Cooper  
Judith Cooper  
Brian Crowe  
Peter Curling  
Dominic Gilham  
Paul Harmsworth  
Mary O'Connor  
Henry Higgins

#### **876. APOLOGIES FOR ABSENCE**

No apologies were received and all Members of the Cabinet were present.

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

Councillor Douglas Mills declared a non-pecuniary interest in Item 6 (minute 881) in relation to Council funding for HS2 and remained in the room during the discussion and vote on the item.

Councillor Scott Seaman-Digby declared a non-pecuniary interest in Item 7 (minute 882) as a Trustee of HART and remained in the room during discussion on the item.

Councillor Peter Curling declared a non-pecuniary interest in Item 5 (minute 880) as a Hillingdon Member of Hillingdon Hospital Radio and remained in the room during discussion on the item.

Councillor Peter Curling declared a non-pecuniary interest in Item 7 (minute 882) as a Trustee of HART and remained in the room during discussion on the item.

Councillor Judith Cooper declared a non-pecuniary interest in Item 7 (minute 882) due to a family member being a volunteer with Healing Gardens, Groundwork Southern and remained in the room during the discussion and vote on the item.

Councillor George Cooper declared a non-pecuniary interest in Item 7 (minute 882) due to a family member being a volunteer with Healing Gardens, Groundwork Southern and remained in the room during the discussion and vote on the item.

Councillor Judith Cooper declared a non-pecuniary interest in Item 5 (minute 880) due to being a member of Uxbridge Forward and remained in the room during the discussion and vote on the item.

Councillor George Cooper declared a non-pecuniary interest in Item 5 (minute 880) due to being a member of Uxbridge Forward and remained in the room during the discussion and vote on the item.

**878. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The decisions and minutes of the Cabinet meeting held on 21 November 2013 were agreed as a correct record.

**879. 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.

**880. MONTHLY COUNCIL BUDGET - MONITORING REPORT**

**RESOLVED:**

**That the Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 7.**
- 2. Note the treasury management update for Month 7 at Appendix E.**
- 3. Continue the delegated authority up until the 23 January 2014 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 21 November and 19 December 2013 Cabinet meetings, detailed at Appendix F.**
- 4. Approves the release of the following specific contingency items:**
  - £217k specific contingency against outsourced leisure income streams to Residents Services operating budgets;**
  - £737k specific contingency for the welfare reforms on homelessness to Residents Services operating budgets;**

- £2,589k specific contingency for cost pressures linked to transitional children to Adult Social Care operating budgets;
  - £660k specific contingency held for auto-enrolment into the pension scheme to directorate operating budgets.
5. Approves addition of the £59k grant funding from the Department of Health to 2013/14 Adult Social Care Directorate Budgets in 2013/14 to manage new burdens associated with enhanced reporting requirements.
  6. Approves the addition of £11k grant funding from the Department of Communities and Local Government to Democratic Services budgets from 2013/14 onwards to manage the costs of individual electoral registration.
  7. Approves funding of £175k in respect of Environmental Agency funding to be added to the Environmental Assets budget.
  8. Approves funding of £89k in respect of Better Homes funding from the Greater London Authority to be added to the Private Sector Renewals Grant budget.
  9. Approves the award of the following grants from the 2013/14 Voluntary Sector Grants budget;
    - £10k to Uxbridge Forward
    - £20k to Hillingdon Hospital Radio
  10. Approves a reduction in the management fee payable to the Council under the leisure facilities management contract of £110k per year over the remaining period of the contract, backdated to 1 April 2013.
  11. Approve the amendments to planning pre-application advice charges arising from an internal review as set out in the schedule at Appendix G with effect from 2 January 2014.
  12. Approves re-phasing of £8,554k capital expenditure budgets into 2014/15 financial year and £4,869k into 2015/16 financial year.
  13. Approves the release of £500,000 of general contingency funds to Abbotsfield School.
  14. Approves the release of £60k from general contingency to manage storm damage in the borough's parks and open spaces
  15. Agree that during the winter season, with the full agreement of the Leader of the Council (or Deputy Leader if unavailable) the Chief Executive or the Deputy Chief Executive and Corporate Director of Resident Services are both authorised to take all necessary decisions (including those ordinarily reserved to the executive) to release funds, procure and incur expenditure in order to safeguard residents, deliver services and manage the effects of adverse weather or incidents affecting the Borough. Such decisions taken, that would have required Cabinet or Cabinet Member approval, are to be reported to a subsequent Cabinet meeting for ratification. Furthermore, that Cabinet request the Chairman of the Executive Scrutiny Committee waive the scrutiny call-in period so this takes immediate effect.
  16. Agree the Deputy Chief Executive and Corporate Director of Residents Services be authorised to make any necessary procurement decisions in relation to the implementation of HIP projects, in full consultation with the Leader of the Council.
  17. Agree that the Leader of the Council can take all necessary action and decisions in pursuit of the Council's policy against Heathrow Expansion. Furthermore, that the Deputy Chief Executive and Corporate Director of Residents Services, in conjunction with the Leader of the Council, be given

