



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 23 APRIL 2015

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:
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This Agenda is available online at:
www.hillingdon.gov.uk

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Head of Democratic Services
London Borough of Hillingdon,
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www.hillingdon.gov.uk

Putting our residents first

Useful information for residents and visitors

Travel and parking

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Accessibility

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Attending, reporting and filming of meetings

Residents and the media are welcomed to attend, and if they wish, report on the public part of the meeting. Any individual or organisation may broadcast, record or film proceedings as long as it does not disrupt proceedings. It is recommended to give advance notice to ensure any particular requirements can be met. The Council will provide a seating area for residents/public, an area for the media and high speed WiFi access to all attending.

A media advisory is available for this meeting on the Council's website and the officer shown on the front of this agenda should be contacted for further information and will be available at the meeting to assist if required.

Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer.

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Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

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 April 2015 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 exceptions to this rule are the urgent business items on the agenda marked *. For these items it was impracticable to give sufficient notice for a variety of business and service reasons. 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.

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 - 18
- 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 External Services Scrutiny Committee - Review into Policing and Mental Health (Cllr Corthorne and Cllr Mills) 19 - 44
- 6 Children, Young People and Learning Policy Overview Committee - Review into Special Educational Needs and Disabilities Reforms (Cllr Simmonds) 45 - 62
- 7 Residents' and Environmental Services Policy Overview and Scrutiny Committee - Review into the Cleaning of Footpaths and Bridleways in the Borough (Cllr Burrows and Cllr Bianco) 63 - 76
- 8 Hillingdon Child Sexual Exploitation Strategy (Cllr Simmonds) 77 - 132
- 9 Public Consultation for Hayes Village and Harlington Village Conservation Area Appraisals (Cllr Burrows) * 133 - 210
- 10 Carers Strategy 2015-18 (Cllr Corthorne) 211 - 252
- 11 Enforcement of Moving Traffic Contraventions for HGVs - Sidmouth Drive, South Ruislip and Waterloo Road, Uxbridge (Cllr Burrows) * 253 - 262
- 12 School Improvement Planning (Cllr Simmonds) * 263 - 266
- 13 Monthly Council Budget Monitoring Report - Month 11 (Cllr Bianco) 267 - 322
- 14 School Capital Programme Update (Cllr Simmonds and Cllr Bianco) 323 - 332

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

- | | | |
|-----------|---|-----------|
| 15 | Award of Contract - Support Living for Adults with Learning Disabilities (Cllr Corthorne) | 333 - 350 |
| 16 | Award of Contract - The Collection and Treatment of Commingled Dry Recyclables (Cllr Burrows) | 351 - 362 |
| 17 | Extension of the Security Contract (Cllr Bianco) | 363 - 368 |

- 18** Award of Contract - Integrated Communications Solutions (Cllr Bianco)

REPORT TO FOLLOW

- 19** Award of Contract - The Supply, Erection and Repair of low value Fencing and Gating (Cllr Bianco)

REPORT TO FOLLOW

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.

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

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Minutes

Cabinet

Thursday, 19 March 2015

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



Published on: 20 March 2015

Come into effect on: from 27 March 2015 *

Members Present:

David Simmonds (Vice-Chairman)

Douglas Mills

Jonathan Bianco

Scott Seaman-Digby

Keith Burrows

Philip Corthorne

Members also Present:

Nick Denys

Neil Fyfe

Allan Kauffman

John Hensley

Mo Khursheed

Kuldeep Lakhmana

Beulah East

Henry Higgins

John Riley

Jan Sweeting

Richard Mills

Wayne Bridges

Dominic Gilham

1. APOLOGIES FOR ABSENCE

Apologies were received from the Chairman, Councillor Ray Puddifoot MBE. The Vice-Chairman, Councillor David Simmonds, chaired the meeting.

Apologies were also received from Councillor Susan O'Brien, ex-officio Member of the Cabinet.

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 decisions and minutes of the last Cabinet meeting held on 12 February 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. REPORT FROM THE CHILDREN'S, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE - REDUCING THE RISK OF YOUNG PEOPLE ENGAGING IN CRIMINAL ACTIVITY AND ANTI-SOCIAL BEHAVIOUR

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 on the review into reducing the risk of young people engaging in criminal activity and anti-social behaviour.**
- 2. Endorses the recommendations of the Policy Overview Committee as set out in their report.**

Reasons for decision

Cabinet welcomed the recommendations from the Committee's review aimed at preventing young people from becoming involved in crime and anti-social behaviour and entering and re-entering the justice system.

It was noted by Cabinet that the number of young people becoming involved in criminal activity was falling, but the needs of those that become involved in crime could at times, be high and complex in nature.

Relevant Cabinet Members updated Councillors present that they had already started to progress some of the matters raised in the review.

Alternative options considered and rejected

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

Officers to action:

Jon Pitt - Administration

Tom Murphy - Children's & Young People's 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. HILLINGDON LOCAL PLAN: PART 2 - DRAFT DEVELOPMENT MANAGEMENT POLICIES, SITES ALLOCATION AND DESIGNATIONS AND POLICIES MAP

RESOLVED:

That the Cabinet:-

- 1. Agrees the proposed changes to the Development Management Policies document, Site Allocations and Designations document, and Policies Map, as set out in the Local Plan Part 2 Schedules of Representations Received and Officer Responses, in Appendices 1 - 4 of this report.**
- 2. Instructs officers to incorporate, by way of tracked changes, the proposed officer responses in Appendices 1 - 4 of this report, into the Development Management Policies document, Site Allocations and Designations document; and Policies Map; and to issue the revised documents for a 6 week period of public consultation.**
- 3. Instructs officers to commission the production of a Playing Pitch Study and an Assessment of Nature Conservation Sites in the borough as a further evidence base for the Local Plan Part 2, in advance of the its submission for examination.**
- 4. Notes the requirement to undertake a Sustainability Appraisal of the proposed changes resulting from the consultation process.**
- 5. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, any editing and textual changes to the Draft Development Management Policies, Sites Allocations and Designations and Policies Map, including those associated with recommendation 4.**
- 6. Instructs officers to report back to a future meeting of Cabinet the outcome of public consultation and recommendations for changes to the Development Management Policies document, Site Allocations and Designations document and the Policies Map prior to its formal submission to the Department of Communities and Local Government.**

Reasons for decision

Cabinet noted that the Local Plan Part 2 documents had previously been published for a 6 week consultation period from 22nd September to 4th November 2014. Cabinet carefully

considered the wide variety of representations that had been received, but noted there was a need for further changes to the proposed submission documents. In order to expedite the adoption process, Cabinet therefore agreed a further round of consultation on the proposed changes, before the Local Plan is submitted to the Secretary of State.

Alternative options considered and rejected

Cabinet could have decided to approve the proposed changes to the documents at this particular time or submit the Local Plan for examination without further consultation.

Officer to action:

James Gleave: 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.

7. 2014/15 IN REVIEW: KEY RESIDENT, COMMUNITY AND BUSINESS FUNDING INITIATIVES

RESOLVED:

That the Cabinet:

- 1. Welcome the wide-ranging benefits to residents, business and the voluntary sector from some of the Council's popular funding initiatives, which have made a demonstrable, positive impact across the whole Borough;**
- 2. Resolves to continue its commitment to these funding initiatives in line with the 2015/16 budget approved at Council on 26 February 2015.**

Reasons for reason

Cabinet received an update on key funding initiatives during 2014/15 that have benefited local residents, businesses and the voluntary sector. Cabinet was of the belief that residents and local organisations were best placed to know what could be done to make their neighbourhood, business or community an even better place to live and welcomed the substantial investment the Council makes year-on-year on a range of grants and funding opportunities to enable this.

Alternative options considered and rejected

None.

Officer to action:

Morgan Einon, 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. BETTER CARE FUND SECTION 75 AGREEMENT

RESOLVED:

That Cabinet agrees to enter into a pooled budget arrangement for the Better Care Fund with Hillingdon Clinical Commissioning Group (known as NHS Hillingdon) at a value of £17,991k for the period 1st April 2015 to 31st March 2016.

Reasons for decision

Cabinet noted that the Better Care Fund was a mandatory process through which existing Council and health related budgets would be pooled and then reallocated on the basis of an approved plan intended to achieve closer integration of health and social care activities to benefit residents.

To create this pooled budget, Cabinet agreed on the Council's part, a formal agreement between the London Borough of Hillingdon and the Hillingdon Clinical Commissioning Group under Section 75 of the National Health Service Act, 2006 for a period of one year.

Alternative options considered and rejected

Cabinet could have decided not to enter into such an agreement, but this would not have attracted additional Government funding to support health and social care related programmes.

Officer to action:

Gary Collier, Adult Social Care

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. ABBOTSFIELD SCHOOL - DETERMINATION OF STATUTORY PROPOSALS

RESOLVED:

That Cabinet approve the proposal for change of gender at Abbotsfield School from boys only to co-educational, with a modification of the implementation date to 1st September 2017.

Reasons for decision

Cabinet noted that Statutory Proposals had been published by Abbotsfield School for it to become co-educational, which had been subsequently modified to time with the completion of the new school buildings.

Cabinet noted that the school was under-subscribed and there did not appear to be sufficient demand for a boys' only school to be viable. After consideration of the objection received and all other relevant information, Cabinet agreed to the proposal, with the modified implementation date, which would therefore enable the first mixed sex intake in September 2017 with the school becoming co-educational in all year groups in September 2021.

Alternative options considered and rejected

Cabinet could have rejected the proposal or approved the proposal with further modifications and consultation as required.

Officer to action:

Venetia Rogers, 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. TOWN CENTRE IMPROVEMENT SCHEMES AND CROSSRAIL UPDATE

RESOLVED:

That the Cabinet:

- 1. Notes the achievements on the town centre improvement schemes in Northwood Hills and Ruislip Manor town centres.**
- 2. Welcomes the announcement of Major Scheme grant funding of £4,964k from Transport for London to implement a major scheme to transform Hayes town centre.**

3. Welcomes the announcement of Major Scheme grant funding of £1,800k from Transport for London for detailed design and implementation of urban realm and interchange improvements outside Hayes & Harlington Crossrail station.
4. Welcomes the announcement of indicative Crossrail Complementary Measures (CCM) funding of £1,600k from Transport for London to improve the public realm in the immediate vicinity of West Drayton station in order to improve access for passengers and maximise economic gain when the full Crossrail service commences in 2019.
5. Agrees the Town Centre Improvement Programme for the next 3 years as set out in this report.

Reasons for decision

Cabinet received an update on the recent achievements in the Council's town centre improvements programme, along with a look ahead to Crossrail and the town centre programme for the next 3 years.

Cabinet welcomed the 'total approach' concept, which had delivered a co-ordinated approach to the growth, viability and regeneration of the Borough's varied town centres in order to maximise the scope and impact of Council and wider external investment.

Looking ahead, Cabinet noted the planned key gateway improvements into the Borough, the projected growth arising from Crossrail and further roll-out of the successful Shop Fronts Grants Scheme.

Alternative options considered and rejected

Cabinet could have decided not to endorse the proposal for local economic regeneration.

Officer 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.

11. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT

RESOLVED:

That the Cabinet notes the updated financial information.

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

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. MONTHLY COUNCIL BUDGET MONITORING REPORT

RESOLVED:

That the Cabinet:

1. Note the forecast budget position for revenue and capital as at January 2015 (Month 10).
2. Note the treasury management update as at January 2015 at Appendix E.
3. Continue the delegated authority up until the 23 April 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 12 February 2015 and 19 March 2015 Cabinet meetings, detailed at Appendix F.
4. Accept grant funding of £27k from the Cabinet Office to allocate to the Democratic Services budget in relation to the ongoing implementation of Individual Electoral Registration (IER).
5. Accept grant funding of £18.5k from the Department of Health to support work on implementing Think Autism as part of the 2010 Autism Strategy for England.
6. Accept grant funding of £196k from Transport for London to support Borough Principal Roads programme works on Ruislip High Street.

7. Approve virement of £138k for additional accommodation at Bourne Primary School from the general capital contingency budget.

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 range of further decisions including those in relation to the acceptance of grant funding and the virement of monies for transport, education and electoral registration purposes.

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.

13. SCHOOL CAPITAL PROGRAMME UPDATE

RESOLVED:

That Cabinet note the progress made with primary and secondary school expansions and the school condition programme.

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.

Alternative options considered and rejected

None.

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.

14. ACADEMY CONVERSION - ST. MARTIN'S CE PRIMARY SCHOOL, WEST DRAYTON

RESOLVED:

That Cabinet approves the grant of an Agreement for Lease and a 125 year Lease of the new school, St Martin's C.E. Primary School at Rowan Road, West Drayton, due for completion in August 2015, to LDBS Frays Academy Trust, on the main terms outlined in the associated report.

Reasons for decision

Cabinet agreed the grant of a 125 year lease to LDBS Frays Academy Trust as required as part of the process for the conversion of the new school to Academy status. Cabinet noted that decisions regarding academies were made by the Secretary of State for Education and therefore, the Council had no choice other than to progress with the transfer of land in relation to the premises.

Alternative options to consider and action

None.

Officers to action:

Mike Paterson - Residents Services

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.

15. AWARD OF CONTRACT FOR CARE AND SUPPORT SERVICES FOR PEOPLE WITH MENTAL HEALTH NEEDS

RESOLVED:

That Cabinet approve the award of a contract to Look Ahead Care and Support to provide a care and support service for people with mental health needs at Hayes Park Lodge,

Hamlet Lodge and Peachey Close for a 10 month period from June 2015 to March 2016 at a cost of £357.6k.

Reasons for decision

Cabinet agreed a single tender contract to allow time for all accommodation based services for adults with a mental health need to be remodelled and a competitive tender undertaken. This would provide continued stability for adults with mental health issues, ensuring a good environment for them develop independent living skills.

Alternative options considered and rejected

Cabinet could have considered a competitive tender at this time, which was rejected.

Officers to action:

Tony Zaman, Director of Adult Services
Beverley Grayley, Finance

Classification: Private

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16. PROCUREMENT OF ENERGY SUPPLIES 2016-2020

RESOLVED:

That Cabinet:

- 1. Agrees to the renewal of the sites, under the current LASER flexible electricity & gas Framework, to continue onto the new LASER framework from 1 October 2016 for a period of 4 years until 30 September 2020.**
- 2. Approves the strategy and future procurement of all remaining sites outside of the LASER flexible electricity and gas framework. Furthermore, provides delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to approve supplier selection, length of contract and energy mix (renewable or conventional) at such time when energy contracts are due for renewal.**
- 3. Approves to renew the Civic Centre Gas Contract with the Crown Commercial Service (CCS) as from 1 October 2015 to September 2017.**

Reasons for decision

Cabinet made the necessary decisions in relation to its gas and electricity contracts and usage, along with the Council's energy procurement strategy going forward to 2020.

Alternative options considered and rejected

Alternative procurement methods were considered but rejected.

Officers to action:

Allison Mayo, Resident Services,
Richard Coomber, Resident Services.

Classification: Private

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17. AWARD OF CONTRACTS AND RELATED PROCUREMENT DECISIONS FOR THE SUPPLY AND INSTALLATION OF CCTV EQUIPMENT

RESOLVED:

That Cabinet:

- 1. Agrees to include Chroma Vision Ltd, Certus Security, Smart Security Ltd and Openview Security Solutions Ltd on the new CCTV Framework Agreement for the supply and installation of new CCTV cameras across the Borough and;**
- 2. Awards the contract to supply and install upgraded CCTV cameras to Hayes town centre and the upgrade of CCTV cameras in Yiewsley (including installation of a new camera at Trout Road) to Chroma Vision Ltd.**

Reasons for decision

Cabinet made procurement decisions for the provision and installation of CCTV equipment across the Borough, which included an upgrade of equipment for Hayes Town Centre and in Yiewsley.

Alternative options considered and rejected

Cabinet could have opted against using the framework agreement as a way to procure CCTV equipment and undertook instead full tender exercises for each and every project, which could have resulted in delays to the completion of works.

Officer to action:

Ed Shaylor, Residents Services
Victoria Coady, 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.

18. AWARD OF CONTRACT FOR WATER QUALITY SERVICES

RECOMMENDATION

That Cabinet:

- 1. Approves the acceptance of the tender received from Hertel Solutions Limited and the award of a three (3) year contract to this same organisation;**
- 2. Agrees the option to extend the contract for a further two (2) years subject to satisfactory performance and three month's written notice of termination and approval by the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property & Business Services.**
- 3. Requests the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in period to ensure the supplier has sufficient time to mobilise for a commencement date of 1st April 2015.**

Reasons for decision

Cabinet noted the Council's legal duty to adopt appropriate measures to minimise the risk of Legionella bacteria in the water systems of all those properties for which it has a responsibility. Following a competitive tender process, Cabinet agreed a contract for the continuation of water quality and monitoring services to residents, businesses, corporate properties, schools and service users within the Borough.

Alternative options considered and rejected

None.

Officer to action:

Paul Stanford Kupakuwana, Residents Services

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.

19. AWARD OF CONTRACT FOR THE SERVICE, MAINTENANCE AND REPAIR OF PASSENGER LIFTS IN HOUSING AND CORPORATE PROPERTIES

RESOLVED:

That Cabinet accepts the tender from Lift & Engineering Services Limited for the lift maintenance service contract for the sum of £373k and awards the contract to Lift & Engineering Services Limited for a period of three years, plus two optional years for these works subject to the approval of 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.

Reasons for decision

Cabinet agreed the necessary tender to ensure the Council maintains its passenger lifts within the housing and corporate portfolio in good and safe working order and that faults and breakdowns are resolved quickly to minimise disruption and inconvenience to users.

Alternative options considered and rejected

Cabinet could have considered more ad hoc arrangements, but deemed this would not provide the necessary value for money or service quality for users.

Officers to action:

Anthony Payne, Residents Services
Brendan Heaslip, Finance

Classification: Private

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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.

20. AWARD OF CONTRACT FOR THE PROVISION OF CLINICAL AND NON CLINICAL COMMUNITY DRUG AND ALCOHOL MISUSE SERVICES

RESOLVED:

That Cabinet agrees to award a contract for the provision of Clinical and Non Clinical Community Drug and Alcohol Misuse Services to the Central and North West London (CNWL) NHS Foundation Trust, as lead provider for a Single Assessment Recovery Oriented System (SAROS).

Reasons for decision

Cabinet approved the award of the Public Health Contract for the provision of clinical and non clinical community drug and alcohol misuse services, following a robust procurement exercise undertaken fully in accordance with the law and the Council's Procurement and Contract Standing Orders. Cabinet noted that the new Service would provide greater flexibility to meets the needs of those residents requiring treatment along with improved access to varied treatment and recovery support.

Alternative options considered and rejected

Cabinet could have rejected the tender or undertaken a further procurement exercise within the health marketplace.

Officers to action:

Sharon Daye, Residents Services
Steve Powell & Ashley Bautier, 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.

21. IRRECOVERABLE CORPORATE DEBT

RESOLVED:

That Cabinet approve the writing off of irrecoverable debt of £228,672 in respect of non-domestic rates.

Reasons for decision

Cabinet had no choice but to approve the writing off of debt in respect of business rates for 3 businesses that had gone into insolvency, where the Council had exhausted all available options to recover it.

Alternative options considered

None.

Officer to action:

Rob Smith, 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.

22. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet:

- 1. Agrees the lease and rent set out in the report, which was subject to negotiation with the voluntary sector organisation concerned, and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.**
- 2. Requests that the Chairman of the Executive Scrutiny Committee waives the scrutiny call-in on these recommendations to ensure the necessary property transactions can be executed within the tight timescales as set out in the report.**

Reasons for decision

Cabinet made the necessary property decisions in relation to the Skylark Community Association utilising The Grange, Pine Place, Hayes, which was a newly built community centre in Charville Ward.

Alternative options considered and rejected

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

Officer to action:

Susan Williams-Joseph, Residents Services

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.

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

No additional items were considered by the Cabinet.

The meeting closed at 7.48pm

*** IMPORTANT INFORMATION**

Implementation of the decisions (for officers only)

Cabinet's decisions in relation to Items 18 (Award of Contract for Water Quality Services) and 22 (Voluntary Sector Leases) come into immediate effect after the scrutiny call-in period was waived on these by the Chairman of the Executive Scrutiny Committee.

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet decisions. These can therefore be implemented from 5pm, Friday 27 March 2015. Officers to action the decisions are indicated in the minutes.

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EXTERNAL SERVICE SCRUTINY COMMITTEE: REVIEW INTO POLICING AND MENTAL HEALTH

Cabinet Members	Councillor Douglas Mills Councillor Philip Corthorne
Cabinet Portfolios	Community, Commerce and Regeneration Social Services, Health and Housing
Officer Contact	Danielle Watson, Administration Directorate
Papers with report	External Services Scrutiny Committee's review into 'Policing and Mental Health'.

HEADLINE INFORMATION

Purpose of report	To consider the External Services Scrutiny Committee's review into Policing and Mental Health and the recommendations contained therein.
Contribution to our plans and strategies	Putting our residents first: <i>Our People</i> Safer Hillingdon Partnership Plan, Joint Health & Wellbeing Strategy and Joint Adult Mental Health Commissioning Plan 2013 – 2015
Financial Cost	The recommendations set out in this report do not have any direct financial implications.
Relevant Policy Overview / Scrutiny Committee	External Services
Ward(s) affected	All

RECOMMENDATIONS

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 recommendations

The recommendations set out in this report have been proposed with a view to support the Police in their role to make the Borough a safer place whilst improving outcomes for those with mental ill health. The recommendations will enhance partnership working to improve existing support services for residents who have mental health issues.

Alternative options considered / risk management

The Cabinet could decide to reject or amend some or all of the Committee's recommendations.

Background to the review

1. The External Services Scrutiny Committee at its meeting on 18 June 2014 gave consideration to possible topics for the Committee's major scrutiny reviews for 2014/2015. Members suggested that a Working Group be set up to review the role of the Police and those with mental health issues. The first Working Group meeting commenced on 25 November 2014, and Councillor Ian Edwards was appointed its Chairman.
2. Information on the agreed terms of reference for this review and a list of the witnesses that provided evidence can be found in Appendices B and C of the report itself. In addition to formal witness sessions, the Working Group also undertook a site visit to a room for those with mental ill health detained under Section 136, based at Riverside Centre within the Hillingdon Hospital grounds.

3. The Working Group's review was endorsed by the External Services Scrutiny Committee at its meeting held on 17 February 2015. The Committee congratulated the Working Group on tackling this difficult subject matter and for producing such a comprehensive report. The comments from the External Services Scrutiny Committee on this review are also set out in the attached report.

Overview of findings

4. Whilst the review was undertaken with the Police in mind, it became apparent that the root of the matter was the responsibility of all partners involved. In the light of the information provided, the Working Group highlighted 2 main areas of current service provision in which improvements could potentially be made:
 - *Preventative Work* - There are a number of services available in the Borough which have the aim of supporting and improving residents' mental health and wellbeing, which can ultimately assist in reducing an individual's mental health from deteriorating. Proactive and preventative action will assist in reducing the number of residents getting to the stage where they need to be detained under Section 136. Additionally, a focus on both preventative and partnership working will assist to ensure that at risk individuals receive the appropriate support, treatment and care.
 - *Partnership Working* - Although this review was conducted with the Police in mind, better practice and provisions of service could not be achieved just by the Police alone, so a multi-agency approach continues to be paramount in this.
5. The broad scope of this review led to some broad recommendations for the Council and our partner organisations. In considering their implementation, the following comments have been provided by officers for Cabinet to consider:

Recommendation 1a:

The development and implementation of the new citizen and provider portal - Shop4Support, Hillingdon, which will be in place from early April 2015, will be used to improve the information, advice and signposting for Mental Health information and services.

The Hillingdon Clinical Commissioning Group (HCCG) is working with the Council (LBH) to improve access to wellbeing services, which is a priority for the Hillingdon Mental Health Transformation Group. This Group is made up of a number of organisations. HCCG commissioning intentions for 2015/2016 includes expanding access to psychological therapies through non traditional routes via third sector and wellbeing services, including working with LBH to engage with and signpost harder to reach groups.

Recommendation 1b:

The Council's successful TeleCareLine service has seen increased take-up from those residents who have learning difficulties following recent promotion. Building on this, such promotional opportunities could be broadened to include additional client groups such as those with mental health issues. The Council's Corporate Communications Team will work with TeleCareLine to adapt, where appropriate, promotional material for those who have mental health issues and professionals who support them. As a result of the review undertaken by the Working Group, TeleCareLine will also progress a meeting with CNWL regarding referrals and information sharing.

Recommendation 2:

HCCG, together with the Council approved the Crisis Care Concordat in November 2014 and with all North West London CCGs and local authorities in December 2014. This Concordat includes an ambition to ensure that Section 136 Mental Health Act detentions taken to police cells is a “never event “in North West London, and HCCG is working with CNWL to monitor the impact of this change on Hillingdon’s local Mental Health Unit.

As a key partner, the Council's Adult Social Care Service will be active in the implementation of the North West London Mental Health Programme Board Crisis Care Concordat Delivery Plan. Given the nature of the integrated health and social care teams, Adult Social Care will work in collaboration with HCCG and CNWL to implement the delivery plan locally and ensure services are responsive to local needs.

Additionally, CNWL have indicated their willingness to play an active part of the London Wide Mental Health Crisis Care Concordat. This will ensure that the joint working that has progressed over recent months will continue to enable them to improve the response to mental health service users.

Recommendation 3:

Subject to the Chairman's agreement, Adult Social Care would be pleased to brief the Health and Wellbeing Board on the CCG response to the London Mental Health Crisis Commissioning Guide, in particular, the progress locally of the Urgent Care Pathway, single point of access and the developments of Section 136 and place of safety protocols. CNWL would also welcome the Health and Wellbeing Board being sighted on these essential developments.

HCCG is currently undertaking a deep dive review of mental health services, including urgent care pathways for all age adults. This will result in the development of an urgent care pathway including simplifying access in crisis and developing the effective role of psychiatric liaison services and effective crisis home treatment response. Work with the Council on this will also ensure availability of emergency accommodation and/or place of safety for people in crisis who do not require formal admission.

An action plan for urgent care mental health pathways is under development by the Hillingdon Mental Health Transformation Group. Work has also started to improve out of hour's access to services for children and young people in crisis.

Recommendation 4a:

The first Community Risk Multi-Agency Risk Assessment Conference (MARAC) took place on 12 February 2015 and all agencies involved found it to be extremely useful. This is a proactive way of ensuring a joined up approach to get it right for vulnerable individuals in the community before the situation escalates.

Recommendation 4b:

Hillingdon Metropolitan Police Service (MPS) has welcomed the review's commendation and stated that this is testament to a greater understanding of mental illness; the right place for someone with mental illness in crisis is a hospital and not a police station.

Additionally Hillingdon MPS has thanked the Committee for reviewing the effect that mental health has on the service that they provide. Hillingdon Police, with their partners, are

working tirelessly to improve the service that they deliver to those challenged with mental illness and look forward to seeing the results of these promising recommendations.

Recommendation 5:

It is thought that an investigation into alternative transport options, as opposed to Police and Ambulance vehicles, could benefit those experiencing distressing mental health issues in an emergency and also reduce the stigma associated with mental health.

Such alternatives are a matter for partner agencies to consider and fund. Council officers will raise this with them at multi-agency meetings and brief the Cabinet Member accordingly. It may also be a topic that the External Services Scrutiny Committee could raise further with health partners.

Financial Implications

The recommendations set out in this report do not have any direct financial implications for the Council.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendations?

The recommendations, if agreed, will support the promotion of mental wellbeing and the prevention of mental illness whilst ultimately assisting our external partners, including the Hillingdon MPS.

Consultation Carried Out or Required

The Committee heard evidence from a wide range of witnesses, further details of which can be found in the review report itself.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance have reviewed the report and note that additional funding for the expansion of the TeleCareLine Service was approved in February 2014 as part of the 2014/15 budget.

Legal

The Borough Solicitor confirms that there are no legal impediments to Cabinet agreeing the recommendations set out in this report.

BACKGROUND PAPERS

NIL

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Report of the External Services Scrutiny Committee 2014/15

Policing and Mental Health Services



Members of the Committee's Working Group

Cllr Ian Edwards (Chairman)

Cllr Tony Burles

Cllr Nick Denys

Cllr Phoday Jarjussey

Cllr Edward Lavery

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CHAIRMAN'S FOREWORD

The plight of people with mental health issues has never been more present in the public eye, and there is a wide belief that there has never been a bigger gap between what mental health services can deliver and the expectation of what should be available. There is a vast array of mental health support and advice services across the Borough and the increased role of the Local Authority in the preventative agenda gives us an opportunity to give direction to the promotion, provision and monitoring of both our own services and those of our partners.

It has been extremely difficult to confine this review. Whilst the Working Group did not want to appear insensitive to the issues faced by those suffering with mental health, it was important to focus specifically on the impact that mental health has on the Metropolitan Police Service (MPS).

The Working Group decided to focus the review on the operation of Section 136 and preventative work to benefit residents and stakeholders. It investigated how the Council works with its partners to reduce the impact that mental health has on police time. It is clear that someone who is experiencing a mental health crisis and is not suspected of any criminal offence should be dealt with by the appropriate health professional. A balance needs to be maintained to ensure that dignity and safety is preserved for those who have a mental health need without monopolising the time of police officers.

On behalf of the Working Group, I would like to sincerely thank all of the witnesses for their valuable contribution to this review. Their input has enabled the Working Group to come up with recommendations to Cabinet which will build on the good work already being undertaken by the Council and its partners to put residents first.

Councillor Ian Edwards

Chairman of the External Services Scrutiny Committee Policing and Mental Health Working Group

RECOMMENDATIONS

Following its review, the External Services Scrutiny Committee has made the following recommendations to Cabinet:

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 require 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.

BACKGROUND TO THIS REVIEW

Noun: mental health

A person's condition with regard to their psychological and emotional well-being.

This review has looked at the impact on the Metropolitan Police Service when supporting individuals that have mental health issues in the Borough and has looked at ways to improve outcomes for all parties. The Working Group has also explored what help is already available to the police in dealing with those that suffer with mental health issues.

Many people with mental health problems will come into contact with the police, either as victims of crime, witnesses, offenders or when detained under the Mental Health Act 1983. Both Section 135 and Section 136 of the Act give the police power to temporarily remove people who appear to be suffering from mental ill health and need urgent care to a 'place of safety'.

These powers are summarised below:

Section 135 - A Magistrate's order can be applied for by an Approved Mental Health Professional (AMHP) in the best interest of an individual who is thought to be suffering with mental ill health but is refusing to allow mental health professionals into their residence for the purposes of a Mental Health Act assessment.

Section 136 - Is similar to Section 135 but allows the police to take an individual whom they consider to have mental ill health and in need of immediate care or control to a place of safety but does not require a Magistrate's order. This order only applies if the individual is found in a public place.

A 'place of safety' is a place where a person can be held without harm until they are assessed by an approved doctor and an Approved Mental Health Professional (AMHP) so that appropriate arrangements are made for their care. A 'place of safety' is defined as being residential accommodation provided by a local social services authority, a hospital, an independent hospital or care home for people suffering with mental ill health, a police station, or any other suitable place where the occupier is willing to temporarily receive the patient.

Approximately 1 in 4 people¹ experience mental ill health in any given year and many will come into contact with the police either as victims of crime, witnesses, offenders or when detained under the Section 136 of the Mental Health Act 1983. Unfortunately, many people with mental ill health are more likely to be victims of crime than others and the impact experienced is commonly greater owing to their ill health.

Police officers have a crucial role in working with and supporting people with mental ill health and are often the first to respond to urgent situations involving people with mental

¹ <http://www.mind.org.uk/information-support/types-of-mental-health-problems/statistics-and-facts-about-mental-health/how-common-are-mental-health-problems/>

ill health who suffer crisis. Police often have to make quick decisions to assess a situation and the needs of the individuals involved, ensuring their safety and that of the general public.

Either finding or being directed towards a person with a mental disorder in a public place is not in itself a reason to detain under Section 136. The power to remove requires 3 conditions to be fulfilled before the Police can act:

1. The person must appear to the officer to be suffering from mental disorder;
2. They must appear to the officer to be in immediate need of care or control; and
3. The officer must think they need removing in their own interests or for the protection of others.

The power to remove an individual under Section 136 does not expect Police Officers to make diagnoses of someone's mental state but provides power to officers who believe in good faith that someone is mentally ill and requires immediate care and control to remove them to a place of safety.

A significant amount of work has already been undertaken by a range of organisations to support residents with mental ill health in the Borough. The recommendations in this report have focussed on intervention and prevention which inevitably will support the Police by reducing the number of people being sectioned under 136 of the Mental Health Act 1983.

During course of this review the following two themes emerged:

- Preventative work
- Partnership working

The Working Group therefore focussed its review and eventual findings around these themes.

There were a total of 156 people sectioned under 136 of the Mental Health Act 1983 between November 2013 and October 2014. Of these, 78 resulted in an admission to the mental health unit at Riverside in Hillingdon Hospital, of which 52 were detained under the Mental Health Act and the remainder admitted informally i.e. not detained, and agreeable to admission. The remaining 50% may have been referred or signposted to a variety of other pathways including, Improving Access to Psychological Therapies (IAPT) or Central and North West London (CNWL) secondary care services in the form of an assessment by a psychiatrist or referral to the Home Treatment Team. Some people once assessed may be deemed to require no further input from mental health at all and often this is at their request.

Police have power under section 136 of the Mental Health Act 1983 (s136) to take an individual to the s136 suite at the Riverside Centre. During the period between November 2013 and August 2014 Police were required to remain at the Riverside Centre for more than the agreed 2 hour period for assessment in two thirds of instances with the longest waiting time being 7 and a half hours.

PREVENTATIVE WORK

The Working Group reviewed a number of services activities and proposals that could improve support for those with mental ill health.

Hillingdon Council's TeleCareLine Service

TeleCareLine is a monitoring and alert system to help support people to live independently in their own homes. TeleCareLine provides reassurance to residents and their carers that help is available in an emergency.

The objectives of TeleCareLine are to:

- Sustain independence and prevent hospital admissions,
- Facilitate timely hospital discharge and transfer of care,
- Improve the quality of life for clients and their carers, and
- Result in the delay and lower levels of admission to long term residential or nursing home care.

The equipment provided to service users ranges from basic alarms, which can be activated by pressing a button, to more sophisticated devices that can sense if there is a personal risk (such as falls) or an environmental risk. It can also help with memory by reminding an individual to take their medication.

TeleCareLine is linked to the Hillingdon Community Alarm Service, which holds important information about an individual, such as who to contact in an emergency.

Hillingdon TeleCareLine service is free to:

- residents aged 80 and over (with effect from 7 April 2014)
- residents currently receiving Housing and or Council Tax benefit (this does not include single persons living allowance)
- residents, for six weeks, who are receiving a reablement package from Hillingdon Council

The service is available to other residents who are not eligible for a free service. The weekly cost will vary from £1.13 to £12 depending on the level of service required.

In 2013/14 the Council provided TeleCareLine (TCL) to 2,383 clients, out of these 14 were registered as being provided a TCL service because they had mental health issues.

In 2014/15 the Council provided TCL to 2,158 clients, out of these 19 were registered as being provided a service because they had mental health issues. It should be noted Dementia is categorised separately and is therefore not included in this data as a mental health issue. Additionally if mental health was a secondary issue and physical a primary issue then mental health would not be indicated as the reason for receiving the service.

Whilst the service is available to everyone in the Borough, it perhaps may not be clear to local residents as the publicity offering the service tends to focus on older people. Members of the Working Group noted that the Council's TeleCareLine Service was well valued but would welcome the additional promotion to those with mental health needs building on the successful promotion of the service to residents with a learning disability.

Shop4support

Shop4support was created when In Control, the national charity and pioneer of self-directed support, came up with the idea of using the Internet to help people needing support to find and buy care products and services more easily.

A website that helps people take charge of their own support so they can live the life they want, shop4support is similar to an online supermarket but is dedicated to social care - it's a unique shopping experience for people who have a disability, are getting older and/or need support to live their life.

Shop4support will enable the Council to achieve the objectives of the Think Local Act Personal agenda. A report has recently been approved by the Leader of the Council and the Cabinet Member for Social Services, Health and Housing which gives further detail about the service.

It is anticipated that this new system will benefit and support residents with mental ill health by complimenting and promoting existing services, such as TeleCareLine, whilst empowering residents. The new system will give individuals online access to information regarding their care plan and financial situations online as well as giving them the ability to request Care Assessments and purchase social care services.

Hillingdon Home Treatment Team - CNWL

Hillingdon Home Treatment Team, provided by CNWL, helps avoid admission to a mental health inpatient ward by providing intensive support to people in acute mental crisis in their own homes. The Team is supported by the Trust's Out of Hours Urgent Advice Line. All service users are provided with a crisis card with details of how to contact the appropriate service in an emergency. The Team can accept referrals from other secondary mental health services.

The Team provides support for people who:

- Are over the age of 18.
- Are a resident of Hillingdon or registered with a Hillingdon general practitioner (GP).
- Are suspected to have or be in a phase of acute mental illness, which may include service users who have a dual diagnosis, such as a learning disability or substance misuse as well as mental illness.
- Are suffering a relapse of a long term mental illness.
- Are vulnerable or at risk of harm to themselves or others, who cannot be safely supported in a community setting without an intensive level of support, care and treatment.

During the review, it was noted that Hillingdon MPS currently use the CNWL out of hour's telephone line as a source of information.

Publicity and Information

The transfer of responsibility for local health improvement from the NHS to local authorities has been the biggest shift in public health delivery in decades. The Health and Social Care Act 2012 conferred new duties on local authorities to improve outcomes

across a range of public health issues for their local populations. Local authorities now hold responsibility, supported by ring-fenced budgets, for commissioning and delivering services in a broad range of areas including sexual health, alcohol and drug misuse services, NHS Health Check assessments, public mental health and dental public health amongst a range of other services and interventions.

Local authorities also have a duty to promote the health of their population, tackle health inequalities, ensure that robust plans are in place to protect the local population and put in place arrangements to provide public health advice to NHS commissioners.

The prevention of mental illness and the promotion of positive mental health are imperative, not just to the individual that experiences issues with mental health but also for the Council and its external partners.

As has already been mentioned, the occurrence of mental illness is widespread. Mental illnesses often occur early in the life span and persist throughout. The treatment of some clinically diagnosed mental illnesses is often limited in effectiveness; therefore the costs of mental illness, and thus the potential benefits of prevention, are extremely high. It is believed that the provision of support and guidance will help to raise an individual's self-esteem, strengthen their life and coping skills and emotional resilience. A number of mental health promotion interventions are provided in the Borough which includes:

- Promotion and evaluation of the 'Five Ways to Wellbeing' programmes in local wards that residents can access and that can support people to take part in activities involving each of the 'Five Ways'.
- Promotion the 'Five Ways to Wellbeing' messages through community events, wellbeing publicity and training as an early intervention tool for frontline staff, community groups, service providers, Job Centre Plus staff and the Met Police.
- Working with library services to develop 'Health Information Points' in libraries (piloting in Uxbridge Library).
- Supporting the Hillingdon Library "Reading Well" scheme - bringing libraries and mental health partners together.
- Hillingdon Stop Smoking Service provides support for smokers with mental health challenges: The service undertook an assertive campaign to support smokers who may have mental health challenges. A bespoke clinic, run by an experienced mental health counsellor, has been in operation in two community sites across the year. This includes one MIND site. The service has supported the local mental health provider, CNWL, to train up its staff on smoking cessation awareness.

Improving mental health, that is promoting the circumstances, skills and attributes associated with positive mental health, is a worthwhile goal in itself: most people place a high value on a sense of emotional and social wellbeing. In addition, positive mental health also:

- Contributes to preventing mental illness.
- Leads to better outcomes, for example in physical health, health behaviours', educational performance, employability and earnings and crime reduction.

Physical health problems significantly increase the risk of poor mental health, and vice versa. Therefore it is important to recognise that an individual's physical and mental health is equally important and, in turn, have an effect on one another.

Since the founding of the NHS in 1948, physical care and mental health care have largely been disconnected. There is an increasing call on healthcare professionals to consider psychological wellbeing when treating the physical symptoms of a condition and vice versa. Around 30 per cent of all people with a long-term physical health condition also have a mental health problem, most commonly depression/anxiety. Mental health problems can seriously exacerbate physical illness, affecting outcomes and the cost of treatment.

The implementation of the Care Act 2014 will also help to improve people's independence and wellbeing. It is the responsibility of local authorities to provide or arrange services that help prevent people developing needs for care and support or delay people deteriorating such that they would need ongoing care and support.

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.

PARTNERSHIP WORKING

Crisis Care Concordat

The Mental Health Crisis Care Concordat is a national agreement between services and agencies involved in the care and support of people in crisis. It sets out how organisations will work together better to make sure that people get the help they need when they are having a mental health crisis. During this review Members noted that Hillingdon Council is one of the first Local Authorities in the United Kingdom to sign up to the Crisis Care Concordat.

In February 2014, 22 national bodies involved in health, policing, social care, housing, local government and the third sector came together and signed the Crisis Care Concordat. It focuses on four main areas:

- Access to support before crisis point – making sure people with mental health problems can get help 24 hours a day and that, when they ask for help, they are taken seriously.
- Urgent and emergency access to crisis care – making sure that a mental health crisis is treated with the same urgency as a physical health emergency.
- Quality of treatment and care when in crisis – making sure that people are treated with dignity and respect, in a therapeutic environment.
- Recovery and staying well – preventing future crises by making sure people are referred to appropriate services.

Although the Crisis Care Concordat focuses on the responses to acute mental health crises, it also includes a section on prevention and intervention. The Concordat builds on and does not replace existing guidance.

The Crisis Care Concordat in England sets out that, irrespective of factors such as intoxication, a history of offending, or violence when a person is in crisis, an individual in a mental health crisis should expect to be supported in a health-based place of safety. People who are under the influence of drink or drugs should be managed in either the designated place of safety or, if there is a medical need, the emergency department. Health-based places of safety should accept intoxicated people who are experiencing mental health crises. However, these people cannot undergo a mental health assessment until they have recovered from the effects of drugs and alcohol.

London Mental Health Crisis Commissioning Guide

The Mental Health Strategic Clinical Network has produced a set of standards and recommendations for commissioning mental health crisis services across London. To develop the standards, the Network has analysed existing mental health crisis provision, reviewed literature, cross referenced against other guidance such as that produced by NICE, identified case studies and consulted people with lived crisis experience. The commissioning standards therefore were devised to reflect what people should expect from London's mental health crisis services. They are embedded within twelve subject areas, mirroring the Crisis Concordat approach including:

- Access to crisis care support

- Emergency and urgent access to crisis care
- Quality of treatment of crisis care
- Recovery and staying well

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 require 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.

General Practitioners (GPs)

Usually, the first step to getting help if someone has a mental illness is by visiting their general practitioners' (GP) surgery.

GPs are ideally placed to reduce many misconceptions around mental health, particularly the stigma attached. GPs can proactively and respectfully interweave discussions of emotional and mental health into most consultations. Patients deeply respect the medical profession and GPs can build on that to create change that allows all patients to consider their own individual responses to both physical and mental health and its emotional costs. This would also empower patients to become better informed and supported and provide them with better clinical outcomes.

GPs should be encouraged to be at the forefront of mental health to ensure that prevention and intervention are used at the earliest stage to reduce the risk of an individual's mental health deteriorating. Prevention and intervention used effectively would achieve good outcomes for all, whilst potentially mitigating any further issues from arising.

CNWL are currently in the process of a service redesign to implement a Primary Care Mental Health Team. This would mean that all GP referrals into secondary mental health services are triaged by a nurse assigned to the practice. The nurse would also be able to manage a large cohort of people for the GP practice with mental health problems and help to navigate and sign post them to the stepped services should the need arise. CNWL expect that this will hugely improve the GP services for mental health patients in Hillingdon.

Accident and Emergency (A & E)

During this review, it became apparent that there was frustration among professionals regarding the lack of clarity with Accident and Emergency being used as a place of safety. Evidence suggests that it is fairly common for police officers to take people in mental health crisis to A & E where, for example, they have been refused admission to another place of safety. This is most common where the individual is intoxicated or where they have physical health problems which may in themselves be less serious than the mental ill health crisis.

A&E use should not be standard practice and should, wherever possible, be restricted to occasions where the person also has significant physical health problems related to, for example, self harm or substance misuse. The issue of alcohol consumption/dual

diagnosis has often been dealt with inconsistently between assessment centres. Existing facilities are often unable to deal with the mix of mental illness, medical emergency and violence. Members expressed that they would like to see more staff within A&E to be trained to deal with residents who are experiencing a mental health issue.

During this review, Members also noted the differentiation of the restraint techniques used by health care professionals and the Police. Members recognised why it was less suitable for the police to restrain someone who was experiencing mental health crisis as they used pain compliance techniques which were not appropriate compared to the restraint techniques carried out by health professionals.

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 services will be utilised to develop clear care pathways for people in, or at risk of, mental health crisis.

Hillingdon Community Risk Multi-Agency Risk Assessment Conference (MARAC)

The Police deal with a large number of people with mental health issues that perhaps may not be known to CNWL and who, for a variety of reasons, might not want help. However, someone who is detained by the Police under section 136 of the Mental Health Act 1983 (s136) might have had previous contact with CNWL. Those who presented on a regular basis are discussed by the relevant agencies at MAPPA meetings (Multi-Agency Public Protection Arrangements) to identify whether any further support could be provided.

A Community Risk MARAC has been created in Hillingdon and convened for the first time in February 2015. A CRMARAC was established in Ealing in May 2013 and acts as a multi agency problem solving meeting where decision makers can discuss high risk complex cases involving vulnerability, disability, ASB and repeat victimization (including hate crime).

Although the Membership will be similar to that of the Domestic Violence (DV) MARAC, it is anticipated that the meetings will have some difference. The risk management would consider all parties whilst responsibility for the subjects would be placed on the most relevant agency. Mental Health Leads from the Council and external agencies would also need to support and attend such meetings to ensure that their field is appropriately represented. It is thought that the CRMARAC would complement existing frameworks whilst, at the same time, creating a consistency across London in a recognised format.

It is anticipated that the CRMARAC will identify individuals who have come into contact with the various agencies (including ASB and housing) but who have not been identified as being in crisis. The MARAC will look at vulnerability and risk so that measures can be put in place to help these individuals at an early stage. These meetings will be held every 5 weeks and it is anticipated that they will reduce the number of meetings being attended by the different agencies and result in increased productivity. It has been proposed that the CRMARAC be provided by Hillingdon Metropolitan Police Service and the Council's Anti Social Behaviour Team.

The benefits of a CRMARAC will include:

- Multi agency resolution – joint ownership
- Trust and value in those that participate
- Accountability and credibility
- Encourages creativity and innovation / True Problem Solving and specialist input
- Effective communication – builds on existing relationships and develops them further
- ASB / Hate crime / Vulnerable Adult / Mental Health, Early Intervention or just complex cases
- Harm centered approach
- Updates on new policy and legislation
- Positive outcomes
- Credibility with other panels and the courts
- Future ability for cross border/Borough referrals

The Vulnerability Assessment Framework

All frontline police officers have received training for the Vulnerability Assessment Framework which provides a simple tool for Metropolitan police officers to identify those that are vulnerable and possibly in need of further help. Since this system went live, over 55,000 reports have been completed, enabling the police and partners to identify individuals that are becoming vulnerable far earlier and enabling early intervention.

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.

Transport

Issues surrounding the transportation of patients under Section 136 have been a key area of concern for most professionals. In the past, there have been problems nationally in getting an ambulance to transport a patient to a place of safety and it is often quicker to use police vehicles to do so. There were concerns from the police that they should not be transporting very ill people in police vehicles, because of the risk of death. In addition, those who suffer with mental ill health often feel that being transported in police cars has an impact on their dignity, can make them feel stigmatised and can exacerbate any sense of anxiety.

Changes have been made over the past few years to eliminate the use of police vehicles to transport an individual to a 'place of safety' due to the associated risks and stigma. During this review, Members noted that a police car had not been used to transport a person detained under section 136, in the last 12 months, unless the individual had

committed a crime. Additionally, Members noted that a Police Station had not been used as a 'place of safety' during 2014 and commended Hillingdon Metropolitan Police Service for this change.

Where an individual is experiencing a mental health crisis, in the absence of immediate physical health care needs, it is thought that the provision of alternative transport arrangements could be investigated such as private transport options.

Although procedure dictated that, when someone with mental ill health was being restrained, the Police should call for an ambulance and that the response time would be no more than 8 minutes, this target was not being achieved in approximately two thirds of cases. Hillingdon MPS have been monitoring the LAS attendance times as significant delays increased the risk to the Police and increased the risk to the patient of positional asphyxia.

The Clinical Commissioning Groups (CCGs) have the responsibility of commissioning the appropriate transport facilities which includes the London Ambulance Service (LAS). Members had been aware of the strain on the LAS across London prior to this review taking place and additional concerns have been raised during the course of it. Members of the Working Group were mindful that the LAS needed to achieve a balance whilst prioritising life-threatening situations in their response times.

Members believed that more could be done to alleviate the problems associated by transport, not just for the police, but also the LAS and individuals in need of being transported. The following recommendation could ultimately achieve a balance by transporting an individual to a place of safety by utilising alternative appropriate transport and releasing the LAS to respond to other emergencies.

The Department for Health and the Home Office had mentioned in their extensive review of the operation of section 135 and section 136 that CCGs should specifically consider the transportation of people detained under section 136 when commissioning ambulance services. During the Council's review, it became clear that transport was an issue that the Police felt was a delay, not just for themselves but also the patient who needed to be transported to a place of safety.

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.

Comments of the External Services Scrutiny Committee

The Committee is acutely aware that mental health is a wide-ranging issue and that this review has covered just one aspect of the subject, highlighting issues in relation to the service provision and patients. As such, consideration will be given to undertaking a major review of another strand of mental health in the new municipal year.

Mental health is often overlooked and, as such, it is important to highlight issues such as

the pressure that is placed on the police when the handover of a patient in mental health crisis takes an excessively long time. It is clear that police officers need to be freed up as soon as possible as they are not best placed to be caring for individuals in mental health crisis.

It is acknowledged that a significant number of people with mental ill health might be (or appear to be) under the influence of alcohol or drugs when they are detained by the police. This is proving a challenge for the police and hospital staff when a patient needs to be held in Accident and Emergency with no mental health nurse present and no designated holding room available (individuals cannot be transferred to the Riverside Centre until the effects have worn off). As such, it has been suggested that consideration be given to mental health in all health service planning.

The Committee congratulates the Working Group on tackling this difficult subject matter and for producing such a comprehensive report.

BACKGROUND READING

To assist with the writing of this review, reference has been made to a wide-ranging selection of background information:

- Police and Mental Health 'How to get it right locally' Mind:
http://www.mind.org.uk/media/618027/2013-12-03-Mind_police_final_web.pdf
- TeleCareLine information:
<http://www.hillingdon.gov.uk/telecareline>
- Shop4support information:
<https://www.shop4support.com/s4s/CustomPage/Index/62>
- Hillingdon Home Treatment Team information :
<http://www.cnwl.nhs.uk/service/hillingdon-home-treatment-team/>
- The Care Act 2014 information:
<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- Crisis Care Concordat information:
<http://www.crisiscareconcordat.org.uk/>
- London Mental Health Crisis Commissioning Guide information:
<http://www.slcsn.nhs.uk/scn/mental-health/mh-urgent-commiss-doc-102014.pdf>
- Review of the operation of sections 135 and 136 -
<https://www.gov.uk/government/consultations/review-of-the-operation-of-sections-135-and-136-of-the-mental-health-act>

TERMS OF REFERENCE

Members of the Committee are asked to consider and provide input into the following draft Terms of Reference for the review:

1. To review the guidance and support that is currently available to the Metropolitan Police Service and those with mental health issues that have contact with the police.
2. To review the evidence and data locally from the police and others partners to build up a good understanding of the level of activity involving people with mental health.
3. To seek out the views on this subject from residents and partner organisations using a variety of existing and contemporary consultation mechanisms.
4. To examine best practice elsewhere through case studies, policy ideas, witness sessions and visits.
5. To improve awareness and understanding of the impact that mental health has on the Metropolitan Police in the Borough when dealing with an individual with a mental health issue and to explore ideas for improving the relationship between the police and mental health services.
6. After due consideration of the above, to bring forward practical recommendations to the Cabinet in relation to strengthening the role of the police in the Borough when dealing with those who suffer with mental ill health.

WITNESSES

Witness sessions for the review were held on 25 November 2014 and 17 December 2014 in which the Committee heard from the following expert witnesses:

Session 1

- Sandra Brookes, Hillingdon Borough and Service Director - CNWL
- Kim Cox, Hillingdon Borough and Service Director - CNWL
- John Higgins, Head of Service, Safeguarding, Quality and Partnerships - LBH
- Pam Gallup, Lead Social Worker, Mental Health - LBH
- Dr Steve Hajioff, Consultant in Public Health - LBH.
- Priscilla Simpson, Health Promotion Manager - Specialist Health Promotion Team, LBH.
- Les Board, Appropriate Adult Project Coordinator - Hillingdon Mind.
- Chris Miles, Ambulance Operations Manager - London Ambulance Service.

Session 2

- Chief Inspector Claire Smart - Hillingdon Metropolitan Police Service
- Debs Amore, Mental Health Project - MPS
- Sgt Luke Mooney, MPS
- Graham Hawkes - Chief Executive Officer - Hillingdon Healthwatch
- Dr Stephen Vaughan-Smith - Mental Health Lead - Hillingdon CCG
- Noreen Rice - Mental Health Representative - The Hillingdon Hospitals NHS Foundation Trust
- Anthony Brocchi - Hillingdon Mind
- Dr Jeffrey Fehler – Hillingdon Drug & Alcohol Service (HDAS)
- Debra Davies - CNWL/Hillingdon Drug & Alcohol Service (HDAS)

Site Visit to Riverside Section 136 Suite

In addition to the 2 witness sessions a site visit took place on 13 January 2015 at Riverside Centre, located within Hillingdon Hospital grounds. CNWL Borough Director, Kim Cox, gave Members a tour of the Section 136 suite and discussed various operational aspects of Riverside Centre which gave Members a better understanding of the facilities available in the Borough. Members of the Working Group would like to thank staff at CNWL for facilitating this visit.

