



HILLINGDON  
LONDON



# Cabinet

**Date:** THURSDAY, 23 OCTOBER  
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, 15 October 2014

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This Agenda is available online at:  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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# Notice (5 days)

## **Transparency in decision-making**

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 Democratic Services.

## **Notice of meeting and any private business**

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:

*23 October 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 meeting 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 above on the agenda, 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 any 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 for these agenda items. The only exception to this is the following urgent business item on the agenda: (8) Maintenance of Grounds Maintenance Machinery with the Purchase of a Compact Tractor. For this item it was impracticable to give sufficient notice. The Chairman of the Executive Scrutiny Committee has been notified in writing about this urgent business.

## **Notice of any representations received**

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

## **Date notice issued and of agenda publication**

15 October 2014  
Democratic Services  
London Borough of Hillingdon

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 16
- 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 The Anti-social Behaviour, Crime and Policing Act 2014: Public Spaces Protection Orders (Cllrs Mills & Bianco) 17 - 36
- 6 Monthly Council Budget - monitoring report (Cllr Bianco) 37 - 86
- 7 School Capital Programme - update (Cllrs Simmonds & Bianco) 87 - 96

## **Cabinet Reports - Part 2 (Private and Not for Publication)**

- |           |   |           |
|-----------|---|-----------|
| <b>8</b>  | Maintenance of Grounds Maintenance Machinery with the Purchase of a Compact Tractor (Cllr Bianco) | 97 - 106  |
| <b>9</b>  | 15 King Edwards Road, Ruislip (Cllr Bianco)   | 107 - 112 |
| <b>10</b> | Voluntary Sector Leases (Cllr Bianco)   | 113 - 124 |

*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.*

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

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## Minutes

### Cabinet

Thursday, 25 September 2014

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



HILLINGDON  
LONDON

Published on: 26 September 2014

Come into effect on: 3 October 2014 \*

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

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

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

Susan O'Brien  
Wayne Bridges  
Judith Cooper  
Brian Crowe  
Peter Curling  
John Hensley  
Allan Kauffman  
Mo Khursheed  
Lynne Allen  
Henry Higgins

#### **1004. APOLOGIES FOR ABSENCE**

All Members of the Cabinet were present.

#### **1005. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

Councillor Douglas Mills declared a non-pecuniary interest on Agenda Item 5 (minute 1008) due to the proximity of his home to the proposed HS2 route. He remained in the room during the discussion and vote on the item.

#### **1006. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The minutes and decisions of the Cabinet meeting held on 24 July 2014 were agreed by the Cabinet and Chairman as a correct record.

#### **1007. 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**

Items to be considered in public and private parts of the meeting were confirmed at the meeting.

**1008. HS2 - HILLINGDON'S RESPONSE TO THE PROPERTY CONSULTATION 2014**

**RESOLVED:**

**That Cabinet:**

- 1. Approves the Council's response to Property Consultation 2014 for the London West Midlands HS2 route.**
- 2. Requests that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on this decision to ensure that the consultation response can be completed within the required deadline.**

**Reasons for decision**

Cabinet endorsed the Council's response to the HS2 Property Consultation 2014, the latest in a series of consultation exercises by the Government in relation to compensation payments for property owners who would suffer blight and a loss in the value of their properties as a direct consequence of Phase One of the HS2 Scheme.

The response sought the best outcome for those residents affected and Cabinet expressed its unequivocal commitment to continue to oppose the proposed route, which would likely to be the most significant development proposal in the Borough since the 3rd Runway.

**Alternative options considered and rejected**

Cabinet could have decided not to respond to the consultation, but this was considered to be inappropriate due to the adverse impacts that HS2 would have upon the Borough.

**Officers to action:**

Jales Tippell, Residents Services  
Rajesh Alagh, Borough Solicitor

**1009. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT**

**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

## **1010. MONTHLY COUNCIL BUDGET - MONITORING REPORT**

### **RESOLVED:**

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

- 1. Note the forecast budget position for revenue and capital as at August 2014 (Month 4).**
- 2. Note the treasury management update as at August 2014 (Month 4) at Appendix E.**
- 3. Approves the acceptance of grant funding as detailed in Appendix F.**
- 4. Continue the delegated authority up until the 23 October 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 July and 25 September 2014 Cabinet meetings, detailed at Appendix G [updated].**
- 5. Ratifies the decisions made by the Leader of the Council, as set out in Appendix H, which were taken since the 24 July Cabinet meeting under interim delegated authority.**
- 6. Approves the donation of the £30k surplus on textile recycling to the Mayor's Charity.**
- 7. Approves the transfer of £66k from the Environmental Assets capital budget of £1,500k to fund drainage works at Pinn Meadows.**
- 8. Agrees to the appropriation of four garages from the General Fund to the HRA to support the affordable housing programme.**
- 9. Approves the transfer of £500k from reserves to the Environmental & Recreational Initiatives Fund.**
- 10. Agrees to the allocation of £12k from the Environmental & Recreational Initiatives budget towards the renewal of fencing and rear gates at Harefield Cricket Club.**
- 11. Agrees to the allocation of £230k funding from the Environmental & Recreational Initiatives Fund towards the enhancement of Kings College Pavilion running track.**

- 12. Authorise a £26k external grant from the Chrysalis Fund, to the Eastcote Cricket Club who are overseeing the rebuilding of the Club's changing rooms.**
- 13. Approves the block booking of the second floor of Point West, 1040 Uxbridge Road, Hayes for a period of three months at a cost of £31k. The accommodation is used as interim accommodation for bed & breakfast and avoids booking expensive alternatives such as Travelodges.**
- 14. Approves the revised Fees & Charges for garages detailed in Appendix I.**
- 15. Approves legal fees of up to £50k towards any appeal against the High Court's recent decision in relation to HS2.**

### **Reasons for decision**

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

Cabinet made a number of budget related decisions, which included the acceptance of Government grants, a donation to the Mayor's Charity, transfers and appropriation of monies and assets, allocation of funds for environmental works, ratification of decisions taken by the Leader of the Council during the summer, measures to reduce expensive temporary accommodation and a new fees and charges regime for the Council's garage sites.

Additionally, Cabinet agreed monies to pursue any appeal against the High Court's decision to dismiss the Council's and HS2 Action Alliance's legal challenge against the Government's high speed rail project.

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

None.

### **Officer to action:**

Paul Whaymand, Finance Directorate

## **1011. 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. Ratify an Emergency Contract Decision made on 28 July 2014 by the Leader of the Council and Chief Executive to:**

- **Agree the building contract with Roan Building Solutions Ltd. for the total cost of £362,356 for the works associated with the two bulge year classes at Hedgewood Primary and Meadow Secondary Schools in order to meet and deliver pupil places for September 2014;**
- **Agree the associated capital release request of £443,047 to include the remaining project costs. The project will be financed from the £1,000,000 budget for Primary Schools Special Resources Provision.**

### **Reasons for decision**

Cabinet received an update on the Council's major primary and secondary school capital expansions programmes, noting the substantial works undertaken over the summer on existing and new schools sites. Cabinet ratified previous decisions taken to continue the provision of sufficient school places for children, a priority objective for the Administration.

### **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

## **1012. PROCUREMENT OF VARIOUS VEHICLES FOR RESIDENTS SERVICES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approve the acceptance of a tender from Marshall Motor group (Ford and Nissan Hub) for the supply and delivery of up to 97 Ford vehicles for use across various Council service areas subject to final number contained within the capital release approval.**
- 2. Note that the Deputy Chief Executive, Corporate Director of Residents Services in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services will approve subsequent vehicle call-off purchasing under usual expenditure approval authorisation and subject to the capital release process.**
- 3. Agree the design principles and indicative costs for corporate livery for use on the fleet.**
- 4. Agree to the allocation of £840k from the HRA Other Projects capital programme budget to finance the purchase of 57 housing vehicles.**
- 5. Agree to the virement of £131k from the Vehicle Replacement Programme capital budget of £646k to the Grounds Maintenance capital**

**budget to finance the purchase of 35 Green Spaces vehicles at a cost of £777k.**

### **Reasons for decision**

Following a robust procurement process, Cabinet approved a framework agreement for which to purchase new vehicles to assist in the Council's delivery of services to residents. Cabinet noted that existing vehicles were reaching the end of their useful life. Updated livery approval and the necessary financial decisions were also made by Cabinet to facilitate this.

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

Cabinet could have decided not to replace the existing vehicles or lease new vehicles as opposed to pursuing them outright, but it considered this not to be the most economically advantageous option.

### **Officers to action:**

Steve Palmer, Residents Services  
David Fisher, Residents Services  
Ashley Bautier, Finance

### **Exempt Information**

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## **1013. PROCUREMENT OF REFUSE COLLECTION VEHICLES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the acceptance of a tender from Dennis Eagle for the supply and delivery of x2 no. 26 tonne Refuse Collection vehicles (without bin lift), subject to the normal capital release approvals.**
- 2. Approves the acceptance of a tender from Dennis Eagle for the supply and delivery of x1 no. 26 tonne Refuse Collection vehicle fitted with a Beta 2 or equivalent trade (lip clamp) bin lift with drop down rave, subject to the normal capital release approvals.**

### **Reasons for decision**

Following a procurement process, Cabinet agreed to purchase 3 new vehicles to assist in refuse collection services to residents. Cabinet noted that the existing vehicles were reaching the end of their useful life.

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

Cabinet could have decided not to replace the existing vehicles or lease new vehicles as opposed to pursuing them outright, but it considered this not to be the most economically advantageous option.

### **Officers to action:**

Steve Palmer, Residents Services  
David Fisher, Residents Services  
Ashley Bautier, Finance

### **Exempt Information**

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## **1014. CONTRACT EXTENSION: COMMUNITY EQUIPMENT SERVICES**

### **RESOLVED:**

**That Cabinet approves a two year extension of the contract with Medequip Assistive Technology (Medequip) for the Community Equipment and minor adaptations service for the period 1st April, 2015 to 31st March, 2017 at a total cost of £2.4m.**

### **Reasons for decision**

Cabinet approved the extension of the current contract for a further 2 year period to provide a range of services to vulnerable Hillingdon residents to enable maximum independence in maintaining their activities of daily living. Cabinet noted that a review was taking place following the provisions of the Care Act 2014, where a competitive tender for a potentially revised model of service would be sought in the future, which would increase choice for residents.

## **Alternative options considered and rejected**

Cabinet could have decided to not extend the contract and purchase equipment on a more ad hoc basis.

### **Officers to action:**

Tony Zaman, Adult Social Care  
Beverley Grayley, Finance

### **Exempt Information**

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## **1015. CONTRACT AWARD: GREEN DEAL COMMUNITIES SCHEME AND ENERGY COMPANY OBLIGATION**

**The report on this item was withdrawn from consideration at the Cabinet meeting and therefore no decision was made on it.**

## **1016. CONTRACT AWARD: THE INSTALLATION OF NEW GAS HEATING SYSTEMS AND SYSTEM UPGRADES**

### **RESOLVED:**

**That Cabinet approves the award of a contract to British Gas Social Housing Ltd, trading as PH Jones, to deliver works for new gas installations and boiler replacements for 4 years with the possibility to extend by a further 2 years.**

### **Reasons for decision**

Following due procurement process, Cabinet agreed the award of the most economically advantageous contract that would deliver the replacement and renewal of gas boiler installations to the Council's housing stock.

Cabinet endorsed the more sensible approach in the reactive replacement of boilers to ensure value for money.

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

None. Under the Gas Safety (Installation and Use) Regulations 1998 Cabinet noted that the Council, as a Landlord, had a duty to maintain the gas installations in its tenanted properties in a safe condition and to carry out a regular safety checks of such installations.

### **Officers to action:**

Nigel Dicker – Residents Services  
Christopher Tuohy – Finance

### **Exempt Information**

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## **1017. CONTRACT AWARDS: APPOINTMENT OF BANKING SERVICES AND MERCHANT SERVICES SUPPLIERS TO THE COUNCIL**

### **RESOLVED:**

**That Cabinet:**

- 1. Award the Banking Services contract to Lloyds Bank Plc for a period of 5 years with an option to extend, subject to approval by the Leader of the Council and Cabinet portfolio holder in conjunction with the Corporate Director of Finance, for a further 2 years and an additional further 2 years and;**
- 2. Award the Merchant Services contract to Global Payments UK Ltd for a period of 5 years with an option to extend, subject to approval by the Leader of the Council and Cabinet portfolio holder in conjunction with the Corporate Director of Finance, for a further 2 years and an additional further 2 years.**

### **Reasons for decision**

Cabinet approved the award of two necessary contracts following due competitive procurement exercises. Cabinet noted that these contracts would enable continued value for money for the Council and responsive services to residents in respect of money transmissions and payments made to and from the Council for services.

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

Cabinet noted that not having in place such financial services for the Council's activities was not an option.

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

Annette Reeves - Finance  
Daniel Tilbury - Finance

### **Exempt Information**

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## **1018. CONTRACT AWARD: RENEWAL OF ENERGY SUPPLIES**

### **RESOLVED:**

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

- 1. Agrees to the use of the public sector buying organisation, Crown Commercial Services (CCS) to purchase and secure electricity prices, on behalf of the Council for 8 Half hourly (HH) sites and 7 Unmetered Supplies (UMS) sites with a contract start date of 1st April 2015 for a duration of 2 years expiring on 31st March 2017.**
- 2. Request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on this decision to ensure that the tender award can be completed within the required deadline.**

### **Reasons for decision**

Following market testing and a robust competitive procurement exercise, Cabinet agreed an energy contract for a number of corporate sites and the Council's CCTV, social housing and street lighting services.

### **Alternative options considered**

Cabinet considered a range of alternative procurement options.

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

Allison Mayo, Finance

## **Exempt Information**

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## **1019. CONTRACT AWARD: MENTAL HEALTH SUPPORTED LIVING SERVICES**

### **RESOLVED:**

**That Cabinet agrees a Single Tender Action to award a six month contract to Look Ahead to continue to provide Care and Support Services to residents of Hayes Park Lodge, Hamlet Lodge and Hornbeam Road (Peachey Close) at a cost of £288.6k.**

### **Reasons for decision**

Cabinet accepted a short-term single tender from Look Ahead Housing Care and Support for the provision of care and support services in Hayes Park Lodge, Hamlet Lodge and Peachey Close, which were supported living schemes for people with mental health needs.

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

None. Cabinet noted that a competitive tender exercise would be undertaken in due course to ensure value for money for such services.

### **Officers to action:**

Tony Zaman, Adult Social Care Services  
Beverley Grayley, Finance

## **Exempt Information**

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## **1020. COWLEY AND BESSINGBY & DEANE PARK BOWLS CLUBS - NEW CLUBHOUSES**

### **RESOLVED:**

**That Cabinet note the contents of the report and agree:**

- 1. The award of the contract for the supply and installation of the clubhouses to Cleveland Site Safe for the sum of £213,256 by way of issuing a letter of intent in the first instance to mitigate the long lead in period to manufacture the buildings whilst the all the relevant documentation is being prepared for signature;**
- 2. The award of the contract for the preparation of foundation and the ground works to Eva Build for the sum of £131,117;**
- 3. To delegate authority to spend the allowance for provisional sums, commission additional surveys and client items and contingencies to the Deputy Chief Executive and Corporate of Director Residents Services, in consultation with the Leader of the Council.**
- 4. To request that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on these decisions to ensure that the tender award can be made to enable the project to be delivered within the required timescale.**

### **Reasons for decision**

Cabinet welcomed progress in securing contracts for new clubhouses and associated ground works at Cowley and Bessingby & Deane Park Bowls Clubs, noting this was a key pledge by the Administration. Cabinet welcomed this commitment in pursuit of healthy lives for Borough residents.

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

None.

### **Officer to action:**

Mohamed Bhimani – Residents Services

### **Exempt Information**

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**1021. SURRENDER OF LEASE OF HIGH STREET, YIEWSLEY**

**RESOLVED:**

**That the Cabinet approves:**

- 1. The surrender of 163 High Street Yiewsley.**
- 2. That the Council enters into a 5 year lease for residential accommodation under the Private Sector Leasing Scheme as detailed in this report;**
- 3. The lease surrender with the settlement of the dilapidations costs in the sum set out in the report and;**
- 4. Instructs Legal Services to complete the appropriate lease documentation.**

**Reasons for decision**

Cabinet agreed to the surrender of the lease to an office it had used as the old Area Housing Office to allow conversion of the premises, utilising external funding, to provide 17 flats for housing homeless families over a five year lease period.

**Alternative options considered and rejected**

Cabinet could have continued with the status quo, incurring unnecessary costs associated with premises it no longer required.

**Officer to action:**

Susan Williams-Joseph; Residents Services

**Exempt Information**

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**1022. GARAGE SITE AT BRAKENBRIDGE DRIVE, RUISLIP**

**RESOLVED:**

**That Cabinet:**

- 1. Declares the site surplus to requirements;**

2. **Authorises the disposal of the site on the open market leasehold, with the freehold to be sold for £1 to the leaseholder on completion of development and;**
3. **Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services, to make all subsequent decisions about the future of the site.**

#### **Reasons for decision**

As part of the Council's strategy to obtain better value from property assets, Cabinet agreed to declare surplus and dispose of the garage site at Brackenbridge Drive, Ruislip on the open market and delegated authority for subsequent decisions on the matter.

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

Cabinet considered other options in relation to whether the site should be used directly by the Council for affordable or discounted sale housing.

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

M Gillings, Residents Services

#### **Exempt Information**

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#### **1023. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.32pm

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#### **\* IMPORTANT INFORMATION**

#### **DECISION AUTHORITY**

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

**Cabinet's decisions in relation to the High Speed 2 (Item 5, minute 1008), the Purchase of Energy Supplies (Item 15, minute 1018) and the Cowley and Bessingby & Deane Park Bowls Clubs (Item 17, minute 1020) take immediate effect following the agreement of the Chairman of the Executive Scrutiny Committee.**

**The remaining decisions of the Cabinet will come into effect from 5pm, Friday 3 October 2014.**

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## THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014: PUBLIC SPACES PROTECTION ORDERS

<b>Cabinet Members</b>	Councillor Douglas Mills Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Community, Commerce and Regeneration Finance, Property & Business Services
<b>Officer Contacts</b>	Paul Richards, Residents Services Rajesh Alagh, Administration
<b>Papers with report</b>	Appendix 1 - Byelaws for the Regulation of Parks and Pleasure Grounds within the London Borough of Hillingdon

### HEADLINE INFORMATION

<b>Summary</b>	This report provides Cabinet authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Cabinet Member for Community, Commerce and Regeneration, to undertake a statutory consultation and to make a public spaces protection order if the statutory conditions are satisfied.
<b>Contribution to our plans and strategies</b>	<b>Putting our Residents First:</b> Our People; Our Natural Environment
<b>Financial Cost</b>	There are no direct financial implications
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All

### RECOMMENDATION

That Cabinet authorises the Deputy Chief Executive and Corporate Director of Resident Services, in consultation with the Cabinet Member for Community, Commerce and Regeneration, to: -

1. Consult with the Borough Commander and Hillingdon Police and if it is considered appropriate to do so, to also consult with those individuals specified in Part 4, Chapter 2 of the Anti-social Behaviour, Crime and Policing Act 2014 and;
2. Make a public spaces protection order if the statutory conditions are satisfied and to amend the Residents Services Enforcement Policy December 2013 accordingly.

## **Reasons for recommendation**

Existing byelaws for the regulation of parks and pleasure grounds within the London Borough of Hillingdon ("the parks and pleasure grounds byelaws") are outdated and do not provide sufficient sanctions to effectively deal with anti-social activities in the Borough's parks and open spaces. A copy of the byelaws is attached as **Appendix 1** to the report.

Giving the Council enforcement powers under Part 4, Chapter 2 of the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") will allow authorised officers to take more effective and prompt action to reduce anti-social activities in public places within the Borough.

## **Alternative options considered / risk management**

Enforcement of the existing byelaws could continue with no action to be taken under the Act. This is not recommended as the byelaws are not up to date and provide weaker enforcement sanctions than those set out in the Act.

## **Policy Overview Committee comments**

None at this stage.

## **INFORMATION**

### **Supporting Information**

1. The origin of the parks and pleasure grounds byelaws dates back to the reign of Queen Victoria. They have since been revised, with the latest revision being made in 1986. The byelaws are considered to be no longer fit for purpose in terms of addressing the current anti-social activities which occur in the Borough's parks and open spaces.
2. A further difficulty with the byelaws is that if they are contravened, the penalties available are inadequate and therefore they do not act as an effective deterrent for potential offenders.
3. The Act is due to come into force on 20 October 2014. Part 4, Chapter 2 deals with Public Spaces Protection Orders ["PSPOs"].
4. The Act provides that a local authority may make a PSPO if it is satisfied on reasonable grounds that two specific conditions are met. The first condition is that activities carried on in a public place within its area have had a detrimental effect on the quality of life of those in the locality or is likely to have such an effect.
5. The second condition is that the effect, or likely effect, of the activities is to be, or is likely to be, of a persistent or continuing nature such as to make them unreasonable.
6. A PSPO is an order which must be published in accordance with regulations made by the Secretary of State. The Anti-social Behaviour, Crime and Policing Act 2014 [Publication of Public Spaces Protection Orders] Regulations 2014 come into force on the same date as the Act i.e. 20 October 2014. A PSPO identifies a public place, makes it a restricted area

and prohibits certain activities in this area and / or requires certain steps to be undertaken by persons carrying on specified activities in the area.

