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HILLINGDON
LONDON

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Cabinet

Date: **THURSDAY, 19 DECEMBER 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

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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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INVESTOR IN PEOPLE

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Notice

Transparency in decision-making: notice of any business in private, any representations received and any urgent business.

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible

Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from the Democratic Services contact on the agenda front page.

Notice of meeting (private in part)

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:

19 December 2013 at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this has been given. 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 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.

Notice of urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made in public and private has also been given. The only exception to this is the following urgent business item on the agenda: (19) Uxbridge Central Library Refurbishment, where it was impracticable to give sufficient notice. The Chairman of the Executive Scrutiny Committee has been notified in writing about this urgent business.

Representations

No representations from the public have been received regarding this meeting.

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 - 8
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	Monthly Council Budget - monitoring report (Cllr Bianco)	9 - 64
6	The Council's Budget 2014/15 and Medium Term Financial Forecast (Cllrs Puddifoot & Bianco)	65 - 280
7	Grants to Voluntary Organisations 2014/15 (Cllr Mills)	281 - 340
8	Local Safeguarding Children Board: Annual Report (Cllr Simmonds)	341 - 422
9	Safeguarding Adults Partnership Board: Annual Report (Cllr Corthorne)	423 - 474
10	Quarterly Planning Obligations Monitoring (Cllr Burrows)	475 - 506
11	School Capital Programme Update (Cllrs Simmonds & Bianco)	507 - 514

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

12	Cleaning and Specialist Waste Contract (Cllr Bianco)	515 - 524
13	Tender for Council Leaseholder Buildings Insurance (Cllr Bianco)	525 - 534
14	Highways Works Term Contract 2014 (Cllr Burrows)	535 - 548
15	Willow Tree Depot, Willow Tree Lane, Hayes (Cllr Bianco)	549 - 554
16	Irrecoverable Corporate Debt (Cllr Bianco)	555 - 560
17	Award of Contracts: Community Support Services (Cllr Corthorne)	561 - 592
18	Voluntary Sector Leases (Cllr Bianco)	593 - 604
19	Uxbridge Central Library Refurbishment (Cllrs Mills & Bianco)	605 - 616

20 Any other items the Chairman agrees are relevant or urgent

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Minutes

Cabinet
Thursday, 21 November 2013
Meeting held at Committee Room 6 - Civic Centre, High Street, Uxbridge, UB8 1UW

HILLINGDON
LONDON

Decisions published on: 22 November 2013
*** Decisions come into effect on: 29 November 2013**

Cabinet Members Present:
Ray Puddifoot MBE (Chairman)
David Simmonds (Vice-Chairman)
Jonathan Bianco
Keith Burrows
Philip Corthorne
Douglas Mills

Members also Present:
John Riley
Susan O'Brien
Wayne Bridges
George Cooper
Judith Cooper
Peter Curling
Paul Harmsworth
Henry Higgins

866. APOLOGIES FOR ABSENCE

Apologies were given from Councillor Scott Seaman-Digby.

867. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Douglas Mills declared a non-pecuniary interest in decision no.12 on Item 7 (minute 872) due to the proximity of his property to the proposed route. He remained in the room during the discussion and vote on the item.

868. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 24 October 2013 were agreed as a correct record.

869. 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.

870. CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE - STRENGTHENING THE COUNCIL'S ROLE AS A CORPORATE PARENT

The Chairman of the Children, Young People & Learning Policy Overview Committee, Councillor John Riley, presented his Committee's review, which was warmly welcomed.

RESOLVED:

That Cabinet:

1. **Welcomes the report from the Children, Young People & Learning Policy Overview Committee on the review into the Strengthening the Council's Role as a Corporate Parent.**

2. **Endorses the recommendations of the Policy Overview Committee set out below, as amended:**

Policy Overview Committee Recommendations

1) *Welcome the work currently being undertaken to review and revise the remit of the Corporate Parenting Board, its increased overview of the Council's wide ranging role as a corporate parent and endorse its administration by Democratic Services.*

Health and Wellbeing

2) *Ask the Health & Wellbeing Board to request that the Hillingdon Clinical Commissioning Group (CCG) and Hillingdon Child and Adolescent Mental Health Services (CAMHS) acquire, maintain and share data on the following areas:*
   a. *Proportion of total budgets spent on Looked After Children (LAC);*
   b. *Proportion of LAC registered with a GP;*
   c. *Proportion of the CAMHS caseload that is made up of LAC;*
   d. *Information on what intervention / therapy is being provided by CAMHS and what health issues are being dealt with via wider case consultation; and*
   e. *The number of Tier 2, 3 and 4 assessments that CAMHS undertake for LAC.*

3) *Ask the Cabinet Member for Education & Children's Services to request officers continue to work alongside colleagues from Hillingdon CAMHS to provide a designated point of contact to provide advice and assistance for all mental health issues relating to LAC, reporting to the Health & Wellbeing Board if required.*

4) *Ask the Cabinet Member for Education & Children's Services to request officers continue to work alongside the Council's partner agencies to develop a comprehensive understanding of where responsibilities lie between NHS England and CCGs for all aspects of the health needs of LAC and report findings back to the Cabinet Member for Education & Children's Services, the Children, Young*

People & Learning Policy Overview Committee and the Health & Wellbeing Board as appropriate.

5) *In order to ensure that the mental health needs of LAC are met when placements are out of Borough, ask the Cabinet Member for Education & Children's Services to request officers produce a protocol on the process of how services are brokered between CCGs and NHS England for agreement by the Cabinet Member for Education & Children's Services and the Health & Wellbeing Board.*

Educational outcomes

6) *Ask the Cabinet Member for Education & Children's Services to request officers monitor data on the number of relevant young people up to the age of 25 approaching the Council for support in education, training and employment and report findings back to the Cabinet Member for Education & Children's Services in due course.*

7) *In accordance with the budget planning process and to ensure compliance with changes set out in the Care Leavers (England) Regulations 2010, ask officers, in consultation with the Cabinet Member for Education & Children's Services, to explore the viability of providing additional general and pastoral support through the Hillingdon Virtual School to relevant young people up to the age of 25 going on to education or training and report findings back to the Cabinet.*

8) *Ask the Cabinet Member for Education & Children's Services to request officers investigate the viability of building Education Residential and Respite Accommodation alongside the future development of schools in the Borough and report findings back to Cabinet in due course.*

9) *Ask the Cabinet Member for Education & Children's Services to request officers monitor and report back to the Cabinet Member for Education & Children's Services on the success of the peer-mentoring scheme currently being trialled as a means through which to provide additional support to care leavers with a view to expanding the scheme if it leads to improved outcomes.*

Sport, Leisure and Recreation

10) *Ask officers to collect comprehensive data on LAC's use of the Borough's health, sport and leisure facilities, including their use of and engagement with taster events.*

11) *Subject to the outcome of Recommendation 10 above, ask officers to undertake feasibility work on whether further discounted rates or incentives could be put in place to increase access to sporting and leisure facilities for LAC and report findings back to the Cabinet for consideration.*

12) *Subject to the budget planning process, ask officers to investigate the viability of providing regular consultation and social events for LAC to offer them further opportunities to socialise and share experiences.*

Reasons for decision

Cabinet considered the Children, Young People & Learning Policy Overview Committee's review into strengthening the Council's role as a Corporate Parent and the recommendations contained therein.

Cabinet felt that addressing the needs of Looked After Children, to whom Members act as "corporate parents", was of paramount importance and agreed a number of recommendations aimed at improving the lives of Looked After Children and Young People, including when they leave care.

Alternative options considered and rejected

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

Officers to action:

Merlin Joseph, Children and Young People's Services
Steven Maiden, Administration Directorate

871. SCRAP METAL DEALERS ACT 2013

RESOLVED:

That Cabinet:

1. **Approves the attached scrap metal dealers guidance;**

2. **Approves the attached schedule of fees in respect of scrap metal dealers licences and;**

3. **Requests that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on the recommendations to ensure the swift implementation of the guidance and fees before the commencement of the Act.**

Reasons for decision

Cabinet received an update on the implementation of the Scrap Metal Dealers Act 2013 and approved the necessary guidance and fee schedule.

It was noted that the new legislation would come into force on 1st December 2013 and by requesting the waiving of the scrutiny call-in period, the decision could take immediate effect, giving additional time to make applicants aware of the new fees prior to the Act coming into force.

Alternative options considered and rejected

None, as this was a statutory requirement.

Officer to action:

Stephanie Waterford, Residents Services

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.

872. MONTHLY COUNCIL BUDGET MONITORING REPORT

RESOLVED:

That the Cabinet:

1. **Note the forecast budget position for revenue and capital as at Month 6.**

2. **Note the treasury management update for Month 6 at Appendix E.**

3. **Continue the delegated authority up until the 19 December 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 24 October and 21 November 2013 Cabinet meetings, detailed at Appendix F.**

4. **Approve the addition of £312k transitional funding to Finance budgets in 2013/14 to manage one-off costs associated with Welfare Reform and the introduction of a Local Council Tax Support Scheme.**

5. **Cabinet agrees to vary the existing Knowles contract to a value of £300,000 for preparing and conducting the arbitration in relation to Triscott House.**

6. **Cabinet agrees to enter into a contract with the Arbitrator, Mr Matt Malloy, with a liability of fees approved up to £75,000.**

7. **Further to the decision of the 26th September authorising the use of Trickle Transfer funds held by Paradigm Housing Group, agree to:**

   a) **Progress the purchase of up to 60 properties by Paradigm Housing Group, funded from Trickle Transfer funding as set out in the supporting information, delegating all the necessary decisions to finalise and implement the programme 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 and;

b) Paradigm Housing Group be asked to procure 44 units of Private Sector Leased (PSL) property which will be funded via the Trickle Transfer funding as set out in the supporting information, and to which the Council will have 100% nomination rights over the lease period.

8. Agree the temporary transfer of up to a further 50 HRA properties to the general fund on a short-term licensed basis, and for these to be let as temporary accommodation in order to move on families who are currently placed in higher-cost and/or unsuitable Bed & Breakfast accommodation, or other forms of temporary accommodation;

9. Agree in principle to establish an in-house Private Sector Leasing scheme and delegate all necessary decisions to progress this 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, with details of the final scheme being reported back to Cabinet for ratification.

10. Authorise officers to recommend variations to the existing Private Sector Renewal Grant policy, in respect of individual empty properties that can add to the supply of Temporary Accommodation, on a case-by-case basis. Any variation to be agreed by the Leader of the Council and Cabinet Member for Finance, Property & Business Services in conjunction with the capital release process.

11. Further to the decision agreed by Cabinet in September to explore the use of HRA receipts for the procurement of additional properties, agree in principle to establish an ex-Council property buy back scheme with details of the scheme and its implementation reported back to Cabinet for future decision.

12. Authorise a grant of £100k from the HS2 contingency fund to the HS2 Action Alliance, in support of Hillingdon Council's, the local community and the wider campaign's objectives.

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, including increase support for welfare reform and some contractual decisions in relation to Triscott House.

Additional recommendations were approved by Cabinet moving forward a number of important housing initiatives and opportunities reporting back to Cabinet where

required, along with an external grant to support the Council and local community's campaign against High Speed 2 at a national level.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

873. 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.

It was noted that there had 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 and that officers were closely monitoring the situation.

Alternative options considered and rejected

None.

Officer to action:

David Murnaghan – Residents Services

874. FASSNIDGE ROAD NORTH DEPOT, FASSNIDGE ROAD, UXBRIDGE

RESOLVED:

That Cabinet:

1. **Declare the land at Fassnidge North depot surplus to requirements;**
2. **Authorise the submission of a planning application for residential development;**
3. **Authorise the sale of the site on the open market and;**
4. **Delegate authority on all future decisions relating to the site 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 optimise the use of property assets for the relocation to the Harlington Road depot, Cabinet agreed the disposal of the Fassnidge North depot site and its sale, as offering the best consideration.

Alternative options considered and rejected

Cabinet considered a number of development options.

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.

875. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.24pm

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* IMPORTANT INFORMATION

DECISION AUTHORITY

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

The decisions of the Cabinet will therefore come into effect from 5pm, Friday 29 November 2013, with the exception of those on Item 6 (minute 871) which come into immediate effect following agreement by the Chairman of the Executive Scrutiny Committee to waive the call-in period.

COUNCIL BUDGET - MONTH 7 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	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 October 2013 (Month 7). A net in-year underspend of £4,189k is forecast against 2013/14 General Fund revenue budgets, an improvement of £2,252k on the position reported at Month 6. The latest positions on other funds and the capital programme are detailed within the body of this report.
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 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.**

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 release specific contingency items in 2013/14:

    - £217k contingency held to manage pressures on outsourced leisure income streams to Residents Services operating budgets as historic income targets associated with the previously outsourced golf operation are not sustainable in the medium-term. Appendix A contains further information on this pressure.

    - £737k contingency set aside to manage changes to housing benefits from 2011/12, which reduced income available to support temporary accommodation of homeless clients, into Housing operating budgets.

    - £2,589k contingency set aside to fund the cost of the care and support of children who have transitioned from Children's Social Care into Adult Social Care to 31 March 2013.

    - £660k specific contingency held to support the additional cost of employer's pension contributions arising from the increased membership of the Council's pension scheme after 1 February 2013 and changes requiring employees to actively opt-out of, rather than opt in-to, the scheme.

4. Recommendation 5 seeks authority to release £59k grant funding awarded by the Department of Health to Adult Social Care operating budgets in support of investment required to manage additional reporting requirements due to come into effect from 1 April 2014. This funding was awarded as the enhanced reporting represents an additional, unavoidable new burden for the Council.

5. Recommendation 6 seeks authority to release £11k grant funding to Democratic Services to manage the additional costs associated with the move towards individual electoral registration.

6. The Council has been successful in securing funding of £175k from the Environmental Agency towards the Cannon's Brook mitigation works estimated to cost £246k in total, which recommendation 7 seeks authority to include in the Council's Environmental Assets programme budget.

7. The West London Housing Directors have agreed that the remaining capital funding left from the GLA Targeted Funding Stream allocations between 2006 and 2011 (Empty Property and Better Homes Landlord grants programme) should be pooled and reallocated to a new Better Homes Project across West London. The allocation to Hillingdon is £89k set out in recommendation 8 will support the Council's Private Sector Renewal Grants programme.

8. Recommendation 9 seeks authority to award two grants from the remaining uncommitted core grants budget, part of the Council's Voluntary Sector Grants budget, Uxbridge Forward is the organisation that works to support the growth of local commerce in Uxbridge, promotes Uxbridge to potential investors and works with a range of local organisations and the Council to deliver events. The second grant award will enable Hillingdon Hospital Radio to procure new radio equipment to support this service to the community.

9. The Council has reached informal agreement with the leisure facilities management operator to reduce the management fee payable to the Council in recognition of the barriers to the delivery of the originally tendered management fee in respect of one of the Council's leisure centres. Recommendation 10 seeks formal approval to implement this change.

10. Recommendation 11 follows an in-depth review has been undertaken of planning pre-application fees and proposals have been developed to realign fees to simplify the banded charging structure, better reflect the costs of the service and maintain competitiveness with neighbouring boroughs. This is intended to encourage uptake of the service, improve the efficiency with which subsequent applications are determined, and speed up the development approval process thereby encouraging economic development. This also incorporates a HIP Money Box suggestion concerning charging separately for trees pre-application advice. Further information is contained within the MTFF report also on this agenda.

11. The Council is reporting a forecast under spend of £32,707k on the capital programme for the current financial year of which £13,423k is due to slippage on existing schemes where the budget will be required in future financial years. It is therefore proposed in recommendation 12 to re-phase £13,423k to reflect current expenditure projections over the life of the capital programme.

12. Recommendation 13 proposes that £500,000 of general contingency funds are released to Abbotsfield School to support the financial position of the School for 2013/14. Of this sum, around £330,000 will offset the shortfall on sixth form funding with the remainder clearing the 2013/14 budget deficit and allowing the school to reduce its requirement for loan funding.

13. Recommendation 14 seeks authority to vire £60k from general contingency to Residents Services operating budgets to undertake necessary works to manage damage from storms during December within the Borough's parks and open spaces.

14. With respect to recommendation 15, it is timely to update a previous Cabinet decision in respect of the Council's emergency decision-making capabilities during the winter season, in order to enable instant decision-making, in consultation with Members. Any such decisions will be reported to a subsequent Cabinet meeting for information.

15. In regard to recommendation 16, occasionally the procurement of particular work is required to support the ongoing implementation of the Hillingdon Improvement Programme that benefits the Council, residents and the wider community. By agreeing this recommendation, project implementation will be able to proceed more expediently.

Alternative options considered

16. There are no other options proposed for consideration.

SUMMARY

REVENUE

17. As at Month 7, the forecast outturn position on in-year activities is a net underspend of £4,189k, representing an improvement of £2,252k on the position reported at Month 6. This position consists of a net underspend of £1,608k on directorate budgets, an underspend on capital financing costs of £2,500k and a net underspend of £81k on development and risk contingency. Movement in the reported position from Month 6 is primarily due to the recognition of the significant impact of aligning existing Council services and initiatives in support of health with Public Health functions.

18. Within this reported position significant pressures are reported on a number of demand-led budgets; including Homelessness, Social Care Placements and SEN Transport. The Council's £17,111k programme of savings for 2013/14 remains broadly on-track for delivery with 81% currently either banked or on track. Further information on the savings position, and reported pressures, are contained throughout this report.

19. Unallocated General Fund balances are forecast to reach £35,789k by 31 March 2014, before taking account of any sums remaining uncommitted from the residual £194k general contingency, £430k priority growth funds, £432k unallocated Environmental & Recreational Initiatives funds and £345k unallocated HIP budgets.

20. There are no significant movements to report on other funds from Month 6.

CAPITAL

21. As at Month 7 an underspend of £33,644k is reported on the 2013/14 capital programme budget from a revised budget of £120,030k, a movement of £2,387k on forecast expenditure at Month 6. This movement includes a further £1,461k on the school expansion programme, in addition to the £12,069k variance reported at Month 6. However there is not expected to be any impact on service requirements, with sufficient school places still on track for delivery in September 2014.

22. Forecast outturn on the General Fund Programme for 2013/14 to 2015/16 is now an underspend of £21,458k, an improvement of £719k from Month 6 primarily due mainly to a favourable revision of forecast costs on Uxbridge Central Library refurbishment after results of testing the sprinkler system.

23. General Fund capital receipts of £11,362k are forecast for 2013/14, £2,338k in excess of revised budget, with forecast receipts over the period to 2017/18 expected to reach £24,770k.

FURTHER INFORMATION

General Fund Revenue Budget

24. As at Month 7 a net underspend of £4,189k is reported on normal activities, consisting of £1,608k underspend on Directorate Operating budgets, the previously noted £2,500k underspend on Corporate Operating Budgets arising from the deferral of financing costs and a minor £81k underspend on Development & Risk Contingency. Within this position a number of specific pressures, relating to Homelessness, Social Care Placements and SEN Transport, are being managed through compensatory underspends.

25. The current monitoring position assumes that £194k of uncommitted General Contingency, £430k unallocated Priority Growth. £432k unallocated Environmental & Recreational Initiatives funds and £345k unallocated HIP funds will be committed in full by 31 March 2014. This provides significant scope to manage any unforeseen issues or support new initiatives within normal operating budgets and without recourse to balances.

26. The overall movement from Month 6 is a signficant improvement of £2,252k, which consists of a £2,244k movement in directorate positions due to aligning Public Health responsibilities and objectives with all aspects of Council services and activities that benefit health, an adverse movement of £34k on remaining directorate budgets and a net improvement of £42k on contingency.

27. 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 £35,789k by 31 March 2014.

Table 1: General Fund Overview

Original Budget	Budget Changes		Month 7			Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	% Var	Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000		£'000	£'000		£'000	£'000	£'000
165,738	(25)	Directorate Operating Budgets	165,713	164,105	-1%	(1,608)	602	(2,210)
20,738	95	Corporate Operating Budgets	20,833	18,333	-12%	(2,500)	(2,500)	0
22,883	489	Development & Risk Contingency	23,372	23,291	0%	(81)	(39)	(42)
1,800	(70)	Priority Growth	1,730	1,730	0%	0	0	0
211,159	**489**	**Sub-total Normal Activities**	**211,648**	**207,459**	**-2%**	**(4,189)**	**(1,937)**	**(2,252)**
		Exceptional items: Reversal of Icelandic Impairment		(1,350)		(1,350)	(1,350)	0
211,159	**489**	**Total Net Expenditure**	**211,648**	**206,109**	**-3%**	**(5,539)**	**(3,287)**	**(2,252)**
(211,159)	(489)	Budget Requirement	(211,648)	(211,648)		0	0	0
0	**0**	**Net Total**	**0**	**(5,539)**		**(5,539)**	**(3,287)**	**(2,252)**
(30,250)	0	Balances b/fwd 01/04/13	(30,250)	(30,250)		0	0	0
(30,320)	**0**	**Balances c/fwd 01/04/14**	**(30,250)**	**(35,789)**		**(5,539)**	**(3,287)**	**(2,252)**

28. Excluding Public Health, there has been limited other movement in the overall position from Month 6, and no material changes to report on cross-cutting risks and issues.

Directorate Operating Budgets (£1,608k underspend / £2,210k improvement)

29. 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 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
197,598	(21,604)	Admin. & Finance	Expenditure	175,994	175,233	0%	(761)	(277)	(484)
(174,923)	22,178		Income	(152,745)	(152,855)	0%	(110)	(131)	21
22,675	**574**		**Sub-Total**	**23,249**	**22,378**	**-4%**	**(871)**	**(408)**	**(463)**
121,042	11,588	Residents Services	Expenditure	132,630	135,321	2%	2,691	3,263	(572)
(56,716)	(12,166)		Income	(68,882)	(72,128)	5%	(3,246)	(3,128)	(118)
64,326	**(578)**		**Sub-Total**	**63,748**	**63,193**	**-1%**	**(555)**	**135**	**(690)**
31,100	908	Children's & Young People's Services	Expenditure	32,008	31,994	0%	(14)	243	(257)
(7,856)	(893)		Income	(8,749)	(8,783)	0%	(34)	(34)	0
23,244	**15**		**Sub-Total**	**23,259**	**23,211**	**0%**	**(48)**	**209**	**(257)**
72,393	(686)	Adult Social Care	Expenditure	71,707	73,153	2%	1,446	2,222	(776)
(16,900)	650		Income	(16,250)	(17,830)	10%	(1,580)	(1,556)	(24)
55,493	**(36)**		**Sub-Total**	**55,457**	**55,323**	**0%**	**(134)**	**666**	**(800)**
165,738	**(25)**	**Total Directorate Operating Budgets**		**165,713**	**164,105**	**-1%**	**(1,608)**	**602**	**(2,210)**

30. An underspend of £871k is reported on Administration and Finance primarily due to vacant posts being held within a number of services, an improvement of £463k from that reported in Month 6 which includes the impact of integrating existing Council services with the new Public Health offer.

31. Residents Services are reporting an underspend of £555k at Month 7, with an exceptional pressure of £2,172k on temporary accommodation being off-set by £675k rental income on commercial properties appropriated from the Housing Revenue Account, underspends within Education and £555k efficiencies arising from synergies with Public Health. The improvement from Month 6 is primarily due these synergies and a number of other minor movements.

32. A net improvement of £257k is reported on Children & Young People's Services, with £468k of efficiencies from aligning existing Council services to Public Health off-setting an adverse movement due to increased demand for secure accommodation.

33. Within Adult Social Care, the previously reported pressure due to slippage in planned day centre reconfiguration and increased demand for care placements has been mitigated in year from the savings arising from integration of Public Health responsibilities resulting in a net underspend of £134k at Month 7.

Progress on Savings

34. 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 7 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)	(4,832)	(293)	(3,239)	0	**(9,415)**	56%
On track for delivery	0	(1,192)	(1,206)	(1,383)	(568)	**(4,349)**	25%
Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(78)	0	(97)	(2,432)	**(2,607)**	15%
Serious problems in the delivery of the saving	0	0	(445)	(295)	0	**(740)**	4%
Total 2013/14 Savings	**(1,051)**	**(6,102)**	**(1,944)**	**(5,014)**	**(3,000)**	**(17,111)**	100%

35. Further improvement is reported at Month 7 in respect of the 2013/14 savings programme, 81% of which is expected to be delivered in full by 31 March 2014 with 56% already banked. Sufficient compensatory savings have been identified during 2014/15 to enable the potential shortfall to be managed in year, which accounts for the net underspend reported above within Directorate Operating Budgets.

36. There remains £740k savings reported as being undeliverable in 2013/14, which consists of £445k of initiatives within Children's and Young People's Services and £295k savings within Adult Social Care which have been delayed by the Judicial Review into day care reconfiguration that are expected to be fully achievable in the medium-term. In the case of Children's and Young People's Services, alternative proposals to deliver this outstanding sum have been included in the draft 2014/15 budget reported to Cabinet elsewhere on this agenda.

37. In addition there remained £1,979k savings from prior year programmes which were unachieved as at 31 March 2013, £1,700k of which have now been delivered in full, with the remaining £289k linked to day care reconfiguration which are expected to be fully achievable once new service provision is in place from June 2014.

Table 4: Month 7 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	(22)	**(334)**	17%
On track for delivery	(65)	(330)	(255)	(706)	**(1,356)**	68%
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	(289)	**(289)**	15%
Total B/fwd Savings	**(300)**	**(407)**	**(255)**	**(1,017)**	**(1,979)**	100%

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

38. Table 5 below provides an overview of forecast outturn on corporately managed budgets as at Month 7. 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	Budget Changes		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000		£'000	£'000		£'000	£'000	£'000
11,456	0	Interest & Investment Income	11,456	8,956	-22%	(2,500)	(2,500)	0
9,282	95	Levies & Other Corporate Budgets	9,377	9,377	0%	0	0	0
20,738	**95**	**Total Corporate Operating Budgets**	**20,833**	**18,333**	**-12%**	**(2,500)**	**(2,500)**	**0**

39. 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.

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

Development & Risk Contingency (£81k underspend / £42k improvement)

41. 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 overall forecast contingency requirement from Month 6. 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	Budget Changes	Current Commitments		Revised Budget	Forecast as Needed	Variance (+ adv / - fav)		
						Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000			£'000	£'000	£'000	£'000	£'000
1,000	489	Corporate	General Contingency	1,489	754	(735)	(703)	(32)
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)	(27)	0
217	0		Outsourced Leisure Income Streams	217	425	208	173	35
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	1,329	569	577	(8)
2,010	0		Waste Disposal Levy	2,010	2,393	383	338	45
0	0		Licencing Appeal Legal Costs	0	32	32	0	32
1,995	0	C&YPS	Reduction in UKBA Asylum Funding	1,995	1,484	(511)	(397)	(114)
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**	**23,291**	**(81)**	**(39)**	**(42)**

42. There is limited movement from Month 6 on existing specific contingency items, with minor adverse movements on leisure income and waste disposal levy being partially off-set by a minor improvement on SEN transport. Appendix A contains an overview of these contingency items and explanation for this movements.

43. On-going discussion with the Home Office have led to a reduction in the forecast call on contingency with respect of the shortfall on Asylum funding, with the £114k favourable movement due to confirmation of funding arrangements for the remainder of 2013/14 reversing the adverse movement declared at Month 6. The medium-term implications of these discussions are reflected in the 2014/15 budget report presented to Cabinet on this agenda.

44. The Council has appealed against recent a challenge to a licensing decision, incurring £32k of costs which are to met from the remaining unallocated General Contingency budget.

45. This report includes recommendations to release £500k of General Contingency to support Abbotsfield School and £60k to mitigate damage from recent storms. If agreed, this will leave £194k within General Contingency to manage unforeseen pressures over the remainder of 2013/14.

Priority Growth

46. 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. On 24 October 2013 Cabinet approved the creation of a new specific fund for Environmental & Recreational Initiatives to be met from the £1,000k unallocated sum. Table 7 summarises the position with regard to each of these elements.

Table 7: Priority Growth

	Budget	Approved Allocations	Unallocated Growth
	£'000	£'000	£'000
Specific Budgets			
HIP Initiatives Budgets	800	455	345
Environmental & Recreational Initiatives	500	68	432
Sub-Total Specific Budgets	**1,300**	**523**	**777**
Non-Specific Priority Growth			
Original Budget	1,000		
Registrars Suite		70	
Environmental & Recreational Indicatives		500	
			430
Sub-Total Non-Specific Priority Growth Budget	**1,000**	**570**	**430**
Total Priority Growth	**2,300**	**1,093**	**1,207**

47. HIP Steering Group has approved release of £455k from the HIP Initiatives Budget to fund a range of projects during 2013/14, leaving £345k unallocated. The reported position assumes that this sum will be utilised in full by 31 March 2014.

48. Within the new Environmental & Recreational Initiatives Fund a sum of £68k has been allocated for sign cleaning, leaving a balance of £432k to support further new initiatives.

49. There remains a sum of £430k remaining unallocated Priority Growth from the original £1,000k balance following releases approved by Cabinet for refurbishment of the Registrars Suite and the new Environmental & Recreational Fund.

Schools Budget, Parking Revenue Account and Collection Fund

50. 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.

51. There has been no movement from Month 6 on the Schools Budget, with retained balances within the ring-fenced Dedicated Schools Grant forecast to reach £1,361k by 31 March 2014. An underspend of £652k is forecast in year, with the on-going pressure against SEN placement budgets being off-set by favourable variances within retained budgets and Early Years provision.

52. An adverse movement of £53k from Month 6 is reported on the Parking Revenue Account, which will result in a £140k in-year deficit. This deficit primarily relates to the continuing shortfall in Penalty Charge Notice income, which may limit resources available to support Parking Management Schemes within the borough. There remain a number of options available to manage this deficit and as such no impact on the General Fund is expected.

53. 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 7. 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

54. As at Month 7, an in-year underspend of £2,192k is forecast on Housing Revenue Account (HRA) operations, primarily due to the need to undertake a review of the £17,676k programme of major works to housing stock. This position assumes that in excess of £5,000k is earmarked to support delivery of planned works to stock during 2014/15.

55. A pressure of £1,325k is reported on rental income as a result of further increases to the number Right to Buy sales and appropriation of commercial properties to the General Fund. Further detail on the implications of recent changes to Right to Buy arrangements are contained in the Capital section (Appendix D) of this report. Further commentary on the HRA is set out in Appendix C.

Future Revenue Implications of Capital Programme

56. The latest reported position on the Council's 2013/14-15/16 Capital Programme is detailed in Appendix D. A net underspend of £21,458k is reported on the General Fund Programme assuming full drawdown on contingency and £1,046k pressure on HRA Projects.

57. The significant underspend currently reported primarily relates to favourable forecast on Primary School Expansions, which are reporting a £12,878k underspend due to tendered costs of the programme being significantly lower than previously anticipated. 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 of this underspend.

Appendix A – Detailed Group Forecasts (General Fund)

ADMINISTRATION & FINANCE (£871k underspend, £463k improvement)

1. The combined position for the Administration and Finance Groups at month 7 is an underspend of £871k. This is as a result of holding vacant posts in both Groups, revisions of non-salaries, synergies between existing services and new Public Health programmes, forecasts in Procurement and increases in expected income forecasts in Legal Services, although these have been net 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 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
8,749	366	Admin. Directorate	Salaries	9,115	8,876	-3%	(239)	(205)	(34)
5,052	126		Non-Sal Exp	5,178	4,748	-8%	(430)	(3)	(427)
(2,744)	(187)		Income	(2,931)	(3,096)	6%	(165)	(133)	(32)
11,057	**305**		**Sub-Total**	**11,362**	**10,528**	**-7%**	**(834)**	**(341)**	**(493)**
11,558	29	Finance Directorate	Salaries	11,587	11,519	-1%	(68)	(105)	37
172,239	(22,125)		Non-Sal Exp	150,114	150,090	0%	(24)	36	(60)
(172,179)	22,365		Income	(149,814)	(149,759)	0%	55	2	53
11,618	**269**		**Sub-Total**	**11,887**	**11,850**	**0%**	**(37)**	**(67)**	**30**
20,307	395		Salaries	20,702	20,395	-1%	(307)	(310)	3
177,291	(21,999)		Non-Sal Exp	155,292	154,838	0%	(454)	33	(487)
(174,923)	22,178		Income	(152,745)	(152,855)	0%	(110)	(131)	21
22,675	**574**		**Total**	**23,249**	**22,378**	**-4%**	**(871)**	**(408)**	**(463)**

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, the Group is showing significant underspends in salaries in Month 7.

3. Revisions of non salary forecasts continue to be undertaken at month 7 and decreases to printing and expenses forecasts within Democratic Services have net down potential increases for the cost of provision of training within L&D budgets, a slight increase in the costs of printing Hillingdon People and the costs associated with the Iken case management system.

4. Aligning Public Health responsibilities and objectives with all aspects of Council services and activities that benefit health has resulted in a significant improvement within Administration Directorate forecasts from Month 6.

5. There has also been a further increase to the expected over-recovery of income within Legal Services, relating to a one off additional workload on Section 106 agreements as a result of a change in legislation which took effect on the 30th April, and a rebate for office stationery purchases within Policy, Performance & Partnerships.

Table 2: Administration Operating Budgets

Original Budget	Budget Changes	Service		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
442	26	Directorate	Salaries	468	455	-3%	(13)	(13)	0
6	0		Non-Sal Exp	6	3	-50%	(3)	(4)	1
(56)	0		Income	(56)	(56)	0%	0	0	0
392	**26**		**Sub-Total**	**418**	**402**	**-4%**	**(16)**	**(17)**	**1**
676	4	Corporate Comms	Salaries	680	727	7%	47	47	0
187	0		Non-Sal Exp	187	164	-12%	(23)	(28)	5
(103)	0		Income	(103)	(107)	4%	(4)	(2)	(2)
760	**4**		**Sub-Total**	**764**	**784**	**3%**	**20**	**17**	**3**
1,425	7	Democratic Services	Salaries	1,432	1,470	3%	38	39	(1)
1,895	70		Non-Sal Exp	1,965	1,914	-3%	(51)	(30)	(21)
(849)	0		Income	(849)	(892)	5%	(43)	(43)	0
2,471	**77**		**Sub-Total**	**2,548**	**2,492**	**-2%**	**(56)**	**(34)**	**(22)**
2,347	12	Human Resources	Salaries	2,359	2,311	-2%	(48)	(52)	4
467	(15)		Non-Sal Exp	452	555	23%	103	80	23
(591)	15		Income	(576)	(619)	7%	(43)	(41)	(2)
2,223	**12**		**Sub-Total**	**2,235**	**2,247**	**1%**	**12**	**(13)**	**25**
1,924	8	Legal Services	Salaries	1,932	1,891	-2%	(41)	(46)	5
98	0		Non-Sal Exp	98	124	27%	26	19	7
(575)	0		Income	(575)	(638)	11%	(63)	(43)	(20)
1,447	**8**		**Sub-Total**	**1,455**	**1,377**	**-5%**	**(78)**	**(70)**	**(8)**
1,935	309	Policy & Perf.	Salaries	2,244	2,022	-10%	(222)	(180)	(42)
2,399	71		Non-Sal Exp	2,470	1,988	-20%	(482)	(40)	(442)
(570)	(202)		Income	(772)	(784)	2%	(12)	(4)	(8)
3,764	**178**		**Sub-Total**	**3,942**	**3,226**	**-18%**	**(716)**	**(224)**	**(492)**
8,749	366		Salaries	9,115	8,876	-3%	(239)	(205)	(34)
5,052	126		Non-Sal Exp	5,178	4,748	-8%	(430)	(3)	(427)
(2,744)	(187)		Income	(2,931)	(3,096)	6%	(165)	(133)	(32)
11,057	**305**		**Total**	**11,362**	**10,528**	**-7%**	**(834)**	**(341)**	**(493)**

6. The Finance Group is showing an adverse movement of £30k in Month 7. This is primarily as a result of the need to use agency staff within the Procurement and Revenue Services while permanent recruitment is underway following restructures in these services. Appointments have been made to some of the posts within the new Operational Finance structure and agency appointments have been extended to enable a level of service to be maintained while longer term recruitment is carried out and while the restructure of the next tier progresses.

7. Revisions continue to be made to non-salaries forecasts as part of monthly monitoring and tight controls are in place on spending to help to mitigate the increased pressure on salaries and recharge budgets. A review of recharges as part of the restructure within Procurement has highlighted a pressure on recharges to Health. However, this pressure has been netted down in year by revisions to non salaries forecasts across the service.

8. 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.

Table 3: Finance Operating Budgets

Original Budget	Budget Changes	Service		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
547	3	Internal Audit	Salaries	550	540	-2%	(10)	(7)	(3)
50	0		Non-Sal Exp	50	46	-8%	(4)	(3)	(1)
0	0		Income	0	0	N/A	0	0	0
597	**3**		**Sub-Total**	**600**	**586**	**-2%**	**(14)**	**(10)**	**(4)**
3,549	(151)	Operational Finance	Salaries	3,398	3,459	2%	61	41	20
688	350		Non-Sal Exp	1,038	1,051	1%	13	23	(10)
(984)	21		Income	(963)	(963)	0%	0	0	0
3,253	**220**		**Sub-Total**	**3,473**	**3,547**	**2%**	**74**	**64**	**10**
2,115	370	Procurement	Salaries	2,485	2,548	3%	63	56	7
188	(38)		Non-Sal Exp	150	92	-39%	(58)	(13)	(45)
(344)	(275)		Income	(619)	(566)	-9%	53	0	53
1,959	**57**		**Sub-Total**	**2,016**	**2,074**	**3%**	**58**	**43**	**15**
4,350	(475)	Revenues & Benefits	Salaries	3,875	3,731	-4%	(144)	(162)	18
170,659	(22,371)		Non-Sal Exp	148,288	148,281	0%	(7)	2	(9)
(170,727)	22,641		Income	(148,086)	(148,084)	0%	2	2	0
4,282	**(205)**		**Sub-Total**	**4,077**	**3,928**	**-4%**	**(149)**	**(158)**	**9**
997	282	Strategic Finance	Salaries	1,279	1,241	-3%	(38)	(33)	(5)
654	(66)		Non-Sal Exp	588	620	5%	32	27	5
(124)	(22)		Income	(146)	(146)	0%	0	0	0
1,527	**194**		**Sub-Total**	**1,721**	**1,715**	**0%**	**(6)**	**(6)**	**0**
11,558	29		Salaries	11,587	11,519	-1%	(68)	(105)	37
172,239	(22,125)		Non-Sal Exp	150,114	150,090	0%	(24)	36	(60)
(172,179)	22,365		Income	(149,814)	(149,759)	0%	55	2	53
11,618	**269**		**Total**	**11,887**	**11,850**	**0%**	**(37)**	**(67)**	**30**

RESIDENTS SERVICES (£555k underspend; £690k favourable)

9. Residents Services has a projected outturn position of £555k underspend, excluding pressure areas that have identified contingency provisions. This includes 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.

Table 1: Residents Services Operating Budgets

Original Budget	Budget Changes	Service		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
1,935	116	Asset Management	Salaries	2,051	2,072	1%	21	21	0
7,808	239		Non-Sal Exp	8,047	8,434	5%	387	387	0
(3,344)	(287)		Income	(3,631)	(4,397)	21%	(766)	(766)	0
6,399	**68**		**Sub-Total**	**6,467**	**6,109**	**-6%**	**(358)**	**(358)**	**0**
8,634	10	Education (GF)	Salaries	8,644	8,154	-6%	(490)	(505)	15
11,780	(55)		Non-Sal Exp	11,725	11,095	-5%	(630)	(600)	(30)
(9,280)	97		Income	(9,183)	(9,228)	0%	(45)	(45)	0
11,134	**52**		**Sub-Total**	**11,186**	**10,021**	**-10%**	**(1,165)**	**(1,150)**	**(15)**
1,553	(15)	Environmental Policy & Community Engagement	Salaries	1,538	1,515	-1%	(23)	(23)	0
1,006	(6)		Non-Sal Exp	1,000	1,000	0%	0	0	0
(6,267)	(49)		Income	(6,316)	(6,340)	0%	(24)	(12)	(12)
(3,708)	**(70)**		**Sub-Total**	**(3,778)**	**(3,825)**	**1%**	**(47)**	**(35)**	**(12)**
3,846	(357)	Housing (GF)	Salaries	3,489	3,489	0%	0	17	(17)
11,104	(4,414)		Non-Sal Exp	6,690	10,884	63%	4,194	4,088	106
(11,123)	4,596		Income	(6,527)	(8,549)	31%	(2,022)	(1,933)	(89)
3,827	**(175)**		**Sub-Total**	**3,652**	**5,824**	**59%**	**2,172**	**2,172**	**0**
15,801	443	ICT Highways & Business Services	Salaries	16,244	16,104	-1%	(140)	(140)	0
10,566	(596)		Non-Sal Exp	9,970	9,930	0%	(40)	(40)	0
(5,924)	(164)		Income	(6,088)	(6,288)	3%	(200)	(200)	0
20,443	**(317)**		**Sub-Total**	**20,126**	**19,746**	**-2%**	**(380)**	**(380)**	**0**
5,912	1,715	Planning Green Spaces & Culture	Salaries	7,627	7,611	0%	(16)	(14)	(2)
6,795	(800)		Non-Sal Exp	5,995	5,431	-9%	(564)	0	(564)
(8,672)	(930)		Income	(9,602)	(9,727)	1%	(125)	(97)	(28)
4,035	**(15)**		**Sub-Total**	**4,020**	**3,315**	**-18%**	**(705)**	**(111)**	**(594)**
439	0	Public Health	Salaries	439	325	-26%	(114)	(114)	0
14,842	26		Non-Sal Exp	14,868	14,982	1%	114	114	0
(15,281)	(60)		Income	(15,341)	(15,341)	0%	0	0	0
0	**(34)**		**Sub-Total**	**(34)**	**(34)**	**0%**	**0**	**0**	**0**
12,913	131	Public Safety	Salaries	13,044	13,044	0%	0	0	0
20,394	865		Non-Sal Exp	21,259	21,251	0%	(8)	(12)	4
(11,814)	(380)		Income	(12,194)	(12,258)	1%	(64)	9	(73)
21,493	**616**		**Total**	**22,109**	**22,037**	**0%**	**(72)**	**(3)**	**(69)**
51,033	2,043	**Residents Services**	Salaries	53,076	52,314	-1%	(762)	(737)	(25)
84,295	(4,741)		Non-Sal Exp	79,554	83,007	4%	3,453	4,000	(547)
(71,705)	2,823		Income	(68,882)	(72,128)	5%	(3,246)	(3,128)	(118)
63,623	**125**		**Total**	**63,748**	**63,193**	**-1%**	**(555)**	**135**	**(690)**

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 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2,010	0	Waste Disposal Levy (Demand-led Tonnage Increases)	2,010	2,393	383	338	45
760	0	SEN Transport	760	1,329	569	577	(8)
737	0	Impact of Welfare Reform on Homelessness	737	737	0	0	0
402	0	Carbon Reduction Commitment	402	375	(27)	(27)	0
217	0	Outsourced Leisure Income Streams	217	425	208	173	35
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
0	0	Licensing Appeal Legal Costs	0	32	32	0	32
4,556	**0**		**4,556**	**5,721**	**1,165**	**1,061**	**104**

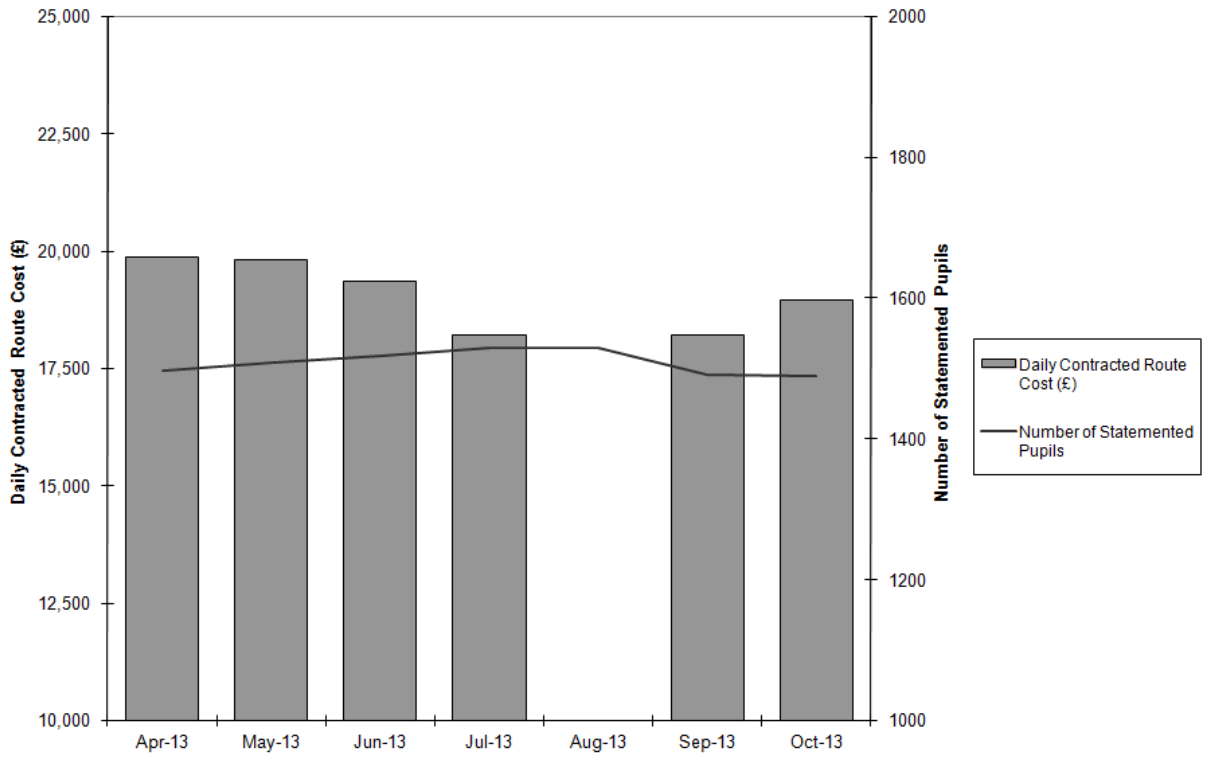
11. The contingency allocation reflects the budgeted projection set by the West London Waste Authority (WLWA) for the impact of the 'Pay as You Throw' (PAYT) scheme. The increase in tonnages has generally been lower than assumed when the levy was set, producing a forecast underspend against the full contingency of £72k, an adverse movement of £45k compared to Month 6 as tonnages collected from refuse rounds increased in October. 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 £2.6 million 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 on this budget is now £1,329k, which exceeds the budgeted contingency allocation of £760k by £569k, an improvement of £8k compared to Month 6. 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. There is a reduction in the number of contracted routes operated of 13 routes (6%) compared to September 2012. However, the cost of delivering the current route requirements has increased by 3% over the same period. This reflects the increased need to provide transport on 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 £569k 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 £295k, an improvement of £58k compared to Month 6. The improvement continues to reflect a greater than expected number of special school leavers over the summer, an average 5% reduction in costs of routes that were re-procured over the summer based on the new contract framework approved by Cabinet in June 2013, and a slower than previously forecast entry of new statemented pupils into the service. This improvement is offset by a one-off overspend on inter-authority recoupment of £24k due to recent changes in recoupment activity, an adverse movement of £50k compared to Month 6.

14. Chart 1 below illustrates the recent trends in SEN transport contracted route costs compared to the overall numbers of statemented pupils that Hillingdon supports.



15. 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.

16. 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, no change compared to Month 6. The contingency requirement also includes the £250k budget for allowances for schools that has been provided for in the schools budget.

17. 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 £39k compared to last year, an improvement of £1k compared to Month 6 due to the introduction of reduced price winter memberships. Pay and play and associated income is showing a forecast improvement of £168k compared to last year, an adverse movement of £16k compared to Month 6, due to a further slowing down in the rate of improvement in income in October. 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 £55k, an adverse movement of £20k due to additional course maintenance expenditure including replacement netting at the driving range. Hence the overall pressure is forecast at £425k, an improvement of £134k compared to last year's outturn.

18. 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, and a procurement exercise has been undertaken to identify an alternative operator, however the signs are that it is unlikely that the income stream will be replaced.

19. 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.

20. The examination in public of Part 2 of the Hillingdon Local Plan is on track to take place in spring 2014, and it is expected that this contingency will be fully utilised.

21. The Council has recently appealed against a challenge to a licensing decision incurring costs of £32k.

Asset Management (£358k underspend; no change)

22. Cabinet approved the transfer of the non-dwelling shop and garage assets from the Housing Revenue Account (HRA) in September and October 2013 respectively, which provides a forecast net income stream to the General Fund of £675k over the remainder of the current year, no change compared to Month 6.

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, reflecting a continuation of last year's outturn position, no change compared to Month 6. In addition, there is a pressure of £37k on the income targets for the Civic Centre due to changes in third party occupation of the Civic Centre estate, no change compared to Month 6.

24. 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 (£1,165k underspend; £15k favourable)

25. The education service has savings items totalling £1,369k included in the 2013/14 budget, which includes savings from the children's pathway project, and are all on track to be delivered.

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 (£125k), education welfare (£45k), educational psychology (£90k) and the early years' team (£40k), an adverse movement of £65k compared to Month 6. Many of these posts have been held vacant pending the full implementation of the children's pathway.

27. There is a forecast underspend of £250k on Children's Centres due to the combined impact a more corporate approach to commissioning services from the centres, and continued underspends on staffing and running costs identified in the previous financial year, an adverse movement of £50k compared to Month 6.

28. There is also a forecast underspend of £120k on training for early years providers, continuing the position identified last year, an underspend of £50k on bought-in support for the School Improvement Service, and an underspend of £200k from a further review of discretionary budgets across the service, an improvement of £130k compared to Month 6.

29. In addition, there is 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 £45k on income due to additional buy back from schools, no change compared to Month 6.

Environmental Policy & Community Engagement (£47k underspend; £12k favourable)

31. The forecast underspend results from the impact of a vacant post within the planning specialists team (£23k), no change compared to Month 6, the matching of external grant to budgeted expenditure on town centres (£12k), an improvement of £12k compared to Month 6, 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; no change)

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, no change compared to Month 6. There remain a number of risk factors which could increase the pressure to over £3 million if mitigating actions are not able to exert a downward pressure on demand or increase the supply of properties.

33. The pressure from the increase in B&B accommodation accounts for £1,878k of this sum, no change compared to Month 6, 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 was 236 at the end of October, a reduction of four

households compared with 240 at the end of September 2013. The Month 7 projection assumes the B&B numbers will increase to 279 by the end of the year, no change compared to Month 6. 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. Private Managed Accommodation units are procured through the West London Housing Partnership and 46 of the 145 existing properties have been provisionally secured for a further two years and three new units were secured in October 2013. The use of HRA properties as licensed accommodation is due to commence in November 2013 with 50 properties as a target by March 2014. Discussions with partners are progressing and a procurement target of 50 new or resigned existing PSL properties by March 2014 is in progress. Three flats above shops will be returned in December and licensed to Homelessness. Void properties in the HRA to date are being let to priority cases. An additional 30 to 40 void properties will be available for homelessness cases in November depending on a release by the Housing repairs service and these are included in the additional 200 properties needed to contain the pressure.

34. There are 671 homeless households in temporary accommodation which is a reduction of 21 households compared to September 2013 but an increase of 40 households compared to March 2013. The risk that the number of households in temporary accommodation could increase by a further 200 to 300 by the end of the financial year is still present and being monitored. This is dependent on the supply of leased / licensed 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, no change compared to Month 6. There is considered to be a risk that this could 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. Other mitigating actions are being developed and implemented. These include 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. This includes 49 flats above shops that could potentially be made available as temporary accommodation, three of which have been identified and will be available in December, a further three flats are occupied by lessees which have been leased again in October 2013 and discussions with lessees are in progress for a further 29 flats. The remaining 14 flats have been identified at lease end prior to appropriation and were returned to the HRA. 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 million. 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. Additional nomination rights from RSL partners are also being sought as part of potential scheme discussions. The block booking of B&B units is also being negotiated by corporate procurement but due to timing will not improve the position in 2013/14.

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 proposed based on voids impacts dating back to the start of the calendar year and is factored into the overall forecast, no change compared to Month 6.

38. In addition to B&B costs, increased incentive payments to procure prevention properties accounts for £340k of the overall pressure, no change compared to Month 6. 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.

ICT Highways & Business Services (£380k underspend; no change)

39. 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, no change compared to Month 6. This service area is also delivering a savings target of £169k included in the 2013/14 budget.

40. There is also an underspend of £40k on Ordnance Survey mapping charges which are being covered directly by the Government, no change compared to Month 6.

41. Income from the London Common Permit Scheme is forecast to exceed the target set by £200k, no change compared to Month 6. 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 (£705k underspend; £594k favourable)

42. Significant synergies between existing Council services and Public Health, particularly around sports and leisure provision, have been identified and funding realigned to produce a £555k improvement in reported outturn from Month 6.

43. The forecast pressure on building control is £90k, no change compared to Month 6, 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, no change compared to Month 6.

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 £16k due to a vacant post in the Events team, an improvement of £2k compared to Month 6.

46. An underspend of £20k is forecast on gold bursaries to talented athletes which will now be awarded in the next financial year, an improvement of £20k compared to Month 6.

47. Development control income is running ahead of the profiled income target, and a net underspend of £109k is now forecast, an improvement of £17k compared to Month 6. This includes a pressure on the costs of the external contract for processing planning applications of £11k due to increased numbers of applications.

Public Health (nil variance; no change)

48. The responsibility for Public Health 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 6, and increasing the grant available for allocation by the same amount.

Public Safety (£72k underspend; £69k favourable)

49. There is a projected shortfall of £150k on off-street parking income, no change compared to Month 6, which is attributable to Cedars and Grainges multi-storey car parks in Uxbridge town centre, reflecting the continuation of pressures reported last financial year.

50. There is a forecast underspend of £6k on the imported food service, an improvement of £51k compared to Month 6. Income targets for this service are on track to be exceeded by £137k, mainly due to continued strong imports of seasonal fruit and vegetables, an improvement of £55k compared to Month 6. However the cost of testing these products increased significantly at the end of last year due to changes in the sampling requirements specified by the European Union for these products, and is forecast to overspend by £131k, an adverse movement of £4k compared to Month 6. 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.

51. New powers to issue licences for scrap metal dealers in the borough approved by Cabinet in November 2013 are forecast to raise £18k in licence fees this year, an improvement of £18k compared to Month 6.

52. 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 £106k is now reported, as the service is actively managing down maintenance costs as older vehicles are replaced, producing an underspend of £231k, no change compared to Month 6. 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, no change compared to Month 6. The service is also closely monitoring insurance claims, where there is a greater risk around accidental damage under self-insurance arrangements.

53. Waste Services is currently forecast at a £92k underspend, no change compared Month 6. This is due to a forecast underspend on graffiti removal of £33k, and additional recycling income of £59k.

CHILDREN & YOUNG PEOPLES SERVICES (£49k underspend; £257k improvement)

54. The Children's and Young Peoples Service is projecting an underspend of £49k as at Month 7, an improvement of £257k on the month 6 projections, which reflects a number of efficiency savings, totalling £468k, that have been achieved from aligning Public Health responsibilities and objectives with all aspects of Council services and activities that benefit health netted down by the service having to deal with an increase in the number of looked after children that have been moved into more secure accommodation for their safety, impacting on the Council's decision to be able to step them down from their previous placement. The projected variances at Month 7 are summarised in the following table, with more detail provided in the paragraphs below:

Original Budget	Budget Changes	Service		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
521	0	Adoption	Salaries	521	550	6%	29	29	0
1,064	(0)		Non-Sal Exp	1,064	1,358	28%	294	294	0
(20)	0		Income	(20)	(135)	575%	(115)	(115)	0
1,565	**(0)**		**Sub-Total**	**1,565**	**1,773**		**208**	**208**	**0**
1,296	1	Children's Homes	Salaries	1,296	1,524	18%	229	229	0
2,599	(0)		Non-Sal Exp	2,599	2,728	5%	129	(82)	211
(912)	(0)		Income	(912)	(689)	-24%	223	223	0
2,983	**0**		**Sub-Total**	**2,983**	**3,563**		**580**	**369**	**211**
1,149	(1)	Family Support	Salaries	1,150	967	-16%	(183)	(183)	0
1,269	1		Non-Sal Exp	1,268	1,219	-4%	(49)	(49)	0
(127)	0		Income	(127)	(100)	-21%	27	27	0
2,291	**0**		**Sub-Total**	**2,291**	**2,086**		**(205)**	**(205)**	**0**
1,420	(1)	Fostering	Salaries	1,421	1,304	-8%	(117)	(117)	0
5,200	(197)		Non-Sal Exp	5,397	5,568	3%	171	171	0
(271)	0		Income	(271)	(217)	-20%	54	54	0
6,349	**(198)**		**Sub-Total**	**6,547**	**6,655**		**108**	**108**	**0**
1,347	(1)	Other Care	Salaries	1,348	1,446	7%	98	98	0
2,216	31		Non-Sal Exp	2,185	1,672	-23%	(513)	(45)	(468)
(518)	(1)		Income	(517)	(542)	5%	(25)	(25)	0
3,045	**29**		**Sub-Total**	**3,016**	**2,576**		**(440)**	**28**	**(468)**
5,755	(49)	Support Services	Salaries	5,804	5,525	-5%	(279)	(279)	0
471	4		Non-Sal Exp	467	615	32%	148	148	0
(304)	0		Income	(304)	(456)	50%	(152)	(152)	0
5,922	**(45)**		**Sub-Total**	**5,967**	**5,684**		**(283)**	**(283)**	**0**
1,342	(3)	Youth Offending	Salaries	1,345	1,313	-2%	(32)	(32)	0
43	3		Non-Sal Exp	40	101	153%	61	61	0
(494)	0		Income	(494)	(540)	9%	(46)	(46)	0
891	**0**		**Sub-Total**	**891**	**874**		**(17)**	**(17)**	**0**
12,869	15	**Children & Young People's Services**	Salaries	12,884	12,629	-2%	(255)	(255)	0
13,021	0		Non-Sal Exp	13,021	13,261	2%	241	498	(257)
(2,645)	0		Income	(2,645)	(2,679)	1%	(34)	(34)	0
23,244	**15**		**Total**	**23,259**	**23,211**		**(49)**	**208**	**(257)**

55. This position consists of an underspend of £255k on Salaries, no change on the month 6 projections, an overspend of £241k on non-staffing budgets, an improvement of £257k on the month 6 projections, due to the alignment of the Public Health responsibilities netted down by an increase in the cost of placements and a projected surplus of £34k on income streams, no change on the month 6 projections.

Adoption Service: £208k overspend (no change)

56. The Adoption service is projecting an overspend of £208k, no change on the month 6 projections. In total, the additional cost of Adoption and Special Guardianship Order placements is causing a pressure of £294k, additionally there is an overspend of £29k on staffing costs, 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): £580k overspend (£211k adverse)

57. This service is projecting an overspend of £580k, an adverse movement of £211k on the month 6 projections, which reflects the impact of having to place a number of vulnerable children into more secure accommodation for their safety. The current projected outturn position continues to include a contribution of £101k from the Health Service for one placement. Ongoing discussions are taking place with the Health Service, to provide this level of funding, although historically the Health Service have generally not agreed to fund the cost of placements.

58. The main reason for the overspend is due to the ineffective implementation of the Government grant funded initiative, the Multidimensional Treatment Foster Care (MTFC) programme, where it was assumed that 8 hard to place children currently in a high cost placement (where the average annual cost is in excess of £140k), would convert to a foster care placement, where additional support and infrastructure would be provided, at an annual cost of £54,000. It was anticipated that this would deliver an annual saving of £300,000, based on 4 children being successfully placed. To date no conversions have been made. It has now been agreed that this grant funded programme will cease in its current set up and be replaced with a similar support mechanism which is not constrained by the conditions of the grant. 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 MTFF proposals in the 2014/15 financial year. The DfE have confirmed that no clawback will be applied in 2013/14 and have agreed that the scheme will end on 31 March 2014. There will therefore be no grant income in 2014/15, which was the last year of the MTFC programme.

59. Additionally, there is a projected shortfall of £223k in income, which is due to 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.

Family Support: £205k underspend (no change)

60. The Family Support service is projecting an underspend of £205k, No change on the month 6 projections. The underspend is due primarily to the high level of staff vacancies across this service.

Fostering: £108k overspend (no change)

61. The Fostering service is projecting an overspend of £108k, no change on the month 6 projections. The main reason for the overspend 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.

62. 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. This has resulted in a projected overspend of £171k on the placements budget. This is netted down by an underspend on staffing budgets

Other Care Services: £440k underspend (£468k improvement)

63. This service is projecting an underspend of £440k,an improvement of £468k on the month 6 projections, due to a number of efficiency savings, totalling £468k, that have been achieved from aligning Public Health responsibilities and objectives with all aspects of Council services and activities that benefit health. The underspend is due primarily to the aligment of the Public Health responsibilities, netted down by an overspend on staffing due to high levels of agency staff being employed and a £50k overspend on legal costs.

Social Workers: £283k underspend (no change)

64. This service is projecting an underspend of £283k, no change on the month 6 projections. The reason for the underspend is due to the transfer back in house of the Social Work Practice Ltd (SWP) contract, where it was anticipated that the service would need to create a new support structure, which has resulted in an underspend in the salary budgets, as the funds have not been realigned. This has been resolved as part of the Children's Pathway, where the resources available have been taken into account. It is also anticipated that the service will receive additional grant funding of £127k for Social Worker Development training, which has resulted in a planned increase in the expenditure on the delivery of training to the relevant staff.

Youth Offending Service: £17k underspend (no change)

65. The Youth Offending Service is projecting a slight underspend of £17k, no change on the month 6 projections. This is due to an increase in income levels, which relates to the carry forward of unspent balances from 2012/13, which are allowed as part of the conditions of grant, netted down by a similar increase in non staffing costs.

Analysis of Placements

66. The following table sets out the number of current placements as at 1 October 2013. The costs identified are based on the current placements and have been annualised based on the weekly rate. For completeness, a further table includes data on Adoption and Special Guardianship Orders Allowances, as well as other provision:

	Projected 13/14 Numbers	%	Annualised Cost £000	Cost %	2013/14 Projected £000	2013/14 Budget £000
Secure/Remand Accommodation	2		196	2%	182	111
Residential – Out of Borough	16	7%	2,199	26%	1,804	1,142
Residential – Joint Funded						479
Residential – Children with Disabilities					662	355
Residential – In House						
Semi Independent Living	27	13%	806	9%	785	537
Fostering Private – Long Term Matched Panel	21	10%	930	11%		
Fostering Private – Long Term Matched Court Order	3	1%	107	1%		
Fostering Private – Children with Disabilities					91	68
Fostering Private	55	25%	2,309	27%	3,436	2,827
In House – Long Term Matched	11	5%	235	3%		
In House	81	38%	1,715	20%	1,950	1,950
Total	**216**	**100%**	**8,497**	**100%**	**8,910**	**7,469**

67. To complete the picture the following table provides the age profile of the current placements, based primarily on the school age range definition:

	Age Range					
Placement	**0-2**	**2-5**	**5-11**	**11-16**	**16+**	**Total**
Private Residential - Out Borough	0	0	1	10	5	**16**
Semi Independent	0	0	0	0	27	**27**
IFA Matched	0	0	2	14	8	**24**
IFA Not Matched	1	1	21	18	14	**55**
In House	12	17	33	22	8	**92**
Total	**13**	**18**	**57**	**64**	**62**	**214**
Percentage Distribution	**6%**	**8%**	**27%**	**30%**	**29%**	**100%**

68. The analysis of the Adoption Allowances is set out below, although still work in progress:

	Projected 13/14 Numbers	2013/14 Projected £000	2013/14 Budget £000
Adoption Allowances		270	239
Post Adoption Support		170	153
Residence Order Allowances	53	240	270
Special Guardianship Orders Allowances	60	480	289
Other Payments		90	21
Total		**1,250**	**972**

Asylum Service: £1,484k overspend (£114k improvement)

69. The Asylum Service is projecting an overspend of £1,484k,an improvement of £114k on the month 6 projections, due to a successful challenge of the Home Office to implement proposed changes to the grant regime from 1 October 2013, rather than the proposed 1 April 2013 date, which reduces the amount of grant that will be lost as the new grant regime is implemented.

70. The overspend of £1,484k reflects the true running costs of the service in providing support for asylum seeking children, for which the Home Office will provide grant funding of £5,707k to cover the direct costs based on a unit rate for different age children. The following table sets out the position as at month 7:

				Month 7			Variance (+ adv / - fav)		
Original Budget £'000	Budget Changes £'000	Service		Revised Budget £'000	Forecast Outturn £'000	% Var	Variance (As at Month 7 £'000	Variance (As at Month 6) £'000	Change from Month 6 £'000
3,297	0	Asylum	Salaries	3,297	3,066	-7%	(231)	(108)	(123)
2,807	0		Non-Sal Exp	2,807	4,289	53%	1,482	1,706	(224)
(6,104)	0		Income	(6,104)	(5,871)	-4%	233	0	233
0	**0**		**Sub-Total**	**0**	**1,484**	**0**	**1,484**	**1,598**	**(114)**

71. 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 £1,484k being reported, for which a sum of £1,995k has been set aside in the Corporate Risk Contingency.

72. The following tables provide an initial analysis of the cost of placements for Asylum Seekers as well as the age profile. Work is in hand to provide an analysis of the grant income that is received for each of these, which will be reported in the month 8 monitoring report:

Cost of Placements – Asylum Seekers

						Age Profile - Actual			
	Placement Type	Budget	Projected Actual	Variance		Under 16	16 - 18	18 - 21	Over 21
		£	£	£		£	£	£	£
Placement									
	Accommodation Rent	922,300	1,828,212	905,912		0	421,742	950,528	455,942
	In House Fostering	256,300	509,684	253,384		231,576	229,559	48,548	0
	Independent Fostering	526,900	940,700	413,800		384,242	319,860	236,598	0
Total Placement Costs		**1,705,500**	**3,278,597**	**1,573,097**		**615,818**	**971,162**	**1,235,675**	**455,942**
Other Related Costs									
	Subsistence and Travel		189,934	189,934		0	21,117	106,625	62,192
	Other		15,911	15,911		705	245	3,006	11,947
Total Other Related Costs		**0**	**205,845**	**205,845**		**705**	**21,363**	**109,631**	**74,139**

Age Profile – Asylum Seekers

		Age Profile - Numbers				
	Placement Type	**Under 16**	**16 - 18**	**18 - 21**	**Over 21**	**Total**
Placement						
	Accommodation Rent	0	55	130	73	258
	In House Fostering	14	14	4	0	32
	Independent Fostering	17	10	12	0	39
Total Placement Costs		**31**	**79**	**146**	**73**	**329**
Other Related Costs						
	Subsistence and Travel	0	3	70	29	102
	Other	5	9	11	16	41
Total Other Related Costs		**5**	**12**	**81**	**45**	**143**

73. The Home Office have now concluded their negotiations on the appropriate level of grant funding that they will provide for Asylum Seekers for both 2013/14 and 2014/15, which will effectively result in the rate for under 16's and 16-18 year olds being increased to a higher rate, which will provide a total grant of £5,707k for the Asylum Seekers, based on current numbers.

Risk Contingency

74. The Corporate Risk Contingency holds two budgets; one relating to growth in Looked After Children placement numbers (£781,000) and the other relating to a provision for the shortfall in grant funding for the Asylum service (£1,995,000). The following table sets out the estimated draw down of these:

			Month 7			Variance (+ adv / - fav)		
Original Budget £'000	**Budget Changes £'000**	**Current Commitments**	**Revised Budget £'000**	**Forecast Outturn £'000**	**% Var**	**Variance (As at Month 7) £'000**	**Variance (As at Month 6) £'000**	**Change from Month 6 £'000**
781	0	Social Care Demographic Growth Pressure	781	781	0%	0	0	0
1,995	0	Asylum Funding Shortfall	1,995	1,484	-20%	(511)	(397)	(114)
2,776	**0**	**Sub-Total**	**2,776**	**2,379**	**-14%**	**(397)**	**(495)**	**98**

ADULT SOCIAL CARE (£134k underspend, £800k favourable variance)

75. The Month 7 revenue budget forecast for 2013/14 shows a projected underspend of £134k, representing a £800k favourable movement from the Month 6 position, primarily due to Public Health synergies, and reflecting some increased pressures being partially mitigated by the impact of agreed management actions to contain pressure. Within this net position is a pressure of £328k is due to slippage in the day centre reconfiguration as a result of the judicial review.

Table 1: Adult Social Care Operating Budgets

Original Budget	Budget Changes	Service		Month 7 Revised Budget	Month 7 Forecast Outturn	% Var	Variance (+ adv / - fav) Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000			£'000	£'000		£'000	£'000	£'000
6,431	(40)	Older People	Salaries	6,391	5,920	-7.4%	(471)	(409)	(61)
23,572	453		Non-Sal Exp	24,025	25,518	6.2%	1,493	1,557	(64)
(8,977)	0		Income	(8,977)	(10,212)	13.8%	(1,235)	(1,234)	(1)
21,026	**413**		**Sub-Total**	**21,439**	**21,226**	**-1.0%**	**(213)**	**(86)**	**(127)**
1,612	48	Physical & Sensory Disability	Salaries	1,660	1,484	-10.6%	(176)	(105)	(71)
6,726	(49)		Non-Sal Exp	6,677	6,924	3.7%	246	210	37
(592)	(0)		Income	(592)	(614)	3.7%	(22)	(54)	32
7,746	**(1)**		**Sub-Total**	**7,745**	**7,794**	**0.6%**	**49**	**51**	**(2)**
5,882	(401)	Learning Disability	Salaries	5,481	5,175	-5.6%	(306)	(319)	13
21,157	415		Non-Sal Exp	21,572	22,268	3.2%	696	1,429	(733)
(6,281)	0		Income	(6,281)	(5,716)	-9.0%	565	(268)	833
20,758	**14**		**Sub-Total**	**20,772**	**21,727**	**4.6%**	**955**	**842**	**113**
1,526	(0)	Mental Health	Salaries	1,526	1,398	-8.4%	(128)	(107)	(21)
4,889	0		Non-Sal Exp	4,889	5,046	3.2%	157	150	7
(400)	0		Income	(400)	(390)	-2.4%	10	10	(0)
6,015	**0**		**Sub-Total**	**6,015**	**6,054**	**0.6%**	**39**	**53**	**(14)**
2,322	(524)	Social Care Directorate	Salaries	1,798	1,657	-8%	(141)	(141)	0
(1,724)	(588)		Non-Sal Exp	(2,312)	(3,132)	35%	(820)	(44)	(776)
(650)	650		Income	0	(33)	0%	(33)	(9)	(24)
(52)	**(462)**		**Sub-Total**	**(514)**	**(1,508)**	**193%**	**(994)**	**(194)**	**(800)**
17,773	(917)	**Adult Social Care**	Salaries	16,856	15,775	-6%	(1,081)	(1,081)	0
54,620	232		Non-Sal Exp	54,851	57,378	5%	2,527	3,303	(776)
(16,900)	650		Income	(16,250)	(17,830)	10%	(1,580)	(1,556)	(24)
55,493	**(35)**		**Total**	**55,457**	**55,323**	**0%**	**(134)**	**666**	**(800)**

76. The disaggregation of the contingency for Adult Social Care clients this year provides a more transparent view of the demographic pressures on different client groups. The Month 7 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. There is no change in the assumed use of contingency since Month 6.

77. Cabinet is requested to approve the draw down £2,589k in respect of transitional children contingency for clients that have transferred prior to April 2013.

Table 2: Adult Social Care Contingency

Original Budget	Budget Changes	Current Commitments	Revised Budget	Forecast as Needed	Variance (+ adv / - fav)		
					Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'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**

78. The pressure to support older people to living in the community has remained steady as a result of continuing proactive management action that includes effective working with our health partners with regard to hospital discharges and close monitoring of the care offer made to clients through the Access service. This has enabled the forecast spend profile for the rest of the financial year to be reduced.

79. For the Physical and Sensory Disability Service there has been a further reduction (£71k) in forecast in respect of staffing. This reduction is mainly in respect of the Health & Sensory Team due to one resignation and one agency staff member leaving. Non staffing forecast pressure has increased due to increased demand for Direct Payments and income pressure has increased as a consequence of a back dated reassessment of one client.

80. For Learning Disability Services there has been overall adverse movement of £113k in the forecast for Month 7. A further 5 clients have transferred to NHS England which has resulted in a £850k reduction in both Income and Expenditure as the financial responsibility for these clients no longer sits with the local CCG under the S75 agreement (one case was identified last month). The increase of £100k in non staffing costs continues to reflect pressure on placements.

81. In Mental Health services the staffing forecast has reduced by £21k due to continuing vacancies within the Community Mental Health Teams.

82. For all services the pressure on services to clients continues to be partially offset by increased client contributions and under spends on staffing costs.

83. The delay that resulted from the Judicial Review challenge to the council's decision to close Day Centres at Parkview and Woodside continues to delay the delivery of £328k

savings from both the closure and associated client transport costs. The new resource centre at Queenswalk is expected to become available in the June 2014.

84. Efficiency savings from aligning Public Health responsibilities and objectives with all aspects of Council services and activities that benefit health are anticipated to produce in year savings of £776k within Adult Social Care.

Appendix B – Other Funds

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 (£118.4 million), with the remainder (£31.7 million) 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 7		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'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	4,029	-17%	(797)	(797)	0
	4,906	Schools (Retained)	4,906	4,677	-5%	(229)	(229)	0
	21,947	SEN	21,947	22,321	2%	374	374	0
0	**0**	**Total Schools Budget**	**0**	**(652)**		**(652)**	**(652)**	**0**
(709)	0	Balances b/fwd 01/04/13	(709)	(709)		0	0	0
(709)	**0**	**Balances c/fwd 31/03/14**	**(709)**	**(1,361)**		**(652)**	**(652)**	**0**

3. The underspend of £652k is due primarily to an underspend on joint funded placements of £479k, 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, offset by a projected overspend of £374k on top-up funding for special needs school placements for pre- and post-16 pupils at Academies, mainstream schools and independent special schools, no change compared to Month 6.

4. The expanding schools contingency is also forecast to overspend by £311k, no change compared to Month 6, reflecting the full impact of places delivered through the Primary Schools Capital Programme for September 2013.

5. There is a forecast underspend of £775k on placement provision under the 2 year old free entitlement, where less children have taken up a place than was originally anticipated, no change compared to Month 6. 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. There is a net underspend on the remaining retained budgets of £83k, no change compared to Month 6.

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 £652k, to a projected reserve level of £1,361k as at 31 March 2014, no change compared to Month 6.

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 7		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000		£'000	£'000		£'000	£'000	£'000
(4,387)	0	Income	(4,387)	(3,879)	-12%	508	429	79
4,295	0	Expenditure	4,295	4,019	-6%	(276)	(250)	(26)
(92)	**0**	**In year Surplus / Deficit**	**(92)**	**140**	**-252%**	**232**	**179**	**53**
(67)	0	Unallocated Balances b/fwd 01/04/13	(67)	(67)		0	0	0
(159)	**0**	**Unallocated Balances c/fwd 31/03/14**	**(159)**	**73**		**232**	**179**	**53**

9. An in-year deficit of £140k is forecast for the 2013/14 financial year, an adverse movement of £53k compared to Month 6. There is a total forecast shortfall of income of £508k, mainly reflecting the continued lower level of Penalty Charge Notice (PCN) income relative to the historic income target. This includes a one-off shortfall of £155k 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, an adverse movement of £79k compared to Month 6 due to continued lower performance. The income pressure is offset by compensating savings totalling £368k, from the enforcement contract (£180k), an improvement of £10k compared to Month 6, and various staffing and non-pay budgets (£96k), an improvement of £16k compared to Month 6, as well as the budgeted surplus of £92k.

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 7		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(112,926)	0	Gross Council Tax Income	(112,926)	(114,126)	(1,200)	(1,200)	0
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)**	**(3,610)**	**0**
(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, with no movement declared from the position at Month 6. 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 6.

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 scope to off-set forgone revenue against the budgeted decline in NNDR income which is yet to be seen.

Appendix C – Housing Revenue Account

1. The Housing Revenue Account (HRA) is forecast to generate an in-year operating surplus (before capital contributions which will be determined at the end of the financial year) of £2,240k, which is £2,192k above budget, an adverse movement of £5,913k compared to Month 6 due to technical changes to the accounting treatment of the Works to Stock programme. The surplus is mainly due to a reduction in the major works programme (£2,761k) and lower management costs (£902k), offset by a reduction in rent income £1,325k and additional maintenance costs £146k.

Table 1: HRA Overview 2013/14

Original Budget	Budget Changes		Month 7		% Var	Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000		£'000	£'000		£'000	£'000	£'000
10,537	1,081	Housing Management	11,618	10,768	-7%	(850)	(850)	0
12,341	(854)	Repairs & Maintenance	11,487	11,633	1%	146	146	0
17,838	(162)	Major Works	17,676	14,915	-16%	(2,761)	(8,674)	5,913
1,357	0	Development & Risk Contingency	1,357	1,357	0%	0	0	0
15,307	(65)	Interest & Investment Income	15,242	15,190	0%	(52)	(52)	0
57,380	**0**	**Sub-total Normal Activities**	**57,380**	**53,863**	**-6%**	**(3,517)**	**(9,430)**	**5,913**
0		Exceptional items:	0	0		0	0	0
57,380	**0**	**Total Net Expenditure**	**57,380**	**53,863**	**-6%**	**(3,517)**	**(9,430)**	**5,913**
(57,428)	0	Rental Income	(57,428)	(56,103)		1,325	1,325	0
(48)	**0**	**Net Total**	**(48)**	**(2,240)**		**(2,192)**	**(8,105)**	**5,913**
(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)**	**(22,453)**		**(2,192)**	**(8,105)**	**5,913**

2. The Housing Management budget is showing an underspend of £850k, no change compared to Month 6. There are underspends of £199k due to staffing savings from vacant posts pending restructuring proposals, £275k from savings on the costs of the Hayes Area Office, additional income on chargeable items totalling £323k, and other minor savings of £53k.

3. The Repairs and Maintenance budget is now showing an overspend of £146k, no change compared to Month 6. The majority of this overspend has been identified within day-to-day and voids repairs budgets following a review of activity. Repairs and Maintenance budgets are being further reviewed as part of the Medium Term Financial Forecast for 2014/15 and beyond. A revised programme of void repairs is being examined and an annual budget is being derived going forward. Planned maintenance

activities have 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 £2,761k, an adverse movement of £5,913k compared to Month 6 reflecting technical changes to the accounting treatment of the Works to Stock programme. The current estimate reflects the Works to Stock programme for 2013/14 and includes cost reductions identified in a review of the programme. Slippage is likely to occur this year with a balance to be carried forward in the Major Repairs Reserve to finance the position which will be agreed at year end. Additional revenue contributions to fund the capital programme are also being examined and are likely to be needed this financial year particularly in respect of a planned affordable housing programme agreed under the one-for-one programme as part of the reinvigorated Right-to-Buy (RTB) regulations.

5. The HRA contingency was set to include provision against the transformation savings target of £480k and an increased provision for doubtful debts of £877k in view of the potential impact effects of welfare reforms. The transformation target savings are likely to be over-delivered in 2013/14 and the contingency is not likely to be needed this year. However, there remains only limited information on the effects of welfare reform and the overall contingency is forecast to be needed for this area, which will be reviewed in December 2013, no change compared to Month 6. The medium term position is currently under review particularly in respect of future savings plans and current and former rent arrears.

6. Rental income is showing an overspend of £1,325k against a target of £57.4 million, no change compared to Month 6. The shortfall is mainly due to the loss of income of £826k following the agreed transfer of commercial shop properties and garages to General Fund community assets. There is also a forecast shortfall of £295k from a higher reduction in the number of dwellings through the RTB scheme, from 45 dwellings assumed in the budget to a latest forecast of 108 dwellings, and £204k from void properties due to a backlog in repairs. Void properties are being released from repairs under an agreed plan and void charges reduced back to budget levels month on month. This position is expected to remain until the end of the year.

Appendix D – CAPITAL PROGRAMME

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.

Table 1 – General Fund Capital Programme

	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Original Budget Total GF capital programme	130,779	63,141	17,803	**211,723**	**211,723**
Revised Budget excluding contingency (main prog.)	120,030	93,798	17,503	**231,331**	**231,028**
Actual Expenditure Year to Date	37,229			**37,229**	**26,761**
Forecast Outturn	87,324	100,178	22,372	**209,874**	**210,289**
	-32,707	6,380	4,869	**-21,458**	**-20,739**
Variance By Service:					
Asset Management (Table 2)	-4,299	-1,597	-	**-5,898**	**-5,848**
Education (Schools Expansions – Table 3)	-13,530	-4,217	4,869	**-12,878**	**-12,878**
Education (Other – Table 4)	-3,035	2,925	-	**-110**	**-125**
Environmental Policy & Community Engagement (Table 5)	-2,271	2,271	-	**-**	**-**
Housing General Fund (Table 6)	-2,624	1,884	-	**-740**	**-740**
ICT Highways and Business Services (Table 7)	-2,796	853	-	**-1,943**	**-1,664**
Planning, Green Spaces & Culture (Table 8)	-1,678	1,569	-	**-109**	**-109**
Public Safety (Table 9)	-2,474	2,692	-	**218**	**623**
Adult Social Care Services	-	-	-	**-**	**-**
Total Main Programme Variance	-32,707	6,380	4,869	**-21,458**	**-20,739**
Analysis of Main Programme Variance:					
Cost Variance	-19,284	-2,174	-	**-21,458**	**-20,739**
Projected Re-phasing	-13,423	8,554	4,869	**-**	**-**
	-32,707	**6,380**	**4,869**	**-21,458**	**-20,739**
Financing Variance:					
Council Resourced Variance	-26,369	1,262	3,649	**-21,458**	**-20,739**
External Grants & Contributions Variance	-6,337	5,117	1,220	**-**	**-**
Total Main Programme Variance	**-32,707**	**6,380**	**4,869**	**-21,458**	**-20,739**
Contingency Variance (Council Resourced):	-937	-1,500	-1,500	**-3,937**	**-3,937**
Total Capital Programme Variance	**-33,644**	**4,880**	**3,369**	**-25,395**	**-24,676**
Total Month 6	**-31,257**	**3,212**	**3,369**	**-24,676**	

2. Year to date General Fund Capital Expenditure has reached £37,229k, representing 43% of forecast outturn. A significant proportion of the capital programme is for school expansions, in particular Phase 2 which has now entered 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 £49,521k for 2013/14 which represents 57% of the total spend.

3. The revised budget has increased by £303k from Month 6 due to £175k grant funding from the Environment Agency (£175k) for the Cannon's Brook mitigation project and £89k from Greater London Authority in respect of Better Homes. There has also been an allocation of £39k Section 106 monies to Green Spaces projects.

4. The main internally funded programme shows a net favourable variance of £21,458k. Details of cost variances by scheme for each service are shown below. In addition there is £3,937k remaining in unallocated contingency funds over three years.

5. The forecast outturn for 2013/14 has reduced by £2,080k from Month 6 and this is partly due to further slippage of £1,461k on the Primary Schools Expansions and New Build Programme. However there are no significant delays as the programme remains on target to deliver new school places within planned timescales. The permanent expansion of five schools was completed for September 2013, with a further school expansion completed in November 2013. The expansion of a further 14 schools and construction of two new schools are scheduled to be completed in 2014. There have also been increases in slippage on other schemes which have reduced the forecast outturn. Details of the capital programme performance by service are provided in the following paragraphs.

Asset Management

6. Table 2 below sets out the current position of the capital programme for Asset Management:

Table 2

Service Area Cost Variance Analysis	**2013/14** **£'000**	**2014/15** **£'000**	**2015/16** **£'000**	**Total Month (07)** **£'000**	**Total Month (06)** **£'000**
Asset Management:					
Revised Budget	6,644	3,182	600	**10,426**	**10,426**
Actual Expenditure Year to Date	196	-	-	**196**	**152**
Forecast Outturn	2,345	1,585	600	**4,530**	**4,580**
Forecast Variance	-4,299	-1,597	-	**-5,896**	**-5,846**
Analysis of Variance by Scheme					
South Ruislip Development - Plot B	-1,206	-2,500	-	**-3,706**	**-3,706**
Civic Centre CHP & Energy Savings Projects	-1,621	-	-	**-1,621**	**-1,621**
Property Works Programme	-328	-	-	**-328**	**-428**
South Ruislip Development - Plot A	-200	-	-	**-200**	**-50**
HRD Health & Safety Works	-40	-	-	**-40**	**-40**
Total Cost Variances	**-3,396**	**-2,500**	**-**	**-5,898**	**-5,848**
Projected Rephasing	-903	903	-	**-**	**-**
Total Variance	**-4,299**	**-1,597**	**-**	**-5,898**	**-5,848**
Month 6 Variance	-4,249	-1,597	-	**-5,848**	

Under spends

7. An under spend of £5,898k is forecast on the following schemes:

    - South Ruislip Development Plot B – this project to build flats for sale is not proceeding as the site has been removed from the disposals programme, reflected in a reduced capital receipts forecast.
    - Civic Centre CHP & Energy Savings Projects – the strategy for investing in energy saving projects is under review and there are no current plans to utilise this budget.
    - Property Works Programme – an under spend of £328k is forecast based on the current unallocated budget. This is a revision downwards of £100k from Month 6 because of the development of a new project.
    - South Ruislip Development Plot A – the forecast under spend has been increased to £200k following more detailed review of the draft final accounts.
    - HRD Health & Safety Works – the works were completed earlier in the financial year resulting in a £40k under spend.

8. Although year to date expenditure represents only 8% of forecast outturn this is expected to accelerate between now and financial year end because Queenswalk Development is now on site and contract payments will be made over the next five months.

Projected Rephasing

9. Queenswalk Resource Centre Development (£900k) - this 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.

Education (Schools Expansions Programme)

10. Table 3 below sets out the current position of the capital programme for the Schools Expansions & New Build programme:

Table 3

Service Area Cost Variance Analysis	2013/14	2014/15	2015/16	Total Month (07)	Total Month (06)
	£'000	£'000	£'000	£'000	£'000
Education (Schools Expansions Programme):					
Revised Budget	63,051	63,359	1,200	**127,610**	**127,610**
Actual Expenditure Year to Date	21,654	-	-	**21,654**	**13,435**
Forecast Outturn	49,521	59,142	6,069	**114,732**	**114,732**
Forecast Variance	-13,530	-4,217	4,869	**-12,878**	**-12,878**
Analysis of Variance by Scheme					
Primary Schools Expansions Phase 1	10	1,000	-	**1,010**	**1,010**
Primary Schools Expansions Phase 2A Temporary	44	-	-	**44**	**44**
Primary Schools Expansions Phase 3	-	-	-	**-**	**-**
Primary Schools Expansions Phase 2	-8,463	-1,314	-	**-9,777**	**-9,777**
Primary Schools Expansions New Build	-2,224	-1,437	-	**-3,661**	**-3,661**
Primary Schools Expansions Phase 1A Temporary	-493	-	-	**-493**	**-493**
Total Cost Variances	**-11,127**	**-1,751**	**-**	**-12,878**	**-12,878**
Projected Rephasing	-2,403	-2,466	4,869	**-**	**-**
Total Variance	**-13,530**	**-4,217**	**4,869**	**-12,878**	**-12,878**
Month 6 Variance	-12,069	-5,676	4,869	**-12,878**	

Cost Pressures

11. Primary Schools Expansions – Phase 1. There is a forecast £1,010k over spend due to increased costs for Whitehall Infants & Junior Schools. Officers continue to review the performance of the contractor and challenge them to bring costs down.

12. 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.

Under Spends

13. Primary Schools Expansions – Phase 1A temporary. The current forecast is an under spend of £493k after final accounts have been agreed. This is largely to do with identified savings on Rosedale school.

14. 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 £9.8 million. This is due to the contract awards achieving a lower price than originally anticipated during the feasibility and design stage of the projects. Constructors are now on site and works are progressing, however at this stage there may still be unforeseen issues that could reduce this favourable position moving forward.

15. 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.

16. In addition the tender returns for the RAF Uxbridge and Lake Farm developments are £661k below budget. Works commenced on site in October.

Projected Re-phasing

17. Although over the life of the programme the forecast is an overall under spend of £12,878k, this includes £4,869k re-phasing to reflect the latest cash flow projections.

18. More detailed information on the progress of the Primary Schools Capital Programme can be found in the Schools Update report included in these Cabinet papers.

Education (Other)

19. Table 4 below sets out the current position on Education services excluding the Schools Expansion programme:

Table 4

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Education (Other Schemes):					
Revised Budget	6,595	1,535	1,535	**9,665**	**9,665**
Actual Expenditure Year to Date	1,689	-	-	**1,689**	**1,580**
Forecast Outturn	3,560	4,460	1,535	**9,555**	**9,540**
Forecast Variance	-3,035	2,925	-	**-110**	**-125**
Analysis of Variance by Scheme					
uislip High School Expansion	-95			**-95**	**-110**
Children's Centres - Phase 3	-15			**-15**	**-15**
Total Cost Variances	**-110**	**-**	**-**	**-110**	**-125**
Projected Rephasing	-2,925	2,925	-	**-**	**-**
Total Variance	**-3,035**	**2,925**	**-**	**-110**	**-125**
Month 6 Variance	-2,856	2,731	-	**-125**	

Under Spends

20. Ruislip High School Expansion – final accounts have been agreed and this is resulting in a forecast under spend of £110k.

21. Childrens' Centres – an under spend of £15k has arisen on completion of sites under Phase 3 sites.

Projected Re-phasing

22. This includes £2,254k in respect of the Urgent Building Conditions projects where some schemes are being programmed into next financial year because there is limited access

to complete works during the academic year. There is also forecast slippage of £671k on Devolved Formula Capital schemes.

Environmental Policy & Community Engagement

23. Table 5 sets out the current position on the Environmental Policy & Community Engagement programme:

Table 5

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Environmental Policy & Community Engagement:					
Revised Budget	11,217	5,575	4,573	**21,365**	**21,365**
Actual Expenditure Year to Date	4,137	-	-	**4,137**	**3,917**
Forecast Outturn	8,946	7,846	4,573	**21,365**	**21,365**
Forecast Variance	-2,271	2,271	-	**-**	**-**
Analysis of Variance by Scheme					
Chrysalis Programme	-500	500	**-**	**-**	**-**
Total Cost Variances	**-**	**-**	**-**	**-**	**-**
Projected Rephasing	-1,771	1,771	-	**-**	**-**
Total Variance	**-2,271**	**2,271**	**-**	**-**	**-**
Month 6 Variance	-1,766	1,766	-	**-**	**-**

Cost Variance

24. Chrysalis Programme will be fully spent but the latest forecast reflects expected timing of spend will cross financial years.

Projected Re-phasing

25. Town Centre Initiatives – a total of £935k is to be re-phased into 2014/15 on the three town centre schemes, including £300k GLA funding for Northwood Hills A request has been made to the GLA to re-phase this element.

26. 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.

Housing General Fund

27. Table 6 sets out the current position on the Housing General Fund capital programme:

Table 6

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Housing General Fund:					
Revised Budget	4,206	3,262	3,262	**10,730**	**10,641**
Actual Expenditure Year to Date	809	-	-	**809**	**594**
Forecast Outturn	1,582	5,146	3,262	**9,990**	**9,901**
Forecast Variance	-2,624	1,884	-	**-740**	**-740**
Analysis of Variance by Scheme					
GF Supported Housing Programme	-740	-	-	**-740**	**-740**
Disabled Facilities Grants	-1,204	1,204	-	**-**	**-**
Private Sector Renewal Grants	-353	353	-	**-**	**-**
Total Cost Variances	**-2,297**	**1,557**	**-**	**-740**	**-740**
Projected Rephasing	-327	327	-	**-**	**-**
Total Variance	**-2,624**	**1,884**	**-**	**-740**	**-740**
Month 6 Variance	-3,106	2,366	-	**-740**	

Under Spends

28. General Fund Supported Housing – the Supported Housing strategy is currently being developed and a major capital investment programme is under consideration for future years.

29. Disabled Facilities Grants and Private Sector Renewal Grant will be fully spent by 2014/15 as progress is being made on the backlog.

Projected Re-phasing

30. The HCA/GLA Empty Homes Consortium Contract was signed by GLA in November, however it is anticipated that spend (£327k) will not commence until 2014/15.

ICT, Highways & Business Services

31. Table 7 sets out the current position on ICT, Highways & Business Services programme:

Table 7

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
ICT, Highways & Business Services:					
Revised Budget	12,014	3,696	2,888	**18,598**	**18,598**
Actual Expenditure Year to Date	4,050	-	-	**4,050**	**3,404**
Forecast Outturn	9,218	4,549	2,888	**16,655**	**16,934**
Forecast Variance	-2,796	853	-	**-1,943**	**-1,664**
Analysis of Variance by Scheme					
Civic Centre Works Programme	-1,664	-	-	**-1,664**	**-1,664**
ICT Single Development Plan	-179	-	-	**-179**	**-**
Street Lighting	-100	-	-	**-100**	**-**
Total Cost Variances	**-1,943**	**-**	**-**	**-1,943**	**-1,664**
Projected Rephasing	-853	853	-	**-**	**-**
Total Variance	**-2,796**	**853**	**-**	**-1,943**	**-1,664**
Month 6 Variance	-2,549	885	-	**-1,664**	

Under Spends

32. Civic Centre Works Programme – it is forecast that there will be a significant under utilisation of the current year budget based on current activity. However there are schemes now underway that will require funding in 2014/15.

33. Street Lighting – a detailed programme of works has been prepared but it is not expected to fully utilise this year's budget.

34. ICT Single Development Plan – a number of smaller projects are yet to commence resulting in a current year under spend and will require to be funded from the 2014/15 allocation.

Projected Re-phasing

35. Purchase of Vehicles programme has slippage (£689k) as some vehicle orders are yet to be made. There is also an element on Highways Section 106 schemes (£164k).

Planning, Green Spaces & Culture

36. Table 8 below sets out the current position on the Planning, Green Spaces & Culture programme.

Table 8

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Planning, Green Spaces & Culture:					
Revised Budget	3,268	12,139	-	**15,407**	**15,368**
Actual Expenditure Year to Date	593	-	-	**593**	**593**
Forecast Outturn	1,590	13,708	-	**15,298**	**15,259**
Forecast Variance	-1,678	1,569	-	**-109**	**-109**
Analysis of Variance by Scheme					
Hillingdon Sports & Leisure Centre	75	-	-	**75**	**75**
Sport & Cultural Projects	-154	-	-	**-154**	**-154**
Highgrove Pool Phase II	-30	-	-	**-30**	**-30**
Total Cost Variances	**-109**	**-**	**-**	**-109**	**-109**
Projected Rephasing	-1,569	1,569	-	**-**	**-**
Total Variance	**-1,678**	**1,569**	**-**	**-109**	**-109**
Month 6 Variance	-1,857	1,748	-	**-109**	

Under Spends

37. Highgrove Pool Phase II – this project is now complete with a £30k under spend.

38. Sport & Cultural Projects – funding of £154k currently remains unallocated, however this may be required to fund potential new projects.

Over Spends

39. 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 £75k.

Projected Re-phasing

40. The purchase of Grounds Maintenance vehicles (£649k) will not take place until next financial year. The Sports & Cultural projects budget includes slippage of £545k relating to Compass Theatre because the Council is negotiating changes to the terms of the Section 106 agreement with the developer which is resulting in a delay on the implementation of the scheme. The Yiewsley Pool development is in early feasibility stages and £270k of the current year budget will not be required this financial year.

Public Safety

41. Table 9 sets out the current position on the Public Safety capital programme:

Table 9

Service Area Cost Variance Analysis	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
Public Safety:					
Revised Budget	12,735	850	3,245	**16,830**	**16,655**
Actual Expenditure Year to Date	4,039	-	-	**4,039**	**3,033**
Forecast Outturn	10,261	3,542	3,245	**17,048**	**17,278**
Forecast Variance	-2,474	2,692	-	**218**	**623**
Analysis of Variance by Scheme					
Hayes End Library Development	235	20	-	**255**	**210**
Libraries Refurbishment	22	-	-	**22**	**22**
Central Library Refurbishment	-	-	-	**-**	**450**
New Years Green Lane Civic Amenity Site - Phase 4	-53	-	-	**-53**	**-53**
Manor Farm Stables Development	-6	-	-	**-6**	**-6**
Total Cost Variances	**198**	**20**	**-**	**218**	**623**
Projected Rephasing	-2,672	2,672	-	**-**	**-**
Total Variance	**-2,474**	**2,692**	**-**	**218**	**623**
Month 6 Variance	-1,869	2,492	-	**623**	

Over Spends

42. Libraries Refurbishment (Central Library) – the results of testing the sprinkler system have found that no extensive repairs or replacement are required and therefore the forecast over spend has been removed.

43. 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

44. News Year Green Lane Civic Amenity Site – latest estimates as the project nears completion are that there will be an under spend of £53k.

Projected Re-phasing

45. This includes £2,000k for Community Assets which will not be incurred this financial year. The CCTV programme has slippage of £342k on phases 2 and 3 which will be completed next year. It is estimated that £300k of the overall Environmental Assets budget will not be spent until next financial year.

General Contingency

46. There are £3,937k funds remaining that are reserved to deal with cost pressures arising on projects in the main capital programme over the next three years to 2015/16.

Capital Financing

47. Table 10 sets out the latest capital receipts forecast.

Table 10

Capital Receipts	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17-2017/18 £'000	Total Month (07) £'000	Total Month (06) £'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	11,362	6,970	6,438	-	**24,770**	**27,813**
Variance	**-2,338**	**10,087**	**2,735**	**5,464**	**15,948**	**12,905**

48. Forecast capital receipts are £11,362k for 2013/14. This represents an increase of £2,338k from the revised budget level. Year to date sales total £7,269k including the sale of Hayes Pool site, Tasman House and all of the ten flats at Elizabeth Court. A further five significant completions of properties are required to reach the forecast.

49. As at the end of Month 7 the accumulated disposal receipts over the next four years is anticipated to be £24,770k which is a movement of £3,043k from last month and this is due to the removal of South Ruislip Development Plot B from the disposals programme as alternative options for this site are being considered. There is an element of risk around the certainty of these receipts being fully realised which has been reflected in the disposals forecast.

50. The total forecast is £15,948k lower than the budgeted level which will have the effect of increasing borrowing levels. However overall borrowing levels are offset by a reduction of £25,395k from under spends on council resourced schemes. The revised forecast Council resourced requirement split between capital receipts and borrowing is reflected in Table 11 below.

Table 11

Prudential Borrowing Forecast	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17-2017/18 £'000	Total Month (07) £'000	Total Month (06) £'000
Forecast Council Resource Requirement	29,492	45,721	11,884	7,735	**94,832**	**97,831**
Forecast Capital Receipts	-11,362	-6,970	-6,438	-	**-24,770**	**-27,813**
Forecast Borrowing	**18,130**	**38,751**	**5,446**	**7,735**	**70,062**	**70,018**

51. The increase in forecast borrowing levels from Month 6 is negligible as the reduction in capital receipts forecast is offset by a decrease in the forecast spend over the life of the programme.

Housing Revenue Account (HRA) Capital Programme

52. The Works to Stock programme consists of capital and revenue and is reported in Appendix C. The current position on the HRA New Build programme is shown in Table 12 below:

Table 12

	2013/14 £'000	2014/15 £'000	2015/16 £'000	Total Month (07) £'000	Total Month (06) £'000
HRA New Build Programme:					
Revised Budget	357	-	-	**357**	**357**
Actual Expenditure Year to Date	259	-	-	**259**	**242**
Forecast Outturn	613	790	-	**1,403**	**1,403**
Forecast Variance	256	790	-	**1,046**	**1,046**
Analysis of Variance by Scheme					
New Build – Extra Care Sites Phase 1	-	790	-	**790**	**790**
New Build – HRA Pipeline Sites Phase 1	11	-	-	**11**	**11**
New Build – Learning Disability Sites Phase 1	124	-	-	**124**	**124**
New Build – HRA Pipeline Sites Phase 2	121	-	-	**121**	**121**
Total Cost Variances	**256**	**790**	**-**	**1,046**	**1,046**
Projected Rephasing	-	-	-	-	-
Total Variance	**256**	**790**	**-**	**1,046**	**1,046**
Month 6 Variance	1,046	-	-	1,046	

53. 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 is subject to some uncertainty at the moment. The Council has entered into arbitration with the contractor and an arbitrator has been appointed. Due to the lengthy time that this will take to be resolved the forecast over spend is now reported in 2014/15 financial year.

54. 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.

55. 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

56. There have been 56 Right to Buy sales of council dwellings achieved year to date for a value of £5,507k and a total of 108 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. Proposals are being drafted by officers to develop an Affordable Housing programme to utilise these receipts within allowed timescales.

Appendix E- Treasury Management Report as at 31 October 2013

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

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	82.60	70.48	60.00
1-2 Months	6.30	5.38	15.00
2-3 Months	0.00	0.00	10.00
3-6 Months	20.10	17.15	10.00
6-9 Months	5.00	4.27	5.00
9-12 Months	0.00	0.00	0.00
12-18 Months	0.00	0.00	0.00
Subtotal	**114.0**	**97.28**	**100.00**
Unpaid Maturities	3.2	2.72	0.00
Total	**117.2**	**100.00**	**100.00**

1. With the exception of the unpaid Icelandic investments, London Borough of Hillingdon's 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; Bank of Scotland, Ignis MMF, PSDF MMF, Royal Bank of Scotland, HSBC, Lloyds, Nationwide Building Society, Barclays, Lancashire County Council, Aylesbury District Council and Kinston-upon-Hull City Council. The Council also currently hold three Certificates of Deposit with Standard Chartered.

2. During October fixed-term deposits continued to mature in line with cashflow requirements. Any surplus funds were either placed in instant access accounts, short fixed term deposits or a certificate of deposit.

Outstanding Debt - Average Interest Rate on Debt: 2.99%

	Actual £m	Actual %
General Fund		
PWLB	73.16	21.55
Long-Term Market	15.00	4.42
HRA		
PWLB	218.32	64.31
Long-Term Market	33.00	9.72
Total	**339.48**	**100.00**

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

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 October 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

1. 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 £'000	Total Spend £'000
Asset Management						
Asset Management Support Manager (outside establishment)	14-Aug-13	28-Jan-14	0	29	29	58
Project Manager (outside establishment)	09-Jul-12	25-Apr-14	55	71	50	176
Maintenance Manager	24-May-13	28-Jan-14	0	33	19	52
Development Surveyor	19-Jul-11	28-Mar-14	95	50	24	169
Housing						
Legal Assistant	19-Nov-13	16-May-14	12	26	21	59
ICT Highways & Business Services						
Senior Project Engineer (outside establishment)	11-Jun-13	20-Jun-14	0	36	34	70
Senior Project Engineer (outside establishment)	10-Jun-13	06-Jun-14	0	36	34	70
Project Engineer (outside establishment)	15-Jul-13	09-May-14	0	31	31	62
Adult Social Care						
ASC Disabilities Residential Team Leader	01-Apr-10	02-Feb-14	62	12	3	77
ASC Disabilities Residential Care Worker	01-Apr-10	02-Feb-14	62	12	3	77
ASC Disabilities Residential Care Worker	01-Apr-10	02-Feb-14	62	12	3	77
ASC Disabilities Residential Care Worker	01-Apr-10	02-Feb-14	78	18	5	101
ASC Disabilities Residential Care Worker	01-Apr-10	02-Feb-14	78	18	5	101
ASC Disabilities Day Centre Officer	01-Apr-10	02-Feb-14	66	16	5	87
ASC Disabilities Day Centre Officer	01-Apr-10	02-Feb-14	66	7	2	75
ASC Social Worker (Care Manager)	22-Feb-12	02-Feb-14	46	32	9	87
ASC Project Manager	17-Jan-11	02-Feb-14	108	31	8	147

Post Title	Start Date	Proposed End Date	2012/13 Spend & Earlier £'000	2013/14 Previously Approved £'000	2013/14 Approved £'000	Total Spend £'000
ICP						
ASC Disabilities O/T Care Manager	18-Jun-12	02-Feb-14	40	36	11	87
ASC Disabilities Floating Support Worker	01-Apr-12	02-Feb-14	27	20	5	52
Children & Young People's Services						
C&F Referral & Assessment Team Archiver	01-Apr-10	05-Jan-14	62	13	2	77
C&F Social Worker	01-May-12	05-Jan-14	52	34	6	92
C&F Referral & Assessment Team Social Worker	01-Mar-12	05-Jan-14	60	36	5	101
C&YP Social Worker	01-Jan-12	05-Jan-14	52	26	6	84
C&YP Social Worker	01-Jan-12	05-Jan-14	64	39	6	109
C&F Social Worker/Senior Social Worker	02-Jan-12	05-Jan-14	75	38	6	119
C&YP Social Worker	01-Jan-12	05-Jan-14	73	33	6	112
C&F CIN Team Senior Social Worker	01-Apr-12	05-Jan-14	46	30	6	82
C&F CIN Team Senior Social Worker	01-Apr-12	05-Jan-14	57	37	6	100
C&F-Tech Admin Officer	01-Feb-11	05-Jan-14	49	15	2	66
C&F-Tech Admin Officer	01-Apr-10	05-Jan-14	65	14	2	81
Children's Homes Residential Care Worker	01-Apr-10	05-Jan-14	56	11	2	69
Children's Homes Residential Care Worker	01-Apr-10	05-Jan-14	62	12	2	76
C&YP Residential Worker	01-Apr-10	05-Jan-14	38	39	2	79
C&F Triage Social Worker	01-May-12	05-Jan-14	53	20	6	79
C&F Triage Social Worker	19-Feb-12	05-Jan-14	63	28	6	97
C&YP Social Worker	06-May-12	05-Jan-14	29	38	6	73
C&YP Deputy Team Manager	17-Feb-13	05-Jan-14	8	35	8	51
C&F Asylum Social Worker	01-Apr-10	05-Jan-14	45	28	5	78
C&F Asylum Deputy Team Manager	17-Oct-11	05-Jan-14	78	46	6	130
C&F Residential	01-Apr-10	05-Jan-14	67	17	3	87

Post Title	Start Date	Proposed End Date	2012/13 Spend & Earlier £'000	2013/14 Previously Approved £'000	2013/14 Approved £'000	Total Spend £'000
C&F Residential	01-Apr-10	05-Jan-14	67	21	3	91
C&F Residential	01-Apr-10	05-Jan-14	33	25	1	59
C&F Residential	01-Apr-10	05-Jan-14	0	74	3	77
C&F Social Worker	01-May-12	05-Jan-14	11	33	6	50
C&YP Social Worker	01-May-13	05-Jan-14	18	30	6	54

Appendix G – Recommended Changes to Planning Pre-Application Advice Charges

Category	Current Charge (inclusive of VAT) (£)	Proposed Charge (inclusive of VAT) (£)	Change (%)
A – Pre-Application Meeting	6,000	4,200	-30%
B – Pre-Application Meeting	4,200	3,000	-28.6%
C – Pre-Application Meeting	2,280	2,280	0%
D – Pre-Application Meeting	1,140	n/a	Deleted
E – Pre-Application Meeting	600	1,000	+66.7% (reclassified as Category D)
F – Pre-Application Meeting	270	270	0%
G – Pre-Application Meeting	600	1,000	+66.7% (reclassified as Category D)
H – Pre-Application Meeting	270	270	0% (merged into Category F)
New Category E – Pre-Application Meeting	n/a	600	New
A – Follow-up Advice in Writing	1,560	2,100	+34.6%
B – Follow-up Advice in Writing	1,080	1,500	+38.9%
C – Follow-up Advice in Writing	1,080	1,140	+5.6%
D – Follow-up Advice in Writing	485	n/a	Deleted
E – Follow-up Advice in Writing	0	500	New (reclassified as Category D)
F – Follow-up Advice in Writing	0	135	New
G – Follow-up Advice in Writing	0	500	New (reclassified as Category D)
H – Follow-up Advice in Writing	0	135	New (merged into Category F)
New Category E – Follow-up Advice in Writing	n/a	300	New
Conservation Advice	120	0	Deleted
Duty Planning Advice by Appointment	0	0	Free
Duty Planning Follow-up Advice in Writing	0	100	New
Trees Follow-up Advice in Writing (Single Tree)	0	50	New
Trees Follow-up Advice in Writing (Multiple Trees)	0	100	New
Enforcement Follow-up Advice in Writing	0	150	New
New B1 and B2 Use Class Small Businesses (up to 250sqm only) (All Advice)	0	0	Free

Note: Planning pre-application advice is subject to VAT at the standard rate of 20%

THE COUNCIL'S BUDGET – MEDIUM TERM FINANCIAL FORECAST 2014/15 – 2017/18

Cabinet Members	Councillor Ray Puddifoot Councillor Jonathan Bianco
Cabinet Portfolios	Leader of the Council Finance, Property and Business Services
Officer Contact	Paul Whaymand, Finance
Papers with report	Appendix 1 to 9 (detailed MTFF proposals)

HEADLINE INFORMATION

Purpose of report	This report sets out the Medium Term Financial Forecast (MTFF), which includes draft General Fund and Housing Revenue Account budget for 2014/15, along with indicative projections for the following four years. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the next two years for all and the next five years (which will the extend the freeze to twelve years) for the over 65's, as well as providing significant sums for priority growth initiatives, whilst maintaining balances and reserves well above the minimum recommended level.
Contribution to our plans and strategies	The Medium Term Financial Forecast is the financial plan for the Council, and contains the funding strategy for delivering the Council's objectives.
Financial Cost	Zero increase in Council tax for the sixth and seventh successive years.
Relevant Policy Overview Committees	Corporate Services and Partnerships Children, Young People & Learning Residents' and Environment Services Social Services, Housing & Public Health
Ward(s) affected	All

RECOMMENDATIONS

Cabinet is recommended 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.**

INFORMATION

Reasons for recommendations

Alternative options considered / risk management

In order to comply with the Budget and Policy Framework, the Cabinet needs to publish a draft budget for consultation at this meeting. The Cabinet could, however, choose to vary the proposals set out in the report, with any amendments reflected in the papers consulted upon with Policy Overview Committees during January 2014.

The section of the report on the Development and Risk Contingency considers the key risks and uncertainties that need to be managed and how these have been provided for within the budget strategy.

Comments of Policy Overview Committee(s)

Following consideration at Cabinet, this report will form the basis of consultation with Policy Overview Committees during January 2014. Comments from the Policy Overview Committees will be reported back to Cabinet by the Corporate Services and Partnerships Policy Overview Committee when Cabinet meets on 13 February 2014. Cabinet will then agree a set of budget proposals for recommendation to the annual Council Tax setting meeting of full Council on 20 February 2014.

1. BACKGROUND TO THE 2014/15 BUDGET

The General Fund and Housing Revenue Account Budgets and Capital Programme for 2013/14 were approved by Cabinet and Council in February 2013 in support of the setting of Council Tax for 2013/14.

Since the report to Council in February, funding streams and assumptions within the budget have been impacted by the Chancellor of the Exchequer's Budget Report in March, the June Spending Round and December's Autumn Statement, which contained several announcements relevant to local government. These announcements have had little impact on the overall funding position for 2014/15 but a significant worsening of potential funding for 2015/16.