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Agenda Item 6

CHILDREN, YOUNG PEOPLE & LEARNING POLICY OVERVIEW COMMITTEE: HILLINGDON'S IMPLEMENTATION OF THE SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) REFORMS

Cabinet Member	Councillor David Simmonds
Cabinet Portfolio	Deputy Leader of the Council / Education & Children's Services
Officer Contact	Jon Pitt, Administration Directorate
Papers with report	Hillingdon's Implementation of the Special Educational Needs and Disability (SEND) Reforms

HEADLINE INFORMATION

Purpose of report	To consider the Children, Young People & Learning Policy Overview Committee's review into Hillingdon's Implementation of Special Educational Needs and Disability (SEND) Reforms and the recommendations contained therein.
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Our People</i></p> <p>To put our residents first by ensuring that young people in the Borough with special educational needs and their parents / carers receive a service that meets and goes beyond the statutory requirements as set out in the Children and Families Act 2014.</p> <p>To contribute towards the vision of the Hillingdon Children and Families Trust Plan to "Improve the outcomes for children, young people and their families in need or at risk through co-ordinated evidence based services."</p>
Financial Cost	The recommendations set out in this report do not have any direct financial implications as the work would be undertaken within existing budgets.
Relevant Policy Overview Committee	Children, Young People & Learning
Ward(s) affected	All

RECOMMENDATIONS

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 recommendations

The Children, Young People and Learning Policy Overview Committee agreed to undertake a review of Hillingdon's implementation of the Special Educational Needs and Disabilities (SEND) Reforms. This was due to the wide ranging nature of the Reforms and likely impact on all children and young people aged 0 to 25 with SEND.

The Reforms, which were introduced by the Children and Families Act 2014, represented the most significant changes to the statutory framework for SEND for 30 years. The Act introduced a statutory duty for local authorities to produce a 'Local Offer.' This sets out the services available within the Borough for children and young people aged 0 to 25 with SEND. The other major change introduced was the replacement of SEN (Special Educational Needs) Statements with EHC (Education, Health and Care) Plans. The new EHC plans are more comprehensive than the SEN statements they replace as they cover not only the special educational needs and required provisions for the child / young person, but also set out healthcare and social care provision and introduce personal budgets.

The SEND Reforms came into force on 1 September 2014. The Council was required to publish the SEND Local Offer by this date and to start undertaking EHC assessments, leading to EHC plans. Children and young people that already have a SEN statement are being gradually

migrated over to the EHC Plans. This requires a 14 week assessment process. It is anticipated that the migration process will take until 2018 to complete.

The Committee has recognised the significant work already undertaken to implement the SEND Reforms within Hillingdon. At the same time, it is recognised that there is a need to enhance the published Local Offer and to ensure that parents / carers, schools and the young people themselves are fully involved and consulted as the Reforms continue to be implemented. The ongoing, iterative nature of the Reforms is reflected in the Committee's recommendation that a progress report is brought to the Cabinet Member, then the Committee for consideration later in 2015.

Alternative options considered / risk management

The Cabinet could decide to reject or amend some or all of the Committee's recommendations.

Supporting Information

1. Information on the agreed terms of reference for this review and a list of the witnesses who provided evidence can be found in Appendices A and B of the report itself.
2. Progress made to date on the implementation of the SEND reforms has included publication of the SEND Local Offer, which is accessed through the main Council website and the start of the transfer process from SEN (Special Educational Needs) Statements to EHC (Education, Health and Care) Plans.
3. The Department for Education (DfE) has commended the Council for its approach to project and programme management and use of self-assessments in its implementation of the SEND Reforms. The DfE also noted that parents and health partners seemed well engaged in relation to the reforms.
4. The Council developed the SEND Local Offer quite rapidly in order to meet the statutory launch date of 1 September 2014. It had always been recognised that the Local Offer would require further development over time, particularly around the functionality and usability of information in relation to the Offer. Feedback provided by service users to date had suggested that information within the Local Offer was not always presented in a format that was accessible to the various audiences that it had been designed for.
5. The external witnesses that provided evidence to the Committee felt that they had been fully involved in and consulted on the implementation of the SEND Reforms so far. Communication between partners was also felt to be good. It was considered that further engagement with parents / carers was required as the reforms were implemented and embedded, particularly in relation to the Local Offer.
6. The Council had conducted a series of generic, awareness raising sessions with schools as part of the preparations for the Reforms. Evidence provided to the Committee suggested that the training and information provided so far had been well received. However, there was a need for more focused training support to be provided to schools in relation to the transfer process from SEN Statements to EHC Plans to ensure they fully understand the local processes.
7. The transfer from SEN Statements to EHC Plans was seen as being a significant opportunity to gain the views and input of a wide range of service users and their families. Although the Council had met its statutory obligations, witnesses felt that further

consultation was required with parents / carers and young people as the number of families with experience of the new Plans was currently too small.

8. In common with other local authorities, Hillingdon has implemented the Reforms gradually, while ensuring that its statutory duties have been discharged. It is anticipated that the reforms will not be fully implemented until 2018.
9. In considering the implementation of the recommendations, the following comments are provided by officers for Cabinet to consider:

a. Recommendation a: Necessarily, the Local Offer was developed rapidly to meet the statutory launch date of 1 September 2014. A concerted effort was then made to increase the amount of information available but it is now recognised that the functionality and usability of the Local Offer requires further work. Feedback received to date suggests information held within the Local Offer is not always presented in a way that is accessible for the various audiences it is designed for. Historically there has been a lack of meaningful and consistent engagement with children and young people with SEND so a good opportunity exists to address this and work with young people to establish how they need information to be presented and to enlist their support in creating the final product.

Once the Local Offer functions more effectively it is important to ensure it contains relevant and useful information and that it is widely used by, and benefits, its intended audience. It is a requirement that the Council consults broadly in relation to the content of the Local Offer, therefore the opportunity exists to develop a network of trained advisors in a range of settings that the public regularly access. These advisors will then be in a position to support service users in getting the most out of the Local Offer.

b. Recommendation b: Following the initial intensive work that was conducted in relation to all aspects of the SEND reforms, which included considerable parental input, there is a risk that parents and carers become disengaged with the ongoing process of embedding new ways of working and the refinement of the processes involved. Given the fundamental nature of and reason for the Reforms, it is essential that parents and carers continue to remain at the heart of all developmental work in the longer term to ensure a cooperative approach is maintained.

c. Recommendations c: A series of initial, generic, awareness raising sessions have been conducted with schools as part of the preparations for the Reforms. Feedback from these sessions has demonstrated that there is now a clear need to deliver more focused training to support schools in their pivotal role regarding the assessment and transfer process. The approach to EHC assessment is sufficiently different to the Statementing process to require specific and targeted training to ensure a person centred approach is adopted in all schools and that the schools are able to follow the local procedures.

d. Recommendation d: As the Council recognises the journey it is on to improve services and experiences for children / young people and their families, it is important to understand what works best for service users. Traditionally, one of the key issues raised by service users is that they have not felt involved in the process. The transfer from Statements to EHC plans is a significant opportunity to gain the views and input of a wide range of service users and their families. This learning should inform the way in which assessments are conducted in the future.

- e. Recommendation e:** No service comment has been provided in relation to this recommendation as it relates to a progress report being provided to the Cabinet Member and to the Committee later in 2015, rather than to a specific aspect of service delivery.

Financial Implications

The recommendations set out in this report do not have any direct financial implications. Any additional work undertaken after agreement by the Cabinet would be met from within the existing resources available. In order to support Council's with the implementation of the new reforms and the increase in responsibilities, two grants were awarded in 2014/15; the SEN Reform Grant (grant allocation of £433,492) and the SEND Implementation Grant (New Burdens) (£269,666).

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendations?

The recommendations seek to ensure that persons aged 0 - 25 in the Borough with Special Educational Needs and their parents receive a service that meets and goes beyond the statutory requirements as set out in the Children and Families Act 2014. The recommendations will help to ensure that the SEND (Special Educational Needs and Disability) Reforms continue to be implemented effectively within Hillingdon, while ensuring that parents / carers, schools, young people and other stakeholders are fully involved in their implementation. Implementation of the recommendations will also help to ensure that information in relation to the Local Offer and the wider Reforms is provided in an accessible format and that schools and other relevant staff receive adequate training to enable them to facilitate effective implementation.

Consultation Carried Out or Required

The Committee heard evidence from a range of witnesses, further details of which can be found at Appendix B of the report itself. A witness session held at a Committee meeting took evidence from officers and representatives of the Hillingdon Parents Carers Forum. An additional witness session was held with the headteacher of a local secondary school.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting recommendations from CYPS Policy Overview Committee on the review into Hillingdon's Implementation of the Special Educational Needs and Disability (SEND) Reforms have no direct financial implications. Grants awarded in 2014/15, highlighted in the financial implications, will support Hillingdon with the implementation of the new reforms, enabling the Council to fulfil and exceed obligations set out in the Children and Families Act 2014.

Legal

There are no significant legal implications arising out of this report to bring to Cabinet's attention. Under the Council's Constitution, Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report.

BACKGROUND PAPERS

NIL

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Report of the Children, Young People & Learning Policy Overview Committee 2014/15

Hillingdon's Implementation of the Special Educational Needs and Disability (SEND) Reforms



Members of the Committee

Cllr John Hensley (Chairman)
Cllr. Brian Crowe (Vice-Chairman)
Cllr. Nick Denys
Cllr. Jem Duducu
Cllr. Tony Eginton
Cllr. Duncan Flynn
Cllr. Peter Money
Cllr. Jane Palmer
Cllr. Jan Sweeting (Labour Lead)
Mr. Tony Little

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RECOMMENDATIONS

The Children, Young People and Learning Policy Overview Committee recommends:

- 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.

BACKGROUND TO THIS REVIEW

The Children and Families Act 2014 brought about the most significant Reforms to the statutory framework for Special Educational Needs and Disabilities (SEND) for 30 years. These changes to the law implemented a new system that seeks to help children and young people aged 0 to 25 with SEND. More specifically, the changes aimed to provide a system that was:

- Person centred;
- Outcome focused;
- Delivered through a co-ordinated and integrated model of support; and
- Inclusive of families in planning and decision making.

The Act introduced a statutory duty for local authorities to produce a 'Local Offer.' This sets out the services available within the Borough for children and young people with Special Educational Needs or a Disability (SEND) from age 0 to 25. The Offer also aims to make provision more responsive to local needs and aspirations by directly involving children and young people, parents/carers and service providers in its development and review.

The other major change introduced included the replacement of SEN (Special Educational Needs) Statements with Education, Health and Care (EHC) Plans. The SEN Statements set out a child / young person's SEN and any additional help that the child should receive. The new EHC plans are designed to be more comprehensive than the Statements. In addition to setting out the special educational needs and special educational provisions for the child or young person, the Plans also set out healthcare and social care provision. Plans can only be issued after a child or young person had received an EHC Needs Assessment. Following this assessment, the Council is responsible for determining whether to issue an EHC Plan.

The SEND Reforms were gradually implemented and came fully into force on 1 September 2014. From that date onwards, only EHC Plans would be issued. However, the process required to convert these statements into EHC was lengthy and with 1,600 children in the Borough with SEN statement, it was anticipated that this process would not be completed until 2018.

The purpose of this review by the Committee was to analyse Hillingdon's implementation of the Reforms to date in order to suggest areas of improvement. This was notwithstanding the significant work already undertaken by the London Borough of Hillingdon and other partners to affect the changes.

The Reforms undoubtedly constitute a significant challenge for a range of service areas across the Council. However, it is also considered that they represent a major opportunity for services to be shaped to make them more relevant, helpful and effective for children, young people and families.

The Committee recognised that given the wide ranging nature of the Reforms, it is likely to take several years for the Reforms to be fully embedded. It may, therefore, be appropriate for consideration to be given to reviewing implementation again in the future.

Context of the Recommendations

It was clear from the evidence received by the Committee that Hillingdon had already made some good progress in the implementation of the SEND Reforms. This had included commendation of the Council by the Department for Education (DfE) for its approach to project and programme management, including its self-assessments of progress and the links to the wider work of the Authority. The Department also noted that parents and health partners seemed well engaged in the Reforms and that the new assessment and planning process was thorough and based on best practice.

The Council met its legal obligation to make details of the SEND Local Offer available by 1 September 2014 by publishing this information on its website. The Committee acknowledged that this was a work in progress, due to the scale of the work required and the need for feedback to be sought from service users.

Significant progress had also been made in the process of transferring children and young people with SEN (Statement of Special Needs) to EHC (Education, Health and Care) Plans. A template had been agreed for the new Plans, which had been commended by the DfE for being fully compliant with guidelines. The Council had also produced a timeline for completion of the transfer process by the end of March 2018.

Council Officers acknowledged during the review that preparations for the SEND Reforms had begun relatively late in Hillingdon (February 2014). The Chair of the local Parents Carers Forum agreed that while progress was initially slow, significant progress had been made in early 2014 and that the Local Offer developed was meeting local needs. The local headteacher interviewed by Committee Members was also positive about Hillingdon's implementation plans.

An established project structure had been developed, with well attended sub-groups having been set up. These were responsible for the four main themes of the Reforms. Operational teams had supported the embedding of the required changes in documentation, information, practice and the provision of training to relevant staff.

The Committee was reassured to hear that there was a perception that Hillingdon was ahead of where it needed to be in terms of implementing and communicating the SEND Reforms. The Committee was also heartened that, despite some initial difficulties and tensions in working with external organisations on implementation of the changes, officers felt that the situation had improved markedly and that there appeared to be universal professional support of the key principles underpinning the Reforms. It was suggested that this would enable any barriers in the successful implementation of the Reforms to be overcome.

The London Borough of Hillingdon was also working to implement its Additional Needs Strategy. The Strategy was building upon work undertaken over several years to develop special schools and Special Resourced Provision (SRPs) in mainstream schools. The Strategy aimed to enable as many children and young people as possible to access local schools able to meet their special educational needs.

Given the positive evidence received by the Committee in relation to Hillingdon's implementation of the SEND Reforms to date, it is recommended:

1

That Cabinet endorses the work being undertaken to develop the local special education and disabilities (SEND) offer in light of the national Reforms in this area.

Although it is clear, that Hillingdon has already made some good progress in its implementation of the SEND Reforms, from the evidence considered by the Committee, it is also clear that there is scope for improvements to be considered as the Reforms continue to be implemented.

Hillingdon developed the SEND Local Offer quite rapidly in order to meet the statutory launch date of 1 September 2014. It had always been recognised that the Local Offer would require further development over time, particularly around the functionality and usability of information in relation to the Offer.

Feedback provided by service users to date had suggested that information within the Local Offer was not always presented in a format that was accessible to the various audiences that it had been designed for. These audiences included parents/carers, schools, external organisations and the young people themselves.

For example, it was noted that the Local Offer, accessed through the Family Information Directory website, was under development. Evidence from witnesses indicated that enhancements could be made improve the accessibility, categorisation and structure of such information available online. Officers reflected that the accessibility of the database containing information on the SEND offer could be improved. There was also a need to ensure that frontline staff had all the relevant information to enable them to engage effectively.

The Committee was advised that, given the nature of the SEND Reforms, it would take a number of years for the required systemic changes to be fully embedded. Some of the procedural work, such as the revision of templates, guidance documents and timescale plans required more immediate work that had already been undertaken. Moving forward, the emphasis would be on ensuring that the changes made so far were properly embedded and managing the workload concerning the conversion of the 1,600 SEN Statement to EHC Plans.

It is therefore recommended:

2a

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 the tools to enable them to support parents/carers in accessing the information effectively.

The Chair of the Hillingdon Parents Carers Forum agreed that they had been fully involved in and consulted on the implementation of the SEND Reforms so far. A number of working streams had been set up quickly and representatives from the Forum had participated in each one. She also considered that communication between relevant professionals had been good and that a spirit of trust and co-operation had been developed.

The Forum Chair had met with chairs of other parents forums and had noted that local experience of co-production with the local authority in the implementation of the Reforms had not been experienced in other areas. The only significant reservation expressed by the Chair was that the Local Offer working group had ended too quickly, before there was an acceptable Local Offer in place. Given that development of the Local Offer was ongoing, it was considered that there could be scope to re-establish this or a similar group.

Intensive work had initially been conducted in relation to all aspects of the SEND Reforms, including significant input provided by parents. However, it was considered that there was a risk that parents and carers could become disengaged with the ongoing process of embedding new ways of working and the refinement of the processes involved. Given the fundamental nature of, and reasons for the Reforms, it was seen as essential that parents and carers continued to remain at the heart of all developmental work in the longer term. This would ensure the maintenance of a cooperative approach.

It is therefore recommended:

2b

To fully involve parents/carers as the local SEND offer is developed.

The Council had conducted a series of generic, awareness raising sessions with schools as part of the preparations for the Reforms. Feedback from these sessions demonstrated a clear need to deliver more focused training to support schools in their pivotal role regarding the assessment and transfer process. The approach to EHC assessment and Plans was considered to be sufficiently different to the Statementing process that it replaced to require specific and targeted training. This would ensure that a person centred approach was adopted in all schools.

The Headteacher of a local secondary school advised that a range of child friendly briefing sessions had been held in relation to the SEND Reforms and that two conferences had been hosted at his school. Each of the conferences had been attended by around one hundred people. A Council representative had visited the school to advise how the new Education, Health and Care (EHC) Plans should be written and to provide critique of progress made. This support had been helpful. Training had also been provided for staff and governors, which had been well received.

While the information and training provided to the school to date had been good, the headteacher felt that specialist training should be provided in relation to the specific role of the Council and other organisations. This would ensure that schools were fully aware

of where responsibilities lie. It was suggested that this could be the focus of a future SENCO (Special Educational Needs Co-ordinator) conference.

It is therefore recommended:

2c

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.

As the Local Authority recognises the journey it is on to improve services and experiences for children, young people and their families it is important to understand what works best for service users. Traditionally, the key criticism from service users has been that they did not feel involved in the process. The transfer from Statements to EHC Plans was seen as being a significant opportunity to gain the views and input of a wide range of service users and their families. This learning should inform the way in which assessments are conducted in the future.

Officers recognised that the Council had met its statutory obligations, but felt that further consultation was required. It was anticipated that, in time, feedback would be obtained from families with experience of the plans. Consultation had been undertaken on the first EHC Plans to be completed and early feedback suggested that the process was having a positive effect on the customer experience. However, the number of families with experience of the new Plans was currently too small for further consultation with this group to yet be beneficial.

As noted previously, extensive feedback had already been provided through channels such as the Parents Carers Forum. However, more work, particularly around engagement with parents and communication of the offer, would be required. Measures were required to ensure that high quality feedback continued to be obtained as the Reforms were implemented.

There was also a need to increase the amount of feedback from the children and young people themselves. Officers acknowledged that historically, there had been a lack of meaningful and consistent engagement with children and young people with SEND. It was felt that the Reforms provided a good opportunity to address this. It was envisaged that work could be undertaken with young people to establish how they needed information to be presented and to enlist their support in creating the final product.

This feedback could come from the Parents Carers Forum, or from young people and parents, via the schools as well as directly through the website. Although it was already clear how to provide feedback on the website, consideration could be given to the development of a feedback form for this purpose.

The Council is required to engage in broad consultation in relation to the content of the Local Offer, therefore the opportunity exists to develop a network of trained advisors in a range of settings that the public regularly accesses. These advisors would then be in a position to support service users in getting the most out of the Local Offer.

It is therefore recommended:

2d

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.

As noted previously, there was no expectation that, at this early stage, the SEND Reforms would have been fully implemented. This was acknowledged by the headteacher witness, who had no negative comments on the Reforms so far, but felt that it was too early to fully assess their impact.

In common with other local authorities, Hillingdon has implemented the changes gradually, while ensuring that its statutory duties have been discharged. The process will take a few years to complete. The Committee has acknowledged the need to hold in balance the desire for a 'complete' service and the iterative nature of the changes being undertaken. For these reasons, it is suggested that the Committee keeps a watching brief on developments to ensure that implementation of the Reforms are as effective as possible. This could involve a progress report later in 2015 and, if appropriate, further consideration as part of the Policy Overview Committee's future work programme.

It is therefore recommended:

2e

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.

Appendix A - Terms of Reference

1. To gain a comprehensive understanding of the SEND Reforms and the Council's implementation thereof to date;
2. To gather evidence in order to gain an understanding of the implementation of the following areas of the SEND Reforms:
 - a. The Local Offer
 - b. Education, Health and Care Assessments / Plans;
3. To assess the impact on the Council, young people and families of the raising of the age of support to 25 with a focus on the Local Offer and EHC Plans;
4. To assess whether the aim of producing a person-centred and outcome-focused approach has been met;
5. To ensure that the new model is co-ordinated and integrated across Council services;
6. To ensure that newly developed systems allow families to be included in planning and decision making;
7. To evaluate plans and timelines for the conversion of Statements of SEN in to Education, Health and Care Plans;
8. To identify where aspects of the Local Offer and EHC Plans are not being implemented to a satisfactory level;
9. To identify where there are challenges and / or gaps in the new system; and
10. To put forward practical recommendations as to how the service could better implement areas of the Reforms.

Appendix B - Witnesses

The witness session for this single meeting review took place at the meeting of the Children, Young People and Learning Policy Overview Committee meeting held on 18 February 2015. This session heard from the following witnesses:

Witness Session (18 February 2015)
Jackie Wright, Head of Disability Services, LBH
Alex Bowman, SEND Programme Manager, LBH
Georgie Bhad, Chairperson, Hillingdon Parents Carers Forum
Wendy Caine, Treasurer, Hillingdon Parents Carers Forum

In addition to this formal witness session, some Committee Members attended a separate informal witness session. This was held with Mark Bland, Headteacher, of Abbotsfield School for Boys in Hillingdon.

Appendix C - Background Reading

To assist with the writing of this review, reference has been made to the following background information.

- § **Minutes and associated reports from witness sessions:**
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=323&MId=2110&Ver=4>
- § **Hillingdon's Local SEND Offer:**
<http://search3.openobjects.com/kb5/hillingdon/fsd/localoffer.page>

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Agenda Item 7

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE: REVIEW OF THE CLEANING AND MAINTENANCE SCHEDULE FOR HILLINGDON'S FOOTPATHS AND BRIDLEWAYS

Cabinet Members	Councillor Keith Burrows Councillor Jonathan Bianco
Cabinet Portfolios	Planning, Transportation and Recycling Finance, Property and Business Services
Officer Contact	Ainsley Gilbert, Administration
Papers with report	Committee's Review Report

HEADLINE INFORMATION

Purpose of report	To receive the Residents' and Environmental Services Policy Overview Committee's report providing recommendations which seek to help improve Hillingdon's Footpaths and Bridleways.
Contribution to our plans and strategies	Putting our Residents First: <i>Our Natural Environment; Our People</i> This report contributes to the Council's priority of improving our natural and built environment.
Financial Cost	No direct costs are associated with the recommendations.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

RECOMMENDATIONS

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.

INFORMATION

Reasons for recommendations

The recommendations are aimed at allowing Cabinet to take forward the Policy Overview Committee's recommendations made in the final report.

Alternative options considered / risk management

The Cabinet could decide to reject or amend the Committee's recommendations.

Supporting Information

Hillingdon is fortunate to have a large number of Footpaths and Bridleways, which are valued by residents both as ways of getting about, and as leisure facilities. The Borough manages 69 miles of right of way, as well as a similarly vast network of permissive paths and bridleways. These routes spread right across the Borough, with routes passing through a diverse range of areas, from the tranquil Ruislip Woods National Nature Reserve, to the bustle of Uxbridge town centre.

The aim of the Committee's review was to assess the effectiveness of, and identify potential improvements which could be made to the current cleaning and maintenance regime for Footpaths and Bridleways. The findings of the review are positive and it is hoped that the recommendations will allow the service, which residents already regard as being very good, to continue to be enhanced.

Implementation of Recommendations

Officers have discussed the Committee's recommendations with Cabinet Members and propose to implement them as follows, subject to Cabinet endorsement:

- 1) No action required. This recommendation is for Cabinet to endorse witnesses' comments, and does not require implementation by officers.
- 2) The Waste Service provides cleaning of adopted footways, on a weekly monthly or occasional basis. The monthly cleaning schedule is currently flexible and based around other work pressures, which might have led to footways not being cleaned. Officers will use their understanding of likely periods of high pressure to write a formal cleaning schedule for adopted footways which will ensure that they are cleaned on a regular basis. This schedule will be kept by solo road sweepers and mobile teams, using existing resources.
- 3) There was a lack of data available about Footpaths and Bridleways, and whilst the evidence available from other sources suggested that the service was very good, it was thought that better information was needed. Managers agreed that this would be useful to them. The Contact Centre have confirmed that a new category can be added to Onyx using existing resources, which will allow them to track resident queries relating to this.
- 4) This recommendation was made in order to improve coordination of the Council's work on Bridleways. Officers will invite a representative of HEAC to the Yeading Valley Working Party, and will liaise with HEAC about providing suitable venues for their meetings, as they without a dedicated facility for this.

FINANCIAL IMPLICATIONS

All recommendations can be met using existing resources.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendations?

The Committee's recommendations will help the Council to continue to improve residents' experience of the Borough's footpaths and bridleways.

Consultation Carried Out or Required

The Committee took evidence from the Hillingdon Ramblers, the Hillingdon Equestrian Advisory Committee, and officers, as described in the attached report.

CORPORATE IMPLICATIONS

Corporate Financial Implication

Corporate Finance has reviewed this report and concurs with the financial implications set above, noting there are no direct costs associated with the recommendations contained therein.

Legal Implications

There are no specific legal implications arising from this report, Section 1 of the Localism Act 2011 gives Councils a general power of competence and enables Local Authorities to do anything that individuals generally may do. This provides the Council with the power to do anything which it considers is for the benefit of the authority, its area or person resident or present in its area.

BACKGROUND PAPERS

NIL

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Report of the Residents' & Environmental Services Policy Overview Committee 2014/15

The Cleaning and Maintenance Schedule for Hillingdon's Footpaths and Bridleways



Members of the Committee

Cllr Michael White (Chairman)
Cllr David Yarrow (Vice Chairman)
Cllr Lynne Allen
Cllr Teji Barnes
Cllr Mohinder Birah
Cllr Peter Davis
Cllr Patricia Jackson
Cllr Kuldeep Lakhmana
Cllr Carol Melvin

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CHAIRMAN'S FOREWORD

Footpaths and Bridleways in Hillingdon are often ancient, having been used by successive generations of residents over hundreds of years. The Borough has a responsibility to ensure that many of these routes are cleaned and maintained in a way which allows current residents to continue to do so. However, the Committee was conscious that it had not considered footpaths and bridleways over recent years, and so wanted to ensure that they are still of the highest quality. The review offered the opportunity to identify where improvements can be made and where different ways of working, including volunteering, might be utilised effectively.

A large amount of information about the service was provided by Council officers in advance of the witness session, which covered the organisation of the service and current ways of working. The witness session itself focussed on users' perceptions of the Borough's routes, and on their experience of reporting issues. It was pleasing to note that witnesses were very positive about the service, and about the officers who provided it. However, a few improvements were suggested, by both residents and officers, and these have been incorporated into the recommendations of this report.

I would like to thank, on behalf of the Committee, all of the witnesses who gave us their time and expertise; this generosity has enabled us to produce a practical report, which I am pleased to commend to Cabinet.

Councillor Michael White

Chairman of the Residents' & Environmental Services Policy Overview Committee

RECOMMENDATIONS

The Residents' & Environmental Services Policy Overview Committee recommends that Cabinet:

- 1) 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 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.

OVERVIEW

The London Borough of Hillingdon has an extensive network of footpaths and bridleways. There are 69 miles of statutory rights of way in the Borough, the vast majority of which are footpaths, as well as 25 miles of permitted bridleway. There are also promoted leisure routes, which have a combined length of over 120 miles. It would take over a week and a half to walk the whole footpath network, assuming that you were able to walk 20 miles a day. Responsibility for the cleaning and maintenance of footpaths and bridleways in the Borough is split between the Council and Landowners, depending on the type of route. Over the last few years the profile of cleaning and maintaining the Borough's footpaths and bridleways has reduced. As such the Committee was keen to review the effectiveness of the Council's current approach to cleaning and maintenance.

Whilst the Council's responsibilities for footpaths and bridleways are split between sections in the Residents Services directorate it is thought that they are managed effectively, and strong internal communication has led to a good service being delivered. This was borne out by witnesses who praised the condition of Hillingdon's footpaths and bridleways, noting that the Borough outperforms its near neighbours. However, although positive comments were received about the service and the responsiveness of officers, areas for improvement were identified and have been set out in this report.

FINDINGS

The Organisation of the Service

The Committee began its review by gaining an understanding of the service. A desktop study was conducted by Democratic Services, which was shared with Members in the Scoping Report. The Council responsibility for cleaning and maintaining footpaths, bridleways, and other rights of way is split between various teams within Residents Services:

- The Green Spaces team manage Bridleways and the Borough's Permissive Routes Network (The Celandine Walks, The Hillingdon Trail, The Willow Tree Wander, and Trails in the Ruislip Woods National Nature Reserve).
- The Street Environment and Traffic Management team manage other rights of way, and maintain the Definitive Map and Statement, which records all of the Borough's rights of way. They are also responsible for the maintenance of adopted local access footpaths such as urban alleyways, which are not formal rights of way.
- The Waste Division deals with litter on paved footpaths and most fly-tipping. Litter picking on more rural routes is undertaken by the other teams and by volunteers, on an occasional basis.

Although a small number of responsibilities are met by co-operation between sections good communication about individual issues means that this works well. Good use was also made of Blue Sky Development and Regeneration, a contractor working exclusively with ex-offenders, who are employed for twelve weeks a year to carry out practical work across the network.

Performance

The Committee assessed the performance of the service in a number of ways, from traditional statistics to web reviews, and of course the testimony of witnesses. Members found that, whilst there were some problems on the network, these were isolated, and generally dealt with quickly by officers, once reported. As an example of this very high quality, 98% of the Borough's statutory footpaths met the requirements of the former Best Value Performance Indicator 178 in 2014. The Committee therefore recommends that Cabinet:

1

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.

In terms of monitoring reports by residents, the committee noted that the contact centre did not have specific categories for footpaths and bridleways. The Committee felt that recording this information would be useful to enable service managers to accurately track performance and therefore recommends:

2 That new categories be added to the Onyx Customer Relations Management (CRM) system for the recording of cleaning and maintenance problems with rights of way, and permissive routes.

Improvements

Considering the high performance levels achieved by the teams involved, the Committee did not wish to recommend significant changes to the method of delivery. Members noted that whilst more could always be spent on improving routes, the current level of investment was maintaining, and improving, an already good network. However, it was felt that there was scope for the improvement of the cleaning schedules for adopted footways as there is currently a large degree of flexibility in how this service is organised, which could lead to particular paths not being cleaned for a long while. It is anticipated that a formalised cleaning schedule would prevent this from happening, and the Committee therefore recommends:

3 That the monthly cleaning schedules of adopted footways be formalised by the Waste Service.

Reporting

The Committee heard that residents are happy with the existing reporting mechanisms, which were effective. Although there are occasional problems with issues being passed to the wrong team, these are rare and officers generally communicate effectively to ensure that those responsible for resolving an issue are aware of any reports. It is anticipated that the introduction of new categories to the Onyx CRM system could reduce the number of misdirected reports.

It is noted that regular users will often contact valued officers in service departments directly, by-passing the Contact Centre. However, these strong relationships are both appreciated by residents, and useful to officers, and it is noted that many people reporting in this way also volunteer for the Council. Therefore no recommendation to prevent regular users from contacting officers directly is proposed.

Volunteering

The Committee heard that volunteering activities take place once or twice a week in various locations across the Borough, carrying out tasks such as vegetation clearance, tree planting and litter picking. There were also occasional sessions with other organizations such as the Scouts. Officers supported these sessions and targeted their work. Members felt that the current volunteering scheme was good and did not feel that it would be appropriate to directly ask those who volunteered in other ways for the Council to also volunteer in this way. Members heard that there are many groups of volunteers spread across the Borough, and that the Yeading Valley Working Group looks at the work of many of these groups, identifying maintenance issues, including with Footpaths and Bridleways, as well as advising on conservation. The Hillingdon Equestrian Advisory Committee was keen to engage with the Council, and it is therefore recommended:

4

That officers invite a representative of the Hillingdon Equestrian Advisory Committee 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.

BACKGROUND READING

The following information is provided in order to signpost readers to useful contextual information to this review.

Rights of Way & Permissive Routes Improvement Plan for Hillingdon 2011 – 2021
<http://www.hillingdon.gov.uk/media.jsp?mediaid=29326&filetype=pdf>

The Hillingdon Definitive Map and Statement
<http://www.hillingdon.gov.uk/article/27284/Public-Rights-of-Way>

Hillingdon Council Walking Webpage
<http://www.hillingdon.gov.uk/walking>

Hillingdon Council Bridleways Webpage
<http://www.hillingdon.gov.uk/article/6385/Bridleways>

Hillingdon Council Volunteering Practical Webpage
<http://www.hillingdon.gov.uk/article/26256/Volunteering-activities>

Department for Environment, Food and Rural Affairs Rights of Way Circular 1/09
<https://www.gov.uk/government/publications/rights-of-way-circular-1-09>

The scoping report, and more information on the witness session can be found in the papers for the meeting
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CIId=114&MIId=2093>

APPENDIX 1 - TERMS OF REFERENCE

1. To gain a comprehensive understanding of the arrangements currently in place with regard to the cleaning and maintenance of footpaths, bridleways, and alleyways in the Borough;
2. To gather evidence in order to gain an understanding of the effectiveness of the current cleaning and maintenance arrangements;
3. To identify any improvements that could be made to the current cleaning and maintenance arrangements whilst being mindful of resource restraints;
4. To review the reporting process available to residents who have identified areas to be cleaned or maintained; and
5. To identify alternative human resources that could be utilised on a routine basis to improve the cleanliness of footpaths (e.g. Street Champions, Neighbourhood Watch).

APPENDIX 2 - LIST OF WITNESSES

Malcolm Trudgeon & Colin Acreman	Hillingdon Ramblers
Andrew Riley	Northwood Hills Residents' Association & Bridleway User
Paul Richards	Green Spaces, Sports, and Leisure Manager
John Fern	Service Manager - Street Scene and Traffic
Colin Russell	Waste Division Manager

HILLINGDON CHILD SEXUAL EXPLOITATION STRATEGY

Cabinet Member	Councillor David Simmonds
Cabinet Portfolio	Deputy Leader of the Council Education and Children's Services
Officer Contact	Tony Zaman - Children and Young People's Services Nikki O'Halloran, Administration Directorate
Papers with report	Hillingdon CSE Strategy and Action Plan Note: the Professional Toolkit (Appendix 7 of the Strategy) is available upon request as a background document

1. HEADLINE INFORMATION

Summary	Cabinet is asked to approve the Hillingdon Child Sexual Exploitation (CSE) strategy and action plan. This incorporates useful recommendations from the External Services Scrutiny Committee's single meeting review on the matter, which is also outlined in this report.
Contribution to our plans and strategies	Putting our residents first: <i>Our People</i> Hillingdon's Children and Families Trust Plan
Financial Cost	There are no direct cost implications resulting from this report.
Relevant Policy Overview Committee	External Services, Children Young People & Learning and Social Services, Housing and Public Health
Ward(s) affected	All

2. RECOMMENDATIONS

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 recommendation

A Child Sexual Exploitation (CSE) Strategy has been developed involving the members of the London Borough of Hillingdon Children Local Safeguarding Board to ensure that the individual agencies work effectively together to prevent CSE, intervene early when risks are identified, help, protect and support children who are being exploited and determinedly pursue the perpetrators.

As part of the development of this work, Elected Members on the External Services Scrutiny Committee reviewed the partnership approach to CSE at a special meeting, inviting a number of witnesses to give evidence. The Committee looked at the work that is planned and already taking place in the Borough and possible improvements.

These recommendations have been formulated to ensure continued organisational resilience against CSE in the Borough.

Alternative options considered / risk management

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

3. INFORMATION

1. The sexual exploitation of children and young people is a form of child sexual abuse. The following description of child sexual exploitation has been supplied in the guidance provided by the Department for Children, Schools and Families:

'Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.'

2. Sexual exploitation results in children and young people suffering harm and causes significant damage to their physical and mental health. Some young people may be supported to recover whilst others may suffer serious life-long impairments which may, on occasion, lead to their death, for example through suicide or murder.
3. Over the last few years, there has been an increase in the media exposure of Child Sexual Exploitation (CSE) which has heightened awareness of the issue amongst statutory agencies as well as amongst members of the public. However, Serious Case Reviews have looked at the way that certain cases have been handled by the responsible authorities elsewhere in the country. This has highlighted the need for all organisations to look at their practices and procedures and, most importantly, to use the lessons learnt to inform the further development of our joint work on child sexual exploitation.

The External Services Scrutiny Committee Review

4. The External Services Scrutiny Committee, along with the Chairmen and Labour Leads from the Children, Young People and Learning Policy Overview Committee and the Social Services, Housing and Public Health Policy Overview Committee, held a single meeting review on 13 January 2015. At this meeting, Members considered the work that was being undertaken in the Borough in relation to the prevention of sexual exploitation, the protection of children and young people who are being (or are at risk of being) sexually exploited, as well as the disruption and prosecution of offenders. The Cabinet Member for Education and Children Services gratefully provided his views to the Committee on the matter along with questioning and evidence from the following witnesses:

- Jenny Reid - Designated Nurse, Safeguarding Children, Hillingdon CCG
- Maggie McCutcheon - Children's Commissioning Lead, Hillingdon CCG
- John Goddard - Head Teacher, Hedgewood School
- DI Graham Hamilton - Metropolitan Police Service
- Sharon Daye - Interim Director of Public Health, LBH
- Gary Campbell - Interim Assistant Director of Safeguarding, Quality Assurance and Learning and Development, LBH
- Alan Critchley - Business and Development Manager, Local Safeguarding Children's Board (LSCB)

The Committee's primary finding was around training, but raised a number of other matters as set out below.

CSE Strategy & Action Plan

5. A CSE Strategy has since been developed involving the members of The London Borough of Hillingdon Children Local Safeguarding Board to ensure that the individual agencies work effectively together to prevent CSE, intervene early when risks are identified, help, protect and support children who are being exploited and determinedly pursue the perpetrators. The Strategy aims to build on the pro-active multi-agency work which is already undertaken in Hillingdon by providing a framework for all professionals working with children and young people in the Borough to deliver a programme designed to raise awareness of CSE in age appropriate ways and provide them with the appropriate life skills in order to prevent them becoming involved in sexual exploitation.
6. An action plan has also been incorporated into the Strategy based around the 3Ps: prevention, protection and prosecution. This action plan identifies the work that will need to be progressed and clearly highlights all responsibilities that have been agreed by the partner agencies. The action plan also includes a requirement to ensure that appropriate pathways and therapeutic support are available for those young people at risk of CSE. Members of the External Services Scrutiny Committee were keen to ensure that consideration is given to the inclusion of support for mental and emotional wellbeing in these pathways.
7. It is proposed that the action plan will be regularly reviewed and updated by the Child Sexual Exploitation Strategic Sub Group which comprises senior managers from all partner agencies and will report to the Hillingdon Safeguarding Children Board (HLSCB) twice yearly to inform the HLSCB Annual Report. The HLSCB Annual Report is considered by

Hillingdon's Cabinet, Health and Wellbeing Board, Corporate Parenting Board and Children, Young People and Learning Policy Overview Committee. To ensure that CSE is considered in the wider context of safeguarding and provides cohesiveness, the External Services Scrutiny Committee is recommending that Cabinet requests that detailed progress of the work undertaken in the Borough, as detailed in the CSE Action Plan, be included within the LSCB Annual Report.

Partnership Working

8. It is recognised that the care pathway to support children and young people could be more streamlined to avoid them being passed around to different services. In addition, the specialist Child and Adolescent Mental Health Service (CAMHS) provision is currently not meeting the demand for its service which has led to young people waiting longer for appointments. To address this, consideration could be given to joint development and commissioning in relation to early intervention and training in schools.
9. Insofar as oversight is concerned, new systems have been implemented whereby CSE concerns can be registered. Information gathered in the community about CSE and statistical information provided by partners is now being recorded centrally. It is recognised that this database of information will need to be built upon to record a range of different data sets such as information in relation to sexual health, police prosecutions and children that go missing from school.
10. Insofar as reports of CSE are concerned, it is reassuring to note that the Council's Safeguarding Children and Quality Assurance Service currently provides a single point of contact for partner agencies in relation to CSE through a Child Sexual Exploitation Prevention Manager. The provision of this contact has been particularly important with regard to the development of strong relationships between the Council and schools to ensure that CSE concerns are shared as they become apparent. The CSE Specialist will identify and support the training of a CSE Champion in each team within the Council's Children's Services Directorate who liaises directly with the Safeguarding Children and Quality Assurance Manager to relay any concerns.
11. Children and young people known to be at risk of CSE are tracked and reviewed at the monthly Multi-Agency Professionals Meeting (MAP). MAP is chaired by the Assistant Director of Safeguarding and Quality Assurance and attended by all partners. New cases are referred to the panel through the CSE Prevention Manager. Multi-Agency Sexual Exploitation Meetings (MASE) are convened monthly and chaired by local Borough Police at a rank not below Inspector. MASE is the driver for agreeing the appropriate operational activity to tackle CSE threats, linking in with other areas and providing information to inform problem profiles and Hillingdon Local Safeguarding Children's Board.
12. There are a number of indicators that may suggest that a child or young person is being groomed for sexual exploitation which include disengaging from education or becoming disruptive at school. In addition to the Safeguarding Children and Quality Assurance Manager as strategic lead and the CSE Prevention Manager as operational lead, there are a number of Council officers who provide useful links for the schools in relation to CSE allegations. A Domestic Violence Liaison Officer and Child Protection (CP) Schools Advisor are also working with the schools and the Participation Service is continuing to work closely with young people in the Borough to disseminate information about CSE.

13. The External Services Scrutiny Committee raised the provision of support and information to children and young people and it is acknowledged that the NSPCC currently provides a dedicated helpline and the ability for reports of CSE to be made via text or online. However, to provide a more Hillingdon specific service which gathers local intelligence, it has been suggested that consideration also be given to the provision of a dedicated CSE victims' helpline. Currently the MASH and Emergency Duty Team (EDT) telephone numbers are the first point of contact for partners and the general public. Additionally, following a recommendation from Cabinet Members, clearer information online, e.g. the Council's website, will be given in order for people to find out how to report abuse.

Awareness Raising

14. Awareness raising among residents (including young people) about CSE and how it can be reported is essential and could encourage them to report any issues of concern to the relevant agencies. A programme of awareness raising has been developed to target young people, parents / carers and local businesses. This programme was put together in conjunction with partner organisations and will sit alongside work that is being driven by young people and undertaken with the Care Council. It is anticipated that this work will pay specific attention to (but will not be confined to) targeting looked after children with guidance being distributed to care home staff and information included in the skills for fostering training and private fostering initiatives

15. Given their considerable contact with children and young people, it is important to ensure that schools provide a safe environment where they feel comfortable talking about difficult issues such as CSE. Educational establishments have a significant role to play in the prevention and detection of CSE. To this end, the Council has been working with Head Teachers in the Borough to talk about the authority's role as lead agency and to explain what action is being taken to address CSE in Hillingdon.

16. As well as working with the Safeguarding Team to look at how young people can be empowered to say 'no' and to raise awareness of CSE amongst parents, the school nurse function and the development of drop-ins at secondary schools is another avenue to raise awareness.

17. A CSE training programme for 2015/16 has been developed which includes awareness raising for young people and their parents/carers in secondary schools, special educational needs schools and pupil referral units through 'Chelsea's Choice'. 'Chelsea's Choice' is a hard-hitting Applied Theatre Production that has proven highly successful in raising awareness of the issues surrounding Child Sexual Exploitation. The play is followed by a Q&A/plenary session exploring the issues raised.

18. CSE is not currently routinely included as a formal part of lessons in schools to raise awareness amongst children and young people and provide them with guidance on how to report CSE issues. To this end, the External Services Scrutiny Committee has suggested that officers, in conjunction with Central and North West London NHS Foundation Trust, liaise with schools to highlight the importance of raising young people's awareness of CSE and encouraging the inclusion of CSE as a permanent part of PSHE lessons.

Training

19. During the Committee's review, it became apparent that comprehensive training can provide professionals with knowledge and awareness that enables them to recognise and address the issue of CSE in their day-to-day work. Although other local authorities have provided training for thousands of individuals, this training has been predominantly based around e-learning. Whilst it is acknowledged that e-learning provides a valuable, cost effective option that can be delivered to a huge number of people, it has been suggested that face-to-face CSE training to groups of individuals from across the different agencies provides a more sustainable solution and could be linked to training in relation to other gender related violence. It is anticipated that this approach would provide the different agencies with more of an insight into, and understanding of, the issues faced by the other disciplines.
20. In addition to the mandatory CSE training sessions that are in place for social workers, the Council's Child Sexual Exploitation Prevention Manager has facilitated nine training sessions with approximately 60 delegates in each session. Furthermore, consideration could be given to the development of a suite of modular face-to-face CSE training. It is anticipated that this training could cover a range of issues including CSE, Female Genital Mutilation (FGM), radicalisation, etc, and be delivered to professionals in front line roles across all agencies. The training could then be backed up with the provision of e-learning to reach a wider audience.
21. To this end, as part of the Council's wider efforts tackling CSE, the Committee recommends that Cabinet asks officers to further develop a programme of joint CSE training in partnership with the Metropolitan Police Service, LSCP, CNWL and the CCG. Furthermore, it is suggested that consideration be given to joint development and commissioning by the Council and CNWL in relation to early intervention and training in schools.

Financial Implications

There are no direct financial implications arising from this report. However, the review of the training that will be delivered could result in an additional cost as it suggests moving more towards a face to face model backed up and supported with e-learning modules, which is different to the current delivery model. As this is subject to review, the financial cost of this new approach has not been explored.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The recommendations in this report are designed with the purpose of raising awareness of CSE amongst young people and their guardians and to ensure that procedures are in place to support and prevent CSE.

Consultation Carried Out or Required

The Hillingdon Local Safeguarding Children's Board and witness testimony from the Committee as outlined in this report.

5. CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications above, noting the recommendations outlined have no direct cost to the Council. Costs arising from the development of a Child Sexual Exploitation training programme with local bodies will be appraised at a later date, however, it is anticipated that contributions from agencies benefitting from the training provision will enable the service to be cost neutral to Hillingdon.

Legal

Part III of the Children Act 1989 underpins the Council's statutory duties towards children and young persons in its area and those who are 'looked after' by it. There is a general duty to safeguard and promote their welfare.

Under the Council's Constitution Cabinet has the appropriate power to agree recommendations proposed at the outset of this report.

Relevant Service Groups

Children's Services and Public Health have been consulted on the report.

6. BACKGROUND PAPERS

- CSN Policy Briefing: Child Sexual Exploitation: Commons Select Committee Reports (6 January 2015)
- Combating Child Exploitation - National Action Plan (23 November 2011)
- What's Going On to Safeguard Children and Young People from Sexual Exploitation - How local partnerships respond to child sexual exploitation; University of Bedfordshire (October 2011)
- What's Going On to Safeguard Children and Young People from Sexual Exploitation? - Research Briefing; University of Bedfordshire
- Lessons learned - child sexual exploitation; University of Bedfordshire
- CSN Policy Briefing: Sexual exploitation of children - Ofsted report (4 December 2014)
- Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (March 2013)
- Real Voices - Child sexual exploitation in Greater Manchester - An independent report by Ann Coffey MP (October 2014)
- CSN Policy Briefing: Real voices: Coffey report on child sexual exploitation in Greater Manchester (20 November 2014)
- Safeguarding Children and Young People from Sexual Exploitation: Supplementary guidance to Working Together to Safeguard Children; HM Government - Department for Children, Schools and Families
- Tackling Child Sexual Exploitation: Action Plan; Department for Education
- The sexual exploitation of children: it couldn't happen here, could it?; Ofsted (November 2014)
- Child sexual exploitation: What is child sexual exploitation; NSPCC
- Hillingdon CSE Strategy Appendix 7 - Professional Toolkit

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Child Sexual Exploitation Prevention and Intervention Strategy 2015

1. Introduction

Hillingdon Safeguarding Local Safeguarding Children Board fully supports and endorses the government's view that, "Child sexual exploitation is horrific and has no place in this, or any other, society. It is a serious crime and must be treated as such, with the perpetrators pursued more rigorously. We can only tackle it successfully by looking at every aspect of the problem: raising awareness and understanding; effective prevention and detection; securing robust prosecutions; and improving support for victims and their families" (DfE, 2011).

2. Aims

The purpose of this strategy and action plan is to create a climate and culture that encourages organisations to adopt a child centred approach, focusing on their needs and finding ways of promoting young people's sexual and emotional safety. Taking a proactive approach focused on early identification and intervention can only be achieved through an integrated approach, with effective joint working and a shared understanding of the problem.

- To gain a commitment of ownership to this strategy from the highest level within all agencies, the chief executive, lead member and elected members to ensure that all children are protected from child sexual exploitation.
- To raise awareness of the risks of child sexual exploitation amongst children and young people, their parents and carers, professionals, businesses and the community and to ensure that prevention services are in place and that early intervention is available for children, young people, parents and carers.

- To ensure that a safe, responsive and effective multi-agency service is provided to children and young people who are at risk of grooming or victims of child sexual exploitation.
- The coordination of services for those children and young people who are recovering survivors of child sexual exploitation.
- To ensure that perpetrators of child sexual exploitation are disrupted and prosecuted and to effectively support and safeguard victims throughout this traumatic process.
- To ensure the effective arrangements for transfer of information to safeguard children and young people both inside and outside of Hillingdon. Any transfer protocol will prioritise the needs of the victim.
- To engage the child, young person at risk of grooming into child sexual exploitation, including family and carers, within planning, support and disruption.
- To ensure that the delivery of this strategy is effectively evaluated through the LSCB sub group.

3. Child Sexual Exploitation - Definition and Models of Exploitation

3.1 Definition of Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people is a form of child sexual abuse. Working Together to Safeguard Children¹ (2006) describes sexual abuse as follows:

‘Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.’

This guidance uses the following description of **child sexual exploitation**:

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in

exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation.

3.2 Models of Child Sexual Exploitation

3.2.1 Abuse Model 1

Inappropriate relationships: Usually involves one abuser who has inappropriate power – physical, emotional or financial – or control over a young person. The young person may believe they have a genuine friendship or loving relationship with their abuser. Many cases show the enormity of this problem as girls engage with young men who appear to be genuine but further down the line become aggressive and controlling.

3.2.2 Abuse Model 2

Boyfriend: Abuser grooms victim by striking up a normal relationship with them, giving them gifts and meeting in cafes/ fast food outlets or shopping centres. A seemingly consensual sexual relationship develops but later turns abusive. Victims are required to attend parties and sleep with multiple men and threatened with violence if they try to seek help. They may also be required to introduce their friends as new victims.

3.2.3 Abuse Model 3

Organised/networked sexual exploitation or trafficking - Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced / coerced into sexual activity with multiple men. Often this occurs at 'sex parties' and young people who are involved may be used as agents to recruit others into the network. Some of this activity is described as serious organised crime and can involve the organised 'buying and selling' of young people by perpetrators. The third model organised sexual exploitation or *trafficking*, is the most sophisticated and complex form of child sexual exploitation and those young people involved would be considered at very high risk. However, young people from any of the models described above can be victim to extreme levels of intimidation, and physical and sexual violence. Organised exploitation varies from spontaneous networking between groups of perpetrators to more serious organised crime where young people are effectively 'sold'.

Because of the complexity, these activities are likely to require dedicated police resources to investigate and are described as 'internal trafficking' or 'trafficking for

child sexual exploitation'. In these cases, perpetrators may not always be engaging in sexual activity with young people themselves but arranging for others to do so. Under the Sexual Offences Act 2003 (S.58), this is defined as trafficking within the UK.

3.3 Types of Child Sexual Exploitation

The act of CSE is generally a hidden activity and is much more likely to occur in private dwellings than in public venues. However, the act or method of coercion by the perpetrator(s) can take place on the streets. The following examples describe the different types of exploitation offender's use and how children can be coerced:

3.3.1 Institutional exploitation

Sexual exploitation is both a cause and consequence of children going missing. Looked-after children are clearly a particularly vulnerable group and the source of a disproportionately large amount of missing reports. Children enter the care system for a variety of reasons and as a result they commonly enter with their own sets of problems and issues. Indeed, such children may already have a history of going missing. The specific system of institutional care, particularly outside of a family setting, has its own push factors. For example, looked-after children may seek affection and love elsewhere. This vulnerability can be specifically targeted by groomers for exploitation.

3.3.2 Peer on Peer Exploitation

Young people can be sexually exploited by people of a similar age as well as adults. Research is increasingly demonstrating that a significant number of sexually exploited young people have been abused by their peers and a London Councils report in 2014 found that peer-on-peer exploitation was the most frequently identified form of child sexual exploitation in London. Young people can be exploited by their peers in a number of ways. In some cases both young women and young men, who have been exploited themselves by adults or peers, will recruit other young people to be abused. In other instances, sexual bullying in schools and other social settings can result in the sexual exploitation of young people by their peers. Sexual exploitation also occurs within and between street gangs, where sex is used in exchange for safety, protection, drugs and simply belonging. For 16 and 17 year olds who are in abusive relationships, what may appear to be a case of domestic violence may also involve sexual exploitation. In all cases of peer-on-peer exploitation, a power imbalance will still inform the relationship, but this inequality will not necessarily be the result of an age gap between the abuser and the abused.

3.3.3 Familial

Young people can be individually exploited, or it may also involve other family members. The motivation is often financial and can involve substance use. Parents or family members control and facilitate the exploitation.

3.3.4 Opportunistic

This may occur quickly and without any form of grooming. Typically older males identify vulnerable young people who may already have a history of being groomed or sexually abused. The perpetrator will offer a young person a 'reward' or payment in exchange for sexual acts. The perpetrator is often linked with a network of abusive adults.

3.3.5 On-Line CSE

New technologies and social networking tools and platforms, chat rooms, dating sites or online gaming, present further opportunities for social interaction. They also bring new risks and increase the opportunity for offenders to target vulnerable young people. Offenders access social media platforms, for example, Facebook, Blackberry messaging (BBM) and Twitter to identify young people whom they can groom.

Technology can facilitate sexual exploitation of children. Where abusive images have been posted on, or shared via, the internet, there is little control over who can access them. This can lead to repeat victimisation. The NWG Network 2013 study, [If you Shine a Light you will probably find it](#), also identified that GPS technology available for mobile devices can be used to identify the location where a photograph was taken, which may increase the risk to the victim. The software can be downloaded freely and provides the coordinates of where the digital image was taken, to within a matter of yards.

CSE can occur through the use of technology without the child realising it. For example, a child or young person is persuaded to post images of themselves on the internet and/or mobile phones. In some cases, the images are subsequently used as a bargaining tool by the perpetrators and threats of violence and intimidation are used as methods of coercion.

