

Minutes

Cabinet

Thursday, 23 April 2015

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



Published on: 24 April 2015

Decisions come into effect: from Friday, 1 May 2015

Cabinet Members Present:

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

Members also Present:

Allan Kauffman
Becky Haggar
Beulah East
Brian Crowe
George Cooper
Henry Higgins
Jan Sweeting
Jane Palmer
Janet Duncan
John Hensley
John Riley
Judith Cooper
Michael White
Mo Khursheed
Neil Fyfe
Susan O'Brien
Teji Barnes
Tony Eginton
Wayne Bridges

1. APOLOGIES FOR ABSENCE

All Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Members present.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 20 March 2015 were 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. EXTERNAL SERVICES SCRUTINY COMMITTEE - REVIEW INTO POLICING AND MENTAL HEALTH

The Chairman of the External Services Scrutiny Committee, Councillor John Riley, introduced the Working Group's report, which was warmly welcomed by Cabinet.

RESOLVED:

That Cabinet:

- 1. Welcomes the report from the External Services Scrutiny Committee on the review into Policing and Mental Health.**
- 2. Endorses the recommendations of the External Services Scrutiny Committee as set out below:-**

External Services Scrutiny Committee Recommendations

- **1a) That the Cabinet utilises the requirement of the Care Act, to improve information to users of health, social care and wellbeing services to better signpost mental health services to residents including those available from partner agencies.**
- **1b) That Cabinet endorses the TeleCareLine Service for use by those with mental ill health and requires further promotion be given to how the service can support those with mental ill health. This builds on the successful promotion of the service to residents with a learning difficulty and will support the ethos of reducing the demand on future social care services.**
- **2) That Cabinet welcomes that Hillingdon Council is one of the first Local Authorities in the United Kingdom to sign up to the Crisis Care Concordat and requires the London Mental Health Crisis Commissioning Guide to be used by the Council and its partners to ensure services meet the needs of Hillingdon residents.**
- **3) That Cabinet requests that the Health and Wellbeing Board asks the CCG for an update in relation to how it is responding to the London Mental Health Crisis Commissioning Guide and how existing community services will be utilised to develop clear care pathways for people in, or at risk of, mental health crisis.**
- **4a) That Cabinet endorses the Community Risk MARAC which is to be provided by Hillingdon Metropolitan Police and the Council's Anti Social Behaviour and Community Safety Team to better support residents with mental ill health.**

- **4b) That Cabinet commends the improvements in service by the Hillingdon Metropolitan Police Service when dealing with people in a mental health crisis and notes that no persons were detained in a police cell in this Borough under Section 136 in 2014.**
- **5) That the Cabinet Member for Social Services, Health and Housing asks the CCG to review the provision of safe transport to enable individuals with mental health issues to be transported to a place of safety in a safe, timely and dignified way and report back to the Cabinet Member and External Service Scrutiny Committee.**

Reasons for decision

Following a review by a Working Group chaired by Councillor Ian Edwards, Cabinet agreed its recommendations aimed at supporting the Police and health partners in dealing with people with mental health issues. The Cabinet Member for Social Services, Health and Housing also agreed to take forward relevant findings directly with the Hillingdon Clinical Commissioning Group.

Alternative options considered and rejected

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

Officers to action:

Tony Zaman, Adult Social Care Services
Ed Shaylor, Residents Services
Nikki O'Halloran, 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.

6. CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE - REVIEW INTO SPECIAL EDUCATIONAL NEEDS AND DISABILITIES REFORMS

The Chairman of the Children, Young People and Learning Policy Overview Committee, Councillor John Hensley, introduced the Committee's review report, which was warmly welcomed by Cabinet.