The March budget included a further 1% reduction to local government funding in 2014/15 in addition to the 2% reduction announced in the Autumn Statement 2012. The 1% limit on pay inflation was extended to 2015/16 and it was announced that the draft Care Bill arising from the recommendations from the Dilnot Commission would be implemented a year earlier in 2016. These recommendations will cap individual payments for Adult Social care and support at £72k and the threshold for means testing for residential care will rise from £23k to £118k.

On 26 June 2013 the Spending Round was announced which outlined central government's spending plans for 2015/16. Unlike previous Spending Reviews this Spending Round covered one year only. The key impacts upon local government were that Local Government funding would be cut by 10%, 2% higher than the 8% assumption included in the February budget report. However, later clarifications of assumptions behind this announcement including top slicing of New Homes Bonus funding, which will go to LEP's increases the effective cut in 2015/16 to 15%. In addition it was announced that Council Tax Freeze Grant would be continued in 2014/15 and 2015/16 with a grant equivalent to a 1% increase and that £3.8bn of current pooled and NHS funding would be put into an Integrated Transformation Fund in 2015/16 to develop integrated health and social care services and £335m would be provided to local authorities in 2015/16 to prepare for the reformed Social Care funding system.

The additional 1% cut in Revenue Support Grant reduces Hillingdon funding in 2014/15 by £899k. But the continuation of the Council Tax Freeze grant for 2014/15 adds an additional £1,129k as a zero increase in Council Tax had already been factored into the MTFF for 2014/15. The actual funding arrangements for 2014/15 will not be known until the Local Government Finance settlement for 2014/15 is announced which is expected to be around the 19th December 2013.

This draft budget report outlines a strategy incorporating the funding changes set out above and includes detailed proposals that are capable of bridging the budget gap in 2014/15 with minimal impact on the delivery of front line services and including the following headlines:

- Zero increase for Hillingdon's element of the Council Tax for a sixth and seventh successive year and to twelve years to 2018/19 for over 65s;
- Freezing fees and charges for Hillingdon residents;
- Priority growth available for new initiatives of £2,500k (as well as up to £1,500k of unallocated growth brought forward) including funding for extended library opening hours, a new Sport and Activity for all ages Fund and funding to reduce the threshold age for free access to the Telecareline service from 85 to 80;
- Significant capital investment of around £382,426k through to 2018/19 including the conclusion of the Primary schools capital programme, the development of a new

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

- Maintaining balances and reserves well in excess of the minimum recommended level. This will provide a significant buffer going forward as there is forecast to be significant further cuts in central government funding from 2015/16 through to 2018/19.

At this stage, whilst some uncertainty remains, until the final settlement is announced and the work on savings and pressures is completed, there is a surplus of £918k within the draft budget. This should provide sufficient flexibility to cover any unforeseen issues that may arise between now and Council Tax setting.

2. MTFF PROCESS FOR THE 2014/15 BUDGET CYCLE

The timetable for the development of the 2014/15 budget was brought forward as in previous years with work commencing as soon as the 2013/14 budget was agreed by Council in February 2013. Whilst an estimated position was set out in the MTFF for 2014/15, this was against a backdrop of the planned Spending Review announcement by the Central Government in late June, the details of which are summarised above.

Work on the development of savings proposals is fully integrated and aligned with service transformation programme, which is managed through the HIP Business Improvement Delivery programme. Over the last year, BID has continued to develop and evolve. The Deputy Chief Executive and Corporate Director of Residents Services has responsibility for the overall programme to ensure continuity across Groups and the well established group change boards take responsibility for the delivery of the programme within each group. This governance framework enabled significant early progress on the development of a balanced set of proposals for 2014/15.

Since February, Groups have been working up their savings proposals in further detail, to achieve their original target as a minimum and also to deliver further savings to cover any slippage in previous year's savings and to help fund growing demand led pressures. Considerable work has also been undertaken on the corporate aspects of the budget including grant funding, Collection Fund forecasts, capital financing and inflation. In addition to this, changes in Group structures and the appointment of 2 new Directors has enabled a fresh look at the MTFF for both Adults and Children's Social Care. Rather than rolling forward existing plans and then updating and refining the proposals, both these Groups MTFF's have been re-built from scratch on both the demographic pressures side and the savings side.

A large number of budget challenge sessions have been held covering Residents Services, Adult Social Care, Children and Young People Services, Administration & Finance, Capital and HRA, Procurement & Commissioning, All Age Disabilities and Corporate budgets, first in late June/early July and then a second round in late September/early October. Each session followed a similar format reviewing:

- The current position in 2013/14 – both monitoring and savings delivery;
- A review of existing and emerging pressures which need to be addressed in the 2014/15 budget and forecasts for future years, including detailed demographic modelling;

- Progress on the development of savings proposals for 2014/15;
- Identification of any potential growth and invest-to-save bids; and
- Capital programme requirements.

This report contains the latest output from these MTFF sessions and the other budget preparation work undertaken since the setting of the 2013/14 budget in February 2013. Budget work on savings and other aspects of the budget is still ongoing and further proposals are likely to be put forward for potential inclusion in the budget prior to Council Tax setting.

The Chancellor of the Exchequer's Autumn Statement was published on 5 December 2013 which set out the economic context within which the UK is operating and the overall forecasts of growth, borrowing and expenditure for 2014/15 and future years. The Statement confirmed that local government would be exempt from any further budget cuts in 2014/15 and 2015/16 over and above those already announced. The Local Government Finance settlement and the specific details for Hillingdon's future funding are expected to be issued during the week commencing 16 December 2013.

3. GENERAL FUND REVENUE BUDGET PROPOSALS

Update on 2013/14 Budget based on the month 7 monitoring position

1. To provide some context to the budget setting for 2014/15, it is essential that the position with the 2013/14 budget is fully understood as there is a strong link between many of the proposals included in the 2014/15 budget and those in 2013/14.

2. As at Month 7, the forecast outturn position on in-year activities is a net underspend of £4,189k, representing an improvement of £2,252k on the position reported at Month 6. This position consists of a net underspend of £1,608k on directorate budgets, an underspend on capital financing costs of £2,500k and a net underspend of £81k on development and risk contingency. Movement in the reported position from Month 6 is primarily due to the recognition of the significant impact of aligning existing Council services and initiatives in support of health to Public Health funding.

3. Within the Directorate Operating Budgets, the following positions are currently reported:

    - An underspend of £871k is reported on Administration and Finance primarily due to vacant posts being held within a number of services, an improvement of £463k from that reported in Month 6 which includes the impact of integrating existing Council services with the new Public Health offer.

    - Residents Services are reporting an underspend of £555k at Month 7, with an exceptional pressure of £2,172k on temporary accommodation being off-set by £675k rental income on commercial properties appropriated from the Housing Revenue Account, underspends within Education and £555k efficiencies arising from synergies with Public Health. The improvement from Month 6 is primarily due to these synergies and a number of other minor movements.

    - A net improvement of £257k is reported on Children & Young People's Services, with £468k of efficiencies from aligning existing Council services to Public Health off-setting an adverse movement due to increased demand for secure accommodation.

- Within Adult Social Care, the previously reported pressure due to slippage in planned day centre reconfiguration and increased demand for care placements has been mitigated in year from the savings arising from integration of Public Health responsibilities resulting in a net underspend of £134k at Month 7.

4. Taking into account the release of £1,350k from the impairment held against the Council's remaining Icelandic Investments which is reported as an exceptional prior year item, unallocated General Fund balances are forecast to reach £35,789k by 31 March 2014. This position assumes that the remaining £194k on unallocated General Contingency and £430k unallocated Priority Growth are committed in full during the current financial year. It also excludes any further efficiencies arising from realigning and integrating Public Health responsibilities with other Council activities.

5. Within the above position, favourable progress is reported in delivery of the £17,111k programme of savings for 2013/14 with 81% badged as banked or on track for delivery in full by 31 March 2014 and sufficient compensatory savings in place to manage any shortfall within individual Directorate savings programmes.

		Admin. & Finance	Residents Services	C&YPS	Social Care	Cross Cutting	Total 2013/14 Savings	
		£'000	£'000	£'000	£'000	£'000	£'000	%
B	Banked	(1,051)	(4,832)	(293)	(3,239)	0	**(9,415)**	56%
G	On track for delivery	0	(1,192)	(1,206)	(1,383)	(568)	**(4,349)**	25%
A	Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(78)	0	(97)	(2,432)	**(2,607)**	15%
R	Serious problems in the delivery of the saving	0	0	(445)	(295)	0	**(740)**	4%
	Total 2013/14 Savings	**(1,051)**	**(6,102)**	**(1,944)**	**(5,014)**	**(3,000)**	**(17,111)**	100%

6. There remains £740k savings reported as being undeliverable in 2013/14, which consists of £445K of initiatives within Children's and Young People's Services for which alternative initiatives are recommended in this report and £295k savings within Adult Social Care which have been delayed by the Judicial Review into day care reconfiguration that are expected to be fully achievable in the medium-term.

7. Work is ongoing on the delivery of the BID savings, where the BID savings figure of £3,000k included a general target of £1,500k for BID and a further £1,500k target for Social Care staffing which was covered by a corresponding £1,500k contingency. Work completed to date has identified £568k of savings but there is considerable work still in progress which will be added as the remainder of the year progresses.

8. In addition there remained £1,979k savings from prior year programmes which were unachieved as at 31 March 2013, £1,690k of which have now been delivered in full, with the remaining £289k linked to day care reconfiguration which are expected to be fully achievable once new service provision is in place.

Budget Requirement 2014/15

9. The movement between the current year's budget and the draft budget requirement for 2014/15 is summarised in Table 1 below. Table 1 summarises the movement in each of the

lines which reflect each of the detailed sections within the Corporate Summary. Further detail on each of the items is set out in the following sections of this report and a more detailed summary of the MTFF over the full 4 year period is attached in Appendix 1.

Table 1: Budget Requirement 2014/15

	(£000
Budget Requirement 2013/14	211,159
Inflation	2,529
Corporate Items (Appendix 2)	(1,626)
Contingency (Appendix 3)	9,748
Service Pressures (Appendix 4)	320
Priority Growth (Appendix 5)	2,500
Savings (Appendix 6)	(13,140)
Budget Requirement 2014/15	**211,490**
Funding Sources	
Council Tax	102,601
Net Business Rate Revenues	45,676
Government Formula Grant (estimated)	64,131
Total Resources	212,408

INFLATION

10. Inflationary cost increases are expected to amount to £2,529k for 2014/15, representing a reduction of £950k on estimates included in the budget reports to Cabinet and Council in February 2013.

11. The current assumptions allow for a 1% inflationary pay award for 2014/15, however this will remain subject to confirmation as negotiations between trade unions and pay bodies are on-going. However, no increase has been included for employers' pension contribution rates for 2014/15. For the last 6 years an additional 1% contribution has been paid by Hillingdon to fund the cost to the Pension Fund of early retirements. This position has been monitored on a quarterly basis and reported to Pensions Committee and with the reducing number of redundancies over the age of 55 it has been agreed with the actuary that there is no need to fund in advance this over the next valuation period. The underlying employers' rate will continue to rise at the rate of 1% per year over the next 3 years, but the impact of removing the early retirement funding offsets the increase for 2014/15. The net impact of these changes is a 2% increase over 3 years and the Actuary is likely to be flexible over how this increase is phased over the 3 year period.

12. Inflation set aside to manage inflationary cost pressures has been refreshed to take account of national government's stated intention to limit increases in energy costs, and although officers continuing to monitor potential changes, however any such changes would have a minimal impact on the overall inflation provision.

13. Provision has been included for a 1% inflationary increase in Social Care placement costs, to take account of potential increases in costs if on-going negotiations with the majority of suppliers through the West London Alliance cannot secure a further year of freezes. This will be kept updated through to Council Tax setting as negotiations conclude.

14. Inflation assumptions for existing contracts outside Social Care and NNDR costs continue to be refined on the basis of the latest RPI and CPI inflation forecasts. However as with energy

inflation volatility in this area would not be expected to have a material impact on the overall inflation provision.

15. With the exception of the London-wide Concessionary Fares Levy and the West London Waste Levy, which is dealt with elsewhere in this report, it has been assumed that all levy contributions will be frozen to reflect Central Government's on-going austerity drive. While some limited movement will be expected in the distribution of levy costs between levied bodies as a result of changes in apportionment bases, this is not expected to have a material impact on assumptions.

16. In November 2013 London Councils issued indicative figures for the 2014/15 Concessionary Fares Levy, which included a 4.5% increase to reflect growing demand for Freedom Passes and increases in Transport for London fares in line with RPI. This announcement also confirmed planned changes to the apportionment methodology and distribution of costs across London Boroughs, the net impact of both changes results in an increase of £99k in the levy for Hillingdon.

17. Table 2 below sets out the general inflation rates applied to specific budget lines.

Table 2: Inflation

Category	**Rate (%)**	**2014/15 (£000s)**
Employee's Pay	1.00%	1,040
Electricity Costs	9.00%	197
Gas Costs	9.50%	60
Vehicle Fuel Costs	7.50%	70
Care Placements	1.00%	630
Contract with unavoidable inflation increases	Various %	284
NNDR budgets	2.70%	74
Levies	Relevant %	173
Total		**2,529**

CORPORATE ITEMS

18. There are a number of issues impacting upon the Council's overall budget which are detailed in this section, including implications associated with new burdens transferring to the Council, revenue implications of capital investment and application of balances. The net impact of such changes in 2014/15 is expected to be a credit of £1,626k.

Table 3: Corporate Items

Corporate Items	**Amount 2014/15 (£000s)**
Removal of Schools & Academies from Carbon Reduction Commitment	253
New Initiatives linked to Section 256 Agreement	434
Rephasing of Capital Financing Costs	(900)
Savings Earmarked for Future Capital Investment	(1,413)
Total	**(1,626)**

19. As a result of changes to the Carbon Reduction Commitment Scheme coming into effect from 1 April 2013, schools will no longer be required to participate in the scheme which has been reflected in the gross cost of the scheme being reduced in the contingency section of this report. This corporate adjustment of £253k reflects the reduced recharge to the Dedicated Schools Grant, with the net result of no movement in costs borne by the General Fund.

20. Within the March 2013 Budget, the Chancellor announced that a further £200m would be transferred from Department of Health budgets to local government to support integrated Health and Social Care actions. While the particulars of the local transfer will be subject to discussions between the Council, the local Clinical Commissioning Group and NHS England, provision of 50% of Hillingdon's share of this funding at £434k has been set aside to manage demographic growth assumptions within the budget.

21. The draft budget presented in this report includes provision to continue the local Council Tax Discount for over 65s for an eighth year at a gross cost of £1,045k, although no additional provision is required in 2014/15 to manage the additional costs associated with a growing elderly population. This freeze is to be maintained until 2018/19, with the additional cost over and above the annual budget of £1,045k expected to total £2,880k. This future commitment will be supported by allocating £1,380k from General Balances and £1,500k from existing earmarked reserves.

22. As a result of favourable cash flows it appears likely that £900k provision for repayment and servicing of debt can be rephased from 2014/15 into 2015/16. In addition, a further £1,413k of capital financing budgets created through the transfer of commercial properties (shops and garages) to the General Fund has been earmarked to fund future capital investment.

DEVELOPMENT AND RISK CONTINGENCY

23. A detailed review has been undertaken on all demand led service pressures and potential costs outside of base budget funding which are being provided for in contingency. As work on developing the 2014/15 budget will continue until the presentation of the final report to Cabinet in February 2014, the development and risk contingency is used to manage issues that typically arise during the budget process where the likelihood of resources being required is uncertain.

24. An increase in contingency of £5,545k reflects the latest estimate of potential funding required to cover a range of financial risks faced by Council in 2014/15. However, during 2013/14 £4,203k was released from contingency, bringing the gross increase for 2014/15 to £9,748k, as shown in the table below. The increase arises mainly from the significant demographic or demand led pressures facing the Council. A detailed breakdown on the development and risk contingency for the period 2014/15 to 2018/19 is shown in Appendix 3. Explanations of the current assessment of contingency requirements are detailed in the following paragraphs.

Table 4: Development and Risk Contingency

	Amount (£000s)
2013/14 Contingency Budget	22,883
Releases to Directorate Operating Budgets	-4,203
Increase to Contingency Requirement	9,748
2014/15 Contingency Budget	**28,428**

25. ***Uninsured Claims (no movement from 2013/14) -*** There is a contingency provision of £400k contained within the 2013/14 budget in addition to the base budget of £359k. The actual spend in 2012/13 was £533k in excess of the budget, covered by the use of insurance reserves and the 2013/14 month 7 position is forecasting a potential pressure of £215k on insurance budgets. Significant earmarked reserves exist to help deal with these pressures in the short term. However, these resources are finite and if preventative work is not successful then there may be an increased pressure on the budget in future years. However, at this stage it is proposed to continue to provide a contingency of £400k for uninsured claims whilst this preventative work is further developed.

26. ***Carbon Reduction Commitment (£162k reduction from 2013/14) -*** The Government's simplification changes for the CRC scheme have excluded schools from 2014/15 from the scheme. The revised provision, excluding schools and adjusted street lighting and an increase in the tonnage tariff is £240k, a £162k reduction on the 2013/14 provision.

27. ***HS2 Challenge Contingency (no movement from 2013/14)*** - £200k is currently proposed for the 2014/15 contingency to continue the Council's challenge against HS2.

28. ***Heathrow Expansion Challenge Contingency (no movement from 2013/14) –*** The Airports Commission has been set up to review the UK airport capacity and in anticipation of proposals being developed to expand Heathrow, a continued contingency provision of £200k is included to fund a challenge to any plans. It is likely that this will be a joint effort with other Councils.

29. ***Impact of welfare reform on homelessness (£2,500k increase from 2013/14) -*** The cost of temporary accommodation to meet the housing duty has risen sharply in 2013 due to increasing difficulty in accessing and retaining private rented sector properties. This pressure on supply has arisen from properties being taken by private tenants unable to buy properties and from other local London authorities offering higher incentives to landlords. In addition, foreign buyers are acquiring London properties, sustaining house prices at levels that are unaffordable for local residents. Within this context of diminishing supply, the Council has to house people in much more expensive Bed and Breakfast (B&B) accommodation to meet statutory obligations.

30. B&B costs are responsible for a £1,900k pressure in Housing Needs at month 7 of 2013/14. At the end of September 240 households were in B&B accommodation compared with 61 at December 2012, 102 at March 2013 and 178 at May 2013. In addition, the average net cost for B&B accommodation has risen from £4.3k per annum in 2012/13 to approximately £6k per annum currently. A further element of the pressure arises from increased incentive payments to procure prevention properties.

31. Currently, the gross risk for 2014/15 is estimated at approximately £3,000k; however a number of actions are being put in place which will have an impact on the position and are expected to mitigate this pressure to £2,500k in 2014/15. These actions include casework preventions, on the demand side, which effectively divert people to find their own solutions on the basis of housing advice. On the supply side actions include re-lets of void HRA properties and the procurement of new supplies through initiatives such as using trickle transfer funds. As some of the supply side measures will take time to fully impact, the pressure is expected to fall to £1,500k by 2015/16.

32. ***SEN Transport (£804k increase from 2013/14) -*** Within the 2013/14 budget a contingency of £760k was provided to cover the increase in transport costs for Special Education Needs children. Over recent months there has been a further increase in the number of statemented pupils and consequently a significant increase in contracted transport costs. The number of statemented pupils is a key factor influencing the increase in transport costs, with an 82% correlation between these growth rates. The faster growth rate of costs over pupil numbers reflects the increased need to provide transport 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. Projections suggest that the number of statemented pupils at the end of the 2013/14 financial year will be 1,593, an increase of 7.6% over the financial year. If the increase in costs is also extrapolated on the same basis, this would imply a further cost increase within 2013/14 of 28.8%.

    With the support of the BID transformation team a range of measures are being developed in order to mitigate the costs increases:

    - Changes in the SEN transport and travel assistance policy
    - Implementation of new panel arrangements to review and approved requests for travel assistance
    - Independent travel training
    - Route planning software
    - Improved compliance with expenditure controls
    - Encouraging increased local provision through Specialist Resource Provisions attached to expanding schools and Free Schools over the medium

    All of these mitigating actions in terms of cost control, alternative approaches and eligibility will be required to limit the rate of growth in costs. They will not result in reduced costs overall as the predominant issue is not inefficiency or generous eligibility, but rather the underlying demographic growth in the number of statemented pupils and lack of local educational provision for the types of need experiencing the fastest growth rates. With regard to the final bullet point above, the ability to increase special needs provision locally is not guaranteed, as it relies on co-operation from schools, additional investment from central Government, site availability and project timescales.

33. Modelling of the impact of continued growth has been undertaken to determine the potential future pressures on the SEN Transport budget. Whilst an improvement has been seen in like-for-like prices from the re-procurement exercise this has been offset by the higher 'new for old' cost of new routes coming into effect from September 2013 compared to those routes that finished at the end of the summer term. This impact points towards the higher underlying demographic growth continuing to come through in the new academic year 2013/14 and beyond. At this stage, it is recommended that the contingency provision for 2014/15 is increased by £804k to £1,564k but the position will be kept under review until the budget is finalised.

34. ***Waste Disposal Levy (Landfill Tax) (£800k increase from 2013/14) –*** A number of factors have impacted on the waste streams during 2013/14 with both favourable and adverse impacts. Work undertaken by Council officers has confirmed that the possible transfer of the Victoria Road site from WLWA will increase costs by approximately £180k, largely due to the high level of fixed costs. Whilst, WLWA's position has now improved and they are proposing savings that could offset some of the underlying pressures from Landfill tax, they will need to balance this against their ongoing requirement to rebuild balances. It is also not clear what benefit, if any, will be available in 2014/15 through diversion from interim services through the

new major procurement contract with SITA. In addition, the Council are making changes on the collection side. The latest monitoring position on the (PAYT) levy position shows that tonnages are running slightly below the levels assumed in the budget. However the underlying pressure for landfill tax and tonnages due to increasing numbers of households in the Borough is in the region of £1,000k assuming around a 2.5% tonnage increase in landfill tonnages. The new dry recycling contract and food waste collections are expected to have a positive impact, but the gains are largely already accounted for in savings or net grant funding. It is therefore recommended to increase the contingency provision by £800k and make a more detailed assessment when WLWA make available more detailed budget proposals.

35. ***Impact of reduction in Asylum grant funding (£537k reduction from 2013/14) –*** A number of meetings have taken place with the Home office about the complexity and unfairness of the current asylum funding regime and the renegotiation of the UKBA Gateway agreement. The latest position is that there is likely to be a new Gateway funding agreement to replace the existing agreement that will run from 1/4/13 to 31/3/15. It is estimated that the Gateway agreement grant is likely to be in the region of £1,772k per annum. This funding covers the costs of the lease at Weir House; funding for up to £50k of legal costs relating to Asylum and funding 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. The impact of these potential changes on the asylum contingency requirement are shown in the table below:

Asylum Contingency Requirement 2014/15

	2014/15 £000
Projected Expenditure	7,402
Direct Asylum Grant	-3,721
Gateway Agreement Grant	-1,772
Housing Benefit	-391
Client Contribution	-60
Contingency Required 2014/15	**1,458**
Original Proposed Requirement 2014/15	1,995
Proposed Change Required (Improvement)	**-537**

36. ***Potential Extension of Asylum Gateway Agreement -*** The Home Office have also indicated that they will be putting forward proposals regarding the funding of other costs for which the Council has lobbied for many years. The most likely of these is funding the first 25 cases which under the current grant agreement are excluded from the Gateway grant. A contingency for this additional funding has been included for £200k. There have also been discussions on the cost of supporting over 18 Asylum Seekers (estimated to be £950k) and the cost of the impact of the Newcastle Judgement which requires local authorities to fund the cost of university education should the asylum seeker wish to progress their education at the non-EU rate (estimated to be £250k). If these are confirmed, then the position for Asylum will show a significant improvement and the MTFF will be updated to reflect the new position.

37. ***Children's Social Care (£1,079k increase from 2013/14) –*** As a result of growth in Children's Social care demographics the proposed contingency provision for 2014/15 is £1,860k, an increase of £1,079k from 2013/14. The demographic model has been completely refreshed following a review of the data and taking into account actual placements made between the period 1 September 2012 and 31 August 2013. There is now

considerably more clarity regarding both the in-year position with Children's placements, the direction of travel going forward and the likely budget requirement for 2014/15. The demographic data suggests that the number of Looked After Children (LAC) entering the system is increasing at a greater rate than those exiting the system (the number of new LAC between the period stated was 105 children, compared to 96 leavers and movers that have been identified, resulting in a net growth of 9 children), due to the growth in the general population and signs that there is an impact of Borough migration, where more families are starting to arrive in Hillingdon from neighbouring authorities and it is understood that the welfare reforms are starting to have an influence on where people can afford to live.

38. ***Transitional Children (£1,408k decrease from 2013/14) -*** The latest projections for transitional children moving through to Adult Services continue to demonstrate a pressure on service demand. The current assessment of the likely contingency requirement is £2,406k. Of this sum, the provision of £2,560k includes both the estimated cost of clients that are transferring in 2013/14 and the estimated cost of those anticipated to transfer across in 2014/15. Encouragingly there is some emerging evidence that recently transferred cases have been assessed at a lower cost when treated as an adult and therefore a reduction factor of 6% has been used to give a net contingency provision of £2406k in 2014/15. The decrease in the amount of contingency reflects the decision by Cabinet to release £2,589k in contingency into the base budget for those children who have transitioned before 1st April 2013.

39. ***Potential Shortfall in Social Care Restructuring Saving (no movement from 2013/14)*** - A BID savings target of £3,000k was included in the 2013/14 budget. A provision of £1,500k was included in the 2013/14 budget to cover potential shortfalls in the delivery of BID staffing structure review savings within Social Care. It is suggested that both the gross savings target and the £1,500k provision are retained in the MTFF going forward to be delivered through the ongoing BID reviews in these areas.

40. ***Adult Social Care Demographic Pressures (£4,313k increase from 2013/14) –*** Demographic changes in the client groups making up Adult Social Care Services, has been, and will continue to be a key financial risk to the Council. The demographic demand is expected to continue to rise particularly with the increasing incidence of life-limiting chronic conditions including dementia, and amongst 18-64 year olds with disabilities, alongside an increase in the longevity of very elderly people. Additionally, there is a considerable pressure from those LD clients who are living longer and out living elderly parents and carers, which results in increased numbers and higher levels of support. There are also significant risks from the outcome of the Francis enquiry at Mid Staffordshire Hospital and recent changes to the NHS '111' number on A&E admissions, which will put further pressure on social care to enable discharge of patients without delay and could lead to pressure to utilise residential placements.

41. In recent years, the service has sought to change the provision to clients from living in residential accommodation to remaining in the community either supported in their current homes or in purpose built Supported Living units. Living in the community has proven to be less costly than residential accommodation however growth in the number of adult social care clients continues to be a demand upon the Council's resources.

42. Two exercises have been undertaken in the current year to establish the actual cost of client placements and packages of care in order to verify the contingency requirement. One was undertaken earlier in the year based on May data and the other more recently based on October data. Both exercises show that the current cost of packages based on actual client

number and actual unit costs is in excess of the base budget and current contingencies set aside. In addition, the position worsened between May and October particularly on the Homecare side.

43. As part of this update work the financial model used to forecast the demographic growth in Adult Social Care clients, together with the unit costs of service provision, has been significantly revised to focus upon changes to the growth in client numbers for Older People, those with learning, physical and sensory disabilities and those with mental health issues.

44. The exercise undertaken in May 2013 compared the actual cost of all the care and support provided to individual Adult Social Care clients with the current base budget and the contingency provision set aside for ASC demographic growth for 2013/14 and the provision set aside for Transitional Children to March 2013. This exercise showed that current commitments exceeded current base budget plus contingency provision by an estimated £800k.

45. The exercise undertaken in October showed that there has been significant growth in the level of home care support provided since February 2013 which has now been reflected in the financial model by increasing the growth from 10% to 20% for home care costs in both 2013/14 and 2014/15 . The impact of this increase is forecast to be an additional cost of £2,903k in 2014/15. Actions are being put in place to mitigate this increase by clearing outstanding reviews of home care cases. There has been an increase of 13 in the forecast number of clients with Physical and Sensory Disabilities since February 2013 which equates to a forecast increase in costs of £639k in 2014/15. There has also been a further reduction in the income received from the CCG for Continued Health Care funding which is estimated to be £496k. The council will be seeking to negotiate an increase in the level of CHC funding from the CCG, to more accurately reflect their funding responsibilities.

46. On the positive side, there are some favourable movements with a forecast reduction in the number clients of Older people which when taken into account gives an estimated net increase in demographic changes and cost of service provision of £4,313k for the financial year 2014/15. This brings the total of the proposed provision within the contingency for ASC demographics to £11,990k. Work on the financial model will continue over the coming months up until a final position is agreed prior to budget setting cabinet in February 2014.

47. ***Pump priming for BID savings (no movement from 2013/14) -*** In the spending review in June 2013, further reductions in reductions in funding were announced for 2014/15 which will require further significant savings within the council's overall budget. A contingency of £500k will support further development of BID work to deliver the required efficiencies for the Council.

48. **G*eneral Contingency (no movement from 2013/14) -*** The draft budget includes £1,000k general unallocated contingency which reflects the large degree of uncertainty that continues to exist over a number of budgets. There are also several emerging issues which are being monitored to determine whether they have any impact on budgets and these could be contained within the unallocated contingency.

SERVICE PRESSURES

49. The Development and Risk contingency for 2013/14 contained provision for reduced income from outsourced services within Leisure and Cabinet took the decision to release the

contingency into base budget in Month 7. However, there remains an ongoing service pressure from reduced income in future years, the full year effect of which is £308k.

50. The 2013/14 budget approved by Cabinet and Council in February 2013 included provision for recruitment of an additional property lawyer, the full year effect of which is included at £12k and is being included in this report as a service pressure.

51. Total Service Pressures, detailed in Appendix 4, amount to £320k in 2014/15.

PRIORITY GROWTH

52. The draft budget for 2014/15 sets aside an additional £2,500k on a recurrent basis for Priority Growth Initiatives. This includes £1,750k for general initiatives and £750k of funding for schools places capital financing. When added to the £1,500k priority growth brought forward this brings the total available to fund new initiatives during 2014/15 to £4,000k A number of growth proposals are included in this report, which if agreed would leave a balance of £1,614k to support further projects.

Table 5: Priority Growth

Priority Growth	**Amount 2014/15 (£000s)**
Available Priority Growth Balance	**4,000**
Additional Primary Schools Expansions Capital Financing	(750)
Extended Library Opening Hours	(236)
Sport & Activity for all ages Fund	(400)
Social Care Initiative Fund	(400)
Lamppost Refurbishment Programme	(400)
Telecareline	(100)
Investment in Local Rating Enforcement	(100)
Remaining Unallocated Priority Growth	**(1,614)**

53. In order to support the Council's major programme of investment in Primary School Expansions, a further £750k is provided to support the on-going revenue financing costs associated with servicing and repayment of debt. This brings total revenue support for these expansions to £5,000k per annum.

54. Following on from the Council's library refurbishment programme, extended opening hours are proposed for Uxbridge, Oak Farm and Harlington libraries, with £236k included in Priority Growth to support additional staffing costs.

55. An initial sum of £400k has been set aside to fund priority growth initiatives around sports and leisure that seek to improve activity levels amongst residents which should improve health more generally going forward.

56. In addition a sum of £400k has been set aside to fund Social Care Initiatives.

57. £400k has been included within Priority Growth for 2014/15 to commence a programme to repaint metal street lights in the borough.

58. In order to enable the threshold age for free access the Telecareline service to be lowered from 85 to 80, a sum of £100k has been set aside to off-set the loss of income from the affected clients.

59. The investment in local rating enforcement will ensure that the maximum amount of income is being billed and collected from liable parties.

SAVINGS

60. The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's programme to transform all services, review all working practices and enable the delivery of savings in response to central Government's austerity programme. In February 2013, the General Fund savings for 2014/15 were estimated at £16,970k. Of this figure, £6,814k was the full year impact of earlier savings, £5,100k was allocated to Service Groups to work up proposals and £5,056k was set against Policy Decisions and Corporate Savings in expectation that there was scope to increase the level of corporate savings within the MTFF.

Policy Decisions and Corporate Savings

61. When the budget was agreed in February, 50% of the initial 'budget gap' was allocated to the outcome of policy decisions and from corporate savings. As the development of the budget progressed, and as corporate budgets were reviewed and refreshed, the overall budget gap has reduced and the savings requirement is currently £13,140k. The most significant item to impact this area was a £3,610k surplus from the Collection Fund arising from a review of the bad debt provision for the Collection Fund at the end of 2012/13 as well as continued strong growth in Council Tax income collectable and high collection rates throughout 2012/13 and so far during 2013/14.

BID Cross Cutting savings

62. The main focus of the BID programme over this year has been on the key pathway projects Children's, Adults and All Age Disabilities. Savings arising from the work to date on the transformation of these services have been allocated to the existing £3,000k savings target incorporated into the 2013/14 budget.

Procurement

63. At the start of the budget process, it was agreed to create a specific General Fund savings target for the newly created Procurement & Commissioning Service of £1,000k. With the implementation of Category Management across the Council forward plans have been developed for all areas identifying all major contracts and their renewal dates. Considerable work has been undertaken to identify synergies between contracts to ensure going forward the delivery of best value to the Council. Whilst most of the detailed tendering for the 2014/15 contract savings has yet to be undertaken, indicative figures for each Group have been included in the Group Savings detailed below with the information being derived from the work detailed on the Procurement forward plan.

Group Savings

64. The Group savings proposals currently developed for 2014/15 are summarised in the table below and the total savings figure for each Group is net of the redundancy costs contained within their package of proposals. All groups were tasked to look for further savings in addition to their original targets. Further explanation of the progress within each Group is provided in the narrative below and in detail in appendix 6.

Table 6: Savings Proposals

Savings Proposals	Saving 2014/15 (£000s)
Administration & Finance	1,539
Residents Services	5,737
Children's and Young people's Services	1,447
Adult Social Care	4,417
Total Savings Proposals	**13,140**

The approach to savings taken by each group is explained further below.

Administration & Finance

65. Administration and Finance Groups have identified savings proposals totalling £1,539k for 2014/15, including £142k full year effect savings. The Groups continue to refine their service structures through the application of the Council's organisation design principles and operating model. The 2014/15 proposed savings are largely derived from various phases of this restructuring or the full year effect of restructures that are already being implemented to deliver 2013/14 savings requirements.

66. Administration savings proposals of £347k have been identified from the proposed outsourcing of Occupational Health (£25k) and from structure reviews in Human Resources (£55k), Policy, Performance & Partnerships (£172k) and Legal Services (£65k). There is also £30k of savings in Democratic Services from extra income generation in Registrars arising from expanded opening hours.

67. Finance savings proposals of £605k have been identified including £390k from the restructure of the Procurement & Commissioning service as part of the implementation of a category management strategy and £200k from a restructure of the Revenues & Benefits Service arising from the full integration of Benefits into the Revenues structure. There is also a further saving of £15k from a restructure of the Internal Audit function which is seeking to ensure that the service has the right mix of skills at the right level within the structure.

68. In addition, efficiency savings from realigning Public Health responsibilities and objectives within the group generates savings of £445k in 2014/15. Further details of the proposals developed for both Administration and Finance are set out in Appendix 6a.

Residents Services

69. The approach to the delivery of savings within Residents Services continues to be driven through a programme of transformational reviews of every service. This includes large scale reorganisation, restructuring and removal of duplication and the opportunities to question the

need for services and the method of service delivery in all areas. Residents Services have developed savings proposals of £5,737k, including £619k of full year effect savings.

70. Resident Services have also delivered significant increases in income to the General Fund through the transfer of responsibility for commercial shops and garages from the Housing Revenue Account. Cabinet agreed the transfer of the garages as at 1 November 2013 which will generate an estimated gross income of £1,000k per annum which will provide a net income to the General Fund of £770k per annum in 2014/15 after providing for routine maintenance and void costs to the assets. The transfer of the shops from the HRA took place 1 October and will generate a net income of £643k per annum from 2014/15 for the General Fund. This saving, totalling £1,413k, has been earmarked to fund capital investment going forward.

71. The increase in net grant for the New Homes Bonus receivable from the DCLG for bringing new homes into use within the borough, net of the proposed topslice to support the Local Economic Partnership for 2014/15 is £1,595k. The in-year award is based on the addition of approximately 900 properties to the Council Tax Base between October 2012 and September 2013, marginally lower than previous assumptions due to the phasing of residential developments coming on stream. In addition this saving includes an expected refund of £596k from the topslice on formula funding, expected if national performance remains consistent with prior years.

72. A target of £250k in 2014/15 for middle management restructures across the group has been set. There are a number of restructure consultations about to commence, along with a number in development across Public Safety, Planning, Green Spaces & Culture and Environmental Policy and Community Engagement.

73. A bench marking exercise has identified a list of corporate buildings where energy saving measures should generate savings estimated to be £100k per annum. Further efficiency savings totalling £250k are achievable from efficiencies in Waste Services (£150k) and fleet management costs (£100k) in 2014/15.

74. The highways permit scheme is now well established and the overachievement of income in 2012/13 amounted to £369k, Whilst there is a case to be cautious about building this additional income fully into the base budget given the potential for a review of the scheme, it is proposed to build in £200k from 2014/15.

75. The BID project to progress the Tenancy Sustainment work within the Housing Service has identified opportunities to merge individual elements of the current Housing Service with other services across the council delivering an estimated savings of £300k per annum.

76. Across the service, a number of procurement savings are being developed through the implementation of the category management approach. Whilst much of this work is at an early stage and the detailed tendering exercises have yet to be undertaken, an estimated savings of £197k is anticipated within Residents Services. In addition, the review of Public Health contracts is expected to deliver a further £450k of procurement savings in 2014/15. In addition efficiency savings from realigning Public Health responsibilities and objectives within the group generates savings of £1,571k in 2014/15

77. Savings proposals within the Education Service arise from reviews of all service still undertaken by the Council in light of the recent and the proposed future changes to the funding of Education Services and through the BID review of Education services. Savings for

2014/15 of £205k have been identified following reviews of Workforce Development, Information to Parents, and the School Improvement Service.

78. The proposed savings for 2014/15 do not as yet factor in any savings directly related to the Children's pathway or Education Service Reviews as these will contribute to the existing £3m BID savings target for 2013/14.

79. The total proposed savings for Residents Services for 2014/15 of £5,737k are explained in detail in appendix 6b.

Children and Young People's Services

80. Children and Young Peoples Services have reassessed the success of their current savings approach and developed new savings proposals which deliver savings of £1,447k in 2014/15, as well as providing replacement savings for £445k of savings from 2013/14 which were undeliverable.

81. The new savings arise from the service undertaking a project to review the costs of all Looked after Children (LAC) placements and to identify opportunities to change the placement type leading to savings in current placement costs. A high level desk top assessment of each case has been undertaken to test the opportunities for savings. Where a change is proposed a risk assessment has been applied to each case to reflect the chances of a successful conversion rate bearing in mind the difficulties in converting children from one placement to another.

82. This review incorporates the undelivered savings of £300k arising from DFE grant funded initiative for the Multidimensional Treatment Foster Care (MTFC) which will be replaced with a local scheme which removes some of the restrictions that the DFE scheme contained making it easier to recruit potential carers to care for challenging teenagers and a shortfall of £145k from the use of the Care Fund Calculator (CFC), which although developed by the West London Alliance (WLA) to help councils reduce the costs of Adult Social care placements, was less successful when applied to reducing the cost of LAC placements. The use of the adoption reform grant funding in 2013/14 will help resolve a number of cases which are awaiting final assessment in the move towards adoption. If successful this project is expected to deliver gross savings of £975k from 2015/16, with a part year effect of £869k expected in 2014/15.

83. As part of the review of all Education Services, a review of the non staffing Youth service budgets was undertaken which will deliver a proposed saving of £55k. In addition, the early work being done on the development of category management within Children's Services has identified a procurement saving of £27k from using the WLA select list for procuring semi independent accommodation to meet the needs of LAC who qualify.

84. Efficiency savings from realigning Public Health responsibilities and objectives within the group generates savings of £496k in 2014/15. The total proposed savings for Children and Young People's Services for 2014/15 are detailed in appendix 6c.

Adult Social Care

85. The Adult Social Care savings programme has been completely reviewed and refreshed and new proposals have been identified to replace all previous proposed savings which had a full year impact in 2014/15 and beyond. Following the changes to the Senior Management Team and the significant changes to the approach to Supported Living, it is proposed to start with a new set of proposals for the 2014/15 MTFF.

86. The BID review of Adult Social care is at an early stage in terms of implementation and there remains significant scope for the delivery of further savings. An additional target of £2,000k has been included within this draft budget for 2014/15.

87. The review of Section 117 funded cases due to increases in cost should identify a number of instances where a change in status will enable clients to become responsible for the rent element of packages and in some instances for a contribution to care costs, subject to income, giving an estimated saving of £109k.

88. The Supported Living programme is currently under review and the proposal includes a reduction in the previous HRA capital build programme to 75 units, reducing the specification for two flagship schemes, and progressing with the 110 units that Registered Providers have already committed to supply. The opportunity to transfer further sites for RP redevelopment may also be considered, including 12 units at Yiewsley pool that are currently factored into the capital programme and an additional 44 units of Extra Care for older people on Haydon Drive. The overall reduction in the capital build programme will be supplemented by maximising the use of existing assets such as long term voids and direct allocations, and continuing to develop a private sector partnership prototype to purchase smaller properties on the open market. This approach will mitigate against the risks associated with large-scale capital investment and potential oversupply. The accommodation and associated services will be delivered at a rate that reflects the number of people who are realistically ready and able to move, whilst maximising efficiency savings. For 2014/15 there is an additional assumption of 10 client stepdowns and 4 shared accommodation moves that will have a full year effect and then that one client per month will be transferred into general needs housing and that 4 tranches of 4 clients will transfer to shared housing. This programme is estimated to deliver savings of £736k in 2014/15 and £1,152k in future years.

89. Commissioning savings of £586k in 2014/15 will be delivered through a number of competitive tenders including community support services, preventative outreach/drop services, floating support services for people with mental health needs and the spot purchase of outreach services for clients who meet the criteria for Fair Access to Care services.

90. State pensions and welfare benefits are increased annually by CPI as at the end of September, which in 2013 was 2.7%. This increase in turn leads to an increase in client income which is estimated at £159k. Efficiency savings from realigning Public Health responsibilities and objectives within the group generates savings of £777k.

91. The total proposed savings for Adult Social Care is £4,417k 2014/15 and are included in Appendix 6d.

FEES AND CHARGES

92. The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations. The Council, through use of the Resident's Card, operates differential charging, enabling freezes on all charges to Residents, including Parking services.

93. Schedules detailing the proposals relating to fees and charges for 2014/15 are attached at Appendix 9, which if approved by Cabinet will form the basis for consultation with residents over the coming weeks. The only substantial amendments to fees and charges proposed in this document are a refresh of the charging structure for Pre-Planning Advice, in order to support the Council's Economic Development agenda, and a simplification of hire charges at the Compass Theatre, Winston Churchill Hall and Manor Farm, intended to put residents first and freezing residents charges at current levels.

CENTRAL GOVERNMENT GRANT

94. Since 2010, the Government's wide-ranging deficit reduction programme has driven down funding levels for local government at an unprecedented rate with headline reductions in formula funding over the four years to 2014/15 around 28%. Alongside these on-going reductions, there has been an increasing tendency for new government initiatives, such as New Homes Bonus and Troubled Families, to be funded from topslices of existing resources which places additional pressure on local government budgets.

95. This is set to continue into 2014/15 with an expected reduction of £10,213k in formula funding, which takes account of the additional 2% reduction announced by the Chancellor in the 2012 Autumn Statement and the further 1% announced in the March 2013 Budget. Although final confirmation of settlement figures will not be received until early 2014, publication of the draft settlement is expected on or around the 19 December.

96. Under the Business Rates Retention System an element of formula grant income is dependent on local collection of Business Rates. The risks around collection of this sum are detailed in the Collection Fund Section of the report below.

97. The current squeeze on formula funding is forecast to continue in the medium-term, with a headline 10% reduction contained within the 2015/16 draft budget, which increases to 15% once a number of top slices are taken into account, and 8% per annum from 2016/17 onwards. Further analysis of these cuts and their implications are contained within the Medium-Term Agenda below.

98. Despite the move towards simplifying local government funding within SR2010, the number and quantum of grants outside the settlement continues to increase with £13,602k included in the draft 2014/15 budget. With the exception of Section 256 transfers from Health and Housing Benefit Administration funding, the majority of these grants are recycled formula funding. This represents a gross increase of £3,562k on the Council's 2013/14 budget, of which £434k relates to new burdens related to funding transferred from the NHS. The remaining £3,128k represents a net increase in other Government Grants and while this includes a number of minor reductions in grant sums the most significant movements relate to Education Services Grant (£1,329k), transfers from Health under Section 256 (£1,046k) and confirmation of a Council Tax Freeze Grant for 2014/15 (£1,129k).

99. From 2013/14 funding for retained Local Authority Education Functions has been removed from formula funding and redistributed as the Education Services Grant, which links grant awards to pupil numbers in maintained schools. Following confirmation of the mechanism for adjusting funding for new Academies, assumptions around this grant have been refreshed and a sum of £3,300k is forecast for 2014/15, with write back of the previous provision for Academy transfers expected to release a further £580k.

100. Finally, Spending Round 2013 confirmed a further year of Council Tax Freeze Grants which have been factored into this draft budget at a sum of £1,129k for 2014/15 and 2015/16. The current assumption is that this freeze grant will follow the methodology for 2013/14 which saw the equivalent of a 1% increase award on the gross Council Tax Base before allowing for the impact of local Council Tax Reduction schemes.

101. Appendix 1a to this report contains a full schedule of corporate grant funding assumptions, with an overview of medium-term risks and issues set out later in this report. The net reduction in corporately managed grants and the business rates baseline, excluding support for new burdens, is forecast to be £7,085k.

COUNCIL TAX INCOME

102. There continues to be strong growth in Hillingdon's Council Taxbase with growth expected to increase gross Council Tax revenues to £98,991k, an increase of £1,670k on 2013/14. This increase represents the equivalent of 1,500 Band D properties coming on stream between April 2014 and March 2015, which includes a significant number of properties on key development sites such as St Andrew's Park, Uxbridge. The financial impact of the resulting increase in population is dealt with throughout the body of this report.

103. As of 1 April 2013, the Council's local Council Tax Reduction Scheme will have been in operation for a full year with experience to date indicating no material increase in either demand for the scheme or the resulting cost of awards. In addition, current indications are that earlier assumptions around collection rates of those affected by the scheme may have been overly conservative. Monitoring of the scheme will continue, in particular around the impact of wide-ranging Welfare Reforms currently underway, and inform preparations for the planned refresh of the scheme for 2015/16.

104. An in-year surplus of £1,200k is forecast for 2013/14 Council Tax Income, primarily due to new developments coming on stream and underlining the healthy position of Hillingdon's local tax collection. In addition to this surplus, a further £2,410k brought forward from 2012/13 will also be released to the Council's General Fund delivering a one-off surplus of £3,610k in 2014/15.

BUSINESS RATES INCOME

105. With effect from 1 April 2013, the Business Rate Retention System has resulted in the Council sharing in the benefit of economic development through retention of a proportion of growth in the Business Rate base. While there has been a clear downward trend in rateable value within the borough since the 2010 revaluation, with a reduction of 1.9% reported in 2012/13, on-going review of potential developments as part of wider economic development

work has identified a number of growth areas, which offer the opportunity to capitalise on this new opportunity.

106. Retained growth of £3,159k for Hillingdon is forecast for 2014/15, resulting from the removal of a one-off provision for back-dated rating appeals made in 2013/14 and new developments on targeted development sites off-set by a gradual reduction of the downward trend in general rateable value within the borough.

107. While a share of Business Rates income is now retained locally the scheme of mandatory and discretionary reliefs is still directed by central government, including operation of reliefs for empty properties which currently cost the Council approximately £2,000k per annum. In order to reduce this cost, provision of £100k has been made to provide additional capacity within the Council's Corporate Fraud Team to engage in more proactive inspection and prevention activities on an invest-to-save basis. In order to break-even, this proposal will need to secure an additional £667k income from businesses within the borough.

108. As with Council Tax Income any surplus or deficit generated within the Business Rates Collection Fund would be released to the General Fund through the budget setting process. For 2013/14 a breakeven position is reported, with no impact upon the draft 2014/15 budget.

BALANCES AND RESERVES

109. The MTFF strategy for 2014/15 has been designed to build in flexibility to deal with uncertainty. This flexibility should be sufficient to deal with any further changes in government grant funding or other unexpected unavoidable pressures. The budget strategy contains very stretching savings targets and all areas of the Council have risen to the challenge in making significant progress in both the delivery of over £71m in savings over last 4 years. The current estimate of the savings requirement over the next 3 year period 2014/15 - 2016/17 is a further £41,581k, with a considerable portion of this being required in 2015/16, although these figures could well change as a result of future Local Government Finance settlements.

110. The projected unallocated balances and reserves are currently forecast to be £35,789k as at 31 March 2014, well above the minimum target level of balances and over £5,000k in excess of what they were projected to be at the start of the current year. This assumes that the £430k balance of priority growth, £194k unallocated general contingency and the £345k unallocated HIP contingency will all be spent in full. However, of this sum £1,380k is being set aside as an earmarked reserve to fund a freeze on Older Peoples Council Tax through to 2018/19 and a further £5,000k is being set aside to support the revenue budget in 2015/16 to help smooth the impact of what is expected to be a 15% cut in formula funding in that year. The net balance after taking the earmarking of these balances into account is forecast to be £29,409k.

111. The 2013/14 MTFF strategy included maintaining long term balances at a level of no lower than £27,000k. However, the associated risks and strategy have moved on considerably over recent years and the current budget strategy will keep balances above this level.

SCHOOLS BALANCES

112. As at 1st April 2013, the total balances held by Hillingdon schools, excluding Academies were £15,413k, £14,243k in revenue balances and £1,168k in capital balances. All schools, with the exception of Abbotsfield, held balances and the total deficit on Abbotsfield was £50k.

Schools should therefore have the capacity to manage emerging problems within their own resources.

113. Whilst central government believe that schools are best placed to manage their own finances and it is sound financial management to maintain a small balance from year to year, central government also believe that local authorities have a duty to challenge and those schools with excessively high budgets, to ensure that funding is being correctly directed towards pupil needs. Hillingdon has a scheme in place which requires schools which hold excessive balances to provide a plan for use of their surplus balances.

4. MEDIUM TERM AGENDA

114. The immediate focus of this report is on delivery of a balanced budget for 2014/15. However there is a need to consider the medium term outlook and work up proposals to maintain the Council's robust financial position over this period.

115. Over the period to 2018/19 it is expected that the on-going Government's deficit reduction programme will place greater pressure on the Council's finances, with cuts in excess of 8% per annum expected in core formula funding. Combined with the increasing tendency for new government initiatives to be funded from existing resources, significant reductions in non-ringfenced grants are expected lead to a loss of £36,528k funding per annum by 2018/19, while assuming £7,479k of new responsibilities, resulting in a reduction of £44,007k in comparable grant funding.

116. In contrast to the national funding position, the Council's local income is forecast to remain robust and grow over the medium-term as new residential and commercial developments come on stream. Council Tax Income is forecast to grow by £13,508k by 2018/19 through an increased tax base and potential 2% per annum increased from 2016/17, with no material growth forecast in the cost of delivering the local Council Tax Reduction Scheme. Over the same period expansion in the NNDR base, primarily through developments on targeted sites within the borough, is expected to secure £5,122k retained growth and secure an additional £5,680k from inflationary uplifts in business rates. The combined impact of these changes is therefore expected to be a reduction of £19,697k in the Council's like-for-like budget requirement (taking account of the £7,479k new burdens included under Corporate Items).

117. In addition to the pressure on external funding, the expanding and changing make up of the borough's population will increase demand for services, with Social Care costs representing the majority of this increase. As can be seen from current experience an aging population, living longer through improving medical advances and a rising Looked After Children population, and a sharp increase in the number of statemented children combined with Housing problems from Welfare Reforms, are all causing a significant pressure on budgets. The net impact of Service Pressures and growth in Development and Risk Contingency is expected to be £20,006k by 2018/19.

118. Inflationary cost pressures over the period are expected to reach £16,013k by 2018/19, with employee costs representing the largest single component of this growth. Current assumptions are based on inflationary pay-awards averaging 1% and employers' pension contributions rising to 23.1% in the medium-term.

119. The total budget gap to be managed through the savings programme is estimated at £61,334k over the period to 2018/19. There is however a number factors leading to a significant front-loading of this pressure, which are expanded upon below.

120. Firstly, Spending Round 2013 announced the government's intention to topslice £400m from the national New Homes Bonus to support growth funds managed by the Local Enterprise Partnerships (LEP). This will see £3,025k revenue resources transferred from Hillingdon, representing close to 40% of the Council's cumulative New Homes Bonus award. While there may be scope to recover an element of this funding for specific projects supported by the London LEP, this undermines the previous strategy of using these funds to support additional services required by an expanding population.

121. Secondly, a range of new policy initiatives announced at Spending Round 2013 are to be supported from an £800m topslice on the Revenue Support Grant resulting in approximately £3,000k of Hillingdon's formula funding being recycled as ring-fenced grants to support new government priorities at the expense of core services.

122. Thirdly, the strategy for balancing the 2014/15 budget includes use of a number of significant one-off items, including a Collection Fund surplus of £3,610k, writing back provision against loss of funding from Academy transfers at £1,160k.

123. The Health and Social Care Integration Fund, which Spending Round 2013 announced for introduction in 2015/16 will present an additional risk to be managed. This will see existing transfers from the NHS totalling £1,100m nationally pooled with other Department of Health resources to create a national fund at £3,800m to support integrated working between the health and local government sectors. Hillingdon's share of this additional funding has been estimated at around £8,000k; however the distribution methodology remains subject to confirmation and it will be necessary to ensure that existing commitments under the Section 256 agreement and previous Winter Pressures funding can be pass-ported into the fund before the impact on the Council's MTFF can be fully assessed. A provision of £1,000k per annum has been included in Development and Risk Contingency to cover the risk of funding being insufficient to cover any new burdens transferring to the Council.

124. Finally, as a result of the significant changes to Adult Social Care funding arrangements set out in the 2013 Care Bill, which includes introduction of capped care costs and increased deferred payment arrangements, significant new burdens funding is expected in the medium-term. While it remains too early to confirm the sufficiency of any new burdens funding being made available, concerns have been voiced by London Councils that there may be adverse financial impacts on local authorities in the capital. Local analysis will be completed over the coming months and any impacts managed through the 2015/16 MTFF cycle. As an aside, it should be noted that the funding being made available in 2015/16 is sourced from the supplementary £800m topslice on revenue support grant noted above.

125. Managing this savings requirement of £17,331k in 2015/16 will be a challenge far more difficult than those faced in recent years and one which will require some difficult decisions to be taken. The budget does, however, still contain significant flexibility, particularly in the level of balances and reserves built up through prudent financial management, which gives the potential to smooth the impact of the significant gap in 2015/16 over the following years. The draft budget proposes to earmark £5,000k of balances to support the revenue budget in 2015/16 and £1,380k to support a freeze on Older Persons Council Tax through to 2018/19 which would reduce estimated balances to £29,409k, still above the target minimum levels of balances.

5. HRA BUDGET

126. The budget proposals for 2014/15 are based on the third full year of self-financing for the HRA and have been developed using the same methodology and layout as for the General Fund budget. The HRA budget build is subject to the same rigorous process as other Council budgets to aid overall understanding of the process and improve transparency in the overall business plan.

127. Under self-financing most of the regulations governing the HRA remain. This includes requirements for the authority to carry out a periodic review of rents for dwellings and charges for services and facilities provided to council tenants. There is a general expectation that these charges are reviewed in line with the DCLG rent restructuring and include an annual rent increase.

128. An overview of the draft HRA budget for the period to 2018/19 is included in Appendix 7 to this report.

129. In accordance with requirements under the Housing Act 1985, tenants must be given 28 days notice of changes in their rents once set and approved by Council. If approved by Cabinet on 19 December 2013, this draft HRA budget will form the basis of a consultation period prior to final recommendations being made to Council on 16 January 2014. Subject to final approval at that meeting, notices will be issued in February 2014. This will ensure that tenants have four weeks notice of rent increases to come into force on Monday 7th April 2014.

Update on 2013/14 budget

130. The month 7 monitoring position is showing an in-year operating surplus of £2,240k, which is £2,192k above budget. The surplus is due to reduced expenditure on the major works programme (£2,761k), lower management costs (£902k) and reduced interest costs (£52k), offset by a reduction in rent income (£1,325k) and additional maintenance costs £146k.

Budget Requirement for 2014/15

131. The movement between the current year's budget and the draft budget requirement for 2014/15 is detailed in table 7 below. Further detail on each of the lines in the table is explained below and a more detail summary is attached as appendix 7.

Table 7: HRA Budget Requirement 2014/15

	Budget (£000s)
Original Budget Requirement 2013/14	57,428
Adjustment to show gross income from service charges	5,396
Restated Budget Requirement 2014/15	62,824
Inflation	670
Corporate Items	157
Contingency	200
Savings	-1,169
Budget Requirement 2013/14	62,682
Funding Sources	
Net Dwelling Rents	56,965
Non Dwelling Income	5,717
Total Resources	62,682

Inflation

132. The core amount of inflation included in the draft 2014/15 budget is £670k. Inflationary increases have been calculated on the same rates adopted for the General Fund and these will continue to be reviewed as economic forecasts are updated. Contractual inflation is predominantly in respect of the £11,487k Repairs & Maintenance revenue budget.

Table 8: HRA Inflation

Category	Rate (%)	2014/15 (£000s)
Employee's Pay	1.00%	100
Electricity Costs	9.00%	46
Gas Costs	9.50%	102
Contract with unavoidable inflation increases	Contractual %	422
Total		**670**

Corporate Items

133. Corporate Items includes changes in contributions to support the HRA programme of capital investment and unallocated General Balances. The net increase of £157k included in this draft budget relating to a net £205k increase to capital contributions and removal of the £48k budgeted surplus included in 2013/14 budgets.

134. A reduction in contributions to the budgeted works to stock programme of £6,021k, reflecting both a revised profile of expenditure for the on-going programme and the significant resources expected to remain available from 2013/14 budgets will see this programme reduce to a more manageable scope. Combined with the rephasing of £5,507k existing budgets, there is a net decrease in budgeted works to stock expenditure from £17,676k in 2013/14 to £17,161k in 2014/15.

135. The works to stock programme is presented as a single budget line within the capital programme for approval and management purposes, to enable a more holistic view to be taken of investment decisions in this area. Under current regulation governing operation of

the HRA, £9,002k per annum of this sum is financed from the annual depreciation charge and must meet the threshold for capitalisation. Officers will continue to track the level of capital expenditure and report any risk in this area on a exception basis.

136. In response to both the increasing demand for accommodation within the borough and the Council's obligations under the 1:1 Replacement Agreement with DCLG, which requires provision of new affordable housing to replace units sold under discount through the Right to Buy scheme, it is proposed to redirect £6,226k capital investment towards provision of new housing - resulting in a net increase in investment of £205k across the HRA.

137. It should be noted that prior to 2012/13 and the introduction of self-financing for the HRA, a sum in excess of £15,000k was transferred from the rents collected from Hillingdon tenants to central government for redistribution to other areas. As this negative subsidy is no longer payable, there is now scope to support additional investment in housing for local residents.

138. Secure rental income is crucial to the long term sustainability of the HRA and notwithstanding the requirements of the 1:1 Replacement Agreement, there is a need to ensure stock levels do not fall in the medium-term. Recent increases in Right to Buy discounts have added to risk in this area and resulted in a loss of rent which if sustained would impact adversely on the HRA's ability to support services for tenants. Table 9 below exemplifies the impact of these increased Right to Buy sales.

Table 9: RTB property sales

Category	No of Properties	Equivalent rent units	Rent Loss 2014/15 (£000s)
2012/13	47	32	262
2013/14 (forecast)	108	100	610
2014/15 (budget)	108	100	610
Cumulative Total	**263**	**232**	**1,482**

139. Further details on the HRA capital programme, including both new build and works to stock are set out later in this report.

Development and Risk Contingency

140. The 2013/14 HRA Development and Risk Contingency contained provision of £877k to off-set non-collection of rental income, equivalent to a collection rate of 1.5% and a further sum of £480k as a General Contingency to manage any unforeseen risks in year.

141. It is proposed to maintain the contingency against rental income at £877k for 2014/15, reflecting actual experience and the potential additional risks arising from implementation the government's programme of Welfare Reforms, including introduction of the benefit cap in Hillingdon from 30 September 2013.

142. As a result of the current high-level of unallocated General Balances held within the HRA, it is proposed to remove the £480k General Contingency and instead utilise balances to manage any unforeseen risks during 2014/15. Given the significant level of expenditure on repairs and maintenance of housing stock a sum of £680k is set aside to manage any exceptional call on the repairs service.

Savings

143. This draft budget includes savings totalling £1,169k, which consists of £845k from the full year effect of 2013/14 initiatives and a proposed £324k relating to the on-going review and remodelling of the repairs service which is expected to deliver a more responsive service. The full year effect savings include £426k from the completion of the BID review of Housing Management and associated remodelling of back office functions and £419k in relation to savings on overheads following the review of Area Offices.

Rents, Fees and Charges

144. Rental income is the most significant element of the total resources available to the HRA and corresponding increases to resources rely on increase to rent. This draft budget has been developed on the basis of a 3.92% increase to rents calculated in line with the DCLG national rent restructuring policy.

145. Rent restructuring is based on a current formula of RPI + 0.5% + a convergence factor up to a maximum of £2 per week. The 2013 September RPI as specified by the policy was 3.2% and the convergence factor is derived by reference to a Hillingdon HRA target rent to be achieved by 2016. The application of this will result in the average rent for 2014/15 increasing by £4.10 per week with a weighted average rent for the next financial year of £108.65. This is expected to yield an additional £1,353k rent income in 2014/15, after allowing for forecast Right to Buy sales. Rent by individual property size is shown in Appendix 9 for additional information.

146. To ensure comparable and consistent rents are being charged, it is important to ensure convergence with other registered providers of social housing is achieved within target timescales. It should be noted that some properties in the same area will attain convergence at different times. Therefore, this report recommends that chargeable rent should be moved to formula rent whenever there is a change in tenancy. This change will not affect current tenants and will apply to between 200 – 600 properties a year and therefore will have little (less than 0.1%) impact on the Council's weighted average rent but will correct anomalies as they are identified.

147. Whilst a little more flexibility is now available to the Council as a result of self financing settlement, there remains a considerable restraint in the requirement to repay the outstanding debt. In addition the wider implications of the Government's Welfare Reform programme could increase the risk of rent arrears and default as a result and it would be prudent to continue to take a cautious approach to rent increases in the short to medium term.

148. Within the HRA self financing regime, the assumed expenditure allows for costs of general management and maintenance. This allowance does not cover certain services provided to tenants such as caretaking, cleaning, grounds maintenance etc. Other costs recharged to tenants include heating and energy, supported housing costs for those in sheltered housing and other optional services. In previous years for these charges and existing leasehold service charges the increases have been inflation plus a nominal amount to support the actual cost of service provision and the policy is based on the principle of full cost recovery. Utilities charges have been examined in detail and proposed charges are in line with corporate guidelines. However these will continue to be monitored closely and any savings from procurement activity will be passed on to tenants in line with policy and previous practise.

Balances

149. Whilst no formal balances strategy has been developed, the aim is to maintain balances sufficient to manage risks and support new initiatives not yet factored into the MTFF. The HRA 5 year projection is shown in table 10 and based on the following assumptions.

- Borrowing for Supported Housing approved in February 2012 is no longer deemed necessary in line with revised capital proposals included in this report.
- Rent income from 75 Supported Housing units is included from 2017/18.
- Cumulative reductions in rental income arising from Right to buy sales over the period to 2018/19.
- One for one replacement policy included with additional affordable housing and supported future rent income of £50k in 2014/15 rising to £2,000k per annum by 2018/19 in line with capital proposals included in this report
- Rents have been uplifted by 3.92% in 2014/15, 3.5% in 2015/16 and 3% in subsequent years. Formula rent likely to be based on CPI + 1% from 2015/16 (consultation expected in December 2013).
- Inflation assumptions in line with corporate assumptions.

Table 10 – 5 year movement in HRA balances

	2014/15 £000's	**2015/16 £000's**	**2016/17 £000's**	**2017/18 £000's**	**2018/19 £000's**
Balance b/fwd	**-22,453**	**-22,453**	**-22,453**	**-22,453**	**-22,453**
Net Income	-62,682	-64,288	-66,006	-68,070	-70,334
Directorate	30,293	29,687	29,548	29,685	29,899
Corporate - Financing / Depn	30,832	33,044	34,901	36,828	38,878
Corporate Budgets – Contingency	1,557	1,557	1,557	1,557	1,557
Contribution to / (from) balances	0	0	0	0	0
Balance c/fwd	**-22,453**	**-22,453**	**-22,453**	**-22,453**	**-22,453**

Note: Includes 2014/15 surplus of £2,240k reported in period 7 which is subject to change in respect of capital contributions to the Major Repairs Reserve at year end.

6. CAPITAL PROGRAMME DEVELOPMENT

Background to 2014/15 General Fund Capital Budget Development

150. As in recent years, the Council's capital programme development is dominated by the requirement to provide sufficient school places with total investment now set to exceed £382,000k over the period to 2018/19. In addition, this draft programme includes provision for major investment in the St Andrews Park site and a continuation of existing programmes of works to maintain local infrastructure.

151. This draft programme has been developed with reference to the Prudential Framework, with all proposals being tested for affordability, sustainability and prudence. All associated revenue implications have been factored into revenue budgets through the MTFF process and reflected elsewhere in this report.

152. This element of the report focuses upon the new proposals and the overall financing strategy for the programme. The latest draft of the full capital programme, and indicative financing, for 2014/15 to 2018/19 is set out in Appendix 8a. An overview of this financing strategy and revenue implications are set out below.

153. For those major projects already underway, expenditure forecasts have been refreshed and any necessary rephasing of budgets in line with the position reported to this Cabinet in the Monthly Budget Monitoring Report. Any potential slippage on Programmes of Work to be reviewed as part of the Council's wider outturn position at year end, to enable members to redirect resources if necessary.

154. In presenting the capital programme, it is proposed to differentiate between fully costed proposals and those projects at an early stage of development through a separate budget heading for Future Projects. Appendix 7a has been structured to reflect this proposed new approach, which will enable monitoring reports to focus upon live projects.

155. The following sections of this report deal with proposed new schemes, the continuing programmes of works and the wider financing strategy in turn. In all cases projects will be subject to final approval through Cabinet and Cabinet Member reports outside the MTFF process.

Proposed Additions to the General Fund Capital Programme

156. The following items have been costed in an adequate level of detail and a deemed ready to commence during 2014/15 if approved by members. In cases where expenditure will be phased over multiple years, this narrative makes reference to full project costs.

157. Provision for £2,000k Priority Growth investment in the borough's highways and a further £1,000k Priority Growth investment in pavements is included in this draft programme bringing capital investment in local infrastructure to more than £9,000k for 2014/15.

158. On 26 September 2013, Cabinet approved in outline a scheme to refurbish Harlington Road Depot site to enable a number of additional services to be transferred to the site and thus free up assets across the borough for disposal or alternative use. This capital programme assumes that surplus depot sites would be sold to fund £1,300k works at Harlington Road Depot.

159. West Drayton Cemetery is expected to reach full capacity by September 2014 and as a result provision of £456k has been included in this programme to enable an expansion to take place and associated infrastructure works to be completed on the site.

160. A sum of £310k has been included to fund refurbishment of the Council-owned Whiteheath Farmhouse in order to prevent further decay of the structure and meet English Heritage requirements with regard to maintenance of the site.

161. Within Programmes of Works, the addition of £500k per annum to 2017/18 (£600k for 2014/15) to support major electrical and mechanical works at the Civic Centre is proposed in order to ensure the site remains operational and safe over this period.

162. In addition improvements to the Rural Activity Garden Centre are included in this capital programme at £250k.

163. It is proposed to maintain the current level of £600k in the Property Works Programme to support larger projects at sites across the borough. It is expected that improvement to Northwood Recreation Ground at £70k, a number of Health and Safety projects on Golf Courses at £38k and drainage works at Whiteheath and Park Lodge farms for £105k be sourced from this budget in 2014/15.

Future Projects

164. There are a number of areas where capital investment is planned but the specifics of the project are yet to be costed in detail.

165. Following on from the Council's major programme of investment in expanding the borough's primary school capacity to meet the demands of a growing population, provision of £150,000k for delivery of two new secondary schools and major investment in both Abbotsfield and Northwood schools is included in this budget. As with the primary school expansion programme, there will likely be scope to secure a level of Department of Education funding which alongside developer contributions will reduce the level of Council investment required to deliver this programme.

166. For planning purposes it has been assumed that the Council will be required to finance 50% of expenditure on Abbotsfield and Northwood and 25% in the case of the other new schools. Provision to manage this level of borrowing has been included as a Priority Growth item in revenue budgets from 2017/18 onwards. While this funding profile reflects experience on the current primary school expansions, it will be necessary for officers to secure such funding through competitive bidding exercises and any shortfall in external funding would necessitate additional use of borrowing, with on-going revenue implications for the Council. In order to reflect this level of risk around DfE funding streams, the £28,000k grant funding in support of the Abbotsfield and Northwood projects has been shown as contingent under Development and Risk Contingency.

167. Provision has been made to support delivery of a landmark 1,200 seat theatre on the St Andrew's Park site at a estimated cost of £44,000k, the on-going financing costs of which will be supported from the existing £1,000k per annum provision for capital investment and £1,413k additional income from appropriated HRA commercial properties. Alongside this theatre, provision is also included to deliver a museum from Section 106 monies on this site at a cost of £1,000k. Further work on costing both proposals will continue and be fed into the MTFF process.

168. Provision of £13,500k to meet further demand in the primary school sector from 2015/16 has been included in this draft programme which would support delivery of a further three forms of entry through either new schools or expansions. As with the proposed secondary sector investment it has been assumed that 25% of costs of these works will be borne by the Council Tax payer, the costs of which are factored into revenue budgets over the MTFF period.

169. A sum of £5,100k has been included in this programme to fund delivery of three new Youth Centres across the borough, with the first being in Harefield. This investment will be funded from Prudential Borrowing, with provision for on-going revenue financing and operating costs included within Priority Growth.

170. £1,200k has been included in this programme to deliver a modernisation of the Civic Centre ICT network infrastructure, both ensuring continued availability of systems beyond 2016 when the existing infrastructure is de-supported and introducing Wi-Fi in place of hard cabling.

171. Also included is a sum of £1,000k is included to support the renovation of the Grade 2 listed Uxbridge Cemetery Gatehouse and Chapel, which will both preserve these buildings for the local community and ensure that the Council meets its statutory obligations with regard to maintaining the asset.

172. In addition a specific provision of £500k has been included to enable refurbishment/improvement works on a number of Council-owned bowls clubs within the borough.

173. In order to support Hillingdon's Local Plan submission, it may be necessary to undertake capital works for which a provision of £197k has been included in the budget.

Development & Risk Contingency

174. £1,500k per annum has been set aside within General Contingency to manage any unforeseen risks emerging on existing projects and provide capacity support new initiatives over this period. To date, the following projects at a very early stage of development have been identified which may represent a call on this resource; Golf irrigation, Restoration of Cranford Park Stables, further works at Ruislip Lido and further energy efficiency measures at the Civic Centre.

Programmes of Works

175. Annual investment in local infrastructure through the Programmes of Works continues to form a major element of the Council's wider capital programme, requiring funding of approximately £7,000k to be identified on an annual basis to support projects which do not meet Prudential Code requirements for use of borrowing.

176. From 2014/15 these programmes will be funded from a combination of capital receipts and the Community Infrastructure Levy (CIL), with current surplus assets available for disposal and early estimates of potential CIL income sufficient to support the current range of programmes in the medium-term.

Capital Financing

177. This report contains recommendations to approve the draft capital programme as set out in Appendix 8a, delivery of which will require investment of £382,426k over the period to 2018/19 of which Prudential Borrowing and Government Grants are expected to form the most significant funding streams. Table 11 sets out a summary of this programme and the latest assumptions on the availability of external funding.

Table 11: General Fund Capital Financing

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	Total £'000
Main Programme	79,517	7,134	500	0	0	87,151
Programme of Works	17,757	13,969	14,192	9,560	9,060	64,538
Future Projects	16,145	70,722	106,085	28,185	2,100	223,237
Development & Risk Contingency	1,500	1,500	1,500	1,500	1,500	7,500
Capital Expenditure	**114,919**	**93,325**	**122,277**	**39,245**	**12,660**	**382,426**
Prudential Borrowing	-38,898	-41,735	-62,354	-8,490	-2,743	-154,220
Capital Receipts	-11,418	-8,253	0	-5,000	0	-24,671
Community Infrastructure Levy	-5,000	-5,000	-5,000	-5,000	-5,000	-25,000
Council Resources	**-55,316**	**-54,988**	**-67,354**	**-18,490**	**-7,743**	**-203,891**
Government Grants	-49,778	-36,091	-54,296	-20,755	-4,917	-165,837
Other Contributions	-9,825	-2,246	-627	0	0	-12,698
Capital Financing	**-114,919**	**-93,325**	**-122,277**	**-39,245**	**-12,660**	**-382,426**

178. Government Grants are expected to represent the single most significant funding stream over the period to 2018/19, with the vast majority of these resources expected to be sourced from the Department for Education in support of school expansion programmes. There has been no confirmation of these funding arrangements beyond 2014/15 and this budget has been prepared on the assumption that the Council will be able to secure similar levels of grant support as achieved on the current primary school programme.

179. In order to secure the levels of grant funding detailed in this report, the Council will continue to submit bids through the Education Funding Agency over this period to ensure that this vital source of support for the programme is secured. As the MTFF process continues further updates on these key funding streams will be included and assumptions refreshed accordingly.

180. An annual award of £1,600k in support of Disabled Facilities Grants is included in the above assumptions, however from 2015/16 this funding will be rolled into the Health and Social Care Integration Fund. In order to continue to deliver this programme it will therefore be necessary to ensure that sufficient resources are earmarked from the Fund for this purpose. Further information on the Integration Fund is contained in the Medium Term Agenda Section of this report.

181. A full schedule of current Government Grant forecasts is contained at Appendix 8c to this report.

182. Other external contributions primarily relate to Section 106 planning contributions, however from 2014/15 these will be replaced by the new Community Infrastructure Levy (CIL) which is to be managed as part of wider Council Resources.

183. Following application of external funding, the residual sum to be financed from Council Resources is forecast to be £203,891k, of which £24,671k is expected to be met from Capital Receipts, £25,000k from the Community infrastructure Levy and £154,220k from Prudential Borrowing. Forecast capital receipts are based on the Council's latest asset

disposal programme, which includes all sites identified as surplus to requirements in the medium-term.

184. In the case of CIL it has been assumed that the existing programmes of work and school expansion programme will meet the requirements for application of the majority of these funds as these projects include significant provision for managing the impact of a growing population. Following introduction of CIL during 2014, it will be necessary for Cabinet to determine local priorities for application of this income which may include funding for partner organisations, such as health and employment initiatives currently supported by Section 106 contributions.

185. The remaining sum of £154,220k to be sourced from Prudential Borrowing includes £49,100k for provision of the new Theatre at St Andrew's Park and new Youth Centres, and £96,935k towards the primary and secondary school expansion programmes, for which specific provision to manage borrowing costs has been made within the MTFF. Prudential Borrowing required to support the remainder of the capital programme is expected to total £8,185k, the servicing and repayment of which will be contained within existing Interest and Investment Income budgets.

186. The majority of resources for schools investment during 2013/14 and 2014/15 have already been built into revenue budgets, accounting for the current underspend of £2,500k reported on financing budgets. With the exception of £900k of financing costs being rephased elsewhere in this report, this additional capacity in revenue budgets is expected to be utilised in full by 2014/15 which may place additional strain on revenue budgets if costs cannot be contained with Directorate Operating Budgets.

Housing Revenue Account Capital Programme and Financing

187. This draft budget includes an outline HRA capital programme for the MTFF period to 2018/19, and is focused on the twin objectives of providing additional affordable housing and maintaining the existing housing stock. As a result of the sound financial standing of the HRA, it is expected that the level of investment detailed below can be financed without recourse to Prudential Borrowing which will minimise costs to future tenants.

188. This budget includes three major projects intended to procure new affordable housing for the residents of Hillingdon, with investment of £60,184k over the period to 2018/19 expected to deliver more than 300 new homes within the HRA. Investment in existing stock during 2014/15 is set to total £14,783k, with annual investment of approximately £12,000k from 2015/16 onwards.

189. A sum of £9,766k has been set aside within this capital programme to support purchase and repair of former Council properties, as approved in principal by Cabinet on 21 November, which had previously been sold under the Right to Buy scheme. This approach will enable properties brought on stream more quickly than alternative new build projects, and will have a limited impact on management costs as all properties are within current estates. By 2018/19 this project will bring 70 properties into the HRA, including 15 during 2014/15.

190. It is proposed that a £37,376k programme of general needs housing construction across the borough forms the core of the HRA capital investment over the period to 2018/19, delivering 172 new homes. Activity is expected to commence during 2014/15 with the first 27 units planned to be brought on-stream from 2016/17. This programme enables the Council to utilise the majority of capital receipts received under the 1:1 Replacement Agreement, with

match funding to be sourced from in-year revenue contributions rather than Prudential Borrowing – thus reducing the debt burden on future rent payers.

191. Alongside the general needs programme, £13,042k has been earmarked for investment in supported living accommodation to support efforts within Adult Social Care to reduce the number of people in long-term Residential Care. This sum is expected to deliver 75 units within the HRA, which will be supported by additional units delivered within the borough through Registered Providers.

192. For both the general needs and supported living programmes, the primary constraint on delivery is expected to be the availability of land which will require the Council to seek to identify and earmark surplus assets for this purpose.

193. Finally, a sum of £17,161k is contained within the 2014/15 capital budget to support investment and renewal of existing housing stock through the Works to Stock Programme. An initial profile of expenditure across Dwelling Component Renewal, Estates and Blocks Renewal and Welfare Projects has been developed on the basis on prior experience and condition survey information, however in all cases individual property surveys would be expected to ensure that the approach to renewal represents value for money.

194. Table 12 below sets out the overall financing strategy from this programme of investment over the period to 2018/19, which is currently forecast to be funded entirely from internal HRA resources although there may be opportunities to secure external funding for new build schemes.

Table 12: Housing Revenue Account Capital Financing

	2014/15	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**Total**
	£'000	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Major Projects	5,964	8,719	9,899	16,702	18,900	60,184
Works to Stock Programme	17,161	15,250	14,754	14,296	14,296	75,757
Capital Expenditure	**23,125**	**23,969**	**24,653**	**30,998**	**33,196**	**135,941**
Prudential Borrowing	0	0	0	0	0	0
Capital Receipts	-1,955	-2,680	-3,037	-5,082	-5,744	-18,498
Major Repairs Allowance	-9,002	-9,002	-9,002	-9,002	-9,002	-45,010
Direct Revenue Contribution	-12,168	-12,287	-12,614	-16,914	-18,450	-72,433
HRA Resources	**-23,125**	**-23,969**	**-24,653**	**-30,998**	**-33,196**	**-135,941**

195. The capital receipts forecast included above assumes continuation of the current trends in Right to Buy Sales, with an average of 50 sales per annum assumed from 2015/16 and 108 sales during 2014/15. Under the 1:1 Replacement Agreement the Council is limited to applying these receipts to 30% expenditure with the remaining 70% investment in the form of match funding and it should be noted that failure to utilise receipts within three years would see the Council require to transfer funds to DCLG at a punitive interest rate.

196. The Major Repairs Allowance is a statutory transfer from the revenue account to support renewal of existing stock and is calculated on an annual basis based on the valuation of housing within the HRA. Over the MTFF this sum will support Dwelling Component Renewal, such as replacement of windows and roofs, and Welfare Schemes, such as adaptations, within the Works to Stock Programme.

197. Annual direct contributions from revenue support the remainder of this programme, rather than resorting to use of Prudential Borrowing which ensures that the available headroom within the self-financing system remains available to support future initiatives and reduces the cost of investment to future rents payers.

198. Over the period to 2018/19 it is expected that annual contributions from revenue will exceed planned expenditure which will enable the cumulative surplus, currently estimated at £3,545k, to be retained within the Major Repairs Reserve. This reserve will then provide a resource to fund major dwelling component renewals, the level of investment in which will be expected to rise from 2020 onwards as investment completed under the Decent Homes programme between 2003 and 2010 reach the end of its useful life. Table 13 below sets out forecast balances on the Major Repairs Reserve.

Table 13: Major Repairs Reserve Forecast

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Balance Brought Forward	**1,123**	**8,773**	**5,484**	**6,769**	**7,103**	**5,067**
Depreciation Charge to Revenue	9,002	9,002	9,002	9,002	9,002	9,002
Revenue Contribution for Works to Stock	8,674	2,653	8,674	5,761	5,303	5,316
Revenue Contribution for Major Projects	0	6,226	4,898	7,187	9,575	11,612
Reported Variance on Works to Stock	-2,761	0	0	0	0	0
Capital Programme Financing	-7,265	-21,170	-21,289	-21,616	-25,916	-27,452
Balance Carried Forward	**8,773**	**5,484**	**6,769**	**7,103**	**5,067**	**3,545**

FINANCIAL IMPLICATIONS

This is a financial report and the financial implications are included throughout.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The draft budget proposals in this report result in a zero increase in Council Tax for the sixth successive year. The Medium Term Financial Forecast contains the funding strategy for delivering the Council's objectives as set out in the Council Plan. The effects are therefore extremely wide ranging, and are managed through the performance targets and outcomes that will be delivered through the resources approved in the draft budget.

The draft budget has been developed with due regard to on-going reductions in central government support to the Council, while minimising any impact on the level of service provision to Residents. Overall the package of proposals is designed to secure the most effective combination of service outcomes across the whole of the Council's business, by improving the value for money offered by services and by maximising funding, procurement, efficiency and service effectiveness gains.

Consultation Carried Out or Required

Following consideration at Cabinet, this report will form the basis of consultation with Policy Overview Committees during January 2014. Comments from the Policy Overview Committees will be reported back to Cabinet by the Corporate Services and Partnerships Policy Overview Committee when Cabinet meets on 13 February 2014. Cabinet will then agree a set of budget proposals for recommendation to the annual Council Tax setting meeting of full Council on 20 February 2014.

The Council also has a statutory responsibility to consult on its budget proposals with business ratepayers in the borough. Schools Forum will also be consulted on those proposals that have a potential impact on schools budgets.

Individual service Groups will also be undertaking consultation with service users, staff and other stakeholders over this period on the key elements of their service proposals prior to full implementation in the new financial year.

CORPORATE IMPLICATIONS

Corporate Finance

This is a corporate finance report and the corporate financial implications are noted throughout.

Legal

The Cabinet is responsible for the preparation of the Council's Budget. Therefore the Budget and Policy Framework Procedure Rules, as set out in the Constitution, require it to make proposals on its budgets in accordance with the timetable which it has publicised. The Cabinet is free to amend the proposals in this report as it wishes. It must nevertheless have regard to the need for the budget to be soundly based, adequate to fund the expected level of service provision next year, and to provide for unexpected events through contingencies and balances.

Following this meeting, the Cabinet's proposals will be published and will form the basis of consultation with Policy Overview Committees and other consultees such as business ratepayers in the Borough and the Schools Forum who will have a period of six weeks to put forward their views. The Cabinet will ultimately consider any responses from the Policy Overview Committees and other consultees and take them into account in drawing up firm proposals for submission to full Council at its meeting on 20 February 2014. Its report will reflect the comments made by consultees and its response to them.

Relevant Service Groups

The draft budget proposals included in this report result from a substantial corporate process involving all service Groups. In particular, individual Corporate Directors and CMT collectively have endorsed the proposals in this report. The implications for all services of the individual budget proposals are set out in detail in the attached appendices.

BACKGROUND PAPERS

Report to Council 28 February 2013 – General Fund Revenue Budget and Capital Programme 2013/14

General Fund Corporate Summary	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)
Resources						
Increase in Council Tax (%)	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%
Council Tax Band D (£)	£1,112.93	£1,112.93	£1,112.93	£1,135.19	£1,157.89	£1,181.05
Increase in Council Tax Base (Band D properties)	1,030	1,500	1,400	1,300	1,300	1,300
Council Tax Base (Band D properties)	87,446	88,946	90,346	91,646	92,946	94,246
Gross Council Tax Revenues	**97,321**	**98,991**	**100,549**	**104,035**	**107,621**	**111,309**
Collection Fund (Deficit) / Surplus	480	3,610	0	0	0	0
Net Council Tax Revenues	***97,801***	***102,601***	***100,549***	***104,035***	***107,621***	***111,309***
Baseline Business Rate Income	41,252	42,517	43,580	44,670	45,787	46,932
Retained Business Rate Growth	59	3,159	4,046	4,349	4,726	5,181
Net Business Rate Revenues	***41,311***	***45,676***	***47,626***	***49,019***	***50,513***	***52,113***
Revenue Support Grant	62,007	50,529	40,161	32,372	25,092	18,276
Other Central Government Funding	10,040	13,602	18,504	18,530	17,322	17,243
Corporate Grant Income	***72,047***	***64,131***	***58,665***	***50,902***	***42,414***	***35,519***
Total Resources	**211,159**	**212,408**	**206,840**	**203,956**	**200,548**	**198,941**
Budget Requirement						
Roll Forward Budget	219,900	211,159	211,159	211,159	211,159	211,159
Inflation	2,926	2,529	6,146	9,883	12,948	16,013
Corporate Items	(2,143)	(1,626)	(1,294)	6,066	7,479	7,479
Contingency	6,657	9,748	12,062	14,191	16,840	19,686
Service Pressures	0	320	320	320	320	320
New Priority Growth	930	2,500	3,000	3,000	4,700	4,700
Savings	(17,111)	(13,140)	(25,471)	(41,581)	(53,816)	(61,334)
Total Budget Requirement	211,159	211,490	205,922	203,038	199,630	198,023
Budget Gap / (Surplus)	**0**	**(918)**	**(918)**	**(918)**	**(918)**	**(918)**

Corporate Summary	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)
Business Rate Revenues						
Inflationary Uplift on Business Rate Revenues	2.67%	3.07%	2.50%	2.50%	2.50%	2.50%
Forecast Growth on Business Rate Revenues	0.00%	3.95%	1.45%	0.35%	0.45%	0.55%
Targetted Reduction in Exemptions	0	667	0	0	0	0
Forecast Gross Business Rate Yield	331,325	362,144	376,580	387,345	398,815	411,034
Less: Central Government Share (50%)	165,663	181,072	188,290	193,672	199,407	205,517
Less: GLA Share (20%)	66,265	72,429	75,316	77,469	79,763	82,207
Forecast LBH Share of Business Rate Yield (30%)	***99,398***	***108,643***	***112,974***	***116,204***	***119,645***	***123,310***
Less: Baseline Business Rate Income	(41,252)	(42,517)	(43,580)	(44,670)	(45,787)	(46,932)
Less: Tariff	(58,027)	(59,807)	(61,302)	(62,835)	(64,406)	(66,016)
Growth on LBH Share	***119***	***6,319***	***8,092***	***8,699***	***9,452***	***10,362***
Less: (Levy on Growth) / Safety Net Payments	(60)	(3,160)	(4,046)	(4,350)	(4,726)	(5,181)
Retained Growth	***59***	***3,159***	***4,046***	***4,349***	***4,726***	***5,181***
Add: Baseline Business Rate Income	41,252	42,517	43,580	44,670	45,787	46,932
Net Business Rate Revenues	**41,311**	**45,676**	**47,626**	**49,019**	**50,513**	**52,113**
Other Central Government Funding						
2013/14 Council Tax Freeze Grant	1,129	1,129	1,129	0	0	0
2014/15 Council Tax Freeze Grant	0	1,129	1,129	0	0	0
2015/16 Council Tax Freeze Grant	0	0	1,129	1,129	0	0
Extension of Small Business Rates Relief	200	400	400	400	400	400
Education Services Grant	3,118	3,300	3,300	3,300	3,300	3,300
Provision for Academy Transfers	(580)	580	0	0	0	0
Community Safety Fund	137	0	0	0	0	0
Housing Benefit Administration Subsidy Grant	2,069	1,986	1,907	1,831	1,752	1,673
Local Reform & Community Voices Grant	182	188	188	188	188	188
Lead Local Authority Flood Grant	58	58	58	58	58	58
School Travel Grant	0	59	59	59	59	59
NHS Section 256 Agreement	3,727	4,773	0	0	0	0
Health & Social Care Integration Fund	0	0	7,905	7,905	7,905	7,905
New Burdens - Capped Costs & Deferred Payments	0	0	1,300	3,660	3,660	3,660
Total Other Central Government Funding	**10,040**	**13,602**	**18,504**	**18,530**	**17,322**	**17,243**

Corporate Items	Group	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
New Burdens & Transfers of Responsibility						
Removal of Schools & Academies for Carbon Reduction Commitment	Corp	253	253	253	253	253
NHS Section 256 Agreement	ASC	434	-4,339	-4,339	-4,339	-4,339
Health & Social Care Integration Fund	ASC	0	7,905	7,905	7,905	7,905
Capped Costs & Deferred Payments	ASC	0	1,300	3,660	3,660	3,660
Adjustments to Funding, Financing & Corporate Budgets						
Increase in Council Tax Older People's Discount	Corp		10	470	950	1,450
Drawdown from Earmarked Reserves to finance Older People's Discount	Corp	0	-10	-470	-950	-1,450
Rephasing of Capital Financing Costs	Corp	-900	0	0	0	0
Savings Earmarked for Future Capital Investment	Corp	-1,413	-1,413	-1,413	0	0
Earmark from General Reserves to smooth profile of funding reductions	Corp	0	-5,000	0	0	0
Total Corporate Items		**-1,626**	**-1,294**	**6,066**	**7,479**	**7,479**

Development & Risk Contingency	Provision 2013/14	Change from 2013/14	Group	Gross Risk 2014/15	Probability	Provision 2014/15	Provision 2015/16	Provision 2016/17	Provision 2017/18	Provision 2018/19
	£(000s)	£(000s)		£(000s)	(%)	£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Potential Calls										
Uninsured claims	400	0	A&F	400	100%	400	420	420	420	420
Carbon Reduction Commitment Energy Efficiency Scheme	402	-162	RS	240	100%	240	236	228	223	219
Contingency against Leisure outsourced income streams	217	-217	RS	0	100%	0	0	0	0	0
HS2 Challenge contingency	200	0	RS	200	100%	200	0	0	0	0
Heathrow Expansion Challenge Contingency	200	0	RS	200	100%	200	0	0	0	0
Impact of welfare reform on homelessness (Legacy)	737	-737	RS	0	100%	0	0	0	0	0
Impact of welfare reform on homelessness (Current)	0	2,500	RS	3,000	83%	2,500	1,500	1,500	1,500	1,500
Hillingdon Local Plan (Formerly LDF)	30	-30	RS	0	100%	0	0	0	0	0
SEN transport	760	804	RS	1,564	100%	1,564	1,770	1,770	1,770	1,770
Waste Disposal Levy (Demand-led Tonnage Increases)	2,010	800	RS	2,810	100%	2,810	3,610	4,410	5,210	6,010
Asylum Funding Shortfall	1,995	-537	C&YPS	1,458	100%	1,458	1,458	1,458	1,458	1,458
Potential Extension of Asylum Gateway Agreement	0	-200	C&YPS	-1,200	17%	-200	-200	-200	-200	-200
Social Care Pressures (Children's)	781	1,079	C&YPS	1,860	100%	1,860	2,466	2,823	3,180	3,538
Increase in Transitional Children due to Demographic Changes	3,814	-1,408	ASC	2,560	94%	2,406	3,531	4,642	5,811	7,083
Potential shortfall in SCH Restructuring Saving	1,500	0	ASC	1,500	100%	1,500	1,500	1,500	1,500	1,500
Social Care Pressures (Adults)	7,677	4,313	ASC	11,990	100%	11,990	12,451	12,320	12,648	13,068
Potential shortfall in Social Care & Health Integration Funding	0	0	ASC	0	100%	0	1,000	1,000	1,000	1,000
Pump priming for BID savings	500	0	Corp	500	100%	500	0	0	0	0
Pensions Auto-enrollment	660	-660	Corp	0	100%	0	0	0	0	0
General Contingency	1,000	0	Corp	1,000	100%	1,000	1,000	1,000	1,000	1,000
Total Potential Calls	**22,883**	**5,545**		**28,082**		**28,428**	**30,742**	**32,871**	**35,520**	**38,366**
Financing										
Base Budget						22,883	22,883	22,883	22,883	22,883
Contingency released to Directorate Budgets 2013/14						-4,203	-4,203	-4,203	-4,203	-4,203
Increase / Decrease in Contingency						9,748	12,062	14,191	16,840	19,686
Total Financing						**28,428**	**30,742**	**32,871**	**35,520**	**38,366**
Managed Risk Gap in Contingency						**0**	**0**	**0**	**0**	**0**

Service Pressures	**Group**	**Net Variation from 2013/14 Budget**				
		2014/15	**2015/16**	**2016/17**	**2017/18**	**2018/19**
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Pressures		**0**	**320**	**320**	**320**	**320**
New Service Pressures						
Outsourced Leisure Income Streams (Full Year Effect of Contingency released during 2013/14)	RS	308	0	0	0	0
Full Year Effect of Additional Property Lawyer	A&F	12	0	0	0	0
Total Savings		**320**	**320**	**320**	**320**	**320**

Priority Growth Proposals	Group	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
B/fwd Priority Growth		1,500	1,500	1,500	1,500	1,500
New Priority Growth		2,500	3,000	3,000	4,700	4,700
Available Priority Growth Balance		**4,000**	**4,500**	**4,500**	**6,200**	**6,200**
New Initiatives to be funded from Priority Growth						
Additional Primary School Expansions Capital Funding	Corp	-750	-1,500	-1,500	-1,500	-1,500
Secondary School Expansions Capital Funding	Corp	0	0	0	-1,700	-1,700
Extended Library Opening Hours	RS	-236	-236	-236	-236	-236
New Youth Centres	C&YPS	0	-100	-450	-450	-450
Sport & Activity for all ages Fund	RS	-400	-400	-400	-400	-400
Social Care Initative Fund	ASC	-400	-400	-400	-400	-400
Lamp Post Refurbishment Programme	RS	-400	-400	-400	-400	-232
Telecare Line	ASC	-100	-100	-100	-100	-100
Investment in Local Rating Enforcement	RS	-100	-100	-100	-100	-100
Remaining Unallocated Priority Growth		**1,614**	**1,264**	**914**	**914**	**1,082**

Savings	Group	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**-811**	**-13,140**	**-25,471**	**-41,581**	**-53,816**
New Savings Proposals						
Administration & Finance	A&F	-1,397	-140	-51	0	0
Residents Services	RS	-5,118	876	-952	132	-445
Adult Social Care	ASC	-4,367	-1,607	-1,569	-896	-163
Children & Young People's Services	C&YPS	-1,447	-79	0	0	0
Unallocated Savings	Corp	0	-11,381	-13,538	-11,471	-6,910
Total Savings		**-13,140**	**-25,471**	**-41,581**	**-53,816**	**-61,334**

Administration & Finance Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**-142**	**-1,539**	**-1,679**	**-1,730**	**-1,730**
New Savings Proposals						
Further Review of Structure within Procurement & Commissioning						
Following the initial review of the Procurement and Commissioning team structure, a further restructure is proposed to be implemented in the final quarter of 2013/14 to further strengthen the Category Management Structure.	AF201415_01	-390	0	0	0	0
Review of Structure of Revenues and Benefits						
Following a review of the Revenues and Benefits structure at the end of 2012/13, a further review of the service is proposed to ensure the most efficient structure is in place.	AF201415_02	-200	-102	-51	0	0
Review of Senior Management Structure						
To ensure that Internal Audit is operating efficiently and fit for purpose to deliver the strategy going forward, a review of the senior management structure and skills mix is proposed.	AF201415_03	-15	0	0	0	0
Outsourcing of Occupational Health						
It is proposed to outsource the provision of Occupational Health services.	AF201415_04	-25	-25	0	0	0
Review of Organisational Development Structure						
It is proposed that the post of Reward Manager is deleted and the remaining responsibilities of the role are managed across other HR roles.	AF201415_05	-55	0	0	0	0
Review of Legal Services capacity and provision						
Following the implementation of the IKEN case management system, the service will be reviewed to ensure that the staffing structure reflects the improved efficiencies generated through the system.	AF201415_06	-65	-13	0	0	0

Administration & Finance Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Review of Policy, Performance & Partnership Service						
A review of the Customer Engagement function is proposed to streamline the service and to comply with the target operating model. Further opportunities will also be taken to reduce vacant posts and absorb functions in both Policy and in Performance & Intelligence teams.	AF201415_07	-172	0	0	0	0
Review of Registrars Service						
This proposal is to review the operation of the service to improve the service delivery for residents by expanding the hours of operation and also to explore options for generating additional income.	AF201415_08	-30	0	0	0	0
Public Health Efficiencies						
Efficiency savings from aligning Public Health responsibilities and objectives within Administration & Finance		-445	0	0	0	0
New Savings Proposals		**-1,397**	**-140**	**-51**	**0**	**0**
Total Administration & Finance Savings		**-1,539**	**-1,679**	**-1,730**	**-1,730**	**-1,730**

Residents Services Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**-619**	**-5,737**	**-4,861**	**-5,813**	**-5,681**
New Savings Proposals						
New Homes Bonus						
Increase in net grant receivable from DCLG for bringing new homes into use within the borough, net of topslice to support Local Economic Partnership from 2015/16 onwards		-1,595	876	-952	132	-445
Public Health Efficiencies						
Efficiency savings from aligning Public Health responsibilities and objectives within Residents Services		-1,571	0	0	0	0
Carbon Reduction & Energy efficiency						
Continuation of measures to improve energy efficiency and reduce utilities costs.	RS1415_02	-100	0	0	0	0
Efficiencies in Waste Services						
Efficiencies and service convergence in Waste Services.	RS1415_03	-150	0	0	0	0
Fleet Management						
Hire cost reductions resulting from the implementation of the capital Fleet Replacement Programme.	RS1415_04	-100	0	0	0	0
Highways Permit Scheme						
The impact of the continuing high level of demand for highways works licensed under the implementation of the Common London Highways permit scheme.	RS1415_05	-200	0	0	0	0
Review of Management Structures						
A review of middle management structures in Residents Services to reflect new Senior Management Team configuration.	RS1415_06	-250	0	0	0	0
Review of Residents Services Procurement						
Retendering of a number of contracts.		-197	0	0	0	0

Residents Services Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Housing Review						
A comprehensive BID review of Housing staffing structures and service provision.	BIDRS1415-02	-300	0	0	0	0
Review of Public Health Procurement						
Recommissioning of transferred contracts from Health.		-450	0	0	0	0
Review of Workforce Development expenditure						
To review the purpose and scope of the expenditure and bring more into line with 2012/13 actual expenditure, where the budget underspent by £30k.	RSED14_09	-30	0	0	0	0
Review of Information to Parents budget						
To review the purpose and scope of the expenditure and bring more into line with 2012/13 actual expenditure, where the budget underspent by £27k.	RSED14_10	-25	0	0	0	0
Review of Level of Music Bursary Fund						
To reduce budgets to relfect actual demand for the service, while maintaining an earmarked reserve to support potential increased demand.	RSED14_14	-100	0	0	0	0
Review of School Improvement Service						
The service holds a budget of £54k for the procurement of external support if required.	RSED14_15	-50	0	0	0	0
New Savings Proposals		**-5,118**	**876**	**-952**	**132**	**-445**
Total Residents Services Savings		**-5,737**	**-4,861**	**-5,813**	**-5,681**	**-6,126**

Children & Young People's Services Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**0**	**-1,447**	**-1,526**	**-1,526**	**-1,526**
New Savings Proposals						
Review of Current Looked After Children Placements						
To undertake a review of each Looked After Child Placement and identify what action can be taken to ensure that the most appropriate placement is provided to best meet the needs of the child.	CS1 1415S	-869	-79	0	0	0
Review of Children's Services Procurement						
Commissioning for semi-independent accommodation for LAC.		-27	0	0	0	0
Review of Youth Service Non-Staffing Costs						
To undertake a further review of the Youth Service non-staffing costs in light of the 2012/13 outturn position, which reflected a non-staffing budget underspend of £50k.	RSED14_ 04	-35	0	0	0	0
Review of Youth Service Youth Fund						
The current budget is £50k for 2013/14, there is also £92k in an earmarked reserve for this. Expenditure each year does not normally exceed £35k.	RSED14_ 05	-20	0	0	0	0
Public Health Efficiencies						
Efficiency savings from aligning Public Health responsibilities and objectives within Children & Young People's Services		-496	0	0	0	0
New Savings Proposals		**-1,447**	**-79**	**0**	**0**	**0**
Total Childrens Social Care Savings		**-1,447**	**-1,526**	**-1,526**	**-1,526**	**-1,526**

Adult Social Care Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**-50**	**-4,417**	**-6,024**	**-7,593**	**-8,489**
New Savings Proposals						
BID Review of Adult Social Care						
Review of Adult Social Care through the Council's BID Programme	ASCBID	-2,000	0	0	0	0
Review of s117 Health Funding						
Work with health to ensure that clients on Section 117 Cases are reviewed	ASC002	-109	0	0	0	0
Review of ASC Procurement						
This will entail a robust review of services where contracts are due to end in 2014/15 to deliver opportunities to secure savings through service remodelling. Including a new service due to start in December 2013 approved at Cabinet in July 2013.	ASC004	-586	-292	-10	0	0
Supported Living						
Reprovide services to clients across all client groups to more suitable mixed portfolio of supported living accommodation.	ASC006	-736	-1,152	-1,396	-733	0
Client Income						
Client income increases each year as a result of annual increases to pensions/benefits linked to CPI.	ASC012	-159	-163	-163	-163	-163
Public Health Efficiencies						
Efficiency savings from aligning Public Health responsibilities and objectives within Adult Social Care		-777	0	0	0	0
Remaining Unallocated Savings Target		0	0	0	0	0
New Savings Proposals		**-4,367**	**-1,607**	**-1,569**	**-896**	**-163**
Total Adult Social Care		**-4,417**	**-6,024**	**-7,593**	**-8,489**	**-8,652**

Housing Revenue Account Summary	2013/14 £(000s)	2014/15 £(000s)	2015/16 £(000s)	2016/17 £(000s)	2017/18 £(000s)	2018/19 £(000s)
Resources						
Increase in Average Weekly Rents (%)	3.1%	3.9%	3.5%	3.0%	3.0%	3.0%
Average Weekly Dwelling Rent (£)	£104.55	£108.65	£112.46	£115.83	£119.30	£122.87
Increase/(Decrease) in Number of Dwellings	35	(150)	(61)	(28)	22	42
Number of Dwellings	10,335	10,185	10,124	10,097	10,119	10,161
Gross Dwelling Rents	**56,187**	**57,540**	**59,204**	**60,814**	**62,771**	**64,923**
Void Risk Contingency	(564)	(575)	(592)	(608)	(628)	(649)
Net Dwelling Rents	***55,623***	***56,965***	***58,612***	***60,206***	***62,143***	***64,274***
Other Income	***7,201***	***5,717***	***5,676***	***5,800***	***5,927***	***6,060***
Total Resources	**62,824**	**62,682**	**64,288**	**66,006**	**68,070**	**70,334**
Budget Requirement						
Roll Forward Budget	55,526	62,824	62,824	62,824	62,824	62,824
Inflation	502	670	1,219	1,779	2,339	2,907
Corporate Items	(1,552)	157	2,369	4,226	6,156	8,206
Contingency	34	200	200	200	200	200
Priority Growth - Investment in Housing Stock	4,937	0	0	0	0	0
Savings	(2,019)	(1,169)	(2,324)	(3,023)	(3,449)	(3,803)
Transfer of Service Charge Income to Other Income	5,396	0	0	0	0	0
Total Budget Requirement	62,824	**62,682**	**64,288**	**66,006**	**68,070**	**70,334**
Budget Gap / (Surplus)	**0**	**0**	**0**	**0**	**0**	**0**

HRA Corporate Items	Group	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Revenue Financing for Works to Stock Programme		-6,021	-2,481	-2,913	-3,371	-3,358
Investment in Housing Stock		6,226	4,898	7,187	9,575	11,612
Contribution to/(from) Balances		-48	-48	-48	-48	-48
Total Corporate Items		**157**	**2,369**	**4,226**	**6,156**	**8,206**

HRA Development & Risk Contingency	Provision 2013/14	Change from 2013/14	Group	Gross Risk 2014/15	Probability	Provision 2014/15	Provision 2015/16	Provision 2016/17	Provision 2017/18	Provision 2018/19
	£(000s)	£(000s)		£(000s)	(%)	£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Potential Calls										
General Contingency	480	-480	HRA	0	0%	0	0	0	0	0
Provision for Doubtful Debt	877	0	HRA	877	100%	877	877	877	877	877
Repairs Service	0	680	HRA	680	100%	680	680	680	680	680
Total Potential Calls	**1,357**	**200**		**1,557**		**1,557**	**1,557**	**1,557**	**1,557**	**1,557**
Financing										
Base Budget						1,357	1,357	1,357	1,357	1,357
Increase / Decrease in Contingency						200	200	200	200	200
Total Financing						**1,557**	**1,557**	**1,557**	**1,557**	**1,557**
Managed Risk Gap in Contingency						**0**	**0**	**0**	**0**	**0**

Housing Revenue Account Savings	Ref.	Net Variation from 2013/14 Budget				
		2014/15	2015/16	2016/17	2017/18	2018/19
Description		£(000s)	£(000s)	£(000s)	£(000s)	£(000s)
Full Year Effect of Prior Year Savings		**0**	**-1,169**	**-2,324**	**-3,023**	**-3,449**
New Savings						
Staff Establishment - Remodeling Back Office Functions						
Additional efficiencies identified from the BID Housing Management Review		-426	0	0	0	0
Area Office Review						
Savings arising from review of Area Office Provision		-419	0	0	0	0
Repairs Service						
Efficiencies arising from review of Repairs Service		-324	0	0	0	0
Remaining Unallocated Savings Target		0	-1,155	-699	-426	-354
New Savings Proposals		**-1,169**	**-1,155**	**-699**	**-426**	**-354**
Total Administration & Finance Savings		**-1,169**	**-2,324**	**-3,023**	**-3,449**	**-3,803**

Draft General Fund Capital Programme

Total Project Cost (incl. Prior Years)	Current MTFF Proposal	Project	2014/15 Draft Budget	Financed by:			2015/16 Draft Budget	2016/17 Draft Budget	2017/18 Draft Budget	2018/19 Draft Budget	Financed by:		
				Council Resources	Government Grants	Other Contributions					Council Resources	Government Grants	Other Contributions
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
		Main Programme											
146,516		Primary School Expansions	59,142	17,350	33,046	8,746	6,069	0	0	0	3,732	1,014	1,323
7,299		Purchase of Vehicles	1,689	1,689	0	0	1,000	500	0	0	1,500	0	0
7,775		Yiewsley Pool Self-Financing Scheme	7,525	7,525	0	0	0	0	0	0	0	0	0
5,158		Libraries Refurbishment	30	30	0	0	0	0	0	0	0	0	0
2,803		Queenswalk Redevelopment	982	411	571	0	0	0	0	0	0	0	0
2,000	NEW	Highways Priority Growth	2,000	2,000	0	0	0	0	0	0	0	0	0
1,300	NEW	Harlington Road Depot Refurbishment	1,235	1,235	0	0	65	0	0	0	65	0	0
1,173		Car Park Resurfacing	1,119	1,119	0	0	0	0	0	0	0	0	0
1,127		Eastcote House Buildings and Gardens	1,087	92	975	20	0	0	0	0	0	0	0
1,000	NEW	Pavements Priority Growth	1,000	1,000	0	0	0	0	0	0	0	0	0
897		Grounds Maintenance Equipment & Vehicles	646	646	0	0	0	0	0	0	0	0	0
787		ICT Single Development Plan - Windows XP	787	480	0	307	0	0	0	0	0	0	0
487		CCTV	342	342	0	0	0	0	0	0	0	0	0
456	NEW	West Drayton Cemetery	456	456	0	0	0	0	0	0	0	0	0
325		Compass Theatre	325	55	0	270	0	0	0	0	0	0	0
310	NEW	Whiteheath Farmhouse Refurbishment	310	310	0	0	0	0	0	0	0	0	0
270		Sports & Cultural Projects	220	220	0	0	0	0	0	0	0	0	0
250	NEW	Rural Activities Garden Centre	250	250	0	0	0	0	0	0	0	0	0
372		Major Projects completing in 2014/15	372	372	0	0	0	0	0	0	0	0	0
180,305		**Total Main Programme**	**79,517**	**35,582**	**34,592**	**9,343**	**7,134**	**500**	**0**	**0**	**5,297**	**1,014**	**1,323**
		Programmes of Works											
N/A		Leader's Initiative	200	200	0	0	200	200	200	200	800	0	0
N/A		Chrysalis Programme	950	950	0	0	1,000	1,000	1,000	1,000	4,000	0	0
N/A	NEW	Civic Centre Works Programme	600	600	0	0	500	500	500	0	1,500	0	0
N/A		Formula Capital Devolved to Schools	1,207	0	1,207	0	535	535	535	535	0	2,140	0
N/A		Highways Localities Programme	258	258	0	0	258	258	258	258	1,032	0	0
N/A		Highways Structural Works	950	950	0	0	950	950	950	950	3,800	0	0
N/A		ICT Single Development Plan	521	521	0	0	500	500	500	500	2,000	0	0
N/A		Property Works Programme	600	600	0	0	600	600	600	600	2,400	0	0
N/A		Road Safety	250	250	0	0	250	250	250	250	1,000	0	0
N/A		Street Lighting	180	180	0	0	180	180	180	180	720	0	0
N/A		Town Centre Initiatives	1,260	960	300	0	325	325	325	325	1,300	0	0
N/A		Transport for London	4,102	0	4,102	0	4,409	4,632	0	0	0	9,041	0
N/A		Urgent Building Condition Works	3,185	0	3,185	0	1,000	1,000	1,000	1,000	0	4,000	0
N/A		Disabled Facilities Grants	2,300	900	1,400	0	2,300	2,300	2,300	2,300	3,600	5,600	0
N/A		Adaptions for Adopted Children	200	0	200	0	200	200	200	200	0	800	0
N/A		Private Sector Renewal Grants	762	450	312	0	762	762	762	762	1,800	1,248	0
N/A		Programmes of works completed in 2014/15	232	0	0	232	0	0	0	0	0	0	0
0		**Total Programmes of Works**	**17,757**	**6,819**	**10,706**	**232**	**13,969**	**14,192**	**9,560**	**9,060**	**23,952**	**22,829**	**0**