Offenders may use technology to exploit children and young people in the following ways:

- Harassment and bullying through text messaging.
- Purchasing mobile phones for victims and sharing their numbers among group or gang members.
- Randomly contacting children via social networking sites.
- Using 'friends' lists on networking sites of known victims to target children and young people.
- Viewing extreme or violent pornography and discussing it during sexual assaults.
- Posting images of victims with rival gang members to invite a sexual assault as punishment.
- Filming and distributing incidents of rape and sexual violence.
- Distributing lists of children for the purpose of sexual exploitation.

The Child Exploitation On-line Protection (CEOP) [Thinkuknow](#) website provides information for children and young people on how they can protect themselves online. Parents, carers and teachers can also use the website to understand how they can help to protect children in their care while they are using the internet.

3.3.6 Gangs and Groups

The Office of the Children's Commissioner has defined CSE in gangs and groups in its 2013 report. This includes:

- **Gangs** – mainly comprising men and boys aged 13-25 years old, who take part in many forms of criminal activity (e.g. knife crime or robbery) who can engage in violence against other gangs, and who have identifiable markers, for example a territory, a name, or sometimes clothing.
- **Groups** – involves people who come together in person or online for the purpose of setting up, co-ordinating and/or taking part in the sexual exploitation of children in either an organised or opportunistic way.
- **Gang Associate** - An individual can be gang associated for one or more of the following reasons. They:
 - Offend with or for gang members, either willingly or through coercion or exploitation but do not identify themselves as a gang member and there is no other corroborative information that they are a gang member.
 - Associate with gang members. This is known by police, partner agencies and/or community intelligence.
 - Have shown, through their conduct or behaviour, a specific desire or intent to become a member of a gang.
 - They are a family member, friend or are otherwise connected to a gang member, but are not a gang member themselves.

Young people associated with a gang are at risk of being sexually exploited by that gang. Sexual violence may result because rape and sexual assault is carried out as part of a conflict between rival gangs, for example the sister of a gang member may be raped as a way of attacking her brother by proxy. Sexual violence may be used as a form of punishment to fellow gang members and/or a means of gaining status within the hierarchy of the gang.

4. Who is at Risk

4.1 How do children and young people become involved?

The reasons can be due to numerous factors. Often vulnerable children and young people are targeted by perpetrators; however, this is not exclusive to those who are vulnerable. Perpetrators frequently target children and young people at venues such as; hostels, food outlets, taxi ranks and outside schools. Young people who run away from home are recognised as being more at risk. However, statistics show that the majority of CSE victims in London are actually living with their families.

Some children or young people do not recognise the coercive nature of the relationship and do not see themselves as victims of exploitation, as they consider they have acted voluntarily. The reality is their behaviour is not voluntary or consenting. It is important to remember that a child cannot consent to his or her own abuse.

There is a link between trafficked children and CSE. Children are known to be trafficked for sexual exploitation and this can occur anywhere within the UK, across local authority boundaries and across international borders.

A list of the legislation commonly used in prosecutions connected with Child Sexual Exploitation is shown in (Appendix 1).

4.2 How do we know who is at risk?

There are a number of indicators that may evidence a child or young person is being groomed for sexual exploitation:

- Going missing for periods of time or regularly returning home late: unhappy and lonely young people can be flattered and seduced by the attention of streetwise adults who appear to sympathise with them.
- Disengaged from education: young people who are not in school during the day may be more at risk of sexual exploitation. Children who are becoming involved in this activity may begin to skip school or become disruptive.
- Often appear with unexplained gifts or new possessions: children who appear to have new clothes, jewellery, mobile phones or money that cannot plausibly be accounted for.
- Have peers and friends who are also involved in exploitation and with older boyfriends/girlfriends.
- Have sexual health issues: a history of unprotected sex leading to sexually transmitted infections or inappropriate sexual behaviour.
- May exhibit changes in temperament/depression: mood swings or changes in emotional well being can be related to being involved in sexual exploitation.
- Misuse drug and alcohol: this may leave children more vulnerable to sexual exploitation, and abusers may use drugs and alcohol to help control children.
- Display inappropriate sexualised behaviours, such as being over familiar with strangers or sending sexualised images via the internet or mobile phones.
- Have involvement in exploitative relationships or association with risky adults.

There are additional signs that might indicate that a child or young person is a victim of complex or organised sexual exploitation. A young person may describe being

taken to different towns or districts, or they may be found in areas with reference to risky adults who appear to be connected to each other.

'Push' factors include not feeling accepted in the environment where children should be safe. Family breakdown and arguments can generate 'pushing away', as can abuse, drug and alcohol misuse by family members, and new stepfamilies moving in.

'Pull' factors can include being drawn into an activity outside of the home. It can vary from staying out with peers, boyfriends or girlfriends, becoming involved in drugs and alcohol, being groomed and sexually exploited or wanting freedom and independence.

'Push' and 'Pull' factors can overlap, they may begin running away because of a 'push' factor, which may lead them to be drawn onto sexual exploitation.

However, it is important to be aware that Child Sexual Exploitation can happen to any child/young person or family.

4.3 Missing Children and young people

There are clear links between children and young people who go missing from home or care settings and CSE.

Assessing situations such as missing children goes beyond the simplicity of the actual event and needs a much more sophisticated approach. Agencies need to be mindful of the fact that the focus on the number of occasions where a child goes missing is not as important as why they go missing and the increased risks they face when they do. Any kind of assessment must take this view, and must look at any factors which may 'push' or 'pull' a child or young person into sexual exploitation. 'Push' factors are exactly what you'd expect - they're things that push a child away from home. They include not feeling accepted in the environment where children should be safe and happy. Family breakdown and arguments can generate 'pushing away', as can abuse, drug and alcohol misuse by family members, and new stepfamilies moving in.

The factors that 'pull' young people from home can include being pulled into an activity outside of their home. It can vary from staying out with peers, boyfriends or girlfriends, becoming involved in drugs and alcohol, being groomed and sexually exploited or wanting freedom and independence.

For some young people, they may begin running away because of a 'push' factor, such as abuse within their home. However, once they regularly run away they may become involved in sexual exploitation. Therefore 'push' and 'pull' factors can overlap.

Statistics show that a child associated with organised sexual exploitation can go missing between 100 – 200 times which indicate that interventions for these children should be a high priority. There also needs to be some consideration for those children who have 'missing episodes' – occasions where their destination is known

but for some reason they do not return, for example those children being looked after in residential care settings. When children have regular missing episodes, professionals must examine why this is happening and why they refuse to come back if this is the case.

4.4 Children Missing School/Education and link to Children at Risk of Sexual Exploitation

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of CSE, underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life. Hillingdon has robust procedures and policies in place to enable us to meet our duty in relation to these children, including provision of a named person that schools and other agencies can make referrals. Hillingdon undertakes undertake regular reviews and evaluate our processes to ensure that these continue to be fit for purpose in identifying and dealing with CMEs in Hillingdon.

From June 2013, Ofsted has implemented a joint inspection for multi-agency arrangements for the protection of children which include CMEs. The arrangements in Hillingdon for managing CME include the monthly e-return from all schools and academies reporting children removed from roll, children on part time timetables, children attending less than 85%. These are then processed by Admin Tech support with the Participation Team Family Key Working Service, Early Intervention. Should any concerns be identified as a result of this identification and tracking process, the named Participation Officer for the school is required to undertake further investigation. In the event that CSE risks are identified, an Inter Agency Referral is completed by the Participation Officer or the school and submitted to Triage without delay. Children and Young People at risk of CSE but not actively being exploited may access a Key Worker for preventative or step down purposes through the Early Help and Team Around the Family process.

Hillingdon can use other duties and powers to support our work on CME. (Appendix 6).

5. Key principles

The London Borough of Hillingdon Local Safeguarding Children Board makes a commitment to meet the diverse needs of all children and young people in relation to their health, relationships and emotional health and wellbeing.

The principles underpinning Hillingdon's multi-agency responses to the sexual exploitation of children and young people are:

- The primary concern of anyone who comes into contact with a child or young person who has been or is at risk of being sexually exploited must be to **safeguard** and **promote the welfare** of the child;

- It is important that the child or young person is assisted to **participate** as fully as possible in all decisions that are made in respect of them. Parents or carers should also be as fully involved as possible in the work.
- Children and young people do not make informed choices to enter or continue to be sexually exploited, but do so from coercion, enticement manipulation or desperation. They may have difficulty distinguishing between their own choices around sex and sexuality and the sexual activities into which they are being coerced. Their experiences and circumstances mean that they have **constrained choices**.
- Sexually exploited children and young people should be treated as **victims of abuse**.
- Children and young people should be enabled to make realistic choices and whenever possible be supported with effective provision for **“exiting”** from the circumstances where they are being sexually exploited.
- The professionals involved in making judgements on the levels or risk should be clear on **the basis of those judgements** and the sources of information and should make those assessments as part of a multi-agency approach.
- There should be equal importance given to the issues of **prevention, protection and prosecution**. Legal action should be taken against the perpetrators of sexual exploitation, but where prosecution is unlikely, disruption strategies should be employed.
- Where the police are considering criminal action against children and young people and the final decision rests with the police, they should consult with partner agencies through the CSE meetings to ensure that all alternative and appropriate actions have been considered for that child or young person in line with ensuring adherence to ACPO guidance in relation to not criminalising young people where possible.
- Professionals involved in working with children and young people subject to sexual exploitation will need to show **professional resilience** and be prepared to take a pro-active approach in engaging the child or young person as they do not always engage easily.

6. London Borough of Hillingdon Strategy and Approach

6.1 The Local CSE Strategy

The local CSE strategy involves a multi-agency approach to addressing CSE in London Borough of Hillingdon and consists of five key strategic objectives:

- Raise awareness of the issues within the workforce, community, independent, private and voluntary sectors
- Collect data to analyse prevalence and identify hot spots
- Prevent CSE by improving identification and assessment
- Respond, support and protect victims and those at risk

- Share information to enable the disruption and prosecution of perpetrators

6.1.1 Gathering information

Gathering information is vital as it helps to capture themes and patterns which can be used to develop practice and improve the lives of children and young people. But in order to gather information effectively all partner agencies need to understand the type of information, intelligence and evidence that can be useful, and the process for collating that information. London Borough of Hillingdon Safeguarding Board will collect data in relation to:

- missing children/young from home and care
- missing education
- Relevant offence data
- Relevant health data

6.1.2 Prevention, Protection and Prosecution

The need to target, prosecute and disrupt those sexual predators who are responsible for the grooming and exploitation of children and young people is paramount. Given the under reported nature of child sexual exploitation, it is crucial that young people, families and carers, professionals and the community share intelligence on perpetrators, no matter how insignificant the information may seem, to the authorities.

6.1.3 Prevent; Public Confidence and Awareness

Child Sexual exploitation takes place within our communities, it is important that we engage and raise awareness of those at risk of CSE to prevent children from becoming victims. It is critical to victim and public confidence that the multi agency partnership is reflected accurately through the media and other public facing communication methods.

6.1.4 Protect; Protecting, Supporting, Safeguarding Victims and Managing Risk

The absolute priority for the multi agency partnership is to identify and protect children and young people at risk of or subject of sexual exploitation and to safeguard, support and prevent them from further harm.

Vulnerable witness and victim strategy (Appendix 2) is a working document which promotes working together between Police and Children's Social Care when a child sexual exploitation case is being investigated or prosecuted.

6.1.5 Prosecution; Pursue: Effective Investigations and Bringing offenders to Justice

Tackling offending behaviour is critical to the effective prevention of CSE and protection of victims; this will be delivered through professional investigation, effective identification and targeting of perpetrators (including potential perpetrators) and robust offender management.

A disruption letter (Appendix 3) can be used where the Local Authority does NOT HAVE parental responsibility as to 'disrupt' suspected perpetrators of CSE. There should be written and informed consent from the person(s) with parental responsibility and from the young person, taking into account their capacity to give consent (Fraser Competence). Should a decision be made to send the letter without the consent of the young person, there will need to be a clear assessment of risk and what issues have been balanced in deciding to send the letter without obtaining the young person's consent. It is not possible to require/order people to do any actions if we are not able to enforce this, hence the language of request. If there is evidence that the person does present an immediate risk (i.e. has a risk to children status) other legal actions would be considered; for example Emergency Protection Order or Police Protection to ensure the young person is removed. Where the young person is subject to a Care Order, then again different legal actions can be applied, in terms of Recovery Orders (Sections 49-50 Children Act, 2004).

6.2 Training

Levels of training and awareness to be delivered (Appendix 8 Training Programme)

- General awareness
- Specific awareness
- E-learning
- Group training
- Hillingdon Top team briefing

6.3 The Child Sexual Exploitation Risk Assessment

The Child Sexual Exploitation Risk Assessment can be located in the Professionals Toolkit (Appendix 7 pg 44 **available as background paper**) which is accessible from

London Borough of Hillingdon LSCB website. This Toolkit is available to all professionals as an aid to progress a referral where there is a concern of a child/young person at risk or being sexually exploited. This tool is to be used as an indicator to indentifying the warning signs of CSE and implement a multi agency response to a safeguarding plan. The plan should include support for the family/carers.

6.4 Role of Multi-Agency Partners in Identifying and Challenging CSE

Multi-Agency Partners come together from the statutory, voluntary, community and faith sectors. They should follow recognised principles to safeguard and protect the welfare of children and young people. Tackling Child Sexual Exploitation is one of the most important challenges facing safeguarding partnerships; the only way to tackle it effectively is through multi-agency working and a partnership approach. Our objective is to build on and strengthen existing partnerships and identify new partnerships (external and internal) to tackle Child Sexual Exploitation.

Identifying the early warning signs associated with CSE is vital in reinforcing these principles. To assist all front-line practitioners in identifying and remembering the signs, the mnemonic S.A.F.E.G.U.A.R.D. has been created and is shown at (Appendix 4).

6.5 Multi-Agency Meetings

6.5.1 MAP Strategy - Multi-Agency Professionals Meetings (MAP)

These meetings will be convened by the lead agency, Children's Services, where there is a concern that a child/young person may be at risk or is suffering from child sexual exploitation. The Child Sexual Exploitation Lead/Manager will be informed of the meetings. The meeting will also include those professionals who are working with the individual victims to coordinate and deliver a child in need or child protection plan. The meeting will manage identified cases of CSE share all relevant information and agree a plan to safeguard the individual child to achieve a positive outcome. Cross borough strategy/MAP meetings for those children that are placed out of borough should also be established where required.

Children/young people identified in Risk Category **1** and low level **2** as confirmed with a team Manager and CSE Lead/Manager will be recorded in MAP/MASE meetings.

Children/young people identified in Risk Category high level **2** and **3** as confirmed with a team Manager and CSE Lead/Manager will be **discussed** in MAP/MASE meetings which take place calendar monthly.

The CSE lead in Children's Services should have an overview of these cases and feed trends into the Multi Agency Sexual Exploitation meeting. As part of Safeguarding in relation to CSE concerns the Risk Category of 1, 2 or 3 must be

agreed and recorded must take place at the point of a MAP Strategy meeting (Appendix 5)

6.5.2 Multi-Agency Sexual Exploitation Meetings (MASE) - Lead Agency - Police Service

It is recommended these meetings should be convened on a monthly basis. The MASE meeting should be chaired by the local Borough Police at a rank not below Inspector. There may be an agreement locally for the meeting to be jointly chaired by a manager from the local Children's Services. However, the chairman must be sufficiently experienced to ensure the meeting remains focused and at the appropriate level to hold agencies to account for activity. Police attendance should always be at a senior level (DI/DCI).

A MASE meeting is not designed to replace the guidance provided in the London LSCB procedures or any other referral and assessment process currently in place.

A MASE meeting should be the driver for agreeing the appropriate operational activity necessary to tackle CSE threats within each borough and across borough boundaries. It should be focused on safeguarding the victims, disrupting the perpetrators, targeting venues/locations, ensuring information is recorded and exchanged, linking in with other areas e.g. MARAC/MAPPA and providing information to inform problem profiles and the LSCB.

6.5.3 Multi-Agency Child Sexual Exploitation Sub-Group

London Borough of Hillingdon Safeguarding Board has established a multi-agency Child Sexual Exploitation sub-group group, which will include other appropriate areas of concern such as missing, trafficked, FGM, radicalisation and gang related children/young people to coordinate and monitor the delivery of an annual action plan with key partners from a number of key agencies including the Police, Children's Services, Education, Health, the voluntary sector and the Youth Offending Service. Its key functions are:

- Scope the scale of the problem within Hillingdon by collecting and monitoring local data.
- Share responsibility among members for the coordination and delivery of the CSE action plan.
- Report to LSCB on progress, highlighting any specific barriers or areas of risk with in implementing action plan.

- Raise awareness of sexual exploitation, missing, trafficked and gang related children/young people within agencies and communities.
- Encourage the reporting of concerns about sexual exploitation, missing, trafficked and gang related children/young people.
- Support the identification of training and awareness needs.
- Disseminate guidance and examples of good practice across sectors.

This plan remains flexible to be able to meet local and national developments. The development of this plan includes the recommendations from a number of national reports and Serious Case Reviews including:-

- CSE ACPO action plan
- All Party Parliamentary Group (APPG) on missing children
- Report from the Children Commissioner Nov 2013
- SCR Rochdale published Dec 2013
- Other relevant Serious Case Reviews

6.6 Intelligence and Performance Monitoring

A performance framework is being implemented within The London Borough of Hillingdon in format which is standardised for the London region. This performance framework and progress of the partnership in Hillingdon will be governed and reviewed by the Hillingdon Safeguarding Children's Board annually.

The Group will take into account current and emerging guidance/research into the child sexual exploitation and its impact on children and ensure the Board and its members are aware of developments.

6.6 Governance

The Child Sexual Exploitation sub- group will meet twice a year in order to review and report to the LSCB annually.

The LSCB has a role and responsibility to have an oversight of safeguarding within the London Borough of Hillingdon. The action plan clearly directs their role and responsibility in terms of providing an annual for scrutiny by elected members. All agencies have a responsibility to fulfil their obligations in providing information to inform the annual report.



London Borough of Hillingdon CSE Action Plan

Key action areas	What we will do	How we will do it	Who will be responsible?	How we will know the action has been completed effectively	Timescale for completion	RAG
Prevention	Reduce the risk of CSE for children and young people in Hillingdon	Develop and implement a CSE Strategy and Action Plan which supports effective identification, assessment and intervention for children at risk of CSE.	Children's Social Care	CSE Strategy and Action Plan will be published on the LSCB website and Horizon. Multi-Agency CSE Audit The action plan will be reviewed and updated by the CSE Sub-Group and will report to the LSCB twice yearly to inform the LSCB Annual Report.	March 2015 May 2015 June 2015 and September 2015	
Page 103		Deliver a CSE training programme to all frontline workers in Hillingdon (social care, schools, health, residential units, HAVS), parents and foster carers.	All LSCB members and partner agencies	All frontline staff, have received CSE training and continue to access rolling programme of training and are clear about their role and CSE risk assessing. All foster carers have received CSE training. Review of training to be included in LSCB annual report.	September 2015	
		Ensure that all agencies have a clear referral process and that All	All Board partners, board members to take individual	Audit findings and proposed actions will be reported to the MASE meetings and to the	June 2015	

		<p>professionals involved in working with victims of CSE to use the PACE model.</p> <p>Multi-Agency CSE Audit May 2015</p>	responsibility for their agency.	LSCB for inclusion in the annual report.		
Page 104	Develop a clear understanding of the nature and extent of CSE across Hillingdon.	<p>All agencies to record the number of CSE cases identified using the CSE Toolkit and Risk Assessment.</p> <p>Analyse intelligence to better understand the prevalence of CSE in Hillingdon, identify local hotspots, known perpetrators and gang associations.</p> <p>Mapping with Hillingdon schools</p>	All LSCB members and partner agencies	<p>Performance data and information sharing through MAP and MASE will support prevention and tracking of CSE in Hillingdon.</p> <p>Performance data will be provided to the LSCB for inclusion in the annual report</p>	June and September 2015	
	Identify children/young people at risk of CSE and, where appropriate, include other concerns in the assessment, such as Missing, Trafficked, FGM, Gangs and Radicalisation.	All agencies to ensure that frontline workers in Hillingdon are aware of, and have access to, the CSE Toolkit. The CSE Toolkit should be used for	All Board partners, board members to take individual responsibility for their agency.	To be measured against agreed dataset.	CSE sub-group group to report to LSCB twice a year for inclusion into annual report.	

	The CSE Toolkit should be used at the low level concern stage of the CSE risk assessment. If required, make referral to the appropriate agency for intervention and support.	all assessments				
Page 105	All agencies to make referral to LADO where alleged perpetrator is an employee or a contractor with a board partner.	LADO to include data in monthly report to the Children's Safeguarding AD and collates data for annual report.	All Board partners, board members to take individual responsibility for their agency.	Findings will be recorded in the LSCB annual report.	30 April 2015	
	Engage with children and young people and raise awareness of CSE.	All agencies to develop strategies to engage children and young people in raising awareness. Recommendation to include CSE in PHSE.	All Board partners, board members to take individual responsibility for their agency.	Board partners report that this action is complete. LSCB to include in annual report.	September 2015	
	Increased awareness of CSE targeting night time economy; accommodation providers, pharmacists, licensees to ensure that	Roll out of Operation Make Safe	All Board partners, board members to take individual responsibility for	Board partners report that this action is complete. LSCB to include in annual report.	September 2015	

	they can report instances of CSE when they are identified.		their agency.			
	Communicate directly with children, young people, parents and carers to ensure awareness of and access to relevant and approved information relating to CSE and where they can seek help and assistance.	Develop and publish a communications strategy that is accessible to all, and communicate it to children, young people, parents and carers.	CSE sub-group.	Feedback from children, young people, parents and carers of the effectiveness of the communications strategy.	May 2015	
Protection Page 106	Any agency identifying a young person at risk of significant harm through CSE will follow the Hillingdon Child Protection Procedures in line with Pan London CSE Operating Protocol 2014.	All agencies to ensure that frontline workers in Hillingdon are aware of, and have access to, the CSE Toolkit. The CSE Toolkit should be used for all assessments	All Board partners, board members to take individual responsibility for their agency.	Multi-agency audits to be carried out regularly	September 2015	
	Ensure therapeutic support is available for children/young people who have been assessed as requiring it.	Ensure appropriate pathways are available for those children/young people identified as being at risk of CSE.	CSE sub- group.	Multi-agency audits to be carried out regularly.	September 2015	

	Protect and support children/young people who have been sexually exploited where a prosecution is being considered.	Ensure that the Joint Police and Children's Social Care Vulnerable Witness and Victim Strategy are adhered to.	Board representative for Police and Social Care.	Joint Police and Children's Witness and Vulnerable Witness Strategy is reviewed annually.	March 2015	
Page 107	Ensure that cross-border safeguarding is effective for children and young people at risk of CSE and other concerns, such as Missing, Trafficked, FGM, Gangs and Radicalisation.	All agencies to ensure that children placed out of borough, and those placed by other local authorities in Hillingdon, are assessed using the Runaway and Missing Persons Protocol.	All Board partners, board members to take individual responsibility for their agency.	Multi-agency audits to be carried out regularly.	September 2015	
	All referrals should be completed in accordance with the guidance in the professional's toolkit.	All agencies will audit the quality and nature of the referrals	All Board partners, board members to take individual responsibility for their agency.	Multi-agency audits to be carried out regularly	September 2015	
Prosecution and Disruption	Ensure that children and young people who are victims of CSE and their families are supported throughout the Criminal Justice process to its conclusion and thereafter as required. This could	A Pre-Trial plan should be completed to include the provision of specific services as for victims, witnesses and their families.	Board representative for Police and Social Care.	Multi-agency debrief at end of the trial and learning from this to inform practice.	March 2015	

	include perpetrators					
	All agencies to work in partnership when bringing a case to prosecution or during the trial.	Police and Children's Social Care will lead the multi-agency approach.	All Board partners, Board members to take individual responsibility for their agency.	Strategic Operation meetings will be held to meet the needs of the Criminal Justice process and victims. Safeguarding AD will report to LSCB and Comms Team.	March 2015	
	Professionals will be briefed on what they can expect from the court process	A Senior Police Officer will arrange and deliver 1day mandatory training twice a year to professionals.	Police and CPS representative.	Feedback from the training will be shared with MASE and LSCB.		
Page 108	Disruption Plan - Utilize Ancillary Orders to maximize effect. The effective use of these orders will assist investigation, restrict and manage offenders and support victims.	Apply the below to support Criminal Justice outcomes: Section 2 Abduction Notices. Risk of Sexual Harm Orders. Sexual Offences Prevention Orders. Restraining Orders. Bail conditions.	Police	Police to provide a report twice a year to MASE and LSCB.		

	Ensure that all agencies meet the duty of care to workers working with victims and perpetrators of CSE.	Ensure that lone working policy is embedded in Supervision. If required a addendum is added to the current lone working policy to ensure workers safety.	CSE sub-group.	All agencies to provide MASE with confirmation. Evidence to be collated by CSE tasking and finishing group and reported to LSCB twice annually.		
	Learn from previous, current and future prosecutions.	CSE tasking and finishing group will disseminate information to all senior management, who will be expected to share with workers.	CSE sub-group. Senior Management from all agencies.	Senior management will confirm this action to the CSE tasking and finishing group. CSE tasking and finishing group will report to the LSCB twice annually.		
Page 109	Learn from previous, current and future prosecutions.	Ensure that offenders are prosecuted accurately using relevant CSE Sexual Offences Act (2003) in order to understand the level of risk Hillingdon.	Police/CPS	Police will provide a report to CSE tasking and finishing group.		

Appendix 1

Appendix I - Legislation

- § Rape of a child under 13 years - Section 5 Sexual Offences Act 2003
- § Assault of a child under 13 years by penetration - Section 6 Sexual Offences Act 2003.
- § Sexual assault of a child under 13 years - Section 7 Sexual Offences Act 2003.
- § Causing or inciting a child under 13 years to engage in sexual activity - Section 8 Sexual Offences Act 2003.
- § Sexual activity with a child - Section 9 Sexual Offences Act 2003.
- § Causing or inciting a child to engage in sexual activity - Section 10 Sexual Offences Act 2003.
- § Engaging in sexual activity in the presence of a child - Section 11 Sexual Offences Act 2003.
- § Causing a child to watch a sexual act - Section 12 Sexual Offences Act 2003.
- § Arranging or facilitating a child sex offence (child under 16) Section 14 Sexual Offences Act 2003
- § Meeting a child following sexual grooming (child under 16) Section 15 Sexual Offences Act 2003
- § Paying for sexual services of a child Section 47 Sexual Offences Act 2003
- § Causing or inciting child prostitution or pornography Section 48 Sexual Offences Act 2003
- § Controlling a child prostitute or a child involved in pornography Section 49 Sexual Offences Act 2003
- § Arranging or facilitating child prostitution or pornography Section 50 Sexual Offences Act 2003
- § Trafficking into, within or out of the UK for sexual exploitation Section 57,58,59 Sexual Offences Act 2003
- § Section 2 Child Abduction Act 1984 to be used as standard with all under 16s identified as missing with named perpetrator where an address is known.
- § Section 58 of the Sexual Offences Act 2003 must be used for all identified and trafficked under 18 year old children within the UK, and a referral made to the
- § National Referral Mechanism which is a framework for identifying victims of human trafficking and ensuring they receive the appropriate protection and support.

Appendix 2



Joint Police and Children Social Care Vulnerable Witness and Victim Strategy for use in Child Sexual Exploitation/Operations.

The joint Police and Social Work Vulnerable Witness and Victim Strategy is informed and governed by the following:

- 1. In 1991, the Government agreed to be bound by the United Nations' Convention on the Rights of the Child.** Article 3.1 states:
"In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be the primary consideration"
- 2. Achieving Best Evidence in Criminal Proceedings.** Guidance on Interviewing Victims and Witnesses, and using Special Measures' ('ABE') describes good practice in interviewing witnesses to enable them to give their best evidence in criminal proceedings. The guidance includes information relation to the Code of Practice for Victims of Crime and the Witness Care Units. Witness Care Officers (WCOs) may find it useful to refer to the relevant sections of ABE.
- 3. Working Together to Safeguard Children 2013.** This sets out how individuals and organisations should work together to safeguard and promote the welfare of children. There is a clear role for the Police and the Crown Prosecution Service (CPS) in terms of Safeguarding Children.
- 4. Section 11 of the Children Act 2004.** Under this section the Police have statutory duties to safeguard and promote the welfare of children.
- 5. Children and Young People** is the public statement of the CPS commitment to work together with others to safeguard children. It brings together the principles of the Code of Practice of Victims of Crime, the Prosecutors Pledge and applies them to children. The statement is available from the CPS website.

6. **Safeguarding Children - Guidance on children as victims and witnesses'** provides detailed practical and legal guidance about cases involving children and young people as victims and witnesses. The guidance is available from the CPS website.

PURPOSE

- The first and guiding priority for the Joint Police and Social Work team is to safeguard and promote Children and Young People's welfare and, if in their best interest, facilitate the access to Justice. This will be through S47 investigations, strategy meetings and on-going assessment of risk.
- The second priority is to engage/re-engage with all victims and if appropriate with their families/carers and start to build or establish rapport and the trust of the Young People and Children. Many of the identified Young People and Children are known to Social Care Services and may feel mistrustful of interventions.
- This, together with lessons learned from other similar operations, is likely to be one of the most challenging phase of the investigation. Many victims do not and will not initially recognize they are been exploited.
- In most cases, victims have been the subject of a complex and sophisticated grooming process. This, together with gifts and threats of violence has secured their compliance with the abuser/s which will impact on their ability and willingness to engage with the investigation until trust and rapport is established.
- The third priority is to achieve best evidence with the aim of successfully identifying and prosecuting where possible those responsible for Child Sexual Exploitation (CSE). This ultimately protects the identified Victims, Children and Young People involved with the investigation and those in the wider community including future victims.
- Whilst it is recognised and can be seen in other Operations of this nature more than one ABE interview may be needed, it must be borne in mind that the number of repeat evidential interviews must be kept to a minimum. This can be distressing for the victim /vulnerable witness and will assist in minimizing opportunities for possible challenge during the Court Proceedings which could result in the undermining of the witnesses credibility.

METHOD

- This is an investigation in which the witness testimony will be absolutely pivotal due to a distinct lack of scientific evidence therefore proper and considered planning should include all agency checks, victim profiles and intelligence must be made available and shared with the interview pair. Planning and preparation is vital.

- Victim profiles, S47 strategy meeting and full agency checks will be gathered where possible before any interview is planned or carried out.
- A full victimology profile will be completed on each victim. This will include all information held by police and social care, intelligence and information gleaned from visits and contacts with the individuals. Identifying the vulnerabilities of each child and being mindful that self esteem and self awareness is key to prevent ongoing exploitation of children, the victimology reports will be used to inform individual care and support packages. These packages will be jointly agreed between police and social care.
- All interviews will be carried out jointly by Police and Social Workers. The guiding principles of ABE must be adhered to. This includes planning and preparation before the interview. Victim/vulnerable witness care throughout the interview stage and sufficient consideration given to the aftercare/ongoing safeguarding needs of the victims/vulnerable witness.
- Every endeavor should be made to identify and match interviewer's skills and professional profiles to that of the interviewee and that the same interview pair should insofar as is possible maintain ownership and 'responsibility' for that Young Person/Victim including any ongoing contact, support and safeguarding needs.
- In identifying interview teams it is vital that (at least) one of the team is accredited to Tier 2 ABE interviewing witness standard so that, irrespective of who leads the interview, there is an overview to ensure compliance with the evidential requirements specified in ABE 2011.
- Whilst it can be argued that most of the victims will meet the requirements for special measures 'video evidence in chief', it is not an automatic right, nor is it always the best way (or the victims preferred way) to present their evidence. Victims should be assessed and categorized on a case-by-case basis. Officers must use the witness assessment forms and comply with the 5 step opt out process.
- If capturing visually recorded evidence please ensure familiarity and compliance with the August 2010 Association of Chief Police Officers (ACPO) guidelines. Where possible all equipment should be checked the day before the planned interview. The location of the ABE interview must be given due consideration with the victim/vulnerable witness needs in mind.
- The 'consent' issue is highly likely to prove key to the investigation and MUST be explored in detail. It is important to recognise that in most cases the complex nature of Child Sexual Exploitation, environmental factors and emotional difficulties need to be taken in to account. The vulnerabilities and needs of victims will be high and these need to be considered at every stage of the investigation.
- It should be explained to the victims that they are not the only victim at the hands of this circle of abusers, that there are other victims. It is clearly inappropriate that they are contaminated by specific knowledge of other cases (albeit they already have some mutual knowledge due to the manner of their abuse), but it is vital that they understand they are not alone, that testimony of all may be mutually corroborative. It

has been all too easy in the past to write victims of CSE as unreliable in isolation, therefore it is vital that accounts, testimony obtained from Victims and witnesses are evaluated as a collective and be given every reassurance that they will be supported.

- Interviewers need to be quite clear that, providing every effort is made to ensure the forensic robustness of victim interviewing, it is perfectly appropriate that the interviewee should be asked specific closed questions to ascertain if any offences are identified. If as a result, offences are identified the interviewers should then move back into open questioning to enable details of the offense to be explored further. Leading questions must be avoided at all costs.
- All hearsay evidence should likewise be explored in an appropriate fashion, as should the topic of 'intimidation' and victim impact. Interviews must be conducted bearing in mind the presentation and the future needs of the court and judiciary. The potential value and importance of seemingly trivial pieces of evidence and information should not be underestimated in CSE cases.
- Other witness 'categories', assessment should be made on a case-by-case basis, considering, for example, the use of portable digital recorders as the enquiry progresses. Similarly, there may be occasions when it is appropriate to audio record interviews with professional witnesses.
- Where a witness has been deemed 'key' to the enquiry, and their interview recorded, and it is proposed to adduce that evidence by way of written statement, a timely ABE Interview should be produced to aid expedient decision making by Senior Investigating Officer (SIO) and CPS .
- Evidence, no matter how seemingly trivial or insignificant, has the potential to be of immense corroborative value and must be treated as such
- A full debrief after the ABE interview by the interviewing "team" should be held as soon after the interview as is possible. This will primarily be to ensure all risk and safeguarding needs are considered and further lines of enquiry identified and reported.

LOCATION

- Consider use of portable equipment such as video and audio, if appropriate, and consider the location of the interview. It may be better to carry out the interview at a less formal location than the police video interview suite; this may encourage a more relaxed and open disclosure by the victim or witness. It is essential that any portable equipment used is checked to ensure it is in good working order before the day of the interview if possible.

RECORDS

Police

- Every victim, historic or yet to be identified, should have a specific and unique casebook opened up in their name.
- Casebooks should be regularly updated with every contact and detailed records kept of all interactions between the victim and the enquiry team. All receipts of any purchase made for the comfort or welfare of the victim must be retained. There is no necessity to seek signatures off the interviewees; it is the officer's record.
- An ABE interview of EVERY vulnerable victim/witness interview MUST be completed in every case in order to facilitate timely Senior Investigating Officer and CPS decision-making. It remains the responsibility of CPS to supply full transcripts of video evidence in chief interviews unless the SIO orders full transcripts for investigation purposes (unnecessary if ROVI is of sufficient quality), our responsibility is to (jointly with CPS) determine editing requirements and consider CPIA, disclosure.

Social Workers

All Victims and or Vulnerable Witness electronic case records will have restricted access. All records, assessments reports and correspondence will be recorded and stored using the Local Authority record keeping policies and assessment guidelines.

All note books will be securely stored and kept even after transfer to electronic records. These must be in date order and comply with record keeping standards. These are compellable in any criminal and private proceedings and must be written with this in mind. All completed notebooks must be dated, signed and stored centrally.

Appendix 3

Appendix 3

An Example of Disruption Letter to Known or Alleged Perpetrator/s

Issues to consider when using this template letter.

- This letter applies when the local authority does NOT have parental responsibility.
- There should be written and informed consent from the person(s) with parental responsibility and from the young person, taking into account their capacity to give consent (Fraser Competence).
- Should a decision be made to send the letter without the consent of the young person, there will need to be a clear assessment of risk and what issues have been balanced in deciding to send the letter without obtaining the young person's consent.
- We cannot require/order people to do any actions if we are not able to enforce this, hence the language of request. If we do have evidence that the person does present an immediate risk (i.e. has a risk to children status) we should be looking to other legal actions; for example Emergency Protection Order or Police Protection to ensure the young person is removed.
- We have to be clear what we can enforce through our civil and legal responsibilities and what the Police can enforce through criminal action; hence stating we will refer to the Police and the act under which they will consider any action.
- Where we have put that the person should contact the Police, we need to be confident that the Police will act appropriately on that contact.
- Where the young person is subject to a Care Order, then again different legal actions can be applied, in terms of Recovery Orders (Sections 49-50 Children Act, 2004).

To Whom It May Concern:

The young person named above is under 16 years of age and s/he and their family are being supported by the The London Borough of Hillingdon Children's Social Care. We are working closely with the family to reduce any episodes of running away and prevent any risk to him/her from known or unknown persons.

His/her parent(s)/carers do not wish him/her to have contact with you; this position is supported by the agencies working with the family. The purpose of this letter is to request that you do not contact or associate with (*name of child*) again. If s/he turns up at your address we would request that you ask him/her to leave and if s/he refuses, please call the Police on 101 to report the situation.

If you do not comply with this request, we will refer the matter to the Police who will consider taking action against you under Section 2, Child Abduction Act 1984.

Yours sincerely,

Appendix 4

CSE Warning Signs

Often children and young people who are victims of sexual exploitation do not recognise that they are being abused. There are a number of warning signs that can indicate a child may be being groomed for sexual exploitation and behaviours that can indicate that a child is being sexually exploited. To assist you in remembering and assessing these signs and behaviours we have created the mnemonic 'SAFEGUARD'.



Sexual health and behaviour

Evidence of sexually transmitted infections, pregnancy and termination; inappropriate sexualised behaviour



Absent from school or repeatedly running away

Evidence of truancy or periods of being missing from home or care



Familial abuse and/or problems at home

Familial sexual abuse, physical abuse, emotional abuse, neglect, as well as risk of forced marriage or honour-based violence; domestic violence; substance misuse; parental mental health concerns; parental criminality; experience of homelessness; living in a care home or temporary accommodation



Emotional and physical condition

Thoughts of, or attempted, suicide or self-harming; low self-esteem or self-confidence; problems relating to sexual orientation; learning difficulties or poor mental health; unexplained injuries or changes in physical appearance identify



Gangs, older age groups and involvement in crime

Involvement in crime; direct involvement with gang members or living in a gang-afflicted community; involvement with older individuals or lacking friends from the same age group; contact with other individuals who are sexually exploited



Use of technology and sexual bullying

Evidence of 'sexting', sexualised communication on-line or problematic use of the internet and social networking sites



Alcohol and drug misuse

Problematic substance use



Receipt of unexplained gifts or money

Unexplained finances, including phone credit, clothes and money



Distrust of authority figures

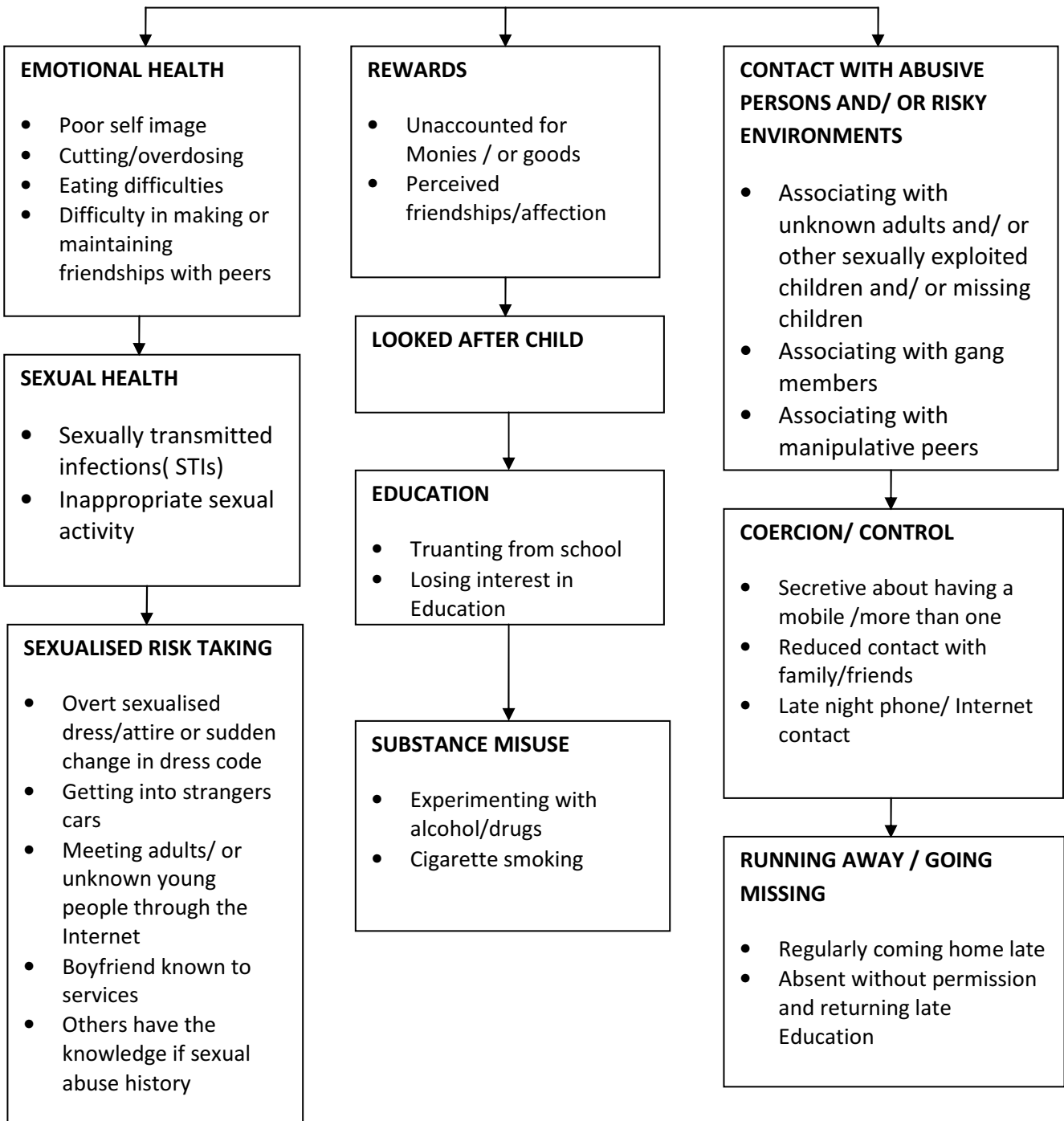
Resistance to communicating with parents, carers, teachers, social services, health, police and others

Appendix 5

**Category 1 - Risk Assessment Framework for Safeguarding Children
Abused Through Sexual Exploitation**

Category 1
A vulnerable child or young person, where there are concerns they are being targeted and groomed and where any vulnerability factors have been identified. However, at this stage there is no evidence of any offences

POSSIBLE INDICATORS



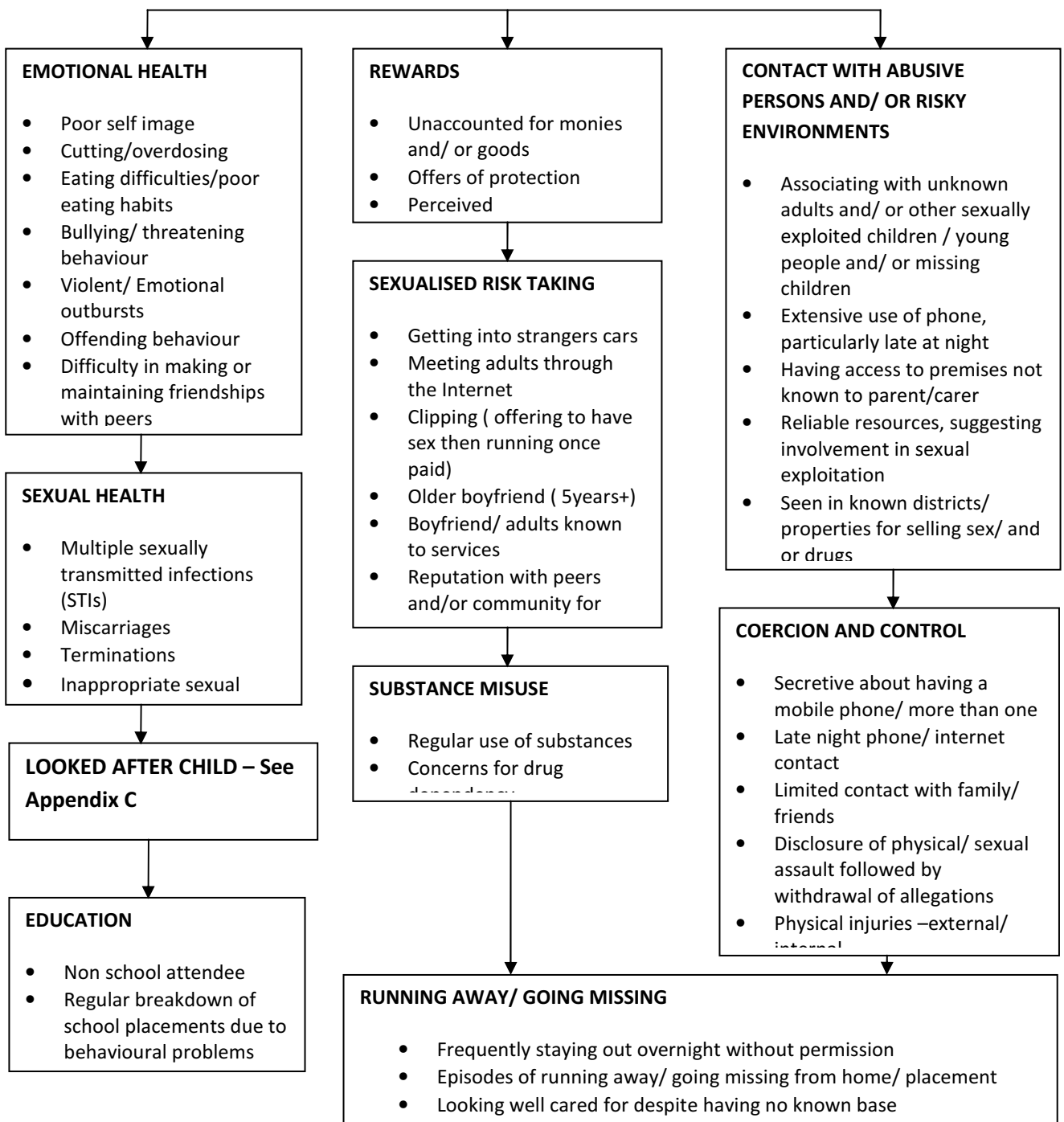
Category 2 - Risk Assessment Framework for Safeguarding Children

Abused Through Sexual Exploitation

Category 2

Evidence a child or young person is being targeted for opportunistic abuse through the exchange of sex for drugs, perceived affection, sense of belonging, accommodation (overnight stays), money and goods etc. The likelihood of coercions and control is significant.

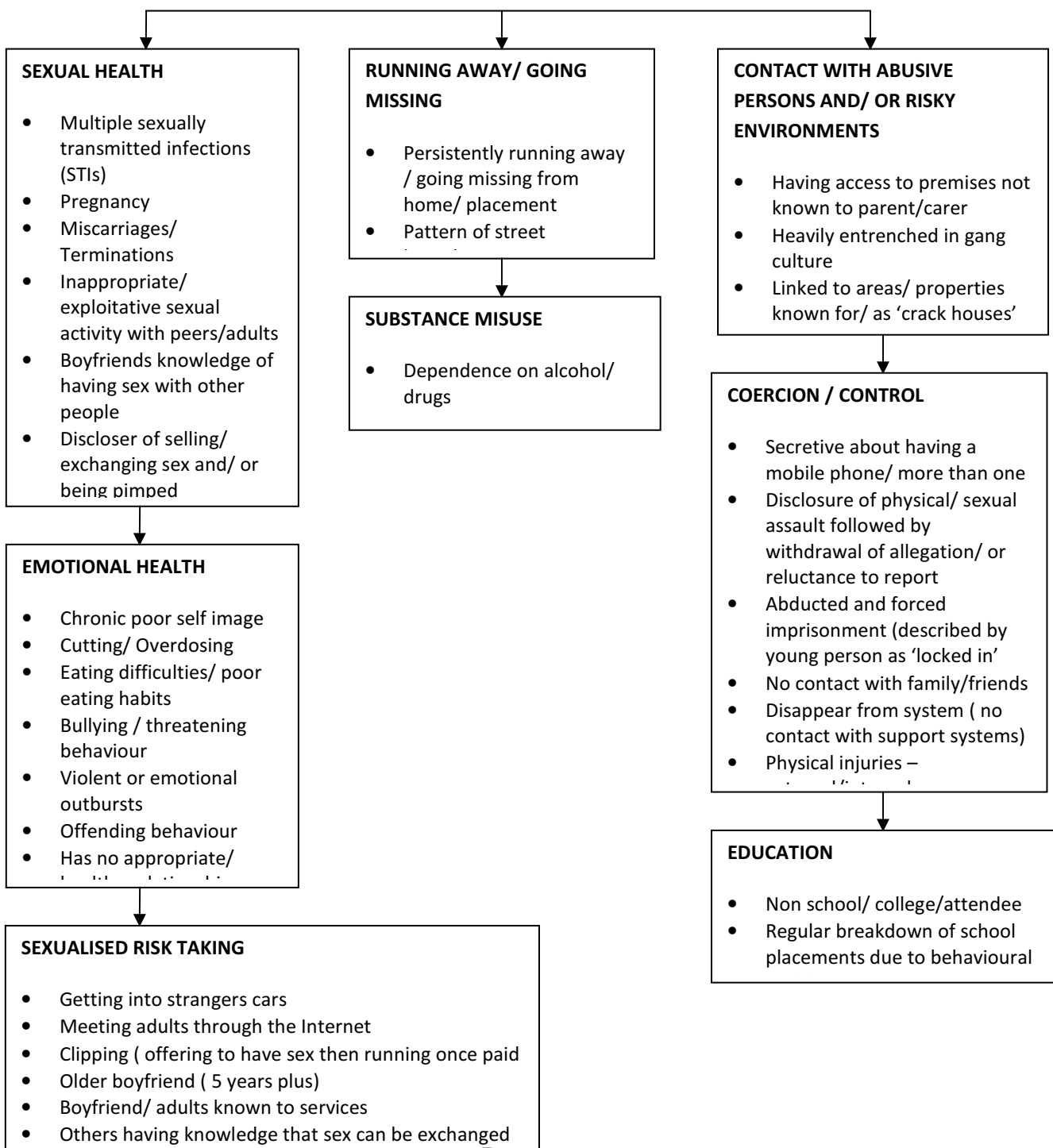
POSSIBLE INDICATORS



Category 3 - Risk Assessment Framework for Safeguarding Children Abused Through Sexual Exploitation

Category 3
A child or young person whose sexual exploitation is habitual, often self denied and where coercion/ control is implicit

POSSIBLE INDICATORS



Appendix 6

Appendix 6:

Other Duties and Powers Hillingdon can utilise to support work with Children Missing from Education include:

- Providing suitable full-time education to permanently excluded pupils from the sixth school day of exclusion
- Safeguarding children's welfare, and their duty to cooperate with other agencies in ensuring children's safety
- Serving notice on parents requiring them to satisfy the LA that their child is receiving suitable education when it comes to the local authority's attention that a child might not be receiving such education
- Issuing School Attendance Orders (SAOs) on parents who fail to satisfy the local authority that their child is receiving suitable education, and in the opinion of the authority it is appropriate that the child should attend school
- Prosecuting parents that do not comply with an SAO
- Prosecuting or fining parents who fail to ensure their school-registered child attends school regularly
- Applying to court for an Education Supervision Order for a child

The legislation pertaining to Children Missing from Education is to:-

Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006).

Appendix 7

Professional Toolkit available as a background paper.

Appendix 8

Hillingdon LSCB CSE training plan

Child Sexual Exploitation (CSE) is not just something that happens elsewhere, there are active cases in the Borough and other children and young people are currently at risk of exploitation. Where young people are being exploited they often don't realise it until serious harm has been done, for this reason it is particularly important that everyone who has contact with children and young people is aware of the warning signs and knows what to do if they suspect that a child or young person might be at risk of CSE.

The 2009 statutory guidance *Safeguarding Children and Young People from Sexual Exploitation* uses the following definition, which came from the National Working Group for Sexually Exploited Children and Young People:

“Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.”

Levels of training and awareness to be delivered:

General awareness: With partner agencies the LSCB will lead on a public awareness campaign for child sexual exploitation. The aim will be for the wider public in Hillingdon to be aware of the signs and to know what to do if they have concerns about a child or young person, “Say Something if You See Something”. This can be achieved by posters, leaflets, press articles etc.

Specific awareness: Aimed at those who are likely to be able to identify CSE in connection with their business, taxi operators, hoteliers, night-time economy food outlets, pharmacists. To be achieved by targeted literature, visits and attendance at meetings for briefing sessions. (Operation Make Safe”)

E-learning: For all workers in the Borough who may have contact with children and young people but are not in the groups below. Those who will undertake e-learning should include those who work in parks and cemeteries (identified by the Office of the Children's Commissioner as risk areas for CSE), library staff, reception staff in all agencies, teaching staff up to year six, all non-teaching staff in education establishments. Third sector volunteers who work with families.

Group training: Mandatory training for all those working directly with children and young people at risk of CSE. To include Children's Social Care, Family Key Working Service, Youth Workers, Youth Offending Service, Paediatric staff, Sexual Health, CAMHS, Police, SAFE, (DN- which voluntary agencies?)

Hillingdon Top team briefing: The most senior managers, decision makers and strategic leads to be briefed on CSE, the signs, prevalence, current operations and the strategic approach across the Borough. To be achieved in one session to be led by the LSCB with input from Children’s Social Care and the Police.

