



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 24 JULY 2014

Time: 7.00 PM

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

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

Councillors in the Cabinet:

Ray Puddifoot MBE (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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Published:
Wednesday, 16 July 2014

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This Agenda is available online at:
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Putting our residents first

Useful information for residents and visitors

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Notice (5-day)

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:

24 July 2014 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 both in public and private has been given. The only exceptions to this are the following urgent business items on the agenda: (15) Contract Award: Renewal of Gas Heating Installations and (16) Contract Award: Care and Support Services at Glenister Gardens, 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 - 10
- 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 Older People's Plan - Progress Update 2013/14 (Cllr Puddifoot and Cllr Corthorne) 11 - 26
- 6 Purchase of Carbon Allowances 2013/14 (Cllr Bianco) 27 - 30
- 7 Monthly Council Budget Monitoring Report (Cllr Bianco) 31 - 78
- 8 School Capital Programme Update (Cllr Simmonds & Cllr Bianco) 79 - 88

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|--|-----------|
| 9 | Contract Award: Young People Housing Advice and Support Services (Cllr Simmonds) | 89 - 104 |
| 10 | Contract Award: Provision of Agency Workers (Cllr Seaman-Digby) | 105 - 122 |
| 11 | Contract Extension: Carers Support Service and Young Carers Service (Cllr Corthorne and Cllr Simmonds) | 123 - 138 |
| 12 | Contract Award: Provision of Recycling and Refuse Bags to Residents (Cllr Burrows) | 139 - 142 |
| 13 | Contract Award: Supporting Residents' Independence: A New Homecare Model (Cllr Corthorne) | 143 - 164 |
| 14 | Voluntary Sector Leases (Cllr Bianco) | 165 - 180 |
| 15 | Contract Award: Renewal of Gas Heating Installations (Cllr Bianco) | |

REPORT TO FOLLOW ON AGENDA B

- 16** Contract Award: Care and Support Services at Glenister Gardens (Cllr Corthorne)

REPORT TO FOLLOW ON AGENDA B

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

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

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mMinutes

Cabinet

Thursday, 19 June 2014

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



HILLINGDON
LONDON

Published on: 19 June 2014

Come into effect from: 5pm, Thursday 26 June 2014 *

Cabinet Members Present:

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

Members also Present:

John Riley
Susan O'Brien
Wayne Bridges
Brian Crowe
Mo Khursheed
Jan Sweeting
Tony Eginton
Henry Higgins

972. APOLOGIES FOR ABSENCE

All Members were present.

973. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared at this meeting.

974. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

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

975. 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.

976. BUDGET 2013/14 OUTTURN

RESOLVED:

That the Cabinet:

- 1. Note the budget position for revenue and capital as at outturn.**
 - 2. Note the treasury management update at outturn at Appendix E.**
 - 3. Approves the release of £18,577k 2013/14 contingency budgets to fund service pressures within Directorate Operating Budgets as set out in table 6.**
 - 4. Approves the establishment of a new Charitable Fund from the proceeds of the kerbside textile waste initiative and delegates authority for the operation of the Fund and award of grants to the Deputy Chief Executive and Corporate Director for Residents Services, in consultation with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling.**
 - 5. Approves the earmarking from the in-year underspend of £220k to continue the operation of the successful Ward Budget Initiative from this financial year.**
 - 6. Approves re-phasing of £3,707k General Fund capital and £227k HRA capital budgets as set out in Tables 1 and 3 in Appendix D.**
 - 7. Continue the delegated authority up until the 24 July 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 24 April and 19 June 2014 Cabinet meetings, detailed at Appendix F.**
 - 8. Earmark £60k from unallocated 2014/15 General Contingency to fund the costs associated with the potential Powerday Public Inquiry**
 - 9. Cabinet agrees to continue the successful shop front grant scheme, authorising officers to make the necessary grant awards from the town centre initiatives capital funding, subject to sign-off by the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration.**
- 10. In relation to Appendix G, that the Cabinet:**
- a) Agree the implementation of the Private Sector Leasing Scheme set out in Appendix G;**
 - b) Delegate authority for decisions regarding such leases to the Deputy Chief Executive and Corporate Director of Residents Services, with sign-off by the Leader of the Council.**
 - c) Ratify previous leases granted under this scheme and;**
 - d) Note that the Leader of the Council will recommend to a future meeting of full Council a permanent change to Property Procurement Standing Orders to be consistent with the Scheme's flexible and practical application.**

11. **Ratify a Cabinet-level decision taken by the Leader of the Council on 22 May 2014, under interim executive arrangements, in relation to granting of a license of the playing fields to Guru Nanak Sikh Academy Limited to allow the building of a Free School on the land.**
12. **Welcome the establishment of a new Sports and Activities for All Ages Fund of £400k for 2014/15 onwards and delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services the operation of the Fund and the award of any expenditure, in consultation with the Leader of the Council. Noting that such expenditure will be reported back to Cabinet through the usual budget monitoring process for Members' information, as and when required.**

Reason for decision

Cabinet welcomed the Council's positive 2013/14 revenue & capital outturn position and agreed to re-phase capital resources to planned expenditure in cases where agreed and where planned expenditure had fallen within different financial years.

Additional recommendations were approved by Cabinet, including the establishment of a new Charitable Fund and separate Sports Fund, to continue with the popular Ward Budget Initiative and Shop Front Grant Scheme along with the implementation of a Private Sector Leasing Scheme to reduce the pressure and costs of Bed and Breakfast Accommodation.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

977. GIFT FUNDING FOR PLANNING MATTERS

RESOLVED:

That the Cabinet authorises officers to accept gift funding from three developers (Cathedral Group, City Grove and Inland Homes) for the engagement of additional staff that will provide the discretionary services highlighted in this report in accordance with the provisions of Section 93 of the Local Government Act 2003.

Reasons for decision

Cabinet agreed to receive a small amount of monies to cover the necessary infrastructure costs associated with three proposed major developments in the Borough: 1) The former Arla Foods Depot Site, South Ruislip; 2) The former National Air Traffic Service Site, West Drayton and; 3) The old Vinyl Factory Site in Hayes.

Cabinet felt it justifiable for the developer to contribute to the public cost of carrying out its planning functions.

Alternative options considered and rejected

Cabinet could have refused the gift, which would have not been in the best interests of the local communities, tax-payers or the Council.

Officer to action:

Matt Duigan – Residents Services

978. PLANNING OBLIGATIONS QUARTERLY MONITORING

RESOLVED:

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

Reasons for decision

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

Alternative options considered and rejected

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

Officer to action:

Nicola Wyatt, Residents Services

979. 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.**
- 2. Agrees to progress plans for a new 5FE Junior School on Council land adjacent to the existing the Laurel Lane School, noting that planning consent, changes to rights of way and land appropriation permissions are being sought.**
- 3. Approve the provision of Specialist Resource Provision (SRP) unit and an additional modular classroom unit at Cherry Lane Primary School.**
- 4. Ratify a Cabinet-level decision taken by the Leader of the Council on 18 June 2014, under interim executive arrangements, in relation to the appropriation of Land at Laurel Lane, West Drayton.**

Reasons for decision

Cabinet received an update on the primary and secondary school capital programmes and made a number of decisions to progress the provision of sufficient school places, including those relating to the proposed new school on the Laurel Lane site.

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

980. ACADEMY CONVERSION - NEW PRIMARY SCHOOL ON THE FORMER RAF UXBRIDGE SITE

RESOLVED:

That Cabinet approves the grant of an Agreement for Lease and a 125 year Lease of the new school at the former RAF Uxbridge site, due for completion in August 2014, to The Elliot Foundation Academies Trust, on the main terms outlined in the report.

Reasons for decision

Cabinet agreed the grant of a 125 year lease to an Academies Trust to facilitate the conversion of the new primary school on the former RAF Uxbridge site to Academy status. Cabinet noted that decisions regarding academies were made by the Secretary of State for Education and therefore the Council had no choice other than to progress with the transfer of the premises.

Alternative options to consider and action

None.

Officers to action:

Mike Paterson - 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).

981. ACADEMY CONVERSION - NEW PRIMARY SCHOOL AT LAKE FARM, HAYES

RESOLVED:

That Cabinet approves the grant of an Agreement for Lease and a 125 year Lease of the new school at Lake Farm, Hayes, due for completion in August 2014, to The Park Federation Academy Trust, on the main terms outlined in the report.

Reasons for decision

Cabinet agreed the grant of a 125 year lease to an Academies Trust to facilitate the conversion of the new school at Lake Farm to Academy status. Cabinet noted that decisions regarding academies were made by the Secretary of State for Education and therefore the Council had no choice other than to progress with the transfer of the premises.

Alternative options to consider and action

None.

Officers to action:

Mike Paterson - 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).

982. ACADEMY CONVERSION - HILLINGDON PRIMARY SCHOOL, HILLINGDON

RESOLVED:

That Cabinet approves the grant of a 125 year lease to Hillingdon Primary School on the main terms outlined in the report as part of the process of conversion of the school to an academy.

Reasons for decision

Cabinet agreed the grant of a 125 year lease to facilitate the conversion of the Hillingdon Primary School to Academy status. Cabinet noted that decisions regarding academies were made by the Secretary of State for Education and therefore the Council had no choice other than to progress with the transfer of the premises.

Alternative options to consider and action

None.

Officers to action:

Mike Paterson - 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.

983. PUBLIC HEALTH UPDATE & CONTRACT EXTENSIONS

RESOLVED

That Cabinet agrees:

- 1. That officers review disputed invoices and identify where local authorities have commissioned integrated sexual health models and agree verification processes to pay these invoices.**
- 2. To extend current substance misuse contracts that are due to end on 31st October 2014 until 31st March 2015.**
- 3. To note the final outcomes of the sexual health and school nursing tender exercises.**
- 4. In respect to Local Authority Primary Care contracts, to give approval for the following:**
 - Proceed with the Local Authority Primary Care Contract and offers of appointment to local providers.**
 - To start the procurement process to determine the best value provider of Point of Care Testing equipment and consumables.**
 - Commence the procurement process for the single database.**
- 5. Note the ongoing matter of disputed liability for primary care services in the following areas:**

- **LARC (Long Acting Reversible Contraception)**
- **IUCDs (Intrauterine Contraceptive Devices)**
- **NRT (Nicotine Replacement Therapy)**

Reasons for decision

Cabinet received an update on progress in a number of areas relating to Public Health contracts and gave approval for short-term contract extensions.

Alternative options considered and rejected

None at this time.

Officer to action:

Nigel Dicker / Steve Powell - Residents Services / Finance Directorate

Exempt Information

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984. PROCUREMENT OF ENERGY SUPPLIES 2014

RESOLVED:

That Cabinet:

- 1. Agrees to the use of the public sector buying organisation, Laser Buying Group as proposed in recommendation 1 in the report, for the procurement of a new Fixed, Term Fixed Price (FTFP) contract for its Non- Half Hourly (NHH) electricity portfolio currently which expires on 30 September 2014;**
- 2. Agrees to delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with Leader of the Council and / or Cabinet Member for Finance, Property and Business Services, to approve outcome of any tender, supplier selection, length of contract and energy mix (renewable or conventional) and;**
- 3. Agrees for 32 General Fund and HRA supplies consuming in excess of 50,000 kWhs per annum and 9 General Fund and HRA supplies consuming in excess of 100,000 kWhs per annum to be removed from the NHH renewal schedule and transfer to the existing Laser Buying Group NHH Purchase In Advance(PIA) Flexible contract.**

Reasons for decision

Cabinet made the necessary decisions to secure a suitable replacement for the Council's energy supply to its buildings, housing and schools and to ensure best value for taxpayers.

Alternative options considered and rejected

Cabinet considered a number of other options.

Officer to action:

Allison Mayo - Finance Directorate

Exempt Information

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985. REVIEW OF 16-24 YEAR OLD SUPPORTED ACCOMMODATION

RESOLVED:

That the Cabinet:

- 1. Agree to extend the contract currently in place with West London YMCA for the provision of accommodation based support at Ventura House by 21 months to March 2016 at an annual cost of £295,235.**
- 2. Agree to extend the contract currently in place with West London YMCA for the provision of accommodation based support at Jupiter House by 18 months to March 2016 at an annual cost of £327,860.**
- 3. Agree to extend the contract currently in place with West London YMCA for the provision of accommodation based support at St Andrew's by 21 months to March 2016 at an annual cost of £231,782.**
- 4. Agree to the award of contract by single tender action to P3 for the provision of accommodation based support at Bedwell Gardens, Chilton House, Challenger House and Swakefields for three years with the option of a two year extension at the annual cost of £376,879.36.**
- 5. Approve the granting of a lease of the property at Bedwell Gardens to P3 on the main terms set out in this report for a term of three years with**

the option of a two year extension, subject to the extension of the service contract.

Reasons for decision

Following a full review of Housing Support provision for 16-24 year olds, four contracts were agreed by Cabinet, following due procurement process. It was noted that these contracts would enable accommodation based support at Ventura House, Jupiter House, St Andrew's along with the award of a single contract for support to Bedwell Gardens, Challenger House, Chilton House and Swakefields.

Alternative options considered and rejected

Cabinet considered a number of other options.

Officer to action:

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.

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

No additional items were considered by the Cabinet.

The meeting closed at 7.16pm

*** 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, Thursday 26 June 2014.

OLDER PEOPLE'S PLAN - PROGRESS UPDATE 2013-14

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

HEADLINE INFORMATION

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

RECOMMENDATION

That Cabinet notes the successes 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.

INFORMATION

Reasons for recommendation

1. The Older People's Plan endorses the commitment from the Council and its partners to the continued improvement of services and support designed to create a better quality of life

for older people in Hillingdon. The plan supports the Council to put residents first and contributes to improving the health and wellbeing of Hillingdon's older residents.

Alternative options considered / risk management

2. None considered.

Comments of Policy Overview Committee(s)

3. None at this stage.

Supporting Information

4. The headline results from the 2011 Census demonstrate that more and more people in Hillingdon are living longer. Supporting older people to live independent, active lives, to make a positive contribution to local communities and helping older people to feel safer in their homes and in the wider community is at the heart of improving the health and wellbeing of older people in Hillingdon.
5. In Hillingdon there are well-established arrangements to hear from older people and keep Hillingdon's older residents informed and involved across the Borough in important matters. This includes their involvement through Hillingdon's Older People's Assembly. The most recent meeting of the Older People's Assembly (24th June 2014) was held in Uxbridge Library at the request of the Assembly steering group. Older People attending the Assembly were very positive about the refurbishment of the library and enjoyed finding out more about the library archive and seeing what the library has to offer, including ICT skills workshops.
6. Hillingdon's Older People's Plan, led by the Older People's Champion (Councillor Ray Puddifoot, Leader of the Council) sets out a range of actions the Council and partners are taking in response to issues that older people in Hillingdon have said are important to them. The key themes in the plan include: safety and security; preventative care; keeping independent and healthy; supporting older people in the community; and housing. The action plan is regularly updated and monitored by the Older People's Champion.
7. The plan is making a difference to the lives of older people in Hillingdon. Surveys of local residents confirm that older residents show higher levels of satisfaction with specific initiatives under the Older People's Plan and Leader's Initiative. Free burglar alarms and Council Tax freeze initiatives are rated as 'very important' by residents (94% and 91% respectively). Feedback from those people who attend specific initiatives is also very positive e.g. tea dances; 99% satisfaction from older people.
8. There were many achievements during 2013/14 highlighted in the summary below. This includes service improvements supported by the Leader's Initiative developed both within the community, with partners and across Council services to enable older people to remain independent, active and healthy. The full update is attached at appendix one.

Safety and Security

- Free burglar alarms – To help older people feel safe and secure burglar alarms have been installed into the homes of older people. To the 31 March 2014, a total of 4,830 alarms have been fitted. Phases 1 - 6 are complete and phase 7 underway. The 18 month servicing for phases 1 to 4 have taken place and servicing for phase 5 started

mid-April 2014. Home security information packs are being distributed with the installation of each new burglar alarm.

- Tackling rogue traders – Council officers have continued to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case and decide if an intervention is required. During 2013/14 a total of 24 complaints have been received by Trading Standards regarding rogue traders. January 2014- March 2014 was very quiet and only 3 reports of rogue traders were received. When complaints are received victims are contacted and wherever possible action is taken. Articles have appeared in Hillingdon People advising local residents what to do if they suspect they are being targeted by a rogue trader.

Preventative Care

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

As at 31 March 2014; 2,760 service users were benefitting from TeleCareLine equipment. The development of services like TeleCareline is part of a broader strategy in Hillingdon working to help reduce the need and frequency for admission to hospital or a nursing home for people with needs arising from a stroke, incontinence, dementia and injuries arising from a fall.

Key elements of the wider approach include:

- An integrated care pilot - Multi-disciplinary case discussions are taking place in GP practices to co-ordinate patient care planning across agencies to ensure people with complex needs receive the care and support they need to prevent admission to hospital or a residential / nursing care home.
- Providing supported and extra care housing – to help older maintain their independence in their own home.
- Personal budgets for people in need of social care – to give older people more choice and control over their care and support instead of traditional care services. People who receive a personal budget can tailor services to meet their particular needs. 82% of all older people receiving social care are in receipt of a personal budget and this is continuing to grow.
- Re-ablement services – are providing intensive support to help older people re-gain mobility and the confidence to be able to do every day activities for themselves. More than two thirds (68%) of all people receiving a re-ablement service do not need an ongoing care service when their intensive programme has finished.

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

Keeping Independent and Healthy

- Active ageing - A range of activities are in place and available to older people in Hillingdon. Organised cycle rides contribute to keeping older people fit and well. During 2013/14 there were seven 'Age Well on Wheels' rides. These rides now have regular participants. There are 30 people on a mailing list. Further work is underway to encourage take-up of these cycle rides across the Borough. The cycle rides are now part of the core cycle ride offer.
- Tea dances - Seventeen dances have been held during 2013/14 (4 held from April to June 2013; 6 held between July and September 2013; 5 held between October 2013 to December 2013, 2 between January and March 2014). This included a tea dance held at West Drayton Community Centre as part of the Older People Wellbeing events in that area. A total of 2,338 people attended a tea dance between April 2013 and March 2014. Older people have said the dances help them to get out and about to meet new people and help them keep fit and active.
- Free swimming – The Council has continued to provide free swimming sessions to support older people to live an active and healthy lifestyle. Take-up of free swimming sessions for older people has been high. During 2013/14 a total of 25,971 free swimming sessions have been taken up by older people: 27% higher (+5,438 swims) than the same time last year. Approximately 2,000 older people participate in the free swimming every year. Free swimming lessons have been available to older people since April 2014. The new lessons offer options for beginners and improvers that have either never learned to swim or not done so for sometime to gain the confidence needed to make use of the regular free swimming already available.
- Extending the Brown Badge Parking Scheme – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. The Scheme continues to be popular amongst older people. This helps to maintain their independence and encourages older people to get out and about to reduce the risk of social isolation.