**full authority to employ the Heathrow Expansion Contingency Budget so as to best protect and promote the interests of the Borough, local residents and affected communities.**

- 18. Agree to delegate the decision to award the tender for the Ruislip Manor Bridge Painting and Lighting work to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Members for Community, Commerce & Regeneration and Planning, Transportation & Recycling.**

#### **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 range of further decisions in relation to contingency release for service pressures and Abbotsfield School, virements, fees and grant funding. Cabinet also delegated its decision-authority during the upcoming winter season to ensure flexible and robust service continuity.

Furthermore, Cabinet made necessary decisions to protect and promote the interests of the Borough, residents and affected communities following the publication of the interim report from the Airports Commission. Cabinet re-stated the Council's opposition to Heathrow expansion.

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

None.

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

Paul Whaymand, Finance Directorate

### **881. THE COUNCIL'S BUDGET 2014/15 AND MEDIUM TERM FINANCIAL FORECAST**

#### **RESOLVED:**

#### **Cabinet agreed to:**

- 1) Approve the draft revenue General Fund and Housing Revenue Account budget and capital programme proposals for 2014/15 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2) Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services and Partnerships Policy Overview Committee.**

- 3) **Approve the proposed fees and charges, including HRA Dwelling Rents calculated under the DCLG rent restructure policy, included at Appendix 9, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 4) **To agree the full use of the DCLG rent restructuring policy within the Housing Revenue Account, including changing to formula rent at tenancy change for all properties where convergence has not been completed.**
- 5) **Authorise the Corporate Director of Finance, in consultation with the Leader of the Council, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**

### **Reasons for decision**

Cabinet put forward for consultation its budget proposals. This included the Council's Medium Term Financial Forecast (MTFF), the draft General Fund revenue budget for 2014/15 along with indicative projections for the following years, the Housing Revenue Account, fees and charges proposals and the draft capital programme for 2014/15 and beyond.

Cabinet announced that Council Tax would continue to be frozen for residents over the age of 65 until 2018-19, whilst it also committed to a further freeze for all residents for the sixth successive year and more. Other welcomed proposals were a continued freeze in fees and charges and a substantial capital programme to include a new theatre and museum in St Andrew's Park, three new youth centres and additional money for roads.

Also welcomed was the free TelecareLine service for vulnerable residents being extended to residents aged over 80, along with extra funding for longer library hours and sport and leisure opportunities. In considering the proposals, Cabinet gave its full endorsement to a very well thought out budget, which had been carefully developed to put residents first.