Next Steps:

- CSE Strategic group to comment on/agree these levels of training at next meeting.
- Each agency to identify the numbers of people applicable for each level of training/awareness and pass numbers to the LSCB
- LSCB to produce a costed training plan for 2015/16.
- LSCB to arrange a Top Team Briefing

Proposed CSE Training Programme 2015/2016

2015/2016 Month	Training completed and planned with CSC and partner agencies
February	<ul style="list-style-type: none"> • School cluster groups
March	<ul style="list-style-type: none"> • CSC, Police, Health, Residential Care Homes. • Midwives. • E-learning module - via LBH
April	<ul style="list-style-type: none"> • CID Met Police, master class. • CSC, health, education, residential care homes. • GP's. • E-learning module -via LBH and National Working Group (NWG).
May	<ul style="list-style-type: none"> • CSC, health, education, residential care homes. • E-learning module - via LBH and NWG
June	<ul style="list-style-type: none"> • Full day CSE training with Women and Girls Network. • E-learning module via LBH and NWG
July	<ul style="list-style-type: none"> • E-learning module via LBH and NWG
August	<ul style="list-style-type: none"> • E-learning module via LBH and NWG
September	<ul style="list-style-type: none"> • Chelsea's Choice to be delivered to all secondary schools. Beginning in September with a rolling programme. • E-learning module via LBH and NWG
October	<ul style="list-style-type: none"> • E-learning module via LBH and NWG. • School cluster groups.
November	<ul style="list-style-type: none"> • E-learning module via LBH and NWG
December	<ul style="list-style-type: none"> • CSC, health, education, Police. • E-learning module via LBH and NWG.
January	<ul style="list-style-type: none"> • E-learning module via LBH and NWG
February	<ul style="list-style-type: none"> • E-learning module via LBH and NWG
March	<ul style="list-style-type: none"> • E-learning module via LBH and NWG

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PUBLIC CONSULTATION FOR HAYES VILLAGE AND HARLINGTON VILLAGE CONSERVATION AREA APPRAISALS

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contacts	Mark Price / Sarah Harper, Residents Services
Papers with report	Appendix 1: Draft Conservation Area Appraisal for Hayes Village Appendix 2: Draft Conservation Area Appraisal for Harlington Village

1. HEADLINE INFORMATION

Summary	<p>The draft Conservation Area appraisals for Hayes Village and Harlington Village have been prepared by local residents, with the support and assistance of consultants and officers. They include an analysis of the areas, proposals for their improvement, suggested changes to the existing Conservation Area boundaries and suggested additions to the Local List of Buildings of Local Architectural or Historic Importance. This report seeks approval from Cabinet to go to public consultation on these two documents.</p>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Our Built Environment; Our Natural Environment; Our People</i></p> <ul style="list-style-type: none"> • Local Plan • Conservation Area Appraisals and Management Plans • Sustainable Community Strategy
Financial Cost	<p>The full cost of preparing these appraisals has been met by a grant from English Heritage (now Historic England) under its CHIP (Community Heritage Initiative Partnership) scheme. This grant will include all the costs associated with the public consultation and the eventual promotion and publication of the documents.</p>
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Barnhill, Botwell, Charville, Heathrow Villages, Pinkwell and Townfield

2. RECOMMENDATIONS

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 recommendation

The Community Heritage Initiative Partnership (CHIP) scheme for the Borough, funded by English Heritage (now Historic England) and undertaken by consultants, aims to empower local residents to write their own Conservation Area appraisals. Five studies have commenced and the Hayes Village Conservation Area Appraisal and the Harlington Village Conservation Area Appraisal have now progressed to the draft stage. Officers are, therefore, seeking authorisation to undertake appropriate public consultation.

Alternative options considered / risk management

Cabinet could decide not to approve the documents for consultation. However, this would be at odds with the purpose of the Community Heritage Initiative Programme, and the Historic England grant for this work could be reclaimed and the balance withdrawn. Moreover, the Council would not be taking advantage of the work undertaken by the residents concerned.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

1. The Community Heritage Initiative Programme (CHIP) scheme is an initiative by Historic England to build capacity in local authorities, to enable additional conservation work to be carried out through engagement with local communities. A sum of £51,020 has been made available for the setting up of a CHIP scheme in Hillingdon.

2. It is considered that Conservation Area appraisals provide the evidence base to enable local authorities to resist inappropriate schemes, which would otherwise detract from the special character and appearance of a Conservation Area. This is because they analyse what is positive and negative about an area, and identify opportunities for beneficial change or the need for additional protection and restraint. The information in the appraisal will also be helpful to

those considering investment in the area and can be used to guide the design and form of new development.

3. The programme aims to help address the shortfall in the considerable resources necessary for the production of appraisals for each Conservation Area in a local authority area. It aims to achieve this by involving local residents in the process of drawing up the Conservation Area appraisals. This has the benefit of harnessing local knowledge and capacity, whilst enabling local people to make an important contribution to the conservation of their areas. Working under the supervision of the conservation consultant, local residents are able to develop appraisal skills and learn more about planning policies and the legal constraints involved in the conservation process.

4. The CHIP scheme was first piloted at Elmbridge Borough Council, Surrey, in 2005. Historic England grant aided the scheme, the Council provided the staff time necessary for attending the Steering Group meetings and overseeing the project and heritage consultants provided training for the conservation panel members, assembled the material and disseminated the published document. The same model has been used at Hillingdon, the first London Borough to have been offered CHIP scheme funding.

Implications for Hillingdon

5. Historic England granted a sum of £51,020, originally for a two year period (but now extended until the end of 2016). This sum was a Capacity Building Grant for the employment of a heritage consultant, Turley Associates, to develop a community based project to produce five draft Conservation Area appraisals. The supervision, organisation, guidance, co-ordination and the responsibility for drafting the documents has rested with the heritage consultant. However, the final editing and finishing has been undertaken by Hillingdon's Conservation Team.

6. It was agreed by the Cabinet Member in 2010, that the five Conservation Areas subject to the CHIP scheme appraisals would be chosen by the members of the Conservation Forum. These were subsequently confirmed as being: The Greenway, Uxbridge; Harlington Village, Hayes Village, Morford Way, Eastcote and the Canals Conservation Areas (covering Coppermill, Widewater and Springwell Locks). The draft Harlington Village and Hayes Village Conservation Area Appraisals have now been completed and are ready for public consultation. The documents also include proposals for minor alterations to existing Conservation Area boundaries and some proposed additions to the Council's Local List of Buildings of Architectural or Historic Importance.

7. It should be noted that these proposals have been put forward by the residents and are not necessarily all fully supported by Council officers. In particular, officers have reservations about whether the Beck Theatre, Hayes meets the Council's agreed criteria for local listing. The Corporate Property and Construction comments are also acknowledged, but it is considered that the proposed Conservation Area extensions would have a minimal overall effect on future development proposals for the Council owned properties as they would fall outside the Conservation Area.

8. Officers propose to make the draft appraisals available for public comment over a 6 week period. A 'drop-in' session for the public, attended by conservation staff, will be held within each area during the consultation period. These would be advertised on the Council's website, on local notice boards and through the local groups (including newsletters). A copy of the documents will be available in local libraries and a consultation letter will be sent to each of the

households in the two Conservation Areas, properties affected by the proposals for boundary changes and properties proposed for addition to the Local List. The public will be able to comment via email, in person at a drop-in session and by post.

9. At the end of the public consultation period, the outcome will be reported to Cabinet. Any comments, including those relating to the proposals for boundary changes or additions to the Local List, can then be reviewed. If agreed, residents directly affected by the Conservation Area boundary changes and additions to the Local List will be notified of the Cabinet decision, and the changes to the Conservation Area boundary will be advertised locally and in The London Gazette, as required by current legislation.

10. Although there would be costs normally associated with carrying out a public consultation and printing documents, these will be borne in full by Historic England. However, there would be workload implications for the Conservation Team in terms of the general administration of the public consultation, the organisation and assessment of the subsequent revisions to the appraisals ready for final Cabinet approval and the dissemination and publication of the final documents.

Financial Implications

The costs associated with carrying out the proposed public consultation(s) can be funded from grant funding from Historic England. There are therefore no direct financial implications arising from this report. However, the additional workload would need to be closely monitored to ensure there is no adverse impact on service delivery.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

The CHIP scheme has involved and empowered local residents in drawing up the Conservation Area appraisals, and will enable another two appraisals to be published. The scheme has been well received by residents and will be helpful for applicants and service users. The consultation will allow the local community to comment on the draft documents, the boundary changes and additions to the Local List so that they can be fine-tuned in the final editing, and completed for agreement and dissemination. The documents will also have an important role in raising the profile of the Borough's heritage.

Consultation Carried Out or Required

The draft appraisals will be available for public comment over a 6 week period in late Spring 2015. Drop-in sessions will be held for the public during the consultation period and these will be publicised on the Council's website, on local notice boards and through the local groups (including newsletters). A copy of the documents will be available in local libraries and a letter will be sent to each of the households in the Conservation Area (and within any proposed extension or to those properties proposed for addition to the Local List) inviting comment. The public will be able to comment via email, in person at a drop-in session and by post. Relevant service areas will also be consulted.

5. CORPORATE IMPLICATIONS

Corporate Finance

There are no direct financial implications arising from this report.

Legal

There is a requirement under Section 69(1)(a) of the Planning (Listed Buildings and Conservation Areas Act) 1990 for every local authority to review their Conservation Area and Buildings of Local Architectural or Historic Importance “from time to time [to] determine which parts of their area are areas of special architectural or historic interest the character and appearance of which it is desirable to preserve or enhance”. Section 69(2) requires local authorities to review past decisions and to determine whether any further parts of their area should be designated as conservation areas.

Local planning authorities are under a duty to “formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas” under section 71(1). It is noted that the public meetings will be held in Hayes Village and Harlington Village to provide members of the public with an opportunity to consider the appraisals and make representations.

The National Planning Policy Framework (NPPF) advises local authorities that *'When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status and that the concept of conservation areas is not devalued through the designation of areas that lack special interest'* (NPPF paragraph 127).

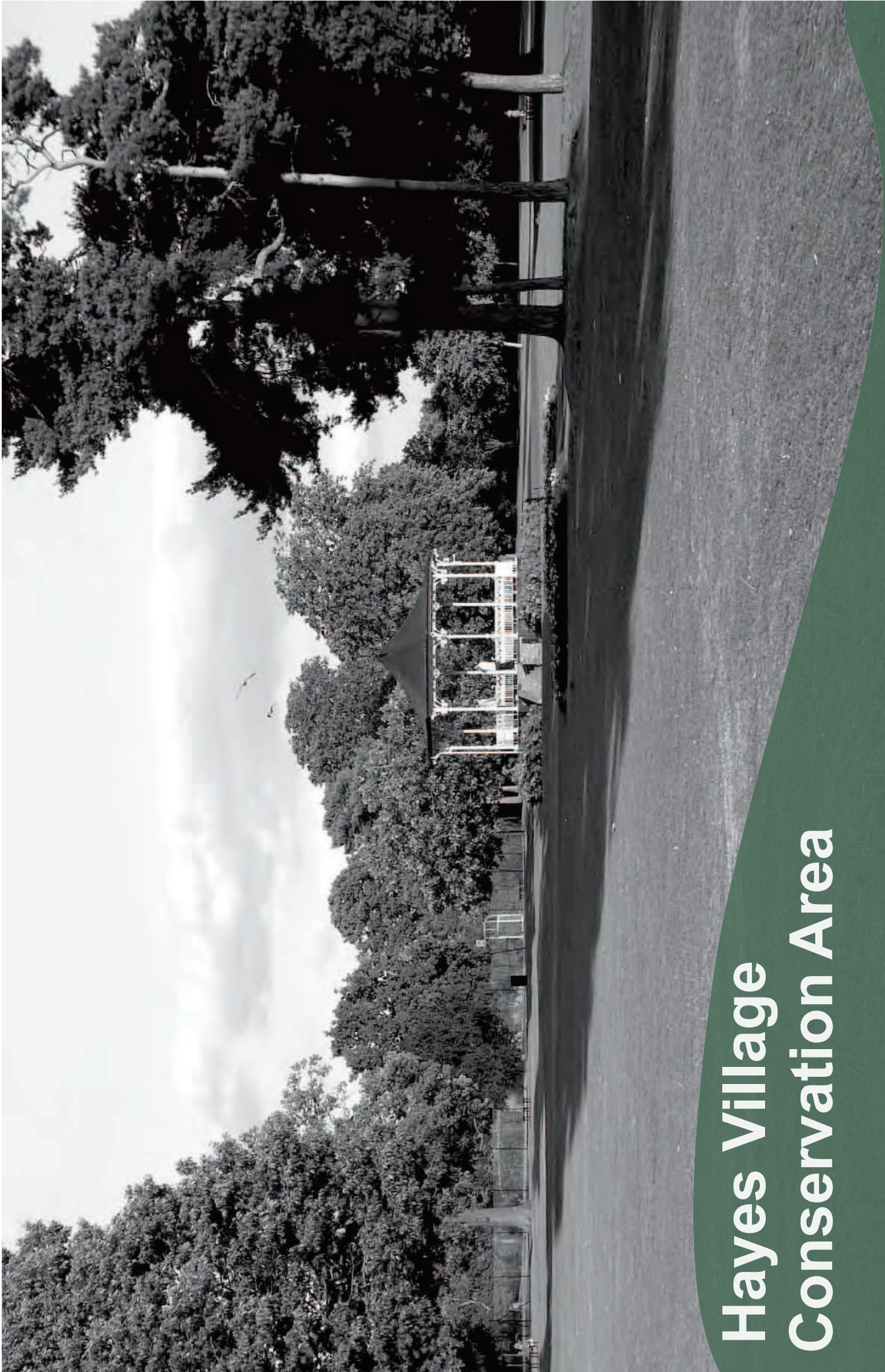
Corporate Property and Construction

In both the cases of Hayes Village and Harlington Village, it is noted that there are proposals to extend the Conservation Areas boundaries up to groups of Council owned residential and garage properties. At Hayes, the proposal to include an additional area across the Uxbridge Road would take the new Conservation Area boundary adjacent to Council properties at Marshall Drive. At Harlington, the proposal would take the boundary adjacent to Council properties at Kiln Close and Bletchmore Close.

6. BACKGROUND PAPERS

- English Heritage's 'Heritage at Risk Register London (2014): pp. 58 & 59, Conservation Areas at Risk'
- National Planning Policy Framework (NPPF), Plan-making, Local Plans, Historic Environment paras. 169 & 170
- English Heritage's 'Understanding Place (June 2012): Conservation Area Designation, Appraisal and Management'
- Cabinet Member Report of February 2010, with decision dated 15th February 2010.

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Hayes Village Conservation Area

DRAFT Character Appraisal

Acknowledgements

This document has been produced by the local community, led by Justine Bayley, chair of the Hayes and Heathrow Villages Conservation Area Advisory Panel, with the support of Turley Associates, the Council's Conservation Team and English Heritage. The local group included Robin Brown, Linda Chapman, June Cracknell, Siobhan Daly, Min Emo, Maureen Ferris, Olive Lever, Dinesh Majithia, John Peterson, Andreas Ramlingum, Geoffrey Stevens, Jim Stirling and Alison White.



Foreword

“Hayes Conservation Area is surrounded by various transport systems and business areas, yet it seems to have a green, village feel to it. Since getting involved with the Community Heritage Initiative Partnership Scheme (CHIPS), it has given me a greater appreciation of some of the unique features and history of this area that I feel need to be preserved and protected for our own and future generations.”

Siobhan Daly

“I think it has really opened everyone’s eyes to what Hayes has to offer, and it is good that people who live here and have knowledge about the area, have been asked to do the groundwork. We are finally getting a voice, and I feel very strongly that projects like this instill a real sense of togetherness.”

Linda Chapman

“Because of this, I am starting to see things that I didn’t pay much attention to before. It has been a big task, but I have thoroughly enjoyed it, and we are all in this for the same reason – we are proud of where we live. The ultimate goal is to improve the area and raise its profile, and while that does include development and improvement over time, this shouldn’t be at the expense of important areas in our local history.”

Maureen Ferris

“The Hayes Conservation Area is a very cosmopolitan community with Barra Hall, St Mary’s Church and the Village Hall playing a very important part in bringing people together. It is really uplifting to see groups of school children, history trail walkers and people new to the area appreciating the buildings and green open spaces. It is so important to retain, maintain and publicise the oldest part of Hayes and to pass on the history of the area.”

Alison White

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1. Introduction

Hayes Village Conservation Area

The Hayes Village Conservation Area was first designated in 1970 by the London Borough of Hillingdon. The boundary of the Conservation Area has not been revised since this time.

Conservation Area Appraisal

The purpose of this character appraisal is to provide a description of the significance of Hayes Village Conservation Area, in terms of its architectural and historic interest. It seeks to increase public awareness and involvement in the preservation and enhancement of the area. It will help to provide a framework for future planning decisions within the area and provide an opportunity to identify potential for its improvement.

A review of the current planning policy context, the purpose of Conservation Areas, and the purpose and status of this Conservation Area appraisal, is set out in Appendix 3.



Some of the working party visiting the Manor House

2. Summary of special interest

Essential features and significance

The essential features and significance in terms of the special interest of the Hayes Village Conservation Area can be summarised as:




- It retains built evidence of the medieval village at Hayes, centred on the Church of St Mary and the hamlet at Wood End Green, which retain a strong sense of the former rural village character of the area.
- There are distinctive areas of interconnected open and wooded green spaces, including Barra Hall Park, which provide a setting for the village and a valuable community resource for the Borough.
- It has a richly varied townscape of historic buildings and building groups, dating from the medieval period and the 18th, 19th and 20th centuries.
- The area has an historic association with the noted author and journalist Eric Blair (George Orwell).



Barra Hall from Barra Hall rose garden

Map 1

Heritage Assets

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed buildings

Local features

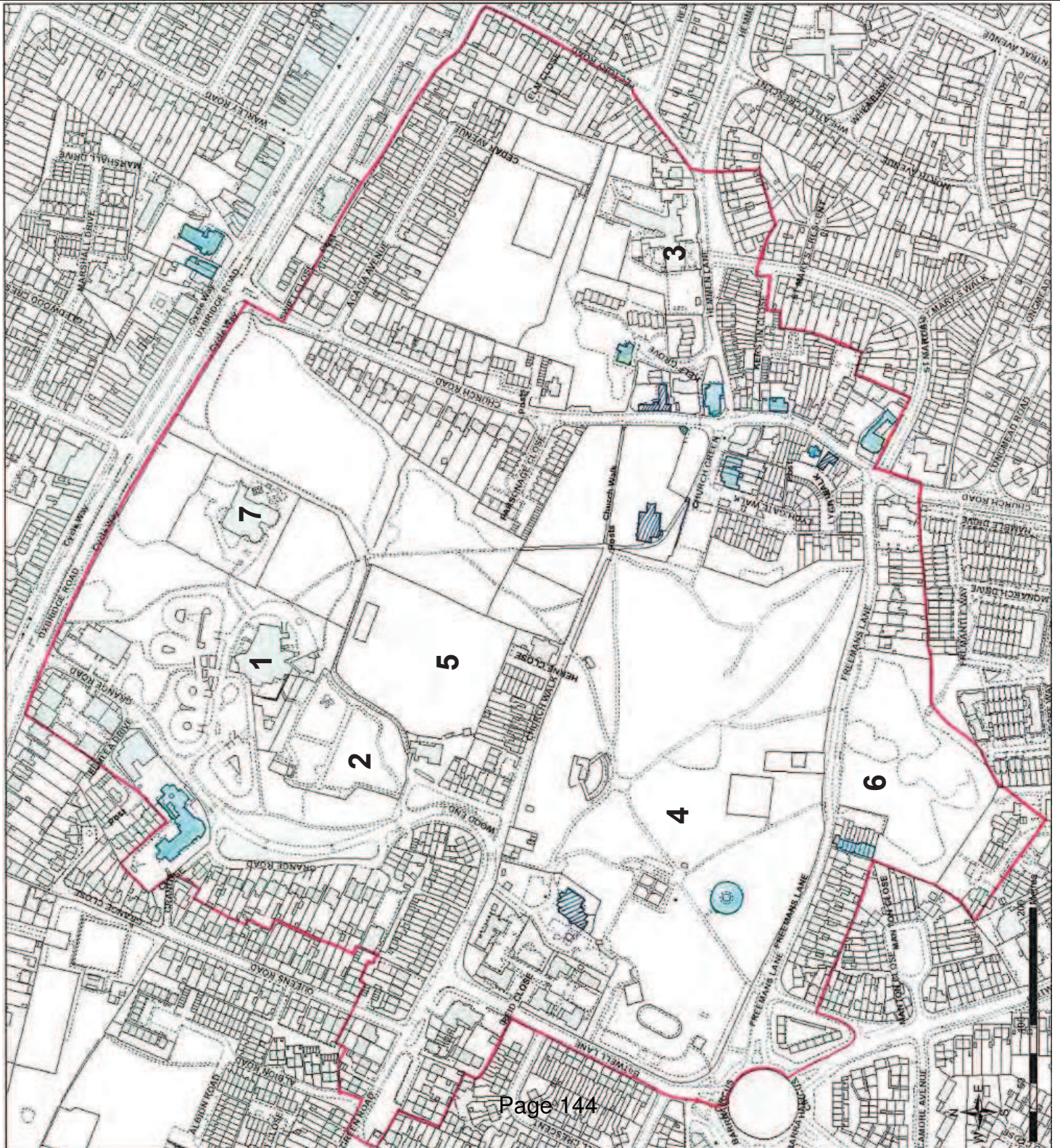
- 1 Beck Theatre
- 2 Norman Leddy Gardens
- 3 Dr. Triplett's School
- 4 Barra Hall Park
- 5 St Mary's Field
- 6 Bell Field
- 7 Grassy Meadow Centre

**London Borough of Hillingdon
Resident Services**

Civic Centre, Uxbridge, Middx.
UB8 1UW
Telephone no.: 01895 250111

Date:
January 2015

Scale:
1:5,000



3. Location and setting

Location

The Hayes Village Conservation Area is in the south-east of the London Borough of Hillingdon. It is bounded to the north by the Uxbridge Road (A4020) and to the south by Freemans Lane. Church Road, an old north-south route, runs through the east of the Conservation Area, which is bounded to the west by Botwell Lane, Wood End Green Road and Wood End/Grange Road.

The topography of the area is fairly flat. Characteristic features include old field boundaries, walls and hedges.

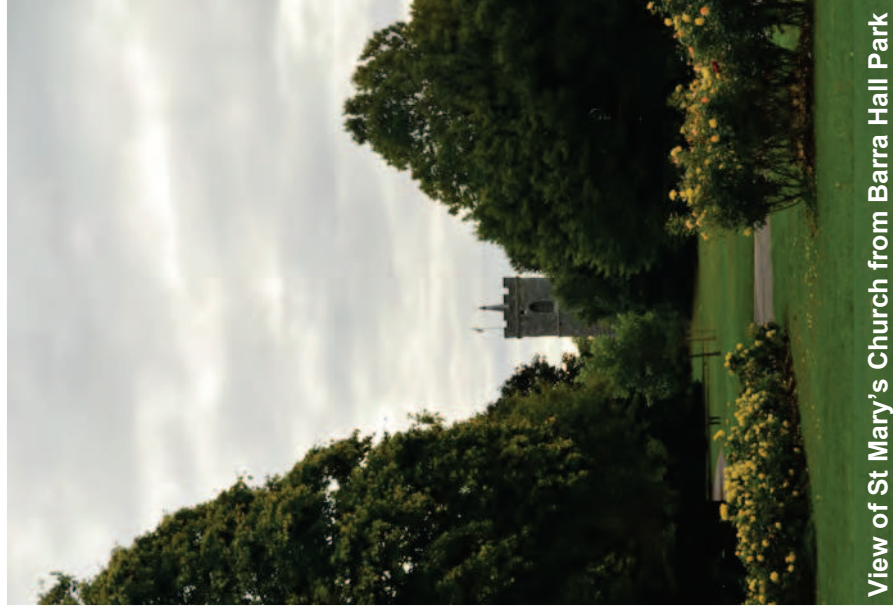
Setting

The Conservation Area is surrounded by predominantly low rise residential areas, mostly developed following WW1. One of the defining features of the area is its open spaces. Residents make good use of these, both the formal ones, for example Barra Hall Park, Dr Triplett's School fields and the cricket field, and the more informal ones, for example St Mary's Field and Bell Field. These spaces are important to the community and they are used for annual events, such as the carnival in Barra Hall Park and the flower festival on the Village Green.

There are also water gardens around the Beck Theatre and in the Norman Leddy Gardens.



Grassy Meadows



View of St Mary's Church from Barra Hall Park



Norman Leddy Memorial Gardens

4. General character and use

Character

Hayes Village is an exceptional green oasis in a sea of suburban development. The open spaces and trees within the Conservation Area are just as important as the individual buildings in defining its character. There is considerable variety within the townscape of the area and this falls into different sub-areas, each acting as a backdrop for the next. The Conservation Area is probably the oldest part of Hayes, and much of its layout survives in a form that is recognisably that of a century or more ago.

The Listed Buildings are important, but the character of the Conservation Area is also derived from other buildings that make a positive contribution to its appearance. Some of these are Locally Listed, and more key buildings are recommended to be added to the Local List of Buildings of Architectural or Historic Importance. These are noted on page 30 and included on Map 5.

Uses

The buildings within the Conservation Area are predominantly residential, with a few commercial properties (mainly along the southern part of Church Road) and some community buildings (for example Dr Triplett's School, the Village Hall, the Beck Theatre and Barra Hall). Historically, there were more commercial buildings in the village centre on Church Road, such as shops and public houses. Earlier still, the area was farmed and many of the ancient field boundaries survive within the



Church Road, looking north towards the Village Hall



Barra Hall Park

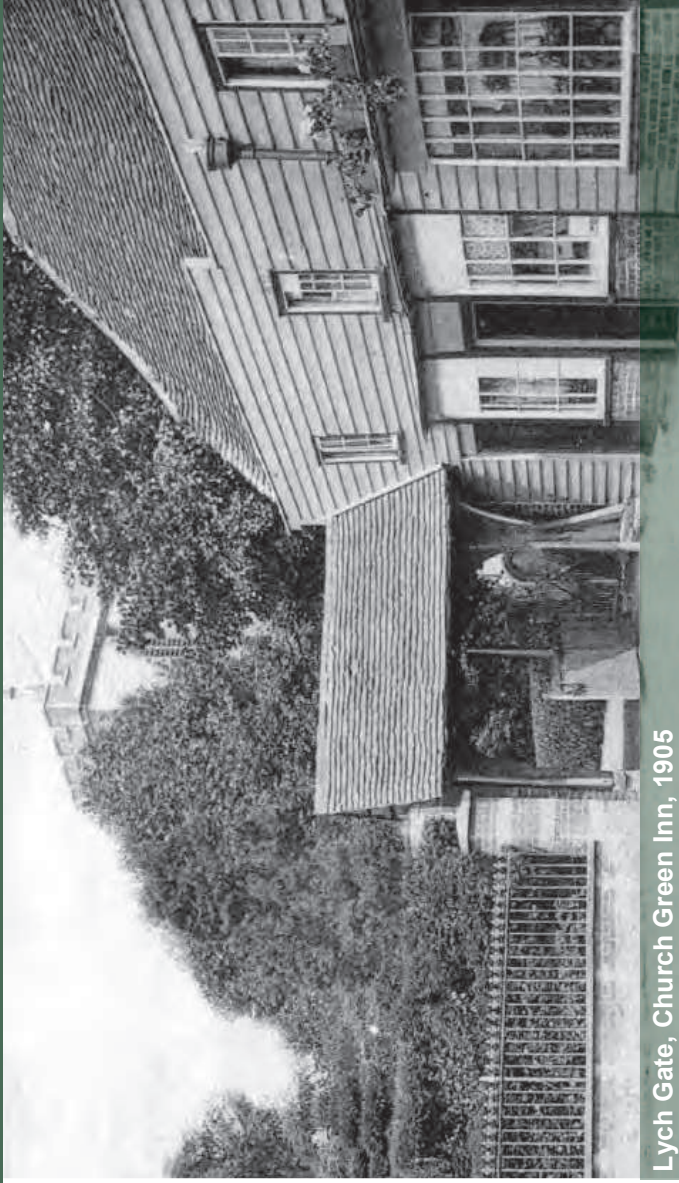
5. Historical development

Hayes Village probably originated as one of several Anglo Saxon hamlets in the locality. Others included Botwell to the south and Hayes End to the west. These were connected by lanes, still evident today, which threaded their way across the predominantly flat agricultural landscape.

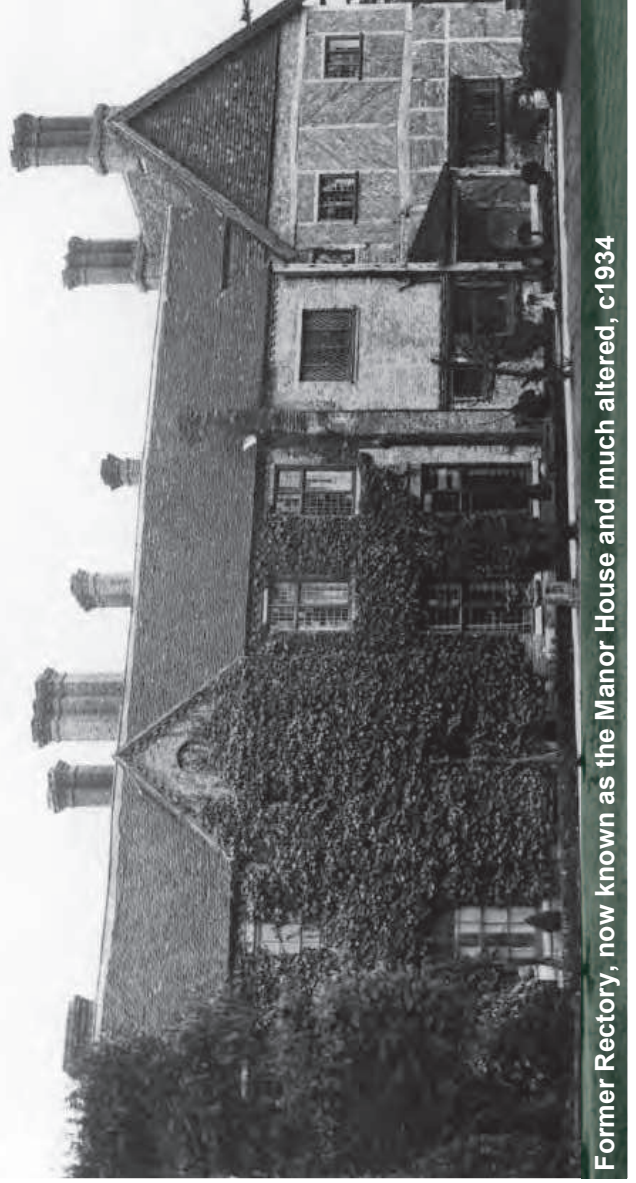
The name comes from the Anglo-Saxon term "Haes" or "Haese", meaning land overgrown with brushwood. Hayes Village, together with the adjoining hamlet of Wood End to the west, lay just south of the important ancient route between London and Oxford, the present Uxbridge Road.

Hayes is mentioned in a grant of land by Wiglaf, King of Mercia in 831 to the Archbishop of Canterbury. Wood End, however, is not historically recorded until the early 16th century, although it was probably settled earlier. In the Domesday Book (1086), Archbishop Lanfranc is named as Lord of the Manor of Hayes.

The church of St Mary the Virgin is the oldest building in Hayes (12th century in parts) and this, along with its setting and village streetscape, provides Hayes with tangible evidence of the more distant past. The only discernible links to the past in Wood End are found in the meandering narrow roads, echoing lost field boundaries and rural lanes.



Lych Gate, Church Green Inn, 1905



Former Rectory, now known as the Manor House and much altered, c1934



By the 1596–8 survey for Roger, Lord North, Wood End had twenty-five dwellings surrounded by fields, while Hayes Village (then known as Cotman's Town) had twelve. By the time of Roque's Map (1754) Hayes Village had grown significantly and had begun to merge with Wood End and Hayes End.

The first stirrings of something that would eventually come to challenge the area's quiet rural life came with the Grand Junction Canal in 1796 and the associated later brickfields, cottages and docks. This, however, bypassed the Hayes Village and Wood End areas, as did the Great Western Railway of 1838, both routed south of Botwell.

In 1874, Hayes was described as an *"irregular, commonplace collection of houses, many farms, few good residences, fewer resident gentry"* (James Thorne, Handbook to The Environs of London).

Not until the London United Tramways Co. extended its line from Southall to Uxbridge in 1901–1903 was there some development around Hayes Village, in Hemmen Lane and Church Road.

The industrialisation of Botwell, brought



about by the canal and railway at the start of the 20th century, was consolidated in the interwar period with extensive housing development that lapped around the edges of Hayes Village and enveloped Wood End. The area was transformed.

When Hayes Council bought Barra Hall to use as its town hall in 1924, the grounds were laid out as a public park, preserving the large expanse of open land that presently occupies much of the Conservation Area.

George Orwell, who adopted this pseudonym while living here at this time (1932–3), worked as a schoolmaster at The Hawthorne High School for Boys, situated in Church Road (now The Fountain House Hotel).

Orwell hated his time in Hayes, camouflaging it lightly as West Bletchley in *Coming Up for Air*, and as Southbridge in *A Clergyman's Daughter* and saying of it:

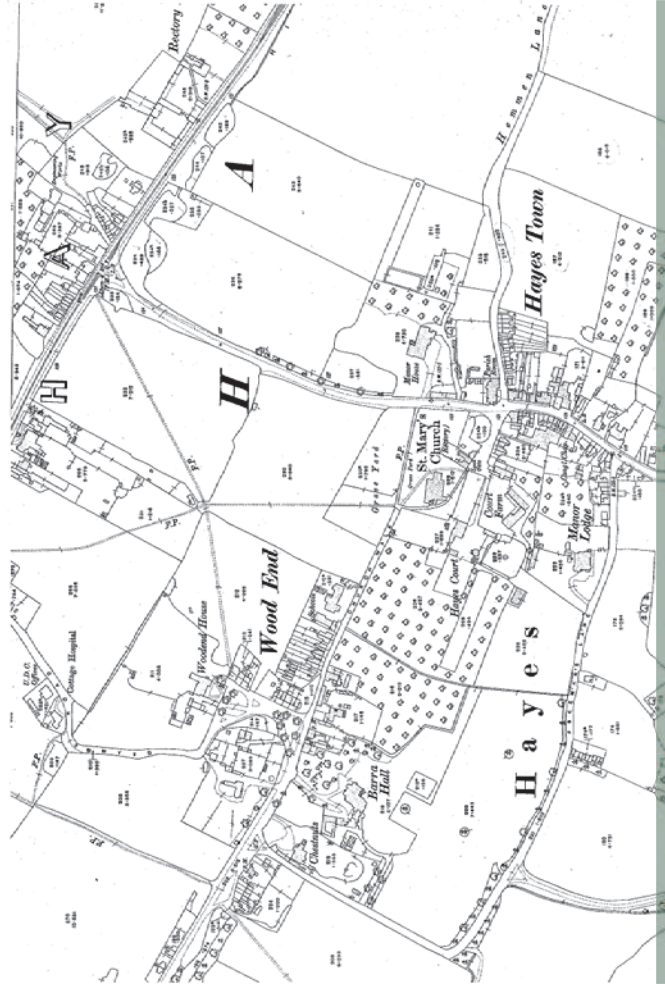
"Hayes ... is one of the most godforsaken places I have ever struck. The population seems to be entirely made up of clerks who frequent tin-roofed chapels on Sundays and for the rest bolt themselves within doors".

Nevertheless, the Victoria County History (published 1971) painted the following word picture of Hayes Village: "The area lying between Wood End and the parish church at Hayes, however, remained in the 1960s almost unaffected by the spread of building elsewhere. The extensive graveyard and, adjacent to it, the grounds of former private houses with established trees gave the church a surprisingly peaceful setting.

South-west of the church is Hayes Court, a farm-house owned by the Minet family from 1766 until 1967; an octagonal 18th-century dovecote stands near the main residence, which was rebuilt c. 1800. The house stood derelict in 1968, when there were plans to build on the site. A small green south-east of the church is faced by a range of four yellow brick cottages dated 1867.



Historic Ordnance Survey Map circa 1914, illustrating the development of Church Road and Wood Green



Historic Ordnance Survey Map circa 1930, illustrating further development



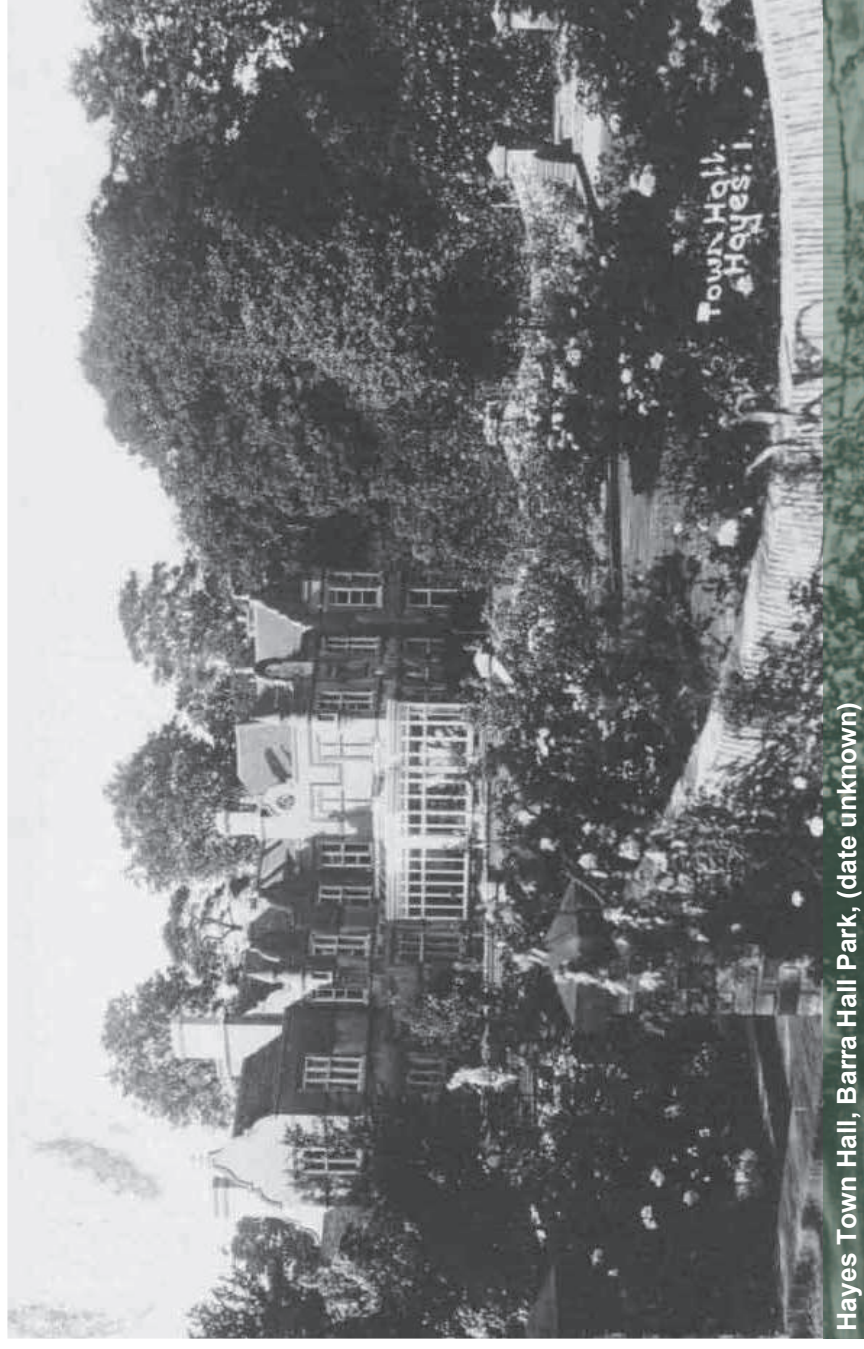
Wood End House

Until 1914 these cottages overlooked a pond, as did others, demolished by 1935, which stood next to the lych gate. Church Road contains the former Rectory, now called Manor House, and several 19th-century buildings, including the refaced Wistowe House, and there are some weather-boarded cottages in Freeman's Lane."

But the 1960s saw the demolition of several notable buildings in what was to become the Conservation Area (in 1970). These included Hayes Court, mentioned previously, Wood End House, Dr Triplett's School and The Chestnuts - the 18th century home of composer Stephen Sorace.

15

The 1970s saw changes to Wood End with the new amenities of the Beck Theatre (opened 1977) and the Botanic Gardens, within the grounds of the demolished Wood End House. The gardens were renamed the Norman Leddy Memorial Gardens in 1993, in memory of the late Mr Leddy, who worked for the Council and played an important role in the gardens' design. A new road improvement scheme for Grange Road in 1975 took land, but opened up wide roadside verges.



Hayes Town Hall, Barra Hall Park, (date unknown)



Wood End Green Road (date unknown)



Church Road (date unknown)

6. Spatial analysis

Through routes

The main routes for vehicles are around or towards the fringes of the Conservation Area. They include the Uxbridge Road (A4020) to the north and Freemans Lane to the south, both running east to west. Church Road runs through the eastern part of the Conservation Area and the continuation of Botwell Lane marks part of the boundary to the west. Wood End Green Road and Grange Road are also to the west of the Conservation Area, both running roughly north to south. Church Road acts as the historic spine running through Hayes Village. Wood End Green Road leads from the west and becomes Church Walk, a pedestrian route through the green heart of the area to the parish church.

Key pedestrian routes are Church Walk, Lych Gate Walk, and the network of footpaths through Barra Hall Park, Grassy Meadows and St Mary's Field.

Green spaces

The centre of the Conservation Area is dominated by areas of green open space. The main areas are Bell Field, Barra Hall Park, the Botanical Gardens, the area round the Beck Theatre, the cricket field, St Mary's Field, Grassy Meadows and the playing fields of Dr Triplett's School. The buildings appear generally subservient to the mature trees and well established greenery, that are such a notable feature of these open spaces.

The main routes for vehicles are around or towards the fringes of the Conservation Area. They include the Uxbridge Road (A4020) to the north and Freemans Lane to the south, both running east to west.

Barra Hall is a key local landmark and an important focus for views from within the adjacent parkland. The Beck Theatre, in contrast, is less visually prominent, as the building is screened by the generous planting that surrounds it. Similarly, the Council's Grassy Meadows Day Care Centre is well screened and appropriately subordinate to the enveloping landscape, which is a defining feature of the Conservation Area.

Key views

The trees, open spaces and surviving historic field boundaries are a constant feature in most of the views across the Conservation Area and contribute positively to its significance. Some streets, particularly the southern part of Church Road, provide important townscape views. There are also good views of St Mary's Church, a significant local landmark, from a number of directions, although some of these are partly obscured by trees, especially in the summertime. A number of the key views and vistas within and from outside the Conservation Area are illustrated at MAP 2.



View of St Mary's Church across the Churchyard


Map 2

Views and Vistas

 Conservation Area boundary

 Listed Buildings

 Locally Listed buildings

 * 1 Local landmark

 Important views

 Important views & vistas

1 St. Mary's Church Hall

2 Fountain House Hotel

3 St. Mary's Church

4 Band stand, Barra Hall Park

5 Barra Hall

6 Former Grange PH

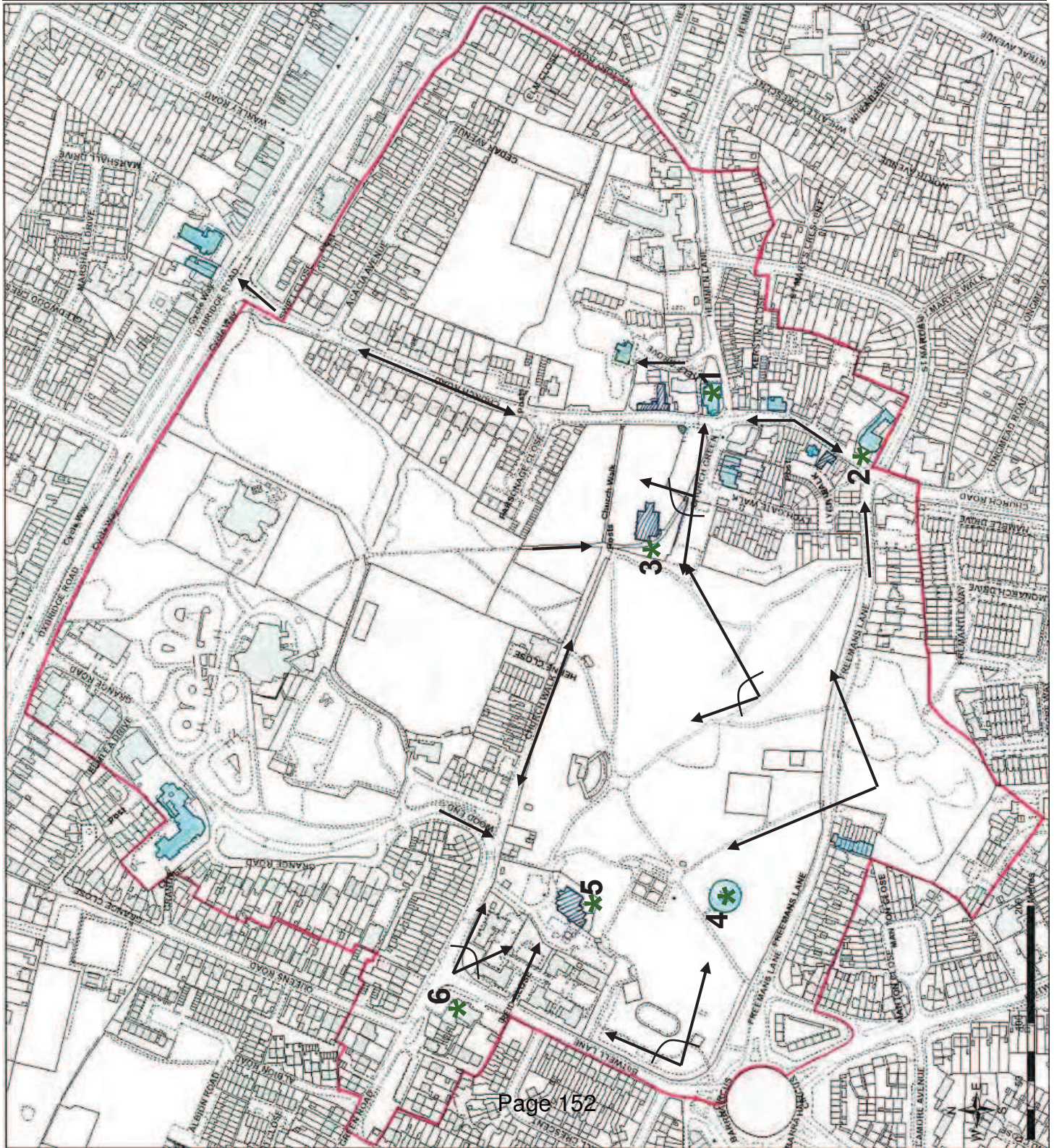
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7. Character analysis

7.1 Architectural quality and built form

The majority of the surviving buildings of quality date from the 19th century. There are also some 18th century houses and buildings with earlier origins, such as the former Manor House and St Mary's Church. The 18th and 19th century buildings are in a variety of building styles, which contribute to the charm of the Conservation Area. There are also considerable numbers of detached and semi-detached houses from the 1920s and 30s, and some more recent housing of more variable quality.

Most of the more recent additions make a neutral contribution to the appearance of the Conservation Area and sustain its character. The new development located on the corner of Grange Road and the Uxbridge Road is of a contemporary design and replaces earlier, mainly commercial buildings of little architectural merit. The location of the building marks one of the entrances to the Conservation Area and it has a distinctive contemporary appearance.

Most houses retain their original gardens, with relatively little subsequent in-filling or

backland development. The exceptions to this are the very large houses that existed in the mid 19th century, most of which have either been completely demolished (for example Wood End House) or have had part of their land developed (for example the Manor House). Barra Hall on the other hand retains much of its original large garden and setting.

In general, buildings are set back from the street frontage, with front gardens forming an important part of the streetscape of the area. Along the southern part of Church Road, houses open directly onto the pavement, though in some cases there are small spaces to the front. The boundary walls of the former Wood End House (to the west of Grange Road), Church Walk Cottages, Old Dr Triplett's School and Manor House Stables are all important features of the Conservation Area.

The iron fences and lych gate to St Mary's Churchyard and the railings and gates to Barra Hall are also notable features. The boundary wall to the Minet Estate in Church Road has historical and visual importance.



Typical 1930s housing at Wood End Green Road



St Mary's Church

The old village core, around the southern part of Church Road, is tightly developed. Elsewhere the building layout is less dense and provides a lower level of enclosure to the street scene. This highlights the contribution made by the trees and hedges to the local skyline. There are also gaps between buildings that allow views through to the rear gardens and beyond.

There is a regular rhythm to the frontages of the later 19th century terraces (e.g. in Hemmen Lane and Church Walk), but the majority of the properties have more varied elevations, which contribute to the diversity of built form within the area.

Most buildings are of two storeys and this is an important feature and characteristic in terms of the appearance of the Conservation Area. Although in some cases, houses have additional attic rooms with small dormers in the roof.

In Hayes Village, the roof forms and chimneys of buildings are an important element in terms of animating the skyline. The variety of roof lines in Church Road is one of its positive features. In other areas, rooflines are more regular, with the exception of an old large roof extension to the northernmost property of Bell House.

The majority of the old buildings and boundary walls are made of local brick.

These are mainly of yellow/brown London stocks, while a range of brick types has been used for more recent buildings. A few older houses and some more recent ones are partly or completely rendered.



7.1.1 Church Road (southern part) Church Green, Lych Gate Walk and Hemmen Lane

The appearance of Church Road between Hemmen Lane and St Mary's Road has changed little over the last century, and its meandering route provides ever changing views. The varied roof forms and chimneys are prominent features. The greenery, which is generally such a dominant feature of the Conservation Area, is absent in this area because most of the buildings adjoin the footway and have no front gardens.

Set back from the road, the Fountain House Hotel in Church Road is a local landmark in views looking east along Freeman's Lane. It also acts as a gateway feature at the entrance to the Conservation Area from the south. It has a plaque to George Orwell.

To the north of the Fountain House Hotel is number 120, a late 19th century cottage with distinctive bargeboards and tile hanging to its gables. It has the delicate chevron detailing below the pointed arches above the windows. Porch Cottages (numbers 128-134) were built in the early 20th century on the site of a grocer's shop. The roof gables and bow windows of these properties break up what could otherwise have been a large block.



Fountain House Hotel, the former Hawthornes High School for Boys

Further north is Wistowe House, built in the 18th century. The removal of its pediment has, however, reduced its impact on the street scene. It remains a residential property, although the buildings behind it have always had a mix of small-scale commercial and industrial uses.

A small number of late 19th and early 20th century shopfronts survive as part of the terrace of buildings, which runs north to Hemmen Lane. Although many of the buildings have now been converted to residential uses, these shopfronts make an important contribution to their character and provide evidence of former commercial uses within the village centre. Good examples are numbers 140 and 148; in the case of the latter, the glazed tiles, decorative metal fanlight and wide sash window identify it as a former butcher's shop. To the rear was an abattoir.

To the north of Hemmen Lane is the Village Hall, built in 1910 by public subscription and still heavily used by the local residents.

The buildings on the west side of Church Road are generally less distinguished individually, but the terrace (221-233 Church Road) is nicely detailed with red brick string courses and gauged brick arches. The Victorian pair, 209-211 Church Road, with deep eaves, a shared gable

and original windows is well preserved. And the double fronted property (number 213) dates from the 18th century and is a Listed Building. Collectively, these buildings make a positive contribution to the Conservation Area.

The new building at numbers 235-7 copies the form, design and scale of the adjacent buildings to the south, but the bricks used are not London stocks. These bricks will weather in time, and illustrates the importance of choosing the right materials to preserve the overall look of an area.

There is a pleasing uniformity in the terrace of brick built late 19th century cottages in Church Green, though the painting of one is regrettable. Facing them is the tree-lined village green, the site of a former pond and several domestic buildings (see photo page 9).

Opening off Church Green is Lych Gate Walk, a modern cul-de-sac development of two storey brick built terraced houses. This occupies a sensitive location between the historic centre of the village at the south end of Church Road and Barra Hall Park. It was laid out to preserve views of St Mary's. The lack of uniformity found in the adjacent roads has been mirrored in the variety of building designs here.

The Village Hall and number 148 Church

Road are distinctive buildings with strong gable features, these occupy prominent corner sites and frame the gateway to Hemmen Lane from the Church.

Along the south side of Hemmen Lane are a number of modest terraces dating from the early 20th century. They are set back from the street and have small front gardens, enclosed by low brick walls or timber fences. They share a consistent building line, are two storeys in height and are brick built with shallow, hipped or pitched, slate roofs.

There is a consistency of design and use of materials within each terrace, with a subtle variety between each of the groups, such as differences in window proportion, roof shapes, and use of render. Number 4 has a terracotta date plaque (1910) depicting a cat above its central window.

On the north side of the street is Kelf Grove, a modern cul-de-sac development of two storey brick built terraced houses. This scheme provides the immediate setting for the historic former Manor House. The grassed lawns to the north and west of the Manor House are important spaces. They provide a sense of the once extensive landscape setting of this building and from them its distinctive architecture can be appreciated.



1-4 Church Green



148 Church Road



Wistowe House



140 Church Road

7.1.2 Church Road (northern part)

The part of Church Road to the north of the modern development of flats and terraced houses at Parsonage Close has a distinctive appearance. It consists mainly of large detached and some semi-detached houses dating from the 20th century and standing in substantial private gardens.

The open land at the meeting of Church Road with the Uxbridge Road acts as the northern gateway to this part of the Conservation Area. The historic group of Locally Listed buildings, the Adam and Eve public house, number 830, together with numbers 832-834 Uxbridge Road, terminate the view looking north out from the Conservation Area.

Houses frame Church Road on both sides and although they have a varied building line, they are each set back from the footway behind low brick boundary walls. The houses are brick built with varied pitched, or hipped roof forms, in plain tile with brick chimneystacks. They are predominantly two storeys in height, many with single storey side extensions or garages and with front porches. There is an overall cohesiveness in scale and form of the buildings in this sub-area, although with a variety of architectural detailing and materials. Many have half-timbering, double height bay windows, projecting front

gables and chimneys.

The spaces between buildings establish a sense of rhythm along the road and contribute to the distinctive and spacious feel of this part of the Conservation Area. They allow for glimpsed views of trees in back gardens, or into the neighbouring green areas and also of the sky. Mature trees and greenery within front gardens also make an important contribution to the character of the area. To the west, from the adjacent open spaces, such as Grassy Meadows, there are long views towards the houses and rear gardens.

Pressure for private car parking has resulted in increased areas of hard surfacing and less greenery in front gardens. The variety of front boundary treatments that currently exists detracts from the area's appearance.

7.1.3 Acacia Avenue

Acacia Avenue runs parallel with the Uxbridge Road and is right on the border of the Conservation Area. The avenue is primarily residential with houses dating from the inter-war period. There are some overlarge front porches, which detract from the appearance of the terraces. As a result of off street parking pressure, some

gardens have been completely paved and their appearance detracts from the street scene. There are two remaining street trees. "Beverley", a positive contributor, is a particularly fine inter-war property that terminates Acacia Avenue. It features a tile hung projecting front gable, dormers and tall chimneys.