7. The PSPO may be framed in such a way that it applies to all persons or specified persons only in the restricted area and it may also identify the times and the circumstances in which activities are to be prohibited or to be carried out. The activities are to be clearly identified in the PSPO.
8. A PSPO should not last longer than a period of 3 years although a local authority can take steps under the Act to extend it. The authority must specify the period for which the PSPO is to have effect.
9. The anti-social activities which currently take place in the Borough's Parks and Open Spaces are litter, dog fouling, consumption of alcohol, large groups causing intimidation and using facilities out of hours, the use of motorbikes, smoking illegal substances, feeding pigeons and the use of radio controlled cars and aircraft. Although this is not an exhaustive list, it provides examples of the types of anti-social activities which a PSPO would seek to control.
10. It is important to note that before the Council can proceed to make a PSPO, it is required to consult with:
  - the chief officer of police, and the local policing body, for the police area that includes the restricted area;
  - whatever community representatives it thinks it appropriate to consult;
  - the owner or occupier of land within the restricted area. [This would not apply to land which falls within the Council's ownership]
11. Consultation with the chief officer of police and the local policing body will be particularly important as this will assist in identifying any activities in the Borough's parks and open spaces which may warrant the making of a PSPO.
12. It is imperative that the Council meticulously follows the statutory process in making a PSPO as there is provision made in the Act for its validity to be challenged in the High Court by an individual who lives in the restricted area or who regularly works in or visits that area. An application to the Court must be made within six weeks of the PSPO being made and the Court has the power to suspend and or quash the PSPO.
13. If no challenge or no successful challenge to the PSPO is made, it is a criminal offence for a person without reasonable excuse to fail to comply with the terms of the PSPO and a Magistrates Court has the power to impose a maximum fine of £1,000 on conviction.
14. A constable and an authorised officer of the Council also has the power under the Act to issue a fixed penalty notice to anyone he or she has reason to believe has committed an offence under the Act. The amount specified in the notice must not exceed £100.
15. As this is new legislation, the Deputy Chief Executive and Corporate Director of Residents Services would be required to authorise her enforcement officers to take action under the Act and she would also need to amend the Residents Services Enforcement Policy December 2013 to take account of the Act.

16. There are other specific provisions in the Act which deal with premises to which alcohol prohibition does not apply, the consumption of alcohol in breach of a prohibition in a PSPO and PSPOs which restrict public rights of way over the highway. Legal Advice will be provided by the Borough Solicitor as to the procedures which must be followed in the event that the Council wishes to invoke these provisions in the future.
17. Section 70 of the Act provides that a byelaw that prohibits, by the creation of an offence, an activity regulated by a PSPO is of no effect in relation to the restricted area during the currency of the order. This means in practice that the Council will not have to take any action, by way of a reference to full Council, to repeal the parks and pleasure grounds byelaws if it decides to make a PSPO and they can remain in abeyance for the duration of the order.

### **Financial Implications**

A revenue neutral impact is anticipated from the adoption of the Act.

### **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

#### **What will be the effect of the recommendation?**

To improve the quality of life for our Residents and those using and living near our Parks and Open Spaces.

#### **Consultation Carried Out or Required**

Although no consultation has taken place to date, the Council is required to consult with certain individuals and bodies before it can make a PSPO.

### **CORPORATE IMPLICATIONS**

#### **Corporate Finance**

Corporate Finance has reviewed this report and notes that there are no direct financial implications arising from the recommendations.

#### **Legal**

The Borough Solicitor is the joint author of this report and all legal implications are contained within it.

### **BACKGROUND PAPERS**

NIL

## Appendix 1

### BYELAWS FOR THE REGULATION OF PARKS AND PLEASURE GROUNDS WITHIN THE LONDON BOROUGH OF HILLINGDON

Byelaws made by the Council of the London Borough of Hillingdon in pursuance of the provisions of Section 164 of the Public Health Act 1875, Section 15 of the Open Spaces Act 1906, and Sections 12 and 15 of the Open Spaces Act 1906, in relation to pleasure grounds, gardens and open spaces.

#### INTERPRETATION

1. Throughout these byelaws the expression 'the Council' means the Council of the London Borough of Hillingdon and the expression 'the pleasure ground' means (except where inconsistent with the context) each of the pleasure grounds, gardens and open spaces named in the First Schedule.

#### DAMAGE AND INJURY

2. No person shall in the pleasure ground:
- (i) Wilfully, carelessly or negligently deface, soil or defile any wall or fence in or enclosing the pleasure ground or any building, barrier, railing, post, seat, tombstone or any erection or ornament.
  - (ii) Climb any wall or fence in or enclosing the pleasure ground or any tree or any barrier, railing, post, fountain, tombstone, monument or other erection.
  - (iii) Wilfully, carelessly or negligently remove or displace any barrier, railing, fountain, tombstone, monument, post or seat or any part of any erection or ornament or any implement provided for use in the laying out or maintenance of the pleasure ground.

#### TRESPASS

3. No person shall in the pleasure ground wilfully break or damage any ice on any pond or lake or go or attempt to go upon any such ice or make or attempt to make any ice slide on any footpath or accessway.
4. No person who has attained the age of 14 years, unless accompanying a person permitted to enter that part or area of the pleasure ground, shall enter any part of any area within the pleasure ground which by notice affixed or set up near thereto shall be set apart by the Council for the exclusive use of persons under the age of 14 years.
5. The pleasure grounds mentioned in the Third Schedule to these byelaws shall be opened at 8 o'clock in the forenoon of every weekday and at 9 o'clock in the forenoon of every Sunday and shall be closed 1 hour after sunset every day throughout the year. Provided always that this byelaw shall not be deemed to require the pleasure

ground to be opened and closed at those hours on any day when in pursuance of any statutory provision in that behalf the Council close the pleasure ground to the public.

6. On any day on which the pleasure ground to which the foregoing byelaw applies is open to the public, no person shall enter it before the time appointed or enter or remain in it after such time.
7. No person shall in the pleasure ground walk, run, stand, sit or lie upon:
  - (i) any grass, turf or other place when adequate notice to keep off such grass, turf or other place is exhibited. Provided that such notice shall not apply to more than one-fifth of the area of the pleasure ground.
  - (ii) Any flower bed, shrub or plant or any ground in course of preparation as a flower bed or for the growth of any tree, shrub or plant.

#### TRAFFIC

8. (i) No person shall, except in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any barrow, truck, machine or vehicle other than:
  - (a) A bicycle, tricycle or other similar machine
  - (b) A wheelchair, or perambulator drawn or propelled by hand and used solely for the conveyance of a child or children or of an invalid.
  - (c) A mechanically propelled wheelchair or carriage used solely for the conveyance of an invalid.

Provided that where the Council set apart a space in the pleasure ground for the use of any class of vehicle, this byelaw shall not be deemed to prohibit the driving in or to that space by the prescribed route from the entrance to the pleasure ground of any vehicle of the class for which it is set apart.

- (ii)(a) No person shall, except in the exercise of any lawful right or privilege, ride any bicycle, tricycle or other similar machine in any part of the pleasure ground except on an area where such activity is expressly permitted by notice.
  - (b) Where any part of the pleasure ground has, by notices affixed in a conspicuous position in the pleasure ground been set apart by the Council as a place where the holding of a motor cycle meet is permitted a person shall not except in the exercise of a lawful right or privilege ride a motor cycle in any other part of the pleasure ground.
  - (iii) No person over the age of 14 years shall use roller skates in any part of the pleasure ground except on an area where such activity is expressly permitted.
9. No person who brings a vehicle into the pleasure ground shall wheel or station it over or upon:
    - (i) any flower bed, shrub or plant on any ground in course of preparation as a flower bed or for the growth of any tree, shrub or plant;

- (ii) any part of the pleasure ground where the Council by a notice board affixed or set up in some conspicuous position in the pleasure ground prohibit its being wheeled or stationed.

## ANIMALS

10.(i) No person shall bring or cause to be brought into the pleasure ground any cattle, sheep, goats, pigs or any beast of draught or burden unless in pursuance of an agreement with the Council or otherwise in the exercise of any lawful right or privilege whereby he is authorised so to do.

(ii) Where any part of the pleasure ground has, by notice affixed in a conspicuous position in the pleasure ground been set apart by the Council as a place where horseriding is permitted a person shall not except in the exercise of a lawful right or privilege ride a horse in any other part of the pleasure ground.

11. No person shall cause or suffer any dog belonging to him or in his charge to enter or remain in the pleasure ground unless such dogs be and continue to be under proper control and be effectually restrained from causing annoyance to any person, and from worrying or disturbing any animal or waterfowl, and from entering, fouling or polluting any lake, ornamental pond, drinking fountain, stream or other water and from running over any flower bed or ornamental feature of the pleasure ground. Provided that in the pleasure grounds mentioned in Part 1 of the 2<sup>nd</sup> Schedule to these byelaws, a dog shall not be deemed to be under proper control unless it is on a lead.

12. Notwithstanding and without prejudice to any provisions of the foregoing byelaw No. 11 no person shall cause or suffer any dog belonging to him or in his charge to enter any of the pleasure grounds or parts of the pleasure grounds mentioned in Part 2 of the 2<sup>nd</sup> Schedule.

13. No person shall in the pleasure ground, save in the exercise of any lawful right or privilege, harry, ill-treat, injure, destroy or wilfully disturb any animal, bird, bird's egg or nest, or any other wild life, spread or use any snare, engine, instrument or other means for the taking, injury or destruction of any bird or animal.

## NUISANCES

14. No person shall in the pleasure ground:

- (i) except as hereinafter provided erect any post, rail, fence, pole, tent, booth, stand, building or other structure. Provided that this prohibition shall not apply where upon an application to the Council they grant permission to erect any of the aforementioned structures upon such occasions and for such purposes as are specified in the permission;
- (ii) hang, spread or deposit any linen or other fabric for drying or bleaching;
- (iii) by playing or operating or causing or suffering to be played or operated any musical instruments, wireless loud-speaker or similar instrument make or cause or suffer to be made any noise which is so loud and so continuous or

repeated as to give reasonable cause for annoyance to other persons in the pleasure ground;

(iv) without the consent of the Council in writing under the hand of the Chief Executive or the Director of Leisure Services:

(a) Sell, offer or exhibit for sale, display or distribute any book, pamphlet, leaflet, card, advertisement, circular, notice, handbill, or literature of any kind whatsoever;

(b) sell, offer for sale or distribute any other article, or let, or place for hire any article, stand chair or seat.

(v) (a) A person shall not take part in any public meeting in the pleasure ground.

(b) A person shall not take part in any musical concert, fair, fete, public entertainment or accompanying activity including show jumping, dog shows or any other similar events without the consent of the Council.

15. No person shall in the pleasure ground:

affix any bill, placard or notice to or upon any wall or fence in or enclosing the pleasure ground or to or upon any plant or any building, barrier or railing or of any seat, post or tombstone or of any other erection or ornament.

16. No person shall in the pleasure ground:

(i) bathe, wash or wade in any ornamental lake, pond, stream or other water except where expressly permitted by the Council by notice conspicuously displayed.

(ii) wilfully, carelessly or negligently foul or pollute any such water.

17. No person shall in the pleasure ground wilfully obstruct, disturb, interrupt or annoy any other person in the proper use of the pleasure ground or wilfully obstruct, disturb, or interrupt or annoy any duly authorised officer of the Council in the proper execution of his duty or any person or servant of any person employed by the Council in the proper execution of any work in connection with the laying out or maintenance of the pleasure ground.

## GAMES

18. Where the Council set apart any such part of the pleasure ground as may be fixed by the Council, and described in a notice board affixed or set up on some conspicuous position in the pleasure ground, for the purpose of any game specified in the notice which, by reason of the rules or manner of playing or for the prevention of damage, danger or discomfort to any person in the pleasure ground may necessitate, at any time during the continuance of the game the exclusive use by the players or player of any space in such part of the pleasure ground, no person shall in any space elsewhere in the pleasure ground play or take part in any game so specified in such a manner as to exclude persons not playing or taking part in the game, from the use of such a space.

19. A person resorting to the pleasure ground and playing or taking part in any game for which the exclusive use of any space in the pleasure ground has been set apart shall:

- (i) not play on that space any game other than the game for which it is set apart;
- (ii) in preparing for playing and in playing use reasonable care to prevent undue interference with the proper use of the pleasure ground by other persons;
- (iii) Where that space is already occupied by other players not begin to play whereon without their permission;
- (iv) when the exclusive use of that space has been granted by the Council for the playing of a match in which he is taking part, not use that space for longer than two hours continuously if any other player or players make known to him a wish to use that space.

20. Notwithstanding anything contained in byelaws 19 and 20 above, no person shall play or take part in any ball game whilst in Wood End Grounds (Botanical Gardens) Hayes.

21. No person shall in any part of the pleasure ground which may have been set apart by the Council for any game, play or take part in any game when the state of the ground or other cause makes it unfit for use and a notice is set up in some conspicuous position prohibiting play in that part of the pleasure ground.

22. No person who has attained the age of 14 years shall in the pleasure ground use any sand pit, swing or other apparatus which by a notice affixed or set up on a conspicuous position near thereto is set apart by the Council for the exclusive use of persons under the age of 14 years.

### DANGEROUS GAMES

23. Except where expressly permitted by the council in writing under the hand of the Chief Executive or the Director of Leisure Services no person shall in the pleasure ground drive, pitch or chip a solid golf ball or practice javelin throwing, archery or any other game which may involve danger to other users of the pleasure ground.

### OFFENCES, PENALTIES, ETC.

24. Any act necessary to the proper execution of his duty in the pleasure ground by a duly authorised officer of the Council or by any person or servant of any person employed by the Council shall not be an offence against these byelaws.

25. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding fifty pounds.

26. Every person who shall infringe any byelaw for the regulation of the pleasure ground may be removed therefrom by an officer of the Council or by any constable in any one of the several cases hereinafter specified, that is to say:

- (i) when the infraction of the byelaw is committed within the view of such officer or constable and the name and residence of the person infringing the byelaw are unknown to and cannot be readily ascertained by such officer or constable;
- (ii) where the infraction of the byelaw is committed within the view of such officer or constable and from the nature of such infraction or from any other fact of which such officer or constable may have knowledge or of which he may be credibly informed there may be reasonable grounds for belief that the continuance in the pleasure ground of the person infringing the byelaw may result in another infraction of a byelaw or that the removal of such person from the pleasure ground is otherwise necessary as a security for the proper use and regulation thereof.

#### REPEAL OF FORMER BYELAWS

27. All existing byelaws for the regulation of pleasure grounds, recreation grounds, greens and open spaces made by the former Councils of the Borough of Uxbridge, the Urban District of Hayes & Harlington, the Urban District of Ruislip/Northwood and the Urban District of Yiewsley & West Drayton are hereby repealed.

## FIRST SCHEDULE

Accommodation Lane, Harmondsworth	Hogs Back, Northwood
Acol Crescent, South Ruislip	Home Covert, Hillingdon
Ash Grove, Harefield	Ickenham Green
Austins Lane, Ickenham	Ickenham Marsh
Bayhurst Wood Country Park, Ruislip	Kings College Playing Fields
Bell House Fields, Hayes	King George VI Memorial Gardens, Ruislip
Belmore Playing Fields, Hayes	Kingston Lane Playing Fields, West Drayton
Berkely Meadows, Harlington	Knights Gardens
Bessingby Fields, Ruislip	Lake Gardens, Hayes
Botwell Common, Hayes	Lawn Fields, Yiewsley
Botwell Green, Hayes	Lime Tree Estate, Ruislip
Bourne Farm Playing Fields	Little Britain Lake, Cowley
Brackenbridge Fields, South Ruislip	Little Harlington Playing Fields
Brickfields Lane Playground, Harlington	Lynhurst Crescent, Hillingdon
Bridgewater Road Open Space	Mad Bess Wood, Ruislip
Broadhurst Gardens, Eastcote	Madfield Covert, Hillingdon
Brookside Open Space, Hayes	Manor Farm, Ruislip
Browngraves Green	Manor Waye Recreation Ground, Uxbridge
Carlyon Road Playground, Hayes	Middleton Road, Hayes
Cavendish Sports Ground, Eastcote	Midhurst Gardens, Hillingdon
Churchfield Gardens, Ruislip	Milton Court Open Space, Ickenham
Churchill Playground, Harefield	Moorfield Road Playground, Hillingdon
Church Green, Hayes	Moorhall Open Space, Harefield
Civic Centre Site, Hayes	Morello Avenue Playground
Colham Green, Hillingdon	Mount Pleasant Sports Ground and Playground
Coney Green, Hillingdon	Nelson Road Playground, Hillingdon
Coniston Gardens	Newdigate Church, Harefield
Connaught Recreation Ground, Hillingdon	Newdigate Green, Harefield
Copse Wood	New Pond Playing Field, Ruislip
Coteford Close, Eastcote	Nine Elms Estate, Cowley
Cowley Hall Recreation Ground, Cowley	Northwood Recreation Ground
Crane Meadows	Old Dawley Tip, Hayes
Cripps Green, Hayes	Parkfield Crescent, Ruislip
Cuckoo Hill to Catlins Lane, Ruislip	Park Road Green, Hayes
Dawley Court	Parkway, Hillingdon
Deane Park, South Ruislip	Parkway Rest Gardens, Ruislip
Eastcote House Gardens	Park Woods, Ruislip
Fairway Recreational Ground	Peachey Lane Playground, Cowley
Fassnidge Recreational Ground	Pembroke Gardens, Ruislip Manor
Field End Recreational Ground	Philpotts Farm, Yiewsley
Fore Street Corner	Pine Gardens, Eastcote
Grange Park, Hayes	Pinkwell Park, Harlington
Greenway, Hayes	Pole Hill Open Space, Hillingdon
Grosvenor Playing Fields, Hayes	Poors Field, Ruislip Common
Harlington Pond, Harlington	Poorsland, Harefield
Harlyn Recreation Ground, Pinner	Queen's Walk Playground, Ruislip
Harmondsworth & District War Memorial Recreation Ground	Raisins Hill, Eastcote
	Regent Avenue Playground

Harmondsworth Recreation Ground	Riverside Walk, Ruislip
Haste Hill Golf Course, Northwood	Rockingham Recreation Ground, Uxbridge
Haydon Hall, Eastcote	Romney Road Playground, Hayes
Hayes End Recreation Ground	Rosedale Park, Hayes
Hayes Sports Stadium	Ruislip Gardens Playing Fields
Hazeldene Playground, Hillingdon	(see Brackenbridge Fields)
Heathfield Rise Open Space	Ruislip Gardens Playground
Hercies Road Gardens	(see Brackenbridge Fields)
Herlwyn Avenue Open Space, Hillingdon	Ruislip Golf Course
Highfield Crescent, Northwood	St Peter's Road, Cowley
Hillingdon Court Park	Sam Philp Recreation Ground, Harlington
Hillingdon House Farm, Uxbridge	Shakespeare Playground, Hayes
Hill Lane Playground	Shenley Avenue, Ruislip Manor
Sipson Meadow, Harlington	Townfield Green, Hayes
Southlands, West Drayton	Town Hall Park, Hayes
Station Road Gardens, Hayes	Uxbridge Common
Stockley Recreation Ground	Uxbridge Golf Course
Stonefield Park, South Ruislip	Vine Street Gardens, Uxbridge
Sullivan Recreation Ground, Harefield	Violet Avenue, Uxbridge
Sutton Court Playground	Warrender Park, Ruislip
Swakeleys Lake, Ickenham	Watts Common, Harefield
Taylor's Meadow, Harefield	Western Avenue, Uxbridge
The Closes, West Drayton	Western Avenue Open Space
The Dell, Harefield (Park Lane)	Wiltshire Lane Playground
The Dell, West Drayton	Wood End Gardens, Hayes
The Grange, Northwood	Woodlands Avenue Playground, Ruislip
The Gravel Pits, Northwood	Yeading Brook, Ruislip
The Green, West Drayton	Yeading Brook Regional Open Space, Hayes
The Green, Harefield	Yiewsley Recreation Ground

