

## Minutes

### Cabinet

Thursday, 24 July 2014

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



Published on: 25 July 2014

Come into effect from: 5pm, Friday 1 August 2014 \*

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

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

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

John Riley  
Susan O'Brien  
Wayne Bridges  
George Cooper  
Judith Cooper  
Brian Crowe  
Janet Duncan  
Beulah East  
Allan Kauffman  
Mo Khursheed  
Tony Eginton  
Henry Higgins  
Jan Sweeting

#### **987. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Keith Burrows.

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

Councillor Judith Cooper declared a non-pecuniary interest as Board Member of Hillingdon Carers on Item 11 (minute 996) and remained in the room during the discussion and vote on the item.

Councillor George Cooper declared a non-pecuniary interest as a relative to a Board Member of Hillingdon Carers on Item 11 (minute 996) and remained in the room during the discussion and vote on the item.

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

The decisions and minutes of the last Cabinet meeting held on 19 June 2014 were agreed as a correct record.

**990. 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.

**991. OLDER PEOPLE'S PLAN - PROGRESS UPDATE 2013/14**

**RESOLVED**

**That Cabinet notes the successes from the implementation of the Older People's Action Plan during 2013/14 to improve the quality of life, health and wellbeing of older people in Hillingdon.**

**Reasons for decision**

Cabinet welcomed the progress on the Older People's Plan 2013-2014 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon. Cabinet noted a number of initiatives, showing Hillingdon Council leading the way in its support for Older People.

**Alternative options considered and rejected**

None.

**Officer to action:**

Dan Kennedy, Administration Directorate

**992. PURCHASE OF CARBON ALLOWANCES 2013/14**

**RESOLVED:**

**That the Cabinet:**

- 1. Approve the purchase of allowances (estimated to be £352,225) from the Department of Energy and Climate Change (DECC) to cover energy emissions (tonnes of carbon dioxide tCO<sub>2</sub>) produced during the 2013/14 Financial Year and regulated by the CRC Energy Efficiency Scheme Legislation.**

**2. Notes that the final cost of allowances for 2013/14 will be reported to Cabinet in September 2014.**

**3. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on these recommendations to ensure allowances can be ordered by the deadline of 31st July 2014.**

#### **Reasons for decision**

Cabinet noted that the purchase of such allowances ensured that the Council complied with UK Legislation relating to energy efficiency.

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

Cabinet could have decided not to purchase and surrender allowances for its energy emissions (tonnes of carbon dioxide) regulated but would have then been in breach of the CRC Order and could have faced fines from the Environment Agency.

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

Richard Coomber – Residents Services

### **993. MONTHLY COUNCIL BUDGET MONITORING REPORT**

#### **RESOLVED:**

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

- 1. Note the forecast budget position for revenue and capital as at May 2014 (Month 2).**
- 2. Approve the rephasing of capital expenditure budgets of £18,546k from 2014/15 and £8,150k from 2015/16 into later years of the capital programme.**
- 3. Note the treasury management update as at May 2014 (Month 2) at Appendix E.**
- 4. Approve the acceptance of grant funding as detailed in Appendix F.**
- 5. Continue the delegated authority up until the 25 September 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 19 June and 24 July 2014 Cabinet meetings, detailed at Appendix G.**
- 6. Approve the recommendations in relation to the Council's local Council Tax Reduction Scheme as follows:**
  - a) Approve for consultation that the current Council local Council Tax Reduction Scheme continues for a further year from 1 April 2015,**

whereby the maximum amount of reduction that any household can receive is 80% of the council tax liability.

- b) Approve, under Section 13a of the Local Government Finance Act 1992, the introduction of a discretionary hardship fund and the continuation of the pensioner discount scheme.
7. Agree that during the intervening period between the 2014 July and September Cabinet meetings, to delegate full authority to the Leader of the Council, in conjunction with the relevant Cabinet Member(s) and Corporate Director(s), to make any decision that would otherwise be reserved constitutionally to the Cabinet, if a delay would prejudice Council projects or service delivery. Such decisions to be reported to the next Cabinet meeting.
  8. Approve the award of £146,000 of funding over a four year period (2014/15 - 2017/18) from priority growth to the Hillingdon Autistic Care & Support Charity (HACS) to enhance the Rural Activities Garden Centre (RAGC) cafe offer, as a Community centred training project for disabled learners.
  9. Incorporate within the approved Private Sector Leasing Scheme sign-off [as approved by Cabinet on 19 June 2014] the related Finders Fee Scheme and Guaranteed Rental Scheme, enabling the full range of temporary housing procurement decisions to be undertaken in a swift and flexible way, benefiting residents in need of housing solutions.

#### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position at the start of the current financial year 2014/15 noting the Council had was ahead of its budgetary and service objectives through sound financial management.