Draft General Fund Capital Programme

Total Project Cost (incl. Prior Years)	Current MTFF Proposal	Project	2014/15 Draft Budget	Financed by:			2015/16 Draft Budget	2016/17 Draft Budget	2017/18 Draft Budget	2018/19 Draft Budget	Financed by:		
				Council Resources	Government Grants	Other Contributions					Council Resources	Government Grants	Other Contributions
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
		Future Projects											
80,000	NEW	Secondary Schools Expansions (Expansion)	0	0	0	0	15,500	40,300	22,100	2,100	24,000	56,000	0
70,000	NEW	Secondary Schools Expansions (Replacement)	11,200	11,200	0	0	29,540	26,320	2,940	0	58,800	0	0
44,000	NEW	St Andrew's Park Theatre	500	500	0	0	13,700	27,600	2,200	0	42,450	0	1,050
13,500	NEW	New Primary School Expansions	0	0	0	0	4,190	8,365	945	0	4,050	9,450	0
6,490		New Years Green Lane EA Works	0	0	0	0	3,245	3,245	0	0	3,244	3,246	0
5,100	NEW	Youth Centres	1,615	1,615	0	0	3,230	255			3,485	0	0
250		Community Safety Assets	250	250	0	0	0	0	0	0	0	0	0
1,200	NEW	ICT Infrastructure	600	600	0	0	600	0	0	0	600	0	0
1,000	NEW	Uxbridge Cemetery Gatehouse & Anglican Chapel	950	950	0	0	50	0	0	0	50	0	0
1,000	NEW	St Andrew's Park Museum	333	83	0	250	667	0	0	0	167	0	500
500	NEW	Bowls Clubs Refurbishment	500	500	0	0	0	0	0	0	0	0	0
197	NEW	Local Plan Requirement Works	197	197	0	0	0	0	0	0	0	0	0
223,237		**Total Future Projects**	**16,145**	**15,895**	**0**	**250**	**70,722**	**106,085**	**28,185**	**2,100**	**136,846**	**68,696**	**1,550**
		Development & Risk Contingency											
7,500		General Contingency	1,500	1,500	0	0	1,500	1,500	1,500	1,500	6,000	0	0
0	NEW	Provision for Additional Secondary Schools Funding	0	(4,480)	4,480	0	0	0	0	0	(23,520)	23,520	0
7,500		**Total Development & Risk Contingency**	**1,500**	**(2,980)**	**4,480**	**0**	**1,500**	**1,500**	**1,500**	**1,500**	**(17,520)**	**23,520**	**0**
187,805		**Total GF Capital Programme**	**114,919**	**55,316**	**49,778**	**9,825**	**93,325**	**122,277**	**39,245**	**12,660**	**148,575**	**116,059**	**2,873**

Draft Housing Revenue Account Capital Programme

Total Project Cost (incl. Prior Years)	Current MTFF Proposal	Project	2014/15 Draft Budget	Financed by:			2015/16 Draft Budget	2016/17 Draft Budget	2017/18 Draft Budget	2018/19 Draft Budget	Financed by:		
				Capital Receipts	Major Repairs Allowance	Direct Revenue Contribution					Capital Receipts	Major Repairs Allowance	Direct Revenue Contribution
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
		Main Programme											
9,766	NEW	Purchase & Repair of Housing Stock	2,088	792	0	1,296	2,279	1,749	1,750	1,900	2,580	0	5,098
37,376	NEW	New Build - General Needs Housing Stock	1,000	300	0	700	1,000	3,747	14,629	17,000	10,913	0	25,463
13,042	NEW	New Build - Supported Housing Provision	2,876	863	0	2,013	5,440	4,403	323	0	3,050	0	7,116
60,184		**Total Major Projects**	**5,964**	**1,955**	**0**	**4,009**	**8,719**	**9,899**	**16,702**	**18,900**	**16,543**	**0**	**37,677**
		Works to Stock Programme											
	NEW	Dwelling Component Renewal	9,657	0	9,002	655	8,138	8,432	8,522	8,570	0	36,008	(2,346)
	NEW	Estates & Blocks Renewal	2,586	0	0	2,586	1,752	1,519	1,526	1,533	0	0	6,330
	NEW	Welfare Projects	2,540	0	0	2,540	2,982	2,425	1,870	1,815	0	0	9,092
	NEW	Other Projects	2,378	0	0	2,378	2,378	2,378	2,378	2,378	0	0	9,512
0		**Total Works to Stock Programme**	**17,161**	**0**	**9,002**	**8,159**	**15,250**	**14,754**	**14,296**	**14,296**	**0**	**36,008**	**22,588**
60,184		**Total HRA Capital Programme**	**23,125**	**1,955**	**9,002**	**12,168**	**23,969**	**24,653**	**30,998**	**33,196**	**16,543**	**36,008**	**60,265**

General Fund Capital Grant Forecast

Awarding Body	Grant Description	2014/15 Draft Budget	2015/16 Draft Budget	2016/17 Draft Budget	2017/18 Draft Budget	2018/19 Draft Budget	Total Government Grants
		£'000	£'000	£'000	£'000	£'000	£'000
DfE	Devolved Formula Capital (DFC)	1,207	535	535	535	535	3,347
DfE	Capital Maintenance	3,185	1,000	1,000	1,000	1,000	7,185
DfE	Basic Needs (Initial) - Primary Schools Existing Programme	10,564	1,014	0	0	0	11,578
DfE	Targeted Basic Needs - Primary Schools Existing Programme	22,482	0	0	0	0	22,482
DfE	Targeted Basic Needs - Primary Schools New Programme	0	2,932	5,856	662	0	9,450
DfE	Secondary School New Build and Expansions	0	10,850	28,210	15,470	1,470	56,000
DfE	Secondary School New Build and Expansions	4,480	11,816	10,528	1,176	0	28,000
GLA	Town Centre Initiatives	300	0	0	0	0	300
EA	Contaminated Land Grant	0	1,623	1,623	0	0	3,246
TfL	Transport for London LIP	4,102	4,409	4,632	0	0	13,143
DoH	Disabled Facilities Grant	1,600	1,600	1,600	1,600	1,600	8,000
HCA	Empty Property Grant	312	312	312	312	312	1,560
DoH	Community Capacity	571	0	0	0	0	571
HLF	Heritage Lottery Fund (Eastcote House Gardens)	975	0	0	0	0	975
		49,778	**36,091**	**54,296**	**20,755**	**4,917**	**165,837**

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

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

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Citizenship ceremony										
Citizenship ceremony (Home Office set Fee)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	N/A
Nationality Checking Service										
Nationality Checking Service - Adults	M	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	N/A
Nationality Checking Service - Children	M	30.00	30.00	STD	30.00	0.00%	30.00	0.00%	01-Apr-11	N/A
Electoral										
Registration confirmation letters	R	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	N/A
Edited registers	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-11	N/A
Credit reference agencies registers	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-11	N/A
Certificate Priority Service										
1 Hour	M	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-11	N/A
24 Hour	M	5.00	5.00	STD	5.00	0.00%	5.00	0.00%	01-Apr-11	N/A
Renewal of Marriage Vows										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	N/A
Approved Premises	M	262.50	262.50	STD	262.50	0.00%	262.50	0.00%	01-Apr-11	N/A

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Baby naming Ceremonies										
Four Seasons	M	173.50	173.50	STD	173.50	0.00%	173.50	0.00%	01-Apr-11	N/A
Citizenship ceremony										
Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	N/A
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-11	N/A

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3. Facilities Management										
Civic Centre Room Hire Rates										
CR2 per hour	M	23.20	23.20	EXP	23.20	0.00%	23.20	0.00%	01-Apr-12	N/A
CR3 per hour	M	30.80	30.80	EXP	30.80	0.00%	30.80	0.00%	01-Apr-12	N/A
CR3a per hour	M	27.80	27.80	EXP	27.80	0.00%	27.80	0.00%	01-Apr-12	N/A
CR3/3a combined per hour	M	46.30	46.30	EXP	46.30	0.00%	46.30	0.00%	01-Apr-12	N/A
CR4 per hour	M	37.00	37.00	EXP	37.00	0.00%	37.00	0.00%	01-Apr-12	N/A
CR4a per hour	M	27.80	27.80	EXP	27.80	0.00%	27.80	0.00%	01-Apr-12	N/A
CR4/4a combined per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	N/A
CR5 per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	N/A
CR6 per hour	M	46.40	46.40	EXP	46.40	0.00%	46.40	0.00%	01-Apr-12	N/A
CR7 per hour	M	21.70	21.70	EXP	21.70	0.00%	21.70	0.00%	01-Apr-12	N/A
CR8 per hour - not available for hire	M	22.10	22.10	EXP	22.10	0.00%	22.10	0.00%	01-Apr-11	N/A
CR9 per hour	M	23.20	23.20	EXP	23.20	0.00%	23.20	0.00%	01-Apr-12	N/A
Interview rooms per hour	M	14.50	14.50	EXP	14.50	0.00%	14.50	0.00%	01-Apr-12	N/A
Council Chamber per hour	M	89.10	89.10	EXP	89.10	0.00%	89.10	0.00%	01-Apr-12	N/A
Middlesex Suite (Day) per	M	80.80	80.80	EXP	80.80	0.00%	80.80	0.00%	01-Apr-11	N/A
Middlesex Suite (Night) per hour	M	113.00	113.00	EXP	113.00	0.00%	113.00	0.00%	01-Apr-11	N/A
Bar Area per hour	M	44.20	44.20	EXP	44.20	0.00%	44.20	0.00%	01-Apr-11	N/A

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Borough Wide Building Services										
Catering Recharge	M	cost + 0%	cost + 0%	STD	cost + 0%	0.00%	cost + 0%	0.00%	01-Apr-11	N/A
Day To Day Repairs Under 250 Council Premises	M	cost + 35	cost + 35	EXP	cost + 35	0.00%	cost + 35	0.00%	01-Apr-11	N/A
Day To Day Repairs 250 To 5000 Council Premises	M	cost + 12.5%	cost + 12.5%	EXP	cost + 12.5%	0.00%	cost + 12.5%	0.00%	01-Apr-11	N/A
Day To Day Repairs Above 5000 Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	N/A
Day To Day Repairs Under 250 Non Council Premises	M	cost + 35 + VAT	cost + 35 + VAT	STD	cost + 35 + VAT	0.00%	cost + 35 + VAT	0.00%	01-Apr-11	N/A
Day To Day Repairs 250	M	cost +	cost +	STD	cost + 12.5%	0.00%	cost +	0.00%	01-Apr-11	N/A
Day To Day Repairs	M	cost +	cost + 10%	STD	cost + 10%	0.00%	cost +	0.00%	01-Apr-11	N/A
Service Contracts Council Premises	M	cost + 10%	cost + 10%	EXP	cost + 10%	0.00%	cost + 10%	0.00%	01-Apr-11	N/A
Service Contracts Non Council Premises	M	cost + 10% +VAT	cost + 10% +VAT	STD	cost + 10% +VAT	0.00%	cost + 10% +VAT	0.00%	01-Apr-11	N/A

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4. Estates & Valuation										
Licence to assign leases: initial flat rate	M	350.00	350.00	EXP	350.00	0.00%	350.00	0.00%	01-Apr-11	N/A
Thereafter: fee scale at officer rate: Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	N/A
Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	N/A
Licence to make alterations to leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	N/A
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	N/A
Licence to change or extend leases fee scale at officer rate:										
Principal Valuer	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	N/A
Qualified Valuer	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-11	N/A
Assistant Valuer / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	N/A

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Arbitration of disputes regards leases related charges :										
Photocopying Assistant / admin officer	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-11	N/A
Transport	M	LBH milage rates	LBH milage rates	EXP	LBH milage rates	0.00%	LBH milage rates	0.00%	01-Apr-12	N/A
Licence to install satellite dishes per licence	M	77.00	77.00	EXP	77.00	0.00%	77.00	0.00%	01-Apr-11	N/A
5. Highways										
Cars for Sale on the Highway										
Removals - not a licencable fee and charge hardly ever occurs, we would pass on full cost and storage removed vehicle upon collection by owner.	B	Recharged at costs	N/A	NB	Recharged at costs	N/A	N/A	N/A	01 April 2013	N/A
"A"Board fees & charges - very rarely have to remove these and if we did we would pass removal costs on to relevant party.										
Initial application fee	B	51.50	51.50	NB	51.50	0.00%	51.50	0.00%	01 April 2011	N/A
Once approved by Planning a further:	B	96.30	96.30	NB	96.30	0.00%	96.30	0.00%	01 April 2011	N/A
Thereafter annual fee	B	147.80	147.80	NB	147.80	0.00%	147.80	0.00%	01 April 2011	N/A

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Public Rights of Way										
Application to change	M	150.00	152.00	NB	150.00	0.00%	152.00	0.00%	01 April 2012	N/A
Highways Enquires										
For legal purposes requiring a written response	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	N/A
Streetworks Inspection / Licensing										
Sample Inspection	B	N/A	50.00	NB	N/A	N/A	50.00	0.00%	01 April 2013	N/A
Defected Works	B	N/A	47.50	NB	N/A	N/A	47.50	0.00%	01 April 2013	N/A
License new plant	B	N/A	500.00	NB	N/A	N/A	500.00	0.00%	01 April 2013	N/A
license old plant	B	N/A	500.00	NB	N/A	N/A	500.00	0.00%	01 April 2013	N/A
Streetworks Overruns (min/day)	B	N/A	100.00	NB	N/A	N/A	100.00	0.00%	01 April 2013	N/A
Streetworks Overruns (max/day)	B	N/A	3,000.00	NB	N/A	N/A	3,000.00	0.00%	01 April 2013	N/A
Bar marks in front of vehicle crossings	M	135.00	135.00	NB	135.00	0.00%	135.00	0.00%	01 April 2011	N/A

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Minor Highways Fees										
Vehicle Crossings (Average crossing)	R	900.00	N/A	NB	900.00	0.00%	N/A	N/A	01 April 2013	N/A
Oversail Licences (e.g. cranes and canopies)	B	N/A	50.00	NB	N/A	N/A	50.00	0.00%	01 April 2013	N/A
Additional charges per hr										
All Highways enqueries for legal purposes requiring written response	M	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	N/A
Additional Highways Enquiries										
Standard Highways Adoption Question (1 to 3 questions)	B	34.00	36.00	EXP	34.00	0.00%	36.00	0.00%	01 April 2013	N/A
Additional Highways Questions (each)	B	12.00	12.50	EXP	12.00	0.00%	12.50	0.00%	01 April 2013	N/A
Minor Highways Fees										
Building Materials (charge per application)	B	143.50	145.00	NB	143.50	0.00%	145.00	0.00%	01-Apr-13	N/A
Application for Banners on	M	147.10	N/A	NB	147.10	0.00%	N/A	N/A	01-Apr-13	N/A
Application for Festive Lights & Decorations	M	147.10	N/A	NB	147.10	0.00%	N/A	N/A	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Skip Licencing										
(charge per application. (for 1-49)	B	17.50	17.50	NB	17.50	0.00%	17.50	0.00%	01-Apr-13	N/A
Minor Highways Fees										
Scaffold / Hoarding	B	N/a	N/A	NB	N/a	N/A	N/A	N/A	01 April 2013	N/A
Plant & Maintain Licences (Additional cost /hr)	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01 April 2011	N/A
Mobile Construction Equipment (e.g. cranes on the highway) Additional cost per hr	B	0.00	0.00	NB	0.00	N/A	0.00	N/A	01 April 2013	N/A
Scaffold / Hoarding (charge per application)	B	0.00	185.00	NB	0.00	0.00%	185.00	0.00%	01 April 2013	N/A
Plant & Maintain Licences (Basic cost charged per application)	M	170.00	185.00	NB	170.00	0.00%	185.00	0.00%	01 April 2013	N/A
Mobile Construction Equipment (e.g. cranes on the highway)	B	0.00	185.00	NB	0.00	0.00%	185.00	0.00%	01 April 2013	N/A
Oversail Licences (e.g. cranes and canopies)	B	0.00	185.00	NB	0.00	0.00%	185.00	0.00%	01 April 2013	N/A
Entrance to Cellars and Pavement Lights	B	Recharged at costs	N/A	NB	Recharged at costs	N/A	N/A	N/A	01 April 2013	N/A

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Traffic Management										
3 minutes	B	170.00	170.00	STD	170.00	0.00%	170.00	0.00%	01-Apr-11	N/A
Complete Road Closure - by notice										
24 hours	B	200.00	200.00	STD	200.00	0.00%	200.00	0.00%	01-Apr-11	N/A
Complete Road Closure - by order										
7 days	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	N/A

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6. Libraries										
Charges										
Compact Discs - every 3 weeks	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
DVDs - per week	R	2.10	3.15	NB	2.10	0.00%	3.15	0.00%	01-Apr-12	N/A
Children's DVDs - per week	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
Videos - per week	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
Children's videos - per week	R	0.55	0.85	NB	0.55	0.00%	0.85	0.00%	01-Apr-12	N/A
Language Courses - every 3 weeks	R	3.05	5.25	NB	3.05	0.00%	5.25	0.00%	01-Apr-12	N/A
Video Language Courses -	R	3.05	5.25	NB	3.05	0.00%	5.25	0.00%	01-Apr-12	N/A
CD & Cassettes - every 3 weeks	R	2.05	3.15	NB	2.05	0.00%	3.15	0.00%	01-Apr-12	N/A
eAudiobooks (downloadable) - every 3 weeks	R	2.05	3.15	NB	2.05	0.00%	3.15	0.00%	01-Apr-12	N/A
Holds (Reservations) - Self Placed	R	0.60	0.85	NB	0.60	0.00%	0.85	0.00%	01-Apr-12	N/A
Holds (Reservations) - Staff Placed	R	0.60	0.85	NB	0.60	0.00%	0.85	0.00%	01-Apr-12	N/A
Holds (Reservations) - Not in stock	R	3.10	5.25	NB	3.10	0.00%	5.25	0.00%	01-Apr-12	N/A
Holds (Reservations) - British Library Items	R	3.10	5.25	NB	3.10	0.00%	5.25	0.00%	01-Apr-12	N/A

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Holds (Reservations) - Photocopies	R	2.05 + 21p per A4 sheet	2.20 + 25p per A4 sheet	NB	2.05 + 21p per A4 sheet	0.00%	2.20 + 25p per A4 sheet	0.00%	01-Apr-12	N/A
Lost Tickets	R	2.05	2.20	NB	2.05	0.00%	2.20	0.00%	01-Apr-12	N/A
Lost Tickets	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
Overdue Reminders	R	0.85	1.05	NB	0.85	0.00%	1.05	0.00%	01-Apr-12	N/A
Fines										
Books	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	N/A
Talking Books	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	N/A
Cassettes	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	N/A
Compact Discs	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	N/A
Language Courses	R	0.16	0.20	NB	0.16	0.00%	0.20	0.00%	01-Apr-11	N/A
Videos	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
DVDs	R	1.05	1.60	NB	1.05	0.00%	1.60	0.00%	01-Apr-12	N/A
Junior Videos	R	0.55	0.85	NB	0.55	0.00%	0.85	0.00%	01-Apr-12	N/A
Fax										
In the UK - 1st Page	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	N/A
In the UK - Subsequent Page	R	0.55	0.60	STD	0.55	0.00%	0.60	0.00%	01-Apr-12	N/A
Western Europe - 1st Page	R	2.30	2.40	STD	2.30	0.00%	2.40	0.00%	01-Apr-12	N/A
Western Europe - Subsequent Page	R	1.15	1.20	STD	1.15	0.00%	1.20	0.00%	01-Apr-12	N/A
Rest of the World - 1st Page	R	3.65	3.80	STD	3.65	0.00%	3.80	0.00%	01-Apr-12	N/A

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Rest of the World - Subsequent Page	R	1.85	1.95	STD	1.85	0.00%	1.95	0.00%	01-Apr-12	N/A
Per Fax (any length)	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	N/A
Printing & Photocopies										
Black and White PC Prints per A4 sheets	R	0.20	0.20	STD	0.20	0.00%	0.20	0.00%	01-Apr-11	N/A
Colour PC Prints per A4 sheets	R	0.40	0.40	STD	0.40	0.00%	0.40	0.00%	01-Apr-11	N/A
CD-ROM/Microform Prints per sheet	R	0.30	0.30	STD	0.30	0.00%	0.30	0.00%	01-Apr-11	N/A
Black & White A4	R	0.10	0.10	STD	0.10	0.00%	0.10	0.00%	01-Apr-11	N/A
Black & White A3	R	0.20	0.20	STD	0.20	0.00%	0.20	0.00%	01-Apr-11	N/A
Colour A4	R	1.05	1.10	STD	1.05	0.00%	1.10	0.00%	01-Apr-12	N/A
Colour A3	R	1.55	1.60	STD	1.55	0.00%	1.60	0.00%	01-Apr-12	N/A
Black & White (Colour Photocopies) A4	R	0.30	0.30	STD	0.30	0.00%	0.30	0.00%	01-Apr-11	N/A
Black & White (Colour Photocopies) A3	R	0.60	0.65	STD	0.60	0.00%	0.65	0.00%	01-Apr-12	N/A
Hire of Library Premises										
Monday - Thursday per hour	R	8.70	16.00	EXP	8.70	0.00%	16.00	0.00%	01-Apr-12	N/A
Friday - Saturday per hour	R	9.75	16.00	EXP	9.75	0.00%	16.00	0.00%	01-Apr-12	N/A
Commercial Organisations	R	15.50	21.00	EXP	15.50	0.00%	21.00	0.00%	01-Apr-12	N/A

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Advertising										
Notice Board Display - Rental Charge	R	36.00	38.00	STD	36.00	0.00%	38.00	0.00%	01-Apr-12	N/A
Bill posting fee - Up to 3 posters	R	191.50	202.00	STD	191.50	0.00%	202.00	0.00%	01-Apr-13	N/A
Family History Search Fee										
Family History - Census search - one address - Address & year	R	3.60	5.25	STD	3.60	0.00%	5.25	0.00%	01-Apr-12	N/A
Family History - Census search - one address - same address subsequent year	R	1.80	5.25	STD	1.80	0.00%	5.25	0.00%	01-Apr-12	N/A
Family History - Census search - one address - same address subsequent year to include copies of six entries	R	1.80	5.25	STD	1.80	0.00%	5.25	0.00%	01-Apr-12	N/A
Family History - Local Newspapers Search -	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History - Electoral Register Search - 1890-1914. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A

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Family History - Electoral Register Search- 1920 - onwards. Name & address. Occupant at one address. (5 year Search)	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History - Directories Search - Occupant at one address or trade. (5 year Search)	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History - Parish Registers Search - Entry of baptism, marriage or burial	R	1.80	3.15	STD	1.80	0.00%	3.15	0.00%	01-Apr-12	N/A
Family History -Rate Books Search - Occupant at one address	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History -Journals Search - Article on one specific topic	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History - Photograps Search - Photos of one specific place or topic	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Family History - Maps - Extract showing 1 area.	R	3.60	7.50	STD	3.60	0.00%	7.50	0.00%	01-Apr-12	N/A
Other Research - per half hour	R	15.50	21.00	STD	15.50	0.00%	21.00	0.00%	01-Apr-12	N/A

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Other										
Annual Membership Fees - Non-Residents	R	0.00	0.00	EXP	0.00	N/A	0.00	N/A	01-Apr-13	N/A
Computer Hire Charges - Free to Residents - Non-Residents - First Hour 1.00, .50p per hr. thereafter	R	0.00	1.00	EXP	0.00	N/A	1.00	0.00%	01-Apr-13	N/A

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7. Filming										
Filming - interior and/or exterior ***per day - subject to specific requirements***										
Council owned principal location for production										
Large production	B	3,000.00	3,000.00	STD	3,000.00	0.00%	3,000.00	0.00%	01-Apr-11	N/A
Medium production	B	2,000.00	2,000.00	STD	2,000.00	0.00%	2,000.00	0.00%	01-Apr-11	N/A
Small production (up to 3 crew, camera only)	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	N/A
Council owned secondary location										
Large production	B	2,000.00	2,000.00	STD	2,000.00	0.00%	2,000.00	0.00%	01-Apr-11	N/A
Medium production	B	1,000.00	1,000.00	STD	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	N/A
Small production (up to 3 crew, camera only)	B	500.00	500.00	STD	500.00	0.00%	500.00	0.00%	01-Apr-11	N/A
Administration fees (Site visits, drawing up of contracts, Liaising with other Council departments, Supervising street works on the highway, Monitoring location filming										
per hour	B	125.00	125.00	STD	125.00	0.00%	125.00	0.00%	01-Apr-13	N/A

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8. Contact Centre										
Blue Badge										
Disabled Parking Blue Badge - New	R	2.00	2.00	EXP	2.00	0.00%	2.00	0.00%	01-Apr-11	N/A
Disabled Parking Blue Badge - Renewal	R	0.00	N/A	EXP	0.00	N/A	N/A	N/A	01-Apr-13	N/A
9. Street Naming & Numbering										
To name/Rename - To name or Rename a road	M	275.00	N/A	NB	275.00	0.00%	N/A	N/A	01-Apr-13	N/A
Naming of renaming a Building (Commercial) Per stand alone Building	B	300.00	N/A	NB	300.00	0.00%	N/A	N/A	01-Apr-13	N/A
Naming of renaming a House (Residential) Per New Building	M	50.00	N/A	NB	50.00	0.00%	N/A	N/A	01-Apr-13	N/A
To name/Rename - To name/Rename of Builidng/Street numbering - First or single unit	M	100.00	N/A	NB	100.00	0.00%	N/A	N/A	01-Apr-13	N/A
To name/Rename - To name/Rename of Builidng/Street numbering - Multiples 20 plus additional per unit	M	30.00	N/A	NB	30.00	0.00%	N/A	N/A	01-Apr-13	N/A

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To name/Rename - To name/Rename of Builidng/Street numbering - Multiples 2 to 19 additional per unit	M	25.00	N/A	NB	25.00	0.00%	N/A	N/A	01-Apr-13	N/A
Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units	M	60.00	N/A	NB	60.00	0.00%	N/A	N/A	01-Apr-13	N/A

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10. Building Control										
Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50% : Inspection charge 50%										
1	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
2	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
3	R	848.40	848.40	STD	848.40	0.00%	848.40	0.00%	01-Apr-11	N/A
4	R	969.60	969.60	STD	969.60	0.00%	969.60	0.00%	01-Apr-11	N/A
5 to 10	R	1,212.00	1,212.00	STD	1,212.00	0.00%	1,212.00	0.00%	01-Apr-11	N/A
1 to 5 Flats	R	848.40	848.40	STD	848.40	0.00%	848.40	0.00%	01-Apr-11	N/A
5 to 10 Flats	R	1,090.81	1,090.81	STD	1,090.81	0.00%	1,090.81	0.00%	01-Apr-11	N/A
Table 2 (Domestic Extension(s)) - Plan charge 40% : Inspection charge 60%										
Less than 40m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Domestic Extension(s) - with the following other works within the existing house (Installation of new WC, shower, bath or basin within existing room)										
Less than 40m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Domestic Loft Conversions										
Less than 40m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A

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Domestic Loft Conversion - with the following other works within the existiing house										
(Installation of new WC, shower, bath or basin within existing room)										
Less than 40m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
40m2 to 60m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
60m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Table 2 Other Domestic Buildings (Detached Garage/Carport or attached Conservatory) Plan charge 40% : Inspection charge 60%										
Less than 40m2	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Less than 40m2	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Table 2 Other Works to Single Dwelling Plan charge 50% : Inspection charge 50%										
Installation of new WC/shower/bath or basin within existing room	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Formation of New WC/Shower room/bathroom	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Removal of Chimney Breast(s)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Formation of Structural Opening in wall e.g. simple through lounge	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Formation of Structural Opening in wall with removal of chimney breast(s)	R	363.00	363.00	STD	363.00	0.00%	363.00	0.00%	01-Apr-11	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Formation of Structural Opening in wall requiring new foundation, piers etc	R	363.00	363.00	STD	363.00	0.00%	363.00	0.00%	01-Apr-11	N/A
Formation of Structural Opening in wall requiring new foundation, piers etc with removal of chimney breast(s)	R	363.00	363.00	STD	363.00	0.00%	363.00	0.00%	01-Apr-11	N/A
Replacement of roof weathering (Flat & Pitched)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Underpinning up to 6m	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Replacement or installation of 5 or fewer new windows / rooflights)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
(Re-) plastering or (re-) rendering to walls (at least half of room and up to 50m2)	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
Electrical wiring (up to 4 bed dwelling - 12 circuits)	R	363.60	363.60	STD	363.60	0.00%	363.60	0.00%	01-Apr-11	N/A

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Table 2 Conversion work Dwellings Plan charge 50% : Inspection charge 50%										
Attached / detached Garage to habitable use	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Conversion to habitable use (e.g. conservatory)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Conversion of existing building into 5 or fewer self contained flats	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Conversion of one flat /	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Table 3 Commercial Charges - Shops & Offices (Small Extensions) Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	606.00	606.00	STD	606.00	0.00%	606.00	0.00%	01-Apr-11	N/A
40m2 to 60m2	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
60m2 (up to 100m2)	R	969.60	969.60	STD	969.60	0.00%	969.60	0.00%	01-Apr-11	N/A
Table 3 Commercial Charges - Detached shed or covered yard Plan charge 50% : Inspection charge 50%										
Less than 40m2	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
40m2 (up to 100m2)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
Table 3 Commercial Charges - Other Minor works Plan charge 50% : Inspection charge 50%										
New shopfront (up to 10m)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Installation of ATM to existing shopfront	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
Installation of new rooflight / smoke vents to existing roof (up to 5)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A

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Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc) Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.60	363.60	STD	363.60	0.00%	363.60	0.00%	01-Apr-11	N/A
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Formation of staff kitchen (up to 10m2)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Formation of commercial kitchen	R	363.60	363.60	STD	363.60	0.00%	363.60	0.00%	01-Apr-11	N/A
Formation of structural opening (1 opening)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Formation of structural openings (up to 5 openings)	R	363.60	363.60	STD	363.60	0.00%	363.60	0.00%	01-Apr-11	N/A
Formation of new WC / shower room / bathroom fit out	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Installation of new WC / shower / bath or basin within existing room fit out	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
New partitions to form office / room(s) in existing building (up to 10m in length)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
New air conditioning installation	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A

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New emergency lighting / smoke detection (up to 500m2)	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
New suspended ceiling (up to 500m2)	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
Replacement fire doors to corridors or stairs (up to 5 doors)	R	121.20	121.20	STD	121.20	0.00%	121.20	0.00%	01-Apr-11	N/A
Table 3 General to all commercial - New mezzanine floor - Plan charge 50% : Inspection charge 50%										
Up to 500m2	R	363.60	363.60	STD	363.60	0.00%	363.60	0.00%	01-Apr-11	N/A
More than 500m2 (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Replacement roof covering (flat or pitched roof up to 500m2)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Underpinning (up to 10m in length)	R	727.20	727.20	STD	727.20	0.00%	727.20	0.00%	01-Apr-11	N/A
New wall / partition (up to 10m in length)	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A
Replacement or installation of 5 or fewer new windows / rooflights	R	242.40	242.40	STD	242.40	0.00%	242.40	0.00%	01-Apr-11	N/A

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Table 3 Other Commercial - Plan charge 40% : Inspection charge 60%										
Factory (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Warehouses (up to 1000m2)	R	484.80	484.80	STD	484.80	0.00%	484.80	0.00%	01-Apr-11	N/A
Schools (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Assembly Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Commercial Buildings (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Public Houses (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Hotels (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A
Hospitals (up to 2000m2)	R	2,424.00	2,424.00	STD	2,424.00	0.00%	2,424.00	0.00%	01-Apr-11	N/A

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11. Leisure Centres										
Swimming-Indoor										
Peak - Adult	R	3.50	4.20	STD	3.50	0.00%	4.20	0.00%	01-Apr-12	N/A
Peak - Adult Concession	C	1.70	2.00	STD	1.70	0.00%	2.00	0.00%	01-Apr-12	N/A
Peak - Child	R	1.80	1.80	STD	1.80	0.00%	1.80	0.00%	01-Apr-12	N/A
Peak -Child Concession	C	1.00	1.00	STD	1.00	0.00%	1.00	0.00%	01-Apr-13	N/A
Off Peak - Adult	R	2.80	3.30	STD	2.80	0.00%	3.30	0.00%	01-Apr-12	N/A
Off Peak- Adult Concession	C	0.90	1.00	STD	0.90	0.00%	1.00	0.00%	01-Apr-12	N/A
Off Peak - Child	R	1.50	1.50	STD	1.50	0.00%	1.50	0.00%	01-Apr-12	N/A
Off Peak Child Concession	C	0.80	0.80		0.80	0.00%	0.80	0.00%	01-Apr-12	N/A
Family Swim - Peak Ticket (2 adults & 2 children)	R	9.00	10.50	STD	9.00	0.00%	10.50	0.00%	01-Apr-12	N/A
Family Swim - Peak Ticket (2 adults & 2 children) Concession	C	5.00	N/A	STD	5.00	0.00%	N/A	N/A	01-Apr-13	N/A
Family Swim - Off Peak Ticket (2 adults & 2 children)	R	7.40	8.50	STD	7.40	0.00%	8.50	0.00%	01-Apr-13	N/A
Family Swim - Off Peak Ticket (2 adults & 2 children) Concession	C	2.90	N/A	STD	2.90	0.00%	N/A	N/A	01-Apr-13	N/A

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Swimming-Outdoor										
Adult	R	5.40	7.00	STD	5.40	0.00%	7.00	0.00%	01-Apr-12	N/A
Adult Concession	C	3.70	5.00	STD	3.70	0.00%	5.00	0.00%	01-Apr-12	N/A
Child	R	3.20	3.50	STD	3.20	0.00%	3.50	0.00%	01-Apr-12	N/A
Child Concession	C	2.20	3.50	STD	2.20	0.00%	3.50	0.00%	01-Apr-12	N/A
Under 5's	R	0.00	0.00	STD	0.00	N/A	0.00	N/A	01-Apr-12	N/A
Under 5's Concession	C	0.00	0.00	STD	0.00	N/A	0.00	N/A	01-Apr-12	N/A
Family (2 adults & 2 children)	R	14.00	17.50	STD	14.00	0.00%	17.50	0.00%	01-Apr-12	N/A
Family (2 adults & 2 children)Concession	C	11.50	15.00	STD	11.50	0.00%	15.00	0.00%	01-Apr-12	N/A
Early morning (adult)	R	2.70	3.50	STD	2.70	0.00%	3.50	0.00%	01-Apr-12	N/A
Early morning (adult)Concession	C	2.20	N/A	STD	2.20	0.00%	N/A	N/A	01-Apr-12	N/A
Evening Swim (adult)	R	3.20	3.80	STD	3.20	0.00%	3.80	0.00%	01-Apr-12	N/A
Evening Swim (adult) Concession	C	2.70	N/A	STD	2.70	0.00%	N/A	N/A	01-Apr-13	N/A

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Swimming - Other										
Birthday Parties Sports hall and room hire (90 minutes)	R	102.00	115.00	STD	102.00	0.00%	115.00	0.00%	01-Apr-12	N/A
Birthday Parties Sports hall and room hire (90 minutes) + party host included	R	125.00	145.00	STD	125.00	0.00%	145.00	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) Adult	R	7.00	8.00	STD	7.00	0.00%	8.00	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) Adult Concession	C	5.20	5.50	STD	5.20	0.00%	5.50	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) Child	R	5.00	5.30	STD	5.00	0.00%	5.30	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) Child Concession	C	3.50	3.60	STD	3.50	0.00%	3.60	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) One to one tuition	R	20.50	23.00	STD	20.50	0.00%	23.00	0.00%	01-Apr-12	N/A
Swimming Instruction (per lesson) One to one tuition Concession	C	17.00	19.00	STD	17.00	0.00%	19.00	0.00%	01-Apr-12	N/A
Swim Crash Course 1/2 hour per day x 5 day (per half hour)	R	20.50	23.00	STD	20.50	0.00%	23.00	0.00%	01-Apr-12	N/A

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Swim Crash Course 1/2 hour per day x 5 day (per half hour) Concession	C	16.50	18.50	STD	16.50	0.00%	18.50	0.00%	01-Apr-12	N/A
Private Hire (Hillingdon Pools from 25 to 33 metres)										
Hourly rate (Other organisations)	R	N/A	120.00	STD	N/A	N/A	120.00	0.00%	01-Apr-13	N/A
Hourly Rate (Hillingdon Clubs)	R	98.00	N/A	STD	98.00	0.00%	N/A	N/A	01-Apr-12	N/A
Per lane per hour (Other organisations)	R	N/A	25.00	STD	N/A	N/A	25.00	0.00%	01-Apr-13	N/A
Per lane per hour (Hillingdon Clubs)	R	20.00	N/A	STD	20.00	0.00%	N/A	N/A	01-Apr-12	N/A
Private Hire (50m Pool)										
Hourly rate (Other organisations)	R	N/A	250.00	STD	N/A	N/A	250.00	0.00%	01-Apr-13	N/A
Hourly Rate (Hillingdon Clubs)	R	190.00	N/A	STD	190.00	0.00%	N/A	N/A	01-Apr-12	N/A
Per lane per hour (Other organisations)	R	N/A	32.50	STD	N/A	N/A	32.50	0.00%	01-Apr-13	N/A
Per lane per hour (Hillingdon Clubs)	R	24.00	N/A	STD	24.00	0.00%	N/A	N/A	01-Apr-12	N/A
School Bookings - Up to 30 children	R	35.00	42.00	STD	35.00	0.00%	42.00	0.00%	01-Apr-12	N/A
School Bookings - Up to 50 children	R	57.00	68.00	STD	57.00	0.00%	68.00	0.00%	01-Apr-12	N/A
School Bookings - Each Additional child	R	1.10	1.30	STD	1.10	0.00%	1.30	0.00%	01-Apr-12	N/A

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Fun Sessions (Children) - 1 hour	R	2.60	2.60	STD	2.60	0.00%	2.60	0.00%	01-Apr-12	N/A
Fun Sessions (Children) - 1 hour(Concessionary)	R	1.80	2.00	STD	1.80	0.00%	2.00	0.00%	01-Apr-12	N/A
Young at Heart										
Single session(highgrove Pool)	R	3.80	4.30	STD	3.80	0.00%	4.30	0.00%	01-Apr-12	N/A
Single session(highgrove pool concessionary)	C	3.00	3.10	STD	3.00	0.00%	3.10	0.00%	01-Apr-12	N/A
Single session (Botwell Green Sports & Leisure Centre)	R	1.50	2.00	STD	1.50	0.00%	2.00	0.00%	01-Apr-12	N/A
Gym										
Gym Inductions (Casual use) Group	R	17.00	20.00	STD	17.00	0.00%	20.00	0.00%	01-Apr-12	N/A
Gym Inductions (Casual use) Group Concession	C	11.00	11.40	STD	11.00	0.00%	11.40	0.00%	01-Apr-12	N/A
Gym Inductions (Casual use) Individual 1:2:1	R	27.00	30.00	STD	27.00	0.00%	30.00	0.00%	01-Apr-12	N/A
Gym Inductions (Casual use) Individual 1:2:1 Concession	C	21.00	21.00	STD	21.00	0.00%	21.00	0.00%	01-Apr-12	N/A
Replacement Card Charge	R	3.20	3.20	STD	3.20	0.00%	3.20	0.00%	01-Apr-12	N/A
Replacement Card Charge concession	C	3.20	3.20	STD	3.20	0.00%	3.20	0.00%	01-Apr-12	N/A

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Casual Gym Session Peak	R	7.00	8.00	STD	7.00	0.00%	8.00	0.00%	01-Apr-12	N/A
Casual Gym Session Peak concession	C	4.30	5.00	STD	4.30	0.00%	5.00	0.00%	01-Apr-12	N/A
Casual Gym Session Off-Peak	R	5.40	6.00	STD	5.40	0.00%	6.00	0.00%	01-Apr-12	N/A
Casual Gym Session Off-	C	2.70	3.30	STD	2.70	0.00%	3.30	0.00%	01-Apr-12	N/A
Coached Fitness Classes Charges	R	6.00	6.80	STD	6.00	0.00%	6.80	0.00%	01-Apr-12	N/A
Coached Fitness Classes Charges concession	C	4.80	5.50	STD	4.80	0.00%	5.50	0.00%	01-Apr-12	N/A

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Health & Fitness Membership										
Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)	R	50.00	60.00	STD	50.00	0.00%	60.00	0.00%	01-Apr-13	N/A
Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool)	R	45.00	55.00	STD	45.00	0.00%	55.00	0.00%	01-Apr-12	N/A
Site Specific Peak	R	39.15	43.50	STD	39.15	0.00%	43.50	0.00%	01-Apr-13	N/A
Off Peak Site Specific Membership	R	34.00	40.00	STD	34.00	0.00%	40.00	0.00%	01-Apr-12	N/A
LBH Employee Membership (Equal to 'Top Level' Membership)	R	39.00	39.00	STD	39.00	0.00%	39.00	0.00%	01-Apr-12	N/A
Health Suite Session	R	4.50	5.10	STD	4.50	0.00%	5.10	0.00%	01-Apr-12	N/A
Health Suite Session concession	C	3.40	3.50	STD	3.40	0.00%	3.50	0.00%	01-Apr-12	N/A

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Main Hall Hire										
Special Events	R	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Hillingdon Sport & Leisure Centre (4 courts)	R	40.00	48.00	STD	40.00	0.00%	48.00	0.00%	01-Apr-12	N/A
Queensmead Sports Centre (6 courts)	R	57.50	66.00	STD	57.50	0.00%	66.00	0.00%	01-Apr-12	N/A
Botwell Leisure Centre (4 courts)	R	40.00	46.00	STD	40.00	0.00%	46.00	0.00%	01-Apr-12	N/A
Dance / Aerobics Studio Hire	R	36.00	41.00	STD	36.00	0.00%	41.00	0.00%	01-Apr-13	N/A
Gymnastics Hall Hire Fee	R	85.00	96.00	STD	85.00	0.00%	96.00	0.00%	01-Apr-12	N/A
Badminton										
Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre)	R	10.00	12.00	STD	10.00	0.00%	12.00	0.00%	01-Apr-12	N/A
Peak - Per court (Queensmead Sports Centre)	R	9.70	11.00	STD	9.70	0.00%	11.00	0.00%	01-Apr-12	N/A
Off Peak - Per court (All	R	6.00	7.00	STD	6.00	0.00%	7.00	0.00%	01-Apr-12	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Other										
Trampoline / Martial Arts etc.	R	21.00	24.00	STD	21.00	0.00%	24.00	0.00%	01-Apr-12	N/A
Queensmead SC - Netball / 5-a-side External / Al (including floodlights) (per court)	R	26.00	30.00	STD	26.00	0.00%	30.00	0.00%	01-Apr-13	N/A
Cricket Lane Charges	R	30.00	34.00	STD	30.00	0.00%	34.00	0.00%	01-Apr-12	N/A
Table Tennis per table	R	6.20	7.00	STD	6.20	0.00%	7.00	0.00%	01-Apr-12	N/A
Holiday Activity										
Weekly - Full day	R	75.00	85.00	STD	75.00	0.00%	85.00	0.00%	01-Apr-12	N/A
Weekly - Full day concession	C	51.00	51.00	STD	51.00	0.00%	51.00	0.00%	01-Apr-12	N/A
Weekly - Full day each Additional child from family	R	60.00	66.00	STD	60.00	0.00%	66.00	0.00%	01-Apr-12	N/A
Weekly - Full day each Additional child from family concession	C	42.00	42.00	STD	42.00	0.00%	42.00	0.00%	01-Apr-12	N/A
Daily - Full day	R	18.00	20.00	STD	18.00	0.00%	20.00	0.00%	01-Apr-12	N/A
Daily - Full day concession	C	11.50	11.50	STD	11.50	0.00%	11.50	0.00%	01-Apr-12	N/A
Daily - Full day each Additional child from family	R	14.00	15.50	STD	14.00	0.00%	15.50	0.00%	01-Apr-12	N/A
Daily - Full day each Additional child from family concession	C	8.50	8.50	STD	8.50	0.00%	8.50	0.00%	01-Apr-12	N/A

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Athletics										
Adult	R	3.00	3.50	STD	3.00	0.00%	3.50	0.00%	01-Apr-13	N/A
Adult concession	C	1.70	1.80	STD	1.70	0.00%	1.80	0.00%	01-Apr-12	N/A
Child	R	1.70	1.80	STD	1.70	0.00%	1.80	0.00%	01-Apr-12	N/A
Child concession	C	1.20	1.20		1.20	0.00%	1.20	0.00%	01-Apr-12	N/A
Spectators	R	0.50	0.50	STD	0.50	0.00%	0.50	0.00%	01-Apr-12	N/A
Meetings - Hillingdon Clubs / Schools (Monday - Friday)	R	37.00	N/A	STD	37.00	0.00%	N/A	N/A	01-Apr-12	N/A
Meetings - Hillingdon Clubs / Schools (Weekends)	R	44.00	N/A	STD	44.00	0.00%	N/A	N/A	01-Apr-12	N/A
Meetings - Other	R	N/A	56.00	STD	N/A	N/A	56.00	0.00%	01-Apr-13	N/A
Meetings - Other Organisations (Weekends)	R	N/a	62.50	STD	N/a	N/A	62.50	0.00%	01-Apr-13	N/A
Meetings - Events - Additional cost per hour	R	54.00	55.00	STD	54.00	0.00%	55.00	0.00%	01-Apr-12	N/A
Meeting Room Full day (8 hrs max)	R	195.00	230.00	STD	195.00	0.00%	230.00	0.00%	01-Apr-12	N/A
Meeting Room Evening	R	40.00	48.00	STD	40.00	0.00%	48.00	0.00%	01-Apr-12	N/A
Meeting Room Part day (rate per hour)	R	32.00	37.50	STD	32.00	0.00%	37.50	0.00%	01-Apr-12	N/A

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Football Pitch										
1 to 2 matches (per match)	R	200.00	230.00	STD	200.00	0.00%	230.00	0.00%	01-Apr-12	N/A
3 to 5 matches (per match)	R	175.00	200.00	STD	175.00	0.00%	200.00	0.00%	01-Apr-12	N/A
6 to 9 matches (per match)	R	150.00	170.00	STD	150.00	0.00%	170.00	0.00%	01-Apr-12	N/A
10 or more matches (per match)	R	135.00	150.00	STD	135.00	0.00%	150.00	0.00%	01-Apr-12	N/A
Astroturf Pitch										
Full pitch	R	105.00	125.00	STD	105.00	0.00%	125.00	0.00%	01-Apr-12	N/A
1/3 pitch	R	57.50	67.50	STD	57.50	0.00%	67.50	0.00%	01-Apr-12	N/A
Botwell Green										
Full Pitch (Botwell Green Sport & Leisure Centre)	R	81.00	95.00	STD	81.00	0.00%	95.00	0.00%	01-Apr-12	N/A
Half Pitch (Botwell Green Sports & Leisure Centre)	R	58.00	65.00	STD	58.00	0.00%	65.00	0.00%	01-Apr-12	N/A
Petanque										
Casual use	R	1.20	2.00	STD	1.20	0.00%	2.00	0.00%	01-Apr-12	N/A
Full pitch (six)	R	26.00	32.00	STD	26.00	0.00%	32.00	0.00%	01-Apr-12	N/A
1/6 pitch	R	5.20	7.00	STD	5.20	0.00%	7.00	0.00%	01-Apr-12	N/A

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Gymnastics & Other Junior Activities										
Gym Tots & Pre School 45 minute lessons	R	4.65	4.70	STD	4.65	0.00%	4.70	0.00%	01-Apr-12	N/A
Gym Tots & Pre School 45 minute lessons concession	C	3.50	3.60	STD	3.50	0.00%	3.60	0.00%	01-Apr-12	N/A
General Gym 1-5	R	4.95	5.10	STD	4.95	0.00%	5.10	0.00%	01-Apr-12	N/A
General Gym 1-5 concessions	C	4.00	4.10	STD	4.00	0.00%	4.10	0.00%	01-Apr-12	N/A
Football	R	4.95	5.10	STD	4.95	0.00%	5.10	0.00%	01-Apr-12	N/A
Football concession	C	4.00	4.10	STD	4.00	0.00%	4.10	0.00%	01-Apr-12	N/A
Trampolining (Intermediate)	R	4.95	5.10	STD	4.95	0.00%	5.10	0.00%	01-Apr-12	N/A
Trampolining (Intermediate) concession	C	4.00	4.10	STD	4.00	0.00%	4.10	0.00%	01-Apr-12	N/A
Adult Gymnastics	R	8.20	9.00	STD	8.20	0.00%	9.00	0.00%	01-Apr-12	N/A
Adult Gymnastics concession	C	6.20	7.30	STD	6.20	0.00%	7.30	0.00%	01-Apr-12	N/A
Development & Floor & Vault Squad 2	R	4.20	4.30	STD	4.20	0.00%	4.30	0.00%	01-Apr-12	N/A
Development & Floor & Vault Squad 2 concession	C	3.20	3.30	STD	3.20	0.00%	3.30	0.00%	01-Apr-12	N/A
Development & Floor & Vault Squad 1	R	3.70	3.80	STD	3.70	0.00%	3.80	0.00%	01-Apr-12	N/A
Development & Floor &	C	2.70	2.80	STD	2.70	0.00%	2.80	0.00%	01-Apr-12	N/A
Sports Acro Squad	R	2.70	2.80	STD	2.70	0.00%	2.80	0.00%	01-Apr-12	N/A

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Sports Acro Squad concession	C	1.70	1.80	STD	1.70	0.00%	1.80	0.00%	01-Apr-12	N/A
Additionsal staff for parties	R	23.00	23.00	STD	23.00	0.00%	23.00	0.00%	01-Apr-12	N/A
Additionsal staff for parties concession	C	23.00	23.00	STD	23.00	0.00%	23.00	0.00%	01-Apr-12	N/A
Creche off-peak	R	2.15	2.20	STD	2.15	0.00%	2.20	0.00%	01-Apr-12	N/A
Creche off-peak concession	C	1.50	1.55	STD	1.50	0.00%	1.55	0.00%	01-Apr-12	N/A
Creche peak	R	2.80	2.80	STD	2.80	0.00%	2.80	0.00%	01-Apr-12	N/A
Creche peak concession	C	2.00	2.10	STD	2.00	0.00%	2.10	0.00%	01-Apr-12	N/A
Toddlers World	R	4.10	4.10	STD	4.10	0.00%	4.10	0.00%	01-Apr-12	N/A
Toddlers World	R	3.70	3.70	STD	3.70	0.00%	3.70	0.00%	01-Apr-13	N/A
Sports Development Subsidised Charges										
StreetGames (Typical charge per Hour)	C	3.00	3.00	STD	3.00	0.00%	3.00	0.00%	01-Apr-13	N/A
Back to Sport(Typical charge per hour)	C	5.00	5.00	STD	5.00	0.00%	5.00	0.00%	01-Apr-13	N/A
Back to Golf(typical charge per hour)	C	8.00	8.00	STD	8.00	0.00%	8.00	0.00%	01-Apr-13	N/A
Coach Education workshop (based on 3hr session)	C	28.00	33.00	STD	28.00	0.00%	33.00	0.00%	01-Apr-13	N/A

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12. Ice Rink										
Off Peak Adult	R	5.00	N/A	STD	5.00	0.00%	N/A	N/A	01-Apr-12	N/A
Peak Adult	R	7.00	N/A	STD	7.00	0.00%	N/A	N/A	01-Jan-11	N/A
Peak Child / Concessionary	R	5.50	6.00	STD	5.50	0.00%	6.00	0.00%	01-Jan-11	N/A
Off Peak Child / Concessionary	R	3.50	4.00	STD	3.50	0.00%	4.00	0.00%	01-Jan-11	N/A
Schools Shared Session	S	110.00	N/A	STD	110.00	0.00%	N/A	N/A	01-Jan-11	N/A
School sole session	S	230.00	N/A	STD	230.00	0.00%	N/A	N/A	01-Jan-11	N/A
Peak Family	R	20.00	N/A	STD	20.00	0.00%	N/A	N/A	01-Jan-11	N/A
Off Peak Family	R	14.00	N/A	STD	14.00	0.00%	N/A	N/A	01-Jan-11	N/A
Peak Adult Group Discount	R	5.60	6.00	STD	5.60	0.00%	6.00	0.00%	01-Jan-11	N/A
Off Peak Adult Group Discount	R	4.00	4.00	STD	4.00	0.00%	4.00	0.00%	01-Jan-11	N/A
Peak Child Group Discount	R	4.40	N/A	STD	4.40	0.00%	N/A	N/A	01-Jan-11	N/A
Off Peak Child Group Discount	R	2.80	N/A	STD	2.80	0.00%	N/A	N/A	01-Jan-11	N/A
Sponsorship Income	B	1,200.00	N/A	STD	1,200.00	0.00%	N/A	N/A	01-Apr-13	N/A

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Hayes Carnival										
Cost per pitch(commercial organisations)	B	75.00	115.00	EXP	75.00	0.00%	115.00	0.00%	01-Apr-13	N/A
Cost Per Pitch(commercial organisations)Prompt Payment borough based only	B	40.00	N/A	EXP	40.00	0.00%	N/A	N/A	01-Apr-13	N/A
Cost per pitch (charities)	C	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-13	N/A

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13. Golf Courses										
Golf Courses - Season Tickets										
7 day season ticket	R	525.00	530.00	STD	525.00	0.00%	530.00	0.00%	28-Oct-12	N/A
5 day season ticket	R	399.00	399.00	STD	399.00	0.00%	399.00	0.00%	01-Apr-13	N/A
Senior / income support concession	C	150.00	150.00	STD	150.00	0.00%	150.00	0.00%	01-Apr-13	N/A
Student concession	C	150.00	250.00	STD	150.00	0.00%	250.00	0.00%	28-Oct-12	N/A
Junior concession	C	120.00	120.00	STD	120.00	0.00%	120.00	0.00%	01-Apr-13	N/A
Golf Courses - Green Fees (Haste Hill / Ruislip)										
Adult 18 holes (Monday to Friday)	R	14.00	17.00	STD	14.00	0.00%	17.00	0.00%	28-Oct-12	N/A
Adult 18 holes (weekends and bank holidays)	R	20.00	23.00	STD	20.00	0.00%	23.00	0.00%	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Adult 12pm to 2pm (weekends and bank holidays)	R	15.00	18.00	STD	15.00	0.00%	18.00	0.00%	28-Oct-12	N/A
Adult dusk (weekends and bank holidays)	R	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Senior / Junior / Student (Monday to Friday) concession	C	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Junior / Student (weekends and bank holidays) concession	C	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A

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Golf Courses - Green Fees (Uxbridge)										
Adult 18 holes (Monday to Friday)	R	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Adult 18 holes (weekends and bank holidays)	R	12.00	12.50	STD	12.00	0.00%	12.50	0.00%	01-Apr-13	N/A
Adult 12 holes (Monday to Friday)	R	7.00	10.00	STD	7.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Adult dusk (Monday to Friday)	R	6.00	7.00	STD	6.00	0.00%	7.00	0.00%	01-Apr-13	N/A
Adult dusk (weekends and bank holidays)	R	7.00	8.00	STD	7.00	0.00%	8.00	0.00%	01-Apr-13	N/A
Senior / Junior / Student (Monday to Friday)	R	7.00	7.50	STD	7.00	0.00%	7.50	0.00%	01-Apr-13	N/A
Junior / Student (weekends and bank holidays)	R	8.00	8.00	STD	8.00	0.00%	8.00	0.00%	01-Apr-13	N/A

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Golf Courses - Golf Society Prices (Haste Hill / Ruislip only)										
18 holes (Monday to Friday) (Ruislip)	R	12.00	14.00	STD	12.00	0.00%	14.00	0.00%	28-Oct-12	N/A
18 holes (Monday to Friday) (Haste Hill)	R	12.00	15.00	STD	12.00	0.00%	15.00	0.00%	28-Oct-12	N/A
18 holes (weekends and bank holidays) (Ruislip)	R	17.00	22.00	STD	17.00	0.00%	22.00	0.00%	28-Oct-12	N/A
18 holes (weekends and bank holidays) (Haste Hill)	R	17.00	20.00	STD	17.00	0.00%	20.00	0.00%	28-Oct-12	N/A
27 holes (Monday to Friday)	R	20.00	22.50	STD	20.00	0.00%	22.50	0.00%	28-Oct-12	N/A
27 holes (weekends and bank holidays)	R	24.00	25.00	STD	24.00	0.00%	25.00	0.00%	28-Oct-12	N/A
36 holes (Monday to Friday) (Haste Hill only)	R	25.00	27.00	STD	25.00	0.00%	27.00	0.00%	28-Oct-12	N/A
36 holes (weekends and bank holidays) (Haste Hill only)	R	30.00	35.00	STD	30.00	0.00%	35.00	0.00%	28-Oct-12	N/A

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Golf Courses - Bring a Friend Green Fees (Haste Hill / Ruislip) (Season Ticket Holders Only)										
Adult 18 holes (Monday to Friday)	R	12.60	15.30	STD	12.60	0.00%	15.30	0.00%	28-Oct-12	N/A
Adult 18 holes (weekends and bank holidays)	R	18.00	20.70	STD	18.00	0.00%	20.70	0.00%	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	9.00	9.00	STD	9.00	0.00%	9.00	0.00%	01-Apr-13	N/A
Adult 12pm to 2pm (weekends and bank holidays)	R	13.50	15.30	STD	13.50	0.00%	15.30	0.00%	28-Oct-12	N/A
Adult dusk (weekends and bank holidays)	R	9.00	15.30	STD	9.00	0.00%	15.30	0.00%	28-Oct-12	N/A
Senior / Junior / Student (Monday to Friday) concession	C	9.00	9.00	STD	9.00	0.00%	9.00	0.00%	01-Apr-13	N/A
Junior / Student (weekends and bank holidays) concession	C	9.00	9.00	STD	9.00	0.00%	9.00	0.00%	01-Apr-13	N/A

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Golf Courses - Bring a Friend Green Fees (Uxbridge) (Season Ticket Holders Only)										
Adult 18 holes (Monday to Friday)	R	9.00	9.00	STD	9.00	0.00%	9.00	0.00%	01-Apr-13	N/A
Adult 18 holes (weekends and bank holidays)	R	10.80	11.25	STD	10.80	0.00%	11.25	0.00%	28-Oct-12	N/A
Adult 12 holes (Monday to Friday)	R	6.30	10.00	STD	6.30	0.00%	10.00	0.00%	28-Oct-12	N/A
Adult dusk (Monday to Friday)	R	5.40	7.00	STD	5.40	0.00%	7.00	0.00%	28-Oct-12	N/A
Adult dusk (weekends and bank holidays)	R	6.30	8.00	STD	6.30	0.00%	8.00	0.00%	28-Oct-12	N/A
Senior / Junior / Student (Monday to Friday)	R	6.30	7.50	STD	6.30	0.00%	7.50	0.00%	28-Oct-12	N/A
Junior / Student (weekends and bank holidays)	R	7.20	8.00	STD	7.20	0.00%	8.00	0.00%	28-Oct-12	N/A

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14. Breakspear Crematorium										
Cremation Fees										
Stillborn. inc Organist	R	44.00	44.00	EXP	44.00	0.00%	44.00	0.00%	01-Apr-12	N/A
Children 6 years and under. inc Organist	R	72.00	72.00	EXP	72.00	0.00%	72.00	0.00%	01-Apr-12	N/A
Children 7 - 11 years. inc Organist	R	114.00	114.00	EXP	114.00	0.00%	114.00	0.00%	01-Apr-12	N/A
Children 12 - 17 years. inc Organist	R	218.00	218.00	EXP	218.00	0.00%	218.00	0.00%	01-Apr-12	N/A
Over 17 years. inc Organist	R	550.00	550.00	EXP	550.00	0.00%	550.00	0.00%	01-Apr-12	N/A
Cremation of retained organs										
Additional Service Time	R	178.00	178.00	EXP	178.00	0.00%	178.00	0.00%	01-Apr-12	N/A
Cancellations	R	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-12	N/A
Certificates of Cremation - overseas	R	21.00	21.00	EXP	21.00	0.00%	21.00	0.00%	01-Apr-12	N/A
Scattering of Ashes	R	48.00	48.00	EXP	48.00	0.00%	48.00	0.00%	01-Apr-12	N/A
Retaining cremated remains(per month)	R	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-12	N/A
Postage & Packing in Polytainer UK only	R	58.00	58.00	EXP	58.00	0.00%	58.00	0.00%	01-Apr-12	N/A
Baby Urn - poly	R	10.00	10.00	STD	10.00	0.00%	10.00	0.00%	01-Apr-12	N/A
Supply New Garden Seat inc 10 years lease	R	1,544.00	1,544.00	STD	1,544.00	0.00%	1,544.00	0.00%	01-Apr-12	N/A

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Trees & Shrubs - rose bushes inc 5 years lease	R	235.00	235.00	STD	235.00	0.00%	235.00	0.00%	01-Apr-12	N/A
Trees & Shrubs - rose trees inc 5 years lease	R	290.00	290.00	STD	290.00	0.00%	290.00	0.00%	01-Apr-12	N/A
Trees & Shrubs - ornamental shrubs inc 5 years lease	R	290.00	290.00	STD	290.00	0.00%	290.00	0.00%	01-Apr-12	N/A
Trees & Shrubs - ornamental trees (10 years)	R	394.00	394.00	STD	394.00	0.00%	394.00	0.00%	01-Apr-12	N/A
Plaque for trees, shrubs, roses or seats	R	91.00	91.00	STD	91.00	0.00%	91.00	0.00%	01-Apr-12	N/A
Book of Remembrance - 2 line entry	R	61.00	61.00	STD	61.00	0.00%	61.00	0.00%	01-Apr-12	N/A
Book of Remembrance - 5 line entry	R	106.00	106.00	STD	106.00	0.00%	106.00	0.00%	01-Apr-12	N/A
Book of Remembrance - 8 line entry	R	158.00	158.00	STD	158.00	0.00%	158.00	0.00%	01-Apr-12	N/A
Book of Remembrance - 10 line entry	R	193.00	193.00	STD	193.00	0.00%	193.00	0.00%	01-Apr-12	N/A
Extra - Floral Emblem	R	80.00	80.00	STD	80.00	0.00%	80.00	0.00%	01-Apr-21	N/A
Extra - Full Heraldic Device	R	120.00	120.00	STD	120.00	0.00%	120.00	0.00%	01-Apr-12	N/A
Memorial Cards - 2 line entry	R	40.00	40.00	STD	40.00	0.00%	40.00	0.00%	01-Apr-12	N/A
Memorial Cards - 5 line entry	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-12	N/A

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Memorial Cards - 8 line entry	R	98.00	98.00	STD	98.00	0.00%	98.00	0.00%	01-Apr-12	N/A
Memorial Cards - 10 line entry	R	126.00	126.00	STD	126.00	0.00%	126.00	0.00%	01-Apr-12	N/A
Memorial Booklets - 2 line entry	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-12	N/A
Memorial Booklets - 5 line entry	R	82.00	82.00	STD	82.00	0.00%	82.00	0.00%	01-Apr-12	N/A
Memorial Booklets - 8 line entry	R	126.00	126.00	STD	126.00	0.00%	126.00	0.00%	01-Apr-12	N/A
Memorial Booklets - 10 line entry	R	157.00	157.00	STD	157.00	0.00%	157.00	0.00%	01-Apr-12	N/A
Additional lines in Booklets - 2 line entry	R	35.00	35.00	STD	35.00	0.00%	35.00	0.00%	01-Apr-12	N/A
Additional lines in Booklets - 5 line entry	R	53.00	53.00	STD	53.00	0.00%	53.00	0.00%	01-Apr-12	N/A
Additional lines in Booklets - 8 line entry	R	90.00	90.00	STD	90.00	0.00%	90.00	0.00%	01-Apr-12	N/A
Additional lines in Booklets - 10 line entry	R	116.00	116.00	STD	116.00	0.00%	116.00	0.00%	01-Apr-12	N/A

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Garden Niches										
10 years incl Urn & Inspection (new facility)	R	1,675.00	1,675.00	STD	1,675.00	0.00%	1,675.00	0.00%	01-Apr-12	N/A
Columbarium Niches - single-inc 10 years lease	R	363.00	363.00	EXP	363.00	0.00%	363.00	0.00%	01-Apr-12	N/A
Columbarium Niches - double-inc 10 years lease	R	606.00	606.00	EXP	606.00	0.00%	606.00	0.00%	01-Apr-12	N/A
Langley casket up to 50 characters	R	215.00	215.00	EXP	215.00	0.00%	215.00	0.00%	01-Apr-12	N/A
Metal Urn	R	33.00	33.00	EXP	33.00	0.00%	33.00	0.00%	01-Apr-12	N/A
Cloister Spaces - single-inc 10 years lease	R	157.00	157.00	EXP	157.00	0.00%	157.00	0.00%	01-Apr-12	N/A
Inscription	R	86.00	86.00	EXP	86.00	0.00%	86.00	0.00%	01-Apr-12	N/A
Cloister Spaces - double-inc 10 years lease	R	359.00	359.00	EXP	359.00	0.00%	359.00	0.00%	01-Apr-12	N/A
Inscription	R	132.00	132.00	EXP	132.00	0.00%	132.00	0.00%	01-Apr-12	N/A

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Classic - inc 5 years lease										
Window Spaces	R	254.00	254.00	EXP	254.00	0.00%	254.00	0.00%	01-Apr-12	N/A
Inscription	R	113.00	113.00	STD	113.00	0.00%	113.00	0.00%	01-Apr-12	N/A
New Flower Vases	R	456.00	456.00	STD	456.00	0.00%	456.00	0.00%	01-Apr-12	N/A
Additional letters each	R	6.30	6.30	STD	6.30	0.00%	6.30	0.00%	01-Apr-12	N/A
Additional Guilded Motif	R	128.00	128.00	STD	128.00	0.00%	128.00	0.00%	01-Apr-12	N/A
Additional Hand Painted Motif	R	190.00	190.00	STD	190.00	0.00%	190.00	0.00%	01-Apr-12	N/A
Photoplaque	R	190.00	190.00	STD	190.00	0.00%	190.00	0.00%	01-Apr-12	N/A
New Windows -- Small -- 10 years -I colour	R	567.00	567.00	STD	567.00	0.00%	567.00	0.00%	01-Apr-12	N/A

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15. Cemeteries										
Adult Interments (persons exceeding 16 years of age at death) - In New Private Graves										
Depth for 1 interment	R	540.00	1,120.00	EXP	540.00	0.00%	1,120.00	0.00%	01-Apr-13	N/A
Depth for 2 interment	R	590.00	1,220.00	EXP	590.00	0.00%	1,220.00	0.00%	01-Apr-13	N/A
Depth for 3 interment	R	720.00	1,490.00	EXP	720.00	0.00%	1,490.00	0.00%	01-Apr-13	N/A
Depth for 4 interment	R	830.00	1,720.00	EXP	830.00	0.00%	1,720.00	0.00%	01-Apr-13	N/A
Adult Interments (persons exceeding 16 years of age at death) - In Re-Opened Private Graves										
Depth for 1 interment	R	580.00	1,200.00	EXP	580.00	0.00%	1,200.00	0.00%	01-Apr-13	N/A
Depth for 2 interment	R	730.00	1,510.00	EXP	730.00	0.00%	1,510.00	0.00%	01-Apr-13	N/A
Depth for 3 interment	R	875.00	1,810.00	EXP	875.00	0.00%	1,810.00	0.00%	01-Apr-13	N/A
Depth for 4 interment	R	1,095.00	2,260.00	EXP	1,095.00	0.00%	2,260.00	0.00%	01-Apr-13	N/A
Interment of Infants (a stillborn child or child whose age at death did not exceed 3 years "Infants")										
In Child's grave	R	40.00	82.00	EXP	40.00	0.00%	82.00	0.00%	01-Apr-13	N/A
In private grave (single depth)	R	90.00	184.00	EXP	90.00	0.00%	184.00	0.00%	01-Apr-13	N/A
In private grave for the child's interment plus 2 adults	R	180.00	370.00	EXP	180.00	0.00%	370.00	0.00%	01-Apr-13	N/A
In private grave for the child's interment plus 3 adults	R	225.00	460.00	EXP	225.00	0.00%	460.00	0.00%	01-Apr-13	N/A
In Child's grave (where applicable)	R	86.00	176.00	EXP	86.00	0.00%	176.00	0.00%	01-Apr-13	N/A
In private grave (single depth)	R	125.00	256.00	EXP	125.00	0.00%	256.00	0.00%	01-Apr-13	N/A

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In private grave for the child's interment plus 2 adults	R	300.00	620.00	EXP	300.00	0.00%	620.00	0.00%	01-Apr-13	N/A
In private grave for the child's interment plus 3 adults	R	380.00	780.00	EXP	380.00	0.00%	780.00	0.00%	01-Apr-13	N/A
Interment of Cremated Remains (within full private graves)										
When the grave is closed to full interments	R	172.00	356.00	EXP	172.00	0.00%	356.00	0.00%	01-Apr-13	N/A
To a depth to permit 1 further full interment	R	338.00	690.00	EXP	338.00	0.00%	690.00	0.00%	01-Apr-13	N/A
To a depth to permit 2 further full interment	R	490.00	1,000.00	EXP	490.00	0.00%	1,000.00	0.00%	01-Apr-13	N/A
To a depth to permit 3 further full interment	R	640.00	1,320.00	EXP	640.00	0.00%	1,320.00	0.00%	01-Apr-13	N/A
To scatter cremated remains (within Cremation Section and Columbaria)	R	76.00	156.00	EXP	76.00	0.00%	156.00	0.00%	01-Apr-13	N/A
New and re-open cremation graves	R	172.00	352.00	EXP	172.00	0.00%	352.00	0.00%	01-Apr-13	N/A
Re-opening of Columbaria units	R	132.00	270.00	EXP	132.00	0.00%	270.00	0.00%	01-Apr-13	N/A

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Interments in Heritage Graves										
Adults interment	R	465.00	960.00	EXP	465.00	0.00%	960.00	0.00%	01-Apr-13	N/A
Childs interment	R	173.00	356.00	EXP	173.00	0.00%	356.00	0.00%	01-Apr-13	N/A
Infants interment	R	110.00	226.00	EXP	110.00	0.00%	226.00	0.00%	01-Apr-13	N/A
Grave Digging Surcharges										
For a variation in size within 2"	R	136.00	280.00	EXP	136.00	0.00%	280.00	0.00%	01-Apr-13	N/A
For a variation in size between 2" and 4"	R	260.00	536.00	EXP	260.00	0.00%	536.00	0.00%	01-Apr-13	N/A
For a variation in size between 4" and 6"	R	393.00	810.00	EXP	393.00	0.00%	810.00	0.00%	01-Apr-13	N/A
For a variation in size in excess of 6"	R	518.00	1,060.00	EXP	518.00	0.00%	1,060.00	0.00%	01-Apr-13	N/A
Exclusive rights of burial (Conventional Graves)										
Grave space measuring 9 feet by 4 feet	R	1,680.00	4,320.00	EXP	1,680.00	0.00%	4,320.00	0.00%	01-Feb-13	N/A
Grave space measuring 9 feet by 8 feet	R	3,360.00	8,640.00	EXP	3,360.00	0.00%	8,640.00	0.00%	01-Feb-13	N/A
Exclusive rights of burial (Lawn Section Graves)										
Grave space measuring 9 feet by 4 feet	R	1,200.00	2,880.00	EXP	1,200.00	0.00%	2,880.00	0.00%	01-Feb-13	N/A
Grave space measuring 9 feet by 8 feet	R	2,400.00	5,760.00	EXP	2,400.00	0.00%	5,760.00	0.00%	01-Feb-13	N/A
Exclusive rights of burial (Bricked Grave or Vault)										
Grave space measuring 9 feet by 4 feet	R	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	N/A
Grave space measuring 9 feet by 8 feet	R	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	N/A

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Lined Muslim Graves										
For traditional uncoffined burial	R	1,800.00	3,720.00	EXP	1,800.00	0.00%	3,720.00	0.00%	01-Apr-13	N/A
Children's Section Graves										
Gravespace measuring 4 feet by 2 feet	R	300.00	620.00	EXP	300.00	0.00%	620.00	0.00%	01-Apr-13	N/A
Woodland Graves (West Drayton Cemetery) Special Regulations Apply										
Gravespace measuring 9 feet by 4 feet	R	750.00	1,550.00	EXP	750.00	0.00%	1,550.00	0.00%	01-Apr-13	N/A

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16. Development Control										
Planning Fees										
Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer	M	120.00	N/A	STD	0.00	-100.00%	N/A	N/A	01-Apr-11	01-Jan-14
Householders - Category A Development	M	6,000.00	N/A	STD	4,200.00	-30.00%	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category A Development	M	1,560.00	N/A	STD	2,100.00	34.62%	N/A	N/A	01-Apr-11	01-Jan-14
Pre Application Fees - Category B Development	M	4,200.00	N/A	STD	3,000.00	-28.57%	N/A	N/A	01-Apr-11	01-Jan-14
Pre Application Fees - Category C Development	M	2,280.00	N/A	STD	2,280.00	0.00%	N/A	N/A	01-Apr-11	01-Jan-14
Pre Application Fees - Category D Development	M	1,140.00	N/A	STD	1,000.00	-12.28%	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category B Development	M	1,080.00	N/A	STD	1,500.00	38.89%	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category C Development	M	1,080.00	N/A	STD	1,140.00	5.56%	N/A	N/A	01-Apr-11	01-Jan-14

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Follow up Meetings - Category D Development	M	485.00	N/A	STD	500.00	3.09%	N/A	N/A	01-Apr-11	01-Jan-14
Pre Application Fees - Category E Development	M	600.00	N/A	STD	600.00	0.00%	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category E Development	M	0.00	N/A	STD	300.00	N/A	N/A	N/A		01-Jan-14
Other Developments - All other Development excluding householder development and work to trees - Category H	M	270.00	N/A	STD	270.00	0.00%	N/A	N/A	01-Apr-11	01-Jan-14
Householders - Minor Applications - Category F	M	270.00	N/A	STD	270.00	0.00%	N/A	N/A	01-Apr-11	01-Jan-14
Follow up Meetings - Category F Development	M	0.00	N/A	STD	135.00	N/A	N/A	N/A		01-Jan-14
Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required	M	120.00	N/A	STD	0.00	-100.00%	N/A	N/A	01-Apr-11	01-Jan-14

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Duty Planning Advice Follow up Meetings - General Advice (Householder, Small Scale Adverts)	M	N/A	N/A	STD	100.00	N/A	N/A	N/A		N/A
Duty Planning Advice Follow up Meetings -	M	N/A	N/A	STD	50.00	N/A	N/A	N/A		N/A
Duty Planning Advice Follow up Meetings - Advice re: multiple trees (Tree / Aboricultural Advice)	M	N/A	N/A	STD	100.00	N/A	N/A	N/A		N/A
Duty Planning Advice Follow up Meetings - Enforcement Advice (Responding to solicitors enquires related to conveyancing matters)	M	N/A	N/A	STD	150.00	N/A	N/A	N/A		N/A
Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees	M	240.00	N/A	STD	240.00	0.00%	N/A	N/A	01-Apr-11	01-Jan-14

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Planning - Additional Other Charges										
Copy Planning Decision	M	15.00	N/A	STD	15.00	0.00%	N/A	N/A	01-Apr-11	N/A
Copy Appeal Decision	M	15.00	N/A	STD	15.00	0.00%	N/A	N/A	01-Apr-11	N/A
Copy TPO with A4 - A3 Plans	M	20.00	N/A	STD	20.00	0.00%	N/A	N/A	01-Apr-11	N/A
General Photocopying / Printing including copies of letters, application forms, officer reports etc. (A4 size only)	M	0.20	N/A	STD	0.20	0.00%	N/A	N/A	01-Apr-11	N/A
Site History Research, Bulk Copying / Printing or other general planning research utilising officer time.	M	30.00	60.00	STD	30.00	0.00%	60.00	0.00%	01-Apr-11	N/A
Copy Plans (Paper or Scanned) A3 Copy or Extract - Per Plan	M	5.00	N/A	STD	5.00	0.00%	N/A	N/A	01-Apr-11	N/A
Copy Plans (Paper or Scanned) A2 -A10 - Per Plan	M	15.00	N/A	STD	15.00	0.00%	N/A	N/A	01-Apr-11	N/A
Copy Plan (from Mvicrofilm) A3 Plan - Per Plam	M	15.00		STD	15.00	0.00%	N/A	N/A	01-Apr-11	N/A
Copy Plan (from Mvicrofilm) A2-A10 Plan - Per Plam	M	25.00		STD	25.00	0.00%	N/A	N/A	01-Apr-11	N/A

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BAA Fees										
GDPO Applications and other Planning Related Work										
Scoping/screening opinions	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-11	N/A
6 pre-application meetings a year - per meeting	B	750.00	750.00	STD	750.00	0.00%	750.00	0.00%	01-Apr-11	N/A
Considerations	B	85.00	85.00	NB	85.00	0.00%	85.00	0.00%	01-Apr-11	N/A
Application where no extra floorspace is created	B	170.00	170.00	NB	170.00	0.00%	170.00	0.00%	01-Apr-11	N/A
Minor Developments										
Floorspace created no larger than 1000m2 or site no bigger than 1hectares	B	850.00	850.00	NB	850.00	0.00%	850.00	0.00%	01-Apr-11	N/A
Major Developments										
Band A 1,000m2 to 10,000m2 or between 1 and 5 hectares	B	3,400.00	3,400.00	NB	3,400.00	0.00%	3,400.00	0.00%	01-Apr-11	N/A
Band B 10,000m2 to 20,000m2 or between 5 and 10 hectares	B	6,800.00	6,800.00	NB	6,800.00	0.00%	6,800.00	0.00%	01-Apr-11	N/A
Band C above 20,000m2 or above 10 hectares fee	B	18,000.00	18,000.00	NB	18,000.00	0.00%	18,000.00	0.00%	01-Apr-11	N/A

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17. Green Spaces Hall Hire Charges										
Meeting Hall Hire - Scale 1 (Haydon Hall)										
Rooms 1, 3 + 5 Mon - Fri	B	38.00	40.00	EXP	38.00	0.00%	40.00	0.00%	01-Apr-13	N/A
Whole Hall Sat / Sun & Bank Holidays	B	55.00	58.00	EXP	55.00	0.00%	58.00	0.00%	01-Apr-13	N/A
Rooms 2 or 4 or 6 Mon - Fri	B	32.00	33.50	EXP	32.00	0.00%	33.50	0.00%	01-Apr-13	N/A
Meeting Hall Hire - Scale 2										
Rooms 1, 3 + 5 Mon - Fri	B	20.00	21.25	EXP	20.00	0.00%	21.25	0.00%	01-Apr-13	N/A
Whole Hall Sat / Sun & Bank Holidays	B	29.00	30.30	EXP	29.00	0.00%	30.30	0.00%	01-Apr-13	N/A
Rooms 2 or 4 or 6 Mon - Fri	B	16.00	16.20	EXP	16.00	0.00%	16.20	0.00%	01-Apr-13	N/A
Cavendish Hall (Leased to Richtone Ltd - prices shown are the maximum that										
Ground floor hall Mon - Thurs	B	19.00	20.00	EXP	19.00	0.00%	20.00	0.00%	01-Apr-13	N/A
First floor hall Mon - Thurs	B	19.00	20.00	EXP	19.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Upstairs small room Mon - Thurs	B	15.00	15.70	EXP	15.00	0.00%	15.70	0.00%	01-Apr-13	N/A
Ground floor hall Fri / Sat / Sun	B	27.00	28.50	EXP	27.00	0.00%	28.50	0.00%	01-Apr-13	N/A
First floor hall Fri / Sat / Sun	B	27.00	28.50	EXP	27.00	0.00%	28.50	0.00%	01-Apr-13	N/A
Upstairs small room Fri / Sat / Sun	B	16.00	17.00	EXP	16.00	0.00%	17.00	0.00%	01-Apr-13	N/A

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The Grange (Leased to Lido Catering Co Ltd - prices shown are the maximum										
Large Room Mon - Thurs	B	16.00	16.70	EXP	16.00	0.00%	16.70	0.00%	01-Apr-13	N/A
Medium room Mon - Thurs	B	16.00	16.70	EXP	16.00	0.00%	16.70	0.00%	01-Apr-13	N/A
Small room Mon - Thurs	B	15.00	15.70	EXP	15.00	0.00%	15.70	0.00%	01-Apr-13	N/A
Large Room Fri / Sat / Sun	B	20.00	20.70	EXP	20.00	0.00%	20.70	0.00%	01-Apr-13	N/A
Medium Room Fri / Sat / Sun	B	20.00	20.70	EXP	20.00	0.00%	20.70	0.00%	01-Apr-13	N/A
Small Room Fri / Sat / Sun	B	16.00	16.70	EXP	16.00	0.00%	16.70	0.00%	01-Apr-13	N/A
Kings College Pavilion - (Prices shown are the maximum that can be charged)										
Small RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.85	EXP	11.10	0.00%	11.85	0.00%	01-Apr-13	N/A
Medium RoomMon - Thurs inc Friday until 4.40pm	B	11.10	11.85	EXP	11.10	0.00%	11.85	0.00%	01-Apr-13	N/A
Large RoomMon - Thurs inc Friday until 4.40pm	B	16.40	18.00	EXP	16.40	0.00%	18.00	0.00%	01-Apr-13	N/A
Small RoomFri after 4.30 / Sat / Sun	B	21.50	23.65	EXP	21.50	0.00%	23.65	0.00%	01-Apr-13	N/A
Medium Room Fri after 4.30 / Sat / Sun	B	21.50	23.65	EXP	21.50	0.00%	23.65	0.00%	01-Apr-13	N/A
Large RoomFri after 4.30 / Sat / Sun	B	31.80	34.90	EXP	31.80	0.00%	34.90	0.00%	01-Apr-13	N/A

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Commercial Events - These are guide prices and will be negotiated on an indivdual basis.										
Commercial events / Operating Days	B	2,255.00	2,410.00	EXP	2,255.00	0.00%	2,410.00	0.00%	01-Apr-13	N/A
Commercial events / set up strip down days	B	375.40	401.00	EXP	375.40	0.00%	401.00	0.00%	01-Apr-13	N/A
Fairs & Circuses - Monday to Thursday	B	829.00	864.00	EXP	829.00	0.00%	864.00	0.00%	01-Apr-13	N/A
Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays	B	1,134.00	1,180.00	EXP	1,134.00	0.00%	1,180.00	0.00%	01-Apr-13	N/A

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18. Parks & Open Spaces										
Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)										
Junior - Without changing facilities	R	17.50	19.60	EXP	17.50	0.00%	19.60	0.00%	01-Apr-13	N/A
Pitch hire	R	23.60	26.60	EXP	23.60	0.00%	26.60	0.00%	01-Apr-13	N/A
changing facilities	R	25.70	28.80	EXP	25.70	0.00%	28.80	0.00%	01-Apr-13	N/A
Class 1A Modern dressing accommodation with hot & cold showers	R	57.50	64.50	EXP	57.50	0.00%	64.50	0.00%	01-Apr-13	N/A
Class 111 Dressing accommodation	R	26.70	30.00	EXP	26.70	0.00%	30.00	0.00%	01-Apr-13	N/A
Class 1V Other grounds	R	33.00	35.90	EXP	33.00	0.00%	35.90	0.00%	01-Apr-13	N/A
Junior - Without changing facilities	R	18.50	20.75	EXP	18.50	0.00%	20.75	0.00%	01-Apr-13	N/A
Bowls (May to September)										
Clubs pay lump sum (mgt fee) to green spaces collect fees and season tickets themselves.										
Green Fees (per hour) Adult	R	5.00	5.20	EXP	5.00	0.00%	5.20	0.00%	01-Apr-12	N/A
Green Fees (per hour) Senior Citizens and Children	R	4.00	4.10	EXP	4.00	0.00%	4.10	0.00%	01-Apr-12	N/A
Season Tickets Adult	R	112.00	117.40	EXP	112.00	0.00%	117.40	0.00%	01-Apr-13	N/A
Season Tickets Senior Citizens and Children	R	57.00	58.75	EXP	57.00	0.00%	58.75	0.00%	01-Apr-13	N/A

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Cricket (pro-rata per match)										
Class 1A Modern dressing accommodation with hot & cold showers	R	102.57	115.00	EXP	102.57	0.00%	115.00	0.00%	01-Apr-13	N/A
Class 111 Dressing accommodation	R	66.67	74.80	EXP	66.67	0.00%	74.80	0.00%	01-Apr-13	N/A
Class 1V Other grounds	R	52.30	58.80	EXP	52.30	0.00%	58.80	0.00%	01-Apr-13	N/A
Class 1A Modern dressing accommodation with hot & cold showers	R	122.05	136.80	EXP	122.05	0.00%	136.80	0.00%	01-Apr-13	N/A
Class 1B Older dressing accommodation with hot & cold showers	R	112.82	126.50	EXP	112.82	0.00%	126.50	0.00%	01-Apr-13	N/A
Class 11 Dressing accommodation with washing facilities	R	88.20	98.90	EXP	88.20	0.00%	98.90	0.00%	01-Apr-13	N/A
Additional charge per match for seasonal or single lettings	R	16.41	18.40	EXP	16.41	0.00%	18.40	0.00%	01-Apr-13	N/A

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Letting of Open Space										
Fund-raising events	B	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	N/A
Charity events	B	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-11	N/A
Events - profit making or commercial - min. hourly charge	B	100.51	104.50	EXP	100.51	0.00%	104.50	0.00%	01-Apr-13	N/A
Events - local community or non-profit making - min. hourly charge	B	16.41	N/A	EXP	16.41	0.00%	N/A	N/A	01-Apr-13	N/A
Sports days	B	22.56	24.80	EXP	22.56	0.00%	24.80	0.00%	01-Apr-13	N/A
Other events / minimum charge	B	52.30	55.90	EXP	52.30	0.00%	55.90	0.00%	01-Apr-13	N/A
Wedding photographs etc (New Charge 2007/08)	R	53.70	55.90	EXP	53.70	0.00%	55.90	0.00%	01-Apr-13	N/A
Use of Camp Site - Mad Bess Wood (Scout Groups etc)										
0-29 persons per night	R	44.10	48.30	EXP	44.10	0.00%	48.30	0.00%	01-Apr-13	N/A
Tennis (charges per hour)										
Juniors - Weekdays up to 6pm	R	3.00	3.20	EXP	3.00	0.00%	3.20	0.00%	01-Apr-12	N/A
Weekends & Public Holidays	R	6.00	6.40	EXP	6.00	0.00%	6.40	0.00%	01-Apr-13	N/A
Adults - Weekdays up to 4pm	R	5.00	5.30	EXP	5.00	0.00%	5.30	0.00%	01-Apr-12	N/A
After 4pm, weekends & Public Holidays	R	6.00	6.40	EXP	6.00	0.00%	6.40	0.00%	01-Apr-13	N/A

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19. Arts Theatres										
Manor Farm Site										
Manor Farm Community Rates										
Commercial and Social: Mon-Fri	M	N/A	N/A	EXP	N/A	N/A	N/A	N/A	01-Apr-12	N/A
Great Barn - Weekday (Hour)	M	58.60	65.70	EXP	42.00	-28.33%	52.50	-20.09%	01-Apr-13	01-Apr-14
Great Barn - Weekday (Hour)(Concessionary)	C	N/A	N/A	EXP	25.20	N/A	N/A	N/A		01-Apr-14
Great Barn - Weekend (Hour)	M	65.70	80.00	EXP	60.00	-8.68%	75.00	-6.25%	01-Apr-13	01-Apr-14
Great Barn - Weekend (Hour)(Concessionary)	C	N/A	N/A	EXP	36.00	N/A	N/A	N/A		01-Apr-14
Manor Farm Courtyard (Performance) (Hour)	M	32.50	38.80	EXP	32.50	0.00%	38.80	0.00%	01-Apr-13	N/A
Manor Farm Courtyard (Performance) (Hour)(Concessionary)	C	N/A	N/A	EXP	19.50	N/A	N/A	N/A		01-Apr-14
Stables, Mon-Fri	M	14.80	17.70	EXP	14.80	0.00%	17.70	0.00%	01-Apr-13	N/A
Stables, Mon-Fri(Concessionary)	C	N/A	N/A	EXP	8.90	N/A	N/A	N/A		01-Apr-14
Stables: Sat, Sun, Bank Hol	M	21.30	25.40	EXP	21.30	0.00%	25.40	0.00%	01-Apr-13	N/A
Stables: Sat, Sun, Bank Hol(Concessionary)	C	N/A	N/A	EXP	12.80	N/A	N/A	N/A		01-Apr-14
MF Community Hut, Mon-Fri	M	8.40	11.10	EXP	7.00	-16.67%	11.00	-0.90%	01-Apr-13	01-Apr-14

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MF Community Hut, Sat, Sun, Bank Hol	M	10.60	13.30	EXP	8.00	-24.53%	13.50	1.50%	01-Apr-13	01-Apr-14
Week Exhibition (Sun-Sat, opening hours 9-5)	M	51.00	64.00	EXP	51.00	0.00%	67.00	4.69%	01-Apr-12	01-Apr-14
Week Exhibition + Private Views (Sun-Sat, opening hours 9-5 + 2 evening private views)	M	80.00	88.00	EXP	80.00	0.00%	92.00	4.55%	01-Apr-13	01-Apr-14
Manor Farm: Community Groups (Bulk Discount)										
Stables, Mon-Fri	M	14.00	16.80	EXP	14.00	0.00%	17.60	4.76%	01-Apr-12	01-Apr-14
Stables: Sat, Sun, Bank Hol	M	20.00	24.10	EXP	20.00	0.00%	25.20	4.56%	01-Apr-12	01-Apr-14
Manor Farm: Commercial										
Great Barn - Weekdays	M	58.60	65.70	EXP	58.60	0.00%	70.30	7.00%	01-Apr-13	01-Apr-14
Great Barn - Weekends	M	72.90	80.00	EXP	72.90	0.00%	87.50	9.38%	01-Apr-13	01-Apr-14
Courtyard (Market)	M	330.00	430.50	EXP	330.00	0.00%	449.90	4.51%	01-Apr-12	01-Apr-14
Stables, Mon-Fri	M	28.00	32.50	EXP	28.00	0.00%	34.00	4.62%	01-Apr-12	01-Apr-14
Stables, Sat, Sun, Bank Hol	M	36.00	42.00	EXP	36.00	0.00%	43.90	4.52%	01-Apr-12	01-Apr-14
MF Community Hut, Mon-Fri	M	24.00	28.30	EXP	24.00	0.00%	29.60	4.59%	01-Apr-11	01-Apr-14
MF Community Hut, Sat, Sun, Bank Hol	M	31.00	36.70	EXP	31.00	0.00%	38.40	4.63%	01-Apr-11	01-Apr-14

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Manor Farm Social Rates										
Great Barn, Mon to Thurs	M	110.00	136.50	EXP	110.00	0.00%	142.60	4.47%	01-Apr-12	01-Apr-14
Great Barn, Fri to Sun	M	130.00	168.00	EXP	130.00	0.00%	175.60	4.52%	01-Apr-12	01-Apr-14
Stables, Mon-Fri	M	28.00	32.50	EXP	28.00	0.00%	34.00	4.62%	01-Apr-12	01-Apr-14
Stables, Sat, Sun, Bank Hol	M	36.00	42.00	EXP	36.00	0.00%	43.90	4.52%	01-Apr-12	01-Apr-14

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Manor Farm Social - Block Bookings										
Mon to Thurs: 09:00 to 24:00	M	1,120.00	1,344.00	EXP	1,120.00	0.00%	1,404.50	4.50%	01-Apr-12	01-Apr-14
Fri to Sun: 09:00 to 24:00	M	1,530.00	1,932.00	EXP	1,530.00	0.00%	2,018.90	4.50%	01-Apr-12	01-Apr-14
Winston Churchill Theatre										
Winston Churchill Theatre Community Rates - hourly										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	55.00	68.20	EXP	55.00	0.00%	71.30	4.55%	01-Apr-11	01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)(Concessionary)	C	N/A	N/A	EXP	33.00	N/A	N/A	N/A		01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	100.00	126.00	EXP	100.00	0.00%	131.70	4.52%	01-Apr-11	01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)(Concessionary)	V	N/A	N/A	EXP	60.00	N/A	N/A	N/A		01-Apr-14

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Lounge Alongside auditorium (incl alcohol license usage)	M	N/A	N/A	EXP	5.00	N/A	7.00	N/A		01-Apr-14
Lounge only	M	27.00	31.50	EXP	27.00	0.00%	32.90	4.44%	01-Apr-12	01-Apr-14
Lounge only(Concessionary)	C	N/A	N/A	EXP	16.20	N/A	N/A	N/A		01-Apr-14
Hire of Urns(eash per hire)	M	N/A	N/A	EXP	5.00	N/A	10.00	N/A		01-Apr-14
Use of ovens	M	100.00	105.00	EXP	100.00	0.00%	109.70	4.48%	01-Apr-11	01-Apr-14

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Winston Churchill Theatre Community Rates - bulk discount										
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)	M	35.80	39.40	EXP	35.80	0.00%	41.20	4.57%	01-Apr-13	01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekdays)(Concessionary)	C	N/A	N/A	EXP	21.50	N/A	N/A	N/A		01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)	M	39.40	43.30	EXP	39.40	0.00%	45.20	4.39%	01-Apr-13	01-Apr-14
Winston Churchill Theatre Stage, Auditorium, Dressing Rooms (weekend)(Concessionary)	C	N/A	N/A	EXP	23.60	N/A	N/A	N/A	01-Apr-13	01-Apr-14
Winston Churchill Theatre Commercial Rates										
Lounge only	M	60.00	68.20	EXP	60.00	0.00%	70.00	2.64%	01-Apr-11	01-Apr-14
Auditorium and Lounge - Mon to fri	M	75.00	84.00	EXP	75.00	0.00%	90.00	7.14%	01-Apr-11	01-Apr-14
Auditorium and Lounge - Sat, Sun, Bank Hol	M	110.00	126.00	EXP	110.00	0.00%	140.00	11.11%	01-Apr-12	01-Apr-14

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Winston Churchill Theatre: Equipment Hire										
Bright Projector - Week	M	100.00	120.00	EXP	100.00	0.00%	125.40	4.50%	01-Apr-13	01-Apr-14
Bright Projector - Day	M	250.00	300.00	EXP	250.00	0.00%	313.50	4.50%	01-Apr-13	01-Apr-14
Radio Mics(1 hand held,2 lapel available) - Day	M	9.00	9.40	EXP	9.00	0.00%	9.80	4.26%	01-Apr-13	01-Apr-14
Radio Mics(1 hand held,2 lapel available) - Week	M	37.00	38.80	EXP	37.00	0.00%	40.50	4.38%	01-Apr-12	01-Apr-14
Vocal Mics(5 available) - Day	M	5.70	5.90	EXP	5.70	0.00%	6.20	5.08%	01-Apr-13	01-Apr-14

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GENERIC CHARGES										
Deposit: Entire week	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	N/A
Deposit: All other Bookings	M	POA	POA	EXP	POA	N/A	POA	N/A	01-Apr-13	N/A
Corkage per bottle	M	N/A	N/A	STD	5.00	N/A	5.00	N/A		01-Apr-14
Penalty Overrun Rate	M	N/A	N/A	STD	120.00	N/A	150.00	N/A		01-Apr-14
Cleaning Charge	M	100.00	110.00	STD	100.00	0.00%	150.00	36.36%	01-Apr-13	01-Apr-14
Workshop Storage - Weekly	M	58.20	64.20	EXP	58.20	0.00%	67.10	4.52%	01-Apr-12	01-Apr-14
Costume Hire – Adult - Week	M	15.00	15.00	EXP	15.00	0.00%	15.70	4.67%	01-Apr-11	01-Apr-14
Costume Hire – Child – Week	M	10.00	10.00	EXP	10.00	0.00%	10.50	5.00%	01-Apr-11	01-Apr-14
LX Tape	M	N/A	N/A	STD	3.00	N/A	3.00	N/A		01-Apr-14
Batteries	M	N/A	N/A	STD	5.00	N/A	5.00	N/A		01-Apr-14
Cable Ties(up to 10)	M	N/A	N/A	STD	4.00	N/A	4.00	N/A		01-Apr-14
Gaffer Tape(per roll)	M	N/A	N/A	STD	3.00	N/A	3.00	N/A		01-Apr-14
Additional Stage Equipment - Weekly Rates										
Ceiling Mounted Video / Data Projector	M	86.10	90.40	STD	86.10	0.00%	94.50	4.54%	01-Apr-12	01-Apr-14
Inclusive Tech Equipment Charge	M	228.00	300.00	STD	228.00	0.00%	313.50	4.50%	01-Apr-13	01-Apr-14
High Definition Projector	M	216.00	264.00	STD	216.00	0.00%	275.90	4.51%	01-Apr-13	01-Apr-14
DVD Player	M	30.80	33.90	STD	30.80	0.00%	35.40	4.42%	01-Apr-12	01-Apr-14
2 x ROBE 250 Moving Spot Light	M	73.80	81.30	STD	73.80	0.00%	85.00	4.55%	01-Apr-12	01-Apr-14
6 x Chroma-Q DMX Colour Scroller	M	32.00	35.10	STD	32.00	0.00%	36.70	4.56%	01-Apr-12	01-Apr-14

Type
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8 x Par 16 'Birdi' with 12v Transformers	M	4.90	5.30	STD	4.90	0.00%	5.50	3.77%	01-Apr-13	01-Apr-14
Mirror Ball	M	19.70	21.60	STD	19.70	0.00%	22.60	4.63%	01-Apr-12	01-Apr-14
Strobe Light	M	24.60	27.00	STD	24.60	0.00%	28.20	4.44%	01-Apr-12	01-Apr-14
UV Lights	M	12.30	13.50	STD	12.30	0.00%	14.10	4.44%	01-Apr-12	01-Apr-14
DMX Smoke Machine	M	49.20	54.20	STD	49.20	0.00%	56.60	4.43%	01-Apr-12	01-Apr-14
Additional Follow Spot & Dimmer	M	55.40	61.00	STD	55.40	0.00%	63.70	4.43%	01-Apr-12	01-Apr-14
4 x Shure SM58 Vocal Mics	M	18.50	20.30	STD	18.50	0.00%	21.20	4.43%	01-Apr-12	01-Apr-14
Baby Grand Piano (Property of HMS)	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Custom Gobos	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Gobos	M	4.90	5.30	STD	4.90	0.00%	5.50	3.77%	01-Apr-13	01-Apr-14
Pyro Firing Box with 2 Pods	M	12.30	13.50	STD	12.30	0.00%	14.10	4.44%	01-Apr-12	01-Apr-14
Additional Pods – upto six	M	4.90	5.30	STD	4.90	0.00%	5.50	3.77%	01-Apr-13	01-Apr-14
Pyrotechnics	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Stage Gauze Cloth	M	73.80	67.80	STD	73.80	0.00%	70.90	4.57%	01-Apr-12	01-Apr-14
Consumables	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Portable TV/DVD Combi	M	35.20	38.80	STD	35.20	0.00%	40.50	4.38%	01-Apr-12	01-Apr-14
Portable Video / Data Projector & Screen	M	68.90	75.90	STD	68.90	0.00%	79.30	4.48%	01-Apr-12	01-Apr-14
DVD Player for use with projector	M	20.80	22.80	STD	20.80	0.00%	23.80	4.39%	01-Apr-12	01-Apr-14
OHP - Overhead Projector	M	10.50	11.60	STD	10.50	0.00%	12.10	4.31%	01-Apr-12	01-Apr-14

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Flip Chart and one set of Pens	M	10.50	11.60	STD	10.50	0.00%	12.10	4.31%	01-Apr-12	01-Apr-14
Replacement Pens	M	16.90	18.60	STD	16.90	0.00%	19.40	4.30%	01-Apr-12	01-Apr-14
Photocopying - Per A 4 Sheet	M	0.30	0.40	STD	0.30	0.00%	0.40	0.00%	01-Apr-11	N/A
Single Channel Dimmer when not used with Followspot	M	6.20	6.90	STD	6.20	0.00%	7.20	4.35%	01-Apr-13	01-Apr-14
DI Boxes	M	6.20	6.90	STD	6.20	0.00%	7.20	4.35%	01-Apr-13	01-Apr-14
Community Groups										
Open Air Theatre Barra Hall Park (Weekday - unstaffed)	M	N/A	N/A	STD	14.70	N/A	16.90	N/A		01-Apr-14
Open Air Theatre Barra Hall Park (Weekday - unstaffed) (concessionary)	C	N/A	N/A	STD	8.80	N/A	N/A	N/A		01-Apr-14
Open Air Theatre Barra Hall Park (Weekend - unstaffed)	M	N/A	N/A	STD	18.40	N/A	21.20	N/A		01-Apr-14
Open Air Theatre Barra Hall Park (Weekend - unstaffed) (concessionary)	C	N/A	N/A	STD	11.00	N/A	N/A	N/A		01-Apr-14

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Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekday)	M	N/A	N/A	STD	12.00	N/A	15.00	N/A		01-Apr-14
Performances in Cafe Bar,	C	N/A	N/A	STD	7.20	N/A	N/A	N/A		01-Apr-14
Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekend)	M	N/A	N/A	STD	15.00	N/A	18.80	N/A		01-Apr-14
Performances in Cafe Bar, Studio, Compass Garden, Southlands Gardens, Manor Farm Grounds, Long Room, Stables (weekend) (concessionary)	C	N/A	N/A	STD	9.00	N/A	N/A	N/A		01-Apr-14
Compass Stage, Auditorium, Dressing Rooms (weekdays)	M	34.30	37.70	EXP	34.30	0.00%	39.40	4.51%	01-Apr-13	01-Apr-14
Compass Stage, Auditorium, Dressing Rooms (weekdays) (concessionary)	C	N/A	N/A	EXP	20.60	N/A	N/A	N/A		01-Apr-14
Compass Stage,	M	37.70	41.80	EXP	37.70	0.00%	43.70	4.55%	01-Apr-12	01-Apr-14

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Compass Stage, Auditorium, Dressing Rooms (weekend) (concessionary)	C	N/A	N/A	EXP	22.60	N/A	N/A	N/A		01-Apr-14
Compass Auditorium Non-Performance Use	M	24.90	27.60	EXP	24.90	0.00%	28.80	4.35%	01-Apr-12	01-Apr-14
Compass Auditorium Non-Performance Use (concessionary)	C	N/A	N/A	EXP	14.90	N/A	N/A	N/A		01-Apr-14
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	14.70	16.20	STD	14.70	0.00%	16.90	4.32%	01-Apr-12	01-Apr-14
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	18.40	20.30	STD	18.40	0.00%	21.20	4.43%	01-Apr-12	01-Apr-14
All Shows: Ushers (hourly)	M	N/A	N/A	STD	6.00	N/A	10.00	N/A		01-Apr-14
Duty Manager (Mon-Fri)	M	14.70	16.20	STD	14.70	0.00%	16.90	4.32%	01-Apr-12	01-Apr-14
Duty Manager (Sat, Sun, Bank Holidays)	M	18.40	20.30	STD	18.40	0.00%	21.20	4.43%	01-Apr-12	01-Apr-14

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All Shows: Additional Dressing Room	M	5.40	5.90	EXP	5.40	0.00%	6.20	5.08%	01-Apr-13	01-Apr-14
Excess Hire Charge	M	82.00	89.20	EXP	82.00	0.00%	93.20	4.48%	01-Apr-12	01-Apr-14
Long Room, Manor Farm House Room (weekday)	M	14.50	16.00	EXP	14.50	0.00%	16.70	4.38%	01-Apr-12	01-Apr-14
Long Room, Manor Farm House Room (weekday) (concessionary)	C	N/A	N/A	EXP	8.70	N/A	N/A	N/A		01-Apr-14
Long Room, Manor Farm House Room (weekend)	M	16.80	18.50	EXP	16.80	0.00%	19.30	4.32%	01-Apr-12	01-Apr-14
Long Room, Manor Farm House Room (weekend) (concessionary)	C	N/A	N/A	EXP	10.10	N/A	N/A	N/A		01-Apr-14
Oak, Tate, Drawing Rooms (weekday)	M	11.70	12.90	EXP	11.70	0.00%	13.50	4.65%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekday) (concessionary)	C	N/A	N/A	EXP	7.00	N/A	N/A	N/A		01-Apr-14
Oak, Tate, Drawing Rooms (weekend)	M	14.30	15.70	EXP	14.30	0.00%	16.40	4.46%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekend) (concessionary)	C	N/A	N/A	EXP	8.60	N/A	N/A	N/A		01-Apr-14

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Compass Cafe Bar (weekday)	M	8.20	9.00	EXP	8.20	0.00%	9.40	4.44%	01-Apr-13	01-Apr-14
Compass Cafe Bar (weekday) (concessionary)	C	N/A	N/A	EXP	4.90	N/A	N/A	N/A		01-Apr-14
Compass Cafe Bar (weekend)	M	10.10	11.10	EXP	10.10	0.00%	11.60	4.50%	01-Apr-11	01-Apr-14
Compass Cafe Bar (weekend) (concessionary)	C	N/A	N/A	EXP	6.10	N/A	N/A	N/A		01-Apr-14
Compass Studio (weekday)	M	9.70	10.70	EXP	11.60	19.59%	13.40	25.23%	01-Apr-13	01-Apr-14
Compass Studio (weekday) (concessionary)	C	N/A	N/A	EXP	7.00	N/A	N/A	N/A		01-Apr-14
Compass Studio (weekend)	M	15.60	17.20	EXP	18.70	19.87%	21.60	25.58%	01-Apr-12	01-Apr-14
Compass Studio (weekend) (concessionary)	C	N/A	N/A	EXP	11.20	N/A	N/A	N/A		01-Apr-14
Blue, Green, Hilliard Rooms (weekday)	M	10.50	11.60	EXP	10.50	0.00%	12.10	4.31%	01-Apr-12	01-Apr-14

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Blue, Green, Hilliard Rooms (weekday) (concessionary)	C	N/A	N/A	EXP	6.30	N/A	N/A	N/A		01-Apr-14
Blue, Green, Hilliard Rooms (weekend)	M	14.00	15.40	EXP	14.00	0.00%	16.10	4.55%	01-Apr-12	01-Apr-14
Blue, Green, Hilliard Rooms (weekend) (concessionary)	C	N/A	N/A	EXP	8.40	N/A	N/A	N/A		01-Apr-14
Garden (weekday)	M	5.10	5.60	EXP	5.10	0.00%	5.90	5.36%	01-Apr-13	01-Apr-14
Garden (weekend)	M	6.30	6.90	EXP	6.30	0.00%	7.20	4.35%	01-Apr-13	01-Apr-14
Essential Publicity Package	M	84.00	94.50	STD	84.00	0.00%	98.80	4.55%	01-Apr-12	01-Apr-14
Essential Publicity Package (concessionary)	C	N/A	N/A	STD	50.40	N/A	N/A	N/A		01-Apr-14
Minimum Commission per ticket (Compass Sales only)	M	0.50	0.75	STD	0.50	0.00%	0.80	6.67%	01-Apr-13	01-Apr-14
Minimum Commission per ticket (Compass Sales only) (concessionary)	C	N/A	N/A	STD	0.30	N/A	N/A	N/A		01-Apr-14
PRS Minimum Fee (plays)	M	10.00	15.00	STD	10.00	0.00%	15.70	4.67%	01-Apr-13	01-Apr-14
PRS Minimum Fee (plays) (concessionary)	C	N/A	N/A	STD	6.00	N/A	N/A	N/A		01-Apr-14
PRS Minimum Fee (concerts)	M	25.00	30.00	STD	25.00	0.00%	31.40	4.67%	01-Apr-13	01-Apr-14

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PRS Minimum Fee (concerts) (concessionary)	C	N/A	N/A	STD	15.00	N/A	N/A	N/A		01-Apr-14
Ticket print for own sales	M	0.20	0.30	STD	0.20	0.00%	0.40	33.33%	01-Apr-11	01-Apr-14
Solus advertising	M	POA	POA	STD	POA	N/A	POA	N/A	01-Apr-13	N/A
Community Groups (Bulk Discount)										
Long Room (weekday)	M	13.50	15.90	EXP	13.50	0.00%	16.60	4.40%	01-Apr-12	01-Apr-14
Long Room (weekend)	M	15.80	18.40	EXP	15.80	0.00%	19.20	4.35%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekday)	M	11.00	12.80	EXP	11.00	0.00%	13.40	4.69%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekend)	M	13.40	15.50	EXP	13.40	0.00%	16.20	4.52%	01-Apr-12	01-Apr-14
Cafe Bar (weekday)	M	7.70	8.90	EXP	7.70	0.00%	9.30	4.49%	01-Apr-13	01-Apr-14
Cafe Bar (weekend)	M	9.50	10.90	EXP	9.50	0.00%	11.40	4.59%	01-Apr-13	01-Apr-14
Studio (weekday)	M	9.20	10.60	EXP	11.00	19.57%	13.30	25.47%	01-Apr-13	01-Apr-14
Studio (weekend)	M	14.70	17.10	EXP	17.60	19.73%	21.40	25.15%	01-Apr-12	01-Apr-14
Blue, Green, Hilliard Rooms (weekday)	M	9.90	11.50	EXP	9.90	0.00%	12.00	4.35%	01-Apr-13	01-Apr-14
Blue, Green, Hilliard Rooms (weekend)	M	13.20	15.20	EXP	13.20	0.00%	15.90	4.61%	01-Apr-12	01-Apr-14
Compass Theatre Commercial Rates (Daily or Hourly)										
Ceiling Mounted Video / Data Projector	M	73.40	98.90	STD	73.40	0.00%	103.40	4.55%	01-Apr-12	01-Apr-14
High Definition Projector	M	300.00	360.00	STD	300.00	0.00%	376.20	4.50%	01-Apr-13	01-Apr-14
DVD Player	M	32.00	35.30	STD	32.00	0.00%	36.90	4.53%	01-Apr-12	01-Apr-14
2 x ROBE 250 Moving Spot Light	M	76.70	84.80	STD	76.70	0.00%	88.60	4.48%	01-Apr-12	01-Apr-14

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6 x Chroma-Q DMX Colour Scroller	M	33.30	36.70	STD	33.30	0.00%	38.40	4.63%	01-Apr-12	01-Apr-14
8 x Par 16 'Birdi' with 12v Transformers	M	5.10	5.50	STD	5.10	0.00%	5.70	3.64%	01-Apr-13	01-Apr-14
Mirror Ball	M	20.50	22.50	STD	20.50	0.00%	23.50	4.44%	01-Apr-12	01-Apr-14
Strobe Light	M	26.00	28.20	STD	26.00	0.00%	29.50	4.61%	01-Apr-12	01-Apr-14
UV Lights	M	12.90	14.10	STD	12.90	0.00%	14.70	4.26%	01-Apr-12	01-Apr-14
Smoke Machine	M	51.10	56.50	STD	51.10	0.00%	59.00	4.42%	01-Apr-12	01-Apr-14
Additional Follow Spot INCLUDING Dimmer	M	57.60	63.60	STD	57.60	0.00%	66.50	4.56%	01-Apr-12	01-Apr-14
Shure SM58 Vocal Mics	M	19.20	21.20	STD	19.20	0.00%	22.20	4.72%	01-Apr-12	01-Apr-14
Gobos	M	5.10	5.50	STD	5.10	0.00%	5.70	3.64%	01-Apr-13	01-Apr-14
Pyro Firing Box Controller	M	15.40	16.90	STD	15.40	0.00%	17.70	4.73%	01-Apr-12	01-Apr-14
Pyro Holders (NOT consumables)	M	6.10	6.70	STD	6.10	0.00%	7.00	4.48%	01-Apr-13	01-Apr-14
Stage Gauze Cloth	M	76.70	84.80	STD	76.70	0.00%	88.60	4.48%	01-Apr-12	01-Apr-14