## SECOND SCHEDULE

### PART 2

### AREAS WHERE DOGS ARE NOT ALLOWED

<u>Location</u>	<u>Forbidden Part of Area</u>
Ash Grove	Playground
Austins Lane	Total area – Playground
Bessingby Fields	Bowling Green, Tennis Courts, Cricket Pitches And surrounding area
Botwell Green	Tennis Courts, Bowling Green, Playground
Brackenbridge Fields	Playground, Cricket Pitches, Flower Garden
Brickfields Lane	Playground
Brookside Open Space	Playground
Browngraves Green	Total area – playground and surrounding area
Carlyon Road Playground	Total area – playground
Cavendish Sports Ground	Bowling Green, Tennis Courts, Putting Green And surrounding area
Churchfield Gardens	Tennis Courts, Playground, Memorial Garden
Colham Green Recreation Ground	Playground
Connaught Recreation Ground	Playground
Coteford Close	Playground
Cowley Recreation Ground	Cricket Pitches, Tennis Courts, Bowling Green, Playground
Dawley Court	Total area – playground
Deane Park	Tennis Courts
Eastcote House Gardens	Cricket Pitches
Fairway Recreation Ground	Playground
Fassnidge Recreation Ground	Playground, bandstand area, Bowling green, Tennis Courts, Putting Green
Grange Park	Children's Playground
Grosvenor Playing Fields	Total area – Football Pitches, Cricket Pitches, Children's Playground
Harlington Pond	Total area – Pond and surrounding area
Harmondsworth War Memorial Recreation Ground	Tennis Courts, Playground and surrounding area
Harmondsworth Recreation Ground	Playground, Tennis Courts
Hayes End Recreation Ground	Cycle Track, Playground, Cricket Pitches
Hayes Stadium	Stadium
Hazeldene Playground	Total area – playground
Hillingdon Court Park	Bowling Green, Tennis Courts, Playground and Surrounding area
Hillingdon House Farm	Ski Slope, sports ground, swimming pool
Hill Lane Playground	Total area – Playground
Ickenham Green	Football pitches, Playground
Kings College Playing Fields	Running Track, Football Pitches, Cricket Pitches, Hockey Pitches
King George Memorial Gardens	Total area – gardens and surrounding area
Kingston Lane Playing Fields	Playground – Cricket Pitches
Knights Gardens	Total area – gardens and surrounding area

Little Harlington P.F.  
Lynhurst Crescent  
Manor Farm

Manor Way Recreation Ground  
Middleton Road

Moorfield Road Playground  
Moorhall Open Space  
Mount Pleasant  
Nelson Road Playground  
Nine Elms Estate  
Northwood Recreation Ground

Cricket  
Playground  
Total area – Bowling Green and surrounding  
Area  
Cycle Track  
Total area – small area of Open Space  
Behind allotments  
Total area – playground  
Tennis Courts, Playground  
Playground, Rugby Pitches  
Total area – playground  
Playground  
Tennis Courts, Bowling Green, Children's  
Playground, Football Pitches, Cricket  
Pitches, Hockey Pitches

## SECOND SCHEDULE

### PART 1

Botwell Green, Hayes  
Eastcote House Gardens, Eastcote

Kings College Playing Fields

Little Harlington Playing Fields  
Parkfield Crescent, Ruislip  
Ruislip Gardens Playing Fields  
Sullivan Recreation Ground, Harefield  
The Closes, West Drayton  
Yiewsley Recreation Ground

Philpotts Farm, Yiewsley  
Pole Hill Open Space, Hillingdon

Brookside Open Space, Hayes  
Cavendish Sports Ground, Eastcote

Harlyn Recreation Ground, Pinner  
Hill House Farm, Uxbridge  
Lawn Fields, Yiewsley  
Newdigate Green, Harefield  
Nine Elms Estate, Cowley  
Warrender Park, Ruislip  
Woodlands Avenue Playground, Ruislip

Field End Recreation Ground, Eastcote

### THIRD SCHEDULE

Botwell Green, Hayes  
Brickfields Lane Playground, Harlington  
Carlyon Road Playground, Hayes  
Churchfield Gardens, Ruislip  
Connaught Recreation Ground,  
Hillingdon  
Cowley Hall Recreation Ground, Cowley  
Cuckoo Hill to Catlins Lane, Ruislip  
Fassnidge Recreation Ground, Uxbridge  
Grosvenor Playing Fields, Hayes  
  
Haste Hill Golf Course, Northwood  
Hayes End Recreation Ground  
  
Ickenham Green  
  
Kingston Lane Playing Fields  
West Drayton  
Little Harlington Playing Fields  
Manor Way Recreation Ground, Uxbridge  
Moorfield Road Playground, Cowley  
Morello Avenue Playground, Hillingdon  
New Pond Playing Fields, South Ruislip  
Parkfield Crescent, Ruislip  
Pinkwell Park, Harlington  
Rockingham Recreation Ground, Uxbridge  
Rosedale Park, Hayes  
Hayes Sports Stadium  
Swakeleys Lake, Ickenham  
The Closes, West Drayton  
Town Hall Park, Hayes  
Western Avenue, Uxbridge  
Wood End Gardens, Hayes  
Yiewsley Recreation Ground

Philpotts Farm Yiewsley  
Pole Hill Open Space, Hillingdon

Bessingby Fields, Ruislip  
Brookside Open Space, Hayes  
Cavendish Sports Ground, Eastcote  
Coney Green, Hillingdon  
Coteford Close, Eastcote  
  
Cripps Green, Hayes  
Deane Park, South Ruislip  
Fairway Recreation Ground, South Ruislip  
  
Harlyn Recreation Ground, Pinner  
Harmondsworth & District War Memorial  
Recreation Ground  
Hazeldene Playground, Hillingdon  
Hercies Road Gardens  
Ickenham Marsh  
King George VI Memorial Gardens, Ruislip  
  
Lawn Fields, Yiewsley  
Middleton Road, Hayes  
Moorhall Open Space, Harefield  
Nelson Road Playground, Hillingdon  
Northwood Recreation Ground  
Park Way Rest Gardens, Ruislip  
Pembroke Gardens, Ruislip Manor  
Pine Gardens, Eastcote  
Romney Road Playground, Hayes  
Ruislip Gardens Playground  
Southlands, West Drayton  
Station Road Gardens, Hayes  
Taylors Meadow, Harefield  
Warrender Park, Ruislip  
Wiltshire Lane Playground, Ruislip

Field End Recreation Ground, Eastcote

Location

Peachey Lane Playground  
Pembroke Gardens  
Pine Gardens  
Pinkwell Park  
  
Pole Hill Open Space  
Queens Walk Playground  
Regent Avenue Playground  
Romney Road Playground  
Rosedale Park  
  
St Peters Road  
Shakespeare Playground  
Shenley Avenue  
Sipson Meadow  
Southlands  
Stockley Recreation Ground  
Sullivan Recreation Ground  
Sutton Court Playground  
Swakeleys Lane  
Taylors Meadow  
The Closes  
  
Town Hall Park  
  
Violet Avenue Playground  
Warrender Park  
Wiltshire Lane Playground  
Windsor Avenue Playground  
Wood End Gardens  
Woodlands Avenue Playground  
Yeading Brook Open Space  
Yiewsley Recreation Ground  
  
Morello Avenue Playground  
Broadhurst Gardens, Eastcote  
New Pond Playing Fields  
    South Ruislip  
Coney Green, Hillingdon  
Haydon Hall, Eastcote  
Parkway Rest Gardens, Ruislip  
Ruislip Gardens Playground  
The Grange, Northwood

Forbidden Part of Area

Total area – playground  
Total area – playground and Tennis Courts  
Road Safety Training Area  
Bowling Green, Tennis Courts, Playground  
    And surrounding area  
Adventure Playground  
Total area – playground  
Total area – playground  
Total area – playground  
Total area – playground, Tennis Courts,  
    Bowling Green, Putting Green  
Total area – playground  
Playground  
Playground  
Playground  
Total area – small area of open space  
Playground  
Playground  
Total area – playground  
Tennis Courts  
Tennis Courts, Bowling Green  
Tennis Courts, Playground, Golf Course,  
    Cricket Pitches  
Total area – playground, Tennis Courts,  
    Putting Green, Model Boating Lake and  
    Surrounding area  
Playground  
Tennis Courts, Pool, Playground, Toilet area  
Playground  
Total area – playground  
Total area – Botanical Gardens  
Playground  
Playground, Cricket Pitches  
Playground, Bowling Green, Tennis Courts,  
    And surrounding area, Swimming Pool  
Total area – playground  
Total area – Gardens  
Children’s playground, Football Pitches  
    Cricket Pitches  
Football Pitches, Cricket Pitches  
Cricket Pitches  
Total area, gardens  
Total area – playground  
Total area, gardens

SIGNED SEALED and DELIVERED  
By the MAYOR ALDERMEN AND BURGESSES  
Of the LONDON BOROUGH OF HILLINGDON  
In the presence of:

L Sherman  
Mayor

G Hooper  
Chief Executive

On the 30<sup>th</sup> day of September 1975

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into operation on the first day of March 1976

Signed by authority of  
The Secretary of State

(K P WITNEY)  
An Assistant Under Secretary  
Of State

Home Office  
WHITEHALL

10 February 1976

BYELAWS FOR THE REGULATION OF PARKS AND PLEASURE GROUNDS WITHIN  
THE LONDON BOROUGH OF HILLINGDON

Byelaws made by the Council of the London Borough of Hillingdon in pursuance of the provisions of section 164 of the Public Health Act 1875, Section 15 of the Open Spaces Act 1906, and Sections 12 and 15 of the Open Spaces Act 1906, in relation to pleasure grounds, gardens and open spaces.

The byelaws made by the Council on 30 September 1975 and confirmed by the Secretary of State on 10 February 1976 are hereby extended and amended as follows:

1. In the First Schedule the following grounds shall be inserted:  
St. Mary's Church Yard. Harefield, Ten Acre Wood, off Charville Lane, Hayes.
2. Immediately after byelaw 10(ii) there shall be inserted the following provision:  
  
10(iii) No person shall, except in the exercise of any lawful right or privilege, turn out or permit any animal to graze in St. Mary's Churchyard, Harefield.

THE COMMON SEAL OF THE  
MAYOR AND BURGESSES OF  
THE LONDON BOROUGH OF HILLINGDON  
WERE HEREUNTO AFFIXED  
BY ORDER OF:

G SULLIVAN  
Mayor

A BOVINGTON  
Assistant Director

Dated this 14<sup>th</sup> day of October 1985

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into operation on the 5 day of February 1986.

Signed by authority  
Of the Secretary of State

M E HEAD  
An Assistant Under Secretary  
Of State

Home-Office  
LONDON W1

21 January 1986

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# COUNCIL BUDGET -2014/15 MONTH 5 REVENUE AND CAPITAL BUDGET MONITORING

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance, Property and Business Services
<b>Report Author</b>	Paul Whaymand, Corporate Director of Finance
<b>Papers with report</b>	Appendices

## HEADLINE INFORMATION

<b>Purpose of report</b>	<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 £2,004k is projected against 2014/15 General Fund revenue budgets as of August 2014 (Month 5). This represents an improvement of £189k on the position previously reported to Cabinet.</p> <p>The latest positions on other funds and the capital programme are detailed within the body of this report.</p>
<b>Contribution to our plans and strategies</b>	<p><b>Putting our Residents First: <i>Financial Management</i></b></p> <p>Achieving value for money is an important element of the Council's medium term financial plan.</p>
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

## RECOMMENDATIONS

That the Cabinet:

1. Note the forecast budget position for revenue and capital as at August 2014 (Month 5).
2. Note the treasury management update as at August 2014 (Month 5) at Appendix E.
3. Continue the delegated authority up until the 20 November 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 25 September and 23 October 2014 Cabinet meetings, detailed at Appendix F.
4. Agrees to the virement of £2,905k from the additional secondary schools contingency budget to fund works at Abbotsfield Secondary School.

5. **Note the purchase of 28,725 Carbon Reduction Commitment (CRC) allowances at £344,700, thereby settling the Council's obligations under Phase 1 of the scheme.**
6. **Approves the block booking of the second floor of Point West, 1040 Uxbridge Road, Hayes for a further period of three months at a cost of £31k. The accommodation is used as interim accommodation for bed & breakfast and avoids booking expensive alternatives such as Travelodges.**
7. **That Cabinet note the need for added flexibility for officers to increase temporary housing supply and to effect this, delegate full authority to the Deputy Chief Executive and Corporate Director of Residents Service, in consultation with the Leader of the Council and Cabinet Member for Social Services, Health and Housing, to determine the level and/or banding of such incentives as and when required.**
8. **Approves the acceptance of gift funding totalling £41,500 from Persimmon Homes and Segro / Airport Property Gp (No2) to fund additional resource and expedite planning work on major developments within the borough in accordance with the provisions of Section 93 of the Local Government Act 2003.**
9. **That Cabinet ratify an external grant of £6k to the Stop Heathrow Expansion group (S.H.E.) to assist them in their work within Hillingdon supporting the Council's policy against Heathrow Airport expansion and, following sign-off by the Leader of the Council, delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services to award any further grants from the Heathrow Expansion Challenge Contingency budget.**
10. **That Cabinet agrees to a further one-off voluntary sector core grant to Hillingdon Autistic Care and Support of £31k from the 2014/15 grants budget.**

## **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. Appendix E provides an update to Cabinet on Treasury Management performance during this financial year.
3. Recommendation 4 seeks authority to vire monies from the secondary schools capital contingency to the Abbotsfield replacement capital budget to fund works at the vocational centre and the Special Resource Provision. The vocational centre known as Innovat8 sited at the school is in very poor condition and needs to be re-provided. In discussions with the Education Funding Agency costings have been provided based on the current footprint of the centre and are estimated at £2,507k. In addition SRP provision for 12 children is required at a cost of £398k. The budget is financed by Prudential Borrowing and the phasing is in 2015/16.
4. Recommendation 5 - In July 2014 Cabinet authorised Officers to purchase CRC allowances following submission of the 2013-14 CRC Annual Report. Officers were required to report back to Cabinet on the final cost of allowances. London Borough of Hillingdon submitted its CRC Annual Report to the Environment Agency on 30th July 2014. The purchase of 28,725 allowances at £344,700 was £7,525 less than the provision in the accounts, estimated as part of the closing process of £352,225. Phase 1 ran from April 2010 until the end of March 2014, and the surrender completed phase 1. Phase 2 runs from 1 April 2014 to 31 March 2019. The purchase of CRC allowances ensures that the Council complies with UK Legislation.
5. Recommendation 6 seeks approval to continue the block book of the second floor of Point West, 1040 Uxbridge Road, Hayes for a further period of three months at a cost of £31k. The accommodation is used as interim accommodation for bed & breakfast and avoids booking

expensive alternatives such as Travelodges. Members will note Cabinet made a similar decision at its last meeting for an initial three month period.

6. Recommendation 7 - Members will be aware of a number of housing schemes and incentives the Council offers in order to increase available supply and reduce the pressure on Bed & Breakfast temporary accommodation. The current maximum incentive level of £3500 needs to be reviewed and made more flexible to capture the changing marketplace at any one time.

It is proposed to delegate authority to the Deputy Chief Executive and Corporate Director of Residents Service, in consultation with the Leader of the Council and Cabinet Member for Social Services, Health and Housing, to determine the level and/or banding of such incentives.

7. Recommendation 8 seeks authority to accept gift funding from two developers, which will be utilised to employ dedicated planning staff to process complex applications in relation to two major developments. In order to prioritise and facilitate growth and development within the borough, it is considered appropriate that the Council engage additional staff to provide the discretionary services to the developers in exchange for gift funding which has been offered to cover the reasonable and justifiable costs of carrying out such discretionary services.
8. Recommendation 9 - There is a £200k budget available to prevent expansion at Heathrow Airport, Stop Hillingdon Expansion (S.H.E) is a new resident-led campaign organisation in the Borough opposing any expansion of Heathrow Airport, including the proposed third runway. A £6k grant has recently been given to the organisation by the Council to assist in their start-up and local based activities.
9. Recommendation 10 - In December 2013 Cabinet agreed an increase to the core grant to HACS of £45K bringing the 2014/15 core grant to £70k to support delivery of a development plan following conclusion of funding from the National Lottery and Hillingdon Community Trust and to meet a shortfall in commitments. HACS has subsequently needed to draw heavily on its reserves to develop a new fundraising strategy and to maintain services and a shortfall of £31K was experienced at the end of 2013/14. The Council supports the role HACS plays in supporting families and it is recommended a further one-off core grant of £31K be provided this year to help HACS reserves.

#### **Alternative options considered**

10. There are no other options proposed for consideration.

## **SUMMARY**

### **REVENUE**

11. An underspend of £2,004k is projected at Month 5 for General Fund revenue budgets, consisting of £1,100k of deferred capital financing costs, a £162k reduction in the call on contingency budgets and a net underspend of £742k across Directorate Operating Budgets. This represents an improvement of £189k due to increased staffing underspends within service budgets and a small improvement in homelessness and waste disposals contingencies.
12. The 2014/15 revenue budget includes £16,491k of savings, including sums brought forward from 2013/14. £12,686k of this sum is reported as either on track for delivery in full or already banked with the remaining £3,809k classed as amber due to being at an early stage of implementation. No savings are reported as being at risk of non-delivery.
13. General Fund balances are projected to reach £37,919k 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 £32,919k.
14. In relation to other funds, there are no material adverse variances affecting the 2014/15 General Fund outturn, with actions being taken to review the £202k income pressure reported within the Parking Revenue Account. Within the Collection Fund, strong performance on Council Tax collection is currently mitigating a pressure of £500k pressure on Business Rates due to higher than anticipated numbers of empty properties.

### **CAPITAL**

15. As at Month 5 an under spend of £10,962k is reported on the 2014/15 capital programme budget from a revised budget of £111,088k. This is comprised of cost under spends of £2,881k and net phasing variances of £8,081k. Forecast outturn over the life of the General Fund programme for 2014/15 to 2018/19 is an under spend of £1,748k, representing an improvement of £706k from Month 4.
16. General Fund capital receipts of £15,890k are forecast for 2014/15 with receipts over the period to 2018/19 expected to reach £34,591k, representing a favourable variance of £2,872k over the revised budget. Over the same period a pressure of £2,800k on Community Infrastructure Levy income is projected, resulting in an overall favourable variance on borrowing of £1,820k over the capital programme.

## FURTHER INFORMATION

### General Fund Revenue Budget

17. An underspend of £2,004k is projected on normal operating activities at Month 5, representing an improvement of £189k from Month 4. The Month 5 position incorporates a £742k net underspend across Directorate Operating Budgets, a £1,100k underspend on capital financing costs and a favourable variance of £162k on Development and Risk Contingency. Further detail on each of these items is included below.
18. Movements from Month 4 on Directorate Operating budgets result in a net improvement of £107k as a result of a reduction in staffing costs, with a further improvement of £82k reported on Development and Risk Contingency in relation to waste disposal and homelessness.
19. As previously reported, the position on Directorate Operating Budgets consists of a number of compensatory variances which will continue to be closely monitored and factored in to 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, with £2,440k of uncommitted General Contingency and £1,452k Priority Growth uncommitted at this stage.
20. 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 44% are already banked and further 30% on track for delivery in full. An element of risk associated with those savings in the early stages of delivery, totalling £4,314k, however no items are reported at significant risk of non-delivery.

**Table 1: General Fund Overview**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
168,045	1,626	Directorate Operating Budgets	169,671	168,929	(742)	(635)	(107)
17,153	(1,626)	Corporate Operating Budgets	15,527	14,427	(1,100)	(1,100)	0
24,738	0	Development & Risk Contingency	24,738	24,576	(162)	(80)	(82)
2,252	0	Priority Growth	2,252	2,252	0	0	0
<b>212,188</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>212,188</b>	<b>210,184</b>	<b>(2,004)</b>	<b>(1,815)</b>	<b>(189)</b>
		<u>Exceptional Items</u> N/A	N/A	N/A	N/A	N/A	N/A
<b>212,188</b>	<b>0</b>	<b>Total Net Expenditure</b>	<b>212,188</b>	<b>210,184</b>	<b>(2,004)</b>	<b>(1,815)</b>	<b>(189)</b>
(212,188)	0	Budget Requirement	(212,188)	(212,188)	0	0	0
<b>0</b>	<b>0</b>	<b>Net Total</b>	<b>0</b>	<b>(2,004)</b>	<b>(2,004)</b>	<b>(1,815)</b>	<b>(189)</b>
(35,915)	0	Balances b/fwd	(35,915)	(35,915)			
<b>(35,915)</b>	<b>0</b>	<b>Balances c/fwd 31 March 2015</b>	<b>(35,915)</b>	<b>(37,919)</b>			

21. At 31 March 2014 General Fund Balances totalled £35,915k, with the projected underspend expected to reach £37,919k 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 £32,919k.