RESOLVED:

That Cabinet:

- 1. Welcomes the report from the Children, Young People & Learning Policy Overview Committee (as in Appendix 1) on the review into Hillingdon's Implementation of the Special Educational Needs and Disability (SEND) Reforms.**
- 2. Endorses the specific recommendations of the Policy Overview Committee as set out below:**

Policy Overview Committee Recommendations

- 1. That Cabinet endorses the work being undertaken to develop the local Special Educational Needs and Disabilities (SEND) offer in light of the national Reforms in this area.**
- 2. That the Cabinet Member for Education & Children's Services considers the following recommendations in light of the Committee's review:**
 - a) That the development of the Council's strategic approach to SEND Reforms ensures that relevant information is contained in the published local offer and that relevant Council staff are provided with the tools to enable them to support parents/carers in accessing the information effectively.**
 - b) To fully involve parents / carers as the local SEND offer is developed.**
 - c) That consideration be given to working with schools to provide more specialist and targeted training to school staff in relation to the local implementation of the SEND Reforms.**
 - d) That arrangements be made to ensure that schools, parents/carers and young people within the Borough are able to provide feedback on their experiences in relation to the SEND Reforms, to enable the Council to learn from their experiences.**
 - e) That an assessment of Hillingdon's implementation of the SEND Reforms be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2015.**

Reasons for decision

Cabinet considered the Committee's review of Hillingdon's implementation of the Special Educational Needs and Disabilities (SEND) Reforms which were wide ranging and significant in nature. Cabinet agreed the Committee's recommendations which positively recognised

the significant work already undertaken to implement the reforms, whilst recognising the need to enhance the published Local Offer and to ensure that parents / carers, schools and young people themselves were fully involved in the process.

Alternative options considered and rejected

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

Officers to action:

Dan Kennedy, Residents Services
Jon Pitt, 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. RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW AND SCRUTINY COMMITTEE - REVIEW INTO THE CLEANING OF FOOTPATHS AND BRIDLEWAYS IN THE BOROUGH

The Chairman of the Residents' & Environmental Services Policy Overview Committee, Councillor Michael White, introduced the Committee's review report, which was warmly welcomed by Cabinet.

RESOLVED:

That Cabinet welcomes the report from the Residents' and Environmental Services Policy Overview Committee and agrees its recommendations to further enhance the Borough's Footpaths and Bridleways as set out below:

- 1. That Cabinet endorse the positive witness feedback about the quality of the Borough's footpaths and bridleways, compared to other areas, along with how well the service is being delivered.**
- 2. Asks officers to formalise the monthly cleaning schedules of adopted footways.**
- 3. Agrees to the addition of a new category to the Onyx Customer Relations Management system for the recording of problems with rights of way, and permissive routes.**
- 4. Notes that a representative of the Hillingdon Equestrian Advisory Committee (HEAC) will be invited to attend the Yeading Valley Working Party, and that officers will provide meeting rooms to HEAC as and when they consider it to be appropriate.**

Reasons for decision

Cabinet welcomed the Committee's review into the effectiveness of the current cleaning and maintenance regime for Footpaths and Bridleways. Cabinet agreed the findings which would allow the service that residents already regarded as being very good, to continue to be enhanced.

Alternative options considered and rejected

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

Officers to action:

Paul Richards, Residents Services
Colin Russell, Residents Services
Ainsley Gilbert, 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.

8. HILLINGDON CHILD SEXUAL EXPLOITATION STRATEGY

RESOLVED:

That Cabinet:

- 1. Commends and approves the Hillingdon Child Sexual Exploitation (CSE) strategy and action plan;**
- 2. Welcomes the insight and findings of the External Services Scrutiny Committee and asks officers to further develop a programme of joint CSE training in partnership with the Metropolitan Police Service, Local Strategic Children's Partnership (LSCP), Central and North West London NHS Foundation Trust (CNWL) and the Hillingdon Clinical Commissioning Group (HCCG) and;**
- 3. Agrees that consideration be given to the incorporation of CSE work undertaken by the Council into the Hillingdon LSCB annual report.**

Reasons for decision

Cabinet approved the Child Sexual Exploitation (CSE) Strategy and Action Plan that had been developed involving the members of the Hillingdon Children Local Safeguarding Board, to ensure that all local agencies worked effectively together to prevent CSE, intervene early when risks are identified and to help, protect and support children who could be exploited, whilst determinedly pursue the perpetrators.