Cabinet made a number of budget related decisions, which included the acceptance of Government grants, an update to the Council Tax Reduction Scheme, a grant to Hillingdon Autistic Care & Support Charity to support work based training for disabled learners at the Rural Activity Garden Centre, agreement to streamline decision-making around temporary housing procurement and delegate Cabinet's decision-making powers to the Leader of the Council during the summer for business continuity purposes.

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

None.

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

Paul Whaymand, Finance Directorate

**994. SCHOOL CAPITAL PROGRAMME UPDATE**

**RESOLVED:**

**That Cabinet:**

- 1. Note the progress made with Phases 1, 2 and 3 of the Primary School Expansion Programme and the School Conditions Programme and;**
- 2. Notes the agreed School Condition Programme 2014/15.**

**Reasons for decision**

Cabinet received an update on the primary and secondary school capital programmes and noted the planned school maintenance works to be undertaken during the summer to improve the fabric of school estates.

**Alternative options considered and rejected**

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

**Officer to action:**

David Murnaghan – Residents Services

**995. CONTRACT AWARD: YOUNG PEOPLE HOUSING ADVICE AND SUPPORT SERVICES**

**RESOLVED:**

**That Cabinet approves the award of a three year contract, with the option of a two year extension, to P3 from 1st October 2014 for an Housing Advice and Support Service and a Floating Support Service for 16-24 year olds , for the total sum of £448,320 (based on an annual cost of £149,440).**

**Reasons for decision**

Following a full review of Housing Advice and Support provision for 16-24 year olds, Cabinet agreed two contracts following due procurement process. Cabinet noted that the contracts would enable the Council to meet the housing related support needs of vulnerable young people and care leavers aged 16-24 year olds.

**Alternative options considered and rejected**

Cabinet could have decided to provide the Housing Advice and Support Service in-house or extend current contracts, however, it was deemed these would not provide

either value for money or the necessary service benefits from fresh user-specified contracts.

**Officers to action:**

Angela Harris, Children's and Young People's Services  
Richard Robbins, Finance Directorate

**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).*

**996. CONTRACT EXTENSION: CARERS SUPPORT SERVICE AND YOUNG CARERS SERVICE**

**RESOLVED:**

**That Cabinet approves a 12 month extension of the contract with Hillingdon Carers for the Carer Support Service and Young Carers Project for the period 1st April, 2015 to 31st March, 2016 at a total cost of £318.2k.**

**Reasons for decision**

Cabinet gave its approval to extend the current contract with Hillingdon Carers for a further 12 month period, which would enable the Council to review the existing model of service in light of the provisions of the Care Act, which received Royal Assent on 14<sup>th</sup> May, 2014 and competitively tender a potentially revised model of service thereafter.

**Alternative options considered and rejected**

Cabinet could have decided to competitively tender the services using the existing model, but agreed this would not be an appropriate route at this time.

**Officers to action:**

Tony Zaman, Adult Social Care  
Merlin Joseph, Children and Young People's Services  
Beverley Grayley, Finance Directorate

**Exempt Information**

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*affairs of any particular person (including the Authority holding that information). The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1, 2 & 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **997. CONTRACT AWARD: PROVISION OF AGENCY WORKERS**

### **RESOLVED:**

#### **That Cabinet agrees:**

- 1. The award of a 5-year contract for the provision of temporary agency workers to the Guidant Group, with the potential to extend the contract by up to an additional two years, subject to further Cabinet approval;**
- 2. To award contract extensions until 31st January 2015 to our current suppliers of agency workers Matrix and Pulse, which will support the transition to the new Guidant Group service and;**
- 3. To award Pertemps a 2-year extension to the contract to provide temporary agency workers.**

#### **Reasons for decision**

Cabinet agreed a more strategic approach to contingent agency worker provision and accepted the results of a recent tender exercise for the provision of temporary agency workers covering professional, technical, administrative and social care work categories.

Cabinet also agreed to extend two current contracts until January 2015 to ensure continuity of service during the proposed transition to the Guidant Group's service.

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

Cabinet could have decided to re-tender based upon the current approach, but this would not have enabled the Council to use the larger economies of scale to drive further savings.

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

Pauline Moore – Administration Directorate  
Mike Talbot - Administration Directorate  
Daniel Tilbury – Finance Directorate

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**998. CONTRACT AWARD: PROVISION OF RECYCLING AND REFUSE BAGS TO RESIDENTS**

**RESOLVED:**

**That Cabinet agrees to a contract extension with JPK Trades Supplies Ltd for a period of two years from 1 September 2014, for the supply of recycling and refuse bags.**

**Reasons for decision**

Cabinet agreed to extend the contract for the supply of various recycling and refuse bags to residents for two years. It was noted that the continued supply of good quality bags would contribute to the development and growth of recycling facilities and rates within Hillingdon, whilst delivering savings.