## Directorate Operating Budgets (£742k underspend, £107k improvement on Month 4)

22. 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 5		Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
14,218	75	Admin.	Expenditure	14,293	14,172	(121)	(110)	(11)
(3,187)	905		Income	(2,282)	(2,338)	(56)	(50)	(6)
<b>11,031</b>	<b>980</b>		<b>Sub-Total</b>	<b>12,011</b>	<b>11,834</b>	<b>(177)</b>	<b>(160)</b>	<b>(17)</b>
169,101	273	Finance	Expenditure	169,374	169,493	119	125	(6)
(155,788)	(151)		Income	(155,939)	(156,331)	(392)	(392)	0
<b>13,313</b>	<b>122</b>		<b>Sub-Total</b>	<b>13,435</b>	<b>13,162</b>	<b>(273)</b>	<b>(267)</b>	<b>(6)</b>
139,103	1,288	Residents Services	Expenditure	140,391	140,008	(383)	(516)	133
(73,138)	(292)		Income	(73,430)	(73,568)	(138)	60	(198)
<b>65,965</b>	<b>996</b>		<b>Sub-Total</b>	<b>66,961</b>	<b>66,440</b>	<b>(521)</b>	<b>(456)</b>	<b>(65)</b>
31,163	(3,385)	Children & Young People's Service	Expenditure	27,778	28,092	314	193	121
(8,961)	282		Income	(8,679)	(8,921)	(242)	(136)	(106)
<b>22,202</b>	<b>(3,103)</b>		<b>Sub-Total</b>	<b>19,099</b>	<b>19,171</b>	<b>72</b>	<b>57</b>	<b>15</b>
68,691	13,086	Adult Social Care	Expenditure	81,777	81,930	153	843	(690)
(13,157)	(10,455)		Income	(23,612)	(23,608)	4	(652)	656
<b>55,534</b>	<b>2,631</b>		<b>Sub-Total</b>	<b>58,165</b>	<b>58,322</b>	<b>157</b>	<b>191</b>	<b>(34)</b>
<b>168,045</b>	<b>1,626</b>	<b>Total Directorate Operating Budgets</b>		<b>169,671</b>	<b>168,929</b>	<b>(742)</b>	<b>(635)</b>	<b>(107)</b>

23. A minor improvement of £17k is reported on Administration budgets bringing the projected underspend to £177k. This position takes into account a number of posts being held vacant across the group and additional income being secured within Legal Services. This underspend primarily represents early delivery of savings proposals to be included in the Council's 2015/16 budget.

24. An underspend of £273k is reported within Finance, primarily due to continuing strong performance in the recovery of overpaid Housing Benefit and court costs income is partially off-set by use of agency staff as new structures are implemented across the group. A marginal improvement of £6k is reported from the position at Month 4.

25. Further improvement of £65k is reported on Residents Services from Month 4, principally due to staffing underspends within Technical Administration. As previously reported, the overall £521k underspend is the result of staffing underspends across the group being off-set by pressures on off-street parking income and facilities management.

26. An adverse movement of £15k is reported on Children and Young People's services as a £93k increase in the cost of Adoption and Special Guardianship awards is off-set by an improved outlook on funding from partner organisations. A net pressure of £72k at outturn is projected across the group, with additional income off-setting pressures in relation to staffing and the cost of Special Guardianship awards.

27. Adult Social Care operating budgets are reporting a pressure of £157k at Month 5, principally attributable to the difficulties in reducing costs within the in-house transport function to reflect reduced demand being partially off-set by vacancies across the group. This represents an improvement of £34k on the position at Month 4 as a result of further improvements in the outlook for staffing costs.

### Progress on Savings

28. 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.

29. As at Month 5, £12,686k (£11,878k at Month 4) is either on track for delivery or already banked, with the remaining £3,809k classed as amber due to being at an early stage of delivery but are expected to continue being steadily upgraded to green over the coming months.

**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)	(2,892)	(1,884)	(551)	<b>(7,208)</b>	<b>43.7%</b>
G On track for delivery	(930)	(91)	(2,195)	(1,612)	(646)	<b>(5,474)</b>	<b>33.2%</b>
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	(1,637)	0	(417)	(1,505)	(250)	<b>(3,809)</b>	<b>23.1%</b>
R Serious problems in the delivery of the saving	0	0	0	0	0	<b>0</b>	<b>0.0%</b>
<b>Total 2014/15 Savings</b>	<b>(3,000)</b>	<b>(1,539)</b>	<b>(5,504)</b>	<b>(5,001)</b>	<b>(1,447)</b>	<b>(16,491)</b>	<b>100%</b>

### Corporate Operating Budgets (£1,100k underspend, no movement)

30. 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 5		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
9,927	292		Non-Sal Exp	10,219	9,119	(1,100)	(1,100)	0
(39)	(376)		Income	(415)	(415)	0	0	0
<b>9,888</b>	<b>(84)</b>		<b>Sub-Total</b>	<b>9,804</b>	<b>8,704</b>	<b>(1,100)</b>	<b>(1,100)</b>	<b>0</b>
0	0	Levies and Other Corporate Budgets	Salaries	0	0	0	0	0
11,077	789		Non-Sal Exp	11,866	11,866	0	0	0
(3,812)	(2,331)		Income	(6,143)	(6,143)	0	0	0
<b>7,265</b>	<b>(1,542)</b>		<b>Sub-Total</b>	<b>5,723</b>	<b>5,723</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>17,153</b>	<b>(1,626)</b>	<b>Total Corporate Operating Budgets</b>		<b>15,527</b>	<b>14,427</b>	<b>(1,100)</b>	<b>(1,100)</b>	<b>0</b>

31. In line with the position at Month 4, an underspend of £1,100k is reported on capital financing costs as a result of prioritisation of government grants within the programme. This remains a temporary position with the on-going investment in school expansions continuing to require substantial support from Council-funded Prudential Borrowing.

## Development & Risk Contingency (£162k underspend, £82k improvement)

32. 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. The overall level of contingency requirement remains broadly consistent with this budgeted provision, however in line with the volatile nature of such activity variances are reported on a number of items.

**Table 5: Development & Risk Contingency**

Original Budget	Budget Changes		Service	Month 5		Variance (+ adv / - fav)		
				Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000			£'000	£'000	£'000	£'000	£'000
400	0	Fin.	Uninsured Claims	400	400	0	0	0
240	0	Residents Services	Carbon Reduction Commitment	240	240	0	0	0
200	0		HS2 Challenge contingency	200	200	0	0	0
200	0		Heathrow Expansion Challenge Contingency	200	200	0	0	0
2,144	0		Impact of welfare reform on homelessness	2,144	1,966	(178)	(129)	(49)
229	0		SEN transport	229	337	108	108	0
811	0		Waste Disposal Levy (Demand-led Tonnage Increases)	811	852	41	74	(33)
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)	(133)	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	Increase in Transitional Children due to Demographic Changes	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
<b>24,738</b>	<b>0</b>	<b>Total Development &amp; Risk Contingency</b>		<b>24,738</b>	<b>24,576</b>	<b>(162)</b>	<b>(80)</b>	<b>(82)</b>

33. An improved outlook is reported on the homelessness contingency, with a reduction of £49k resulting in a call on contingency of £1,966k. While overall numbers of households presenting as homeless remains steady, supply side measures including the use of short-life Housing Revenue Account properties expected to reduce usage of Bed and Breakfast accommodation.

34. As the new academic year commences, the SEN Transport contingency will continue to be closely monitored and any movement in the overall cost of the service reported to Cabinet at the earliest opportunity.

35. A marginal improvement is reported on the Waste Disposal levy from Month 4, reflecting the inherent volatility in both commercial and residential waste tonnages, however overall projections remain broadly consistent with budget assumptions.
36. No movement is reported on the remaining contingency items, with movements on care placements costs in both Children and Young People's Services and Adult Social Care being managed within the respective operating budgets.
37. As at Month 4, there have been no calls on the remaining £2,440k uncommitted General Contingency balance which is available to manage emergent risks and cost pressures.

### Priority Growth

38. 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.
39. 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 £379k, leaving £559k available for new initiatives.

**Table 6: Priority Growth**

Original Budget £'000	Budget Changes £'000	Priority Growth	Revised Budget £'000	Month 5 Approved Allocations £'000	Unallocated Balance £'000
800	138	HIP Initiatives Budgets	938	(379)	(559)
0	(138)	B/fwd Funds	(138)	138	0
1,452	0	Unallocated Priority Growth	1,452	0	(1,452)
<b>2,252</b>	<b>0</b>	<b>Total Priority Growth</b>	<b>2,252</b>	<b>(241)</b>	<b>(2,011)</b>

### Schools Budget, Parking Revenue Account and Collection Fund

40. 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.
41. An in year pressure is reported within the Schools Budget at Month 5, reflecting the release of significant retained balances to individual schools within the Borough and resulting in projected year end balances of £1,675k. There has been no material movement on this position from Month 4, with the remaining balance remaining available to support future investment in borough's schools.
42. A further improvement of £79k is reported on the Parking Revenue Account at Month 5, with an improved outlook for bailiffs' income reducing the reported pressure to £202k. As previously noted this pressure is wholly attributable to the shortfall in Penalty Charge Notice income against historic budgets. Work to zero-base budgets with the PRA is underway and intended to bring the account back into balance.
43. An overall improvement of £110k in the headline Collection Fund position is reported at Month 5, with improved collection rates on Council Tax off-setting an adverse movement on Business Rates revenues due to higher than anticipated numbers of empty properties. A net

surplus of £2,197k is projected for 31 March 2015, which will be released to the General Fund in 2015/16.

44. As previously noted, the Valuation Office Agency are still to confirm the rateable value of the new Heathrow Terminal 2 and as such a significant element of Business Rate income remains at risk and will continue to be closely monitored.

### **Housing Revenue Account Budget**

45. As at Month 5 an in year surplus of £3,592k is projected on Housing Revenue Account operations, an increase of £587k from the position at Month 4 due to efficiencies within housing management and rephasing of planned maintenance works into 2015/16. As previously noted, the majority of the overall variance is due to the rephasing of such works. Uncommitted balances are projected to reach £26,412k by 31 March 2015, with further monies earmarked to support on-going investment in housing stock.

### **Future Revenue Implications of Capital Programme**

46. A comprehensive update on the current capital programme is included at Appendix D. This shows a headline underspend of £1,748k on the revised programme budget of £397,131k for 2014/15 to 2018/19. Within this net position, underspends on Disabled Facilities Grants and the School Expansions Programme are sufficient to off-set reported pressures on Yiewsley Health Centre and the legacy Hillingdon Sports & Leisure Centre. There remains £7,430k committed contingency funding within this budget to support new investment without impacting upon the reported underspend.
47. Projected capital receipts over the same period are projected to exceed budget assumptions by £2,872k as a result of increased valuations on sites scheduled for disposal. Over the same period a shortfall of £2,800k in Community Infrastructure Levy income is forecast as a result of delays in implementing the scheme. The net result being a marginal reduction in the Council's Borrowing Requirement of £1,820k which remains broadly consistent with the Council's Medium Term Financial Forecast.
48. 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 (£177k underspend, £17k improvement)

49. The Administration Group is showing an underspend of £177k at Month 5, a £17k improvement on Month 4. The minor movements across the group are due to a vacancy in Democratic Services and delayed recruitment to a post in Human Resources. The remaining underspend is primarily due to a number of vacant posts across Performance; however the remainder of the group is fully staffed. There is a surplus of income in Legal Services and a MTFF proposal for 2015/16 has been put forward relating to this. The underspent budgets in Partnership and Policy are also to be realigned as part of the 2015/16 MTFF process.

**Table 7: Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
485	0	Directorate	Salaries	485	486	1	1	0
6	0		Non-Sal Exp	6	4	(2)	(2)	0
(58)	58		Income	0		0	0	0
<b>433</b>	<b>58</b>		<b>Sub-Total</b>	<b>491</b>	<b>490</b>	<b>(1)</b>	<b>(1)</b>	<b>0</b>
707	0	Corporate Comms	Salaries	707	721	14	13	1
159	0		Non-Sal Exp	159	148	(11)	(10)	(1)
(27)	0		Income	(27)	(19)	8	5	3
<b>839</b>	<b>0</b>		<b>Sub-Total</b>	<b>839</b>	<b>850</b>	<b>11</b>	<b>8</b>	<b>3</b>
1,449	0	Democr. Services	Salaries	1,449	1,461	12	24	(12)
1,882	0		Non-Sal Exp	1,882	1,896	14	11	3
(957)	339		Income	(618)	(583)	35	35	0
<b>2,374</b>	<b>339</b>		<b>Sub-Total</b>	<b>2,713</b>	<b>2,774</b>	<b>61</b>	<b>70</b>	<b>(9)</b>
2,273	51	Democr. Services	Salaries	2,324	2,315	(9)	2	(11)
639	12		Non-Sal Exp	651	647	(4)	(13)	9
(303)	0		Income	(303)	(294)	9	14	(5)
<b>2,609</b>	<b>63</b>		<b>Sub-Total</b>	<b>2,672</b>	<b>2,668</b>	<b>(4)</b>	<b>3</b>	<b>(7)</b>
1,871	0	Legal Services	Salaries	1,871	1,916	45	45	0
111	0		Non-Sal Exp	111	106	(5)	(5)	0
(575)	0		Income	(575)	(668)	(93)	(93)	0
<b>1,407</b>	<b>0</b>		<b>Sub-Total</b>	<b>1,407</b>	<b>1,354</b>	<b>(53)</b>	<b>(53)</b>	<b>0</b>
2,173	(1,593)	Policy & Partnerships	Salaries	580	597	17	17	0
2,463	(166)		Non-Sal Exp	2,297	2,265	(32)	(32)	0
(1,267)	1,222		Income	(45)	(56)	(11)	(11)	0
<b>3,369</b>	<b>(537)</b>		<b>Sub-Total</b>	<b>2,832</b>	<b>2,806</b>	<b>(26)</b>	<b>(26)</b>	<b>0</b>
0	1,603	Performance	Salaries	1,603	1,447	(156)	(156)	0
0	168		Non-Sal Exp	168	163	(5)	(5)	0
0	(714)		Income	(714)	(718)	(4)	0	(4)
<b>0</b>	<b>1,057</b>		<b>Sub-Total</b>	<b>1,057</b>	<b>892</b>	<b>(165)</b>	<b>(161)</b>	<b>(4)</b>
8,958	61	Admin. Directorate	Salaries	9,019	8,943	(76)	(54)	(22)
5,260	14		Non-Sal Exp	5,274	5,229	(45)	(56)	11
(3,187)	905		Income	(2,282)	(2,338)	(56)	(50)	(6)
<b>11,031</b>	<b>980</b>		<b>Total</b>	<b>12,011</b>	<b>11,834</b>	<b>(177)</b>	<b>(160)</b>	<b>(17)</b>

## FINANCE (£273k underspend, £6k improvement)

50. The Finance Group is showing an under spend of £273k at Month 5, an improvement of £5k on Month 4. The improvement is due to small reductions in staffing and non staffing expenditure across the group. The majority of the under spend is due to improved rent allowance subsidy position. The expenditure and income budgets across Revenues and Benefits are to be realigned as part of the 2015/16 MTFF process and have also been realigned in the current year. There are small overspends across the group on non-salary expenditure including recruitment costs in Procurement.

**Table 8: Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
537	0	Internal Audit	Salaries	537	541	4	0	4
56	0		Non-Sal Exp	56	57	1	1	0
0	0		Income	0	(10)	(10)	(10)	0
<b>593</b>	<b>0</b>		<b>Sub-Total</b>	<b>593</b>	<b>588</b>	<b>(5)</b>	<b>(9)</b>	<b>4</b>
2,050	0	Procurement	Salaries	2,050	2,073	23	13	10
150	0		Non-Sal Exp	150	168	18	18	0
(557)	13		Income	(544)	(555)	(11)	(11)	0
<b>1,643</b>	<b>13</b>		<b>Sub-Total</b>	<b>1,656</b>	<b>1,686</b>	<b>30</b>	<b>20</b>	<b>10</b>
3,299	0	Operational Finance	Salaries	3,299	3,358	59	62	(3)
705	(26)		Non-Sal Exp	679	685	6	3	3
(963)	0		Income	(963)	(963)	0	0	0
<b>3,041</b>	<b>(26)</b>		<b>Sub-Total</b>	<b>3,015</b>	<b>3,080</b>	<b>65</b>	<b>65</b>	<b>0</b>
3,729	107	Revenues & Benefits	Salaries	3,836	3,826	(10)	9	(19)
154,439	112		Non-Sal Exp	154,551	154,551	0	0	0
(154,102)	(330)		Income	(154,432)	(154,803)	(371)	(371)	0
<b>4,066</b>	<b>(111)</b>		<b>Sub-Total</b>	<b>3,955</b>	<b>3,574</b>	<b>(381)</b>	<b>(362)</b>	<b>(19)</b>
1,445	(51)	Strategic Finance	Salaries	1,394	1,412	18	14	4
2,691	131		Non-Sal Exp	2,822	2,822	0	5	(5)
(166)	166		Income	0	0	0	0	0
<b>3,970</b>	<b>246</b>		<b>Sub-Total</b>	<b>4,216</b>	<b>4,234</b>	<b>18</b>	<b>19</b>	<b>(1)</b>
11,060	56	Finance Directorate	Salaries	11,116	11,210	94	98	(4)
158,041	217		Non-Sal Exp	158,258	158,283	25	27	(2)
(155,788)	(151)		Income	(155,939)	(156,331)	(392)	(392)	0
<b>13,313</b>	<b>122</b>		<b>Total</b>	<b>13,435</b>	<b>13,162</b>	<b>(273)</b>	<b>(267)</b>	<b>(6)</b>

51. A breakeven position is projected on the contingency for uninsured claims at Month 5.

**Table 9: Development & Risk Contingency**

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 5		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
400	0	Uninsured Claims	400	400	0	0	0
<b>400</b>	<b>0</b>	<b>Current Commitments</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RESIDENTS SERVICES GENERAL FUND (£521k underspend, £65k favourable)**

52. Residents Services directorate is showing a projected outturn underspend of £521k at Month 5, excluding pressure areas that have identified contingency provisions. The majority of this underspend relates to staffing variances across the group.

**Table 10: Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
2,240	(39)	Asset Management	Salaries	2,201	2,278	77	0	77
8,681	260		Non-Sal Exp	8,941	9,212	271	271	0
(5,494)	(141)		Income	(5,635)	(5,775)	(140)	(53)	(87)
<b>5,427</b>	<b>80</b>		<b>Sub-Total</b>	<b>5,507</b>	<b>5,715</b>	<b>208</b>	<b>218</b>	<b>(10)</b>
8,451	(513)	Education (GF)	Salaries	7,938	7,855	(83)	(208)	125
11,182	(1,074)		Non-Sal Exp	10,108	10,115	7	(12)	19
(9,681)	(18)		Income	(9,699)	(9,699)	0	144	(144)
<b>9,952</b>	<b>(1,605)</b>		<b>Sub-Total</b>	<b>8,347</b>	<b>8,271</b>	<b>(76)</b>	<b>(76)</b>	<b>0</b>
1,641	(1)	Environ. Policy & Commun. Engage.	Salaries	1,640	1,612	(28)	(28)	0
1,013	(423)		Non-Sal Exp	590	590	0	0	0
(7,491)	0		Income	(7,491)	(7,501)	(10)	(10)	0
<b>(4,837)</b>	<b>(424)</b>		<b>Sub-Total</b>	<b>(5,261)</b>	<b>(5,299)</b>	<b>(38)</b>	<b>(38)</b>	<b>0</b>
3,099	0	Housing (GF)	Salaries	3,099	3,099	0	0	0
9,048	0		Non-Sal Exp	9,048	9,006	(42)	(42)	0
(7,489)	0		Income	(7,489)	(7,489)	0	0	0
<b>4,658</b>	<b>0</b>		<b>Sub-Total</b>	<b>4,658</b>	<b>4,616</b>	<b>(42)</b>	<b>(42)</b>	<b>0</b>
17,347	(3,086)	ICT, Highways & Business Serv.	Salaries	14,261	14,142	(119)	(130)	11
9,805	278		Non-Sal Exp	10,083	10,093	10	10	0
(5,416)	(407)		Income	(5,823)	(5,819)	4	4	0
<b>21,736</b>	<b>(3,215)</b>		<b>Sub-Total</b>	<b>18,521</b>	<b>18,416</b>	<b>(105)</b>	<b>(116)</b>	<b>11</b>
7,674	(117)	Planning, Green Spaces & Culture	Salaries	7,557	7,556	(1)	12	(13)
6,389	(345)		Non-Sal Exp	6,044	6,207	163	150	13
(9,404)	336		Income	(9,068)	(9,196)	(128)	(117)	(11)
<b>4,659</b>	<b>(126)</b>		<b>Sub-Total</b>	<b>4,533</b>	<b>4,567</b>	<b>34</b>	<b>45</b>	<b>(11)</b>
13,800	19	Public Safety (GF)	Salaries	13,819	13,785	(34)	(18)	(16)
24,237	(181)		Non-Sal Exp	24,056	23,693	(363)	(363)	0
(11,965)	0		Income	(11,965)	(11,829)	136	92	44
<b>26,072</b>	<b>(162)</b>		<b>Sub-Total</b>	<b>25,910</b>	<b>25,649</b>	<b>(261)</b>	<b>(289)</b>	<b>28</b>
1,773	(457)	Public Health (PHA)	Salaries	1,316	1,316	0	0	0
14,401	(8)		Non-Sal Exp	14,393	14,393	0	0	0
(16,208)	499		Income	(15,709)	(15,709)	0	0	0
<b>(34)</b>	<b>34</b>		<b>Sub-Total</b>	<b>0</b>	<b>6,047</b>	<b>0</b>	<b>0</b>	<b>0</b>
172	6,116	Residents Services Directorate	Salaries	6,288	6,047	(241)	(158)	(83)
(1,850)	859		Non-Sal Exp	(991)	(991)	0	0	0
10	(561)		Income	(551)	(551)	0	0	0
<b>(1,668)</b>	<b>6,414</b>		<b>Sub-Total</b>	<b>4,746</b>	<b>4,505</b>	<b>(241)</b>	<b>(158)</b>	<b>(83)</b>
56,197	1,922	Residents Services	Salaries	58,119	57,690	(429)	(530)	101
82,906	(634)		Non-Sal Exp	82,272	82,318	46	14	32
(73,138)	(292)		Income	(73,430)	(73,568)	(138)	60	(198)
<b>65,965</b>	<b>996</b>		<b>Total</b>	<b>66,961</b>	<b>66,440</b>	<b>(521)</b>	<b>(456)</b>	<b>(65)</b>

53. 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. The position against these contingency items is shown in Table 2 below. At month 5 projected calls on contingency is £29k below provision, £82k favourable movement from month 4. The table below shows the breakdown for each contingency item.