8,670 renewals for Brown Badges were sent out on 13th March 2014. At the end of March 2014 there were 8,605 badges on issue.

Supporting Older People in the Community

- Support for older people during the economic down-turn - Financial health check sessions continue to be delivered in local libraries, sheltered housing, lunch clubs and community centres across the Borough. During the year an experienced caseworker has been successfully recruited by Age UK to work with older residents in Hillingdon to support access to financial assistance.

Information provided by Age UK demonstrates that older people are benefitting from financial health checks. In the period 1st January 2014 to 31st March 2014, 188 older people were referred for a financial health check of which 50 received a benefit check leading to a benefit claim for 44 older people.

- Heater loan scheme – The heater loan scheme is in place offering older people temporary portable heaters to keep warm and well when their home heating system experiences a breakdown. In the period January 2014 to March 2014, 2 older people have benefitted from the heater loan scheme (22 older people in total during the year).
- Celebrating in style - A total of nine groups applied for and were granted funding to celebrate the anniversary of the Queen’s Coronation last summer. The events were a success and included the following.
 - Coronation lunch,
 - Fish and chip lunch with entertainment,
 - Afternoon tea and sit down lunches,
 - Formal high tea and commemorative mug,
 - Coronation parties.

Feedback from older people was very positive.

Housing

- Helping to tackle rising home heating costs – The London Borough of Hillingdon has continued to improve the homes of 121 older people. This includes essential repairs as well as improving the heating and insulation of homes to help tackle rising home heating costs.
- Home adaptations – Overall 170 homes lived in by older people received adaptations to help them to live independently and safely in their own home. This included 86 homes in the private sector.

9. A full progress update of the action plan is attached under appendix one.

Financial Implications

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

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

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

Consultation Carried Out or Required

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

CORPORATE IMPLICATIONS

Corporate Finance

13. Corporate finance has reviewed this report and is satisfied that the majority of the proposals will be contained within existing budgets but that some proposals may be financed by funding set aside under the “Leader’s Initiative”.

Legal

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

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

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

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

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

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

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

BACKGROUND PAPERS

Previous Cabinet reports on the Older People’s Action Plan

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

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Safety and Security					
1.1	Increase home security amongst older people.	1.1.1 Ensure burglar alarms are maintained and install those commissioned by the Leader by March 2014 (phases 6 and 7)	Liz Jones	31.03.14	<p><u>Ongoing</u> – To help older people feel safe and secure burglar alarms have been installed into the homes of older people.</p> <p>To the 31 March 2014, a total of 4,830 alarms have been fitted. Phases 1 - 6 are complete phase 7 underway (1,000 alarms).</p> <p>The 18 month servicing for phases 1 to 4 have taken place and servicing for phase 5 started mid-April 2014.</p> <p>Home security information packs are being distributed with the installation of each new burglar alarm.</p>
1.2	Take action to tackle rogue traders.	1.2.1 Address reports of Rogue Traders	Shabeg Nagra	31.03.14	<p><u>Ongoing</u> - Council officers have continued to respond quickly to reports of rogue traders. When complaints are received officers review the circumstances of each case and decide if an intervention is required. During 2013/14 a total of 24 complaints have been received by Trading Standards regarding rogue traders. January 2014 - March 2014 was very quiet and only 3 reports of rogue traders were received.</p> <p>Whenever complaints are received victims are contacted and wherever possible action is taken.</p>
		1.2.2 Promote home safety by training front-line staff to provide advice when they visit older people at home.	Gill Mclean	31.03.14	<p><u>Ongoing</u> – The Community Safety team are working with Age UK and Learning and Development to review the home safety training package provided to staff, to ensure it is up to date and reflects new initiatives and ways of working.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Preventative Care					
2.1	Assist vulnerable people to secure and maintain their independence	2.1.1 Continue to expand the TeleCareLine service to ensure that there are a further 750 TeleCareLine users by March 2014.	Belinda Norris	31.03.14	<u>Ongoing</u> . As at 31st March 2014, 2,760 new service users were in receipt of a TeleCareLine equipment service. The technology is helping people to live safely and independently at home. The take-up of TeleCareline is exceeding the target of 750 new service users set for each year of the scheme. The scheme has been extended to be free to people aged 80 years or older.
		2.1.2 Pilot the use of a technology bracelet to help support at least 50 older people with dementia to live independently.	Neil Stubbings	31.03.14	<u>On track</u> . At the end of March there were 47 active users on the programme which has continued. Support workers from the Alzheimers society continue to raise awareness of the Safer Walking program through their normal pathways and assessments. Word of mouth during support cafes etc where the wearer of the watch shows and talks to others in the group has had a positive impact on requests for assessments.
Keeping Independent and Healthy (Health and Wellbeing)					
3.1	Ensure all new and existing service users / carers are offered a personal budget	3.1.1 Promote take up of personal social care budgets to provide greater choice and control	Sandra Taylor	31.03.14	<u>Ongoing</u> – A personal care budget gives people who need care and support a greater say on deciding their support arrangements to suit their own needs. As at the end of March 2014, 82% of older people in receipt of a care/support service (of 2,644 older people) were in receipt of a personal budget (based on services which are subject to a personal budget).
3.2	Provide opportunities for older people to participate in sport and physical activity	3.2.1 Work with a range of partners to deliver and promote take-up of physical activity as part of Hillingdon's Health and Wellbeing Strategy	Sarah Durner / Howard Griffin	31.03.14	<u>Ongoing</u> – As part of Hillingdon's Health and Wellbeing Strategy a range of activities are being developed specifically for older people to encourage the take-up of regular exercise in their weekly routine. <u>New chair-based exercise programme</u> – this is a new, less demanding exercise programme for older people. In November and December 2013, 5 staff from extra care schemes (Triscott and Cottessmore), sheltered housing (Drayton Court) and day centres (ASHA) attended the 'Extend' training to enable them to be certified to run chair based exercise programmes. In 2014, these trained staff began delivering a

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p>chair based exercise programme at these four locations.</p> <p>Staff from the locations have begun planning chair based sessions. During 2014/15 Council officers will evaluate the impact of the training and measure how many sessions have taken place with residents and service users.</p> <p>To encourage chair based exercise chair dances took place in Northwood during February 2014 which 45 people attended and one in Harefield which 40 people attended.</p> <p>The Council is also working with Age UK to ensure that referrals can be made into the sessions through their 'Fit for the Future' project. The Exercise on Referral scheme is being developed in partnership between Sports Development and Public Health and will be an opportunity to encourage older people with long term conditions into exercise. Referrals to the scheme began in the Spring 2014.</p> <p>During February 2014 The Public Health Team ran a series of events to promote a healthy heart and physical activity:</p> <ul style="list-style-type: none"> • Tea dance at Harefield Academy - 80 people attended • Wellbeing Day at Harefield - 100 people attended • Wellbeing Day at Northwood - 80 people attended • Physical Activity taster day at Highgrove - 100 people attended <p>At all of these events older people were able to get a health check and attend taster sessions on a variety of activities including chair exercise, yoga, singing and aqua aerobics. There were also a variety of stalls to visit including Age UK Hillingdon, Libraries, Adult Education, the Stroke Association and more. Feedback from older people has been positive about all of the events.</p> <p>A number of events and activities are continuing for older people.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p><u>'Drumunity' for older people</u> From September to December 2013, a total of 4 Drumunity sessions took place in 3 day centres and one extra care scheme. These included Poplar Farm, ASHA Day Centre, Grassy Meadows and Triscott House. The sessions lasted for a total of 12 weeks and 48 service users took part with an average of 10 per session. The sessions specifically targeted service users with dementia. As well as this there was a staff training session which also ran for 12 weeks and included staff from day centres, extra care schemes and sheltered housing. A total of 10 staff completed the training.</p> <p>Feedback from the Drumunity sessions was positive: gained through staff feedback, observations and feedback from families. Drumunity have successfully secured funding of £7500 to develop the project in the South of the Borough. Between January 2014 and March 2014:</p> <ul style="list-style-type: none"> • Sessions continued at Grassy Meadows, Asha Day Centre and Triscott House and were offered on different days to ensure a wider range of service users were able to take part. A total of 31 older people regularly take part in sessions. • Drums were purchased for ASHA day centre, Triscott House and Grassy Meadows. • New Drumunity Sessions were offered at Child's Court and Yiewsely Court. • Staff from ASHA day centre, Grassy Meadows, Triscott House, Sibley Court and Cottesmore continued their training to become Drumunity session leaders.
		3.2.2 Continue to offer free swimming sessions to residents aged 65+	Howard Griffin	31.03.14	<p><u>Ongoing</u> – The programme for older people to take up free swimming continues to be successful. Take-up of free swimming sessions is increasing.</p> <p>Take-up of free swimming sessions for older people has been high. During 2013/14 a total of 25,971 free swimming sessions have been taken up by older people: 27% higher (+5,438 swims) than the same time last year. Typically 2,000 older people take up the free swimming every year.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					Half of all visits are to Hillingdon Sports & Leisure Complex. Highgrove Pool accounts for 34%, Botwell Green 12% and the remaining 5% at William Byrd Pool.
		3.2.3 Deliver free swimming lessons for people aged 65+	Howard Griffin	31.03.14	<p><u>Ongoing</u> – Free swimming lessons commenced from 28th April 2014.</p> <p>A flyer has been produced and distributed. The webpage has been updated to include the new lessons programme. http://www.hillingdon.gov.uk/freeswim</p> <p>The communications team included the new lessons programme in the March/April edition of Hillingdon People (Page 10) as part of a wider article on services for older people.</p>
		3.2.4 Hold regular cycle rides across the Borough for people aged 65+	Sarah Durner	31.03.14	<p><u>On track</u> – Organised cycle rides contribute to keeping older people fit and well. During 2013/14 there were seven 'Age Well on Wheels' rides. These rides now have regular participants. There are 30 people on a mailing list. Further work is underway to encourage take-up of these cycle rides across the Borough. The cycle rides are now part of the core cycle ride offer.</p>
		3.2.5 Hold regular tea dances and other dances for older people to promote participation in physical activity	Sarah Durner	31.03.14	<p><u>On track</u> - Tea dances help to break down social isolation and promote physical activity amongst older people. Tea dances continue to remain very popular, take up is growing and surveys of those people attending a tea dance have confirmed high levels of satisfaction with organised dances (99%).</p> <p>Seventeen dances have been held during 2013/14 (4 held from April to June 2013; 6 held between July and September 2013; 5 held between October 2013 to December 2013, 2 between January and March 2014). This included a tea dance held at West Drayton Community Centre as part of the Older People Wellbeing events in that area. A total of 2,338 people attended a tea dance between April 2013 and March 2014.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
					<p>Older people have said the dances help them to get out and about to meet new people and help them keep fit and active. Some of the comments from older people include:</p> <ul style="list-style-type: none"> • 'lots of fun and very enjoyable meeting friends and new couples' • 'they are a happy and joyful event thank you' • 'I love dancing at 93' • 'it brings me out, after being on my own all the time, after 5yrs no partner any more' • 'good exercise - well done Sarah and staff'
3.3	Continue to develop and expand the Brown Badge Parking Scheme for older people.	3.3.1 In 2013/14 extend the Brown Badge older persons parking scheme into at least two additional car parks and promote the scheme to older people.	Roy Clark	31.03.14	<p><u>Ongoing</u> – The Brown Badge Parking Scheme continues to be popular amongst older people.</p> <p>8,670 renewals for Brown Badges were sent out on 13th March 2014. At the end of March 2014 there were 8,605 badges on issue.</p>
3.4	Continue to develop and expand facilities for older people in Hillingdon's allotments.	3.4.1 Improve access and facilities for older people in Hillingdon's allotments including adult education sessions	Paul Richards	31.03.14	<p><u>On track</u> – Improvement work has continued to be made at allotment sites to improve security around sites, a car park and improvements to paths for ease of access / safe walking.</p> <p>The provision of free allotments for residents aged 65+ has been fully implemented and has generated more interest from older people to take up an allotment plot. All plot holders aged 65+ have been written to advising of this new change.</p> <p>A number of Chrysalis bids have been submitted to improve existing allotment sites further. In particular, bids have been made to improve fencing at a number of sites (e.g. Hayes End, Moor Lane, Wood End Green) by replacing old chain link fencing with stronger, secure fencing. This will help to reduce trespassing and the theft of tools and produce on sites.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
3.5	Actively contribute to an integrated care programme.	3.5.1 Implement the integrated care programme (ICP) in Hillingdon to target older people, residents with diabetes, those with mental health needs and other complex needs.	Belinda Norris	31.03.14	<p><u>Ongoing</u> - The Integrated Care Programme (ICP) is providing a joined up approach to patient care across health and local authority services based around GP practices. Most (87%) GP practices have signed up to the new ICP services. The project initially targeted older, frail people, those with diabetes and people with mental health needs (residents with complex care and support needs). During 2013/14 the programme has been expanded to include those people with chronic obstructive pulmonary disease and patients with cardiac difficulties.</p> <p>The Integrated Care Programme (ICP) is a key element of the Better Care Fund Plan for Hillingdon as agreed by the Health and Wellbeing Board on 1st April 2014.</p>
3.6	Actively promote the opportunities available to older people to keep healthy, independent and well and establish what difference they are making to improve the lives of older people	3.6.1 Ensure articles appear in every edition of Hillingdon People and on the Council website promoting the opportunities available and making use of feedback from older people	Charlotte Stamper / Dan Kennedy	31.03.14	<p><u>Ongoing</u> – articles appear in every edition of Hillingdon People within the older people's page.</p> <p>Regular feedback is sought from older people about their experience of the services provided through the older people's plan and included in updates within this plan.</p> <p>In the March/April edition of Hillingdon People, articles for older people included:</p> <ul style="list-style-type: none"> • Promoting free swimming lessons for older people • The extension of free Telecareline assistive technology to residents aged 80 years or older • Free allotments for residents aged 65 years or older
Supporting Older People in the Community					
4.1	Improve financial inclusion for older people in the Borough	4.1.1 Deliver benefits and financial advice and support sessions for older people across the Borough through the Age UK Hillingdon financial health checks	Sharon Trimby (Age UK)	31.03.14	<p><u>Ongoing</u> – Information provided by Age UK demonstrates that older people are benefitting from financial health checks. In the period 1st January 2014 to 31st March 2014, 188 older people were referred for a financial health check of which 50 received a benefit check leading to a benefit claim for 44 older people.</p>

Ref No	Task	Actions	Lead	Target Dates	Progress Update
4.2	Support older people in their own homes to stay warm and healthy during the winter months	4.2.1 Provide free temporary heaters and small grants to cover electricity costs to older people	Belinda Norris	31.03.14	<u>Ongoing</u> – The Heater Loan scheme is in place for residents who need access to the scheme during the colder months when their heating system experiences a breakdown. In the period January to March 2014, 2 older people have benefitted from the heater loan scheme (22 older people in total during the year ending March 2014).
4.3	Provide and encourage opportunities for older people to actively participate in events across Hillingdon.	4.3.1 Celebrate the Anniversary of the Coronation of Queen Elizabeth II	Kevin Byrne	30.06.13	<u>Completed</u> - A total of nine groups applied for and were granted funding to celebrate the anniversary of the Queen's Coronation in the summer of 2013. The events were a success and included: <ul style="list-style-type: none"> • Coronation lunch • Fish and chip lunch with entertainment • Afternoon tea and sit down lunches • Formal high tea and commemorative mug • Coronation parties An article was prepared for Hillingdon People.
		4.3.2 Provide support to community groups for older people as requested through the Leaders Initiative for Older People	Kevin Byrne	31.03.14	<u>Ongoing</u> – The Leader continues to support community groups working with older people. This includes: <ul style="list-style-type: none"> • A grant to Yeading Community Association for a post Christmas social dinner • Security fencing at the Tudor Club • Replacement chairs for Harefield Community Association

Ref No	Task	Actions	Lead	Target Dates	Progress Update
Housing					
5.1	Help older people to live independently in safe, warm homes	5.1.1 Improve 70 private sector homes for older vulnerable people. <ul style="list-style-type: none"> • 30 heating measures • 30 insulation measures • Complete essential repairs to 10 homes for vulnerable & older households 	Neil Stubbings	31.03.14	<p><u>Completed</u> – In the year 2013/14 improvements have been made to 121 homes of older people in Hillingdon as follows (some older people benefited from more than one of the following):</p> <ul style="list-style-type: none"> • Heating improvements have been made to the homes of 44 older people. • 63 homes with improved insulation measures. • 104 homes of older residents received essential repairs as needed. Essential repairs can include roof and glazing repairs to reduce health and safety risks. <p>Overall, the target has been exceeded.</p>
5.2	Deliver the major adaptations programmes for all tenures within budget	5.2.1 Complete at least 100 major adaptations increasing independence for older people	Neil Stubbings	31.03.14	<p><u>Completed</u> – A total of 260 homes have had adaptations completed to enable disabled occupants to continue to live at home. This includes adaptations to the homes of 170 older people, of which 86 were in the private sector.</p> <p>Overall, the target has been exceeded.</p>

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PURCHASE OF CARBON ALLOWANCES 2013/14

Cabinet Member(s)	Councillor Jonathan Bianco
Cabinet Portfolio(s)	Finance, Property and Business Services
Officer Contact(s)	Richard Coomber Residents' Services
Papers with report	None.

1. HEADLINE INFORMATION

Summary	To advise the Cabinet on the requirement to purchase allowances from the Department of Energy and Climate Change (DECC) to cover energy emissions (tonnes of carbon dioxide) regulated by the CRC (Carbon Reduction Commitment) Energy Efficiency Scheme Legislation.
Contribution to our plans and strategies	<u>Putting our residents first: Financial Management</u> To fulfil the Council's statutory obligations under the CRC Energy Efficiency Scheme.
Financial Cost	This has been estimated to be £352,225; provision has been made in the accounts 2013/14.
Relevant Policy Overview Committee	Corporate Services & Partnerships
Ward(s) affected	All

2. RECOMMENDATION

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 tCO₂) 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 recommendation

The purchase of such allowances ensures that the Council complies with the following UK Legislation:

- The CRC Energy Efficiency Scheme Order 2010
- The CRC Energy Efficiency Scheme Order 2013

Alternative options considered / risk management

The Council could decide not to purchase and surrender allowances for its energy emissions (tonnes of carbon dioxide) regulated by CRC EES but would then be in breach of the CRC Order and could face fines from the Environment Agency of £40 per tonne of carbon dioxide a potential fine of £1.1m. (CRC Order 2013 Article 77 'Failure to surrender allowances.')