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Single Channel Dimmer when not used with Followspot	M	6.40	7.00	STD	6.40	0.00%	7.30	4.29%	01-Apr-13	01-Apr-14
DI Boxes	M	6.40	7.00	STD	6.40	0.00%	7.30	4.29%	01-Apr-13	01-Apr-14
Commercial Rates (Hourly)										
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	17.50	19.30	STD	17.50	0.00%	20.20	4.66%	01-Apr-12	01-Apr-14
All Shows: Weekend / Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	21.00	23.10	STD	21.00	0.00%	24.10	4.33%	01-Apr-12	01-Apr-14
Weekday Duty Manager	M	17.50	19.30	STD	17.50	0.00%	20.20	4.66%	01-Apr-12	01-Apr-14
Weekend / Bank Holiday Duty Manager	M	21.00	23.10	STD	21.00	0.00%	24.10	4.33%	01-Apr-12	01-Apr-14
Commercial Rates (Bulk Discount)										
Ceiling Mounted Video / Data Projector	M	184.00	247.80	STD	184.00	0.00%	259.00	4.52%	01-Apr-12	01-Apr-14
High Definition Projector	M	750.00	900.00	STD	750.00	0.00%	940.50	4.50%	01-Apr-13	01-Apr-14
DVD Player	M	80.20	88.40	STD	80.20	0.00%	92.40	4.52%	01-Apr-12	01-Apr-14
2 x ROBE 250 Moving Spot Light	M	191.90	212.10	STD	191.90	0.00%	221.60	4.48%	01-Apr-12	01-Apr-14
6 x Chroma-Q DMX Colour Scroller	M	83.20	91.80	STD	83.20	0.00%	95.90	4.47%	01-Apr-12	01-Apr-14
8 x Par 16 ‘Birdi’ with 12v Transformers	M	12.90	14.10	STD	12.90	0.00%	14.70	4.26%	01-Apr-12	01-Apr-14

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Mirror Ball	M	51.40	56.50	STD	51.40	0.00%	59.00	4.42%	01-Apr-12	01-Apr-14
Strobe Light	M	64.00	70.60	STD	64.00	0.00%	73.80	4.53%	01-Apr-12	01-Apr-14
UV Lights	M	32.10	35.30	STD	32.10	0.00%	36.90	4.53%	01-Apr-12	01-Apr-14
Smoke Machine	M	127.90	141.30	STD	127.90	0.00%	147.70	4.53%	01-Apr-12	01-Apr-14
Additional Follow Spot INCLUDING Dimmer	M	144.10	159.00	STD	144.10	0.00%	166.20	4.53%	01-Apr-12	01-Apr-14
Shure SM58 Vocal Mics	M	48.00	53.00	STD	48.00	0.00%	55.40	4.53%	01-Apr-12	01-Apr-14
Upright Piano (EXCLUDING TUNING)	M	64.00	70.60	STD	64.00	0.00%	73.80	4.53%	01-Apr-12	01-Apr-14
Gobos	M	12.90	14.10	STD	12.90	0.00%	14.70	4.26%	01-Apr-12	01-Apr-14
Pyro Firing Box Controller	M	32.10	35.30	STD	32.10	0.00%	36.90	4.53%	01-Apr-12	01-Apr-14
Pyro Holders (NOT consumables)	M	12.90	14.10	STD	12.90	0.00%	14.70	4.26%	01-Apr-12	01-Apr-14
Stage Gauze Cloth	M	191.90	212.10	STD	191.90	0.00%	221.60	4.48%	01-Apr-12	01-Apr-14
Single Channel Dimmer when not used with Followspot	M	16.20	17.60	STD	16.20	0.00%	18.40	4.55%	01-Apr-12	01-Apr-14
DI Boxes	M	16.20	17.60	STD	16.20	0.00%	18.40	4.55%	01-Apr-12	01-Apr-14
Social Rate										
One Offs: Single Performances (weekday)	M	45.60	50.20	EXP	45.60	0.00%	52.50	4.58%	01-Apr-12	01-Apr-14
One Offs: Single Performances (weekend)	M	53.30	58.90	EXP	53.30	0.00%	61.60	4.58%	01-Apr-12	01-Apr-14
One Offs: Non-Performance Use	M	39.00	43.00	EXP	39.00	0.00%	44.90	4.42%	01-Apr-12	01-Apr-14

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Long Room, Provosts Parlour / Chamber (weekday)	M	20.70	22.70	EXP	20.70	0.00%	23.70	4.41%	01-Apr-12	01-Apr-14
Long Room, Provosts Parlour / Chamber (weekend)	M	24.10	26.50	EXP	24.10	0.00%	27.70	4.53%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekday)	M	16.80	18.40	EXP	16.80	0.00%	19.20	4.35%	01-Apr-12	01-Apr-14
Oak, Tate, Drawing Rooms (weekend)	M	20.00	22.00	EXP	20.00	0.00%	23.00	4.55%	01-Apr-11	01-Apr-14
Cafe Bar (weekday)	M	17.00	18.60	EXP	17.00	0.00%	19.40	4.30%	01-Apr-12	01-Apr-14
Cafe Bar (weekend)	M	20.80	22.80	EXP	20.80	0.00%	23.80	4.39%	01-Apr-11	01-Apr-14
Studio (weekday)	M	13.90	15.30	EXP	16.70	20.14%	19.20	25.49%	01-Apr-12	01-Apr-14
Studio (weekend)	M	22.30	24.60	EXP	26.80	20.18%	30.80	25.20%	01-Apr-12	01-Apr-14
Blue, Green, Hilliard Rooms (weekday)	M	15.10	16.50	EXP	15.10	0.00%	17.20	4.24%	01-Apr-12	01-Apr-14
Blue, Green, Hilliard Rooms (weekend)	M	20.00	22.00	EXP	20.00	0.00%	23.00	4.55%	01-Apr-12	01-Apr-14
Garden (weekday)	M	7.30	8.00	EXP	7.30	0.00%	8.40	5.00%	01-Apr-13	01-Apr-14
Garden (weekend)	M	9.00	9.90	EXP	9.00	0.00%	10.30	4.04%	01-Apr-13	01-Apr-14

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Box Office (Commercial, Social, Charity)										
Minimum Commission per ticket	M	0.75	1.25	STD	0.75	0.00%	1.30	4.00%	01-Apr-13	01-Apr-14
PRS Minimum Fee (plays)	M	10.00	15.00	STD	10.00	0.00%	16.00	6.67%	01-Apr-13	01-Apr-14
PRS Minimum Fee (concerts)	M	30.00	40.00	STD	30.00	0.00%	42.00	5.00%	01-Apr-13	01-Apr-14
Box Office Fees										
Hillingdon Arts Membership	M	15.00	25.00	STD	15.00	0.00%	26.10	4.40%	01-Apr-11	01-Apr-14
Online Card Booking Fee	M	1.50	1.50	EXP	1.50	0.00%	1.50	0.00%	01-Apr-12	N/A
Phone Booking Fee	M	2.00	2.10	EXP	2.00	0.00%	2.00	-4.76%	01-Apr-13	01-Apr-14
Sponsor-a-Seat Deal (5 years)	M	120.00	120.00	STD	120.00	0.00%	125.00	4.17%	01-Apr-12	01-Apr-14
Box Office Commission %	M	8.70	9.50	STD	8.70	0.00%	9.50	0.00%	01-Apr-12	N/A
Box Office Commission % (concessionary)	M	N/A	N/A	STD	3.00	N/A	N/A	N/A		01-Apr-14
Art Sales Commission %	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-11	N/A

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20. Land Charges										
Search Fees										
Standard commercial search	M	70.00	70.00	NB	70.00	0.00%	70.00	0.00%	01-Apr-11	N/A
Official certificate of search (Form LLC1) only	M	26.00	26.00	NB	26.00	0.00%	26.00	0.00%	01-Apr-11	N/A
Standard domestic search	M	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-11	N/A
Assisted Search LLC Register Only	M	22.00	22.00	NB	22.00	0.00%	22.00	0.00%	01-Apr-11	N/A
Assisted Search LLC Register Only (Additional parcels of land (each)	M	1.00	1.00	NB	1.00	0.00%	1.00	0.00%	01-Apr-11	N/A
Assisted Common Land Search	M	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	N/A
Assisted Compiling CON29R	M	32.00	32.00	NB	32.00	0.00%	32.00	0.00%	01-Apr-11	N/A
Assisted Compiling CON29O	M	18.50	18.50	NB	18.50	0.00%	18.50	0.00%	01-Apr-11	N/A

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21. Music Service										
Music Service (termly charge)										
Group tuition	R	58.50	60.00	EXP	58.50	0.00%	60.00	0.00%	01-Sep-11	N/A
Individual tuition	R	110.00	112.00	EXP	110.00	0.00%	112.00	0.00%	01-Sep-11	N/A
Saturday Music Centre	R	58.50	60.00	EXP	58.50	0.00%	60.00	0.00%	01-Sep-11	N/A
Evening Activity or Saturday Choir Only	R	33.00	34.00	EXP	33.00	0.00%	34.00	0.00%	01-Sep-11	N/A
Use of Instrument	R	12.00	15.00	EXP	12.00	0.00%	15.00	0.00%	01-Sep-11	N/A
individual 15 minute lesson	R	85.00	85.00	EXP	85.00	0.00%	85.00	0.00%	N/A	N/A
Music Service (concession)										
Group tuition	R	12.75	13.00	EXP	12.75	0.00%	13.00	0.00%	01-Sep-10	N/A
Individual tuition	R	21.25	21.50	EXP	21.25	0.00%	21.50	0.00%	01-Sep-10	N/A
Saturday Music Centre	R	12.75	13.00	EXP	12.75	0.00%	13.00	0.00%	01-Sep-10	N/A
Evening Activity or Saturday Choir Only	R	9.25	9.50	EXP	9.25	0.00%	9.50	0.00%	01-Sep-10	N/A
Use of Instrument	R	4.10	5.10	EXP	4.10	0.00%	5.10	0.00%	01-Sep-10	N/A
individual 15 minute lesson	R	17.00	17.00	EXP	17.00	0.00%	17.00	0.00%	N/A	N/A
Music Service (Schools Charges)										
Hourly Charge for School Projects	S	N/A	37.00	NB	N/A	N/A	37.00	0.00%	01-Sep-10	N/A
Hourly Charge for School Projects (to academies)	S	N/A	44.40	STD	N/A	N/A	44.40	0.00%	01-Sep-10	N/A

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22. Imported Food Unit										
Products of animal origin										
0 to 100kg per CVED	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-13	N/A
101 to 1,000kg per CVED	B	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	N/A
1,001 to 5,000kg per CVED	B	140.00	140.00	NB	140.00	0.00%	140.00	0.00%	01-Apr-11	N/A
5001kg to 15,000kg per CVED	B	190.00	190.00	NB	190.00	0.00%	190.00	0.00%	01-Apr-13	N/A
Above 15,001Kg to 42,000kg per CVED	B	340.00	340.00	NB	340.00	0.00%	340.00	0.00%	01-Apr-11	N/A
Above 42,000kg per CVED	B	390.00	390.00	NB	390.00	0.00%	390.00	0.00%	01-Apr-12	N/A
Semen / Embryos per CVED	B	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-12	N/A
From New Zealand	B	30.00	30.00	NB	30.00	0.00%	30.00	0.00%	01-Apr-12	N/A
Completion of part one of CVED on TRACES per CVED	B	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-12	N/A
Destruction Charges for Products of animal origin										
0 to 100kg per AWB	B	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Over 100kg per AWB (10 + 0.50 per kg over 100kg)	B	10 +0.50 per kg over 100kg	10 + 0.50 per Kg over 100kg	NB	10 +0.50 per kg over 100kg	N/A	10 + 0.50 per Kg over 100kg	N/A	01-Apr-13	N/A

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Out of hours Additional charges										
Up to midnight (18:00 to 00:00)	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	N/A
After midnight (00:00 to 08:00)	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	N/A
Additional Charge per CVED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Additional Charge per CVED on all UK Bank Holidays	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Products of animal origin - Catch certificate										
Third Countries	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	N/A
Bilateral Countries	B	15.00	15.00	NB	15.00	0.00%	15.00	0.00%	01-Apr-11	N/A
(for Catch certificate only) Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	N/A
(for Catch certificate only) Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	N/A

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Products of Non-Animal Origin - CED										
Documentary Check per CED	B	60.00	60.00	NB	60.00	0.00%	60.00	0.00%	01-Apr-12	N/A
Full Physical Check per CED (Plus Analytical Fee)	B	170.00	170.00	NB	170.00	0.00%	170.00	0.00%	01-Apr-12	N/A
Undeclared Consignments (Plus Analytical fee)	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Apr-13	N/A
Non-Compliant (Surrender for Destruction)	B	200.00	200.00	NB	200.00	0.00%	200.00	0.00%	01-Apr-12	N/A
Non-Compliant (Onward Transmission)	B	200.00	200.00	NB	200.00	0.00%	200.00	0.00%	01-Apr-12	N/A
Completion of part one of CED on TRACES	B	10.00	10.00	NB	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	N/A
Out of Hours 17.30 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-13	N/A
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	N/A
Additional Charge per CED on Christmas Day and New Years Day	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-11	N/A
Additional charge per CED on all UK Bank Holidays	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A

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Japan Products for Radiation										
Documentary Check 1 to 10 Declarations per AWB	B	120.00	120.00	NB	120.00	0.00%	120.00	0.00%	01-Apr-12	N/A
Documentary Check 11 to 20 Declarations per AWB	B	230.00	230.00	NB	230.00	0.00%	230.00	0.00%	01-Apr-12	N/A
Documentary Check 21 to 30 Declarations per AWB	B	340.00	340.00	NB	340.00	0.00%	340.00	0.00%	01-Apr-13	N/A
Full Checks 1 to 10 Declarations per AWB (Plus Analytical fees)	B	230 plus analytical fee	230 plus analytical fee	NB	230 plus analytical fee	N/A	230 plus analytical fee	N/A	01-Apr-13	N/A
Full checks11 to 20 Declarations per AWB includes sampling and courier costs	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-12	N/A
Full Checks 11 to 20 Declarations per AWB (Plus Analytical fee	B	340 Plus Analytical fee	340 Plus Analytical fee	NB	340 Plus Analytical fee	N/A	340 Plus Analytical fee	N/A	01-Apr-13	N/A
Full checks 21 to 30 Declarations per AWB includes sampling and courier costs	B	500.00	500.00	NB	500.00	0.00%	500.00	0.00%	01-Apr-12	N/A
Full Checks 21 to 30 Declarations per AWB (Plus Analytical fee)	B	450 Plus Analytical fee	450 Plus Analytical fee	NB	450 Plus Analytical fee	N/A	450 Plus Analytical fee	N/A	01-Apr-13	N/A

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Products of Non-Animal Origin - Organics										
Full Official Checks	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	N/A
Out Hours 18:00 to 00.00	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-11	N/A
Out Hours 00:00 to 08.00	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-11	N/A
Export Certificates	B	130.00	130.00	NB	130.00	0.00%	130.00	0.00%	01-Apr-12	N/A
Food Hygiene Training										
Per Attendee (up to 12 attendees per course)	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-12	N/A
Pesticide Residue Testing										
24 hour test charge		150.00	150.00		150.00	0.00%	150.00	0.00%	01-Dec-13	N/A
48 hour test charge		0.00	0.00		0.00	N/A	0.00	N/A	01-Dec-13	N/A

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23 Food Health and Safety										
Disposal of non product of animal origin										
1 to 1,000kg	B	48.00	48.00	NB	48.00	0.00%	48.00	0.00%	01-Apr-11	N/A
1,001 to 2,000kg	B	95.00	95.00	NB	95.00	0.00%	95.00	0.00%	01-Apr-11	N/A
2,001 to 3,000kg	B	140.00	140.00	NB	140.00	0.00%	140.00	0.00%	01-Apr-11	N/A
Animal Boarding Establishments										
No of animals 1 to 9	B	125.00	125.00	NB	125.00	0.00%	125.00	0.00%	01-Apr-13	N/A
No of animals 10 to 24	B	177.00	177.00	NB	177.00	0.00%	177.00	0.00%	01-Apr-13	N/A
No of animals 25 to 49	B	260.00	260.00	NB	260.00	0.00%	260.00	0.00%	01-Apr-13	N/A
No of animals 50 to 75	B	355.00	355.00	NB	355.00	0.00%	355.00	0.00%	01-Apr-13	N/A
No of animals 75+ (New category)	B	420.00	420.00	NB	420.00	0.00%	420.00	0.00%	01-Apr-13	N/A
Application to renew an animal boarding extablishment - Home boarders (3 dogs or less)	B	81.00	81.00	NB	81.00	0.00%	81.00	0.00%	01-Apr-13	N/A
Dangerous Wild Animals										
Including vets fees	B	75+vet fee	75+ vet fee	NB	75+vet fee	N/A	75+ vet fee	N/A	01-Apr-13	N/A
Game dealers licences	B	0.00	N/A	NB	0.00	N/A	N/A	N/A	01-Apr-13	N/A
Performing Animals										
Registration	B	396.00	396.00	NB	396.00	0.00%	396.00	0.00%	01-Apr-13	N/A
Registration - Non Profit	B	52.00	52.00	NB	52.00	0.00%	52.00	0.00%	01-Apr-13	N/A
Certificate	B	free	free	NB	free	N/A	free	N/A	01-Apr-13	N/A

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Pet Shops										
Including vets fees	B	192.00	192.00	NB	192.00	0.00%	192.00	0.00%	01-Apr-13	N/A
Riding Establishments										
No of animals 1 to 5	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
No of animals 6 to 20	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
No of animals 21 to 35 (Category restructured)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
No of animals 36 to 50 (Category restructured)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
No of animals 51+ (New category)	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A

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Zoo Notification & Licence										
Notification to operate a zoo	B	0.00	free	NB	0.00	0.00%	free	0.00%	01-Apr-11	N/A
Application to renew a zoo licence	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
Application for a licence to operate a zoo	B	75+vet fee	75+vet fee	NB	75+vet fee	N/A	75+vet fee	N/A	01-Apr-13	N/A
Breeding of Dogs										
Renewal	B	75+vet fee	75+vet fee	NB	75+vet fee	N/a	75+vet fee	N/A	01-Apr-13	N/A
Export Licences										
Visit not required	B	83.00	83.00	NB	83.00	0.00%	83.00	0.00%	01-Apr-13	N/A
Visit required	B	143.00	143.00	NB	143.00	0.00%	143.00	0.00%	01-Apr-12	N/A
Pharmacy and Poisons										
Applications	B	43.00	43.00	NB	43.00	0.00%	43.00	0.00%	01-Apr-11	N/A
Change of name	B	24.00	24.00	NB	24.00	0.00%	24.00	0.00%	01-Apr-11	N/A
Renewal	B	41.00	41.00	NB	41.00	0.00%	41.00	0.00%	01-Apr-11	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Other Licenses										
Special Premises 10/11 New Categories and charges - Laser Renewal - Up to 18 months	B	750.00	750.00	NB	750.00	0.00%	750.00	0.00%	01-Apr-11	N/A
Special Premises 10/11 New Categories and charges - 2 - 3 Therapists	B	54.00	54.00	NB	54.00	0.00%	54.00	0.00%	01-Apr-11	N/A
Special Premises 10/11 New Categories and charges - 4-6 Therapists	B	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	N/A
Special Premises 10/11 New Categories and charges - More than 6 Therapists	B	107.00	107.00	NB	107.00	0.00%	107.00	0.00%	01-Apr-11	N/A
Unfit food - Examination and Condemnation certificate (1st Hour)	B	134.00	134.00	NB	134.00	0.00%	134.00	0.00%	01-Apr-11	N/A
Unfit food - Examination and Condemnation certificate (Subsequent hours or part of)	B	97.00	97.00	NB	97.00	0.00%	97.00	0.00%	01-Apr-11	N/A
Swimming Pool Water - Per visit	B	114.00	114.00	NB	114.00	0.00%	114.00	0.00%	01-Apr-11	N/A
Legal enquires	B	68.00	68.00	NB	68.00	0.00%	68.00	0.00%	01-Apr-11	N/A
Response to enquiries - Per letter	B	17.00	17.00	NB	17.00	0.00%	17.00	0.00%	01-Apr-11	N/A

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Micro-pigmentation - New/Renewal	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-11	N/A
Artificial Nails - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	N/A
Nose piercing - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	N/A
Ear cartilage/lobe, - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	N/A
Electrical treatments - New/Renewal	B	84.00	84.00	NB	84.00	0.00%	84.00	0.00%	01-Apr-11	N/A
Non-surgical Lazers, & ILS system licence	B	900.00	900.00	NB	900.00	0.00%	900.00	0.00%	01-Apr-11	N/A
Manicure / pedicure Ear lobe piercing, Facials	B	53.00	53.00	NB	53.00	0.00%	53.00	0.00%	01-Apr-11	N/A
Electrolysis, Sun beds etc	B	273.00	273.00	NB	273.00	0.00%	273.00	0.00%	01-Apr-11	N/A

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Private Water Supplies - new fees prescribed by Private Water Regulations										
Sampling Per visit	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-11	N/A
Audit Monitoring	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Apr-12	N/A
Check Monitoring	B	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-12	N/A
Other Sampling and Risk Assessment Combined	B	600.00	600.00	NB	600.00	0.00%	600.00	0.00%	01-Apr-11	N/A
Risk Assessment	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Apr-12	N/A
Other investigations	B	37+Analyst costs(no more than 100)	37+ analyst costs(no more than 100)	NB	37+Analyst costs(no more than 100)	0.00%	37+ analyst costs(no more than 100)	0.00%	01-Apr-12	N/A
Granting an Authority	B	37+Analyst costs(no more than 100)	37+ analyst costs(no more than 100)	NB	37+Analyst costs(no more than 100)	0.00%	37+ analyst costs(no more than 100)	0.00%	01-Apr-12	N/A
Domestic Supplies	B	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-12	N/A

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24. Licensing										
Scrap Metal Site Fees										
New	B	550.00	550.00	NB	550.00	0.00%	550.00	0.00%	01-Dec-13	N/A
Renewal	B	400.00	400.00	NB	400.00	0.00%	400.00	0.00%	01-Dec-13	N/A
Variation to change to collector license	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Dec-13	N/A
Variation to change minor details	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Dec-13	N/A
Scrap metal Collector Fees										
New	B	250.00	250.00	NB	250.00	0.00%	250.00	0.00%	01-Dec-13	N/A
Renewal	B	225.00	225.00	NB	225.00	0.00%	225.00	0.00%	01-Dec-13	N/A
Variation to change to site license	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Dec-13	N/A
Variation to change for minor details	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Dec-13	N/A
Refund or change of details - Admin Fee	B	55.00	55.00	NB	55.00	0.00%	55.00	0.00%	01-Apr-11	N/A
Other Licenses										
Sex Establishment - This fee was set in June - no change proposed	B	2,300.00	2,300.00	NB	2,300.00	0.00%	2,300.00	0.00%	01-Jun-11	N/A
Sex Establishment-Renewal Fee for shpos	B	1,150.00	1,150.00	NB	1,150.00	0.00%	1,150.00	0.00%	01-Apr-12	N/A
Sex Establishment-Transfer	B	575.00	575.00	NB	575.00	0.00%	575.00	0.00%	01-Apr-13	N/A
Hypnotism Consent	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-12	N/A

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THE MARRIAGE ACT 1994										
Application for Approval	B	475.00	475.00	NB	475.00	0.00%	475.00	0.00%	01-Apr-13	N/A
Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003	B	245.00	245.00	NB	245.00	0.00%	245.00	0.00%	01-Apr-13	N/A
Application for renewal	B	365.00	365.00	NB	365.00	0.00%	365.00	0.00%	01-Apr-13	N/A
Application for a review	B	365.00	365.00	NB	365.00	0.00%	365.00	0.00%	01-Apr-13	N/A
Application for transfer or update of approval	B	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
The Licensing Act 2003										
Application for a new / variation licence BAND A	B	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND B	B	190.00	190.00	NB	190.00	0.00%	190.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND C	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND D	B	450.00	450.00	NB	450.00	0.00%	450.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND E	B	635.00	635.00	NB	635.00	0.00%	635.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND D Multiplier	B	900.00	900.00	NB	900.00	0.00%	900.00	0.00%	01-Apr-10	N/A
Application for a new / variation licence BAND E Multiplier	B	1,905.00	1,905.00	NB	1,905.00	0.00%	1,905.00	0.00%	01-Apr-10	N/A

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Annual fee for premises / club licence BAND A	B	70.00	70.00	NB	70.00	0.00%	70.00	0.00%	01-Apr-10	N/A
Annual fee for premises / club licence BAND B	B	180.00	180.00	NB	180.00	0.00%	180.00	0.00%	01-Apr-10	N/A
Annual fee for premises / club licence BAND C	B	295.00	295.00	NB	295.00	0.00%	295.00	0.00%	01-Apr-10	N/A
Annual fee for premises / club licence BAND D	B	320.00	320.00	NB	320.00	0.00%	320.00	0.00%	01-Apr-10	N/A
Annual fee for premises / club licence BAND E	B	350.00	350.00	NB	350.00	0.00%	350.00	0.00%	01-Apr-13	N/A
Annual fee for premises / club licence BAND D Multiplier	B	640.00	640.00	NB	640.00	0.00%	640.00	0.00%	01-Apr-10	N/A
Annual fee for premises / club licence BAND E Multiplier	B	1,050.00	1,050.00	NB	1,050.00	0.00%	1,050.00	0.00%	01-Apr-10	N/A
Application for a copy of licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Application for a provisional statement	B	315.00	315.00	NB	315.00	0.00%	315.00	0.00%	01-Apr-10	N/A
Notification of change of name / address of premises licence holder	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Notification of change of name / address of DPS	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Change of registered address of club	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Change of club rules	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A

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Interim Authority Notice	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	N/A
Application to transfer premises licence	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	N/A
Application to vary premises licence to specify DPS	B	23.00	23.00	NB	23.00	0.00%	23.00	0.00%	01-Apr-10	N/A
Declaration of interest	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-10	N/A
Minor variation	B	89.00	89.00	NB	89.00	0.00%	89.00	0.00%	01-Apr-10	N/A
Application for a personal licence	B	37.00	37.00	NB	37.00	0.00%	37.00	0.00%	01-Apr-10	N/A
Application to change name / address on personal licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Application for a copy of personal licence	B	10.50	10.50	NB	10.50	0.00%	10.50	0.00%	01-Apr-10	N/A
Temporary Event Notice	B	21.00	21.00	NB	21.00	0.00%	21.00	0.00%	01-Apr-10	N/A

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The Gambling Act 2005										
Registration of small society lottery	B	40.00	40.00	NB	40.00	0.00%	40.00	0.00%	01-Apr-10	N/A
Renewal of registration of small society lottery	B	20.00	20.00	NB	20.00	0.00%	20.00	0.00%	01-Apr-10	N/A
Application for a premises licence - Bingo	B	3,500.00	3,500.00	NB	3,500.00	0.00%	3,500.00	0.00%	01-Apr-10	N/A
Application for a premises licence - Adult Gaming Centre	B	2,000.00	2,000.00	NB	2,000.00	0.00%	2,000.00	0.00%	01-Apr-10	N/A
Application for a premises licence - Family Entertainment Centre	B	2,000.00	2,000.00	NB	2,000.00	0.00%	2,000.00	0.00%	01-Apr-10	N/A
Application for a premises licence - Betting Premises (Track)	B	2,500.00	2,500.00	NB	2,500.00	0.00%	2,500.00	0.00%	01-Apr-10	N/A
Application for a premises licence - betting Premises (Other)	B	3,000.00	3,000.00	NB	3,000.00	0.00%	3,000.00	0.00%	01-Apr-10	N/A
Annual fee for a premises licence - Bingo	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	N/A
Annual fee for a premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	N/A

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Annual fee for a premises licence - Family Entertainment Centre	B	750.00	750.00	NB	750.00	0.00%	750.00	0.00%	01-Apr-10	N/A
Annual fee for a premises licence - Betting Premises (Track)	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	N/A
Annual fee for a premises licence - betting Premises (Other)	B	600.00	600.00	NB	600.00	0.00%	600.00	0.00%	01-Apr-10	N/A
Application for a variation of premises licence - Bingo	B	1,750.00	1,750.00	NB	1,750.00	0.00%	1,750.00	0.00%	01-Apr-10	N/A
Application for a variation of premises licence - Adult Gaming Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	N/A
Application for a variation of premises licence - Family Entertainment Centre	B	1,000.00	1,000.00	NB	1,000.00	0.00%	1,000.00	0.00%	01-Apr-10	N/A
Application for a variation of premises licence - Betting Premises (Track)	B	1,250.00	1,250.00	NB	1,250.00	0.00%	1,250.00	0.00%	01-Apr-10	N/A

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Application for a variation of premises licence - Betting Premises (Other)	B	1,500.00	1,500.00	NB	1,500.00	0.00%	1,500.00	0.00%	01-Apr-10	N/A
Application for a transfer of premises licence - Bingo	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	N/A
Application for a transfer of premises licence - Adult Gaming Centre	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	N/A
Application for a transfer of premises licence - Family Entertainment Centre	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	N/A
Application for a transfer of premises licence - Betting Premises (Track)	B	950.00	950.00	NB	950.00	0.00%	950.00	0.00%	01-Apr-10	N/A
Application for a transfer of premises licence - betting Premises (Other)	B	1,200.00	1,200.00	NB	1,200.00	0.00%	1,200.00	0.00%	01-Apr-10	N/A
Application for an Unlicensed Family Entertainment Centre Gaming Machine Permit	B	300.00	300.00	NB	300.00	0.00%	300.00	0.00%	01-Apr-10	N/A
Licensed premises gaming machine permit	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-10	N/A

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Annual fee for licensed premises gaming machine permit	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	N/A
Application for club gaming / gaming machine permit	B	150.00	150.00	NB	150.00	0.00%	150.00	0.00%	01-Apr-10	N/A
Annual fee for club gaming / gaming machine permit	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	N/A
Transfer of gaming machine permit	B	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-10	N/A
Notification of 2 x gaming machines	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-10	N/A
Street Trading Licences										
Pitch (Permanent)	B	880.00	880.00	NB	880.00	0.00%	880.00	0.00%	01-Apr-13	N/A
Pitch (Temporary - 6 months)	B	440.00	440.00	NB	440.00	0.00%	440.00	0.00%	01-Apr-13	N/A
Shops Front (per metere depth) - 6 months	B	72.00	72.00	NB	72.00	0.00%	72.00	0.00%	01-Apr-13	N/A
Change of Licenses (including trading area) - 6 months	B	72.00	72.00	NB	72.00	0.00%	72.00	0.00%	01-Apr-13	N/A
Short term event Temp Street Trading Licence - 1st day	M	26.80	27.50	NB	26.80	0.00%	27.50	0.00%	01-Apr-13	N/A
Short term event Temp Street Trading Licence - per day thereafter	M	10.70	11.00	NB	10.70	0.00%	11.00	0.00%	01-Apr-13	N/A

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Consent for distribution of free printed matter (per application - covering a period of 8 hours)	B	27.50	27.50	NB	27.50	0.00%	27.50	0.00%	01-Apr-13	N/A
Busking permission	M	26.80	27.50	NB	26.80	0.00%	27.50	0.00%	01-Apr-13	N/A
Highway Event permits	M		n/a	NB		N/A	n/a	N/A	01-Apr-11	N/A
Street Trading										
Continental Market (Fee per day per stall)	B		50.00	NB		N/A	50.00	0.00%	01-Apr-13	N/A
Uxbridge Town Centre Market - Max 50 stalls 1st day	B	760.00	760.00	NB	760.00	0.00%	760.00	0.00%	01-Apr-13	N/A
Uxbridge Town Centre Market - Max 50 stalls per day therafter	B	255.00	255.00	NB	255.00	0.00%	255.00	0.00%	01-Apr-13	N/A
Other areas Market - up to 50 stalls per day 1st day	B	510.00	510.00	NB	510.00	0.00%	510.00	0.00%	01-Apr-13	N/A
Other areas Market - additional 50 stalls 1st day	B	255.00	255.00	NB	255.00	0.00%	255.00	0.00%	01-Apr-13	N/A
Other areas Market-up to 50 stalls each day thereafter	B	510.00	510.00	NB	510.00	0.00%	510.00	0.00%	01-Apr-13	N/A
Other areas Market-additional 50 stalls each day thereafter	B	255.00	255.00	NB	255.00	0.00%	255.00	0.00%	01-Apr-13	N/A

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25. Trading Standards										
Weights and Measures										
Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour	B	70.00	N/A	NB	70.00	0.00%	N/A	N/A	01-Apr-13	N/A
Fees for purpose of S74 Weights & Measures Act 1985	B	70.00	N/A	NB	70.00	0.00%	N/A	N/A	01-Apr-13	N/A
Linear measures not exceeding 3m for each scale	B	10.30	N/A	NB	10.30	0.00%	N/A	N/A	01-Apr-13	N/A
Capacity measures without division not exceeding 1 litre or 1 qt	B	8.10	N/A	NB	8.10	0.00%	N/A	N/A	01-Apr-13	N/A
Cubic ballast measures (other than brim measures)	B	153.00	N/A	NB	153.00	0.00%	N/A	N/A	01-Apr-13	N/A
Liquid capacity measures for making up and checking average quantity purchases	B	24.40	N/A	NB	24.40	0.00%	N/A	N/A	01-Apr-13	N/A
Template per scale - First item	B	42.20	N/A	NB	42.20	0.00%	N/A	N/A	01-Apr-13	N/A
Template per scale - Second item	B	16.80	N/A	NB	16.80	0.00%	N/A	N/A	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Weighing Instruments - Exceeding 250kg to 1 tonne	B	55.20	N/A	NB	55.20	0.00%	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 1 tonne to 10 tonnes	B	131.20	N/A	NB	131.20	0.00%	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes	B	340.50	N/A	NB	340.50	0.00%	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)	B	170.00	N/A	NB	170.00	0.00%	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes	B	560.00	N/A	NB	560.00	0.00%	N/A	N/A	01-Apr-13	N/A
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)	B	280.00	N/A	NB	280.00	0.00%	N/A	N/A	01-Apr-13	N/A

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Measuring Instruments for Liquid Fuel and Lubricants										
Container Type (un-subdivided)	B	63.10	N/A	NB	63.10	0.00%	N/A	N/A	01-Apr-13	N/A
Single / multi-outlets (nozzles) - Each Additional nozzle tested	B	103.70	N/A	NB	103.70	0.00%	N/A	N/A	01-Apr-13	N/A
Single / multi-outlets (nozzles) - First nozzle tested per site	B	63.60	N/A	NB	63.60	0.00%	N/A	N/A	01-Apr-13	N/A
A charge to cover any Additional costs involved in testing ancillary equipment which requires Additional testing on site, such as credit card acceptors, could be based upon the basic fee given above plus Additional costs at a rate per extra officer / hour	B	70.00	N/A	NB	70.00	0.00%	N/A	N/A	01-Apr-13	N/A

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Road Tanker Liquid Fuel Measuring Equipment (Above 100 litres)										
Meter measuring system - Dry hose type with two testing liquids	B	201.00	N/A	NB	201.00	0.00%	N/A	N/A	01-Apr-13	N/A
Meter measuring system - Wet hose type with two testing liquids	B	249.00	N/A	NB	249.00	0.00%	N/A	N/A	01-Apr-13	N/A
Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)	B	149.40	N/A	NB	149.40	0.00%	N/A	N/A	01-Apr-13	N/A
Dipstick measuring systems - Over 7,600 litres basic fees + costs per hour at a rate of:	B	70.00	N/A	NB	70.00	0.00%	N/A	N/A	01-Apr-13	N/A
Initial dipstick	B	18.40	N/A	NB	18.40	0.00%	N/A	N/A	01-Apr-13	N/A
Spare dipstick	B	18.40	N/A	NB	18.40	0.00%	N/A	N/A	01-Apr-13	N/A
Replacement dipstick (for calibration of each compartment and production of chart)	B	38.90	N/A	NB	38.90	0.00%	N/A	N/A	01-Apr-13	N/A

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Explosives										
Registered premises (Statutory Fee) New	B	105.00	N/A	NB	105.00	0.00%	N/A	N/A	01-Apr-13	N/A
Registered premises (Statutory Fee) Renewal	B	52.00	N/A	NB	52.00	0.00%	N/A	N/A	01-Apr-13	N/A
Licensed store (Statutory Fee) New	B	178.00	N/A	NB	178.00	0.00%	N/A	N/A	01-Apr-13	N/A
Licensed store (Statutory Fee) Renewal	B	83.00	N/A	NB	83.00	0.00%	N/A	N/A	01-Apr-13	N/A
Licence to sell all year (statutory Fee)	B	500.00	N/A	NB	500.00	0.00%	N/A	N/A	01-Apr-13	N/A
Sale of goods										
By competitive bidding	B	177.50	N/A	NB	177.50	0.00%		N/A	01-Apr-13	N/A

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26. Trade Refuse										
Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)	B	2.50	2.50	NB	2.50	0.00%	2.50	0.00%	01-Apr-13	N/A
960 litre capacity bulk bin. (Hire & empty)	B	15.50	15.45	NB	15.50	0.00%	15.80	2.27%	01-Apr-13	01-Apr-14
1100 litre capacity bulk bin (1-3 bins). Hire & empty	B	17.50	17.50	NB	17.50	0.00%	17.85	2.00%	01-Apr-13	01-Apr-14
1100 litre capacity bulk bin (4 bins and over). Hire & empty	B	13.90	14.00	NB	13.90	0.00%	14.20	1.43%	01-Apr-13	01-Apr-14
1280 litre capacity bulk bin. Hire & empty	B	19.50	19.60	NB	19.50	0.00%	20.00	2.04%	01-Apr-13	01-Apr-14
1100 litre capacity bulk bin for recycling (mixed paper, cards, cans and plastic bottles) hire & empty (fortnightly collection)	B	5.00	5.00	NB	5.00	0.00%	5.00	0.00%	01-Apr-13	N/A
Container reinstatement fee following removal due to late payment (per site)	B	61.00	61.00	NB	61.00	0.00%	61.00	0.00%	01-Apr-13	N/A

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Hire charge for supply of 960 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	27.55	N/A	NB	27.55	0.00%	N/A	N/A	01-Apr-13	N/A
Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	32.00	N/A	NB	32.00	0.00%	N/A	N/A	01-Apr-13	N/A
Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 3 months)	B	36.88	N/A	NB	36.88	0.00%	N/A	N/A	01-Apr-13	N/A
Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 3 months)	B	14.00	N/A	NB	14.00	0.00%	N/A	N/A	01-Apr-13	N/A
Special one-off collections (by arrangement).	B	46.33	46.33	NB	46.33	0.00%	46.33	0.00%	01-Apr-13	N/A
Special one-off collections (residents) up to 4 items	R	15.00	N/A	NB	15.00	0.00%	N/A	N/A	01-Apr-13	N/A

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Special one-off collections (residents) 4 items up to 8 items	R	30.00	N/A	NB	30.00	0.00%	N/A	N/A	01-Apr-13	N/A
Special one-off collections (residents) 8 items up to 12 items	R	45.00	N/A	NB	45.00	0.00%	N/A	N/A	01-Apr-13	N/A
Entry Charge	B	0.00	10.00	NB	0.00	0.00%	10.00	0.00%	01-Apr-10	N/A
Trade waste at CA sites	B	150.00	150.00	NB	150.00	0.00%	155.00	3.33%	01-Apr-13	01-Apr-14

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27. Public Conveniences										
Public Conveniences										
Hatton Cross - Per entry	M	0.10	N/A	NB	0.10	0.00%	N/A	N/A	01-Apr-13	N/A
Oakland Gate - Per entry	M	0.10	N/A	NB	0.10	0.00%	N/A	N/A	01-Apr-13	N/A
Park Lane, Harefield - Per entry	M	0.10	N/A	NB	0.10	0.00%	N/A	N/A	01-Apr-13	N/A
Linden Avenue - Per entry	M	0.20	N/A	NB	0.20	0.00%	N/A	N/A	01-Apr-13	N/A
28. Environmental Enforcement										
Penalties										
Litter Enforcement (Fixed Penalty Notice)	M	80.00	80.00	NB	80.00	0.00%	80.00	0.00%	01-Apr-11	N/A
Graffiti (Fixed Penalty)	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-13	N/A
Dog Warden Services (Fixed Penalty)	M	25.00	25.00	NB	25.00	0.00%	25.00	0.00%	01-Apr-11	N/A
Dog warden Services (Transportation costs) First offence within 12 Months - excl of fixed penalty	M	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-11	N/A
Duty of care (Fixed Penalty)	M	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	N/A
Fly Posting (Fixed Penalty)	M	100.00	100.00	NB	100.00	0.00%	100.00	0.00%	01-Apr-13	N/A
Contravention of conditions - Street trading licence (Fixed Penalty)	M	90.00	90.00	NB	90.00	0.00%	90.00	0.00%	01-Apr-11	N/A

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29. Environmental Protection Unit										
Environmental Permitting EPU										
Application for a standard process	B	1,579.00	1579	NB	1579.00	0.00%	1579.00	0.00%	01-Apr-12	N/A
Additional to standard process application if operating at the time	B	1,137.00	1137	NB	1137.00	0.00%	1137.00	0.00%	01-Apr-12	N/A
Application for PVRI, SWOB and DC	B	148.00	148	NB	148.00	0.00%	148.00	0.00%	01-Apr-12	N/A
Application for PVR1 and PVR2 combined	B	246.00	246	NB	246.00	0.00%	246.00	0.00%	01-Apr-12	N/A
Application for VR and other reduced fee activities	B	346.00	346.00	NB	346.00	0.00%	346.00	0.00%	01-Apr-12	N/A
Additional to reduced fee application if operating at the the time	B	68.00	68.00	NB	68.00	0.00%	68.00	0.00%	01-Apr-12	N/A
Application for mobile , sceening and crushing plant	B	1,579.00	1,579.00	NB	1,579.00	0.00%	1,579.00	0.00%	01-Apr-12	N/A
Application for third to seventh mobile, screening and crushing plant	B	943.00	943.00	NB	943.00	0.00%	943.00	0.00%	01-Apr-12	N/A
Application for eighth and subsequent mobile, screening and crushing plant	B	477.00	477.00	NB	477.00	0.00%	477.00	0.00%	01-Apr-12	N/A

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Additional application fee if waste application with the permit application	B	297.00	297.00	NB	297.00	0.00%	297.00	0.00%	01-Apr-12	N/A
Subsistence for standard process low risk	B	739.00	739.00	NB	739.00	0.00%	739.00	0.00%	01-Apr-12	N/A
Subsistence for standard process medium risk	B	1,111.00	1,111.00	NB	1,111.00	0.00%	1,111.00	0.00%	01-Apr-12	N/A
Subsistence for standard process high risk	B	1,672.00	1,672.00	NB	1,672.00	0.00%	1,672.00	0.00%	01-Apr-12	N/A
Subsistence Reduced Fee Activity low risk	B	76.00	76.00	NB	76.00	0.00%	76.00	0.00%	01-Apr-12	N/A
Subsistence Reduced Fee Activity medium risk	b	151.00	151.00	NB	151.00	0.00%	151.00	0.00%	01-Apr-12	N/A
Subsistence Reduced Fee Activity high risk	B	227.00	227.00	NB	227.00	0.00%	227.00	0.00%	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined low risk	B	108.00	108.00	NB	108.00	0.00%	108.00	0.00%	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined medium risk	B	216.00	216.00	NB	216.00	0.00%	216.00	0.00%	01-Apr-12	N/A
Subsistence PVR1 & PVR2 combined high risk	B	326.00	326.00	NB	326.00	0.00%	326.00	0.00%	01-Apr-12	N/A
Subsistence for VR low risk	B	218.00	218.00	NB	218.00	0.00%	218.00	0.00%	01-Apr-12	N/A
Subsistence for VR medium risk	B	349.00	349.00	NB	349.00	0.00%	349.00	0.00%	01-Apr-12	N/A

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Subsistence for VR high risk	B	524.00	524.00	NB	524.00	0.00%	524.00	0.00%	01-Apr-12	N/A
Subsistence for mobile sceening and crushing plant low risk	B	618.00	618.00	NB	618.00	0.00%	618.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant medium risk	B	989.00	989.00	NB	989.00	0.00%	989.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant high risk	B	1,484.00	1,484.00	NB	1,484.00	0.00%	1,484.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant low risk 3rd-7th permits	B	368.00	368.00	NB	368.00	0.00%	368.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant medium risk 3rd-7th permits	B	590.00	590.00	NB	590.00	0.00%	590.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant high risk 3rd-7th permits	B	884.00	884.00	NB	884.00	0.00%	884.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant low risk 8th permit plus	B	189.00	189.00	NB	189.00	0.00%	189.00	0.00%	01-Apr-12	N/A

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Subsistence for mobile screening and crushing plant medium risk 8th permit plus	B	302.00	302.00	NB	302.00	0.00%	302.00	0.00%	01-Apr-12	N/A
Subsistence for mobile screening and crushing plant high risk 8th permit plus	B	453.00	453.00	NB	453.00	0.00%	453.00	0.00%	01-Apr-12	N/A
Subsistence Late payment fee	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	01-Apr-12	N/A
Extra fee for standard process where E-PRTR report needed	B	99.00	99.00	NB	99.00	0.00%	99.00	0.00%	01-Apr-12	N/A
Extra fee for standard process combined with waste installation low risk	B	149.00	149.00	NB	149.00	0.00%	149.00	0.00%	01-Apr-12	N/A
Extra fee for standard process combined with waste installation medium risk	B	198.00	198.00	NB	198.00	0.00%	198.00	0.00%	01-Apr-12	N/A
Extra fee for standard process combined with waste installation high risk	B	99.00	99.00	NB	99.00	0.00%	99.00	0.00%	01-Apr-12	N/A
Transfer of standard process	B	162.00	162.00	NB	162.00	0.00%	162.00	0.00%	01-Apr-12	N/A
Partial transfer of standard process	B	476.00	476.00	NB	476.00	0.00%	476.00	0.00%	01-Apr-12	N/A

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New operator at low risk reduced fee activity	B	75.00	75.00	NB	75.00	0.00%	75.00	0.00%	01-Apr-12	N/A
Partial transfer of reduced fee activity	B	45.00	45.00	NB	45.00	0.00%	45.00	0.00%	01-Apr-12	N/A
First temporary transfer of mobiles	B	51.00	51.00	NB	51.00	0.00%	51.00	0.00%	01-Apr-12	N/A
Repeat transfer after enforcement	B	51.00	51.00	NB	51.00	0.00%	51.00	0.00%	01-Apr-12	N/A
Substantial Change for standard process	B	1,005.00	1,005.00	NB	1,005.00	0.00%	1,005.00	0.00%	01-Apr-12	N/A
Substantial Change for standard process where new PPC activity	B	1,579.00	1,579.00	NB	1,579.00	0.00%	1,579.00	0.00%	01-Apr-12	N/A
Substantial Change for reduced fee activity	B	98.00	98.00	MB	98.00	0.00%	98.00	0.00%	01-Apr-12	N/A

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30. Pest Control										
Occupied Property - 1-3 visits	R	60.00	N/A	STD	60.00	0.00%	N/A	N/A	01-Apr-13	N/A
Occupied Property - 1-3 visits Over 65	R	0.00	N/A	STD	0.00	N/A	N/A	N/A	01-Apr-13	N/A
Occupied Property - each additional visit	R	36.00	N/A	STD	36.00	0.00%	N/A	N/A	01-Apr-13	N/A
Rented Property	R	93.60	N/A	STD	93.60	0.00%	N/A	N/A	01-Apr-13	N/A
No Access	R	36.00	N/A	STD	36.00	0.00%	N/A	N/A	01-Apr-13	N/A
31. Contaminated Land										
Contaminated Land										
Residential Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	R	60.00	60.00	STD	60.00	0.00%	60.00	0.00%	01-Apr-11	N/A
Commercial Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	B	150.00	150.00	STD	150.00	0.00%	150.00	0.00%	01-Apr-13	N/A

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32. Parking										
On-Street Parking: (1) Town Centres										
The maximum stay period on-street in Uxbridge is 2 hrs.All of the existing and proposed charges are based on the cost of parking for each 15 mins										
Uxbridge										
Per 15 mins up to 2 hours	M	0.30	0.80	NB	0.30	0.00%	0.80	0.00%	31-Jan-11	N/A
West Drayton / Yiewsley, Hayes (Coldharbour Lane and Station Rd), Northwood Hills, Eastcote, Ruislip.										
These schemes have various maximum stay durations of either 2 hours or 4 hours.:										
1st 30 mins free then,	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
30 mins up to 2hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
On-Street Parking: (1) Local Centres and ParadesHillingdon Circus; Uxbridge Rd / Lees Rd; South Ruislip; North Hillingdon (Hercies RD);Crescent Parade; New Pond Parade; Ickenham, Dellfield Parade, Hillingdon Hill										
These schemes have various maximum stay durations between 2 hrs and 4 hrs										
1st 30 mins free then,	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
On-Street Parking: (2) Local Centres and Parades										
Belmore Parade										
This scheme has a duration of 10 hrs and 40 mins										
1st 30 mins free, then	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
per 30 mins up to 2 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to 4 hrs, then	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	N/A
Parking Schemes										
Heathrow; Hayes (Mount Rd and Nield Rd); Longford; Uxbridge South; Hillingdon Hospital; Cowley (Station Rd and Huxley Cl); Uxbridge North (Park Rd); West Drayton										
These schemes have various maximum stay durations between 30 mins and 8 hrs										
Outside shops:										
1st 30 mins free, then	M	0.00	0.00	NB	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
per 30 mins up to maximum stay	M	0.20	0.70	NB	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
Other Places:										
per 20 mins up to maximum stay	M	0.20	0.60	NB	0.20	0.00%	0.60	0.00%	31-Jan-11	N/A

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Off Street Parking										
Kingsend South and Kingsend North, Ruislip - Limited Stay										
up to 1 hour (Kingsend South)	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%	31-Jan-11	N/A
up to 2 hours (Kingsend South)	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%	31-Jan-11	N/A
up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%	31-Jan-11	N/A
up to 90 mins	M	0.40	1.50	STD	0.40	0.00%	1.50	0.00%	31-Jan-11	N/A
up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%	31-Jan-11	N/A
Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
Up to 1 hour	M	0.20	1.00	STD	0.20	0.00%	1.00	0.00%	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.30	STD	0.40	0.00%	1.30	0.00%	31-Jan-11	N/A
Up to 2 hours	M	0.60	1.70	STD	0.60	0.00%	1.70	0.00%	31-Jan-11	N/A
Up to 3 hours	M	1.00	2.50	STD	1.00	0.00%	2.50	0.00%	31-Jan-11	N/A
Up to 4 hours	M	1.80	4.40	STD	1.80	0.00%	4.40	0.00%	31-Jan-11	N/A
Rockingham Recreation Ground, Uxbridge - Limited Stay										
This car park has a maximum stay of 4 hours										
1st 30 minutes free, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
per 30 mins up to 2 hours, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A

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Sidmouth Drive car park, Ruislip Gardens, Limited Stay										
This car park has a maximum stay period of 4 hours										
1st 30 mins, then	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
per 30 mins up to 2 hrs, then	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
per 20 mins up to maximum stay	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
Kingsend South, Ruislip - Long Stay										
Up to 1 hour	M	0.60	1.00	STD	0.60	0.00%	1.00	0.00%	31-Jan-11	N/A
Up to 2 hours	M	1.00	1.50	STD	1.00	0.00%	1.50	0.00%	31-Jan-11	N/A
Up to 3 hours	M	1.20	2.90	STD	1.20	0.00%	2.90	0.00%	31-Jan-11	N/A
Up to 4 hours	M	2.00	4.90	STD	2.00	0.00%	4.90	0.00%	31-Jan-11	N/A
Over 4 hours	M	2.20	5.50	STD	2.20	0.00%	5.50	0.00%	31-Jan-11	N/A
Other Borough Car Parks:Blyth Road, Hayes; Community Close, Ickenham; Fairfield Rd, Yiewsley;Long Lane; Hillingdon; Civic Hall, Hayes; Linden Avenue, Ruislip Manor; Devon Parade, Eastcote; Devonshire Lodge, Eastcote; Green Lane, Northwood.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	N/A
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	N/A
Up to 3 hours	M	1.00	3.00	STD	1.00	0.00%	3.00	0.00%	31-Jan-11	N/A
Up to 4 hours	M	2.00	5.20	STD	2.00	0.00%	5.20	0.00%	31-Jan-11	N/A
Up to 9 hours (Over 4 hours for Blyth Road)	M	3.70	8.70	STD	3.70	0.00%	8.70	0.00%	31-Jan-11	N/A
Over 9 hours	M	6.20	12.00	STD	6.20	0.00%	12.00	0.00%	31-Jan-11	N/A

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Long Stay Reduced Charge:Long Drive, South Ruislip; Brandville Rd, West Drayton; Pembroke Gardens, Ruislip Manor; Pump Lane, Hayes; North View, Eastcote; St Martins Approach, Ruislip.										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.70	STD	0.20	0.00%	0.70	0.00%	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.40	STD	0.40	0.00%	1.40	0.00%	31-Jan-11	N/A
Up to 2 hours	M	0.60	2.10	STD	0.60	0.00%	2.10	0.00%	31-Jan-11	N/A
Up to 3 hours	M	1.00	3.50	STD	1.00	0.00%	3.50	0.00%	31-Jan-11	N/A
Up to 4 hours	M	1.80	5.20	STD	1.80	0.00%	5.20	0.00%	31-Jan-11	N/A
Over 4 hours	M	2.00	5.70	STD	2.00	0.00%	5.70	0.00%	31-Jan-11	N/A
Leisure Centre Car Parks: (Subject to agreement with the operators where relevant)										
Up to 30 mins	M	0.00	0.00	STD	0.00	0.00%	0.00	0.00%	31-Jan-11	N/A
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.50	0.00%	31-Jan-11	N/A
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.00	0.00%	31-Jan-11	N/A
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	1.50	0.00%	31-Jan-11	N/A
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	2.30	0.00%	31-Jan-11	N/A
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	4.50	0.00%	31-Jan-11	N/A
Up to 6 hours	M	2.60	5.50	STD	2.60	0.00%	5.50	0.00%	31-Jan-11	N/A
Up to 9 hours	M	3.70	8.00	STD	3.70	0.00%	8.00	0.00%	31-Jan-11	N/A
Over 9 hours	M	6.20	11.00	STD	6.20	0.00%	11.00	0.00%	31-Jan-11	N/A
Uxbridge Multi-Storey car parks: Cedars car park, Uxbridge; Grainges car park, Uxbridge										
Up to 2 hours	M	1.00	1.40	STD	1.00	0.00%	1.40	0.00%	31-Jan-11	N/A
Up to 3 hours	M	2.00	2.40	STD	2.00	0.00%	2.40	0.00%	31-Jan-11	N/A
Up to 4 hours	M	2.50	3.00	STD	2.50	0.00%	3.00	0.00%	31-Jan-11	N/A
Up to 5 hours	M	3.20	4.00	STD	3.20	0.00%	4.00	0.00%	31-Jan-11	N/A
Up to 6 hours	M	4.50	6.80	STD	4.50	0.00%	6.80	0.00%	31-Jan-11	N/A
Up to 8 hours	M	6.50	11.00	STD	6.50	0.00%	11.00	0.00%	31-Jan-11	N/A
Over 8 hours	M	8.50	16.00	STD	8.50	0.00%	16.00	0.00%	31-Jan-11	N/A
Sunday (all day)	M	2.00	2.70	STD	2.00	0.00%	2.70	0.00%	31-Jan-11	N/A

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Civic Centre car park (open on Saturdays only)										
Up to 2 hours	M	0.90	1.40	STD	0.90	0.00%	1.40	0.00%	31-Jan-11	N/A
Up to 4 hours	M	1.80	3.00	STD	1.80	0.00%	3.00	0.00%	31-Jan-11	N/A
Over 4 hours	M	3.50	5.50	STD	3.50	0.00%	5.50	0.00%	31-Jan-11	N/A
Multi-storey Season Tickets and other pre-paid Parking Permits:										
Cedars and Grainges Car Parks At all times (per quarter)	M	300.00	425.00	STD	300.00	0.00%	425.00	0.00%	01-Apr-12	N/A
Cedars and Grainges Car Parks At all times (per half-year)	M	0.00	845.00	STD	0.00	0.00%	845.00	0.00%	01-Apr-12	N/A
Cedars and Grainges Car Parks At all times (annual)	M	1,200.00	1,700.00	STD	1,200.00	0.00%	1,700.00	0.00%	31-Jan-11	N/A
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%	31-Jan-11	N/A
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	105.00	STD	85.00	0.00%	105.00	0.00%	31-Jan-11	N/A
Business Permit / Trader Permit All times (per annum)	M	480.00	500.00	NB	480.00	0.00%	500.00	0.00%	31-Jan-11	N/A

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33. Planning Policy										
Accessible Hillingdon Supplementary Planning Document (SPD) (printed copies)	B	17.00	17.00	STD	17.00	0.00%	17.00	0.00%	07-May-13	N/A
34. Planning Specialists										
Ordinary Watercourse Land Drainage Consent fee	B	50.00	50.00	NB	50.00	0.00%	50.00	0.00%	04-Nov-13	N/A
35. Children's Centres										
Full day care provision										
Nestles Avenue Children's Centre	R	205.00	207.00	EXP	205.00	0.00%	207.00	0.00%	01-Apr-13	N/A
South Ruislip Early Years Centre	R	205.00	207.00	EXP	205.00	0.00%	207.00	0.00%	01-Apr-13	N/A
Uxbridge Early Years Centre	R	205.00	207.00	EXP	205.00	0.00%	207.00	0.00%	01-Apr-13	N/A
Barra Hall Room Hire										
Daytime room hire per hour (9am to 6pm) (concession for voluntary organisations)	M	30.00	30.00	EXP	30.00	0.00%	30.00	0.00%	01-Apr-13	N/A
Daytime room hire per day (9am to 6pm) (concession for voluntary organisations)	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%	01-Apr-13	N/A

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Evening room hire per hour (concession for voluntary organisations)	M	33.00	33.00	EXP	33.00	0.00%	33.00	0.00%	01-Apr-13	N/A
Weekend room hire per hour (concession for voluntary organisations)	M	37.50	37.50	EXP	37.50	0.00%	37.50	0.00%	01-Apr-13	N/A
Weekend room hire per day (9am to 6pm) (concession for voluntary organisations)	M	187.50	187.50	EXP	187.50	0.00%	187.50	0.00%	01-Apr-13	N/A
Additional tea / coffee (per mug)	M	0.80	0.80	STD	0.80	0.00%	0.80	0.00%	01-Apr-13	N/A
36. Adult Education And Music Service										
Tuition Fees										
Tuition Fee per Guided Learning Hour –LSC funded provision	R	2.48	4.55	EXP	2.48	0.00%	4.55	0.00%	01-Apr-13	N/A
Tuition Fee per Guided Learning Hour –LBH funded provision	R	2.48	4.55	EXP	2.48	0.00%	4.55	0.00%	01-Apr-13	N/A
Charge for a fully equipped and serviced classroom	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%	1 April 2013	N/A
Charge for a fully equipped and serviced classroom	M	100.00	100.00	EXP	100.00	0.00%	100.00	0.00%	1 April 2013	N/A

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Music Service (termly charge)										
Group tuition	R	58.50	60.00	EXP	58.50	0.00%	60.00	0.00%	01-Apr-13	N/A
Individual tuition	R	110.00	112.00	EXP	110.00	0.00%	112.00	0.00%	01-Apr-13	N/A
Saturday Music Centre	R	58.50	60.00	EXP	58.50	0.00%	60.00	0.00%	01-Apr-13	N/A
Evening Activity or Saturday Choir Only	R	33.00	34.00	EXP	33.00	0.00%	34.00	0.00%	01-Apr-13	N/A
Use of Instrument	R	12.00	15.00	EXP	12.00	0.00%	15.00	0.00%	01-Apr-13	N/A
individual 15 minute lesson	R	85.00	85.00	EXP	85.00	0.00%	85.00	0.00%	01-Apr-13	N/A
Music Service (concession)										
Group tuition	R	12.75	13.00	EXP	12.75	0.00%	13.00	0.00%	01-Apr-13	N/A
Individual tuition	R	21.25	21.50	EXP	21.25	0.00%	21.50	0.00%	01-Apr-13	N/A
Saturday Music Centre	R	12.75	13.00	EXP	12.75	0.00%	13.00	0.00%	01-Apr-13	N/A
Evening Activity or Saturday Choir Only	R	9.25	9.50	EXP	9.25	0.00%	9.50	0.00%	01-Apr-13	N/A
Use of Instrument	R	4.10	5.10	EXP	4.10	0.00%	5.10	0.00%	01-Apr-13	N/A
individual 15 minute lesson	R	17.00	17.00	EXP	17.00	0.00%	17.00	0.00%	01-Apr-13	N/A
Music Service (Schools Charges)										
Hourly Charge for School Projects	S	N/A	37.00	NB	N/A	N/A	37.00	0.00%	01-Apr-13	N/A
Hourly Charge for School Projects (to academies)	S	N/A	44.40	STD	N/A	N/A	44.40	0.00%	01-Apr-13	N/A

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37. Young People's Centre										
Charville YPC Northwood YPC South Ruislip YPC										
Hourly Charges										
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	30.00	30.00	EXP	30.00	0.00%	30.00	0.00%	01-Apr-13	N/A
Other lettings	M	40.00	40.00	EXP	40.00	0.00%	40.00	0.00%	01-Apr-13	N/A
Daily Charges (Up to 8 Hours)										
Council directly managed	M	120.00	120.00	EXP	120.00	0.00%	120.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	150.00	150.00	EXP	150.00	0.00%	150.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	180.00	180.00	EXP	180.00	0.00%	180.00	0.00%	01-Apr-13	N/A
Other lettings	M	241.00	241.00	EXP	241.00	0.00%	241.00	0.00%	01-Apr-13	N/A
Daily Charges (More than 8 Hours)										
Council directly managed	M	241.00	241.00	EXP	241.00	0.00%	241.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	301.00	301.00	EXP	301.00	0.00%	301.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	361.00	361.00	EXP	361.00	0.00%	361.00	0.00%	01-Apr-13	N/A
Other lettings	M	481.00	481.00	EXP	481.00	0.00%	481.00	0.00%	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-13	N/A

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Daily (up to 8 hours)										
Charge for 1 room	M	40.00	40.00	EXP	40.00	0.00%	40.00	0.00%	01-Apr-13	N/A
Small hall	M	60.00	60.00	EXP	60.00	0.00%	60.00	0.00%	01-Apr-13	N/A
Large Hall	M	90.00	90.00	EXP	90.00	0.00%	90.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	80.00	80.00	EXP	80.00	0.00%	80.00	0.00%	01-Apr-13	N/A
Small hall	M	120.00	120.00	EXP	120.00	0.00%	120.00	0.00%	01-Apr-13	N/A
Large Hall	M	180.00	180.00	EXP	180.00	0.00%	180.00	0.00%	01-Apr-13	N/A
West Drayton YPC										
Hourly charges										
Council directly managed	M	21.00	21.00	EXP	21.00	0.00%	21.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-13	N/A
Other lettings	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-13	N/A
Daily Charges (UP to 8 HOURS)										
Council directly managed	M	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	155.00	155.00	EXP	155.00	0.00%	155.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	186.00	186.00	EXP	186.00	0.00%	186.00	0.00%	01-Apr-13	N/A
Other lettings	M	248.00	248.00	EXP	248.00	0.00%	248.00	0.00%	01-Apr-13	N/A

Type
B - Buisness R - Resident
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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily Charges (More than 8 HOURS)										
Council directly managed	M	248.00	248.00	EXP	248.00	0.00%	248.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	310.00	310.00	EXP	310.00	0.00%	310.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	372.00	372.00	EXP	372.00	0.00%	372.00	0.00%	01-Apr-13	N/A
Other lettings	M	496.00	496.00	EXP	496.00	0.00%	496.00	0.00%	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Large Hall	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-13	N/A
Small hall	M	62.00	62.00	EXP	62.00	0.00%	62.00	0.00%	01-Apr-13	N/A
Large Hall	M	93.00	93.00	EXP	93.00	0.00%	93.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	83.00	83.00	EXP	83.00	0.00%	83.00	0.00%	01-Apr-13	N/A
Small hall	M	124.00	124.00	EXP	124.00	0.00%	124.00	0.00%	01-Apr-13	N/A
Large Hall	M	186.00	186.00	EXP	186.00	0.00%	186.00	0.00%	01-Apr-13	N/A
Harlington YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	0.00%	24.00	0.00%	01-Apr-13	N/A
Other lettings	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily (up to 8 hours)										
Council directly managed	M	97.00	97.00	EXP	97.00	0.00%	97.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	122.00	122.00	EXP	122.00	0.00%	122.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	146.00	146.00	EXP	146.00	0.00%	146.00	0.00%	01-Apr-13	N/A
Other lettings	M	194.00	194.00	EXP	194.00	0.00%	194.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Council directly managed	M	194.00	194.00	EXP	194.00	0.00%	194.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	243.00	243.00	EXP	243.00	0.00%	243.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	292.00	292.00	EXP	292.00	0.00%	292.00	0.00%	01-Apr-13	N/A
Other lettings	M	389.00	389.00	EXP	389.00	0.00%	389.00	0.00%	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%	5.00	0.00%	01-Apr-13	N/A
Small hall	M	8.00	8.00	EXP	8.00	0.00%	8.00	0.00%	01-Apr-13	N/A
Large Hall	M	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-13	N/A
Small hall	M	49.00	49.00	EXP	49.00	0.00%	49.00	0.00%	01-Apr-13	N/A
Large Hall	M	73.00	73.00	EXP	73.00	0.00%	73.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	65.00	65.00	EXP	65.00	0.00%	65.00	0.00%	01-Apr-13	N/A
Small hall	M	97.00	97.00	EXP	97.00	0.00%	97.00	0.00%	01-Apr-13	N/A
Large Hall	M	146.00	146.00	EXP	146.00	0.00%	146.00	0.00%	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Ruislip YPC										
Hourly										
Council directly managed	M	16.00	16.00	EXP	16.00	0.00%	16.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	24.00	24.00	EXP	24.00	0.00%	24.00	0.00%	01-Apr-13	N/A
Other lettings	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-13	N/A
Daily (up to 8 hours)										
Council directly managed	M	95.00	95.00	EXP	95.00	0.00%	95.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	118.00	118.00	EXP	118.00	0.00%	118.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	142.00	142.00	EXP	142.00	0.00%	142.00	0.00%	01-Apr-13	N/A
Other lettings	M	189.00	189.00	EXP	189.00	0.00%	189.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Council directly managed	M	189.00	189.00	EXP	189.00	0.00%	189.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	237.00	237.00	EXP	237.00	0.00%	237.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	284.00	284.00	EXP	284.00	0.00%	284.00	0.00%	01-Apr-13	N/A
Other lettings	M	379.00	379.00	EXP	379.00	0.00%	379.00	0.00%	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	5.00	5.00	EXP	5.00	0.00%	5.00	0.00%	01-Apr-13	N/A
Small hall	M	8.00	8.00	EXP	8.00	0.00%	8.00	0.00%	01-Apr-13	N/A
Large Hall	M	12.00	12.00	EXP	12.00	0.00%	12.00	0.00%	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily (up to 8 hours)										
Charge for 1 room	M	32.00	32.00	EXP	32.00	0.00%	32.00	0.00%	01-Apr-13	N/A
Small hall	M	47.00	47.00	EXP	47.00	0.00%	47.00	0.00%	01-Apr-13	N/A
Large Hall	M	71.00	71.00	EXP	71.00	0.00%	71.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	63.00	63.00	EXP	63.00	0.00%	63.00	0.00%	01-Apr-13	N/A
Small hall	M	95.00	95.00	EXP	95.00	0.00%	95.00	0.00%	01-Apr-13	N/A
Large Hall	M	142.00	142.00	EXP	142.00	0.00%	142.00	0.00%	01-Apr-13	N/A
Fountain Mills YPC										
Hourly										
Council directly managed	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	26.00	26.00	EXP	26.00	0.00%	26.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	31.00	31.00	EXP	31.00	0.00%	31.00	0.00%	01-Apr-13	N/A
Other lettings	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-13	N/A
Daily (up to 8 hours)										
Council directly managed	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	153.00	153.00	EXP	153.00	0.00%	153.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-13	N/A
Other lettings	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-13	N/A

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed Charges Residents £	% Increase	Proposed Charges Non Residents £	% Increase	Date of last change to charge	Effective Date
Daily (more than 8 hours)										
Council directly managed	M	245.00	245.00	EXP	245.00	0.00%	245.00	0.00%	01-Apr-13	N/A
Affiliated Youth Groups	M	306.00	306.00	EXP	306.00	0.00%	306.00	0.00%	01-Apr-13	N/A
Other voluntary group lettings	M	368.00	368.00	EXP	368.00	0.00%	368.00	0.00%	01-Apr-13	N/A
Other lettings	M	490.00	490.00	EXP	490.00	0.00%	490.00	0.00%	01-Apr-13	N/A
Individual Rooms										
Hourly										
Charge for 1 room	M	7.00	7.00	EXP	7.00	0.00%	7.00	0.00%	01-Apr-13	N/A
Small hall	M	10.00	10.00	EXP	10.00	0.00%	10.00	0.00%	01-Apr-13	N/A
Large Hall	M	15.00	15.00	EXP	15.00	0.00%	15.00	0.00%	01-Apr-13	N/A
Daily (up to 8 hours)										
Charge for 1 room	M	41.00	41.00	EXP	41.00	0.00%	41.00	0.00%	01-Apr-13	N/A
Small hall	M	61.00	61.00	EXP	61.00	0.00%	61.00	0.00%	01-Apr-13	N/A
Large Hall	M	92.00	92.00	EXP	92.00	0.00%	92.00	0.00%	01-Apr-13	N/A
Daily (more than 8 hours)										
Charge for 1 room	M	82.00	82.00	EXP	82.00	0.00%	82.00	0.00%	01-Apr-13	N/A
Small hall	M	123.00	123.00	EXP	123.00	0.00%	123.00	0.00%	01-Apr-13	N/A
Large Hall	M	184.00	184.00	EXP	184.00	0.00%	184.00	0.00%	01-Apr-13	N/A

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38. FIESTA										
FIESTA in the Park - SY 7+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-13	N/A
Summer Action - SY 4-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Summer Action - SY 6-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Summer Action - SY 8-	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Summer Action - SY 10	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Summer Action Sparks - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Fashion School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	01-Apr-13	N/A
Mural Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Street Art - SY 8+	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	01-Apr-13	N/A
Digital Photography - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Film Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Radio Broadcasting - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Web Communications and Design - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Advanced Drama and Improvisation - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Musical Theatre - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Recording Studio Production - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A

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Rock School - SY 8+	M	62.50	62.50	EXP	62.50	0.00%	62.50	0.00%	01-Apr-13	N/A
Street Dance - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Street Dance (Advanced) - SY 8+	M	20.00	20.00	EXP	20.00	0.00%	20.00	0.00%	01-Apr-13	N/A
Urban Vocal Performance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Bollywood Dance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Advanced Make Up and Beauty Techniques - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Babysitting - SY 11	M	31.25	31.25	EXP	31.25	0.00%	31.25	0.00%	01-Apr-13	N/A
Careers: What Next? - SY 11	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-13	N/A
Event Management - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Food Hygiene Certificate - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-13	N/A
Hairdressing - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Health and Safety Training for the Workplace - SY 11	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Motor Vehicle Maintenance - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A

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Motor Vehicle Maintenance (Advanced) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Office Skills - SY 11	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
British Sign Language - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Cycling Proficiency - SY 6+	M	0.00	0.00	EXP	0.00	0.00%	0.00	0.00%	01-Apr-13	N/A
Driving Theory Test (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-13	N/A
English as a Second Language (ESOL) - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
First Aid Skills (Introduction to) - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-13	N/A
First Aid: Appointed Person (Advanced) - SY 11	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-13	N/A
Hillingdon's Young Master Chef - SY 8+	M	6.25	6.25	EXP	6.25	0.00%	6.25	0.00%	01-Apr-13	N/A
International Cooking Skills - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
Massage and Aromatherapy - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A
What Do You Stand for? Politics for Beginners - SY 8+	M	25.00	25.00	EXP	25.00	0.00%	25.00	0.00%	01-Apr-13	N/A

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39 Garages										
Garages	R	11.44	N/A	STD	11.89	3.92%	N/A	N/A	01-Apr-13	07-Apr-14
Car Ports	R	7.66	N/A	STD	7.96	3.92%	N/A	N/A	01-Apr-13	07-Apr-14
Hard Standings/ Parking Spaces	R	4.40	N/A	STD	4.57	3.92%	N/A	N/A	01-Apr-13	07-Apr-14

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
40. Housing									
Colne Park Caravan Site:									
Main Rental Charge - Single Plot	R	126.63	133.31	5.28%	126.63	131.59	5.28%	01-Apr-13	07-Apr-14
Main Rental Charge - Double Plot	R	221.55	231.75	4.60%	221.55	230.24	4.60%	01-Apr-13	07-Apr-14
Water Single Plot	R	5.47	5.72	4.60%	5.47	5.72	4.60%	01-Apr-13	07-Apr-14
Water Double Plot	R	9.57	10.00	4.53%	9.57	10.00	4.53%	01-Apr-13	07-Apr-14
Personal Use Electricity Charge per kwh	R	0.10	0.11	11.69%	0.10	0.11	11.69%	01-Apr-13	07-Apr-14
Communal Electric charge per week	R	0.22	0.24	9.66%	0.22	0.24	9.66%	01-Apr-13	07-Apr-14
Chemical Toilet Charge	R	5.50	5.70	3.70%	5.50	5.70	3.70%	01-Apr-13	07-Apr-14
Private Sector Housing (Fixed fees):									
Private Sector Enforcement Notice	R	300.00	300.00	0.00%	300.00	300.00	0.00%	01-Apr-13	N/A
HMO licensing	R	311.00	311.00	0.00%	480.00	311.00	0.00%	01-Apr-13	N/A
Works in default	R	N/A		N/A	Full Cost Recovery		N/A	01-Apr-09	N/A
Agency Charge for Disabled Facility Grants (percentage is applied to cost of works)	R	16.50%	16.50%	0.00%	16.50%	16.50%	0.00%	01-Apr-13	N/A

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Homelessness (set to recover costs up to HB threshold levels):									
Temporary Accommodation	R	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	N/A
Bed & Breakfast	R	150.00	150.00	0.00%	375.00	375.00	0.00%	01-Apr-10	N/A
HRA Council dwelling rents:									
HRA Council dwelling rents (average)	R	104.55	108.65	3.92%	104.55	108.65	3.92%	01-Apr-13	07-Apr-14
Flats/Maisonettes 1 bed	R	86.15	90.77	5.36%	86.15	90.77	5.36%	01-Apr-13	07-Apr-14
Flats/Maisonettes 2 beds	R	97.57	102.26	4.81%	97.57	102.26	4.81%	01-Apr-13	07-Apr-14
Flats/Maisonettes 3+ beds	R	112.17	117.02	4.32%	112.17	117.02	4.32%	01-Apr-13	07-Apr-14
Houses/Bungalows 1 bed	R	95.97	99.71	3.90%	95.97	99.71	3.90%	01-Apr-13	07-Apr-14
Houses/Bungalows 2 beds	R	111.39	115.15	3.38%	111.39	115.15	3.38%	01-Apr-13	07-Apr-14
Houses/Bungalows 3 beds	R	125.66	128.91	2.59%	125.66	128.91	2.59%	01-Apr-13	07-Apr-14
Houses/Bungalows 4+ beds	R	137.92	143.99	4.40%	137.92	143.99	4.40%	01-Apr-13	07-Apr-14
HRA Commerical Income:									
Garages	R	11.44	11.89	3.92%	11.44	11.89	3.92%	01-Apr-13	07-Apr-14
Car Ports	R	7.66	7.96	3.92%	7.66	7.96	3.92%	01-Apr-13	07-Apr-14
Hard Standings/ Parking Spaces	R	4.40	4.57	3.92%	4.40	4.57	3.92%	01-Apr-13	07-Apr-14

TYPE
B-Buisness R-Resident
M-Mixed C-Concession

VAT Status
STD-Standard
EXP-Exempt
NB-Non Buisness

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
HRA Ancillary Charges:									
Grounds Maintenance	R	£1.11 to £3.61	£1.22 to £3.97	10.00%	£1.11 to £3.61	£1.22 to £3.97	10.00%	01-Apr-13	07-Apr-14
CCTV Maintenance Charge	R	0.66	0.71	7.77%	0.66	0.71	7.77%	01-Apr-13	07-Apr-14
Door Entry	R	0.24	0.25	5.94%	0.24	0.25	5.94%	01-Apr-13	07-Apr-14
Window Cleaning	R	0.27	0.28	4.96%	0.27	0.28	4.96%	01-Apr-13	07-Apr-14
Caretaking Band - A	R	10.26	10.64	3.70%	10.26	10.64	3.70%	01-Apr-13	07-Apr-14
Caretaking Band - B	R	6.67	6.92	3.76%	6.67	6.92	3.76%	01-Apr-13	07-Apr-14
Caretaking Band - C	R	4.62	4.79	3.75%	4.62	4.79	3.75%	01-Apr-13	07-Apr-14
Caretaking Band - D	R	3.59	3.73	3.73%	3.59	3.73	3.73%	01-Apr-13	07-Apr-14
Caretaking Band - E	R	2.57	2.66	3.70%	2.57	2.66	3.70%	01-Apr-13	07-Apr-14
Caretaking Band - F	R	1.54	1.60	3.96%	1.54	1.60	3.96%	01-Apr-13	07-Apr-14
Sheltered Housing	R	5.13	5.32	3.70%	5.13	5.32	3.70%	01-Apr-13	07-Apr-14
Queens Lodge	R	6.46	6.70	3.72%	6.46	6.70	3.72%	01-Apr-13	07-Apr-14
Additional Refuse Collection	R	1.99	2.07	3.77%	1.99	2.07	3.77%	01-Apr-13	07-Apr-14
HRA Energy Charges:									
Communal Electric	R	1.43	1.56	9.00%	1.43	1.56	9.00%	01-Apr-13	07-Apr-14
Sheltered Heating - Communal Element	R	3.10	3.39	9.47%	3.10	3.39	9.47%	01-Apr-13	07-Apr-14
Sheltered Heating - Property Element	R	£4.85 to £8.36	£5.31 to £9.15	9.50%	£4.85 to £8.36	£5.31 to £9.15	9.50%	01-Apr-13	07-Apr-14
District Heating - Communal Element	R	£1.19 to £3.74	£1.30 to £4.10	9.50%	£1.19 to £3.74	£1.30 to £4.10	9.50%	01-Apr-13	07-Apr-14
District Heating - Property Element	R	£5.34 to £12.93	£5.85 to £14.16	9.50%	£5.34 to £12.93	£5.85 to £14.16	9.50%	01-Apr-13	07-Apr-14

TYPE
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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Extra Care Housing Accommodation:									
Management Support Charge	R	23.36	24.23	3.72%	23.36	24.23	3.72%	01-Apr-13	07-Apr-14
Electric Scooter charging point		£5.15 per month	£5.60 per month	8.70%	£5.15 per month	£5.60 per month	8.70%	01-Apr-13	07-Apr-14
Optional Services									
Gardening Service - Hedge Cutting standard frequency		39.50	39.50	0.00%	39.50	39.50	0.00%	01-Apr-12	N/A
Lawn mowing - standard frequency		197.51	197.51	0.00%	197.51	197.51	0.00%	01-Apr-12	N/A
Bed maintenance - standard frequency		26.33	26.33	0.00%	26.33	26.33	0.00%	01-Apr-12	N/A
Hedge cutting - increased frequency		65.83	65.83	0.00%	65.83	65.83	0.00%	01-Apr-12	N/A
Lawn mowing - increased frequency		296.26	296.26	0.00%	296.26	296.26	0.00%	01-Apr-12	N/A
Bed maintenance - increased frequency		59.25	59.25	0.00%	59.25	59.25	0.00%	01-Apr-12	N/A
Rechargebale repairs		at cost	at cost		at cost	at cost			N/A
Handy Person - Replacing lamps in light fitting for tenants over 60 and with disability		at cost	at cost		at cost	at cost			N/A

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Qualifying repairs - on request or leaving a property		Voluntary £10 contribution plus the cost of materials used.	Voluntary £10 contribution plus the cost of materials used.		Voluntary £10 contribution plus the cost of materials used.	Voluntary £10 contribution plus the cost of materials used.			N/A

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
41. Children and Young People's Services										
Asylum Service (per month)										
Asylum Service Charges for 18+	R	OTS	5.00	5.00	0.00%	5.00	5.00	0.00%	01-Feb-11	N/A
Asylum rental contribution Charges for 18+	R	OTS	75.00	75.00	0.00%	75.00	75.00	0.00%	01-Feb-11	N/A
42. Adult Social Care										
Home care:										
Per hour	R	OTS	Nil	0	0.00%	14.40	14.40	0.00%	09-Apr-12	N/A
TeleCareLine (TCL):										
Level 1	R	OTS	0.00	0.00	0.00%	1.13	1.13	0.00%	01-Apr-05	N/A
Level 2		OTS	0.00	0.00	0.00%	5.00	5.00	0.00%	01-Apr-11	N/A
Level 3		OTS	0.00	0.00	0.00%	8.50	8.50	0.00%	01-Apr-11	N/A
Level 4		OTS	0.00	0.00	0.00%	12.00	12.00	0.00%	01-Apr-11	N/A
Over 80's exempt		OTS	N/A	0.00	0.00%	N/A	0.00	0.00%		07-Apr-14
Meals on wheels (per meal):										
Daily delivery	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	N/A
Frozen meals weekly/fortnightly	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	N/A
Lunch club dining centre meal	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	N/A
Day centre meal	R	OTS	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	N/A

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OTS-Outside Scope

Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Respite (Residential) Care:										
Young Adults (18-25)	R	OTS	Nil	0.00	0.00%	64.30	66.03	2.69%	08-Apr-13	07-Apr-14
Adults (25-60)	R	OTS	Nil	0.00	0.00%	79.20	81.33	2.69%	08-Apr-13	07-Apr-14
Older People (over 60)	R	OTS	Nil	0.00	0.00%	119.20	122.41	2.69%	08-Apr-13	07-Apr-14
Permanent (Residential) Care:										
Young Adults (18-25)	R	OTS	64.30	66.03	2.69%	No Max	No Max	0.00%	08-Apr-13	N/A
Adults (25-60)	R	OTS	79.20	81.33	2.69%	No Max	No Max	0.00%	08-Apr-13	N/A
Older People (over 60)	R	OTS	121.90	125.19	2.70%	No Max	No Max	0.00%	08-Apr-13	N/A
Colham Road:										
under 25	R	OTS	63.80	65.52	2.70%	2,138.36	2,138.36	0.00%	08-Apr-13	N/A
over 25	R	OTS	78.70	80.82	2.69%	2,138.36	2,138.36	0.00%	08-Apr-13	N/A
Merrimans House:										
Full board: under 25	R	OTS	63.80	65.52	1.92%	1,672.02	1,672.02	0.00%	08-Apr-13	N/A
Full board: over 25	R	OTS	78.70	80.82	1.75%	1,672.02	1,672.02	0.00%	08-Apr-13	N/A
Respite: under 25	R	OTS	Nil	0.00	0.00%	61.53	63.19	2.70%	09-Apr-12	07-Apr-14
Respite: over 25	R	OTS	Nil	0.00	0.00%	76.93	79.00	2.69%	09-Apr-12	07-Apr-14
Hatton Grove:										
under 25	R	OTS	63.80	65.52	2.70%	1,632.40	1,632.40	0.00%	08-Apr-13	N/A
over 25	R	OTS	78.70	80.82	2.69%	1,632.40	1,632.40	0.00%	08-Apr-13	N/A

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Merchiston House:										
under 25	R	OTS	63.80	65.52	2.70%	2,634.10	2,634.10	0.00%	08-Apr-13	N/A
over 25	R	OTS	78.70	80.82	2.69%	2,634.10	2,634.10	0.00%	08-Apr-13	N/A
Chapel Lane:										
under 25	R	OTS	63.80	65.52	2.70%	1,138.13	1,138.13	0.00%	08-Apr-13	N/A
over 25	R	OTS	78.70	80.82	2.69%	1,138.13	1,138.13	0.00%	08-Apr-13	N/A
Fully staffed supported housing unit:										
Goshawk Gardens	R	OTS	13.80	13.80	0.00%	852.60	852.60	0.00%	08-Apr-13	N/A
236 Swakeleys Road	R	OTS	13.80	13.80	0.00%	852.60	852.60	0.00%	08-Apr-13	N/A
Other Accommodation:										
Supported Accommodation	R	OTS	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	N/A
Adult Care Scheme	R	OTS	0.00	0.00	0.00%	No Max	No Max	0.00%	04-Apr-11	N/A
Learning Disability Day & Resource Services (per day):										
Phoenix	R	OTS	Nil	0.00	0.00%	85.00	85.00	0.00%	08-Apr-13	N/A
Challenging Behaviour	R	OTS	Nil	0.00	0.00%	85.00	85.00	0.00%	08-Apr-13	N/A
Woodside	R	OTS	Nil	0.00	0.00%	46.70	46.70	0.00%	08-Apr-13	N/A
Resource Service	R	OTS	Nil	0.00	0.00%	85.00	85.00	0.00%	08-Apr-13	N/A
Older People (per day):										
Grassy Meadow	OP	OTS	Nil	0.00	0.00%	49.00	49.00	0.00%	08-Apr-13	N/A
Asha	OP	OTS	Nil	0.00	0.00%	49.00	49.00	0.00%	08-Apr-13	N/A
Poplar Farm	OP	OTS	Nil	0.00	0.00%	49.00	49.00	0.00%	08-Apr-13	N/A
Asian Carers Grant Respite (Day Care)	OP	OTS	Nil	0.00	0.00%	49.00	49.00	0.00%	08-Apr-13	N/A
Poplar Farm Saturday Service	OP	OTS	Nil	0.00	0.00%	80.50	49.00	-39.13%	08-Apr-13	07-Apr-14

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Type of Fee / Charge (charges are per week unless otherwise stated)	Type	VAT Status	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Personal Budgets (PB)										
Maximum Financial contribution	R	OTS	Nil	0.00	0.00%	100% of PB	100% of PB	0.00%	09-Apr-12	N/A
Client Financial Affairs (CFA)										
Management charge (Per Hour)	R	OTS	36.00	36.00	0.00%	36.00	36.00	0.00%	09-Apr-12	N/A

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GRANTS TO VOLUNTARY ORGANISATIONS - 2014/15

Cabinet Member	Councillor Douglas Mills
Cabinet Portfolio	Community, Commerce and Regeneration
Officer Contact	Nigel Cramb: Administration Directorate
Papers with report	Appendix A Voluntary Sector core grant Recommendations 2014-15 Appendix B Transport grant recommendations 2014-15 Appendix C Assessment of grant applications 2014-15

HEADLINE INFORMATION

Summary	To agree the Council's 2014/15 Voluntary Sector Grants budget (Core funding) and Transport grants. To agree the Council's 2014/15 contribution to the London Councils Grants scheme.
Contribution to our plans and strategies	The grants budget is used to support a range of Voluntary Sector activity, which supports the Council in achieving its priorities and objectives.. The transport grant is used to facilitate the transport needs of members of a number of small voluntary organisations.
Financial Cost	The report proposes the allocation of £1,751,956 core funding grants for the 2014/15 financial year from a budget of £1,815,058 and the allocation of £54,940 to support the provision of transport. The report also proposes making provision to enable a contribution to the London Councils Grant scheme of £278,085. If agreed, this would result in an estimated under spend of £27,130 compared to budgets in 2014/15.
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All.

RECOMMENDATION

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**.

INFORMATION

Reasons for recommendation

The Council continues to be a long term financial supporter of the Borough's voluntary sector and acknowledges the important role particularly in providing services that residents value. As such, the Council has committed significant levels of funding to a range of voluntary sector organisations based in the Borough.

The Council seeks to maximise the benefits to residents from investment in Hillingdon's voluntary sector and to ensure value for money in the current economic climate. The increased budget agreed by the Cabinet in recent years has served to strengthen Hillingdon's commitment to the voluntary sector in key areas and provide significant additional investment.

Alternative options considered / risk management

The Cabinet has the following alternative options:

1 Agree the recommendations subject to any changes the Cabinet wishes to make or;
2 Reject one or more of the recommendations.

In respect of the Council's contribution to the London Councils Grant Scheme, the Council has the option of not approving its contribution. However, for the overall London grants scheme to be approved, at least two thirds of the 32 London boroughs plus the City of London must approve their individual budget contribution. If there is no agreement, under the legislation governing the grants scheme, the overall level of expenditure for the Grants Committee reverts back to the previous year's budget. Last year's budget was set at a higher level so this would not result in savings for the Council.

Also included in the Cabinet agenda there is a report on the award of Community Support Services contracts. It is recognised that several organisations that have been recipients

of long term support from the Corporate Grant budget are being considered for contracts. Through continued support via core grants local groups have become increasingly professional and able prove themselves in a competitive market.

Comments of Policy Overview Committee

Grants will be discussed at the Corporate Services and Partnerships Policy Overview Committee's meeting in January 2014 and any comments reported back to Cabinet.

Supporting Information
The voluntary sector core grants budget is unique in offering core funding to organisations that are seen to be key partners and offer services that contribute to the Council's priorities and the well-being of residents. Recipients with stable core support are often able to draw down external funding.

2013/14 Financial Year
For the 2012/13 financial year, the Council significantly increased the level of funding it committed via the core grants budget, which was in contrast with the sizeable reductions that have been made by other Councils. This increased level of funding was again made available for 2013/14.

2013/14 Recommendations
The Cabinet, in agreeing the recommendations on the level of funding for 2013/14 financial year, made provision for additional levels of financial support to be offered to Heathrow Travel Care and Hillingdon Association of Voluntary Services (HAVS), subject to the funding being justified or required and with the agreement of the Cabinet Member for Community, Commerce and Regeneration.

Heathrow Travel Care
The request from Heathrow Travel Care was in part to make their Emergency Planning Officer a full time permanent post and, thereby, enable them to respond more effectively to major issues and emergency situations. Whilst supportive of the application, there was concern over the level of reserves the organisation carried and it was agreed to discuss the situation with Heathrow Travel Care in more detail. Heathrow Travel Care have now appointed a full time Emergency Planning Officer and this will, over a period of time, serve to reduce the level of reserves the organisation holds. An increase in funding is not, therefore, considered necessary for 2014/15.

Hillingdon Association of Voluntary Services (HAVS)
The additional funding potentially available to HAVS in 2013/14 was subject to the HAVS continuing to make headway in demonstrating that it was sustainable and had a viable business strategy. HAVS has been actively involved in a number of West London initiatives and has reviewed its governance. The Council is keen to support improvements in the performance of HAVS volunteering services and its support for small voluntary groups. An initial business plan was produced but did not provide the focus or detail that could justify additional core grant funding. Further discussions are ongoing relating to HAVS business strategy.

It is recommended that the Leader of the Council and Cabinet Member for Community Commerce and Regeneration be delegated authority to agree some additional funding once the Council is reassured that HAVS has a viable business strategy.

Support to local Chambers of commerce
Cabinet agreed in December 2012 that the element of the grants budget earmarked for small grants be used to pump prime and develop new ideas to stimulate initiatives by local chambers of commerce and retail associations.

The promotion proved to be popular, with seven applications from small trade associations and local chambers. The average award was in the region of £3,000 per application. The funding has been committed to a series of initiatives aimed at boosting trade and encouraging and supporting activity in local high streets. The small grants programme to chambers also complements the Council's Economic Development and Regeneration programme and Town Centre Development projects.

2014/15 recommendations
The majority of the recommendations on the level of funding to be offered to organisations are consistent with those offered for the 2013/14 financial year. A detailed analysis of each application together with financial comments is attached as Appendix C.

There are a small number of exceptions where an increased level of grant or further work with an organisation is recommended. These are:

Hillingdon Federation of Community Associations Summer Playschemes
The Council has been a long term supporter of the Playscheme programme, which is now in its 20th year and provides supported summer holiday play schemes in community association buildings across the Borough. The Association currently delivers nine schemes and HFCA propose extending the programme so it is delivered from ten venues and to celebrate the 20th anniversary. A modest increase of £3,500 taking the grant to £23,500 for 2014/15 is recommended.

Cancer Community Centre
The Council commenced funding support in 2012/13. The funding has made a considerable difference to the way the organisation is able to operate and offer its services; however it is clear that the with the current level of finance available, running the Centre continues to be a challenge. A modest increase in funding of £5,000, giving an annual contribution of £20,000 should have a positive impact in terms of how the centre is managed and to support more staff hours.

Hillingdon Autistic Care and Support
The Council has been a long term supporter of Hillingdon Autistic Care. (HACS). HACS supports families who have children on the autistic spectrum and provides advice guidance and training. HACS expanded its services in recent years as a result of funding from the National Lottery and Hillingdon Community Trust. These sources of funding are now due to end and the organisation is facing a shortfall to meet current commitments. HACS has produced a development plan and fundraising strategy. One of the key components is the creation of Business Development post, which would be responsible for future fundraising. They have requested an increase grant for this year in order to assist in delivering their development plan.

It is recognised that the role the organisation plays in supporting families is valuable to residents therefore an increase of £45,000 is recommended. This should enable the organisation to start delivering the development and fundraising strategy. This will bring the Council's 2014/15 commitment to £70,000.

Royal Voluntary Service
The Council began supporting the RVS (previously the WRVS) Dementia care scheme in 2012/13. The organisation has not made the progress in delivering and developing the service as was originally envisaged. The RVS has continued to work with both the Council and other partners such as Age UK Hillingdon to lay the foundations of a Dementia care service. Not all of the £45,000 allocated by the Council was needed for 2013/14 and the reduced allocation requested for 2014/15 is a reflection of this.

Michael Sobell House Hospice
The Council has received a request from Michael Sobell House Hospice. The organisation is well known and well regarded in the Borough for providing a range of support to residents facing life-limiting illness. The organisation does not receive statutory funding but relies on fund raising. The application advises that funding is sought to support the Rehabilitation service. Whilst acknowledging the tremendous work the hospice does in the local community, core grant funding would not usually be offered to an organisation with this level of reserves. At present the hospice hold some 18 months running costs, equating to £1,359,000 at the time the application was submitted.

Small Grants
The development of a Small Grant budget has been a very useful and cost effective method of pump priming and supporting new initiatives across the Borough. It is again proposed to set aside £50,000 from the Core grants budget to support a small grants programme.

Details of the focus for 2014/15 small grants scheme will be worked up in conjunction with the Cabinet Member for Community, Commerce and Regeneration.

Transport Grants
In addition to the funding the Council offers to support the core costs of organisations it has traditionally awarded grants to support some of the Borough's smaller voluntary groups. These grants are used to meet the transport needs of group members. The organisations supported from this budget cater mainly for clients with disabilities who require specialist transport and that would find it challenging to travel by public transport. The budget to support these organisations for 2014/15 is £54,940. Details of the organisations and the level of grant recommended are attached as Appendix (B).

London Councils Grant Scheme
For the 2013/14 financial year the Council committed £302,227 to the London Councils Grant Scheme.

The scheme supports voluntary sector activity and specifically funds voluntary organisations across all 32 London authorities and the City of London.

On 8th November London Councils Leaders Committee agreed that overall borough contributions for 2014/15 would again total £9m. Hillingdon's contribution would have been £305,215; a small increase due to Hillingdon's percentage of London's total population rising slightly based on the Office of National Statistics mid year population estimates. This has been revised down by £27,130 due to the one off rebate from London Councils in respect of the 2013/14 contribution, meaning next year's total contribution will be £278,085.

It is anticipated that the individual boroughs will agree to accept the recommendations on their contributions.

Financial Implications
This report proposes the allocation of £1,751,956 core funding grants for the 2014/15 financial year from a budget of £ 1,815,058, leaving an unallocated balance of £63,102. A full review of the financial statements and application forms of each organisation has been undertaken and brief comments have been included in the Summary of Applications 2014/15. The report also recommends the full allocation of the budget of £54,540 to support the provision of transport.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

Consultation / What will be the effect of the recommendation?
The overall effect of these proposals will be to strengthen and support Hillingdon's voluntary sector with new growth and initiatives, which will directly benefit residents.

Consultation Carried Out or Required
No formal consultation has been undertaken on the proposals for agreement at this Cabinet.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and confirms that the budgetary position set out above is consistent with the draft 2014/15 revenue budget presented to Cabinet on this agenda. The recommendations contained within this report would broadly maintain funding to the voluntary sector at 2013/14 levels, enabling the sector to continue to provide valued support to residents

Legal

The Localism Act 2011 introduces a power of general competence which provides local authorities with the power to do anything that individuals may generally do. It includes the power for Council to make grant payments to voluntary organisations.

With regard to the London Councils Grant Scheme, this Scheme is established under Section 48 of the Local Government Act 1985. As stated in the report, if two-thirds of the London boroughs do not approve their individual budget contribution, the previous year's budget will continue to apply to the Scheme.

Relevant Service Groups

Relevant teams in Residents Services, Adult Social Care and Children and Young Peoples Services have been consulted on the proposals.

BACKGROUND PAPERS

NIL

APPENDIX A

CORPORATE VOLUNTARY SECTOR GRANT RECOMMENDATIONS 2014-15

Organisations	GRANT AWARDED 2013-14	BIDS 2014-15	RECS 14-15
Age UK Hillingdon	295,000	295,000	295,000
Cancer Community Centre	15,000	20,000	20,000
Crossroads	135,000	135,000	135,000
Crown Centre for the Deaf	10,000	19,000	10,000
DASH	85,000	85,000	85,000
EACH - Pukaar	30,000	30,000	30,000
HAVS + Participation Fund	47,000	92,000	47,000
Heathrow Travel Care	30,000	45,000	30,000
Hillingdon Aids Response Trust	15,000	20,000	15,000
Hillingdon Carers	105,000	105,000	105,000
Hillingdon Citizens Advice Bureau Service	305,000	305,000	305,000
Hillingdon MIND	70,000	75,000	70,000
Hillingdon Shopmobility	25,000	22,000	22,000
Hillingdon Women's Centre	25,000	33,508	25,000
Mencap Jubilee Pool	5,000	5,000	5,000
MHA - Northwood Live at Home Scheme	15,000	15,000	15,000
RELATE London North West	12,000	13,800	12,000
Samaritans Hillingdon	3,000	5,000	3,000
Victim Support Hillingdon	10,000	10,000	10,000
Royal Voluntary Services	45,000	40,000	40,000
Bell Farm Christian Centre	25,216	47,157	25,216
Hestia	45,000	45,000	45,000
Hillingdon Autistic Care & Support	25,000	70,000	70,000
Hillingdon Federation of Community Association - Playschemes	20,000	23,500	23,500
Homestart Hillingdon	120,000	120,000	120,000
P3	42,000	42,000	42,000
Uxbridge Child Contact Centre	2,900	2,990	2,990
Groundwork South	33,000	33,000	33,000
Herts & Middlesex Wildlife Trust	2,500	2,500	2,500
Hillingdon Community Transport	32,000	32,000	32,000
Hillingdon Federation of Community Association	15,000	15,000	15,000
Hillingdon Natural History Society	1,000	1,000	1,000
London Wildlife Trust (Hillingdon)	10,000	10,000	10,000
Pinner & Ruislip Beekeepers Assoc	750	750	750
Small Grants Scheme			
Small Grants	50,000	50,000	50,000
New Application Received			
Michael Sobell Hospice House	0	35,000	0
TOTAL	**1,706,366.00**	**1,900,205**	**1,751,956**

TRANSPORT GRANT RECOMMENDATIONS 2014/15 **APPENDIX B**

GRANT TO	AWARD 2013/14 £'s	RECOMMENDED 2014/15 £'s	COMMENTS
As One Club	900	900	Club has been in existence since 1982. Supports 15 people with a physical disability aged over 25. The group meets once a month at Grassy Meadow Day Centre.
Hayes and Harlington Social Club for the Blind	4,300	4,300	Club was started in 1939. Supports 10 older residents and meets alternate Mondays at Barnhill Community Centre.
Hayes Stroke Club	3,400	3,400	Club has been in existence since 1978. Supports up to 18 people who are living with stroke and meets on a fortnightly basis at Barnhill Community Centre.
Healing Gardens - (Groundwork South)	800	800	This was established in 1997. This organisation supports 13 people per month with learning and/or physical disabilities and also people with mental health needs and enables them to attend monthly outings at various gardens and indoor meetings at Christchurch, Uxbridge or the Iver Nature Reserve.
Jubilee Club	3,640	3,640	Club started in 1987. It meets on a monthly basis at Grassy Meadow Day Centre and Christchurch, Uxbridge and supports 20 disabled residents, most of whom are older people.
Mencap (North)	7,000	7,000	Club also started in 1958 and is based at the Wren Centre, Bourne Court in South Ruislip. Group supports up to 80 people with learning and physical disabilities and their families with weekly meetings on Tuesdays and Thursdays. It also provides 15 outings a year for up to 40 people and one holiday a year for up to 26 people.
Mencap (South)	8,500	8,500	Club started in 1958 and meets at Grassy Meadow Day Centre. It supports up to a 150 people with learning disabilities with evening clubs on Tuesdays and Wednesdays, dance classes on Saturdays and monthly meetings on a Sunday.
Phoenix Blind Club	1,000	1,000	Group was established in 1997 and is for residents who are registered blind or partially sighted. It supports 21 residents and meets monthly at the 4th Ruislip Scout HQ.
Shopmobility	2,000	2,000	Shopmobility has been based in The Chimes since 2001 and provides access to powered and manual wheelchairs and powered scooters to anyone with limited mobility to enable them to mobilise around Uxbridge town centre. The funding contributes to the maintenance of equipment.
Social Activities for Multiple Sclerosis (SAMS)	2,000	2,000	SAMS started in 1989 and now supports 648 people living with MS and their partners/carers. The funding is for wheelchair accessible transport to enable club members to attend a social evening once a month and also a club outing once a month.

Society for Disabled Artists (SODA)	5,000	5,000	Group started in 1982 to encourage a greater understanding and appreciation of the visual arts by disabled people and to use these arts as a therapy, recreation and possible route to employment. The group supports 50 Hillingdon residents, most of whom are older people.
Uxbridge Social Club for the Blind	3,000	3,000	Group started in 1938. It meets once a month at Christchurch, Uxbridge and supports 11 residents over 75 who are blind or partially sighted.
Windmill Club for People with Disabilities.	13,000	13,000	Group started in 1974. It meets once a week at Hillingdon Baptist Church and supports 19 disabled residents aged between 36 and 56.
Pelican Club	400	400	Group supporting blind and partially sighted residents aged 75+.
Total	**54,940**	**54,940**	

CORPORATE GRANTS 2014/15 – ADULT SOCIAL CARE

Organisation: **Age UK Hillingdon (Age UKH)**				*Amount Requested and Proposed Use*	
Description/Activities Age UKH provide a 'circle of support' which allows a client to access at any point, using as much or as little as they need. They have a presence across the borough including Ruislip, Uxbridge and West Drayton. Services aim to improve health, economic and social wellbeing, security and increase opportunities for the elderly to contribute and participate in the community. Activities including advice and information on housing options, benefits, financial health checks, advocacy, practical support in the home, social opportunities, befriending, liaison and representation with statutory providers, healthcare and health related activities, and volunteering.				£295,000 Core funding inc CEO salary, & projects + £100,000 Helping Hands Project **Recommendation: £295,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
12,380	273	30,741	Exceeded	£295,000	£1,436,020

Officer Comment

Age UKH have had a busy and productive year. It has built on the success of existing projects – maintaining and growing these – while establishing new services such as:

- Falls Prevention project – funded by CCG
- Primary Care Navigator project – support for elderly with health conditions to manage them within local community
- Fit for the Future – intensive support for long term health conditions through activities
- Financial advocacy and casework – for elderly with complex financial difficulties
- Living Well with Dementia – a joint partnership

Work goes ahead developing their social enterprise 'Willing Hands" and planning for expansion of their premises. The corporate grant funded Housing Advice, Helping Hands service and 'Financial Health Checks' (also supported by the Leaders Older People's Initiative) are all running successfully. The projects form part of the circle of support whereby vulnerable older people are assisted in maintaining their independence.

Age UKH exceeded their specific aims providing over £1m in benefits for residents, 15 weekly social groups as well as a befriending service for housebound clients, and providing easily accessible information and support across the whole borough.

They have a significant presence in Hillingdon, participating and leading on various forums, which has generated new projects. For instance, as a result of their participation with the borough's End of Life forum, they have been invited to make an expression of interest as a local delivery partner for Compassion in Dying's Big Lottery bid.

Value for Money

The corporate grant is 20% of the group's total spend. Age UK delivered £400K in Council contracts and another £150K from other statutory sources. They have recently secured £180K Big Lottery award for the Fit for the Future programme. Their premises, including 4 charity shops, benefit from a total of £7,387 discretionary rate relief.

The focus of interventions is on prevention: reducing and/or delaying the need for costly statutory intervention. Many of their projects use a high proportion of volunteers, with a new bid to the Department of Health for volunteer mealtime assistants pending. They recruited 104 new volunteers during the year.

In terms of added value, they are a trusted brand, who while independent, benefit from being part of the Age UK service. Residents benefit from an out of hours helpline (800 Hillingdon users last year) run by Age UK as well as with compliance with Age UK quality standards. An investment in a new IT system for client management has resulted in greater efficiency and saving in administration.

Age UKH's unrestricted reserves are high at approximately 6 months running costs. These include £382K designated for IT, premises renovation at Townfield, and set up costs for the social enterprise, which are likely to be utilised in the near future.

They are in a competitive tendering process for their Social Care contracts which will affect service delivery for next year. Additionally, a jointly funded Social Services and Clinical Commissioning Group hospital service is under discussion.

Helping Hands scheme (HHS)
The Council has supported this scheme financially from its start up and it has proved a popular and helpful service for vulnerable elderly clients with low to moderate needs. The scheme has had a successful year with a 149 clients benefiting from weekly or fortnightly shopping in the past six months (Apr-Sept 13). This equates to 88 shopping trips per week. A fixed donation is made by the client for each trip.

In recognition of the need to expand the service to a wider audience, the group has piloted a charging scheme alongside Helping Hands called the Willing Hands service for self funded clients. This service has also proved popular covering a range of household tasks including cleaning, pension collecting, assisted shopping etc.

Age UKH are seeking to amalgamate the two services into a single self financing service which clients will be able to afford through access to specific welfare benefits. This would allow AgeUKH to expand the service to a far greater number of older people than is currently the case.

To avoid disruption to current Helping Hands clients, they are proposing to continue with the service for this year relying on drop off to reduce numbers. All new clients will be offered the new service and access to the benefits to pay for it. Therefore, Age UKH are asking for £100K as in previous years for 14-15 with the aim to close the service by the end of 15-16. They envisage there will be an underspend in 14-15 which they would use for the remaining clients in 15-16.

Handy Person Scheme
This flagship service has provided residents in the borough with qualified professional plumbers/electricians/handypersons for one off repairs/emergency assistance in the home. Much of it is preventative – a small job tackled avoiding a much more entrenched problem further along. Last year, the scheme assisted 1,600 clients with minor repairs at a modest call out charge of £12. The service costs approximately £100K per annum in addition to client contributions.

As mentioned above, many social services contracts are being recommissioned and competitively tendered, including the Handy Person scheme, albeit in a new format. In its new guise, Handy Person scheme will operate as a 'good neighbour service' run by volunteers with all qualified professional needs being referred to commercial providers using normal business rates. Age UKH are concerned that this will leave a gap for older people who require assistance with repairs and emergencies that they cannot afford to pay for.

They are requesting that the grant for the closed Helping Hands service in 15-16 is reallocated to the Handy person scheme. A skeleton Handy Person scheme can be maintained in 14-15 from an underspend in Helping Hands while the newly commissioned volunteer service is bedding in.

Officers agree the logic that the proposed changes will expand the offer of a range of Home Help services to a far greater number of elderly clients and, therefore, support the proposals. They will maintain close contact with both Social Services and AgeUKH to evaluate progress on the proposals.

Comments by Corporate Finance
The organisation has managed to achieve a healthy surplus in 2012-13, mainly due to increased income from legacies and a reduction in expenditure on core costs and practical home support. It is unclear what effect this spending reduction has had on the services provided.

The value of unrestricted reserves is high and the organisation is forecasting breakeven for 2013-14, but they have not been able to complete a forecast for 2014-15, as the grants they receive from contracts and SLA's with Social Services are currently being tendered. The unrestricted reserves are being maintained at a high level in case of loss of grants/contracts, and to cover the costs of a forthcoming development and IT upgrade.

The bid is supported by Adult Social Care Commissioning Team

CORPORATE GRANTS 2014/15 – ADULT SOCIAL CARE

Organisation: **Community Cancer Care (CCC)**				*Amount Requested and Proposed Use*	
Description/Activities CCC has been running for approx 15 years and in that time has expanded its range of services considerably. The organisation serves clients mainly in the south of the borough affected by cancer, with a particular focus recently on the needs of BME groups and men. The group aims to assist people affected by cancer to live well within their diagnosis, treatment and aftercare, whether that is for terminal or recoverable types of cancer. It provides befriending and listening services with access to information, accompanies patients to cancer clinics at Hillingdon hospital, runs a variety of support groups for specific types of cancer, complementary therapy sessions, social events, outreach and cancer specific exercise and yoga sessions.				£20,000 Centre Manager's salary and premises costs **Recommendation: £20,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
430 + 500 outreach	38	4,656	N/A	£15,000	£65,000

Officer Comment

This year the group registered 74 new clients who received 1-1 listening support via the centre. It visited hospital clinics on a weekly basis, talking to a further 20 cancer sufferers per week. The befriending service is offered to all new clients and aims to match a client with a volunteer on a 1-1 basis to support them in their initial diagnosis and thereafter. In addition to emotional support, considerable emphasis is placed on supporting therapies, diet and exercise to help maximise people's health during their journey. The centre also provides support to families, carers and friends and is the only centre in the south of the borough providing these services outside a hospital setting. Many of the volunteers have direct experience of cancer and are, therefore, well suited to help sufferers.

Since receiving the Council funding last year, the organisation has begun to implement improvements and expand services. It is recruiting more volunteer befrienders, including those from BME communities, who are receiving extended training for their roles. Information is available in different languages. They are aiming to further promote their services via GP surgeries in the coming year.

They are working to a business plan and have increased trustee involvement to improve management structures and procedures and aid in the development of the organisation. They are working to improve and strengthen their internal practices to help volunteer retention, improve staff quality etc. This bodes well for the future of the organisation.