By foot, Acacia Avenue leads through to Cedar Avenue. The houses and gardens on the south side of the avenue back onto the open space of Dr Triplett's school playing fields.



7.1.3 Freemans Lane

Freemans Lane forms a natural boundary to the south side of Barra Hall Park.

Looking eastwards along the road, the view is terminated by The Fountain House Hotel.

On either side, at the Church Road

(eastern) end of the lane, there are two

small post-war housing developments, the style, construction and scale of which

generally blend well with the area. When

entering from Church Road, there are two

landscape areas and several large trees

that create a pleasing vista and entrance

into the lane. On the south side of

Freemans Lane, there are several large

detached houses featuring double-height

bay windows and projecting gables. Bell

Field, was formerly part of the estate to Bell

House (now the site of St Mary's Convent,

Botwell Lane) and has many substantial

varieties of trees and bushes. It provides

an open, semi-rural appearance to the

area.

At the western end of Bell Field there is a row of old workmen's cottages that have

been renovated, although one has an

unsympathetic roof extension. Beyond the

field, on Freemans Lane, is an interesting

unaltered group of 7 semi-detached

properties in vaguely mock Tudor style.

These have been arranged symmetrically

along the street frontage.



1930s houses on Freemans Lane



1930s Maisonnettes, Botwell Lane



Former Grange PH at the corner of Botwell Lane and Wood End Green Road

Opposite Bell Field and on the edge of Barra Hall Park, stands a large detached house known as "Parkside".

7.1.4 Botwell Lane and Wood End Green Road

The northern part of Botwell Lane forms the western boundary of this part of the Conservation Area. There are important

views from Botwell Lane looking eastwards

across the open space of Barra Hall Park,

and towards the roundabout at Barra Hall

Circus, which itself acts as a gateway into

the Conservation Area from the south-

west. Although not within the Conservation

Area, the two storey red brick maisonettes

form an attractive edge to Barra Hall Park.

Along Wood End Green Road, the partly grassed open areas on the south side are a

reminder of its rural origins, although the

effect is somewhat spoiled by the junction

box and litter bin. Overall, there is a good

mix of inter-war and post-war housing in

varying styles. At the Botwell Lane junction,

there is an attractive mature pine tree, the

striking cast iron gates posts and wrought

iron gates to Barra Hall, some earlier slate

roofed cottages and the former Grange

Public House with tall chimneys and

pleasant neo-Georgian touches.

7.1.5 Church Walk

Church Walk is a quiet lane running west to east from Wood End Green Road to the parish church. There is no through traffic along this route. It has a semi-rural character, and lies close to the extensive open green spaces of the cricket field and Grassy Meadows to the north, and Barra Hall Park to the south.

Church Walk includes a charming group of 19th century cottages, some with pretty string courses and others in stucco, which are considered to be a positive contributor to the streetscape. Similarly, the surviving walls of the old (now demolished) Dr Triplett's School add to the quality of the streetscene.

There is an abundance of wildlife (foxes, squirrels and a variety of birds) within the surrounding open fields.

7.1.6 Grange Road

Significant features of the south end of Grange Road are the wide grassy verges and displays of bedding plants. The brick wall, which is set back along the west side of the road, is a surviving boundary of the now-demolished Wood End House. An access road runs behind this wall to a row of inter-war semi-detached houses.

Further north is the Locally Listed, late 19th century Cottage Hospital. This is constructed of yellow stock bricks with red brick detailing and terracotta panels, which include decorative lettering and the date 1875.

On the east side of the road are the Norman Leddy Gardens, the Beck Theatre and the Uxbridge County Court. These buildings are late 20th century additions to the area. The County Court has a sympathetic scale, design and careful landscaping, making it a positive contributor. Whereas the theatre is an important asset of community value.



1-8 Church Walk



The Beck Theatre



Hayes Cottage Hospital, Grange Road

7.2 Public realm, green spaces and landscape

The Conservation Area has an atypical look and feel for suburban London. The open spaces and trees, which make up such a significant proportion of the area, have a defining role to play in its character and provide a distinctive green setting for the buildings.

Many of the old field boundaries and lanes are still evident in the landscape, and the townscape of the area has developed around the original village centre. Most of the trees are deciduous species, so their appearance varies throughout the year. Trees and green features, such as hedges, are an important contributor to the character of the Conservation Area.

The rich biodiversity of the different landscape elements within the Conservation Area is also a key part of its significance, including the extensive and varied botanical collection within the Norman Leddy Gardens. Management plans have been prepared by the London Borough of Hillingdon for Barra Hall Park and the Norman Leddy Gardens that highlight their rich ecological diversity.

Map 3 (page 24) identifies significant green spaces and tree groups.










Memorial bench and rose garden in Barra Hall Park



Bell field

Map 3

Character Analysis

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings
-  Significant Green or Open space & trees
-  Positive streetscape features
-  Positive shopfronts
-  Gateways

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7.3 Positive Contributors

Many of the buildings or structures within the Conservation Area make a positive contribution to its character and appearance. These are discussed in the Character Analysis section and set out here. They are also shaded yellow on Map 4.

1. Numbers 2-14 Hemmen Lane
2. Numbers 140-148 Church Road
3. Numbers 128-134 Church Road
4. Number 120 Church Road
5. Ambulance Station, Church Road
6. Numbers 221-233 Church Road
7. Numbers 209-211 Church Road
8. Lych Gate Walk Estate
9. Parkside, number 36 Freeman's Lane
10. Open Air Amphitheatre, Barra Hall Park
11. The Grange PH, Botwell Lane/Wood End Green Road
12. Numbers 15-17 Wood End Green Road
13. Numbers 1&2 Barra Villas
14. Numbers 1-8 Church Walk (including boundary wall to rear)
15. Wall to former Dr Triplett's School, Church Walk
16. Uxbridge County Court, Grange Road
17. "Beverley", Cedar Avenue

Listed and Locally Listed buildings

Listed Buildings and buildings which have been included on the Local List of Buildings of Architectural or Historic Importance, are identified in Appendix 1.

A number of these buildings or features within, or adjacent to the Conservation Area are proposed for inclusion in with London Borough of Hillingdon Local List. See proposals on page 31.



St Mary's Church Hall, Locally Listed



Ambulance Station, Church Road



Barra Hall front door



Former stable and brew house, now much altered, 820 Uxbridge Road

In addition, there are also a number of streetscape features and street furniture within the Conservation Area which make a positive contribution to its character.

These include the:

- Cast iron railings and lych gate to the Churchyard
- Iron boundary railings and gates to Barra Hall Park
- Bandstand in Barra Hall Park
- War Memorial benches in the Rose Garden within Barra Hall Park (HWM109)
- Red George V cast iron post box in the wall of the Minet Estate south of the Ambulance Station
- Red telephone box at the corner of Church Road and Church Green
- Street lamp standards outside The Grange Public House
- Street lamp standards along Church Green and the adjoining part of Hemmen Lane
- War Memorial, Church Road

Map 3 (page 24) identifies these positive townscape features within the Conservation Area.



Iron boundary railings and gates to Barra Hall Park



Cast iron post box in the wall of the Minet Estate



St Mary's church lych gate

8. Challenges, pressures and capacity for change

There is significant pressure within the area for new development and other small scale alterations that when seen together can harm the character or appearance of the Conservation Area.

A number of issues are identified below:

1. There has been an increase in sites being sold for residential development. The open spaces and houses that contribute to the area should be protected from any further detrimental development. Proposals for new development should be compatible with the special character of the Conservation Area.

Page 166

2. Careful consideration needs to be given to infill development, and on the whole, reflect the height and scale of the buildings adjacent. Plot amalgamations, or significant increases in site coverage, or the bulk of buildings, could detract from the Conservation Area's character and appearance.

3. Change of use and the loss of local shops, services and

amenities has changed the village character.

4. The increasing number of houses in multiple occupation adds to the problems with parking and diminishes the feeling of living in a community.

5. The poor maintenance of prominent buildings, spaces and landscape, for example, the village hall and St Mary's Church railings and roof could benefit from repair. In addition, the area around St Mary's (particularly the graveyard) is in very poor condition and poorly maintained. This area and those around it would benefit from work to restore them to their original appearance. There has been investment in Barra Hall Park, which has achieved Green Flag status; this should be maintained. The meadowland should not be allowed to revert to scrubland.

6. Graffiti and the vandalism of buildings and other features within the Conservation Area are also of concern. Litter is a problem within all of the open green spaces.

7. There has been a number of unsympathetic alterations to buildings

which include:

- poorly carried out repairs using inappropriate materials and methods
 - the loss of original or historic materials and details
 - modern replacement metal, or uPVC windows and doors
 - the painting or cement rendering of traditional brickwork
 - replacement concrete roof tiles and the removal of chimneys, stacks and pots
 - the installation of inappropriately sited satellite dishes and TV aerials
 - overlarge roof extensions and rooflights
 - the loss of traditional boundary treatments and soft landscaping within front gardens.
8. The quality and condition of pavements, paving materials and street furniture is good in areas where enhancement schemes have been carried out. However, much of the remaining streetscape is in poor condition, with damaged slabs replaced in non-traditional and non-matching materials. Overall, there is a clutter of often poor quality and uncoordinated street furniture, utilities and signage.

9. Boundary review

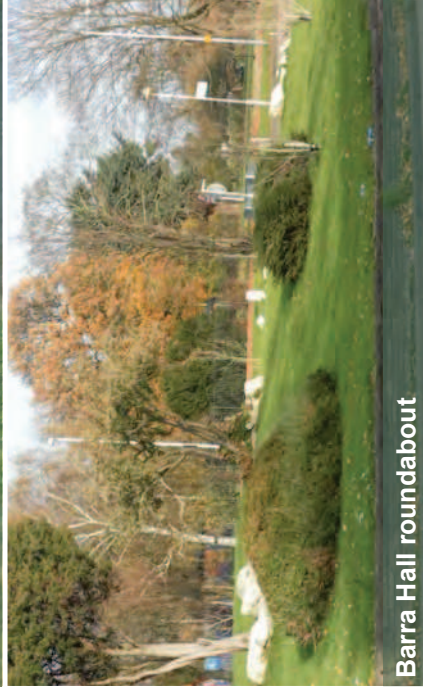
As part of the Conservation Area Character Appraisal it is proposed to make minor amendments to the boundary of the Hayes Village Conservation Area. This is to include and protect areas of special interest and to exclude those areas that no longer contribute to the significance of the area.

The proposed changes are to:

- **Exclude the area of Willenhall Drive on the southern edge of Bell Field, however, retain the old brick boundary wall within the Conservation Area.** Early maps show this area was originally part of Bell Field. Until recently, this was still an area of open space, but is now part of a large modern residential development that stretches to the south.
 - **Include the area surrounding a group of four buildings to the north of the Uxbridge Road at its junction with Church Road.** This area includes two Locally Listed buildings, the Adam and Eve public house, nos 830 and 832-34 Uxbridge Road and a pair of adjoining buildings, nos 820-22 Uxbridge Road (previously statutorily
- Listed), that are now proposed for inclusion in the Local List. This historic group of buildings has a relationship with the ancient thoroughfare of the Uxbridge Road as it passes through Hayes and also helps to terminate views from the Conservation Area when looking north along Church Road. St Mary's Field and Grassy Meadows can be seen from these buildings.
- **Include the landscaped roundabout at the meeting of Freemans Lane and Botwell Lane.** This space is visually related to the adjacent Barra Hall Park.
 - **Exclude the mid 20th century terraced houses along the west side of Rectory Road and part of the south side of Hemmen Lane.** These buildings are very closely related in age and character to the nearby houses to their east and south (outside the Conservation Area), which form an integral part of the surrounding residential estate.



Boundary to Bell Field









Barra Hall roundabout



Adam and Eve Public House

Map 5

Boundary Review

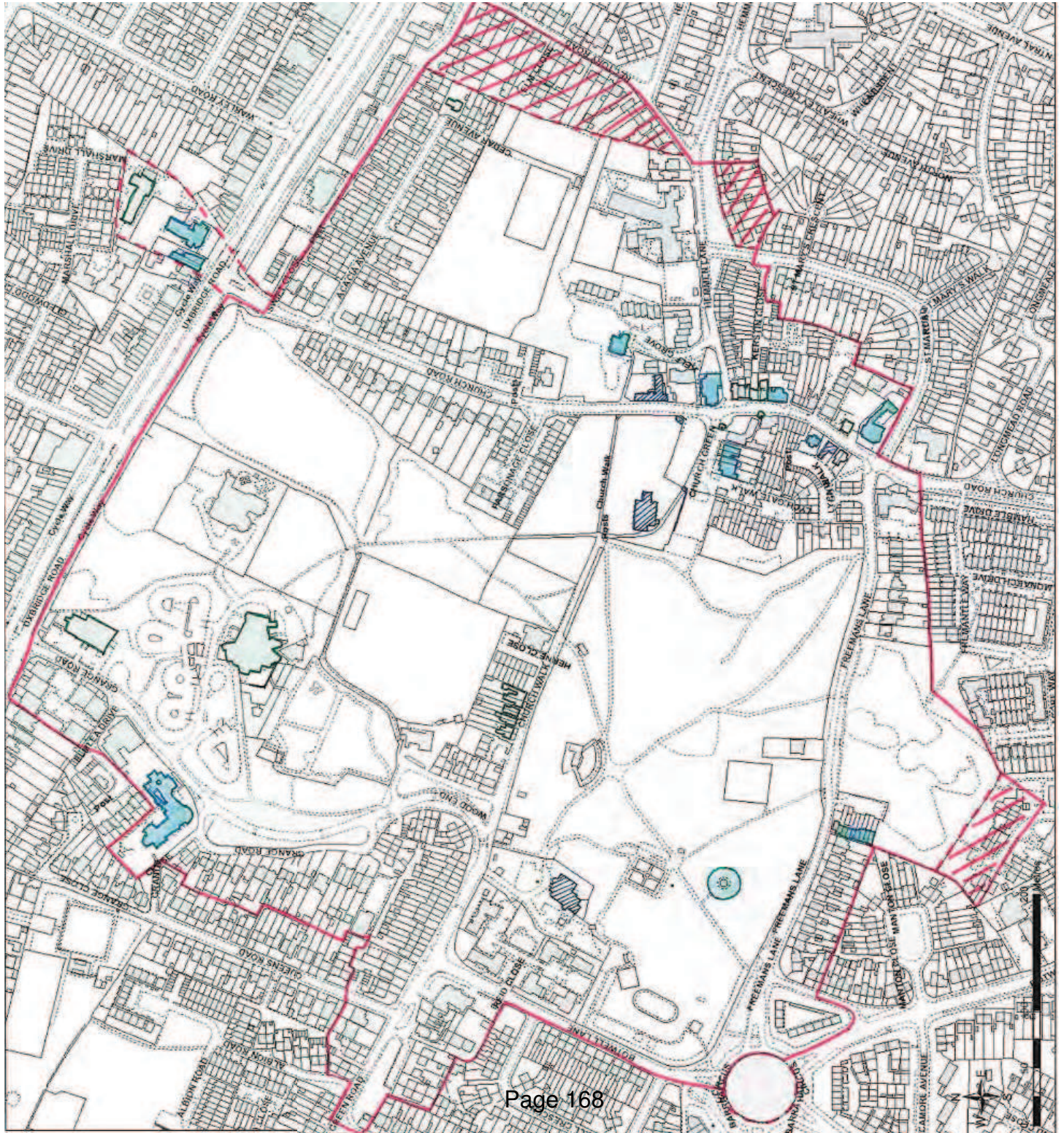
-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed buildings
-  Include area within conservation area
-  Exclude area from conservation area
-  Proposed Locally Listed buildings

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10. Proposals

General proposals

1. The installation of sympathetically positioned and well-designed information/interpretation boards within the Conservation Area, containing, for example, details of the history of the parish church, or Barra Hall Park.
2. The installation of signage at the key gateways into the Conservation Area.
3. Regular and appropriate maintenance of the street trees and trees within public open spaces.
4. The introduction of more sympathetically designed street furniture, signage and good quality floorscape materials within the Conservation Area. These should be appropriate to the distinctive character of each sub-area.
5. The preparation of a Management Plan setting out policies and guidance to ensure the conservation of the area and the retention the qualities that led to its designation.

Policies to include:

- Restricting the height of infill development to reflect the height and

- scale of the adjacent buildings.
- Protecting garden spaces from further development.

Proposed additions to the Local List

- The George V post box set into the wall of the Minet Estate, south of the Ambulance Station, Church Road – a distinctive item of street furniture.
- The Beck Theatre – an asset of community value recommended for the Local List by the local community (a Council owned building)
- Numbers 818-820 Uxbridge Road – two adjoining buildings that were previously statutory Listed. Number 818 is an early 19th century house, while the early 18th century former stable and brew house (number 820), now a Job centre, have been re-fronted (currently outside the Conservation Area).
- “Beverley”, Cedar Avenue - a well designed inter-war house featuring tile hanging and dormers.
- K6 telephone box, Church Green - an iconic example of street furniture.
- 140-148 Church Road – an attractive group of 19th and early 20th properties retaining original features

- and shopfronts.
- 120 Church Road - late 19th century cottage with distinctive bargeboards
- 209-211 Church Road - a handsome Victorian semi-detached property with a prominent gable and original windows.
- Uxbridge County Court - a respectful and well detailed 20th century building.
- 1-8 Church Walk – a highly attractive group of Victorian properties retaining decorative stone and brickwork to façades.

There are no proposed deletions to the Local List

Enhancement proposals

1. Improved integration and management of the woody plot of land on the south side of the Uxbridge Road with the adjoining open landscapes.
2. The recent and ongoing replacement of the boundary railings to Barra Hall Park is an enhancement. New sympathetic railings should also be installed along the eastern boundary of the park, along Lych Gate Walk.

Appendix 1: Audit of heritage assets

Listed Buildings

- St Mary's Church, Church Walk – Grade II*
- Lych Gate and Wall to South of Church of St Mary, Church Walk – Grade II
- Former Manor House Stables, Church Road – Grade II
- 213 Church Road – Grade II
- Barra Hall (former Hayes Town Hall), Wood End Green Road – Grade II

Existing Locally Listed buildings

- 1-4 Church Green
- War Memorial, Church Green
- Wistowe House, 138 Church Road
- Fountain House Hotel, 118 Church Road
- Former Manor House, Church Road
- Bandstand, Barra Hall Park
- 2-9 Bell House Cottages, Freeman's Lane
- Hayes Cottage Hospital, Grange Road
- St Mary's Church Hall

The audit of identified heritage assets is illustrated at MAP 1

Appendix 2: Sources of information on the history of Hayes Village

- Kelter. C. (1996) *Hayes Past*, London: Historical Publications
- Kelter. C. (1998) *Hayes: A Concise History*, Hillingdon: Hillingdon Borough Libraries
- Sherwood. P. (ed.) (1996) *Around Hayes and West Drayton in old photographs*, Stroud: Sutton Publishing
- Hayes Town Chapel 1788-1988 by Julia Zouch
- Stevens. G. (2010) *Old Hayes: a 90th birthday walkabout*
- White. B. T. *Hayes trail*, Hillingdon: Hillingdon Borough Libraries
- Baker, T.F.T., Cockburn, J.S., Pugh, R.B. (eds.), Bolton, D.K., King, H.P.F., Wyld, G., Yaxley, D.C. (1971) *Victoria County History: A History of the County of Middlesex: Volume 4: Harmondsworth, Hayes, Norwood with Southall, Hillingdon with Uxbridge, Ickenham, Northolt, Perivale, Ruislip, Edgware, Harrow with Pinner*, [online] Available: www.british-history.ac.uk
- Thorne. J. (1876) *Handbook to the Environs of London*, London: John Murray
- White. B.T. (ed.), Hunt. E. (1982) *The Hayes of Elizabeth Hunt (1832-1916)*, Hayes and Harlington Local History Society
- Walford. E. (1985) *Village London: The Story of Greater London*, London: Alderman Press

Appendix 3: Planning policy context & purpose and status of the appraisal

Planning Policy Context

Statutory Duties and National Planning Guidance

- Planning (Listed Buildings and Conservation Areas) Act 1990
- Town and Country Planning Act 1990
- National Planning Policy Framework 2012

English Heritage Guidance

- Understanding Place: Conservation Area Designation, Appraisal and Management 2011 (suite of documents)

Development Plans

The current Development Plans for the area consists of the following:

- London Plan, 2011
- Hillingdon Unitary Development Plan, 1998 (saved policies 2007)
- Local Plan– Part 1

The Purpose of Conservation Areas

Conservation Areas were first introduced in the Civic Amenities Act of 1967. A Conservation Area is defined as an:

“area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance” .

They are also defined as “designated heritage assets” in the National Planning Policy Framework 2012.

The aim of Conservation Area designation is to protect the wider historic environment. Areas may be designated for their architecture, historic street layout, use of characteristic materials, style or landscaping. These individual elements are judged against local and regional , rather than national criteria. Above all, Conservation Areas should be cohesive areas in which buildings and spaces create unique environments that are of special interest and are irreplaceable. The London Borough of Hillingdon has produced its own criteria for the designation of Conservation Areas, which is available online (<http://www.hillingdon.gov.uk/residents>).

The responsibility for designating Conservation Areas falls to the local authority. Local authorities also have a statutory duty to review all their Conservation Areas periodically. English Heritage recommends that each area is reviewed every five years.

Conservation Area designation provides extra protection within these areas in the following ways:

- Consent is required for the demolition of buildings.
- Local Authorities have additional controls over some minor householder development normally considered as permitted development.
- Special provision is made to protect trees.
- When assessing planning applications, the local authorities must pay careful attention to the desirability of “preserving or enhancing” the character and appearance of the Conservation Area and its setting.
- The local authority can include policies in the Unitary Development Plan or Local Development Framework to help preserve the special character or appearance of Conservation Areas.

The Purpose and status of this Character Appraisal

The purpose of a Conservation Area Character Appraisal is to:

- Identify the significance of the designated heritage asset – i.e. the value of the asset to this and future generations because of its heritage interest – this may be archaeological, architectural, artistic, evidential or historic interest.
- Increase public awareness and involvement in the preservation and enhancement of the area.
- Provide a framework for planning decisions, to guide positive change and regeneration.
- Highlight particular issues and features, which detract from the character or appearance of the Conservation Area and which offer potential for enhancement or improvement through positive management.

Page

The contents of this appraisal are intended to highlight significant features but should not be regarded as fully comprehensive and the omission, or lack of reference to a particular building or feature, should not be taken to imply that it is of no significance. This may only be fully identified at such time as a feature or building is subject to the rigorous assessment that an individual planning application necessitates. Similarly, the controls that apply to elements vary and in some instances, the items that have been identified as significant cannot be fully protected by planning legislation.

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Harlington Village Conservation Area

DRAFT Character Appraisal

Acknowledgements

This document has been produced by the local community, led by Justine Bayley, Chair of the Hayes and Heathrow Villages Conservation Area Advisory Panel, with the support of Turley Associates, the Council's Conservation Team and English Heritage. The local group included Phyllis Atkinson, Robin Brown, Tina Chopra, John Davies and Philip Sherwood.

Foreword

"As a local resident of Harlington I am pleased, and feel fortunate to have contributed my views and suggestions to the conservation project. I thoroughly enjoy living in the area and through this piece of work, I am learning more about its local heritage and history. It is of great value that English Heritage is funding this project alongside those with a keen interest in preserving the local area."

Tina Chopra

"As an 'outsider', when I joined the project my initial reaction was why has Harlington been designated a Conservation Area? However, after several visits and looking beyond the façade of the corridor (and the damage already done), the historic value of the village became clearer. I hope this appraisal will provide protection from further erosion, encourage the provision of necessary enhancements and raise the status of this historic village within the community and beyond."

John Davies

"I have lived in Harlington for nearly 60 years and have been saddened to see how the village has suffered more than most from post-war development out of keeping and scale with the older buildings that still remain. It is, therefore, gratifying to see a renewed interest in preserving and enhancing the village atmosphere that was in danger of completely disappearing forever."

Philip Sherwood



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1. Introduction

Harlington Village Conservation Area

The Harlington Village Conservation Area was first designated in 2005 by the London Borough of Hillingdon. The boundary of the Conservation Area has not been revised since that time.

Conservation Area Appraisal

The main purpose of this character appraisal is to provide a description of the significance of the Harlington Village Conservation Area, in terms of its architectural and historic interest. It also seeks to increase public awareness and involvement in the preservation and enhancement of the area. The document is intended to help provide a framework for future planning decisions within the area and as an opportunity to identify potential for its improvement.

A review of the current planning policy context, the purpose of Conservation Areas, and the purpose and status of this Conservation Area appraisal, is set out in Appendix 4.



Some of the working party visiting the Church of St Peter and St Paul's

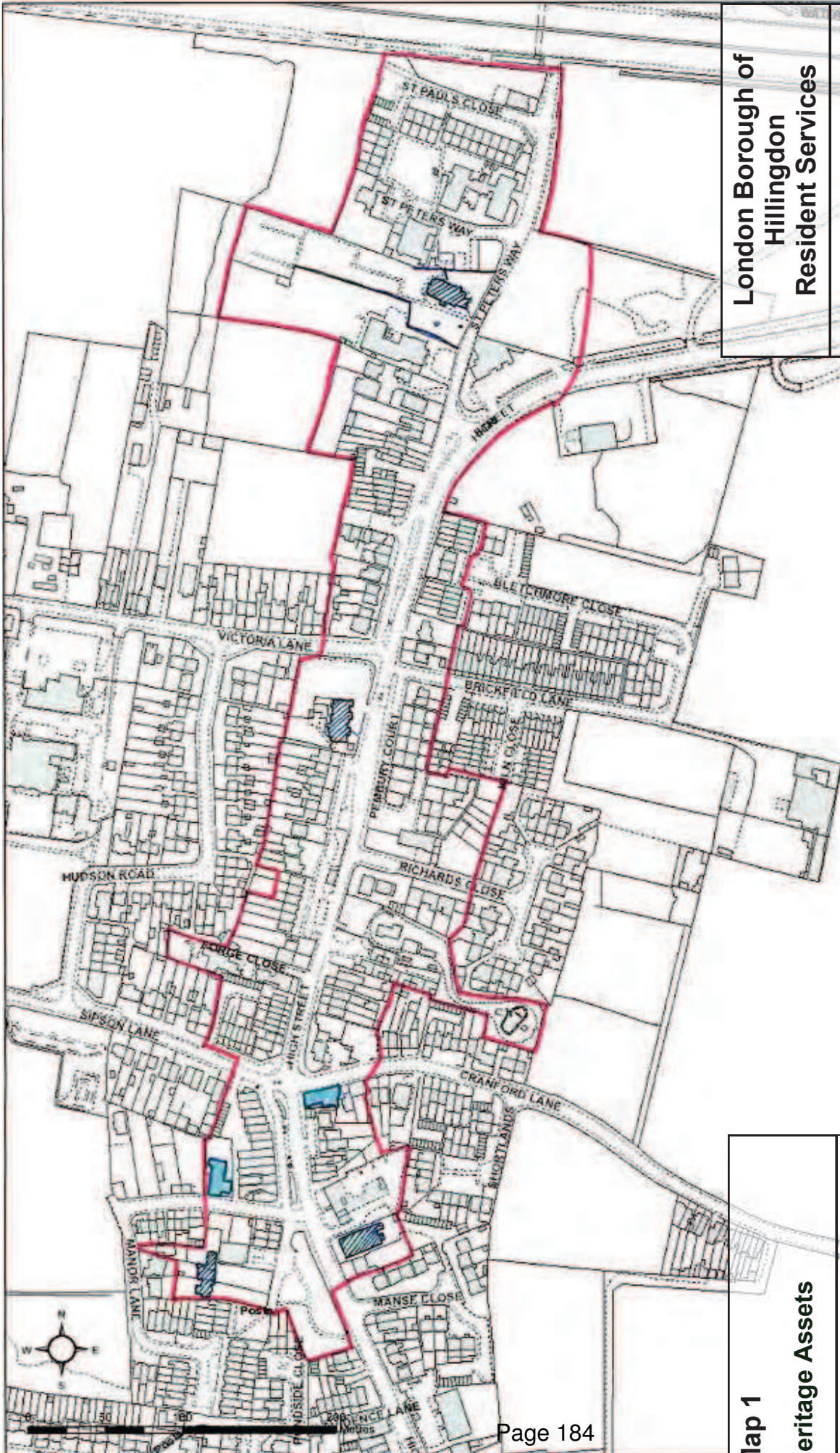
2. Summary of special interest

Essential features and significance

The significance and value of the Harlington Village Conservation Area (a Heritage Asset), in terms of its special interest can be summarised as:

- It retains built evidence of the original medieval agricultural settlement at Harlington, including the Church of St Peter and St Paul's.
- It has a distinctive form, comprising a dispersed, linear development along the High Street.
- Views to the surrounding open green spaces, all of which are designated as Green Belt, are important and these form part of the setting of the Conservation Area.
- The original village green remains and is an important community space.
- It has a number of properties of architectural quality and good building groups, dating from the medieval period, the 18th and 19th centuries and more recent 20th century development (see Map 1).
- The area has an historic association with the noted Tudor composer William Byrd and 17th/18th century local landowners Henry Bennet, Earl of Arlington, and Henry St John, Viscount Bolingbroke.





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Map 1

Heritage Assets

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings

3. Location and setting

Location

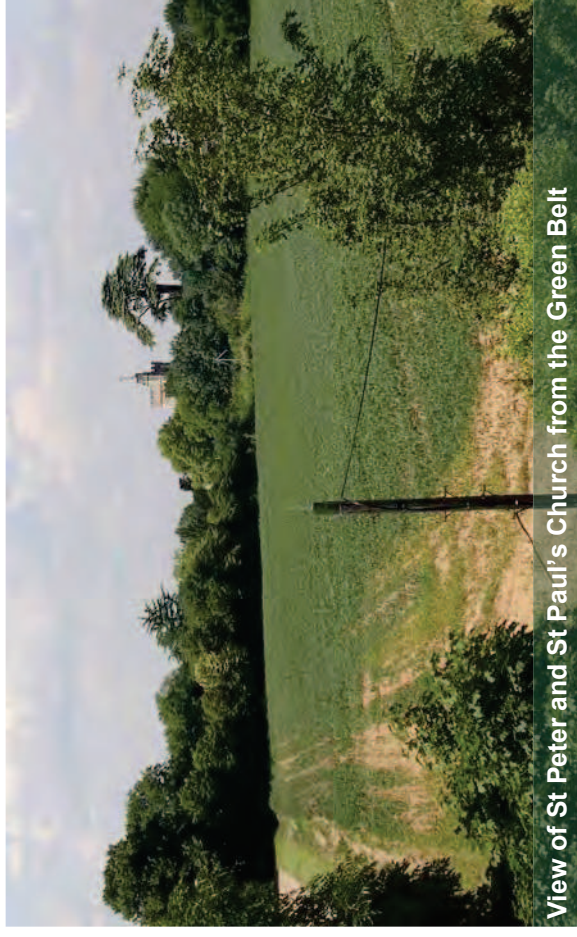
Harlington parish is at the southern extremity of the London Borough of Hillingdon. The village lies to the south of the parish and today is regarded as the area between the M4 to the north and the Bath Road (A4) to the south.

Setting

The road layout of the parish was first recorded in detail in Rocque's map of Middlesex of 1754, which shows the High Street and the pattern of major roads that still survives today. The High Street was truncated at its northern end and diverted in 1963 to go over the newly-built M4. The Conservation Area straddles the High Street, which is its main defining feature.

This route carries a considerable traffic flow north from Heathrow and the A4 towards Hayes and beyond. Traffic calming measures have been introduced such as the pedestrian crossing to the south of the main cross-road, a roundabout at the cross-road, a pedestrian raised crossing outside of the White Hart Public House and pinch points further north. However, the continuous traffic flow makes it difficult to appreciate the positive qualities of the Conservation Area.

The M4 now marks the northern boundary of the village (and of the Conservation Area), however, its truncating effect is mitigated by the mature trees on the Green Belt land to the north-east of the church. Twentieth century housing of various dates has been constructed on both sides of the High Street, but beyond this is open Green Belt land, which provides a rural and semi-rural outlook from the Conservation Area. This open outlook is most noticeable in the northern part of the Conservation Area.



View of St Peter and St Paul's Church from the Green Belt



M4 motorway

4. General character and use

General character

Despite considerable development during the latter part of the 20th century, much good quality built and natural environment survives within the Conservation Area. The historic layout of the village is largely discernible and effectively unchanged from past centuries, although the townscape is much altered.

The statutory designated Listed Buildings and buildings contained on Hillingdon's Local List of Buildings of Architectural or Historic Importance (Locally Listed), provide a good indication of the original appearance of the village, but their wider settings would benefit from enhancement to improve the quality of the local environment and overall street scene.

Uses

The Conservation Area is predominantly residential in character. There are a few public buildings (churches, church halls and the Scout Hut), a small number of commercial premises (pubs and shops) and also a miniature railway. This contrasts with the original mix of mainly agricultural and residential properties, with a few public and commercial buildings.



White Hart PH, High Street, Harlington, Listed Grade II

5. Historical development

The parish shares its western boundary with the parishes of Harmondsworth and Hillingdon. To the south is the parish of East Bedfont and to the north it is bounded by Hayes. Historically, the parish boundary with Cranford to the east ran across fields, mid-way between the two villages. However, with the re-organisation of local government in 1932, the boundary was extended eastwards as far as the River Crane. This now forms the boundary between the Boroughs of Hillingdon and Hounslow.

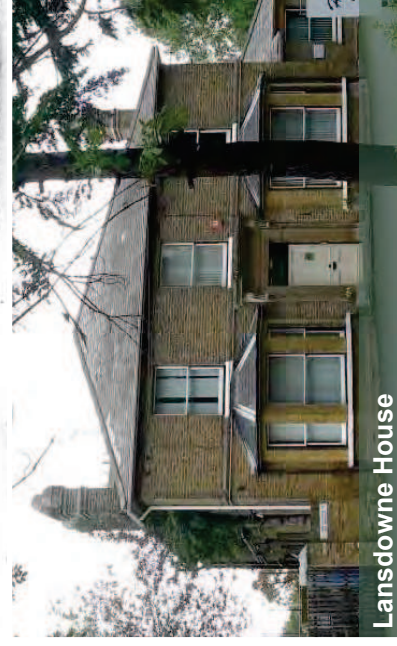
Apart from a very short section on the east boundary where it followed the River Crane, the ancient parish followed no natural features. It was quite small, comprising only 1420 acres and was roughly the shape of an elongated diamond, three miles long from north to south and only one mile across at its widest point.

The first recorded mention of Harlington was in the year 851 AD, when the transfer of a plot of land at Botwell in Hayes referred to the fact that it was bounded on the south by Hygeredington. In the Domesday Survey of 1086, it is recorded as Herdintone; this also records Dallega– the modern Dawley, as another Manor in the parish.

The origins of the two names are said to be ‘Hygered’s tun’ (from an Anglo– Saxon personal name and ‘tun’ meaning an enclosure) and Old English ‘dal’ meaning dole (i.e. part or share) and ‘leah’ meaning a clearing.

In the past, apart from the public buildings, the High Street was bordered by large houses standing in their own grounds, interspersed with more modest houses and cottages. Only one of the larger buildings (Lansdowne House) now remains. All of the others, together with the larger cottages, were demolished in the 1950s and 1960s, and replaced by new houses at a higher density. This post-war development was set back from the High Street. Although this changed the layout and appearance of the village, the traditional design and open setting of these buildings, together with the surrounding Green Belt land, still contribute to its semi-rural village character.

Appendix 2 includes a short history of some of the key personalities who played a role in the development of Harlington, compiled by Philip Sherwood. Appendix 3 also includes some sources of information on the history of Harlington.



6. Spatial analysis

Through routes

The High Street is the key route through the heart of the Conservation Area. The spaces leading from it, The Green at the south, the miniature railway in the centre and the churchyard and open land to the north are important features, which soften its appearance and form a back drop to the development along the High Street.

Key views

The north-south views along the High Street within the Conservation Area are important, but in general they show little of quality. Notable exceptions are the view south from the roundabout by the Red Lion Public House looking towards The Green and north from outside the White Hart Public House towards the church.

The view from the south looking into the Conservation Area creates a pleasant gateway to it.

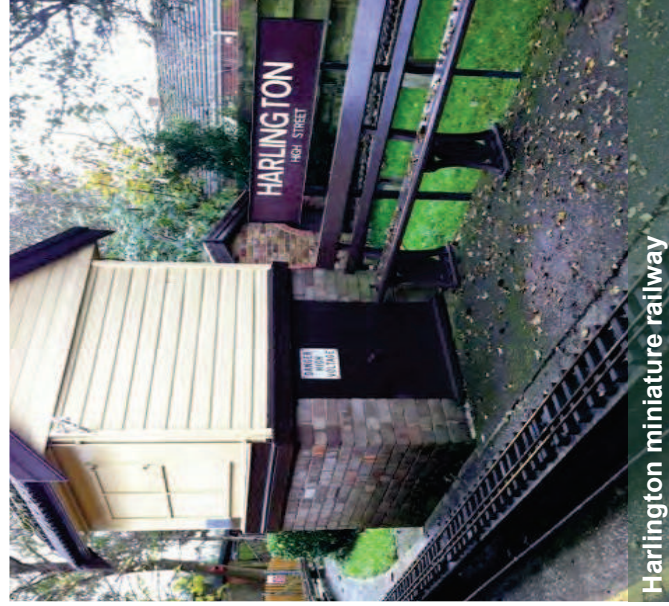
The views north and south along St. Peter's Way are semi-rural in

character because of the large numbers of trees and the overgrown hedges to the east of the road.

Some east-west views into and out of the Conservation Area are pleasant, for example, those looking west from Manse Close, east from Sipson Lane, east into Brickfield Lane, and west along Victoria Lane and Sipson Lane. A number of the key views and vistas within and from outside of the Conservation Area, as well as landmarks, are illustrated at MAP 2.



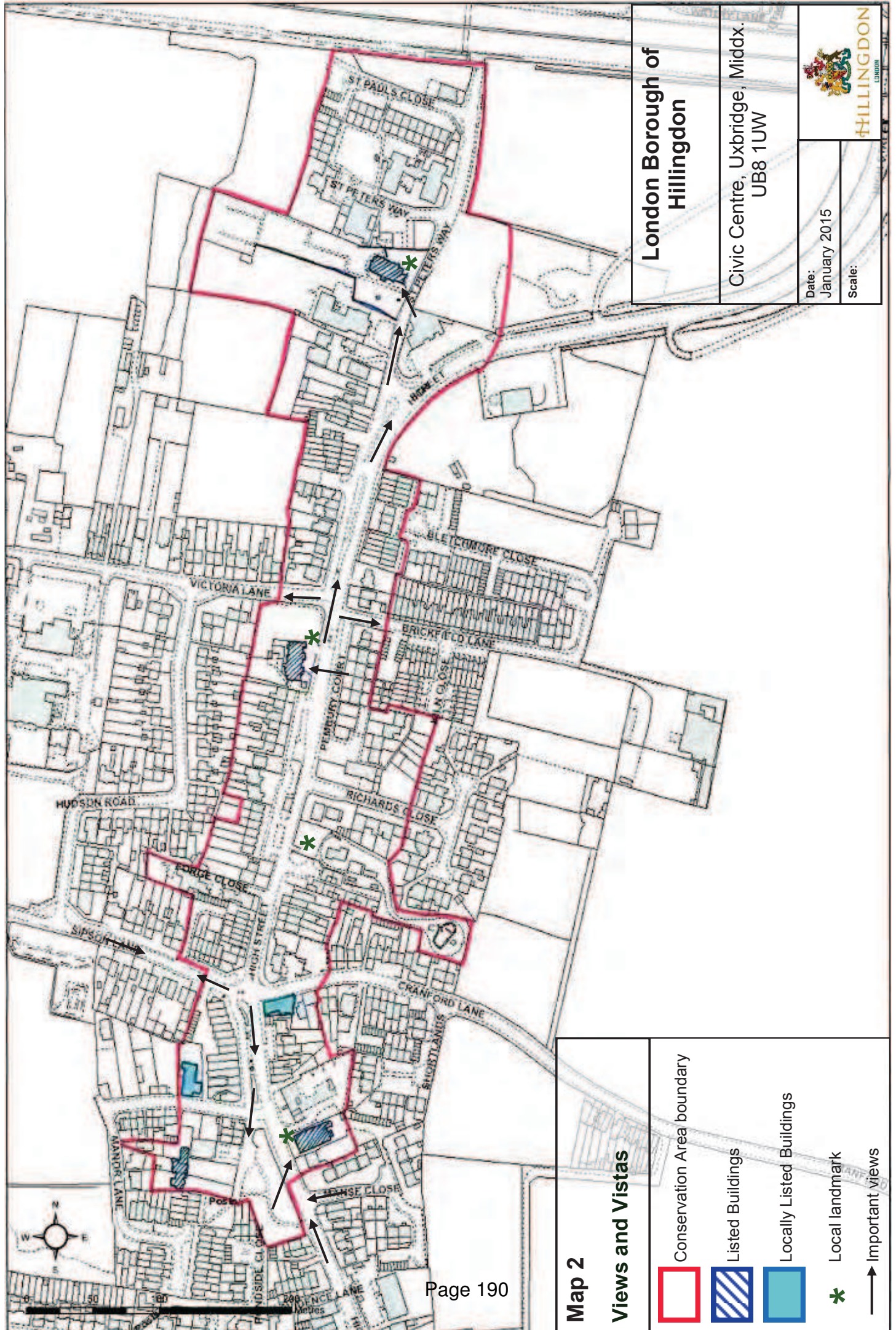
The Red Lion PH, High Street, a Locally Listed Building



Harlington miniature railway



View of The Green and looking north along the High Street



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Map 2
Views and Vistas

- Conservation Area boundary
- Listed Buildings
- Locally Listed Buildings
- * Local landmark
- Important views

7. Character analysis

7.1 Architectural quality and built form

Harlington village comprises a distinct collection of early farm buildings, public houses, places of worship and dwellings arranged along the High Street. These are interspersed with later development, illustrating the gradual expansion and piecemeal growth of the area over a long period of time, from a rural village to a suburb. This gives the Conservation Area a varied character, with buildings of different ages, styles and architectural detailing.

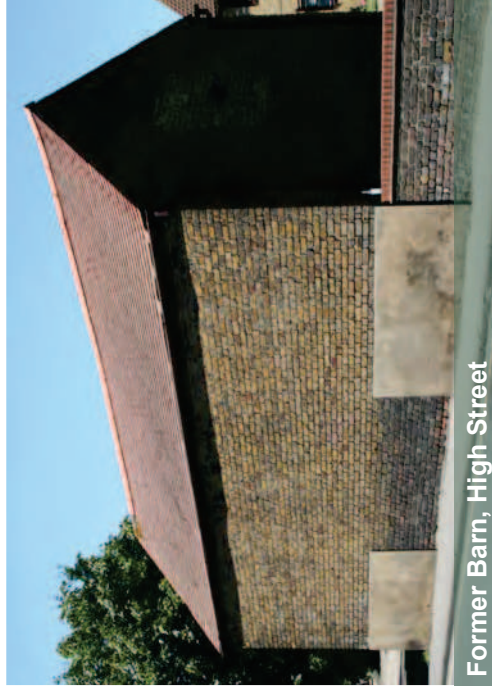
The most architecturally and historically significant buildings are those that are statutory listed. The Parish Church of St Peter and St Paul's (Grade I) is a landmark building of exceptional significance. It dates from the 12th century with later additions, including the 14th century chancel, 15th century tower and north aisle added as part of late 19th century 'restoration'.

Other early Listed Buildings include numbers 268-272 High Street and the White Hart Public House (both Grade II), dating from the late 17th and 18th centuries. The weather-boarded Manor Farm Barn, located off Manor Lane (Locally

Listed) constructed with a brick base and stout queen post roof trusses, also dates from this period and is evidence of the area's rural past.

There are also a number of 19th century buildings that illustrate this phase of growth and the beginnings of the urbanisation of the village. Notable buildings include the local landmark Baptist Church on the High Street. This Grade II Listed Building presents a distinctive and ornate frontage to The Green in stucco render over brickwork. It features rustication, pilasters and round-headed windows, and is topped with a pedimented gable.

The Red Lion Public House is Locally Listed and occupies a prominent position at the corner of the High Street and Cranford Lane. It is an historic building that adds interest to views within this part of the Conservation Area, with a decorative hanging sign, deep eaves, attached outbuildings and clay tile finials.



Former Barn, High Street



Harlington Baptist Church

Almost all the buildings within the Conservation Area, of whatever date, are brick built, although there are examples where some have been rendered or painted, in part or whole. The older buildings are mostly constructed of yellow/brown local London stock bricks, but a wider range of colours, mainly reds, have been used for the later post-war construction.

The majority of the residential properties are two-storey, and have varied roof-lines. Some houses have, however, been unsympathetically extended, with either overlarge dormers, or hipped roofs changed into gable ends. This is most noticeable where the changes affect only one of a pair of semi-detached houses. Nevertheless, there is still a general uniformity to the built form emanating from the traditional domestic appearance, style and layout of the dwellings on the High Street. The brick construction, red tiles and slate roofs, give a polite, informal and modest appearance to the Conservation Area.

The original property boundaries were close to the High Street – examples are the Baptist Church and the Manse, and the two public houses. However, the post-war development has generally been set back from the road, in some places creating secondary access roads.

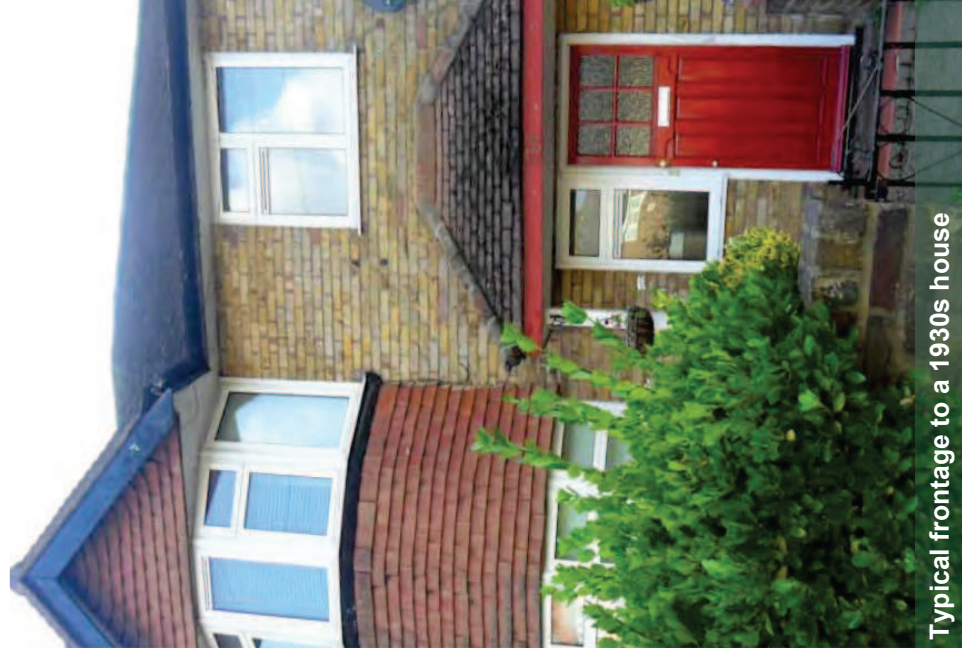
North of the roundabout on the east side of the High Street are several lengths of high brick walls that provide enclosure to the street and are a feature of the area. Similarly, the mature trees in front of them and overhanging greenery softens the appearance of the street.

At the far north of the Conservation Area, the High Street is bounded by a section of scrubby land, un-kept and semi-rural in character. In contrast, the car-related business just south east of the Parish Church have a commercial, unsightly and gritty appearance. However, their low lying form permits extensive and picturesque views of the church tower and mature trees beyond.

The general uniformity of scale and form within the area emphasises the few overlarge exceptions, for example, the block of flats (Felbridge Court) and the modern maisonettes above the parade of shops. These buildings stand out and detract from the character and appearance of the street scene. Much of the later 20th century building has, however, had at best, a neutral effect on the appearance of the Conservation Area. Furthermore, the in-filling of the more recent development has resulted in the closing of many of the gaps between buildings that existed previously.

Infill development between the properties

along the High Street and construction of large outbuildings in small gardens has, over time, markedly changed the nature of the former village. It is important not only to maintain what remains of the village character, but to prevent encroachment on the later, established, and uniformly designed street layouts.



Typical frontage to a 1930s house

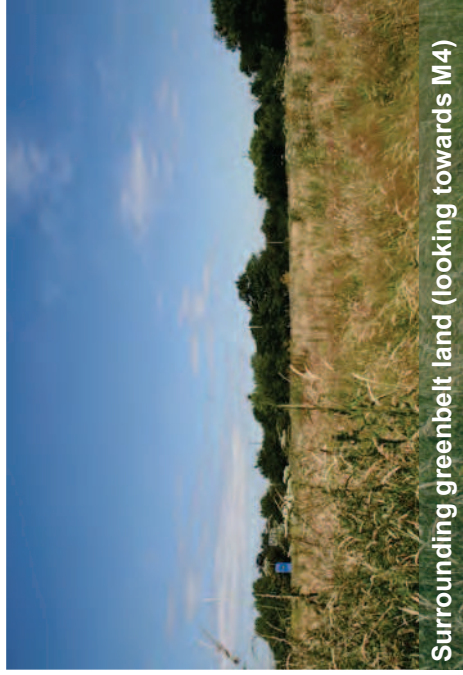
7.2 Public realm, green spaces and landscape

Buildings and mature trees help to enclose The Green at the southern end of the Conservation Area. This is a significant historic open space. More could be made of The Green and the southern entrance to the Conservation Area .

The green open space and trees within the churchyard and the miniature railway are also important contributors to the character and interest of the Conservation Area. Similarly, the mature trees along the High Street and those within gardens help to define the setting of Harlington Village.

MAP 3 identifies significant green areas and trees within the Conservation Area. This shows that publicly accessible open space is at a premium within the area and highlights the contribution made by the spacious and open settings of some of the more visually important buildings in the area.

MAP 4 illustrates features in the public realm and other positive townscape contributors including some old-style lamp posts. It also highlights an unfortunate array of ad-hoc street furniture in front of the parade of shops, requiring rationalisation.



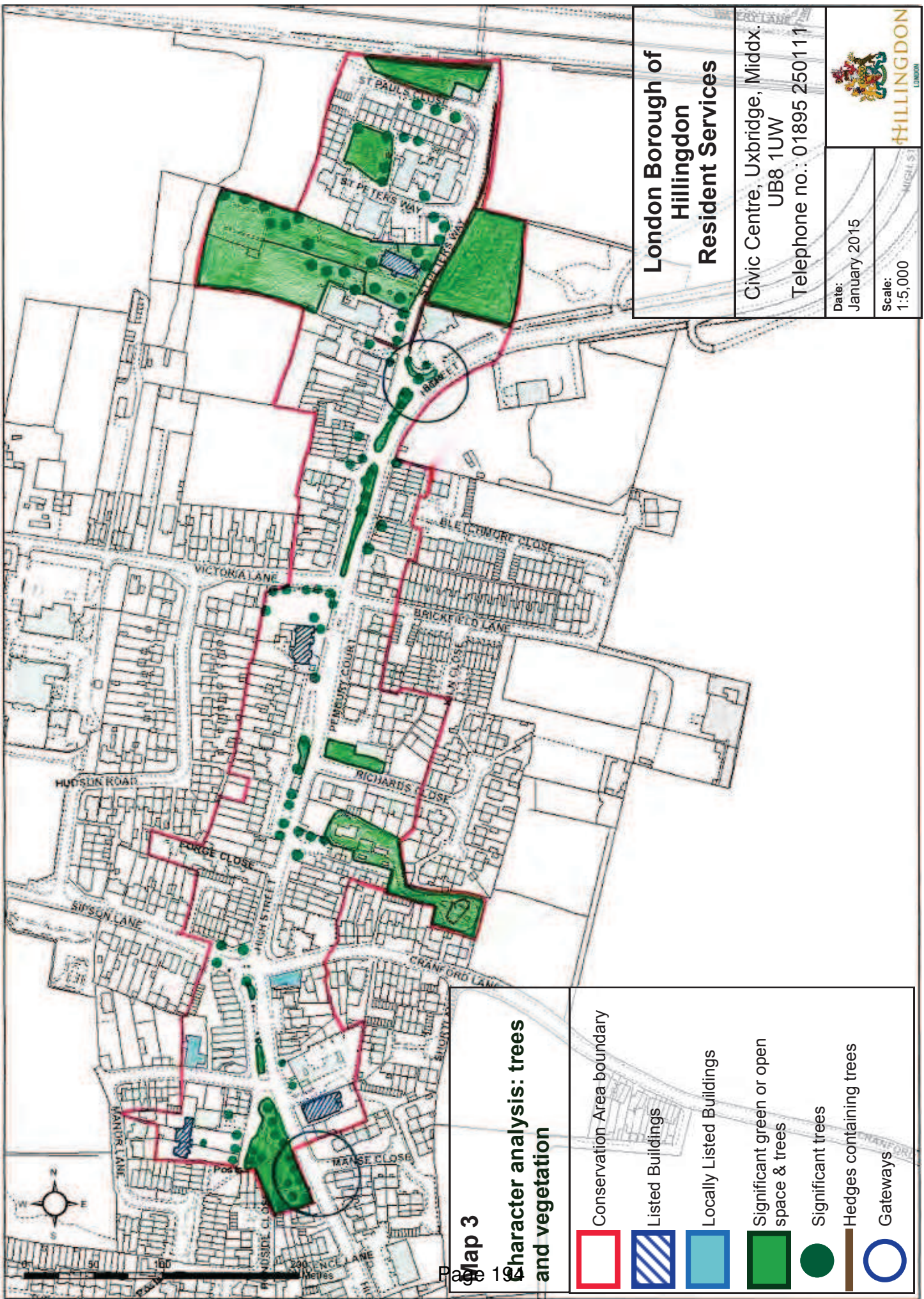
Surrounding greenbelt land (looking towards M4)










St Peter & St Paul's churchyard



The Green



Map 3
Character analysis: trees and vegetation

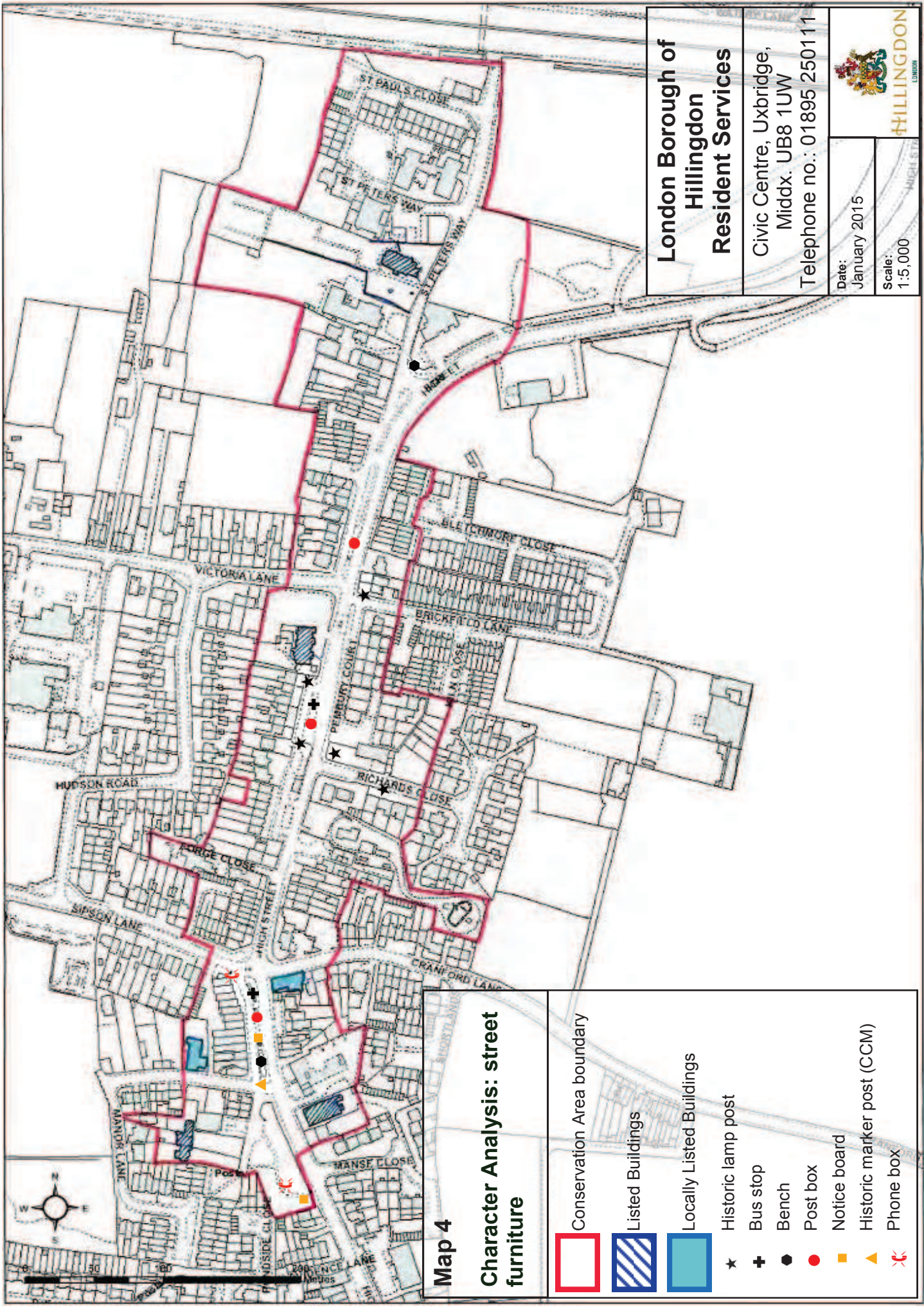
-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings
-  Significant green or open space & trees
-  Significant trees
-  Hedges containing trees
-  Gateways

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Date: January 2015
 Scale: 1:5,000





Map 4

Character Analysis: street furniture

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings
-  Historic lamp post
-  Bus stop
-  Bench
-  Post box
-  Notice board
-  Historic marker post (CCM)
-  Phone box

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Scale: 1:5,000



7.3 Positive Contributors

A number of the buildings or features within the Conservation Area make a positive contribution to its significance, character and appearance. Some have already been identified and are either Listed Buildings or buildings included on the Local List of Buildings of Architectural or Historic Importance.