Policy Overview Committee comments

None sought at this stage.

3. INFORMATION

Supporting Information

The Government's CRC Energy Efficiency Scheme (CRC EES) aims to regulate and reduce the carbon emissions (tonnes of carbon dioxide) of large consumers of energy in both the private and public sectors. The background Legislation ('the CRC Order') relating to the scheme is detailed above. The Department of Energy and Climate Change (DECC) lead on CRC policy and the scheme is administered by the Environment Agency.

Participants in CRC EES are required to monitor and report on their energy consumption and incentivised to reduce their emissions primarily through a financial driver (the purchase of allowances to cover carbon emissions).

The Council met the technical metering and consumption qualification criteria based on the 2008 calendar year. Consequently, the London Borough of Hillingdon is a full participant in Phase 1 of the CRC EES.

Phase 1 of the CRC EES commenced on 1st April 2010 and will end on 31st March 2014. Participants are required to produce an Annual Report on their emissions coverage and from the 2011/12 compliance year purchase allowances.

Consumption data for the Annual Report is collated from Annual Supplier Statements. Officers request these statements in March and Energy suppliers have until mid May under the regulations to provide them.

The London Borough of Hillingdon's emissions in the 2013/14 Annual Report will be based on gas and electricity supplies from the Council's Corporate Property Portfolio, Maintained Schools and Academies and qualifying HRA Properties (Emissions from Street Lighting (classed as passive unmetered supply), domestic and transport supplies are excluded from CRC.).

The Annual Report for 2013/14 is currently in preparation and must be submitted to the Environment Agency by 31st July 2013. For 2013/14 the level of London Borough of Hillingdon's reported emissions is projected to be at a similar level to 2012/13. Following the changes made in the CRC simplification, the criteria for CRC reportable emissions remained consistent between 2012-13 and 2013-14.

The projection for CRC allowances for 2013-14 is £352,225.

The CRC Simplification response revised the deadlines for the ordering, purchase and surrendering of Allowances. For 2014, the deadlines are as follows:

Allowances must be requested via the Environment Agency's secure website ('the CRC Registry') between 2nd June and 31st July 2014. Payment for allowances ordered can be made between 1st September and 19th September 2014. The Environment Agency will allocate allowances to participants between 2nd September and 15th October 2014. Allowances must be 'surrendered' (reconciled to cover emissions in the Annual Report) by 31st October 2014.

Phase 2 of the CRC EES commenced in April 2014 and ends on 31 March 2019. London Borough of Hillingdon completed its registration for Phase 2 of the CRC EES on 25th November 2013. An advance purchase of CRC allowances for emissions in Phase 2 of the CRC EES was made in June 2014 as reported to Cabinet on 4th March 2014. CRC allowances purchased for Phase 2 cannot be utilised to cover Phase 1 emissions and vice versa.

Financial Implications

The report is proposing the purchase of carbon allowances for Phase I of the CRC Energy Efficiency Scheme which ended on 31 March 2014. The final purchase of allowances for 2013/14 is required to be made between 1 September-19 September 2014. Permission to purchase is being sought on indicative figures, as the allowances must be ordered by 31 July 2014, once final consumption figures have been collated.

A provision has been made in the 2013/14 accounts for £352,225. This was based on previous year's consumption. Current accounting guidance requires that a provision is made in the accounts for the financial year they are incurred.

The allowances are not transferable between phases and therefore all allowances purchased for Phase 1 should be utilised in the September surrender of allowances to cover 2013/14 CRC liability. There are 240 (£2,880) allowances from prior years of Phase 1. For Phase 1 CRC allowances cost £12 per tonne of carbon dioxide (tCO₂).

The Annual Report for 2013/14 will be submitted to the Environment Agency by 31st July 2014 and the final cost of CRC allowances will be reported to Cabinet in September 2014.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The primary aim of the CRC EES is to promote energy efficiency and reduce CO₂ emissions resulting in reduced fuel bills for the Council and reduced CRC allowances cost.

Consultation Carried Out or Required

None

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed the report and concurs with the financial implications regarding the provision made in the 2013/14 Final Accounts for the purchase of the CRC allowances.

Legal

The Borough Solicitor confirms that the legal implications are contained in the body of the report.

Corporate Property and Construction

There are no Corporate Property and Construction implications arising from the recommendations set out in this report.

6. BACKGROUND PAPERS

NIL

COUNCIL BUDGET -2014/15 MONTH 2 REVENUE AND CAPITAL BUDGET MONITORING

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

HEADLINE INFORMATION

Purpose of report	<p>This report provides the Council's forecast financial position and performance against the 2014/15 revenue budget and capital programme.</p> <p>A net in-year underspend of £1,479k is projected against 2014/15 General Fund revenue budgets as of May 2014 (Month 2).</p> <p>The latest positions on other funds and the capital programme are detailed within the body of this report.</p>
Contribution to our plans and strategies	<p><u>Putting our residents first: Financial Management</u></p> <p>Achieving value for money is an important element of the Council's medium term financial plan.</p>
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 May 2014 (Month 2).
2. Approves the rephrasing 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. Approves 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. Approves the recommendations in relation to the Council's local Council Tax Reduction Scheme as detailed in Appendix H.
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.

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 at outturn against budgets approved by Council on 20 February 2014.
2. Recommendation 2 seeks authority to realign capital budgets over the period of the Council's Medium Term Financial Forecast to better reflected planned expenditure profiles. Amounts to be rephased are primarily related to the latter stages of the Council's School Expansion Programme being more fully developed and more precise cashflow projections being available, there is no impact on expected completion dates for individual school expansion projects. Further detail on the capital programme is set out in Appendix D to this report.
3. Appendix E provides an update to Cabinet on Treasury Management performance during the previous financial year.
4. The Council has been awarded a number of new grants and external contributions to support service delivery, which are set out in Appendix F to this report for acceptance by Cabinet.
5. Recommendation 6 and Appendix H to this report seek Cabinet approval, for consultation, of the revisions to the local Council Tax Reduction Scheme (CTRS), effective from 1 April 2015. The local CTRS was implemented on 1 April 2013 for an initial period of two years, during which time a review of the scheme's funding and operation was to be undertaken. As a result of that review no major revision to the scheme is proposed. These recommendations, if approved, will be included within the formal Cabinet decision notice.
6. Recommendation 7 provides for continuity of top-level decision-making during the Summer, as required between Cabinet meetings, to make any necessary Cabinet level decisions in respect of the Council's services. Any decisions made under this delegation will be reported to the next Cabinet meeting for ratification.

Alternative options considered

7. There are no other options proposed for consideration.

SUMMARY

REVENUE

8. As at Month 2, an underspend of £1,479k is projected on General Fund revenue budgets, consisting of £1,100k underspend on capital financing costs due to deferral of external borrowing, £262k underspend on Development & Risk Contingency, due to improved outlook on both homelessness and Asylum, and a £117k net underspend on Directorate Operating Budgets.
9. The 2014/15 revenue budget includes £16,491k of savings, including sums brought forward from prior years, £10,628k of this sum is either banked or on track for delivery in full. £5,813k is classed as being amber due to being at an early stage of implementation and £50k is tracked as red, with alternative proposals being developed to meet this target in the medium term.
10. General Fund balances are projected to reach £37,394k at 31 March 2015, assuming that the remaining £2,440k of unallocated General Contingency and £1,452k of unallocated Priority Growth are committed in full during 2014/15. Taking account of the £5,000k drawdown from balances planned for 2015/16, uncommitted General Fund balances are £32,394k.
11. In relation to other funds, there are no material variances affecting the 2014/15 General Fund outturn, with actions being taken to review the £305k income pressure reported within the Parking Revenue Account.

CAPITAL

12. As at Month 2 an under spend of £1,523k is reported on the 2014/15 capital programme budget from a revised budget of £107,540k. This is comprised of cost under spends of £956k and slippage of £567k.
13. Forecast outturn on the General Fund Programme for 2014/15 to 2018/19 is an under spend of £1,038k. This is mainly due to the uncommitted level of funding on Disabled Facilities Grants and Private Sector Renewal Grants, offset by over spends on several other schemes.
14. General Fund capital receipts of £15,760k are forecast for 2014/15 which is £113k in excess of revised budget, with forecast receipts over the period to 2018/19 expected to reach £32,262k.

FURTHER INFORMATION

General Fund Revenue Budget

15. As at Month 2 an underspend of £1,479k is projected on normal General Fund activities, with no exceptional items declared at this stage. A net underspend of £117k is reported on Directorate Operating Budgets, an underspend of £1,100k is forecast on capital financing costs and a £262k underspend is projected on Development and Risk Contingency. Further detail on each of these variances is set out below.
16. A number of compensatory variances are reported within Directorate Operating Budgets, which will continue to be closely monitored as factored into the Council's Medium Term Financial Forecast as appropriate. Within the reported position there remains significant scope to manage emergent pressures or support new initiatives, £2,440k of uncommitted General Contingency and £1,452k Priority Growth uncommitted as this stage.
17. The Council's General Fund revenue budget contains £16,491k savings, including the £12,802k approved by Cabinet and Council in February 2014, of which 64.5% are on track for delivery, with an element of risk associated with those savings in the early stages of delivery - totalling £5,813k. The remaining £50k savings are currently reported as red, however, work is underway to develop proposals to avoid a budget pressure in this area.

Table 1: General Fund Overview

Original Budget	Budget Changes	Service	Month 2		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 2)	N/A	N/A
£'000	£'000		£'000	£'000	£'000	£'000	£'000
168,045	1,556	Directorate Operating Budgets	169,601	169,484	(117)	0	0
17,153	(1,556)	Corporate Operating Budgets	15,597	14,497	(1,100)	0	0
24,738	0	Development & Risk Contingency	24,738	24,476	(262)	0	0
2,252	0	Priority Growth	2,252	2,252	0	0	0
212,188	0	Sub-total Normal Activities	212,188	210,709	(1,479)	0	0
		<u>Exceptional Items</u>					
212,188	0	Total Net Expenditure	212,188	210,709	(1,479)	0	0
(212,188)	0	Budget Requirement	(212,188)	(212,188)	0		
0	0	Net Total	0	(1,479)	(1,479)	0	0
(35,915)	0	Balances b/fwd	(35,915)	(35,915)			
(35,915)	0	Balances c/fwd 31 March 2015	(35,915)	(37,394)			

18. At 31 March 2014 General Fund Balances totalled £35,915k, with the projected underspend expected to reach £37,479k by 31 March 2015. Disregarding the £5,000k expected to be drawn down during 2015/16 to smooth the frontloaded impact of government-imposed funding cuts, uncommitted general balances would total £32,479k.

Directorate Operating Budgets (£51k pressure)

19. An overview of the forecast outturn on directorate operating budgets is contained in Table 2, with further detail for each directorate contained within Appendix A to this report. Variances relating to those more volatile areas of activity being managed through Development and Risk Contingency are expanded upon below.

Table 2: Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
14,218	0	Admin.	Expenditure	14,218	14,132	(86)	0	0
(3,187)	912		Income	(2,275)	(2,334)	(59)	0	0
11,031	912		Sub-Total	11,943	11,798	(145)	0	0
169,101	464	Finance	Expenditure	169,565	169,742	177	0	0
(155,788)	(286)		Income	(156,074)	(156,355)	(281)	0	0
13,313	178		Sub-Total	13,491	13,387	(104)	0	0
139,103	2,153	Residents Services	Expenditure	141,256	140,811	(445)	0	0
(73,138)	(137)		Income	(73,275)	(73,108)	167	0	0
65,965	2,016		Sub-Total	67,981	67,703	(278)	0	0
31,163	(3,820)	Children & Young People's	Expenditure	27,343	27,406	63	0	0
(8,961)	252		Income	(8,709)	(8,681)	28	0	0
22,202	(3,568)		Sub-Total	18,634	18,725	91	0	0
68,691	11,814	Adult Social Care	Expenditure	80,505	80,856	351	0	0
(13,157)	(9,796)		Income	(22,953)	(22,985)	(32)	0	0
55,534	2,018		Sub-Total	57,552	57,871	319	0	0
168,045	1,556	Total Directorate Operating Budgets		169,601	169,484	(117)	0	0

20. An underspend of £145k is reported on Administration operating budgets, with a number of posts being held vacant across the group and additional income being secured within Legal Services. This underspend is attributable to early delivery of savings proposals to be included in the Council's 2015/16 budget.

21. The reported underspend of £104k on Finance operating budgets is the net result of strong performance in the recovery of overpaid Housing Benefit and court costs being off-set by use of agency staff as new structures are implemented across the group.

22. A net underspend of £278k is projected on Residents Services activity, with underlying pressures on parking revenues and facilities management being off-set by the impact of West London Waste's decision to close the Victoria Road Civic Amenity site and staffing savings within Technical Administration.

23. A pressure of £91k is reported on Children and Young People's Services, principally due the use of agency staff to cover vacant posts with a shortfall in income attributable to a reduced education contribution towards care placements.
24. Adult Social Care operating budgets are reporting a pressure of £319k at Month 2, which is primarily linked to difficulties in reducing the cost of in-house transport provision required to secure £345k of brought forward savings from new day care provision.

Progress on Savings

25. The Council's 2014/15 General Fund Revenue Budget contains £16,491k savings, with £12,802k new items approved by Cabinet and Council in February 2014 and a further £3,689k of items in progress brought forward from prior years. Delivery against these targets is closely monitored through the Council's Business Improvement Delivery Programme and regular updates presented to the Hillingdon Improvement Programme Steering Group.
26. As at Month 2, £10,628k is either on track for delivery or already banked, with £5,813k classed as amber due to being at an early stage of delivery. Only £50k is reported as seriously at risk, however measures are being identified to avoid a budget pressure in the medium term.

Table 3: Savings Tracker

2014/15 General Fund Savings Programme	Cross-cutting BID	Admin. & Finance	Residents Services	Adult Social Care	Children & Young People's Services	Total Savings	
	£'000	£'000	£'000	£'000	£'000	£'000	%
B Banked	(433)	(1,448)	(1,685)	(1,126)	(551)	(5,243)	31.8%
G On track for delivery	(425)	(91)	(3,167)	(1,675)	(27)	(5,385)	32.7%
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	(2,142)	0	(602)	(2,200)	(869)	(5,813)	35.2%
R Serious problems in the delivery of the saving	0	0	(50)	0	0	(50)	0.3%
Total 2014/15 Savings	(3,000)	(1,539)	(5,504)	(5,001)	(1,447)	(16,491)	100%

Corporate Operating Budgets (£1,100k underspend)

27. Corporately managed expenditure include revenue costs of the Council's capital programme, externally set levies and income arising from provision of support services to other funds and ring-fenced budgets. These budgets are relatively non-volatile and therefore limited movement in forecast outturn is expected.

Table 4: Corporate Operating Budgets

Original Budget	Budget Changes	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 1)	N/A	N/A	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
0	0	Interest and Investment Income	Salaries	0	0	0		
9,927	303		Non-Sal Exp	10,230	9,130	(1,100)		
(39)	(376)		Income	(415)	(415)	0		
9,888	(73)		Sub-Total	9,815	8,715	(1,100)	0	0
0	0	Levies and Other Budgets	Salaries	0	0	0		
11,078	793		Non-Sal Exp	11,871	11,871	0		
(3,813)	(2,276)		Income	(6,089)	(6,089)	0		
7,265	(1,483)		Sub-Total	5,782	5,782	0	0	0
17,153	(1,556)	Total Corporate Operating Budgets		15,597	14,497	(1,100)	0	0

28. The Council continues to prioritise use of Government grants and other external resources within the capital programme, reducing the requirement to source new external borrowing and therefore delivering an underspend of £1,100k on capital financing costs for 2014/15.

Development & Risk Contingency (£262k underspend)

29. The Council set aside £24,738k to manage volatile and uncertain budgets within the Development & Risk Contingency, which included £22,238k in relation to specific risk items and £2,500k as General Contingency to manage unforeseen risk items. As at Month 2 an improvement of £262k has been reported in relation to Homelessness and Asylum funding.

Table 5: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
400	0	Finance	Uninsured Claims	400	400	0	0	0
240	0	Residents Services	Carbon Reduction Commitment	240	240	0	0	0
200	0		HS2 Challenge	200	200	0	0	0
200	0		Heathrow Expansion Challenge	200	200	0	0	0
2,144	0		Homelessness	2,144	2,015	(129)	0	0
229	0		SEN transport	229	229	0	0	0
811	0		Waste Disposal Levy	811	811	0	0	0
0	60		Powerday Public Enquiry	60	60	0	0	0
1,458	0	Children and Young People	Asylum Funding Shortfall	1,458	1,325	(133)	0	0
(200)	0		Potential Extension of Asylum Gateway Agreement	(200)	(200)	0	0	0
1,860	0		Social Care Pressures (Children's)	1,860	1,860	0	0	0
2,406	0	Adult Social Care	Transitional Children	2,406	2,406	0	0	0
11,990	0		Social Care Pressures (Adult)	11,990	11,990	0	0	0
500	0	Corp. Items	Pump Priming for BID Savings	500	500	0	0	0
2,500	(60)		General Contingency	2,440	2,440	0	0	0
24,738	0	Total Development & Risk Contingency		24,738	24,476	(262)	0	0

30. An improved outlook on the costs of managing homelessness in the Borough is reported at Month 2 with an underspend of £129k attributable to families currently housing in bed and breakfast accommodation remaining lower than anticipated at budget setting.

31. An underspend of £133k is reported on Asylum services as a result of reducing client numbers, with the direct cost of providing care for Asylum seekers not funded by the Home Office projected at £1,325k. In addition the anticipated extension of funding has been confirmed for 2014/15, securing the £200k income target included in Development & Risk Contingency.

32. As at Month 2 no material movement has been projected on the cost of either Children or Adult Social Care Placement costs, however, close monitoring of both client numbers and forecast outturn will continue over the coming months.