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

The Cabinet could have chosen to vary the proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

### **Officers to action:**

Paul Whaymand, Finance

**882. GRANTS TO VOLUNTARY ORGANISATIONS 2014/15**

**RESOLVED:**

**That the Cabinet agrees:**

- 1. The overall allocation of grants to Voluntary Sector of £1,751,956 for the provision of core grant funding for the 2014/15 financial year and specific awards as set out in the schedule - Appendix A.**
- 2. Grants totalling £54,940 to organisations to enable the provision of transport as set out in Appendix B.**
- 3. Approve the Council's 2014/15 contribution of £278,085 to the London Councils Grants scheme.**
- 4. That the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration be delegated authority to agree any additional funding to HAVS for the 2014/15 financial year.**
- 5. That the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration be delegated authority to agree the terms and conditions of the 2014/15 small grants programme.**

**Reasons for decision**

Cabinet thanked the vibrant local voluntary sector for its critical role in supporting a wide variety of activities and vulnerable residents. Cabinet agreed to continue its significant financial commitment to this sector during 2014/15. It was noted that this was in comparison to some other local authorities who had cut their grants budget.

**Alternative options considered and rejected**

Cabinet could have made changes to the proposed level of grants.

**Officers to action:**

Nigel Cramb – Administration Directorate

**883. LOCAL SAFEGUARDING CHILDREN BOARD: ANNUAL REPORT**

**RESOLVED:**

**That Cabinet:**

- 1. Note this report and takes account of its conclusions in future planning for children's services and;**
- 2. Notes the efforts being made to secure sufficient social work and other staff in order to provide an effective quality service at all stages of the children's pathway.**

### **Reasons for decision**

Cabinet welcomed the vital role and work of the Board and noted its conclusions on the work of Children's Services during 2012/13 and the priorities mentioned in the Annual Report to ensure Children and Young people remained adequately safeguarded at all times.

Cabinet noted the constructive comments from the Children, Young People's and Learning Policy Overview Committee and welcomed the important work of the Corporate Parenting Board.

### **Alternatives considered and rejected.**

None.

### **Officers to action:**

Paul Hewitt - Children and Young People's Services  
Lynda Crellin (Independent Chairman of the LSCB)

## **884. SAFEGUARDING ADULTS PARTNERSHIP BOARD: ANNUAL REPORT**

### **RESOLVED:**

**The Cabinet note the work of the Partnership Board and safeguarding activity in Hillingdon and consider the potential implications of the Care Bill on the work of the Safeguarding Adults Partnership Board.**

### **Reason for decision**

Cabinet noted the Annual Report of the Safeguarding Adults Partnership Board for the year 2012-13 and its assurances around the effectiveness of adult safeguarding in Hillingdon. Cabinet endorsed the priorities for future action and attention and noted the supportive comments from the Social Services, Housing & Public Health Policy Overview Committee.

### **Alternatives considered and rejected**

None.

### **Officer to action:**

Nick Ellender, Adult Social Care  
Lynda Crellin – Independent Board Chairman

**885. 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

**886. SCHOOL CAPITAL PROGRAMME UPDATE**

**RESOLVED:**

**That Cabinet note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme.**

**Reasons for decision**

Cabinet received its monthly update on London's largest school building programme, aimed at ensuring that every child in the London Borough of Hillingdon would have a quality place at a local school.

**Alternative options considered and rejected**

None.

**Officer to action:**

David Murnaghan – Residents Services

**887. CLEANING AND SPECIALIST WASTE CONTRACT**

**RESOLVED:**

**That Cabinet approves the appointment of Charman Environmental Services Ltd to undertake a contract for collection and compliant disposal of residential clinical type waste, the emptying and cleansing of dog waste bins, disposal of dead animals, and public toilet cleansing throughout the Borough.**

**Reasons for decision**

Following a competitive procurement exercise, Cabinet agreed a contract for the provision of specialist waste services.

**Alternative options considered and rejected**

Cabinet considered other tender re-packaging options, but deemed them not the most economically advantageous route.