Cabinet welcomed the valuable input of Members on the External Services Scrutiny Committee into the Strategy, where a number of their findings were incorporated aimed at ensuring continued organisational resilience against CSE in the Borough.

Alternative options considered and rejected

Cabinet could have chosen to not approve or amend the Strategy and Action Plan.

Officers to action:

Tony Zaman - Children and Young People's Services
Nikki O'Halloran, 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.

9. PUBLIC CONSULTATION FOR HAYES VILLAGE AND HARLINGTON VILLAGE CONSERVATION AREA APPRAISALS

RESOLVED:

That Cabinet:

- 1. Approves for public consultation, the draft Hayes Village Conservation Area Appraisal and the draft Harlington Village Conservation Area Appraisal, including the minor alterations proposed to their respective Conservation Area boundaries and the small number of proposed additions to the Local List of Buildings of Architectural or Historic Importance.**
- 2. Authorises officers to undertake public consultation for 4-6 weeks, with all local residents, businesses, Ward Councillors and amenity societies in the area, as appropriate.**
- 3. Instructs officers to report the findings of the public consultation back to Cabinet.**

Reasons for decision

Under the Community Heritage Initiative Partnership scheme for the Borough, local residents were empowered to write their own Conservation Area appraisals. Two of the Conservation Area Appraisals for Hayes and Harlington Villages were agreed by Cabinet to progress to the wider public consultation stage. Local Ward Councillors were also encouraged to participate in this process.

Alternative options considered and rejected

Cabinet could have decided not to approve the documents for consultation.

Officers to action:

Mark Price / Sarah Harper, 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.

10. CARERS STRATEGY 2015-18

RESOLVED:

That Cabinet:

- 1. Approve the Carers Strategy 2015-18 and the activities included in the Delivery Plan 2015-16 and;**
- 2. Note that a progress update on the Strategy Delivery Plan be presented to Cabinet in November 2015.**

Reasons for decision

Cabinet re-affirmed to value the important work of carers across the Borough. In doing so, Cabinet agreed an updated Carers Strategy setting out how the Council and Hillingdon agencies including the local Clinical Commissioning Group, would support carers going forward. Cabinet welcomed the integrated approach towards high quality social care and health services within the community and at home to improve support for carers and the outcomes for those they care for.

Alternative options considered and rejected

Cabinet could have chosen not to approve an updated Carers Strategy.

Officers to action:

John Higgins, Adult Social Care
Kevin Byrne, Administration

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.

11. ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS FOR HGVS - SIDMOUTH DRIVE, SOUTH RUISLIP AND WATERLOO ROAD, UXBRIDGE

RESOLVED:

That Cabinet:

- 1. Approves enforcement activity for moving traffic contraventions as from 1st May 2015, using CCTV, but only for commercial heavy goods vehicles (HGVs) that ignore weight limit restrictions in Sidmouth Drive, South Ruislip, and in Waterloo Road, Uxbridge, when new HGV weight limit restrictions are introduced later in 2015.**
- 2. Approves the installation of a mobile CCTV camera at appropriate locations in Sidmouth Drive and Waterloo Road to allow the observation of offending commercial HGVs and to gather suitable evidence to allow valid PCNs (penalty charge notices) to be issued to the registered keepers of the vehicles.**
- 3. Delegates decisions on any additional areas where an enforcement need is identified (Appendix C - other existing HGV weight restrictions) to the Deputy Chief Executive & Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling.**

Reasons for decision

Following residents' concerns and monitoring of commercial heavy goods vehicle movements, Cabinet agreed the need for mobile CCTV enforcement to tackle abuse of weight limit restrictions and traffic rules by large HGVs in Sidmouth Drive, South Ruislip and Waterloo Road, Uxbridge. Cabinet noted that these roads would be the first to be considered and delegated authority to consider further areas for enforcement going forward.

Alternative options considered and rejected

Cabinet could have decided not to enforce the movement of such vehicles.

Officer to action:

Roy Clark, 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.

12. SCHOOL IMPROVEMENT PLANNING

RESOLVED:

That Cabinet endorse the steps being taken to develop a school improvement plan for schools in Hillingdon, for presentation to Cabinet in July 2015.