33. On 19 June Cabinet approved released of £60k from General Contingency to meet any costs associated with the potential Powerday Pubic Enquiry, leaving a residual balance of £2,440k

to manage emergent risks or cost pressures. The current forecast position assumes that this sum will be required in full during 2014/15.

Priority Growth

34. The 2014/15 General Fund revenue budget approved by Cabinet and Council in February 2014 set aside £1,452k of unallocated Priority Growth, in addition to £800k of specific growth monies to support Hillingdon Improvement Programme Initiatives. To date no allocations have been made from unallocated Priority Growth.
35. The original HIP Initiatives Budget has been supplemented by £138k of uncommitted funds brought forward from 2013/14, providing a balance of £938k for investment in the current year. To date approved projects total £7k, leaving £931k available.

Table 6: Priority Growth

Original Budget £'000	Budget Changes £'000	Priority Growth	Revised Budget £'000	Month 2 Approved Allocations £'000	Unallocated Balance £'000
800	138	HIP Initiatives Budgets	938	7	(931)
1,452	0	Unallocated Priority Growth	1,452	0	(1,452)
2,252	0	Total Priority Growth	2,252	(131)	(2,383)

Schools Budget, Parking Revenue Account and Collection Fund

36. Latest forecasts on other funds, except the Parking Revenue Account, indicate favourable positions at year end and therefore will not adversely impact upon the General Fund. The planned approach to managing any pressure on the Parking Revenue Account is set out below.
37. A break-even position is reported on normal activities within the Schools Budget at Month 2; with the headline reduction in retained balances by £1,378k to £2,403k due to the release of funds from the 2013/14 underspend to individual schools. The projected closing balance of £2,403k remains available to support future investment in the Borough's schools.
38. As at Month 2 a pressure of £305k is reported on Parking Revenue Account activities, which is wholly attributable to a shortfall in Penalty Charge Notice income against historic budgets. A zero-based review of both the PRA, and PRA-funded services, is to be undertaken during 2014/15 to bring this account back into balance.
39. Within the Collection Fund an in-year surplus of £1,300k is projected on Council Tax as new development within the Borough continues at pace, combined with the £787k surplus reported on 2013/14 activity at outturn this will enable £2,097k to be released to the General Fund in 2015/16.
40. A minor deficit of £387k was reported on the Business Rates in 2013/14 due to the cost of settling back-dated appeals, however, with Heathrow Terminal Two operation from early June 2014 it is expected that this position will be recovered in year and a breakeven position reported at outturn.

Housing Revenue Account Budget

41. As at Month 2 a net underspend of £1,282k is reported on the Housing Revenue Account, primarily attributable to a £714k underspend on planned maintenance and £412k underspend on Interest and Investment Income. Unallocated general HRA balances are therefore projected to total £24,102k at 31 March 2015.

Future Revenue Implications of Capital Programme

42. A comprehensive update on the current capital programme is included at Appendix D; however, no material variances are reported at this stage with a headline underspend of £1,038k on the revised programme budget of £398,862k for 2014/15 to 2018/19. Over the same period capital receipts are expected to exceed the £31,719k budget by £543k, resulting in a marginal reduction in the Council's Borrowing Requirement of £495k which remains consistent with the Council's Medium Term Financial Forecast.

43. While no material movement in financing costs is projected over the medium term, continued application of external resources ahead of Council Resources and further rephasing of expenditure into future years is likely to result in reduced revenue costs during 2015/16. This will be monitored closely and any resulting revenue implications factored into the Council's Medium Term Financial Forecast.

Appendix A – Detailed Group Forecasts (General Fund)

ADMINISTRATION (£145k underspend)

1. The Administration Group is showing an underspend of £145k at Month 2. This is primarily due to a number of vacant posts across Policy & Performance, however the remainder of the group is fully staffed. There is an underspend in Human Resources on the Health Management contract (occupational health). The underspent budgets in Policy and Performance will be realigned as part of the 2015/16 MTF process. Legal Services is generating a surplus of income in 2014/15 and a MTF proposal for 2015/16 has been put forward relating to this.

Table 1: Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
485	0	Directorate	Salaries	485	488	3		
6	0		Non-Sal Exp	6	4	(2)		
(58)	58		Income	0	0	0		
433	58		Sub-Total	491	492	1	0	0
707	0	Corporate Comms	Salaries	707	728	21		
159	0		Non-Sal Exp	159	156	(3)		
(27)	0		Income	(27)	(30)	(3)		
839	0		Sub-Total	839	854	15	0	0
1,449	0	Democr. Services	Salaries	1,449	1,492	43		
1,882	0		Non-Sal Exp	1,882	1,888	6		
(957)	340		Income	(617)	(617)	0		
2,374	340		Sub-Total	2,714	2,763	49	0	0
2,273	0	Democr. Services	Salaries	2,273	2,267	(6)		
639	0		Non-Sal Exp	639	613	(26)		
(303)	0		Income	(303)	(288)	15		
2,609	0		Sub-Total	2,609	2,592	(17)	0	0
1,871	0	Legal Services	Salaries	1,871	1,919	48		
111	0		Non-Sal Exp	111	105	(6)		
(575)	0		Income	(575)	(641)	(66)		
1,407	0		Sub-Total	1,407	1,383	(24)	0	0
2,173	0	Policy & Perform.	Salaries	2,173	2,048	(125)		
2,463	0		Non-Sal Exp	2,463	2,424	(39)		
(1,267)	514		Income	(753)	(758)	(5)		
3,369	514		Sub-Total	3,883	3,714	(169)	0	0
8,958	0	Admin. Directorate	Salaries	8,958	8,942	(16)	0	0
5,260	0		Non-Sal Exp	5,260	5,190	(70)	0	0
(3,187)	912		Income	(2,275)	(2,334)	(59)	0	0
11,031	912		Total	11,943	11,798	(145)	0	0

FINANCE (£104k underspend)

2. The Finance Group is showing an underspend of £4k at Month 2. This is primarily due to an overachievement of income within Revenues and Benefits of £271k, principally in relation to court summons income and repaid rent allowances. This income overachievement is largely negated by a salary overspend of £139k across the group. This is in part due to teams being fully staffed and partly as a result of restructures across the group leading to significant agency usage in Procurement and Operational Finance. There are small overspends across the group on Non-Salary expenditure including recruitment costs in Procurement.

Table 1: Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
537	0	Internal Audit	Salaries	537	546	9		
56	0		Non-Sal Exp	56	63	7		
0	0		Income	0	(10)	(10)		
593	0		Sub-Total	593	599	6	0	0
2,050	0	Procurement	Salaries	2,050	2,080	30		
150	0		Non-Sal Exp	150	168	18		
(557)	12		Income	(545)	(545)	0		
1,643	12		Sub-Total	1,655	1,703	48	0	0
3,299	0	Operational Finance	Salaries	3,299	3,350	51		
705	0		Non-Sal Exp	705	706	1		
(963)	0		Income	(963)	(963)	0		
3,041	0		Sub-Total	3,041	3,093	52	0	0
3,729	0	Revenues & Benefits	Salaries	3,729	3,741	12		
154,439	464		Non-Sal Exp	154,903	154,914	11		
(154,102)	(464)		Income	(154,566)	(154,837)	(271)		
4,066			Sub-Total	4,066	3,818	(248)	0	0
1,445	0	Strategic Finance	Salaries	1,445	1,481	36		
2,691	0		Non-Sal Exp	2,691	2,693	2		
(166)	166		Income	0	0	0		
3,970	166		Sub-Total	4,136	4,174	38	0	0
11,060	0	Finance Directorate	Salaries	11,060	11,198	138	0	0
158,041	464		Non-Sal Exp	158,505	158,544	39	0	0
(155,788)	(286)		Income	(156,074)	(156,355)	(281)	0	0
13,313	178		Total	13,491	13,387	(104)	0	0

3. A breakeven position is projected on the contingency for uninsured claims at Month 2.

Table 2: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 2		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000
400	0	Uninsured Claims	400	400	0		
400	0	Current Commitments	400	400	0	0	0

RESIDENTS SERVICES (£278k underspend)

4. Residents Services Group is showing a projected outturn underspend of £278k at Month 2, excluding pressure areas that have identified contingency provisions. The main pressures are contained within Asset Management and Public Safety.

Table 1: Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
2,240	(12)	Asset Management	Salaries	2,228	2,228	0		
8,681	260		Non-Sal Exp	8,941	9,191	250		
(5,494)	(169)		Income	(5,663)	(5,716)	(53)		
5,427	79		Sub-Total	5,506	5,703	197	0	0
8,451	129	Education (GF)	Salaries	8,580	8,372	(208)		
11,182	480		Non-Sal Exp	11,662	11,650	(12)		
(9,681)	(488)		Income	(10,169)	(10,025)	144		
9,952	121		Sub-Total	10,073	9,997	(76)	0	0
1,641	(1)	Environ. Policy & Commun. Engage.	Salaries	1,640	1,612	(28)		
1,013	(424)		Non-Sal Exp	589	589	0		
(7,491)	0		Income	(7,491)	(7,501)	(10)		
(4,837)	(425)		Sub-Total	(5,262)	(5,300)	(38)	0	0
3,099	0	Housing (GF)	Salaries	3,099	3,099	0		
9,048	0		Non-Sal Exp	9,048	9,010	(38)		
(7,489)	0		Income	(7,489)	(7,489)	0		
4,658	0		Sub-Total	4,658	4,620	(38)	0	0
17,347	(3,086)	ICT, Highways & Business Serv.	Salaries	14,261	14,184	(77)		
9,805	(375)		Non-Sal Exp	9,430	9,440	10		
(5,416)	246		Income	(5,170)	(5,166)	4		
21,736	(3,215)		Sub-Total	18,521	18,458	(63)	0	0
7,674	0	Planning, Green Spaces & Culture	Salaries	7,674	7,674	0		
6,389	(321)		Non-Sal Exp	6,068	6,173	105		
(9,404)	284		Income	(9,120)	(9,238)	(118)		
4,659	(37)		Sub-Total	4,622	4,609	(13)	0	0
13,800	19	Public Safety (GF)	Salaries	13,819	13,819	0		
24,237	(175)		Non-Sal Exp	24,062	23,705	(357)		
(11,965)	0		Income	(11,965)	(11,765)	200		
26,072	(156)		Sub-Total	25,916	25,759	(157)	0	0
1,773	(457)	Public Health (PHA)	Salaries	1,316	1,316	0		
14,401	(8)		Non-Sal Exp	14,393	14,393	0		
(16,208)	499		Income	(15,709)	(15,709)	0		
(34)	34		Sub-Total	0	0	0	0	0
172	5,973	Residents Services Directorate	Salaries	6,145	6,055	(90)		
(1,850)	151		Non-Sal Exp	(1,699)	(1,699)	0		
10	(509)		Income	(499)	(499)	0		
(1,668)	5,615		Sub-Total	3,947	3,857	(90)	0	0
56,197	2,565	Residents Services	Salaries	58,762	58,359	(403)	0	0
82,906	(412)		Non-Sal Exp	82,494	82,452	(42)	0	0
(73,138)	(137)		Income	(73,275)	(73,108)	167	0	0
65,965	2,016		Total	67,981	67,703	(278)	0	0

5. The Council's 2014/15 contingency budget contains provision for areas of expenditure or income within Residents Services for which there is a greater degree of uncertainty. At month 2 projected calls on contingency is £129k below provision. The table below shows the breakdown for each contingency item.

Table 2: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 2		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000
240	0	Carbon Reduction Commitment	240	240	0		
200	0	HS2 Challenge	200	200	0		
200	0	Heathrow Expansion Challenge	200	200	0		
2,144	0	Impact of welfare reform on homelessness	2,144	2,015	(129)		
229	0	SEN transport	229	229	0		
811	0	Waste Disposal Levy	811	811	0		
0	60	Poweday Public Enquiry	60	60	0		
3,824	60	Current Commitments	3,884	3,755	(129)	0	0

6. Further to continuing pressures on the Housing Needs budget (£1,753k overspend in 2013/14), contingency of £2,144k has been set aside in 2014/15 to resource the need for Temporary Accommodation in the Borough. The call on contingency relating to homelessness is currently projected to be £2,015k, which gives a projected underspend of £129k against the contingency provision.
7. Temporary Accommodation and housing advice data for the last four months are shown below. Whilst B&B data compares favourably to levels seen in 2013/14, sustained levels of demand is being experienced within the service as shown by the Homeless Threat, priority need & eligible indicator below. All three months of the new financial year are above the 2013/14 average of 106.

Table 3: Housing Needs performance data

	Mar	April	May	June
Homeless Threat, priority need & eligible	88	125	120	111
Presenting As Homeless	45	41	41	53
Duty Accepted	49	24	29	20
Temporary Accommodation	558	522	512	511

8. The Housing Needs service is still experiencing a high level of demand in terms of homelessness presentations. At this early stage of the financial year, the projected call on contingency of £2,015k represents a broad view of the units procured for the new Private Sector Leasing (PSL) scheme, the control of B&B costs, the successful retention of existing PSLs and the levels of incentives paid out on prevention schemes.

9. An additional £2,439k was added to the base budget to resource expected increases in the waste disposal levy, leading to a net decrease in contingency to £811k. This has been set aside to fund estimated increases in waste tonnage and the move to a new compliant rubble and hardcore contract. At this early stage in the year nil variance is being shown against the PAYT (Pay as you throw) levy, however green waste tonnages have been high in the first two months of the year.
10. The contingency for the Carbon Reduction Commitment is for the estimated costs to purchase carbon allowances.
11. The outturn pressure on the Special Educational Needs (SEN) transport budget was £1,546k in 2013/14. As a consequence, £1,611k was transferred into the base budget to resource the demographic pressures being experienced in the service. Contingency of £229k has been set aside in 2014/15. This contingency is forecast to be fully utilised based on expected 6% growth in demand from September 2014.
12. The HS2 and Heathrow expansion challenge contingencies provide resources to enable the Council to respond to the continuing threat of these projects to residents.

Asset Management (£197k pressure)

13. Asset Management is projected to overspend by £250k on maintenance (£200k Borough wide, £50k Civic Centre) and to experience shortfalls on Civic Centre income of £57k relating to leases for the multi storey car park (37k) and hire of committee rooms (£20k).
14. The income stream from commercial leases is currently forecast at £840k, £60k higher than the budget. There is also a £50k underspend on the planned maintenance contingency.
15. The service manages risks around the achievement of capital receipts and delivery of the capital programme. It is currently assumed that these risks can be managed within existing base budget given the anticipated levels of disposals.

Education GF (£76k underspend)

16. The Education Service is projecting an underspend of £76k as at Month 2, due primarily to an underspend on staffing within the School Improvement Service and Adult Learning & Music Service, netted down by reduced income in both these services. This consists of a projected underspend of £208k on staffing, an underspend of £12k on non-staffing budgets and a projected shortfall of £144k on income targets.
17. The School Improvement Service is showing an underspend of £85k on salaries, where there are a number of vacant posts, which are being held vacant as part of the service moves over to Cambridge Education.

Environmental Policy & Community Engagement (£38k underspend)

18. Environmental Policy and Community Engagement is reporting a £10k favourable variance on New Homes Bonus grant allocation. This follows the adjusted topslice allocation of £142k received on 15 May 2014, bringing the total NHB allocation to £6,928k, £10k above budget.
19. The service is also projecting an underspend on salaries of £28k reflecting part year vacancies across Planning Policy and Road Safety.

Housing GF (£38k underspend)

20. The service is expecting to produce a small underspend relating to non-salaries expenditure. This is currently projected at £38k, relating to a unallocated training budget.

ICT Highways & Business Services (£615k underspend)

21. The overall projected underspend for the service is £63k. This variance consists of an underspend of £36k on the contact centre, principally due to an underspend on salaries being off-set by a £14k pressure on Disabled Parking Badges and a net underspend of £27k on staffing across the service.
22. The continuing shortfall on advertising income of £50k will be managed in year by the service in order to contain the pressure.

Planning Sport & Green Spaces (£13k underspend)

23. Building Control is projected to make a shortfall in income of £85k, offset by £155k underspends including Breakspear Crematorium income (£65k) and Stockley Park/leisure rents (£90k).
24. There is a pressure on the in-house management of golf courses of £57k, relating to a projected overspend on equipment hire and maintenance (£144k). This pressure is offset by projected increases in income (£48k) and underspends in non-domestic rates (£39k).

Public Health (nil variance)

25. A number of vacant posts remain within the Specialist Health Promotions team and in the Public Health administration team.
26. There are three vacant posts (3.00 FTE) within the team that are not anticipated to be recruited to this year (£118k underspend), as the service model is to be reviewed as part of the BID transformation process.
27. An underspend on staffing costs for Public Health Administration of £144k is forecast due to a vacant Public Health Consultant post (1.00 FTE) which is not expected to be filled during the year. In addition, an underspend is forecast in relation to the Director of Public Health post (0.5 FTE). At present, the post is filled on an acting-up basis. It is anticipated that this post will be filled permanently towards the latter half of the year.
28. Staffing underspends in public health increase the grant available for allocation by the same amount.

Public Safety (£157k underspend)

29. There continues to be a £200k pressure on off-street parking income at the Cedars and Grainges multi-storey car parks. However, proposals for reducing this pressure are being examined, such as increasing season ticket income from interested local businesses.
30. In Waste Services, there is a projected underspend of £357k which primarily relates to the impact of the closure of the Victoria Road Civic Amenity site.

Residents Services Directorate (£90k underspend)

31. There are a number of vacant posts across Technical Admin and Business Support teams that have been consolidated into Residents Services. The majority of these posts are not planned to be recruited to until the second half of this year. The current projection at month 2 relating to these vacancies is a £90k underspend.