**Table 11: Development and Risk Contingency**

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 5		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
240	0	Carbon Reduction Commitment	240	240	0	0	0
200	0	HS2 Challenge contingency	200	200	0	0	0
200	0	Heathrow Expansion Challenge Contingency	200	200	0	0	0
2,144	0	Impact of welfare reform on homelessness (Current)	2,144	1,966	(178)	(129)	(49)
229	0	SEN transport	229	337	108	108	0
811	0	Waste Disposal Levy (Demand-led Tonnage Increases)	811	852	41	74	(33)
0	60	Poweday Public Enquiry	60	60	0	0	0
<b>3,824</b>	<b>60</b>	<b>Current Commitments</b>	<b>3,884</b>	<b>3,855</b>	<b>(29)</b>	<b>53</b>	<b>(82)</b>

54. 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 £1,966k, which gives a projected underspend of £178k against the contingency provision (£49k favourable movement).

55. Temporary Accommodation and housing advice data for the period May to August are shown overleaf. 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. The data continues to show each month above the 13/14 average of 106.

**Table 12: Housing Needs performance data**

	May	June	July	August
Homeless Threat, priority need & eligible	111	118	112	113
Presenting As Homeless	42	54	59	46
Duty Accepted	32	26	26	22
<b>Households</b> in Temporary Accommodation	512	511	513	508
<b>Households</b> in B&B	148	158	157	154

56. The Housing Needs service is still experiencing a high level of demand in terms of homelessness presentations. At month 5, the projected call on contingency is £1,966k (£49k

favourable). The figure represents a broad view of the units procured for the new PSL scheme, the control of B&B costs, the successful retention of existing PSLs and the levels of incentives paid out on prevention schemes. The use of an additional 50 hard to let HRA properties as shortlife is in progress with a projected total of 150 in use by October 2014, which will assist in managing the pressure on B&B. The key challenge in containing the pressure will be in retaining existing properties on the Private Managed Accommodation (PMA) and Private Sector leasing (PSL) at economic rates, whilst at the same time managing the demand at the front end of the service.

57. 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.
58. At month 5 the latest modelling forecast is for an overspend on contingency of £41k, owing in part to the increasing demand for rubble and other heavy waste tonnages to private contractors and in addition the increasing tonnages of green waste and refuse tonnages which would appear to be in common with other WLWA boroughs.
59. The contingency for the Carbon Reduction Commitment is for the estimated costs to purchase carbon allowances.
60. Special Educational Needs (SEN) Transport continues to experience significant pressure and as a result corporate contingency of £229k is available to manage risks for the service for 2014/15. The service is currently reassessing the forecast against the assumed growth of 6% in the budget now that the new school year has commenced.
61. 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 (£208k pressure, £10k adverse)**

62. Asset Management is projected to overspend by £250k on maintenance (£200k borough wide, £50k civic centre) and experience shortfalls on civic centre income £57k relating to leases for the multi storey car park (£37k) and hire of committee rooms (£20k).
63. The service is projecting further pressures at month 5 in relation to a shortfall in recharge income from capital schemes (£77k), however these a forecast to be mitigated by recharges from the HRA (£87k) giving a net favourable movement of £10k.
64. 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.
65. 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. However achievement of buyers' premium income is volatile - slippage of one of the larger disposals in the schedule and lead to a material drop in revenue.

#### **Education GF (£76k underspend, no change)**

66. The Education Service is projecting an underspend of £76k as at Month 5, no change on the month 4 projections. This consists of an underspend of £83k on staffing, an adverse movement of £125k on the month 4 position, due to a realignment of the Youth Services budget in line with the Children's pathway as agreed in July 2013, an over spend of £7k on non staffing costs, an adverse movement of £19k on the month 4 position and a projected breakeven position on income streams, an improvement of £144k on the month 4 position,

due to an improvement on the income received from the Skills Funding Agency for Adult Learning courses.

### **Environmental Policy & Community Engagement (£38k underspend, no change)**

67. 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.
68. The service is also projecting an underspend on salaries of £28k reflecting part year vacancies across Planning Policy and Road Safety.

### **Housing GF (£42k underspend, no change)**

69. 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.
70. There are projected underspends within team budgets of £4k for miscellaneous items including printing and stationary.

### **ICT Highways & Business Services (£105k underspend, £11k adverse)**

71. The continuing shortfall in advertising income of £50k will be managed in year by the service in order to contain the pressure.
72. The contact centre is forecast to underspend by £92k attributable to salary underspends due to maternity leave and vacant posts of £106k (£7k adverse) reduced by a £14k pressure on disabled parking badges (10k increased expenditure, £4k reduced income).
73. The remaining £4k adverse movement relates to staffing pressures in Street Lighting (£2k) and Highways Reactive Maintenance (£2k).

### **Planning Sport & Green Spaces (£34k overspend, £11k favourable)**

74. There is a pressure on the in house management of golf courses of £77k (£11k favourable). The favourable movement relates to income from regular and seasonal memberships.
75. Planning is forecasting an overspend of £12k on increased agency costs in planning enforcement to cover vacant posts.
76. There is a pressure of £18k being forecast in Greenspaces resulting from peak season additional equipment maintenance and hire.
77. Building Control is projected to make a shortfall in income of £81k (no change), offset by £154k underspends including Breakspear Crematorium income £64k (no change) and Stockley Park/leisure rents £90k.

### **Public Safety (£261k underspend, £28k adverse)**

78. The off-street parking income at the Cedars and Grainges multi-storey car parks is experiencing further pressure relating to the loss of season ticket income at both car parks. The most recent forecast shows a £42k adverse movement, resulting in an income pressure of £242k.
79. Public Protection is forecasting the following staffing underspends for month 5: Trading Standards due to retirements and anticipated delays in the recruitment process (£38k, £18k fav); Pollution Control is forecasting an underspend of £10k (£2k adverse) on staffing

subsequent to the restructure and £8k on non-staffing costs. The service is also forecasting scrap metal additional licences income £3k (£2k adverse).

80. 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 (CA) site.
81. The remaining underspends of £87k for Waste Services previously reported at month 4 continue. These relate to New Years Green Lane Civic Amenity site reporting net underspends of £57k and additional underspends of £30k comprised of staffing vacancies in Domestic refuse collection service (£39k) offset by increasing contractor costs at monthly CA sites (£33k). There are also underspends in contractor costs for graffiti removal (£24k).

#### **Public Health (nil variance, no change)**

82. There is currently an underspend forecast in relation to staffing costs for both Public Health Administration and the Health Promotion team. For Public Health Administration, an underspend of £55k is anticipated for the year. It is expected that the Director of Public Health post will be filled from September this year.
83. The Health Promotion Team is forecasting a £133k underspend against staffing costs, due to three positions being vacant. As the service model for Public Health is being reviewed as part of the BID transformation process, it is unlikely that the three vacancies within the Health Promotion Team will be filled this year.
84. BID and category reviews of Public Health services are underway, with sexual health contracts and school nursing contracts being finalised. It is anticipated that savings of around £250k over two years could be made in relation to Chlamydia Screening and C-Card combined contract and around £80k of annual savings regarding school nursing, as indicated by recent tender exercises. These will contribute to the existing 2014/15 procurement savings for Public Health.

#### **Residents Services Directorate (£241k underspend, £83k favourable)**

85. 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 5 relating to these vacancies is a £241k underspend, an £83k favourable movement from month 4 relating to the likely phasing of the restructures.

## CHILDREN AND YOUNG PEOPLE'S SERVICES (£72k overspend, £15k adverse)

86. The Children and Young People's Service is projecting an overspend of £72k as at Month 5, an adverse movement of £15k on the month 4 projections. The Month 5 budgets now include a further realignment of the salary budgets to reflect a re-costed Children's Pathway blueprint as proposed in July 2013 to a 2014/15 baseline, which has moved resources between the Early Intervention Service, the Asylum Service and the core Children's Service.

87. The month 5 position is now reflecting an overspend of £173k on Salaries, an adverse movement of £28k on the month 4 projections, where the service has a high level of vacant posts, including a number of Senior Manager posts, the majority of which are being covered by agency staff and an increase in sessional staff costs to support children's contact as instructed by the courts. There is an overspend of £141k on non-staffing budgets an adverse movement of £93k on the month 4 projections, the majority of which relates to an increase in the cost of Adoption and Special Guardianship Order allowances and subsistence that are provided to clients and a projected surplus of £242k on income, an improvement of £106k on the month 4 projections, due to a projected increase in the funding received from a number of external partners, including Health, the Youth Justice Board and Education. The projected variances at Month 5 are summarised in the following table, with more detail provided in the paragraphs below:

**Table 13: Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
1,033	(116)	Safeguarding Children	Salaries	917	1,095	178	5	173
1,356	25		Non-Sal Exp	1,381	1,532	151	119	32
(146)	(2)		Income	(148)	(195)	(47)	(75)	28
<b>2,243</b>	<b>(93)</b>		<b>Sub-Total</b>	<b>2,150</b>	<b>2,432</b>	<b>282</b>	<b>49</b>	<b>233</b>
1,711	378	Early Intervention Services	Salaries	2,089	1,762	(327)	(369)	42
288	76		Non-Sal Exp	364	351	(13)	(12)	(1)
(657)	(21)		Income	(678)	(749)	(71)	(47)	(24)
<b>1,342</b>	<b>433</b>		<b>Sub-Total</b>	<b>1,775</b>	<b>1,364</b>	<b>(411)</b>	<b>(428)</b>	<b>17</b>
3,355	(951)	Looked After Children	Salaries	2,404	2,338	(66)	148	(214)
1,056	(492)		Non-Sal Exp	564	591	27	(8)	35
(304)	(25)		Income	(329)	(314)	15	15	0
<b>4,107</b>	<b>(1,468)</b>		<b>Sub-Total</b>	<b>2,639</b>	<b>2,615</b>	<b>(24)</b>	<b>155</b>	<b>(179)</b>
9,970	(1,947)	Children's Resources	Salaries	8,023	8,411	388	361	27
12,394	(358)		Non-Sal Exp	12,036	12,012	(24)	(51)	27
(7,854)	330		Income	(7,524)	(7,663)	(139)	(29)	(110)
<b>14,510</b>	<b>(1,975)</b>		<b>Sub-Total</b>	<b>12,535</b>	<b>12,760</b>	<b>225</b>	<b>281</b>	<b>(56)</b>
16,069	(2,636)	Children's and Young Persons Directorate	Salaries	13,433	13,606	173	145	28
15,094	(749)		Non-Sal Exp	14,345	14,486	141	48	93
(8,961)	282		Income	(8,679)	(8,921)	(242)	(136)	(106)
<b>22,202</b>	<b>(3,103)</b>		<b>Total</b>	<b>19,099</b>	<b>19,171</b>	<b>72</b>	<b>57</b>	<b>15</b>

### **Safeguarding Children: £282k overspend, £233k adverse**

88. The Safeguarding Children's service is projecting an overspend of £282k, an adverse movement of £233k on the month 4 projections, due primarily to an increase in the cost of agency staff covering vacant posts. This relates to an overspend of £178k on staffing, due to a high level of agency staff and an overspend of £151k on non staffing costs, where there are projected pressures in the Local Safeguarding Children's Board budget (which provides amongst other things, training for outside organisations including Health and schools) and the Corporate Parenting budget. This is offset by a surplus of £47k in income streams, due to additional funds being received from external partners.

### **Early intervention (Youth Offending Service): £411k underspend, £17k adverse**

89. This service is projecting an underspend of £411k, an adverse movement of £17k on the month 4 projections, due to a slight increase in the number of agency staff employed. This relates to an underspend of £327k on staffing, where there are a number of staff vacancies relating primarily to Key Worker posts, an underspend of £13k on non staffing budgets and a surplus of £71k on income, which is due to additional funds being received from external partners including the Youth Justice Board.

### **Looked After Children: £24k underspend, £179k improvement**

90. This service is projecting an underspend of £24k an improvement of £179k on the month 4 projections due to an adjustment to the predicted start date of a number of permanent and agency staff. This relates to an underspend on staffing costs of £66k, due to a high level of vacant posts, some of which are not being covered by agency or permanent staff, an overspend of £27k on non staffing costs, due to an increase in client allowances and a slight shortfall of £15k on income relating to Child Workforce Development funding.

### **Children's Resources: £225k overspend, £56k improvement**

91. This service is projecting an overspend of £225k, an improvement of £56k on the month 4 projections due to an increase in external income received from external partners. This relates to an overspend of £388k on staffing costs, which relates to the appointment of agency staff including a number of Senior Manager posts. This is netted down by an underspend of £24k on non staffing costs and a surplus of £139k on income, which is due to additional funding being received from external partners, which more than offsets the 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.
92. In terms of the placements budget, this is projecting a breakeven position, assuming the full draw down of contingency sums. 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 MTF 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 full draw down from the contingency. 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.
93. There are an additional number of emerging pressures which are having a direct impact on the projected year end position. These relate to the following:
- An increase in activity relating to Looked After Children contact, where the Council is experiencing a high volume of requests and instructions from the Courts, which

requires an officer to accompany the child. The current mechanism has been to employ sessional staff to undertake this duty. This is currently being reviewed to determine whether there is a different, more cost effective, model that could be developed. Based on current projections this is creating a budget pressure of £202k.

- There is an additional staffing cost within the Triage service due to additional resources being required to cover staff absence, resulting in a pressure of £130k.
- This year has seen a high incidence of Looked After Children being placed in secure accommodation, where the cost is projected to be in the region of £210k. The Youth Justice Board provides a grant to the Council to cover this cost, however the grant for 2014/15 is only £102k. Officers are planning to enter into discussions with the Youth Justice Board to ascertain whether additional grant funding can be secured.

### Exceptional Items

94. With effect from 22 September 2014, the Council entered into a contract for a Children's Social Care managed service at a cost of £1,149k. It is anticipated that this contract will be funded initially from existing budgets as the expectation is that agency costs will reduce as a result, although it is unlikely that this will be effective in the first three months of the contract. This position will be reassessed as the project develops and other funding will be identified.
95. The Council is also considering a similar temporary arrangement to support the Adoption and Fostering service, which could cost in excess of £400k. Every effort will be made to absorb this cost within the base budget, as it is expected that the benefits of this will have a direct impact on the cost of Looked After Children placements, although these are unlikely to materialise in the first few months of the contract.
96. It should be noted that these two items have not been accounted for within the month 5 monitoring position.

### Analysis of Placements

97. The following table sets out the number of current placements as at 1 August 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.

**Table 14: Children's Care Placements**

August 2014 Projections	Projected 14/15 Numbers	%	2014/15 Projected £000	2014/15 Budget £000
Secure/Remand Accommodation	3	1%	210	111
Residential	23	9%	2,266	1,468
Semi Independent Living	39	16%	649	409
Fostering Private	96	39%	3,444	2,395
In House	86	35%	1,463	1,722
Risk Contingency				1,860
<b>Total August 2014</b>	<b>247</b>	<b>100%</b>	<b>8,033</b>	<b>7,965</b>
<b>July 2014 Reported Position</b>	<b>241</b>		<b>8,236</b>	<b>7,965</b>
<b>Movement Between July and August 2014</b>	<b>6</b>		<b>-203</b>	<b>0</b>

98. This indicates that there has been a further increase of 6 in the number of Looked After Children between July 2014 and August 2014. However, the projected costs have reduced,

primarily in the Private Fostering costs. The current split between In House and Independent Fostering stands at 47% to 53% respectively, the aspiration is to move towards a 60% to 40% split.

### Development & Risk Contingency (£133k underspend, no change)

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

**Table 15: Development & Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 5		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,458	0	Asylum Funding Shortfall Potential	1,458	1,325	(133)	(133)	0
(200)	0	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
<b>3,118</b>	<b>0</b>	<b>Current Commitments</b>	<b>3,118</b>	<b>2,985</b>	<b>(133)</b>	<b>(133)</b>	<b>0</b>

100. The Asylum Service is projecting an overspend of £1,325k, no change on the month 4 projections. 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 £5,166k to cover the direct costs based on a unit rate for different age children.
101. 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. This results in the underspend of £133k currently reported as not all of the contingency will need to be drawn down.
102. 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. In April 2014 the Home Office confirmed that the Council would receive an additional £200k in 2014/15, which matches the prediction built into the Risk Contingency.
103. 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.
104. The following table provides a further analysis of the gross Asylum service budget projected position for month 5, this position is contained within the Children's Resources forecast set out in table 13 above.

**Table 16: Asylum Expenditure**

Original Budget £'000	Budget Changes £'000	Service		Month 5		Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Change from Month 4 £'000
3,294	259	Asylum	Salaries	3,035	2,867	(168)	(173)	5
2,810	(259)		Non-Sal Exp	3,069	4,130	1,061	1,066	(5)
(6,104)	(0)		Income	(6,104)	(5,672)	432	432	(0)
<b>0</b>	<b>(0)</b>		<b>Sub-Total</b>	<b>0</b>	<b>1,325</b>	<b>1,325</b>	<b>1,325</b>	<b>1,325</b>

## ADULT SOCIAL CARE (£157k pressure, £34k improvement)

105. The Adult Social Care directorate is projecting a forecast pressure of £157k as at month 5, a favourable movement of £34k since the last month, when a projected overspend to year end of £191k was anticipated. The main area of pressure relates to the non achievement of savings on transport, offset by lower levels of spend in a range of areas across the department as detailed below.

**Table 17: Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service		Month 5		Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month4) £'000	Movement from Month 4 £'000
2,329	354	All-Age Disabilities	Salaries	2,683	2,683	0	0	0
25,061	6,766		Non-Sal Exp	31,827	31,827	0	0	0
(3,802)	(409)		Income	(4,211)	(4,211)	0	0	0
<b>23,588</b>	<b>6,711</b>		<b>Sub-Total</b>	<b>30,299</b>	<b>30,299</b>	<b>0</b>	<b>0</b>	<b>0</b>
3,629	528	Social Work	Salaries	4,157	3,928	(229)	(88)	(141)
21,966	3,275		Non-Sal Exp	25,241	25,355	114	707	(593)
(8,281)	43		Income	(8,238)	(8,146)	92	(584)	676
<b>17,314</b>	<b>3,846</b>		<b>Sub-Total</b>	<b>21,160</b>	<b>21,137</b>	<b>(23)</b>	<b>35</b>	<b>(58)</b>
7,178	864	Early Intervention & Prevention	Salaries	8,042	8,004	(38)	(34)	(4)
2,914	681		Non-Sal Exp	3,595	3,973	378	327	51
(711)	(10,181)		Income	(10,892)	(10,928)	(36)	(36)	0
<b>9,381</b>	<b>(8,636)</b>		<b>Sub-Total</b>	<b>745</b>	<b>1,049</b>	<b>304</b>	<b>257</b>	<b>47</b>
2,292	(389)	Safeguarding, Quality & Partnerships	Salaries	1,903	1,795	(108)	(124)	16
4,753	(59)		Non-Sal Exp	4,694	4,698	4	23	(19)
(363)	92		Income	(271)	(323)	(52)	(32)	(20)
<b>6,682</b>	<b>(356)</b>		<b>Sub-Total</b>	<b>6,326</b>	<b>6,170</b>	<b>(156)</b>	<b>(133)</b>	<b>(23)</b>
1,539	(1,058)	Directorate & Support Services	Salaries	481	498	17	17	0
(2,970)	2,124		Non-Sal Exp	(846)	(831)	15	15	0
0	0		Income	0	0	0	0	0
<b>(1,431)</b>	<b>1,066</b>		<b>Sub-Total</b>	<b>(365)</b>	<b>(333)</b>	<b>32</b>	<b>32</b>	<b>0</b>
16,967	299	<b>Adult Social Care Directorate Total</b>	Salaries	17,266	16,908	(358)	(229)	(129)
51,724	12,787		Non-Sal Exp	64,511	65,022	511	1,072	(561)
(13,157)	(10,455)		Income	(23,612)	(23,608)	4	(652)	656
<b>55,534</b>	<b>2,631</b>		<b>Total</b>	<b>58,165</b>	<b>58,322</b>	<b>157</b>	<b>191</b>	<b>(34)</b>

106. 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 to the demographic changes in the number of clients requiring care and support and Children with disabilities transitioning into Adult Social Care. The current forecast expenditure against these contingencies is set out in Table 2 below.

