

## Minutes

### Cabinet

Thursday, 20 November 2014

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



Published on: 21 November 2014

Come into effect on: from 28 November 2014 \*

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

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

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

John Riley  
Wayne Bridges  
Brian Crowe  
Janet Duncan  
Mo Khursheed  
Brian Stead  
Henry Higgins  
Jan Sweeting  
Susan O'Brien

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Keith Burrows.

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

No interests were declared at the meeting.

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

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

#### **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**

This was confirmed.

**5. THE ACCESSIBILITY OF THE LONDON UNDERGROUND & RAIL STATIONS IN HILLINGDON**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the extent of the issues regarding accessibility of the London Underground and rail stations in Hillingdon;**
- 2. Endorses the officer view that Transport for London (TfL) should consider the new £75m fund to provide full step-free access at least to Ruislip, Northwood and Eastcote Stations;**
- 3. Endorses the Council's proactive work with TfL to consider accelerated improvements to London Underground stations in Hillingdon and;**
- 4. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Planning, Transportation and Recycling, to develop and submit bids to TfL in relation to the new £75m fund.**

**Reasons for decision**

Cabinet considered a report looking at the options for greater step-free access to railway and underground stations in Hillingdon. The report followed a motion agreed at the Council meeting on 10 July 2014, regarding the problems for disabled access on the London Underground and the work of Freeman Natasha Baker and local resident Conrad Tokarczyk in highlighting the problem.

Cabinet noted that whilst the Council was not directly responsible for the matter, it was very proactive in working with Transport for London to secure further step free access to stations and to this endeavour, Cabinet authorised officers to submit a bid for improvements to three of the Borough's stations from a new fund set up by the Mayor of London.

**Alternative options considered and rejected**

Cabinet could have decided not to undertake any proactive work to secure accessibility improvements to the stations.

**Officers to action:**

Jales Tippell, Residents Services

**Classification: Public**

*The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

**6. DELEGATION TO LONDON COUNCILS' TRANSPORT & ENVIRONMENT COMMITTEE IN RELATION TO THE PAN-LONDON PARKING APPEALS SERVICE ON PRIVATE LAND**

**RESOLVED:**

**That Cabinet:**

- 1. Formally confirm that the functions delegated to London Councils' Transport & Environment Committee (LCTEC) to enter into the arrangements with the British Parking Association were and continue to be delivered pursuant to section 1 of the Localism Act 2011;**
- 2. Expressly delegate the exercise of section 1 of the 2011 Act to LCTEC for the purpose of providing an appeals service for parking on private land under contract on a full cost recovery basis;**
- 3. Amend the LCTEC Governing Agreement to this end and;**
- 4. Authorise the Borough Solicitor to sign, execute and return the Memorandum of Participation on this Council's behalf.**

**Reasons for decision**

Cabinet agreed to make the necessary delegation and decisions, on Hillingdon's part, to continue the operation of pan-London appeals service for parking on private land for the British Parking Association under contract.

**Alternative options considered and rejected**

Cabinet could have decided not to support the operation of this service, which could potentially have put its ongoing operation across London in jeopardy.

**Officer to action:**

Mark Braddock, Administration Directorate

**Classification: Public**

*The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

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

### **RESOLVED:**

**That the Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at September 2014 (Month 6).**
- 2. Agree the changes to the Treasury Management Strategy to add the use of REPOs and one overseas bank, Svenska Handelsbanken and note the treasury management update as at September 2014 (Month 6) at Appendix E.**
- 3. Continue the delegated authority up until the 18 December 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 23 October and 20 November 2014 Cabinet meetings, detailed at Appendix F.**
- 4. Agrees to the virement of £3,100k from the Secondary Schools Expansions programme to fund additional works at Northwood Secondary School.**
- 5. Approves the addition of £125k Department of Health Care Act Implementation Funding to 2014/15 Adult Social Care Budgets.**
- 6. Approve the grant of £13,053 to the Trinity Homeless Project, Uxbridge to be funded from strike savings.**
- 7. Approves the release of £100k from Priority Growth to fund a comprehensive review of the Council's ICT service and strategy.**
- 8. Approves the release of £70k from General Contingency to fund legal costs associated with the Compulsory Land Purchase for the M25 Spur Road.**
- 9. Agree that during the 2014/2015 winter season, with the full agreement of the Leader of the Council (or Deputy Leader if unavailable), the Chief Executive or the Deputy Chief Executive and Corporate Director of Resident Services are both authorised to take all necessary urgent decisions (including those ordinarily reserved to the executive) to release funds, procure and incur expenditure in order to safeguard residents, deliver services and manage the effects of bad weather or incidents adversely affecting the Borough. Such decisions taken, that would have required Cabinet or Cabinet Member approval, are to be reported to a subsequent Cabinet meeting for formal ratification. Furthermore, that Cabinet request the Chairman of the Executive Scrutiny Committee waive the scrutiny call-in period so this takes immediate effect.**
- 10. Approve the award of the following small grants, to be funded from the Core Grants Budget:**
  - I. Hillingdon & Harrow Deaf Children's Society - £1,000**
  - II. Community Cancer Centre / Hillingdon Brain Tumour Group - £3,000**
  - III. Recycle-a-bike - £5,000**

#### **IV. DASH - £3,500**

##### **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, including the virement, release and acceptance of funds for various services or activities, the award of small grants to assist four local organisations and delegated authority for instant executive decision-making during the Winter season, enabling the Council to be well prepared in the eventuality of any severe weather or adverse incidents impacting upon residents and services in the Borough.