**Alternatives considered and rejected**

Cabinet could have opted to re-tender the service, but agreed with officer advice that this would not necessarily provide the savings required.

**Officers to action:**

Colin Russell - Residents Services  
Allison Mayo – Finance Directorate

**Exempt Information**

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**999. CONTRACT AWARD: SUPPORTING RESIDENTS' INDEPENDENCE: A NEW HOMECARE MODEL**

**RESOLVED:**

**That Cabinet:**

- 1. Endorse the new model of homecare that this contract will introduce.**
- 2. Approve the award of four contracts for an initial period of five years with the option to extend for a further two one year periods to:**
  - a) Specialist Care Services (SCS) for the North Zone at a total cost of approx £3,050,000 p/a,**
  - b) Care Outlook for the Eastern Zone at a total cost of approx £2,900,000 p/a,**
  - c) MiHomecare for the Central Zone at a total cost of approx £3,000,000 p/a,**
  - d) Care UK for the Southern Zone at a total cost of approx £2,900,000 p/a.**

**Reasons for decision**

Cabinet noted that the Council's current homecare service was due to expire and that a new service had therefore been procured to ensure continuity. It was welcomed that the fresh procurement approach to this vital service, would restore a more positive care experience for residents, which based upon new geographical areas or 'homecare zones' would provide improved time-keeping, more continuity of care workers and reduced travel times between jobs.

In considering the consultation that had taken place on this, Cabinet agreed the proposed new model of service delivery and made the necessary contractual decisions for its successful implementation. Cabinet noted the transition plan in place to keep service users fully informed about the upcoming improvements to the service that they should benefit from.

**Alternative options considered and rejected**

Cabinet could have continued to purchase homecare on a spot basis, but agreed this would not address issues over a uniform quality of service. Additionally, Cabinet could have considered introducing a more personalised model, but felt that market conditions were not developed enough yet for this to be considered a viable option.

**Officers to action:**

Tony Zaman, Adult Social Care  
Gary Collier, Finance Directorate

**Exempt Information**

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## **1000. VOLUNTARY SECTOR LEASES**

### **RESOLVED:**

#### **That Cabinet authorises:**

- 1. The grant of a 6 year licence of an office in the Civic Centre to Hillingdon Talking Newspapers as detailed in this report,**
- 2. The rents and commencement dates of each lease set out in the Tables in Appendix A of this report and;**
- 3. Instructs the Deputy Chief Executive, Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation**

#### **Reasons for decision**

Cabinet considered applications from local voluntary organisations and agreed to the lease and/or rent review at less than the full market value as part of the Council's policy and support to the local voluntary sector.

Cabinet's decisions included the grant of a licence to Hillingdon Talking Newspapers to occupy an office in the Civic Centre Uxbridge, the grant of a lease to the Ruislip Northwood Old Folks Association also known as the Elm Park Club, Park Way, Ruislip Manor and the surrender and grant of a new lease to MENCAP Hillingdon South for the Moorcroft Swimming pool, Moorcroft, Harlington Road, Hillingdon.

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

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

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

Susan Williams-Joseph – Residents Services

#### **Exempt Information**

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## 1001. CONTRACT AWARD: RENEWAL OF GAS HEATING INSTALLATIONS

No report was considered by Cabinet on this matter and, therefore, no decisions were made.

## 1002. CONTRACT AWARD: CARE AND SUPPORT SERVICES AT GLENISTER GARDENS (CLLR CORTHORNE)

### RESOLVED:

#### That Cabinet:

1. Approve the award of a two year contract for the provision of core care and support services at Glenister Gardens, Hayes, to Comfort Care Services Ltd at a cost of £1,414k (£707k pa) from the 11th August 2014.
2. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on this recommendation to ensure the contract can be agreed by the above date.

### Reasons for decision

Cabinet noted that the current contract had been brought to an early end by mutual consent and agreed to award a two year contract via single tender action to a new provider for the provision of care and support at Glenister Gardens, Hayes, which is a supported living service for people with learning disabilities. Cabinet welcomed that this decision would ensure continuity of service to the tenants.

### Alternative options considered and rejected

Cabinet considered that a full tendering of the service would not be appropriate at this time, due to both a lack of available suppliers and the likely impact upon tenants of care services being in limbo.

### Officers to action:

Tony Zaman, Adult Social Care  
Gary Collier, Finance Directorate

### Exempt Information

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## **Special Urgency Provisions**

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

### **1003. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.22pm

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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.**

**Cabinet's decisions in relation to the Purchase of Carbon Allowances (Item 6, minute 992) and the care and support services contract at Glenister Gardens (Item 16, minute 1002) take immediate effect following the agreement of the Chairman of the Executive Scrutiny Committee.**

**The remaining decisions of the Cabinet will come into effect from 5pm, Friday 1<sup>st</sup> August 2014.**

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