Reasons for decision

Cabinet considered an information report on the action being taken to work with schools in Hillingdon to develop effective and targeted school-to-school support arrangements to raise educational standards. Cabinet welcomed the development of a school improvement plan to establish clear priorities for improvement and define the role of the Council to challenge schools to raise standards where required.

Alternative options considered and rejected

None.

Officer to action:

Dan Kennedy, 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.

13. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 11

RESOLVED:

That the Cabinet:

- 1. Note the forecast budget position for revenue and capital as at February 2015 (Month 11).**
- 2. Note the treasury management update as at February 2015 at Appendix E.**
- 3. That Cabinet continue the delegated authority up until the 18 June 2015 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 19 March 2015 and 23 April 2015 Cabinet meetings, detailed at Appendix F.**
- 4. That Cabinet agree new guidelines contained in the report for granting Part Occupied Rate Relief from 1st April 2015 as set out in Appendix G, subject to the reinstatement of the appeals process to the Cabinet Member for Finance, Property and Business Services.**

5. Approve release of £736k to Adult Social Care, Residents Services and Finance operating budgets from monies earmarked within the 2015/16 budget for New Burdens associated with the Care Act.
6. Accept grant funding of £98k from Transport for London for the 2015/16 Borough Cycling Programme.
7. Accept grant funding of £80k from the Skills Funding Agency to enable the Council to run a free programme of courses directly focussed on reducing mental health issues for Hillingdon residents.
8. Notes the flexibility required for Council's First Time Buyer (FTB) Scheme in order to respond to changing market conditions and;
 - a. Agrees, with immediate effect, to increase the income eligibility threshold to £66,000 for entry level properties and raise the maximum property purchase price to £270,000;
 - b. Allocates £150,000 from the Priority Growth Budget to the current FTB budget for 2015/16 to support the Scheme and assist more local residents in buying their first home.
9. Agree that during the period of 23 April 2015 to 18 June 2015 delegated authority be given to the Corporate Director of Finance, in full consultation with the Leader of the Council, to make any necessary revenue or capital budget virements or acceptance of grants that may be required for service or project delivery within the overall budget framework approved by Council on 26 February 2015. Furthermore, that any such decisions made, be reported to the 18 June 2015 Cabinet meeting for ratification.

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2014/15 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a number of further decisions in relation to the virement and acceptance of grant monies for Council services and projects, updated guidelines for business rate relief for part occupied properties and in respect of the First Time Buyers Scheme, an uplift in the income and property value thresholds coupled with an increased budget to enable more local residents to buy their first home.

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.

14. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet:

- 1. Note the progress made with primary and secondary school expansions and the school condition programme;**
- 2. Delegate to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Director of Residents Services, the authority and all necessary decisions in relation to the placement of works contracts for the 2015/16 School Condition Programme of works.**

Reasons for decision

Cabinet received its monthly update, tracking progress on London's largest school building programme which would invest over £300m in new local education facilities by 2020. This would ensure that every child in the London Borough of Hillingdon would have a quality place at a local school.

Cabinet also made the necessary decisions to delegate the award of works contracts to provide flexibility to improve the current school estate during this financial year.

Alternative options considered and rejected

None.

Officer to action:

Perry Scott / 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.

15. AWARD OF CONTRACT - SUPPORT LIVING FOR ADULTS WITH LEARNING DISABILITIES

RESOLVED:

That the Cabinet:

- 1. Agree to the award of a five year contract to Ability Housing from 3rd September 2015 to provide the core care and support service for people with learning disabilities at Yew Tree Lodge, for the total sum of £760k (£152k p.a.) and the individual assessed flexible care and support for the hourly cost as set out in the report at an estimated value of £1,536k (£307k p.a.).**
- 2. Agree to the award of contract by single tender action to Life Opportunities Trust from the 1st April 2015 for the provision of the core care and support service at 2 Little Road, Hayes, 89 Bishops Road, Hayes and 13 Devon Way, Hillingdon for two years at an estimated cost of £1,192k (£596k p.a.).**

Reasons for decision

Cabinet agreed to award contracts to two providers for the provision of Supported Living to adults with learning disabilities for four new and existing supported housing schemes.