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

None.

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

Paul Whaymand, Finance Directorate

##### **Classification: Public**

*The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

#### **8. 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. Note the work undertaken to date to identify those secondary schools that may be suitable for expansion.**

##### **Reasons for decision**

Cabinet received an update on the Council's school capital expansion and condition programmes, noting the substantial works undertaken over the last few months on both existing and new schools sites to improve the quality of learning and provide a school place for every child.

Cabinet noted the good progress being made on identifying new sites for secondary education expansion.

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

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

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

Bobby Finch, Residents Services

#### **Classification: Public**

*The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **9. FORMER USAF SCHOOL, PENTLAND WAY, WEST RUISLIP**

### **RESOLVED:**

**That Cabinet agreed that (1) the school buildings of the former USAF Elementary School, Pentland Way, West Ruislip be declared surplus to requirements; (2) the necessary authority be delegated in respect of the freehold interest and future decisions on the matter; (3) a temporary lease be granted to the Eden Academy Trust as set out in the report; (4) noted that Eden Academy Trust will grant a 10 year lease to the Growing Trees Nursery as set out in the report; (5) and the necessary authority be given to officers to ensure the Borough's interests on the matter be safeguarded to secure educational provision on the site.**

*Note: this is an abridged public record of the Cabinet's decisions due to the confidential nature of the discussions that took place at the meeting.*

### **Reasons for decision**

Cabinet made the necessary property decisions in relation to the former USAF Elementary School site, to enable the development of a new local 140 place Special Free School providing services for children that have a statement of Special Educational Needs.

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

Cabinet could have decided to sell the site on the open market for either the current planning use or seek planning consent for residential development.

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

Michael Paterson, Residents Services

**Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. The public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 3&5 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

**10. DELIVERY OF THE REVENUES AND BENEFITS SERVICES**

**RESOLVED:**

**That Cabinet:**

- 1. Approves the recommendation to award a 5 year contract with options to extend for 2 further periods of 2 years for the delivery of Revenues & Benefits Services to Northgate Information Solutions UK Ltd with effect from 1 August 2015.**
- 2. Delegates authority for any proposed contract extensions to the Corporate Director of Finance, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services.**

**Reasons for decision**

Following a competitive procurement exercise, Northgate Information Solutions UK was appointed as the Council's partner for the provision of revenues and benefits services. Noting there would be little impact upon service users of the change, Cabinet welcomed the proposed service enhancements, which would include a 24/7 telephone option for residents.

**Alternative options considered and rejected**

Cabinet could have awarded the contract to an alternative supplier or brought the service back in-house, but these were considered not the most economically advantageous options.

**Officers to action:**

Rob Smith & Daniel Tilbury, Finance Directorate

**Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the*

*meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **11. REVIEW OF THE PLANNING CONTRACT**

### **RESOLVED:**

**That the Cabinet notes the negotiations undertaken by officers and approves the contract variation and price increase for the continued use of TerraQuest to deliver the validation, assessment and processing of specific categories of planning applications, as set out in the report.**

### **Reasons for decision**

Cabinet agreed a variation to the current long-term planning services contract, to better reflect changes in the market for planning staff, enabling the continued use of quality professional planners to assist in processing a variety of local planning applications on behalf of residents and businesses.

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

Cabinet could have continued with the current contractual arrangements.

### **Officers to action:**

James Rodger/Matthew Duigan, Residents Services

### **Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## 12. CONTRACT AWARD FOR ICT NETWORK AND TELEPHONY

### RESOLVED:

That Cabinet award the 4 lots as follows for a contract of 3 years to start from 1st April 2015:

1. That the lot for IP Telephony/Contact Centre be awarded to ONI PLC
2. That the lot for ICT network be awarded to Logicalis UK Limited
3. That the lot of UPS maintenance be awarded to ONI PLC
4. That the lot for engineering works be awarded to Logicalis UK Limited

### Reasons for decision

Cabinet awarded critical contracts for the operation of the Council's ICT Network and Telephony system, enabling continuous and effective communications internally and with residents by telephone and also on 6000 devices. Cabinet noted that these networks provide the backbone for services along with their transformation and digital innovation going forward.

### Alternative options considered and rejected

Cabinet could have requested officers consider alternative procurement frameworks for these services.