Value for Money

The corporate grant represents 23% of the annual spend of the Centre. The rest of the funds were raised from a grant from City Bridge and local fundraising and donations. They are keen to raise further funds to put the centre on a more stable footing and have two outstanding small grants awaiting decision. The funding from LBH secured the groups survival last year. This year's grant will to serve to draw down more external funding, which will be required next year. To assist the group to build on its performance, and strengthen its core administration, a small increase is recommended.

The group has three part time members of staff who run the centre which is open 5 days per week. It has an active board of trustees and a large number of volunteers committing time to all of the activities including therapy sessions, classes, talks, outreach at hospitals, fundraising and befriending.

Finance Comments

The accounts are prepared to the end of Oct each year, so those for 2012-13 are not yet available. The charity has made a loss in both of the last 2 financial years. This has therefore eaten into the organisation's reserves which are held to enable the centre to function at such times.

The grant awarded for 2013-14 represents 33% of it's income, but the grant applied for in 2014-15

represents 44%. It is anticipated that expenditure in 2013-14 will again exceed income. The organisation receives no statutory funding and is totally reliant on voluntary grants and donations in order to support cancer victims and their families.

<table>
<tr><td colspan="4">Organisation: Crossroads Care Hillingdon</td><td colspan="2">Amount Requested and Proposed Use</td></tr>
<tr><td colspan="4" rowspan="2">Description/Activities
Services to support carers in recognition of the preventative nature of their role in relation to maintaining the independence of those with care needs. The service provides breaks to carers via respite at home service available 24 hrs x 7 days per week. This includes cover for carer medical appointments, checking calls and a waking overnight service.

During 2012-13 they provided over 14,343 care hours equating to around 8,297 carer breaks. Professional Care Support Workers not only allow carers to take care of their own needs but actively engage with those they care for to improve their quality of life also.</td><td colspan="2">£135,000

For core staff salaries plus accommodation and administration costs</td></tr>
<tr><td colspan="2">Recommendation: £135,000</td></tr>
<tr><td>No. of Service Users</td><td>Active. Volunteers</td><td>Est Volunteer Hours p.a.</td><td>Specific Aims</td><td>Corporate Grant 13-14</td><td>Total spend 13-14 for Hillingdon benefit</td></tr>
<tr><td>121</td><td>4</td><td>50</td><td>Met</td><td>£135,000</td><td>£348,000</td></tr>
<tr><td colspan="6">Officer Comment
This organisation provides a quality professional service. This is evidenced through the added value that they provide, including substantial involvement in the local community such as running Carers conferences, participation in Carers fairs, engagement with community groups as well as working with statutory agencies. This strong networking focus enables them to quickly and easily signpost carers and cared for, thus improving the overall experience of the carer. Professional Care Quality Commission reports and customer surveys consistently rate the organisation highly, giving peace of mind to carers needing a break.

The organisation has completed its merger with Crossroads Care Bucks & Milton Keynes but will remain trading as Crossroads Care Hillingdon. They are currently recruiting for a CEO to run the merged organisation. The Hillingdon service structure is now staffed by an Area locality manager, a Care services supervisor and a part time administrator. Four Hillingdon trustees are now represented on the merged board which is now working on the business plan for the new group. These trustees are committed to ensuring that the Hillingdon presence is protected and enhanced by the merger.

Value for Money(VFM)
The service provides added value by supporting not only the carer but the cared for with a professional, reliable and trusted service albeit to a relatively small number of carers/cared for, on a regular basis. Crossroads in line with the national organisation, places emphasis on staff quality, skills development and management and as a result show unusually good staff retention for the care sector. The organisation has set up a local fundraising, networking and promotion group run by trustees and volunteers to strengthen their local presence and VFM.

The merged group has invested in its IT systems which will improve day to day management of services. Additionally, the Hillingdon office is benefiting from many economies of scale from the merger such as joint training, reduced back office costs, and currently ‘free’ management costs.

The corporate grant represents 39% of the branch’s total income. The grant covers the core costs of the organisation which allows Crossroads to delivery a quality service at a reduced rate to self funding customers. It also facilitates the provision of low cost services where external funding has been raised. In year 13-14 this equated to delivering the Adult Social Care contract for older people with care needs. Crossroads is awaiting the outcome of their bid for the re-tendered contract for 14-18 respite breaks.

The draft accounts are for a 13 month period taking them until May 2013 when they formally merged. Reserves shown are high but they are facing costs relating to dilapidation on offices and costs relating to the merger. The group have agreed to designate £50K of their reserves for Hillingdon purposes. They received discretionary rate relief of £711 this year.</td></tr>
</table>

Comments by Corporate Finance
Note: The accounts received for 2012-13 are DRAFT and for period 1 April 2012 to 31 May 2013

The organisation has suffered small losses for the past 3 years.

The charity's level of reserves, although high and not restricted, comply with their policy to maintain sufficient funds to cover 3 months operational expenditure and be able to meet the cost of staff redundancies in the event of closure. The reserves have been used in the last few years to support the deficits. The forecasts for 2013-14 and 2014-15 indicate some surpluses.

The grant requested represents 34% of the total income, so if it were withdrawn the services the organisation provides would be curtailed.

Adult Social Care Commissioning support the bid.

Organisation: **Crown Centre for the Deaf**				*Amount Requested and Proposed Use*	
Description/Activities Facilitates 3 deaf activity clubs and hosts deaf church meetings and a deaf surgery for residents who require assistance with hospital, & dental appointments, form filling or telephone calls. Deaf activity clubs which use the centre are: Hayes Deaf Social Club, Hayes Deaf Senior Citizens, & Badminton Group. Other social activities include Bingo and Whist drives.				£19,000 For core staff and accommodation costs **Recommendation: £10,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
132	10 – all committee members	2,600	Met	£10,000	£36,770

Officer Comment

This is the only deaf and hard of hearing centre in the borough. Average weekly attendance for each club is around 20-40. It aims to encourage deaf people to become more independent by assisting them to navigate a hearing world and to reduce isolation by providing a place they can socialise with people they can communicate with.

The Centre is run by a volunteer manager and they employ a co-ordinator 3 hours per week. They have also recently recruited a part time finance assistant. The two posts will take some of the strain of running the Centre off the Manager who is keen to reduce her duties. It is also hoped that the two new staff members will increase the output of the Centre and services available to deaf people in the borough.

They are currently working on a new business plan which will set objectives in line with the reduction in hours of the present centre manager. They are also looking to recruit a part time sign language tutor to replace the previous one. Thus British Sign Language classes are temporarily on hold. In the meantime they encourage student signers to come and practice communicating with their members.

Value for Money

The grant represents 36% of their total spend. Without their current level of reserves the group would not be able to sustain the Centre as they have incurred a deficit for the second year running. The costs of running the Centre have increased as they are now required to pay rent and maintenance contracts as well as the running costs. As a result they are spending beyond their income. Mindful of this and the need for more staff hours to expand service delivery, the Centre is requesting an increase this year.

The premises has some structural issues and, despite deterrents, suffers from vandalism. An increase in grant may not be appropriate until these issues have been resolved.

Comments by Corporate Finance

This organisation incurred a loss of £10.3k in 2012-13 and is expecting another loss in 2013-14 as the expenses increase, even if the full grant is awarded.

The reserves are insufficient to fund the full year activities, and if the organisation does not receive the grant it will severely impact on the services they provide.

Adult Social Care Commissioners support this bid.

CORPORATE GRANTS 2014/15 - ADULT SOCIAL CARE

Organisation: **Disablement Association Hillingdon (DASH)**				*Amount Requested and Proposed Use*	
Description/Activities DASH aims to support people with disabilities to achieve their aspirations and potential and promote their independence and integration into the mainstream. DASH provide a wide range of services/activities designed for/by disabled individuals to meet their identified needs. This covers practical issues such as assistance with direct payments/personal budgets support, advice and information, discrimination representation, form filling, benefits applications etc to sporting & recreational activities, social groups, volunteering, employment support, work experience, outreach and activities in day centres. For the rest of the community, DASH provides education and training around disability.				£85,000 Core staff salaries **Recommendation: £85,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
910 ongoing support, 3,850 visits	35	3,500	Met	£85,000	£405,600

Officer Comment

DASH focus on empowering disabled people to reach their full potential. They are guided by the needs of their clients and tailor services to their needs and wants. For instance, building on the popularity of their activities programme: sporting and fitness sessions, gardening, reading and writing groups and activities for all, they are planning to do more in the evenings and weekends where there is currently little provision. During the year they responded to requests by parents to set up a youth club which has become a popular resource for disabled young people.

This year has seen a greater demand by young people to access the workplace and DASH has responded by initiating a work experience programme with local businesses. They are aiming to hold a staff away day every month with local business to raise awareness and support at least 30 disabled young people to gain experience in the coming year.

DASH works collaboratively with the local authority, including children's services as well as social services, the CCG, NHS and other relevant structures. It co-founded the Disability Assembly and continues to provide support. This year saw DASH run a week's worth of activities for young people with autism as part of the Council run FIESTA programme. It has a strong relationship with Uxbridge College who have awarded them status as Employer Champion. A partnership with Brunel and Chelsea FC Foundation innovatively brings together disabled youngsters with young unemployed people, who act as their care assistants. This is far more enjoyable for the disabled young people who can relate with their peers and encourages the unemployed to consider employment as care assistants.

Value for Money

The corporate grant represents 21% of their total spend in 13-14. DASH are in receipt of £171K Hillingdon Council contracts via Adult Social Care and raise the rest from external sources, including Hillingdon Community Trust, the CCG, Lloyds TSB and Sport England.

DASH continue to use volunteers in most of their projects and many staff and volunteers have personal experience of disability. This gives them a unique ability to provide peer support and successful role models to disabled clients. Business links the Vinyl Factory, Coca Cola, Hyde Park Hayes etc provides work experience placements and hopefully in the future, more job opportunities for disabled people in the borough.

DASH has committed a portion of their reserves towards providing benefit advice as the new welfare reforms start to affect disabled people who will now have to claim Personal Independence Payment.

They estimate an efficiency saving of £20K p.a. from partnership working and sharing facilities. This they

have been able to recycle into more services.

While their anticipated income for this year is down some 20% from the previous year, the organisation's finances are relatively secure and they operate within their means. This year they made 3 posts redundant in order to restructure and grow the organisation to the new priorities of employment and the activity programme.

Comments by Corporate Finance
The charity has achieved a surplus for the last 3 years but the 2014-15 application forecasts a loss both in 2013-14 (£10k) and in 2014-15 (£19k).

The requested grant constitutes 16% of the charity's income. They have built up balances of cash and unrestricted reserves which stand at the amount required to cover 3 months' running costs. This is the organisation's policy in order to meet its financial commitments. The loss of the LBH grant would seriously diminish the charity's balances and their reserves would fall well below their policy requirement rendering them unable to provide the services currently offered and to develop new initiatives.

Adult Social Care Commissioning support this bid

Organisation: **EACH - Pukaar**	*Amount Requested and Proposed Use*
Description/Activities Based outside the borough in Ealing, EACH specialises in supporting ethnic minority groups through counselling, advice and information. In Hillingdon their work covers domestic violence counselling for BME women, mental health counselling specific to the Tamil community and a Khat project in the Somali community. As part of a consortium, EACH are delivering a violence against women counselling service in the borough for 25 residents p.a, funded through the London Councils grants scheme. The grant request is to continue to offer specific domestic violence counselling and culturally appropriate support to primarily BME women in their own language.	£30,000 Salary for part time counsellor and project related costs **Recommendation: £30,000**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
130 (all projects)	1	208	Partially Met	£30,000	£84,340

Officer Comment

The project will aim to deliver initial assessments for 75 women and of those a further 60 women have counselling based on individual care plans. Sessions run from 6 - 21 weeks from satellite locations that are easily accessible from most parts of the borough. There was some slippage in the targets set in the specific aims for this year which have been discussed and resolved with officers.

EACH provides a professional accredited counselling service with managerial and clinical supervision, client feedback and monitoring. It is regulated by British Association of Counselling and Psychotherapy and follows the Department of Health's National Institute of Clinical Excellence guidelines. It is represented on various violence and drug and alcohol forums in the borough.

Value for Money

The grant represents 36% of their total spend in the borough. EACH access £45K from the CCG for a project targeting the Tamil project and approximately £10,000 from London Councils as part of a consortium project providing counselling to women affected by sexual and domestic violence in LBH. The group are aiming to expand their presence in the borough with a bid to the Hillingdon Community Trust to expand the Tamil and Somali work.

The project achieves value for money through delivering free services in low or no cost locations, volunteer placements, and providing expertise and intelligence to professionals. Their participation on DV forums promotes a joined up and effective response to needs of individual women.

Success of the counselling project will result in reduced recidivist crime as women gain greater independence and can leave abusive situations. It will reduce the need for crisis services, number of GP appointments, and hospital admissions. It will contribute to the health, safety and well being of BME women.

Comments by Corporate Finance

This organisation first applied for a grant for 2012-13 to support local activities following a cut in funding from London Councils.

This organisation has made a surplus over the past two years, increasing by 63% between 2010-11 and 2011-12 but the surplus has reduced by 72% compared to 2011-12. The income received from grants and contracts has decreased at a slight lower rate than expenditure on charitable activities.

The grant requested this year represents less than 2% of all income received. The organisation's balances are sufficient to fund the grant request, however this is an out of borough service and LBH is in effect buying the services it receives.

The bid is supported by the Community Safety team as was previously approved by the Domestic Violence Steering Executive.

Organisation: **HAVS (Hillingdon Association of Voluntary Services)**				*Amount Requested and Proposed Use*	
Description/Activities The local Council for Voluntary Service provides a range of infrastructure and capacity building in the borough to local Voluntary and Community Sector groups. This includes funding and development support, IT support, a volunteering centre, voluntary sector forums, and a chargeable service for payroll, training etc HAVS manages Key House for the use of the voluntary sector				£90,000 for CEO and new post of Community Operations Manager + £2,000 Participation Fund **Recommendation: £47,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
400 members	8	1,000	Partially Met	£47,000	£503,720

Officer Comment

HAVS is the main voluntary sector infrastructure organisation in the borough. Their services are important for maintaining links between the statutory and voluntary sector as well as providing the sector's focal point and cohesiveness. They administer a website advertising current information, funding and training opportunities for their members, which provides a useful map of activities for the sector. HAVS sits on a number of boards and forums and the interim CEO has been actively representing the sector.

During the year, HAVS led on and won a large grant for a consortium of advice providers to meet the increased need for advice in response to welfare benefit changes. This is potentially an exciting opportunity to pilot the role of the CVS in managing consortium contracts. The project has experienced delays but if successful could be replicated in other areas enabling small groups as well as large, to access contracts that were previously out of their reach.

The funding request is for a contribution towards the CEO salary and a new post of Community Operations Manager. This is part of a current reconfiguration of HAVS structure which will see two new manager posts created. In addition to the CEO, a Community Operations and Business Hub Manager will oversee two separate streams of activity, one of which – the Business Hub – will be income generating, providing a chargeable service for HR, IT, financial and other services for the sector. The Community Operations manager will be responsible for staff including delivery of volunteering and funding and development for the sector.

This appears an ambitious proposal and officers have not had sight of the latest business plan underpinning it. Officers have had close contact with the organisation to support a way forward in the light of reduced funding and have been encouraging the organisation to develop a sustainable business plan. This was a condition for potential extra funding during 13-14 which has not so far been forthcoming.

Value for Money

This has been a year of change for HAVS with some projects ending and new funding secured which is taking the organisation down new avenues and necessarily means some utilisation of reserves to meet interim/continuation of services. For instance, HAVS have a bid pending to provide a CVS service in Harrow. However, the organisation is forecasting a deficit of approx £100K for this year, some of which could be offset by the restructure which they estimate will reduce their salary expenditure in 14-15 by £50K.

The corporate grant is 11% of their total expenditure. HAVS also received £36k from LBH Children's Services. The Advice Consortium will potentially bring in £112K, the Basis grant for IT, another £62K and they estimate to earn £65K from selling services to the sector, for this year. It receives discretionary rate relief of £795.

The audited accounts are not yet available for 12-13 as HAVS is negotiating with some funders for restricted funds to be re-designated as unrestricted. Unrestricted reserves are currently quoted at £106K and restricted at £99K at end of 13-14.

Given the information available to officers, it is difficult to make an independent assessment of the viability of

the organisation or a judgement about the funding request. However, it would be hard to support a request to expand the operation at this point and certainly not without the proper supporting documents such as the business plan, accounts and fundraising strategy.

An effective CVS should be of value to the voluntary sector and the borough and HAVS has demonstrated some progress in proving their worth and potential. Officers are, therefore, recommending that the grant remain at £47K conditional on the group continuing to provide a volunteering service and a small groups development service in Hillingdon. The grant would be subject to the receipt of satisfactory accounts, assessed by the Finance Department.

Comments by Corporate Finance

Accounts have not yet been received

The bid is supported by Children and Young People's commissioning team.

CORPORATE GRANTS 2014/15 – ADULT SOCIAL CARE

Organisation: **Heathrow Travel Care (HTC)**				*Amount Requested and Proposed Use*	
Description/Activities Provides crisis social work at Heathrow Airport for anyone coming in or out of the airport. It runs a number of additional specific programmes such as rough sleepers, emergency planning, advice to British nationals in need and provision of childminders where necessary. The organisation co-ordinates and provides initial Humanitarian Assistance following any major incident or disaster affecting Heathrow Airport. It hosts the Liaison group for voluntary and public sector partners including the Council for ongoing emergency planning. HTC discharges LBH Emergency Planning duties as a Category 1 responder under Civil Contingencies Act.				£45,000 Contribute to salary of service manager assistant and core costs **Recommendation: £30,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
1,700	2 + 30 emergency response as and when	768 + emergency response hrs currently unknown	Met	£30,000	£391,053

Officer Comment

HTC run a number of specific projects relating to social care issues in the airport. For instance, it leads on Heathrow Rough Sleepers project and works with Housing Needs for referrals in and out of the borough and provides intelligence to the service. It runs specific projects for children and has strong links with LBH's child trafficking group and works to ensure that the responsibility to support convicted criminals returning to the UK does not disproportionately affect Hillingdon. HTC support vulnerable British Nationals abroad and those returning to the UK including such as victims of forced marriage, ex-pat elders and prisoners who have served their sentences abroad.

This year it launched a new project – Responsible Adults which provides social workers who are on call to advocate on behalf of unaccompanied children when under questioning at the airport. They have increased their social work advisers (funded by the Foreign and Commonwealth Office) who establish client connections to other parts of the UK for vulnerable citizens returning to the UK. The emergency response post has been made full time and permanent (see below).

Value for Money

The grant represents 8% of their expenditure, with the majority coming from British Airport Authority and the Foreign and Commonwealth Office of £220K and £123K respectively. The organisation has substantially increased its use of volunteers who can be called upon as part of the emergency response.

HTC save the Council considerable money through signposting the majority of clients to more appropriate areas and services outside the borough, preventing homelessness and crime and carrying out robust preparatory work for the referrals that are directed to the Council. It maintains excellent relationships with various London embassies and agencies to assist those stranded or destitute in Heathrow and Hillingdon.

Last year, the Council agreed to consider an increase in grant to £45K which would pay for the Emergency Planning Officer to be made full time and permanent. This was on condition that the reserves policy was reduced from 6 months running costs which officers perceived to be overly cautious. Discussions have not been concluded but presently the post has been made full time but the 6 month policy has yet to be revised. This will serve to reduce reserves over a period of time when their request can be revisited.

Comments by Corporate Finance

This organisation has suffered a loss in 2012-13 primarily due to a reduction in Foreign and Commonwealth Office funding. They anticipate a further small loss in 2013-14.

The grant received in 2013-14 represents less than 10% of the organisation's income in 202-13, but the grant requested in 2014-15 represents 14%. To achieve breakeven in 2014-15 the organisation requires the full £45k. The value of the grant could be covered by their unrestricted reserves which represent 6 months

operating costs. The charity considers the high reserves to be necessary to continue operating in the event of any major streams of funding being withdrawn since HTC is now an embedded part of Heathrow's Emergency Response, however they are open to discussions regarding changing this level.

The bid is supported by Adult Social Care Safeguarding Team who endorse the view that HTC actively divert people to other parts of the country where they have a local connection. The Civil Protection team endorse the bid for the Emergency element of the groups activities and as does Housing Needs for their work with rough sleepers.

Organisation: **Hillingdon AIDS Response Trust (HART)**	*Amount Requested and Proposed Use*
Description/Activities HART are the only community based HIV specific organisation in North West London. They provide a range of practical, emotional, and legal advice to people affected by HIV/AIDS. They aim to prevent transmission, and improve the lives of those already infected. Activities include befriending, socialising, welfare and benefits advice, transport, treatment information, domestic, social care and housing support. Access is provided to grant making charities, training, IT and internet as well as to visiting healthcare practitioners. Specific groups are run regularly alongside complementary therapies and a weekly lunch club to promote healthy eating.	£20,000 Contributes to core salary and running costs **Recommendation: £15,000**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
214 in LBH	12	1,760	Met	£15,000	£128,800

Officer Comment
HART have had a busy year initiating new projects and expanding existing ones. They have increased their welfare and benefits advice significantly to meet demand. They have developed a food bank in partnership with a local organisation which is meeting the need for emergency responses. In partnership with another organisation, they are delivering training to young people on HIV for a peer education project.

Last year, they supported over 100 clients with benefits advice, serviced 91 drop-in's, provided over 700 hot meals and 660 complementary therapy sessions. In the forthcoming year they plan to introduce benefits workshops and service member empowerment workshops. HART network with local and national groups to maintain the profile of HIV/AIDS and lobby around prevention, education and hardship issues.

Value for Money
The support provided by HART reduces the cost to statutory services as they assist clients to manage a long term condition and prevent the need for statutory intervention. They work with single mothers and families which has a direct influence on the health and well being of the children. The corporate grant represents 11% of their total expenditure. The majority of their funding comes from a grant from the CCG. They receive discretionary rate relief of £1,441 pa.

While impressed by the expansion of services on such a modest budget, HART's accounts show a healthy financial position therefore it is not recommended to increase the grant as requested.

Comments by Corporate Finance
The organisation has achieved a surplus for the past 2 years. Although a small increase in expenditure over income is expected for the next two years, the carry forward reserve funds are much healthier for 2013-14 which will enable them to deal with any variances.

The organisation receives over 13% of its income from LB Hillingdon. The grant from LB Harrow for which HART also provided services and activities is expected to stop from 2013-14.The other main contributors are Hillingdon CCG. The remainder is from fundraising. The financial policy is to retain sufficient unrestricted balances to continue providing services in the event of delay in receiving grants. A reduction in any of the grants would impact on the services provided especially when the new projects like Benefit Workshops and Service Member Empowerment Sessions are planned for the future.

Adult Social Care Commissioning supported the bid.

Organisation: **Hillingdon Carers**				*Amount Requested and Proposed Use*	
Description/Activities Provide a range of activities and services for carers under 5 broad categories: Information, advice and support for adults, health and well being, carers assessment, young carers and raising awareness. Support covers elderly carers, adult carers, carers of people with mental health issues, ethnic groups, young people and children of people with substance misuse issues. Services will work with professionals who come into contact with carers such as GP's and health care providers to improve their recognition and response to carers needs.				£105,000 Contributes to core salaries and accommodation costs **Recommendation: £105,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
4,900	40	3,000	Met	£105,000	£482,000

Officer Comment

Hillingdon Carers supports 17.6% of carers in the borough which is 7% more than the average number supported by other local carer centres. It has strong relationships with other local groups and the local authority, collaborating on a number of projects which raise the profile of carers. This includes a leading role on the annual Carers Conference, and Carers Fair, providing training for Hillingdon Community Health to improve their identification of carers, and providing placements for students. Their partnership work with related organisations ensures that carers can access a wider range of benefits. It holds a Legal Services quality mark with casework and a Carers Trust quality mark.

The drop-in service is open 5 days a week for advice and information, benefits checks, advocacy etc. Carers can access training to help them with their role, relaxation therapies, counselling support, social activities, health related or cultural activities and a specialist young carers service. This service runs clubs with fun activities and learning opportunities, residential breaks, one to one support and counselling.

Value for Money

The corporate grant is 22% of total spend. The majority of the rest of their income comes a Health and Social Care contract (£278K) which is due to be retendered next year for a start date April 15. Other funding comes from the Hillingdon Community Trust, Clinical Commissioning Group and the Carers Trust. It receives £1,340 in discretionary rate relief.

The organisation is run efficiently from a small office base and, where possible, shares service delivery venues with partners to avoid high rental costs. It benefits from being part of the Carers Trust and has managed to purchase various toolkits in partnerships with other Carer Centres in London. It has fostered a number of relationships with local businesses who provide pro bono support.

The Carers advice service secured £1.2m in benefits for carers which enables them to continue their caring role. Census figures indicate that 5,300 carers are providing over 50 hours of care a week. The risk that care would be discontinued if the carer didn't receive support is also very high. The financial benefit to statutory services through savings in community care costs, given by carers in Hillingdon is significant.

Comments by Corporate Finance

The organisation has managed to obtain a larger surplus in 12-13, due to an increase in income from legacies and donations. They are also in receipt of income from LBH for contracted services.

The organisation has large balances of cash and unrestricted reserves that could be used to support their activities. However as the grant requested is almost a quarter of their income, the services they provide could be limited if funding was cut drastically. They are also forecasting a deficit of £24k in 2014-15. If the grant is reduced the deficit is likely to increase.

Adult Social Care Commissioning support the bid. The Carer Support Service contract will be retendered in 14/15.

CORPORATE GRANTS 2014/15 - ADULT SOCIAL CARE

Organisation: **Hillingdon & Ealing Citizens Advice Ltd**				*Amount Requested and Proposed Use*	
Description/Activities Provides qualified face to face generalist advice, with casework where necessary at 3 bureaux, covering the borough. Clients now access a telephone helpline and website for call back service, appointments and assessments. Personal callers to the bureaux can also access 'assisted self help' advice through information kiosks. To ensure accessibility to vulnerable groups, it also has a number of outreach projects targeting mental health, children's centres, and offers a number of mortgage/debt advice services. Drop-in is open for 38 hours per week with advice by appointment available 5 days per week at Uxbridge, and 3 days at Hayes and two days at Ruislip. Telephone gateway advice and appointments is available 4 days per week x 5 hours each.				£280,000 + £25,000 for money advice Contributes to core staff salaries and running costs **Recommendation: £305,000 inc £25K for money advice**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
11,840 actual clients	44	16,000 p.a	Met	£280,000 +£25,000 for money advice	£596,800

Officer Comment

The CAB continues to provide essential quality advice services in Hillingdon, responding to needs of clients and stakeholders, despite increased pressure from welfare reforms, the financial climate and the external policy context. During the year, the Council awarded the CAB an extra £25K as match funding with the Hillingdon Community Trust in recognition of the increased demand for money management/debt advice from clients affected by welfare reforms and changes in tax and benefits. This is a finite two year project, at which point most of the welfare changes should have been completed.

The CAB as members of the National Association of CAB are guided by their quality standards and benefit from new technologies and working practices that other CAB have adopted as well as funding opportunities. Customer satisfaction rates remain high. Accessibility to services has improved following the introduction of web and telephone assessment and appointment services. The new reception 'Gateway 'assessments which are all run by volunteers has also driven up efficiency and accessibility without any noticeable loss in quality.

A significant challenge over the past year, which will be ongoing, will be to manage demand as welfare reforms are rolled out. Hillingdon CAB is ideally placed to spot trends in social policy and is working in partnership with the Council and other agencies around welfare changes, in addition to assisting with training in money management.

Value for Money

CAB are the only generic advice provider in the borough. In addition, they have projects which cover specific target groups that are hard to reach, responding to low income families in children's centres, and the needs of clients with mental health and physical disabilities.

Their money management/debt advice programmes are preventative, helping to stop problems escalating as well as having a direct impact on preventing homelessness and debt crises. CAB co-ordinate a pro bono rota with local solicitors providing legal aid, ensuring access for clients to specialist legal advice and representation where available.

The CAB is aiming to record financial gains by clients as a result of their advice at over £1.5m in 14-15. Non financial gains are aimed at 500 positive outcomes. A target of 95% is set for overall client satisfaction.

The efficiency of CAB Services has increased in 2012/13, including the use of volunteers who make up 55% of admin and information sessions.

The corporate grant is 51% of their estimated spend. In addition to this grant, in 2013/14 the CAB delivered

Council projects for Housing, Social Care and Children's services. CAB faces some financial uncertainty going forward as it engages in a competitive tendering process for some of its Council funded projects.

The CAB benefit from rent free premises and accommodation costs paid by the Council for the three bureaux and discretionary rate relief of £3,406.32

Comments by Corporate Finance

Having suffered a small loss in 2011-12, the organisation has achieved a surplus in 2012-13, primarily due to an increase in income from charitable activity.

The reserves policy is to hold balances equal to 3 months running costs. The organisation states that it has achieved this, but the figures look as though it is holding almost 3 times this value. Officers are seeking further clarification regarding the way in which the organisation's accounts reflect the changes in pension valuation. They anticipate losses both in 2013-14 and 2014-15 which will reduce the reserves.

The grant represents almost 50% of the organisation's total income and would significantly curtail their activities if cut.

CORPORATE GRANTS 2014/15 – ADULT SOCIAL CARE

Organisation: **Hillingdon Mind**				*Amount Requested and Proposed Use*	
Description/Activities Provides a range of support to people with mental health issues. These include social activities; out of hours, advice and guidance, counselling, training, advocacy for individuals in police custody and an employment project. The aim is to support individuals to integrate effectively and reduce escalations of crises.				£75,000 Contribution to director and office manager salary and rent **Recommendation: £70,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
846	161	11,000	Exceeded	£70,000	£457,000

Officer Comment

MIND services aim to achieve a reduction in isolation for people with mental health problems, the prevention of admissions to A&E and psychiatric services, increased employment opportunities, increase confidence, self esteem and independence for the individuals affected, as well as their physical fitness and wellbeing. The number of volunteers and clients that MIND assists has continued to rise in 12-13 and they exceeded their specific aims.

The “appropriate adult” scheme whereby an adult is called out to assist when the police are interviewing someone in custody supported 227 individuals last year in Hillingdon. 93 users received ongoing counselling from a BACP accredited counselling service during the year. 7 service users gained training on catering and in the coming year MIND aim to increase training and learning opportunities within different service areas.

One of their projects is based on reducing stigma, particularly within certain communities. They have been holding training and mental health awareness sessions to religious and community leaders in order to reduce discrimination and assist in appropriate signposting of clients. Two of the outreach workers also provide Mental Health First Aid courses to statutory providers including the Council’s Housing Needs team. They are also hoping to deliver the training to the police.

A new project funded by National MIND, was launched this year to support lesbian, gay, bisexual and transgender clients with mental health issues. A new CEO has recently been appointed and the group are currently exploring their future directions. New areas of intervention or focus being considered are interventions for young people, employment pathways, hard to reach groups and partnerships with agencies dealing with specific areas such as addiction or physical illness.

Value for Money

The corporate grant is 15% of MIND's expected expenditure for 13-14. It received approx £190K from Adult Social Care but is anticipating a reduction in this contract as it is being recommissioned and competitively tendered for next year. Some other trust bids are also coming to an end but replacement bids have been applied for and await decision. It received £840.84 in discretionary rate relief.

MIND has requested an extra £5K this year to support the new project areas it wishes to develop. It argues that its agenda is both early intervention and preventative and, therefore, represents good value for money. While officers agree with the cost saving nature of its activities, the organisation’s unrestricted reserves are high which should act as a buffer for any funding shortfalls in 14-15. It is, therefore, recommended that the grant remains the same this year and be reviewed next year following financial and project development.

Comments by Corporate Finance

The organisation has made a healthy surplus in both years 2010-11 and 2011-12 but £57k deficit last year and the application anticipates it will also make a deficit of around £38k in 2013-14 which will further eat into the reserves. The value of the current reserves could cover a one-off decrease in grant without effect upon the services provided, but this would not be sustainable in the long term.

It is unclear how the increase in grant applied for will be used. As per application form, budget for 2014-15

has not been fixed yet and anticipating going forward is being subject to major changes.

The bid is supported by Adult Social Care commissioning team

Organisation: **Hillingdon Shopmobility**				*Amount Requested and Proposed Use*	
Description/Activities Shopmobility provide mobility aids such as wheelchairs for in and around Uxbridge Town Centre. They also hire manual and powered scooters for periods outside the town centre. They hold individual events such as assisted shopping at Christmas and provide scooters at the local auto show and sell small mobility items. The service is available 6 days per week from 9.15am - 4.45pm				£22,000 Towards two part time co-ordinator salaries **Recommendation: £22,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
4,800 visits	16	1,404	Met	£25,000	£61,559

Officer Comment

Shopmobility is affiliated with the National Federation of Shopmobility and adhere to their standards and practices. In addition, to allowing customers to shop freely, some customers use the service to attend clubs, do voluntary work and access a range of facilities in the town centre. Wheelchairs are available for hire on a weekly basis for registered customers.

Plans for the forthcoming year build on the activities that are tried and tested for the group with all existing activities being maintained. Targets include:

- 5,000 visits to Shopmobility
- Hire scooters or wheelchairs to 70 individuals
- 80 customers can benefit from the assisted shopping event pre-Christmas and
- 250 new members are registered during the year

Value for Money

The corporate grant makes up 35% of the groups total spend. Other income is derived from the shopping centres and one off grants for equipment. The group received a £2K Council transport grant last year. Membership is charged at £12 per annum with donations accumulating approximately £15K. It has a bid to the Mayors fund for replacement of some mobility equipment.

Three part time staff are supported by 17 volunteers, who provide 32 hours cover per week in the office. This has enabled the organisation to reduce paid staff by 1 day per week.

Added value is brought to carers of those accessing mobility aids who gain in many cases some independence and time on their own. A recent survey showed that Shopmobility customers spent around £238K at the Pavilions, therefore the service benefits traders as well as disabled people.

The group made a healthy surplus last year and reduced grant, as requested is recommended.

Comments by Corporate Finance

The organisation has achieved a surplus in the last two years due to an increase in fundraising income and reduced expenditure.

The grant request this year is slightly less than last year but represents almost one third of the organisation's income. If funding is withdrawn it will impact on the services provided.

The bid is supported by Adult Social Care commissioning team.

Organisation: **Hillingdon Women's Centre**				*Amount Requested and Proposed Use*	
Description/Activities HWC provide a women only space for information advice and guidance, signposting, drop-in and support, domestic violence interventions, low cost legal advice, health and social related activities and training opportunities. It provides interpretation where needed and opportunities for volunteering for women seeking to build their skills and experience in the workplace.				£33,508 Co-ordinator salary and partnership building **Recommendation: £25,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
1,789	30	6,400	Met	£25,000	£81,847

Officer Comment

The Centre has maintained all its services over the year including providing low cost legal advice via 6 pro bono solicitors, and training courses in ICT and self esteem. It delivers an interpretation service in partnership with REAP for women who cannot speak English to assist them to access services. It continues to play a role in the Women in Community Network and a number of other networking and strategic forums.

The Lottery funded volunteer programme is delivering on provision of volunteering opportunities for long term unemployed women assisting their confidence and developing skills that will enable them to gain employment.

The Centre continue to explore the option of moving to a larger and more central location with the rationale that they will be able to expand their services to women. Officers will encourage them to seek alternative solutions to their space issues as the low running costs they currently enjoy are also an integral part of their sustainability long term.

Value for Money

The grant represents 31% of total spend. They receive a Lottery grant of £44K and a small training grant from the Hillingdon Community Trust. They have two further applications for small grants for training pending decision. It received £924 in discretionary rate relief.

The Centre has 2 paid workers and relies on the rest of their input from 30 current volunteers. These include qualified solicitors, therapists, drop-in advisers as well as volunteers engaging in the volunteer training programme. The Centre owns the freehold to their premises which ensures that their overhead costs are low.

HWC is requesting an increase of £8,500 for 14-15. This would increase reliance of the group on Council funding and given that their income for next year should cover their expenditure, officers do not believe it is a priority at this time.

Comments by Corporate Finance

The organisation suffered a deficit in 2011-12 following a small surplus the previous year, due to less grant and donation income as opposed to increased expenditure. The increase in grant appears to be due to desire to re-locate in 2014.

The grant required is mainly towards the cost of the Centre Manager's salary and expenses. Currently there is insufficient cash and unrestricted reserves to fund this without the LBH grant. The grant awarded in 2013-14, (less than requested for 2014-15), represents 38% of the organisation's income and its withdrawal would impact severely on the ability to provide the current level of service.

The bid is supported by the Community Safety Team.

Organisation: **Mencap Hillingdon South – Jubilee Pool**				*Amount Requested and Proposed Use*	
Description/Activities The hydrotherapy pool is heated to a high degree, thereby providing the ideal environment for recuperation for patients who have received hospital treatment. It is also used for Mencap's own disabled clients and for young children in the wider community to receive swimming lessons. It receives referrals from Hillingdon Hospital for post operative patients and arthritis sufferers.				£5,000 Running costs of hydrotherapy pool	
				Recommendation: £5,000	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
890	32	N/R	N/A	£5,000	£28,075

Officer Comment
This is the only warm water pool (33 degrees) in the borough which is used for leisure and learning to swim by Mencap's members as well as the wider community. It is run solely by volunteers. In order to meet health and safety requirements, it needs to replace its roof and is planning to undertake this work in 2014. The group has been working for the past 3 years to raise the funds to undertake the work and now have secured the finance for it.

Value for Money
The majority of income is received from swimming pool fees. The grant makes up approx 18% of the total spend. The maintenance and running of the pool makes up the total running costs. There are no paid staff and rent is minimal.

Mencap have secured £90K to cover the costs of a new pool roof/cover from 3 funders. A further £25K will come from their unrestricted reserves. The group maintain high levels of reserves for this type of maintenance.

Comments by Corporate Finance
The organisation achieved a small surplus in 2012-13 due to lower pool maintenance costs. It anticipates further small surpluses in 2013-14 and 2014-15.

Although it holds unrestricted funds of a value that could cover the loss of the LBH grant, £25k of this balance is to be spent on a contribution to the renewal of the swimming pool canopy which will have an impact on their balances going forward.

Organisation: **MHA Northwood Live At Home Scheme**				*Amount Requested and Proposed Use*	
Description/Activities MHA provides much needed support to elderly people in Northwood Hills and Northwood to enable them to remain living independently. Activities are all provided with the assistance of volunteers and include befriending, assisted shopping, lunch and social clubs, exercise classes, transport and information. New services, in addition to the expansion into Northwood Hills, include student volunteers from a school in Northwood Hills assisting with gardening and chores in individuals homes and in group settings.				£15,000 Contribution to 3 part time manager salaries and core costs **Recommendation: £15,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
108	54	3,000	Partially Met	£15,000	£72,050

Officer Comment

Members benefit from a range of activities that promote health, fitness and socialising. The group has successfully secured funding for swimming sessions starting in the spring along with another Healthy living and exercise morning. The group is well established in the local community and can access useful experts to speak at their activities.

Some members have early stages of dementia and with all activities will have a volunteer assigned to look after them. All volunteers are trained in Food Hygiene, Safeguarding Vulnerable Adults, Dementia Awareness, Moving and Handling and First Aid.

The group has grown its activities and now provides activities four days out of five with one weekend activity a quarter.

Value for Money

The corporate grant is 21% of the group's total spend in Hillingdon. The group deliver a dining centre service and receives £3,500 p.a, for this. They also receive a core grant from Methodist Homes of £19K p.a. This year it successfully secured a grant from the Grocers Trust for £31K over three years. The rest of funding is locally sourced from fundraising initiatives.

In terms of efficiency, the use of volunteer drivers, shoppers, befrienders etc is excellent, requiring less than £50K spent on salaries per annum as a result.

The specific aims were partially met due to client numbers declining, and maintaining large reserves. The former issue is due to the vulnerability of clients and the scheme is encouraging referrals from GP surgeries in response. While they have increased management by an extra day and the number of activities existing members can benefit from, the group is still maintaining 6 months running costs in reserves rather than expanding their reach. Officers will encourage them to expand this excellent scheme so that more elderly clients can benefit.

Comments by Corporate Finance

The organisation has managed to achieve a small surplus for year ended 31 Dec 2012. The application form states that they are expecting to increase their surplus in 2013 but surplus reducing in 2014 due to increase in expenditure against reduced income from Trusts etc.

The grant represents a large proportion of the income of the organisation. However it appears that the organisation holds approximately six months running costs in reserves and if the grant was reduced or stopped it is unclear whether it would impact on the activities that they carry out.

Adult Social Care commissioning team support this bid.

Organisation: **RELATE London North West**				*Amount Requested and Proposed Use*	
Description/Activities Relate North West provides counselling support to families in 5 boroughs including Hillingdon. Counselling services in the borough including family, sexual, family mediation and relationship counselling. This assists clients to strengthen their marriages and avoid separations, support children and enables divorcing couples to go through the process without court intervention. They provide back office support to the Uxbridge Contact Centre who support relationship building between separated parents and their children, in a safe neutral environment.				£13,800 Counselling in Hillingdon **Recommendation: £12,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
1,401 sessions	1	70	Met	£12,000	£104,000

Officer Comment
Relate have had a constant steady presence in the borough for a number of years and is a solid and respected agency. Their core activities cover a far broader range than the perceived 'marriage counselling' with support packages offered to schools, courses for parents and family mediation as a result of divorce.

The Hillingdon service benefits from a consultation provided by a counsellor to assess an individuals needs after which they may be referred for on-going counselling. Clients are assessed in terms of ability to pay and charged accordingly. In addition, Relate provide sex therapy (90 sessions), mediation for divorcing couples (314 sessions held last year) and training to prevent family breakdown (37 clients). The Family Mediation service holds a Legal Services Commission Quality Mark and is paid for via self funders and legal aid. The service assisted 163 residents last year.

They work with local groups to deliver their services and to reduce costs but also to increase access for hard to reach groups. They attend several forums including the domestic violence and the children and families forums.

Value for Money
The grant represents 12% of the total spend in Hillingdon. The majority of funding comes from client contributions and the LBH grant assists clients that cannot afford to pay all or part of the cost. Other funding comes from the Big Lottery, and small grants. The business model adopted is that clients pay on a sliding scale based on income, commissioned contracts, grants and trusts dedicated to that borough. The loss of a grant from the local authority would necessitate Relate to only continue to see those clients who could afford to pay the full cost. Relate have the free use of rooms at Uxbridge Civic Centre.

Relate provides the back office support for the Uxbridge Child Contact Centre project which enabled 46 children maintain a relationship with a separated parent last year.

Audited accounts are for the 5 boroughs and show a healthy financial position. Due to the high unrestricted reserves held, it is not recommended to increase the grant as requested.

Comments by Corporate Finance
The organisation made a small surplus last year, broke-even in 2011-12 having made a surplus in the previous year. Reduced incoming resources from Voluntary funds have been part compensated by an increase in income from charitable activities and reduced expenditure.

They have large balances of cash and unrestricted reserves which could be used to fund their grant request (The grant only makes up a small proportion of their total income - 1.6%). However, the organisation is an out of borough service and without the grant they may not be able to subsidise the costs of the service for those who can not afford to pay.

Children & Young People's commissioning support this bid.

<table>
<tr><td colspan="4">Organisation: Samaritans Hillingdon</td><td colspan="2">Amount Requested and Proposed Use</td></tr>
<tr><td colspan="4" rowspan="2">Description/Activities
The Samaritans core service provides 24 hour emotional support by phone, email and text message, 7 days a week. Clients can also access the Centre at specific drop-in times.

In addition, they engage in outreach work with partners including at West Drayton and Hayes and Harlington train stations, Colnebrook and Harmondsworth Removal Centres, and schools.

The organisation is entirely run by volunteers with 6 week training scheduled 3 times a year to maintain numbers.</td><td colspan="2">£5,000

Core revenue costs and outreach work</td></tr>
<tr><td colspan="2">Recommendation: £3,000</td></tr>
<tr><td>No. of Service Users</td><td>Active. Volunteers</td><td>Est Volunteer Hours p.a.</td><td>Specific Aims</td><td>Corporate Grant 13-14</td><td>Total spend 13-14 for Hillingdon benefit</td></tr>
<tr><td>19,767 contacts</td><td>65</td><td>15,000+</td><td>Met</td><td>£3,000</td><td>£18,728</td></tr>
<tr><td colspan="6">Officer Comment
The Samaritans are particularly active in Hillingdon with links to medical centres and local police for referrals, providing listening skills training to Street Angels, and making regular visits to removal centres to support clients. They participate on the suicide prevention working party for Hillingdon. They are accredited by the National Association of Helplines.

They work with schools offering a regular programme of support and one off interventions if there is a suicide through a Step by Step programme.

Future plans include expanding services via collaboration with A&E at Hillingdon Hospital, and increasing volunteers working at the Harmondsworth Centre, and Colnbrook Centres. They also plan to increase their contact time on Hayes and Harlington Station, a suicide hotspot.

Value for Money
The grant makes up 16% of total estimated spend in Hillingdon. Other income is secured from Hillingdon Community Trust, and local fundraising and donations. The group receives £628 discretionary rate relief.

Given the outputs that this organisation achieves with a totally voluntary workforce, it represents good value for money. However, the organisation is carrying high reserves and because of this it is not recommended to increase their grant as requested.</td></tr>
<tr><td colspan="6">Comments by Corporate Finance
The organisation made a very small surplus in 2012. It expects to make another small surplus in 2013 and breakeven in 2014 assuming that the grant requested is received. The grant represents 12% of their income received in 2012-13 however they are holding high reserves which would cover the increase in the grant requested.

Adult Social Care commissioning team support this bid.</td></tr>
</table>

Organisation: **Victim Support Hillingdon**	*Amount Requested and Proposed Use*
Description/Activities Provides free practical and emotional support to anyone affected by crime in the borough. They are independent of the police although work collaboratively with them. They assist victims whether the crime has been reported or not and regardless of when it happened. Their aim is to reduce the effects of crime on the victims. Volunteers are trained to provide support and will liaise on behalf of the victim with agencies such as police, housing, etc and support witnesses attending court. They operate drop in services at 4 outreach centres in the borough as well as home visits and a witness service in Uxbridge Magistrates Court. They provide a national telephone help line 365 days a year.	£10,000 Volunteer training and core running costs **Recommendation: £10,000**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
8,582 clients contacted	36	2,100	Met	£10,000	£62,000

Officer Comment
Victim Support contacted over 8,000 victims of crime of which they provided witness support to 1182 clients. They provide regular training for volunteers and currently have 21 victim support volunteers and 15 witness service volunteers who are regularly supervised by a paid member of staff.

Support can be emotional to assist people to deal with the effects of crime, practical to help with lock fitting services or applications for criminal injury compensation or advocacy liaison with police, housing, mental health services etc on behalf of the client.

The witness service at Uxbridge Magistrates court supports witnesses attending court by offering pre-trial preparation and support during a trial. It participates in local events such as White Ribbon Day, the Domestic Violence Forum and the Hillingdon Community and Police Consultative Group.

Value for Money
The grant represents 16% of the spend in LBH with the large majority of the rest allocated from Ministry of Justice. The way victim support services are funded by the MOJ appears to be changing from 2014, which could have an impact on the services delivered next year.

The organisation merged locally last year to a central office in London to reduce running costs. It aims to use premises in the borough which are free of charge, therefore keeping down running costs. It receives £1,339.80 in discretionary rate relief.

Comments by Corporate Finance
This organisation operates nationally and the accounts provided reflect the consolidated position as at 31 March 2013. It has achieved large surpluses in the last 3 years.

The grant requested represents only 0.02% of the organisation's income and could be funded from existing balances, however as the Victim Support is a national charity and may be unprepared to continue to provide services to LB Hillingdon without any financial support.

The bid is supported by the Community Safety Team

Organisation: **Royal Voluntary Services (RVS)**				*Amount Requested and Proposed Use*	
Description/Activities RVS has set up a befriending and signposting service to people with dementia and their carers to improve their quality of life. They recruit, train and allocate volunteers as regular befrienders who will visit clients, socialise, do small tasks etc. This improves the quality of life of the client, particularly those in early stages who are not receiving services but are at risk of harming themselves.				£40,000 Salary and project costs **Recommendation: £40,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
153 inc signposting	17	1,500	Partially Met	£45,000	£44,000

Officer Comment

RVS estimate that there are 2,500 people in Hillingdon with dementia and this is set to rise by 3-6% by 2015. Their aim is to ensure early identification in order to prevent the need for hospitalisation and enable those affected to remain independent for as long as possible.

The service has been active for 18 months and will have 25 trained befriending volunteers plus 3 providing administrative support by the end of March 14. There are currently 20 clients on the waiting list and 17 receiving befriending.

The project failed to meet its targets for last year and in hindsight RVS acknowledges they were unrealistic, given that the organisation had no previous presence in the borough. The figures in the 14-15 application therefore have been revised. The project now aims to increase volunteers by another 25 in 14-15 so the service can support and maintain 50 clients regularly at any one time with 50 volunteers. In addition, a further 200 referrals will be assessed and signposted where necessary. Volunteer hours aim to be 3,000 p.a.

The service structure has been redesigned so that all clients referred to the service will receive a needs assessment and a support plan according to their requirements. Clients will be signposted depending on the nature of their requirements to either befriending or other organisations.

Value for Money

The service is 100% reliant on the core grant. However, the project benefits from back office functions provided by RVS nationally such as IT, human resources, volunteer recruitment and training, management, finance etc. It receives £328.02 in discretionary rate relief.

RVS has a number of different volunteer projects successfully running in other parts of the UK and is keen to expand its range in Hillingdon. This would increase their reach in this project. It has secured a joint bid with Age UK Hillingdon and Alzheimers Association from the Hillingdon Community Trust to provide a 1 day per week activities for people with dementia, with RVS supplying the volunteers. It also has a bid for a Council meals service pending.

RVS has reduced its request to reflect reduced outputs but the numbers are still comparatively low for a volunteer befriending service but the project is gaining a solid momentum and the actual throughput of clients per year could prove much higher than the target of 50 per annum. If, as planned, the organisation sets up more projects in the borough, the potential gains for older people grow as they can benefit from more than one service.

With the growing need for dementia services and the investment already made in setting up the service, it is recommended to award the grant to RVS this year, recognising that this reflects a reduction from £45k in 2013/14 to £40k in 2014/15.

Comments by Corporate Finance

The audited accounts presented are for the national charity. The organisation's deficit has substantially increased in 2012-13, failing to achieve its objective of bringing the deficit below £1.6m. Due to financial market conditions its income from investments has dropped by £2.6m from 2012 to 2013. Income in relation to Services continued to decline due to the closure of 6 retail units, however its expenditure was not reduced at the same rate.

The deficit has resulted in the organisation having to draw down from its balances. Although its national balances are considerable, this is an out of borough service and activities in LB Hillingdon are funded solely via the Council. Without the funding, the organisation may not be able to provide the services.

CORPORATE GRANTS 2014/15

Organisation: **Michael Sobell House Hospice**	*Amount Requested and Proposed Use*
Description/Activities Based in Northwood, the hospice provides a short stay in-patient unit providing palliative end of life care. Support is also provided for families and carers. Care can be accessed at any stage of an illness depending on need. It can include pain management, financial advice, various therapies, bereavement counselling etc. In addition, a day care unit offers access to specialist palliative care on a weekly basis, linked to community services to maximise well being and independence. They operate a 24 hour telephone advice line to support patients and carers. 43% of patients who used the service in 2012-13 came from Hillingdon.	£35,000 contribution (43%) of salary costs of the rehabilitation team. **Recommendation: £0**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
683 LBH residents	341 (270 LBH residents)	40,000	N/A	£0	£643,000 (43% of the total £1,449,500)

Officer Comment

Michael Sobell House has two distinct operations – the hospice itself and the hospices fundraising arm. The Hospice is a NHS designated specialist care unit. The Friends of Michael Sobell House is a registered charity which funds 40% of the patient care spent by the hospice.

This new application requests 43% costs of the rehabilitation team which represents the percentage used by Hillingdon residents for this service. The team (a physiotherapist and occupational therapist) work across the in and out-patient units, in patients homes and other out-patient clinics with the aim to support people living independently at home for as long as possible. This includes fitting adaptations, accessing equipment as well as physical interventions and advice, and education.

The Friends function aims to provide in 14-15:

- 300 patient admissions
- 2000 attendances in Day Unit
- 800 client users for bereavement counselling
- 150 out patients seen
- 250 Mount Vernon Cancer Centre patients supported

Value for Money Assessment

The hospice has a very high number of volunteers who contribute significantly to the organisation. Local fundraising and events brought in a massive £500K+ in 12-13. Net income from two shops brought in £58K. The charity relies for a large proportion of their income on donations and bequests. They deem it prudent, given that this is non-recurring income, to maintain a reserve of 18 months running costs. Within the portfolio, this is unusually cautious, although it is recognised that their income streams places them in a unique position.

While sympathetic to the charities request for what is a valued service, it should be considered if the local authority corporate grants programme is the appropriate funding stream for this project which is a Health linked service. In addition the grants programme would not normally support an organisation with such significant reserves.

The charity benefited from discretionary rate relief of £5,174 in 13-14.

Comments by Corporate Finance
This organisation achieved a surplus of over £500k in 2012/13 and did not apply for a grant from LBH last year . This is one of a number of organisations that have had their funding cut from NHS and is therefore applying for funding directly to LBH.

The grant would represent 5% of the income received. As it is not a large proportion of their income, it is questionable as to whether this amount would affect the activities of the organisation. On the other hand, the grant applied for is a specific proportion relating to the Hillingdon clients and without this grant it is not certain if the organisation can provide the service to our residents from year to year.

Organisation: **Bell Farm Christian Centre (BFCC)**				*Amount Requested and Proposed Use*	
Description/Activities BFCC provide a range of support and activities in an area where there is a lack of alternative resources and sections of the community are hard to reach. Activities are offered to older people, children and families, and young people and include advice, information and advocacy, parental support and a variety of training courses.				£47,157 for Children's and Families Manager and contribution towards salary costs of an Adviser **Recommendation: £25,216**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
2,172	24	6,410	Met	£25,216	£355,079

Officer Comment

The Centre works in a sometimes challenging part of West Drayton, where there are few other services. It supports a spectrum of needs, particularly for families, children and elderly people in the local vicinity. BFCC has grown in response to the needs within the local community and a new service is being delivered to take in the village of Sipson. The Children and Families Service offers activities for children while at the same time supporting families in their parenting role.

The Advice Information and Care Service which the Council contributes £12K p.a. provides two day per week drop-in and operates an appointment system at other times. It has a Matrix Quality Mark for Advice. Two pro bono solicitors offer free legal advice. The total number of visits to the Service last year was 1,558. It also holds a contract to provide 3 children's centres with advice.

BFCC successfully delivers parenting courses around the borough on behalf of the Council and is a key partner for the Council in its strategy for supporting parents. 164 parents benefited from 34 courses and 1-1 sessions. The older people's lunch and social club provides 75 service users with a 4 hour activity every week for 44 weeks of the year.

A main priority for the Centre is to extend its premises to provide additional office and meeting space for existing and new projects. So far it has been unable to secure the requisite funding so it is now exploring other options including temporary or modular buildings. Other plans include raising funds to set up a homework club.

Value for Money

The corporate grant is 7% of BFCC's estimated spend for 13-14. In addition the Centre receives a total of £139K for other services provided on behalf of the Council. These include advice at Children's Centres, specialist workers, lunch clubs, transport provision and parental training courses. The rest of funds are made up from trusts and foundations. It is active in the pursuit of funding and has a number of outstanding bids.

BFCC's preventative approach reflects the Council strategy to support for children and families, to deal with long term entrenched social problems. Similarly, the Advice Service is preventative, assisting clients to address problems and avoid them escalating. Free legal advice is also provided by two solicitors. Interventions have resulted in major improvements in the local community including reduction in crime and antisocial behaviour.

Whilst acknowledging the request for an increase in grant, officers were mindful that the grant had been increased last year and are not recommending another this year.

Comments by Corporate Finance

The organisation suffered a deficit in 2012-13, having achieved a small surplus the previous year. This was due mainly to higher expenditure on charitable activities.

The increase in grant would go towards staffing and associated admin costs. The unrestricted reserves equate to a smaller amount than the grant requested. The reserves are the minimum amount required to

keep the organisation afloat for 1 to 2 months in case of a significant drop in funding.

CORPORATE GRANTS 2014/15 – CHILDREN & YOUNG PEOPLE'S SERVICE

<table>
<tr><td colspan="3">Organisation: Hestia Housing and Support</td><td colspan="3">Amount Requested and Proposed Use</td></tr>
<tr><td colspan="3" rowspan="2">Description/Activities
Hestia provide a number of supported housing and floating support schemes in the borough. Clients include people with mental illness, victims of domestic violence and trafficked people.

This request funds a post to work with the children of women who have been affected by domestic violence. It provides resettlement support for the families. The worker splits her role between the children in the refuge and a programme in the wider community. Within the refuge, activities include a homework club, 1-1's, stay and play, and parent support. The community project is a 12 week programme for children and mothers.</td><td colspan="3">£45,000

Salary and costs associated with the Children's DV Support worker</td></tr>
<tr><td colspan="3">Recommendation: £45,000</td></tr>
<tr><td>No. of Service Users</td><td>Active. Volunteers</td><td>Est Volunteer Hours p.a.</td><td>Specific Aims</td><td>Corporate Grant 13-14</td><td>Total spend 13-14 for Hillingdon benefit</td></tr>
<tr><td>201 in DV services inc 42 children</td><td>3</td><td>1,800</td><td>Partially Met</td><td>£45,000</td><td>£397,000</td></tr>
<tr><td colspan="6">Office Comment
This is the second year of this project which combines support for children and parents at the Hestia run refuge with a programme of courses for non refuge families run in the wider community. The courses are 12 weeks long run during term time for an hour a week, covering self esteem, understanding abuse, conflict resolution etc. An optional parallel course is run for the mothers to help them understand their child's experience. These are now becoming more established with better referral pathways.

The work at the refuge with children aims to help them regain their confidence having experienced traumatic events, develop relationships and re-focus on educational achievement. There is no doubt that this support is needed and can vastly improve children's practical and emotional rehabilitation. However, there are some concerns that the specific aims were only partly met last year as targets for numbers of children supported and courses held were not met. Officers will work with the Council's Domestic Violence co-ordinator and Hestia to ensure that the current project design is the most effective way to use resources.

Hestia align its services to the Council's Domestic Violence strategic objectives and are represented on a number of related forums, including the Multi Agency Risk Assessment Conference, the Specialist DV Court Steering Group and the DV and Substance Misuse Steering Group.

Value for Money
The corporate grant makes up 11 % of their total spend in Hillingdon. Other funding received is through Council contracts for a total of £287K with £65K receivable in rents. The viability of the corporate grant is dependent on Hestia continuing to receive the other DV contracts. If these contracts changed the corporate grant would need to be reviewed again.

In Hillingdon, Hestia facilitates the Butterfly project which is run by and for service users as a peer support group for women survivors of domestic violence and their children. It is open to all residents and is free. This is a confidential support group and, therefore, we have no data on its use.

Work with children who have witnessed or experienced domestic violence is critical in its long term prevention, avoiding their becoming perpetrators themselves or failing generally through long term emotional distress.

Hestia Housing and Support covers 19 boroughs in London. It therefore benefits from economies of scale in terms of infrastructure, policies, procedures and financial management. Hestia is operating a 6 month unrestricted reserve policy. Acknowledging that there are maintenance issues in housing which may require large amounts of capital, a reserve of this level could be viewed as overly cautious. However, this is a valued service purchased from outside the borough and therefore officers recommend the grant.</td></tr>
</table>

Comments by Corporate Finance
The organisation has achieved a surplus for the last 3 years.

The organisation operates across 19 London Boroughs, so although the grant applied for represents less than 1% of total income, it actually represents 11% of the income that relates to the services performed in the LB Hillingdon. This income is made up of statutory income from contracts/SLA's with LBH, rents and the LBH grant.

Its balances are considerable, and the organisation as a whole could sustain the grant funding being cut, however as this is an out of borough organisation, LB Hillingdon will not receive services without awarding grant.

CORPORATE GRANTS 2014/15 – CHILDREN & YOUNG PEOPLE'S SERVICE

Organisation: **Hillingdon Autistic Care & Support**				*Amount Requested and Proposed Use*	
Description/Activities Supports young people with autism and their families through activities including recreational clubs, training and 1-1 support for unemployed, information, advocacy, and benefits advice. They provide a telephone helpline and service home visits when required. In addition they provide respite for family members and training for mainstream organisations on people with AS needs.				£70,000 contribution to core salary costs and new post of business development officer **Recommendation: £70,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
1178	27	1,500	Met	£25,000	£229,000

Officer Comment

HACS is the only autism-specific service provider in the borough. The activities and support results in increased independence, integration and self esteem and well being to those with autism and their families. HACS are partners in the Autism Strategy and Operation group for Hillingdon and the Autistic Spectrum Disorder task and finish group. As a result they have input into the Autism Action Plan for Hillingdon.

HACS offers out of hours services ie. Weekends and school holidays in the form of social clubs and activities which can be vulnerable times for young people with autism without their normal structure. Playschemes are both high quality and low cost – £25 per day. It maintains close relationships with schools to ensure children's needs are being met in those settings. Working with the Child Development Centre, HAC's provides early intervention for newly diagnosed children and families which can prevent family break up down the line. They work with young people who are making the transition from school to employment. These activities can be regarded as preventative and serve to reduce the demand on council provided services.

HACS provide autism training to the Council's Youth service staff working in centres so they can recognise and respond to people with autism in their care. Plans include developing and promoting the range of training on autism awareness they provide to external agencies and community groups.

Value for Money

The corporate grant represents 11% of income with the rest of funds raised externally or through earned income. Other grant income is from the Big Lottery, BBC Children in Need, Lloyds TSB, Barclays Trust and Hillingdon Community Trust. It received £1,779 in discretionary rate relief this year.

The organisation has been making a 'planned' deficit for a couple of years using a windfall of reserves and grants secured, to expand their operations and meet demand. Now two major grants are coming to an end and the reserves have been used, which could result in a loss of 3 project staff in 14-15. Unrestricted reserves stand at £47K. In response the charity has two external bids submitted for replacement funding as part of their ongoing fundraising strategy.

HACS are requesting a substantial one-off increase to their core grant to enable them to add a business development officer to their core staff and £10K towards staff administration. The post would support the CEO to draw down external funds to ensure sustainability and maintain their current size, and help deliver the business plan. They would recruit an existing member of staff for the post. If fundraising went to plan, they foresee the amount requested from the Council reduce to £40K in 15-16.

Officers are sympathetic to the request, given that demand has increased at the same time as the capacity of local authority ASD team has decreased. Thus it is recommended to award the grant.

Comments by Corporate Finance
This organisation has suffered a deficit for the past 3 years. This year it has increased by £37k.

The grant awarded in 2013-14 represents 10% of income in 2012-13 but the amount applied for 2014-15 represents 29% of 2012-13 income.

The application requests the grant as a contribution towards staffing costs. Funding received in previous years to cover particular project workers comes to an end in 2013-14 and part of this application is to continue to be able to provide a Business Development Officer/Recreation Manager which was previously part funded by Lloyds TSB Foundation. There are currently insufficient unrestricted reserves to cover the value of the grant applied for.

CORPORATE GRANTS 2014/15 – RESIDENTS SERVICES

Organisation: **Hillingdon Federation of Community Association – Play schemes**				*Amount Requested and Proposed Use*	
Description/Activities The Federation organise and run 9 summer play schemes on behalf of the Council, the majority using community association buildings, at affordable prices to low income families. Playschemes give a week or two full time play and are highly sought after. In addition, a term time weekly after school sports club, A4K, is run at Brunel giving children taster sessions in various sporting activities at low cost.				£23,500 provision of 10 playschemes and after school sporting activities plus a small stipend for the co-ordinator **Recommendation: £23,500**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
477 children	28	600	Met	£20,000	£20,116

Officer Comment
The schemes are spread across the borough with a prevalence in the South where they are most needed. They run in July and August for one to two weeks each.

Next year, the Federation are celebrating 20 years of playscheme provision in community centres and are planning an additional scheme in Yiewsley and West Drayton. This will bring the total to 10 schemes, hence the increase in request from last year. They aim to reach 450 children during the 5 weeks in the summer holidays – a total of 13 concurrent weeks of play.

The Federation work closely with the Council on referrals of children with additional needs and aim to provide training throughout the year to staff on the schemes including Paediatric First Aid, Autism Spectrum Disorder, behaviour and safeguarding training. They aim to reach Level 5 Quality Framework for most of the schemes by next year.

Value for Money
The Federation which manages the playschemes, is run by volunteers. A small stipend is given to the playscheme organiser who is also responsible for quality and evaluation of the schemes. Individual playscheme budgets have not increased for many years, representing good value for money. A small contribution is made by parents for the week which is recycled directly back into the scheme for extra activities or materials.

To mark the celebration of 20 years of managing playschemes in the borough, it is recommended to increase their grant to £23,500 to enable them to establish a new scheme this coming year. It receives £1,617 discretionary rate relief.

Comments by Corporate Finance
The organisation has achieved a reduced surplus in 2012 due to increased expenditure on revenue and playscheme grants and no longer being in receipt of loan repayments.

The playscheme grant from LBH constitutes 56% of the organisation's total income and its unrestricted reserves are insufficient to supply services if the grant is cut. 100% of the grant awarded specifically for playschemes is spent on the running of constituent local community playschemes in LB Hillingdon.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Homestart Hillingdon**				*Amount Requested and Proposed Use*	
Description/Activities Through trained volunteers, Homestart provides 1-1 weekly support to families with young children, experiencing difficulties and at risk of family breakdown. Assistance is tailored to the needs identified and aims to provide both practical and emotional support. Issues addressed range from mental health, disability, post-natal illness, children on child protection plan, multiple children under 5 etc.				£120,000 Salary and running costs **Recommendation: £120,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
84 families (plus a second adult in some families) 187 children	33	1704 exclusive of training & supervision	Met	£120,000	£144,000

Officer Comment

Referrals typically come from health visitors and children's centres. Each family is then visited at home by a paid co-ordinator who assesses their needs and then a trained volunteer is allocated to visit them regularly. Support depends on the families needs and a care plan is drawn up based on a 'whole family' approach. Last year, 688 visits of a maximum of 3 hours each were made by volunteers. The aim is also to help families access local services that might be of support to them.

A group of about 12 volunteers is trained annually to maintain levels at c. 35 volunteers. The group has seen an increase in referrals for families with multiple needs which require additional support. They are currently supporting a number of families in temporary accommodation, and families who are new to the borough. The amount of support to these families is far higher than previously and higher than often can be realistically given by a volunteer. In these cases the co-ordinator intervenes to draw in other support agencies.

The scheme wishes to address some of it current limitations ie. Finance, high volunteer turnover, in order that it can grow and support more families in the future.

Value for Money

The grant is 83% of the groups total spend, which is unusually high in comparison to most of the corporate grants. Officers have been staying in close contact with the group since the increase to meet their financial difficulties. The much reduced service is nevertheless maintaining solid progress and achieving beyond its targets.

Last year, it projected support for 50 families but in fact supported 84 families, the majority of which had high/complex needs. The increase in demand is predicted to continue with changes in benefits and housing. They are meeting this challenge by securing funding for a part time family support worker for one year, who can assist volunteers with individual families.

Last year 20 volunteers left the scheme of which 8 went into work or further training. These volunteers received a minimum of 40 hours intensive training before being matched to families. After that optional on-going training is offered in subjects such as debt management, post-natal illness, early communication skills, domestic violence and speech and language.

Despite its reliance on Council funding, the preventative nature of the scheme and the cost to the Council of those families potentially requiring strategic interventions, it represents good value for money. The increase in funding last year is justified and the same amount is recommended again this year.

Comments by Corporate Finance
Despite a deficit for the previous 2 years the organisation has achieved a surplus in 2012-13, due mainly to a reduction in expenditure and an increase in income from charitable activities. The LBH grant constitutes 83% of its total income, so the organisation is heavily dependent on receiving the grant in order to continue its services to the community. The reserves, though all unrestricted are held in order to pay staff redundancy and termination of contracts in event of the scheme being forced to close.

Children & Young People's Commissioning support this application.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **P3**				*Amount Requested and Proposed Use*	
Description/Activities This group provides wrap around support to vulnerable young people who are at risk of or are homeless. They run 3 supported housing schemes, move on accommodation, a young person's advice centre and a job shop within the borough. It conducts outreach work and projects in schools and the community for preventative purposes. School roadshows include prevention of gun and knife crime and homelessness. A sexual health service operates from its advice centre.				£42,000 Core staff salaries and costs associated for Hillingdon activities **Recommendation: £42,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
912 for 1-1 and 1290 outreach	2	200	Met	£42,000	£792,000

Officer Comment

P3 work successfully with a typically hard to engage group. They neatly support both young people in crisis or at risk, while engaging in a range of activities to prevent crisis and risk in the first place. Many young people are more willing to engage with an independent agency than statutory services such as schools, Council services etc.

P3 work hard to ensure that young people participate in the design and running of services, thus improving ownership and responsibility for addressing their issues and problems. Taking it a step further, they run an accredited peer education and volunteering scheme for clients who no longer require support, to enable them to give back to those newly accessing services and in turn gain more skills and experience.

The organisation moved to a new premises during the year, where they carry out the majority of their services, including housing advice and guidance drop-in, training and educational support, and employment recruitment services. Last year they successfully secured funding from A4E to deliver benefit cap training through their Jobshop service.

P3 helped 125 young people gain employment, prevented or delayed homelessness of another 44, and supported 73 to access training and education. Their housing services are rated Level A's in the Councils Housing Support Quality Assessment Framework. They are hoping to increase their stock of move on accommodation in the near future.

They actively participate in a high number of forums and strategic working groups to support the borough's objectives in relation to young people. In addition, they work with the Council's housing team, social services, health services, Job Centre Plus, probation and the police to ensure joined up service provision.

P3 are in negotiation with the Council over the cost of providing the accommodation service. Additionally the housing advice and support service is also subject to a review.

Value for Money

P3's corporate grant makes up approx 5% of the total Hillingdon spend. A further £350K is secured from Council contracts for Housing services. Housing benefit makes up another c. £300K and £100K from external funders. It receives £1,501 discretionary rate relief from the Council.

Similar to many voluntary sector organisations, P3 has a strong preventative approach, reducing the need for statutory intervention. Moving to a single premise has reduced their costs without a reduction in client numbers. It benefits from economies of scale derived from being part of a national organisation as well as having the financial ability to increase their 'move on' accommodation.

Comments by Corporate Finance
The national organisation has achieved surpluses in the past 2 years.

The grant requested is primarily for local staffing and associated admin costs and as it represents less than 1% of the income of the whole organisation, the costs could be funded from existing balances. However, the accounts do not contain any Hillingdon specific information that reflects the financial position locally. The grant does appear to be integral to the plans for local expenditure during 2014-15 in order to maintain delivery of the service.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Uxbridge Child Contact Centre (UCCC)**				*Amount Requested and Proposed Use*	
Description/Activities UCCC provide a safe place for separated non resident parents to spend time with their children and start to rebuild relationships. The aim is that they will eventually facilitate meetings outside of the contact centre. Meetings are held on a Saturday twice monthly in Uxbridge.				£2,990 Rent and running costs **Recommendation: £2,990**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
48 Families 96 Adults 61 Children	11	940	Met	£2,900	£4,900

Officer Comment
The Centre provides a way for estranged parents and children to rebuild their relationships, after a family break up or divorce. Clients are referred from family courts and the centre provides a supervised place for meetings. Last year it supported a total of 48 families which included 61 children. Due to demand it operates a waiting list.

In 2012-13, of the 25 families who moved on from the service, 19 went on to arrange their own contact with their children, independent of the Centre.

The Centre is affiliated to the National Association of Contact Centres and is run by their standards and guidelines. The Contact Centre is a valuable part of the borough's work with children and families, which can often alleviate the need for expensive court hearings.

Value for Money
The grant represents 59% of their total spend. The Centre costs are already at a minimum as they only use volunteers, donated toys and use email where possible. The main cost is training volunteers and they are exploring sharing resources with other contact centres to reduce costs further. CAFCASS provide an annual grant of £2,000 which makes up their total income.

While independent, UCCC operates under the umbrella of RELATE London North West which further reduces its expenditure.

This is the only service dedicated to estranged families and bringing together parents and children in the borough.

Comments by Corporate Finance
This organisation works in alliance with Relate London North West and it is their accounts that have been presented. They contain no specific information regarding the Uxbridge Child Contact Centre

While Relate have large balances of cash and unrestricted reserves, the Contact Centre does not have access to these and is almost entirely funded from the grants received. The grant only makes up a small proportion of Relate's total income, but the Contact Centre would be unable to provide the service without the grant.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **The Groundwork South Trust Ltd (GWS)**	*Amount Requested and Proposed Use*
Description/Activities GTV provides support to disadvantaged communities to encourage sustainable regeneration. They manage the Colne Valley Regional Park, and run a number of cross borough environmental projects. GWS's diverse projects in Hillingdon, range from community café, a regeneration project in Heathrow Villages, horticultural education and a gardening maintenance service run by volunteers. They have established a successful social enterprise called Blue Sky Development that employs ex-offenders including borough residents, which have secured Hillingdon Council contracts.	£33,000 For core costs plus contribution to Healing Gardens Project **Recommendation: £33,000**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
10,000	32	4,000	Met	£33,000	£497,000

Officer Comment
Groundwork South (GWS) has merged with Groundwork Thames Valley and Groundwork Solent and Blue Sky covering South East and West Regions in England as well as West London. The merger aims to reduce back office costs and increase efficiencies linked to economies of scale.

The group is professional and competent at delivering a range of sustainable and community development activities. New projects planned for 14-15 include working with 104 young people at risk of exclusion from school in Hillingdon. Also they hope to deliver a young people's skills training in hospitality and catering, providing 32 training places per year. They are exploring the possibility of developing a free school for 16-19 yr olds to access training in land based industries in the borough.

GSW already has a strong focus on educational work through various programmes in Hillingdon targeting school age children in healthy eating, working with schools on sustainability, environmental issues, waste management, and allotments. The group plans to maintain existing services in the forthcoming year including Com Café, Heathrow Villages regeneration, Blue Sky Regeneration, Elsdale Floating Classroom, Healing Gardens, Colne Valley and related activities. The former contract to manage LINk has now been taken over by Healthwatch Hillingdon and GWS supported the transition and TUPE transfer.

Value for Money
The grant represents 15% of total spend estimated in Hillingdon. GWS has secured external funding from Hillingdon Community Trust, Lottery and BA. It has plans to bid for three new contracts from the Council. As part of the Federation of Groundwork, it can use its position to leverage in resources to Hillingdon.

Blue Sky provides employment for ex-offenders, employs 19 residents of Hillingdon which reduces the risk of their re-offending by 75%. At the Com Café, of the 40 volunteers in the programme, 12 people have gained jobs. Similarly, the Healing Gardens project supports vulnerable volunteers to engage with work, gaining experience and confidence as well as supporting elderly or infirm clients.

Comments by Corporate Finance
This organisation does not operate solely within Hillingdon. The accounts reflect the consolidated position, incorporating subsidiaries.

Groundwork has achieved surpluses for the past three years. Although a slight increase in staffing expenditure is estimated for 2014-15, an increase of income from trade and statutory contracts exceeds this expenditure increase.

The grant requested represents less than 1% of their income and they have a high value of unrestricted reserves, however they are an out of borough organisation working across boroughs in Southern England and services to LB Hillingdon would be curtailed if the grant was not awarded.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Herts and Middlesex Wildlife Trust (HMWT)**				*Amount Requested and Proposed Use*	
Description/Activities Grant supports a programme of habitat management and conservation work at 4 Council owned nature reserves. They provide a range of volunteering opportunities for Hillingdon residents as well as leading on a number of wildlife activities at the reserves.				£2,500 Contribution to Reserve Officer Salary	
				Recommendation: £2,500	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
N/R	150	N/R	Met	£2,500	£48,000

Officer Comment
HMWT activities supports Hillingdon's Local Plan to improve quality and accessibility of green spaces, protect and enhance biodiversity and promote healthier lifestyles. It works actively with other local groups and the Council to achieve the plan. Targets for the year include: 2 guided walks, 2 talks to local groups, and undertake 6 volunteer work parties.

Value for Money
The corporate grant represents 5% of the total spend in LBH. The Reserve Officer averages 40 days working for Hillingdon benefit equating to £5,500.

HWT having been delivering a project called 'Connecting People to the Colne Valley' which is funded by City Bridge up until March 14 bringing in £28K benefit to Hillingdon. The project raises awareness of various conservation sites and green spaces in Hillingdon.

The organisation initiated a volunteer trainee work programme. The trainees work 3 days per week each carrying out a wide range of practical conservation tasks. This enables them to deliver their core work cost effectively.

Comments by Corporate Finance
This organisation, which covers a wider area than LB Hillingdon, has achieved healthy surpluses for the past two years. The surplus has increased this year due to higher income from charitable activities despite a reduction in membership subscriptions and legacies. Although the total reserves have increased, this is consistent with the organisation's financial reserves policy and are designed to protect the organisation in a climate of changing membership and variable grant funding.

The grant required is to help fund a post to manage nature reserves within the borough. This could be funded from existing unrestricted balances, but as an out of borough organisation, Herts & Middx Wildlife Trust may not be able to provide the required level of service without the grant.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Hillingdon Community Transport (HCT)**				*Amount Requested and Proposed Use*	
Description/Activities HCT provide affordable accessible transport and drivers for local community groups and statutory agencies, who can book vehicles in advance to support their activities. It uses volunteer and paid drivers and provides training for staff and external partners. It also provides expert advice and practical support with purchasing and maintenance of vehicles by Hillingdon groups and schools. Core activities now include a Shoppa Bus service.				£32,000 Contribution to General Manager and Bookings Co-ordinator salaries **Recommendation: £32,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
49,293 passengers of which 21% were disabled	28	5,500	Met	£32,000	£226,000

Officer Comment

HCT operates a community transport service for community and voluntary groups at a low cost using volunteer drivers. It also maintains a pool of paid drivers who amongst other tasks fulfil 7 school contracts. The organisation works with the Council, youth service, day centres as well as local schools. They participate on the Access and Mobility Forum.

Early in the year, John Reid, the General Manager of 15 years, sadly passed away and as a result the organisation had to restructure. Staff stepped up to the challenge and the group has maintained its high (99%) delivery rate on bookings, using volunteer drivers. It also launched a Shoppa Bus service with a fully accessible minibus that takes residents in Hayes and Cranford shopping one day per week. User cost is £2.50 door to door.

Future plans include providing a transport service in Harmondsworth villages as they have limited transport links, and to expand the shoppa bus service.

Value for Money

The grant represents 13% of their total spend. Other income is mainly derived from school contracts (£80K), and group hire (£100K) and training fees. They successfully secured two new fully accessible minibuses this year, including one provided through the Leader's Older People Initiatives. The Council provide the accommodation at Harlington Road for the fleet at a low rent.

HCT maintains a minibus 'pooling' arrangement with four organisations that own their own buses. They maintain and manage the vehicles and in return can use the bus when its not booked.

The groups unrestricted reserve levels are high (approx 6 months running costs) but this should be seen in the context of the constant need to upgrade their fleet and heavy maintenance costs.

The five school contracts were won from competitive tenders (e-auction) therefore ensuring quality and value for money.

Comments by Corporate Finance

This organisation achieved a greater surplus this year than last year. This was primarily by generating more income through charitable activities. They forecast that they will achieve a similar surplus for 2013-14 and 2014-15. Without the grant from LBH, they would break even.

The organisation has had a change in policy in that it is now required to maintain a reserve of £60k (previously £30k) due to increased liabilities and the fact that the notice period for a cut in grant has been shortened from 6 to 3 months. Although their balance of unrestricted reserves could be used to fund their activities in 2014-15, this would not be sustainable in the longer term.

The Councils Transport Services recommend and support this application.

Organisation: **Hillingdon Federation of Community Associations (HFCA)**	*Amount Requested and Proposed Use*
Description/Activities The Federation uses the grant to distribute small grants to its membership of 18 community associations (CA's) to assist them in the maintenance and running of community buildings and activities. The majority of buildings are owned and leased from the Council. The Federation provides umbrella support to CA's through regular meetings to give advice and guidance to members. Issues covered include legal, employment, funding, lease renewal and health and safety. They liaise with external organisations such as Community Matters who support associations. The Federation are responsible for delivery of playschemes funded by Council (see separate report)	£15,000 Small grants to 19 community associations **Recommendation: £15,000**

No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
380,000 estimate	4 (in HFCA, more in CA's)	320	Met	£15,000	£16,000

Officer Comment

The Federation has grown from 8 established centres in 1967 to 19 in the current year serving Hillingdon residents. It provides a focal point for the community associations to engage with the Council, the Police, local trusts etc. The Federation is guided by Community Matters, the national body representing Community Associations and the Federation is working towards the Quality management standard.

Last year, 11 associations received small grants for minor repairs or capital equipment that enabled them to continue running their community activities. A new initiative started during the year provides Health and Safety checks in the form of a short consultancy which Associations can apply to the Federation for a contribution towards. Regular meetings were held to provide a forum for associations to exchange information or up date groups on new legislation. Ad hoc seminars are organised with expert speakers relating to specific issues.

Value for Money

The Federation provide a low cost alternative to the Council providing a small grants scheme to community associations. They add considerable value beyond just the grants scheme and it is difficult to envisage that this would be cost effective delivered in any other way.

The Community Associations themselves support a considerable number of residents to improve their social recreational and sporting activities. They deliver the borough funded summer playschemes, some of which are in community buildings and in less affluent areas of the borough..

Comments by Corporate Finance

The organisation has achieved a reduced surplus in 2012 due to increased expenditure on revenue and playscheme grants and no longer being in receipt of loan repayments.

The grant from LBH constitutes 42% of the organisation's income and its unrestricted reserves are insufficient to carry out the work required to assist the running of constituent local community associations in Hillingdon.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Hillingdon Natural History Society**				*Amount Requested and Proposed Use*	
Description/Activities The Society manages the north and south nature reserves at Harefield Place. These are run on behalf of and in accordance with management plans and license from LBH. In addition to the practical reserve management, the group organises a winter and summer programme of events for the public and works with other local conservation groups.				£1,000 For insurance and running costs **Recommendation: £1,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
N/R	12 (excl committee)	1,200	Met	£1,000	£1,770

Officer Comment
A dedicated complement of volunteers maintains the reserves, and habitats and collects records of wildlife. The reserves provide a habitat for some endangered species. Three meetings or walks are held per month generally attended by c. 25 people. Newsletters are produced twice a year and larger outdoor events are held 3 times per year. The group supports initiatives such as monitoring water voles, and liaising on local biodiversity such as collating records of wildlife for the RSPB as well as the day to day maintenance of footpaths, hides, tree clearing etc.

Value for Money
The grant represents a 54% of its total spend with the rest coming mainly from subscriptions.

This group provides excellent VFM being totally run by volunteers, who diligently manage the reserves and encourage the general public to participate and enjoy them. The use of volunteers is significantly cheaper than having to employ contractors to carry out the function (150 work days per annum). This is in addition to the extra income they bring in which is used for the reserves.

The Society hold relatively large reserves for the replacement of tools and materials (from experience of a previous theft), in the event of a loss of borough funding and to use as match funding for specific projects.

Comments by Corporate Finance
The organisation has managed to make some surplus in 2012-13 by reducing expenditure on maintenance and staffing expenses despite reduced income due to lower donations and no merchandise sale.

The grant represents over 52% of the organisation's income. It could be covered from existing balances, but a reduction in grant could limit the organisation's activities and would not be sustainable in future.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **London Wildlife Trust Hillingdon (LWT)**				*Amount Requested and Proposed Use*	
Description/Activities LWT manage 200 acres of reserves on behalf of the Council, this consists of 11 nature reserves. The group aims to: • increase public access • use the reserves as an educational tool • enhance wildlife in the areas. LWT encourage local communities to get involved and participate in the reserves through improving access, information and awareness raising and recruitment of volunteers.				£10,000 For direct management of 11 Council owned reserves **Recommendation: £10,000**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
N/R	35	2,200	Met	£10,000	£143,200

Officer Comment
Due to the high quality of the Hillingdon reserves, two conservation programmes have been developed by LWT. A 10 year Higher Level Stewardship subsidy has been obtained from DEFRA for six of the reserves allowing a 10 year management plan to be implemented on the sites. In addition, the two sites of special scientific interest – Denham Lock Wood and Frays Farm Meadows are benefiting from further improvements through grazing schemes in partnership with local farmers.

LWT carry out educational and community events such as practical volunteer sessions, guided walks and talks. They also carry out site surveys which are important in establishing the effectiveness of ongoing site management techniques. It currently has a pool of 12 regular Hillingdon volunteers plus recruits from the wider organisation, for individual projects. Three staff work full time on Hillingdon projects in addition to the Hillingdon volunteer group.

LWT works closely with the Council on management advisory groups and is active on the Biodiversity Partnership.

Value for Money
The grant made up 14% of their total spend in the borough. LBH gets a lot of attention due to its many and special sites of interest such as those which come under the Crane River project. LWT has continued to be successful in raising external funding offering a good return on LBH grant as well as drawing down 3 full time staff and a host of volunteers.

The Higher Level Stewardship subsidy from DEFRA for 6 LBH nature reserves is matched with this grant to ensure quality habitat and site management. This funding totals £35K and ensures that the reserves will be managed to English Nature standards. Hillingdon directly benefits from a further two cross borough projects funded by the Heritage Lottery Fund.

In addition to the 3 staff working on Hillingdon projects, a West Region Development Manager and a Volunteer Support officer have input locally. Thus many more volunteers have been brought in for Hillingdon projects to supplement the local team and significant fundraising has been sought bringing extra benefit to the reserves. It currently has grants requests pending from external providers for specific activities on Hillingdon's reserves, including 2 bids to Veolia Water and 1 to BIFFA totalling £110K.

Comments by Corporate Finance
The trust which operates across Greater London, has made a loss in the last 2 financial years. Although income levels have increased by 6% since last year (due to one-off £205k charitable funding to GIG) expenditure has increased by 9% hence generating a deficit . The application states that the trust has significantly increased the number of volunteers to reduce staffing costs, obtained higher subsidy from DEFRA and have applied for £149k additional funding.

The grant requested represents less than 0.5% of the regional organisation's income and could be funded from existing balances, however London Wildlife Trust operates across the whole of Greater London and will be unlikely to continue to provide services to LB Hillingdon without financial support.

CORPORATE GRANTS 2014/15 - RESIDENTS SERVICES

Organisation: **Pinner & Ruislip Beekeepers Association**				*Amount Requested and Proposed Use*	
Description/Activities Promotes safe and responsible beekeeping, responds to enquiries from Council, and general public regarding swarms of bees and rehousing service. The Association provides training in beekeeping and speakers for community and school groups. The presence of the Association ensures local pollination and local honey. Honey bees cannot survive without human intervention for very long in the UK, and they are the most the active pollinators so the Association is instrumental for good pollination in the borough.				£750 Contribution towards improvements to the apiary facilities **Recommendation: £750**	
No. of Service Users	*Active. Volunteers*	*Est Volunteer Hours p.a.*	*Specific Aims*	*Corporate Grant 13-14*	*Total spend 13-14 for Hillingdon benefit*
750+	50+	N/R	Met	£750	£4,722

Officer Comment
Last year has seen the Association continue to invest and improve its facilities, following a transfer to a new site. With the Council grant and other income they were able to replace their storage sheds at the new out apiary and at the Corbell Centre.

The Association dealt with approximately 400 calls and requests for dealing with swarms of bees and wasps from the Council and general public last summer. Of these requests, 56 resulted in swarms being collected. It trained 9 new beekeepers and provided honey for 200 customers. It provided talks to schools and at various events.

Honey bees cannot survive without human intervention in the UK for long because of disease and pesticides. So without bee keepers there would be a severe reduction in pollination in the borough. There are 74 registered beekeepers in the borough which the Association has links with/supports or has trained.

Value for Money
The grant represents 16% of the group's expenditure. The rest of its income is self generated through honey sales, member subscriptions and training.

All services the association delivers are provided without charge. This represents a significant cost saving to the Council in terms of swarm collection.

The group has high unrestricted reserves which are expected to be used this year on shed replacement. The grant for next year will be put towards paving their site to avoid flooding.

Comments by Corporate Finance
The organisation has achieved small surpluses for the past two years and has been successfully covering its running costs from members subscriptions, the sale of honey and other bee related products.

The grant represents 7% of the Association's income and it would be difficult for the organisation to continue if it had to replace or repair any of its buildings or equipment.

ANNUAL REPORT OF THE LOCAL SAFEGUARDING CHILDREN BOARD

Cabinet Member(s)	Councillor David Simmonds
Cabinet Portfolio(s)	Deputy Leader & Education and Children's Services
Officer Contact(s)	Paul Hewitt - Children and Young People's Services Lynda Crellin (Independent Chairman of the LSCB)
Papers with report	LSCB Annual Report

1. HEADLINE INFORMATION

Summary	Presented to Cabinet, this is the Annual Report of the Local Safeguarding Children Board (LSCB) for the year 2012-13. It is for information and gives a view on effectiveness of children's safeguarding in Hillingdon, and identifies priorities for future action and attention.
Contribution to our plans and strategies	This report will contribute to the Children and Young People's Plan and the Health and Wellbeing Strategy in order to ensure that Hillingdon's children and young people are kept safe.
Financial Cost	The LSCB is jointly funded by LBH, NHS Hillingdon and other partners, there are no additional costs linked to this report.
Relevant Policy Overview Committee	Children, Young People and Learning
Ward(s) affected	All

2. RECOMMENDATIONS

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 recommendation

To note the work of the Board, it's conclusions on the work of Children's Services during 2012/13 and the priorities mentioned in order to ensure Children and Young people remain adequately safeguarded at all times.

Policy Overview Committee comments

The draft report was considered and noted by Children, Young People & Learning Policy Overview Committee on November 27th 2013.

The Committee welcomed what it considered to be a comprehensive and positive report. Members noted that they were encouraged by the overall assessment of safeguarding in Hillingdon being a cautious 'good' and by the examples of positive outcomes being achieved for children and families.

The Committee also welcomed the report's commitment to securing a sufficient number of social workers; increasing the retention rate of permanent staff; and reducing the Council's reliance on agency staff. A lack of stability with social workers is an issue that the Committee has long been aware of as having a detrimental impact on the Borough's looked after children and one that it has been eager to address. With this in mind, Members endorsed the report and recommendations.

Although the Committee heard that the issue of low attendance at the LSCB had been acknowledged and was being addressed by the independent chairman, it wished to place on record its view that this was unacceptable for a body overseeing the safeguarding of vulnerable children. The independent Chairman's recent letter regarding the importance of attending to all parties concerned was, therefore, commended by Members.

3. INFORMATION

Supporting Information

3.1 The LSCB is a statutory multi agency body, established with the overall aim of monitoring, overseeing, supporting and challenging the work of all agencies with regard to their responsibilities to safeguard and protect children. It stands independently of other local bodies and its members are senior decision makers from all local agencies who work with children. LSCBs are required to produce an annual report which comments on the effectiveness of local arrangements to safeguard children under The Apprenticeships, Skills, Children and Learning Act 2009.

This is the fourth annual report under the new requirements and the Board are required to publish this report by 1 April 2014. *Working Together to Safeguard Children* was updated in spring 2013 and requires that the annual report be 'submitted to the Chief Executive, Leader of the Council and the Chairman of the Health and Wellbeing Board'. The annual report will be presented to the Health and Wellbeing Board and to the Community Safety Partnership in February 2014, following Cabinet's consideration first.

3.2 The following areas are required elements of the Report (Working Together 2013)

- A rigorous assessment of the performance and assessment of local services;
- Identification of areas of weakness and the action being taken to address them, as well as other proposals for action;
- Lessons from reviews undertaken within the reporting period, including Serious Case and Child Death reviews and;
- Contributions made to the LSCB by partner agencies, and details of expenditure.

3.3. Summary of Findings

3.4 The Board uses a variety of methods, including performance information, inspections, reports from local agencies and case reports and audits, to reach its assessment. On current evidence, the Board's assessment is that safeguarding achieves a cautious 'good' against the current Ofsted standards.

Evidence for this is sound practice and effective multi agency communication and collaboration as evidenced by case audit and review. Operational practice in respect of children who go missing and who are at risk of trafficking or sexual exploitation is good and Hillingdon's work with Heathrow is nationally and internationally recognised as an exemplar.

Changes within the children's pathway programme and the developments of early help and single assessments should ensure improved supervision and management oversight, alongside better early identification of problems and provision of support. Other positive areas include: good multi agency training programme, effective management of allegations against staff and strong working relationships with schools. Two lay members have been appointed to the LSCB in early 2013 and the Clinical Commissioning Group has engaged well. It is also noteworthy that there have been no serious case reviews in Hillingdon over the last year.

3.5 The Board has a work plan agreed across partner agencies to ensure that so far as is possible children are safeguarded. The work plan has five main priorities:

(i) Improve LSCB functioning
(ii) Assess and improve operational practice
(iii) Improve outcomes for children affected by key risk issues
(iv) Ensure a safe workforce
(v) Learn from case reviews

3.6 The Board is continuing to develop its quality assurance mechanisms and has been able to use the audit work carried out for this purpose, within the Council and other agencies, as well as multi-agency audits. Improving and acting on our quality assurance mechanisms remains a priority, along with better identification and action in respect of long term neglect and those affected by domestic violence and more effective engagement with children and young people.

3.7. There are however, some important risks and concerns. Although numbers of children on child protection plan has stabilised and there are many very positive changes and enhancements recently introduced into children's social care, levels of permanent staffing in children's social care continues to cause concern in respect both of service quality and management oversight. Over recent months the anticipated placement stability has not materialised. During a recent Safeguarding practice diagnostic carried out by the Local Government Association (LGA) the lead reviewer particularly noted the impact of this on the

recruitment of both permanent and agency staff. In addition, a benchmarking exercise has found that Hillingdon's pay structure is below that of neighbouring authorities. This was acknowledged by the Council and this matter has now been addressed.

3.8. Local and national evidence highlights the importance of identifying long term neglect and emotional harm, particularly in families where domestic violence, mental illness and substance misuse are features. In light of this and reduced resources, it is critical that the early intervention services and revised pathways currently being developed by the Council are fully multi agency and target their work effectively in order both to reduce those coming into the child protection system, or to facilitate swifter action if children are identified as being at risk of significant harm.

3.9. All agencies continue to experience quite dramatic change and financial constraints, and this puts at risk the available time and energy for safeguarding, both at operational and strategic level. It is therefore vital that all agencies maintain focus on safeguarding issues and key risk factors in their work, with professional communication and information sharing being of paramount importance.

3.10. A continuing major issue is the increasing number of children who experience neglect and emotional harm, particularly those experiencing domestic violence and/or who are cared for by adults with mental health or substance misuse problems. There is a shortage of services to support these children. It has been recognised locally that the spend on Child and Adolescent Mental Health Services (CAMHS) is comparatively low and the LSCB remains keen to hear from commissioners how this problem is to be addressed

3.11 Similarly, there appears to be limited resources and services for Parents with learning disabilities and children with disabilities are under-represented within the cohort of children within the child protection system as a whole.

3.12 The new Ofsted single inspection regime has been launched recently and the first tranche of inspections commenced in November 2013. The inspection will scrutinise child protection (including early help) and services for children looked after and care leavers. It will include inspections of adoption and fostering services (previously stand alone) and a new element assessing the effectiveness of the LSCB. As part of the Munro report and the implementation of its recommendations locally, which are currently being reviewed by a Policy Overview Committee Working Group, an independent review of the LSCB will be taking place and the Board looks forward to contributing to that in due course.

Financial Implications

The LSCB is jointly funded by LBH, NHS Hillingdon and other partners. As such, there are no direct additional costs associated with this report.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The remit of the LSCB is to ensure that all agencies are working together effectively to keep children safe. It does this by monitoring the effectiveness of all agencies to this end, and by making recommendations for priority action. This ensures that all agencies which have a

statutory duty to safeguard and promote the welfare of children (Children Act 2004) are able to carry out their functions. The Board's work is therefore critical in ensuring that children and young people in Hillingdon are safeguarded and that risks are minimised as much as possible.

Consultation Carried Out or Required

LSCB members and staff were consulted in preparation of the annual report. One of the continuing priorities for the LSCB is to engage better with children young people and their families and with staff, in developing priorities and monitoring the effectiveness of services.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance notes the recommendations in the report and confirms there are no additional costs linked to this. It is noted that in 2012/13, the Council contributed £61,250 to the running costs of the LSCB.

Legal

The LSCB retains its statutory functions within Children's services and is legally compliant in constitution and membership as reflected in Working Together to Safeguard Children guidance 2013. The new guidance came into force on 15 April 2013.

This guidance covers:

- the legislative requirements and expectations on individual services to safeguard and promote the welfare of children; and
- a clear framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services.

This document replaces Working Together to Safeguard Children (2010); The Framework for the Assessment of Children in Need and their Families (2000); and Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007).

The Children and Families Bill 2013 takes forward the coalition Government's commitments to improve services for vulnerable children and support strong families. It underpins wider reforms to ensure that all children and young people can succeed, no matter what their background.

The Bill will reform the systems for adoption, looked after children, family justice and special educational needs. It will encourage growth in the childcare sector, introduce a new system of shared parental leave and ensure children in England have a strong advocate for their rights.

6. BACKGROUND PAPERS

NIL

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Hillingdon Local Safeguarding Children Board

Annual Report

2012 – 13

'That every child and young person is as safe and physically and emotionally secure as possible, by minimising risk as much as we can.'

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1. INTRODUCTION

This report covers the work of the Local Safeguarding Children Board (LSCB) during 12-13, plus any significant developments that took place in the early part of 2013-14. It highlights the main achievements in safeguarding Hillingdon's children and young people, and identifies the priority areas for improvement for the following year and beyond.

The main purpose of the LSCB is laid out in 'Working together to Safeguard Children' (Dept of Education 2013). It is the key statutory mechanism for agreeing how organisations in the area work together to safeguard and promote the welfare of local children, and for ensuring that they do so effectively. This latest version of the statutory guidance, based on the outcome of the Munro Review, was long awaited. It has changed much of the framework in which we work, and has given more authority to LSCBs in monitoring both child protection and early help services.

The LSCB consists of senior managers and key professionals from all agencies who work with children and young people in Hillingdon. They work together through the Board to make sure that staff are doing the right things to ensure that children are safeguarded. It ensures that key professionals are talking to each other and that children and their families and all adults in the community know what to do and where to go for help. Many of the LSCB's responsibilities therefore consist of setting up and overseeing systems and procedures

The Board regularly checks to make sure these are working well and that professionals are fulfilling their safeguarding responsibilities effectively. The main focus of our work is to ensure the safety of those most at risk or potentially most vulnerable. Through this report, and through the Hillingdon Children and Families Trust, the LSCB also recommends appropriate action to ensure that preventative work is identifying and working with those most at risk of future harm.

The year has been characterised by huge change and upheaval in partner organisations, which has continued into 2013. Although the number of children with child protection plans has stabilised, it has been at a higher level than in previous years and the workloads have remained high. There is evidence of strong practice in many areas but the challenging problems of domestic violence, mental health problems among both parents and children and difficulties in identifying and resolving long standing neglect remain. In addition, national cases have focused our minds on important issues such as sexual abuse and exploitation.

A great deal has been achieved by partner agencies in Hillingdon, and this has been confirmed by inspection and audit. All agencies demonstrate a strong commitment to safeguarding. However, the potential risks identified above make it even more critical that everyone is working together as efficiently and effectively as they can, and that resources are targeted towards those most in need.

Hillingdon is the second largest of London's 32 boroughs. It had a population of approx. 273,900 at mid 2012 of which just over a quarter were under 19.

This proportion is slightly higher than England and London. There has been an actual and projected increase in numbers of very young children, and families with the 5-9 age group projected to rise the most over the next few years. However, these growth rates are not very different from London as a whole. About 30% of the resident population and 49% of the schools population belong to an ethnic group that is not white British and this diversity is expected to increase, especially among the very young, reaching a projected 50% by 2016.

Hillingdon is a comparatively affluent borough (ranked 24th out of 32 London boroughs in the index of multiple deprivation, where 1 is the most deprived) but within that there is variation between north and south, with some areas in the south falling in the 20% most deprived nationally**.**

Heathrow airport is located entirely within Hillingdon boundaries and this has a major impact, particularly in respect of children and young people who pass through the airport. Close and effective multi-agency work has led to Hillingdon being considered a national leader in the field of protecting children and young people from potential and actual trafficking.

During 2012-2013, there was a 26% increase in the number of contacts (12,147) compared to the previous year (2011-2012). However, the number of these contacts being treated as referrals showed a 13% reduction. This was due in the main to more effective “triaging” of these contacts, ensuring that only work was accepted that corresponded to the continuum of need (Pan London Thresholds) adopted by the LSCB and its partner agencies in September 2012.

During the year, the number of core assessments increased and the number of initial assessments decreased, in line with a more holistic approach to intervention and assessment, which focused on resolving family issues rather than undue concentration on the timescales for assessments.

The number of children on Child Protection Plans continued to stabilise during 2012-2013. As at 31st March 2013 there were 213 children subject to a Child Protection Plan compared to 346 in the previous year. During the course of the year, 206 children became subject to CP Plans, whilst 383 children were removed from CP Plans. This is an indication of effective intervention, with risks being ameliorated, and a more consistent “step-down” into Universal and targeted services. As a further indicator of better outcomes being achieved during the year, only 26 children became subject to a child Protection Plan for a second or subsequent time, compared to 46 in the previous year.

The timeliness of core assessments was affected by the increased volume in the number of them being completed (1,285 compared to 1,025 in the previous year). However, this was in the context of major transformation during the year, moving from initial and core assessments to the single holistic assessment (45 days) reflected in the New Guidance – Working Together 2013 – which was published in March 2013. Overall, despite a year of significant transformational change in Children’s Social Care, the Key Performance Indicators reflected in the CIN Census, show a positive picture of practice and improved outcomes for children within the Child Protection System.

Lynda Crellin
Independent Chairman
November 2013

2. WHAT WE HAVE DONE

What we planned to do – our key priorities

A new business Plan for 2011-14 was agreed by the LSCB in spring 2011. Five priority areas were agreed, based on analysis of current information and trends, along with key Government agendas

The five priority areas of work are detailed below, with a summary of work completed against those priorities during 2012-13.

What we planned to do at beginning of 2012-13	What we did
Priority 1 Improve LSCB functioning	
Continue to implement Munro recommendations and Government requirements as required, particularly updated Working Together and related guidance.	We responded to the consultation on the new Working Together and the chair, with other independent chairs, met with representatives from the DfE to discuss concerns. We were represented on the London editorial board responsible for updating the London procedures.
Carry out a section 11 audit across agencies.	Audit carried out in late 2012. Findings reported to March Board.
Fully develop and implement the Quality assurance framework.	QA framework agreed and appointment of Audits manager resulted in more case information available to the Board this year.
Rationalise the performance information produced by social care and the Children's Trust, and feed into improved data framework for the LSCB.	By year end a more detailed analysis of performance information was available to the Board.
Incorporate views of children, young people and their families in the work of the LSCB through response to Borough survey, views of those on cp plans.	System put in place to obtain views of children going off CP plans.
Incorporate the views of staff in the work of the LSCB though responses at stakeholder day and questionnaire.	Stakeholder day held with staff and their views were incorporated into business planning. Newsletter deferred to 2013-14.
Appoint lay members to the Board.	Two lay members were appointed and are now included in Board and sub group membership.
Improve engagement with GPs and Clinical Commissioning group.	CCG representatives agreed and began attending Board March 2013.

Priority 2 Assess and improve operational practice	
Ensure all agencies fully understand the social care threshold criteria, and that it is embedded in the development of preventative services.	Use of new threshold document (based on London levels of need) agreed. Early help family assessment developed, agreed to replace CAF and piloted. Single assessment developed for social care.
Improve the oversight of single agency audits.	Done via audit form submitted in summer 2012 and section 11 audit in winter 2012/13.
Develop and learn from a multi-agency quality audit programme for the LSCB.	Case audit carried out using peer review methodology. Multi-agency work also assessed as part of social care audits reported to Scrutiny Committee.
Roll out the schools safeguarding clusters across whole Borough.	Two clusters in place by year end and working effectively. The final third cluster planned for 2013.
Priority 3 Improve outcomes for children affected by key risk issues	
Improve the identification and support for children and young people involved in sexual exploitation.	This work was incorporated in the existing operational sub group. Strategy developed and incorporated in that for missing/trafficked children. Staff from Japan and Norway visited to view Hillingdon exemplar practice at Heathrow Airport.
Improve the identification and support for children and young people involved in gang activity.	Training delivered in schools on this topic.
Improve quality of information sharing and risk assessments for children and young people who go missing, particularly looked after children.	Services for children missing from care reviewed and reported to Council scrutiny committee. Recommendations overseen by LSCB.
Continue to try and benefit from funding opportunities for children and young people affected by domestic violence.	Some short term funding provided therapeutic support for children identified through the local refuge.
Improve the effectiveness of joint working across children's and adult services in respect of mental health and substance misuse issues.	Joint protocol between children's social care/adult mental health reviewed and refreshed. Joint sessions delivered across teams. Specialist post appointed in children's social care.

Raise awareness of child abuse linked to faith or belief.	Links made with a total of six mosques and madrasahs. Training to be carried out in 2013-14.
<u>Priority 4</u> Ensure a safe workforce	
Carry out and respond to audit of single agency training.	Training census carried out December 2012. Several agencies responded but some agencies were unable to supply relevant data. Once the data is provided, the results can be analysed and reported to the Board with an action plan for improvement.
Develop ways of assessing access to and impact of training.	Introduced the NSPCC's *Connect, Share & Learn* tool to evaluate the impact of training. This is a scenario based tool that evaluate how able staff are to respond correctly to certain safeguarding situations. Changes to statutory guidance, however, require the tool to be updated.
Enhance support to front line managers. Look at more creative ways to improve access to and attendance at multi-agency training.	Action Learning events have been created for first line managers, named and designated staff to provide bespoke and in depth learning for managers.
Continue to improve responses to allegations against staff.	Increasing numbers of allegations responded to and managed appropriately, including historical following Savile revelations. Guidance and procedures on managing allegations rolled out to all schools.
Ensure compliance with new legislation and guidance around recruitment.	The Disclosure and Barring Service (DBS) has merged functions of the Criminal Records Bureau and the Independent Safeguarding Authority. The HR Sub Group has worked with partner agencies to ensure that recruitment practices maintain safeguards for recruiting suitable staff into the children's workforce. Full multi-agency training programme delivered to 2398 staff across agencies

Priority 5 Learn from Case Reviews	
Implement learning from management reviews.	Five cases considered by SCR sub group and 1 became subject of a formal management review with recommendations reported to LSCB.
Complete implementation of the actions arising from the SCIE pilot.	All actions completed, including establishment of Risk Panel to review stuck and contentious cases.
Continue to implement learning from unexpected child deaths and disseminate key messages to local professionals.	Local and national messages disseminated quickly though hospitals and early years networks –particularly in respect of safe sleeping arrangements for babies.

3. GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS

Operation

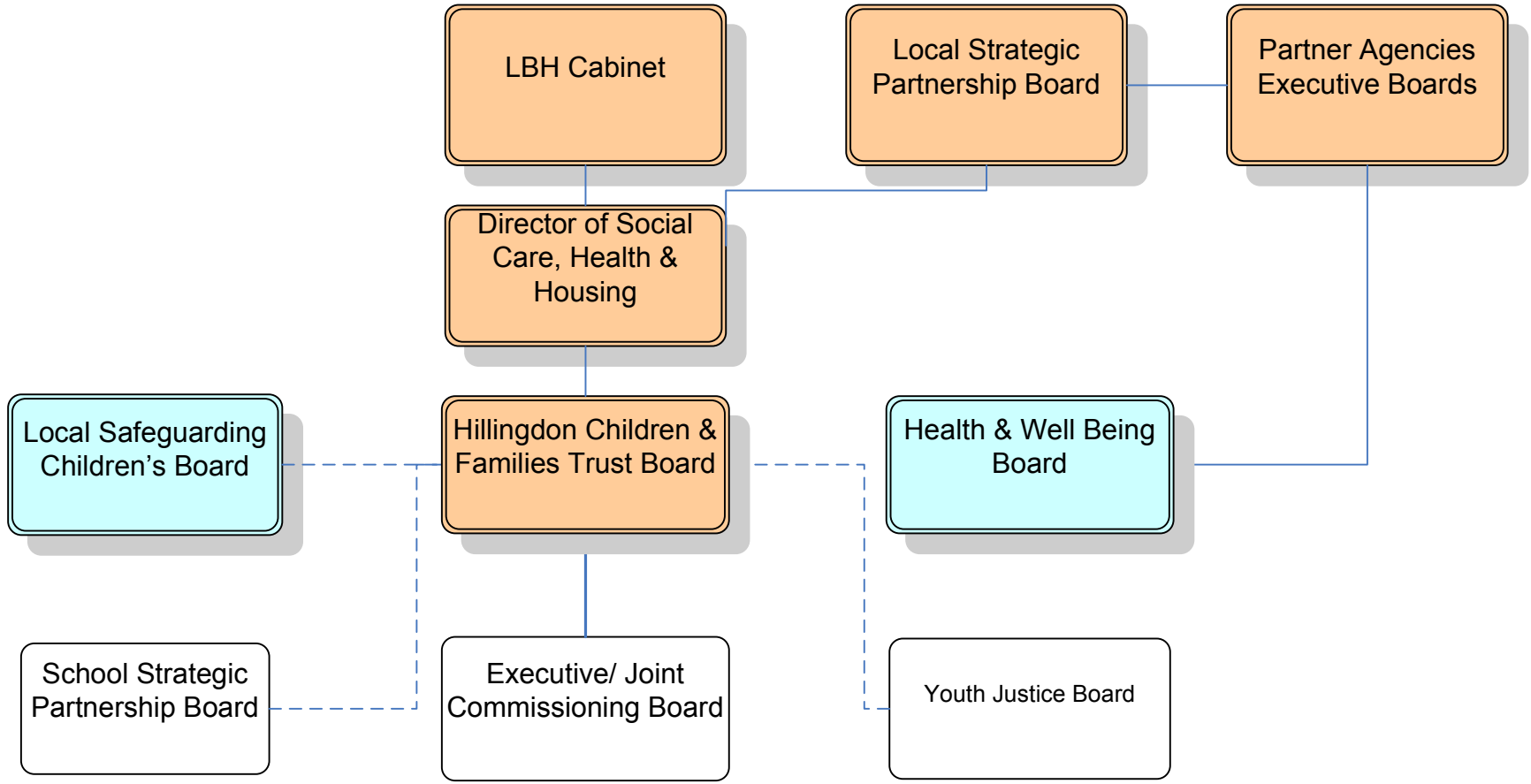
The LSCB operated during 2012-13 in accordance with Working Together 2010, updated in early 2013. Current local governance arrangements are identified below. There are currently 11 sub groups who meet between Board meetings and take responsibility for actions identified in the Business Plan. The Domestic Violence Forum is a Council led body that sits outside the LSCB governance structure, so joint work is taken forward through the Community Engagement sub group.