CHILDREN AND YOUNG PEOPLE'S SERVICES (£91k overspend)

32. The Children and Young People's Service is projecting an overspend of £91k as at Month 2. This consists of an overspend of £96k on Salaries, where the service has a high level of agency staff, including a number of senior manager posts (the costs of which are £204k) and Social Worker posts, where the cost of agency is between £15k to £20k higher than the costs of permanent staff. An underspend of £35k on non-staffing budgets, the majority of which relates to a lower projected cost of allowances and subsistence that are provided to clients and a projected shortfall of £30k on income streams, where the contribution received from the DSG continues to fall as more children are placed in local provision. The projected variances at Month 2 are summarised in the following table, with more detail provided in the paragraphs below:

Table 1: Operating Budgets

Original Budget	Budget Changes	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 2)	N/A	N/A	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
3,294	(260)	Asylum Services	Salaries	3,034	3,034	0		
2,810	259		Non-Sal Exp	3,069	3,069	0		
(6,104)	0		Income	(6,104)	(6,104)	0		
0	(1)		Sub-Total	(1)	(1)	0	0	0
1,033	(107)	Safeguarding Children	Salaries	926	1,002	76		
1,356	(5)		Non-Sal Exp	1,351	1,415	64		
(146)	(2)		Income	(148)	(148)	0		
2,243	(114)		Sub-Total	2,129	2,269	140	0	0
1,711	(124)	Early Intervention Services	Salaries	1,587	1,484	(103)		
288	76		Non-Sal Exp	364	345	(19)		
(657)	(76)		Income	(733)	(777)	(44)		
1,342	(124)		Sub-Total	1,218	1,052	(166)	0	0
3,355	(1,206)	Looked After Children	Salaries	2,149	2,172	23		
1,056	(492)		Non-Sal Exp	564	564	0		
(304)	0		Income	(304)	(289)	15		
4,107	(1,698)		Sub-Total	2,409	2,447	38	0	0
6,676	(1,435)	Children's Resources	Salaries	5,241	5,342	101		
9,584	(526)		Non-Sal Exp	9,058	8,979	(79)		
(1,750)	330		Income	(1,420)	(1,363)	57		
14,510	(1,631)		Sub-Total	12,879	12,958	79	0	0
16,069	(3,132)	Children's and Young Persons	Salaries	12,937	13,034	97	0	0
15,094	(688)		Non-Sal Exp	14,406	14,372	(34)	0	0
(8,961)	252		Income	(8,709)	(8,681)	28	0	0
22,202	(3,568)		Total	18,634	18,725	91	0	0

Asylum Service: nil variance (£1,325k drawdown from contingency)

33. The Asylum Service is projecting an overspend of £1,325k. This 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 £5,193k to cover the direct costs based on a unit rate for different age children.

34. 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. The cost of supporting these children

net of any grant, results in the overspend of £1,325k being reported, for which a sum of £1,458k has been set aside in the Corporate Risk Contingency.

35. Negotiations took place with the Home Office last year, which secured an additional funding of £200k for both 2013/14 and 2014/15. This assumption was built into the Risk Contingency for 2014/15.

Safeguarding Children: £140k overspend

36. The Safeguarding Children's service is projecting an overspend of £140k, which relates to an overspend of £75k on staffing, due to the use of agency staff to cover a number of vacant posts and an overspend of £64k on non staffing costs, the majority of which relates to the Local Safeguarding Children's Board, which provides amongst other things, training for outside organisations including Health (who make a contribution) and schools (who appear not to make a contribution) and Corporate Parenting. Discussions are currently progressing with Schools Forum on whether the DSG should fund the cost of training provided to schools, which could offset some of the pressure identified.

Early intervention (Youth Offending Service): £166k underspend

37. This service is projecting an underspend of £166k, due to an underspend of £103k on staffing, where there are a number of staff vacancies relating primarily to Key Worker posts, a slight underspend of £19k on non staffing budgets and a surplus of £44k on income, which is due to an increase in grant funding relating to the Youth Justice Service.

Looked After Children: £38k overspend

38. This service is projecting an overspend of £38k, which relates primarily to a minor overspend on staffing costs of £24k, due to a number of agency staff being appointed to vacant posts and a slight shortfall of £15k on income relating to Child Workforce Development funding.
39. In terms of the placements budget, this is projecting a breakeven position, assuming the full draw down of contingency sums and relevant earmarked reserves. Based on the most recent placement data there are a higher number of Looked After Children in this period than was anticipated when the budget was set (the MTFF budget assumed a demographic growth of 9 Looked After Children, the calculated growth over the same period indicates an increase of 11 Looked After Children), which requires the additional draw down from relevant earmarked reserves. A number of initiatives have been prototyped, which have identified that this position could be improved through a change in processes and ways of working.

Children's Resources: £79k overspend

40. This service is projecting an overspend of £79k. This relates to an overspend of £101k on staffing costs, which relates to the appointment of agency staff, some of which are covering senior manager posts and a shortfall of £58k on 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. This is netted down by an underspend of £79k on non staffing costs, which relates to an underspend on the subsistence and allowance payments to clients based on current and known future commitments.

Analysis of Placements

41. The following table sets out the number of current placements as at 1 May 2014, and compares the total with the data used to determine the base budget position for 2014/15 as

part of the Medium Term Financial Forecast submission. The costs identified are based on the current placements and have been annualised based on the weekly rate.

May 2014 Projections	Actual Numbers May-14	%	Annualised Cost £000	Cost %	2014/15 Projected £000	2014/15 Budget £000
Secure/Remand Accommodation	3	1%	204	2%	210	111
Residential	19	8%	2,860	31%	2,160	1,468
Semi Independent Living	30	13%	672	7%	573	409
Fostering Private	95	41%	3,794	41%	3,253	2,395
In House	85	37%	1,658	18%	1,878	1,722
Contingency						1,860
Total May 2014	232	100%	9,188	100%	8,074	7,965
MTFF Budget Projection for 2014/15	234		7,965		7,965	
Movement Between MTFF Projections and May 2014	-2		1,223		109	

42. Annualised costs above demonstrates the position that would exist if no further action was taken with these placements, however, the 2014/15 projected position indicates that the number of Looked After Children placements are continuously under review, resulting in a lower annual cost.

Development & Risk Contingency (£133k underspend)

43. The Corporate Risk Contingency holds three budgets; one relating to growth in Looked After Children placement numbers (£1,860,000) another relating to a provision for the shortfall in grant funding for the Asylum service (£1,458,000) with the final one relating to an anticipated additional funding of £200,000 from the Home Office to reflect the financial burden of Heathrow.

Original Budget	Budget Changes	Development & Risk Contingency	Month 2		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 2)	N/A	N/A
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,458	0	Asylum Funding Shortfall	1,458	1,325	(133)		
(200)	0	Potential Extension of Asylum Gateway Agreement	(200)	(200)	0		
1,860	0	Social Care Pressures (Children's)	1,860	1,860	0		
3,118	0	Current Commitments	3,118	2,985	(133)	0	0

44. The table above indicates that not all of the contingency will be required for the Asylum service, as the current situation is that the number of Asylum Seekers continues to fall, resulting in a £133k surplus.

45. The Home Office confirmed in April 2014 that the Council would receive an additional £200k in 2014/15, which matches the prediction built into the Risk Contingency.

46. The Placements budget built in additional growth for Looked After Children, which based on the current projections, will need to be fully drawn down from the Risk Contingency.

ADULT SOCIAL CARE (£319k pressure)

47. Adult Social Care Services Directorate is projecting a forecast pressure of £319k at month 2. The main areas of pressure relate to the non achievement of savings on transport and pressures on social care placements budgets.

Table 1: Operating Budgets

Original Budget	Budget Changes	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 2)	N/A	N/A	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
2,329	749	All-Age Disabilities	Salaries	3,078	3,078	0		
25,061	7,414		Non-Sal Exp	32,475	32,475	0		
(3,802)	(231)		Income	(4,033)	(4,033)	0		
23,588	7,932		Sub-Total	31,520	31,520	0	0	0
3,629	151	Social Work	Salaries	3,780	3,785	5		
17,687	8,221		Non-Sal Exp	25,908	25,971	63		
(8,281)	194		Income	(8,087)	(8,083)	4		
13,035	8,566		Sub-Total	21,601	21,673	72	0	0
7,178	293	Early Intervention & Prevention	Salaries	7,471	7,437	(34)		
2,914	652		Non-Sal Exp	3,566	3,862	296		
(711)	(9,852)		Income	(10,563)	(10,570)	(7)		
9,381	(8,907)		Sub-Total	474	729	255	0	0
2,292	0	Safeguarding, Quality & Partnerships	Salaries	2,292	2,255	(37)		
4,753	(17)		Non-Sal Exp	4,736	4,706	(30)		
(363)	93		Income	(270)	(299)	(29)		
6,682	76		Sub-Total	6,758	6,662	(96)	0	0
1,539	(950)	Directorate & Support Services	Salaries	589	663	74		
1,309	(4,699)		Non-Sal Exp	(3,390)	(3,376)	14		
0	0		Income	0	0	0		
2,848	(5,649)		Sub-Total	(2,801)	(2,713)	88	0	0
16,967	243	Adult Social Care Directorate Total	Salaries	17,210	17,218	8	0	0
51,724	11,571		Non-Sal Exp	63,295	63,638	343	0	0
(13,157)	(9,796)		Income	(22,953)	(22,985)	(32)	0	0
55,534	2,018		Total	57,552	57,871	319	0	0

48. The Council's 2014/15 contingency budget contains provision for areas of expenditure within Adult Social Care for which there is a greater degree of uncertainty which relate the demographic changes in the number of clients requiring care and support. The current position against these contingencies is set out in Table 2 below.

Table 2: Development & Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 2		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 2)	N/A	N/A
£'000	£'000		£'000	£'000	£'000	£'000	£'000
2,406	0	Increase in Transitional Children due to Demographic Changes	2,406	2,406	0		
11,990	0	Adult Social Care demographic pressures made up of Care and Support for:	6,254	6,254	0		
		Older People	3,771	3,771	0		
		Clients with Disabilities					
		Clients with Mental Health Issue	1,965	1,965	0		
14,396	0	Current Commitments	14,396	14,396	0	0	0

49. As at Month 2 it is forecast that the Development and Risk contingency for increasing client care and support costs will be fully utilised.

All Age Disabilities (Nil movement)

50. This service now brings together the budgets within Adult Social Care including learning, physical and sensory disabilities with the budgets previously held within Children and Young Peoples Services for disabled children following the implementation of the recommendations from the BID review covering disabilities. It is currently projected that the service is on budget for this financial year.

Social Work (£72k pressure)

51. It is forecast that there is a pressure of £72k arising from the number of placements, in particular physical support (homecare) placements for the over-65s, with 60 new placements over the past two months.

Early Intervention and Prevention (£255k pressure)

52. A pressure of £254k is forecast on Early Intervention and Prevention arising mainly from the non-achievement to date a significant element of the savings relating to transport (£345k), brought forward from 2011/12. The delay that resulted from the Judicial Review challenge to the Council's decision to close Day Centres at Parkview and Woodside has impacted on the delivery of savings. The new resource centre at Queens Walk is now expected to become available from August 2014. The element of the saving that the directorate itself cannot achieve relates to internally-provided service user transport, covering both learning disabilities and older people's services. The directorate has no direct influence over the routes. However,

there is scope for the Council corporately to explore the interdependencies between directorates and to work collaboratively to realise this saving.

Safeguarding, Quality and Partnerships (£96k underspend)

53. It is projected that there will be an underspend of £96k due to expenditure on mental health placements being forecast at £225k lower than the budget available and a pressure from unbudgeted expenditure on clients who have no recourse to public funds.
54. The main reason for the reduction in the actual cost of mental health placements being considerably lower than the amount in the budget arises because at the beginning of this financial year, there was a national change to the categorisation of service users, based on their care needs which led to a reallocation of the services budgets against the new framework. Further analysis has demonstrated that this exercise needs to be revisited and a review exercise is currently being undertaken to align budget allocations to more accurately reflect actual spend, which in turn may change the outturn projections on this service area (and others), but will not lead to any changes to the bottom figure within the ASC directorate.
55. There is a forecast pressure arising from supporting service users with no recourse to public funds forecast at £130k.

Directorate and Support (£88k pressure)

56. There is a projected pressure of £88k, which arises mainly from overspends against staffing made up of a combination of agency cost pressures relating to a head of service and a projection that the managed vacancy factor is unlikely to be achieved in full.

Additional Information and Risk Items

57. It should be borne in mind that there are other factors which will potentially impact upon the budget including the Winterbourne Hospital review and the recent changes to Deprivation of Liberty legislation.
58. The implementation of the recommendations arising from the Winterbourne Hospital abuse report identified a possible 12 service users who will become the responsibility of the Council. The current cost of these placements is estimated to be c£2m, although this is subject to change as LBH staff conduct their assessments. There are a number of other variables which will impact upon the cost to LBH, including potential further national guidelines and local agreement with the CCG on the Continuing Healthcare Criteria funding as appropriate. This cost has not yet been incurred and will only arise when those placed in these long-term hospital placements move out into alternative provision.
59. Due to a recent ruling by the Supreme Court there will be a significant increase in the number of Deprivation of Liberty cases that will need to be regularly reassessed. Initial estimates would indicate an increase from 16 cases (last year) to around 550 cases per year going forwards. It is possible that Public Health funding may be available to cover all of or some of these increased costs, which are currently being quantified.

Appendix B – Other Funds

Schools Budget

Dedicated Schools Grant (£1,378k overspend)

60. The Dedicated Schools Grant is projecting an in year overspend of £1,378k, which reflects the planned use of the surplus balance that was carried forward from 2013/14, where additional resources were delegated to schools above the actual amount of DSG and £300k was earmarked to fund early years initiatives. The following Table summarises the Total DSG income and expenditure for 2014/15.

Original Budget £'000	Budget Changes £'000	Funding Block	Month 2		Variance (+ adv / - fav)	
			Revised Budget £'000	Forecast Outturn £'000	% Var	Variance (As at Month 2) £'000
-	0	Dedicated Schools Grant Income	-	-145,852	0.00%	0
145,852	0		145,852	-145,852		
114,085	0	Delegated to Schools	114,085	115,379	1.13%	1,294
4,581	0	Early Years	4,581	4,946	7.97%	365
3,395	0	Centrally Retained	3,395	3,255	-4.12%	-140
23,791	0	Special Needs	23,791	23,651	-0.59%	-141
0	0	Total Schools Budget	0	1,378		1,378
0	0	Balance Brought Forward 1 April 2014	-3,781	-3,781		
0	0	Balance Carried Forward 31 March 2015	-3,781	-2,403		

Delegated to Schools (£1,294k overspend)

61. The overspend of £1,294k is due to Schools Forum agreeing to utilise some of the surplus balance carried forward from 2013/14 by delegating more resources to schools than were allocated in the DSG.

Early Years (£365k overspend)

62. The Early Years funding block is projected to overspend by £365k. This is due to Schools Forum agreeing to utilise £300k from its surplus balances to fund a range of new initiatives targeted at early years and early intervention. The remaining £65k relates to a drop in nursery fee income and contributions from other organisations.

Centrally Retained (£140k underspend)

63. The underspend of £140k relates to the Carbon Reduction Commitment requirement, for which schools are no longer included within the scheme. The budget needs to be realigned to reflect this change in regulations.

64. Special Needs (£141k underspend)

65. The underspend of £141k relates primarily to staffing costs where the service has a number of vacant posts, where they are being held open pending the outcome of a review of the service.

Year End Balances

66. The DSG is allowed to carry forward any in year over or underspends. At the end of the 2013/14 financial year, the DSG had a surplus balance of £3,781k. It should be noted that where the DSG is expected to underspend, it is anticipated that this will be factored into the total DSG available for delegation in the following year. At its meeting on 20 January 2014, Schools Forum agreed to include some of this surplus within the Schools Delegated Budget for 2014/15, additionally they agreed to set aside the £937k two year old capacity funding underspend as an earmarked reserve for the two year old free entitlement offer in 2014/15 and provide an additional £300k for new initiatives to support Early Years provision. Based on the projected outturn position reported in the table above, the projected year end balance will reduce to £2,403k.

PARKING REVENUE ACCOUNT (£213k overspend)

67. 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 £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000
(4,153)	0	Income	(4,153)	(3,771)	382		
4,061	0	Expenditure	4,061	3,984	(77)		
(92)	0	In-year (Surplus) / Deficit	(92)	213	305	0	0
76	0	Unallocated Balances b/fwd	76	76	0		
(16)	0	Unallocated Balances C/fwd	(16)	289	305	0	0

68. An in-year deficit of £213k is forecast for the 2014/15 financial year. There is a total shortfall of income of £382k, reflecting the continued lower level of Penalty Charge Notice (PCN) income relative to the historic income estimate.

69. The income pressure is offset by compensating savings totalling £77k, as well as the budgeted surplus of £92k.

COLLECTION FUND (£2,097k surplus)

70. 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.

Original Budget £'000	Budget Changes £'000	Service	Month 2		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 2) £'000	N/A £'000	N/A £'000	
(114,070)	0	Council Tax	Gross Income	(114,070)	(115,370)	(1,300)		
14,743	0		Council Tax Support	14,743	14,743	0		
(3,610)	0		B/fwd Surplus	(3,610)	(4,397)	(787)		
(102,937)	0		Sub-Total	(102,937)	(105,024)	(2,087)	0	0
(105,485)	(911)	Business Rates	Gross Income	(106,396)	(106,783)	(387)		
(981)	567		Section 31 Grants	(414)	(414)	0		
59,158	0		Less: Tariff	59,158	59,158	0		
2,136	344		Less: Levy	2,480	2,480	0		
0	0		B/fwd Deficit	0	387	387		
(45,172)	0	Sub-Total	(45,172)	(45,172)	0	0	0	
(148,109)	0	Total Collection Fund	(148,109)	(150,196)	(2,087)	0	0	

71. Council Tax revenues remain strong with the in-year surplus of £1,300k primarily attributable to new developments coming on stream sooner than anticipated at budget setting, with the brought forward surplus of £787k bringing the net surplus for the year to £2,087k.

72. Significant growth has been factored into the Council's Business Rates income budgets to reflect new developments in the Borough and the re-opening of Heathrow Terminal 2 in June 2014. While there will remain a level of risk in this position until the rateable values of new additions to the rating list are confirmed by the Valuation Office Agency a breakeven position is reported, with this significant growth expected to off-set the brought forward deficit of £387k.