Alternative options considered and rejected

Cabinet could have chosen to re-tender or not award the contracts.

Officer to action:

Tony Zaman, Adult Social Care

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter was considered in the private part of the meeting and 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. AWARD OF CONTRACT - THE COLLECTION AND TREATMENT OF COMMINGLED DRY RECYCLABLES

RESOLVED:

That Cabinet approves the award of a 24 month variable rate contract to Grundon Waste Management, with an option to extend for a further 2 x 1 years.

Reasons for decision

Cabinet noted the upcoming expiry of the existing contract and agreed, following a robust procurement exercise, to a new recycling contract for commingled dry recyclables, which would continue to enable residents to benefit from a convenient weekly kerbside recycling service that also offered the opportunity to recycle a wide range of items.

Alternative options considered and rejected

Cabinet could have extended the current contract or re-tendered it again. Alternatively, cabinet could have opted for landfill, but this would have been a costly and poor environmental alternative.

Officers to action:

Allison Mayo, Finance
Colin Russell, Residents Services

Classification: Private

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17. EXTENSION OF THE SECURITY CONTRACT

RESOLVED:

That Cabinet:

- 1. Notes that MJF Security Limited (MJF) were acquired by Kingdom Security Limited in December 2014 and;**
- 2. Approves the award of a one year extension (in line with the existing contract provisions) with Kingdom Security (MJF)**

Reasons for decision

Cabinet agreed the extension of an existing contract for the security of the Civic Centre and parts of the wider corporate estate, which represented value for money. Cabinet thanked the professionalism of the current security staff.

Alternative options considered and rejected

Cabinet could have decided to competitively tender the contract rather than extending the current one.

Officers to action:

Perry Scott - Residents Services
Chris Tuohy - Finance

Classification: Private

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18. AWARD OF CONTRACT - INTEGRATED COMMUNICATIONS SOLUTIONS (CLLR BIANCO)

RESOLVED:

That Cabinet:

- 1. Award a contract to Telefonica UK Limited (O2) for delivery of mobile and landline services for 3 years with 2 optional 1 year extensions from 1st November 2015.**
- 2. Agree that all spend for mobiles is centralised with immediate effect to ensure that spend continues to be managed effectively and ensure contract savings are delivered and monitored centrally to ensure a Council wide vision is maintained.**

Reasons for decision

Following a robust competitive procurement exercise, Cabinet awarded a critical contract for the use of communications devices and landlines, enabling continuous and effective communications internally and with residents by telephone. Cabinet noted the importance of modern communications to underpin the organisation in how it delivers, transforms and innovates in the delivery of services.

Alternative options considered and rejected

Cabinet could have instructed officers to go back out to tender.

Officers to action:

Nick McCarthy, Residents Services
Joanna Allen, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter was considered in the private part of the meeting and 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.

Urgency Provisions

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

19. AWARD OF CONTRACT - THE SUPPLY, ERECTION AND REPAIR OF LOW VALUE FENCING AND GATING (CLLR BIANCO)

RESOLVED:

That Cabinet:

- 1. Approves the acceptance of a tender from R Benson Property Maintenance Ltd for the supply, erection and repair of low value fencing and gating and;**
- 2. Approves the award of a contract for these services to R Benson Property Maintenance Ltd for a term of three years, with the option to extend for a further two one year periods, subject always to satisfactory performance and the right of the Council to terminate early with three month's written notice.**

Reasons for decision

Following a competitive procurement exercise, Cabinet agreed to the Council's housing and corporate properties as and when these were required.

Alternative options considered and rejected

Cabinet could have opted to undertake a further tender exercise.

Officer to action:

Chris Tuohy, Finance

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter was considered in the private part of the meeting and 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.

Urgency Provisions

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

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

No additional items were considered by the Cabinet.

The meeting closed at 7.42pm

*** IMPORTANT INFORMATION**

Implementation of the decisions (for officers only)

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Friday 1 May 2015. Officers to action the decisions are indicated in the minutes.