**Table 18: Development & Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 5		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
			£'000	£'000	£'000	£'000	£'000
2,406		Increase in Transitional Children due to Demographic Changes	2,406	2,406	0	0	0
<b>Social Care Demographic Pressures for Care and Support:</b>							
11,990	0	Older People	6,254	6,254	0	0	0
		Clients With Disabilities	3,771	3,771	0	0	0
		Clients With Mental Health Issues	1,965	1,965	0	0	0
<b>14,396</b>	<b>0</b>	<b>Current Commitments</b>	<b>14,396</b>	<b>14,396</b>	<b>0</b>	<b>0</b>	<b>0</b>

107. It is forecast, as at month 5, that the Development and Risk Contingency for increasing client care and support costs will be fully utilised. However the regular exercise to take snapshot of the annualised cost of the live placements commitments as at 1st July 2014 showed the live annualised placements commitments placements at that time underspending by £1,745k. A further snapshot exercise is being undertaken as at 1st October 2014 to provide an up to date expenditure on annualised placements for 2014/15 which will be reported in next month's monitoring report

108. This forecast underspend based upon the snapshot exercise remains to fund further demographic increases during the year including increased demand for home care provision referred to below, and the cost of Adult Social Care support for Children with disabilities as they transition into adulthood. The actual contingency required for transitional children will become clearer now that the new school year has started in September. As at Month 5 it is forecast that Development and Risk contingency for the care and support costs of transitional children with disabilities will be fully utilised, however, this contingency is being reviewed as part of the refresh of the MTFP and a more accurate position will be reported in Month 6 Budget Monitoring.

**All Age Disabilities (on track, no movement)**

109. This service now brings together the budgets within Adult Social Care including learning, physical and sensory disabilities with the budgets previously 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 (£23k underspend, £58k improvement)**

110. It is forecast that there is an underspend of £23k, an improvement of £58k from Month 4. There is a continuing increase in the underspend on staffing, which is being offset by spend on Skylakes to carry out care assessments. There is also a reduction in the projection of homecare costs based upon an increase of 20% for the first 5 months of the year compared with the start of the year projection of a 30% increase. This reduction results partly from the impact of the work of Skylakes to reassess clients needs and their support packages and the correction of a pessimistic forecast based upon actual homecare activity during 2013/14. This

reduction in forecast homecare costs is offset by the increased costs of a higher number of residential placements than forecast at the beginning of the year.

111. There has been a refinement to the income forecast from Month 4 to correct an overstatement of both expenditure and income; but this has not impacted upon the overall net budget forecast for the year.

#### **Early Intervention and Prevention (£304k pressure, £47k adverse movement)**

112. A pressure of £304k is forecast on Early Intervention and Prevention arising mainly from the non-achievement to date of 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 Queenswalk opened on 2nd September 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. There is an associated saving of £239k, considered to be on track, relating to the day services employees elements.

113. Currently, there is a corporate level review being undertaken on transport, which is exploring the existing interdependencies and broader strategic and operational issues, with a view to realising the saving identified above.

#### **Safeguarding, Quality and Partnerships (£156k underspend, £23k improvement)**

114. It is forecast that there will be an underspend of £156k mainly arising from staff savings as a result of current vacancies. Expenditure incurred in supporting service users with no recourse to public funds is forecast to cause a pressure of £130k.

115. Expenditure on Deprivation of Liberty Safeguards (DOLS) cases is projected to be £269k, although it is expected that these costs will be funded corporately or from alternative sources, with no net impact on the department's base budget. So far, 144 cases have come through this financial year - this figure will continue to be monitored over the following months.

#### **Directorate and Support (£32k pressure, no movement)**

116. There is a projected pressure of £32k, mainly arising as a result of the managed vacancy factor not being achieved.

#### **Emerging issues**

117. In terms of the Winterbourne placements, referenced in previous reports, there are 14 service users for whom this applies. So far, 4 service users have transferred. The financial impact this year is estimated at a gross cost of £479k, with income from the CCG of £43k, creating a net cost to LBH of £436k. The full year impact of this equates to a gross cost of £504k, potential CCG income of £56k and a net cost of £448k. However, there are a further 10 service users who could be transferred - in total, the overall net (annual) cost to the Council could be as high as £1.5m in future years. A more robust estimate is currently being worked up and any additional funding required will be considered as part of the refreshed MTFF for 2015/2020.

## Appendix B – Other Funds

### Schools Budget

#### Dedicated Schools Grant (£2,106k overspend, £30k improvement)

118. The Dedicated Schools Grant is projecting an in year overspend of £2,106k, an improvement of £30k on the month 2 projections, due to a slight decrease in the cost of SEN placements. The overspend on the DSG, in the main, reflects the planned use of the surplus balance that was carried forward from 2013/14, where additional resources totalling £1,294k 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.

**Table 19: Dedicated Schools Grant**

Original Budget £'000	Budget Changes £'000	Funding Block	Month 5 Revised Budget £'000	Month 5 Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Change from Month 4 £'000
(145,373)	0	Dedicated Schools Grant Income	(145,373)	(145,840)	(467)	(467)	0
113,606	0	Delegated to Schools	113,606	114,918	1,312	1,294	18
4,581	0	Early Years	4,581	4,912	331	332	(1)
3,604	0	Centrally Retained	3,604	3,931	327	327	(0)
23,582	0	Special Needs	23,582	24,186	603	650	(47)
0	0	<b>Total Schools Budget</b>	<b>0</b>	<b>2,106</b>	<b>2,106</b>	<b>2,136</b>	<b>(30)</b>
0	0	Balance Brought Forward 1 April 2014	(3,781)	(3,781)			
0	0	Balance Carried Forward 31 March 2015	(3,781)	(1,675)			

#### Dedicated Schools Grant Income (£467k surplus, no change)

119. The Department for Education have confirmed that the DSG will be adjusted and increased for the funds that were deducted for Pentland Special Free School at the beginning of the year, which equates to £467k.

#### Delegated to Schools (£1,312k overspend, £18k adverse)

120. The overspend of £1,312k is due to Schools Forum agreeing to utilise £1,294k of the surplus balance carried forward from 2013/14 by delegating more resources to schools than were allocated in the DSG.

#### Early Years (£331k overspend, £1k improvement)

121. The Early Years funding block is projected an overspend of £333k. This is primarily 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.

122. The base budget includes a provision to develop capacity for the Two Year Old Free Entitlement offer. It is likely that this fund will not be fully allocated, but at this point in time it has been assumed that it is fully committed.

#### Centrally Retained (£327k overspend, no change)

123. The centrally retained budgets are projecting an overspend of £327k, which relates to payments that have been made for additional bulge year classes, which have opened in

September 2014 and the cost of the two new Basic Need Academy school set up costs and diseconomies of scale funding.

### Special Needs (£603k overspend, £47k improvement)

124. The Special Needs budgets are projecting an overspend of £603k, an improvement of £47k on the month 4 position, due to a slight reduction in the projected number and cost of SEN placements. The overspend relates to the increase in the number of children with a statement across a much wider age range, which now encompasses 0 to 25.

### Year End Balances

125. 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 £1,294k 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 £1,675k.

### PARKING REVENUE ACCOUNT £110k in year deficit (£79k favourable)

126. 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.

127. An in-year deficit of £110k is forecast for the 2014/15 financial year. There is a total shortfall of income of £298k (£105k favourable). The favourable movement relates to an improved forecast for bailiffs' income. The overall position reflects the continued lower level of Penalty Charge Notice (PCN) income relative to the historic income target.

128. The income pressure is offset by compensating savings totalling £96k (£26k adverse), as well as the budgeted surplus of £92k.

**Table 20: Parking Revenue Account**

Original Budget	Budget Changes	Service	Month 5		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(4,153)	0	Income	(4,153)	(3,855)	298	403	(105)
4,061	0	Expenditure	4,061	3,965	(96)	(122)	26
<b>(92)</b>	<b>0</b>	<b>In-year (Surplus) / Deficit</b>	<b>(92)</b>	<b>110</b>	<b>202</b>	<b>281</b>	<b>(79)</b>
76	0	Unallocated Balances b/fwd	76	76	0	0	0
<b>(16)</b>	<b>0</b>	<b>Unallocated Balances C/fwd</b>	<b>(16)</b>	<b>186</b>	<b>202</b>	<b>281</b>	<b>(79)</b>

## COLLECTION FUND (£2,197k surplus, £110k improvement from Month 4)

129. 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. A net improvement of £110k is reported from Month 4, with strong collection rates for Council Tax off-setting an adverse movement of £500k on Business Rate revenues. There remains a high level of uncertainty with regard to Business Rates as income due in relation to Heathrow Terminal 2 has not yet been confirmed.

130. Overall performance within the collection fund remains strong, with a net surplus of £2,197k reported as a net surplus of £2,697k off-sets a relatively minor deficit on Business Rates income. In the event that current trends continue a rebalancing of income projections between these taxes will be included in the Council's draft budget for 2015/16.

**Table 21: Collection Fund**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
(114,070)	0	Council Tax	Gross Income	(114,070)	(115,534)	(1,464)	(854)	(610)
14,743	0		Council Tax Support	14,743	14,297	(446)	(446)	0
(3,610)	0		B/fwd Surplus	(3,610)	(4,397)	(787)	(787)	0
<b>(102,937)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(102,937)</b>	<b>(105,634)</b>	<b>(2,697)</b>	<b>(2,087)</b>	<b>(610)</b>
(105,485)	(911)	Business Rates	Gross Income	(106,396)	(106,283)	113	(387)	500
(981)	567		Section 31 Grants	(414)	(414)	0	0	0
59,158	0		Less: Tariff	59,158	59,158	0	0	0
2,136	344		Less: Levy	2,480	2,480	0	0	0
0	0		B/fwd Deficit	0	387	387	387	0
<b>(45,172)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(45,172)</b>	<b>(44,672)</b>	<b>500</b>	<b>0</b>	<b>500</b>
<b>(148,109)</b>	<b>0</b>	<b>Total Collection Fund</b>		<b>(148,109)</b>	<b>(150,306)</b>	<b>(2,197)</b>	<b>(2,087)</b>	<b>(110)</b>

131. Council Tax revenues continue to grow strongly with the £1,300k additional yield arising from new development in the borough now supplemented by higher than anticipated collection rates which will secure a further £610k income. Current levels of demand for the Council Tax Reduction Scheme are marginally lower than anticipated at budget setting, however this movement is off-set by increased eligibility for Single Person Discounts. This position will remain under review and any on-going implications reflected in the Council's Medium Term Financial Forecast.

132. As previously reported, 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. As the Valuation Office Agency are yet to add this new premises to the rating list, the Council is not in a position to confirm the rates payable for 2014/15 and as such the forecast set out above remains subject to change.

133. Given the continuing uncertainty around Terminal 2 revenues, and the continuing high level of unoccupied commercial property in the Borough an in-year deficit of £113k is projected for 2014/15. This represents an adverse movement of £500k on the position reported at Month 4. As with Council Tax, the medium term implications of this position will

remain under review and be reflected within the Council's Medium Term Financial Forecast as necessary.

134. The brought forward deficit of £387k on Business Rates included the cost of establishing a provision to manage the cost of backdated appeal losses. Experience since 1 April 2014 indicates that such appeal losses can be contained within the provision and barring any exceptional outcomes it is expected that this risk can be contained in the short-term.

## Appendix C – Housing Revenue Account

135. The Housing Revenue Account (HRA) is forecast to generate an in-year net operating surplus of £3,592k, with the movement from Month 4 principally attributable to a revised forecast due to further movement in the phasing of the planned maintenance to stock programme.

**Table 22: Housing Revenue Account**

Original Budget £'000	Budget Changes £'000		Month 5		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
(56,975)	0	Rent Income	(56,975)	(56,739)	236	236	0
(5,717)	(513)	Other Income	(6,230)	(6,539)	(309)	(296)	(13)
<b>(62,692)</b>	<b>(513)</b>	<b>Net Income</b>	<b>(63,205)</b>	<b>(63,278)</b>	<b>(73)</b>	<b>(60)</b>	<b>(13)</b>
13,813	(193)	Housing Management	13,621	13,021	(600)	(270)	(330)
5,607	334	Tenant Services	5,941	5,545	(396)	(407)	11
4,801	351	Repairs	5,152	5,124	(28)	(35)	7
5,798	25	Planned Maintenance	5,823	3,740	(2,083)	(1,821)	(262)
15,691	0	Contribution to Works to Stock	15,691	15,691	0	0	0
15,412	0	Interest & Investment Income	15,412	15,000	(412)	(412)	0
1,570	(5)	Development & Risk Contingency	1,565	1,565	0	0	0
<b>62,692</b>	<b>513</b>	<b>Operating Costs</b>	<b>63,205</b>	<b>59,686</b>	<b>(3,519)</b>	<b>(2,945)</b>	<b>(574)</b>
<b>0</b>	<b>0</b>	<b>(Surplus) / Deficit</b>	<b>0</b>	<b>(3,592)</b>	<b>(3,592)</b>	<b>(3,005)</b>	<b>(587)</b>
(22,820)	0	General Balance 01/04/14	(22,820)	(22,820)	0	0	0
<b>(22,820)</b>	<b>0</b>	<b>General Balance 31/03/15</b>	<b>(22,820)</b>	<b>(26,412)</b>	<b>(3,592)</b>	<b>(3,005)</b>	<b>(587)</b>

### Rental Income

136. The projected loss in dwellings rental income of £236k reflects loss arising from increasing RTB sales and an estimated future void loss. The current void loss to date is showing a slight improvement compared to budgeted position. The improvement is due to better turnaround on the repairs and allocation process plus increasing use of void properties for short term lets.

137. The net additional recovery of £309k in other income is due to income retained from RTB capital receipts of £470k to cover transaction costs. The additional recovery is partially offset by a lower than expected income recoverable from leaseholders' service charge. This is as a result of savings on the new insurance contract and refunds due to leaseholders mainly as a result of lower than expected repairs costs in 2013/14.

### Housing Management & Tenant Services

138. The Housing Management & Tenant Services budgets reflect a net underspend of £996k. This is mainly due to savings from the new leaseholders building insurance contract and vacancy management within the Caretaking, Careline and Leasehold services. This is partially offset by charges for the use of garages for community housing storage and shortfall in fee income rechargeable to capital works.

## **Repairs**

139. The repairs forecast is a net underspend of £28k which is made up of an estimated voids overspend of £254k, fully set off by underspend from staffing vacancies in the DLO and back office functions. The forecast do not reflect additional costs for Mears management of £260k which is fully provided for in the Repairs contingency budget held elsewhere in the HRA.
140. In addition, a significant amount of works relate to short term lets which were not previously provided for in the budget, this is offset by a rental stream benefits that are factored into the income forecast.

## **Planned Maintenance**

141. The Planned Maintenance budget is a net underspend of £2,083k. The Cyclical Decoration programme has slipped £1,296k to next year as the programme is to be re-phased from the current 3 to a 2 year programme and then retendered. Leaseholders will also need to be consulted in advance of works commencing as a result this year's programme will not be delivered as planned.
142. The Gas Maintenance budget underspend of £200k is as a result of the new gas contract commencing in June so the estimated spend for the year have been revised downward to reflect the delayed start of the programme. The draft programmes for the Subsidence Repairs plus associated survey works and Plumbing upgrades have been reviewed and are now forecasting an underspend of £251k and £131k respectively. The balance of the variance is made up of a range smaller forecast underspends for other programme and schemes such as Adaptations, Better neighbourhood and crime reduction improvements.

## Appendix D –GENERAL FUND CAPITAL PROGRAMME

143. 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 £30,650k. The expenditure profile is expected to increase as major projects across the programme are progressed during the year.

**Table 23 – General Fund Capital Programme Summary**

	2014/15 £'000	Future Years 2015/16- 2018/19 £'000	Total Project £'000	Movement from Month 4 £'000
Original Budget	119,832	271,275	<b>391,107</b>	-
Revised Budget	111,088	286,043	<b>397,131</b>	(2,668)
Forecast Outturn	100,126	295,257	<b>395,383</b>	(3,374)
<b>Total Capital Programme Variance</b>	<b>(10,962)</b>	<b>9,214</b>	<b>(1,748)</b>	<b>(706)</b>
Analysis of Programme Variances:				
Yiewsley Health Centre & Sports Facility	192	503	<b>695</b>	(18)
Hillingdon Sports & Leisure Centre	-	530	<b>530</b>	-
Hayes End Library Development	90	-	<b>90</b>	-
Libraries Refurbishment - Central Library	135	-	<b>135</b>	-
Libraries Refurbishment	22	-	<b>22</b>	-
Rural Activities Garden Centre	(115)	-	<b>(115)</b>	(115)
Civic Centre Works Programme	(250)	-	<b>(250)</b>	(95)
Disabled Facilities Grants	(995)	-	<b>(995)</b>	-
Private Sector Renewal Grants	(55)	-	<b>(55)</b>	-
Adaptations for Adopted Children	(200)	-	<b>(200)</b>	-
Schools Expansions Programme	(1,705)	100	<b>(1,605)</b>	(478)
Cost Variance	(2,881)	1,133	<b>(1,748)</b>	<b>(706)</b>
Projected Re-phasing	(8,081)	8,081	-	-
<u>Development &amp; Risk Contingency</u>				
General Contingency Variance	-	-	-	-
Provision for Additional Schools Funding	-	-	-	-
<b>Total Capital Programme Variance</b>	<b>(10,962)</b>	<b>9,214</b>	<b>(1,748)</b>	<b>(706)</b>
Financing Variance:				
Council Resourced Variance	(10,099)	8,351	<b>(1,748)</b>	(706)
External Grants & Contributions Variance	(863)	863	-	-
<b>Total Capital Programme Variance</b>	<b>(10,962)</b>	<b>9,214</b>	<b>(1,748)</b>	<b>(706)</b>
<b>Movement from Month 4</b>	<b>(8,112)</b>	<b>7,406</b>	<b>(706)</b>	

144. The revised budget has decreased by £2,668k from Month 4 due mainly to the cancellation of the Green Deal Communities scheme. Other adjustments include changes to the capital and revenue allocation of Transport for London schemes within the 2013/14 carried forward programme which was finalised in August. There has also been an allocation of £38k Section 106 funding towards equipment upgrades at Beck Theatre (Sport & Cultural Projects).

145. The main programme shows a favourable variance of £1,748k. The following paragraphs provide details of the reasons for the cost variances in the above table:

- 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). Tenders for the construction works have been evaluated in detail resulting in a revised forecast over spend of £977k (inclusive of £282k on the supported housing element reported in the HRA). The overall forecast over spend has increased by £60k from last month because a provisional allowance has been made relating to a change in the client group for supported housing. Further analysis of the tender pricing between the Health Centre (General Fund) and supported housing (HRA) has resulted in a downward movement of £18k in the Health Centre element of the forecast within the General Fund.

- 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. Due to delays in resolving contractual issues around this scheme the forecast has been re-phased into next financial year.
- Hayes End Library Development - fire glazing works have been completed and other minor issues are being addressed. 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.
- Central Library Refurbishment - the over spend of £135k 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.
- There is also a small over spend of £22k on completion of the Libraries Refurbishment programme.
- Disabled Facilities Grants & Private Sector Renewal Grants - the forecast under spend of £1,250k (including Adaptations for Adopted Children) represents the forecast level of uncommitted funding after taking into account potential increases in clients this year.
- Civic Centre Works Programme - due to under spends on existing schemes and works not currently required there is an overall under spend of £250k forecast on the budget.
- Rural Activities Garden Centre - the new modular building and path works have been completed and tenders are being prepared for an additional toilet block and septic tank. Based on the pre-tender estimates it is forecast that there will be an under spend of £115k as there are no identified requirements for the remainder of the budget.