Appendix C – Housing Revenue Account

1. The Housing Revenue Account (HRA) is forecast to generate an in-year net operating surplus of £1,282k. The position is summarised in the following table:

Table 1: Housing Revenue Account

Original Budget	Budget Changes		Month 2		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 1)	N/A	N/A
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(56,975)	0	Rent Income	(56,975)	(56,830)	145		
(5,717)	(513)	Other Income	(6,230)	(6,327)	(97)		
(62,692)	(513)	Net Income	(63,205)	(63,157)	48	0	0
13,813	488	Housing Management	14,301	14,097	(204)		
5,607	0	Tenant Services	5,607	5,607	0		
4,801	0	Repairs	4,801	4,801	0		
5,798	25	Planned Maintenance	5,823	5,109	(714)		
15,691	0	Contribution to Works to Stock	15,691	15,691	0		
15,412	0	Interest & Investment Income	15,412	15,000	(412)		
1,570	0	Development & Risk Contingency	1,570	1,570	0		
62,692	513	Operating Costs	63,205	61,875	(1,330)	0	0
0	0	(Surplus) / Deficit	0	(1,282)	(1,282)	0	0
(22,820)	0	General Balance 01/04/14	(22,820)	(22,820)	0		
(22,820)	0	General Balance 31/03/15	(22,820)	(24,102)	(1,282)	0	0

2. The rental income pressure of £145k reflects that Right to Buy (RTB) sales are continuing to increase with the variance reflecting that sales are now expected to exceed the MTFE assumptions. The turnaround of void properties continues to be closely monitored and total void charges will continue to be re-assessed to ensure that rental losses are accurately reflected in the monitoring position. The favourable forecast on other Income relates to administration reimbursement that the council can retain for each completed RTB sale.
3. The Housing Management budget is showing an underspend of £204k. A significant element of the projected underspend results from the delay in filling posts as the new organisational structures are developed, with further favourable variations across the service on controllable non-pay budgets.
4. On the Planned Maintenance programmes it is anticipated that a combination of slippage on elements of the programme and efficiencies in procurement will give an underspend currently forecast at £714k.
5. The spend on repairs is forecast in line with budget, but there has been a high level of day-to-day and voids spend in the first two months of the year. There is usually a seasonal element to this spend but the budget will continue to be closely monitored in the coming months.

Appendix D – Capital Programme Outturn

General Fund Capital Programme

- Table 1 below 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 2014/15 to 2018/19 reported to Council in February 2014.
- Year to date General Fund Capital Expenditure is £9,867k. The expenditure profile is expected to increase as major projects across the programme are progressed during the year.

Table 1 – General Fund Capital Programme Summary

	2014/15 £'000	Future Years 2015/16-2018/19 £'000	Total Project £'000
Original Budget Total GF capital programme	119,832	271,275	391,107
Revised Budget excluding contingency (main prog.)	107,540	283,822	391,362
Forecast Outturn	106,017	284,307	390,324
Main Programme Variance	(1,523)	485	(1,038)
Contingency Variance	(1,500)	(6,000)	(7,500)
Total Capital Programme Variance	(3,023)	(5,515)	(8,538)
Analysis of Main Programme Variance:			
Hillingdon Sports & Leisure Centre	530	-	530
Hayes End Library Development	90	-	90
Libraries Refurbishment - Central Library	110	-	110
Libraries Refurbishment	22	-	22
Disabled Facilities Grants	(1,095)	-	(1,095)
Private Sector Renewal Grants	(133)	-	(133)
Adaptations for Adopted Children	(200)	-	(200)
Schools Expansions Programme	(280)	(82)	(362)
Cost Variance	(956)	(82)	(1,038)
Projected Re-phasing	(567)	567	-
Contingency Cost Variance	(1,500)	(6,000)	(7,500)
Total Capital Programme Variance	(3,023)	(5,515)	(8,538)
Financing Variance:			
Council Resourced Variance	(2,555)	(5,983)	(8,538)
External Grants & Contributions Variance	(468)	468	-
Total Capital Programme Variance	(3,023)	(5,515)	(8,538)

- The revised budget includes the re-phasing of £3,707k unspent budgets from 2013/14 which are required to complete existing projects. The re-phasing was included as a recommendation in the Budget Outturn Report to June Cabinet. Other significant amendments to the revised budget include the recent award of £2,876k funding from Department for Energy & Climate Change (see paragraph 36) and £500k contributions from schools to the Schools Conditions Programme.
- These increases have been offset by re-phasing of the revised budget across financial years to reflect the revised expenditure profile on major schemes. This includes £12,967k on the Schools Expansions Programme and £4,579k on the Yiewsley Health Centre Development that have been re-profiled into 2015/16. In addition, an amount of £1,000k on the Transport for London programme has been re-phased into next year.

5. The main programme shows a favourable variance of £1,038k. In addition there is £7,500k in unallocated contingency funds over five years.
6. The following paragraphs provide details of the reasons for the cost variances in the above table:
7. Hillingdon Sports & Leisure Centre - the forecast over spend is £530k due to the additional costs around remedial and defect works to resolve the contract issues and finally close the project.
8. Hayes End Library Development - outstanding remedial works including fire glazing are currently being progressed. There have been contractual issues leading to an arbitration process that is proceeding slowly and the impact on the Council is uncertain. There is a forecast remaining capital over spend of £90k to close out finishing works. The Council's final liability will depend on the outcome of the dispute proceedings.
9. Central Library Refurbishment - the over spend of £110k is due to additional items that have been required to finish the project. These include additional ICT equipment, sprinkler and roofing works. The library was re-opened in April however there were still outstanding finishing works that resulted in slippage into this year.
10. There is also a small over spend of £22k on completion of the Libraries Refurbishment programme.
11. Disabled Facilities Grants & Private Sector Renewal Grants - the forecast under spend of £1,428k (including Adaptations for Adopted Children) represents the forecast level of uncommitted funding after taking into account potential increases in clients this year.
12. The variance on the Schools Expansions programme is covered in the Schools section later in this report.
13. A summary of the capital programme by type of project is provided in Table 2 below:

Table 2 - General Fund Capital Programme

	Revised Budget 2014/15 £000	Forecast 2014/15 £000	Cost Variance Forecast vs Budget £000	Project Re-phasing £000	Total Project Budget 2014-2019 £000	Total Project Forecast 2014-2019 £000	Total Project Variance £000
Main Programme	72,809	72,087	472	(1,194)	90,523	90,913	390
Programme of Works	24,419	22,430	(1,428)	(561)	73,602	72,174	(1,428)
Future Projects	10,312	11,500	-	1,188	227,237	227,237	-
Total Main Programme	107,540	106,017	(956)	(567)	391,362	390,324	(1,038)
Contingency	1,500	-	(1,500)	-	7,500	-	(7,500)
Total Capital Programme	109,040	106,017	(2,456)	(567)	398,862	390,324	(8,538)

14. The detailed General Fund capital programme by scheme is presented in Annex 1 to this section.

15. Details of performance for key projects and programmes of works are detailed in the paragraphs below.

Main Programme (Schools)

16. Over the life of the existing programme there is a forecast minor under spend of £362k although there are risks of cost over spends on Rosedale, Ruislip Gardens, Heathrow and Cherry Lane schools (Phase 2) due to extension of time claims. However, it is expected that this can be managed from within the overall programme budget.

17. The key issues and risks on performance of the overall Schools Expansions Programme are outlined below.

Primary Schools

Phase 2

18. Overall Phase 2 is projected to be delivered within budget and target timescales. The main risks are on the following schools:

- Rosedale - The progress on site has improved over recent weeks and contractor is now reporting the scheme will be finished at start of September. In order to ensure that there is sufficient accommodation in place for September, the temporary unit will remain on site until all permanent accommodation has been built.
- Pinkwell, Glebe and Wood End Primary Schools - Due to the slow progress continuing on these schemes, the Council has formally informed the contractor that it will be levying damages for the Pinkwell and Wood End Park schemes. Contingency measures for these two schemes will be put in place to prevent further delays to ensure sufficient accommodation for September 2014.

Phase 3 - New Schools

19. Other than minor delays detailed below progress is being made to deliver the Lake Farm and St Andrew's Park sites on budget and within timescales.

20. St Andrew's Park - The brick work and roof are complete and the window installation is well advanced. The internal fittings, including mechanical and electrical works are progressing as planned. However the road being built to the school and provision of statutory services such as electricity and water may not be completed until the beginning of September 2014.

21. Lake Farm - there is a potential three to four week delay but this is being mitigated by the contractor working extended hours and increasing labour on site to meet the target completion date of August 2014.

22. New School in West Drayton / Yiewsley - site investigation surveys have been completed and a planning application for the new school has recently been submitted. The profiling of the budget has been amended to reflect up to date cash flow forecasts and £5,800k has been re-phased into 2015/16.

Special Educational Needs

23. Proposals have been agreed by Members for bulge year classes to start at Hedgewood Primary School and Meadow Secondary School for September 2014. Temporary mobile classrooms will be used. An amount of £400k is forecast re-phasing into next year.

24. Free School Meals - from September 2014, schools are required to offer infant school children (from reception to year 2 inclusive) with a universal free school meal. Officers are negotiating with schools about their need for additional kitchen and dining equipment to be funded from capital grant of £565k that the Council has been awarded for this purpose.

Future Projects (Schools)

Secondary Schools

25. The forecast of future demand for secondary school places predicts a shortfall in places commencing from 2016/17. Officers are undertaking feasibility studies of selected secondary school sites to identify those that could be considered suitable for expansion. It is likely that an element of budget currently phased into 2015/16 will require to be brought forward to cover initial survey, feasibilities and consultancy costs. The current forecast spend for this year is £1,188k which is shown as a phasing variance.
26. Northwood Academy - surveys are being carried out and tenders for the design of the project are expected in July. The construction phase of the project is not expected to commence this financial year and therefore an amount of £7,167k has been re-profiled into later financial years based on the latest cash flow estimate.
27. Abbotsfield School - the Education Funding Agency (EFA) have recently proposed to manage the project through the Priority Schools Building Programme as this will link the project to the adjacent Swakeleys School which is managed through this programme by the EFA. Transferring the delivery of the project to the EFA will result in existing funding of £42,000k in the programme for Abbotsfield being reduced. The Council will have remaining commitments for infrastructure works, furnishings fittings and equipment which are being costed.

Programmes of Works (Schools)

28. Schools Conditions Programme - Tenders have recently been received and approved by Cabinet Members for the bulk of the programme and are £605k lower than pre-tender estimates. However, it is expected that new identified schemes will fully utilise the remaining budget.
29. There is an agreement in principle from the schools to make contributions to the cost of works no greater than 20% of their reserves. There is some risk around the level of income that will be received due to the low level of reserves for some schools within the programme.

The programme has been designed to carry out most of the works over the summer holidays. Where works may overlap into the start of the new term, disruption should be minimised by carrying out mostly minor finishes during term periods

30. Further information can be found in the School Capital Programme update report.

Main Programme (non-Schools)

31. Car Park Resurfacing - there is forecast slippage of £919k as subject to Cabinet approval major works on The Mall multi storey car park will not be able to commence on site until towards the end of the financial year. Works on three other smaller car parks are expected to be completed this year.
32. Yiewsley Pool Development & Health Centre - the scheme is comprised of three elements: a new health centre, sports facility and 12 supported housing units (funded through the HRA). The development works have commenced with an application for planning approval recently approved. Tenders for the construction works have recently been received and are around

£1,000k over the construction element of budget (including the supported housing units) although are yet to be evaluated in detail. Works are not expected to commence on site until September for completion in February 2016. Revised budget of £4,579k has been re-profiled into 2015/16 to reflect timing of works.

33. Highways Structural Works - an increased programme to improve the condition of a further 18 roads has recently been approved. These works will be completed by September 2014.
34. ICT Migration to Windows 7 Project - the project is well underway and will be completed this financial year.
35. Vehicle Replacement Programme - there is an existing pressure of around £100k on prices of recent tenders which will be managed by prioritising spend on the 2014/15 programme. The purchase of new vehicles to replace the existing fleet is key to maintain front line services and achieve budget revenue savings on repairs, maintenance and lease costs.
36. Green Deal Communities Fund - the Council has recently been awarded £2,876k capital grant from the Department for Energy & Climate Change for Green Deal Communities Local Authority Fund. The scheme will deliver energy efficiency works to private sector homes in the Borough.
37. Eastcote House & Gardens - tenders have recently been received for this refurbishment project which is mainly funded by the Heritage Lottery Fund. There is an overall funding gap of £82k (capital and revenue) which will be managed partly through additional Section 106 monies that can be allocated to the project. The capital works element of the project is expected to be completed in April 2015 and an estimated £100k slippage is forecast.
38. South Ruislip Development Plot A - An amount of £64k was carried forward into 2014/15 because there are further re-commissioning and servicing works to be carried out following the occupation of flats.
39. Queens Walk Development - There is a delay in utilities works, however it is expected that completion will be achieved by end of July and the site become operational in August. The delivery of the project links to the delivery of revenue savings within Adult Social Care.
40. Harlington Road Depot - a detailed condition survey has been completed and tenders have recently been received for the refurbishment works and these are within budget although are yet to be evaluated in detail. Works are expected to be completed in October. The completion of this project will allow for the rationalisation of the Council's existing depots and sale of other depot sites within the capital receipts programme.

Programmes of Works (non-Schools)

41. Civic Centre Works Programme - there are existing schemes in progress that have required £787k budget to be re-phased into this year.
42. Empty Homes Programme - the Council has been awarded £634k grant funding from the Greater London Authority to be used by March 2015. There are proposals in progress to fully utilise this funding although this will be dependent on suitable accommodation coming forward.
43. Transport for London Programme - it is estimated that there will be approximately £1,000k slippage on the 2014/15 Local Implementation Plan (LIP) as a number of schemes will not commence until later in the year and this has been reflected in budget re-phasing into 2015/16. The 2013/14 LIP programme is in progress and officers are finalising schemes to maximise spend before the final claim date in August.

44. Town Centres Initiatives Programme - the Initiatives at Northwood Hills and Ruislip Manor are close to completion. The Hayes Town Centre scheme is in early stages of development and there is forecast slippage of £368k on the TfL Major Scheme funding for this site. Proposals are in development for shop front grant schemes in three locations within the Borough.
45. Property Works Programme - there are several existing schemes which commenced towards the end of 2013/14 which will require to be funded from the current year budget allocation of £600k.

Future Projects (non Schools)

46. ICT Infrastructure - this project to implement WiFi in Council buildings over two years budgeted at £1,200k is yet to commence.
47. Compass Theatre (Sports & Cultural Projects) - the original brief was to refurbish and modernise the theatre. Options are being investigated to possibly extend the conservatory and enhance the bar / cafe to generate more revenue from the site. The existing budget is £587k inclusive of £270k Section 106 monies which must be spent by November 2015.
48. Uxbridge Cemetery Gatehouse - this project is to renovate the Gatehouse and Anglican chapel which are listed buildings. The budget is £1,000k with a target completion date of March 2015. Documentation for issuing tenders is currently being finalised.
49. St Andrew's Park Theatre - work is required to develop a business plan and assess potential demand for a proposed new theatre in near Uxbridge town centre. Due to the size of the project (£44,000k budget) an OJEU notice may be required to place a design team which can take up to six months.
50. St Andrew's Park Museum - it is estimated that the project will take up to 36 months to complete (around August 2017) and options are being currently being reviewed.
51. Youth Centres - the approved budget is £5,100k for building three new youth centres including a proposed site at Ash Grove, Harefield. Planning consent will be required for the development.
52. Bowls Club Refurbishment - there is a budget of £500k for the refurbishment of Cowley and Bessingby bowls clubs. Tenders have been issued this month and works are planned to commence in September once the bowling season is over. The refurbishment works are expected to take no longer than ten weeks.

Capital Financing - General Fund

53. Table 4 sets out the latest capital financing forecast.

Table 4

	Original Budget 2014/15 £'000	Revised Budget 2014/15 £'000	Forecast 2014/15 £'000	Variance £'000	Total Financing Budget 2014-2019 £'000	Total Financing Forecast 2014-2019 £'000	Total Variance £'000
Council Resource Requirement	57,647	56,390	53,835	(2,555)	212,178	203,640	(8,538)
Financed By:							
Capital Receipts	15,137	15,647	15,760	113	31,719	32,262	543
CIL	5,000	3,000	3,000	-	23,000	23,000	-
Prudential Borrowing	37,510	37,743	35,075	(2,668)	157,459	148,378	(9,081)
Total Council Resources	57,647	56,390	53,835	(2,555)	212,178	203,640	(8,538)
Grants & Contributions	62,185	52,650	52,182	(468)	186,684	186,684	-
Total Programme	119,832	109,040	106,017	(3,023)	398,862	390,324	(8,538)

54. The revised capital receipts budget has been adjusted to take into account the re-phasing of actual and planned receipts since the original budget was set. Forecast General Fund capital receipts are £15,760k for 2014/15 which is £113k higher than the revised budget.

55. Actual capital receipts achieved year to date total £764k including the sale of a further four flats at Hayes End Library development. The remaining six flats are forecast to be sold this financial year. Including the flats, there are six major sales in excess of £1,000k that are included in the forecast for this year.

56. There is an element of risk in the level of receipts that will be achieved this year which is reflected in the forecast.

57. The prudential borrowing forecast shows a favourable variance of £9,081k due to cost under spends reported above including the unallocated contingency budget and the small improvement in the capital receipts forecast.

58. The implementation of the Community Infrastructure Levy has been delayed until 1 August 2014 which has had an adverse impact on this year's original budgeted income figure of £5,000k. The current removal of the sui generis charging band will further reduce the forecast although this may be established in future years based on economic viability analysis. The estimated shortfall of £2,000k is forecast to be met from Section 106 contributions that will continue for developments that fall outside the current CIL charging schedule.

Housing Revenue Account (HRA) Capital Programme

59. The forecast outturn on the HRA capital programme is set out in Table 5 below:

Table 5 - HRA Capital Expenditure

	Revised Budget 2014/15 £000	Forecast 2014/15 £000	Cost Variance Forecast vs Budget £000	Project Re-phasing £000	Total Project Budget 2014-2019 £000	Total Project Forecast 2014-2019 £000	Total Project Variance £000
Dwelling Components	9,657	6,129		-3,528	43,319	43,319	-
Estates / Blocks	2,586	2,236		-350	8,916	8,916	-
Welfare	2,540	1,790		-750	11,632	11,632	-
Other Projects	2,378	2,378		-	11,890	11,890	-
Total Works to Stock	17,161	12,533		-4,628	75,757	75,757	-
Purchase & Repair	2,088	2,088		-	9,766	9,766	-
Council New Build	1,000	1,000		-	37,376	37,376	-
Supported Housing	2,876	666		-2,210	13,042	13,042	-
Total Major Projects	5,964	3,754	0	-2,210	60,184	60,184	-
Former New Build Schemes	227	1,235	1,008		227	1,235	1,008
Total	23,352	17,522	1,008	-6,838	136,168	137,176	1,008

60. The Works to Stock programme has a number of schemes forecasting slippage of £4,628k for the year as some projects will not commence until later in the year.

61. The Affordable Housing and Supported Housing programmes are also in early stages with proposals currently in development. A revised Supported Housing programme is being proposed with only the Yiewsley Health Centre development reflected in the 2014/15 forecast.