**Officer to action:**

Colin Russell, Robert Williams – 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.*

**888. TENDER FOR COUNCIL LEASEHOLDER BUILDINGS INSURANCE**

**RESOLVED:**

**That Cabinet approve the award of the Buildings Insurance contract for Council Leasehold residential properties for a period of five years from 1st April 2014, to JLT Specialty Ltd.**

**Reasons for decision**

Cabinet awarded the contract to the most economically advantageous company to provide buildings insurance for the Council's leasehold residential properties.

**Alternative options considered and rejected**

Cabinet considered options, which it rejected, including self-insurance of the property portfolio and transferring responsibility to the leaseholder.

**Officers to action:**

Simone Batchelor, Finance

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**889. HIGHWAYS WORKS TERM CONTRACT 2014**

**RESOLVED:**

**That Cabinet agree:**

- 1. To award Lot C Highway Works Term Contract for Surfacing and Civil Engineering Works to O'Hara Bros. Surfacing Limited, effective from 1st April 2014 and;**
- 2. The Highways Works Term Contract is awarded for an initial period of 5 years, commencing 1st April 2014, with the possibility of extending the contract on an annual basis for a further 5 years, subject to contractor performance.**

**Reasons for decision**

Following a robust procurement exercise, Cabinet agreed to award the most economically advantageous term contract for the provision of highways surfacing and civil engineering works within the Borough.

**Alternative options considered and rejected**

Cabinet considered other procurement options, including the use of the London Highways Alliance Contract.

**Officer to action:**

John Fern, Residents Services  
Matthew Kelly, Finance

## **Exempt Information**

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### **890. WILLOW TREE DEPOT, WILLOW TREE LANE, HAYES**

#### **RESOLVED:**

**That Cabinet agreed to:**

- 1. Declare the land at Willow Tree depot surplus to requirements;**
- 2. Appropriate the land from the General Fund (GF) to the Housing Revenue Account (HRA) to build properties to the requirements of the HRA and ;**
- 3. Delegate all future decisions relating to the property 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 of Residents Services.**

#### **Reasons for decision**

In order to realise the Council's plans for the Harlington Road Depot, Cabinet made the necessary decisions to make best use of the land at the Willow Tree Site, which it deemed surplus to requirements.

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

Cabinet had considered other property options for the site.

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

Marcia Gillings, Residents Services

## **Exempt Information**

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## **891. IRRECOVERABLE CORPORATE DEBT**

### **RESOLVED:**

**That Cabinet approve the writing off of irrecoverable corporate debt of £1,036,327.40.**

### **Reasons for decision**

Cabinet gave approval for the write-off of irrecoverable debt in respect of certain non-domestic (business) rates valued over £50,000. Such write-offs were required as either the debtor had gone into insolvency or the debt had been statute barred. It was noted that there was no financial cost to the Council as the Government had already allowed for the cost of these write offs in its provision for irrecoverable debts.

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

None.

### **Officer to action:**

Rob Smith, Central Services

### **Exempt Information**

*This report was included in Part II as it contained information relating to an individual or could reveal the identity of an individual along with information relating to the financial or business affairs of any particular person (including the Authority holding that information). The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **892. AWARD OF CONTRACTS: COMMUNITY SUPPORT SERVICES**

### **RESOLVED:**

**That Cabinet agrees:**

- 1) To award a 4 year contract to Age UK Hillingdon from the 1st April 2014 to 31st March 2018 to provide the following services:**
  - a) Information, Advice, Access and Welfare Benefits Service for Older People: at a total cost of £600.6k for the period of the contract.**