### Officer to action:

Nick McCarthy, Residents Services

### Classification: Exempt

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

### 13. AIR HANDLING UNITS, CIVIC CENTRE - REFURBISHMENT WORKS

#### RESOLVED:

#### That Cabinet:

1. **Revokes its decision dated 24 April 2014 on contract award to Artic Building Services Limited for the reasons outlined in the report;**
2. **Approves the acceptance of a tender from G&D Higgins Mechanical Services Limited for the rationalisation of the air handling units within the Civic Centre for the sum of £379,551;**
3. **Approves the award of a contract to G&D Higgins Mechanical Services Limited for these works which includes the Building Management System (BMS) control strategy that controls operational functionality of this replacement works and other related environmental equipment.**
4. **Approves the allowance of a total contingency as specified in this report. This sum may only be spent on unforeseen occurrences arising directly from the contract works and is to be the subject of a report to Cabinet upon contract completion.**

#### Reasons for decision

In revoking a previous decision on the matter, Cabinet accepted a new tender to upgrade the air handling units that serve the Civic Centre, Uxbridge, which would ensure the necessary heating and cooling required for operational use.

#### Alternative options considered and rejected

Due to the age of the units, Cabinet had limited options to consider.

#### Officer to action:

Anthony Payne, Residents Services

#### Classification: Exempt

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

**14. LEADER'S INITIATIVE: BURGLAR ALARMS FOR OLDER PEOPLE**

**RESOLVED:**

**That Cabinet awards a three year contract to Response Electronics Ltd. for the supply, install and servicing of burglar alarms for Hillingdon residents over 65.**

**Reasons for decision**

Cabinet made the necessary procurement decision to enable the continuation of the popular Older People's Burglar Alarm Scheme, launched in 2008 and offers Hillingdon residents over 65 the opportunity to have an alarm installed free of charge in their home.

**Alternative options considered and rejected**

Other options were rejected because they would not continue to deliver the Scheme.

**Officers to action:**

Ed Shaylor, Residents Services  
Kevin Byrne, Administration Directorate

**Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

**15. HEALTHWATCH HILLINGDON AND NHS COMPLAINTS ADVOCACY SERVICES 'VOICEABILITY'**

**RESOLVED:**

**That Cabinet:**

- 1. Approves the extension of Healthwatch Hillingdon's contract for a further 2 years from the 1st April 2015 - 31st March 2017 to provide local Healthwatch services at the value of £175k per year and;**
- 2. Approves Hillingdon's participation in the Pan London VoiceAbility contract for a further 2 years from the 1st April 2015 - 31st March 2017 to provide NHS ICAS services in Hillingdon at the current rates and charges.**

### **Reasons for decision**

Cabinet agreed the continuation of contracts for Healthwatch Hillingdon and the NHS Independent Complaints Advocacy Support (VoiceAbility) to provide services to assist residents and vulnerable people who may wish to raise concerns about local health and social care services.

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

Cabinet could have considered a competitive tender exercise for such services, but noted that the current marketplace was not sufficiently developed and that the current services providers were performing well.

### **Officer to action:**

Kevin Byrne, Administration Directorate

### **Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

## **16. MATERIALS SUPPLY FOR HOUSING & PROPERTIES**

### **RESOLVED:**

**That Cabinet approve the utilisation of the Mears' supply chain whilst they are engaged in the development and management of the Internal Repairs Team.**

### **Reasons for decision**

Cabinet agreed to use the wider supply chain of Mears to provide materials, additional savings and process improvements to the way the Council's Internal Repairs Team work to maintain around 11,000 council residential properties.

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

Cabinet noted other efforts to secure economically advantageous materials supplies, but considered the option with Mears was the best value for money.

**Officers to action:**

Nigel Dicker - Residents Services

Matthew Kelly - Finance

**Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

**17. REFURBISHMENT OF 1 & 2 MERRIMANS FOR SUPPORTED HOUSING**

**RESOLVED:**

**That the Cabinet:**

- 1. Appropriate 1 and 2 Merrimans to the Housing Revenue Account.**
- 2. Delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services any initial procurement decisions on professional and technical services to develop the project;**
- 3. Delegate authority for any future decisions regarding the project, including the necessary construction contract, to the Leader of Council and the Cabinet Member for Finance Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.**

**Reasons for decision**

Cabinet noted that 1 and 2 Merrimans were vacant properties, adjoining Merrimans Respite Centre and in a poor condition. Members made the necessary decisions to bring the properties back into use as supported housing flats for adults with learning disabilities.

**Alternative options considered and rejected**

Cabinet could have disposed of the properties privately or considered them for general social housing.

**Officer to action:**

Marcia Gillings, Residents Services

**Classification: Exempt**

*Whilst the Cabinet's decisions are always made public, the report relating to this matter is not made public because it was considered in the private part of the meeting due to the fact that it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.26pm

---

**\* IMPORTANT INFORMATION**

**DECISION AUTHORITY**

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

Cabinet's decision on Item 7 (minute7) in respect of interim delegated authority for executive decision-making over the winter season will come into immediate effect after the agreement of the Chairman of the Executive Scrutiny Committee.

All remaining decisions of the Cabinet will come into effect from 5pm, Friday 28 November 2014.