62. There is a forecast over spend of £1,008k on former New Build schemes largely relating to contractual issues around the Triscott House development which have yet to be resolved. The dispute is going through arbitration which is a lengthy process and the outcome remains uncertain.

HRA Capital Receipts

63. There have been 30 Right to Buy sales of Council dwellings achieved for the year as at end of May 2014 for a value of £2,926k and a total of 150 sales are forecast totalling approximately £15,000k in 2014/15.

64. 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 spent or committed within three years or otherwise are returned to Government with the addition of interest. Proposals are being developed by

officers to develop an Affordable Housing programme to utilise these receipts within allowed timescales.

65. Table 6 below sets out the time limits for the retention of Right to Buy receipts since the commencement of the agreement. An amount of £10,688k retained receipts generated up to the end of last financial year require to be spent or committed by the deadlines set out in the table, up to March 2017.

Table 6

Period	Number of Sales	Retained Right to Buy Receipt (£'000)	Cumulative Expenditure Required to Utilise Funds (£'000)	Deadline for Commitment of Retained Right to Buy Receipt
2012/13 Quarter 4 Actual	33	3,169	10,563	March 2016
2013/14 Quarter 1 Actual	13	833	13,340	June 2016
2013/14 Quarter 2 Actual	35	2,666	22,227	September 2016
2013/14 Quarter 3 Actual	24	1,730	27,994	December 2016
2013/14 Quarter 4 Actual	34	2,290	35,626	March 2017
Total Retained Receipts	139	10,688	35,626	

66. The use of retained Right to Buy receipts are limited by the regulations to the agreement to a maximum 30% of the cost of replacement housing. Therefore, in order to utilise the receipts, the cumulative gross expenditure level (including 70% HRA contributions) required to be achieved is £10,563k by end of 2015/16 and £35,626k by end of 2016/17.
67. An estimated £8,500k is expected to be retained from this year's Right to Buy receipts which will have three year time limits in 2017/18 arising from each quarter's retained receipt.
68. In addition there have been £74k in HRA non dwelling receipts year to date. These funds will be used to support the capital programme or be applied for repayment of debt.

ANNEX 1 - General Fund Main Programme

Total Project Cost (incl. Prior Years)	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Total Project Budget 2014-2019	Total Project Forecast 2014-2019	Total Project Variance 2014-2019	Project Forecast Financed by:		
								Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Main Programme									
86,411	Primary School Expansions	49,237	48,782	(455)	61,106	60,744	(362)	20,358	28,837	11,549
3,910	Purchase of Vehicles	2,389	2,389	0	3,589	3,589	0	3,589	0	0
144	Yiewsley Health Centre & Sports Facility Development	3,052	3,052	(0)	7,631	7,631	(0)	7,631	0	0
9,254	Libraries Refurbishment	248	380	132	248	380	132	380	0	0
1,138	Queenswalk Redevelopment	1,664	1,664	(0)	1,664	1,664	(0)	1,664	0	0
0	Green Deal Communities (DECC)	2,876	2,876	0	2,876	2,876	0	0	2,876	0
3,565	South Ruislip Development - Plot A	64	64	0	64	64	0	64	0	0
0	Highways Priority Growth	2,000	2,000	0	2,000	2,000	0	2,000	0	0
11	Harlington Road Depot Refurbishment	1,276	1,276	0	1,341	1,341	0	1,341	0	0
65	Car Park Resurfacing	1,079	160	(919)	1,079	1,079	0	1,079	0	0
5	Eastcote House Buildings and Gardens	1,030	930	(100)	1,030	1,030	0	35	975	20
0	Pavement Priority Growth	1,000	1,000	0	1,000	1,000	0	1,000	0	0
251	Grounds Maintenance	646	646	0	646	646	0	646	0	0
722	ICT Single Development Plan - Migration to Windows 7	1,067	1,067	0	1,067	1,067	0	1,067	0	0
0	Telecare Equipment	600	600	0	600	600	0	29	571	0
0	Free School Meals Projects	565	565	0	565	565	0	0	565	0
124	CCTV Programme	363	363	0	363	363	0	363	0	0
0	West Drayton Cemetery Expansion	522	522	0	522	522	0	522	0	0
0	Compass Theatre	587	587	0	587	587	0	317	0	270
0	Whiteheath Farm Refurbishment	310	310	0	310	310	0	310	0	0
0	Rural Agricultural Garden Centre	340	340	0	340	340	0	340	0	0
52,847	Major Projects completing in 2014/15	1,893	2,514	621	1,894	2,515	621	2,513	0	2
158,447	Total Main Programme	72,809	72,087	(722)	90,523	90,913	390	45,248	33,824	11,841

ANNEX 1b - Programme of Works

Total Project Cost (incl. Prior Years)	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Total Project Budget 2014-2019	Total Project Forecast 2014-2019	Total Project Variance 2014-2019	Project Forecast Financed by:		
								Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Programmes of Works									
N/A	Leader's Initiative	437	437	0	1,237	1,237	0	1,000	0	237
N/A	Chrysalis Programme	1,895	1,895	0	5,895	5,895	0	4,945	0	950
N/A	Civic Centre Works Programme	1,387	1,387	0	2,887	2,887	0	2,287	0	600
N/A	Formula Capital Devolved to Schools	1,337	1,337	0	3,477	3,477	0	0	3,259	218
N/A	Highways Localities Programme	516	516	0	1,548	1,548	0	1,336	0	212
N/A	Highways Structural Works	2,653	2,653	(0)	6,453	6,453	(0)	6,453	0	0
N/A	ICT Single Development Plan	363	363	0	2,363	2,363	0	2,363	0	0
N/A	Property Works Programme	600	600	0	3,000	3,000	0	3,000	0	0
N/A	Road Safety	250	250	0	1,250	1,250	0	1,250	0	0
N/A	Street Lighting	180	180	0	900	900	0	900	0	0
N/A	Town Centre Initiatives	1,183	990	(194)	2,483	2,483	(0)	2,183	300	0
N/A	Transport for London	4,117	3,749	(368)	14,528	14,528	0	0	13,941	587
N/A	Urgent Building Condition Works	5,312	5,312	0	10,344	10,344	0	2,812	7,032	500
N/A	Disabled Facilities Grants	2,300	1,205	(1,095)	11,500	10,405	(1,095)	2,980	7,425	0
N/A	Adaptations for Adopted Children	200	0	(200)	1,000	800	(200)	0	800	0
N/A	Private Sector Renewal Grants	1,084	951	(133)	4,132	3,999	(133)	2,117	1,882	0
N/A	GF Supported Housing Programme	210	210	0	210	210	0	210	0	0
N/A	Programmes of works completed in 2014/15	395	395	0	395	395	0	0	0	395
	Total Programmes of Works	24,419	22,430	(1,989)	73,602	72,174	(1,428)	33,836	34,639	3,699

ANNEX 1c - Future Projects & Contingency

Total Project Cost (incl. Prior Years)	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Total Project Budget 2014-2019	Total Project Forecast 2014-2019	Total Project Variance 2014-2019	Project Forecast Financed by:		
								Council Resources	Government Grants	Other Cont'n's
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Future Projects									
0	Secondary Schools Expansions (Expansion)	0	1,188	1,188	80,000	80,000	0	24,000	56,000	0
0	Secondary Schools Expansions (Replacement)	4,033	4,033	0	70,000	70,000	0	58,052	11,948	0
0	St Andrew's Park Theatre	500	500	0	44,000	44,000	0	42,950	0	1,050
0	New Primary School Expansions	0	0	0	13,500	13,500	0	4,050	9,450	0
0	New Years Green Lane EA Works	0	0	0	6,490	6,490	0	3,244	3,246	0
0	Youth Centres	1,615	1,615	0	5,100	5,100	0	5,100	0	0
0	Community Safety Assets	250	250	0	250	250	0	250	0	0
0	ICT Infrastructure	600	600	0	1,200	1,200	0	1,200	0	0
0	Uxbridge Cemetery Gatehouse & Anglican Chapel	950	950	0	1,000	1,000	0	1,000	0	0
0	St Andrew's Park Museum	1,667	1,667	0	5,000	5,000	0	4,250	0	750
0	Bowls Clubs Refurbishment	500	500	0	500	500	0	500	0	0
0	Local Plan Requirement Works	197	197	0	197	197	0	197	0	0
0	Total Future Projects	10,312	11,500	1,188	227,237	227,237	0	144,793	80,644	1,800
	Development & Risk Contingency									
0	General Contingency	1,500	0	(1,500)	7,500	0	(7,500)	0	0	0
0	Provision for Additional Secondary Schools Funding	0	0	0	0	0	0	(20,237)	20,237	0
0	Total Development & Risk Contingency	1,500	0	(1,500)	7,500	0	(7,500)	(20,237)	20,237	0
	Total GF Capital Programme	109,040	106,017	(3,023)	398,862	390,324	(8,538)	203,640	169,344	17,340

Appendix E – Treasury Management Report as at 31 May 2014

Outstanding Deposits - Average Rate of Return on Deposits: 0.48%

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	72.3	43.23	35.00
1-2 Months	2.0	1.20	0.00
2-3 Months	26.5	15.85	10.00
3-6 Months	31.2	18.66	10.00
6-9 Months	6.0	3.59	10.00
9-12 Months	17.0	10.17	15.00
12-18 Months	9.0	5.38	15.00
18-24 Months	2.4	1.44	5.00
Subtotal	166.4	99.52	100.00
Unpaid Maturities	0.8	0.48	0.00
Total	167.2	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, Black Rock MMF, Goldman Sachs MMF, Insight MMF, Ignis MMF, PSDF MMF, Santander UK, HSBC Bank, Nationwide Building Society, Leeds Building Society, Barclays Bank, Close Brothers, Aberdeen City Council, Birmingham City Council, Blaenau Gwent County Borough Council, Lancashire County Council, Moray Council, Salford City Council, Woking Borough Council and Wolverhampton City Council. The Council also currently holds three Certificates of Deposit with three with Standard Chartered and one with Barclays.
2. During May fixed-term deposits continued to mature in line with cashflow requirements. Surplus funds were placed in instant access accounts and fixed term deposits with maturities varying from short term up to periods of two years.

Outstanding Debt - Average Interest Rate on Debt: 2.99%

	Actual £m	Actual %
General Fund		
PWLB	71.27	21.35
Long-Term Market	15.00	4.50
HRA		
PWLB	214.57	64.27
Long-Term Market	33.00	9.88
Total	333.84	100.00

3. There were no early debt repayment opportunities or rescheduling activities during May and no breaches of the prudential indicators or non-compliance with the treasury management policy and practices.

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.

Appendix F – Acceptance of Grants & External Funding

1. The Council has been awarded the following external grants and contributions, which if accepted by Cabinet will be added to revenue budgets and available to support investment in service delivery.
 - a. **£40,000** has been awarded by London Sport to support a rowing and disability sailing project based at Hillingdon Outdoor Activity Centre. If accepted by Cabinet this grant will be pooled with the Council's own resources and contributions from partners to deliver this project during 2014/15.
 - b. The Council has successfully bid for **£17,000** of Food Standards Agency funding to undertake additional sampling of imported food at Heathrow Airport as part of the national co-ordinated risk-based food sampling programme during 2014/15.
 - c. The Council has been awarded **£300,000** from the Mayor of London's Air Quality Fund to support a joint project, working with Hounslow, Heathrow Airport and GSK, to bring about quantifiable reductions in emissions from road vehicles in the Heathrow Area during 2014/15 and 2015/16.
 - d. The Heritage Lottery Fund has awarded **£7,000** to support events and exhibitions at libraries across the Borough on the topic of *Hillingdon and the First World War* during 2014/15.

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

2. 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	Previously Approved £'000	Approved £'000	Total Spend £'000
Residents Services					
Consultant In Public Health	23-Jun-14	24-Sep-14	70	31	101
Consultant In Public Health	23-Jun-14	24-Sep-14	70	31	101
Maintenance Team Leader	29-Jun-14	26-Sep-14	41	15	56
Maintenance Team Leader	29-Jun-14	26-Sep-14	41	15	56
Multitrade	29-Jun-14	26-Sep-14	53	10	63
Rofer	29-Jun-14	26-Sep-14	50	10	60
Plasterer	29-Jun-14	26-Sep-14	50	10	60
Plasterer	29-Jun-14	26-Sep-14	50	9	59
Building Surveying project Manager	30-Jun-14	09-Jan-15	47	23	70
Building Control Surveyor	23-Jun-14	19-Sep-14	72	8	80
Electrical Services Officer	30-Jun-14	19-Sep-14	66	13	79
Adult Social Care					
Team Manager (Access)	02-Jun-14	03-Aug-14	60	8	68
Residential Care Worker (Colham Road)	02-Jun-14	03-Aug-14	112	2	114
Residential Care Worker (Colham Road)	02-Jun-14	03-Aug-14	112	2	114
Team Leader (Chapel Lane)	02-Jun-14	03-Aug-14	83	2	85
Floating Support Worker (Adult Resources - Floating Support South)	02-Jun-14	03-Aug-14	65	3	68
Residential Care Worker (Hatton Grove)	02-Jun-14	03-Aug-14	86	1	87

Post Title	Start Date	Proposed End Date	Previously Approved £'000	Approved £'000	Total Spend £'000
Residential Care Worker (Hatton Grove)	02-Jun-14	03-Aug-14	86	1	87
Day Centre Officer - Woodside Day Centre	02-Jun-14	03-Aug-14	97	2	99
Day Centre Officer - Woodside Day Centre	02-Jun-14	03-Aug-14	78	1	79
Lead Approved Mental Health Practitioner	02-Jun-14	03-Aug-14	61	6	67
Children & Young People's Services					
Residential and Placements Manager	30-Jun-14	03-Aug-14	74	9	83
Waking Night Residential Care Worker - Merrifield	30-Jun-14	03-Aug-14	106	1	107
Residential Care Worker - Mulberry Parade	30-Jun-14	03-Aug-14	76	1	77
Waking Night Residential Care Worker - Mulberry Parade	30-Jun-14	03-Aug-14	85	1	86
Service Manager (Children's Social Work Team)	30-Jun-14	03-Aug-14	96	9	105
Social Worker Triage (MASH) (Children's Social Work Team)	30-Jun-14	03-Aug-14	103	6	109
Social Worker / Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	148	6	154
Social Worker (Children's Social Work Team)	30-Jun-14	03-Aug-14	50	5	55
Social Worker / Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	125	5	130
Deputy Team Manager (Children's Social Work Team)	30-Jun-14	03-Aug-14	62	6	68

Post Title	Start Date	Proposed End Date	Previously Approved £'000	Approved £'000	Total Spend £'000
Social Worker (Children's Social Work Team)	30-Jun-14	03-Aug-14	74	5	79
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	122	6	128
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	89	6	95
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	110	6	116
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	69	6	75
Senior Worker / Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	106	6	112
Senior Worker / Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	129	6	135
Senior Worker / Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	66	6	72
Deputy Team Manager (Children's Social Work Team)	30-Jun-14	03-Aug-14	79	6	85
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	57	6	63
Senior Social Workers (Children's Social Work Team)	30-Jun-14	03-Aug-14	79	6	85
Deputy Team Manager (Children's Social Work Team)	30-Jun-14	03-Aug-14	89	6	95
Team Manager - Early Intervention Services YOT	30-Jun-14	03-Aug-14	65	8	73
Senior Social Worker - LAC Service	30-Jun-14	03-Aug-14	56	6	62

Post Title	Start Date	Proposed End Date	Previously Approved £'000	Approved £'000	Total Spend £'000
Deputy Team Manager - LAC Service	30-Jun-14	03-Aug-14	78	7	85
Senior Social Worker - LAC Service	30-Jun-14	03-Aug-14	64	6	70
Deputy Team Manager - LAC Service	30-Jun-14	03-Aug-14	146	6	152
Social Worker - LAC Service	30-Jun-14	03-Aug-14	58	6	64
MASH Operation Manager	30-Jun-14	03-Aug-14	59	11	70
Head of Children's Safeguarding and Quality Assurance	30-Jun-14	03-Aug-14	78	16	94

REVIEW OF LOCAL COUNCIL TAX REDUCTION SCHEME

SUMMARY

The purpose of this report is to enable Cabinet to approve, for consultation, the revisions to the local Council Tax Reduction Scheme (CTRS), effective from 1 April 2015. The local CTRS was implemented on 1 April 2013 for an initial period of two years, during which time a review of the scheme's funding and operation was to be undertaken. As a result of that review no major revision to the scheme is proposed.

RECOMMENDATIONS

That Cabinet:

- 1. Approves 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.**
- 2. Approves, 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.**

INFORMATION

The Local Government Act 2012 introduced the requirement for local authorities to design and implement a local Council Tax reduction scheme from 1st April 2013 to replace Council Tax Benefit which was abolished under the Welfare Reform Act 2012. In January 2013, the Council agreed the adoption of a Council Tax Reduction Scheme for a 2 year period from 1st April 2013. The scheme was only adopted for an initial two years to enable a full review of the scheme's funding and operation to be completed during that period.

In addition to designing a local scheme, councils were also required to develop scheme rules for the operation of their local scheme. These rules define who is eligible and the method of calculating entitlement for 'working age' residents. The scheme rules were kept broadly in line with Council Tax Benefit regulations, with the key amendments that the maximum amount of reduction that any household can receive is 80% of the council tax liability. The rules included protection for pensioners and the disabled.

One of the key features of the scheme design for Hillingdon was that it should be cost neutral to the Council. The introduction of local CTR schemes were part of central Government's overall plans to cut spending on welfare and, to fund schemes, councils were awarded grants at a rate 10% lower than spending on Council Tax Benefit (CTB). In addition, new burdens funding of £84k was awarded to Hillingdon to fund the additional cost of administering a new scheme.

Experience over the first year of operation

Over the first year, the scheme has operated largely in line with expectations. In terms of workload there have been increased levels of correspondence, telephone calls and counter calls and a corresponding increase in workload through the external service provider Liberata, leading to increased administration costs. A review of the Equalities Impact Assessment has not shown any significant variation in impacts upon residents from those previously identified.

In relation to Council Tax collection rates for 2013/14, a 40% collection rate on Council Tax from CTRS claimants was assumed, however actual collection for this client group was 70%, significantly higher than expected. There was, however, an increase in court work, with the issuing of an additional 4,000 summons during 2013/14.