146. The variance on the Schools Expansions programme is covered in the Schools section later in this report.

147. A summary of the capital programme by type of project is provided in Table 23 below:

**Table 23 - 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	Movement from Month 4 £'000
Main Programme	66,717	59,460	(1,381)	(5,876)	85,298	85,050	(248)	(611)
Programme of Works	27,983	24,847	(1,500)	(1,636)	77,166	75,666	(1,500)	(95)
Future Projects	14,958	14,389	-	(569)	198,308	198,308	-	
<b>Total Main Programme</b>	<b>109,658</b>	<b>98,696</b>	<b>(2,881)</b>	<b>(8,081)</b>	<b>360,772</b>	<b>359,024</b>	<b>(1,748)</b>	<b>(706)</b>
Development & Risk Contingency								
General Contingency	1,430	1,430			7,430	7,430		
Provision for Additional Schools Funding	-	-			28,929	28,929		
<b>Total Capital Programme</b>	<b>111,088</b>	<b>100,126</b>	<b>(2,881)</b>	<b>(8,081)</b>	<b>397,131</b>	<b>395,383</b>	<b>(1,748)</b>	<b>(706)</b>
<b>Movement from Month 4</b>	<b>(2,682)</b>	<b>(10,794)</b>	<b>(1,376)</b>	<b>(6,736)</b>	<b>(2,668)</b>	<b>(3,374)</b>	<b>(706)</b>	

148. There are general contingency funds totalling £7,430k over five years which are currently unallocated, however, it is forecast that these funds will be used as risk issues arise over the life of the programme. The provision for additional secondary schools funding is anticipated to be required for future schools developments.

149. The detailed General Fund capital programme by scheme is presented in Appendix 1 to this report.

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

### **MAIN PROGRAMME (SCHOOLS)**

151. Over the life of the existing programme there is a forecast under spend of £1,605k due partly to efficiencies on internal fees charged to Phase 2 of the Primary Schools Expansions programme and also on final accounts for several primary school expansions. The key issues and risks on performance of the overall Schools Expansions programme are outlined below.

#### **Primary Schools**

##### **Phase 2**

152. Phase 2 has been delivered to enable schools to be fully operational for the new term. The main remaining risks are on the following schools:

- Cherry Lane - an over spend has increased to £106k due to further costs for a multi use games area and floodlighting, however this is offset by under spends elsewhere within the programme.
- Glebe - a number of outstanding external and demolition works remain which are being progressed.

### **Phase 3 - New Schools**

153. The new schools at St Andrew's Park and Lake Farm have opened for the new term. Temporary services will be removed shortly from St Andrew's Park. Works have commenced on site for the new school at Laurel Lane for completion in August 2015.

### **Special Educational Needs**

154. Temporary classrooms have been provided at Hedgewood Primary School and Meadow Secondary School for the new term. Planning consent has been submitted to create an SRP unit at Cherry Lane for the spring term in January 2015. An amount of £320k is forecast re-phasing into next year for future needs that may arise.

155. 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. Additional kitchen and dining equipment is being provided to schools where the need has been demonstrated.

### **FUTURE PROJECTS (SCHOOLS)**

#### **Secondary Schools**

156. 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. The forecast spend for this year is £1,188k to cover initial survey, feasibilities and consultancy costs. This is shown as a phasing variance from the budget currently phased into 2015/16.

- Northwood Academy - consultants for the design of the project have been appointed. The construction phase of the project is not expected to commence this financial year.
- Abbotsfield School - the Education Funding Agency (EFA) are managing this project through the Priority Schools Building Programme (PSBP) with the Council making a contribution towards the overall costs. There will also be commitments for infrastructure works, furnishings fittings and equipment. The scope of the project has increased to re-provide a vocational centre which is sited at the school. In addition an SRP provision for 12 children has also been agreed. These additional requirements have resulted in a transfer of £2,905k from the provision for secondary schools funding to this scheme.

### **PROGRAMMES OF WORKS (SCHOOLS)**

157. Schools Conditions Programme - works at several schools were completed during the school summer holidays although there have been minor delays on roofing works at Hedgewood and Oak Farm schools. Works at William Byrd school are now planned to be completed in October half term period due to changes in the design specification. The increase in costs is expected to be managed through the scheme contingency budget. An amount of £1,000k is projected as re-phasing into next financial year for schemes that are yet to be approved or allocated. There is an agreement from the schools to make contributions to the cost of works no greater than 20% of their reserves. Further information can be found in the School Capital Programme update report.

## MAIN PROGRAMME (NON-SCHOOLS)

158. Car Park Resurfacing - there is forecast slippage of £870k as major works on The Cedars and Grainges multi storey car park will not be able to commence on site until towards the end of the financial year, although there will be feasibility and design costs incurred this year. Works on three other smaller car parks are expected to be completed this year.
159. Highways Programme - a major programme of road improvements is underway across the Borough for completion by the end of the financial year.
160. ICT Migration to Windows 7 Project - the project is well underway and will be completed this financial year.
161. ICT Single Development Plan - WiFi upgrade work is being carried out at two adult learning centres. The programme also includes several other projects which are in early stages of development.
162. Vehicle Replacement Programme - tenders have been received for the purchases of up to 97 vehicles including Green Spaces and Housing vehicles. The programme is forecasting slippage of £445k as some vehicles with specifications will not be delivered this financial year due to long lead times. Due to inflationary pressures on tender prices there is an overall cost pressure of £178k on the programme including Green Spaces vehicles and next year's requirements are being reviewed to manage this risk.
163. Eastcote House & Gardens - tenders have recently been submitted for approval for this refurbishment project which is mainly funded by the Heritage Lottery Fund. The capital works element of the project is expected to commence in September and an estimated £100k slippage is forecast as the works will not be completed until early in the next financial year.
164. Queenswalk Development - the resource centre and sensory garden have opened and the Wren Centre is due for hand over. The project is expected to be within budget.
165. Harlington Road Depot - refurbishment works are to commence shortly for completion in January and are forecast to be within budget. 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.
166. CCTV Programme - the third phase of the programme consists of providing new mobile cameras at nine sites and upgrading the Civic Centre control room. Tender documentation is being prepared for public safety cameras in Hayes and technical specifications are to be prepared to upgrade to digital wireless cameras. An amount of £310k is forecast as slippage as the bulk of the remaining programme will not be completed until next financial year.
167. Whiteheath Farmhouse Refurbishment - works are complete on replacement of doors and windows at the farmhouse but structural works will not proceed until next year resulting in slippage of £260k.
168. Sports & Cultural Projects - the main project under this heading is the enhancement of Compass Theatre which is in early planning and design stages. Works on site will not commence until next financial year resulting in forecast slippage of £562k. The existing budget includes £270k Section 106 monies which must be spent by November 2015.

## **PROGRAMMES OF WORKS (NON-SCHOOLS)**

169. Empty Homes Programme - the funding level of £782k is based on revised GLA targets for 34 properties and increased funding per property. There are enough projects identified to fully utilise this funding including one major development about to proceed in Yiewsley. However, there is a risk around delivering this programme to maximise use of the grant which is required to be used by the end of this financial year.
170. Transport for London Programme - The 2013/14 LIP programme was finalised in August with a negligible overall under spend. The initial tranche of schemes for the 2014/15 programme have been developed and approved.
171. 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 £371k (including TfL Major Scheme funding). Proposals are in development for shop front grant schemes in three locations within the Borough with Harefield Village Centre set to commence this year.
172. 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. The remainder of the budget totalling £359k is currently unallocated however there are likely to be further works that are required during the year.
173. Chrysalis Programme - the majority of this year's budget has been allocated to new schemes a number of which are being tendered.

## **FUTURE PROJECTS (NON SCHOOLS)**

174. ICT Infrastructure - this project to implement WiFi in Council buildings over two years budgeted at £1,200k is yet to commence and hence there is an increasing risk of slippage.
175. Uxbridge Cemetery Gatehouse - this £1,000k project is to renovate the Gatehouse and Anglican chapel which are listed buildings. A detailed planning application has been submitted to the National Planning Casework Unit to obtain listed building consent and due to the length of this process the delivery of the project will not be completed until 2015/16 resulting in £700k slippage.
176. St Andrew's Park Theatre - a feasibility study is about to proceed to develop this project and an amount of £250k is forecast as re-phasing into next financial year.
177. St Andrew's Park Museum - this project is yet to proceed and is being reviewed in conjunction with potential developments around Battle of Britain bunker.
178. Youth Centres - the project relates to the building of three new youth centres. The budget for this year is for the one currently identified site at Ash Grove and slippage of £807k is forecast as this will not be completed until next financial year.
179. Bowls Club Refurbishment - there is a budget of £500k for the refurbishment of Cowley and Bessingby bowls clubs. Tenders have been evaluated and are within budget. Works are planned to commence shortly after the end of the bowling season and are expected to take no longer than ten weeks.

## CAPITAL FINANCING - GENERAL FUND

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

**Table 24: Capital Financing**

	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	Movement from Month 4 £'000
Council Resource Requirement	60,183	50,084	(10,099)	212,178	210,430	(1,748)	(706)
Financed By:							
Capital Receipts	15,647	15,890	243	31,719	34,591	2,872	410
CIL	3,000	200	(2,800)	23,000	20,200	(2,800)	(800)
Prudential Borrowing	41,536	33,994	(7,542)	157,459	155,639	(1,820)	(316)
<b>Total Council Resources</b>	<b>60,183</b>	<b>50,084</b>	<b>(10,099)</b>	<b>212,178</b>	<b>210,430</b>	<b>(1,748)</b>	<b>(706)</b>
Grants & Contributions	50,905	50,042	(863)	184,953	184,953	-	-
<b>Total Programme</b>	<b>111,088</b>	<b>100,126</b>	<b>(10,962)</b>	<b>397,131</b>	<b>395,383</b>	<b>(1,748)</b>	<b>(706)</b>

181. Forecast General Fund capital receipts are £15,890k for 2014/15. There has been no further movement in actual capital receipts achieved this year which total £1,061k including the sale of a further six flats at Hayes End Library development. The remaining four 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. There is an element of risk in the level of receipts that will be achieved this year which is reflected in the forecast.

182. The implementation of the Community Infrastructure Levy was delayed until 1 August 2014 and this has had an adverse impact on this year's income target. The current removal of the sui generis charging band has also reduced the forecast although this may be established in future years based on economic viability analysis. The estimated shortfall is forecast to be partially met from Section 106 contributions that will continue for developments that fall outside the current CIL charging schedule. Due to the length of time new developments after 1 August become liable for paying CIL the forecast for the current year has been further reduced to £200k. There is a significant risk that borrowing will have to increase to meet the funding gap.

183. The prudential borrowing forecast shows a favourable variance of £1,820k due mainly to the overall cost under spends and increase in the capital receipts forecast, partially offset by the CIL reduction.

## HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME

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

**Table 25 - 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	Movement from Month 4 £000
Dwelling Components	9,657	4,369		(5,288)	43,319	43,319		
Estates / Blocks	2,586	866		(1,720)	8,916	8,916		
Welfare	2,540	1,263		(1,277)	11,632	11,632		
Other Projects	2,378	2,378			11,890	11,890		
<b>Total Works to Stock</b>	<b>17,161</b>	<b>8,876</b>		<b>(8,285)</b>	<b>75,757</b>	<b>75,757</b>		
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	970		(1,906)	13,042	5,081	(7,961)	(8,165)
<b>Total Major Projects</b>	<b>5,964</b>	<b>4,058</b>		<b>(1,906)</b>	<b>60,184</b>	<b>52,223</b>	<b>(7,961)</b>	<b>(8,165)</b>
Former New Build Schemes	227	1,253	1,026		227	1,253	1,026	
<b>Total</b>	<b>23,352</b>	<b>14,187</b>	<b>1,026</b>	<b>(10,191)</b>	<b>136,168</b>	<b>129,233</b>	<b>(6,935)</b>	<b>(8,165)</b>
<b>Movement from Month 4</b>		(1,369)		(1,369)		<b>(8,165)</b>	<b>(8,165)</b>	

185. The Works to Stock programme is forecasting a further reduction in spend of £1,369k as numerous schemes will not be completed this financial year.

186. Dwelling Components - forecast expenditure on boiler works has been reduced by £652k because the gas installation contract procurement is not yet complete. However the procurement process should result in future savings. The projection for double glazing works has been reduced by £224k as the programme will not be fully delivered until next year. The kitchens and bathrooms programme has been tendered but there is anticipated slippage as the programme will not be completed until next financial year.

187. Estates and Block Renewal - the renewal of the gas installations contract is also delaying works on communal heating schemes. Works on environmental estates schemes are largely to be re-phased into next year with one project to be completed this year.

188. Welfare - under spends are reported on sheltered scheme upgrades and conversions based on the number of projects that have currently been identified.

189. Other Projects - the procurement of 57 housing fleet vehicles has been tendered and is estimated to cost £840k.

190. Purchase and Repair Programme - homeowners who have expressed interest in this scheme have been contacted. Valuations will be required for up to 25 properties and estimates to bring them up to standard for letting purposes.

191. Supported Housing Programme - the current proposed in house new build programme has been reduced from seven sites included in the original budget to three including the development at Yiewsley Health Centre. This is resulting in a significant under spend of £7,961k.
192. The forecast over spend of £1,026k on former New Build schemes largely relates 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

193. There have been 80 Right to Buy sales of Council dwellings for the year as at end of August 2014 for a value of £8,231k and a total of 165 sales are forecast totalling approximately £16,500k in 2014/15.
194. 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 punitive interest. Proposals are being developed by officers to develop an Affordable Housing programme to utilise these receipts within allowed timescales.
195. 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 £14,862k retained receipts have now been generated which require to be spent or committed by the deadlines set out in the table, up to June 2017.

**Table 26: Right to Buy Sales**

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
2014/15 Quarter 1 Actual	56	4,174	49,540	June 2017
<b>Total Retained Receipts</b>	<b>195</b>	<b>14,862</b>	<b>49,540</b>	

196. 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 £49,540k by June 2017.
197. The current HRA capital programme budget includes £18,055k Right to Buy receipts to fund Major Projects totalling £60,184k by 2018/19, as shown in Table 7 below:

**Table 27: Current New Build Programme**

Major Project	Total Cost £'000	RTB Receipts £'000	Forecast Number of Units Provided
Purchase & Repair	9,766	2,929	70
Council New Build	37,376	11,213	178
Supported Housing	13,042	3,913	75
<b>Total</b>	<b>60,184</b>	<b>18,055</b>	<b>323</b>

198. There have been £74k in HRA non dwelling receipts for the year to date. These funds will be used to support the capital programme or be applied for repayment of debt.

## ANNEX 1a - 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
	<b>Main Programme</b>									
86,411	Primary School Expansions	48,384	43,720	(4,664)	61,107	59,502	(1,605)	20,466	28,837	10,199
3,910	Purchase of Vehicles	2,258	1,813	(445)	3,458	3,458	0	3,458	0	0
144	Yiewsley Health Centre & Sports Facility Development	3,052	3,244	192	7,631	8,326	695	8,326	0	0
9,254	Libraries Refurbishment	248	405	157	248	405	157	405	0	0
1,138	Queenswalk Redevelopment	1,664	1,664	0	1,664	1,664	0	1,664	0	0
3,565	South Ruislip Development - Plot A	64	64	0	64	64	0	64	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	209	(870)	1,079	1,079	0	1,079	0	0
5	Eastcote House Buildings and Gardens	1,242	1,142	(100)	1,242	1,242	0	35	1,112	95
251	Grounds Maintenance	777	777	0	777	777	0	777	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	53	(310)	363	363	0	363	0	0
0	West Drayton Cemetery & Resurfacing	522	522	0	522	522	0	522	0	0
0	Sports & Cultural Projects	625	63	(562)	625	625	0	317	0	308
0	Whiteheath Farm Refurbishment	310	50	(260)	310	310	0	310	0	0
0	Rural Agricultural Garden Centre	340	225	(115)	340	225	(115)	225	0	0
0	Youth Centres Kitchen Replacements / Upgrades	143	143	0	143	143	0	0	113	30
0	Kings College Pavilion Running Track	230	230	0	230	230	0	0	0	230
0	Natural England Fencing & Gating	15	15	0	29	29	0	0	29	0
52,847	Major Projects completing in 2014/15	1,893	1,613	(280)	1,893	2,513	620	2,511	0	2
<b>158,447</b>	<b>Total Main Programme</b>	<b>66,717</b>	<b>59,460</b>	<b>(7,257)</b>	<b>85,298</b>	<b>85,050</b>	<b>(248)</b>	<b>42,959</b>	<b>31,228</b>	<b>10,864</b>

## 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
	<b>Programmes of Works</b>									
N/A	Leader's Initiative	437	245	(192)	1,237	1,237	0	1,237	0	0
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	1,137	(250)	2,887	2,637	(250)	2,637	0	0
N/A	Formula Capital Devolved to Schools	1,404	1,404	0	3,544	3,544	0	0	3,264	280
N/A	Highways Programme	6,169	6,169	0	11,001	11,001	0	9,952	0	1,049
N/A	ICT Single Development Plan	433	433	0	2,433	2,433	0	2,433	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	1,005	(178)	2,483	2,483	0	2,183	300	0
N/A	Transport for London	4,258	4,065	(193)	14,669	14,669	0	0	14,084	585
N/A	Urgent Building Condition Works	5,332	4,332	(1,000)	10,364	10,364	0	2,812	7,032	520
N/A	Disabled Facilities Grants	2,300	1,305	(995)	11,500	10,505	(995)	3,080	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	1,232	1,177	(55)	4,280	4,225	(55)	2,195	2,030	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	513	440	(73)	513	513	0	0	0	513
	<b>Total Programmes of Works</b>	<b>27,983</b>	<b>24,847</b>	<b>(3,136)</b>	<b>77,166</b>	<b>75,666</b>	<b>(1,500)</b>	<b>36,834</b>	<b>34,935</b>	<b>3,897</b>

## 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'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Future Projects</b>									
0	Secondary Schools Expansions (Expansion)	0	1,188	1,188	80,000	80,000	0	21,393	57,258	1,349
0	Secondary Schools Expansions (Replacement)	8,679	8,679	0	41,071	41,071	0	30,381	10,690	0
0	St Andrew's Park Theatre	500	250	(250)	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	808	(807)	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	250	(700)	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
<b>0</b>	<b>Total Future Projects</b>	<b>14,958</b>	<b>14,389</b>	<b>(569)</b>	<b>198,308</b>	<b>198,308</b>	<b>0</b>	<b>114,515</b>	<b>80,644</b>	<b>3,149</b>
	<b>Development &amp; Risk Contingency</b>									
0	General Contingency	1,430	1,430	0	7,430	7,430	0	7,430	0	0
0	Provision for Additional Secondary Schools Funding	0	0	0	28,929	28,929	0	8,692	20,237	0
<b>0</b>	<b>Total Development &amp; Risk Contingency</b>	<b>1,430</b>	<b>1,430</b>	<b>0</b>	<b>36,359</b>	<b>36,359</b>	<b>0</b>	<b>16,122</b>	<b>20,237</b>	<b>0</b>
	<b>Total GF Capital Programme</b>	<b>111,088</b>	<b>100,126</b>	<b>(10,962)</b>	<b>397,131</b>	<b>395,383</b>	<b>(1,748)</b>	<b>210,430</b>	<b>167,044</b>	<b>17,910</b>

## Appendix E – Treasury Management Report as at 31 August 2014

**Table 28: Outstanding Deposits - Average Rate of Return on Deposits: 0.54%**

	Actual £m	Actual %	Bench-mark %
Up to 1 Month	43.4	34.78	35.00
1-2 Months	7.0	5.61	0.00
2-3 Months	29.2	23.40	10.00
3-6 Months	6.0	4.81	10.00
6-9 Months	22.0	17.63	10.00
9-12 Months	0.0	0.00	15.00
12-18 Months	9.0	7.21	15.00
18-24 Months	7.4	5.93	5.00
<b>Subtotal</b>	<b>124.0</b>	<b>99.37</b>	<b>100.00</b>
Unpaid Maturities	0.8	0.63	0.00
<b>Total</b>	<b>124.8</b>	<b>100.00</b>	<b>100.00</b>

199. With the exception of the unpaid Heritable 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, Insight MMF, Ignis MMF, PSDF MMF, Santander UK, HSBC Bank, Nationwide Building Society, Barclays Bank, 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 two with Standard Chartered and one with Barclays.
200. During August fixed-term deposits continued to mature in line with cashflow requirements. To maintain liquidity surplus funds were placed in instant access accounts and fixed term deposits with maturities of up to three days.