Listed Buildings

Listed Buildings within the Conservation Area are identified in Appendix 1.

Locally Listed Buildings

Buildings within the Conservation Area, which have been included on the Local List of Buildings of Architectural or Historic Importance are identified in Appendix 1.

In addition, there are a number of buildings and structures which also make a positive contribution to the appearance of the Conservation Area. Other structures may not be so architecturally important, but have shaped the history of the village and are valued by local people. These buildings and structures are also a link to the past and provide a sense of continuity and stability as they have the reassurance of the familiar.

For these reasons they should be recognised for their architectural, townscape significance or historic value.



One of a group of historic houses located close to The Green

It is therefore proposed that these are included within the London Borough of Hillingdon's Local List of Buildings of Architectural or Historic Importance. These are listed at paragraph 10.3 and also identified on MAP 5

Other positive contributors' include the following, but are not recommended for the Local List.

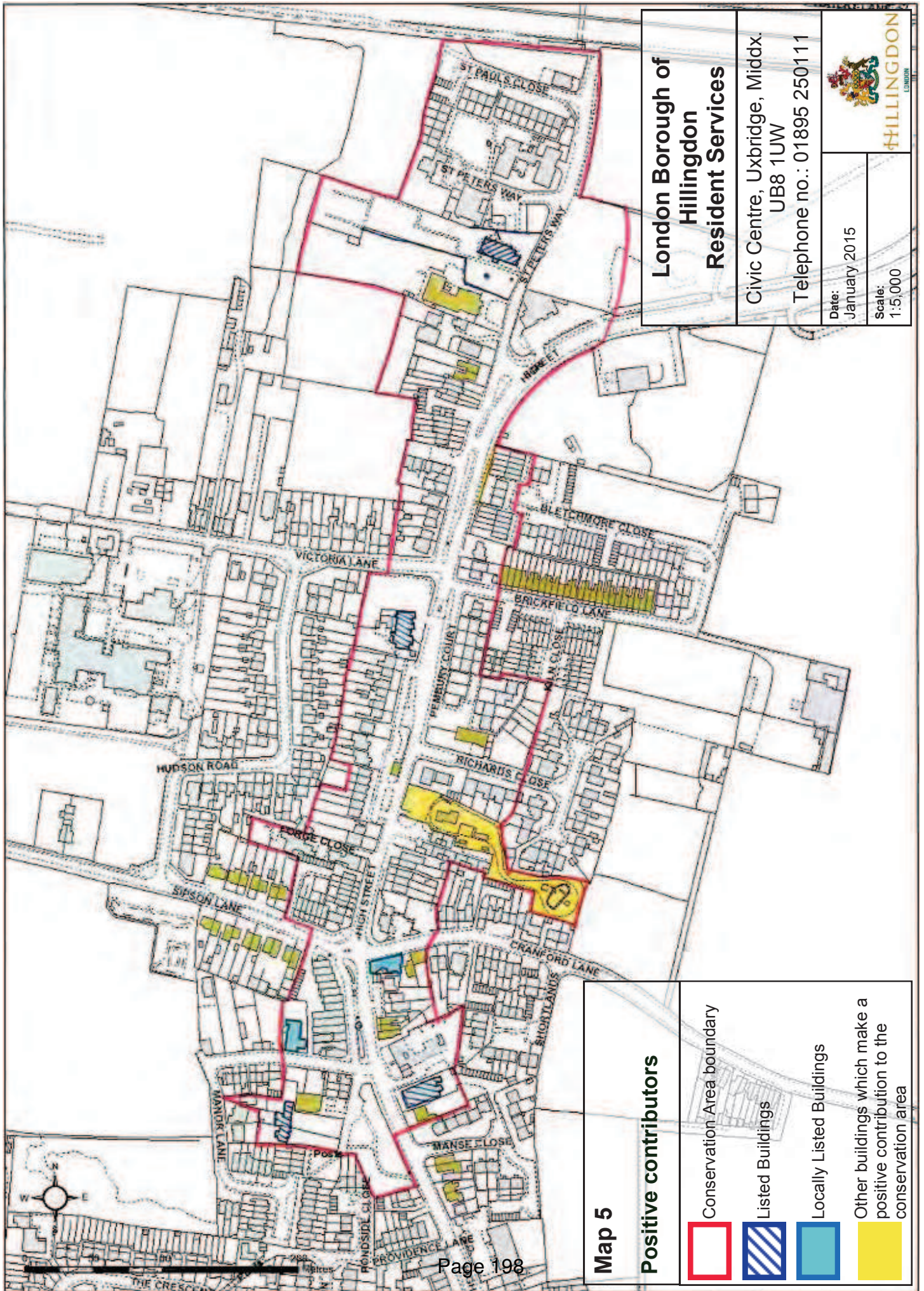
- Brick boundary wall to High Street (to the rear of Numbers 43-73 Bletchmore Close)
- Edwardian terrace housing featuring red brick string courses and slate roofs: Numbers 1-24 Brickfield Lane (outside Conservation Area)
- Well preserved inter-war semi-detached houses: Numbers 2-14 Sipson Lane (outside Conservation Area)
- Former barn and Victorian house: Numbers 2-4 Cranford Lane
- Edwardian properties detailed with terracotta ridge cresting: Numbers 299-303 High Street
- Handsome villa-style properties: Numbers 333-335 High Street (outside Conservation Area)



Historic road traffic hazard sign, Grade II Listed



Miniature railway, High Street, 1920



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Date: January 2015
 Scale: 1:5,000



HILLINGDON
COUNCIL

Map 5

Positive contributors

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings
-  Other buildings which make a positive contribution to the conservation area

8. Challenges, pressures and capacity for change

Problems and pressures in the area include:

1. The on-going threat posed by the third runway and expansion at Heathrow Airport has had (and continues to have) a negative effect on Harlington, reducing property values and investment in the area.
2. A lack of community cohesion within the area as a result of the dispersed character of the settlement and changing uses. There is also a lack of awareness of the designation of Harlington Village as a Conservation Area.
3. Inappropriate new development on infill or backland sites affecting the character or appearance of the Conservation Area and the Green Belt.
4. The unkempt appearance of the two commercial garage premises located on either side of the road, at the northern gateway to the Conservation Area.
5. Unsympathetic alterations to buildings which have included:
 - poorly carried out repairs using inappropriate materials and methods

- the loss of original fabric, materials and details, together with inappropriate replacement metal or plastic framed windows and doors
- the painting, or cement rendering of traditional brickwork, replacement concrete roof tiles and the removal of chimney stacks and pots
- the installation of inappropriately-sited satellite dishes and TV aerials
- overlarge, or inappropriately designed, side and roof extensions
- the loss of traditional boundary treatments and soft landscape within front gardens.

6. The loss, or reduction of, garden spaces to the rear of houses through the construction of large outbuildings.

7. The poor maintenance of public spaces, including hard and soft landscaping.

8. The poor quality of floorscape and street furniture within the Conservation Area. Overall, there is a clutter of poorly designed, located and uncoordinated street furniture, including signage.

9. The harmful impact of the high volume and speed of traffic along the High Street.

10. Degraded and deteriorating Green Belt land within and adjoining the Conservation Area.



Green Belt land within the Conservation Area



Motor vehicle garage, High Street

9. Boundary review

The Conservation Area contains a number of properties, building groups and green spaces of a high quality, value and great character. The overall intention in suggesting alterations to the Conservation Area boundary is to include additional open green areas, structures or buildings that make a positive contribution to its character. They also form part of the history and development of Harlington. These changes are illustrated in MAP 6 and set out below.

- **Include the area of open land bounded by the M4 to the north, St Peter's Way to the west and the High Street to the south and east:** The view south west to the Parish Church from the bridge over the M4 is important and this area forms a significant green buffer to the Conservation Area. Amending the boundary to include this area would help to protect this long view and the wider landscape setting of the St Paul and Peter's Church.

- **Include the terraced cottages on the north side of Brickfield Lane (numbers 1-24):** These turn of the century cottages retain much of their original architectural character and detailing, including bracketed porch canopies and chimneys. They play a significant role in the history of the village. Although few original windows survive, the replacements are mainly

sympathetic; there are no obvious additions in the roofs, and only one added porch. The view from the High Street along Brickfield Lane is attractive and as such this terrace should be included within the Conservation Area.

- **Include the semi-detached houses along Sipson Lane (numbers 2-24 & 7-25):** These inter-war houses reflect the earlier, more spacious character of Harlington, and would thus be a beneficial addition to the Conservation Area. They are robust, retaining original elements, plan form and feature double-height, semi-circular bay windows. Remarkably, the houses on the north side of the road retain their original front doors. The group of trees on the north side of Sipson Lane also creates a green gateway to the Conservation Area.

- **Include numbers 327-335, High Street:** These properties form part of the early development of Harlington and retain much of their original character and features. They overlook and help to enclose this part of the High Street. The Green would be enhanced if the Conservation Area was extended to include these properties. This addition would safeguard the southern gateway to the Conservation Area and provide a frame to the view along the High Street.



Brickfield Lane



Sipson Lane



333-335 High Street

10. Proposals

10.1 General Proposals

1. The installation of appropriate signage, announcing entry to the Conservation Area near the key gateways into the area.
2. Improved design, and the rationalisation of the location and amount of street furniture within the Conservation Area.
3. Regular and appropriate maintenance of street trees and trees within public open spaces.
4. Additional traffic calming measures to enhance pedestrian appreciation of the Conservation Area.
5. Preparation of a Management Plan setting out policies and guidance to ensure the Conservation Area retains the qualities that led to its designation.

Policies to be considered:

- The protection of views of the Parish Church tower looking west from the north end of the High Street and from the bridge over the M4.
- To discourage infill development along the High Street, in order to maintain important gaps between buildings.
- The protection of existing open garden spaces from further development.

10.2 Enhancement proposals

Environmental improvements to The Green; to enhance its appearance and attract new uses as a focal point for the community. This should include new hard landscaping, improved planting and replacement street furniture. Plus, the replacement of the plaque, now lost, that was installed on the Green in 1977.

- Old Baptist Church (now Frank Peace Hall), High Street– surviving elements of the first Baptist Church built in Harlington in the 18th century.
- Number 323 High Street– built as the Manse to Harlington Baptist Church.

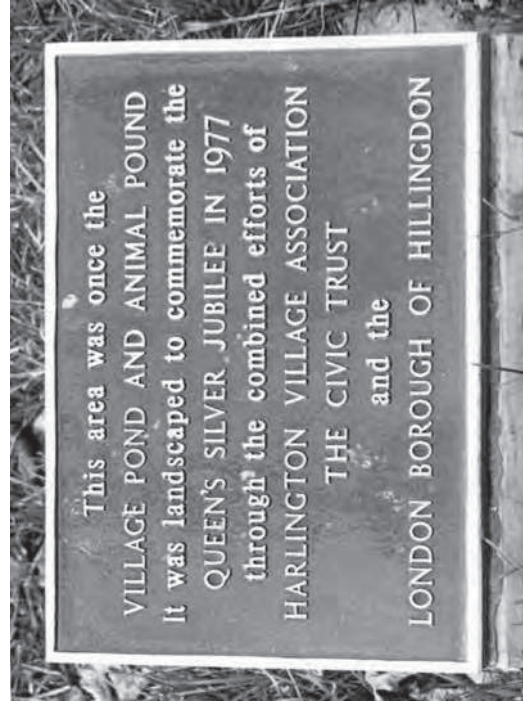
There are no proposed deletions to the Local List

10.3 Proposed additions to the Local List

- Lansdowne House, St Peter's Way– a fine large Victorian house within the village, typical of many that have now been lost.
- Numbers 96-98 High Street– a well preserved and attractive pair of Victorian houses.
- Scout Hut, High Street– of historic interest as a converted former agricultural barn.
- Harlington miniature railway and associated structures– an unusual and distinctive local feature and an attraction within the village, established in the 1920s.
- Garages, High Street (opposite Shackles Court) - of historic interest as a converted former agricultural building.

10.4 Boundary changes

A number of additional properties, building groups and green spaces of high quality are proposed to be included within the Conservation Area. These changes are listed on page 24 and illustrated in MAP 6.



Plaque on The Green, now lost

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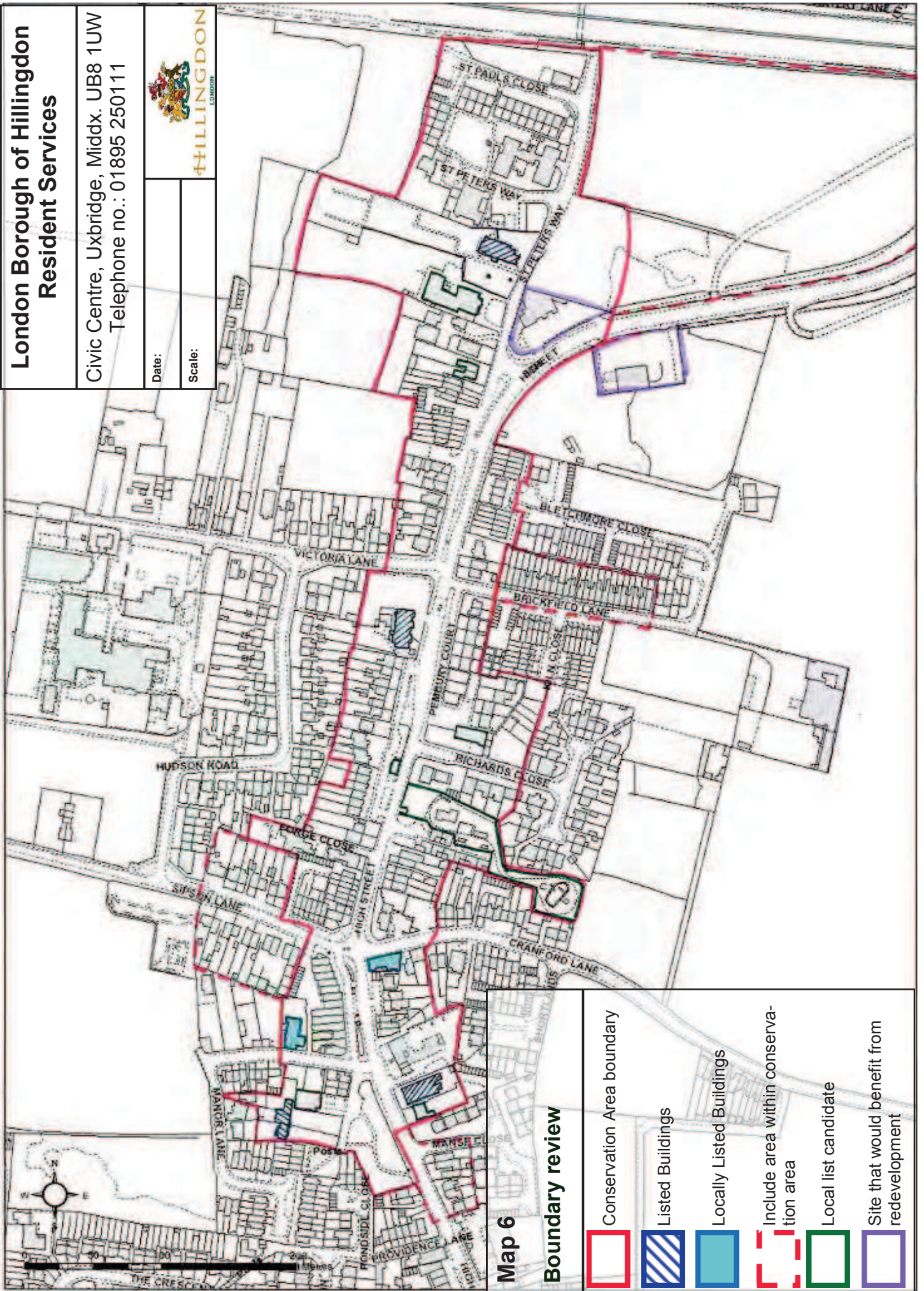
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Date:

Scale:









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Map 6

Boundary review

-  Conservation Area boundary
-  Listed Buildings
-  Locally Listed Buildings
-  Include area within conservation area
-  Local list candidate
-  Site that would benefit from redevelopment

Appendix 1: Audit of Heritage Assets

Statutory Listed Buildings:

- Church of St Peter and St Paul's, St Peter's Way– Grade I
- Monument to William and Elizabeth Brookes in Churchyard of Parish Church, St Peter's Way– Grade II
- Walls to North of Parish church, St Peter's Way– Grade II
- Wall to South of Parish Church, St Peter's Way– Grade II
- The White Hart PH, high Street– Grade II
- Harlington Baptist Church, High Street– Grade II
- Numbers 268-272 High Street– Grade II
- Traffic Caution Sign, Boundary between 226 and 228 High Street, Harlington– Grade II

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Local List of Buildings of Architectural or Historic Importance (Locally Listed):

- The Red Lion PH, number 287 High Street
- Manor Farm Barn, Manor Lane

Appendix 2: Local personalities from history

William Byrd (1543 - 1623)

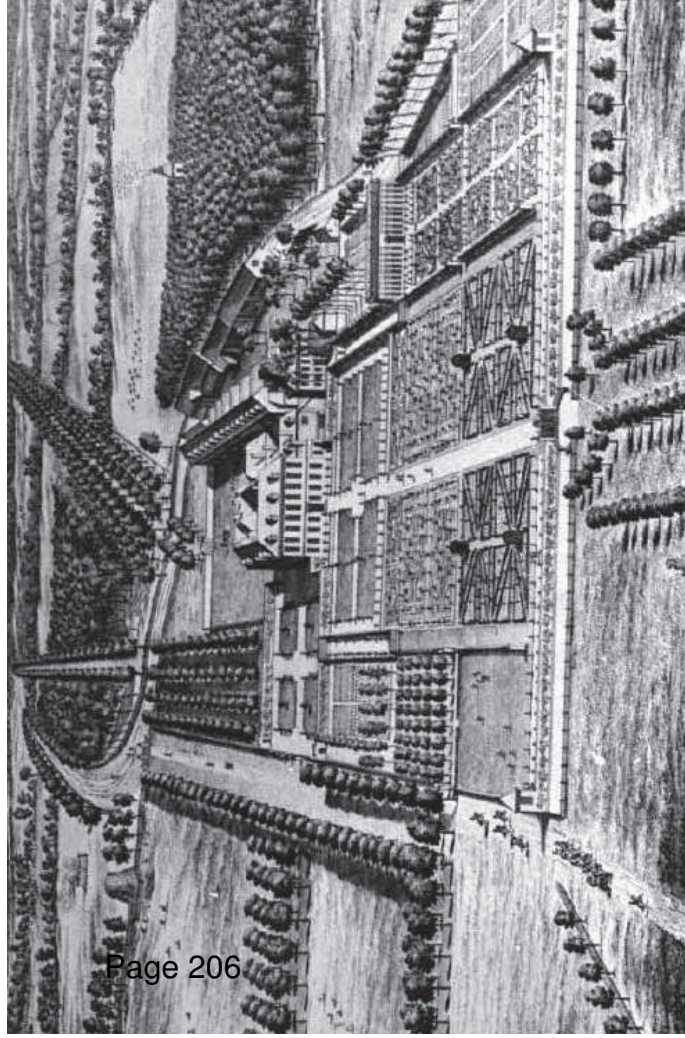
William Byrd, now regarded as the greatest of Tudor composers, lived in Harlington from 1577 to 1592. He and his wife were both Catholics and it is because of this that we first learn of his presence in Harlington. The Middlesex Sessional Rolls record that “on 18th March 1577 a bill was served against Juliana Byrde wife of William Byrde, gentleman of Harlington, for not going to church, chapel, or any usual place of common prayer”. The reason for Byrd’s choice of Harlington was probably partly because it was midway between London and Windsor and partly because he could live in relative obscurity, where his Catholic faith would not be noticed too much. It is only because of his continual prosecutions for failure to attend the church that anything is known about Byrd’s life in Harlington.

The Bennet Family

The Bennet family owned the manors of Dawley and Harlington from 1607 to 1724 and lived in the manor house at Dawley. The best known member of the family is Henry Bennet (1618-1685), he was born at Saxham in Suffolk in 1618, although numerous authorities record him as having been born at Dawley. Thus, Samuel Pepys on his return from a visit to Swakeleys at Ickenham on 7th September 1665 in company with a Mr. Povy , records in his diary “A most pleasant journey we had back. He (Povy) showed me my Lord Arlington’s house that he was born in a town called Harlington”.



On the restoration of the monarchy in 1660, he entered politics and was created Lord Arlington in 1663 and Earl of Arlington in 1672. He had fully intended to take the name of the parish where he lived as a boy for his title but presumably, like so many modern-day locals, he failed to aspirate the first letter and so became Arlington. Despite his objections, the College of Heralds refused to change the title from Arlington back to what he intended. He owned land in Mayfair and in Virginia, and gave his name to Arlington Street and what was to become the Arlington National Cemetery in Washington. But for his sloppy pronunciation, these would both be called Harlington.



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Henry St. John, Viscount Bolingbroke (1678-1751)

Bolingbroke was the most illustrious of the owners of the manors of Harlington and Dawley. He entered Parliament in 1701 as the Tory member for Wootton Bassett and was Secretary of State for War from 1704 (when he was only 26 years old) until 1708. In 1710 he became Foreign Secretary and shared the leadership of the party with Robert Harley

After intriguing successfully against Harley, he was plotting a Jacobite restoration when Queen Anne died in 1714. In fear of his life, he fled to France where he remained until 1723 when he obtained permission to return to England on condition that he took no further active part in politics. Although he had been stripped of his title and barred from the House of Lords, he continued to be known as Bolingbroke for the remainder of his life.

His purchase of Dawley from Charles Bennet in 1725 allowed him to acquire a country mansion not too far from London where, despite the ban on political activities, he could play a covert role in opposing the government of Robert Walpole. Whilst in Bolingbroke's possession, Dawley was a centre of political intrigue and literary activity with Alexander Pope, Jonathan Swift, John Gay, Oliver Goldsmith, John Dryden and the French philosopher Voltaire among the many visitors.

Bolingbroke eventually tired of Dawley and he sold it in 1735; after several owners of only passing interest, it ended up in the possession of the Earl of Uxbridge. The Earl was a member of the Paget family, who also owned the neighbouring manors of West Drayton and Harmondsworth.

Appendix 3: Sources of information on the history of Harlington village

- Wood. J. (1984) *Harlington Village Trail*, Uxbridge: Hillingdon Libraries
- Reynolds. S. (ed.), (1962) *A History of the County of Middlesex: Volume 3: Shepperton, Staines, Stanwell, Sunbury, Teddington, Heston and Isleworth, Twickenham, Cowley, Cranford, West Drayton, Greenford, Hanwell, Harefield and Harlington*, [online], Available: www.british-history.ac.uk
- Sherwood. P. (ed.) (1996) *Around Hayes and West Drayton in old photographs*, Stroud: Sutton Publishing
- Sherwood. P. (ed.) (1996) *Around Hayes and West Drayton in old photographs – A Second Selection*, Stroud: Sutton Publishing
- Sherwood. P. (ed.) (2002) *Around Hayes and West Drayton in old photographs – A Third Selection*, Stroud: Sutton Publishing
- Sherwood. P. (2006) *Around Heathrow Past and Present*, Stroud: Sutton Publishing
- Sherwood. P. (2002) *History and Guide to Harlington and Harmondsworth*, Stroud: Tempus Publications

Appendix 4: Planning policy context & status of the Appraisal

Planning Policy Context

- Statutory Duties and National Planning Guidance
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Town and Country Planning Act 1990
- National Planning Policy Framework 2012
- Planning Practice Guidance 2014

English Heritage Guidance

- ^{TP} ^{ag} ²⁰⁰ ⁰⁸ Understanding Place: Conservation Area Designation, Appraisal and Management 2011 (suite of documents)

Development Plans

- The current Development Plans for the area consists of the following:
- London Plan, 2011
- Hillingdon Unitary Development Plan, 1998 (saved policies 2007)
- Local Plan– Part 1

The Purpose of Conservation Areas

Conservation Areas were first introduced in the Civic Amenities Act of 1967. A Conservation Area is defined as an: “area of special architectural or historic interest, the character or

appearance of which it is desirable to preserve or enhance” . They are also defined as “designated heritage assets” in the National Planning Policy Framework 2012.

The aim of Conservation Area designation is to protect the wider historic environment. Areas may be designated for their architecture, historic street layout, use of characteristic materials, style or landscaping. These individual elements are judged against local and regional , rather than national criteria. Above all, Conservation Areas should be cohesive areas in which buildings and spaces create unique environments that are of special interest and are irreplaceable. The London Borough of Hillingdon has produced its own criteria for the designation of Conservation Areas, which is available online.

The responsibility for designating Conservation Areas falls to the local authority. Local authorities also have a statutory duty to review all their Conservation Areas periodically. English Heritage recommends that each area is reviewed every five years.

Conservation Area designation provides extra protection within these areas in the following ways:

- Consent is required for the demolition of buildings.
- Local Authorities have additional controls over some minor householder development normally considered as permitted development.
- Special provision is made to protect trees.
- When assessing planning applications, the local authorities must pay careful attention to the desirability of “preserving or enhancing” the character and appearance of the Conservation Area and its setting.
- The local authority can include policies in the Unitary Development Plan or Local Development Framework to help preserve the special character or appearance of Conservation Areas.

The Purpose and status of this Character Appraisal

The purpose of a Conservation Area Character Appraisal is to:

- Identify the significance of the designated heritage asset – i.e. the value of the asset to this and future generations because of its heritage interest – this may be archaeological, architectural, artistic, evidential or historic interest.
- Increase public awareness and involvement in the preservation and enhancement of the area.
- Provide a framework for planning decisions, to guide positive change and regeneration.
- Highlight particular issues and features, which detract from the character or appearance of the Conservation Area and which offer potential for enhancement or improvement through positive management.

The contents of this appraisal are intended to highlight significant features but should not be regarded as fully comprehensive and the omission, or lack of reference to a particular building or feature, should not be taken to imply that it is of no significance. This may only be fully identified at such time as a feature or building is subject to the rigorous assessment that an individual planning application necessitates. Similarly, the controls that apply to elements vary and in some instances, the items that have been identified as significant cannot be fully protected by planning legislation.

CARERS STRATEGY 2015-18

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Health and Housing
Officer Contacts	John Higgins, Adult Social Care Kevin Byrne, Administration
Papers with report	Item 1 - Carers Strategy 2015-18 Appendix A - Delivery Plan 2015-16 Appendix B - Consultation Report Appendix C - Carers Strategy Group Membership

1. HEADLINE INFORMATION

Summary	The report presents Cabinet with a refreshed Carers Strategy for the period 2015-18. Respective approval from the NHS will be sought by the Hillingdon CCG Governing Body in May 2015.
Contribution to our plans and strategies	Putting our Residents First: <i>Our People</i> The Carers Strategy supports priority three in the Health and Wellbeing Strategy of developing integrated, high quality social care and health services within the community or at home and is part of the implementation of the Care Act 2014.
Financial Cost	There are no direct financial costs associated with this Strategy. However, there will be more carers assessments being completed which will have financial implications.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

2. RECOMMENDATION

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 recommendation

The Carers Strategy 2015-18 is an important element of implementing the requirements of the Care Act 2014 and demonstrates what the Council, Hillingdon Clinical Commissioning Group (HCCG) and its partners are doing to support carers in Hillingdon. It also supports the Health and Wellbeing Strategy priority of developing integrated, high quality social care and health services within the community or at home.

Alternative options considered / risk management

An alternative option would be not to have a Carers Strategy and attempt to meet new statutory requirements with partners but not in a joined up or strategic way. This was rejected as not providing an effective way forward.

Policy Overview Committee comments

None at this stage.

3. INFORMATION

Supporting Information

According to Census 2011 there are over 25,000 carers in Hillingdon who provide unpaid support. Their contribution to the health and wellbeing of those they care for is significant. Carers say that supporting someone to live an independent life at home, in the community they know, can be very rewarding. However the cost to carers themselves can be considerable in terms of their own health, financial situation, employment position and independence.

The Carers Strategy sets out the Council and HCCG's joint vision and strategic aims for carers of people within the London Borough of Hillingdon. It also outlines a delivery plan for activity that the Council, HCCG and its partners will deliver over the course of the Strategy. This delivery plan will be updated on an annual basis and monitored by the Carers Strategy Group with updates to the Health and Wellbeing Board via the Health and Wellbeing Strategy performance report.

The Strategy builds on the Carers Commissioning Plan 2011-15, published in 2011 and shows how support will be delivered for those who help Hillingdon's residents to live independently in the community. The Strategy also covers the needs of young carers and replaces the Young Carers Strategy 2007-12.

The Carers Strategy has four priority areas based on what we want carers to be able to say, as shown in the foreword. The priority areas are:

- Health and Wellbeing;
- Financial circumstances including advice and information;
- A life outside of caring; and
- Recognition of the caring role.

The Strategy provides a definition of a carer, local and national carer specific demography, an overview of the National Carers Strategy, the services that we provide and the feedback from our own local carers. It is deliberately high level, reflecting National priorities and legislation.

Financial Implications

There are no direct financial costs associated with this Strategy. However, there will be more carers assessments being completed which will have financial implications.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Carers Strategy 2015-18 will demonstrate to residents and carers in Hillingdon, the Council's, HCCG and its partners' commitment to supporting carers and acknowledging the vital service they provide.

Consultation carried out or required

A full consultation programme has been completed to establish what unpaid carers in Hillingdon want and need to be healthy, happy and supported in their caring role. This has been carried out in partnership with HCCG, Hillingdon Carers and other voluntary organisations such as the Alzheimer's Society.

The consultation activity has centred around an online and paper based survey along with face to face drop-in's at Hillingdon Hospital, Uxbridge and Botwell libraries and at Carers Cafes. As at 31 March 2015, over 100 carers have provided feedback.

Results of the consultation are presented in the Strategy in Appendix B and have been the key building blocks upon which the activities in the delivery plan are built.

5. CORPORATE IMPLICATIONS

Corporate Finance

Whilst there are no direct financial costs associated with this Strategy, there will be more carers assessments being undertaken arising from the new responsibilities following the implementation of the Care Act. For 2015/16, the Council's approved budget contains new burdens funding provided to the council to support the implementation of the Care Act including funding for additional carers assessments and any care needs identified.

Legal

The Care Act 2014 and Children and Families Act 2014 both present major opportunities to improve local support for carers. The Care Act 2014 gives a duty to local authorities to identify carers' unmet needs as part of their preventative responsibilities and a duty to NHS bodies to cooperate with local authorities on its functions. The Children and Families Act 2014 requires local authorities to take steps to identify the extent to which there are young carers with unmet needs. Both Acts strengthen the entitlement to carers' assessments – for adults this involves removing the requirement to provide 'substantial' and 'regular' care before an assessment is provided.

6. BACKGROUND PAPERS

- Item 1 - Carers Strategy 2015-18
- Appendix A - Carers Strategy Delivery Plan for 2015-16
- Appendix B - Consultation and engagement results as at 31 March 2015
- Appendix C - Membership of the Carers Strategy Group

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"Supporting Carers in Hillingdon"

Strategy 2015 - 2018



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- 1. Foreword**
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- 3. Strategic aims**
- 4. Carers - definition and key facts**
- 5. National and legal context**
- 6. Services for carers in Hillingdon**
- 7. Consultation and engagement**

Appendix A Carers Strategy Delivery Plan 2015-16

Appendix B Consultation and engagement results as at 31 March 2015

Appendix C Membership of the Carers Strategy Group

1. Foreword

This Carers Strategy for 2015 to 2018 has been developed in partnership with local carers, the London Borough of Hillingdon, Hillingdon Clinical Commissioning Group, Hillingdon Carers, Central and North West London NHS Foundation Trust, Hillingdon Hospital NHS Trust and members of the Carers Strategy Group (membership to which is provided in Appendix C).

A number of significant changes have taken place recently as part of the Health and Social Care agenda. The Health and Social Care Act of 2012 is now business as usual with the Health and Wellbeing Board itself now firmly in place. The passage of the Care Act 2014 and Children and Families Act 2014 has set out to improve services and support, especially for carers.

In addition, closer integration of health and social care has moved further up the agenda with the development of joint work, for example under the Better Care Fund and in Mental Health and Children's services.

The strategy reflects the intentions of the Health and Wellbeing Strategy, which acknowledges the vital role of all carers and the support they provide.

Many carers don't see themselves as carers. It takes carers an average of two years to acknowledge their role as a carer¹. It can be difficult for carers to see their caring role as separate from the relationship they have with the person for whom they care, whether that relationship is as a parent, a son or daughter, or a friend.

It's likely that every one of us will have caring responsibilities at some time in our lives with the challenges faced by carers taking many forms. Many carers juggle their caring responsibilities with work, study and other family commitments. Some, in particular younger carers, are not known to be carers. They don't tell relatives, friends or health and care professionals about their responsibilities because of fear of separation, guilt, pride or other reasons.

This means that the sort of roles and responsibilities that carers have to provide varies hugely. They can range from help with everyday tasks such as getting out of bed and personal care such as bathing, to emotional support such as helping someone cope with the symptoms of a mental illness.

We want to enable our residents to recognise and identify their role as a carer so they know where to access the right support.

The vision we have for all carers of all ages in Hillingdon, is that we want our carers to be able to say:

- "I am physically and mentally well and treated with dignity"
- "I am not forced into financial hardship by my caring role"
- "I enjoy a life outside of caring"
- "I am recognised, supported and listened to as an experienced carer"

We extend our thanks and admiration to all our carers, those who are known to us and those that aren't. We are confident that through this Carers Strategy we will continue to bring improvements to the health and wellbeing of all carers living and caring in the London Borough of Hillingdon.

Cllr Philip Corthorne

Cabinet Member for Social
Services, Health and Housing

Dr Ian Goodman

Chairman, Hillingdon CCG

Cllr Judith Cooper

Carers Champion

Tony Zaman

Director of Adult Social Care
and Interim Director of
Children and Young
People's Services

2. Executive summary

According to Census 2011 there are over 25,000 carers in Hillingdon who provide unpaid support. Their contribution to the health and wellbeing of those they care for is significant. Carers say that supporting someone to live an independent life at home, in the community they know, can be very rewarding. However the cost to carers themselves can be considerable in terms of their own health, financial situation, employment position and independence.

This Carers Strategy sets out our vision and strategic aims for carers of people within the London Borough of Hillingdon.

The strategy provides a definition of a carer, local and national carer specific demography, an overview of the National Carers Strategy, the services that we provide and the feedback from our own local carers. It is deliberately high level, reflecting National priorities and legislation.

The Carers Strategy has four priority areas based on what we want carers to be able to say, as shown in the foreword. The priority areas are:

- Health and Wellbeing;
- Financial circumstances including advice and information;
- A life outside of caring; and
- Recognition of the caring role

The key messages from the consultation activity were that carers said they wanted a wider variety of respite opportunities, assistance and advice with finances and benefits, greater flexibility for GP and hospital appointments and one to one support.

To meet both national and local priorities identified in the development of this Strategy, the council will establish a programme of work in conjunction with voluntary sector partners to initially deliver the following:

- Increased assessment capacity across the borough to provide additional support to carers via the provision of on-line support through Connect to Support Hillingdon, in addition to telephone and face to face support.
- A review of the carers pathway and contract arrangements for carers services building on the feedback from carers through the consultation process and new Care Act responsibilities.

- Targeted communications campaign to increase awareness and take up of carers support/services - focusing on "hidden" and "young" carers.
- Increased capacity for carer support through ensuring mainstream and universal and existing health and social support services meet carers needs.

Finally, the strategy commits all the strategic partners to monitoring and delivering the actions identified through the Carers Strategy Delivery Plan. This plan will be reviewed and refreshed on an annual basis and we are committed to continue to consult on what carers identify as the main issues they face in their caring role.

3. Strategic aims

The Carers Strategy 2015-18 for Hillingdon builds on the Carers Commissioning Plan 2011-15, published in 2011 and shows how support will be delivered for those who help Hillingdon's residents to live independently in the community.

The strategy also covers the needs of young carers and replaces the Young Carers Strategy 2007-12. Their caring role must be acknowledged and appropriate action taken to ensure they are not providing significant and inappropriate levels of care. Young carers must be firstly treated as children and young people who are able to fulfil their own aspirations.

As important as supporting those residents who identify as carers, is assisting those who do **not** identify, to recognise their role and seek support if they need it.

The Care Act makes wellbeing a guiding principle for care and support. The principle applies equally to those in need of care and support and their carers. The Act is about meeting needs, rather than just about providing services.

The legislation recognises that ways of providing care and support and of promoting wellbeing, can be provided in many different ways, and that 'wellbeing' will mean different things for different people, depending on their circumstances, their needs, and what they want to achieve.

The principles behind the Care Act put the emphasis on the individual receiving or providing care, and on preventing or reducing the need for care and support:

- the individual is best-placed to judge their own wellbeing
- the individual's views, wishes, feelings and beliefs must be at the heart of any assessment
- preventing or delaying the development of needs for care and support and the importance of reducing needs that already exist
- decisions must have regard to all the individual's circumstances
- the individual should be allowed to participate as fully as possible in decisions about them
- the impact of an individual's needs on families and support networks should also be taken into account
- people should be protected from abuse or neglect, and any restriction on the individual's rights or freedom of action should be kept to the minimum necessary

The Care Act introduced a new set of rights and duties in relation to carers:

- For the first time carers will have the same legal rights as service users
- Local authorities will have a duty to assess carers who may have eligible needs
- Carers who meet eligibility criteria will have a right to a support plan and a personal budget
- Carers may be charged for services they receive in their own right
- Carers should be supported to retain and gain employment
- Carers will have new rights to be consulted on the cared for person
- Local authorities will have a duty to provide information and advice

The Children and Families Act 2014 requires local authorities to take steps to identify the extent to which there are young carers with unmet needs.

The Carers Strategy recognises that we need to find a different way to provide the greatest level of support i.e. through community based services rather than relying solely on social care resources. Identifying more people who are carers is expected to lead to a rise in demand for assessment, advice and support. As resources are increasingly under pressure, it is vital that we design the support we offer in line with the Care Act's principles.

We will work in partnership with carers and providers to achieve this while maintaining our commitment to the vision of high quality consistent care and support. We will promote equality and diversity to strive towards equity of access to services for all carers.

The strategy includes a detailed delivery plan to meet the priorities identified. This plan will be monitored quarterly by the Carers Strategy Group with updates to the Health and Wellbeing Board via the Joint Health and Wellbeing Strategy performance report and will be reviewed on an annual basis.

4. Carers - definitions and key facts

A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health issue or an addiction cannot cope without their support.

Young carers are children and young people between the ages of 5 and 18 who provide or intend to provide care, assistance or support to another family member who is disabled, physically or mentally ill, or has a substance misuse problem. They carry out, often on a regular basis, significant or substantial caring tasks, taking on a level of responsibility that is inappropriate to their age or development (Social Care Institute for Excellence (2005)).

Anyone can become a carer; carers come from all walks of life, all cultures and can be of any age. Many feel they are doing what anyone else would in the same situation; looking after their mother, son, or best friend and just getting on with it. Carers Trust

Hillingdon

- There are 25,905 unpaid carers in Hillingdon. Of these, 16,563 provide 1 to 19 hrs of care per week, 3,816 provide 20 to 49 hrs and 5,526 provide 50+ hrs.
Source: Census 2011
- The estimated value of carers' support is £442 million a year in Hillingdon alone. Source: "Valuing Carers 2011" Leeds University and Carers UK
- The Adult Social Care Outcomes Framework Carers Survey is completed biannually. From the 2012/13 survey, carers in Hillingdon gave the following feedback:
 - A score of 7.6 out of 12 for reported quality of life
 - 34% stated that they were extremely or very satisfied with social services compared to 35.2% for the rest of London
 - 66.3% stated that they were always or usually involved in the decision making process
 - 65.1% found it very easy or fairly easy to find information
- In 2013-14, the council and its partners carried out 515 carers assessments/ reviews. Of these, 15 carers were provided with services and 495 with advice.

The Hillingdon GP National Survey Data released in January 2015 identified the following:

- 7% of respondents had caring responsibilities of more than 10 hours per week,
- 3% stated they were providing more than 50 hours per week of support.
- A further 10% stated they were providing up to 10 hours support per week.

These responses are supported by the number of patients identifying themselves as requiring support to undertake a range of daily activities.

This data is refreshed every 6 months and a review of historical data supports the latest information.

The survey also notes a range of issues linked to Care Planning, access and information where improvements can be made.

In addition to this Hillingdon CCG has undertaken a range of engagement activities as part of its Integrated Care and Long term Conditions work, where carers have highlighted that improved and more responsive care for the person they look after will mean they have greater confidence in the NHS and thus feel more secure and have improved health and wellbeing as a result.

National

- There are around 5.4 million people in England who provide unpaid care for a friend or family memberⁱⁱ.
- Between 2001 and 2011, the number of unpaid carers has grown by 600,000 with the largest increase being in the unpaid care category, fifty or more hours per weekⁱⁱⁱ. This equates to 1.4 million people providing fifty or more hours of unpaid care per week^{iv}.
- Unpaid care has increased at a faster pace than population growth between 2001 and 2011^v and an ageing population and improved life expectancy for people with long term conditions or complex disabilities means more high level care provided for longer.
- Increasing hours of care results in the general health of carers deteriorating incrementally. Unpaid carers who provide high levels of care for sick, or disabled relatives and friends, are more than twice as likely to suffer from poor health compared to people without caring responsibilities, with nearly 21% of carers providing over 50 hours of care, in poor health compared to nearly 11% of the non-carer population^{vi}.
- Caring responsibilities can have an adverse impact on the physical and mental health, education and employment potential of those who care, which can result in significantly poorer health and quality of life outcomes. These in

turn can affect a carer's effectiveness and lead to the admission of the cared for person to hospital or residential care^{vii}.

- 84% of carers surveyed for the 2013 State of Caring Survey said that caring has had a negative impact on their health, up from 74% in 2011-12^{viii}.
- Carers attribute their health risk to a lack of support, with 64% citing a lack of practical support^{ix}.
- Carers make a major contribution to society. Estimates show that the care provided by friends and family members to ill, frail or disabled relatives is equivalent to £119 billion every year^x.
- 70% of carers come into contact with health professionals yet health professionals only identify one in ten carers with GPs, more specifically, only identifying 7%^{xi}.
- 66% of carers feel that healthcare staff don't help to signpost them to relevant information or support, and when information is given, it comes from charities and support groups^{xii}.

Young Carers

- The 2011 National Census indicated that there are 166,363 young carers, 20% up from 2001 (and widely believed to be an under-representation of the true figure; in 2010, a BBC and University of Nottingham survey suggested there could be around 700,000)
- One in 12 young carers is caring for more than 15 hours a week, and around one in 20 misses some school because of their caring responsibilities
- There is a fairly even split between the proportion of young carers aged 10–14 (41%) and 15–17 (46%); one in eight are under the age of ten
- Young carers are 1.5 times more likely than their peers to be from Black, Asian or minority ethnic communities, and twice as likely not to speak English as their first language
- The average income for families with a young carer is £5,000 less than for families who do not have a young carer
- There is no strong evidence that young carers are more likely than their peers to come into contact with support agencies

- Young carers have lower educational attainment at GCSE (equivalent to nine grades lower overall), and are more likely than the national average to be not in education, employment or training (NEET) between the ages of 16 and 19.

5. National and legal context

The national Carers Strategy

In November 2010 the government published Recognised, valued and supported: next steps for the Carers Strategy^{xiii}. This Carers Strategy endorses the vision and outcomes set out below.

Vision:

Carers will be universally recognised and valued as being fundamental to strong families and stable communities. Support will be tailored to meet individuals' needs, enabling carers to maintain a balance between their caring responsibilities and a life outside caring, while enabling the person they support to be a full and equal citizen.

Outcomes:

- Carers will be respected as expert care partners and will have access to the integrated and personalised services they need to support them in their caring role.
- Carers will be able to have a life of their own alongside their caring role.
- Carers will be supported so that they are not forced into financial hardship by their caring role.
- Carers will be supported to stay mentally and physically well and treated with dignity.
- Children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive and to enjoy positive childhoods.

Over the summer of 2010, the Department of Health asked for carers' views on what the priorities for the next four-year period should be. The following priority areas were identified:

- Supporting those with caring responsibilities to identify themselves as carers at an early stage, recognising the value of their contribution and involving them from the outset both in designing local care provision and in planning individual care packages.
- Enabling those with caring responsibilities to fulfil their educational and employment potential.
- Personalised support both for carers and those they support, enabling them to have a family and community life.

- Supporting carers to remain mentally and physically well.

Hillingdon Council, Hillingdon Clinical Commissioning Group and partners are committed to delivering against the above outcomes.

For more information on the National Carers Strategy, see the Carers UK website www.carersuk.org and the Department of Health website www.dh.gov.uk.

Legal

The Care Act and Children and Families Act both present major opportunities to improve local support for carers. The Care Act gives a duty to local authorities to identify carers' unmet needs as part of their preventative responsibilities, and a duty to NHS bodies to cooperate with local authorities on its functions. The Children and Families Act requires local authorities to take steps to identify the extent to which there are young carers with unmet needs. Both Acts strengthen the entitlement to carers' assessments – for adults this involves removing the requirement to provide 'substantial' and 'regular' care before an assessment is provided.

The Equality Act 2010 has also given carers new rights which mean that they cannot be directly discriminated against or harassed because they are caring for someone who is disabled. This would include being treated less favourably by employers, overlooked for promotion, or not allowed the flexibility they are legally entitled to request.

Local

This strategy has links to and supports the following local plans and strategies in Hillingdon:

- Joint Strategic Needs Assessment [Joint Strategic Needs Assessment](#)
- Joint Health and Wellbeing Strategy 2014-16
- Better Care Fund Plan
- SEND reforms plan
- Hillingdon Clinical Commissioning Group Long Term Conditions Strategy
- Hillingdon Clinical Commissioning Group and NHS Partners Integrated Care Programme
- Hillingdon Clinical Commissioning Group Primary Care Transformation Plan

6. Services for carers in Hillingdon

The London Borough of Hillingdon provides support for carers both directly and indirectly. During the financial year 2013-14, approx £4.5m was spent by the Local Authority on services including in-house respite, private and voluntary respite for children and adults, commissioned services and corporate grants.

In addition the Local Authority also funded day care and transport for social contact and respite for people living in their own/family home.

The range of services provided for carers in the borough is represented in the diagram below:



7. Consultation and Engagement

The Delivery Plan, as shown in Appendix A, has been informed by the results of a consultation programme to establish what unpaid carers in Hillingdon want and need to be healthy, happy and supported in their caring role. The activities have been identified and agreed by the Carers Strategy Working Group and reflect what the council, CCG and partners will do to support carers in Hillingdon over the next three years.

Phase One of the Carers Strategy Consultation was completed from January to March 2015 with Phase Two continuing from April to October 2015, when a report of the full consultation results will be produced. The ongoing consultation will inform future refreshes of the Delivery Plan to ensure it is accurately reflecting what carers need.

Phase One of the consultation comprised of the following participation opportunities:

- An online survey.
- A postal survey.
- Face to face surveys completed by Hillingdon CCG Customer Engagement Officers.
- Drop in consultation sessions at Botwell and Uxbridge Libraries, Hillingdon Hospital and Hillingdon Carers Advice Centre.
- A stall at the February 2015 Disability Assembly.
- Uxbridge Dining Club and the Hillingdon Carers Cafe at Christchurch in Uxbridge

The consultation was promoted in the following ways:

- Posters were displayed in Hillingdon's 22 libraries.
- Publicity letters and posters were shared with specialist Council run resource centres including Queens Walk and the Rural Activities Garden Centre.
- Publicity letters and posters were sent to over 30 partner organisations and community groups to share with those they work with and/or represent. Organisations included the Hillingdon CCG, CNWL, Healthwatch Hillingdon, Hillingdon Hospital, Hillingdon Carers, DASH and Age UK and community groups including residents associations and parent carers groups.

As at 31 March 2015, 123 responses were received from adult carers and 9 responses from young carers.

The initial results of the survey are presented in Appendix B.

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- ⁱ NHS Choices. (2014) *Understanding Carers* (online)
- ⁱⁱ Carers UK Policy Briefing. (2012) *Facts About Carers 2012* (online)
- ⁱⁱⁱ Office for National Statistics. (2013) *2011 Census Analysis: Unpaid Care in England and Wales, 2011 and comparison with 2001* (online)
- ^{iv} Carers UK Policy Briefing. (2012) *Facts About Carers 2012* (online)
- ^v Office for National Statistics. (2013) *2011 Census Analysis: Unpaid Care in England and Wales, 2011 and comparison with 2001* (online)
- ^{vi} Carers UK. (2004) *In Poor Health: the impact of caring on health* (online)
- ^{vii} Department of Health. (2012) *Assessment, eligibility and portability for care users and carers* (online)
- ^{viii} Carers UK. (2013) *The State of Caring 2013* (online)
- ^{ix} Carers Week. (2012) *In Sickness and In Health* (online)
- ^x University of Leeds and Circle. (2011) *New Approaches to Supporting Carers Health and Well-Being: evidence from the National Carers's Strategy Demonstrator Sites Programme* (online)
- ^{xi} Schonegevel, L. (2013) *Macmillan Briefing on Carers Issues* (online)
- ^{xii} NHS England & NHS Improving Quality. (2014) *Commitment for Carers: Report of the findings and outcomes.*
- ^{xiii} <https://www.gov.uk/government/publications/recognised-valued-and-supported-next-steps-for-the-carers-strategy>

Appendix A - Carers Strategy Delivery Plan 2015-16

This plan will be reviewed and refreshed on an annual basis to take into account the implementation of the Care Act 2014 and reflect changes in operational activity. The plan will be monitored by the Carers Strategy Group, co-chaired by LB Hillingdon and Hillingdon CCG, on a quarterly basis with updates to the Health and Wellbeing Board via the Joint Health and Wellbeing Strategy performance report. Performance indicators will be referenced when data is available in order to monitor ongoing performance.