Sub group chairs and LSCB officers meet between meetings with the chairman to undertake detailed planning for the Board and to monitor progress against the Business Plan and Partnership Improvement plan (PIP).

Although there is no longer a statutory requirement to have a Children's Trust, the Hillingdon Children and Families Trust Board (HCFTB) continues to meet in order to oversee the Children and Families Plan. The LSCB chairman sits on the HCFTB and though regular updates ensures that the HCFTB is kept abreast of key safeguarding issues and that these can influence the Children and Families Plan and the work of the HCFTB.

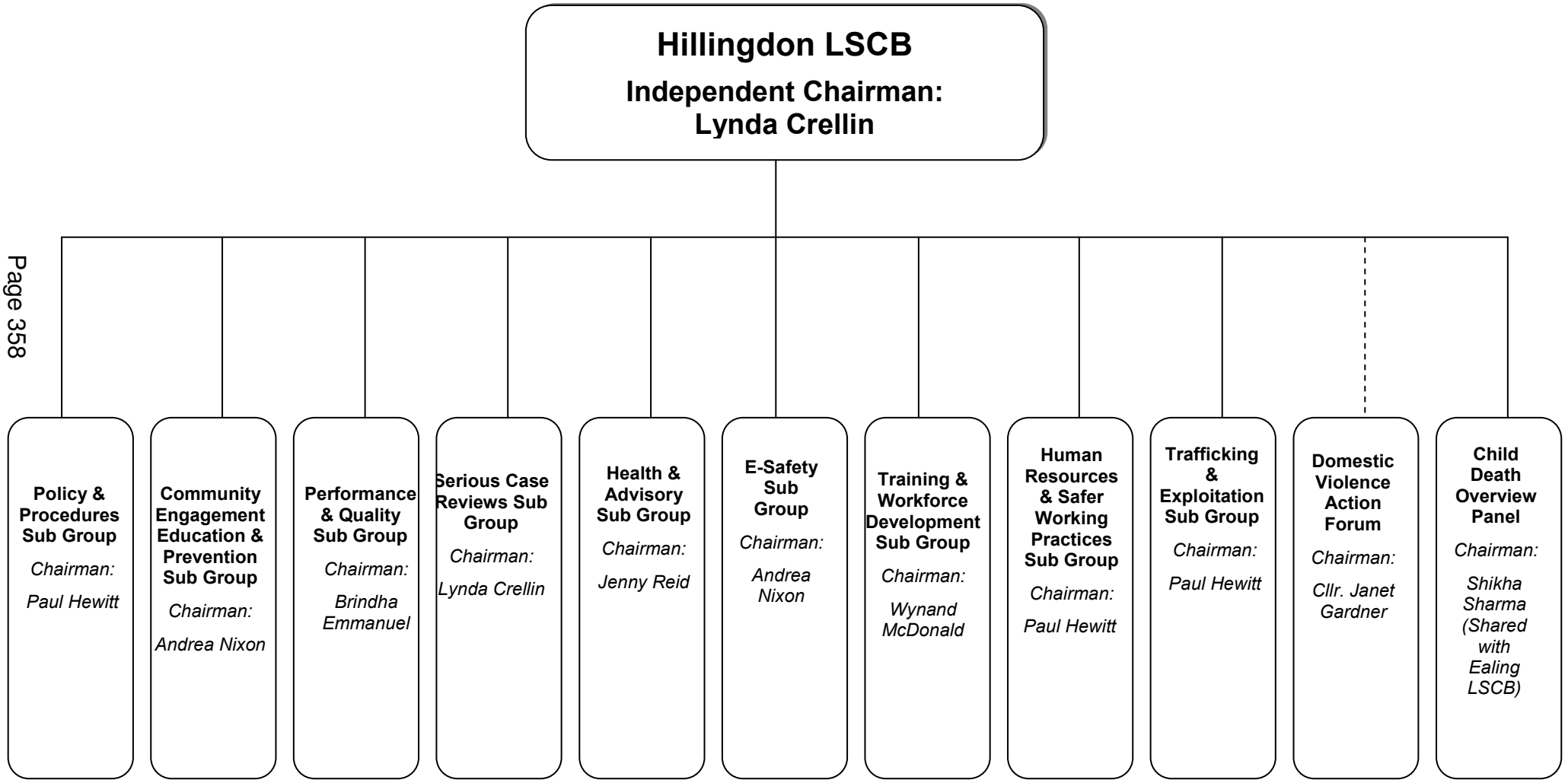
This annual report will be presented to Council Scrutiny Committee, to Cabinet and to the Health and Wellbeing Board. It will feed into the Local Strategic Partnership Board (LSP) through the HCFTB. Future arrangements may evolve further in accordance with the Munro review which recommends that the LSCB annual report is presented also to the local Police Partnership Board.

Closer links were made with the Safer Adults Partnership Board (SAPB) and, from November 2011, both Boards meet on the same day, and are chaired by the independent chairman. Each Board has been able to keep its separate identity, but we have used the opportunity to use the cross over time between Boards to look at items of joint interest. These have included domestic violence, and the development of preventative services for families.



LSCB Governance

THE STRUCTURE OF HILLINGDON'S LOCAL SAFEGUARDING CHILDREN BOARD



Membership

The LSCB is a large, inclusive and generally well attended Board, supported by strong sub groups. Overall attendance during 2012-13 was 60%, which is 16% less than last year. 100% attendees were CAIT, the Voluntary Sector, Hillingdon Community Health, NHS Hillingdon, Hillingdon Hospital, Children's Social Care and Adult Social Care. Council Education had 75% attendance and Public Health and YOS showed 50%. From schools we lost the SEN representative but primary heads had 100% representation and secondary 25% due to the departure of the lead head teacher during the year. Borough Police, Probation and Border & Immigration managed to send limited representation throughout the year due to structural changes within each of these agencies. This reflects to a certain extent changes and flux within those organisations. The Executive member acts as participant observer on the LSCB in order to ensure he is able effectively to discharge his political accountabilities. He and the Chief Executive attend on an occasional basis and receive papers. Membership was reviewed during the year to ensure the right level of senior representation across agencies. A list of members is attached at appendix 1.

In the latter part of the year the LSCB appointed two lay members who took up their role in early 2013 and have attended Board meetings since June.

The Clinical Commissioning Group (CCG) began its work formally in April 2013, having operated in shadow form during 2012-13. The CCG is represented on the LSCB by the lead GP and the Executive Lead for children. The relationship between the LSCB and GPs as providers remains work in progress.

Independent chairman

There is an independent LSCB chairman who operates within a protocol agreed by the Board and based on that recommended by the London Safeguarding Board. The chairman reports to the Director of Children's Services (DCS) and is held accountable though the Hillingdon performance framework. The chairman meets regularly with the Chief Executive, Executive member, and senior managers from partner organisations. Thus the systems are already in place to meet the new requirements in Working Together 2013 which places accountability for the LSCB chair with the Local Authority Chief Executive.

Relationship to agency boards

Each of the statutory agencies has its own safeguarding governance and audit arrangements, summarised below. Key agencies are asked to complete an LSCB audit each year summarising their internal findings and key issues for the LSCB.

Section 11 audit

The LSCB has a legal duty to ensure that statutory partners comply with section 11(1) of the Children Act 2004. During 2012-13 the LSCB undertook an audit asking agencies to demonstrate that they are compliant with their section 11 duties. The LSCB sent out a self assessment tool to all LSCB partners, using the tool developed by the London Safeguarding Board. All

relevant statutory agencies responded and also some non statutory voluntary bodies. Agencies were asked to evaluate themselves against eight agreed standards issued in guidance by the Secretary of State. Partners were asked to provide evidence to support their evaluation and the completed audits were evaluated by the Performance and Quality sub group.

Overall, agencies in Hillingdon were able to demonstrate a strong commitment to safeguarding throughout their organisations backed up by governance structures, lines of accountability, policies and procedures, recruitment processes and training. In some organisations, particularly the newly established Clinical Commissioning Group (CCG), governance structures were being reviewed and tightened up. The most significant area for development across all partner agencies was in relation to the standard that focuses on the incorporation of the views of children and young people in service development. This has been incorporated in LSCB planning.

Another area for development was the monitoring of commissioned services.

Of particular note in this audit was the enthusiastic participation of non statutory agencies who work with children. Interestingly, these agencies were more likely to comply with the standard about taking children's views into account

Following the audit, the chair met with senior managers in some key agencies to test out evidence and identify areas for improvement.

A report on the audit was presented to LSCB in March 2013 and appropriate actions agreed, particularly in respect of the involvement of children and young people.

Hillingdon Council

The Council was represented on the LSCB by the Director of Social Care Health and Housing (designated DCS) and by the Deputy Directors for Social Care and Education. Most of the statutory indicators for safeguarding rest with social care and these are monitored monthly and also shared with the Corporate Management Team, Chief Executive and Lead Members on a quarterly basis. The Lead Member and Chief Executive receive monthly updates on local safeguarding issues and attend regular safeguarding meetings with senior officers across children's social care, education, youth and early years services. The Children's Scrutiny Committee reviews key safeguarding areas – the most recent of these being children missing from care and social care audit report. Recommendations are incorporated as appropriate in the LSCB work plan. This annual report will be presented to Scrutiny Committee and Cabinet.

Internal Governance arrangements

The statutory Director of Children's Services has maintained oversight of key services relating to safeguarding children, via a monthly meeting with the Lead Member of the Council for Children's Services, and the Chief Executive. This monthly mechanism of regular reporting has enabled the prioritisation of child protection work, and allied safeguarding issues to be constantly reviewed, in the light of local circumstances. The monthly review includes a performance scorecard which enables the Chief Executive, Lead Member and

Director of Children's Services to have scrutiny of child protection activity on the ground.

Allied to this monthly meeting, there is a six monthly report made to the Corporate Management Team (CMT) across directorates within the Council. This report is also presented to the Policy Overview Committee (POC) to ensure oversight of children safeguarding performance within the Council.

Running alongside the performance scorecard has been a quality audit programme, which has also helped to strengthen safeguarding and highlight areas for improvement. The findings from these audits are reported to POC on a quarterly basis.

One of the key issues for improving and strengthening child protection practice is the quality of management oversight and supervision provided to front line social workers. This was a significant theme in the audits carried out within Children's Social Care during 2012-2013.

In order to address this issue, a one year programme of Reflective Supervision was delivered to all managers in Children's Social Care (including Residential Managers) during 2012-2013, by an expert from the Tavistock Clinic. This was regarded as a significant achievement by managers and was welcomed by the front line social workers, as shown in a survey after the Reflective Supervision.

Running alongside this programme was a plan to refresh and re-launch the Supervision Policy, with greater emphasis on the use of supervision contracts/agreements, to ensure that case discussions are properly recorded, and take account of researched and informed practice. The Supervision Policy was re-launched by the Deputy Director in February 2013. Future audits will be monitoring the implementation of the policy, with specific reference to a Supervision Contract being in place, as the foundation for Reflective Practice.

During the year 2012-2013, a Designated Principal Child & Family Social Worker was nominated within Children's Social Care, as a way of ensuring that social workers' views would be represented at a senior level. The Designated Principal Social Worker is also the head of Children Safeguarding and Quality Assurance, and meets monthly with the Chief Executive and Lead Member for Children to represent social workers' performance, pressures and achievements. This has helped to ensure that front line services are protected within the inevitable spending reductions which have affected the Local Authority.

Youth Offending Service

Achievements

All staff undertook training on assessments, resulting in an improvement in quality from 69% 84% of documents being assessed as satisfactory or above. 78% were identified as good.

The management team developed a further training exercise to improve specifically in the assessment areas of risk and vulnerability. As a result:

- The percentage of risk of harm assessments identified as good rose from 25% in August 2012 to 67% in February 2013;

- The percentage of vulnerability assessments identified as good rose from 38% in August 2012 to 67% in February 2013.

The Integrated Intervention Plan template designed to combine the activities addressing risk of harm, offending and vulnerability into one holistic plan was further revised in 12-13 to include sections on learning style, diversity and victim safety.

A practice workshop on the planning process resulting in an improvement in plan quality from 92% to 100% being identified as satisfactory by November 2012

The YOS has developed a number of new intervention programmes for both young people and parents this year including:

- A revised knife crime programme for young people;
- A bespoke programme for parents with sessions on substance misuse, knife crime and gang activity;
- One billion rising programme for young people focused on domestic violence and developing healthy relationships.

The YOS has representatives at two forums focused on gangs and associated links to exploitation one run by West London YOTS and the other by the Youth Justice Board.

In terms of outcome data:

- The number of fist time entrants into the criminal justice system continued to fall with 156 recorded in 12/13 compared to 212 in 2011/12.
- 37.5% of young people sentenced between April 2010 and March 2011 committed further offences an increase of 0.4% against the previous period. This is lower than for the London region (39.8%) but higher than for England (35.8%). The number of further offences committed by those young people was lower than both the national and London Averages.

Challenges in 2012-13

The Legal Aid, Sentencing and Punishment of Offenders Act 2012 (LASPO) introduced a number of significant changes to the youth justice system which required a revision of existing YOS practice during 2012-13. The most significant changes were the introduction of:

- The remand to Youth Detention Accommodation, replacing the existing secure remand framework
- Looked after status for all young people remanded into youth detention accommodation.

Education

Overview

Safeguarding of children in Hillingdon early years centres and schools appears to be secure.

The structures for identifying children at risk are robust and include all schools and centres irrespective of their status: Community, Academy, Faith, Free or Independent. Regular training takes place for staff and governors; monthly briefings of officers take place with the CEO. Data is gathered systematically and analysed. The conclusions are used to inform professional practice. Where a child may be at risk there is audit evidence of prompt intervention with robust follow-up work. The work of safeguarding in education sits securely within the overall structures and processes of Children and Young People's Services.

Policy is regularly reviewed, practice is monitored and data is used to inform training and development work.

Children without a school place

A recent POC review identified some concern with schools 'off rolling' pupils, these actions are not always known to the Local Authority; therefore some vulnerable children are without a school place. Where possible they will be identified by the school's education welfare officer although there are some risks following the change in their role from September 2013.

A new provision for young people without a school place has been formally established from September 2013 following the above mentioned POC review recommendation. Hillingdon Tuition centre has responsibility for the provision and will work closely with the admissions team to offer an interim placement until a school place is secured.

The Behaviour Support team has been transferred to the Hillingdon Tuition centre management and will continue to work to the schools Service Level Agreement. There is some risk to the capacity of the team to carry out LA roles in the future.

Elective Home Education

The Elective Home Education role will be embedded within the new education structure in response to the Council's statutory role including that of safeguarding for these children and young people.

Safeguarding in schools

Safeguarding in schools in Hillingdon remains a high priority. Schools continue to access training, advice and support through the Child Protection Lead for Education. The relationship between schools and Social Care has been strengthened through the development of the Schools Safeguarding Clusters. These clusters are made up of designated teachers from primary and secondary schools and chaired by a Team Manager from Social Care. Each cluster meets termly and schools have found this discussion forum invaluable.

The Local Authority Designated Officer has been part funded through schools, which demonstrates their commitment to ensuring that pupils remain safe. This is a growing area of work, in which the LADO provides advice to schools and oversees investigations into allegations made against professionals. A monthly report is submitted to the Principal Social Worker, outlining progress and outcomes from allegations. A report is also submitted to the Local

Safeguarding Board on a quarterly basis, outlining the number of reported incidents.

The possible challenges going forward are to ensure that safeguarding responsibilities within the growing number of academies remain a high priority and our current relationship with academies remains strong.

Early Intervention Services

Main achievements 2012 - 2013

The Council's Children's Pathway Transformation process, and its associated discovery and design work, have resulted in the closer alignment of services concerned with intervening early to prevent family problems developing or escalating. This has resulted in the bringing together of a number of service areas including, local authority managed Early Years and Childcare provision, the Children's Centre programme, youth work and youth support services including, sexual health, substance misuse, counselling and support, information advice and guidance services, Youth Offending and Family Key-working Services, the Troubled Families Initiative and related programmes ranging from parenting to training programmes. A new strategic direction for these services is being developed in collaboration with partners. An Early Intervention and Prevention Strategy has been developed with the mission to:

> "Develop an integrated model for the provision of early intervention and prevention so that services may intervene early and as soon as possible to prevent or tackle problems emerging for children, young people and their families or with a population most at risk of developing problems".

Work continues to mobilise services and partners in order to realise this mission with an Early Intervention and Prevention Strategy Group established as the partnership vehicle for doing so. The focus of this group is to embed a comprehensive and integrated system for the provision of early help to families in Hillingdon. The group also oversees the development and implementation of the Strategy which includes the following key operational objectives:

- Securing an integrated preventative 'Local Offer' including early help services with the capacity and flexibility to response to locally defined need;
- Developing mechanisms for communicating the offer to children, young people and families and enabling their access to services;
- Developing and embedding early help principles and processes which enables practitioners to consistently assess and respond to whole family need in a straight forward and timely manner; and
- Secure teams of key-workers who work in collaboration with those providing the Local Offer so that their clients may receive the support and interventions they need.

To date the local offer of tier 1 and 2 provision has been mapped. A locality-based method for developing and co-ordinating the offer, the Family Centred Network, has also been developed and is being tested in the south of the Borough with a view to being rolled out across Hillingdon.

A new Family Key-working Service has also been developed. The Service is testing new ways of working concerned with providing families with different levels of need 1-1 support to overcome problems and develop resilience to avoid future difficulties

A new early help assessment tool and early help 'team around the family' process has also been developed and is in the process of being tested and rolled out.

Over the next year and beyond work will continue to develop and implement the Early Intervention and Prevention Strategy with partners with a view to strengthening our collective approach to providing families with the early help they need to avoid or overcome problems that lead to poor outcomes.

Early Years Services

The Early Years Service supports the development of quality, alongside the development of the workforce, across all sectors of early years provision. This includes developing the quality of experiences for all children attending registered provision, the quality learning and development experiences and those for children with Special Educational Needs and Disabilities (SEND).

Within the service there is a team dedicated to monitoring the compliance of settings in relation to the legal requirements for safeguarding outlined within the Statutory Framework for the Early Years Foundation Stage. The challenge for all teams within the Early Years Service is to engage private businesses in developing the quality of their provision and to ensure good practice is embedded in every day practice.

Main achievements in 2012-13

Over the last year the focus of the work has been to develop those settings that were not meeting the legal requirements for the safeguarding of children. The impact of their work can clearly be seen below.

Quality of safeguarding and well being of young children in settings:

- Overall quality – improved quality in settings that were not meeting the legal requirements (in 2011-12) by 22%. There are now 23% more settings working well in excess of the minimum quality standards.
- Quality of safeguarding – 51% of settings were not meeting the legal requirements in 2011-12. This has now dropped to only 8%. 19% more settings are working well in excess of the minimum quality standards.
- Suitable people – 34% of settings were not meeting the legal requirements in 2011-12; this has now dropped to 6% and there are now 25% more settings are working well in excess of the minimum quality standards.

Developing the workforce in relation to Safeguarding and children's well-being:

- 333 practitioners have accessed safeguarding training this year. This has included setting practitioners and childminders and has been delivered via central and in-setting training events.

- Almost 600 practitioners have accessed supervision training over the last year to improve the structure of supervision sessions to include safeguarding as a standing agenda item

Schools

Schools safeguarding audit

Following the Serious Case Review in 2010-11, a bi-annual review of schools safeguarding activity was agreed. In 2011 therefore The Safeguarding Board carried out an audit of the safeguarding roles and procedures within schools in Hillingdon. This audit is completed bi-annually and we have had a previous 100% return rate which demonstrates the commitment that Hillingdon schools have to ensuring that pupils remain protected. The audit is completed by primary and secondary schools including all Academies.

The audit also highlights gaps in provision in which the Board are then able to offer support and guidance. From the previous audit it was clear that not all schools had a key holder policy as recommended in the serious case review. In working with a Hillingdon High school a model policy was developed and circulated to all schools.

The audit has been repeated in summer 2013 and the results will be reported in due course.

Schools Safeguarding cluster meetings

The school safeguarding cluster meetings were established during the year and have gone from strength to strength. We currently have two clusters, a North cluster and a South cluster, that are very well attended. In September we hope to launch a central cluster also chaired by a Team Manager from social care. The meetings are held termly and attended by both primary and secondary schools including Academies. New policies, procedures and changes to working practice within Hillingdon are discussed and schools identify topics that they would like to raise. The second half of the meeting focuses on specific cases to either understand why decisions were made or to raise concerns that need to be addressed by other agencies.

The feedback from the cluster meetings has been very positive from schools and social care. It has improved the understanding of each others roles and opened communication between the services.

Voluntary Sector

The voluntary sector in Hillingdon is made up of around 100 independent organisations working with children, young people and/or families. They range from branches of large national charities to small local groups which may provide services to just a handful of children. Approximately 75% are volunteer led with no paid staff. The other 25% do have paid staff. Services provided also vary and include fun or play activities, services for the disabled, learning opportunities, sport, advice, support and guidance in a range of areas, counselling and diversion from crime. This list is not exhaustive.

Unlike the other agencies represented at the LSCB, the diversity and independence of the sector makes it difficult to generalise about

arrangements for safeguarding in the sector. There are as many different arrangements as there are organisations.

Branches of national charities usually have their own safeguarding advisors and training officers with robust arrangements for ensuring policies and practice are adhered to. Smaller voluntary agencies use a range of organisations for support and training. These include the NSPCC, Churches Child Protection Advisory Service (CCPAS) and Safe Network. The LSCB ensure that a local support service is also available for voluntary agencies delivering services in Hillingdon. That support service ensures that:

- Voluntary Agencies are represented on the LSCB, currently by Hillingdon Association of Voluntary Services (HAVS)
- Feedback from the LSCB, such as changes in policy and practice, is circulated to all voluntary agencies
- Voluntary agencies are able to access LSCB training
- Where voluntary agencies don't have their own arrangements for introductory training, they can attend training delivered by HAVS or the HAVS representative will deliver training 'in house'
- Voluntary agencies have support when they need it, to write and develop policies and good practice
- Voluntary agencies have someone they can speak to if there is anything they are unsure of regarding safeguarding.

This support is provided by HAVS.

In the past year, HAVS has delivered more introductory training than ever before with 6 courses delivered to 103 people in total, showing that the sector has a genuine desire to engage in the safeguarding agenda. Voluntary agencies also responded positively to LSCB processes such as the Section 11 audit and trialling of the new shared assessment process. Voluntary agencies have continued to be updated with developments such as the introduction of the 2013 version of Working Together.

Health Agencies

All the main health agencies are represented on the LSCB, including the joint Director of Public Health (DPH) who is the executive safeguarding lead, the designated doctor and designated nurse. The Designated Nurse was during this year based within the Public Health Department and, alongside the Designated Doctor, has the main responsibility for overseeing safeguarding practice in each health agency, including the Hillingdon Hospital and Harefield and Brompton Hospital Trusts. The designated professionals reported directly to the DPH. From April 2013, they report to the CCG

Each of the main Provider organisations has its own safeguarding steering group which feeds into NHS Hillingdon Safeguarding Committee. Some of the quality assurance work and monitoring of key actions rest with the health sub group of the LSCB. However, the overarching statutory duty (including quality assurance) to ensure that safeguarding and promoting the welfare of children is discharged effectively, rests with Hillingdon PCT and, from April 2013, the

successor NHS commissioning organisation, NHS Hillingdon Clinical Commissioning Group.

Central and North West London Health (Mental Health services)

Main Achievements 2012/13:

- **Establishing shared supervision arrangements**: Addiction Services have agreed times when safeguarding children cases can be presented to CSC workers for support and challenge.
- **Young Carers**: The CNWL Safeguarding Children's Advisor has worked with local partners to develop a training package for staff to raise awareness of young carers issues. CNWL has also established a Focus Group for Young Carers so that they can feedback their views on services and what improvements would make a difference to them. Hillingdon Young Carers have been present in this group.
- **Section 11 Audit**: The Trust completed a Section 11 Audit for Hillingdon and an evidence file documenting the supporting evidence of compliance was made available. Where further work was needed an action plan was developed and these actions have all been completed.
- **Supervision Audit across adult and CAMHS** – carried out by external auditors. This found all staff had been supervised with their CP cases in the previous month. The main learning point was the need to record the safeguarding children supervision on the electronic record, and to update the Supervision Policy so guidance was clear on this. **Safeguarding Helpline Audit**- showed that service in Hillingdon used this on a regular basis and there was a high level of awareness amongst staff on how to access support on safeguarding issues.
- **Attendance at safeguarding training including refresher training** – presently CNWL level of attendance on training is above 85% and the Trust is fully compliant with the David Nicholson DH requirements on this. CAMHS and staff who regularly see children received training on the CAF.

Main Challenges

We have identified some key challenges for the Trust in 2012/13:

- **Reviewing CAMHS**: Commissioners have been working with CAMHS to review the service and concerns remain within CAMHS about the level of funding and capacity to meet local needs. A Royal College of Psychiatrists review identified some areas to strengthen also potential gaps in commissioning.
- **The financial environment** and the impact on contracts with CNWL may mean that services have to reduce and may not meet the needs of children, the demand of families or the expectations of partner agencies.
- **Impact of the benefit changes** on families may result in moves of families where there are concerns and disrupt treatment packages, or risk being lost to the systems in new areas. The areas where families

may move from to Hillingdon are likely to be managed by CNWL, so this risk is mitigated.

- **Establishing information systems to gather the information needed**, that is, to collect more outcome focused measures and qualitative data to assess the effectiveness of services, including linking adults and children in the IT system. Many of the IT systems do not currently support the collection of such information.

Hillingdon Community Health, (HCH)

CNWL NHS Foundation Trust is one of the largest trusts in the UK, caring for people with a wide range of physical and mental health needs. It provides healthcare to a third of London, Milton Keynes and parts of Kent, Surrey and Hampshire. Within the borough of Hillingdon, CNWL provides both mental health and community care services (the latter is known as Hillingdon Community Health).

In relation to the community services provided in Hillingdon by CNWL, the following key areas are of note:

Governance arrangements in respect of Safeguarding Children

The Hillingdon Community Safeguarding Children Team consists of a Named Doctor, two Named Nurses, a Paediatric Liaison Health Visitor post and 2 part time administrators.

In 2012, Hillingdon Community Health was able to declare full compliance with safeguarding responsibilities as outlined in Outcome 7 of the Care Quality Commission's Essential Standards of Quality and Safety.

The community division holds a quarterly safeguarding meeting, chaired by the Managing Director for Community Services, to review policies, results of audits, training plans, lessons learnt from safeguarding alerts as well as agreeing and overseeing the annual work plan.

Representatives from the community division also attend the Trust's Quarterly Safeguarding Committee which is chaired by the Board Level Safeguarding Lead - Executive Director of Operations and Partnerships.

As a key borough partner, there is Director level representation from the community division on the Hillingdon LSCB with representation also on each of the sub groups which support the LSCB.

Outcomes for Children

In line with the concepts outlined in "Improving local safeguarding outcomes,"[1] the safeguarding team commenced work to focus on assessing outcomes for children with a particular emphasis on outcomes such as "before and after" discussions. An audit process was established whereby health visitors and school nurses were asked to compare the family's position at the commencement of a child protection plan, then at a midway and again closing

[1] "Improving local safeguarding outcomes: Developing a strategic quality assurance framework to safeguard children" (2011) Local government Group/ London Safeguarding Children Board

point. The intention was to identify what impact the intervention has had on the child's life.

This audit was undertaken in 2012 and the results were encouraging. Of the 7 practitioners interviewed, 6 felt that the child protection intervention had improved the outcome for the child/ young person in their service. A health visitor discussed a long term child protection plan for neglect. There were some improvements with a move to a different property but these improvements could not be sustained and the health visitor has concluded that the child protection plan cannot safeguard the children and the only option is moving the case to the legal framework. The other six cases demonstrated some effective multi-agency working and good communication within the core group. These outcomes will be discussed with health visitors and school nurses in supervision and in their local professional forums.

Audits

A number of audits were conducted during 2012-2013 as outlined below:

1. Child Protection Record Keeping- 2 audits in 2012-2013. The results in 2013 showed a significant improvement. There will be some ongoing work with children's services staff as an area of continued weakness is eliciting and recording the views of the child.
2. Evaluation of level 2 training. We surveyed 50 clinical staff and 28 responded. Encouragingly, 100% of respondents felt it was appropriate to their role. This included those who see adult clients only. 99% of respondents knew who to contact if they had child protection concerns and 99% believed they knew what to do if they needed to safeguard a child.
3. Evaluation of Safeguarding Supervision. Although there was a poor response to the online survey it was generally positive as nearly all the respondents stated they were receiving safeguarding supervision in a timely manner, a large majority found it promoted reflective practice and most considered it reduced work based stress.
4. Review of Information Sharing Processes in A&E. Key points being addressed with Hillingdon Hospital are around the lack of photocopies of attendances resulting in transfer of poor quality information to community staff and incomplete or blank GP discharge summaries. A new method of sending GP discharge summaries has commenced.
5. Child Protection medical examinations. Actions for the community paediatricians include:
    - Ensuring that the Team Manager number is included in initial referrals
    - Reducing the time between receiving referral and Paediatrician calling Social Worker
    - Encouraging the social worker to make referrals earlier in the day

Additional audits within HCH relevant to safeguarding children:

6. The domestic violence specialist health visitor audited the domestic violence traffic light system for police reports.
7. The children's services teams audited the safeguarding children processes action plan.

Training

Training continues to be a high priority and all training complies with the guidelines set out in the intercollegiate document (2010). Overall compliance rates remain good across the community teams as follows:

- Level 1 - 95%
- Level 2 - administrative staff - 92%
- Level 2 - clinical staff - 80%
- Level 2 - for HV and SN's - 89%
- Level 3 - Working Together Multi-Agency - 87%
- Level 3 - Child Protection Process Single Agency - 87%
- Level 4 – Named Professionals – 100%

The Community Division Named Nurses co-facilitate the level 3 multi-agency Working Together course.

Supervision

The Safeguarding Children Team continues to oversee and provide support in relation to the delivery of child protection supervision to all relevant staff groups in the community.

Risk management

The CNWL Community Services Named Nurse chairs this multi-agency risk management forum which was established by the LSCB. The Terms of Reference were revised in 2012 and the panel now provide opportunities for key partner agencies within safeguarding to review their responses to high risk cases. In addition we hope to learn from the experiences of practitioners in cases where risk is being jointly managed by the professionals. It is intended that this group will use reflective practice and learning to help to drive up standards in practice and disseminate the learning across the partnership within the Local Safeguarding Children Board. The group remains responsible for Escalation and Conflict Resolution.

The Hillingdon Hospitals NHS Foundation Trust

Safeguarding children arrangements at the hospitals have continued to strengthen during 2012/13. The Executive Director for safeguarding, who sits on the hospital Trust board oversees the annual work and audit programmes for safeguarding children and progress against these is now reported to the Trust's Safeguarding Committee which reports to the Quality and Risk Committee (a board committee) on a quarterly basis. An annual report on safeguarding activity was presented to the Trust Board in August 2012. The hospitals are well represented on the LSCB and its sub groups by the hospitals named professionals for safeguarding and senior management staff.

The Trust has a multi-agency Safeguarding Committee, which meets on a quarterly basis and covers both adults and children safeguarding work. This replaces the Safeguarding Children Steering Group (SCSG).The Committee is chaired by the Executive Director of the Patient Experience and Nursing.

Domestic violence awareness continues to be raised across the organisation with a training session delivered by HESTIA. The Trust 'Safeguarding Matters' newsletter for adults and children is sent to staff on a regular basis.

There is continued support in the development of the safeguarding midwife role. This will be strengthened by the new community team leaders being trained to provide clinical supervision of cases. This follows a community midwife reconfiguration in April 2013.

A Practice Development Nurse for Paediatrics is now in post (working primarily in Paediatrics), and an Emergency Nurse Practitioner (ENP) post has been advertised. A band 5 children's nurse is to start in June

Key Trust staff have been actively involved with the evaluation of the new Interagency Form for Child protection .The Trust has also undertaken a Section 11 Audit.

Key challenges moving forward in 2013/14 include:

- Ongoing difficulty in recruiting more paediatric nurses to the paediatric Accident and Emergency (A&E) department. Currently there is a Senior Staff Nurse and Sister dedicated to lead on the work within the paediatric A & E. This is currently on the Trust Risk Register with regard to actions that are being taken forward to mitigate any risk; this is reviewed at the Trust Safeguarding Committee.
- The achievement of >80% compliance with safeguarding children refresher training, particularly in light of revised intercollegiate guidance and the need for more staff to undertake further training.
- Ensuring high quality safeguarding practice amidst financial savings across all partner agencies, embracing the Department of Health's QIPP (Quality, Innovation, Prevention and Productivity) work-stream with regard to doings things differently to ensure the quality of care is maintained, despite cost improvement programmes.

An annual work programme has been developed to ensure priorities for 2013/14 are closely monitored and required actions progressed. The Trust is keen to work with partner agencies to ensure that information on patient outcomes in relation to safeguarding is captured to support further improvement work.

Metropolitan Police

Child Abuse investigation team (CAIT)

- The MPS has again continued to deliver a commitment to providing regular training on safeguarding, child protection and effective leadership for managers and practitioners across frontline services. The MPS provision of Multi-Agency Critical Incident Exercise (MACIE) training for each London borough has been completed and SC&O5 will work to ensure that the financial commitment (currently fully funded by the MPS) to MACIE training is maintained.
- The Specialist Joint Child Abuse Investigation Course (SJCAIC) which is a two week training course for new staff members run jointly with social workers. SC&O5 continue to run and induction week for new staff that they attend on their first day of joining the command. This course is one week and the aim is to provide basic initial understanding of the Child Protection world and partnership working.

- SC&O5 is currently in the process of preparing an 'Advanced child interview course' for very young children and children with learning or communication difficulties. This will deliver a better service to victims and witnesses of abuse and will contribute to wider efforts to enhance community confidence in the police.
- Over the last 12 months, SCD5 has continued to utilise the Child Risk Assessment Matrix (CRAM) across London to better inform decision-making. This process makes a qualitative assessment of all relevant factors relating to a child and allows appropriate and informed decision-making, and is now more comprehensively recorded on the police crime reporting data base. A thematic review of this system is intended for 2013/14 to identify any learning and further enhancements that can be made.
- Responsibility for ensuring compliance and pan London governance of CAITs sits with the SCD5 Continuous Improvement Team (CIT). The CIT includes quality assurance, training and partnership. SC&O 5 have merged with SC&O2 (Rape) Command as of 1/6/2013. The quality assurance functions and staff will be merged together to provide better resilience and capacity to develop inspection programmes, performance monitoring and identification of trends / themes and any relevant learning.
- The Command has reviewed the Specialist Child Abuse Investigators Development Programme (SCAIDP) in line with the new learning descriptors produced by the NPIA. The command is now developing the "continuing professional development" aspect to ensure that all accredited investigators maintain this qualification through evidence based assessments.
- SC&O5 has reviewed its response to Victim Care in line with the Commissioners Total Victim care ethos. The Command has reviewed systems to ensure that victims or a suitable point of contact are being updated regularly. Performance in this are is subject of monthly SMT review and during team inspections. It is recognised that the command can continue to improve in this area.
- SC&O5 works closely with local boroughs who lead on community (including youth) engagement. SC&O5 also has a dedicated partnership team, which leads on developing engagement with the communities we serve. The partnership team undertake a number of strands of work around key areas to enhance engagement and encourage community confidence .Examples include engaging with other professionals such as, LSCBs, Health, Education, Probation, LADOs to promote child protection procedures and provide safeguarding awareness. The Manual of guidance on spirit possession is being widely adapted and used. Pro-active community engagement events around issues such as spirit possession and FGM have been well received. The use of SPOCs on each CAIT to offer support and guidance in relation to spirit possession and FGM is ongoing and will ultimately promote the use of Non Government Organisations to engage with children and families. Engaging SNTs with LSCBs to

participate in safeguarding inputs to religious communities is in its early stages. Sudden Unexplained Infant Death (SUDI) training is provided for all relevant police personnel and associated professionals. This training includes work with families who have suffered bereavement. SC&O5 staff attend and also contribute to LSCB training and promotional events.

- SC&O5 has reviewed its response to Victim Care in line with the Commissioners Total Victim care ethos. The Command has reviewed systems to ensure that victims or a suitable point of contact are being updated regularly. Performance in this are is subject of monthly SMT review and during team inspections. It is recognised that the command can continue to improve in this area.
- The SMT has recently introduced a daily 'Grip and Pace' meeting which reviews all overnight issues including SUDIs and children on a CP plan being victims of new allegations. This ensures that enhanced protection for children subject to a child protection plan is reviewed by SMT, actions identified and prioritised. NVOC are recorded centrally by the Continuous Improvement team.
- Project Topaz has been implemented to work with partner agencies to safeguard and protect children who are subject to a child protection plan. Referrals staff are required to identify every occasion a child subject to a CPP becomes the subject of a new allegation. The Continuous improvement team review these incidents and Include them in the SC&O5 Daily and 'Grip and Pace' meeting.
- SC&O5's relationship with MASH is being reviewed under the direction of an SMT lead. Mash has been rolled out across 10 London boroughs and by 2014 will be across all 32 boroughs.
- SCD5 have invested significant resources into ensuring efficient and effective information sharing practices through the development of new risk based approaches and enhanced referral desk capacity. SC&O5 have collated information that shows these new practices have identified victims and allowed for safeguarding interventions which may have been missed previously. All SC&O5 training, but in particular the multi-agency training, focuses on minimising the risk to children through appropriate information sharing and empowering staff to use and develop their professional judgement. SC&O5 have also recognised that this needs to be supported by strong supervision. SC&O5 has changed its structure to ensure sergeants, in particular, are able to offer support and guidance to staff managing cases. These workloads are reviewed annually to ensure an appropriate distribution of resources.

Borough Police

This annual report highlights some of the work and multi-agency involvement in Safeguarding Children within Hillingdon Borough involving the departments of the Metropolitan Police (separate report from SCD (2)).

A large resource intensive part of this work is the Missing Person's Unit's investigations to locate, return and debrief missing children. During the period 1st April 2012 - 31st March 2013 there were a total of 750 missing Children under the age of 18.The breakdown of some of these statistics is that 24 were High Risk, 658 were Medium Risk and 68 recorded Standard Risk. There is a caveat that several of these Missing Children go missing on multiple occasions and often more than once in the same day.

These recidivists are subject to scrutiny and intervention plans when discussed at Missing Children Operational Meeting.

The Missing Person Unit has been relocated in the Grip & Pace office at Uxbridge Police station to maintain and enhance the response to Missing Children in Hillingdon.

A search to assist with the impact of Crime within Hillingdon Borough on children under 18.

Within the year there were 1948 crimes with victims under 18 years of age.

The Public Protection Desk recorded during the year Pre Assessment Checklists/Pre birth PACS in total 4508.

A breakdown of that is Apr 310,May 456, Jun 424, Jul 416, Aug 334, Sep 313, Oct 375, Nov 368, Dec 314, Jan 436, Feb 366, Mar 396.

Significantly, the Public Protection Desk footprint has been transported to the Multi-Agency Safeguarding Hub, M.A.S.H. located in the Mezzanine at the civic centre, after more than a year of planning.

This is a significant development in multi-agency working which involves a Police Sergeant two police constables and two researchers being co located with social workers to enhance the process of protecting the most vulnerable.

This has all remained focussed and constant with the Metropolitan Police radically restructuring under the Local Policing Model without loosening grip on such an important priority**.**

Work also continues in respect of liaison with specialist units to prevent and or detect sexual exploitation of children.

Multi-agency public protection arrangements (MAPPA) in Hillingdon 2012/13

MAPPA is responsible for the risk assessment, management and planning for cases under the following criteria:

Category 1: All registered sex offenders.

Category 2: All violent offenders sentenced to a custodial sentence of 12 months or more for a violent offence listed under schedule 15 of the Criminal Justice Act 2003; subject to a section 37 Hospital Order for a violent offence; any sex offenders who are not registered.

Category 3: Any offender with an eligible previous conviction (violent of sexual offence) who presents a high risk of serious harm to the public and the case requires multi-agency risk management.

This year has been another busy year for Hillingdon with up to 21 referrals received per month, under the three categories above. The cases are managed at 3 levels:

Level 1: Single agency management;

Level 2: Active multi-agency management;

Level 3: 'The Critical Few', requiring management by senior staff with the authority to commit extra resources to managing the risk.

Prior to January 2013, all eligible cases in all categories were screened by senior members of the 'Responsible Authority' for MAPPA, being police and probation, who then set the MAPPA management level.

From January 2013, all referring agencies to MAPPA – police, probation, mental health services and youth offending service screen their own cases and decide what risk level they will assign as the lead agency holding the case. This new way of working across London has brought Hillingdon and London as a whole into step with how MAPPA has always operated in the rest of England & Wales. This way of working keeps the responsibility for setting a risk level of 1 with the agency holding the case and improves risk assessment and practice in these agencies, rather than reliance upon police and probation to exclusively hold this area of expertise.

There have been two cases managed at level 3 for a number of months during 2012/13, involving senior members of staff and involving complex issues of both child protection and the risk management of child offenders. Safeguarding is not always just a matter of protecting the vulnerable from others. Sometimes, the vulnerable, such as children, can present considerable risks of committing abusive sexual and/or violent acts against other children, staff and others. We have managed two such cases this year, with Hillingdon council devoting considerable resources to place one such child in specialist foster care. Health has commissioned specialist assessment.

Since moving over to the new risk level setting arrangements in January 2013, MAPPA in Hillingdon has assessed and set risk management actions on a monthly basis for an average of 15 cases a month. Cases managed at level 1 by the case holding agency do still involve information sharing between relevant agencies and can move in and out of level 2 or 3 at any time, as required.

The issues typically addressed at level 2 meetings involve disclosure under controlled circumstances to third parties, including the parents of children, of an offender's status as a registered sex offender and the attendant risks posed. Decisions are made about where someone can be housed on leaving prison to avoid victim contact. Prison licence conditions are discussed and agreed to set limits on an offender's movements and associations, or compel treatment or completion of specific offending behaviour work to reduce the risk of harm from offenders to others. All agencies check the information held on a level 2 MAPPA subject and share their knowledge with each other.

Financial arrangements

The LSCB is funded in partnership by the following agencies: Hillingdon Council, NHS Hillingdon, Metropolitan Police, Probation, CAFCASS, and United Kingdom Border Agency. Between them, the Council and NHS Hillingdon contribute over 90% of the total budget. The Council and NHS also make contributions in kind through LSCB manager, multi-agency training, and designated health professionals, plus staff time for training delivery. Capacity is reducing across agencies but multi-agency training can only be effective if all key statutory agencies contribute to this. The LSCB budget is sufficient for day to day purposes but is always under pressure due to the need to carry out independent reviews.

The UK border agency also contributes through an overall grant made to Hillingdon Council, as a contribution towards safeguarding the needs of vulnerable as a Gateway Authority.

It should be noted that, in addition to the financial contributions, considerable in kind contribution is provided by the Council through use of staff time within Children's services.

4. LEARNING FROM CASE REVIEWS AND AUDITS

Serious Case Reviews (SCRs)

There were no Serious Case Reviews carried out in Hillingdon during the year.

However, five cases were considered by the SCR sub group and, although the criteria for serious case review were not met, each case was followed up in a proportionate way in order to generate learning.

Two cases involved children with disabilities. One, involving a young man who had expressed concerns about his care, was subject to an independent review in which he was fully involved. This review highlighted some good practice in that the Children with Disabilities Team had placed DD on a CP Plan and had responded to the situation of neglect at home using child protection procedures. However, there was evidence that all agencies collectively had not intervened early enough in DD's life, concentrating rather on single agency issues such as housing, physical aids (occupational therapy) and support of the parent, rather than recognising the child's voice and the neglectful circumstances in which DD had to live his life during his childhood. The learning from this Review has been fed into the work stream of the Children's Pathway Programme (CPP), which is now focused on special educational needs, disabilities and transition.

The second was a child with child protection plan who died unexpectedly from a life limiting condition. Good practice was identified in this case with recognition of risk factors and good communication within the core group. Any further learning will be fed back through the Child Death Overview Panel (CDOP). This will be fully reviewed by CDOP later in the year, once all information is received back from the Coroner's Office.

Two cases concerned adolescents, one of whom sadly took their own life. In both cases mental health services were provided, and in one in particular the all too common theme of long standing neglect was a feature. In both cases the main issues raised related to the issue of trying to identify and provide appropriate support at an early age through early intervention services. A multi-agency case audit review is taking place to identify further learning in one of these cases. This will be carried out in the next round of multi-agency audits in the Autumn of 2013.

A further case, of the unexpected death of a young baby, raised learning issues that will be used as a case example in the development of early intervention services and key working. The family received a range of services at different times but it was felt that they could have been coordinated in a more helpful way – although there was no association between services received and the baby's death. Some useful systems were put in place immediately by Council Housing staff and a Housing agency to enable better identification of potentially vulnerable families.

The cases in Rochdale and more recently in Oxford have continued to have considerable national resonance. The Rochdale case raised the issue of the

particular vulnerabilities of young people (young women in this case) looked after in respect of risks of sexual exploitation particularly as a result of going missing. The Government responded swiftly and a parliamentary Select Committee investigation took place with a report and recommendations published in summer 2012.

A survey of Barnardo's services in England and Wales, published in May 2013, revealed just how difficult it is to secure convictions in sexual exploitation cases. During 2012, of 56 known police investigations, only 15 have resulted in prosecutions so far. Of these 15 prosecutions only six have so far brought about successful convictions.

Part of the problem is in recognising when difficult behaviour in adolescents masks vulnerabilities and abuse, and in ensuring that young people have confidence in the systems there to support them. Convictions were only secured when young people came forward to give evidence. These are usually young people with complex needs and the Oxford trial did also emphasise some of the efforts that social workers had made to safeguard them.

Last year the Policy Overview Committee (POC) carried out a review of children missing from care, and recommendations were picked up by the sub groups of the LSCB. One of these sub groups considers all young people who are at risk of going missing, being exploited or trafficked. In Hillingdon, the multi-agency sub group for Child Sexual Exploitation (CSE) and Missing Children has considered carefully the implications of the Oxford case in terms of sharing information and local intelligence about possible CSE with all care providers in the Borough where there are vulnerable children and young people in placement. The recommendations are as follows:

RECOMMENDATION 1 – That the written guidance for staff in residential homes on what to do if a child goes missing from case, be revised and reinforced, to ensure that the information shared with the Police incorporates all information needed to help find/trace a missing child, including mobile phone numbers, oyster card numbers and known addresses.

RECOMMENDATION 2 – That the written guidance should also be extended to all staff working in private care homes, voluntary care homes and semi-independent units for children in the Borough.

RECOMMENDATION 3 – That the Local Safeguarding Children's Board be asked to extend multi-agency training on missing children to foster carers and residential staff from the private, voluntary sector and semi-independent units in the Borough.

RECOMMENDATION 4 – That the Metropolitan Police public protection desk in the Borough be asked to produce biennial statistics on the prevalence of children reported missing from six "care homes" across the Borough, and if possible extend this to include all foster placements placed in the Borough by other local authorities.

RECOMMENDATION 5 – That officers be asked to explore the findings of the review and feasibility of adopting the following:

- To explore the viability of introducing a system of dealing with the children who were repeatedly reported missing without involving the Police in the first instance.
- To investigate the use of the Multi-Agency Safeguarding Hub (MASH) as a means through which to share intelligence on missing children and, ultimately, to reduce the number of children going missing from care. Included in the MASH should be a representative from Education who could provide information on Looked After Children who were not attending school.
- To explore the possibility of the mobile youth services bus being made accessible for children in all local authority, private and voluntary organisations care homes.
- To consider the possibility of harmonising the terminology used with regards to missing people across all organisations in Hillingdon. This would help to ensure that the reporting of cases and collection of useful data would be improved and made more accurate.
- For the Local Safeguarding Children's Board (LSCB) to review statistics on children missing from care in the Borough twice annually

The five recommendations listed above have been considered and, where possible, implemented via the integrated Child Sexual Exploitation and Missing Children sub group of the LSCB. To a large extent these recommendations anticipated the changes in National Guidance, Policy and Procedures which have required greater emphasis on safeguarding Looked After Children placed out of Borough, particularly in relation to their vulnerability to exploitation as a result of going missing. The LSCB main board in Hillingdon receives quarterly reports on children reported missing, not just those who are looked after by Hillingdon, but also those placed within the Borough of Hillingdon by other local authorities.

The Ofsted requirements on reporting missing children placed in residential care do not permit a system for 'non-reporting' of children who go missing from placement, but whose whereabouts are known. It has therefore proved difficult to make viable the first recommendation from the POC review.

The Multi-Agency Safeguarding Hub (MASH) is in a 'soft-launch' mode, and is exploring how best to share information about children reported missing that focuses on levels of risk but with reduced recording of recidivist missing children whose whereabouts is known to agencies (e.g. they may have gone home without permission).

Youth Services are accessible to all children in the borough, including those in local authority and private and voluntary organisations. However, the mobile youth service is a very limited resource, and is targeted at vulnerable children who have particular difficulties with travel facilities, due to geographical location. This does not ordinarily apply to children placed in the care homes.

There remains on-going difficulty around harmonisation of terminology. This cannot be resolved locally, as agencies have policies and procedures about 'missing people' which are determined by National Government (e.g. Home Office, Department for Education, Ofsted). The focus locally has been

ensuring that associated risk indicators are used to determine the response to a child reported missing from home or care, and this has proven to be more useful from a safeguarding perspective.

As already noted, the Local Safeguarding Children Board is now receiving quarterly reports on the number of children reported missing in the locality, as part of the data set used to monitor effectiveness of practice.

In spring 2012, a root cause analysis, management review was conducted jointly by Children's Social Care and Adult Mental Health Services. This was commissioned after a parent hanged himself, shortly after his children had been taken into foster care after he admitted having harmful thoughts towards them. There were several recommendations for the agencies involved but, in the main, the joint learning was around better communication and more effective collaboration between professionals when working with parents suffering from a mental illness. The learning from this review was presented to senior representatives of all agencies at the Hillingdon LSCB and also through action learning sets and briefings at Hillingdon Hospital for managers within the Adult Mental Health setting and within Children's Social Care.

As a result of this review, the protocol between Mental Health Services and Children's Services has been re-launched and a reciprocal consultation surgery has been set-up between operational teams within the two agencies. This initiative has promoted better knowledge and understanding of how to assess risk jointly when parents are experiencing enduring mental health issues. This learning will be highly relevant in the new Multi-Agency Safeguarding Hub (MASH) once it is commenced in the Autumn of 2013.

Risk Management Panel and multi-agency case review

In February 2012, a multi-agency Risk Management Panel was established to address the safeguarding issues related to high risk cases identified by partner agencies. It was established following a case review which identified the need for an escalation process for complex and high risk cases that appeared 'stuck' even when all appropriate channels had been explored. High risk was defined as cases which were highly complex and/or subject to drift. The Risk Management Panel meets six times a year and has its own terms of reference which includes a focus on learning lessons for practice from the issues identified at the Panel meetings. All partner agencies are represented at the Risk Management Panel, including Social Care, the Child Abuse Investigation Team, Health Provider Services, Education and a Council legal representative. Where needed, Adult Mental Health Services for substance misuse and parental mental illness are invited to the Panel on a case specific basis. Schools are also able to bring forward high risk cases via the CP advisor for schools, if they have become stuck.

At the first two meetings the panel reviewed eight families whose children were all subject to child protection plans with neglect being the predominant category. These cases were put forward as they were deemed to be "stuck" and had complex family problems at their heart. The Children's Social Care CIN Team Manager was present, supported by the Service Manager to ensure that action plans were developed for each case and the panel all reviewed their plans at subsequent meetings. Key themes that emerged at

this point were around thresholds for care proceedings and in many cases the need for chronologies.

The Panel then amended the terms of reference (TOR) to ensure that case auditing would have greater prominence, and to focus specifically on learning from practice, especially in relation to high risk cases. It was envisaged that this panel would provide an opportunity for key partner agencies within safeguarding to review their responses to high risk cases, learn from the experiences of practitioners and help to drive up standards in practice. This learning would be disseminated across the partnership within the LSCB. In order to preserve its operational remit, the revised Terms of Reference included a caveat to ensure that the Risk Management Panel will remain a mechanism for escalating cases. The Risk Management Panel will only consider raising cases with the LSCB once all other efforts to progress the case or resolve any conflict have been exhausted. Proposed future work was to target ineffective child protection planning, plans over three years, especially if parental mental health issues and domestic violence are featured and track any themes that may emerge. The impact of the high turnover of staff in Children's Social Care, especially in core groups was a raised as a complicating factor and also the child protection case conference process in Hillingdon. The conference process was being addressed by the Service Manager and by all agencies to ensure that child protection plans would become more outcomes focused.

In 2013, the Risk Management Panel identified eight children who meet criteria for inclusion in the case mapping exercise that would be expected in any peer review. An audit tool was developed exploring nine key areas. The panel have used meetings to analyse the data received from the participating agencies, and emerging themes are:

- Improved analysis and planning evidenced in some cases.
- Multi-agency collaboration and communication evidenced well on the whole.
- Domestic violence remains a strong indicator of risk to children, which impacts most significantly on their emotional development.
- Access to resources for perpetrators of domestic abuse has improved, but remains limited in the locality.
- Developing 'smart' child protection plans for children who have been neglected or emotionally harmed is challenging, and can result in 'monitoring' type activities, which are not effective.
- Cases do tend to 'drift' whenever there is a change of worker, as the changes are often not communicated effectively within the core group of professionals and are not communicated to the family.
- The voice of the child is rarely appropriately evidenced in case records.
- Supervision and management oversight is inconsistent across all the main agencies, and multi-agency panel discussions not consistently recorded.

Audit of social care files

During the year, two reports (November 2012-April 2013) were presented to the Policy Overview Committee reporting the findings from the quality audits programme. There was a steady improvement noted in the quality of social work practice, file recording and staffing stability. This was driven by the impetus of the Children's Pathway Programme with its emphasis on new ways of working, reduction of bureaucracy, and professionalisation of the social work teams, in line with the Munro recommendations. The Social Work Conference, held in September 2012 in Hillingdon, promoted membership of the College of Social Work on a corporate basis with a strong local commitment to the implementation of the Social Work Professional Capabilities Framework within the Borough.

Social work activity during this period was particularly effective with a significant number of Child Protection Plans being discontinued and stepped down into lower tiers of service in Children's Centres and Universal Services.

With some posts covered by agency staff, and the number of newly qualified social workers recruited, management oversight is a critical and sometimes variable component of case management. As noted earlier, reflective supervision training has been provided and the supervision policy has been refreshed and updated. The 'POD' system of working in small groups has received positive comments from staff and it is hoped that this will also improve case management and oversight. This will be followed up by case audits in 2013-14.

Child Death Overview Panel (CDOP)

In spite of in-year fluctuations there were no significant changes in numbers of child deaths in Hillingdon. The CDOP continued to deliver important public health messages from local and national cases. The issues of sleeping arrangements continued to cause concern as an associated factor in sudden unexpected infant deaths, and this has been confirmed as a national issue by recently published research. Evidence indicates that all families are given relevant information about this issue and the LSCB is pleased to note that this is likely to be pursued at national level.

Appropriate cases of concerns were brought to the attention of the LSCB and followed up by consideration at the SCR sub group or, in one case, by follow up with a school and LSCB in another area.

Recently published data from DfE identifies that the highest proportion of 'modifiable factors' (i.e. associated but not causes) came among those aged one month-one year, and those aged 15-17. The findings for young babies are likely to reflect previously identified issues to do with safe sleeping etc. The findings for those aged 15-17 are likely to reflect the most common causes of death in that age group, i.e. road accidents and suicide. We have already referred to suicide as a significant issue among young people who have experienced long term neglect.

Overall, there is evidence from our case reviews and audits that there is good multi-agency collaboration and practice, particularly once child protection

concerns have been identified. Assessment, analysis and planning also indicate improvements.

Staff shortages potentially put this at risk and management oversight is not always consistent or recorded well. The same applies to the child's view, which may be implicit rather than explicit in case recording.

It is clear from cases looked at that problems often still become apparent very late, particularly where children are experiencing domestic violence, or neglect.

This highlights the importance of early help services in identifying and helping. Of particular relevance here is the need for earlier mental health support for children before they reach the potentially high risk adolescent years.

Use of social care thresholds remain sometimes unclear though it is hoped that this will improve as clearer guidance is rolled out, and as early help services develop and mature.

Ongoing dissemination of learning

Learning from local and national work has been fed back to staff in various ways. Key messages are incorporated in multi-agency training and passed on through staff meetings and the LSCB conference. There is a steering group for reflective supervision and front line managers attend regular safeguarding managers meetings and LSCB sub groups, all of which are used as ways of passing on learning.

5. WORKFORCE

Evaluation of single and multi-agency training

Introduction to Safeguarding training

Safeguarding Introduction Training (level 1) is compulsory for all employees in the workforce who directly or indirectly work with children. Many agencies, including Hillingdon Health, CNWL, Hillingdon Hospital Trust and the Metropolitan Police have their own tailor-made training, frequently delivered by named heath professionals. Health partners are confident that staff who require this level of training are trained and that effective governance mechanisms are in places to ensure compliance.

Local Authority staff, schools and the voluntary sector tend to use the e-learning package offered by the LSCB. In 2012/13 the LSCB issued 1327 licences to a large variety of agencies, the majority of which were issued to schools. 2012/13 figures were more in line with 2010/11 figures with 635 fewer licences issued compared to last year.

	2010/11	2011/12	2012/13
Annual conference	196	161	136
e-learning	1511	1962	1327
Training	1081	1181	935
Total	**2947**	**3304**	**2398**

Statutory training

As in previous years, multi-agency safeguarding training was the mainstay of the LSCB's training package in 2012/13. This training is intended for staff who work intensively with children (level 3) who are subject to multi-agency intervention strategies such as child in need or child protection plans. The LSCB offers training in two parts: *Working Together to Safeguard Children* (level 3, identifying and responding to safeguarding concerns, referral process and information sharing, statutory guidance and local procedures up to the point of a child protection case conference). The next course is *Core Groups and Child Protection Plans* (Multi-agency assessment, planning, intervention and reviewing process of children who are subject to CP plans).

Evidence has shown that the benefits of training staff together are: clarifying the roles of different professional and agencies, creating opportunities for staff to meet each other and, most importantly, to clarify expectations and myths that may get in the way of successful multi-agency working. It is the LSCB's expectation that managers identify staff who require this training and ensure that they attend.

Refresher training

The LSCB offers *Working Together Refresher* training for staff every three years to ensure that they remain up to date with legislative and procedural developments, research and recommendations from national Serious Case Reviews, as well as local SCRs and management reviews.

In 2012/13 the LSCB offered 12 training days and 500 places for Working Together / Refresher training and most places were taken up. The training numbers for Refresher training were lower than that for *Working Together* which raises the concern that staff may not be attending refresher training as frequently as required and that some (about 10%) attend the full day training course again.

Schools and the health sector have strict guidelines about the frequency of refresher safeguarding training, which was borne out in their attendance: 44.2%, followed by schools (32.6%), LA (13.9%), Voluntary Services (8.1%) and Mental Health Trust (1.2%).

Multi-agency training was offered to more than a 150 different agencies / schools and nurseries. The private and voluntary sector, education and health were very well represented, taking up the majority of places. Several agencies have expressed the wish that more statutory agencies attend training and that will be addressed in the work plan for 2012/13.

The LSCB have offered fewer statutory training days in 2011/12 because of the expected (but considerably delayed) statutory guidance, *Working Together to Safeguard Children 2013*. In response the LSCB will increase training opportunities in 2012/13 to train staff in the new statutory requirements.

Training evaluation framework / feedback

This year, the NSPCC's training evaluation toolkit *Connect, Share and Learn* will be introduced to understand the impact of training. This is a standardised evaluation tool that attempts to measure the extent to which courses raised the knowledge and competence of students. The toolkit may need to be adjusted because of changes in statutory and local guidance, but the impact is not yet clear.

The LSCB have analysed the results of post-training questionnaires and evaluations. More than 94% of attendees thought that LSCB courses delivered on advertised training objectives. A few students (6%) were hoping to hear about the imminent statutory changes to Working Together guidance.

90% of attendees thought courses covered what they were expecting, 10% though the content could have been better if it included an update on Working Together legislation. Even so, 88.2% rated the level and amount of content as good or very good (32.9%, 55.3%), average (9.6%) and poor (2%).

Overall, most attendees (95%) were pleased with the quality of tutors for statutory training, thinking them to be very good or good (70%, 25%). No one thought the tutors were poor or very poor. Tutors' knowledge about their subject areas showed similar results (very good 76.8%, good 23.2%).

This year saw the introduction of a new on-line course booking system which initially produced some growing-pains as people were adjusting to a different way of registering for courses. 83% of respondents thought the system was very good (35%) or good (45%).

Anecdotal feedback about statutory courses:

"When I have to be involved in core group meetings, case conferences, I shall know what to do."

"Overall a very good course which was practical and informative..."

"I have a much better understanding of the thresholds involved in referrals."

"An excellent and engaging course. I thoroughly enjoyed the course and feel that I am much better equipped to make decisions..."

"...more confident with the process if I ever had to report or ask for help if I suspected any child of being abused."

"Excellent course, good activities good networking opportunities, attendance by different agencies and having to work on activities with each other."

“I am now able to understand the correct procedures and act on this when/if I am put into a child protection situation.”

“I feel much clearer in my understanding of how to proceed should a safeguarding issue come to light in my area of work with palliative patients, their families and carers.”

6th Annual LSCB conference

This year slightly fewer people attended the LSCB conference due to an unavoidable change to a smaller and more remote venue. The programme covered the following areas:

- John Pitts spoke about the development of gangs, the themes that create an environment that supports and perpetuates a gang culture and approaches that have been taken around the country that have had an affect in reducing gang activity.
- James Blewett presented the learning from Serious Case Reviews (nationally) and management reviews (locally).
- Helen Bonnick presented on the features of parent abuse and the dilemma for practitioners in addressing the issues for both the parent and the young person/people.

Most conference attendees found the day useful, especially the presentation around national / local learning from serious cases and gangs. LSCB conference are always well attended by a large variety of agency including LA, Health, UKBA, the Metropolitan Police, Schools, Nurseries and the Private and Voluntary sector.

Stakeholder day

In order to enhance engagement with front line staff, a stakeholder workshop took place in May 2012, which was attended by 51 front line managers and key practitioners across all key agencies. The interactive session consulted on the LSCB priorities and on recently published research studies from the Department of Education (DfE). There was a lot of useful feedback, much of which is reflected in this report and in our Business plan.

Those attending agreed with the main Board priorities but emphasised the importance of those children affected by mental illness, substance misuse and/or domestic violence. Concerns were expressed about the availability of CAMHS services, particularly for young people experiencing neglect and those demonstrating risky behaviours.

Understandably, workload and recruitment and retention difficulties were felt to be risks to safeguarding. Other issues raised were:

- The need to strengthen early intervention services, whilst maintaining consistent thresholds.
- The need to carry out more joint assessments at an early stage, and to include adult services in these.
- Recognition that the Common assessment framework (CAF) was still proving problematic as a mechanism for referral or promoting intervention.

Since that time, practitioners have been able to contribute to the development of the shared early help assessment and referral process, and early intervention services have been reorganised as part of the children's pathway programme.

- The need to engage with GP services and commissioners.

The engagement with commissioners will be developed through the CCG membership of the LSCB, though engagement with GPs as providers is still identified as a work in progress

- Multi-agency training was acknowledged to be high quality but more specialist training was requested on key areas.

This has been followed up as much as possible through the multi-agency training programme

- A request for improved communication about important safeguarding issues.

This happens through line management channels but remains an issue for the LSCB. A staff survey was sent out in July 2013 and will be followed up by a regular bulletin

45 staff responded to the survey, spread across most of the key agencies working with children. 89% agreed with the LSCB priorities; the rest were 'unsure.' There were some additional comments but these related mainly to issues that are contained within the 'small print' of the LSCB business plan, e.g. trafficking, mental health.

Some concern was expressed about social care thresholds. Just over half of respondents (56%) said they used them (though 20% weren't sure) 38% felt they were clear and 20% that they were not (40% unsure). It was not possible to correlate both sets of responses but clearly there is more work to be done here. Thresholds have recently been refreshed and updated, and more remains to be done. Further comments indicated that particular attention should be paid to ensuring that the thresholds are clearly written and easily accessible, and that they have more detail about specific issues, particularly domestic violence and disability.

Staff were asked about what they thought were the most and least effective contributions to safeguarding.

Respondents to the survey helpfully highlighted Signs of Safety as being a positive development, alongside the framework around child trafficking, and the support given to agencies about safer working practices. Training and multi-agency communication and working also received many most positive comments.

Fewer respondents had negative comments but bureaucracy and lack of communication received most responses in terms of things that were not effective, along with the implementation of the CAF. There was also a body of comments that more focus needed to be given to early assessment and help, and better joining up with adult services.

Overall, there was general endorsement of the LSCB priorities. There was also endorsement of the key themes picked up in the LSCB business plan and children's pathway programme.

It is clear from the responses that the early help assessment and alignment of pan London levels of need should be prioritised within the workstreams of the LSCB. In addition, the implementation of Signs of Safety and consolidation of work around key risk issues, such as mental illness, must continue.

Implicit in many of the responses was an emphasis on communication, and liaison across agencies.

In times of straightened resources, this is an important message, as communication requires time, but is clearly very much worth it in its contribution to safeguarding.

Capacity: Workforce and Staffing in Children's social care

The number of front line social work posts in the establishment of Children's Social Care has been increased as a result of the discovery, design and implementation of the Children's Pathway Programme. This is helping to manage the demand on front line services and improve the quality of work. Overall there has been a gradual improvement of stability in the workforce, led by the Current director of Children's Services, and her senior management team.

However, because there are now more posts in the establishment it has been challenging to get experienced social workers and managers into permanent posts, and some pressure points are still present, even within the stabilisation that has occurred over the past

As at June 2013 there were 44 vacancies, of which approximately a third were at senior social worker level or above. Although many of these posts are filled by competent locum staff this does raise a major concern about the Council's ability to provide effective supervision and management oversight, which tend to be recurring themes in local and national case reviews.

Creative recruitment campaigns are now being conducted through Council internal communications team, a dedicated Human Resources (HR) officer, and the HR Business partner for Children's services

Allegations against Professionals

The Local Authority Designated Officer (LADO) role is outlined in Chapter 2 Working Together March 2013 and under the organisational responsibilities in Section 11 of the Children Section 2004. It emphasises the requirement for organisations to contact the LADO regarding an allegation against any member of staff within one working day of it coming to the employers' attention, or where allegations are made to the police.

The referrals to and consultations with the LADO have remained consistently high throughout the year (2012-13), indicating that agencies are utilising the service appropriately and in line with their own safeguarding procedures.

There have been 105 referrals to the LADO during this period which have required a strategy meeting. In addition, advice has been given about dealing

with allegations which did not meet the threshold for a meeting in relation to 71 cases.

A not surprising increase has been in historical allegations linked to the publicity about the Savile investigation, all of which have to be followed up with the same rigour as recent allegations.

The continuing high number of allegations indicates an appropriate awareness and response. However, it also indicates that determined people can continue to access organisations and that some staff can still behave inappropriately towards children and young people in their charge.

The LADO continues to liaise with colleagues in Ofsted, the Disclosure and Barring Service and the Police, in order to effectively manage the allegation process. During the year 5 criminal convictions were achieved; others received suspended sentences and had their names placed on the sex offenders register.

These allegations have highlighted the importance of keeping accurate records, even when concerns about staff conduct appear to be low level and insignificant in isolation.

The biggest proportion of LADO type work involving allegations against staff are through Hillingdon schools and academies. The head teachers' fora have been extremely complimentary of the support and help received from the LADO.

The LADO delivers a continuous programme of training and consultation with all local agencies and organisations. This has, and will continue to, include the changes to be implemented to the vetting and barring regulations by the Disclosure and Barring Service (DBS).

6. HOW WE ARE DOING: effectiveness of local safeguarding

How the LSCB monitors local safeguarding arrangements

The LSCB has put various mechanisms in place to assess individual and multi-agency performance.

The Partnership Improvement Plan (PIP).

This is a spreadsheet that picks up and monitors all actions arising from inspections audits etc. It is monitored at each LSCB meeting and completed actions are signed off by the Board. During the year 39 actions were completed and signed off by the Board. There were 25 actions progressing at the start of the year, and 22 by end March 2013, as actions were completed and new ones added on.

Performance Profile. This is a report that summarises performance against national and local indicators, plus inspection reports across all agencies. It is presented at each Board meeting and enables the LSCB to monitor progress and take action as appropriate.

Business plan and sub group action plans. Sub group action plans are reviewed at business meetings between Board meetings and feed into the end of year review of the LSCB business plan.

Audits. Each agency carries out a programme of internal audits. Key actions are fed into the PIP and also reported annually to the LSCB. The main statutory agencies are usually asked to complete an annual return to the LSCB identifying their internal audit programme and consequential actions taken. This year that was replaced by the section 11 audit. This was reviewed by the performance sub group. Following the serious case review, schools are now asked to complete a bi-annual safeguarding audit for the LSCB. These are reviewed by the Education officer and reported to the LSCB.

Action plans arising from Serious and other case reviews and Child Death reviews feed into the PIP to ensure that progress is monitored

The LSCB provides a quarterly update for the Children's Trust and, through attendance of the chairman, is able to influence the Children and families Plan, particularly development of preventative services.

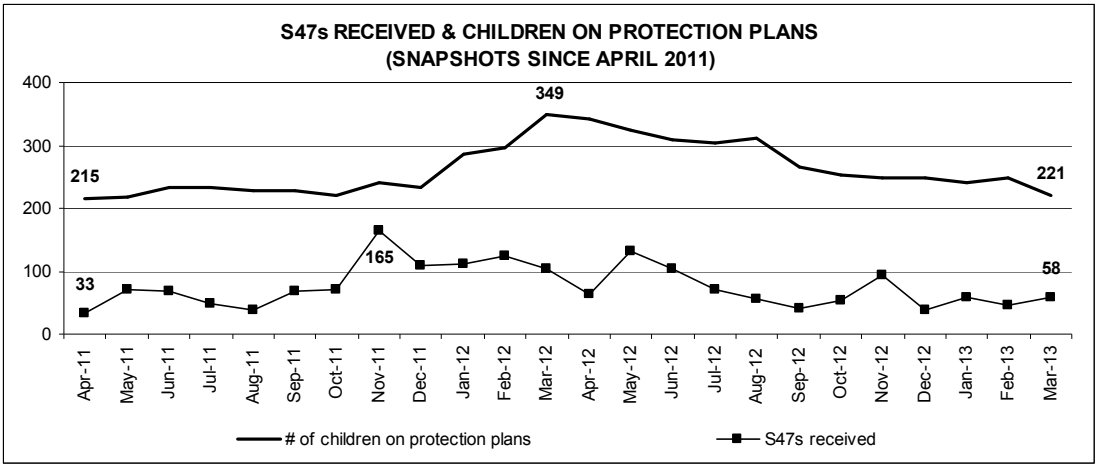
Effectiveness of local arrangements to safeguard children

The LSCB's monitoring activity has enabled us to comment on the effectiveness of local safeguarding arrangements.

Child protection activity

This section is based an annual returns for the year 2012-13.

During 2012/13, the numbers of CP enquiries reduced compared to 2011/12 (-20%), as did the number of children on CP plans (-37%). Both of these indicators have stabilised in recent months but despite this decrease, levels of demand are still higher than levels experienced in 2010/11. These trends are illustrated in the chart below:



Performance against the various child protection indicators remained good with a slight reduction in those on plan for more than two years. Timeliness of initial child protection conferences was good (97.1%) though slightly down on the previous year. Timeliness of CP statutory visits has been maintained during the year, with 97% of visits on time.

It should be noted the overall number of children subject to child protection plans throughout the year is not a static cohort. During the last year (2012-2013) there has been a significant turnover of children coming off CP Plans (334), and new children coming onto CP plans. Positive outcomes are being noted for children coming off plans who have been safeguarded, and protected, and evidence of this is being seen in the independent audits being carried out by the safeguarding Children and Quality Assurance Service. However, further work needs to be undertaken to ensure that this is consistent, and is then tracked through the whole of the Children's pathway to ensure that these outcomes are sustained.

The gender of children subject to a Child Protection Plan is virtually evenly split between Males 51% and Females 48% with 1% unknown, as they were unborn at the time of registration.

The age distribution of children on a Child Protection Plan reflects the general population of Hillingdon, which has a growing number of younger, school age children, with 83% of children on plans being under 12, with 35% being under 5, as a whole. Also significantly, there has been a rise in the number of older children, between 13 and 15, made subject to a CP Plan compared to the previous year. This represents the growing awareness of exploitation and risk outside of the family to which adolescents and teenagers are susceptible.

The ethnicity of children made subject to a plan reflects the census data for the Borough, showing a rise of children and families from non-white English backgrounds, especially Polish and Asian families.

The largest category for children on CP plan is emotional abuse, when taking into account the combined categories for registration. This reflects the growing awareness among professionals, and within the community, of the long term impact on development of those children exposed to domestic abuse.

Overall, the number of children on a plan for neglect remains high and is still the single most concerning indicator of child abuse. This is significant, given

the age distribution, with more children under 5 being subject to Child Protection Plans. This highlights the need for earlier intervention both in terms of child's early life, and also in terms of dealing with the issues early, to prevent the corrosive damage done by neglect, as shown by the research evidence linked to brain development.

In response to these issues, the LSCB has developed refresher training on countering neglect and early intervention, for families where children are exposed to domestic abuse and chronic neglect.

Social Care activity

There were 100 more open cases and more core assessments noted in the census returns, although referral figures and child protection activity was stabilised. A greater number of children in need cases is being worked with below Child Protection, after being stepped down from a child protection plan. More consistent application of the pan-London Continuum of Need has helped the triage process within Children's Social Care, both in relation to signposting needs that do not require statutory intervention and also ensuring that the correct cases are given attention as children-in-need, even if they have not reached a child protection level of concern. Completion of assessments within timescales was down, although this did improve in the second half of the year. These timescale indicators have changed from 2013.

A possible explanation for the trend above is that there may have been a reactive response to the Ofsted pilot inspection held in November 2011 (resulting in a higher likelihood of a contact becoming a referral and a sequential effect on the number of children on child protection plans). Since then, there have been a number of improvements in management practices, and anecdotal feedback from managers indicated a greater level of confidence and consistency in decision-making, particularly in the early stages of the pathway (e.g. when applying thresholds).

A further example of more consistent practices is illustrated in the chart below which highlights a noticeable peak in the percentage of contacts becoming referrals followed by a steady reduction and eventual stability towards March 2013 (at around 20-25%). Once more, this highlights the benefits of improved triage and activities associated with CPP work streams (e.g. inter-agency referrals, better management of contacts).

Increases in demand are noticeable in some other indicators which occur further down the children's pathway. Specifically:

- Overall, there have been increases in the number of statutory visits carried out, particularly in relation to the number of LAC stat visits (+40%). This will have been influenced by the higher number of looked after children, particularly in the early part of the year.
- Timeliness of statutory visits has improved for LAC, with 81% of visits occurring within the expected timeframes (an improvement of 4%).

Children at risk through trafficking or sexual exploitation

The Local Safeguarding Children Board sub group dealing with exploited and trafficked children has continued to thrive. Membership includes representatives from national government organisations, such as End Child Prostitution & Trafficking (ECPAT) and the Child Exploitation & Online Protection Service (CEOP). The co-operation of UK Border Force staff has been crucial in ensuring the effective screening of children for issues of trafficking, arriving at Heathrow Airport, and UK Border Agency also remains a pro-active member of the sub group.

Sitting underneath the trafficking sub group are two operational groups, which meet on a more regular basis. The first operational meeting involves looking at the profiles of all children who have arrived through the airport terminals and identifying issues of trafficking or exploitation. By this process, a number of children have been identified as trafficked, and referred to the UKHTC (UK Human Trafficking Centre) via the National Referral Mechanism (NRM). Some of these children were age disputed and were deemed adults on the basis of the age assessment carried out by the local authority and partner agencies, but nevertheless they were vulnerable due to trafficking issues. In total, 11 NRM referrals were made during the year, including 3 young people deemed to be an adult. The collaborative work between the social work teams and Paladin (law enforcement) resulted in a number of court cases, which had positive outcomes in terms of disrupting the trafficking networks and safeguarding individual children.

The other operational group which sits beneath the Trafficking Sub Group is the multi-agency meeting that addresses issues relating to children who are reported missing within the community. This group includes active involvement from the Public Protection Desk of the Borough Police, and also has engagement from the Youth Offending Service, as well as the front line social work teams and registered care managers of children's homes in the locality. This meeting has identified a small cohort of approximately twenty children (mainly local children) who lead risky lifestyles through repeated episodes of being missing from home or care. The operational group has focused on collaborative interventions and has ensured that proper risk assessments are undertaken with this group of children.

Overall, the number of children going missing throughout the year has declined from 7 to 3 young people who have not been located after arrival at the airport. The London Safeguarding Board has a sub group for countering child trafficking across the capital. This sub group is chaired by Hillingdon's Head of Children's Safeguarding and Quality Assurance in recognition of the expertise in child trafficking in this local authority.

Hillingdon's model for countering child trafficking was commended nationally and cited by the Home Office in its Anti-Traffic strategy. For this reason, representatives from the Hillingdon LSCB were called to give evidence in the All Party Parliamentary Group in February 2012, for analysing the national policies for reducing the incidence of children missing, especially those at risk of being trafficked. This is testament to the continuing standards of best practice maintained by the Hillingdon LSCB.

Further high profile interviews and documentaries are envisaged in the coming year, highlighting the successes made in Hillingdon.

Private Fostering

The number of children in private fostering during the year has been relatively low (10) and represents an ongoing area for development. The Local Safeguarding Children Board has continued to deliver briefings and multi-agency training on the need to identify situations of private fostering. This has been beneficial for UK Border Agency staff at the airport terminals who have been able to notify local authorities other than Hillingdon when children are being placed in private fostering situations across the UK.

In Hillingdon itself, there are more than ninety schools, including academies and independent schools. The challenge, given to head teachers, has been for each school to examine its admissions roll and identify at least one child who is being privately fostered. This is work in progress and, so far, has not resulted in additional notifications of private fostering situations. The research evidence shows that private fostering is often a key safeguarding issue for profiling children at risk of trafficking, child sexual exploitation and exposure to domestic servitude or exploitation in the catering industry. This remains a priority for the Local Safeguarding Children Board. In the coming year, the local authority is hoping to recruit a specialist worker, based in Children's Social Care, to help raise standards in private fostering across all partner agencies.

Disabled Children

The levels of awareness about child protection and child safeguarding within the Children with Disabilities Service has continued to grow during the course of the year. Although the number of children with disabilities who are subject to a child protection plan is still not growing sufficiently to demonstrate that this vulnerable group of children are being adequately protected, there is still nevertheless a rise in numbers. During 2012/13 there were 11 children subject to a child protection plan who are known to the Children with Disabilities Team. This is significantly more than previous years.

Looked after children and care leavers

There are currently 383 looked after children, with 55% placed in borough, either in foster or residential placements, and 41% placed in out of borough placements. (Whereabouts of 4% of the children are not known, usually because they are in adoptive placements or on rare occasions have gone missing from the placement). Given the vulnerability of looked after children and care leavers who are at risk of exploitation and going missing from their placements, the Corporate Parenting Board has taken steps to ensure that the children and young people are safeguarded.

A key priority for the Corporate Parenting Board is the monitoring of compliance with required standards and ensuring looked after children and care leavers are safeguarded. This includes the monitoring of placements both within and out of Hillingdon.

The Board's work plan for 2013-15 has set two objectives that focus on the monitoring and scrutiny of residential and fostering placements. This is achieved through annual reviews of foster carers and statutory reviews for looked after children.

The Access to Resources Team (ART) within Children's Services is responsible for identifying, assessing and monitoring all private and voluntary children's homes, and for recommending a match for the young person. Officers complete a rigorous checklist for all new and change of placement, which includes references, Ofsted inspection reports, staffing details, details of other young people in placement, investigations and complaints. New resources are visited to assess suitability, a checklist and report completed. Existing resources are visited six monthly and any required actions monitored In light of the proposed amendments to the Children's Homes Regulations, the checklist now includes, contacting the local authority in which the home is located, requiring a local area risk assessment.

Elected Members on the Corporate Parenting Board also undertake regular Regulation 33 visits to all the Council's children's homes, adding the extra dimension to inspections. This gives the children and young people the opportunity to raise matters directly that affect them.

Looked after children also have independent access to support services for children and young people in care, which are provided by the National Youth Advocacy Service (NYAS).

Children's Resources Service is responsible for management of London Borough of Hillingdon's Fostering, Adoption & Permanence, Children's Homes (including the Resource service for Disabled Children, Merrifield House) and Placements & Commissioning.

Under the current inspection regime (new inspection regime in place from November 2013), Fostering and Adoption & Permanence are inspected separately every 3 years.

The current inspection has four grades, Inadequate, Satisfactory, Good and Outstanding. These apply to each area of the inspection and there is an overall rating.

In September 2012, the Fostering Service was inspected by Ofsted and awarded a Good judgement. Ofsted noted that "children and young people benefit from stable placements where there are fewer moves between placements than comparable authorities. Managers of the service have developed a good working relationship with other agencies including the police, education and health services to ensure there is a joint approach when assessing and meeting the needs of looked after children"

There were no requirements from this inspection. Recommendations for improvement identified the need to appoint independent visitors to children who have had no contact with family for over 12 months (mainly in relation to

our Unaccompanied Asylum Seeking young people), the need to ensure young people are supported to attend their review meetings, updated information regarding Ofsted contact details in the children's guide and correctly recording the manager's qualification in management. These areas have been addressed.

Hillingdon's Adoption Service was inspected by Ofsted in February 2013 and was judged as Good. Ofsted commended the strength of safeguarding and the leadership and management of the service in their report. It stated that the service is Good at keeping children and young people safe and feeling safe.

There were no requirements from this inspection. Recommendations for improvement identified the need to improve the time taken to find an adopter for a child who has been recognised as being in need of adoption and the time taken to conduct an assessment of adopters. Substantial work has taken place to address this and to bring the service in line with changes in legislation regarding timescales.

The Children's homes are inspected by Ofsted twice a year. There is one full inspection, and one interim shorter inspection that focuses on the action plan from the full inspection. The timescales will not change under the new inspection regime, but the grading will be brought in line with other statutory inspections.

The 3 Children's Homes have all had their full inspections in the first part of 2013, with the interim ones due. They all received a 'good' rating and all requirements and recommendations have been addressed

Young carers

Young carers are children who look after someone in their family who has an illness, a disability, a mental health problem or a substance misuse problem, taking on practical and/or emotional caring responsibilities that would normally be expected of an adult.

A recent report from The Children's Society 'Hidden from View' analyses government data tracking 15,000 children across England. It reveals the long-term impact that caring has on a child's life.

Findings include:

- Young carers are 1½ times more likely to have SEN or a long-standing illness or disability;
- 1 in 12 young carers are caring for more than 15 hours per week;
- Around 1 in 20 miss school because of their caring responsibilities;
- Young carers have significantly lower educational attainment at GCSE level;
- Young carers are more than 1½ times as likely to be from black, Asian or minority ethnic communities, and are twice as likely to not speak English as their first language;
- The average annual income for families with a young carer is £5,000 less than families who do not have a young carer;

- Young carers aged 16-19 are more likely than the national average to be NEET, and
- Despite improved awareness of the needs of young carers, there is no strong evidence that young carers are any more likely than their peers to come into contact with support agencies.

This is a “safeguarding issue” in its broadest sense and cuts across both the Adults and Children’s Safeguarding Boards, as many young carers in Hillingdon are engaged in caring for parents with disabilities and/or recurring mental illness. In March 2013 both Boards received a presentation from Hillingdon Carers.

National estimates indicate 175,000 young carers in the UK and a BBC survey in 1996 estimated that one in 12 secondary school children would be a carer. The real figure could be much higher as many families do not recognise the caring tasks that a child is taking on and therefore do not publicly acknowledge it.

687 children have been identified in Hillingdon, of whom approximately 430 at any one time receive services from Hillingdon Carers projects. Increase in numbers identified does indicate greater awareness of the issue. Locally, 53% of young carers are in single parent families and many of these are supporting parents with mental health and/or substance misuse issues. Mental health of a parent forms the largest group overall (47%), followed by a parent with physical or sensory disability (27%) and 23% of Hillingdon’s young carers assist with a disabled sibling. Around 10% of young carers identified in Hillingdon are subject to a child protection plan.

In addition to those issues identified by the Children’s Society, issues raised locally include

- Bullying, or isolation due to not wanting to disclose caring responsibilities;
- Encouraging those we don’t know about to come forward
- How to support young carers who may be aware of an adult at risk but afraid/unwilling to report;
- Preventing teenage carers from becoming abusers.

Children who experience domestic violence

These continue to form a high proportion of those with child protection plans, and many of them also come from families where substance misuse and/or metal illness are present.

The Board receives each year the annual returns from the Hillingdon Independent Domestic Violence Advocacy Service (IDVA). Hillingdon IDVA works with people at medium or high risk from domestic violence. The service is managed within social care but based at a local police station in order to facilitate effective day to day working with Community safety Unit. 80% of their referrals are responded to within 24 hours and they work with the victims (mostly women) and other agencies to develop safety plans. These may involve referrals to social care, housing, and may be followed by child

protection, civil or criminal proceedings. Often up to eight services may be involved with the family.

Total referrals for the year were 627, of which 85% engaged with services. 865 children were involved. Many had experienced physical abuse themselves and all would have experienced emotional harm. A significant number were young (16-24) and this number is likely to increase considerably with the recent legislative definitions to include 16-18 year olds. Ethnicity of referrals was roughly comparable with Borough proportions, but 18% of referrals involved cultural issues or honour based violence.

Families at high risk are referred to the monthly MARAC meeting for more intensive safety planning and interventions. MARAC is chaired by the Detective Inspector responsible for the Community Safety Unit and meets monthly. A very wide range of agencies are represented at these meetings, both statutory and voluntary. The meeting shares risk assessments and develops plans for the families. During 2012-13 MARAC looked at 168 cases involving 325 children. Most referrals came from Police or the IDVA service.

The IDVA service provides training in awareness and risk assessment as part of the LSCB training programme and also delivers training in schools. This training continues to achieve highly positive evaluations. They have recently produced a Stay Safe leaflet to support families who have to move away.

The LSCB has expressed concern about the lack of provision to support children and young people who have experienced emotional harm through living with domestic violence. In 2012-13 funding was provided for a local housing association to provide support for children placed in the refuge and for those in the community through workshops**.** Outcome information is not easily available, but anecdotal evidence from staff is that the improved risk assessments and joint communication has greatly improved the safety of many families and children, including development of a child protection plan when appropriate.

Referral to IDVA/MARAC often occurs quite a long time after the precipitating incident of domestic violence so there is a delay in providing services and support. Earlier identification and response therefore remains an issue.

Clearly, much is being done to provide practical resolutions of domestic violence issues. However, it is well known that children who are affected by domestic violence frequently experience long term emotional harm, as evidenced by the numbers who end up in the care or youth offending systems. This was confirmed by NSPCC research which found that young people who witness domestic violence are five times more likely to run away, four times more likely to become violent/carry a weapon, three times more likely to be involved in drugs, crime or anti social behaviour The cost to society and the emotional cost to the young people are clearly high.

The actual or perceived high thresholds for mental health services means that these children do not have access to support services, and support for these children remains a priority for the LSCB and the Children's Trust.

It is also known that those children who experience abuse directly are more likely to become perpetrators themselves. This includes the increased

numbers of teenage perpetrators. The Youth Offending Service includes domestic violence in its work programmes with young offenders

The definition of domestic violence has now been expanded in law to cover more victims.

Young people aged 16 to 17 and coercive control – a pattern of controlling behaviour – is now included in the legal definition for the first time.

The new cross-government definition will raise awareness about the many types of domestic abuse that can ruin lives and encourage more people to seek help.

The Association of Chief Police Officers has commented on the challenges of enforcing the new definition for domestic abuse, but is positive about the change.

Locally a rise in those aged 16-18 experiencing domestic abuse has been noted, so this change is welcomed.

The LSCB plans a case review of referral pathways and responses to domestic violence in early 2014, and availability of training, but current evidence indicates that:

- Response is often late, when the situation becomes very serious. It is hoped that referrals through MASH (when operational) may improve this situation.
- There is a need for more interventions for children and young people, both to support emotional health, and to break the cycle of violence.
- Specific work with adolescent boys is indicated in this context.
- There is a small but significant number of perpetrators who are willing to be helped, if more help and support were available.

Child Abuse Investigation Team (CAIT)

Headline figures from last financial year for Hillingdon:

- 1144 referrals
- 576 crimes - 30.7% detected (charged)
- Serious sexual offences 82 - 57.3% detected
- Rape - 24 / 70.8% detected
- Violence with Injury - 177 20.9% detected

Potential risks to safeguarding

<u>Resources</u>

The lack of sufficient competent and permanent staff continues to pose a risk to safeguarding children. The main risks represented are lack of supervision and management oversight and the impact of a changing staff group on continuity of communication both with other agencies, and with children and their families. It can also lead to unnecessary drift. This issue is most marked in social care, but is also apparent in other agencies, e.g. Police.

Some agencies, due to their wide span, have difficulty in representation on the LSCB, e.g. CAFCASS, Probation, NHS London.

Reorganisation

Virtually every organisation is, or has recently reorganised. This is sometimes due to the need to make savings, sometimes to manage new government requirements, and sometimes to increase the effectiveness of services. These reorganisations create opportunities, but also risks. There are inherent risks in staff losing focus in the midst of change, and some consequential increase in vacancies. There are also potential direct risks to services, e.g. recent changes to Operation Paladin by the Metropolitan Police, which could potentially put at risk some young people arriving at Heathrow, changes in Border Force processes and procedures.

Lack of coordination of early intervention work

This is frequently an issue in case reviews, and results in some children coming to notice too late, often after many years of neglect. This has been addressed by development of the children's pathway programme and the CAMHS review of early intervention services. However, these changes are at time of writing at an early stage.

Heathrow

The presence of Heathrow Airport within the Borough boundaries poses particular risks in respect of a transient population, particularly those at risk of trafficking and exploitation. This has been mitigated by effective and organised multi-agency cooperation and action which has reduced the numbers of children and young people at potential risk.

Inspection and quality assurance

The LSCB has through the year been better able to assess the quality of practice through case reviews and audit. This has been in the main through the appointment of a manager with specific responsibility for quality assurance and audit. However, this needs to be further developed into a fully comprehensive quality assurance framework. There have also been changes in the external inspection regime carried out by Ofsted. The new framework recently introduced will focus very much on Council services for children in need of protection, who are looked after, or who are care leavers. It will include a judgement on the LSCB. However, attempts to create a genuine multi-agency inspection have so far failed, so other agencies will not be adequately represented in the process, and there are concerns whether LSCB can be adequately inspected as a multi-agency partnership under this methodology.

Potential opportunities to improve safeguarding

Staffing

In spite of the concerns raised above, on the whole children are effectively safeguarded in Hillingdon through the efforts of skilled and hard working staff across all agencies. There is much evidence of staff working and communicating well with each other and with children and their families. The

LSCB will continue to ensure the delivery of a strong multi-agency training programme and will do more to engage with staff and obtain their views.

There is a strong senior management commitment to safeguarding and a willingness to be held to account by the LSCB.

Reorganisation

The development of the children's pathway programme and key worker system, supported by the shared assessment and referral process, should ensure better identification of the need for early help and coordination of early intervention services. In the long term this should reduce the need for protection, or at least identify much earlier in the child's life, what the risks are, and how they should be addressed.

Signs of Safety

All agencies, through the LSCB, have agreed to implement the Signs of Safety model of assessment. This, by definition, is more involving of families and should be better able to identify child and family strengths, and produce a child protection plan that is clear and achievable for the family. It very much follows the recommendations of the Munro Review

However, this methodology is not as yet fully evidenced in this country, and practitioners will need to continue to challenge families and not be misled into the 'rule of optimism' through a family's apparent cooperation

Inspection and quality assurance

Hillingdon Council is building a culture of continuous quality oversight and improvement based on the inspection standards and this will be augmented by the LSCB quality assurance framework. This work is supported by the appointment of a specialist quality assurance manager, and practice development officer, who has helped to embed the learning from quality assurances processes.

External inspection, although the framework continues to change, does provide some independent external measure of practice.

7. NATIONAL AND LOCAL CONTEXT: implications for safeguarding

Working Together 2013 and London Child Protection procedures

The revised Working Together to Safeguard Children was released in March 2013 and represents a radical shift in the way that the child protection system will operate in England. This includes a new approach to the oversight of serious case reviews, new guidelines for assessing the needs of vulnerable children, and a huge reduction in the level of national child protection guidance.

The new guidance focuses strongly on legislative requirements, and removes large sections of non-statutory practice guidance. In response to consultation, it still includes more detail on the roles and responsibilities of partner agencies such as health and the police. The guidance is clear that "safeguarding is everyone's responsibility" and other headlines include:

- The reinstatement of statutory timescales for assessing the needs of vulnerable children, which had been removed from the consultation documents;
- A removal of the distinction between initial and core assessments, replaced by ongoing, locally developed, assessments of need;
- A change in the governance arrangements for independent Chairs of Local Safeguarding Children Boards (LSCBs), who will now be appointed and held to account by the local authority Chief Executive rather than the Director of Children's Services;
- The establishment of a national panel to hold LSCB Chairs to account on whether serious case reviews should be carried out, which independent reviewers should be commissioned to lead the review, and to challenge any decision that the report should not be published;
- There is a statutory requirement (retained in the new guidance) for a multi-agency serious case review (SCR) to be carried out for every case where abuse or neglect is known or suspected, and either:
    - the child dies, or
    - the child is seriously harmed, and there are concerns about how organisations or professionals worked together to safeguard the child.
- A strong reiteration of the government's intention that all serious case reviews should be published in full, and more detailed guidance on what this means in practice;
- A reversal of the consultation's proposal for all future serious case reviews to be undertaken using so called "systems methodology", with LSCBs instead free to use any model that is broadly in line with stated principles, and
- A requirement on LSCBs to develop a local framework for learning and improvement, including regular reviews of cases that may not meet the

criteria for a full serious case review, as part of an on-going process of learning and development.

Hillingdon LSCB has been reviewing its own local processes to ensure that they are fit for purpose. Multi-agency briefings have been undertaken planned to ensure that practitioners within the Children's workforce are updated and this is aligned to the transformation being driven through the Children's Pathway programme.

London Child Protection Procedures 5th edition

Further to the publication of the revised National Guidance *Working Together 2013,* the London Child Protection Procedures have been rewritten, and were sent round for across all London Boroughs.

The full procedures will be launched at the London Conference in December 2013, and will be discussed and agreed as appropriate at the LSCB in Hillingdon

The Savile case

A high profile investigation during the year involved Jimmy Savile and subsequent revelations.

Her Majesty's Constabulary Inspectorate's' (HMIC) review of allegations made against Jimmy Savile during his lifetime found that mistakes were made by the police and, while policies and practices designed to improve the experience of child victims are now available, the report raises serious concerns over why so many victims felt unable to come forward and report what had happened to the authorities.

To improve understanding of why no specific allegations against Savile were recorded before 2003, HMIC considered policy and practice changes in the Police Service and the wider criminal justice system over Savile's period of offending. HMIC found that a child reporting sexual abuse today is likely to be better treated than 50 years ago. But there is still more to do if children are to receive the full protection of the changes that have been introduced since then.

While this report found only seven records, HMIC has wider concerns about the way the police manage and use information, and whether national guidance is being given full effect in all forces. HMIC will examine this further as part of its review into child sexual abuse and sexual exploitation, which is due to start in summer 2013.

Since the Savile review, the Metropolitan Police in London have decided that the Child Abuse Investigation Teams (CAITS) will have the lead responsibility for investigating child sexual exploitation outside the family home, as it recognized that CAIT officers are more likely to have the skill set and expertise to conduct these investigations. All LSCB chairs/chairmen have been notified of this change. Whilst welcoming this in principle, it is not yet clear whether this will result in additional capacity being built into the CAIT teams, and our local police colleagues have expressed some concern over this, as it is not yet clear what the levels of additional demand will be. The LSCB will be monitoring this carefully.

Government response to Lord Carlile's report on the Edlington case

In March 2012, the Secretary of State for Education, asked Lord Carlile to conduct an independent review of the case of the 'J' children in Edlington. The 'J' children had committed a very serious assault on 2 young victims in April 2009, having assaulted another young victim the previous weekend.

Doncaster LSCB commissioned a Serious Case Review and published the executive summary in January 2010. The purpose of Lord Carlile's further review was to look at the issues raised by the case and action taken in response locally, and also to consider where there may be a need for improvements more widely in the child protection system.

This document, published in January 2013, is the formal response to Lord Carlile's report on the Edlington case. It is intended to prompt further debate and discussion of the challenges he sets for LAs and central Government.

Children's services have considered this document carefully in the process of completing the strategic plans for Hillingdon children's services, in alignment with the Children's Pathway Programme. For example, the Government's expectation of robust and swift early intervention to safeguard children may mean more children being taken into care, especially when the parents are unable to change sufficiently to meet their children's needs.

The number of care proceedings in Hillingdon is continuing to show an upward trend, which will put pressure on the 26 week timescale for completion of care proceedings, envisaged by the Family Justice Court review. This is in line with a national picture which shows an increase in care proceedings since Baby Peter. In order to test this further and drive up the standards, Hillingdon children's services has joined up to the West London care proceedings pilot, which will have the benefits of improving social work assessments, thus negating the need for reliance on external experts.

Children who experience neglect

Neglect and serious case reviews

The NSPCC and the University of East Anglia have published (11/03/13) a systematic analysis of neglect in serious case reviews in England between 2003 and 2011. Findings include the fact that 59% of children known to social services who died or were seriously injured had been on a child protection plan for neglect at some point in their lives.

Recommendations include: an expert social worker in every local authority to advise on child neglect cases.

The Children's services, social care transformation programme, allows for the recruitment of Advanced practitioners who will have expertise in this kind of research. Researched and informed practice will then be integrated into the "PODs" being developed and piloted through the Children's Pathway programme.

Also a précis of this research has been uploaded onto Hillingdon's Social Work research web page which is currently being built on Horizon.

SPCC report “How safe are our children?”

This report, issued by the NSPCC at the beginning of April 2013, compiles up-to-date child protection data that exists across each of the four nations in the UK. It sets out 19 different indicators and each indicator looks at the question from a different perspective. These indicators will be regularly updated as new statistics are published.

The report allows us not only to understand how many children are being abused and neglected, but also to track progress so that society can be held to account for its responsibility to children. Only by monitoring the extent of child abuse and neglect in the UK can we judge whether efforts to prevent maltreatment and to protect children are actually working.

A summary of the NSPCC report has been disseminated to practitioners via the Local Safeguarding Children Board (LSCB) Training and Development Manager, and the research will be fed into the action learning sets, which will be rolled out over the next few months to support our local reflective supervision programme, as it is bedded into practice.

Neglect is a critical issue. A large percentage of children with a child protection plan have experienced neglect (42% of children on CP plans in Hillingdon are under the category of neglect). Long term neglect is a feature in the lives of many adolescents who come to notice, often through criminal behaviour. But, as can be seen from some national cases, this behaviour masks vulnerabilities that can be exploited by criminals or paedophiles.

“Always Someone Else’s Problem"- Office of the Children’s Commissioner’s Report on illegal exclusions

The Children’s Commissioner’s report provides quantitative evidence from teachers and school leaders about the scale and nature of illegal exclusions from schools in England. This practice, as far as it can be measured, appears to affect a small but significant minority of schools, and therefore pupils.

The Children’s Commissioner found evidence of:

- pupils being excluded without proper procedures being followed; these exclusions are usually for short periods, but may be frequently repeated, meaning that the child misses substantial amounts of education;
- pupils being placed on extended study leave, on part time timetables, or at inappropriate alternative provision, as a way of removing them from school;
- pupils being coerced into leaving their current school, either to move to another school or to be educated at home, under threat of permanent exclusion;
- schools failing to have due regard to their legal responsibilities regarding the exclusion of children with statements of SEN or Looked After Children;
- schools failing to have due regard to their responsibilities under the Equality Act 2010, and

- LAs failing to deliver their legal responsibility to provide full time alternative education for children from the sixth day of exclusion.

This is an issue which had already been picked up by the Local Authority Officers within Hillingdon, and had been incorporated into a recent report by the Education and Children's services Policy Overview Committee, (POC) in which a number of key recommendations have been made to help address this concern.

Parents with mental health problems

What about the children? Joint working between adult and children's services when parents or carers have mental ill health and/or drug and alcohol problems.

Ofsted and the Care Quality Commission (CQC) have called on the government to make it a mandatory requirement for mental health services to collect data on children whose parents or carers have mental health difficulties and report on such data nationally. (25-04-2013). The recommendation is contained in a joint survey which highlights how the lack of identification of children living with parents with mental ill health has led to them not receiving the help they need, with some being left at risk of harm.

Currently, it is a mandatory requirement for adult services to gather information about children and report to the National Treatment Agency for Substance Abuse where their parents have drugs/and or alcohol problems. However, this is not the case for children whose parents have serious mental health difficulties.

In Hillingdon, a joint protocol is being drawn up between Children's social care and adult service to make sure that there is a more integrated, and holistic approach to working with families, where parents have enduring mental health issues, or even mild conditions which may impact on the well-being of children.

National Health Service

Clinical Commissioning Group (CCG)

The CCG began operating officially in March 2013. This is the body responsible for most Health commissioning in the area. (Some specialist services will be commissioned by a national body – NHS England)

The designated nurse and doctor for safeguarding now work to the CCG which has lead representatives on both the Children and Adult Safeguarding Boards. They continue to sit on the LSCB.

The Director of Public Health (DPH) is now based in the local authority, and all local authorities now have the lead for public health assessment and planning in their area.

The DPH, representatives from the CCG, sit on the LSCB and the LSCB report will also be presented to the Health and Wellbeing Board.

Local Developments

Children's Pathway Programme

Building on the good work achieved through the Family Intervention Programme the Children's Pathway Programme has been looking at children's services across the Children's Pathway in both Education and Children and Family Services, following the journey of the child through the system across all levels of need.

This work culminated in a transformed structure, which integrates early intervention services in schools and Children's centres, through to Children's social care. A new top level organizational structure has been agreed to embed this integration.

A number of work streams have been developed, which have included a number of pilots around better ways of working with families. These include "keyworking" services in tiers 1 and 2, and "POD" working in statutory services. The Children's Pathway Programme is continuing to drive all the changes mentioned below:

Single Holistic Assessment

Working Together 2013, has relaxed the requirement to have an initial assessment of need (10 working days) and a Core assessment (35 working days), with greater emphasis on the need for professionals to apply their judgment about need, and to problem solve and intervene with families at the earliest opportunity, in the most timely way for the child. The Children's Pathway Programme had already sponsored and anticipated this more effective way of working through piloting a single holistic assessment during the early part of this year. The evaluation showed some positive outcomes for children and better quality communication with other agencies. From May 1st 2013, the single holistic assessment went fully live across the social work teams in the Mezzanine offices, and is now being piloted within the Children in Care teams and Leaving Care Teams, which are also being restructured.

Early Help Assessment and multi-agency referral form

It was generally agreed that the common assessment framework (CAF) had not been used most effectively and had been deployed mainly as a referral to social care. The CAF has now been replaced by a shared family Early Help Assessment which will be used in early help services to develop the assessment and planning though the team around the Family and key working processes.

Alongside that, a referral form has been developed to clarify the reasons for referral to social care.

Both of these were developed by practitioners across agencies and piloted prior to full roll out in summer 2013.

It is hoped that the multi-agency referral form can be further developed and used for referring to all specialist services, e.g. CAMHS.

Signs of Safety (SOS)

The Signs of Safety is a model for working with families, based on systemic theory and principles. This approach has been adopted by a number of local authorities, both across London and nationally, to enable a stronger focus on early intervention and promoting better outcomes for children. The Signs of Safety Model has grown from researched and informed practice in Western Australia and more latterly is becoming widespread in the UK, and other parts of Europe.

The Signs of Safety approach is a practical framework, aimed at equipping practitioners with the techniques they need to elicit partnership working with children and families, who are involved in the child welfare system.

The Model draws on the language and tenets of brief solution focused therapy. This is a 'client centred approach' developed by Steve de Shazer et al (1985). It operates on the premise that, even in the face of difficulty, the 'family' is already in possession of resources, which if supported, can be mobilised to elicit positive changes in their circumstances. Contrary to the traditional approaches to risk, which tend to focus on the deficits of a client's circumstances, the Signs of Safety model looks at the existing strengths, and potential safety capacity, for children to thrive within their own family context.

The use of this approach has been endorsed by partner agencies across the LSCB, and is being integrated into the Children's Pathway Programme, as it will help to improve outcomes for Hillingdon's vulnerable children and families. A project steering group has been set up 2013, to drive the implementation of Signs of Safety reporting into the Director for Children's Services.

An external trainer, an expert in Signs of Safety, has been deployed to run some of the formal training sessions, in order to accredit local officers and designated professionals, who will become trained as specialists in Signs of Safety in Hillingdon. Some LSCB and Children's Trust Board Members have also been briefed in the techniques of Signs of Safety.

Further training will be rolled out for practitioners through briefings and action learning sets, so that the application of the techniques of Signs of Safety is properly learnt and understood across all agencies at all levels. This will be delivered via the LSCB multi-agency training programme.

The Signs of Safety will be incorporated into the Business Plans of the LSCB and Children's trust as well as PADA training objectives, as part of the continued professional development of social workers, teachers, Health visitors etc and their managers.

Key Operational Managers, Professionals and Designated/Named Professionals within each agency (designated teachers, nurses etc.) will be expected to lead the changes in practice. They will receive bespoke training to enable the model to be embedded in practice throughout the system, across all the levels of need, within Hillingdon's Operating Model.

Multi-Agency Safeguarding Hub (MASH)

The MASH model is a national multi-agency initiative to provide information sharing arrangements across all agencies involved in safeguarding children.

Those involved are employed by their respective agency e.g. police, health and local authority, and located in one office.

The MASH model is intended to provide information that is already known within separate organisations in a coherent format that enables “real time” effective and appropriate response to concerns or referrals received by the MASH.

The principles of MASH are consistent with the recommendations in the Laming Report (2009), Munro review of Child Protection (2011) and Serious Case Reviews, where inconsistent, un-coordinated information exchange has had a detrimental impact on safeguarding functions.

The MASH model is regarded as best practice for managing the information flow between agencies to strengthen safeguarding practice. The London Safeguarding Board is fully supportive of the model and the Metropolitan Police Service has made a significant financial commitment to implement MASH across the London Boroughs.

Hillingdon’s Approach to MASH

Hillingdon have signed up to developing the MASH model at the point of referral within Children’s Social Care. Hillingdon have further committed to managing Adult Safeguarding referrals using the MASH model. In doing so they would be one of the first London Borough to achieve this duel role.

Progress so far

A MASH Operational Delivery Group has been set up and taken responsibility to deliver Hillingdon’s MASH in autumn 2013. The group includes representatives of all the key agencies involved in safeguarding. Each of the agencies has committed to be part of the MASH:

- Children and Families Social Care
- Adult Safeguarding
- Local and Regional Metropolitan Police
- Community Health and Health Commissioning
- Probation
- Education
- Housing

The operational group is currently assessing what level of commitment each partner needs to ensure the success of the MASH.

Delivering MASH

There are several key strands of work underway to ensure MASH is ready to be implemented in autumn 2013.

To date there has been significant enthusiasm for this Project across all agencies, despite the tight timescales and resource implications. There is a genuine professional belief that working together to safeguard Hillingdon’s children within the MASH will produce positive outcomes for vulnerable children.

Education changes

The main emphasis of Government education policy is an increase in the independence of schools and the consequential reduction in the influence of the local authority. There are therefore potential risks to safeguarding both in terms of the monitoring of individual schools and the lack of consistency in external commissioning of support services

In Hillingdon, although most secondary schools are now academies, all schools have remained fully engaged with the LSCB. This will be supported through the further development of safeguarding clusters across the Borough.

8. WHAT WE NEED TO DO: priorities for LSCB 2013 onwards

Our evaluation of the progress against our priorities plus our assessment of the effectiveness of local safeguarding arrangements, consideration of relevant national issues and feedback from staff have led us to identify the main priorities for the Board's work from 2013.

N.B. The LSCB is now required to influence and assess the development of early intervention services, as these are critical in improving the safeguarding of children, and in ensuring that only those in highest need receive social care services. The LSCB will also monitor the interfaces between preventative and statutory services to ensure that thresholds are clear and consistent. However, it is important that The LSCB continues to keep as a main priority those children and young people who are most at risk of harm, i.e. those who come into the social care system in need of protection.

We have a challenging work plan, but, whilst all require attention, the Board has decided that particular priority should be given to:

- Oversight of the early help assessment and plans, and alignment of pan London levels of need with thresholds with early help and social care services.
- Developing the community voice within the LSCB by better understanding of the child's view and making effective use of our lay members.
- Getting a better understanding of domestic violence pathways in order to identify earlier and ensure that the most effective interventions are in place.
- Further improving our quality assurance processes so we have a clear window on local practice and systems.

Priority 1 Improve LSCB functioning

- Roll out implementation and training for Working Together 2013 and London procedures
- Improve LSCB scrutiny of early help services
- Implement Multi-Agency Safeguarding Hub
- Implement Signs of Safety approach to child protection
- Improve engagement with, and involvement of children and young people
- Improve engagement with staff across all agencies
- Establish effective engagement with new health agencies, and the Health and Wellbeing Board.

Priority 2 Assess and improve operational practice

- Embed revised threshold criteria across all levels of need
- Embed early help shared assessment and single holistic assessment process in line with revised Government guidance

- Further develop and improve learning from multi-agency audit process.

Priority 3 Improve outcomes for children affected by key risk issues

- Continue to develop and improve practice in respect of children newly arrived, those who go missing and are at risk from sexual exploitation and gang activity
- Review services to those affected by domestic violence
- Oversee development of CAMHS tier 2 services.

Priority 4 Ensure a safe workforce

- Continue a full multi-agency training programme that meets needs of agencies
- Roll out training programme for Working Together 2013 and London procedures
- Further develop the LADO training to include faith and community groups.

Priority 5 Learn from Case Reviews

- Continue to learn from cases and meet the requirements of chapter 4 of Working Together 2013
- Continue to implement learning from unexpected child deaths and disseminate key messages to local professionals –translate information on safe sleeping into relevant languages.

Individual agency plans

YOS key plans for 2013-14:

- With partners, review multi-agency work with children and young people who sexually offend, against the good practice and recommendations contained within the HMIP Inspection report published in February 2013.
- Implement pre-court disposals (as of April 2013), monitor and review process and interventions.
- Review existing practice for children and young people placed away from home who offend, against the good practice and recommendations contained within the HMIP Inspection report published in December 2012.