**Table 29: Outstanding Debt - Average Interest Rate on Debt: 2.99%**

	Actual £m	Actual %
<b>General Fund</b>		
PWLB	70.52	21.17
Long-Term Market	15.00	4.50
<b>HRA</b>		
PWLB	214.57	64.42
Long-Term Market	33.00	9.91
<b>Total</b>	<b>333.09</b>	<b>100.00</b>

201. There were no early debt repayment opportunities or rescheduling activities during August, neither were there any breaches of the prudential indicators or non-compliance with the treasury management policy and practices.

### Ongoing Strategy

202. In order to maintain liquidity for day-to-day business operations, short-term balances will either be placed in instant access accounts or short term deposits of up to one week.

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

203. 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	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
<b>Residents Services</b>						
Development Surveyor	01-Mar-12	18-Sep-14	26-Dec-14	205	18	223
Programme Coordinator	22-Apr-13	26-Sep-14	19-Dec-14	91	11	102
Principal Surveyor	25-Mar-13	26-Sep-14	27-Mar-15	258	55	313
Project Manager Schools Conditions	15-Apr-13	26-Sep-14	27-Mar-15	156	60	216
Project Manager	08-Jul-13	26-Sep-14	27-Mar-15	92	60	152
Project Manager	01-Oct-12	26-Sep-14	27-Mar-15	184	71	255
Senior Project Manager	06-Feb-12	02-Oct-14	03-Apr-15	228	62	290
Technical Administration Officer	03-Mar-14	18-Sep-14	17-Oct-14	53	2	55
Senior Project Engineer	06-Apr-13	08-Dec-14	08-Jun-15	97	34	131
Project Engineer	06-May-13	08-Nov-14	18-May-15	99	32	131
Senior Sales Advisor	04-Feb-13	01-Nov-14	01-May-15	62	17	79
Building Suveryor	16-Jan-12	31-Oct-14	10-Apr-15	147	35	182
Planning Enforcement Officer	22-Apr-13	26-Sep-14	06-Feb-15	88	19	107
Plasterer	15-Nov-13	26-Sep-14	16-Jan-15	44	9	53
Labourer	19-Feb-13	26-Sep-14	02-Jan-15	45	7	52
Roofer	11-Feb-13	26-Sep-14	16-Jan-15	61	9	70
Multi-Trade	05-Feb-13	26-Sep-14	02-Jan-15	55	9	64
Electrical Services Officer	01-Apr-13	26-Sep-14	12-Dec-14	56	15	71
<b>Adult Social Care</b>						
Team Manager - Access Team	01-Apr-14	29-Sep-14	02-Nov-14	80	7	87
Floating Support Worker - Floating Support South	04-Sep-12	29-Sep-14	02-Nov-14	72	3	75
Residential Care Worker - Hatton Grove	01-Jun-11	29-Sep-14	02-Nov-14	91	1	92
Occupational Therapist - Occupational Therapy Team	07-Oct-13	29-Sep-14	02-Nov-14	57	5	62
Lead Approved Mental Health Practitioner	17-Jun-14	29-Sep-14	02-Nov-14	76	6	82

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Residential Care Worker - Colham Road	01-Jun-11	29-Sep-14	02-Nov-14	118	2	120
Residential Care Worker - Colham Road	01-Jun-11	29-Sep-14	02-Nov-14	118	2	120
Team Leader - Chapel Lane	01-Jun-11	29-Sep-14	02-Nov-14	88	2	90
Team Leader - Hatton Grove	01-Apr-13	29-Sep-14	02-Nov-14	53	4	57
Night Care Worker - Colham Road	24-Jul-12	29-Sep-14	02-Nov-14	50	2	52
Team Manager - Older People Services - North Team	03-Feb-14	29-Sep-14	02-Nov-14	51	8	59
Residential Care Worker - Hatton Grove	01-Apr-12	29-Sep-14	02-Nov-14	64	3	67
Team Manager - Older People Services - South/Central Team	03-Feb-14	29-Sep-14	02-Nov-14	50	8	58
<b>Administration and Finance</b>						
ASC Strategic Development & Market Manager	29-Sep-14	29-Sep-14	27-Mar-15	0	65	65
<b>Children &amp; Young People's Services</b>						
Team Manager	15-Apr-13	29-Sep-14	02-Nov-14	89	9	98
Senior Residential Worker	01-Apr-14	29-Sep-14	02-Nov-14	90	3	93
Residential worker	01-Mar-14	29-Sep-14	02-Nov-14	77	2	79
Deputy Team Manager	01-Jan-13	29-Sep-14	02-Nov-14	94	7	101
Residential Care Worker	01-Jan-13	29-Sep-14	02-Nov-14	84	2	86
Independent Reviewing Scheme Officer	07/04/014	29-Sep-14	02-Nov-14	47	13	60
Service Manager Children in Need	23-Jul-12	29-Sep-14	02-Nov-14	115	13	128
Senior Social Worker	01-Apr-13	29-Sep-14	02-Nov-14	75	7	82
Residential & Placements Manager	01-Jul-13	29-Sep-14	02-Nov-14	95	10	105
Social Worker	12-Dec-11	29-Sep-14	02-Nov-14	57	6	63
Senior Social Worker	06-Jan-12	29-Sep-14	02-Nov-14	145	7	152
Head of Children's Safeguarding & Quality Assurance	07-Jan-14	29-Sep-14	02-Nov-14	89	18	107
Social Worker	01-Jan-13	29-Sep-14	02-Nov-14	58	5	63
Deputy Team Manager	28-Jun-11	29-Sep-14	02-Nov-14	82	8	90

<b>Post Title</b>	<b>Original Start Date</b>	<b>Approved From</b>	<b>Proposed End Date</b>	<b>Previous Approval £'000</b>	<b>Approved £'000</b>	<b>Total £'000</b>
Senior Social Worker	05-Mar-14	29-Sep-14	02-Nov-14	65	7	72
Waking Night Residential Care Worker	23-Oct-12	29-Sep-14	02-Nov-14	154	1	155
Deputy Team Manager	05-Mar-12	29-Sep-14	02-Nov-14	173	7	180
Social Worker	01-Jan-12	29-Sep-14	02-Nov-14	82	6	88
Waking Night Residential Care Worker	01-Jul-12	29-Sep-14	02-Nov-14	81	1	82
Senior Social Worker	19-Dec-11	29-Sep-14	02-Nov-14	136	7	143
Senior Social Worker	19-Dec-11	29-Sep-14	02-Nov-14	105	7	112
Senior Social Worker	19-Dec-11	29-Sep-14	02-Nov-14	124	7	131
Senior Social Worker	19-Dec-11	29-Sep-14	02-Nov-14	90	7	97
Quality Assurance Manager	24-Mar-14	29-Sep-14	02-Nov-14	52	11	63
Senior Social Worker	05-Mar-12	29-Sep-14	02-Nov-14	121	7	128
Senior Social Worker	05-Mar-12	29-Sep-14	02-Nov-14	145	7	152
Senior Social Worker	01-Apr-13	29-Sep-14	02-Nov-14	73	7	80
Assistant Director - Children in Need	22-Apr-14	29-Sep-14	02-Nov-14	42	18	60
Senior Social Worker	01-Jan-13	29-Sep-14	02-Nov-14	82	7	89
Deputy Team Manager	01-Jan-13	29-Sep-14	02-Nov-14	97	8	105
Senior Social Worker	01-Apr-13	29-Sep-14	02-Nov-14	56	7	63
Service Improvement Manager	03-Feb-14	29-Sep-14	02-Nov-14	54	13	67
Court Tracker Project Manager	01-Jan-13	29-Sep-14	02-Nov-14	56	8	64

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## SCHOOL CAPITAL PROGRAMME - UPDATE

<b>Cabinet Members</b>	Councillor Jonathan Bianco Councillor David Simmonds
<b>Cabinet Portfolios</b>	Finance, Property & Business Services Deputy Leader of the Council / Education & Children's Services
<b>Officer Contact</b>	Bobby Finch, Residents Services
<b>Papers with report</b>	Appendix 1: Summary of phase 2 and 3 construction works

## HEADLINE INFORMATION

<b>Summary</b>	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.
<b>Contribution to our plans and strategies</b>	<p><b>Putting our Residents First:</b> <i>Our Built Environment; Our People; Financial Management</i></p> <p>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.</p>
<b>Financial Cost</b>	<p>The current forecast of the existing Primary Schools Capital Programme is £146,391k inclusive of £1,000k for Special Resources Provision.</p> <p>The Secondary Schools Expansions/Replacement forecast is £150,000k, with an additional £13,500k for phase 4 of New Primary Schools Expansion.</p>
<b>Relevant Policy Overview Committee</b>	Children, Young People and Learning
<b>Ward(s) affected</b>	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. Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with Deputy Chief Executive and Director of Residents Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the selected Secondary School sites considered suitable for expansion.

# INFORMATION

## 1. PRIMARY SCHOOLS

### 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 which the GLA are now predicting to be slightly higher than they previously forecast, new house building and families moving into the Borough. Overall, at primary school level, the need for additional school places has largely been met by the successful school places expansion programme to date.

The latest forecast for school places indicates a residual need for up to three additional forms of entry in the north of the Borough over the next 2-3 years. This additional demand is largely a result of pupils from outside the Borough travelling to primary schools in Hillingdon (an equivalent of 2 FE from Harrow travelling to schools in the East Ruislip area and 1 FE from Hertfordshire attending schools in the Northwood area). Officers are developing recommendations for consideration by Members in October to meet this need.

### 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 an additional school. To date expansion works have been completed at 14 schools. The remaining 5 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.

#### Works Completed During September 2014

**Rosedale:** The remaining areas in the new 2FE school and nursery have been completed and handed over to the school. The installation of the new kitchen is being carried out separately by the school using funding they have received from another source.

#### Works to be Completed During the 2014/2015 Academic Year

The following is the remaining construction works in Phase 2 which are scheduled to be completed during the 2014/2015 academic year:-

**Hillingdon:** The lift installation and associated works will be completed during the October half term and the remaining external works are due to be completed by the end of October 2014 as originally scheduled.

**Wood End:** Highways works outside the main entrance to the school are scheduled to be completed in early November 2014.

**Cherry Lane:** Planning consent for the revised location for the Multi Use Games Area (MUGA) has been granted. The MUGA will be installed by the contractor (Lakehouse) during autumn 2014.

**Harlyn:** The car park and the remaining external works are scheduled to be completed during October 2014.

**Glebe:** The contractor was originally scheduled to complete the external works in August 2014; however this has now been revised to December 2014. This revised date includes the substantial remedial works required on the new school building.

**Hermitage:** The construction of the new single storey classroom block and the removal of the remaining temporary classrooms will be completed in early 2015 as originally scheduled.

### **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.

#### **John Locke Academy (St Andrew's Park) and Lake Farm Park Academy (Lake Farm)**

**John Locke Academy:** Due to the late completion of the services to the school site some external works have been delayed until the school moves from temporary to permanent electrical power and the generators are removed from the site. It is anticipated that this remaining work will be completed in October 2014.

**Lake Farm Park Academy:** The highways works outside the school have commenced and are due to be completed in mid October 2014.

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

The erection of the hoarding and site compound as well as the site clearance has been completed by the contractor (Farrans). The first stages of ground works started at the beginning of October.

The 46 week construction programme is constrained with very little margin for potential risk items such as unforeseen ground conditions and adverse weather over the autumn and winter. Options to help mitigate some of the risk of programme slippage are currently being explored.

## **2. SPECIAL EDUCATIONAL NEEDS (SEN)**

### **Bulge Year Classes.**

**Hedgewood:** The installation of the temporary classroom has been completed. The school are now carrying out works to install ICT, fire alarms and intruder alarm systems which will need to be completed before they occupy the building.

**Meadow:** Following the completion of the temporary classroom for the start of term, Scottish and Southern Electric (SSE) are due to complete the upgrade to the electricity supply by November 2014.

## **Cherry Lane Specialist Resource Provision (SRP)**

The SRP will be located in the space currently used as the school library. The library will be re-provided in a single mobile classroom unit that will be installed on the school site adjacent to the existing school building. Subject to planning approval, these works are currently scheduled to take place in the autumn/winter 2014.

## **3. SECONDARY SCHOOLS**

### **School Places Forecast**

As previously reported, the rising demand for school places is moving into secondary schools. The updated forecast shows a longer-term sustained pressure for additional secondary school places rising to 27 additional forms of entry over the next 8 years, with pressure for places commencing from 2016/17 onwards as predicted in previous forecasts. In particular, the forecast need for additional secondary school places is higher in the north / central parts of the Borough, which is where there tends to be higher numbers of pupils living outside the Borough travelling to a Hillingdon school.

The emerging picture for expansion on secondary school sites shows a number of sites in the Borough are physically constrained and will require significant re-modelling of the school site to enable expansion to take place. Officers are developing recommendations for consideration by Members to meet this secondary school places need - initially focusing on the next five year horizon and to be informed by targeted feasibility studies undertaken to date of specific secondary schools sites to assess their suitability for expansion.

### **Feasibility studies and going forward**

In order to progress the site investigation works which will be required for the next stage of the feasibility exercise, officers are currently evaluating the tender responses. In addition, officers are also working with the Interim Head of Education, Policy and Standards to plan the programme of engagement with the Secondary Schools.

Going forward, Members will be kept updated on secondary school expansion proposals, as part of this regular monthly report to Cabinet. Additionally, recommendation 2 in the report seeks to provide necessary delegated authority to ensure expedient decision-making post-feasibility stage when selected secondary school sites for expansion are agreed.

### **Priority Schools Building Programme (PSBP)**

**Northwood School:** Regular meetings have been established with the school to start developing the design brief. Key adjacencies have been identified and work on the massing of the building is currently being undertaken. Various surveys have been carried out to establish the best location on the site for the new school in order to reduce any impacts and provide best value for money.

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

Officers are working closely with the DfE to support the re-build of these schools.

#### **4. SCHOOLS CONDITION PROGRAMME**

##### **Outstanding Works from 2013 / 2014 Programme**

The following schemes are partially completed, with outstanding elements scheduled for completion during October 2014.

**Hedgewood:** Roofing by end October 2014

**Oak Farm:** Roofing works by end October 2014

**Breakspear:** Radiator installation during October 2014 half term

**William Byrd:** Ventilation system during October 2014 half term

##### **Other School Condition Works**

**Meadow Special School:** Works to install a gas interlocking system has been completed; while the CCTV survey to assess the drainage blockages has been scheduled for October 2014 half term.

**Hillingdon Tuition Centre Remedial Works:** The initial emergency works to the chimney stacks were completed in June. Other works to the windows, roof, rainwater pipes and valley-gutters have started and will be completed during the October 2014 half term.

#### **5. 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. Officers have been reviewing options to enable additional child care places to be provided for two year olds and recommendations will be presented to the Leader of the Council and Cabinet Member for Education and Children's Services for consideration. This includes provision at mainstream schools.

#### **6. 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 5 forecast for the overall school's programme is an underspend of £1,606k, of which £1,340k is stemming from phases 1 and 2 of the primary schools expansions programme. This is primarily due to a combination of efficiency gains from managing CCT fees and effective final account negotiations at Field End, Rabbsfarm and Highfield Primary Schools. A further £162k underspend is reported within phase 3 of the expansions programme as a result of reduced technical consultancy and design costs. This represents a favourable movement of £479k on the prior month position.

The outstanding works within Phase 2 of the Primary Schools Expansions Programme will be contained within the existing budget provision set aside for each school.

The building contract has been executed for the New 5.0 FE Junior School on land adjacent to Laurel Lane School and the works commenced on 15 September 2014 with a completion date of August 2015. The cost of £10,853k will be funded from the phase 3 expansions budget.

The scope of the Abbotsfield Secondary School replacement project has increased to re-provide a vocational centre which is situated at the school. Additionally, an SRP provision for 12 children has also been agreed resulting in a further budget requirement of £2,905k. As such the previously reported budget of £10,166k set aside for increased provision, furnishings, fixtures and equipment will be increased to £13,071k. The additional funding is contained within the overall provision set aside for Secondary School Replacements.

Northwood School will be project managed internally and has been allocated a budget of £28,000k, of which £6,400k is by way of a grant from the EFA. Site investigation surveys have been commissioned and EC Harris has been appointed as the Multi-Disciplinary consultant for the scheme. Quantity Surveyors are currently progressing through the governance and approval process for appointment.

Temporary classrooms have been provided at Hedgewood Primary School and Meadow Secondary School for the new term as part of the Special Resources Provision budget of £1,000k. Planning consent has been submitted to create an SRP unit at Cherry Lane for the spring term in January 2015. It is estimated that the costs of these works will be £680k in total with the remaining budget to be utilised next year pending further assessments.

The funding for the feasibility works for the secondary schools will be met from the Secondary Schools Expansion budget. The November 2014 Schools Capital Programme Update report will analyse the feasibility findings and put forward recommendations for which Secondary Schools are being considered for expansion.

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
<b>Minor Works</b>	953	201	0	0	0	0	1,154	1,154	0
<b>Phase 1</b>	21,924	1,647	0	0	0	0	23,571	23,191	(380)
<b>Phase 1A (Inc. Rosedale)</b>	2,074	42	0	0	0	0	2,116	2,116	0
<b>Phase 2</b>	51,604	29,239	3,225	0	0	0	84,068	83,108	(960)
<b>Phase 2A</b>	2,885	44	0	0	0	0	2,929	2,904	(25)
<b>Phase 3</b>	6,275	14,162	9,495	0	0	0	29,932	29,770	(162)
<b>Special Resources Prov.</b>	0	1,000	0	0	0	0	1,000	1,000	0
<b>Phase 3A</b>	698	2,049	0	0	0	0	2,747	2,668	(79)
<b>Phase 4 (New Primary Schools Expansions)</b>	0	0	4,190	8,365	945	0	13,500	13,500	0
<b>Secondary Schools (Expansions)</b>	0	0	15,500	40,300	22,100	2,100	80,000	80,000	0
<b>Secondary Schools (Replacement)</b>	0	8,679	13,615	18,777	0	0	41,071	41,071	0
<b>Secondary Schools (Provision)</b>	0	0	3,129	22,860	2,940	0	28,929	28,929	0
<b>Total Expenditure</b>	<b>86,413</b>	<b>57,063</b>	<b>49,154</b>	<b>90,302</b>	<b>25,985</b>	<b>2,100</b>	<b>311,017</b>	<b>309,411</b>	<b>(1,606)</b>

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
<b>Resources:</b>									
<b>DfE Grant</b>	50,479	6,105	33,625	45,852	18,566	2,728	157,355	157,355	0
<b>TBNP</b>	19,726	17,364	2,231	0	0	0	39,321	39,321	0
<b>Section 106</b>	10,154	10,226	1,323	0	0	0	21,703	21,703	0
<b>Council Resources</b>	6,054	23,368	11,975	44,450	7,419	(628)	92,638	91,032	(1,606)
<b>Total Financing</b>	<b>86,413</b>	<b>57,063</b>	<b>49,154</b>	<b>90,302</b>	<b>25,985</b>	<b>2,100</b>	<b>311,017</b>	<b>309,411</b>	<b>(1,606)</b>

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 MTFF 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 £520k schools contributions to supplement the programme giving a total budget estimate of £5,332k 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 was also needed as part of the process of establishing new schools. A Cabinet Member Report on the process for establishing the 3 new primary schools was approved in May 2013. The process concluded in December 2013 when the Department for Education (DfE) announced the organisations that will be managing the schools.

## **CORPORATE IMPLICATIONS**

### **Corporate Property and Construction**

Corporate Property and Construction authored this report.

### **Corporate Finance**

Corporate Finance have reviewed this report and concurs with the budgetary position set out above, noting that the Council's programme of investment in school capacity is funded from a combination of government grants, developer contributions and Prudential Borrowing. The ongoing financing costs associated with the level of borrowing detailed above have been factored into the Medium Term Financial Forecast.

### **Legal**

The Borough Solicitor confirms that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary, in particular cases, to ensure that the Council's Interests are protected.

## **BACKGROUND PAPERS**

NIL

## APPENDIX 1

### Summary of Phase 2 (school expansions) and Phase 3 (new schools) construction works

School Name	Summary of Works	Status
<b>PHASE 2</b>		
Harefield Infants	Single storey extension to a Year 2 classroom, 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
Rabbsfarm Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete
Ruislip Gardens	1 FE Expansion: Construction of a new two storey extension and associated facilities.	All works complete
West Drayton Primary	1 FE Expansion: Construction of two storey building and associated facilities.	All works complete
Pinkwell Primary	1 FE Expansion: Construction of a stand alone classroom block and associated facilities.	All works complete
Rosedale Primary	Demolition of school sports hall/gymnasium and construction of a new 2 FE school including nursery.	All works complete
Wood End Primary	1 FE Expansion: Construction of 2 stand alone buildings and associated facilities.	Expansion works complete. Highways works to be completed Nov 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
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
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
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
<b>PHASE 3</b>		
Lake Farm site	New 3 FE primary school, nursery, a Special Resource Provision unit and other associated facilities.	New school complete. Highways works to be completed Oct 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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