For the 2012/13 year there was £22.1m awarded in Council Tax Benefit to applicable claimants in Hillingdon. By comparison, in 2013/14, the Council awarded £18.7m in CTRS in accordance with the new local scheme. (Figures for this financial year are broadly comparable, with £18.6m being awarded for CTRS to date.) As CTRS is managed within the Collection Fund, costs are shared with the GLA, so the effective cost falling on Hillingdon was £14.9m.

The Local Government financial settlement for 2013/14 included a total grant to cover the cost of the CTRS of £19.9m, with £15.6m being Hillingdon's share and £4.3m going to the GLA. Taking into account higher administration and court costs, operation of the scheme during 2013/14 was contained within budget and so placed no additional burden on local taxpayers.

LOOKING FORWARD

Based on last year's experience, the current scheme is expected to remain cost neutral for 2014/15, as no significant change in the number of claimants is forecast. However, with only one year's experience it is very difficult to predict what will happen in future years. At this stage, funding has only been announced for 2015/16 and this will remain at the same level with Hillingdon's share being £15.6m. However, this grant is not awarded as a specific grant, but rolled up into overall grant funding and so it could become increasingly difficult to apportion in future years.

National reviews have been undertaken by both the NAO and the Public Accounts Committee, looking at the impact on Council's finances, the impact on vulnerable people and how well government's aims have been achieved. Recommendations from those reviews have included that future funding of the scheme be reassessed, taking account of ongoing costs for local authorities, and that DCLG should develop a coherent set of guide lines for local scheme operation.

Looking at other Council's local schemes, 82% reduced the level of support for council tax benefit recipients, with only 18% absorbing the entire funding cut into their council budget, however in the second year of operation, some of those have now introduced a minimum payment. Of those who introduced a minimum payment, 49% set that at 8.5%, 32% set a minimum payment between 10-20%, and the remaining 19% for a minimum payment of above 20%. Information relating to plans for 2015/16 is not yet available, although a neighbouring Council is intending to raise the minimum payment to 30%.

One area in which Hillingdon does need to revise the rules is in relation to the interpretation of Section 13a of the Local Government Finance Act 1992 and legal advice is now such that a formal mechanism should be in place for claimants to be able to apply for hardship support. The proposed scheme rules have been amended to include this provision and all such applications would go to the Head of Service for approval, with any resultant disputes then going to the relevant Cabinet Member for decision. On last year's experience, there was only one claimant who could have potentially made an application for support however the case was resolved before it reached appeal stage.

As the Council's current scheme is operating within expectations and there is no additional financial burden on the Council at this stage, it is recommended that the current parameters of the scheme be extended for a further year. This will enable a better understanding of local experience to be developed and some of the uncertainties over future funding to be clarified. Additionally, as there remain considerable concerns around the introduction of Universal Credit and central government's long term welfare plans it may not be timely to introduce any changes at this stage.

A short public consultation is planned following the Cabinet decision to inform residents and to seek feedback on the scheme's operation.

Background Documents:

Report to Cabinet December 2012 - Council Tax Reduction Scheme
Report to Council January 2013 - Council Tax Reduction Scheme

SCHOOL CAPITAL PROGRAMME - UPDATE

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	Appendix 1: Summary of phase 2 and 3 works currently on site

HEADLINE INFORMATION

Summary	This report provides an update on the Primary School Expansion Programme Phases 1, 2 and 3, the School Condition Programme and other school capital works.
Contribution to our plans and strategies	<u>Putting our residents first: Our People / Our Built Environment</u> Investment in 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 existing Primary Schools Capital Programme is £147,155k inclusive of £1,000k for Special Resources Provision. The Secondary Schools Expansions/Replacement budget is £150,000k, with an additional £13,500k for phase 4 of New Primary Schools Expansions.
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 and the School Conditions Programme and;
2. Notes the agreed School Condition Programme 2014/15, as set out in the report.

INFORMATION

School Places Forecast

The demand for school places in Hillingdon has been rising in recent years 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. This demand is moving into secondary schools. Officers are working on updating the school places forecast using the latest data from the Greater London Authority (GLA) received in April. The GLA are now forecasting slightly higher birth rates and larger household sizes in Hillingdon than previously expected. Officers are analysing the forecast by each pupil place planning area in Hillingdon and will report findings to Members shortly.

Phase 1 - Primary Schools Permanent Expansions

Phase 1 of the Primary School Expansion Programme consists of the expansion of 8 schools. The main expansion works have now been completed at all 8 schools.

Grange Park Infant and Junior Remedial Works

The expansion works are completed on Grange Park Junior and Infant Schools, however, the Junior School's new teaching block has suffered small and localised water ingress, which is being remedied by the main contractor.

The Infant School nursery continues to have issues with their existing CCTV system which was damaged by the main contractor and they have re-raised concerns about heating and ventilation during the hot weather which officers are investigating.

Grange Park Infant Basement

The school has independently contracted a leak detection specialist to investigate the basement. The report was forwarded to LBH by the school 20 June 2014 and is currently being evaluated.

Phase 2 - Primary Schools 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 8 schools. The remaining 11 schools are scheduled to be completed in 2014 and 2015. Appendix 1 provides a brief summary of the works being carried out for each scheme as well the current status.

With the exception of Glebe, Pinkwell and Wood End Park, the phase 2 expansion construction works are progressing without any major delays or issues which could affect the September 2014 pupil intake.

Glebe, Pinkwell and Wood End Primary Schools

Glebe: The new two-storey 3FE building at Glebe Primary school was handed over and occupied by pupils on Tuesday 24 June, however the management of the handover by the contractor was poorly organised and the unfinished works schedule was extensive, despite the building being safe and functional.

The contractor should now be concentrating resources on demolishing the Glebe Primary old school buildings, relocating the existing temporary classrooms and remodelling the remaining external works for completion by September 2014. These works have been very slow to commence which is giving officers cause for concern.

As stated above, the new school has been completed and is now occupied. The old school buildings are in the process of being demolished.

Pinkwell and Wood End: In response to the high level meetings with the contractor, resources and activities have increased on the Pinkwell and Wood End sites during May and June. Despite this, there has been further programme slippage. The contractor is being closely monitored by officers to ensure the contingency measures for these two schemes will be put in place to prevent delays which will affect sufficient accommodation for September 2014.

Works Handed Over During June and July

West Drayton: The new 2 storey classroom block has been completed. The remaining internal refurbishment works in the existing school will be completed during the summer holidays.

Rabbsfarm: The new school building has been completed and occupied by the school. The temporary classrooms have been moved off-site and the old school buildings are in the process of being demolished.

Heathrow: The external works have now been completed and the project has reached full practical completion. The new classroom block had already been handed over to the school in May.

Phase 3 - New Primary Schools

Phase 3 of the Primary School Expansion Programme comprises the construction of Primary Schools on Lake Farm and the St Andrew's Park (former RAF Uxbridge) sites, as well as a further new 5 Form of Entry (FE) Junior School on land adjacent to Laurel Lane School.

Lake Farm Site

During April 2014, the contractor (Farrans) reported a potential 3-4 week delay, but had expectations of programme recovery over the spring and summer months. The contractor is endeavouring to mitigate this delay by working extended hours for internal works only and increasing the labour on site to meet the project's original completion date for August 2014.

During June 2014, an objection was received by the Highways team during the consultation period for the Proposed Improvement Works to the roads nearby Lake Farm Primary School. Officers within the Highways and Construction team have responded, seeking to explain the design and the processes to formally consider the objection are underway.

St Andrew's Park (former RAF Uxbridge) Site

With the exception of some risks around connection of statutory services and construction of the link road at St Andrew's Park, good progress has been made. The building is watertight and the internal fittings, including mechanical and electrical works are progressing as planned.

As Vinci St Mowden (the developer for the former RAF base) indicated that the road being built to the school and provision of statutory services such as electricity and water would not be completed until late-August 2014, temporary services have been procured to ensure that the building could be completed and commissioned.

New 5 FE Junior School on Land Adjacent to Laurel Lane School

The planning application for this scheme was submitted in May 2014. Officers are arranging for the appropriation of the Highways for education purposes, as well as the stopping-up of existing public access routes and other statutory requests.

Using the existing LBH Contractors Framework, officers are tendering the construction of the new school, and anticipate tenders being returned by mid-July 2014, and subject to negotiations, officers hope to have a construction contract in place by the start of August 2014.

Special Educational Needs (SEN)

Bulge Year Classes for September 2014

Proposals have been agreed by Members for bulge year classes to be placed at Hedgewood Primary School and Meadow Secondary School for September 2014. Officers are in the process of reviewing the future strategic plan for special educational need school places and will be reporting to Members on the findings.

Planning consent has been granted for locating temporary classrooms on Meadow and Hedgewood Schools. Officers arranged for the relocation of the temporary classrooms from Rabbsfarm to Meadow school in a single-operation to meet the needs of both schools and reduce costs and are currently procuring a contractor to relocate temporary classrooms onto Hedgewood Primary.

Cherry Lane Specialist Resource Provision (SRP)

Officers are in discussion with Cherry Lane Primary School about a Special Resource Provision for children with special needs and will present a proposal to Members for consideration.

Secondary Schools

Feasibility Studies

The forecast of future demand for secondary school places predicts a shortfall in places commencing from 2016/2017. Cabinet has agreed for officers to undertake feasibility studies of selected secondary school sites to identify those that could be considered suitable for expansion. A desk-top exercise is underway and will report the findings with recommendations for further surveys at specific school sites to relevant Cabinet Members in due course.

Northwood School - Priority Schools Building Programme (PSBP)

Officers are progressing the commissioning of surveys at the Northwood School site, as part of the feasibility stage of the programme for the school re-build.

The site investigations surveys have started on site and initial consultant survey reports have been received.

Officers are also progressing with the procurement of the main consultant & design team members; the shortlist of consultants has been prepared and tenders for all stages of the design and construction phases were returned at the start of July 2014. Cabinet Member reports for the appointment of these consultants are currently being prepared.

Abbotsfield and Swakeleys Schools - Priority Schools Building Programme (PSBP)

The school buildings at both Abbotsfield and Swakeleys secondary schools require improvement and have attracted funding from the Government's Priority School Building Programme (PSBP). The replacement of the school buildings will be project managed by the Department of Education (DfE).

Officers are reviewing financial and other information received from the Education Funding Agency to inform discussions with members about the proposals for these two schools.

School Conditions Programme

The 2014/15 School Condition Programme is a programme of works to improve the condition of the current schools estate. This includes replacing or carrying out remedial works on items such as boilers, roofs and drainage, based upon site surveys and assessments for high priority works carried out over the last number of months. Following delegated authority from April 2014 Cabinet, the programme scheduled for completion in summer 2014 has been agreed and includes the following schools and proposed works:

1. Abbotsfield Secondary School – Roof works and Boiler replacement
2. Ryefield School - Boilers and Water Systems
3. Whiteheath Junior School - Boiler & pipework
4. Hedgewood Special School - Roof works
5. Hedgewood Special School - Boiler replacement
6. Oak Farm Infant & Junior - Roof works
7. Breakspear Infant & Junior School - Heating Pipework
8. William Byrd Primary School - Boiler & pipework

Further delegated authority from Cabinet in April has enabled the necessary tender approvals for these works via a special urgency decision on 9 July 2014. At the time of writing this report, the associated capital release report is being prepared for approval. The total cost of works can be funded from the approved Schools Condition Programme budget of £5,052,694.

Contractors are now being appointed and pre-start meetings are being provisionally booked. Meetings were held with schools within the programme to agree contributions to ensure formal confirmation is in place before works commence on site.

In line with the Council's policy on contributions, schools which do not sign up to making the agreed contributions will not have works completed. This policy has also been updated by the Leader (9 July 2014 special urgency decision) so that schools within the programme can be given the option of two financial years (where appropriate) to complete payment of their contribution to the build costs.

Agreed works are scheduled to be undertaken and completed over the summer holidays.

Universal School Meals

From September 2014, schools are required to offer infant school children (from reception to year 2 inclusive) with a universal school meal. Officers have collated from Hillingdon maintained primary and infant schools information about their current arrangements for school meals and their provision of kitchen and dining facilities, to assess the ability of schools to meet this new requirement. Officers have provided an update to the Leader of the Council about the work undertaken to date to co-ordinate the procurement of school meals services across schools.

As a first stage, officers have agreed with the Leader of the Council the basic items of equipment (e.g. cutlery) and larger items of kitchen equipment that schools require to offer a school meal to all infant children from September 2014. Negotiations with a small number of schools are ongoing and any additional requirements will be presented to the Leader for consideration and agreement.

Two Year Old Funded Child Care Places

Local Authorities are required to ensure the provision of sufficient child care places to meet the needs of the most disadvantaged two year olds in their area. From September 2014, the Local Authority is expected to provide an extra 677 part-time child care places for disadvantaged two year olds in Hillingdon. The Schools Forum on 8 April 2014 received a number of applications for funding directly from providers (including schools) for works required to make extra places available in Hillingdon. Officers are reviewing options to enable additional child care places to be provided for two year olds, for consideration by the Leader of the Council and Cabinet Members for Education and Children's Services & Finance, Property and Business Services.

Financial Implications

The Schools Expansion Capital Programme budget has been re-aligned to reflect the forecast spend. It includes £147,517k for existing primary schools expansions, £13,500k for new primary schools expansions and £150,000k for secondary schools expansions and replacements.

The month 2 forecast for the overall school's programme is a modest underspend of £362k stemming from reduced technical consultancy and design costs within phases 1 and 3 of the primary schools expansions programme.

The Special Educational Need (SEN) places mentioned within the body of this report will be funded from the £1,000k Specialist Resource Provision budget within the schools capital investment programme approved as part of the 2013/14 MTFF process.

In 2014/15 a DfE grant of £565k has been allocated to fund any capital needs to support schools in the provision of Universal Free Schools Meals. Officers are currently assessing and negotiating the requirements of schools in order to establish needs prior to formally allocating the grant monies to specific schools.

The rebuild of Abbotsfield and Swakeleys secondary schools will be project managed by the EFA as part of the Priority Schools Building Programme. However, Northwood School will be project managed in house for which a £6.4m contribution has been received from the EFA. The allocation has been used to offset the assumed grant funding noted below.

The secondary schools replacement budget within the capital investment programme is a combined £70,000k for the 2 schools. The allocation for Abbotsfield within that total is now being reviewed as the Council is not delivering the project.

The funding for the feasibility works for the secondary schools expansions programme will be met from the overall £80,000k budget allocated towards expansions as detailed in the table below.

Any costs relating to programme delays mentioned as part of the phase 2 expansions i.e. Glebe, Pinkwell and Wood End will be contained within the contingency of the named projects.

The Schools Expansion programme is funded from EFA grants, £196,676k, S106 £21,703k and Council resources of £92,638k.

Priority Schools Capital Programme	Prior Years	2014/15	2015/16	2016/17	2017/18	2018/19	Total	Forecast	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Minor Works	953	201	0	0	0	0	1,154	1,154	0
Phase 1	21,924	1,647	0	0	0	0	23,571	23,450	(121)
Phase 1A (Inc. Rosedale)	2,074	42	0	0	0	0	2,116	2,116	0
Phase 2	51,604	29,239	3,225	0	0	0	84,068	84,068	0
Phase 2A	2,885	44	0	0	0	0	2,929	2,929	0
Phase 3	6,275	14,162	8,642	0	0	0	29,079	28,917	(162)
Special Resources Prov.	0	1,000	0	0	0	0	1,000	1,000	0
Phase 3A	698	2,902	0	0	0	0	3,600	3,521	(79)
Phase 4 (New Primary Schools Expansions)	0	0	4,190	8,365	945	0	13,500	13,500	0
Secondary Schools (Expansions)	0	0	15,500	40,300	22,100	2,100	80,000	80,000	0
Secondary Schools (Replacement Programme)	0	4,033	21,390	41,637	2,940	0	70,000	70,000	0
Total Expenditure	86,413	53,270	52,947	90,302	25,985	2,100	311,017	310,655	(362)

Priority Schools Capital Programme	Prior Years	2014/15	2015/16	2016/17	2017/18	2018/19	Total	Forecast	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Resources:									
DfE Grant	50,479	6,105	33,625	45,852	18,566	2,728	157,355	157,355	0
TBNP	19,726	17,364	2,231	0	0	0	39,321	39,321	0
Section 106	10,154	10,226	1,323	0	0	0	21,703	21,703	0
Council Resources	6,054	19,575	15,768	44,450	7,419	-628	92,638	92,276	(362)
Total Financing	86,413	53,270	52,947	90,302	25,985	2,100	311,017	310,655	(362)

Note that of the total £196,676k grant financing, £90,719k is assumed funding whilst £105,957k has been confirmed. The assumed funding is estimated on the basis of future anticipated successful bids for additional DfE funding for the Secondary Schools expansions and the Phase 4 Primary Schools expansions programme.

Schools Condition Programme

The 2014/15 budget for the Schools Conditions programme consists of £4,254k in MTF capital programme budget approved by Cabinet in February plus slippage of £558k from 2013/14 programme to be carried forward into the new financial year. There is also an estimate of £500k schools contributions to supplement the programme giving a total budget estimate of £5,312k which is sufficient to cover existing identified works.

The schools contribution is based on a capping formula of a contribution and a banded percentage ranging between 50% to 75% dependant on the cost of the project and capped to a maximum of 20% of the school reserves.

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 and the financial implications set out above. School expansions remain at the heart of the Council's Capital Programme, with almost £100m of investment being funded locally. Sufficient provision has been made within the Council's Medium Term Financial Forecast to manage the on-going revenue financing costs of the required borrowing.

Legal

The Borough Solicitors confirms that there are no specific legal implications arising from this report. Appropriate legal advice is provided wherever necessary in order to ensure that the Council's interest is protected at all times

BACKGROUND PAPERS

NIL

Summary of Phase 2 and 3 works currently on site

Appendix 1

School Name	Summary of Works	Status
PHASE 2		
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
Ryefield Primary	1 FE Expansion: Construction of a single storey building, a two storey block and associated facilities.	All works complete
Heathrow Primary	0.5 FE Expansion: Part demolition of the existing building, construction of a two storey extension and associated facilities	All works complete
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 2015
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
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
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
PHASE 3		
Lake Farm site	New 3 FE primary school, nursery, a Special Resource Provision unit and other associated facilities.	Works will be completed in 2014
St Andrews Park site	New 3 FE primary school, nursery, a Special Resource Provision unit and other associated facilities.	Works will be completed in 2014
New 5 FE Junior School	New 5 FE Junior school and other associated facilities.	Works will be completed in 2015

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 to every year group.

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