Voluntary Sector

- In 2013/14 HAVS will continue to update voluntary agencies, and in particular the introduction of the DBS update service and the roll out of the new shared assessment.
- In addition, some of the boroughs mosques and madrasahs will be supported for the first time to understand their responsibilities to implement 'Working Together' and develop quality policies and practice in safeguarding. Training is planned for mosque and madrasah staff and volunteers.

Early years Key plans for 2013-14:

- To ensure settings and practitioners are better informed in relation to keeping children safe. This will be achieved through 20 additional setting managers have accessed the “working together” training and 20 settings have accessed domestic violence training.
- To support practitioners in gaining a deeper understanding of “low level” child abuse. This will be achieved through supporting 90% of settings to implement an effective supervision structure that enables staff to share all concerns in relation to the safeguarding of children. Training, advice and support will also be provided.

CNWL HCH Priorities for 2013-2014:

- The named professionals will use training and supervision sessions to ensure the workforce are aware of the key changes contained in the revised statutory guidance Working Together to Safeguard Children (2013).
- The named professionals have responded to the London Safeguarding Children Board editorial group request for comments on the draft version of the London Child Protection Procedures. The safeguarding children team will provide a link to the guidelines when they are launched.
- Work in partnership with the local authority in order to identify and safeguard children at risk of sexual exploitation. Ensure HCH staff are aware of how potential or actual victims may present and what the local arrangements are.
- HCH will revise the mandatory safeguarding children training programme to increase compliance levels whilst maintaining adherence to the intercollegiate document. Develop a dashboard system to collect child protection activity data.
- Ensure children’s services staff and the HCH Safeguarding Group receive feedback from the 8 cases that were audited as part of the preparation for the peer review. The named nurses will participate in 2 further multi-agency audits in 2013 as part of the remit of the Risk Management Panel.
- Re write the record keeping audit tool to collect qualitative data in order to assess the recording of children’s views. This audit will be undertaken in January 2014. The named nurses will continue to support staff develop their skills in this area.
- Embed the Signs of Safety model and support staff attending the new style of case conference. Develop and roll out a new template for case conference contributions from health staff in line with the new signs of safety case conference format.
- The named nurses will provide support and supervision to the nominated health professional allocated to the Multi-Agency Safeguarding Hub (MASH).

CNWL Mental health services plans for 2012-13

- The “think family” agenda is a huge issue for adult services and one where there is much to learn from CAMHS colleagues. There are impacts of hidden harm that the services need to identify consistently. To address this, the Trust has established a project in Spring 2013 to promote “think family” as part of service delivery in service lines.
- Mental health services are moving to payment by results as its major funding source from 2014/15. This means 2013/14 will be a shadow year for these changes. The Trust is carefully monitoring the impact of changing service delivery into service lines and would welcome partner agencies views on any unforeseen impacts.
- CAMHS, like other service lines, have plans to complete service redesign/ improvement work. This will include developing groups across the service with children, young people and their carers and other stakeholders to test out our ideas on service planning and redesign.
- The Trust will be looking to tender the software packages used and it is hoped that this will allow the opportunity to resolve some of these data issues.
- CNWL may apply for Children and Young People IAPT, which embeds a CBT model of service delivery with extensive outcome evaluations using a range of measures. Other Boroughs are currently doing the training and the learning may be rolled out to Hillingdon staff in the next year.

9. CONCLUSIONS AND RECOMMENDATIONS TO THE CHILDREN'S TRUST AND OTHER BODIES

Our overall assessment of safeguarding in Hillingdon is a cautious 'good'.

We see evidence of sound practice and effective multi-agency communication and collaboration at the front line. Operational practice in respect of children at risk through going missing or trafficking is sound and nationally and internationally recognised. Work around understanding child deaths and in managing staff allegations is strong and there is an effective multi-agency training programme

Once a crisis has occurred families and children on the whole seem to receive effective help and appropriate actions are taken.

Changes and developments within children's pathway services should ensure, on one hand, improved supervision and management oversight, and also better identification and support through early help services

Potentially these strengths could be put at risk through staff shortages and lack of management vigilance and oversight. It is noted that the Council is putting considerable effort and resource into staff recruitment and this is welcomed.

There has been no reduction in the impact of some of the more intractable problems, such as domestic violence, mental health, and long term neglect – often not picked up until adolescence. Children at risk of trafficking and/or exploitation will always require continued vigilance, particularly in the context of Heathrow.

It is vital therefore that early help services are effective in picking up these issues early and coordinating best action to support and avoid duplication. It is also vital that best use is made of early intervention services to support families and prevent escalation of problems. In times of financial constraint, reduction in support services is a false economy, but services should be carefully targeted. Shortage of CAMHS early support services remains a concern.

Changes in partner organisations continue into 2013-14. Issues such as CAFCASS changes, the new Probation model, changes in Health services, and Metropolitan Police changes (e.g. Paladin) impact heavily on staff morale and multi-agency working. These changes have also impacted on involvement at a strategic level on the LSCB. However, the local Clinical Commissioning Group (CCG) is now well represented going into 2013-14.

One of the clearest messages coming out of local and national case reviews and research is the vital importance of staff communicating clearly with each other, preferably face to face, but also though more effective IT systems. This is the whole basis of core groups, Team Around the Child etc. Although many changes are unavoidable in the current climate, communication and information exchange must remain a priority.

Some reorganisation and review mean that some agencies and services are not yet mature, e.g. Clinical Commissioning Group, Early Help services and CAMHS tier 2. This will hopefully be addressed during 2013-14.

APPENDIX 1: LSCB membership

Chairman and officers of the LSCB

- Lynda Crellin - Chairman (Independent)
- Maria O'Brien – Deputy Chairman, Managing Director, Provider Services, Hillingdon PCT
- Paul Hewitt – LSCB Lead Officer
- Wynand McDonald - LSCB Training and Development Officer
- Carol Hamilton - Manager, Child Death Overview Panel (CDOP)
- Andrea Nixon - Schools Child Protection Officer
- Joseph Matia - LSCB Legal Advisor
- Julie Gosling - LSCB Administrator

Observers

- Cllr David Simmonds - Deputy Leader of the Council & Cabinet Member for Education & Children's Services
- Fran Beasley - Chief Executive, London Borough of Hillingdon

Local authority representatives

- Merlin Joseph - Deputy Director, Children & Families, Social Care, Health & Housing
- Pauline Nixon - Interim Chief Education Officer
- Lynn Hawes - Service Manager, Youth Offending Service, Social Care, Health & Housing
- Nick Ellender - Service Manager, Safeguarding Adults, Social Care, Health & Housing
- Pauline Moore - HR

Health representatives

- Maria O'Brien - Managing Director, Provider Services, Hillingdon PCT
- Sharon Daye - Director of Public Health, LBH and Hillingdon PCT
- Jacqueline Walker - Deputy Nurse Director, Hillingdon Hospital NHS Trust
- Catherine Knights - Director of Operations Central North West London Trust
- Chelvi Kukendra - Designated Doctor, Hillingdon PCT
- Jenny Reid - Designated Nurse, Hillingdon PCT

Police and probation representatives

- Richard Turner - Detective Chief Inspector, Hillingdon Borough Police
- Paul Monk - Detective Chief Inspector Child Abuse Investigation Team (CAIT), Metropolitan Police
- Paul Brannahan - Detective Inspector, Child Abuse Investigation Team (CAIT), Metropolitan Police
- Marcia Whyte – Senior Probation Officer, London Probation

School representatives

- Sue Pryor - Head teacher, Swakeleys School/Kim Rowe – Head teacher, Bishopshalt School
- Catherine Moss - Head teacher, St Bernadette's School
- Representative for special schools – not in post

Other representatives

- Gavin Hughes - Deputy Principal Officer - Uxbridge College
- Rose Alphonse - Uxbridge College Children's Centre
- Fiona Millar – Children, Youth and Family Manager, HAVS
- Danielle Lambert – Regional Director, UKBA
- Chris Condon – Projects Officer

APPENDIX 2: Glossary

A&E	Accident and Emergency Services
CAF	Common Assessment Framework
CAIT	Child Abuse Investigation Team (Metropolitan Police)
CAFCASS	Children and Family Court Advisory and Support Service
CAMHS	Child and Adolescent Mental Health Service
CDOP	Child Death Overview Panel
CSE	Child Sexual Exploitation
CNWL	Central and North West London Trust
CIN	Children in Need (sec 17 Children Act)
CP	Child Protection
DCS	Director of Children's Services
DfE	Department of Education
DPH	Director of Public Health
GP	General Practitioner
HCFTB	Hillingdon Children and Families Trust Board
HCH	Hillingdon Community Health
HMIP	Her Majesty's Inspector of Prisons
ICT	Information and Communication Technology
IDVA	Independent Domestic Violence Advocate
ISA	Independent Safeguarding Authority
JSNA	Joint Strategic Needs Analysis
LADO	Local Authority Designated Officer (allegations against staff)
LAC	Looked After Children
LSCB	Local Safeguarding Children Board
LSP	Local Strategic Partnership

MASH Multi-Agency Safeguarding Hub

NSPCC National Society for Prevention of Cruelty to Children

NPIA National Policing Improvement Agency

PIP Partnership Improvement Plan

POC Policy Overview Committee

PCT Primary Care Trust

PEECS Planning, Environmental, Education Community Services

SAPB Safer Adults Partnership Board

SCIE Social Care Institute for Excellence

SCR Serious Case Review

SEN Special Educational Need

SIT Safeguarding Improvement Team (NHS London)

SOS Signs of Safety

THH The Hillingdon Hospital

YOS Youth Offending Service

UKBA United Kingdom Border Agency

APPENDIX 3: LSCB Budget

Income 2012-13

Health	60,000
Local Authority	61,250
Metropolitan Police	5,000
UK Border Agency	5,000
Probation	2,000
CAFCASS	565
Government Grant (Munro funding)	38,000
TOTAL	171,815

Outgoings 2012-13

Staffing	92,000
LSCB Chairman	22,000
Consultancy (PIP management & website)	7,000
Independent reviewer (SCIE Pilot)	7,500
e-Learning training licence	7,000
Office running costs (stationery/telephone etc)	4,500
Catering – LSCB conference	5,000
TOTAL	144,500

The balance of £26,315 has been rolled over to the current financial year (2013-2014) to pay for Independent multi-agency case reviews and development of Signs of Safety.

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SAFEGUARDING ADULTS PARTNERSHIP BOARD ANNUAL REPORT 2012 – 13

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Health & Housing
Officer Contact	Nick Ellender, Adult Social Care Lynda Crellin, Independent Chairman of the Board
Papers with report	Annual Report 2012-13

HEADLINE INFORMATION

Purpose of report	The Annual Report 2012-13 of the Safeguarding Adult Partnership Board (SAPB) outlines the partnership's activity and performance in safeguarding adults at risk, the activity in relation to deprivation of liberty authorisations and the priorities for the year. This is set in the context of national guidance and policy.
Contribution to our plans and strategies	The Council holds the lead responsibility for ensuring collaborative arrangements are in place for the protection of adults at risk of abuse and exploitation in their area. There are links across to the Safer Communities Partnership, Healthier Communities for Older People (HCOP) and the Local Safeguarding Children's Board (LSCB). Safeguarding is also linked to the Multi Agency Public Protection Arrangements (MAPPA) and the Multi Agency Risk Assessment Conference (MARAC).
Financial Cost	There are no new financial implications. Safeguarding adults work is within the existing budget provision for assessment and care management staff in Adults' Social Care services.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	Safeguarding activity covers all Wards.

RECOMMENDATION

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

INFORMATION

Reasons for recommendation

The protection of adults at risk is a critical activity of the Council and a key partnership area of work with health services and the voluntary sector

Alternative options considered / risk management

None

Comments of Policy Overview Committee(s)

This report was considered by Policy Overview Committee on 3rd December 2013

The Committee welcomed the comprehensive and encouraging report which demonstrated that a number of improvements had been made.

The Committee noted that there were 1348 alerts and referrals and activity levels had been high. This is not necessarily a bad sign but can be seen as indicating that more people are aware of safeguarding adults at risk and are willing to report their concerns. The number of repeat referrals was low which indicated that Safeguarding Adults concerns were also being met first time.

The Committee heard that SAPB had continued to develop its local processes and procedures and welcomed the news that it had introduced a new risk assessment framework which would enable it to better assess the effectiveness of interventions.

The Committee noted that this had been the first full year of collaboration with the LSCB and appreciated that this collaboration had enabled the SAPB to work more closely on key issues including the planned Multi-Agency Hub (MASH) and joint work across the Children's and Adult Mental Health Services.

Given that the number of vulnerable adults in the Borough is increasing; the Committee welcomed the approach to develop Teams focussed around the family and a more holistic approach to safeguarding. But the Committee also acknowledged the identified future challenges and improvements which could be made. These include the improved monitoring of those adults in homes or hospitals and the development of improved quality assurance mechanisms to assess the effectiveness of interventions on the ground. This is with particular reference to care homes that look after people with dementia.

The Committee welcomes the improvements which have been made since the last report and especially the continued work which is being done to raise the awareness of adult safeguarding with the public.

Supporting Information

Local Authorities have a responsibility to follow the Department of Health guidance outlined in "No Secrets" (2000) and to be the lead agency in coordinating the multi-agency approach to safeguarding adults at risk of abuse in their area. As part of this, the Safeguarding Adults Partnership Board (SAPB) leads on strategy, monitoring and reviewing the safeguarding arrangements in Hillingdon. It publishes an Annual Report, detailing what the partnership has achieved over the year, local and national developments and it decides the service priorities.

The Care and Support White Paper and draft Bill proposes to set safeguarding adults at risk on a statutory footing, placing a duty on Local Authorities to carry out enquiries into any allegations of abuse or exploitation. Having a SAPB will become a statutory requirement requiring the co-operation of agencies to work together to protect adults at risk.

The Safeguarding Adults Partnership Board is a non-statutory, multi-agency partnership of independent and charitable organisations, statutory agencies and others with an interest or responsibility for safeguarding adults at risk. Local Authorities, as required by Government guidance, are the lead agencies in co-ordinating the response to safeguarding adults at risk, part of which is to ensure an effective Safeguarding Adults Board. The remit of the Board is to oversee the strategic development of safeguarding adults and the effectiveness of local arrangements.

Summary of Conclusions

1. The report presents a retrospective of safeguarding work over the year. Key local developments and service changes in 2012-13 have been:

    - Changes to risk assessment process to better assess the impact of interventions,
    - Continued implementation of the pan London policies and procedures,
    - Dissemination of learning from case reviews,
    - Establishment of sub group to plan and develop response to Winterbourne Inquiry. Compliance with initial phase of Winterbourne action plan,
    - Began work to incorporate response to issues of safeguarding vulnerable adults in development of Multi Agency safeguarding Hub (MASH),
    - Developed relevant local guidance, e.g Deprivation of liberty, Serious case review guidance, Hoarding Policy.

2. The SAPB priorities for development for 2013 onwards have been built around the eight ADASS standards of:

- Outcomes
- Leadership
- Strategy
- Commissioning
- People's Experiences of safeguarding
- Service delivery and effective practice
- Performance and resource management
- Local safeguarding Board

3. Of particular priority is a need to improve our response to abuse, particularly financial abuse, which appears to be growing. The Council also needs to ensure that the positive commitment to personalisation does not lead to increased risks. There is no evidence so far that this will be the case. The SAPB also wishes to increase its quality control mechanisms and to test our local practice against national concerns such as the Winterbourne events. The SAPB is well positioned to comply with the likely statutory requirements of the Care and Support Bill.

4. All relevant agencies have contributed to the annual report and the Clinical Commissioning Group have begun to actively participate in early 2013.

5. It should be noted that the role, expectation and workload of the Adult Safeguarding Board have increased hugely over the last year and this will continue when the Care Bill becomes law. Resourcing of the Board will become an issue and it seems unlikely that the Government will be prescriptive in terms of expected contributions from partner agencies. Some business management and administrative time will be essential to ensure effective functioning of the Board.

6. The Council is currently transforming adult social care services and a priority is to maintain awareness and investigation of adult vulnerability and abuse.

Financial Implications

None, although it is noted there may be some implications for the future level of support for the Board's work once the Board is placed on a statutory footing, possibly in financial year 2014/15

Legal implications

When the requirements of the Care Bill are passed into statute, the terms of reference and membership of the SAPB will have to be reviewed. Under current arrangements the SAPB is well placed to be compliant with new regulations and guidance as currently understood.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Safeguarding adults at risk remains a high priority for all partners

Consultation Carried Out or Required

The Safeguarding Adults Partnership Board annual report is written by the relevant Chairman and Service Manager in conjunction with the safeguarding leads of partners and members of the Safeguarding Board. All major partners are consulted and contribute. The report was agreed at the Board meeting of the 26th of September 2012.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance notes the recommendations in the report and concurs with the financial implications set out above.

Legal

The SAPB Annual Report 2012-13 is produced pursuant to statutory guidance issued by the Department of Health in 2000 entitled "*No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.* The guidance which was issued under section 7 of the Local Authority Social Services Act 1970 places a duty on local authorities to take the lead in co-ordinating work to protect adults at risk. The guidance requires statutory agencies to work in partnership to ensure that effective policies, procedures and systems are established to progress and support this work.

Key recommendations in the guidance included the establishment of adult protection committees (which are now called Safeguarding Boards) to oversee the strategic leadership of the protection of adults at risk. The guidance recommended that lead officers from each agency should submit annual progress reports to their agency's executive management body or group to ensure that adult protection policy requirements are part of the organisation's overall approach to service provision and service development.

As identified, the Care Bill, when enacted will place Safeguarding Boards on a statutory footing with proposed responsibilities in line with the current guidance. However, at this stage, the Bill has not been finalised. Under the Council's Constitution, the Cabinet has the appropriate power to agree recommendations proposed at the outset of this report. There are no other significant legal implications arising from this report.

BACKGROUND PAPERS

Care and Support Bill 2012

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Hillingdon Safer Adults Partnership Board Annual report 2012-13

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INTRODUCTION

This report covers the work of the Safer Adults Partnership Board (SAPB) during 2012-13. It highlights the main achievements in safeguarding Hillingdon's vulnerable adults, and identifies the priority areas for improvement for the following year and beyond. Any significant developments in the early part of 2013-14 are also included.

This work relies on strong commitment and collaboration across services, and this is evident though the work of the Board, and from the contribution that each agency has made to this report. From these contributions we can see the efforts that are being made in Hillingdon to keep adults safe.

Hillingdon has dedicated safeguarding adults teams in social care and in the Police, which makes us well placed to respond effectively to concerns raised.

We have this year further developed our local processes and procedures and have introduced a new risk assessment framework which should enable us to better assess the effectiveness of interventions. The local response to Winterbourne and Francis enquiries has been robust and timely.

This has also been the first full year of collaboration with the LSCB. This collaboration is enabling us to work closely on some key issues, such as the planned Multi Agency Safeguarding Hub (MASH) and joint work across Children's and Adult Mental Health Services.

The evidence we have indicates that we are keeping adults as safe as we can within Hillingdon. However, there are some important challenges.

Local demographic data tells us that numbers of vulnerable adults in the Borough will rise.

National events, such as the Winterbourne Inquiry and the Francis report, remind us that we need to do more to ensure we are able to better monitor the care of vulnerable adults, particularly those who are in homes or hospitals.

We need to develop improved quality assurance mechanisms to assess the quality of our interventions on the ground. The personalisation agenda, whilst extremely positive, means that we must help people assure themselves of the quality of care they are purchasing.

Government plans to place Safeguarding Adult Boards on a statutory footing are now clarified in the Care Bill which outlines proposed role, membership and requirement to produce an annual report. Hillingdon SAPB is well positioned to meet the requirements of the new legislation and this annual report will be presented to the Health and Wellbeing Board and the Council Cabinet

Hillingdon is the second largest of London's 32 boroughs. It has a population of 273,900 at March 2011 (ONS) and a projected population of 281,756 for mid 2012 of which approximately a quarter are under 19.

Numbers aged over 65years old are projected to increase to over 38,614 by 2018 (GLA projection). Although many of these will be living in the more affluent parts of the Borough, there are estimated to be upwards of 4700 frail

elderly, many living in unsuitable housing and in areas of multiple deprivation. Numbers of adults with a learning disability and/or a mental illness are also projected to rise.

The most recent information indicates that 25% of women over 60 are non white. For men, measured at 65, it is 30%. The ethnic diversity of the Borough is steadily increasing.

Hillingdon is a comparatively affluent borough (ranked 24th out of 32 London boroughs in the index of multiple deprivation, where 1 is the most deprived) but within that there is variation between north and south, with some areas in the south falling in the 20% most deprived nationally**.**

During 2012-13 2480 adults received an assessment from Adult Social care. There were 5561 reviews of existing service users and 3914 people were in receipt of adult social care services.

Lynda Crellin

Independent Chairman

June 2013

1. WHAT WE HAVE DONE

What we planned to do – our key priorities

WHAT WE SAID WE WOULD DO	WHAT WE DID
Empowerment	
• Ensure that decisions are person led through informed consent whenever possible	• User's and/or their representative's views are specifically referred to as part of investigation reports, case conference minutes and in the closure summary • Increased attendance of service user and/or their representative at case conferences • Increased use of "best interests" meetings to ensure wishes and preferences of service users are considered.
• Staff development and training to remain a priority, and to focus on key identified issues	• Increased training opportunities within partner agencies. • Training completed to address key area of mental capacity. • For social workers, development of the professional competency framework and membership of the College of Social Work to underpin practice
Protection	
• Pan London procedures safeguarding adults at risk – continue the roll out the new policies and procedures and ensure they are embedded in practice	• Policy and procedures available on line to all agencies along with good practice guidance. • Continuing with programme of briefings to ensure alerting staff and managers are clear of their responsibilities. • Amendments to the policies and procedures in progress to reflect structural changes in Health and the Police. • Continued engagement with the London Network on ensuring good practice and partnership working and that policies remain relevant.
• Improve our awareness and response to abuse or exploitation	• Learning from individual cases disseminated.

originating via electronic means, e.g. smart phones, social websites etc.	• Working towards a more comprehensive training package to increase staff confidence and knowledge in this area.
• Ensure and improve response to allegations of financial abuse	• More proactive prevention of financial abuse by management of service users' finances through Deputyship (74) and Appointeeship (221) • Financial abuse being identified in 26% of referrals. • Need to do more in cross agency working with the private sector.
• Implement the recommendations from the Winterbourne Report ,and Care Qualities Commission Review of learning disability services	• All Winterbourne relevant cases reviewed to ensure safe care as first phase of the action plan. • Multi-agency action response plan agreed and being carried forward under SAPB monitoring
• Amend recruitment policy and guidance to comply with revised CRB guidance and the Protection of Freedoms Act.	• This has been carried forward to 2013-14 although all agencies have been updated on the implications of the various changes
Prevention	
• Develop better ways of assessing risk across partner agencies	• New risk assessment framework developed and implemented to enable better assessment of outcome in terms of increased safety
• Develop better identification and support through MASH	• Began work towards developing Multi Agency Safeguarding Hub (MASH) which will include vulnerable adults. • Implementation date September 2013
• Increase staff awareness of issues of self neglect and how to respond.	• Self neglect protocol developed and agreed and disseminated across agencies. Panel to be set up linked to this and hoarding behaviour
• Evaluate advocacy service • Consider use of mental capacity advocacy service (IMCA)	• Evaluating use of advocacy service in safeguarding deferred due to re-tendering of the contract. • Use of the mental capacity advocacy service identified as

	low. To raise awareness across provider agencies through training workshops.
• Increase access to e-learning safer adults awareness training	• 168 social care staff completed training. • 138 social care staff have enrolled to complete the training.
Proportionality	
• Ensure that interventions are carried out in a way that is proportionate to the circumstances presenting and achieve the desired outcomes in the least intrusive way. • Develop and disseminate local guidance around deprivation of liberty and restraint	• Local guidance on deprivation of liberty developed and disseminated with joint working with the Hillingdon Hospital Trust to improve practice. • Safeguarding Team Managers review closures of SA processes to ensure appropriateness. • Reviewed the proportion of cases progressed are consistent with comparable Boroughs and representative of the community.
Partnership	
• Improve SAPB quality control through case audits and scrutiny of performance • Develop an outcomes framework to show what difference we are making	• Assessed SAPB functioning using ADASS outcomes framework • Improved access to real time performance data • Further work needed to evidence the level of positive outcomes.
• Ensure that lessons are learnt through cases, particularly SCRs	• Redrafted local Serious Case Review guidance • One case reviewed using SCR methodology
• Seek representation of the CCG and GPs as providers on the SAPB	• Representation on the Board from Clinical Commissioning Group (CCG) agreed and put in place. GPs a providers followed up through lead GP
Accountability	
•	• Each agency regularly reports to SAPB and through annual report on progress against objectives
	• Health SAAF reported to Board and actions updated on exception basis

2. GOVERNANCE AND ACCOUNTABILITY ARRANGEMENTS

The Safeguarding Adults Partnership Board is a multi-agency partnership comprising statutory, independent and charitable organisations with a stakeholder interest in safeguarding adults at risk. The Board aims to protect and promote individual human rights, independence and improved wellbeing, so that adults at risk stay safe and are at all times protected from abuse, neglect, discrimination, or poor treatment.

The role of the Board and its members is:

- To lead the strategic development of safeguarding adults work in the borough of Hillingdon.
- To agree resources for the delivery of the safeguarding strategic plan.
- To monitor and ensure the effectiveness of the sub-groups in delivering their work programmes and partner agencies in discharging their safeguarding responsibilities
- To ensure that arrangements across partnership agencies in Hillingdon are effective in providing a net of safety for vulnerable adults
- To act as champions for safeguarding issues across their own organisations, partners and the wider community, including effective arrangements within their own organisations
- To ensure best practice is consistently employed to improve outcomes for vulnerable adults.

Membership

Membership comprises all the main statutory agencies and voluntary groups who contribute to the safeguarding of vulnerable adults. A full list of members can be found at appendix 1.

Attendance at the Board was good during the year with CNWL Community Health, Hillingdon and Brompton Hospital and DASH and Council services all achieving 100%

75% attendees were Hillingdon Carers, London Fire Brigade, and Hillingdon Community Health.

50% attendees were Borough and Metropolitan Police, HR (LBH), Age UK and Adult Mental Health had 50% attendance

The Cabinet lead member for Adult Social services sits on the Board, as well as the Corporate Director, Social Services, Health and Housing

From April 2013 the Clinical Commissioning group (CCG) is represented on the SAPB by the Lead GP and the Executive Lead for Adults.

When the Government's intentions are clear with regard to the Care Bill, we will review and update the membership and terms of reference of the Board.

Independent chairman

Since November 2011 the SAPB has been chaired by an independent chair, who also chairs the LSCB. More local authorities are moving towards independent chairing, especially those who have returned to a combined

children and adult social care system. In March 2012 the SAPB agreed a protocol that set out the roles and responsibilities of the chair

Relationship to agency boards

There are links across to the Safer Hillingdon Partnership and Healthier Communities for Older People. Safeguarding also links to the Multi Agency Public Protection Arrangements (MAPPA) and the Multi Agency Risk Assessment Conference (MARAC) We have tried in this annual report to better reflect the partnership work in Hillingdon, and have asked the agencies represented on the SAPB to make their own direct contributions to this report. We asked about governance and contributions to safeguarding, along with training activity and these are included below. Actions planned within each agency are included in section 7.

Hillingdon Council

The Council is the lead agency for safeguarding adults**.** The Director of Adult Social Care (statutory DASS) sits on the Board and the annual report is presented to Council's Policy and Overview Committee and to Cabinet.

LB Hillingdon has a dedicated safeguarding adults' service that handles all allegations of abuse, working with adult services' teams and partner agencies. Each major partner has an appointed safeguarding lead manager or senior practitioner to link with LB Hillingdon on operational issues and to work jointly on investigations, where their expertise is needed. The partner leads also act as the champion for safeguarding adults in their organisations. In addition, the safeguarding service works closely with LBH's contracts inspection team, and with the Care Quality Commission (CQC).

LB Hillingdon in 2013 is reconfiguring the adult social care pathway to ensure unnecessary duplication and barriers to effective cross working are eliminated. For example, for adults with disabilities this has taken the form of an "all age" service that looks to smooth the transfers from childhood to adulthood. Similarly, with the service for older people, new ways of working seek to increase contact time with service users, provide more responsive, timely assessments and reviews and to offer better care solutions.

VOLUNTARY SECTOR

Voluntary Sector agencies are critical to our work, and are well represented on the Board.

Age UK Hillingdon

Internal governance arrangements in respect of adult safeguarding

Age UK Hillingdon is committed to the protection of vulnerable adults. The organisation has reviewed a range of policies and procedures to ensure that Safeguarding is given a high priority within the organisation and to provide its staff and volunteers with the confidence and knowledge to identify potential abuse and act on it appropriately:

These policies are included in the Staff Handbook, highlighted as part of the induction training of all staff and volunteers and reinforced through

safeguarding training. Safeguarding is a standing agenda item for staff and volunteer meetings and is included in our Supervision and Appraisal forms.

All trustees or senior managers involved in recruitment must have undergone Safer Recruitment training.

Main achievements 2012 - 2013

Age UK Hillingdon and Hillingdon Carers worked together to provide a support group for relatives of residents in care homes in Hillingdon (RRICHH). Volunteers recruited through RRICHH were trained to act as advocates for people living in care homes in the borough. The Black and Minority Ethnic Access Project run by Age UK Hillingdon has facilitated meetings with older members of the Black and minority communities to raise awareness of abuse and has supported individual victims to report abuse.

Age UK Hillingdon's Human Resources Manager has been an active member of the Safeguarding HR Sub Group.

Main Challenges/developments

500 volunteers and staff work for Age UK Hillingdon to support older people with the organisation and each volunteer will have training on safeguarding adults as part of their induction. Ideally they should each be provided with regular on-going training on safeguarding however it has been hard to access affordable training in this area. The organisation has therefore recently reviewed its policies and procedures and will raising awareness of these with all staff and volunteers so that there is a clear process for reporting abuse.

Disablement Association Hillingdon (DASH)

DASH is a disability charity and works with many vulnerable people on a daily basis. We have strong policies and procedures and have regular training to ensure that all staff are fully aware of the need to understand and follow the procedures.

We have advocates who work with people who are going through the safeguarding process to ensure that they are fully supported through the interviews and that their voices are heard.

We follow safer recruitment procedures and all staff and volunteers are CRB/DBS checked.

Through our direct payments work with the Council we also assist people employing Personal Assistants to follow safer recruitment procedures and CRB check the people they choose to employ.

With new procedures for DBS checking it will be more difficult in the coming year to ascertain at what level we can check our staff and volunteers. In the past everyone could be checked at enhanced level but as we are not involved in personal care this will be less clear cut particularly for our sports sessions. It is our intention to check at the highest level permitted but to ensure that we maintain our safer recruitment procedures to ensure we have full references and work history.

It is our intention to continue to educate the people we work with to ensure that they understand what safeguarding means and to expect high standards

from people who are working with them. We will also encourage them to raise concerns if they feel they are at risk.

Hillingdon Carers

Internal arrangements

During 2012-13 a review of internal arrangements has been commenced in response to changes arising from the Disclosure and Barring Service requirements. This has resulted in:

- Changes to safer recruitment arrangements to ensure levels of checking are appropriate in relation to employee roles;
- Review of processes in relation to recruitment and on- going checks for volunteers;
- Refinement of role descriptions and defining the scope of roles to ensure practice reflects current legal frameworks;
- Review of *Hillingdon Carers Safeguarding Vulnerable Adults Policy* to ensure the policy reflects Pan London policies and guidance.

Over the year 2012-13 Hillingdon Carers has continued:

- Specific inclusion of *safeguarding issues* in every staff supervision (including administrative staff responding to telephone and e-mail contact from our clients);
- *Regular training* for all staff/volunteers who have regular, unsupervised contact with children and/or vulnerable adults (one third of staff completed e-learning update during year);
- *Safeguarding prompts* on all assessment documentation/checklists for casework with young carers and adult carers supporting vulnerable adults;
- *Centralised record* includes referrals to local authority safeguarding team.

HEALTH AGENCIES

Health services remain in a state of change, with the move to Care Commissioning Groups led by GPs due from April 2013.

The Hillingdon Hospitals NHS Foundation Trust

Internal governance arrangements in respect of adult safeguarding

Safeguarding Adults arrangements at the hospitals have continued to strengthen during 2012/13. The Executive Director for safeguarding, who sits on the hospital Trust board oversees the annual work and audit programmes for safeguarding adults and progress against these is now reported to the Trust's Safeguarding Committee which reports to the Quality and Risk Committee (a board committee) on a quarterly basis. An annual report on safeguarding activity was presented to the Trust Board in August 2012.

The Trust has a multi agency Safeguarding Committee, which meets on a quarterly basis and covers both adults and children safeguarding work. This replaces the Safeguarding Adults Steering Group (SASG).The Committee is chaired by the Executive Director of the Patient Experience and Nursing.

The Self Assessment Assurance Framework (SAAF) is a tool devised by NHS London (NHSL) for organisations to assess themselves in terms of Safeguarding assurance. The SAAF is now cross-referenced with CQC Outcome 7 (regulation 11): 'Safeguarding people who use services from abuse'. The SAAF was validated at a multi-agency event chaired by NHSL in September 2012.

The Trust was also involved in the validation of the Learning Disability SAAF. The Trust section of the SAAF was validated.

Both of these tools provide the Trust with substantial assurance in terms of safeguarding governance; both Are reviewed bi-annually at the Safeguarding Committee . There is a strong working relationship with both Clinical and Information Governance at the Trust in relation to Safeguarding.

There is also regular attendance at the Hillingdon PREVENT Partnership Group.

The Hillingdon Hospitals NHS Foundation Trust's contribution to and achievements in improving safeguarding during 2012-2013

The Trust hosted the third 'Benchmark of Best Practice' workshop in April 2013. The event allows Trust staff to engage with service users and carers and with colleagues from local health, social care and voluntary sector organisations to benchmark our services for patients with a learning disability and for people who are vulnerable against the NHS London Benchmark of Best Practice tool. The most recent event was attended by nearly 100 people. The event focused primarily on the experiences of patients and service users accessing services at the Trust, including a multi agency case study on the care of a person with severe learning disability and very complex health needs and two people with autism talking about their condition. A summary on Dementia care at the Trust and the Equality Delivery System was also provided.

The Trust has been referenced again in March 2013 in the NHSL (now NHS England, London Branch) Pan-London Thematic review of the SAAF as an example of good practice, in relation to listening to and acting on user views.

The Trust 'Safeguarding Matters' newsletter for adults and children is sent to staff, on a regular basis.

In 2012/13, there was re-audit of staff knowledge and awareness of the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS). The results indicated that more awareness sessions were needed for staff specifically on MCA and DoLS and to reiterate who to contact for advice and support.

There was also an audit conducted on Learning Disability awareness and of vulnerable patients focussing on how the Trust staff look after these patients in hospital. The results were positive; staff knew who to contact if there were concerns. There needs however, to be increased awareness and use of the patient passport.

Key challenges moving forward in 2012/13 include:

- The achievement of more than 80% compliance with Safeguarding Adults training.
- A greater understanding and embedding of MCA and DoLS

Central and North West London Health (CNWL)

CNWL NHS Foundation Trust CNWL is one of the largest trusts in the UK, caring for people with a wide range of physical and mental health needs. We provide healthcare to a third of London, Milton Keynes and parts of Kent, Surrey and Hampshire. Within the borough of Hillingdon, CNWL provides both mental health and community care services, (the latter is known as Hillingdon Community Health).

In relation to the community services provided in Hillingdon by CNWL:

Hillingdon Community Health

Governance arrangements in respect of adult safeguarding

In 2012, Hillingdon Community Health was able to declare full compliance with safeguarding responsibilities as outlined in Outcome 7 of the Care Quality Commission's Essential Standards of Quality and Safety.

The community division holds a quarterly safeguarding meeting, chaired by the Managing Director for Community Services, to review policies, results of audits, training plans, lessons learnt from safeguarding alerts as well as agreeing and overseeing the annual work plan.

Representatives from the community division also attends the Trust's Quarterly Safeguarding Committee which is chaired by the Board Level Safeguarding Lead - Executive Director of Operations and Partnerships.

As a key borough partner, there is Director level representation from the community division on the local Hillingdon Safeguarding Partnership Board with representation also on the sub-groups which support the Partnership Board.

Main Achievements 2012-13

During 2012/13, the community division completed the London-wide Safeguarding Adults Self Assessment Assurance Framework (SAAF). There was evidence to show good performance across all of the indicators with only two amber rated (Mental Capacity Assessment and PREVENT). Since the initial assessment, the community safeguarding lead has undertaken significant work in relation to both these areas and the division is now rated as "green."

During 2012/13, three detailed audits related to adult safeguarding were undertaken:

Learning Disabilities – this focused on the quality of care planning and evidence of reasonable adjustments being made for this vulnerable group. Overall, the results found that care planning was good with reasonable adjustments for individual patients identified. Recommendations were made around improving care plan review dates and a planned re-audit is scheduled

for 2013/14. This audit positively reflects the significant work which has been undertaken as a priority for the division during 2012/13 which comprised training for staff, development of further easy read literature and the designing of bespoke care planning tools for staff.

Dignity - this audit was undertaken to assess (from a patients perspective) whether they felt that they had been treated with dignity and respect. The audit showed a very positive outcome with patients feeling that they are listened to, respective and involved in decisions about their care.

CNWL Mental Heath Services

Introduction

Information about the areas the Trust serves, our internal governance arrangements for safeguarding children, updates on last years planned actions and plans for 2012/13, together with the revised approach to training is included in the CNWL Safeguarding Children Annual Report 2011/12. The link to this on the web is: http://www.cnwl.nhs.uk/Board_Directors_papers.html. The paper is listed under the Meeting of 11th July 2012.

Please see below the Mental Health and Allied Specialties contribution:

1. Main Achievements 2012/13 have been:

- **Establishing shared supervision arrangements**: Addiction Services have agreed times when safeguarding children cases can be presented to CSC workers for support and challenge.
- **Young Carers**: The CNWL Safeguarding Children's Advisor has worked with local partners to develop a training package for staff to raise awareness of young carers issues. CNWL has also established a Focus Group for Young Carers so that they can feedback their views on services and what improvements would make a difference to them. Hillingdon Young Carers have been present in this group.
- **Section 11 Audit**: The Trust completed a Section 11 Audit for Hillingdon and an evidence file documenting the supporting evidence of compliance was made available. Where further work was needed an action plan was developed and these actions have all been completed.
- **Supervision Audit across adult and CAMHS** – carried out by external auditors. This found all staff had been supervised with their CP cases in the previous month, the main learning point was the need to record the safeguarding children supervision on the electronic record, and to update the Supervision Policy so guidance was clear on this. **Safeguarding Helpline Audit**- showed that service in Hillingdon used this on a regular basis and there was a high level of awareness amongst staff on how to access support on safeguarding issues.
- **Attendance at safeguarding training including refresher training** – presently CNWL level of attendance on training is above 85% and the Trust is fully compliant with the David Nicholson DH requirements on this. CAMHS and staff who regularly see children received training on the CAF.

2. Main Challenges

We have identified some key challenges for the Trust in 2012/13:

- **Reviewing CAMHS**: Commissioners have been working with CAMHS to review the service and concerns remain within CAMHS about the level of funding and capacity to meet local needs. A Royal College of Psychiatrists review identified some areas to strengthen also potential gaps in commissioning.
- **The financial environment** and the impact on contracts with CNWL may mean that services have to reduce and may not meet the needs of children, the demand of families or the expectations of partner agencies.
- **Impact of the benefit changes** on families may result in moves of families where there are concerns and disrupt treatment packages, or risk being lost to the systems in new areas. The areas where families may move from to Hillingdon are likely to be managed by CNWL, so this risk is mitigated.
- **Establishing information systems to gather the information needed**, that is, to collect more outcome focused measures and qualitative data to assess the effectiveness of services, including linking adults and children in the IT system. Many of the IT systems do not currently support the collection of such information.

<u>Royal Brompton & Harefield NHS Foundation Trust</u>

Outline of Trusts Governance arrangements in respect of Adult Safeguarding.

The Trust has an Executive Safeguarding Lead that reports directly to the Trust Board and supports the Trust' Safeguarding Lead to:

- Deliver strategic objectives and lead across the service, supporting individuals and departments in their engagement in safeguarding cases and providing advise on safeguarding escalations and Investigations
- Work collaboratively with community health and social care partners, reporting and attending Local Safeguarding Partnership Board Meetings
- Prepare Trust-wide annual reports of safeguarding adults Activity and coordinating internal meetings. The Safeguarding steering group has merged with the newly established Mental Health and Safeguarding Committee where the safeguarding agenda is disseminated and there is an opportunity to allocate time for case reviews. This committee reports directly to the Governance and Safety Committee which selects items and takes them to the Risk and Safety Committee (a non-executive committee of the Trust Board)
- Ensure training content is in line with national guidelines and local requirements.

Furthermore the Trust has a local policy in line with national guidance that includes the Pan London Policy and Procedures, Prevent Strategy and Savile allegations requirements. The Policy outlines the referral process and roles and responsibilities of all staff.

Main achievements in 2012-13

Achieved 90% of the set target for safeguarding mandatory training. Continue to strengthen the training strategy for all areas of safeguarding: Level 2 “The referring manager Role” was commissioned and brought in-house from January 2013; Mental Capacity Act tailored “Understanding the legal use of restraint” training was set up to improve safeguarding measures and provide guidance and processes to govern the use of restriction and restraint and to understand the Mental capacity code of practice.

Launched the Prevent Strategy in line with government guidelines to address radicalisation and stop people becoming terrorists or supporting terrorism.

Completed the 2012 NHS Operating Framework for Adults at Risk (known as SAAF- Safeguarding Adults Assurance Framework). Received good outcomes.

Well established links with tissue viability which has made it possible to implement the pressure ulcer/safeguarding reporting protocol (designed by the K&C Safeguarding partnership board).

Main challenges/developments

Continue to develop and guidance and processes to govern the use of restriction and restraint in the context of safeguarding.

Ongoing work with regards to patient, users and carers involvement with regards to safeguarding. The following areas are still developing and need improving: collecting the evidence

Development of a Mental Health and Safeguarding board, platform to discuss serious case reviews.

Metropolitan Police

1. MPS governance regarding Safeguarding Adults at Risk is contained within:

1. **S.O.P. Investigations into Domestic Violence**
2. **S.O.P Investigations into Disability Hate Crime**
3. **S.O.P. Safeguarding Adults at Risk**

These policies introduce an enhanced and prioritised procedure for the investigation of Safeguarding Adults at Risk cases to create a framework for all staff to provide an effective, professional and corporate level of service. The MPS is keen to ensure that not only does it maintain its commitment to London's diverse population with regard to the investigation of Safeguarding Adults at Risk incidents but also that the organisation builds on the work developed since the establishment of Community Safety Units.

2. The Safeguarding Adults at Risk Unit (S.A.R.) based at West Drayton Police Station has worked throughout the 2012/13 period weekly if not daily with Hillingdon Adult Social Services (A.S.S.) on joint investigations , strategy

meetings and interventions as well as supplying A.S.S. with advice re referrals where necessary.

The most prominent investigation was the conviction of a member of staff for poisoning six dementia in a care home. This was a protracted complex investigation that resulted in three years imprisonment . The case was reported locally, nationally and reported on national television news.

A further focus visit by the Uxbridge Gazette highlighted the innovative work of the Safeguarding Adults at Risk Unit at West Drayton.

3. The retaining of the SAR unit under the new London Policing Model ,LPM which goes live on 24th of June 2013 in Hillingdon Borough.

4. 2013-14 ,The SAR unit retains functionality under LPM within the C.I.D. command based at Uxbridge Police Station with two dedicated Detective Constables

5. The CSU has conducted throughout 2012/13 training in care homes for staff and managers where flawed procedures have been identified .A further presentation for the other 30 CSU managers was held at New Scotland Yard highlighting the work and investigation techniques of the Hillingdon SAR Unit.

London Fire Brigade

1. Hillingdon Borough has 4 Fire Stations with 160 operational personnel. All of these have received internal training in Adult Safeguarding protocols and Child Safeguarding.

2. The London Fire Brigade has dedicated policies covering ‘adult safeguarding’ and a separate one for children and this details what to do and how to recognise the signs. It also explains the reporting mechanism and the timescales involved.

3. Over the last year local crews identified 5 ‘adult safeguarding’ cases and as far as I am aware all of these were known to social services. One child referral was sent through. Again, social services were aware of this family but there had been a deterioration in conditions since their last visit. Thus this identified to me that crews were correctly identifying some of the most vulnerable people in the community and that these had already been picked up on by social services and were being assisted.

4. Crews carried out 2647 ‘Home Fire Safety Visits’ across the borough last year. Although this is not directly linked to safeguarding, we are accessing some areas that some other partners are not. Through our visits we target those most at risk within the community.

5. We fitted 5 arson proof letter boxes to those that may have been at risk of an arson attack. This is work we do with social services or the police or internal departments. Some of these are where there has been a separation of the husband and wife and one has threatened the other with an arson attack.

6. We supplied two sets of flame retardant bedding to two individuals known to us.

7. We assisted the Police, local council and bailiffs with an eviction in March 2013. The person being evicted claimed that he would set light to his property if evicted and this could have endangered his neighbours. For this we were on hand to supply smoke alarms for the neighbours and supply some flame retardant bedding to the council to use for the person being evicted in his new property.

London Ambulance Service

The London Ambulance Service are not currently members of the Board, but have London wide identified various actions arising from the Winterbourne Review:

- Reviewing contracts, to make whistle blowing a condition of employment.
- Developing “Easy Read” complaints information.
- Exploring how best to collate and share safeguarding alerts from same location with LA.

All actions identified from the review will be monitored by the LAS Safeguarding Group and will be added to the LAS Safeguarding Adult Action plan.

Care Quality Commission

Safeguarding 2012- 2013

Background

The Care Quality Commission is the single, integrated regulator for health and adult social care in England to ensure care services are meeting government standards. This includes services provided by the NHS, local authorities, private provider companies and voluntary organisations – whether in hospitals, care homes or in people’s own homes. Part of CQC’s remit is also to protect the interests of people whose rights have been restricted under the Mental Health Act.

CQC Improvement Activities 2012-13

Over the last 12 months we have continued to improve our systems and process in response to lessons learnt from high profile cases. Significant development work has continued across CQC’s safeguarding systems and processes. This work includes;

- Revising and publishing our safeguarding protocol
- Development and implementation of safeguarding quality assurance systems
- Development of tools that allow us to improve the interrogation of safeguarding information

Completed all the safeguarding recommendations arising from the CQC Individual Management Review (IMR) arising from the preparation for the Serious Case Review into the events at Winterbourne View

Partnership Working

In our revised safeguarding protocol we have strengthened our commitment to develop working relationships with local safeguarding partnerships. We are committed to attend appropriate safeguarding strategy meetings and local safeguarding boards at least once a year to share regulatory information, promote the role of CQC in safeguarding or discuss a local or regional safeguarding matter. CQC meets with the safeguarding leads from the Association of Directors of Adult Social Services on a quarterly basis to share information and discuss regional and national safeguarding issues.

Winterbourne View

CQC has completed all the safeguarding recommendations arising from the CQC Individual Management Review arising from the preparation for the Serious Case Review into the events at Winterbourne View. We have already made significant changes to various areas of our work that includes ensuring that we are better placed to respond to concerns of whistleblowers in order to protect vulnerable people. Other changes relate to the way we follow-up on action plans when services aren't meeting national standards, build new ways to work with local safeguarding teams and develop the way we analyse safeguarding information so we can spot trends in care.

CQC is also contributor to the Department of Health Concordat – Programme of Action devised in response to Winterbourne View. The concordat commits a range of agencies and public bodies to a programme for change to transform health and care services and improve the quality of the care offered to children, young people and adults with learning disabilities or autism who have mental health conditions or behaviour that challenges to ensure better care outcomes for them.

Findings from Inspections

Our inspections of safeguarding (Outcome 7) in 2011/12 found that 90% of NHS hospital-based services and 89% of community services met the standard. We found that information-sharing in respect of safeguarding needs improvement in NHS services – there can sometimes be a lack of clarity about responsibilities and procedures, so that some cases are not referred to local authority safeguarding teams where it would have been appropriate to do so. NHS mental health, learning disability and substance misuse services performed less well than other NHS services.

Some independent healthcare services performed fairly well in 2011/12 in respect of safeguarding people from abuse – of those CQC inspected, 90% of independent hospitals and community services met the standard in

the year However, this was not replicated in independent mental health, learning disability and substance misuse services – here 73% of the services inspected met the standard.

There were less positive findings in relation to safeguarding in nursing homes and residential care homes. Of the locations inspected, 83% of nursing homes and 88% of care homes met the standards in 2011/12.

In the first dental care inspections 93% of dental services inspected met the standards on safeguarding and safety. Overall inspectors found good

awareness of child protection issues but providers understanding of safeguarding vulnerable adults were patchy.

NB. This report presents the national picture. Discussions are underway locally to discuss how CQC local work can be represented.

Financial arrangements

The Coalition Government has indicated in the draft health and social care (now Care) Bill that they intend to put Adult Safeguarding Boards on a statutory footing. Depending on the statutory scope of the SAPB's work this may have financial implications for LB Hillingdon and partners in needing to support the work of a new Board. Currently the commitment of partner agencies is through officer time and some designated posts. However, LB Hillingdon's adults and children's Boards working with each other have enabled efficient use of existing resources.

Sub groups

Most activities relating to the SAPB business plan have been led by the Service Manager supported by sub groups, mainly established in 2012. Human resources (joint with LSCB)

- Policy and performance
- Learning and Development
- Serious case Review sub group (ad hoc as required)
- Financial Exploitation (short life group commenced in 2013)
- Winterbourne sub group (short life group commenced 2013)

Terms of reference for sub groups are included as an appendix to this report.

3. LEARNING FROM CASE REVIEWS AND AUDITS

Serious Case Reviews (SCRs)

LB Hillingdon had no serious case reviews in 2012-13. National evidence showed some lack of consistency in use of criteria and methodology, so the SAPB reviewed and updated local procedure and guidance in line with recommendations from ADASS and in accordance with the draft requirements of the care and support Bill

The Board did carry out one case review, using the SCR methodology. This review was completed in summer 2013 and concerned a person with varying capacity about whom professionals could not agree about their degree of competence

Those who carried out the review agreed that this sort of situation presented huge challenges for professionals in terms of assessing capacity and risk and that the recommendations and plan should form a substantial element of the SAPB work plan for 2013-14,

In addition to individual agency recommendations, the multi agency recommendations were:

- Raise awareness of Mental Capacity Act; how and when to use, clarification of when a 'best interests' meeting is appropriate and risk management of people with varying capacity. Assessment to include risk of fire in the home (working smoke alarm/home living environment/cooking habits).
- Have in place agreed thresholds for review of care plan for somebody with fluctuating capacity. Ensure robust risk assessment tools are in place to identify risks and to be clear what strategies are put in place to address risk and what monitoring of that risk is in place.
- Improve discharge planning process for people with complex needs and varying capacity including consistency in assessment of decision specific capacity. To specifically address in respect of multi agency working and information sharing
- Maximise the effectiveness of the integrated care pilot for people with complex needs and varying capacity.
- Ensure staff and front line managers are aware of decision making process contained in the London SA procedures concerning when to refer to the safeguarding team.
- Ensure all available community safety options are included in all assessments, where appropriate.

A management review in respect of another case was carried out in spring 2012. The review involved a family with children where a parent had a mental illness, and was a joint review by Hillingdon Council and CNWL. The following key learning points were identified:

- The need to refresh and reactivate the existing inter-agency protocol between Mental Heath services and Children & Families Service,

particularly the need for professionals to meet and develop a fully multi agency assessment of need, and an understanding of language used in case planning across the two agencies

- The need to ensure that staff in both services are able to take account of the impact of actions on children and adults in a family.
- The need to improve management oversight in order to ensure that the two actions above could be implemented

Safeguarding Adults Team has worked to improve links with the Central NW Mental Health Foundation Trust and each mental health unit has a designated safeguarding lead. Workshops have been set up with mental health managers and front line workers to focus on safeguarding issues and how our services work with each other using the London multi agency safeguarding procedures. Referrals from Mental Health Services have increased.

4. WORKFORCE

Whilst safeguarding adults is the responsibility of all staff, the Safeguarding Adults' team is responsible for investigating and managing reports of abuse, except where a criminal offence is believed to have occurred where the Police take the lead. In the LB Hillingdon Safeguarding Adults' team there are currently 12 qualified social workers (10. 5 full time equivalents) with close management oversight, signing off each stage of the safeguarding process. Partner agencies have also strengthened their response to safeguarding adults through safeguarding lead posts, either as a specific responsibility or as a part of their existing responsibilities. This has helped to create a network of staff across Hillingdon to lead in this area of work.

There is an e-learning module on safeguarding adults' awareness available to all relevant agencies. 168 social care staff have completed this module and 138 have registered to access this learning module.

Understanding mental capacity and working within the code of practice of the Mental Capacity Act 2005 is an important aspect of safeguarding the adults we work with, whilst maximising their choice and independence. Training for front line staff was completed by 102 staff over four sessions and 23 managers were provided with training to promote good practice in capacity assessments.

Training activity across agencies

The Hillingdon Hospitals NHS Foundation Trust

Safeguarding Lead, (which included a presentation at Level 1 mandatory training in Vulnerable Adults is delivered monthly with an additional 30 minute awareness session on Learning Disability. In addition, monthly training at level 1 is delivered to all new starters to the Trust. Bespoke sessions are also arranged. Specific presentations for MCA and DoLS have also been delivered by the Medical the surgical audit meeting) and by the Psychiatric Liaison Consultants based at Riverside. A domestic violence session has been delivered to Trust staff by Hestia.

CNWL – HCH

A Safe and Effective Workforce

All HCH staff who may potentially have contact with clients at risk attend Hillingdon's safeguarding adults in-house, mandatory training programme. Sessions are offered at least once every month. Compliance with attendance on this mandatory training programme, including refresher training, is monitored monthly and has been consistently high between 86-95% throughout the year as shown below:

Training Level	Summary of Course	Audience	Trainer	Compliance
Investigators Training	This is a higher level course aimed at staff who may be asked to take a part in safeguarding adults' investigations.	Safeguarding adults team	Social Services	100% completed
Level 2	Referrers training. This is to ensure that anyone working closely with the public can identify adult abuse and will be confident to refer an adult to safeguarding.	All clinical staff	HCH's Safeguarding Adults Team	85% completed
Level 1	Alerters' training. This is to raise awareness about abuse of vulnerable adults. The training gives direction to staff on what signs to look for and who to tell if they identify abuse.	All clerical staff	HCH's Safeguarding Adults Team	97% completed

Between April 2012 and April 2013 70 admin attended Level 1 alerters' training, and 199 clinicians attended level 2 Referrers training.

The community safeguarding adults' team delivers training for Mental Capacity Assessment to all staff. There were 4 sessions during 2012/13; the team has given dedicated MCA and Deprivation of Liberty Standards (DoLS) training to staff working at the Northwood and Pinner Intermediate Care Unit, also the community matrons. The safeguarding adults' team also attends team meetings and discuss safeguarding adults' case studies with the teams; these case studies always include mental capacity.

In line with Trust Policy, all staff working with vulnerable adults have enhanced Criminal Records Bureau Checks undertaken before being allowed to commence in post; this is closely monitored via the Human Resources Department and the division is fully compliant in this area.

HCH Training – this audit was conducted over a 6 month period to assess the effectiveness of training delivered by the safeguarding adults team. The audit was conducted anonymously over a 6 month period. The results were positive with staff feeling that the training met their needs and was geared to their work place. Comments received from some returns have been incorporated into the new training plan for 2013/14.

Brompton and Harefield

The Trust delivers level **1 "Raising *Awareness"*** which focuses on developing a shared understanding with what is abuse and what constitutes an adult at risk; an understanding of the signs and symptoms of abuse. Also what to do if you witness abuse or are told about it. **Level 2 "*The Referring***

***Manager Role"*, focusing on dealing with disclosures for those who need to complete the alert form as part of their professional role; determining risk, vulnerability and seriousness; examining the implications of the three 'C's – capacity, consent and confidentiality and to understand dignity and respect when working with individuals.

Level 1 is provided through corporate induction sessions and as classroom training and level 2 is provided as classroom training only.

Furthermore we have now developed an in-house e-learning tool, mainly used by the medical teams but opened to all trust staff.

The figures below show training for the period 1/4/12 to 31/3/13
684 people received SGA training of which;
331 Level 1- Induction
337 Level 1- classroom
36 Level 2- classroom
By staff group:
Level 1: Nurses 263, Doctors 83, Other Clinical 193, Non-clinical 109
Level 2: Nurses 27, Doctors 1, Other Clinical 5, Non-Clinical 4
This represents 90% of the set target of 726.

Prevent Strategy training: 13

Age UK

Safeguarding Training 2012-13

The following training has been completed by our staff and volunteers, where appropriate:

- DBS - Duty to Refer
- Safeguarding Adults – e-learning
- Safer Recruitment
- Safeguarding Policy
- DBS – Counter signatory Training

Hillingdon Carers

Hillingdon Carers has continued to contribute to raising awareness of the need to safeguard vulnerable adults and helping the general public report abuse and access support services by:

- Maintaining a *'Report Abuse' prompt* on the home page of Hillingdon Carers website www.hillingdoncarers.org.uk throughout the year;
- Displaying posters from the *Safeguarding Vulnerable Adults campaign* in the Carers Advice Centre in Uxbridge High Street;
- Including *safeguarding issues* in all Carer Awareness sessions delivered to professionals (34 sessions in 2012-13);
- Making a presentation to the joint LSCB-SAPB meeting in March 2013 to raise awareness to a multi-agency audience of *potential*

safeguarding issues related to Young Carers and the family members they support.

- Inviting a safeguarding lead from Hillingdon Community Health to attend two events for carers in primary care venues in the north of the borough during 2012-13.

5. HOW WE ARE DOING: effectiveness of local safeguarding

How the SAPB monitors local safeguarding arrangements

The SAPB uses a variety of information to assess the effectiveness of local safeguarding arrangements. These include annual returns, inspection reports, and quality audits. During 2012-13 we were able to receive improved performance information based on the annual safeguarding adult returns submitted to the Department of Health. The focus will include more outcome data to ensure intervention is effective.

Effectiveness of local arrangements to safeguard adults

Performance information

Key Information - Safeguarding Performance.

LB Hillingdon provides an annual return to the Department of Health on safeguarding adults' activity. The highlights from these returns for 2012-13 are presented below with commentary and comparison with 2011-12. Percentages, where quoted, are rounded up or down.

Referrals

Alerts	Referrals	Repeat referrals	Completed referrals
825	523	68	538

Alerts are safeguarding contacts made to LBH that do not progress further under SA procedures and referrals are contacts made that do progress. Repeat referrals are where a previous contact has been made and progressed in the same year and completed referrals are those progressed that have been completed in the year, although some may have started in the previous counting year e.g. March 2012.

Alerts and referrals amount to 1,348 which is up 7% on last year. The percentage progressed under SA procedures remained about the same although the total is up on last year. Repeat referrals are low, which is a good indication that SA concerns are being dealt with first time. Despite the increase of total SA contacts, the percentage of completed referrals has increased slightly to 40%. Existing staffing resources have managed this increase in activity.

The gender of contacts remains consistent with last year. Around 60% of contacts are for women and 40% for men. The number of women alleged victims of abuse increases with age. In the 18-64 years group it is 51% and in the 75 years plus group it is 71%.

Ethnicity of Contacts

Alerts	White	Non-white	Referrals	White	Non-white
786 (ethnicity recorded)	79%	21%	522 (ethnicity recorded)	79%	21%

These figures are little changed from 2011-12. Release of the National Census figures for ethnicity profiled by Borough and age indicate, in the 65 years plus age group, 84% are white and 16% are non-white. Two thirds of contacts concerning safeguarding adults relate to people over 65 years old, so the profile seems reasonably matched to the Borough profile. The contacts relating to ethnic minority groups that progress to a referral remains consistent, indicating the screening process does not unintentionally disadvantage people.

Main source of Referral

Social Care staff	Health Care staff	Self/Family and Public
33%	19%	21%

Compared with last year there has been a slight increase from 30% to 33% in social care staff reporting abuse, a 6% decline in health staff and the self/family/public percentage has remained steady at 21%.

Nature of Alleged Abuse

Physical	Sexual	Emo/Psych	Financial	Neglect	Discrim	Institut
28%	6%	17%	26%	22%	0%	2%

Compared with last year's figures there has been little change with a small increases in sexual and psychological abuse by 2% in each category, a 3% increase in financial abuse and physical abuse and neglect remaining exactly the same.

Location of alleged abuse

Own Home	Care Home setting	Supported accomm setting
55%	19%	7%

The number of people allegedly abused in their own home has decreased slightly from 61% to 55% compared with last year. It is difficult to know if this is good news, being an overall drop in this setting (a difficult area to monitor) or whether the drop is due to non-reporting. Care Home settings are down from 21% to 19% although supported accommodation is up by 3% representing the growth in this type of service option.

Main Perpetrator categories

Strangers/unknown	Social Care staff	Partner/Family Member	Neighbour /Friend
18%	15%	34%	10%

As in previous years, the highest category of perpetrator is someone already known to the person at risk with family, partner, neighbour and friend accounting for 44% of referrals. This is down by 5% on last year. The next category is social care staff 15% of which the majority are domiciliary care staff. This would be in keeping with the large volume of social care provision consisting of domestic support to people in their homes. Abuse from strangers or people unknown constitutes 18% of referrals. The remaining 23% are other professionals, other service users or health care staff.

Case conclusion

Substantiated	Partly substantiated	Not substantiated	Inconclusive
31%	6%	44%	19%

The overall number of cases reaching a conclusion has increased from 478 to 531, an increase of 10%, The percentage substantiated has gone up by 2%, partially substantiated by 5% and there has been a decrease in not substantiated by 9%. Inconclusive has risen slightly by 2%. Overall, this trend is pleasing as the service is being increasingly challenged, whether by individuals or social care providers on the validity of evidence to support our conclusions. This would indicate our investigations are robust.

Outcomes

In the majority of cases there is “no further action” which is slightly misleading as it implies nothing has been done when, in fact, the circumstances of the individual might have been put “back on track” and existing support refocused. The next largest category is increased support (26%) followed by a cluster of categories such as removal to another setting, different care arrangements or arrangements to manage the person’s finances. Currently, acceptance of the protection plan, that is the arrangements made with the person to prevent future harm, is a rather crude measure of outcome. 46% of people accepted their protection plan arrangements, which is low. Some of this is due to lack of mental capacity but also it must represent a significant number who have capacity and choose to remain in circumstances we would consider risky. Changes in the annual returns for 2013-14 will have more focus on outcomes with a new requirement to determine if SA action has lead to risk reduction or not. Also, there will be a category to indicate where a SA investigation ceased at the request of the individual concerned.

Comparison with other Local Authorities

The Health and Social Care Information Centre publish a report for LB Hillingdon, comparing our performance with other Local Authorities with a similar profile (our “comparator group”) and comparing with safeguarding performance with the figures for England. The comparator report for 2012-13 has not been finalised in time for use in the annual report so reporting is restricted to comments on emerging themes from the report.

- Alerts and referrals for LB Hillingdon are higher than our comparator group indicating a good level of awareness of safeguarding adults in the community.

- Repeat referrals as a percentage of all referrals are lower than our comparator group indicating safeguarding concerns are resolved first time.
- Despite an increase in safeguarding activity, there are a higher number of completed referrals as a percentage of all referrals than our comparator group indicating partners are reaching a resolution of the safeguarding concern.
- Referrals from the public are higher than our comparator group indicating good community awareness of safeguarding adults at risk
- The percentage of abuse falling within the “inconclusive / not determined” category is lower than our comparator group indicating better decision making and recording processes.

There are indications of improvement needed in ensuring basic information on primary client group and ethnicity is recorded and up to date. Also, acceptance of protection plans to ensure future protection of the person abused is lower than our comparator group. This data will change for 2013-14 to allow recording of acceptance by a carer or other person if the victim of abuse lacks capacity to accept the plan themselves. It is anticipated the figures will then improve.

Mental Capacity Act and Deprivation of Liberty

Responsibility now rests with to the Local Authority as the sole Supervisory Body. There are currently 7 Best Interests Assessors and the work of the Supervisory Body is overseen by the Service Manager for safeguarding adults, with support from a Senior Practitioner and Administrative Officer.

The number of applications for a deprivation of liberty remains low for the period April 2012 to date. In all there have been 9 requests for a standard authorisation, 5 cases from Hospital and 4 cases from Care Homes. In 4 of the Hospital cases they were not granted, the circumstances not meeting the statutory criteria. The one case where it was granted related to a person who was placed on the mental health unit where deprivation of liberty safeguards were deemed the more appropriate route rather than detention under the Mental Health Act.

In relation to Care Homes, 3 requests were not granted as either the best interests assessment criteria were not met and alternative, less restrictive options could be used or, the circumstances did not amount to a deprivation of liberty but a reasonable and lawful restriction. Of the 2 granted, in both cases representation for the person was arranged.

LB Hillingdon has robust monitoring of registered Care Homes and the Inspection staff are well aware of circumstances that could be seen as a deprivation. Care Homes and Hospitals are the settings where deprivation of liberty safeguards apply. Therefore we are reasonably confident there are not circumstances where people are being unlawfully deprived of their liberty. However, as part of the learning from WBV (see paragraph 13 above) there is a focus on ensuring reviews consider if the circumstances of care could be considered a deprivation of a person’s liberty. All adult social care staff have

received additional training in this area, funded through the specific mental capacity grant money.

The NHS SAAF indicated amber for mental capacity assessments and deprivation of liberty applications. It was felt that staff, generally, were un confident in this area, and this was confirmed by case review. Of particular difficulty are cases where capacity seems to vary and fluctuate over time. Recommendations from the case review have been incorporated into our action plan for 2013-14

Outcomes of audits and Inspections

The safeguarding adults at risk service works closely with their colleagues in the inspection team of LB Hillingdon. The role of this team is to monitor the service provision and quality of care of those providers contracted to the LB Hillingdon. The team undertakes reviews of services, including unannounced inspections, and ensures the provider is working to good standards of care and is contract compliant. Monthly reports on service providers are submitted to LB Hillingdon's senior management team and contract monitoring meetings are held with the service providers themselves.

In 2012/13 the team made 97 visits to registered care home where LB Hillingdon has placed people. The outcome of visits and any recommendations arising are recorded with subsequent tracking of individual care homes to ensure recommendations are actioned by them. Similarly, complaints about social care providers are tracked and followed up. In this way the team can build up a picture of how individual care providers are meeting the needs of those people who are in their care. The team are working on new ways to collate overall performance of social care providers contracted to LB Hillingdon.

The team are particularly important in monitoring required improvements for settings where there have been safeguarding concerns and in linking with colleagues in the Care Quality Commission (CQC) on the regulatory standards providers must comply with. Recent joint action involving the police, CQC, our inspection team and the safeguarding adult team concerned a domiciliary care agency and resulted in a prosecution.

Personalisation

Personalisation is centred on putting the individual and their family in control of their care and support enabling them as far as is practicable to make their own choices and manage their care and support as they would wish to for themselves. A significant part of personalisation is the provision of personal budgets; funds which the individual and their family can manage and spend to provide for their care and support needs. Personal budgets are at the heart of transformation of adult social care. The aim is not only to provide funds via personal budgets but assistance to manage funds and working with providers and the voluntary sector to build alternative support services so that service users have more choice, opportunities and can be more innovative on how their needs can be met. There is a move away from traditional, social care providers to a broader range of provision, some of which may fall outside current regulated services, for example the employment of personal assistants and small voluntary groups to meet care needs. This has posed a challenge

as to how the existing framework of safeguarding will ensure the safety and protection of vulnerable adults within this new context of greater choice, individual control and proportionate risk enablement. For the year 2012-13 69.7% of eligible service users were in receipt of a personal budget. Risk enablement is an integral part of the support planning process for these service users seeking to make their own support arrangements. Risk enablement guidelines and processes have been introduced and these have been covered as part of a wider self directed support training programme. This has not impacted on safeguarding adults at risk. The service will continue to monitor the situation and advise the SAPB accordingly. To date there is no indication of a disproportionate number of SDS referrals being made to the safeguarding team.

Feedback from staff

In May 2012 17 staff and managers from across agencies attended a half day workshop. It was an interactive day that focused on the SAPB priorities, and on messages from Serious case Reviews across London. The aim was to incorporate views of front line staff into SAPB planning.

Those attending supported the main priorities of the SAPB and identified the following areas for action:

- A need for more training and awareness across agencies, particularly in respect of mental capacity and deprivation of liberty. In response, sessions were set up for all front line staff to receive training in mental capacity and to be aware of potential deprivation of liberty circumstances. Work has also taken place across partners in this area e.g. Hillingdon Hospital Trust have strengthened their protocol.
- Use of cases, case audits and case examples to inform and improve practice. Adult Social Care have introduced a quality assurance framework that includes case file audits which is now embedded in normal supervisory practice and can be collated to identify strengths and weaknesses in practice.
- A need to improve partnership working and information exchange –with Police, CPS, care providers. This is being addressed through the development of the Multi-Agency Safeguarding Hub (MASH) which enables better sharing of intelligence about safeguarding both children and adults at risk.
- The need to be able to use inspection and monitoring of care providers to drive up standards. The LB Hillingdon Inspection team works closely with the safeguarding adults' service and has developed a risk matrix that collates concerns about care providers, thus enabling them to focus their inspections on particular areas where providers are not meeting proper standards of care. In the future the client data system will also support this work through enabling recording and reporting of safeguarding concerns about organisations providing care.
- Better support services, particularly in respect of mental health and support for carers. There have been recent developments to improve

advocacy services with the re-tendering of the service and greater focus on outreach support to adults at risk living in the community.

Some staff also identified trigger points when things could go wrong – particularly at point of movement -e.g. discharge from hospital, change of placement.

Staff welcomed the opportunity to engage with the Board and wanted more interactive days and more communication from and to the SAPB

Effectiveness of the SAPB

The peer review framework for safeguarding adults at risk, as used by the LGA, has been adopted by the SAPB as its outcome framework. This will mean the Board, through the performance and policy sub group, reviewing each of the themes within the framework to measure and improve LB Hillingdon's performance in safeguarding. Two themes have already been reviewed; outcomes and people's experiences of the safeguarding process and a paper on this was presented to the June 2013 Board. Subject to confirmation of the Board, there are areas that need strengthening, for example how we link with the wider community safety agenda involving the anti-social behaviour team, trading standards and domestic violence. Also, what work is undertaken with perpetrators, where this is appropriate, to change their behaviour.

The SAB independent chairs have developed a quality assurance tool for SABs and this will be considered and adapted for the Hillingdon SAPB in consultation with Board members.

Overall effectiveness

The information we have gives reassurance that the multi agency system to safeguard adults in Hillingdon is working well. There is strong multi agency commitment through the SAPB and evidenced by the information provided in this report. Our performance figures are broadly in line with comparator authorities, and, where they are not, in the case of high numbers of alerts, action has been taken to address the issue. Performance figures overall indicate high levels of awareness and robust response to safeguarding concerns

The dedicated investigation team ensures that concerns can be responded to promptly and effectively and has been quoted as an example of good practice London wide.

The progress of work across London and nationwide is ensuring that agencies are working within a context of sound practice and guidance, thus ensuring greater consistency and higher standards of care. In this context the SAPB has developed further local guidance and procedures to ensure robustness of response to concerns.

Hillingdon is compliant with the initial review requirements from the Winterbourne Review and the SAPB is developing ways to monitor progress against the recommendations contained in the Francis Report.

We are well placed to comply with any requirements arising from the Care Bill and are looking to further develop our work in 2013-14 to use information from

risk assessments to assess the effectiveness of the safeguarding response to concerns.

6. NATIONAL AND LOCAL CONTEXT: implications for safeguarding

Government policy

The statement of the 16th of May 2011 of Government policy on adult safeguarding by the DH made clear that the "No Secrets" statutory guidance would remain in place until at least 2013. The principles within the statement were building on this guidance, reflecting what had come out of the national consultation process. They made clear that the Government's role was to provide the vision and direction on safeguarding, ensuring the legal framework, including powers and duties, is clear and proportionate, whilst allowing local flexibility. Safeguarding is seen as everyone's business encouraging local autonomy and leadership in moving to a less risk adverse way of working, focusing more on outcomes instead of compliance.

The Government set out six principles by which local safeguarding arrangements should be judged.

- Empowerment – presumption of person lead decisions and informed consent.
- Protection – Support and representation for those in greatest need.
- Prevention – It is better to take action before harm occurs.
- Proportionality – Proportionate and least intrusive response appropriate to the risk presented.
- Partnership – Local solutions through services working with their communities.
- Accountability – Accountability and transparency in delivering safeguarding.

The coalition Government refreshed these principles with a further statement on the 10th of May 2013 which drew on safeguarding national events since 2011. It placed the following emphasis on local safeguarding activity

- Collaborative working to improve outcomes and avoidance of duplication
- Providers' core responsibilities to ensure safe, effective and high quality services
- Work collectively to respond appropriately to safeguarding concerns as well as those concerns that relate more to service standards.
- Ensure commissioned services are of a high quality and arrangements are robust for responding to concerns.

The statement retained the principles outlined above but wanted more emphasis on prevention and proportionate response to concerns.

The Care Bill

The Government has accepted the recommendation of the Law Commission in making SAPBs statutory. The Care Bill being progressed through

Parliament outlines proposed changes for safeguarding adults. These included:

- Confirming Local Authorities as having the lead co-ordinating responsibility for safeguarding adults at risk.
- Placing a duty on Local Authorities to investigate or cause an investigation to be made by other agencies in individual cases.
- Local Authorities will have the power to request co-operation and assistance from designated bodies during adult protection matters and the requested body will have to give due consideration to the request.
- There will be a new definition of an adult at risk which may broaden those adults considered at risk.
- The functions of the SAPB will be defined in statute.
- Section 47 of the National Assistance Act 1948 will be repealed as incompatible with the European Convention on Human Rights.

Depending on the statutory scope of the SAPB's work and requirements placed on the Local Authority, there will be financial implications for LB Hillingdon and partners in needing to support the work of a new Board. Currently the commitment of partner agencies is through officer time and some designated posts. However, LB Hillingdon's adults and children's Boards working with each other has enabled efficient use of existing resources. Despite this, it is noted that administrative gaps do emerge with the need, for example, to take forward the work of the Winterbourne View Hospital review outcomes

NHS changes

The NHS continues to evolve and by the end of 2012-13 the local cluster groups were replaced by GP led Clinical Commissioning Groups (CCGs) . In Clinical Commissioning Groups (CCGs) taking over their responsibilities, there was an assurance process required of them by the NHS Commissioning Board which includes reference in several parts to safeguarding, both children and adults. E.g. "Clear line of accountability for safeguarding is reflected in CCG governance arrangements" and the CCG "has arrangements in place to co-operate with the local authority in the operation of the LSCB and SAB." The respective Boards worked with the CCGs on the assurance process which has been completed and usefully defines the expectations on our new Health partners. A related change also occurred in April 2013 when the former Hillingdon PCT handed over their Supervisory Body functions under the Mental Capacity Act / Deprivation of Liberty Safeguards to the Local Authority. LB Hillingdon was in the fortunate position of operating a joint Supervisory Body with the PCT prior to this transfer and there was no significant impact. A small Central Government grant to facilitate this change meant there are also no financial implications.

Winterbourne View and the Francis Report

The scandal of Winterbourne View (WBV) Hospital has been prominent with the conviction of the perpetrators of abuse at this private Hospital for people with learning disabilities and autism, run by Castlebeck. The convictions in

August 2012 enabled the release of the Serious Case Review (SCR) by Gloucester Social Services and on the 10th of December 2012, the publication of the Government's report into Winterbourne View. The SAPB has already been briefed on the recommendations arising and reviewed the ADASS compendium of recommendations which draws together the number of reports published on WBV.

LB Hillingdon and partners' response to WBV has been to set up a sub-group of the SAPB, linked in to the Learning Disabilities Partnership Board and reporting to both Boards. An Action Plan, based on the Department of Health's final report recommendations and the LGA "stock take" of WBV actions, issued recently, has been drafted and was discussed at the SAPB in June 2013. LB Hillingdon and partners are compliant in meeting the immediate and critical deadline of June 2013 for reviewing all Learning Disability service users placed in assessment and treatment facilities commissioned by Health.

The SAPB are also looking at the outcomes from the Francis Report into the neglect of patients at the Mid-Staffordshire Hospital, with a presentation by the Hillingdon Hospital Trust at the joint LSCB and SAPB slot in June.

Local developments

The London multi-agency safeguarding adults at risk policies and procedures are now implemented in all London Boroughs underpinned by practitioner's guidance. The policy and procedures introduces a consistent framework by which adults are safeguarded. It means having consistent definitions of roles and responsibilities, timescales for responding and promotes better partnership working and in particular, cross boundary working. There have been no financial implications for LB Hillingdon. These policies and procedures are being reviewed across London, in the light of some partner changes e.g. Health, and there will be some minor amendments to the procedures. There are no planned major changes in the way safeguarding adults operate across London until the final outcome of the Care Bill. As indicated earlier in this report some reconfiguring of the adult care pathways

Will take place in 2013-14 to improve multi agency working and reduce duplication

Multi-Agency Safeguarding Hub [MASH]

The MASH model is a national multi-agency initiative to provide information sharing arrangements across all agencies involved in safeguarding children. Those involved are employed by their respective agency i.e. police, health and local authority and located in one office.

Hillingdon have signed up to developing the MASH model at the point of referral within Children's Social Care. Hillingdon have further committed to managing Adult Safeguarding referrals using the MASH model. In doing so they would be one of the first London Borough to achieve this duel role.

A MASH Operational Delivery Group has been set up and taken responsibility to deliver Hillingdon's MASH by end of September 2013. The group includes representatives of all the key agencies involved in safeguarding

7. WHAT WE NEED TO DO: priorities for SAPB 2012 onwards

Performance activity, local and national learning, plus consultations with staff and partners, has indicated that our priorities are the right ones. We have reframed these for 2013-14 in line with the ADASS standards for safeguarding and performance. They are detailed below with our planned activities identified under each one.

There is a challenging work programme for 2013-14 but the Board wishes to give particular priority to obtaining users views and outcomes of interventions, and in supporting staff to work with people of varying and uncertain capacity

Priorities 1,2: Outcomes, People's experiences of safeguarding

- Ensure decisions are person led
- Ensure outcomes are assessed and measured

Priorities 3,4,5: Leadership Strategy and Commissioning

- Oversee implementation of recommendations from the Winterbourne Report and CQC review of learning disability services
- Oversee implementation of recommendations of the Francis report

Priority 6: Service Delivery and Effective practice

- Continue to ensure that policies and procedures are embedded in practice
- Improve awareness and response to abuse and exploitation by financial means
- Increase staff awareness of issues of self neglect/hoarding and how to respond
- Improve response to allegations of financial abuse
- Develop better ways of assessing risk across partner agencies
- Develop better identification and support of vulnerable adults through MASH
- Ensure effectiveness of staff training and recruitment processes

Priority 7: Performance and resource management

- Develop and disseminate local guidance regarding mental capacity and Deprivation of Liberty

Priority 8: Local Safeguarding Board

- Ensure effective working relationships with new Health agencies and the Health and Wellbeing Board
- Improve effectiveness of the SAPB quality assurance processes
- Implement learning from case reviews
- Ensure SAPB meets the requirements of Government regulation and guidance

Individual agency plans

Age UK

Key Plans for 2013-14

- Keep up to date with new developments in Safeguarding and Disclosure and Barring.
- Add information on safeguarding adults to our website.

Hillingdon Carers

A continued focus on safeguarding will be reflected in:

Carers Conference 2013 – a key note presentation will cover issues arising from mental capacity, Power of Attorney, confidentiality and consent. (The Carers Conference is an annual event organised by Hillingdon Carers in partnership with three voluntary sector and two statutory organisations);

Carers Fair 2013 in Mall Pavilions Shopping Centre Uxbridge will involve over 40 organisations and provide an opportunity for promotion and highlighting of safeguarding messages by statutory and voluntary sector partners within a community event.

Young Carers Plus – a new service for young carers of parent or parents with mental ill health in the south of the borough will provide new opportunities to identify and support families where there is a risk that safeguarding could become an issue.

The Hillingdon Hospital

To increase awareness and confidence for staff in using the MCA by increased training and the use of Trust MCA forms. Re-audit on the application of the MCA and understanding and care of Learning Disability patients will take place. There will be implementation of a Vulnerable Adults section divider to be placed in the patients medical notes. The Safeguarding Adults policy will be reviewed in addition to the SAAF review.

Brompton and Harefield

Identify key plans for 2013-14:

- To continue to deliver safeguarding leadership, training and guidance to strengthen processes and procedures in line with government and local guidance including the Prevent Strategy.
- To develop specific guidance to govern the use of restriction and restraint.
- To improve current work with regards to patient, users and carers involvement with regards to safeguarding.
- To learn from serious case reviews.

CNWL HCH Proposed Developments

HCH has chosen to reflect the 6 safeguarding adults priorities as has SAPB as its objectives, with a target attached to each one.

- Priority 1 – Empowerment: Staff development remains a priority, focus on key issues of safeguarding.
- Priority 2 – Protection: To ensure that all national drivers and new documents for safeguarding adults' are considered and if appropriate reflected into practice or learning for HCH staff.
- Priority 2 – Protection: To raise the profile of Prevent and aid staff to recognise patients who may be at risk of being targeted to be involved in the systematic use of violence and intimidation to achieve political ends.
- Priority 3 - Prevention: To target the gaps in clinical staffs' knowledge regarding caring for a person with a learning disability. This will be done by providing targeted training on the subjects identified in the Learning Disabilities audit.
- Priority 3 – Prevention: To lead on at least two meaningful audits. There will be a re-audit of RiO care plans for people with LD and an audit of clinical staff's safeguarding adults awareness including the referral process, to ensure that the training given is clear and memorable.
- Priority 4 - Proportionality: To ensure that all staff have an opportunity to increase their knowledge about MCA and DoLS, by offering good training and continuing with offering case studies and discussion with individual teams and by attending service leads' meetings.
- Priority 5 – Partnership: To continue and build on the work regarding carers. This is a Quality Priority for HCH during 2012/13
- Priority 6 – Accountability: To keep policies up to date, to ensure that they reflect current documents and legislation.

CNWL mental health services

- The "think family" agenda is a huge issue for adult services and one where there is much to learn from CAMHS colleagues. There are impacts of hidden harm that the services need to identify consistently. To address this, the Trust has established a project in Spring 2013 to promote "think family" as part of service delivery in service lines.
- Mental health services are moving to payment by results as its major funding source from 2014/15. This means 2013/14 will be a shadow year for these changes. The Trust is carefully monitoring the impact of changing service delivery into service lines and would welcome partner agencies views on any unforeseen impacts.
- CAMHS, like other service lines, have plans to complete service redesign/ improvement work. This will include developing groups across the service with children, young people and their carers and other stakeholders to test out our ideas on service planning and redesign.
- The Trust will be looking to tender the software packages used and it is hoped that this will allow the opportunity to resolve some of these data issues.

- CNWL may apply for Children and Young People IAPT, which embeds a CBT model of service delivery with extensive outcome evaluations using a range of measures. Other Boroughs are currently doing the training and the learning may be rolled out to Hillingdon staff in the next year.

London Fire Brigade

For 2013-14 we will endeavour to carry out in the region of 2500 further Home Fire Safety Visits, again targeting the most vulnerable.

We are also attempting to visit all Local Authority Sheltered Housing schemes within the Borough to give fire safety input to the residents.

APPENDIX 1: SAPB membership

Chairman Lynda Crellin -Independent

Local Authority

- Cllr Phillip Corthorne – Cabinet Member (SCH&H) LBH
- Merlin Joseph – Deputy Director (SCH&H) LBH
- Nick Ellender – Service Manager, Safeguarding Adults at Risk LBH
- Karen Wardlaw – Human Resources LBH
- Paul Hewitt – Service Manager, Safeguarding Children LBH
- Marcia Eldridge – Learning & Development Manager (SCH&H) LBH

Health

- Barbara North – Safeguarding Adults Lead, Hillingdon Community Health
- Maria O'Brien – Managing Director, Provider Services, Hillingdon PCT
- Jacqueline Walker – Deputy Director of Nursing, Hillingdon Hospital Foundation Trust
- Anna Fernandez – Safeguarding Lead, Hillingdon Hospital Foundation Trust
- Sandra Brookes – Service Director, Adult Mental Health Services, CNWL
- Ana Paz -Lead Social Worker/ Complex Discharge Coordinator at Royal Brompton & Harefield Hospital Trust Lead
- Dr Reva Gudi – CCG GP Lead
- Ceri Jacob – CCG Executive Lead
- Esme Young – CCG Management Lead

Police

- Graham Hamilton – Detective Inspector, Public Protection Group, Met Police

Voluntary Sector

- Angela Wegener – Chief Executive, DASH
- Chris Commerford – Chief Executive, Age UK Hillingdon
- Jill Patel – Director, MIND
- Claire Thomas – Chief Executive, Hillingdon Carers

Other

- Phil Butler – Borough Commander, London Fire Brigade
- Amanda Brady – Compliance Manager, CQC

APPENDIX 3: SAPB Sub-Groups.

1. Policy and Performance sub-group

Remit:

a) To ensure the London Multi-Agency Safeguarding Adults at Risk Policy and Procedures are embedded in practice across all partner agencies in Hillingdon.
b) To review any new legislation or guidance relating to safeguarding adults at risk and to provide recommendations to the SAPB on any changes in local practice required.
c) To identify areas for improvement in the arrangements for safeguarding adults at risk in Hillingdon and devise ways of implementing these improvements in partnership with agencies.
d) To provide performance activity data to the SAPB, the content and frequency to be confirmed by the SAPB.
e) To carry out an annual partnership audit / self assessment of safeguarding activity based on one or more of the following four themes*
Outcomes for and the experiences of people using the service.
Leadership, strategy and commissioning.
Service delivery. Performance and resource management.
Working together.
f) To identify and disseminate learning from safeguarding adults at risk (e.g. serious case reviews outcomes).

2. Financial Exploitation sub-group (time limited).

Remit:

a) To identify the type and volume of financial abuse referred in Hillingdon.
b) To identify the barriers to successful and timely investigation or prevention of financial abuse in Hillingdon.
c) To establish good practice examples from other areas / agencies.
c) To identify, in an action plan to be presented to the SAPB, what changes should be made to improve Hillingdon's response to financial abuse and which key partners should be involved to achieve this.
d) To undertake the work, with partners, to implement the action plan agreed by the SAPB.
e) To review the effectiveness of changes made by Hillingdon partners in response to allegations of financial abuse.

3. Safeguarding Adults at Risk Learning and Development sub-group.

Remit:

a) To review and confirm the key competencies / learning required for safeguarding adults at risk work at the different levels of involvement in the processes of safeguarding.
b) To ensure safeguarding adults at risk learning across partner agencies conforms to the agreed competencies and is of a consistent standard.
c) To collate safeguarding adults learning and development completed by staff across partner agencies, so there is a total picture of staff who have received training.

d) To identify new safeguarding learning and development needs and devise a partnership response to these needs.
e) To promote “joined up” learning and development across partner agencies in order to maximise budget resources.
f) To provide safeguarding learning and development information to the SAPB as and when required.

4. Human Resources sub-group.

Remit:

(Joint with the LSCB – remit already established.) Current attendees: Nick Ellender,

5. Serious Case Review sub-group.

To be chaired by the chair of the SAPB. Membership must consist of a minimum of Hillingdon Adult Social Services, normally Head of Service level, Met Police at Detective Inspector level, NHS representation at Service Director / Manager level, Legal and CQC.

Remit:

a) To decide whether the particular circumstances of the adult at risk meets the criteria for a serious case review and, if so, to ensure the review is carried out in line with agreed procedures.
b) Where the circumstances do not meet the criteria, to decide what alternative action by partner agencies should take place.
c) To ensure the purpose of a serious case review is adhered to as set out below:

- To establish whether there are lessons to be learned from the case about the way in which local professionals and agencies work together to safeguard adults at risk.
- To establish what those lessons are, how they will be acted upon and what is expected to change as a result.
- To improve inter-agency working and to better safeguard adults at risk.

Also that any recommended actions arising from the serious case review are considered by the sub-group and decisions made on how they will be implemented.
(* Thematic framework devised in conjunction with SCIE, ADASS, Local Gov Group and the NHS Confederation.)

6. Winterbourne View Hospital Recommendations

This is a time limited sub-group, formed with a remit to review the outcomes and recommendations arising from the Department of Health review of Winterbourne View Hospital and other relevant reports, and to frame a local multi-agency response. It is chaired by the Service Manager for Disabilities LB Hillingdon.

Remit.

a) To review the contents, outcomes and recommendations of the following documents and any other relevant information the sub-group deems appropriate.

- "Transforming care: A national response to Winterbourne View Hospital" (Department of Health final report – December 2012)
- "DH Winterbourne View Review Concordat: Programme for Action" (December 2012)
- "Winterbourne View – A Compendium of Key Findings, Recommendations and Actions" (ADASS)

b) To formulate a multi-agency Hillingdon response to the recommendations identified in the documents in a) above, write an action plan of key tasks to be completed, with timescales, (bearing in mind Government requirements) and to recommend which Hillingdon individuals or agencies should be responsible for the key tasks. To also prioritise these key tasks and identify and include any actions already taken that relate to recommendations in the documents above.

c) To identify any actions required that fall outside the remit of partner agencies within Hillingdon or other 'gaps' and to recommend what actions be taken, at what level, with regard to these.

d) To identify to the Safeguarding Adults Partnership Board Chair and Learning disabilities Partnership Board Chair any significant areas of risks ahead of presenting the completed action plan with recommended actions.

c) To present the completed action plan to the Safeguarding Adults Partnership Board and Learning Disabilities Partnership Board for approval by 29th June 2013 (SAPB) and 9th of July 2013 (LDPB)

d) To recommend what monitoring arrangements should be in place for ensuring the action plan is completed and how this monitoring is maintained after completion.

e) To recommend what future commissioning arrangements should be for services, to ensure they are in line with the model of service delivery in the action plan

PLANNING OBLIGATIONS – QUARTERLY FINANCIAL MONITORING REPORT

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Nicola Wyatt Residents Services
Papers with report	Appendix 1 - attached

1. HEADLINE INFORMATION

Summary	This report provides financial information on s106 and s278 agreements up to 30th September 2013 against respective portfolio areas.
Contribution to our plans and strategies	Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms and achieving the aims of the Community Strategy and other strategic documents that make up the Local Development Framework.
Financial Cost	The Council currently holds £17,438,158 relating to s106 and s278 agreements. Of this £8,323,497 is allocated/earmarked for projects and £3,715,416 relates to funds that the Council holds but is currently unable to spend directly, leaving a residual balance of funds that the Council holds of £5,399,246 that is currently spendable and not yet allocated/earmarked towards specific projects. In Quarter 2, the Council has received additional income of £1,233,142 and spent £974,301.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet notes the updated financial information attached at Appendix 1.

Reasons for recommendation

Circular 05/05 and the accompanying best practice guidance required local planning authorities to consider how they could inform members and the public of progress in the allocation,

provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. Although Circular 05/05 has now been replaced by the National Planning Policy Framework (March 2012), this is still considered to be good practice. This report details the financial planning obligations held by the Council and what progress has and is being made in allocating and spending those funds.

Alternative options considered / risk management

The alternative is to not report to Cabinet. However, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 30 June 2013 (which was subject of the report in September 2013) as well as up to 30 September 2013. Text that is highlighted in bold indicates key changes since the Cabinet report of 26 September 2013. Figures indicated in bold under the column headed 'Total income as at 30/09/13' indicate new income received. (Shaded cells indicate where funds are held in an interest bearing account). The table shows expenditure between 1 July and 30 September 2013 of £974,301 (compared to £306,670 during the previous quarter) and income of £1,233,142 (compared to £241,836 during the previous quarter) within the same period.

2. The balance of s278/106 funds that the Council held at 30 September 2013 is £17,438,158. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 30 September 2013 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 30 September 2013 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.

3. In summary, of the 'total balance of funds' that the Council held at 30 September 2013 (£17,438,158) £3,715,416 relates to funds that the Council is unable to spend and £8,323,497 is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of £5,399,246 that is currently spendable and not yet earmarked/allocated towards specific projects.

Financial Implications

4. As at 30th September 2013 the s106/278 balance is £17,438k. This is inclusive of £3,715k which the council holds on behalf of its partners who are responsible for project delivery i.e. NHS Property Services (formerly PCT) and TfL. A further £8,323k has been earmarked to specific projects. The residual balance of £5,399k represents amounts yet to be allocated for any specific use although projects are being put in place to utilise this balance. Table 1 provides additional detail of the s106/278 contributions in accordance to service area.

In quarter 2 additional income received in s106/278 monies was £1,195k whilst expenditure totalling £963k (Including £881k capital) was financed by the contributions.

Table 1 – s106/278 contributions by service area

Service Area	Balance b/f (01/06/13)	Income Received	Total	Spend	Balance c/f (30/09/13)	Earmarked Allocated Balances	Unallocated Balances
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
S278							
Planning & Transportation	1,428	17	1,445	(16)	1,429	1,429	0
S106							
Planning & Transportation	2,678	45	2,723	(57)	2,666	2,155	484
Community, Commerce & Regeneration (CSL)	613	4	617	(17)	600	338	262
Community, Commerce & Regeneration (PPR)	1,868	94	1,962	(31)	1,931	1,338	592
Sub-Total - CCR	**2,481**	**98**	**2,579**	**(48)**	**2,531**	**1,676**	**854**
Education & Children Services	8,305	869	9,174	(804)	8,370	4,841	3,529
Environment	1,025	131	1,156	(49)	1,107	575	532
Housing, Social Services & Health	1,262	73	1,335	(0)	1,335	1,335	0
Sub-Total (S278/106)	**17,179**	**1,233**	**18,412**	**(974)**	**17,438**	**12,011**	**5,399**
Less: Sums held on behalf of partners	3,688	38	3,726	(11)	3,715	3,715	0
Total LBH Balances	**13,491**	**1,195**	**14,686**	**(963)**	**13,723**	**8,296**	**5,399**

It is expected that the majority of the remaining unallocated Education & Children's Services balances of £3,529k will be utilised to support Phases 2 and 3 of the Primary School Expansions programme, thereby reducing the unallocated balance to £1,896k. Officers will

continue to review the applicability of unallocated balances within existing and proposed capital and revenue budgets in order to minimise the impact on the Council's internal resources.

Contributions which are not spent within the designated time frame may need to be returned to the developer. As at quarter two it has been identified that £648k needs to be spent within twelve months, i.e. 30 September 2014, to prevent the risk of repayment, although £574k of this has been identified for use and is in the process of being formally allocated. Failure to utilise funds accordingly may lead to an additional burden on Council resources.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

5. The recommendation ensures transparency and assures probity in the area of planning obligations, thereby promoting public confidence

Consultation Carried Out or Required

6. There are no external consultations required on the contents of this report.

5. CORPORATE IMPLICATIONS

Corporate Finance

7. Corporate Finance has reviewed this report and notes that projects are in place to utilise the majority of the £5,399k unallocated contributions highlighted above – with a significant sum from education contributions to be applied to the on-going Primary School Capital Programme. The allocation of further substantial Section 106 contributions to this programme would be expected to reduce the requirement for Prudential Borrowing.

As noted above there remains approximately £74k of Section 106 contributions which may become repayable to developers during 2013/14 if eligible projects cannot be confirmed.