Priority one: Cross-cutting and strategic activity			
Activity:	Lead:	Date:	Progress:
Increase assessment capacity across the borough to provide additional support to carers via the provision of on-line support through Connect to Support Hillingdon, in addition to telephone and face to face support	LBHillingdon	31 March 2016	
Review carers pathway and contract arrangements for carers services building on the feedback from carers through the consultation process and new Care Act responsibilities	LBHillingdon	31 March 2016	
Deliver a communications campaign to increase awareness and take up of carers support/services to include identifying "hidden" and "young" carers and a 'What would you do? Where would you go?' initiative to raise awareness for all residents who could become carers at any time. This will include using existing networks e.g. street champions newsletter and GP PPG groups, Public Health initiatives	LBHillingdon/ HCCG	31 March 2016	

Work with carers to develop co-produced material for carers which is timely, clear and concise to assist with the navigation of services available in the instances of immediate or gradual caring responsibilities. This will include legal, finance, respite, support and crisis and NHS services such as continuing health care, Procedures with a Threshold and Long Term Condition information	LBHillingdon/ HCCG	31 March 2016	
Increase capacity for carer support through ensuring mainstream and universal and existing health and social support services meet carers needs.	LBHillingdon	31 March 2016	
Develop a Carers Collaborative for the borough that promotes better coordination and collaboration between all organisations working with carers to deliver improved outcomes	Hillingdon Carers	31 March 2016	

Priority two: For carers to say "I am physically and mentally well and treated with dignity"

Activity:	Lead:	Date:	Progress:
Deliver a programme of workshops for young carers to include first aid, mental health, personal hygiene, dental hygiene and deliver a physical activity programme including new street dance activity.	Hillingdon Carers	31 March 2016	
Deliver a programme of physical activity sessions for carers including new sessions of dance and yoga.	Hillingdon Carers	31 March 2016	
Provide free counselling and advocacy service for carers.	Hillingdon Carers/ GP networks	31 March 2016	

Provide therapeutic care in partnership with British Red Cross.	Hillingdon Carers	31 March 2016	
Deliver 2 Health MOT days per year so carers can access health professionals face to face. Target of 50 per event	Hillingdon Carers	31 March 2016	
Design an online 'Life Planning Support' checklist to support carers in considering long term plans.	LBHillingdon/CCG	31 March 2016	
Review Emergency Plans so they are more carer friendly.	LBHillingdon	31 March 2016	
Deliver GP Health Checks and Flu Jab programmes for carers	GP networks/ integrated care provider	31 March 2016	
Deliver End of Life planning and support at the appropriate time	CCG/ NHS providers/ third sector providers	31 March 2016	

Priority three: For carers to say "I am not forced into hardship by my caring role"

Activity:	Lead:	Date:	Progress:
Deliver a workshop programme to cover budgeting and financial management for young carers.	Hillingdon Carers	31 March 2016	
Develop a new E-HANCE Transition programme for 17-24 year olds to prevent them becoming NEET: <ul style="list-style-type: none"> • Support for young adults to access training, apprenticeships, further education and qualifications • Training and mentorship • Development of individual support plans 	Hillingdon Carers	31 March 2016	

Maximise carer income through: <ul style="list-style-type: none"> • Benefit advice • Help to claim benefits • Help with appeals • Representation at tribunal 	Hillingdon Carers	31 March 2016	
Coordinate and share employment related activities and training opportunities available to carers.	LBHillingdon	31 March 2016	
Promote eligibility for carers allowance and right to CHC/nursing allowance assessment/ equipment.	LBHillingdon/CCG	31 March 2016	

Priority four: For carers to say "I enjoy a life outside of caring"

Activity:	Lead:	Date:	Progress:
Continue to develop a range of social activities for young carers, including School holiday activity programmes, Young Carers Plus social programme (for young people dealing with adults with mental health, alcohol or substance misuse issues) and a new Family Time social programme.	Hillingdon Carers	31 March 2016	
Extend social programme of trips and activities, including arts for Carers programme, whole family working and pamper days at Uxbridge College.	Hillingdon Carers	31 March 2016	
Promote carers assessments to ensure appropriate and sufficient respite is provided to meet the carers needs including overnight and weekend respite.	LBHillingdon	31 March 2016	

Explore options to extend services for carers e.g. weekend carers cafes, more activities in winter months and condition specific cafes e.g. dementia, MH, autism and provide access to appropriate and improved 7 day health care services	LBHillingdon/ CCG	31 March 2016	
Encourage schools to take part in the 'Young Carers in Schools Programme' run jointly by Carers Trust and The Children's Society Young Carers in Focus partners including raising awareness of young carers needs with school nurses.	LBHillingdon/CN WL/ Hillingdon Carers	31 March 2016	

Priority five: For carers to say "I am recognised, supported and listened to as an experienced carer"

Activity:	Lead:	Date:	Progress:
Develop the school liaison programme to support young carers, including advocacy.	Hillingdon Carers	31 March 2016	
Provide advocacy and support for families at Team around the Family, Child in Need and Child Protection meetings.	Hillingdon Carers	31 March 2016	
Develop a Carer Champion programme in GP practices.	Hillingdon Carers/ GP networks	31 March 2016	
Establish Carer Collaborative for the borough as part of the Carer Forums.	Hillingdon Carers/Carers Trust Thames	31 March 2016	

Encourage carers to register as a carer with their GP.	GP networks/ CCG	31 March 2016	
Promote carers rights under the NHS Constitution	Healthwatch Hillingdon/ CCG	31 March 2016	
Design and deliver an integrated engagement framework for carers, including parent carers, to enhance the voice of carers in service planning and delivery, across all providers. Includes exploring the feasibility of a Carers Assembly and the use of technology to engage.	LBHillingdon/ CCG/ THH/ CNWL	Design framework 30 Sept. 2015 Deliver framework 31 March 2016	
Enhance training programmes for staff and carers including new carers assessment process. Embed and develop the principles of co-production.	LBHillingdon/CCG CNWL/ THH/ GP networks	31 March 2016	
Utilise Carers Impact Assessment on all service developments.	CCG/ NHS providers	31 March 2016	
Develop a Carers Assembly, run by carers and coordinated by Hillingdon Carers	Hillingdon Carers/ LBHillingdon	31 March 2016	

Appendix B

Carers Strategy for Hillingdon Consultation 2015

Results Report: Phase One

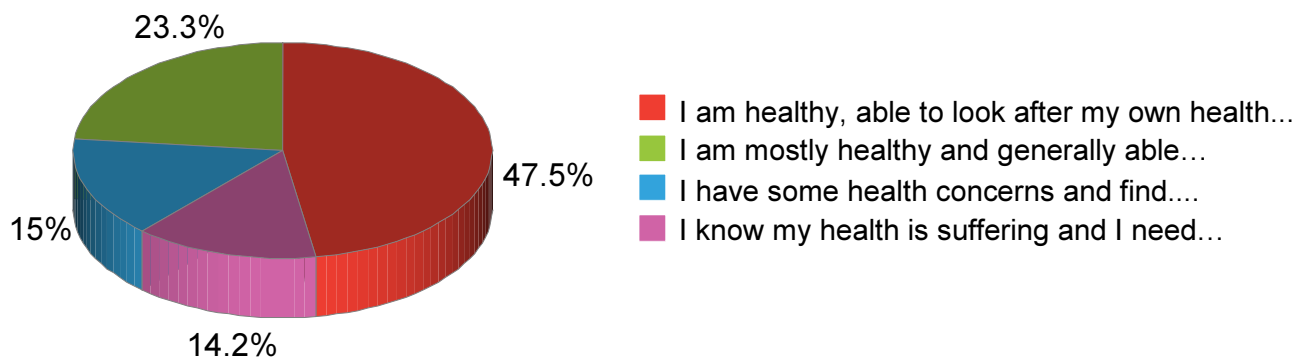
- This report outlines the initial results from Phase One of the Carers Strategy for Hillingdon Consultation (January 2015 to April 2015). Phase Two of the consultation will continue from April 2015 to October 2015 and a report of the full consultation results will be produced.
- The purpose of the consultation is to establish what unpaid carers in Hillingdon want and need to be healthy, happy and supported in their caring role. The feedback received through the consultation will influence the Carers Strategy delivery plan which will outline the support and services that the Council and its partners will provide for carers during the strategy period (2015 to 2018).
- Phase One comprised of the following participation opportunities:
 - An online survey.
 - A postal survey.
 - Face to face surveys completed by Hillingdon CCG Customer Engagement Officers.
 - Drop in consultation sessions at Botwell and Uxbridge Libraries, Hillingdon Hospital and Hillingdon Carers Advice Centre.
 - Stalls at the February 2015 Disability Assembly and the March 2015 Older People's Assembly.
 - Uxbridge Dining Club, Bell Farm Lunch Club and the Hillingdon Carers Cafe at Christchurch in Uxbridge were visited and attendees offered the opportunity to take part.
- The consultation was promoted in the following ways:
 - Posters were displayed in Hillingdon's 22 libraries.
 - Publicity letters and posters were shared with specialist Council run resource centres including Queens Walk and the Rural Activities Garden Centre.
 - Publicity letters and posters were sent to over 30 partner organisations and community groups to share with those they work with and/or represent. Organisations included the Hillingdon CCG, Healthwatch Hillingdon, Hillingdon Hospital, Hillingdon Carers, DASH and Age UK and community groups included residents associations and parent carers groups.
- 123 responses were received from adult carers and 9 responses from young carers, which when taking into account that a carer's capacity and time is limited, is a positive outcome.
- All results are un-weighted.
- Percentages are based on the number of responses to each question not the total number of respondents to the consultation as whole.
- Where results do not add up to 100% of the overall responses, this may be due to non-responses, multiple responses, computer rounding or the exclusion of don't knows/not-stated.

Adult Carers

The first part of the survey asks carers about how they are coping with their caring role and how this impacts upon their life.

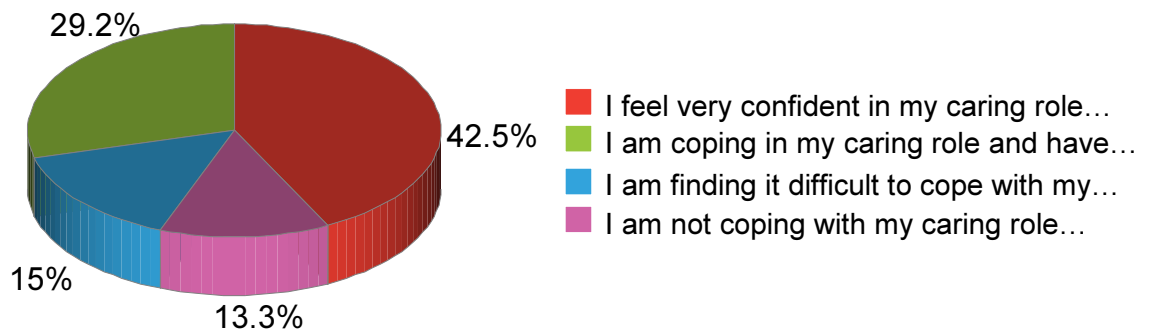
Q1	My Health - My physical and mental health and the access I have to health services. 120 responses	
	I am healthy, able to look after my own health and able to access the health services that I need.	57 (47.5%)
	I am mostly healthy and generally able to access the health services that I need but there are some things that could improve	28 (23.3%)
	I have some health concerns and find it difficult to access the health services that I need but I am getting some help to improve my situation.	18 (15.0%)
	I know my health is suffering and I need support to make improvements but I find it very difficult to access the health services that I need.	17 (14.2%)

Q1. My Health - My physical and mental health and the access I have to health services.



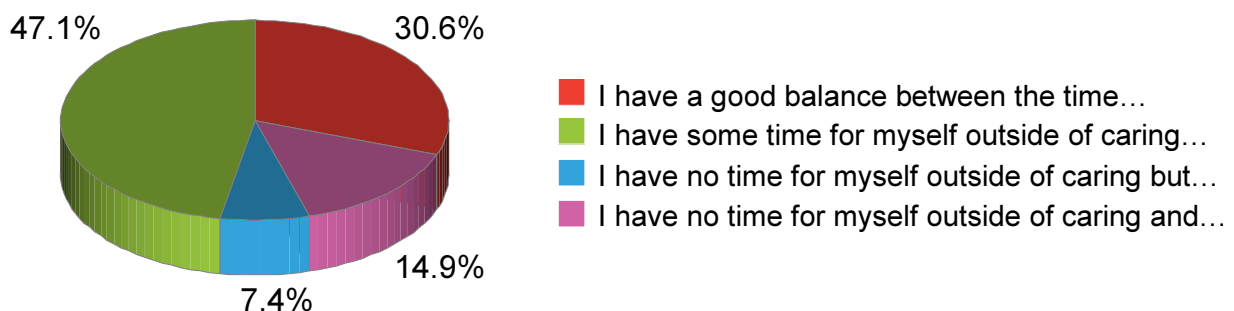
Q2	My Caring Role - My confidence in my caring role and the skills, knowledge and information I have or need to carry out my role. 120 responses	
	I feel very confident in my caring role and have the skills, knowledge and information that I need to carry out the role.	51 (42.5%)
	I am coping in my caring role and have some of the skills, knowledge and information I need to carry out the role but I would like a small amount of extra guidance.....	35 (29.2%)
	I am finding it difficult to cope with my caring role but I am getting some help to improve my situation.....	18 (15.0%)
	I am not coping with my caring role and I need help to change things.	16 (13.3%)

Q2. My Caring Role - My confidence in my caring role and the skills, knowledge and information I have or need to carry out my role.



Q3 My Time - My social life and the time I have away from my caring role.	
121 responses	
I have a good balance between the time I spend caring and the time I have to do other things.....	37 (30.6%)
I have some time for myself outside of caring but it is sometimes difficult to get the balance right.....	57 (47.1%)
I have no time for myself outside of caring but I am getting support to try to change this.....	9 (7.4%)
I have no time for myself outside of caring and I need help to change this.....	18 (14.9%)

Q3. My Time - My social life and the time I have away from my caring role.



Q4 My Feelings - My emotional wellbeing, the support I get and need and how I cope with challenges, stress and relationships.	
122 responses	
I feel positive about my caring role and my relationships and can cope with any challenges that arise.....	37 (30.3%)
I feel mostly positive about my caring role and my relationships but it would be helpful to have guidance about how to maintain this more consistently.....	51 (41.8%)
I feel more negative than positive about my caring role and some relationships are being affected but I am getting help to improve things.....	14 (11.5%)
I feel unhappy and overwhelmed in my caring role and need support to deal with stress or problems.....	20 (16.4%)

Q4. My Feelings - My emotional wellbeing, the support I get and need and how I cope with challenges, stress and relationships.



Q5 My Finances - My money, how I manage it, the financial and legal support I am entitled to.	
121 responses	
I am managing financially and my caring role is not having a negative effect on my financial situation.....	44 (36.4%)
I am managing financially most of the time but it would be good to have information and support to address a few issues.....	49 (40.5%)
I am experiencing financial difficulties because of my caring role but I am getting support to make things better.	11 (9.1%)
I am experiencing financial difficulties because of my caring role and I need help to make things better.	17 (14.0%)

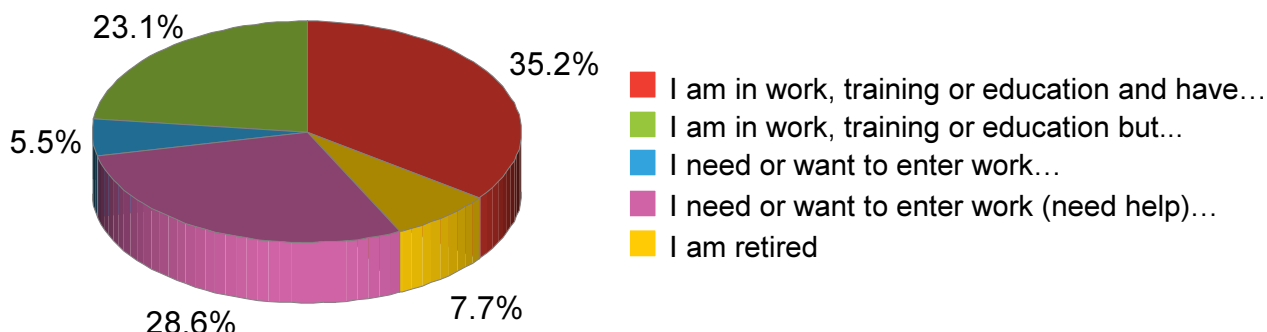
Q5. My Finances - My money, how I manage it, the financial and legal support I am entitled to.



Q6 My Work, Training and Education - My opportunities to start or continue my career or personal development. 91 responses*	
I am in work, training or education and have a good balance between this and my caring role.....	32 (35.2%)
I am in work, training or education but I am finding it a bit difficult to balance this with my caring role so would like some advice or support.....	21 (23.1%)
I need or want to enter work, training or education and I am getting some support to do so.	5 (5.5%)
I need or want to enter work, training or education but I need help to do this.....	26 (28.6%)
I am retired.....	7 (7.7%)

**Low response rate due to high number of retired respondents who did not feel this question was applicable to them. 'Retired' option added towards end of Phase One of consultation.*

Q6. My Work, Training and Education - My opportunities to start or continue my career or personal development.

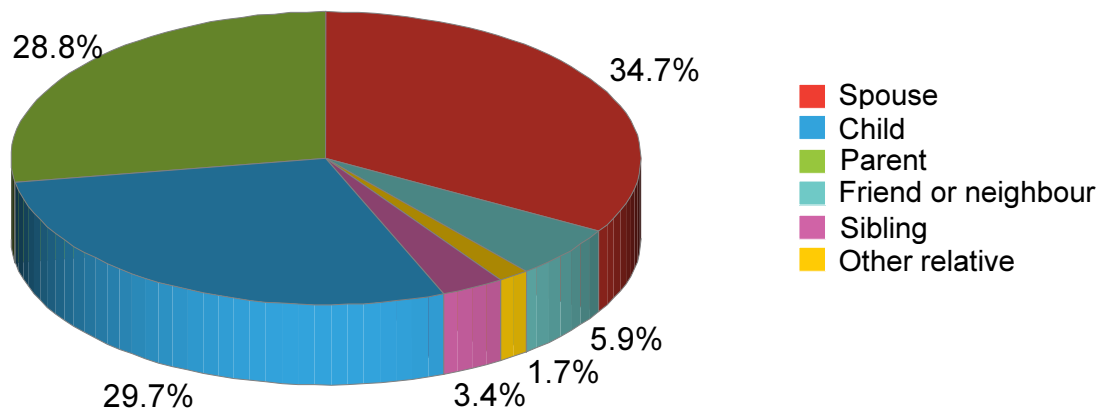


Q7	Any other comments: 78 responses
	<ul style="list-style-type: none"> • 11 x I am retired/I am a pensioner <p>Key themes:</p> <ul style="list-style-type: none"> • The need for respite care and breaks from caring. • Too much bureaucracy/red tape when dealing with the Council. • Frustration with the caring role in relation to the person they are caring for, particularly those caring for people with Dementia, and the balance of the caring role and other elements of their lives. • The negative emotional impact of being a carer. Words used include draining, tiring, stressful and resentful. • Concern over changes in circumstances e.g. both the deterioration of the health of the person needing care and the carer. • Concerns raised over the standard of care provided by employed care providers. Words used include rudeness and "no confidence" in the care provided. • Concerns over lack of understanding from health care services e.g. GPs.

Q8	What support and services are you currently receiving as a carer? 106 responses
	<ul style="list-style-type: none"> • 46 x None/Nothing. • 21 x Benefits (Financial Support). • 16 x Support from employed care providers (through Carers Trust, LBH or paid for privately). • 10 x Hillingdon Carers (likely to be higher number as many references to 'Carers Cafes' and 'Carers Office' not included in this figure).

Q9 Who do you care for? 123 responses		
Spouse.....		41 (34.7%)
Child.....		35 (29.7%)
Parent.....		34 (28.8%)
Friend or neighbour.....		7 (5.9%)
Sibling.....		4 (3.4%)
Other relative.....		2 (1.7%)

Q9. Who do you care for?



The second part of the survey asks carers what they want and need in order:

- To be mentally and physically well and to feel treated with dignity in my caring role.
- To not be financially disadvantaged by my caring role.
- To enjoy a life outside of caring.
- To be recognised, supported and listened to as an experienced carer.

Q10	To be mentally and physically well and to feel treated with dignity in my caring role I need... 99 responses
	<ul style="list-style-type: none"> • Respite - short and long term (to allow opportunities for holidays). • To have confidence that, when respite is provided, the cared for person is safe and being cared for properly. • Greater flexibility around hospital and GP appointments and recognition from health professionals that health problems are exacerbated by being a carer. • To be able to talk to someone. Not just during office hours but whenever the caring role becomes overwhelming. • Less bureaucracy relating to accessing support and benefits. • Help to plan for the future when help may be needed.

Q11	To not be financially disadvantaged by my caring role I need... 83 responses
	<ul style="list-style-type: none"> • Less bureaucracy when applying for benefits and accessing financial support. • Timely payments of benefits. • Financial assessments and advice on finances and benefits - including publicising what support is available. • Support accessing opportunities for training, work and volunteering. • More direct financial help e.g. companies providing vouchers and discounts for carers.

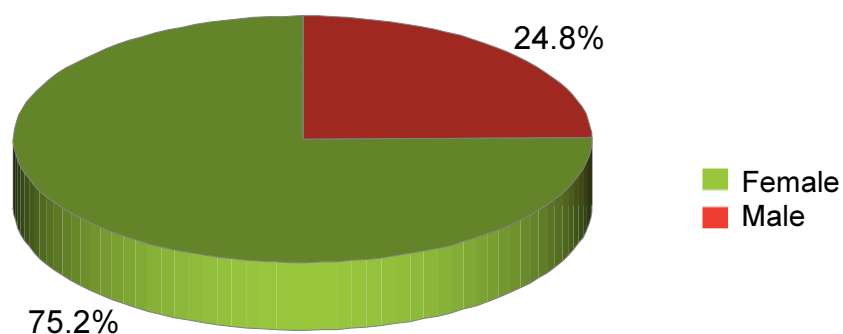
Q12	To enjoy a life outside of caring I need... 101 responses
	<ul style="list-style-type: none"> • Respite and time away from caring - longer time periods, overnight provision and at weekends. • To have confidence that, when respite is provided, the cared for person is safe and being cared for properly. • Support to deal with cared for person's incontinence. Condition can affect ability to go out and do things with or without the cared for person.

Q13	To be recognised, supported and listened to as an experienced carer I need... 89 responses
	<ul style="list-style-type: none"> • Respite/time away from caring. • Someone to talk to. Not just during office hours but whenever the caring role becomes overwhelming. • Recognition by health professionals that health problems are exacerbated by being a carer. • More information about Dementia and how to help people with the Dementia. • Greater awareness-raising of Dementia. • Support to plan for emergencies or change of circumstances. • More support to contact the right people and access information. • Opportunities to express views and provide feedback to the Council and other service providers. • Greater and more flexible support from health professionals. They need a greater understanding of what carers go through, the stress of the role and the impact it has on the health of carers.

Equality monitoring questions

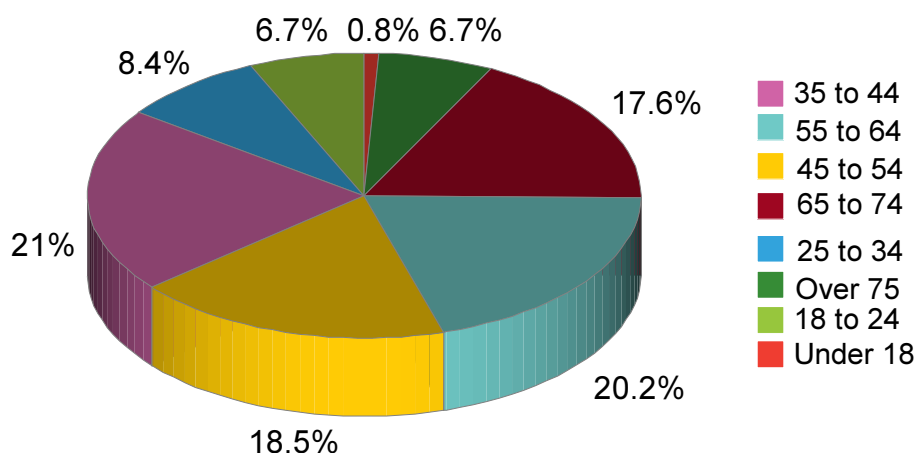
Q14 Are you..? 117 responses		
	Male	29 (24.8%)
	Female	88 (75.2%)

Q14. Are you?



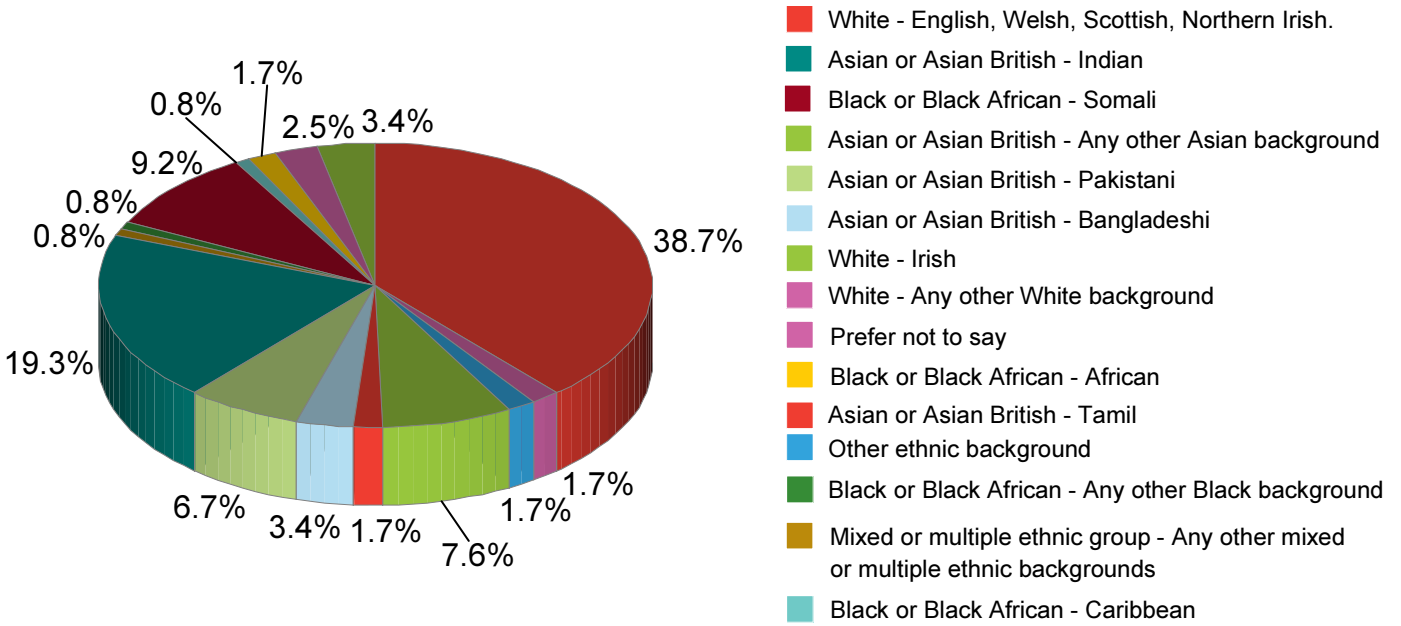
Q15 What is your age? 119 responses		
	35 to 44	25 (21.0%)
	55 to 64	24 (20.2%)
	45 to 54	22 (18.5%)
	65 to 74	21 (17.6%)
	25 to 34	10 (8.4%)
	Over 75	8 (6.7%)
	18 to 24	8 (6.7%)
	Under 18	1 (0.8%)

Q15. What is your age?



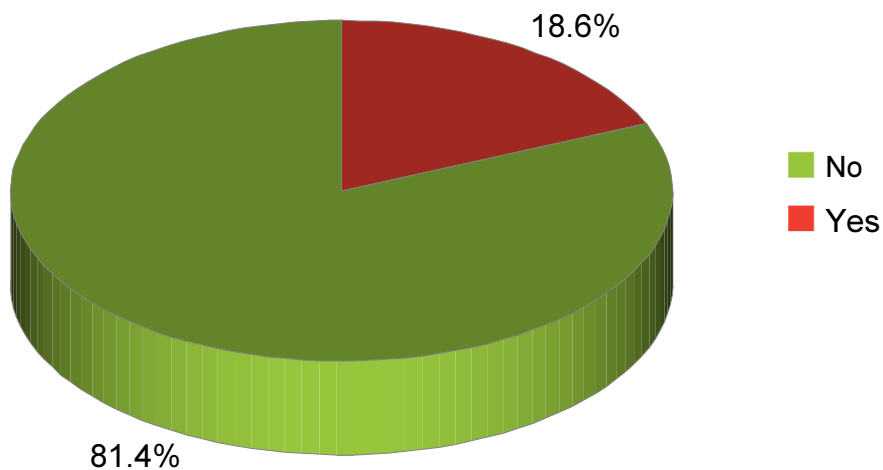
Q16 How would you describe your ethnicity?	
119 responses	
White - English, Welsh, Scottish, Northern Irish.....	46 (38.7%)
Asian or Asian British - Indian.....	23 (19.3%)
Black or Black African - Somali.....	11 (9.2%)
Asian or Asian British - Any other Asian background.....	9 (7.6%)
Asian or Asian British - Pakistani.....	8 (6.7%)
Asian or Asian British - Bangladeshi.....	4 (3.4%)
White - Irish.....	4 (3.4%)
White - Any other White background.....	3 (2.5%)
Prefer not to say.....	2 (1.7%)
Black or Black African - African.....	2 (1.7%)
Asian or Asian British - Tamil.....	2 (1.7%)
Other ethnic background.....	2 (1.7%)
Black or Black African - Any other Black background.....	1 (0.8%)
Mixed or multiple ethnic group - Any other mixed or multiple ethnic backgrounds	1 (0.8%)
Black or Black African - Caribbean.....	1 (0.8%)
Mixed or multiple ethnic group - White and Black African.....	0 (0.0%)
Mixed or multiple ethnic group - White and Black Caribbean.....	0 (0.0%)
White - Gypsy or Irish Traveller.....	0 (0.0%)
Asian or Asian British - Chinese.....	0 (0.0%)

Q16. How would you describe your ethnicity?



Q17 Do you consider yourself to have a disability? (i.e. a long term condition that affects your ability to carry out day to day tasks)	
113 responses	
No	92 (81.4%)
Yes.....	21 (18.6%)

Q17. Do you consider yourself to have a disability? (i.e. a long term condition that affects your ability to carry out day to day tasks)



Young Carers

The first part of the survey asks young carers about how they are coping with their caring role and how this impacts upon their life.

Q1 My Health: 9 responses		
	I am healthy and happy.	5 (55.6%)
	I am healthy and feel happy most of the time but would like some help to feel even better.	3 (33.3%)
	I don't feel healthy and I am unhappy a lot of the time but people are helping me feel better.	1 (11.1%)
	I don't feel healthy and I am unhappy all the time but I need help to feel better.	0 (0.0%)

Q2 My Role as a Young Carer: 8 responses		
	I feel very confident in my role as a young carer..	7 (87.5%)
	I feel confident in my role as a young carer but some more information and guidance would help...	1 (12.5%)
	I find it difficult to cope being a young carer but I am getting help to make things better... ..	0 (0.0%)
	I am not coping with being a young carer and I need help to make things better.....	0 (0.0%)

Q3 My Time: 9 responses		
	I have a good balance between being a young carer and time to do other things.. ...	8 (88.9%)
	I have some time for myself outside of being a young carer but sometimes not enough...	1 (11.1%)
	I have no time for myself outside of being a young carer but I am getting help to make things better.	0 (0.0%)
	I have no time for myself outside of being a young carer and I need help to make things better.	0 (0.0%)

Q4 My Feelings: 9 responses		
	I am happy about being a young carer, I get along well with my family and friends and I can cope if things get difficult.....	7 (77.8%)
	I am mostly happy about being a young carer and mostly get along with my family and friends but it would be good to have help if things get difficult.....	1 (11.1%)
	I feel more unhappy than happy about being a young carer and find it hard to get along with my friends and family but I am getting help to make things better.....	1 (11.1%)
	I am very unhappy being a young carer and find it hard to get along with family and friends but I need help to make things better... ..	0 (0.0%)

Q5 My Education and Training: 9 responses		
	I am in school or college every day and being a young carer doesn't affect my learning.	6 (66.7%)
	I am in school or college every day but sometimes my learning is affected by being a young carer.....	2 (22.2%)
	I am only in school or college some of the time and my learning is being affected by being a young carer but I am getting help to make things better... ..	1 (11.1%)

I am only in school or college some of the time and my learning is being affected by being a young carer but I need help to make things better.....	0 (0.0%)
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Q6 Please tell us anything else you want to say about your life as a young carer: 5 responses
<ul style="list-style-type: none"> • 2 x "I love it." • "Sometimes it's stressful." • "It can sometimes be hard." • "Makes it better."

Q7 What help do you get as a young carer? 6 responses
<ul style="list-style-type: none"> • "Lots." • "Lots of good things." • "I get help to relax and do things in my free time." • "I get extra classes." • "A carer and a stair-lift to take a little time off." • "Support from all the leaders."

Q8 Who do you care for? 9 responses	
Parent	5 (55.6%)
Brother or Sister	4 (44.4%)
Other relative	0 (0.0%)
Friend or neighbour	0 (0.0%)

Equality monitoring information

Q9 Are you..? 9 responses	
Male.....	8 (88.9%)
Female	1 (11.1%)

Q10 How old are you? 9 responses	
11 to 15.....	4 (44.4%)
5 to 10.....	3 (33.3%)
16 to 18.....	2 (22.2%)
Under 5	0 (0.0%)

Q11 How would you describe your ethnicity? 5 responses	
White - English, Welsh, Scottish, Northern Irish.....	4 (80.0%)
White - Any other White background	1 (20.0%)
White - Irish	0 (0.0%)
White - Gypsy or Irish Traveller	0 (0.0%)
Black or Black African - African.....	0 (0.0%)
Black or Black African - Caribbean	0 (0.0%)
Black or Black African - Somali.....	0 (0.0%)
Black or Black African - Any other Black background	0 (0.0%)
Mixed or multiple ethnic group - White and Black African	0 (0.0%)
Mixed or multiple ethnic group - White and Black Caribbean	0 (0.0%)
Mixed or multiple ethnic group - Any other mixed or multiple ethnic backgrounds....	0 (0.0%)
Asian or Asian British - Indian.....	0 (0.0%)
Asian or Asian British - Pakistani	0 (0.0%)

Asian or Asian British - Bangladeshi	0 (0.0%)
Asian or Asian British - Chinese	0 (0.0%)
Asian or Asian British - Tamil.....	0 (0.0%)
Asian or Asian British - Any other Asian background	0 (0.0%)
Other ethnic background	0 (0.0%)
Prefer not to say	0 (0.0%)

The second part of the consultation asks young carers what they want and need in order to be healthy and happy.

Q12	To be healthy and happy I need... 6 responses
	<ul style="list-style-type: none"> • None. • To leave the classroom for a couple of minutes to cool down. • Coming to more clubs like this. • It would make me happy if my dad moves back in. • More activities. • To have a carer to take my brother on a walk so I can have a little break.

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Appendix C - Carers Strategy Group Membership

- London Borough of Hillingdon
- Hillingdon CCG
- The Hillingdon Hospital
- CNWL
- Hillingdon GP network
- Hillingdon Carers
- The Alzheimer's Society
- Age UK Hillingdon
- Rethink
- Carers Trust Hillingdon
- Hillingdon Healthwatch
- Carers and parent carers

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ENFORCEMENT OF MOVING TRAFFIC CONTRAVENTIONS FOR COMMERCIAL HEAVY GOODS VEHICLES IN SIDMOUTH DRIVE, SOUTH RUISLIP AND WATERLOO ROAD, UXBRIDGE

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Roy Clark, Residents Services
Papers with report	Appendix A - Plan of Sidmouth Drive Appendix B - Plan of Waterloo Road Appendix C - List of locations with weight restrictions

1.0 HEADLINE INFORMATION

Summary	<p>Following residents' concerns and monitoring of commercial heavy goods vehicle movements it is apparent that there may be a need for enforcement to tackle abuse of 7.5t Maximum Gross Weight (MGW) weight limit restrictions in Sidmouth Drive, South Ruislip. It is likely that enforcement will also be required in Waterloo Road, Uxbridge, following implementation of traffic control measures in Cowley Mill Road, Uxbridge.</p> <p>Following discussions with the Cabinet Member, it is recommended that the Closed Circuit Television (CCTV) enforcement of moving traffic contraventions against commercial heavy goods vehicles that ignore 7.5t MGW weight limits should start in Sidmouth Drive, Ruislip Manor, from 1st May 2015, and in Waterloo Road, Uxbridge, when new weight restrictions are introduced later in 2015.</p>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Our People</i></p> <p>This proposal assists with the Council's road safety and traffic congestion mitigation programmes.</p>
Financial Cost	The recommendation is expected to be cost neutral.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Ruislip Manor / Uxbridge South

2.0 RECOMMENDATIONS

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.**

2.1 Reasons for recommendations

- 2.2 Recommendation 1: To help control unwanted movement of commercial HGVs through areas where weight restrictions have been introduced in order to protect residents.
- 2.3 Recommendation 2: To provide a means for capturing the required information in a reliable, compliant and cost effective way.
- 2.4 Recommendation 3: To permit the Cabinet Member to allow enforcement in other areas if similar problems arise.

2.5 Alternative options considered / risk management

- 2.6 Cabinet could decide not to permit enforcement of this type of moving traffic contravention using CCTV. This is not recommended, as attempts to enforce on an informal basis in Sidmouth Drive have been exhausted and have not been successful.

2.7 Policy Overview Committee comments

- 2.8 None at this stage.

3.0 INFORMATION

- 3.1 Complaints have been received in respect of commercial HGVs using Sidmouth Drive, South Ruislip. Sidmouth Drive has a 7.5t MGW (Maximum Gross Weight) restriction between West End Road and Victoria Road. Notably, the restriction covers the area in which Ruislip High School is situated. Commercial HGVs have been ignoring this weight restriction on a routine basis for some time. A location plan showing the extent of the weight limit restriction in Sidmouth Drive is attached at Appendix A.

- 3.2 Observations show that at least five commercial Heavy Goods Vehicles (HGVs) contravene the 7.5t MGW restriction in Sidmouth Drive each weekday. Attempts to identify operators and warn them informally have not brought significant reductions in vehicles passing through the Sidmouth Drive 7.5t MGW weight restriction.
- 3.3 Following concerns raised by residents about traffic and HGV in the Cowley Mill Road area, which culminated in a well attended public meeting, the Council undertook an area wide transport study, to resolve the residents' concerns. The results of the transport study are currently being implemented and this will result in large numbers of commercial HGVs being displaced which may attempt to use Waterloo Road, as a proposed width restriction will limit the use of the bridge on Cowley Mill Road. A location plan showing the extent of the 7.5t MGW weight limit restriction in Waterloo Road is at Appendix B.
- 3.4 As a response to the above concerns, it is suggested that weight limit enforcement be carried out using a CCTV system in order to protect residents in these areas.

3.5 Enforcement of 7.5t MGW weight limits

- 3.6 For evidential purposes, type approved 'unattended' mobile CCTV camera systems are permitted in law. Such systems consist of a camera assembly that can be mounted on a lamppost or pole, and a separate control system. The control system operates remotely and wirelessly and may be located to suit, for example in the Civic Centre or at the Council's parking contractor's offices in Uxbridge. It does not need to make use of existing CCTV infrastructure.
- 3.7 Using Automatic Number Plate Recognition (ANPR) technology and high definition video, the camera and the remotely located control system records any contraventions automatically at the time they are committed. Thus the camera system does not need to be permanently manned, whilst in use. The contraventions can be reviewed later by trained staff for the issue of a PCN to the registered keeper of an offending vehicle. The camera installation is small and light and can be easily moved if required. Table 1 shows the purchase, installation and running costs of a suitable CCTV system:

Table 1

	Year 1	Year 2 onwards
Camera: Purchase & install	£18,750	£0
Camera: Running costs	£5,800	£7,050
Control system: Purchase & install	£15,625	£0
Control system: Running costs	£5,625	£5,625
Total	£45,800	£12,675

- 3.8 Once the number plate of any vehicle entering the restricted area has been obtained by the ANPR camera, a computer in the control system can be configured to check the vehicle's weight from information provided by the Driver and Vehicle Licensing Agency (DVLA). This enables the system to automatically ignore vehicles below 7.5t MGW and so save on staff time and data storage, as only vehicles of concern would be recorded as contraventions in the restricted area. The system can also be configured to ignore other individual vehicles (a 'white list') that have a legitimate need for access - e.g. Refuse collection vehicles or school coaches. Vehicles above 7.5t MGW requiring access to premises either side of a weight restricted area would be expected to gain access using other routes.

3.9 The system is capable of capturing a high proportion of contraventions. If a PCN is issued which is appealed due to claimed mitigating circumstances, the informal and formal appeals processes may be invoked by the recipient. The high definition video camera captures the context of each contravention to aid in any appeals processes.

4.0 Financial Implications

4.1 System installation and running costs would be funded from the Parking Revenue Account (PRA). The recommendations are expected to be cost neutral. Any deficit will be funded or retained as appropriate by the PRA. There are no additional charges from the contractor resulting from this proposal.

5.0 EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

5.1 The proposal supports the Council's road safety and traffic congestion mitigation programmes by controlling noise and congestion and improving safety.

5.2 Consultation Carried Out or Required

5.3 The Council has listened to the views of residents in making these recommendations.

5.4 CORPORATE IMPLICATIONS

5.5 Corporate Finance

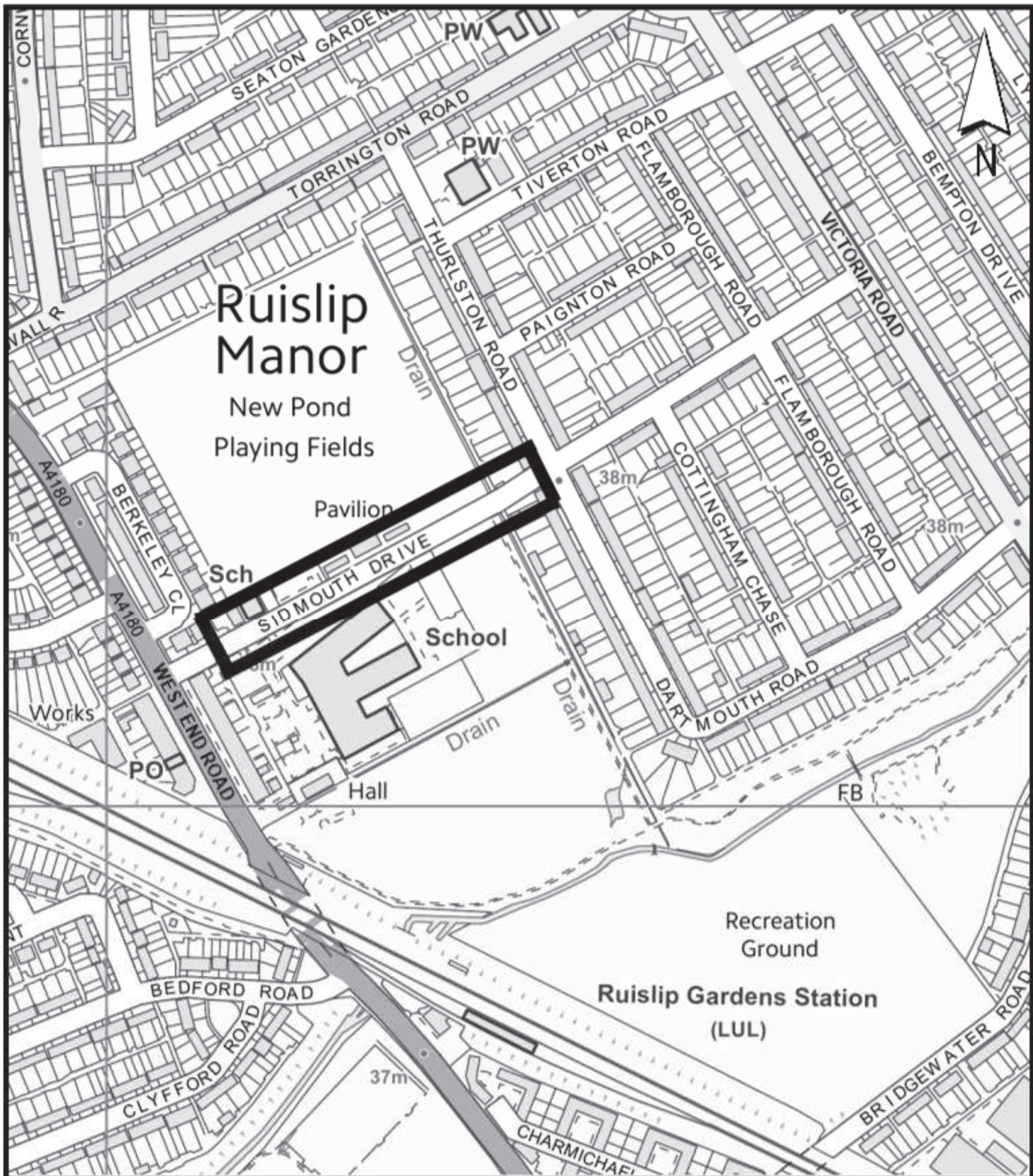
5.6 Corporate Finance has reviewed this report and notes that the proposal is intended to improve noise, safety and congestion on a residential route within the Borough. There are no on-going incremental costs to enforcing moving traffic contraventions as enforcement will be undertaken by the existing parking enforcement contractor at no additional charge. Initial costs will be managed within the Council's PRA, although the scheme is expected to be broadly cost neutral.

6.0 Legal

6.1 The Borough Solicitor advises that the power of the Council to undertake CCTV enforcement of moving traffic contraventions arises under Section 4 of The London Local Authorities & Transport for London Act 2003. The Borough Solicitor confirms that there are no legal impediments to Cabinet authorising the use of the CCTV cameras for this purpose.

7.0 BACKGROUND PAPERS

7.1 NIL



Sidmouth Drive, Ruislip - 7.5t weight limit

Appendix A

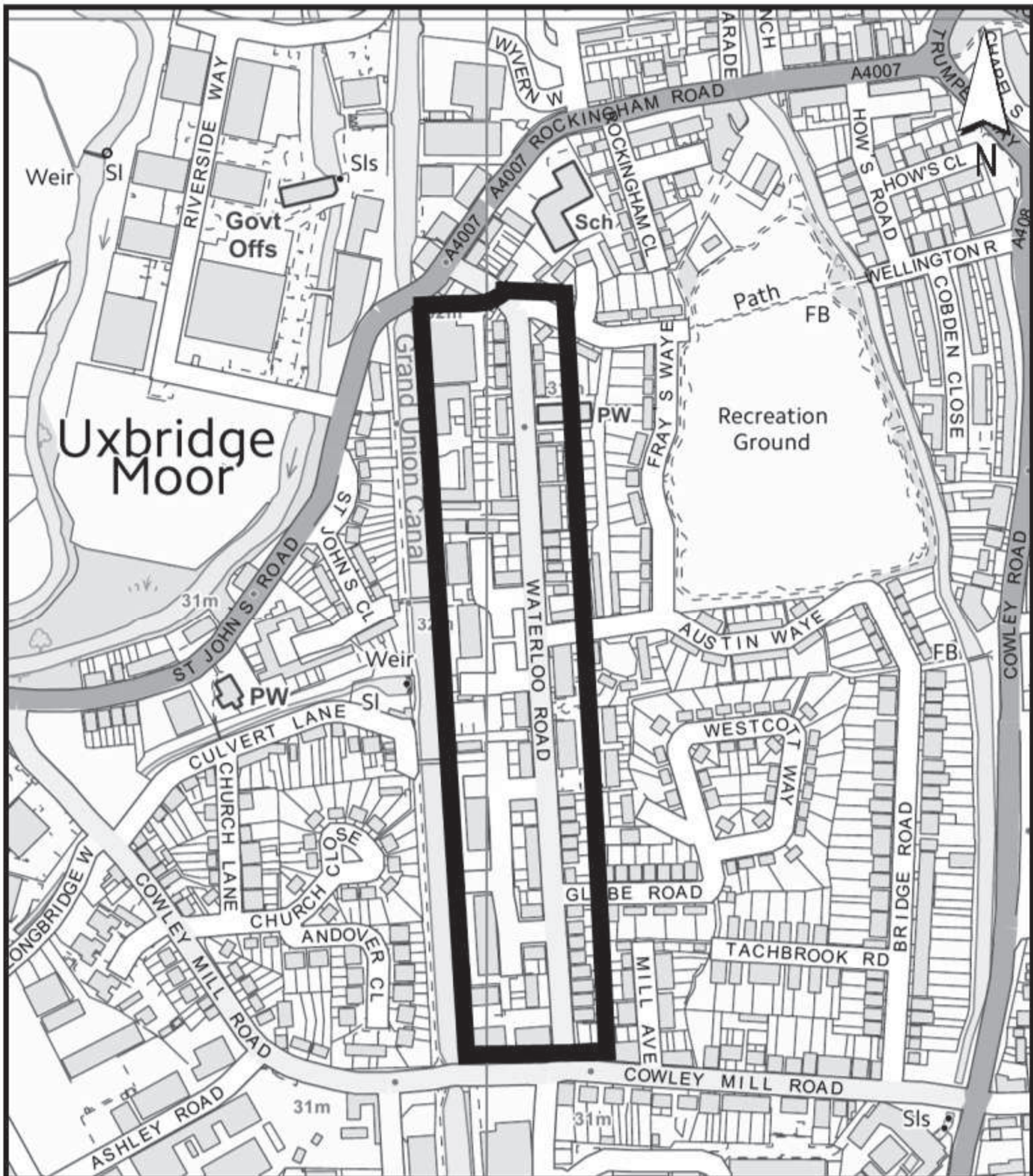
Date January 2015

Scale 1:4,000



Section of Sidmouth Drive, Ruislip where 7.5t MGW weight limit applies

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Waterloo Road, Uxbridge - 7.5t weight limit

Appendix B

Date March 2015

Scale 1:4,000



Section of Waterloo Road, Uxbridge where 7.5t MGW weight limit applies

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APPENDIX C - LOCATION OF WEIGHT LIMIT RESTRICTIONS IN HILLINGDON

Traffic Order No	Street	AREA
1991/5	Angel Lane	Hayes
1986/25	Angus Drive	Ruislip
2001/18	Austins Lane	Ickenham
1991/5	Barra Hall Road	Hayes
1991/5	Beechwood Avenue	Hayes
1985/478	Belmont Road	Uxbridge
2005/8	Benbow Way	West Drayton
1986/25	Bessingby Road	Ruislip
1991/5	Botwell Lane	Hayes
1999/30	Breakspear Road (North)	Harefield
1983/364	Breakspear Road North	Harefield
1986/25	Bridgwater Road.	Ruislip
1991/5	Central Avenue	Hayes
1991/5	Central Avenue	Hayes
1986/25	Chelston Approach.	Ruislip
1991/5	Church Road	Hayes
1991/5	Church Road	Hayes
1991/5	College Way	Hayes
1986/25	Cornwall Road/Torrington Road	Ruislip
1991/5	Corwell Gardens	Hayes
1991/5	Corwell Lane	Hayes
1995/28	Cowley Mill Road	Cowley
2006/28	Crown Close, Station Road, Western View	Hayes
1991/5	Dawley Avenue	Hayes
1991/5	East Avenue	Hayes
1991/5	East Way	Hayes
1991/5	Eastholme	Hayes
1985/478	Elm Lawn Close	Uxbridge
1986/25	Filey Way	Ruislip
2001/17	Glebe Avenue	Ickenham
2001/20	Glovers Grove	Ruislip
1991/5	Grange Road	Hayes
1985/478	Grove Road	Uxbridge
1985/478	Harefield Road	Uxbridge
1985/478	Harefield Road	Uxbridge
1983/364	Harvil Road	Harefield
1991/5	Hesa Road	Hayes
2004/7	Iver Lane	Cowley
1991/5	Judge Heath Lane	Hayes
1991/2	Kingshill Avenue	Hayes
1997/25	Kingshill Avenue	Hayes
1991/5	Kingsway	Hayes
1985/478	Lancaster Road	Uxbridge
1991/5	Lansdowne Road	Hayes
1986/25	Linden Avenue	Ruislip
1986/25	Long Drive	Ruislip
1985/478	Montague Road	Uxbridge
1985/478	Montague Road	Uxbridge
1991/5	Morgans Lane	Hayes

1985/478	North Common Road	Uxbridge
1983/364	Northwood Road	Harefield
1991/5	Orchard Road	Hayes
1983/364	Park Lane	Harefield
2001/19	Pinn Way	Ruislip
1991/5	Princes Park Lane	Hayes
1991/5	Purkis Close	Hayes
1985/478	Redford Way	Uxbridge
1983/364	Rickmansworth Road	Harefield
1986/25	Shenley Avenue	Ruislip
1986/25	Sidmouth Drive	Ruislip
1985/478	South Common Road	Uxbridge
1985/276	Springwell Lane	Harefield
1986/25	Torcross Road	Ruislip
2012/82	Trout Road	West Drayton
1983/364	Truedale Drive.	Harefield
1985/478	Warwick Place	Uxbridge
1986/25	West Mead	Ruislip
1986/25	Whitby Road	Ruislip
1996/9	Yeading Lane	Hayes

SCHOOL IMPROVEMENT PLANNING

Cabinet Members	Councillor David Simmonds
Cabinet Portfolios	Deputy Leader of the Council Education & Children's Services
Officer Contact	Dan Kennedy, Residents Services
Papers with report	None

HEADLINE INFORMATION

Summary	This report presents to Cabinet the action being taken to work with schools in Hillingdon to develop effective and targeted school-to-school support arrangements to raise educational standards. The development of a school improvement plan will establish clear priorities for improvement and define the role of the Local Authority to challenge schools to raise standards where this is required.
Contribution to our plans and strategies	Putting our Residents First: <i>Our People</i> Hillingdon Council is committed to putting residents first. This includes ensuring that every child in Hillingdon deserves to have access to a 'good' or better school in the Borough.
Financial Cost	There are no direct financial implications relating to this report. An analysis of funding for school improvement will be included within the report presented to Cabinet in July 2015.
Relevant Policy Overview Committee	Children, Young People and Learning
Ward(s) affected	All wards.

RECOMMENDATIONS

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

INFORMATION

School Improvement – Duty Placed on Local Government

1. The general duty for local government to promote high standards of education is set out within the Education Act 1996. The Local Authority has a role in promoting high standards and championing excellence, ensuring fair access to opportunity for education and training and promoting fulfilment of learning potential. For maintained schools the local authority has powers to issue warning notices to schools which are a cause for concern. If a local authority becomes aware of concerns about an academy school, the Department for Education expects the local authority to notify the Regional Schools Commissioner. The general expectation is that children should be attending a school which is graded at least 'good' or a school which is improving rapidly.

The Local Picture - Summary

2. At the present time (March 2015) there are 14 primary schools and 5 secondary schools in Hillingdon (including special schools) which are judged to be 'requires improvement' by Ofsted.
3. For community schools, the Local Authority is undertaking school improvement reviews to identify areas of strength and the need for further improvement to continue to raise standards. These assessments have been positively received by schools and are helping senior leaders to target their efforts to improve. In addition, a number of schools in the Borough are also working closely together to share expertise in 'cluster groups'; individual schools are providing support to other schools on a case by case basis; and teaching schools in the Borough are securing additional funding for schools judged as 'requires improvement'.
4. There is, however, a need to build on existing arrangements for school improvement across the Borough to establish a resilient and stronger collaborative approach to school improvement which ultimately is led by schools, for schools. This direction of travel is consistent with national policy which seeks to establish a self-determining, self-governing education community in each local authority area.