- b) **Social Wellbeing Service for Older People:** at a total cost of £400.8k for the period of the contract.
  - c) **Practical Support Service for Older People:** at a total cost of £305.3k for the period of the contract.
- 2) **To award a 4 year contract to Hillingdon and Ealing Citizens' Advice Bureau from the 1st April 2014 to 31st March 2018 to provide a specialist support service for the Provision of Welfare Benefits and Debt Advice for People with Mental Health Needs, at a total cost of £222.9k for the period of the contract.**
  - 3) **To award a 4 year contract to Hillingdon MIND from the 1st April 2014 to 31st March 2018 to provide a Social Inclusion Service for People with Mental Health Needs, at a total cost of £279.4k for the period of the contract.**
  - 4) **To award a 4 year contract to Rethink Mental Illness from the 1st April 2014 to 31st March 2018 to provide a specialist support service to Carers of People with Mental Health Needs, at a total cost of £305.5k for the period of the contract.**
  - 5) **To award a 4 year contract to Crossroads Care Hillingdon from the 1st April 2014 to 31st March 2018 to provide a Carers Short Breaks Service, at a total cost of £793.4k for the period of the contract.**

### **Reasons for decision**

Cabinet made decisions on a range of community support services for older people, those with mental health needs and carers, which would result in improved outcomes and bring similar services together, reducing the number of contracts managed.

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

Alternative options available to Cabinet, but rejected, were the decommissioning of certain services, further service reconfiguration or a reduction in service capacity.

### **Officers to action:**

Tony Zaman, Adult Social Care  
Gary Collier, Finance

### **Exempt Information**

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## **893. VOLUNTARY SECTOR LEASES**

### **RESOLVED:**

**That Cabinet agrees the rents set out in Table 1 below, which is subject to negotiation with the voluntary sector organisations detailed in this report and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.**

### **Reasons for decision**

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

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

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

### **Officer to action:**

Michele Henington – Residents Services

### **Exempt Information**

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## **894. UXBRIDGE CENTRAL LIBRARY REFURBISHMENT**

### **RESOLVED:**

**That Cabinet notes the outcome of the approach undertaken to procure joinery and loose furniture package as part of the refurbishment of Uxbridge Library and agrees to:**

- 1. Award the contract in the sum of £383,950 to SRS Joinery (High Wycombe) Limited for the manufacture and installation of the joinery and associated items;**

2. **SRS Joinery (High Wycombe) Limited purchasing the loose furniture items as outlined in the body of the report for the Uxbridge Library from the nominated suppliers as specified by McKenzie Wheeler up to a value of £85,000, including the handling charge levied by the company set out in the report;**
3. **Making staged payments to SRS Joinery (High Wycombe) Limited on meeting specified milestones to ease the supplier's cash flow as agreed by the Deputy Chief Executive Corporate Director Residents Services in consultation with the Leader of the Council;**
4. **Appointment of a dedicated supervisor from Kier for the sum of £7,000 to coordinate the installation of the joinery, ICT and the smooth delivery of the furniture as well as the books;**
5. **Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree any other decisions in consultation with the Leader of the Council which relate to joinery, furniture fixtures and fittings items to ensure the smooth delivery of the project and;**
6. **Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on all these recommendations to ensure the project can progress swiftly and that the necessary contractual commitments can be met on time.**

#### **Reason for decision**

Cabinet made a number of decisions to progress the refurbishment, enhancement and modernisation of Uxbridge Central Library by appointing SRS Joinery (High Wycombe) Limited to undertake the manufacture and the installation of the joinery and associated items as well as procuring the loose furniture for the facility.

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

Cabinet considered other procurement options, but they were not deemed value for money.

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

Mohamed Bhimani – Residents Services

#### **Exempt Information**

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## **Urgency**

*This decision was taken under urgency procedures and notice of this was given in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.46pm

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### **\* IMPORTANT INFORMATION**

#### **DECISION AUTHORITY**

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

**The decision to delegate decision-making during the winter months on Item 5 (minute 880) and all decisions on Item 19 (minute 894) in relation to Uxbridge Library come into immediate effect following agreement by the Chairman of the Executive Scrutiny Committee to waive the call-in period.**

**Additionally, all decisions in relation to Items 6 and 7 (minute nos. 881 and 882) are integral to the Council's budget proposals, which includes Policy Overview Committee consultation, and therefore cannot be called-in.**

**The remaining decisions of the Cabinet will therefore come into effect from 5pm, Monday 30<sup>th</sup> December 2013.**

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