Legal

8. There are no specific legal implications arising from the recommendation which asks the Cabinet to note the current status on the receipt and expenditure of S106 monies. The monies referred to in this report are held by the Council for the purposes specified in each of the relevant legal agreements. Such monies should only be spent in accordance with the terms of those agreements. Where monies are not spent within the time limits prescribed in those agreements, such monies should be returned to the payee. Where officers are unsure whether monies held pursuant to particular agreements can be used for particular purposes, Legal Services should be consulted for advice on a case by case basis

Corporate Property and Construction

9. Corporate Property and Construction is in support of the recommendation in this report.

6. BACKGROUND PAPERS

Previous Cabinet reports

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
		SECTION 278								
PORTFOLIO: PLANNING TRANSPORTATION AND RECYCLING										
PT278/27/09 (Includes Former PT/29) *16	Botwell	Stockley Park Phase 3 "Trident Site" 37977/W/96/1447	612,166.67	612,166.67	14,500.00	14,500.00	0.00	597,666.67	0.00	Spend is engineering fees. Development not yet implemented and highways works not started. Funds currently held are for security deposit and fully refundable subject to the due and proper implementation of the Highway works. £2,500 engineering fees transferred from PT278/27. A further £12,500 of Engineering fees needs to be claimed from developer should works commence. Interest added.
PT278/30/115 *22	Heathrow Villages	Terminal 5, Land at Longford Roundabout, Heathrow s278 10 Jan 02 47853/93/246	10,500.00	10,500.00	5,500.00	5,500.00	0.00	5,000.00	0.00	Fees & security (£5,000) associated with Highway Works to be undertaken by developer. Works consisted of temporary access works from Longford Roundabout to Western Perimeter Road. Access installed & will be removed following completion of Terminal 5. Security to be retained pending outcome of BAA proposals to make this access two-way and permanent for buses and emergency services vehicles as well as cyclists. Two way access implemented. Officers investigating whether all required works have been completed. Works completed, security to be refunded after maintenance period. £5,000 fees claimed by ECU.
PT278/34/86A *18	Brunel	Brunel site3 532/SPP/2001/1858 - Highways Works at Junction Hillingdon Hill / Kingston Lane & Pelican Crossing on Kingston Lane	392,358.87	392,358.87	197,448.22	197,448.22	0.00	194,910.65	0.00	Highway Works - £150k refundable security, £124,637.12 received for highway works at junction of Hillingdon Hill and Kingston Lane, £65,271.32 · received for Kingston Lane Pedestrian Crossing, £20,500 supervision fees. If the supervision fee following final completion exceeds 10% of the costs of the works plus statutory undertakers costs and TTS payment then the excess is to be refunded. Works complete and signals switched on. Officers continue to chase Brunel to perform remedial works to grass verges and are investigating options for the use of some of the security for the Council to perform the remedial works if necessary. Final certificate sent 30/4/09.
PT278/44/87A *20	Brunel	Brunel s278 16 April 04 532/SPP/2002/2237 - Traffic Calming on Cleveland Road & New Entrance on Kingston Lane	102,018.78	102,018.78	81,080.74	81,080.74	0.00	20,938.04	0.00	Traffic Calming on Cleveland Road & roundabout on Kingston Lane. £30,900 spent on engineering fees. £150k Refundable security deposit. £3,200 for Traffic DC project management costs. £58,962.38 TTS estimate for Pedestrian Crossing on Cleveland Road. Further payments received following receipt of estimate of works to cover security/costs. £10,000 received for improvements to a footpath on the site to be retained a security for Brunel to implement the works and to be transferred to PT84/87B-D. Traffic Calming on Cleveland Road (including new signalised crossing) & roundabout on Kingston Lane at new entrance to Brunel University now complete. TfL invoice paid. Residual on TfL payment due to VAT not claimed - funds to be held on as contingency for extra TfL costs. Interest Accrued. Remedial work completed and signed off in December 2007.
PT278/46/135 *32	Northwood	10A Sandy Lodge Way, Northwood 54671/APP/2002/54	7,458.07	7,458.07	2,458.00	2,458.00	0.00	5,000.07	0.00	Improvement of visibility for junction of Sandy Lodge Way & Woodridge Way. ECU fees have been claimed and £5,000 security remains. Works substantially complete 12 month maintenance period, ended 16 September 2006. Final certificate has been prepared. Security held to part offset outstanding education contribution which is being sought via legal proceedings.
PT278/47	Various	Refunds Various	37,804.67	37,804.67	15,938.10	15,938.10	0.00	21,866.57	0.00	Funds transferred to here as refunds related to the Heinz, Hayes Park and former BT site, Glencoe Road, Yeading developments, not yet taken up by developer or owners. Also £10.79 from Wimpey Site Beaconsfield Road and £232.58 from Former Magnatex Site Bath Road which is residual interest omitted from refunds related to those schemes. Officers looking into appropriate recipients for refunds.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PT278/48	Various	No Legal Agreement Various	**89,920.60**	87,420.60	**59,931.60**	57,431.60	**2,500.00**	29,989.00	0.00	No Legal Agreement - consultancy fees. £14,000 to be transferred to a PPR (08/09) for construction training secured from the s106 agreement for Budgens Site, South Ruislip.ECU fees claimed in relation to Bishop Ramsey school S278 works. £5,200 security deposit received for car park at Mount Vernon Hospital.-Security deposit returned following completion of highway works at Mount Vernon Hospital. **£2,500 received & claimed for fees/remedial works at Sainsbury's, Field End Road.**
PT278/49/117 *23	Yeading	Grand Union Village Southall 327/APP/2000/2106	77,331.55	77,331.55	55,222.89	55,222.89	0.00	22,108.66	0.00	Security deposit (£5K + interest) for highways works involving traffic calming to the junction with Glencoe Rd and a cycleway/footway on Broadmead Rd to Hayes Bypass. £52,363.10 for TfL costs for Broadmead Road Toucan Crossing proposed as part of works. Additional income is £1K of engineering fees. Detailed plans of works and design agreed. Consultation undertaken during February 2007 for traffic calming and toucan crossing. Officers chasing TfL for implementation. Following consultation Cabinet Member agreed to works to be carried out. Works completed Aug 09. Further £11,447 received for LBH fees. £43,775.89 paid towards TfL signal costs.
PT278/55/10A *14 (Formerly PT/31)	Uxbridge North	Land at Sanderson Site and Braybourn / 35347/APP/2000/1294 & 1296	166,491.05	166,491.05	463.10	463.10	0.00	166,027.95	0.00	Funds held (£140,070 plus interest) as a deposit sum - fully refundable subject to the due and proper execution of the Highways Works by developer (road widening, the provision of a mini-roundabout, two new bus stops, extension of a right hand turn lane on Oxford Rd into Sanderson Road, and removal of existing parking bays). Engineering fees were paid direct to HEC and did not pass through s106/278 accounts. Works complete. Some outstanding remedial items, which are subject of on-going discussions with the developer. Funds to be returned following issue of final certificate. £463.10 additional engineering fees received - claimed by HEC. Interest accrued.
PT278/57/140 A	Pinkwell	MOD Records Office Stockley Road Hayes 18399/APP/2004/2284	419,128.68	419,128.68	325,719.61	325,719.61	0.00	93,409.07	0.00	£188,737.70 (including £170,027.34 for Transport For London signals unit) for installation of two sets of traffic signals, one at the entrance to the site the other at Lavender Rise on Stockley Road and £190,686.91 received in respect of the Council's costs for supervision of the works (to be carried out by the owner). Works complete. Stage 3 road safety audit now agreed await completion of remedial works. Remedial works completed. Additional item of works being sought by officers who are chasing the developer for this. Council's costs of £205,686.71 claimed, TTS invoice for signals at Lavender Rise paid. Funding for additional items of works (removal of right turn lane) and BT cabling received. Design work and public consultation completed. Removal of right turn lane completed Sept 09. Scheme in maintenance period awaiting financial completion.
PT278/60/147A *42	West Drayon	Former DERA site, Kingston Lane West Drayton 45658/APP/2002/3012	1,568.98	1,568.98	1,568.98	1,568.98	0.00	0.00	0.00	£1,500 The Council's costs for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £15,000 held as security for the due and proper execution of the works. Await progress on site before commencement of these off-site highways works. Highway works started on site and were due to be substantially complete in September 2007. Maintenance period complete. Bond plus interest returned. Outstanding fees claimed by ECU.
PT278/60/147B	West Drayon	DERA Site, Kingston Lane, West Drayton - Highways 45658/APP/2002/3012	56,816.26	56,816.26	0.00	0.00	0.00	56,816.26	0.00	£55,000 was received towards the total cost of highway works for the purchase and installation of traffic signals at Station Road/ Porters Way Junction and any such other incidental work as identified by the Council to support the development. Funds not spent by 19 February 2014 are to be refunded together with interest accrued. £125.85 interest accrued. These works to be performed by developer of RAF Porters Way (see PT278/62/148A). Funds to be retained as a contingency for these works.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PT278/62/149A *51	Botwell	Hayes Goods Yard 10057/APP/2004/2996&2999	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	The Council's costs due upon lodgement of documents by the developer for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £5,000 received as a security deposit for the due and proper execution of the highways works by the developer.
PT278/63/175A *49	South Ruislip	BFPO, R.A.F Northolt 189/APP/2006/2091	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	£5k received as the security deposit for the due and proper implementation of junction works at the White House Gate entrance to the development. Signals complete and in operation. Currently within 12 month maintenance period. Date of final completion to be confirmed.
PT/278/64/173	Eastcote & East Ruislip	R.A.F. Eastcote 10189/APP/2004/1781	19,200.00	19,200.00	12,201.13	12,201.13	0.00	6,998.87	0.00	Engineers fees paid prior to the execution of an agreement to secure access works associated with this application. Waiting restriction in Lime Grove undertaken. Elm Ave/Lime Grove junction improvement pending. Elm Ave Pedestrian crossing technical approval pending.(£5,500) design fees received plus further £6,700 for temporary footpath works carried out by LBH. £7,500 engineering fees claimed. Funds spent towards temporary footpath works. Further £5,000 security deposit for proper execution of highway works.
PT/278/65/182 *52	Heathrow Villages	Longford Roundabout - Fifth Arm, 63369/APP/2007/2294	9,521.00	9,521.00	4,521.00	4,521.00	0.00	5,000.00	0.00	Remaining balance is a security deposit for developer implementation of bus only access to Terminal 5 Heathrow. Spend on supervision costs.Works complete, security to be refunded following maintenance period.
PT/278/72/231A *66	West Ruislip	R.A.F West Ruislip (Ickenham Park) Design check on S278 Designs 38402/APP/2007/1072	53,986.57	53,986.57	45,486.57	45,486.57	18,000.00	8,500.00	0.00	Fees received for design checks. Pelican crossing and signals on Long Lane. S278 agreement and technical approval pending. Further £18,000 returnable deposit received to ensure reinstatement of temporary crossover on Alysham Drive. Further fees received towards inspection fees and traffic orders. Spend towards fees & inspection. Works completed, deposit returned.
PT/278/73	South Ruislip	R.A.F Northolt., South RuislipMain Gate 189/APP/2007/1321	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Fees received for design checks. Junction improvements at West End Road/ Bridgewater Road. S278 agreement and technical approval pending.
PT/278/74/209C	Yiewsley	Proposed Tesco development, Trout Road, Yiewsley 609/APP/2007/3744	120,300.26	120,300.26	117,300.26	117,300.26	0.00	3,000.00	0.00	Fees received for design checks for proposed junctionworks and carriageway widening at Trout Road. S278 agreement and technical approval pending. Further fees received & claimed for inspection works.
PT/278/76/198A *60	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as a security deposit for due and proper execution of highways improvements.S278 agreement.
PT/278/77/197 *62	Ruislip Manor	Windmill Hill Public House, Pembroke Road, Ruislip 11924/APP/2632	24,000.00	24,000.00	1,000.00	1,000.00	0.00	23,000.00	0.00	Fees received for design checks (£1,000). £23,000 received as a security deposit to ensure works are carried at to a satisfactory standard. £1,000 engineering fees claimed.
PT/278/78/238G *76	West Ruislip	Fmr Mill Works, Bury Street, Ruislip 6157/APP/2009/2069	19,782.00	19,782.00	14,782.00	14,782.00	0.00	5,000.00	0.00	Fees received for design checks and monitoring & supervision. £5,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring (£14,752).
PT/278/79/265A *79	Heathrow Villages	Former Longford House, 420 Bath Road (Premier Inn), Longford 2985/APP/2010/2988	13,400.00	13,400.00	**13,400.00**	2,000.00	**11,400.00**	**0.00**	0.00	Funds received as a security deposit for due and proper execution of highways improvements.S278 agreement (£11,400). Further £2,000 fees received & claimed for design checks & inspections. **Works complete, deposit returned**.
PT/278/80/242E	West Drayton	Drayton Green Village (former NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	8,009.60	8,009.60	8,009.60	8,009.60	0.00	0.00	0.00	Fees received for design checks and monitoring & supervision of s278 highway works. Fees claimed for design checks & monitoring (£6,009.60). Further fees received & claimed for design checks (Mulberry parade).
PT/278/81/249E *84	Townfield	Fmr Glenister Hall, 119 Minet Drive, Hayes. 40169/APP/2011/243	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	Fees received for design checks and monitoring and supervision. £4,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring.
PT/278/82/273A *87	Uxbridge South	Autoguild House (Lidl), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	99,115.00	99,115.00	7,920.00	7,920.00	0.00	91,195.00	0.00	Fees received and claimed for design checks & monitoring of s278 works. £19,195 received towards upgrading of traffic lights at junction of Cowley Mill Road. £72,000 received as a security deposit to ensure highways works are carried out to a satisfactory standard. £5,920 received & claimed for design checks.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PT/278/83/283A *90	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge 585/APP/2009/2752	72,500.00	72,500.00	41,000.00	41,000.00	0.00	31,500.00	0.00	Fees received and claimed for design checks& monitoring of 278 highway works. £31,500 received as a security deposit to ensure highway works are carried out to a satisfactory standard.
PT/278/84/292	Pinkwell	Asda, Unit 3 , Millington Road, Hayes 32157/APP/2011/872	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	Fees received and claimed for design checks & monitoring of 278 highway works.
PT/278/85 *93	Yiewsley	GSK Stockley Park, 5 Iron Bridge Road. 3057/APP/2012/2573	6,210.00	6,210.00	1,210.00	1,210.00	1,210.00	5,000.00	0.00	Fees received and claimed for design checks. £5,000 received as a security deposit to ensure highway works are carried out to an acceptable standard.
PT/278/86/237E	**Eastcote & East Ruislip**	**Bishop Ramsey School (lower site), Eastcote Road, Ruislip - High Grove access 19731/APP/2006/1442**	**14,146.46**	**0.00**	**2,428.00**	**0.00**	**2,428.00**	**11,718.46**	**0.00**	**Funds received for the completion of remedial highway works and fees associated with the 278 agreements. £2,428 fees claimed.**
		SECTION 278 SUB - TOTAL	**2,463,735.07**	**2,447,088.61**	**1,036,089.80**	**1,019,761.80**	**35,538.00**	**1,427,645.27**	**0.00**	
		SECTION 106								
PORTFOLIO: PLANNING TRANSPORTATION AND RECYCLING										
PT/05/04a *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	339,111.08	339,111.08	210,252.00	210,252.00	0.00	128,859.08	0.00	The balance is for improvements to public transport serving the south side of London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum sought in determining any scheme. No time limits. BAA lead proposal for upgrade of bus services serving the south side of Heathrow. S106 funding (from this case and PT/05/4b) would be used to 'pump prime' these services. £210,000 allocated to enhancements to 350 and 423 bus services (Cabinet Member decision 21/10/09). Enhanced services commenced December 09. £70,084 payment to London Buses (bus service agreement 09/10). Year 2 payment to London buses (£70.084). £23.5k allocated towards a pedestrian crossing facility on the A4 Colnbrook By- Pass (Cabinet Member Decision (29/03/2012). Year 3 final payment to London buses (£70,084).
PT/05/04b *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	406,331.57	406,331.57	173,645.35	173,645.35	0.00	232,686.22	0.00	The balance is for improvements to public transport serving London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. See update to PT/05/04a above regarding the remainder of the balance. No time limits.
PT/24/55 (see E/08) *28	Pinkwell	Former Arlington Hotel, Shepiston Lane, Harlington - Highway Works 382/BH/97/0714	23,639.34	23,639.34	6,052.54	6,052.54	0.00	17,586.80	0.00	Highway Improvement Works according to the 3rd Schedule of the agreement (13.141K). Excess funds are to be refunded to the developer following the date of the Final Account. Conflict between works specified in agreement and works required in association with application for Harlington Community School Sports Centre (see PT278/51). Works (to right hand turn lane) have been carried out as part of the Harlington Community School development. Reasonable time for spend has elapsed. Owners permission obtained to complete any outstanding works as required under the agreement. Funds allocated (Cabinet Member decision 5/01/2011). External highway works completed 31/3/11. Awaiting invoices.
PT/25/56 *24	South Ruislip	J Sainsbury, 11 Long Drive, Ruislip 33667/T/97/0684	37,425.09	37,425.09	0.00	0.00	0.00	37,425.09	0.00	Highway improvements adjacent to the site. Legal advice stated that because of time that has elapsed, it would not be reasonable to proceed without Sainsbury's agreement. Officers investigating the potential to utilise these funds for traffic congestion mitigation at that junction to complement current works that have been commissioned for that location. A portion of land owned by Sainsbury's would need to be dedicated as public highway for the scheme to be feasible. Traffic congestion mitigation scheme is fully funded. Officers investigating whether improvements could be tied into 114 bus route project. Excess funds are to be refunded to the developer following the date of the Final Account.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
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PT/37/40B-C *53 (see: PPR/29)	Botwell	Land at Thorn EMI Complex - Highways Works & Environmental Improvements 51588/APP/2000/366&1418	**560,281.91**	559,443.43	372,015.36	372,015.36	0.00	**188,266.55**	0.00	Project 40B- Environmental improvements in Blyth Road. Funds committed to highways works on Blyth Road and subway CCTV. Unspent funds at 6 months of occupation to be refunded. New agreement signed 19/04/13. Funds to be used towards public realm improvements in the vicinity of the site and Hayes Town Centre (see agreement for further details). No time limit for spend. **£838.48 transfered from PT/37/40F.**
PT37/40E *47	Botwell	Land at Thorn EMI Complex - Parking 51588/APP/2000/366&1418	32,805.42	32,805.42	0.00	0.00	0.00	32,805.42	0.00	Project 40E - £30,000 received for controlled parking in Blyth Road area. New agreement signed 19/04/13. Funds held to be used towards controlled parking zones in the vicintiy of the development or if not required, towards the same purpose as PT/37/40B above. No time limit for spend.
PT/37/40F	Botwell	Land at Thorn EMI Complex. 51588/APP/2000/366&1418	**99,161.52**	100,000.00	99,161.52	99,161.52	0.00	**0.00**	0.00	Funds received towards the funding of environmental improvements in Dawley Road (to include pedestrian safety). Unspent funds to be returned within 5 years of implementation (Jan 2013). Funds allocated towards scheme of improvements (Cabinet Member decision 19/2/10).Scheme completed Sept 2010. Final invoice received. **Remaining balance transferred to PT/37/40B above.**
PT/42/41	Heathrow Villages	Temp Stockpiling at Bedfont Court. 47853/SPP/2003/113	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	£50,000 for landscape enhancement on specified land around the development. Unexpended funds at 19 June 2006 were to be repaid to the developer. Following consultations with BAA it has been agreed to spend the funds as part of the Colne Valley project. Deed of variation has been secured to remove time limits.
PT/44/03	Various	S278 Surplus	165,366.27	165,366.27	95,545.86	95,545.86	0.00	69,820.41	0.00	Income is from underspends on s278 projects where surplus funds do not have to be refunded. First priority for use of funds is to address otherwise irresolvable deficits from overspent projects. A further £1,391.64 transferred to reconcile overspend on PT278/26/127. £1,945.35 used towards zebra crossing scheme at PT/105/175B. Balance transferred from PT/21/39A (£2,165.41). Spend towards consultants for cycle scheme at PT/103/174A and footpath scheme at PT/88/140B. £500 spent towards Kingsend study at PT/120/241A.
PT/54/21C	Botwell	Former EMI Site, Dawley Road - Landscaping 6198/BS/98/1343	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	0.00	£50,000 for Landscaping on adjacent land and £7,000 for maintenance of the landscaping works. Funds to be held for landscaping in accordance with the agreement subject to Crossrail. No time constraints.
PT/61/89B (see: E/35)	West Drayton	LHR Training Centre, Stockley Close / 51458/97/1537	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	£25,000 for improvements at the junction of Stockley Road & Stockley Close / Lavender Rise, West Drayton. Scheme provided using TfL funding. Further improvements to area have been implemented as part of the MOD development. Funds to be held as contingency for any works required to the junction arising out of the MOD development. No time constraints.
PT/65/74A (see EYL/40, E/20 & E/21)	Uxbridge North	Land at Johnson's Yard (former garage site), Redford Way, Uxbridge - Street Lighting 53936/APP/2002/1357	18,893.88	18,893.88	17,871.38	17,871.38	0.00	1,022.50	0.00	Street lighting according to the agreement drawing. No time constraints. Expenditure due to commencement of project for street lighting on Redford Way at Johnson's Yard. Columns & lanterns installed and working. Unable to install column in footpath leading to the high Street. Last column installed, Connection by Southern Electric were programmed for July 07. Columns all connected but require painting. Officers chasing painting contractor to progress. Painting completed - final invoices paid. Final balance to be confirmed after closure of 08/09 financial year accounts.
PT/71/99	Uxbridge South	UB1 Vine Street Uxbridge 11005/AG/97/360	250,000.00	250,000.00	250,000.00	250,000.00	1,478.53	0.00	0.00	To facilitate enhancements of the Old Uxbridge Conservation Area and the Town Centre - committed to Windsor Street scheme. Consultations undertaken. High St works programmed to be implemented late 2006 - complete. Further consultations for Windsor Street, Granges Yard and Market Square completed and Cabinet Member approval received for scheme to include resurfacing, plaques, signage and parking. Works programmed for summer 09/10 financial year to spend this balance and the balance at PT/96/164. No time constraints. Scheme in progress: phase 1 completed November 09. Phase 2 completed March 2010. Works completed June 2013.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
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PT/76/119	Northwood	Land at 64 Ducks Hill Road Northwood/ 26900L/99/1077	35,253.56	35,253.56	28,119.15	28,119.15	0.00	7,134.41	0.00	To provide a speed camera, anti-skid surface and associated road markings in Ducks Hill Road. Speed camera cannot be installed in this location, as the accident rate in this location is below the threshold established by TfL. Deed of variation not required.site includeded in vehicle activated sign (VAS) forward programme. Officers looking into feasibility of 'Driver Feedback Sign'. Implementation due Spring 2007, subject to feasibility. Quotes being sought with the view to possible purchase of signs. Interest accrued. No time constraints. Utilities works completed Nov 08. Scheme programmed for implementation April/May 2010. Spend towards the provision of anti skid and electrical work. VAS signs installed, scheme complete, awaiting invoices.
PT/80/112 (formerly PT278/05)	Uxbridge South	Grand Union Park, Packet Boat Lane, site ref: 1197 (various applications)	47,774.85	47,774.85	2,228.56	2,228.56	0.00	45,546.29	0.00	No time constraints. Officers looking into project for spend of balance at junction of Packet Boat Lane & Cowley High Street. Cabinet Member for P&T concerned with affect of proposal and blind road bend heading towards Uxbridge. Funds to be held until sight lines are resolved.
PT/82/114 (formerly PT278/23)	Uxbridge South	Waterloo Road, Uxbridge - Highway Works / 332BD/99/2069	13,169.44	13,169.44	11,577.00	11,577.00	0.00	1,592.44	0.00	Highway Works for alternative traffic management on Waterloo Road. No time limits. Cabinet Member for Planning & Transportation has approved use of funds to extend the Uxbridge South Parking Management Scheme approved. Implementation occurred in the Autumn. £11k spend on Waterloo Road from the Parking Revenue Account to be recharged to this case for next quarter. Recharcharge completed.
PT84/87B-D (Formerly part of PT278/44)	Brunel	Brunel s106 16 April 04 532/SPP/2002/2237	27,614.47	27,614.47	15,164.48	15,164.48	0.00	12,449.99	0.00	£3,000 + interest for monitoring of landscape management plan (87B), £10,000 + interest for monitoring of green travel and public transport obligations (87D), and £200 + interest initial payment associated with footpath works to be undertaken by Council (87C). Engineers inspected site to ascertain whether works are required & whether further payments are due late Jan 2006. Officers chasing Brunel to provide a disabled ramp from the back of the privately owned footway at Hillingdon Hill. Interest accrued. £10k plus interest received for improvements (including lighting) to the footpath alongside the River Pinn linking 'Site 2' to Uxbridge Road. Footpath works complete, security deposit plus interest returned.
PT/88/140C *38	Pinkwell	MOD Records Office, Stockley Road, Hayes - Prologis Park 18399/APP/2004/2284	754,743.82	754,743.82	**189,501.37**	155,987.57	**161,695.60**	**565,242.45**	0.00	Funds received as first, second and third instalments of the public transport contribution to enhance the level of public transport to and from the area of the development site. TfL has been approached with regard to extending the U4 bus route. TfL has advised that if feasible a scheme could be implemented once development of the housing units are complete and estate roads are adopted.Double yellow lines required for bus route through site. TMO approved.TfL, bus shelter installed on site. Spend towards implementation of yellow lines to allow bus to run. DOV now completed to extend time limit to spend funds to March 2017. Bus extension operational from end of Sept 2012. £24,756 paid towards the provision of bus stop on the Prologis site. Payment to TFL for first year of operation 12/13. **£33,513 further TFL costs.**
PT/88/140F *46	Pinkwell	MOD Records Office, Stockley Road, Hayes - Parking 18399/APP/2004/2284	73,774.40	73,774.40	0.00	0.00	0.00	73,774.40	73,774.40	Funds received for parking management system in Bourne Avenue and surrounding streets of the new and existing estate roads utilised within the residential part of the development. There are currently no plans to consult with residents of the area on a Parking Management Scheme. However, any resident objections to increases in commuter parking on residential roads generated by the MOD development may give reason to spend these funds. Officers continue to monitor the parking situation. Funds must be spent within 7 years following date of receipt i.e. Dec 2013.
PT/92/154	Pinkwell	5, 7, 7a & 10 Westlands Industrial Estate 1902/APP/2005/2370	41,527.00	41,527.00	**3,979.00**	0.00	**3,979.00**	**37,548.00**	0.00	Funds received for cycle network improvements. Cycleway and local safety scheme identified for the junction of Station Road and North Hyde Road.Scheme to be funded by TfL. Funds allocated towards improved provision for cyclists using Dawley Road roundabout (Cabinet Member Decision 18/7/2013). Contribution must be spent within 7 years following date of receipt (Dec 2013). **Scheme on site October 2013**

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			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PT/93/147D	West Drayton	DERA Site, Kingston Lane, West Drayton - Cycle Network 45658/APP/2002/3012	33,056.72	33,056.72	**33,056.72**	20,195.87	**12,860.85**	**0.00**	0.00	To be applied towards the cycle improvements for the London Cycle Network including such works for the Heathrow to Hillingdon Hill cycle way adjacent to the Land. Officers are investigating options for spend within the terms of the legal agreement in combination with funds at PT/93/147C. Funds not spent by 19 February 2014 are to be refunded. Funds allocated towards improvements for cyclists in Kingston Lane as part of traffic calming scheme and upgrade of cycle path adjacent to the site (Cabinet Member decision 29/5/12). Scheme implemented July 2012.
PT/95/161A	West Drayton	Former Honeywell Site, Trout Road, West Drayton - Footpath 335/APP/2002/2754	18,155.95	18,155.95	**8,043.60**	1,239.60	**8,043.60**	**10,112.35**	0.00	To be applied towards the provision of a footpath from the site crossing over the Grand Union Canal along Trout Road to the High Street. Unexpended funds after 7 years of receipt (31 January 2014) are to be refunded. Funds allocated towards footpath improvements on Trout Road (Cabinet Member Decision 18/2/13). **Scheme completed May 2013. Awaiting invoices**.
PT/96/164	Uxbridge South	36-38 Windsor Street (Westcombe House), Uxbridge 13544/APP/2005/31	10,516.65	10,516.65	10,516.65	10,516.65	6,094.27	0.00	0.00	For environmental enhancement on Windsor Street and the surrounding area. Funds not spent by 1 April 2014 are to be refunded. See updates on PT/71/99. Spend towards purchase of benches and information boards. Further spend towards installation of historic plaques. Scheme completed June 2013.
PT/101/170A	Botwell	11 - 21 Clayton Road, Hayes 56840/APP/2004/630	30,527.21	30,527.21	12,974.24	12,974.24	0.00	17,552.97	17,552.97	Funds received for parking management in the area. Funds held to be used in combination with those at case ref. PT/37/40E should any scheme be required. Funds not spent by 31 August 2014 are to be refunded. £13,000 from this contribution allocated towards the implementation of a parking management scheme in Blyth Road, Clarendon Road & Clayton Road (Cabinet Member Decision 16/03/2012). Scheme complete April 2012.
PT/102/161D	Yiewsley	Honeywell Site, Trout Road Yiewsley 335/APP/2002/2754	77,151.50	77,151.50	0.00	0.00	0.00	77,151.50	77,151.50	Funds received towards public transport and community facilities initiatives in the West Drayton area. Funds not spent by 20 September 2014 are to be repaid.
PT/103/174A	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00	Contribution received for the West Drayton to Heathrow Cycle Scheme. Funds not spent by 16 November 2015 are to be repaid. Funds allocated towards the implementatin of a traffic calming scheme on Hatch Lane (which forms part of the route). Cabinet Member Decision 11/7/2013. Scheme completed July 2013, awaiting invoices.
PT/104/147H	West Drayton	DERA Site, Kingston Lane, West Drayton 45658/APP/2002/3012	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the installation and maintenance of CCTV cameras on the site as specified in the relevant planning permission. Cameras to be installed by the developer. Funds to be retained as security. No time constraints.
PT/106/149E	Botwell	Hayes Goods Yard 10057/APP/2005/2996 & 2999	119,402.15	119,402.15	25,000.00	25,000.00	0.00	94,402.15	**67,082.15**	Funds received towards enhancements to the London Cycle Network, route 88A or any other cycle route that is likely to be used by the occupiers of the development. Funds to be spent by Oct 2015. £25k allocated-and spent towards-cycle access to canal at Hayes Town Centre (Cabinet Member decision 22/7/2011). **£27,320 allocated towards cycle improvements at Dawley Roundabout (Cabinet Member Decision 18/7/2013).**
PT/108/155E	West Drayton	Former RAF Porters, West Drayton. 5107/APP/2005/2082	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	Funds received to provide a local walking bus scheme. Funds to be spent within 3 years of receipt (Jan 2012). Funds allocated towards the development of a walking bus scheme in association with West Drayton Primary school (Cabinet Member decision 5/01/2011)
PT/109/194A	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	10,000.00	10,000.00	2,627.18	2,627.18	0.00	7,372.82	0.00	Funds received towards street lighting in the vicinity of the site. No time limits. Funds earmarked towards a lighting scheme for the public footpath which runs adjacent to the site. £5,300 allocated towards footpath scheme (Cabinet Member decision 5/01/2011). Scheme implemented 31/3/2011. Remaining balance allocated to upgrade lighting in Lancaster Road, Uxbridge. (Cabinet Member decision 31/7/2012).

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PT/110/198B *61	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge - Bond 3114/APP/2008/2497	14,240.00	14,240.00	0.00	0.00	0.00	14,240.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the travel plan. To be refunded after 10 years.
PT/111/204A *63	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2338	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Travel Plan Bond received to ensure compliance by the tennant of its monitoring and reporting obligations in accordance with the travel plan. Returnable.
PT/112/205A	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	7,502.15	7,502.15	550.00	550.00	0.00	6,952.15	0.00	Contribution towards improvements to the London cycle network within a radius of 1500m of the site. Funds to be spent by September 2013. -Funds allocated towards cycle improvements as part of Ruislip Manor Town Centre scheme.(Cabinet Member decision 31/7/12). **Scheme complete September 2013. Awaiting invoices.**
PT/113/198C	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge Public Transport 3114/APP/2008/2497	24,410.43	24,410.43	0.00	0.00	0.00	24,410.43	24,410.43	Contribution towards the provision of public transport improvements in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).
PT/114/209A *67	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the Travel Plan. To be refunded five years following first occupation.
PT/115/209B	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	4,850.00	4,850.00	0.00	0.00	0.00	4,850.00	4,850.00	Contribution received for the purpose of the purpose of setting up a car club. Funds to be spent within 5 years of receipt (March 2015).
PT/116/210A	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/3561	30,140.58	30,140.58	0.00	0.00	0.00	30,140.58	0.00	Contribution received towards the cost of upgrading two bus shelters in the vicinity of the development. Funds to be spent witihn 5 years of receipt (March 2015). Further £104.58 received as indexation payment.
PT/117/231B	Ruislip	Former RAF West Ruislip (Ickenham Park), High Road, Ickenham. 38402/APP/2007/1072	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	Funds received towards improvements to cycle route 89/network 93 as part of the London Cycle Network. Funds to be spent within 5 years of receipt (Nov 2015).
PT/119/209D	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	31,874.14	31,874.14	0.00	0.00	0.00	31,874.14	0.00	Funds received for the purpose of the provision of 3 upgraded or replacement bus shelters within the vicinity of the site. Funds to be spent within 5 years of receipt (March 2016). Further £874.14 received as indexation payment.
PT/120/241A	Ruislip	28 & 28a Kingsend, Ruislip. 5740/APP/2008/1214	2,500.00	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	Funds received towards the undertaking of a Transport Assesment (TA) to assess the cumulative traffic impact of flatted developments in Kingsend. Funds to be spent within 5 years of receipt (April 2016). Allocated towards TA (Cabinet member decision 31/7/12). TA received from consultants March 2013.
PT/121/242A	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	34,000.00	34,000.00	0.00	0.00	0.00	34,000.00	0.00	Funds received towards the cost of providing new and improved bus stops/shelters in the vicinity of the development. No time limit on spend.
PT/122/248A	Uxbridge	97 Oxford Road, Highbridge Park, Uxbridge. 38074/APP/2008/1418	54,486.29	54,486.29	0.00	0.00	0.00	54,486.29	0.00	Contribution received towards street scene improvements within the vicinity of the land. Funds to be spent within 5 years of receipt (July 2016).
PT/123/219B	Yeading	Land rear of 1-6 Sydney Court, Perth Avenue,Hayes. 6593/APP/2010/883	41,020.00	41,020.00	0.00	0.00	0.00	41,020.00	0.00	Funds transferred from EYL/131. Contribution received towards the cost of providing traffic calming measures for the direct benefit of Brookside primary School. No time limits.
PT/124/261	West Drayton	Land at Stockley Close Estate, West Drayton. 56244/APP/2003/1437	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.00	Funds received towards providing accessibility improvements including public transport in the vicinity of the land. Funds to be spent within 3 years of receipt (Dec 2014).
PT/125/242C	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	70,000.00	Contribution received as first instalment towards improvements and additions to TfL bus services within vicinity of the development (see legal agreement for further details). No time limits for spend.
PT/126/242D *82	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Travel plan bond received to ensure compliance by the owner of its monitoring and reporting obligations. To be refunded after 10 years.
PT/127/238H	West Ruislip	Fmr Mill Works, Bury St, Ruislip. 6157/APP/2009/2069	34,603.50	34,603.50	0.00	0.00	0.00	34,603.50	0.00	Contribution received towards carbon reduction projects in the Ruislip area. Earmarked towards projects to reduce CO2 emissions at Ruislip Early Years Centre. Funds to be spent within 7 years of receipt (Apr 2019).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PT/128/276A	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	22,155.20	22,155.20	0.00	0.00	0.00	22,155.20	22,155.20	Contribution received towards the provision of public transport infrastructure in the vicinity of the site. Measures considered include upgrade to bus stops, improvements to bus services and cycle ways (see agreement for further details). Funds to be spent within 7 years of receipt (9/7/2019).
PT/129/277A	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	0.00	Funds received towards co-ordinating and monitoring the green travel plan associated with the site. No time limits for spend.
PT/130/277B	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	40,965.69	40,965.69	0.00	0.00	0.00	40,965.69	0.00	Contribution received towards off site highway works to the Clock House Roundabout, Heathrow. No time limits for spend.
PT/131/273B	Uxbridge South	Autoguild House (Lidl), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as the Travel Plan bond to be used by the Council to cover the Council's expenses in monitoring compliance by the owner with the travel Plan for a ten year period. Balance to be refunded after 10 years (2022).
PT/132/149J *88	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	Travel Plan bond received to ensure the completion by the owner of 3 travel surveys. £5,000 to be returned on completion of each survey.
PT/133/149K	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	62,500.00	62,500.00	0.00	0.00	0.00	62,500.00	62,500.00	Contribution received towards the establishment of parking management areas within the area no further than 800m from the boundary of the site. Funds to be spent within 7 years of receipt (Nov 2019).
PT/134/149L	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00	Contribution received towards the maintenance of the towpath directly opposite the site (as defined in the agreement). Funds to be spent within 7 years of receipt (Nov 2019).
PT/135/198E	Uxbridge South	Fmr Gas works, Cowley Mill Road, Uxbridge (Kier Park). 3114/APP/2012/2881	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Contribution received towards the implementation of directional signage on Cowley Mill Road and junction with St John's Road (see agreement for details). Funds to be spent witihn 7 years of receipt (March 2020).
PT/136/297A	Heathrow Villages	Fmr Technicolor Site, 276 Bath Rd, Sipson, West Drayton. 35293/APP/2009/1938	34,541.66	34,541.66	0.00	0.00	0.00	34,541.66	34,541.66	Contribution received towards the cost of upgrading the bus stops and the installation of drop kerbing/ tactile paving to enable pedestian access over Bath Road in the vicinity of the site. Funds to be spent within 7 years of receipt (May 2020).
PT/137/300A	**Townfield**	**Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185**	**10,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,000.00**	**0.00**	**Funds received as the "TFL Feasibility Contribution" to be used towards the cost of a feasibility study of The Parkway and Bulls Bridge Roundabout. No time limits for spend.**
PT/138/300B	**Townfield**	**Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185**	**20,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**20,000.00**	**0.00**	**Contribution received towards improvements to the junction at The Parkway and Bulls Bridge Roundabout. No time limits**
PT/139/300C	**Townfield**	**Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185**	**15,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**15,000.00**	**0.00**	**Contribution received towards improvements to the grand Union Canal frontage within the vicinity of Bulls Bridge. No time limits.**
		PLANNING TRANSPORTATION & RECYCLING SUB - TOTAL	**4,236,552.85**	**4,191,552.85**	**1,570,381.96**	**1,513,224.31**	**194,151.85**	**2,666,170.89**	**484,018.31**	
		PLANNING TRANSPORTATION & RECYCLING TOTAL	**6,700,287.92**	**6,638,641.46**	**2,606,471.76**	**2,532,986.11**	**229,689.85**	**4,093,816.16**	**484,018.31**	
PORTFOLIO: EDUCATION AND CHILDREN'S SERVICES										
EYL/71/155B	West Drayton	Former RAF West Drayton, Porters Way, West Drayton. 5107/APP/2005/2082	467,808.00	467,808.00	**467,808.00**	160,583.57	**307,224.43**	**0.00**	0.00	Funds to be used for the purpose of funding additional places at Primary and Secondary schools within a 3 mile radius of the site. Unexpended funds after 3 years of receipt are to be refunded (December 2014). **£467,808 allocated and spent towards expansion at West Drayton Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013).**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
EYL/76/163	West Drayton	18a Colham Ave, West Drayton 29679/APP/2006/1048	18,939.00	18,939.00	8,826.00	8,826.00	0.00	10,113.00	10,113.00	To be applied towards primary and secondary school places within 3 miles of the development. £10,113.43 is earmarked for West Drayton area primary expansion. No time limits. Remainder to be used at Uxbridge High School modernisation. £8,826 spent towards Uxbridge High School construction project. Balance earmarked towards Colham Manor school expansion, subject to formal approval (part of phase 1 of the school expansion programme.
EYL/104/194C	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	146,131.00	146,131.00	111,971.00	111,971.00	0.00	34,160.00	34,160.00	Funds received towards the cost of providing nursery school place (£34,160), Primary school places (£59,781), Secondary school places (£52,190) in the Borough of Hillingdon. No time limits. Secondary school contribution (£52,190) spent towards Abbotsfield School. (Cabinet Member decision 14/10/2010). Primary component allocated and spent towards phase 1 of the primary expansion at Whitehall school (Cabinet Member decision 6/12/2011).
EYL/107/201A	Barnhill	360, Uxbridge Road, Hayes. 7517/APP/2007/188	77,414.00	77,414.00	42,399.00	42,399.00	0.00	35,015.00	35,015.00	Funds received towards nursery places (£2,291),primary school places (£40,108), and secondary school places (£35,015) within a 3 mile radius of the development. Funds not spent by June 2016 must be returned. Primary and nursery contributions allocated and spent towards Grange Park primary expansion as part of phase 1 of the primary expansion programme (Cabinet Member decision 6/12/2011).
EYL/110/205C	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	3,755,319.11	3,755,319.11	**1,945,788.54**	1,449,290.58	**496,497.96**	**1,809,530.57**	**708,917.62**	Two instalments towards educational places or improvements to schools in the North Secondary Planning Area. Nursery (£421,026.76), primary (£750,525.95) and secondary (£658,998.39). Funds to be spent by September 2016. Secondary contribution (£658,998) spent towards expansion at Ruislip High school (Cabinet Member decision 21/10/2010). £342,000 from the Nursery contribution spent towards Deansfield Early Years Centre. (Cabinet Member decision 28/10/2010). Final instalment received. Nursery (£437,000), Primary (£779,000) and secondary (£684,000). £779,000 Primary contribution **spent** towards expansion of Harlyn and £165,939 to Field End Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/13). Further £20,551 received towards the same purpose. **£1,100,612 earmarked towards expansion at Field End Infant & Junior Schools, subject to formal approval.**
EYL/116/210B	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/3561	627,804.00	627,804.00	540,000.00	540,000.00	0.00	87,804.00	**0.00**	£135,000 received as first instalment towards the provision of education facilities and places within a 2 mile radius of the development (see legal agreement for details). Funds to be spent within 5 years of receipt (March 2015).Second contribution of £135,000 received towards the same purpose. Funds to be spent by March 2015. Third and final contribution received towards the same purpose. Funds to be spent by Sept 2016. £270K allocated and spent towards primary expansion programme at Rosedale College as part of phase 1A of the school expansion programme (Cabinet Member decision 6/12/2011). Further £41,320 received as index linking payment. £270,000 allocated and spent towards expansion at Rosedale Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013). **Earmarked towards expansion at Wood End Park Academy, subject to formal approval.**
EYL/118/214B	Uxbridge	Hillingdon House Farm. 2543/APP/2005/870	1,090,166.31	1,090,166.31	110,251.72	110,251.72	0.00	979,914.59	**348,853.22**	£256,399.34 received as first instalment towards the cost of providing nursery (£64,099), primary (£110,251.72) and secondary (£82,047) school places within the London Borough of Hillingdon. First contribution to be spent before April 2017. Primary contribution (£110,251.72) allocated and spent towards expansion at Whitehall School, (part of phase 1 of the school expansion programme). Cabinet Member decision 6/12/2011. Second instalment (£268,681.94) received. Second contribution to be spent before Oct 2018. Final instalment (£565,085) received this quarter. Final contribution to be spent before Jan 2019. **£631,061 earmarked to expansion at Hermitage Primary School, subject to formal approval.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
EYL/119/216	Charville	119 to 137 Charville Lane, Hayes. 38290/APP/2006/2501	56,316.00	56,316.00	27,139.00	27,139.00	0.00	29,177.00	29,177.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site to accommodate nursery,primary and secondary child yield arising from the development. No time limits. Primary and nursery components allocated and spent towards primary school expansion at Grange Park School as part of phase 1 of the school expansion programme (Cabinet Member decision 6/12/2011).
EYL/121/221	Ruislip Manor	2, Windmill Hill, Ruislip. 35595/APP/2008/2951	6,438.00	6,438.00	0.00	0.00	0.00	6,438.00	6,438.00	Funds received towards the provsion of additional nursery and primary school places in the vicinity of the site. No time limits.
EYL/132/232	Hillingdon	23, Sweetcroft Lane, Hillingdon. 8816/APP/2004/3045	42,280.88	42,280.88	22,573.00	22,573.00	0.00	19,707.88	19,707.88	Funds to be used towards the costs of providing additional primary school facilities (£22,573) & secondary school facilities (£19,707) relating to the development. Funds to be spent within 7 years of receipt (October 2017). £22,573 allocated and spent towards expansion at The Hermitage Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013).
EYL/137/237B	Eastcote	Bishop Ramsey School (lower site), Eastcote Road, Ruislip. 19731/APP/2006/1442	426,346.97	426,346.97	0.00	0.00	0.00	426,346.97	426,346.97	Funds received towards the costs of providing primary education places to primary schools in Primary Area 3 . Funds to be spent by February 2016.
EYL/138/238C	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	512,742.69	512,742.69	62,801.47	62,801.47	0.00	449,941.22	**214,304.00**	Funds received as 50% of the education contribution towards the cost of providing nursery, primary and secondary facilities in the Borough (See legal agreement). Funds to be spent by February 2018. Further £261,446.35 received as remaining 50% education contribution. £112,742 allocated towards expansion at Ruislip Gardens Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013). **Further £185,696 earmarked towards expansion at Ruislip Gardens Primary School, subject to formal allocation.**
EYL/139/239B	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	64,920.00	64,920.00	0.00	0.00	0.00	64,920.00	**0.00**	Funds received towards the costs of providing educational improvements or facilities in the Borough. No time limits. **Earmarked towards expansion at Field End Infant & Primary School, subject to formal allocation.**
EYL/140/209G	Yiewsley	Tesco. Trout Road, Yiewsley 60929/APP/2007/3744	231,454.55	231,454.55	20,251.99	20,251.99	0.00	211,202.56	211,202.56	£107,202 received as 50% of the education contribution towards the cost of providing secondary school places and improvement of exisitng facilities witihn a 3 mile radius of the site and primary school places and improvement of exisiting facilities within 2 miles of the site (see legal agreement for details of funding split).Primary school component of contribution allocated and spent towards Colham Manor primary expansion as part of phase 1 of the school expansion programme. (Cabinet Member decision 6/12/2011). Remaining 50% of contribution received (£124,086 including index linking). All contributions to be spent before March 2017.
EYL/148/249C	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/148/249C	469,246.00	469,246.00	269,246.00	269,246.00	0.00	200,000.00	**0.00**	Funds received towards the costs of providing education or educational improvements or facilities in the authorities area (see legal agreement for details). No time limits for spend. £269,246 allocated and spent towards expansion at Highfield Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013). **Earmarked towards expansion at Hilllingdon Primary School, subject to formal allocation.**
EYL/149/252	South Uxbridge	Old Mill House Estate, Old Mill Lane, Cowley. 2819/APP/2004/2873	37,217.03	37,217.03	0.00	0.00	0.00	37,217.03	**0.00**	Contribution received towards the cost of providing addional nursery, primary and secondary school places in the Borough. Funds to be spent within 7 years of receipt (July 2018). **Earmarked towards expansion at Hillingdon Primary School, subject to formal allocation.**
EYL/157/260	Brunel	Garage site adjacent to 1 St.Helen Close, Cowley. 56865/AP/2011/31	22,138.00	22,138.00	0.00	0.00	0.00	22,138.00	**0.00**	Contribution received towards providing improvements to education facilities in the vicinity of the site arising from the needs of the development. No time limits for spend. **Earmarked towards expansion at Rabbsfarm Primary School, subject to formal approval.**
EYL/158/242B	West Drayton	West Drayton Village (north site) off Porters Way, West Drayton. 5107/APP/2009/2348	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	**500,000.00**	Funds received as first and second instalments towards the costs of providing educational improvements in the Authority's area (see legal agreement for details). No time limit for spend. **£1,500,000 earmarked towards expansion at West Drayton Primary School, subject to formal approval.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
EYL/159/262B	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	27,853.30	27,853.30	0.00	0.00	0.00	27,853.30	**0.00**	Funds received towards the costs of additional and or improved educational facilities within the London Borough of Hillingdon. No time limits. **Earmarked towards expansion at Rosedale Primary School, subject to formal approval**.
EYL/160/263B	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	12,704.43	12,704.43	0.00	0.00	0.00	12,704.43	**0.00**	Funds received towards the costs of additional and or improved educational facilities within the London Borough of Hillingdon. No time limits. **Earmarked towards expansion at Bourne Primary School, subject to formal approval.**
EYL/162/268	Yeading	Fmr Texaco Service Station, Yeading Lane, Hayes 4647/APP/2004/3286	14,543.00	14,543.00	0.00	0.00	0.00	14,543.00	**0.00**	Contribution received towards the cost of providing educational places within the London Borough of Hillingdon. No time limits for spend. **Earmarked towards expansion at Rosedale Primary School, subject to formal allocation.**
EYL/163/269	Botwell	41 & Land at rear of 29-39 Corwell Lane, Hillingdon 59697/APP/2004/2216	65,896.37	65,896.37	0.00	0.00	0.00	65,896.37	**0.00**	Contribution received towards the cost of providing educational places within the London Borough of Hillingdon. Funds to be spent witihn 7 years of receipt (Jan 2019). **Earmarked towards expansion at Wood End Park Primary School, subject to formal allocation.**
EYL/164/270	Eastcote & East Ruisilp	103 Park Ave, Ruislip 49273/APP/2011/933	10,885.00	10,885.00	0.00	0.00	0.00	10,885.00	10,885.00	Contribution received towards providing improvements to education facilities in the vicinity of the site arising from the needs of the development. No time limits for spend.
EYL/165/267B	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	60,915.00	60,915.00	20,156.00	20,156.00	0.00	40,759.00	40,759.00	Contribution received towards the provision of education facilities and places as detailed in the agreement. Funds to be split as follows; nursery £7,185,: primary £20,156; secondary £33,574. No time limits for spend. £20,156 allocated and spent towards expansion at Wood End Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013).
EYL/166/274	Uxbridge North	231 Harefield Rd, Uxbridge 59140/APP/2011/1113	16,416.76	16,416.76	0.00	0.00	0.00	16,416.76	**0.00**	Contribution received towards the provision of education facilities and places as detailed in the agreement. No time limits for spend. **Earmarked towards expansion at Hermitage Primary School, subject to formal allocation.**
EYL167/275	Eastcote & East Ruisilp	Fmr Highgrove Day Nursery, Campbell Close, Ruislip 48552/APP/2009/234	7,102.00	7,102.00	0.00	0.00	0.00	7,102.00	7,102.00	Contribution received towards providing improvements to education facilities in the vicinity of the site arising from the needs of the development. No time limits for spend.
EYL/168/279	Northwood	Claremont, Kewferry Drive, Northwood. 62950/APP/2011/2961	2,545.00	2,545.00	0.00	0.00	0.00	2,545.00	**0.00**	Contribution received towards the provision of additional or improved educational facilities within a 3 mile radius of the site, to accommodate the child yield arising from the development. No time limits for spend. **Earmarked towards expansion at Harlyn Primary School, subject to formal allocation.**
EYL/169/276C	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	**762,750.86**	375,570.86	0.00	0.00	0.00	**762,750.86**	**387,180.00**	Contribution received as the first instalment of the education contribution towards the cost of providing education improvements or facilities to accommodate extra children in the Authority's area (see agreement for details). Funds to be spent within 7 years of receipt (July 2019). **Second instalment £387,180 received towards the same purpose (spend July 2020). £375,570 earmarked towards expansion at Rosedale Primary School, subject to formal allocation.**
EYL/170/280	South Ruislip	12 Walnut Way, Ruislip 68425/APP/2012/659	16,138.00	16,138.00	0.00	0.00	0.00	16,138.00	**0.00**	Contribution received towards the provision of additional or improved educational facilities within a 3 mile radius of the site, to accommodate the child yield arising from the development. No time limits for spend. **Earmarked towards expansion at Bourne Primary School, subject to formal allocation.**
EYL/171/281	Harefield	Fmr White Horse, Church Hill, Harefield. 38029/APP/2010/2743	13,510.00	13,510.00	0.00	0.00	0.00	13,510.00	**0.00**	Contribution received towards the provision of additional or improved educational facilities within a 3 mile radius of the site, to accommodate the child yield arising from the development. No time limits for spend. **Earmarked towards additional accomodation at Harefield Primary School, subject to formal allocation.**
EYL/172/278B	Botwell	6-12 Clayton Road, Hayes. 62528/APP/2009/2502	28,491.18	28,491.18	0.00	0.00	0.00	28,491.18	**0.00**	Contribution received towards the provision of educational improvements or facilities in the Authority's area (see agreement for details). No time limits for spend. **Earmarked towards expansion at Wood End Park Academy, subject to formal allocation.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
EYL/173/285	Botwell	Fmr Hayes Library, Golden Crescent, Hayes 6652/APP/2011/1989	20,474.13	20,474.13	0.00	0.00	0.00	20,474.13	**0.00**	Contribution received towards the provision of education or educational improvements or facilities to accommodate extra children in the Authority's area (see agreement for details). No time limit for spend. **Earmarked towards expansion at Rosedale Primary School, subject to formal allocation.**
EYL/174/286	Pinkwell	Land adjacent to 33-34 Fairey Ave, Hayes 66668/APP/2011/1892	14,455.41	14,455.41	0.00	0.00	0.00	14,455.41	**0.00**	Contribution received towards the provision of education or educational improvements or facilities to accommodate extra children in the Authority's area (see agreement for details). No time limit for spend. **Earmarked towards expansion at Pinkwell Primary school, subject to formal allocation**.
EYL/175/287	Yiewsley	The Moorcroft Complex, Harlington Rd, Hillingdon 3043/APP/2006/61	157,625.00	157,625.00	0.00	0.00	0.00	157,625.00	**0.00**	Contribution received towards the provision of educational facilities within the London Borough of Hillingdon. Funds to be spent within 7 years of receipt (Nov 2019). **Earmarked towards expansion at Hillingdon Primary School, subject to formal allocation.**
EYL/176/284A	Yiewsley	Fmr Honeywell site (live/work units), Trout Road, West Drayton 335/APP/2010/1615	23,299.17	23,299.17	0.00	0.00	0.00	23,299.17	**0.00**	Contribution received towards education or educational improvements or facilities in the Authority's area including but not limited to new school facilities, improvements to existing facilities to accommodate extra children, expansion of playground facilities. See agreement for details. No time limits. **Earmarked towards expansion at Rabbsfarm Primary School, subject to formal allocation**.
EYL/177/288A	Yiewsley	Versatile House, Bentinck Rd, Yiewsley 59436/APP/2010/721	27,450.00	27,450.00	0.00	0.00	0.00	27,450.00	**0.00**	Contribution received towards the provision of additional or improved education facilities within a 3 mile radius of the site to accommodate the child yield from the development. No time limits. **Earmarked towards expansion at Rabbsfarm Primary School, subject to formal allocation**
EYL/178/289	South Ruislip	30 Hardy Ave, Ruislip 49772/APP/2009/107	8,953.00	8,953.00	0.00	0.00	0.00	8,953.00	**0.00**	Contribution received towards additional or improved education facilities within a 3 mile radius of the site to accommodate the child yield from the development. No time limits. **Earmarked towards expansion at Bourne Primary School, subject to formal allocation**.
EYL/179/290	Charville	7 Park Lane, Hayes 47571/APP/2010/2850	20,856.00	20,856.00	0.00	0.00	0.00	20,856.00	**0.00**	Contribution received towards additional or improved education facilities within a 3 mile radius of the site to accommodate the child yield from the development. No time limits. **Earmarked towards expansion at Rosedale Primary School, subject to formal allocation**.
EYL/180/293B	Barnhill	Barnhill Methodist Church, Welbeck Avenue, Hayes 9024/APP/206/280	31,049.10	31,049.10	0.00	0.00	0.00	31,049.10	**0.00**	Contribution towards the cost of providing education places in the Borough. No time limits. **Earmarked towards expansion at Rosedale Primary School, subject to formal allocation.**
EYL/181/282B	West Ruislip	Lyon Court, Pembroke Rd, Ruislip. 66895/APP/2011/3049	14,412.79	14,412.79	0.00	0.00	0.00	14,412.79	**0.00**	Contribution received towards education improvements or facilites including new school facilites, improvements to existing school facilities to accommodate extra children or improvements to playgrounds (see agreement for details). Funds to be spent within 5 years of completion of the development (estimated to be 2019). **Earmarked towards expansion at Ruislip Gardens Primary School, subject to formal allocation.**
EYL/182/294	Northwood	Orenda, 68 Thirlmere Gardens, Northwood. 59962/APP/2011/2101	48,710.00	48,710.00	0.00	0.00	0.00	48,710.00	**0.00**	Contribution received towards additional or improved education facilities within a 3 mile radius of the site to accommodate nursery, primary and secondary child yield from the development. No time limits. **Earmarked towards expansion at Harlyn Primary School, subject to formal allocation**.
EYL/183/295	South Ruislip	9 & 9a Great Central Avenue, Ruislip. 4795/APP/2012/1777	12,911.00	12,911.00	0.00	0.00	0.00	12,911.00	**0.00**	Contribution received towards additional or improved education facilities within a 3 mile radius of the site to accommodate nursery, primary and seceondary child yield from the development. No time limits. **Earmarked towards expansion at Bourne Primary School, subject to formal allocation.**
EYL/184/296	Harefield	Fmr Swan PH, Swan Rd, Breakspear Road North, Harefield. 18239/APP/2012/296	7,718.00	7,718.00	0.00	0.00	0.00	7,718.00	**0.00**	Contribution received towards education improvements or facilites including new school facilites, improvements to existing school facilities to accommodate extra children or improvements to playgrounds (see agreement for details). No time limits. **Earmarked towards additional accommodation at Harefield Primary School, subject to formal allocation.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
EYL/185/298	Brunel	17 Peachey Lane, Cowley. 66644/APP/2009/2784	5,758.00	5,758.00	0.00	0.00	0.00	5,758.00	5,758.00	Contribution received towards additional or improved education facilities in vicinity of the site arising from the needs of the development. No time limits for spend.
EYL/186/299A	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	51,098.24	51,098.24	0.00	0.00	0.00	51,098.24	51,098.24	Contribution received towards providing educational improvements or facilities in the authority's area to include:new school facilities: imprvements to school facilities to accommodate extra children (see agreement for further details). No time limits for spend.
EYL/187/301	**Northwood**	**37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766**	**130,618.06**	**0.00**	**0.00**	**0.00**	**0.00**	**130,618.06**	**130,618.06**	**Contribution received towards providing educational improvements or facilities in the authority's area to include:new school facilities: improvements to school facilities to accommodate extra children (see agreement for further details). Funds to be spent within 5 years of receipt (July 2018).**
EYL/188/302	**Barnhill**	**35-43 Yeading Lane, Hayes 34799/APP/2009/2800**	**15,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**15,000.00**	**15,000.00**	**Contribution received towards additional or improved education facilities in vicinity of the site arising from the needs of the development. No time limits for spend.**
EYL/189	**Botwell**	**70 Wood End Green Rd, Hayes 5791/APP2012/408**	**242,005.14**	**0.00**	**0.00**	**0.00**	**0.00**	**242,005.14**	**242,005.14**	**Contribution received towards providing educational improvements or facilities in the authority's area to include:new school facilities: improvements to school facilities to accommodate extra children (see agreement for further details). No time limits.**
EYL/190/304A	**Yeading**	**Fmr Tasman House, 111 Maple Road, Hayes 38097/APP/2012/3168**	**18,295.00**	**0.00**	**0.00**	**0.00**	**0.00**	**18,295.00**	**18,295.00**	**Contribution received towards providing educational improvements or facilities in the authority's area to include:new school facilities: improvements to school facilities to accommodate extra children (see agreement for further details). Funds to be spent within 7 years of receipt (August 2020).**
EYL/191/305A	**Northwood**	**London School of Theology, Green Lane, Northwood 10112/APP/2012/2057**	**39,018.58**	**0.00**	**0.00**	**0.00**	**0.00**	**39,018.58**	**39,018.58**	**Contribution received towards providing educational improvements or facilities in the authority's area to include:new school facilities: improvements to school facilities to accommodate extra children (see agreement for further details). No time limits.**
EYL/192/306A	**Hillingdon East**	**Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838**	**30,896.00**	**0.00**	**0.00**	**0.00**	**0.00**	**30,896.00**	**30,896.00**	**Contribution received towards the cost of providing education or educational improvements or facilites in the Authority's area towards nursery, primary and secondary provision. No time limits.**
EYL/193/307	**West Ruislip**	**3 South Drive, Ruislip 1305/APP/2012/211**	**6,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,000.00**	**6,000.00**	**Contribution received towards additional or improved educational facilities within a 3 mile radius of the site to accommodate the nursery, primary and secondary yield arising from the development. No time limits.**
		EDUCATION, YOUTH AND LEISURE SUB - TOTAL	**12,019,035.06**	**11,150,022.28**	**3,649,211.72**	**2,845,489.33**	**803,722.39**	**8,369,823.34**	**3,528,850.27**	
PORTFOLIO: CENTRAL SERVICES										
		CENTRAL SERVICES SUB - TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
PORTFOLIO: COMMUNITY, COMMERCE AND REGENERATION										
PPR/09/42	Townfield	Abbess Warehouse, Hayes / 49614B/96/110	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	Employment training support associated with the Hayes Opportunity Centre. No time limit. Balance allocated for Hayes Partnership but not committed to a specific project. Officers looking into potential schemes. The Hayes Opportunity Centre did not materialise. A deed of variation required following agreement from owner before funds can be committed. A deed of variation is being sought with the view to allocating the funds to construction training. Awaiting confirmation from developer. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PPR/36/153A	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 &1437	26,750.00	26,750.00	17,913.14	17,913.14	0.00	8,836.86	0.00	For local employment training initiatives in the vicinity of the property. No time constraints. £3,250 spent towards a Brunel run training course at Hayes titled 'Business skills for self employed Women'. Second and final instalment (£13,500) received 21/10/08.Balance of £23,500 allocated towards the Council's Construction and Apprenticeship Training Programme. (Cabinet Member decision 27/10/2010). £14,663 spent towards Uxbridge College Construction Training Programme 12/13.
PPR/47/26A (formerly PT/56/26A)	Botwell	Trident Site, Phase 3 Stockley Park - Hayes Hub/H50 & Botwell Common Road Zebra Crossing 37977/P/94/335	2,601,600.00	2,601,600.00	1,808,071.42	1,808,071.42	0.00	793,528.58	0.00	See Cabinet report 18 December 2003. Balance allocated to Hayes & Harlington Station Improvements and associated interchange initiatives. Project on-hold due to design issues. Officers investigating alternative improvements to area around the station. No time limits.
PPR/49/174C	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	350,000.00	350,000.00	210,900.00	210,900.00	0.00	139,100.00	12,000.00	Contribution towards the Local Labour Strategy, as defined in the agreement. No time limits. Second instalment £100,000 received 1/12/09. £200,000 allocated to the delivery of the Strategy as outlined in Allocation report. (Cabinet Member decision 27/10/10).Third instalment of £100,000 recieved towards same purpose 31/3/11. £14,000 spent towards accelerate 50% match funding to support long term unemployed into work. £88,000 allocated and £42,900 spent towards support for Economic Development post within LBH 12/13 (Cabinet Member Decision 19/3/13). Final instalment (£50,000) received towards the Labour Strategy.
PPR/49/174D	Heathrow Villages	Terminal 2, Heathrow Airport. 62360/APP/2006/2942	531,426.00	531,426.00	**324,000.00**	292,500.00	**63,000.00**	**207,426.00**	0.00	Funds received towards the Local Labour Strategy, as defined in the agreement. No time limits. A total of £450,000 due to be received under this agreement has been allocated towards the Heathrow Academy Programme (Cabinet Member decision 19/11/12). Total of £261,000 paid towards Academy Programme 2012/13. Further £270,246 received towards the Programme. **Further payment made towards the programme**.
PPR/52/149G	Botwell	Former Hayes Goodsyard site. 10057/APP/2005/2996&299	75,360.00	75,360.00	71,352.94	71,352.94	6,475.17	4,007.06	0.00	Funds received towards improvements to open space to the canal towpath opposite the site. Any remainder to be expended towards purchasing new equipment for the YMCA Youth Centre as necessitated as a result of the development. Funds not spent witihn 7 years (May 2016) to be returned. Funds allocated towards Western View canal side improvement scheme (Cabinet Member decision 22/7/2011). Scheme began on site Oct 2011 and now substantially complete. **Remaining landscaping works completed March 2013. ~~Awaiting invoices~~.**
PPR/53/149H	Botwell	Former Hayes Goodsyard site. 10057/APP/2005/2996&299	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	£2,000 received towards the maintenance and operation by the Council of the station approach cameras. Funds spent towards operation of station cameras 09/10. Further £4,000 received as 2nd & 3rd annual instalments.
PPR/54/204B	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2339	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	Funds received towards street scene improvements within the vicinity of the site. Funds to be spent by July 2014.
PPR/56/198D	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	12,205.22	12,205.22	0.00	0.00	0.00	12,205.22	12,205.22	Contribution towards the employment training initiatives promoted by the Council to encourage employment in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).
PPR/57/238D	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	20,679.21	20,679.21	0.00	0.00	0.00	20,679.21	0.00	Contribution towards construction training initiatives within the Borough. Funds to be spent within 7 years of receipt (February 2018). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/58/239C	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	9,667.50	9,667.50	0.00	0.00	0.00	9,667.50	0.00	Contribution received towards construction training and the provision of a work place co-ordinator witihn the Borough. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PPR/60/209E	Yiewsley	Tesco, Trout Road Yiewsley. 60929/APP/2007/3744	37,186.49	37,186.49	0.00	0.00	0.00	37,186.49	0.00	Contribution received for the purposes of providing additional CCTV facilities and/or additional safety measures withn the vicinity of the site. Funds to be spent withn 5 years of receipt (March 2016). Further £2,186.49 received as indexation payment.
PPR/61/247	Townfield	Former Hayes Sports and Social Club, 143 Church Road, Hayes. 65797/APP/2010/1176	7,663.99	7,663.99	0.00	0.00	0.00	7,663.99	0.00	Contribution received towards the cost of providing construction training courses delivered by the provision of a construction work place co-ordinator withn the Authority's Area. Funds to be spent within 10 years of receipt (June 2021). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/62/231C	Ruislip	Former RAF West Ruislip (Ickenham Park), High Road , Ickenham. 38402/APP/2007/1072	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	75,000.00	Funds received towards the installation of 3 CCTV cameras and associated infrasturucture within the vicinity of the development. Funds to be spent within 5 years of receipt (Nov 2015). Funds transferred from PT/118/231C.
PPR/63/248B	Uxbridge	97 Oxford Road, Highbridge Park, Uxbridge 3807/APP/2008/1418	21,794.51	21,794.51	0.00	0.00	0.00	21,794.51	0.00	Contribution received towards the purpose of providing construction training schemes for Hillingdon. Funds to be spent within 5 years of receipt (July 2016). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/64/262C	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	9,360.44	9,360.44	0.00	0.00	0.00	9,360.44	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/65/263C	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	9,782.64	9,782.64	0.00	0.00	0.00	9,782.64	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/66/265B	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	39,826.13	39,826.13	0.00	0.00	0.00	39,826.13	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. Funds to be spent within 5 years of receipt (Nov 2016). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/67/265C	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	9,236.85	9,236.85	0.00	0.00	0.00	9,236.85	9,236.85	Contribution received to be used for the provision of approved training schemes in the hospitality & leisure industry (see legal agreement for details). Funds to be spent within 5 years of receipt (Nov 2016).
PPR/68/265D	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	53,289.47	53,289.47	0.00	0.00	0.00	53,289.47	53,289.47	Contribution to be used for public realm improvements within the vicinity of the site, in accordance with the Council's SPD. Funds to be spent within 5 years of receipt (Nov 2016).
PPR/69/276D	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	**37,433.86**	21,111.11	0.00	0.00	0.00	**37,433.86**	37,433.86	Contribution received as the first instalment towards improvements to local community facilities within the Authority's area. Funds to be spent within 7 years of receipt (July 2019). **£16,322 received as second instalment towards the same purpose (spend July 2020).** Earmarked towards phase 2 of Town field community centre.
PPR/70/267C	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Funds to be used for the purpose of improving community facilities in the vicinity of the development. No time limits for spend.
PPR/71/277C	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	20,579.41	Contribution received towards public realm improvements in the vicinity of the development including, CCTV, footpath safety, safer town centres, public transport interchange facilities (see agreement for details). Further contribution received towards the same purpose. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
PPR/72/277D	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	51,609.49	51,609.49	0.00	0.00	0.00	51,609.49	51,609.49	Contribution received towards training persons within the locality of the development for jobs of a nature to be carried out within the development. Further contribution received towards the same purpose. No time limits for spend.
PPR/73/278C	Botwell	6-12 Clayton Road, Hayes 50270/APP/2011/1422	8,489.92	8,489.92	0.00	0.00	0.00	8,489.92	0.00	Contribution received towards construction courses deliverd by recognised provides and the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/74/293A	Barnhill	Barnhill Methodist Church, Welbeck Avenue,Hayes. 9024/APP/206/280	6,938.47	6,938.47	0.00	0.00	0.00	6,938.47	6,938.47	Contribution received towards the cost of providing community facilites within the Bourough. No time limits.
PPR/75/291A	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	13,699.22	13,699.22	0.00	0.00	0.00	13,699.22	13,699.22	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. No time limits.
PPR/76/282C	West Ruislip	Lyon Court 28-30 Pembroke Road, Ruislip . 66895/APP/2011/3049	47,950.86	47,950.86	0.00	0.00	0.00	47,950.86	47,950.86	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
PPR/77/282D	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip 66895/APP/2011/3049	25,330.03	25,330.03	0.00	0.00	0.00	25,330.03	25,330.03	Contribution received towards the provision of CCTV, lighting, safety improvements to public transport facilities and car parks or safer town centres (see agreement for details). Funds to be spent within 5 years of completion of the development (estimated to be 2019).
PPR/78/198F	Uxbridge	Fmr Gasworks Site, Cowley Mill Road (Kier Park), Uxbridge. 3114/AP/2012/2881	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Contribution received towards employment and training initiatives promoted by the Council in association with Uxbridge College or any other approved provider. Funds to be spent within 7 years of receipt (March 2020).
PPR/79/299E	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	16,353.04	16,353.04	0.00	0.00	0.00	16,353.04	16,353.04	Contribution received towards construction training courses delivered by recognised providers and the provision of a construction work place co- ordindator for Hillingdon Residents. No time limits for spend.
PPR/80/297B	Heathrow Villages	Fmr Technicolor Site, 276 Bath Rd, Sipson. 35293/APP/2009/1938	46,055.55	46,055.55	0.00	0.00	0.00	46,055.55	46,055.55	Funds received towards public realm improvement works to be delivered within the vicinity of the land. Funds to be spent within 7 years of receipt (May 2020).
PPR/81/81/297C	Heathrow Villages	Fmr Technicolor Site, 271 Bath Rd, Sipson. 35293/APP/1938	16,695.14	16,695.14	0.00	0.00	0.00	16,695.14	16,695.14	Contribution received towards the provision of training in the hospitality and leisure industry (see agreement for further details). Funds to be spent within 7 years of receipt (May 2020).
PPR/82/301B	**Northwood**	**37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766**	**22,192.63**	**0.00**	**0.00**	**0.00**	**0.00**	**22,192.63**	**22,192.63**	**Contribution received towards public realm improvements in the vicinity of the development including, CCTV, footpath safety, safer town centres, public transport interchange facilities in the locality of the site (see agreement for details). Funs to be spent within 5 years of receipt (July 2018)**
PPR/83/301D	**Northwood**	**37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766**	**19,669.95**	**0.00**	**0.00**	**0.00**	**0.00**	**19,669.95**	**19,669.95**	**Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. Funds to be spent within 5 years of receipt (July 2018).**
PPR/84/303B	**Botwell**	**70 Wood End Green Rd, Hayes 5791/APP2012/408**	**20,618.56**	**0.00**	**0.00**	**0.00**	**0.00**	**20,618.56**	**20,618.56**	**Contribution received towards community facilities to be provided for the local community. No time limits.**
PPR/84A/303C	**Botwell**	**70 Wood End Green Rd, Hayes 5791/APP2012/408**	**7,731.96**	**0.00**	**0.00**	**0.00**	**0.00**	**7,731.96**	**7,731.96**	**Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's Area. No time limits.**
PPR/86/306B	**Hillingdon East**	**Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838**	**7,875.62**	**0.00**	**0.00**	**0.00**	**0.00**	**7,875.62**	**7,875.62**	**Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
		COMMUNITY, COMMERCE & REGENERATION SUB - TOTAL	**4,366,052.16**	**4,271,640.69**	**2,434,237.50**	**2,402,737.50**	**69,475.17**	**1,931,814.66**	**592,465.33**	
PORTFOLIO: COMMUNITY, COMMERCE AND REGENERATION										
CSL/2/147E	West Drayton	DERA Site, Kingston Lane, West Drayton - Community Facility 45658/APP/2002/3012	94,015.15	94,015.15	**93,882.37**	90,027.37	**7,565.80**	**132.78**	0.00	To be applied towards communal facility improvements in the West Drayton area and which will benefit the occupiers of the Development. £151,786.77 transferred to EYL/77/147F as they were received for school places and were originally allocated to this case reference erroneously. Funds not spent by 19 February 2014 are to be refunded. Funds allocated to the "Skidz " project at West Drayton Young People's Centre (Cabinet Member decision 21/10/09). Phase 1 complete. Phases 2 & 3 deferred to 2011/12. **Spend towards Phase 2 of "Skidz" project, to be completed in 2013/14.**
CSL/6/189A	Ruislip	30 Kings End, Ruislip. 46299/APP/2006/2165	7,674.48	7,674.48	0.00	0.00	0.00	7,674.48	0.00	Towards the provision of community facilities in the immediate vicinity of the land. No time limits. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/9/199A	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	9,338.43	9,338.43	0.00	0.00	0.00	9,338.43	0.00	Funds received towards the provision of community facilities in the Borough. No time constraints. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/10/200B	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	Funds received towards improvements to neary by community facilities. Earmarked towards Ruislip Manor Library and Community Resources Centre. Subject to formal allocation of funding.
CSL/11/205B	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	277,131.54	277,131.54	264,134.80	264,134.80	0.00	12,996.74	0.00	Contribution towards the provision or improvement of leisure, youth and/or cultural services within Eascote and East Ruislip ward boundary. Funds to be spent by September 2014. £265k from this contribution has been allocated towards Highgrove pool improvement programme (Cabinet Member approval received 1/09/2011). Works began on site March 2012, scheme to be completed in 2012/13.
CSL/12/215A	Ruislip	5 - 11, Reservoir Road, Ruislip 61134/APP/2006/260	13,338.00	13,338.00	0.00	0.00	0.00	13,338.00	13,338.00	Contribution received towards the provision of community facilities in the locality. No time limits on spend. Earmarked towards the provision of a new community facility at the former RAF Eastcote, Lime Grove. Subject to formal allocation.
CSL/13/219A	Yeading	Rear of Syney Court,Perth Avenue, Hayes. 65936/APP/2010/883	414.00	414.00	0.00	0.00	0.00	414.00	414.00	Funds received towards the provision or improvement to library facilities and or library books within the Borough. No time limits.
CSL/14/220	Townfield	Trescott House, Hayes . 36261/APP/2010/215	1,599.00	1,599.00	0.00	0.00	0.00	1,599.00	1,599.00	Funds received towards additional or improved library facilities in the vicinity of the site. No time limits.
CSL/15/231D	Ruislip	Former RAF Ruislip (Ickenham Park), High Road, Ickenham 38402/APP/2007/1072	269,750.00	269,750.00	0.00	0.00	0.00	269,750.00	0.00	Funds received towards the construction of a new facility or the extension of an existing facility to provide for improvement of leisure, elderly, youth and/or cultural services witihn the locality of the land. Funds to be spent by November 2015. Funds earmarked towards improvements to the Compass Theatre, subject to an eligible scheme and formal allocation.
CSL/16/161F	Yiewsley	Honeywell Site, Trout Road, Yiewsley. 335/APP/2002/2754	77,151.49	77,151.49	0.00	0.00	0.00	77,151.49	77,151.49	Funds received towards the provision of community facilities in the West Drayton area. Funds not spent by 20 september 2014 are to be repaid.
CSL/17/238A	West Ruislip	Former Mill Works, Bury Street, Ruislip, 6157/APP/2009/2069	31,645.25	31,645.25	0.00	0.00	0.00	31,645.25	31,645.25	Funds received as 50% of the community facilities contribution towards community facilities,schemes or measures within the Borough. Funds to be spent by February 2018. Further £16,135.84 received as remaining 50% of community facilities contribution. Funds earmarked towards the provision of a new community facility at the former RAF Eastcote, Lime Grove. Subject to formal allocation.
CSL/18/238B	West Ruislip	Former Mill Works, Bury Street, Ruislip, 6157/APP/2009/2069	3,268.46	3,268.46	0.00	0.00	0.00	3,268.46	3,268.46	Funds received towards the provision of library facilities and/or library books within the Borough. Funds to be spent by February 2018.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
CSL/19/237A	Eastcote	Bishop Ramsey School (lower site), Eastcote Road, Ruislip. 19731/APP/2006/1442	24,130.14	24,130.14	0.00	0.00	0.00	24,130.14	24,130.14	Funds received towards environmental improvements and community facilities within a 3 mile radius of the site. Funds to be spent by February 2016. Funds earmarked towards the provsion of a new community facility at the former RAF Eastcote, Lime Grove. Subject to formal allocation.
CSL/21/209F	Yiewsley	Tesco, Trout Road, Yiewsley, 60929/APP/2007/3744	66,988.81	66,988.81	0.00	0.00	0.00	66,988.81	66,988.81	Contribution received for the purpose of improving existing community facilities within the Yiewsley area. Funds to be spent by March 2016. Further £3,938.81 received as index linking payment.
CSL/22/241B	Ruislip	28 & 29a Kingsend, Ruislip. 5740/APP/2008/1214	3,250.00	3,250.00	0.00	0.00	0.00	3,250.00	3,250.00	Funds received towards the expansion of local community facilities in the area of the development. Funds to be spent within 5 years of receipt (April 2016).
CSL/23/243A	South Ruislip	Former Tally Ho P.H, West End Road, Ruislip. 8418/APP/2006/913&914	14,300.00	14,300.00	0.00	0.00	0.00	14,300.00	0.00	Funds received towards the cost of providing community facilities in the vicinity of the development. Funds to be spent within 7 years of receipt (June 2018). Earmarked towards provision of cycling facilities at Field End School, Subject to formal approval.
CSL/24/244A	Townfield	505 to 509 Uxbridge Road, Hayes. 9912/APP/2009/1907	2,150.96	2,150.96	0.00	0.00	0.00	2,150.96	2,150.96	Funds received towards the provision of or improvement to library facilities and/or library books within LBH. Funds to be spent by June 2018.
CSL/25/249A	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/2011/243	4,167.60	4,167.60	0.00	0.00	0.00	4,167.60	4,167.60	Funds received towards the provision of or improvement to library facilities and/or library books within LBH. No time limits.
CSL/26/249B	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/2011/243	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received towards the provision of necessary capacity enhancements at the Townfield Community Centre. No time limit for spend.
CSL/27/210D	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/3561	13,813.07	13,813.07	**12,664.00**	0.00	**12,664.00**	**1,149.07**	1,149.07	Contribution received towards the provision of library facilities in the borough of Hillingdon. Funds to be spent within 5 years of receipt (Sept 2016). Further £1,328.07 received as index linking payment. **£12,664 from this contribution allocated to scheme to provide air conditioning to meeting rooms at Botwell Library. (Cabinet Member Decision 16/8/13).**
CSL/28/262A	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	555.53	555.53	0.00	0.00	0.00	555.53	555.53	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits
CSL/29/263A	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	356.03	356.03	0.00	0.00	0.00	356.03	356.03	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits
CSL/30/267A	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	644.23	644.23	0.00	0.00	0.00	644.23	644.23	Contribution received towards the provision of library facilities in the borough of Hillingdon. No time limits.
CSL/31/276B	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	10,771.94	10,771.94	0.00	0.00	0.00	10,771.94	10,771.94	Contribution received towards the provision of library books and/or library books within the Authority's area. Funds to be spent by July 2019
CSL/32/278A	Botwell	6-12 Clayton Road, Hayes 62528/APP/2009/2502	528.08	528.08	0.00	0.00	0.00	528.08	528.08	Contribution received towards the provision or improvement of library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/33/284B	Yiewsley	Former Honeywell site, Trout Road, West Drayton (live/work units). 335/APP/2010/1615	529.85	529.85	0.00	0.00	0.00	529.85	529.85	Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/34/291B	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	575.00	575.00	0.00	0.00	0.00	575.00	575.00	Contribution received towards the provision of library facilities and/or library books within the authority's area. No time limits for spend.
CSL/35/282E	West Ruislip	Lyon Court,28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	2,263.48	2,263.48	0.00	0.00	0.00	2,263.48	2,263.48	Contribution received towards the provision of library facilities and/or library books within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
CSL/36/299B	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	955.56	955.56	0.00	0.00	0.00	955.56	955.56	Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/37/299C	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	11,028.95	11,028.95	0.00	0.00	0.00	11,028.95	11,028.95	Contribution received towards the provision or improvement of community facilities within the Authority's area. No time limit for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
CSL/38/301C	**Northwood**	**37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766**	**1,375.61**	**0.00**	**0.00**	**0.00**	**0.00**	**1,375.61**	**1,375.61**	**Contribution received towards the provision of library facilities and/or library books serving the locality of the development. Funds to be spent witihn 5 year of receipt (July 2018).**
CSL/39/303D	**Botwell**	**70 Wood End Green Rd, Hayes 5791/APP2012/408**	**1,459.67**	**0.00**	**0.00**	**0.00**	**0.00**	**1,459.67**	**1,459.67**	**Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.**
CSL/40/304B	**Yeading**	**Fmr Tasman House, 111 Maple Road, Hayes 38097/APP/2012/3168**	**684.48**	**0.00**	**0.00**	**0.00**	**0.00**	**684.48**	**684.48**	**Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. Funds to be spent within 7 years of receipt (August 2020).**
CSL/41/306C	**Hillingdon East**	**Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838**	**493.40**	**0.00**	**0.00**	**0.00**	**0.00**	**493.40**	**493.40**	**Contribution received towards the provision of library books within the authority's area. No time limits**
		COMMUNITY, COMMERCE AND REGENERATION SUB - TOTAL	**971,548.19**	**967,535.03**	**370,681.17**	**354,162.17**	**20,229.80**	**600,867.02**	**261,474.59**	
		COMMUNITY, COMMERCE AND REGENERATION -TOTAL	**5,337,600.35**	**5,239,175.72**	**2,804,918.67**	**2,756,899.67**	**89,704.97**	**2,532,681.68**	**853,939.92**	
PORTFOLIO: FINANCE PROPERTY & BUSINESS SERVICES										
E/02/18	West Drayton	Old Mill House, Thorney Mill Road, West Drayton 41706C/91/1904	59,556.42	59,556.42	52,577.45	52,577.45	0.00	6,978.97	0.00	Revenue cost (12K) spent. The balance is required for the establishment and management of a nature reserve on nearby land. Works identified and now awaiting quotations from contractors. Officers have liaised with London Wildlife Trust and contractors with regards to phasing of the works (access and conservation improvements) required to improve the nature reserve. Works have now been scheduled by the area officer. Spend towards tree and footpath works. Further spend towards maintenance works. There are no time constraints upon the expenditure of the funds.
E/10/85 (see: PT/36)	Heathrow Villages	A4 Heathrow Corridor scheme - Match Funding for Heathrow Villages Chrysalis Projects	25,000.00	25,000.00	3,017.00	3,017.00	0.00	21,983.00	0.00	For Environmental Improvements on A4/M4 corridor. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/26/93. Trees are being scheduled for planting during the upcoming planting season. Officers chasing prices for other works. Spend reduced due to rectification of miscoding. No time constraints. A programme of works has been drawn up for this site. Formal allocation of funds to be sought.
E/17/26D (see: PT/56 & PPR/18)	Botwell	Trident Site, Phase 3 Stockley Park - Lake Farm & Botwell Green Play Area 37977/P/94/335	1,323,400.00	1,323,400.00	1,323,400.00	1,323,400.00	87,267.17	0.00	0.00	Balance for Lake Farm. Friends of Lake Farm now agreed scope of works. Engineering Consultancy have been commissioned to commence works to enhancing slope of BMX track. Botwell Green Play area complete. See Cabinet report 18 December 2003. Planning permission for skate park granted. No time limits for spend. Skate Park project completed July 2013.
E/24/62 (See also PT/60 & PPR/23)	Brunel	Land at Lyon Industrial Estate, High Rd, Cowley - Uxbridge Cowley Initiative (Employment Training, Air Quality & Highway Works) 51095/APP/2000/1004	14,368.39	14,368.39	12,937.46	12,937.46	0.00	1,430.93	0.00	Towards Uxbridge/Cowley Initiative. Allocated to Air Quality Action Plan projects. This is a portion of a £30k contribution to be applied towards all or some of 4 different project areas. £1K income transferred to PPR/23. Interest accrued. No time constraints. Spend towards operation of air quality monitoring stations in the borough.
E/26/93 (Formerly PT/33)	Heathrow Villages	H.S.A Land, Bath Road 41687S/98/16	12,396.46	12,396.46	8,441.07	8,441.07	0.00	3,955.39	0.00	Available for Environmental Improvements in Bath Rd area. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/10/85. See update at E/10/85. Interest accrued. No time constraints. Spend towards tree planting.
E/28/71 (Formerly PT/40)	Botwell	Land at Hendrick Lovell, S.W of Dawley Road, Hayes 43554/C/92/787	12,692.00	12,692.00	267.81	267.81	0.00	12,424.19	0.00	Landscaping works (12.69K). Limited to specific area of land. Delays caused by land being in Stockley Park Consortium ownership. Green Spaces team is looking into the potential for a scheme within the parameters of the legal agreement. Site overgrown preventing planting trees in preferred location. The trees officer has suggested two locations on the site where they could be planted instead. Officers currently considering feasibility. No time constraints.

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			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
E/32/01 (Formerly PT/43/01)	Townfield	Sainsbury Minet Site - Grapes Junction / 40601/H/91/1970	1,008,500.00	1,008,500.00	1,005,951.10	1,005,951.10	0.00	2,548.90	0.00	The balance has been included in s106 dated 10 May 2004 for Lombardy Retail Park, Coldharbour Lane for the Council to use the funds for the following specified improvements: (i) provision of CCTV coverage on the land (ii) provision of safety enhancements (iii) provision of environmental improvements to Uxbridge Rd (iv) provision of either CCTV within the wider area of the land, junction improvements at Springfield Road/Uxbridge Road, or installation of bollards and lighting along Springfield Road, or other similar schemes in the vicinity of the site to be agreed in writing by the developer. Sainsbury has given approval for a scheme in Lombardy Park. Playground works are complete. Spend towards design works to install lighting along main footpath . Unspent funds to be repaid by 12 January 2011. Scheme complete.
E/38/153B	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 &1437	10,000.00	10,000.00	7,764.09	7,764.09	0.00	2,235.91	0.00	Funds received towards Air Quality initiatives within the vicinity of the site. No time constraints. Funds allocated towards two monitoring stations in vicinity of the site. (Cabinet Member Decision 22/6/2010). £7,764.09 spent towards air quality monitoring.
E/42/140J	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	104,308.09	104,308.09	53,121.11	53,121.11	0.00	51,186.98	0.00	To be applied towards the provision and maintenance of open space and recreational facilities within the area of the site. £25,000 allocated to Bourne Park Playing Fields. Balance allocated to Pinkwell Park (Cabinet Member Decision 6/8/09) . Drainage works to the Bourne Park Playing Fields are now complete.Funds not spent including interest within 7 years of receipt (January 2014) are to be repaid. Path works completed March 2013. Playground equipment still to be installed.
E/44/174B	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	25,000.00	25,000.00	24,158.13	24,158.13	0.00	841.87	0.00	Funds received towards the implementation and monitoring of the Council's Air Quality Action Plan. Funds not spent by 16 November 2015 are to be repaid. Funds allocated towards two monitoring stations in the vicinity of the site. (Cabinet Member Decision 22/6/2010). Spend towards operation of air quality monitoring stations in the Borough.
E/46/176B	Northwood	Former True Lovers' Knot Public House, Rickmansworth Road, Northwood 27717/APP/2007/1440	21,195.00	21,195.00	3,048.04	3,048.04	0.00	18,146.96	0.00	Funds received towards the costs of providing environmental improvements at "The Gravel Pits" within the vicinity of the Development or other green space within the Borough. No time constraints. Area officer is drawing up a programme of works to be implemented at this site. Funds allocated towards scheme of improvements at The Gravel Pits.(Cabinet Member Decision 3/9/2010). £3,048 spent towards an interpretation board, further works programmed for 2013/14.
E/47/177B	Manor	41-55, Windmill Hill, Ruislip planning ref.48283/APP/2006/2353	38,258.39	38,258.39	35,112.37	35,112.37	0.00	3,146.02	0.00	Funds received towards open green space and recreational open space within a 3 mile radius of the land. This sum includes approximately £8k for bins and benches and £30k for children's play space. Funds not spent within 5 years of receipt (24 December 2012) are to be refunded. Officers currently drawing up a programme of works for Warrender Park. Funds allocated towards a scheme of improvements at Warrender Park (Cabinet Member Decision 3/9/2010). Works complete Dec 12, awaiting invoices.
E/49/179B	Botwell	555-559 & r/o 51-553 Uxbridge Road, Hayes planning ref. 41390/APP/2006/1346	33,912.00	33,912.00	17,755.00	17,755.00	0.00	16,157.00	0.00	Funds received towards improvement to the open space facilities at Rosedale Park adjoining the land. No time limits. Spend towards improvements to Park Pavilion .
E/51/186C	Yiewsley	92-104, High St., Yiewsley 59189/APP/2005/3476	60,616.20	60,616.20	38,061.21	38,061.21	0.00	22,554.99	0.00	Funds received towards open space improvements at Yiewsley Recreation Ground. Funds unspent at 20/04/2015 to be returned. Spend towards footpath works completed Dec 09. Remaining funds to be spent towards play builder scheme. Completed June 2010.
E/52/190B	Uxbridge	Armstrong House & The Pavilions 43742/APP/2006/252	104,000.00	104,000.00	**103,122.16**	99,979.55	**22,095.61**	**877.84**	0.00	Funds received towards improvements to open space /recreation facilities at Fassnidge Park and/or cycle links to the park. Funds unspent as at 29/7/2015 must be returned. Funds allocated towards a scheme of improvements at Fassnidge Park (Cabinet Member decision 21/10/09). Spend towards improvements to bowling green. £14,989 spent towards provision of the Adizone (opened March 2011). **Spend towards path works, planting & skate park.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
E/53/192B	Uxbridge	126/127, Waterloo Road Uxbridge 2325/APP/2006/3452	20,913.64	20,913.64	11,271.70	11,271.70	0.00	9,641.94	0.00	Funds received towards provision of public open space in the locality of the site. Officers lookng at a programme of improvements to Rockingham Recreation Ground. No time limits. Funds to be spent towards playbuilder scheme, due to commence spring 2010. Playbuilder scheme completed August 2010. Awaiting invoices.
E/54/194D	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	44,509.05	44,509.05	41,536.22	41,536.22	0.00	2,972.83	0.00	Funds received towards the provision of open space facilities witihn the Borough of Hillingdon. No time limits. Funds allocated to Hillingdon Court Park (reconstruction of the bowling green). Cabinet Member decision 20/7/09. Scheme completed October 09, awaiting financial completion.
E/57/205D	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	118,803.95	118,803.95	0.00	0.00	0.00	118,803.95	118,803.95	Contribution received towards the provision or improvement of outdoor sports and /or pitch facilities within a 3000m radius of the land. Funds to be spent by September 2014.
E/59/155F	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	20,000.00	20,000.00	9,291.00	9,291.00	0.00	10,709.00	0.00	Funds received towards the maintenance of play facilities at Stockley Recreation Ground (Mulberry Parade). Funds to be spent by Dec 2012. £10,415 allocated towards costs incurred in maintaining the playground (Cabinet Member Decision 7/11/2012).
E/60/215C	Ruislip	5 - 11 Reservoir Road, Ruislip. 61134/APP/2006/260	28,994.76	28,994.76	0.00	0.00	0.00	28,994.76	28,994.76	Contribution received towards open space/recreation improvements or other green spaces in the locality. **Funds allocated towards improving playground facilities at Ruislip Lido, Cabinet Member Decision (31/10/13). No time limits on spend.**
E/61/217B	Harefield	34 High Street, Harefield. 259/APP/2009/2391	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	7,000.00	Funds received towards additional or improved recreation/open space facilities within a 3 mile radius of the site. No time limit
E/62/231E	Ruislip	Former RAF Ruislip (Ickenham park), High Road, Ickenham. 38402/APP/2007/1072	146,879.75	146,879.75	**15,919.56**	0.00	**15,919.56**	**130,960.19**	0.00	Funds received as a commuted sum towards the maintenance of the playing fields as part of the scheme for a period of 10 years. Spend subject to conditions as stipulated in the legal agreement. £44,063 allocated towards the annual cost of maintaining the playing fields provided at Ickenham Park development (Cabinet Member Decision 7/11/2012). **Spend towards maintenance costs 2012/13**.
E/63/231F	Ruislip	Former RAF Ruislip (Ickenham park), High Road, Ickenham. 38402/APP/2007/1072	30,000.00	30,000.00	**27,271.17**	2,559.76	**27,271.17**	**2,728.83**	0.00	Funds to be used for works to improve that part of the Hillingdon Trail which lies outside the boundaries of the development. Funds are to be spent within 5 years of receipt (November 2015). Funds allocated towards improvements to the Hillingdon Trail (Cabinet Member Decision 28/2/2013). **Scheme completed Sept 2013. Awaiting invoices**
E/64/238E	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	60,125.97	60,125.97	0.00	0.00	0.00	60,125.97	60,125.97	£29,467 received as 50% of the open space contribution towards the provsion of open space or open space facilities in the vicinity of the land. First contribution to be spent by February 2018. Further £30,658.10 received as remaining 50% of open space contribution.
E/65/237C	Eastcote	Bishop Ramsey School (lower site), Eascote Road, Ruislip. 19731/APP/2006/1442	80,431.31	80,431.31	0.00	0.00	0.00	80,431.31	0.00	Funds received towards the off site provision of formal recreational open space in the vicinity of the site. Funds to be spent by February 2016.
E/66/239D	Eascote	Highgrove House, Eascote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	10,000.00	10,000.00	**5,178.88**	4,878.88	**300.00**	**4,821.12**	0.00	Contribution received towards the cost of enhancement and/or nature conservation works at Highgrove Woods. No time limits. Funds allocated towards conservation works at Highgrove Woods Nature Reserve (Cabinet Member Decision 16/3/12). **Works on going.**
E/67/209H	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	35,742.27	35,742.27	0.00	0.00	0.00	35,742.27	0.00	Contribution received for the purposes of expanding the exisiting facilities at Yiewsley Recreation Ground. Funds to be spent by March 2016. Further £2,101.57 received as indexation payment.
E/68/241D	Ruislip	28 & 28a Kingsend, Ruislip. 5740/APP/2008/1214	8,478.00	8,478.00	0.00	0.00	0.00	8,478.00	8,478.00	Contribution received towards open space provision within the vicinity of the development. Funds to be spent witihn 5 years of receipt (April 2016)
E/69/246B	Botwell	561& 563 Uxbridge Road, Hayes. 63060/APP/2007/1385	20,175.83	20,175.83	0.00	0.00	0.00	20,175.83	0.00	Contribution received towards the cost of improving Rosedale Park which adjoins the land. No time limit on spend.
E/70/243C	South Ruislip	Fmr Tally Ho PH, West End Road, Ruislip. 8418/APP/2006/913&914	28,967.00	28,967.00	0.00	0.00	0.00	28,967.00	28,967.00	Funds received towards open space and recreational open space in the vicinity of the development. Funds to be spent within 7 years of receipt (June 2018).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
E/71/250	South Ruislip	Land adjacent to Downe Barns Farm, West End Road, West End Road, Northolt. 2292/APP/2006/2475	25,000.00	25,000.00	**5,000.00**	0.00	**5,000.00**	**20,000.00**	10,000.00	Funds received as maintenance instalments to assist with the management of Ten Acres Wood Nature Reserve including, staffing, tree & river Maintenance and volunteers' tools & equipment. Funds to be spent within 11 years of receipt (August 2021). £15,000 allocated towards ongoing mangement works at the reserve (Cabinet Member Decision 7/11/2012). **Spend towards stock fencing at the reserve.**
E/72/266	Heathrow Villages	BA East & West Maintenance Bases, Heathrow. 50462/APP/2011/342 & 62906/APP/2011/344	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Contribution received towards initiatives to improve air quality in the Authority's area (see legal agreement for details). No time limits
E/73/265E	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	26,644.74	26,644.74	0.00	0.00	0.00	26,644.74	0.00	Funds received for the monitoring and implementation of air quality management measures on the land on or in the vicinity of the development. Funds to be spent within 5 years of receipt (Nov 2016).
E/74/271	Townfield	Fmr Airlink House, Land to the north of Pump Lane, Hayes. 5505/APP/2010/2455	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00	Funds received towards initiatives to improve air quality in the Authority's Area. See legal agreement for further details. No time limits for spend.
E/75/272	Heathrow Villages	White Hart PH, Bath Rd, Harlington. 4129/APP/2011/453	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00	Funds received towards initiatives to improve air quality in the Authority's Area. See legal agreement for further details. No time limits for spend.
E/76/276E	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	**131,481.94**	64,740.39	0.00	0.00	0.00	**131,481.94**	131,481.94	Contribution received as the first instalment towards improvements to local recreation and sports facilities within the vicinity of the land. Funds to be spent within 7 years of receipt (July 2019). **£66,741 received as the second instalment towards the same purpose (spend July 2020)**.
E/77/276F	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	**17,793.03**	8,761.11	0.00	0.00	0.00	**17,793.03**	17,793.03	Contribution received as the first instalment towards air quality improvements in the Authority's area including, measures to reduce emissions, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (July 2019). **£9,031 received as the second instalment towards the same purpose (spend by July 2020).**
E/78/282A	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Contribution received as the first instalment towards the cost of providing a scheme to protect and enhance the off site nature conservation interest in the locality of the site. Estimated time limit for spend 2019 (see agreement for details). **Funds allocated towards ecological improvements at Pinn Meadows (Cabinet Member Decision 31/10/13).**
E/79/277E	Heathrow Villages	The Portal Scylla Rd, Heathrow Airport	25,804.75	25,804.75	0.00	0.00	0.00	25,804.75	25,804.75	Contribution received towards air quality improvements in the Authority's area including, measures to reduce emissions, tree planting, use of cleaner fuels and air quality strategy (see agreement for details).Further contribution towards the same purpose. No time limit for spend.
E/80/249F	Townfield	Glenister Hall, 119 Minet Drive, Hayes 40169/APP/2011/243	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Contribution received towards the provision and maintenance of junior football pitches/ refurbishment of cricket wicket at Grassy meadows (see agreement for details). No time limits.
E/82/288B	Yiewsley	Versatile House, Bentinck Road, Yiewsley 59436/APP/2010/721	12,717.00	12,717.00	0.00	0.00	0.00	12,717.00	12,717.00	Contribution received towards improvements to open space facilities in the vicinity of the site. No time limits for spend.
E/83/198G	Uxbridge	Fmr Gasworks Site, Cowley Mill Road, Uxbridge (Kier Park). 3114/APP/2012/2881	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	15,000.00	Contribution received towards undertaking an assessment of air quality within the vicinity of the site. Funds to be spent within 7 years of receipt (March 2020).
E/84/297D	Heathrow Villages	Fmr Technicolor Site, 271 Bath Rd, Sipson. 35293/APP/1938	17,270.83	17,270.83	0.00	0.00	0.00	17,270.83	17,270.83	Funds received to be used by Hillingdon Council towards initiatives to improve air quality within LBH. Funds to be spent witihn 7 years of receipt (May 2020).
E/85/300D	**Townfield**	**Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185**	**25,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**25,000.00**	**25,000.00**	**Contribution received to be used towards reducing emissions,tree & other planting,vehicle restrictions, use of cleaner fuels, environmental management and air quality strategy (see legal agreement for details). No time limits.**
E/86/305B	**Northwood**	**London School of Theology, Green Lane, Northwood 10112/APP/2012/2057**	**30,609.90**	**0.00**	**0.00**	**0.00**	**0.00**	**30,609.90**	**0.00**	**Contribution received towards the provision of tennis courts within Northwood Recreation Ground. No time limits.**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
		FINANCE PROPERTY & BUSINESS SERVICES SUB -	**3,911,546.67**	**3,780,163.30**	**2,804,202.53**	**2,755,128.95**	**157,853.51**	**1,107,344.14**	**532,437.23**	
PORTFOLIO: SOCIAL SERVICES, HEALTH AND HOUSING										
H/1/152C *40	Brunel	Middlesex Lodge, 189 Harlington Road, Hillingdon 12484/APP/2005/1791	8,903.60	8,903.60	0.00	0.00	0.00	8,903.60	0.00	Funds received to provide for healthcare facilities and places. The PCT has started work on moving a GP to a new site that will allow them to increase the provision of services. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. Funds to be spent by July 2014.
H/4/140H *43	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	53,495.95	53,495.95	0.00	0.00	0.00	53,495.95	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent including interest within 7 years of receipt (3 January 2014) are to be repaid. Funds allocated towards the expansion of HESA health Centre (Cabinet Member Decision 6/4/2011).
H/5/161C *44	Yiewsley	Former Honeywell Site, Trout Road, West Drayton 335/APP/2002/2754	51,117.73	51,117.73	0.00	0.00	0.00	51,117.73	0.00	Funds to be used towards the provision of new healthcare facilities within a radius of 2.5km of the development (DOV signed 30/11/2011). The PCT is working on a project to re-house 3 GP practices in the Yiewsley High Street area to allow for additional GP services to be provided and capacity expanded. New community nursing services will also be available. PCT to send details. Unexpended funds after 7 years of receipt (7 March 2014) are to be refunded including interest.
H/6/170C *48	Botwell	11-21, Clayton Rd., Hayes 56840/APP2004/630	30,527.21	30,527.21	0.00	0.00	0.00	30,527.21	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent by 31 August 2014 are to be repaid. Funds allocated towards the expansion of the HESA Health Centre (Cabinet Member Decision 6/4/2011).
H/7/149D *50	Botwell	Hayes Goods Yard 10057/APP/2004/2996 & 2999	180,795.00	180,795.00	0.00	0.00	0.00	180,795.00	0.00	£2,953.08 received for primary health care facilities in the Borough as necessitated by the development. Unspent funds at 29 November 2014 are to be repaid. Further £156,801.92 received (Oct 08) towards same purpose. Unspent funds as at Oct 2015 are to be repaid. Further additional funds received (Jun 09) towards the same purpose (£21,040). Unspent funds as at Jun 2016 are to be repaid. Funds allocated towards the expansion of the HESA Health Centre (Cabinet Member Decision 4/6/2011).
H/8/186D *54	Yiewsley	92-105, High St., Yiewsley 59189/APP/2005/3476	15,549.05	15,549.05	0.00	0.00	0.00	15,549.05	0.00	Funds received towards the cost of providing additional primary heath facilities in the Borough. Funds not spent by 20/04/2015 must be returned.
H/9/184C *55	West Ruislip	31-46, Pembroke Rd, Ruislip 59816/APP/2006/2896	21,675.10	21,675.10	0.00	0.00	0.00	21,675.10	0.00	Funds received towards primary health care facilities within a 3 mile radius of the development. Funds not spent by 01/07/2015 must be returned to the developer. **Earmarked towards improvements at King Edwards Medical Centre, Ruislip, subject to formal approval.**
H/10/190D *56	Uxbridge	Armstrong House & The Pavilions. 43742/APP/2006/252	43,395.00	43,395.00	0.00	0.00	0.00	43,395.00	0.00	Funds received towards primary health care facilities in the borough. Funds not spent by 29/7/2015 are to be returned to the developer.
H/11/195B *57	Ruislip	Highgrove House, Eascote Road, Ruislip. 10622/APP/2006/2494	3,156.00	3,156.00	0.00	0.00	0.00	3,156.00	0.00	Funds received towards the provision of local health care facilities in the vicinity of the site. No time limits.
H/12/197B *58	Ruislip	Windmill Public House, Pembroke Road, Ruislip. 11924/APP/2006/2632	11,440.00	11,440.00	0.00	0.00	0.00	11,440.00	0.00	Funds received for the provision of primary health care facilities in the Uxbridge area. Funds to be spent within 5 years of receipt (Feb 2014). **Earmarked towards improvements at King Edwards Medical Centre, Ruislip, subject to formal approval.**
H13/194E *59	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	12,426.75	12,426.75	0.00	0.00	0.00	12,426.75	0.00	Funds received towards the provision of healthcare facilities in the Borough. No time limits.
H/14/206C *64	Yiewsley	111 to 117 High St, Yiewsley. 6948/APP/2007/1326.	10,651.50	10,651.50	0.00	0.00	0.00	10,651.50	0.00	Funds received towards the provision of health care facilities in the borough. Funds to be spent by 2014.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
H/15/205F *65	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	185,968.23	185,968.23	0.00	0.00	0.00	185,968.23	0.00	Funds received towards the cost of providing primary healthcare facilites within the Eastcote and East Ruislip ward boundary or any adjoining ward where it would be reasonable for residents of the development to attend.Funds to be spent by September 2014. **Earmarked towards extension at Southcote Clinic, Ruislip, subject to formal approval.**
H/16/210C *68	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/3561	105,044.18	105,044.18	0.00	0.00	0.00	105,044.18	0.00	£49,759 received as the first instalment of the healthcare contribution towards the cost of providing additional facilites to meet increased patient numbers in the local area (see legal agreement for full details). Funds to be spent by March 2015. Second & final instalment (£49,728) received towards the same purpose. Further £5,526.18 received as indexation payment for the contribution.
H/18/219C *70	Yeading	Land rear of Sydney Court, Perth Avenue, Hayes. 6593/6APP/2009/2629	3,902.00	3,902.00	0.00	0.00	0.00	3,902.00	0.00	Funds received towards the cost of providing health facilites in the Authorities Area. No time limits.
H/19/231G *71	Ruislip	Former RAF Ruislip (Ickenham Park), High Road, Ickenham. 38402/APP/2007/1072	193,305.00	193,305.00	0.00	0.00	0.00	193,305.00	0.00	Funds received towards the costs of providing primary health care facilities within a 3 mile radius of the development. Funds to be spent within 7 years of receipt. (November 2017). **Earmarked towards extension to GP Practice in Wallasey Crescent, Ickenham, subject to formal approval**.
H/20/238F *72	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	31,441.99	31,441.99	0.00	0.00	0.00	31,441.99	0.00	£15,409 received as 50% of the health contribution towards providing health facilities in the Borough (see legal agreement for further details). First instalment to be spent by February 2018. £16,032 received as remaining 50% health contribution. Funds to be spent by June 2018.
H/21/237D *73	Eastcote	Bishop Ramsey School (lower site), Eastcote Road, Ruislip. 19731/APP/2006/1442	22,455.88	22,455.88	0.00	0.00	0.00	22,455.88	0.00	Funds received towards the provision of primary health care facilities in the Uxbridge area. Funds to be spent by February 2016.
H/22/239E *74	Eastcote	Highgrove House, Eascote Road, Ruislip. 10622/APP/2006/2494 & 10622/APP/2009/2504	7,363.00	7,363.00	0.00	0.00	0.00	7,363.00	0.00	Funds received towards the cost of providing health faciities in the Borough (see legal agreement for further details). No time limits.
H/23/209K *75	Yiewsley	Tesco, Trout Road,Yiewsley. 60929/APP/2007/3744	37,723.04	37,723.04	0.00	0.00	0.00	37,723.04	0.00	Contribution receivd towards the provision of local health service infrastructure in the Yiewsley, West Drayton, Cowley area. Funds to be spent by March 2016. Further £2,218.04 received as indexation payment for the contribution.
H/24/184A	West Ruislip	31-46 Pembroke Road, Ruislip 59816/APP/2006/2896	49,601.53	49,601.53	0.00	0.00	0.00	49,601.53	0.00	Funds have been earmarked towards the dining centre for Northwood and Ruislip elderly persons association. Funds not spent by 1/07/2015 to be returned. Funds transferred to Social Services, Health & Housing Portfolio from CSL/5/184A.
H/25/244C *77	Townfield	505-509 Uxbridge Road, Hayes. 9912/APP/2009/1907	20,269.97	20,269.97	0.00	0.00	0.00	20,269.97	0.00	Funds received towards the cost of providing health facilities in the Authority's area (see legal agreement for details). Funds to be spent within 7 years of receipt (June 2018).
H/26/249D *78	Townfield	Former Glenister Hall, 119 Minet Drive, Hayes. 40169/APP/2011/243	33,219.40	33,219.40	0.00	0.00	0.00	33,219.40	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H/27/262D *80	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	5,233.36	5,233.36	0.00	0.00	0.00	5,233.36	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H/28/263D *81	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	3,353.86	3,353.86	0.00	0.00	0.00	3,353.86	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H/29/267D *83	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	6,068.93	6,068.93	0.00	0.00	0.00	6,068.93	0.00	Funds received towards the cost of providing expansion of health premisies to provide additional facilities and services to meet increased patient numbers or new health premisies or services in the local area. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
H/30/276G *85	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	**68,698.26**	33,826.33	0.00	0.00	0.00	**68,698.26**	0.00	Contribution received as the first instalment towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). Funds to be spent within 7 years of receipt (July 2019). **£34,871 received as the second instalment towards the same purpose (spend July 2020).**
H/31/31/278D *86	Botwell	6-12 Clayton Road, Hayes. 62528/APP/2009/2502	4,649.84	4,649.84	0.00	0.00	0.00	4,649.84	0.00	Funds received towards the cost of providing expansion of health premises to provide additional facilities and services to meet increased patient numbers or new health premises or services in the local area. No time limits for spend.
H/32/284C *89	Yiewsley	Former Honeywell site, Trout Road, West Drayton (live/work units). 335/APP/2010/1615	5,280.23	5,280.23	0.00	0.00	0.00	5,280.23	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/33/291C *91	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	5,416.75	5,416.75	0.00	0.00	0.00	5,416.75	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/34/282F *92	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip . 669895/APP/2011/3049	15,031.25	15,031.25	0.00	0.00	0.00	15,031.25	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development.Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/35/282G	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip. 669895/APP/2011/3049	40,528.05	40,528.05	0.00	0.00	0.00	40,528.05	0.00	Funds received as the affordable housing contribution to be used by the Council to provide subsidized housing through a registered social landlord to persons who can't afford to rent or buy houses generally available on the open market. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/36/299D *94	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	9,001.79	9,001.79	0.00	0.00	0.00	9,001.79	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/37/301E *95	**Northwood**	**37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766**	**12,958.84**	**0.00**	**0.00**	**0.00**	**0.00**	**12,958.84**	**0.00**	**Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 5 years of receipt (July 2018).**
H/38/303E *96	**Botwell**	**70 Wood End Green Rd, Hayes 5791/APP2012/408**	**13,750.73**	**0.00**	**0.00**	**0.00**	**0.00**	**13,750.73**	**0.00**	**Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits**
H/39/304C *97	**Yeading**	**Fmr Tasman House, 111 Maple Road, Hayes 38097/APP/2012/3168**	**6,448.10**	**0.00**	**0.00**	**0.00**	**0.00**	**6,448.10**	**0.00**	**Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 7 years of receipt (August 2020).**

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
H/40/306D *98	Hillindon East	Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838	4,645.60	0.00	0.00	0.00	0.00	4,645.60	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
		SOCIAL SERVICES HEALTH & HOUSING SUB-TOTAL	1,334,492.70	1,261,817.50	0.00	0.00	0.00	1,334,492.70	0.00	
		SECTION 106 SUB - TOTAL	26,839,227.63	25,622,731.65	10,828,714.88	9,870,742.26	1,245,432.72	16,010,512.75	5,399,245.73	
		GRAND TOTAL ALL SCHEMES	29,302,962.70	28,069,820.26	11,864,804.68	10,890,504.06	1,280,970.72	17,438,158.02	5,399,245.73	

NOTES

The balance of funds remaining must be spent on works as set out in each individual agreement.
Bold and strike-through text indicates key changes since the Cabinet report for the previous quarter's figures.
Bold figures indicate changes in income and expenditure
Income figures for schemes within shaded cells indicate where funds are held in interest bearing accounts.
* Denotes funds the Council is unable to spend currently (totals £3,715,415.62)

*2: PT/05	£291,713.30	is restricted to public transport serving London Heathrow and subject to approval from BAA and bus operators.
*14: PT278/55	£166,027.95	is to be held as a returnable security deposit for the highway works (to be later refunded)
*16: PT278/27	£597,666.67	is to be held as a returnable security deposit for the highways works (to be later refunded).
*18: PT278/34	£194,910.65	includes a returnable security deposit for the highway works (to be later refunded) plus interest.
*20: PT278/44	£20,938.04	includes a returnable security deposit for the highway works (to be later refunded) plus interest.
*22: PT278/30	£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded)
*23: PT278/49	£22,108.66	includes a returnable security deposit for the highway works (to be later refunded) plus interest and funds for TfL costs.
*24: PT/25	£37,425.09	reasonable period' for expenditure without owner's agreement has lapsed
*28: PT/24	£17,586.80	reasonable period' for spend has elapse‹Agreement with developer being sought
*32: PT278/46	£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).
*38:PT/88/140C	£565,242.45	funds have been received to provide a specific bus service through TfL, therefore implementation is not within control of the Council.
*40:H/1	£8,903.60	funds have been received to provide Health Care services in the borough.
*43:H/4	£53,495.95	funds have been received to provide Primary Health Care services in the borough.
*44:H/5	£51,117.73	funds have been received to provide Health Care services in the borough.
*46:PT/88/140F	£73,774.40	there has not been any petitions for parking schemes in the area.
*47:PT37/40E	£32,805.42	there has not been any petitions for parking schemes in the area.
*48:H6	£30,527.21	funds have been received to provide Health Care services in the borough.
*49:PT278/63	£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).
*50:H/7/149D	£180,795.00	funds have been received to provide Primary Health Care services in the borough.
*51:PT278/62/149A	£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).
*52:PT/278/65	£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).
*53:PT/37/40B-C	£187,428.07	for highways improvements awaiting implementation of third phase of planning permission.
*54:H/8/186D	15,549.05	funds have been received to provide Primary Health Care facilities in the borough.
*55: H/9/184C	£21,675.10	funds have been received to provide Primary Health Care facilities in the borough.
*56:H/10/190D	£43,395.00	funds have been received to provide Primary Health Care facilities in the borough.
*57:H11/195B	£3,156.00	funds have been received to provide health care services in the borough.
*58:H12/197B	£11,440.00	funds have been received to provide Primary Health Care facilities in the borough.
*59:H13/194E	£12,426.75	funds have been received to provide health care services in the borough.
*60:PT/278/76	£5,000.00	is to be held as a returnable security deposit for highway works (to be later refunded)
*61:PT/110/198B	£14,240.00	is to be held has a returnable deposit for the implementation of the travel plan (to be later refunded)
*62:PT/278/77/197	£23,000.00	held as security for the due and proper execution of the works.
*63:PT/111/205A	£20,000.00	is to be held as a returnable deposit for the implementation of the travel plan (later to be refunded)
*64: H14/206C	£10,651.50	funds have been received to provide health care services in the borough.
*65: H15/205F	£184,653.23	funds have been received to provide Primary Health Care facilites in the borough.
*67 PT/114/209A	£25,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)
*68 H16/210C	£105,044.18	funds have been received to provide health care services in the borough.
*70:H/18/219C	£3,902.00	funds have been received to provide Health Care services in the borough.
*71:H/19/231G	£193,305.00	funds have been received to provide Primary Health Care facilities in the borough.
*72:H/20/238F	£31,441.99	funds have been received to provide Health Care services in the borough.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2013 / 2014 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2013)
			AS AT 30/09/13	AS AT 30/06/13	AS AT 30/09/13	AS AT 30/06/13	To 30/09/13	AS AT 30/09/13	AS AT 30/09/13	
*73 H/21/237D		£22,455.88	funds have been received to provide Primary Health Care facilities in the borough.							
*74 H22/239E		£7,363.00	funds have been received to provide Health Care services in the borough.							
*75 H/23/209K		£37,723.04	funds have been received to provide Health Care services in the borough.							
*76:PT/78/238G		£5,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).							
*77:H/25/244C		£20,269.97	funds have been received to provide Health Care services in the borough.							
*78:H/26/249D		£33,219.40	funds have been received to provide Health Care services in the borough.							
*80:H/27/262D		£5,233.36	funds have been received to provide Health Care services in the borough.							
*81:H/28/263D		£3,353.86	funds have been received to provide Health Care services in the borough.							
*82:PT/126/242D		£20,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (later to be refunded)							
*83:H/29/267D		£6,068.93	funds have been received to provide Health Care services in the borough.							
*84:PT/278/81/249E		£4,000.00	funds received as a security deposit to ensure proper execution of works (to be refunded)							
*85:H/30/276G		£68,698.26	funds received to provide health care facilities in the borough.							
*86:H/31/278D		£4,649.84	funds received to provide health care facilities in the borough.							
*87:PT/278/82/273A		£72,000.00	funds received as a security deposit to ensure proper execution of works (to be refunded)							
*88:PT/132/149J		£15,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)							
*89:H/32/284C		£5,280.23	funds received to provide health care facilities in the borough.							
*90:PT/278/84/292		£31,500.00	funds to be held as a returnable deposit for highways works (to be later refunded).							
*91:H/33/291C		£5,416.75	funds received to provide health care facilities in the borough.							
*92:H/35/282F		£15,031.25	funds received to provide health care facilities in the borough.							
*93:PT/278/85		£5,000.00	funds to be held as a returnable deposit for highways works (to be later refunded).							
*94:H/36/299D		£9,001.79	funds received to provide health care facilities in the borough.							
*95:H/37/301E		£12,958.84	funds received to provide health care facilities in the borough.							
*96:H38/303E		£13,750.73	funds received to provide health care facilities in the borough.							
*97: H/39/304C		£6,448.10	funds received to provide health care facilities in the borough.							
*98:H/40/306D		£4,645.60	funds received to provide health care facilities in the borough.							
		£3,715,415.62								

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	None

HEADLINE INFORMATION

Summary	This report provides an update on the Primary School Expansion Programme Phases 1, 2 and 3 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 £146,513k compared to budget of £159,391k. This shows a funding surplus of £12,878k. This is due to favorable tender returns and the uncommitted sum on a one extra form of entry. It should be noted that there are cost risks within the overall programme, so the figure may change as the construction phase begins.
Relevant Policy Overview Committee	Children, Young People and Learning
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.**

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, new house building and families moving into the Borough.

The increased number of new families moving into Hillingdon 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 closely which seems to have fallen and stabilised to usual levels over the last month.

The latest ten-year forecast for school places in Hillingdon has been updated and shows levels of rising demand for school places, consistent with previous reports to Cabinet. There is a need for additional primary bulge year classes for September 2014 in a small number of areas in the Borough and Officers are finalising recommendations to meet this need. The forecast also predicts the need for additional secondary school places from September 2016 onwards. Officers are currently appraising secondary school sites for potential expansion and will report back findings to the Leader of the Council in the first instance, for an agreed way forward. Officers are also finalising proposals for consideration to meet the need for the provision of child care places for disadvantaged two-year olds from September 2014 onwards.

Phase 1 - Permanent Expansions

Phase 1 of the Primary School Expansion Programme (PSEP) consists of the expansion of 8 schools. The main expansion works have been completed at 7 schools. Whitehall Juniors is the last school in this phase of work and is scheduled to be completed in 2014.

Whitehall Junior

The scheme consists of two additional classrooms, one WC facility, a new kitchen block and an extension to the existing assembly hall. The steel frames have been erected and brick work on both the hall and the kitchen are progressing well.

Grange Park Infant and Junior

Remedial works continue at Grange Park Infants, primarily addressing heating and ventilation issues in the nursery and kitchen/dinning areas. Officers are working closely with phase 1 consultants and Leadbitter to resolve these issues when they arise.

Cranford Park Drainage Remedial Works

Cranford Park School has experienced foul water drainage problems, which occurred after remodelling and repairing the existing system. A solution has been found and the contractor

(Leadbitter) has been instructed to carry out works to by-pass the existing shallow drainage with a new pumped main.

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 6 schools. 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.

Table 1: 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.	All works complete
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
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

School Name	Summary of Works	Status
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, the phase 2 expansion construction works are progressing without any major delays or issues which could affect the September 2014 pupil intake.

Phase 2 - Major Issues and Risks or Delays

Rosedale Primary School

Due to inaccurate survey data, this scheme has been delayed by 8 weeks whilst the correct information was being prepared. The resultant delays have necessitated a revised programme by Mansell which is currently being assessed by the Borough's consultants to ensure the scheme is delivered in as timely a manner as possible. The resultant costs of the delay are also being assessed by the Consultants and recommendations will be reported back to the Borough for approval by the end of the month. Activities on site are progressing well and the contractor is now finalising the design to facilitate the procurement of the main work packages.

Pinkwell Primary School

Due to the slower than anticipated progress of works on this school, meetings have been held with the contractor to address concerns. At present, the scheme is being closely monitored and regular meetings are being held with the school to enable access to site areas with minimal disruption to the school.

Phase 3 - New Schools

Lake Farm

The main contractor (Farrans) is continuing to progress the detailed design and setting up of the compound on site. The ground-works have now started and the scheduled completion date for the project is the end of August 2014. The Lake Farm construction programme is progressing satisfactorily and making back the time lost, following the extended archaeological works requested by English Heritage.

In the past 2 months, the construction site has been subject to trespassers and damage to site by vehicles and Farrans are now reassessing their security arrangements.

St Andrew's Park (former RAF Uxbridge site)

The contractor continues to progress with the detailed design of the new school and is working diligently to procure their supply chain and deliver the school to a very tight programme.

The contractor (Farran's) is currently reporting minor delays to their programme but is confident that these can be mitigated. They are currently progressing with ground works, including pouring foundations, building blockwork up to ground floor slab level and commencing with the installation of internal drainage. The steel frame is programmed to commence on site in January 2014.

The contractor and officers continue to meet regularly with Vinci St Modwen, to discuss issues that impact the school site such as maintaining access to the school site, provision of utilities and statutory services, construction of the new adoptable road and other issues relating to the development of the wider St Andrew's Park development site.

New Primary School in West Drayton/Yiewsley

Officers have appraised the suitability of sites for the new primary school to serve the Yiewsley / West Drayton area of the Borough. At the request of the Department for Education, officers provided additional information about the proposed site on 27 November 2013. Officers 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 of the way forward.

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 Department for Education (DfE). Officers are waiting for the final decision on the appointed organisations to run the three new primary schools, which 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.

Harefield Children's Centre and Nursery Roof

A temporary seal has been applied to the roof of the school. Works commenced on 20 November and are due to completed in mid December (depending on weather conditions). The school have vacated affected areas while the works are being undertaken.

Grange Park Drainage

A specialist consultant is carrying out an analysis of an existing CCTV drainage survey and investigating flooding in the basement boiler house, in order to provide options on remedial works which may be required. Feasibility report is due mid December.

Other Schemes in 2013/2014 Programme of Work

A summary of the current status of the other schemes in the School Conditions Programme can be found in table 2:

Table 2: Summary of School Conditions works and status

School	Works	Current Status
Abbotsfield	Roofing and ceiling	Feasibility report has been received and the Council have made comments.
Hedgewood	Boilers and roofing	Feasibility survey has been carried out and returned to consultants. Awaiting report.
Whiteheath Junior	Boilers and pipe work	Feasibility report has been received and the Council have made comments.

Whitehall Junior	Boilers and pipe work	Feasibility report has been received for Council comments following further discussions with head.
Harlington High School	Roofing	Feasibility survey has been carried out by a specialist consultant – report received and forwarded to roofing consultant. Feasibility report with cost options is due end of November.
Oak Farm	Roofing	Feasibility survey still to be undertaken.
Pinkwell Children's Centre	Faulty Photovoltaic (PV) cells	Initial visual inspection has been conducted by Building Surveyor and contract documents are being retrieved from Legal for analysing.
Ryefield	Boilers, heating and pipe work	Feasibility report has been received.
Breakspear Infant and Junior	Heating and pipe work	Final feasibility report has been received, officers have made comments and sent to head teacher. Follow up meeting being arranged with the head teacher.

Financial Implications

Financial overview of Primary School Expansions Programme

As shown in table 3 below, the current overall forecast surplus is £12,878k, (no change on previous month). This is an increase of £266k of which £251k accounts for under spend in Phase 1A. It should be noted that there are cost risks within the overall programme so the £12,878k may change as the construction phase continues.

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.

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 and the final accounts there is now an expected under spend of £493k (£242k). £271k is on Phase 1A. £222k is on Rosedale, where savings have been made in the contract costs and part of the works are now being contained in the Phase 2 Rosedale extension.

For Phase 2 there is a current forecast surplus of £9,778k (no change on previously month). 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. It should be noted that there are cost risks within the overall programme so the £9,778k may change as the construction phase begins.

Phase 2A is forecasting a pressure of £44k (no change). This is as a result of terminating the original contract to ensure the accommodation was completed in time for the September 2012 pupil intake. There are two accounts remaining for 'close out'; Ryebridge, 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.

There is an increase in allocation of £1.739k in S106 funding on previous month. This is made up of £946k new receipt and £789k transferred from nursery allocation subject to Cabinet Member approval. The Primary School Expansion Programme is funded from EFA grants, £99,040k, S106 £20,420k, and council resources of £39,931k.

Table 3: 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	2,115	-493
Phase 2	0	1,027	7,740	46,407	38,672		93,846	84,068	-9,778
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**	**146,513**	**-12,878**
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	6,262	9,584	0	20,420	20,420	0
Council Resources	0	0	0	18,198	21,733	0	39,931	27,053	-12,878

Schools Condition Programme

The Schools Condition budget is currently at £3,897k. The budget is fully committed. However, it is contingent on agreed contributions from schools based on the level of their reserves capped at 20%.

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 there are no specific Legal Implications arising from this report. Appropriate legal advice is provided in relation to individual cases to ensure that the Council's position is protected at all times.

BACKGROUND PAPERS

NIL

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