Developing a School Improvement Plan

5. To provide a platform for this approach to school improvement, officers of the Council are working closely with school leaders to develop a new school improvement plan for Hillingdon. It is envisaged that the plan will include:
 - A clear vision for school improvement in Hillingdon.
 - Priorities for action.
 - Defined roles and responsibilities - for schools and the Local Authority.
 - A school improvement framework / protocol - setting out the action the Local Authority will be duty-bound to take if the performance of a school becomes a cause for concern.
 - The intelligence that will be used and kept up-to-date to monitor and track the progress of individual schools.
 - The resources schools have for school improvement in the Borough and how they will be used to target schools in need of support.

- The future working arrangements to co-ordinate and target school improvement action, track progress against the agreed priorities and establish a collaborative school-to-school model of improvement.
6. Work is underway to develop the plan with schools, for presentation to Cabinet by the end of July 2015.

FINANCIAL IMPLICATIONS

7. There are no direct financial implications arising from this report. The development of the school improvement plan will consider what resources are available from both the Council's base budget and the Dedicated Schools Grant to support schools in being or becoming at least 'good'. A full analysis will be included within the report to be presented to Cabinet by the end of July 2015.

COMMENTS OF POLICY OVERVIEW COMMITTEE(S)

8. None at this stage. The Children, Young People and Learning Policy Overview Committee may welcome the opportunity to regularly review the performance of schools in Hillingdon through the development of the proposed school improvement plan.

EFFECT ON RESIDENTS, SERVICE USERS AND COMMUNITIES

9. High standards of education across Hillingdon schools will enhance the opportunities available to our residents throughout their lives and enable our residents to make a bigger contribution to the economy and society.

Consultation Carried Out or Required

10. The development of a school improvement plan will be undertaken in partnership with schools in Hillingdon.

CORPORATE IMPLICATIONS

Corporate Finance

11. Corporate Finance has reviewed this report and the recommendation contained therein to develop a school improvement plan in the Borough, and concurs with the financial implications above, noting that an analysis of funding will be included within the report presented to Cabinet in July 2015. There are no direct financial implications for consideration within this report.

Legal

12. Under the Education Act 1996 (sections 13, 13A and 14) the Council has statutory obligations to: ensure that efficient primary, secondary and further education is available to meet the needs of the local population; ensure that its education functions are discharged with a view to promoting high standards; ensure fair access to opportunity for education and learning, and promote the fulfilment of learning potential; and secure that sufficient schools, for providing primary and secondary education, are available for its area.

13. The report sets out steps being taken to develop a School Improvement Plan for schools in Hillingdon.
14. Under the Council's Constitution, Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report.

BACKGROUND PAPERS

15. Nil.

COUNCIL BUDGET -2014/15 MONTH 11 REVENUE AND CAPITAL BUDGET MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Corporate Director of Finance
Papers with report	Appendices A - G

HEADLINE INFORMATION

Purpose of report	<p>This report provides the Council's forecast financial position and performance against the 2014/15 revenue budget and capital programme.</p> <p>A net in-year underspend of £4,038k is projected against 2014/15 General Fund revenue budgets as of January 2015 (Month 11). This represents an improvement of £64k 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>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Financial Management</i></p> <p>Achieving value for money is an important element of the Council's medium term financial plan.</p>
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That the Cabinet:

1. Note the forecast budget position for revenue and capital as at February 2015 (Month 11).
2. Note the treasury management update as at February 2015 at Appendix E.
3. Continue the delegated authority up until the 21 May 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. Agree new guidelines contained in the report for granting Part Occupied Rate Relief from 1st April 2015 as set out in Appendix G.

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.**

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 - The current guidelines for S44a relief have been in operation since 2010. The Government change in respect of Business Rate Retention with effect from 1 April 2013 in which the cost of awarding Part Occupied Rate Relief is shared between Central Government, The LGA and the Council has put increased scrutiny on the guidelines. These are now regarded as vague and not fit for purpose as they lack the structure to enable officers and Members to feel confident making decisions that will not be subject to legal challenge. The guidelines need revision to bring them up to date, reflecting that the rate retention scheme has meant that S44a certification is a charge on the collection fund and effectively is a loss on NNDR income which affects local share. The Council also has to ensure that the council taxpayer receives value for money for any "investment" in the form of relief that the Council makes on their behalf. The change would be effective from 1st April 2015.
4. Recommendation 5 - Significant parts of the Care Act 2014 come into force from 1/04/2015 including the general responsibilities to undertake prevention, provide information and advice and shape the market for care and support services. Specific responsibilities include the assessment and provision of care and support to Carers, the implementation of a national eligibility threshold, a new framework for adult safeguarding, the use of personal budgets, and duties around the continuity of care when individuals move between councils.

It is recommended that £736k of the £2,067k earmarked in the Council's 2015/16 budget are released to Adult Social Care, Residents Services and Finance operating budgets in order to fund the implementation of these new responsibilities during the period April to September 2015. The full year cost is expected to remain in line with the budget provision of £2,067k, but will remain under review over the coming months.

5. Recommendation 6 - Transport for London has awarded the Council £98k grant funding in respect of the 2015/16 Borough Cycling Programme for a range of measures to encourage more people to cycle more safely more often. This includes support for cycle training, cycle parking and cycle strategies. The schemes are revenue expenditure and will be allocated to Policy, Highways & Community Engagement budget.
6. Recommendation 7 - The Council successfully bid for funding from the Skills Funding Agency for the 2015/16 financial year to pilot community learning courses to help adults recover from mild to moderate mental health problems.

Alternative options considered

7. There are no other options proposed for consideration.

SUMMARY

REVENUE

8. An underspend of £4,038k is projected at Month 11 for General Fund revenue budgets, consisting of £1,303k of deferred capital financing costs and additional interest income, a £59k underspend on contingency budgets and a net underspend of £1,966k across Directorate Operating Budgets. This represents a minor improvement of £64k from Month 10, with limited adverse movement in contingency items being off-set by a reduction in uncommitted General Contingency.
9. The 2014/15 revenue budget contains £16,491k of savings, including sums brought forward from 2013/14. £14,864k of this sum is reported as delivered in full, a further £1,500k is covered by contingency which is being applied, leaving £127k as red, which will not now be delivered in this financial year.
10. General Fund balances are projected to reach £39,954k at 31 March 2015, assuming that the remaining £286k of uncommitted General Contingency and £1,803k of unallocated Priority and HIP Growth are committed in full during 2014/15. Taking account of the £5,000k drawdown from balances planned for 2015/16, remaining uncommitted General Fund balances will be £34,953k.
11. In relation to other funds, there are no material adverse variances affecting the 2014/15 General Fund outturn. Within the Collection Fund, no movement is reported in the headline £2,197k surplus.

CAPITAL

12. As at Month 11 an under spend of £19,505k is reported on the 2014/15 capital programme budget from a revised budget of £92,537k. This is comprised of cost under spends of £6,250k and phasing variances of £13,255k. Forecast outturn over the life of the General Fund programme for 2014/15 to 2018/19 is an under spend of £7,460k.
13. General Fund capital receipts of £5,310k are forecast for 2014/15 with receipts over the period to 2018/19 expected to reach £45,190k representing a favourable variance of £13,471k over the revised budget.
14. Prudential borrowing is forecasting a favourable variance of £12,868k over the life of the programme due to the internally resourced under spends of £7,397k and the improvement in the capital receipts forecast of £13,471k, partly offset by a reduction of £8,000k in the forecast level of Community Infrastructure Levy that will be collected.

FURTHER INFORMATION

General Fund Revenue Budget

15. An underspend of £3,328k is projected on normal operating activities at Month 11, representing an improvement of £64k from Month 10. The Month 11 position incorporates a £1,966k net underspend across Directorate Operating Budgets, a £1,303k underspend on capital financing costs and a favourable variance of £59k on Development and Risk Contingency. In addition, the previously recognised exceptional item of £710k in relation to compensation for loss of mineral rights is unchanged, bringing the total in-year underspend to £4,038k.

16. As previously reported, the position on Directorate Operating Budgets consists of a number of compensatory variances which will remain consistent with the Council's Medium Term Financial Forecast and will continue to be monitored closely. Within the reported position there remains significant scope to manage emergent pressures or support new initiatives, primarily through the residual uncommitted General Contingency of £286k and unallocated Priority and HIP Growth of £1,803k.

17. The Council's General Fund revenue budget contains £16,491k savings, including the £12,802k approved by Cabinet and Council in February 2014, of which £16,364k are delivered. The remaining £127k will not be delivered on a permanent basis until 2015/16.

Table 1: General Fund Overview

Original Budget	Budget Changes	Service	Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'000
167,413	3,847	Directorate Operating Budgets	171,260	169,294	(1,966)	(1,927)	(39)
17,785	(3,747)	Corporate Operating Budgets	14,038	12,735	(1,303)	(1,278)	(25)
24,738	0	Development & Risk Contingency	24,738	24,679	(59)	(59)	0
2,252	(100)	Priority Growth	2,152	2,152	0	0	0
212,188	0	Sub-total Normal Activities	212,188	208,860	(3,328)	(3,264)	(64)
		<u>Exceptional Items</u>					
		Compulsory Purchase Order Compensation		(710)	(710)	(710)	0
212,188	0	Total Net Expenditure	212,188	208,150	(4,038)	(3,974)	(64)
(212,188)	0	Budget Requirement	(212,188)	(212,188)	0	0	0
0	0	Net Total	0	(4,03)	(4,038)	(3,974)	(64)
(35,915)	0	Balances b/fwd	(35,915)	(35,915)			
(35,915)	0	Balances c/fwd 31 March 2015	(35,915)	(39,953)			

18. At 31 March 2014 General Fund Balances totalled £35,915k, with the projected underspend expected to reach £39,953k by 31 March 2015. The Council's Medium Term Financial Forecast assumes that balances over £30,000k will be retained to manage emergent risks and issues, with sums above that level earmarked for use to smooth the impact of Government funding cuts.

Directorate Operating Budgets (£1,966k underspend, £39k improvement)

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

20. Since Month 10 Directorate Operating budgets and prior period variances have been restated to reflect the recently implemented changes to management structures and transfer of functions between groups. The remainder of this report comments upon movements against these restated comparators.

Table 2: Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 11		Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000
11,102	63	Admin.	Expenditure	11,165	11,041	(124)	(112)	(12)
(2,358)	551		Income	(1,807)	(1,813)	(6)	(9)	3
8,744	614		Sub-Total	9,358	9,228	(130)	(121)	(9)
168,901	293	Finance	Expenditure	169,194	169,239	45	44	1
(155,763)	(31)		Income	(155,794)	(156,200)	(406)	(403)	(3)
13,138	262		Sub-Total	13,400	13,039	(361)	(359)	(2)
113,009	3,597	Residents Services	Expenditure	116,606	115,880	(726)	(655)	(71)
(56,325)	(696)		Income	(57,021)	(57,318)	(297)	(324)	27
56,684	2,901		Sub-Total	59,585	58,562	(1,023)	(979)	(44)
27,487	5,089	Children & Young People's Service	Expenditure	32,576	33,202	626	587	39
(2,703)	(5,542)		Income	(8,245)	(8,537)	(292)	(275)	(17)
24,784	(453)		Sub-Total	24,331	24,665	334	312	22
79,250	10,902	Adult Social Care	Expenditure	90,152	90,449	297	306	(9)
(15,187)	(10,379)		Income	(25,566)	(26,649)	(1,083)	(1,086)	3
64,063	523		Sub-Total	64,586	63,800	(786)	(780)	(6)
167,413	3,847	Total Directorate Operating Budgets		171,260	169,294	(1,966)	(1,927)	(39)

21. An underspend of £130k is reported on Administration budgets due to posts being held vacant in advance of restructuring and additional income within the legal service, both of which are reflected in the recommended 2015/16 budget. A minor movement of £9k from Month 10 is reported.

22. A net underspend of £361k on Finance is projected as a result of strong performance on recovery of overpaid housing benefit and court costs, which are partially off-set by temporary staffing pressures. Limited movement is reported from Month 10.

23. The underspend of £924k projected within Residents Services is the result of underlying pressures on parking income and facilities management being off-set by the cost reduction resulting from closure of the Victoria Road Civic Amenity Site and posts being held vacant across the group. While this cost reduction will be reflected in full in 2015/16 budgets, cost pressures are expected to be managed out - partially through on-going investment in car parks and contract savings on the outsourced facilities management operation. There has been a minor improvement of £44k in the headline variance from Month 10.

24. On Children & Young People's Services budgets, the reported staffing pressure of £334k is primarily attributable to use of agency staff during the transition to a permanent establishment. This variance is expected to be transitional in nature and be managed down in 2015/16 budgets through the implementation of a more permanent structure. A minor adverse movement of £22k is reported from Month 10.

25. An underspend of £786k across Adult Social Care budgets is reported at Month 11, with savings from vacant posts across the group and an improved outlook on income off-setting

difficulties in releasing cashable savings from a reduced transport requirement following the realignment of day centre provision.

Progress on Savings

26. 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.

27. Currently, £14,697k of savings are banked. A further £1,500k is covered by contingency, leaving £294k of items where work is still underway to secure these savings on an on-going basis. These residual items will continue to be monitored into the new financial year, and are expected to be secured in full 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	(1,500)	(1,539)	(5,504)	(4,874)	(1,447)	(14,864)	90.1%
G On track for delivery	0	0	0	0	0	0	0.0%
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	0	0	0	0	0	0.0%
R Serious problems in the delivery of the saving	0	0	0	(127)	0	0	0.8%
Covered by contingency	(1,500)	0	0	0	0	(1,500)	9.1%
Total 2014/15 Savings	(3,000)	(1,539)	(5,504)	(5,001)	(1,447)	(16,491)	100%

Corporate Operating Budgets (£1,303k underspend, £25k improvement)

28. Corporately managed expenditure includes 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 £'000	Budget Changes £'000	Service	Month 11		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000	
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
9,927	262		Non-Sal Exp	10,189	8,902	(1,287)	(1,287)	0
(39)	(376)		Income	(415)	(415)	0	0	0
9,888	(114)		Sub-Total	9,774	8,487	(1,287)	(1,287)	0
0	10	Levies and Other Corporate Budgets	Salaries	470	481	11	11	0
11,078	1,430		Non-Sal Exp	12,292	12,290	(2)	(2)	0
(3,812)	(5,073)		Income	(8,499)	(8,524)	(25)	0	(25)
7,266	(3,633)		Sub-Total	4,263	4,247	(16)	9	(25)
17,785	(3,747)	Total Corporate Operating Budgets		14,038	12,735	(1,303)	(1,278)	(25)

29. In line with the position at Month 10, an underspend of £1,100k is reported on core 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. The remaining variance relates to statutory interest in relation to settlement of the Compulsory Purchase Order issues in relation to the Moorbridge Farm / Terminal 5 Spur Road of £187k.

30. A favourable movement of £25k is reported on other Corporate Budgets to reflect a number of minor 'new burdens' grants received from central government in the closing months of the financial year. Such new burdens costs are being managed within the Directorate Operating Budgets outlined above.

Development & Risk Contingency (£59k underspend, no movement)

31. 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 £'000	Budget Changes £'000	Service	Month 11		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000
400	0	Fin.	400	400	0	0	0
240	0	Residents Services	240	240	0	0	0
200	0		200	200	0	0	0
200	0		200	200	0	0	0
2,144	0		2,144	2,056	(88)	(88)	0
811	0		811	759	(52)	(29)	(23)
0	70		70	70	0	0	0
0	0		0	(162)	(162)	(162)	0
0	60		60	60	0	0	0
1,458	0	Children and Young People	1,458	1,528	70	70	0
(200)	0		(200)	(200)	0	0	0
1,860	0		1,860	2,591	731	663	68
2,406	0	Adult Social Care	2,406	1,816	(590)	(590)	0
11,990	0		229	409	180	180	0
229	0		11,990	12,426	436	436	0
500	0	Corp. Items	500	500	0	0	0
0	1,500		1,500	1,500	0	0	0
2,500	(1,370)		870	286	(584)	(539)	(45)
24,738	0	Total Development & Risk Contingency	24,738	24,679	(59)	(59)	0

- 32.No movement is reported on Homelessness expenditure from Month 10 as the lack of available private sector properties continues to necessitate the use of Bed & Breakfast accommodation, with 198 households in such placements - up from 194 in January and 157 in December.
- 33.A minor improvement is reported on waste disposal costs, with latest tonnage figures suggesting a £23k reduction in the contingency requirement for 2014/15 payments to the West London Waste Authority.
- 34.Projected costs for Children's Social Care Placements have risen by £68k from Month 10, increasing the overall call on contingency to £2,591k. Overall numbers in care placements remain at higher levels than experienced in late 2014, with 202 children currently in placements.
- 35.As the financial year end approaches, the projected call on General Contingency has been further reduced by a further £45k to leave £286k to meet emergent cost pressures. The headline contingency requirement therefore remains £59k below budget.

Priority Growth

- 36.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 £100k has been allocated from unallocated Priority Growth, to fund a review of ICT across the Council which was agreed at November Cabinet. It is expected that unallocated growth monies will be earmarked to fund future growth initiatives and not be released into General Balances.
- 37.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 £438k, leaving £500k available for new initiatives.

Table 6: Priority Growth

Original Budget £'000	Budget Changes £'000	Priority Growth	Revised Budget £'000	Month 11 Approved Allocations £'000	Unallocated Balance £'000
800	138	HIP Initiatives Budgets	938	487	(451)
0	(138)	B/fwd Funds	(138)	(138)	0
1,452	(100)	Unallocated Priority Growth	1,352	0	(1,352)
2,252	(100)	Total Priority Growth	2,152	349	(1,803)

Schools Budget, Parking Revenue Account and Collection Fund

- 38.Latest forecasts on other funds indicate favourable positions at year end and therefore will not adversely impact upon the General Fund. Risks associated with Parking Revenue Account activity and future Business Rates revenues beyond 2014/15 are being managed through the Council's Medium Term Financial Forecast.
- 39.A headline pressure of £1,517k is reported on the Schools Budget, primarily due to the release of £1,294k of additional resources from balances to support individual school budgets and £486k pressures on centrally retained budgets due to funds being released to support bulge year classes. These pressure areas are partially off-set by a number of underspends, including £174k reduction in the cost of Special Educational Needs services.

40. A improvement of £97k is reported on Parking Revenue Account expenditure, which results in an in year surplus of £110k on the account. As previously reported there remains a pressure on income streams, with reviews underway to place the PRA on a sustainable footing going forward.
41. Within the Collection Fund no movement is reported on Council Tax and Business Rate income, with a Council Tax surplus to £2,797k and a Business Rates deficit to £600k. These positions reflect strong collection performance on Council Tax and the continuing uncertainty on Business Rates due to empty property reliefs and delays bringing Heathrow Terminal 2 onto the rating list. The net surplus will be released to the General Fund in 2015/16, and was fully reflected in the budget approved by Cabinet and Council in February 2015. Any subsequent movement in this position will impact upon the General Fund in 2016/17.

Housing Revenue Account Budget

42. An in year surplus of £4,988k is projected on Housing Revenue Account (HRA) operations, a minor favourable movement of £40k from the position at Month 10. As previously noted, the majority of the overall variance is due to the rephasing of planned maintenance expenditure and underspends within housing management services. Uncommitted balances are projected to reach £27,808k by 31 March 2015, with further monies earmarked to support on-going investment in housing stock.
43. During 2014/15, there have been 176 sales of properties under Right to Buy to the end of February with a total of 190 expected to complete by 31 March 2015. Future revenue losses associated with majority of these sales are reflected in the HRA Medium Term Financial Forecast presented to Cabinet and Council in February 2015.

Future Revenue Implications of Capital Programme

44. Appendix D to this report provides an update on the current capital programme, with a headline underspend of £6,339k reported on the 2014/15 - 2018/19 programme. This position is principally driven by the £5,062k underspend reported on existing school expansion projects, with a number of smaller favourable and adverse variances across the programme. In addition to this underspend, there remains £7,121k uncommitted contingency funding within this budget to support new investment.
45. Capital receipts are projected to reach £45,133k over this period, representing an overachievement of £13,414 against budget as a result of increased valuations on two key sites. Taking account of the expected shortfall of £8,000k on Community Infrastructure Levy receipts, arising due to delays in implementing the scheme and the projected underspend noted above, this reduces the Council's borrowing requirement by £12,811k to £143,392k on the current programme.
46. 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 - although deferral of capital receipts into 2015/16 partially off-sets any such financial benefit. 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 (£130k underspend, £9k improvement)

47. The Administration Group is showing an underspend of £130k at Month 11. This compares to an underspend of £426k at month 10. The change is due to a £305k underspend on Performance and Communications transferring to Residents' Services. There is a £9k improvement since month 10 on the budgets still within Administration, largely due to a revised salary forecast within Legal Services. The remaining underspend is mainly due to a surplus of income in Legal Services and a MTFP proposal for 2015/16 has been put forward relating to this.

Table 7: Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 11		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000	
1,449	0	Democr. Services	Salaries	1,449	1,442	(7)	(7)	0
1,882	0		Non-Sal Exp	1,882	1,894	12	12	0
(957)	339		Income	(618)	(560)	58	58	0
2,374	339		Sub-Total	2,713	2,776	63	63	0
2,273	51	Human Resources	Salaries	2,324	2,261	(63)	(63)	0
639	12		Non-Sal Exp	651	633	(18)	(18)	0
(303)	0		Income	(303)	(253)	50	50	0
2,609	63		Sub-Total	2,672	2,641	(31)	(31)	0
1,871	0	Legal Services	Salaries	1,871	1,860	(11)	(4)	(7)
111	0		Non-Sal Exp	111	100	(11)	(6)	(5)
(575)	(266)		Income	(841)	(928)	(87)	(93)	6
1,407	(266)		Sub-Total	1,141	1,032	(109)	(103)	(6)
580	0	Policy & Partnerships	Salaries	580	586	6	6	0
2,297	0		Non-Sal Exp	2,297	2,265	(32)	(32)	0
(523)	478		Income	(45)	(72)	(27)	(24)	(3)
2,354	478		Sub-Total	2,832	2,779	(53)	(50)	(3)
6,173	51	Admin. Directorate	Salaries	6,224	6,149	(75)	(68)	(7)
4,929	12		Non-Sal Exp	4,941	4,892	(49)	(44)	(5)
(2,358)	551		Income	(1,807)	(1,813)	(6)	(9)	3
8,744	614		Total	9,358	9,228	(130)	(121)	(9)

FINANCE (£361k underspend, £2k improvement)

48. The Finance Group is showing an underspend of £361k at Month 11, a £2k improvement on month 10. The majority of the overall underspend is due to an improved rent allowance subsidy position since the start of the year. The expenditure and income budgets across Revenues and Benefits are to be realigned as part of the 15/16 MTFF process.

Table 8: Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000	
537	0	Internal Audit	Salaries	537	510	(27)	(26)	(1)
56	0		Non-Sal Exp	56	86	30	28	2
0	0		Income	0	(12)	(12)	(9)	(3)
593	0		Sub-Total	593	584	(9)	(7)	(2)
2,050	0	Procurement	Salaries	2,050	2,027	(23)	(23)	0
150	100		Non-Sal Exp	250	295	45	45	0
(557)	376		Income	(181)	(203)	(22)	(22)	0
1,643	476		Sub-Total	2,119	2,119	0	0	0
3,299	0	Operation. Finance	Salaries	3,299	3,315	16	16	0
679	0		Non-Sal Exp	679	686	7	7	0
(963)	0		Income	(963)	(964)	(1)	(1)	0
3,015	0		Sub-Total	3,015	3,037	22	22	0
3,729	107	Revenues & Benefits	Salaries	3,836	3,830	(6)	(6)	0
154,439	188		Non-Sal Exp	154,627	154,627	0	0	0
(154,102)	(280)		Income	(154,382)	(154,753)	(371)	(371)	0
4,066	15		Sub-Total	4,081	3,704	(377)	(377)	0
1,245	19	Strategic Finance	Salaries	1,264	1,267	3	3	0
2,717	(121)		Non-Sal Exp	2,596	2,596	0	0	0
(141)	(127)		Income	(268)	(268)	0	0	0
3,821	(229)		Sub-Total	3,592	3,595	3	3	0
10,860	126	Finance Directorate	Salaries	10,986	10,949	(37)	(36)	(1)
158,041	167		Non-Sal Exp	158,208	158,290	82	80	2
(155,763)	(31)		Income	(155,794)	(156,200)	(406)	(403)	(3)
13,138	262		Total	13,400	13,039	(361)	(359)	(2)

49. A breakeven position is projected on the contingency for uninsured claims at Month 10.

Table 9: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 11		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000
400	0	Uninsured Claims	400	400	0	0	0
400	0	Current Commitments	400	400	0	0	0

RESIDENT SERVICES (£1,023k underspend, £44k favourable movement)

50. Residents Services directorate is showing a projected outturn underspend of £1,023k at Month 11, excluding pressure areas that have identified contingency provisions.

Table 10: Operating Budgets

Original Budget	Budget Changes	Service	Month 11		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
13,397	187	Deputy Director Residents Services	Salaries	13,584	13,472	(112)	(94)	(18)
25,964	(579)		Non-Sal Exp	25,385	25,307	(78)	(74)	(4)
(13,389)	44		Income	(13,345)	(13,310)	35	35	0
25,972	(348)		Sub-Total	25,624	25,469	(155)	(133)	(22)
2,463	(97)	Development and Assets	Salaries	2,366	2,621	255	255	0
7,496	147		Non-Sal Exp	7,643	8,175	532	532	0
(2,758)	106		Income	(2,652)	(2,747)	(95)	(155)	60
7,201	156		Sub-Total	7,357	8,049	692	632	60
732	58	Estates and Tenancy Management	Salaries	790	750	(40)	(30)	(10)
1,538	113		Non-Sal Exp	1,651	1,178	(473)	(473)	0
(3,484)	(249)		Income	(3,733)	(3,000)	733	698	35
(1,214)	(78)		Sub-Total	(1,292)	(1,072)	220	195	25
4,884	(1)	Policy, Highways and Community Engagement	Salaries	4,883	4,821	(62)	(62)	0
5,659	646		Non-Sal Exp	6,305	5,608	(697)	(697)	0
(11,054)	(1,068)		Income	(12,122)	(11,807)	315	315	0
(511)	(423)		Sub-Total	(934)	(1,378)	(444)	(444)	0
3,543	(1)	Planning and Enforcement	Salaries	3,542	3,573	31	49	(18)
1,564	(6)		Non-Sal Exp	1,558	2,248	690	706	(16)
(2,808)	0		Income	(2,808)	(3,936)	(1,128)	(1,060)	(68)
2,299	(7)		Sub-Total	2,292	1,885	(407)	(305)	(102)
13,327	(362)	Green Spaces & Culture	Salaries	12,965	12,365	(600)	(600)	0
9,150	(448)		Non-Sal Exp	8,702	9,732	1,030	1,030	0
(9,992)	273		Income	(9,719)	(10,292)	(573)	(573)	0
12,485	(537)		Sub-Total	11,948	11,805	(143)	(143)	0
7,699	26	Communication, ICT and Customer Development	Salaries	7,725	7,631	(94)	(94)	0
4,224	(9)		Non-Sal Exp	4,215	4,196	(19)	(14)	(5)
(2,878)	17		Income	(2,861)	(2,737)	124	124	0
9,045	34		Sub-Total	9,079	9,090	11	16	(5)
2,540	2,665	Business and Technical Support	Salaries	5,205	4,433	(772)	(752)	(20)
896	11		Non-Sal Exp	907	1,156	249	229	20
(3,979)	207		Income	(3,772)	(3,511)	261	261	0
(543)	2,883		Sub-Total	2,340	2,078	(262)	(262)	0
4,159	(297)	Policy and Standards - Education, Housing and Public Health	Salaries	3,862	3,363	(499)	(499)	0
3,774	1,544		Non-Sal Exp	5,318	5,251	(67)	(67)	0
(5,983)	(26)		Income	(6,009)	(5,978)	31	31	0
1,950	1,221		Sub-Total	3,171	2,636	(535)	(535)	0
52,744	2,178	Residents Services	Salaries	54,922	53,029	(1,893)	(1,827)	(66)
60,265	1,419		Non-Sal Exp	61,684	62,851	1,167	1,172	(5)
(56,325)	(696)		Income	(57,021)	(57,318)	(297)	(324)	27
56,684	2,901		Total	59,585	58,562	(1,023)	(979)	(44)

51. The services shown in the table above represent the new structure for Residents Services and the other changes to the Council structure implemented in February. The overall underspend is a result of the closure of Victoria Road and staffing underspends across the group, offset by pressures on off-street parking income and facilities management.
52. 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 11 projected calls on contingency is £140k under provision, £23k favourable movement from month 10. The table below shows the breakdown for each contingency item.

Table 11: Development and Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'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	2,056	(88)	(88)	0
811	0	Waste Disposal Levy (Demand-led Tonnage Increases)	811	759	(52)	(29)	(23)
0	60	Poweday Public Enquiry	60	60	0	0	0
0	70	Legal costs associated with compulsory land purchase	70	70	0	0	0
3,595	130	Current Commitments	3,725	3,585	(140)	(117)	(23)

53. Further to continuing pressures on the Housing Needs budget (£1,753k overspend in 2013/14), contingency of £2,144k has been set aside in 2014/15 to resource the need for Temporary Accommodation in the Borough. The call on contingency relating to homelessness is currently projected to be £2,056k, which gives a projected underspend of £88k against the contingency provision (no change).
54. Temporary Accommodation and housing advice data for the period November to February are shown below. Whilst B&B data numbers are reduced from levels seen in 2013/14, sustained levels of demand are being experienced within the service as shown by the Homeless Threat, priority need & eligible indicator below.
55. The data shows a marked increase in presenting as homeless in February and a sharp increase in the number of households in B&B since the new calendar year.

Table 12: Housing Needs performance data

	November	December	January	February
Homeless Threat, Priority Need & Eligible	120	104	114	134
Presenting As Homeless	41	44	68	57
Duty Accepted	32	19	25	12
Households in Temporary Accommodation	521	520	555	560
Households in B&B	155	157	194	198

56. The month 11 projection includes the financial impact of the delay to two new permanent housing schemes which were expected to be available from February 2015 but will not now be available until the new financial year. The key challenge in containing the pressure will be managing the increased demand being experienced across the capital as well as maintaining the Council's existing supply of available housing.
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. At month 11 the latest modelling forecast has been further revised based on latest tonnage figures to show an underspend against the contingency of £52k (£23k favourable).
58. The contingency for the Carbon Reduction Commitment is for the estimated costs to purchase carbon allowances.
59. The HS2 and Heathrow expansion challenge contingencies provide resources to enable the Council to respond to the continuing threat of these projects to residents.

Deputy Director Residents Services (£155k underspend, £22k favourable)

60. The group is reporting a favourable movement on salaries of £18k across the group following the SMT restructure. There is also a £4k favourable movement for various non-staffing costs across the service.

Development and Assets (£692k overspend, £60k adverse)

61. There is a £60k adverse movement in the forecast, relating to a decrease in expected recharged income from capital schemes. The majority of the overall overspend relates to corporate construction activity where the cost cannot be recharged to capital and facilities management costs which have exceeded the available budget.

Estates and Tenancy Management (£220k overspend, £25k adverse)

62. There is a £10k favourable movement relating to a revised salary forecast for Corporate Landlord operations.
63. At Month 11 the service is reporting a buyers' premium income of £103k for the financial year (£35k adverse). This relates to revised forecasts of expected income relating to the disposals programme in 2014/15. This income stream will continue to be closely monitored as the majority of this income is still a forecast rather than actual banked income.

Policy, Highways & Community Engagement (£444k underspend, no change)

64. Highways has a favourable movement of £11k on permits income which is netted off by an £11k adverse forecast on purchase of materials.
65. 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.

Planning and Enforcement (£407k underspend, £102k favourable)

66. For month 11, the service is reporting an overall net favourable movement of £102k.

67. There is net improvement in planning of £57k owing to increases in income for development control totalling £68k, netted off by an adverse forecast of £11k for appeals costs.
68. There is also an improved forecast in enforcement of £45k, with favourable movement in non-staffing costs for Anti-Social Behaviour (£10k) and CCTV (£17k) plus a revised staffing forecast in Corporate Fraud (£18k favourable).

Green Spaces, Sport & Culture (£143k underspend, no change)

69. The service now incorporates Public Health promotions and the Youth and Adult Learning service. The main variances making up the underspend are salary underspends across the group relating primarily to vacant posts which are still in place as restructures are finalised.
70. The Adult Learning service has been successful in securing additional grant income of £79,885 for 2015/16 from the Skills Funding Agency.

Communications, ICT and Customer Development (£11k overspend, £5k favourable)

71. Communications is reporting a £5k favourable movement for month 11. An underspend on non salary expenditure is reported due to reduced spend on Team Hillingdon printing costs and software/licence costs. Expenditure and income budgets have been realigned to reflect the underachievement on the Hillingdon People advertising income target and the reduced expenditure on printing.

Business and Technical Support (£262k underspend, no change)

72. The off-street parking income at the Cedars and Grainges multi-storey car parks continues to experience pressure relating to the loss of season ticket income at both car parks. The most recent income projection forecasts a pressure of £266k (no change).
73. There is a favourable movement of £20k on staffing due to the restructures still ongoing with the service. This movement is netted off by various non-staffing adverse movement of £20k.

Policy and Standards - Education, Housing and Public Health (£535k underspend, no change)

74. Performance & Intelligence is now being reported under the Residents Group. The service is reporting an underspend of £325k, a £3k favourable movement on month 10 relating to a reduced expenditure forecast on independent advisors.
75. Education is forecasting an underpsend of £160k, no change on month 10. The underpsend relates to an increase in schools SLA income relating to the Schools Governor Support Service and the Educational Psychological Service and the projected cost of salaries, where vacant posts have still not been appointed to.

CHILDREN AND YOUNG PEOPLE'S SERVICE (£334k overspend, £22k adverse movement)

76. The Children and Young People's Service now includes the budgets for the Children's Centres and Early Years to reflect the realignment of services recently agreed. This service is projecting an overspend of £334k as at Month 11, an adverse movement of £22k on the month 10 projections, which is explained in more detail below.
77. The month 11 position is reflecting an overspend of £677k on Salaries, an improvement of £9k on the month 10 projections, due to a more accurate assessment being made on agency appointments. The overspend reported, relates to the continuation of holding back on permanent recruitment pending the outcome of a major review of the service. Senior management are continuing to ensure that agency staff are appointed only where there is a defined need. This approach has enabled the service to stabilise agency staff turnover to a point where most agency staff have now been employed for more than 42 weeks in Hillingdon. However, the overspend still reflects the current position on the staffing establishment 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 a high level of sessional staff to support children's contact as instructed by the courts. The agency market for Social Workers remains highly competitive with a consequential pressure on pay rates in order to retain and attract good quality staff.
78. There is an underspend of £52k on non-staffing budgets, an adverse movement of £47k on the month 10 projections, due to an increase in the projected costs of facilities management costs and looked after children allowances. Within this there is a projected pressure in the cost of Secure/Remand placements, over which the Council has only limited control, and a high level of cost relating to Special Guardianship Order allowances and subsistence that is provided to clients. This is netted down by underspends across supplies and services, where the service is challenging and tightly controlling spending decisions.
79. There is a projected surplus of £292k on income, an improvement of £16k on the month 10 projections. This relates to the funding received from a number of external partners, including Health, the Youth Justice Board and Education.
80. The projected variances at Month 11 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 11		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000	
1,033	56	Safeguarding Children	Salaries	1,089	1,401	312	283	29
1,356	121		Non-Sal Exp	1,477	1,647	170	155	15
(146)	(2)		Income	(148)	(196)	(48)	(48)	0
2,243	175		Sub-Total	2,418	2,852	434	390	44
3,286	233	Early Intervention Services	Salaries	3,519	3,188	(331)	(347)	16
3,880	(190)		Non-Sal Exp	3,690	3,567	(123)	(143)	20
(702)	5		Income	(697)	(878)	(181)	(164)	(17)
6,464	48		Sub-Total	6,512	5,877	(635)	(654)	19
2,707	(628)	Looked After Children	Salaries	2,079	1,853	(226)	(182)	(44)
564	189		Non-Sal Exp	753	661	(92)	(89)	(3)
(304)	15		Income	(289)	(290)	(1)	(1)	0
2,967	(424)		Sub-Total	2,543	2,224	(319)	(272)	(47)
5,614	2,492	Children's Resources	Salaries	8,106	9,028	922	932	(10)
9,047	2,816		Non-Sal Exp	11,863	11,857	(6)	(22)	16
(1,551)	(5,560)		Income	(7,111)	(7,173)	(62)	(62)	0
13,110	(252)		Sub-Total	12,858	13,712	854	848	6
12,640	2,153	Children's and Young Persons Directorate	Salaries	14,793	15,470	677	686	(9)
14,847	2,936		Non-Sal Exp	17,783	17,732	(51)	(99)	48
(2,703)	(5,542)		Income	(8,245)	(8,537)	(292)	(275)	(17)
24,784	(453)		Total	24,331	24,665	334	312	22

Safeguarding Children (£434k overspend, £44k adverse)

81. The Safeguarding Children's service is projecting an overspend of £434k, an adverse movement of £44k on the month 10 projections, due to an increase in the cost of agency staff projections and non staffing costs relating to the Local Safeguarding Children's Board. The overall position comprises an overspend of £312k on staffing, due to a high level of agency staff and an overspend of £170k 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 £48k in income streams, due to additional funds that will be received from external partners.

Early intervention (£635k underspend, £19k adverse)

82. This service area now includes the Children's Centres and Early Years budgets and in total is projecting an underspend of £635k, an adverse movement of £19k on the month 10 projections, due to an increase in the allocations made to school located Children's Centres, following a final audit of the projected outturn positions. This relates to an underspend of £331k on staffing, where there are a number of staff vacancies relating primarily to Key Worker posts, due to the impending implementation of the Early Support restructure, an underspend of £123k on non staffing budgets, relating primarily to planned expenditure across all Children Centres and a surplus of £181k on income, which is due to additional funds being received from external partners including the Youth Justice Board.

Looked After Children (£319k underspend, £47k improvement)

83. This service is projecting an underspend of £319k, an improvement of £47k on the month 10 projections, due to a reduction in staffing costs, where a more accurate assessment has been made on agency staff costs. This relates to an underspend on staffing costs of £226k, due to a high level of vacant posts, some of which are not being covered by agency or permanent staff and an underspend of £92k on non staffing costs, where the service is incurring expenditure on essential items only.

Children's Resources (£854k overspend, £6k adverse)

84. This service is projecting an overspend of £854k, an adverse movement of £6k on the month 10 projections, due to an increase in the cost of allowances. There is an overspend of £922k on staffing costs, which reflects the cost differential of agency staff, including a number of Senior Manager posts, over this period, together with sessional staff costs required to support Looked After Children contact, where the number of court instructions has increased significantly this year and the decision that the service will continue with agency appointments up to the 31 March 2015, whilst the service undertakes a major review of the service. Over the last few months, the service has been able to position itself to move towards a steady state as it has been able to secure longer term agency appointments (now running at an average period of 42 weeks) and reduce caseloads more in line with standard operating models.
85. This is netted down by an underspend of £6k on non staffing costs, where the service is incurring costs on essential items only and a surplus of £62k on income, which is due to additional funding being received from external partners.
86. In terms of the placements budget, this is projecting that an additional £731k will be required on top of the full draw down of the £1,860k contingency sum, which takes into account the increased cost of Special Guardianship Orders.
87. Furthermore, there are a number of specific 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 more cost effective model that could be developed. Based on current projections this is creating a budget pressure of £261k.
 - There are increased staffing costs within the Triage service due to additional resources being required to cover staff absence, as well as a high level of agency staff, resulting in a pressure of £299k.
 - 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 £380k. The Youth Justice Board provides a grant to the Council to cover this cost, however the grant for 2014/15 is only £102k.

Exceptional Items

88. On 22 September 2014, the Council entered into a contract for a Children's Social Care managed service at a cost of £1,149k, primarily to provide some short term stability across the service and build in capacity to deal with a high volume of agency recruitment. This service has been monitored closely and resulted in a revised delivery model being put in place with effect from 24 November 2014, to focus on the assessment stage only. Over the last few months, the number of contacts and referrals has increased. However, due to the revised delivery model being introduced, the service has been able to cope with this increase through implementing new ways of working across the service and being more consistent in applying thresholds. These improvements have ensured that the number of cases moving through the service have been resolved at an earlier stage. This has been supported by the establishment of a new interim management team, and increasing stability in key practice management and social workers posts, together with a focus on enhancing performance management processes. As a result of this progress the latest analysis indicates that the caseloads per Social Worker are moving closer to the recommended operating levels for a Council of this size. In order to maintain this stability, the Council has extended the managed service assessment contract up to February 2016, where the additional cost up to 31 March 2015 will be £309k, resulting in a total contract sum of £1,458k for 2014/15. This will allow the service to review the staffing resource requirement and start planning the recruitment of suitably experienced and qualified staff, which would in turn lead to a reduction in the number of agency staff, during the 2015/16 financial year.
89. The Council has also entered into a similar temporary arrangement to support the Adoption and Fostering service, which started in December 2014 and is estimated to cost £474k over a period of 6 months, with an estimated cost of £237k in 2014/15 for the period mid December 2014 to 31 March 2015. This managed service is likely to have a direct impact on the number of children that will be adopted or be subject to a Special Guardianship Order as well as potentially increasing the number of In House Foster Carers. This should reduce the need to use Independent Fostering Agencies, where the cost differential is approximately £20,000 per placement per annum. The impact of this service will also continue to be monitored closely.
90. It should be noted that these two items, totalling £1,695k, are not included in the month 11 position reported above, as it is currently assumed that they will be funded from earmarked reserves.

Analysis of Placements

91. The following table sets out the number of current placements in February 2015, 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.

February 2015 Projections	Projected 14/15 Numbers	%	2014/15 Projected £000	2014/15 Budget £000
Secure/Remand Accommodation	2	1%	380	111
Residential	16	8%	2,346	1,468
Semi Independent Living	21	10%	1,011	409
Fostering Private	84	42%	3,292	2,395
In House	79	39%	1,391	1,722
Special Guardianship Orders			277	0
Risk Contingency				1,860
Total February 2015	202	100%	8,696	7,965

January 2015 Reported Position	201		8,628	7,965
Movement Between January and February 2015	1		68	0

92. The table now includes the pressure relating to the increase in Special Guardianship Orders and is indicating that the projected cost is £731k above the base plus the risk contingency budget. The current split between In House and Independent Fostering now stands at 48% to 52% respectively a reduction on last month's figure of 55% to 45%. The expectation is that this should be closer to a 60% to 40% split.

93. It should be noted that the current Looked After Children numbers reported are below what a Council this size would normally expect to see due to the backlog of cases that were in the system. As this backlog of cases is being managed and reduced, it is expected that the number of Looked After Children will begin to increase to a normal level commensurate with the size of this Council.

Development & Risk Contingency (£801k overspend, £68k adverse)

94. 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. The following table summarises the required draw down from each of these items:

Original Budget	Budget Changes	Development & Risk Contingency	Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,458	0	Asylum Funding Shortfall	1,458	1,528	70	70	0
(200)	0	Potential Extension of Asylum Gateway Agreement	(200)	(200)	0	0	0
1,860	0	Social Care Pressures (Children's)	1,860	2,591	731	663	68
3,118	0	Current Commitments	3,118	3,919	801	773	68

95. The Asylum Service is projecting an overspend of £1,528k, no change on the month 10 projections. This reflects the true running costs of the service in providing support for asylum seeking children, for which the Home Office provides grant funding of £4,841k to cover the direct costs based on a unit rate for different age children. However, it is expected that this figure may fall as there are a number of age assessed asylum seekers that have been claimed for, which are likely to be in-eligible for grant funding. This position will be reviewed over the next few weeks.

96. 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 £1,528k being reported, for which a sum of £1,458k has been set aside in the Corporate Risk Contingency. This results in the overspend of £70k currently reported.

97. The following table provides an analysis of the gross Asylum service budget projected position for month 11:

Original Budget	Budget Changes	Service	Month 11		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Change from Month 10	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
3,294	259	Asylum Services	Salaries	3,035	2,722	(313)	(355)	42
2,810	(259)		Non-Sal Exp	3,069	4,218	1,149	932	217
(6,104)	(0)		Income	(6,104)	(5,412)	692	951	(259)
0	(0)		Sub-Total	0	1,528	1,528	1,528	1,528

98. Negotiations took place with the Home Office last year, which secured 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. This has now been received.

99. The Placements budget built in additional growth for Looked After Children, which, based on the current projections is projecting an overspend of £731k, due to a projected growth in Looked After Children Placements over the next few months and takes into account the recent growth in Special Guardianship Orders.

ADULT SOCIAL CARE (£786k under spend, £6k improvement)

100. The Adult Social Care directorate is projecting a forecast under spend £786k as at month 11, a favourable movement of £6k since the last month, when a projected under spend to year end of £780k was anticipated.

Table 17: Operating Budgets

Original Budget	Budget Changes	Service	Month 11		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
5,019	245	All-Age Disabilities	Salaries	5,264	4,934	(330)	(327)	(3)
31,209	5,807		Non-Sal Exp	37,016	37,650	634	543	91
(5,723)	(316)		Income	(6,039)	(6,680)	(641)	(582)	(59)
30,505	5,736		Sub-Total	36,241	35,904	(337)	(366)	29
3,779	521	Social Work	Salaries	4,300	3,976	(324)	(283)	(41)
21,498	3,743		Non-Sal Exp	25,241	25,616	375	249	126
(7,861)	(377)		Income	(8,238)	(8,591)	(353)	(320)	(33)
17,416	3,887		Sub-Total	21,303	21,001	(302)	(354)	52
8,678	(580)	Early Intervention & Prevention	Salaries	8,098	7,847	(250)	(220)	(30)
3,990	(343)		Non-Sal Exp	3,647	3,831	184	243	(59)
(1,240)	(9,653)		Income	(10,893)	(10,891)	2	(30)	32
11,428	(10,576)		Sub-Total	852	787	(64)	(7)	(57)
2,292	(296)	Safeguarding, Quality & Partnerships	Salaries	1,996	1,911	(85)	(85)	0
4,753	(59)		Non-Sal Exp	4,694	4,707	13	19	(6)
(363)	92		Income	(271)	(390)	(119)	(122)	3
6,682	(263)		Sub-Total	6,419	6,228	(191)	(188)	(3)
1,539	(1,182)	Directorate & Support Services	Salaries	357	393	35	101	(66)
(3,507)	3,046		Non-Sal Exp	(461)	(416)	45	66	(21)
	(125)		Income	(125)	(97)	28	(32)	60
(1,968)	1,739		Sub-Total	(229)	(120)	108	135	(27)
21,307	(1,292)	Adult Social Care Directorate Total	Salaries	20,015	19,061	(954)	(814)	(140)
57,943	12,194		Non-Sal Exp	70,137	71,388	1,251	1,120	131
(15,187)	(10,379)		Income	(25,566)	(26,649)	(1,083)	(1,086)	3
64,063	523		Total	64,586	63,800	(786)	(780)	(6)

101. The Council's 2014/15 Development and Risk Contingency contains provision for areas of expenditure within Adult Social Care for which there is a greater degree of uncertainty caused by the demographic changes in the number of adults requiring care and support for a range of care needs, and Children with Disabilities who transition into Adult Social Care on reaching adulthood. The current forecast expenditure against these contingencies is set out in Table 2 below.

102. The SEN Transport contingency is included this month as the budget has transferred to Adult Social Care. This contingency is to cover the pressure in respect of increased demand in the SEN population.

Table 18: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 11		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000	Movement from Month 10 £'000
2,406	0	Increase in Transitional Children due to Demographic Changes	2,406	1,816	(590)	(590)	0
Social Care Demographic Pressures for Care and Support:							
11,990	0	Older People	6,254	6,254	0	0	0
		Clients With Disabilities	3,771	4,207	436	436	0
		Clients With Mental Health Issues	1,965	1,965	0	0	0
SEN Transport							
229	0		229	409	180	180	0
14,625	0	Current Commitments	14,625	14,651	26	26	0

103. It is forecast, as at month 11, that the Development and Risk Contingency for demographic changes in the number of clients requiring care and support costs and SEN Transport will overspend by a net £26k this year.
104. The actual contingency required for transitional children is still anticipated to under spend by £590k as reported in month 10 as the number of children transferring is less than originally forecast and those who do transfer have been assessed at a lower cost of care than forecast as they move into adulthood.
105. The pressure from the Winterbourne View report is still estimated at a cost of £436k in this year. No further cases have been agreed to transfer this month.
106. SEN Transport pressure is unchanged from Month 10. There is ongoing work to review this pressure particularly in relation to costs from other Local Authorities.

All Age Disabilities (AAD) £336k under spend, (£30k movement)

107. All Age Disabilities service includes clients with physical and sensory disabilities for both Children and Adults, following the implementation of the recommendations from the BID review covering disabilities and for the first time includes the budget for SEN Transport.
108. The service currently shows an under spend of £329k in salary expenditure due to the delay in filling vacancies at team leader level. A pressure of £634k (£92k increase from month 10) on placement costs, the £59k of the increase relates to health clients which have been offset by additional income. Additional income is offsetting this pressure with client contributions of £305k and increased contributions from Education and HCCG of £336k for joint funded placements.
109. The pressure in Merrifield's Resource Centre is £107k on staffing and £64k of non staffing costs, an improvement of £13k since month 10. The ongoing management of the service has reduced the staffing pressure.

110. The number of Children with Disabilities requiring care and support as they transition into adulthood is less than the original forecast built into the 2014/15 Development and Risk Contingency for transitional children due to lower number of clients transferring and lower costs arising from the ongoing care and support needs of those who have transferred estimated to be £590k during this financial year, this is unchanged from month 10.
111. In terms of the impact of the placements arising from the Winterbourne View report, referenced in previous reports, there are 14 known service users who are likely to become the responsibility of the Council. To date 4 service users have transferred and the net cost to LBH in this financial year is £436k.

Social Work (£302k under spend, £52k movement)

112. It is forecast that there is an under spend of £302k in social work, an adverse movement of £52k from Month 10.
113. Staff expenditure under spend has increased by £40k due to recruitment not taking place when previously forecast. Overall staffing is forecast to be under spent by £323k. This is in part offset against non staff expenditure as the costs for the Care Management services provided by Skylakes are within the non staffing forecast.
114. Non staffing expenditure pressure has increased by £126k, partially due to the forecast for Skylakes reviews (offset against staffing under spend) and a marginal movement in placement costs. This increase has in part been offset by additional client contribution of £34k.

Early Intervention and Prevention (£65k under spend, £58k improvement)

115. An under spend of £65k, an improvement of £25k from month 10, is forecast on Early Intervention and Prevention. The improvement arises from a number of staff resignations within the service and reduced demand for the Meals on Wheels service. The underlying pressure relating to transport is being offset by under spends on staffing costs.

Safeguarding, Quality and Partnerships (£191k under spend, £3k improvement)

116. It is forecast that there will be an under spend of £191k an improvement of £3k from month 10. The under spend is due to staff vacancies, £85k, and additional income achieved from client contributions, £43k and Health Income £75k. Expenditure incurred in supporting identified service users with no recourse to public funds is forecasting a pressure of £175k this is unchanged from month 10 and is being managed within the above forecast.
117. Expenditure on Deprivation of Liberty Safeguards (DOLS) cases is projected to be £235k. This forecast remains unchanged from month 10. So far, 352 cases have come through this financial year. In March 2015, the Department of Health announced that new burdens grant funding will be available in the 2015/16 financial year to manage these costs.

Directorate and Support (£108k pressure, improvement £27k)

118. There is a pressure of £108k forecast within Directorate and Support. The main pressure is in respect of costs in respect of the Care Act exceeding the current year's grant. It was planned to draw down this additional cost from the Earmarked Reserve for Care Act costs but due to the current under spend within the department it felt prudent to carry the Earmarked Reserve forward as the costs of implementing the Care Act will continue into 2015-16 and will need to be funded. The movement this month relates to firming costs now being predicated in respect of spend on the Care Act.

Appendix B – Other Funds

Schools Budget

Dedicated Schools Grant (£1,517k overspend, £77k adverse)

119. The Dedicated Schools Grant is projecting an in year overspend of £1,517k, an adverse movement of £77k on the month 10 projections, due primarily to a realignment of the expenditure incurred on the Early Years Education Psychological Service, which is to be funded from the DSG surplus balances.

120. 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.

Original Budget	Budget Changes	Funding Block	Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Change from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(145,373)	(467)	Dedicated Schools Grant Income	(145,840)	(145,840)	0	0	0
113,606	0	Delegated to Schools	113,606	114,900	1,294	1,294	0
4,581	(400)	Early Years	4,181	4,092	(89)	(108)	19
3,604	(198)	Centrally Retained	3,406	3,892	486	514	(28)
23,582	1,065	Special Needs	24,647	24,473	(174)	(260)	86
0	0	Total Schools Budget	0	1,517	1,517	1,440	77
0	0	Balance Brought Forward 1 April 2014	(3,781)	(3,781)			
0	0	Balance Carried Forward 31 March 2015	(3,781)	(2,264)			

Dedicated Schools Grant Income: breakeven, no change

121. The Department for Education have confirmed that the DSG will be adjusted and increased for the funds that were deducted for Pentland Fields Special Free School at the beginning of the year, which equates to £467k. A budget virement has been completed, which realigns the budget in line with the actual DSG.

Delegated to Schools: £1,294k overspend, no change

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

Early Years: £89k underspend, £19k adverse

123. The Early Years funding block is projecting an underspend of £89k, an adverse movement of £19k on the month 10 position, which is due to a number of new proposals being agreed for the provision of two year old places. The underspend reported relates to the approvals that have been made for increasing 2 year old capacity across the Borough, which is lower than the budget available.

Centrally Retained: £486k overspend, £28k improvement

124. The centrally retained budgets are projecting an overspend of £486k, an improvement of £28k on the month 10 position, due to a review of the union duties expenditure and recharges, which have now been completed by the Schools HR service. The overspend reported, relates to payments that have been made for additional bulge year classes, that 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: £174k underspend, £86k adverse

125. The Special Needs budgets are projecting an underspend of £174k, an adverse movement of £86k on the month 10 position, due to a realignment of the Early Years Psychological service costs, which are to be funded from the 2014/15 surplus balance. The underspend reported, relates to a number of staff vacancies that exist across the support teams.

126. The estimated growth in the SEN pupil population still stands at 7.24%, within this there is a higher proportion of early years pupils that need additional support within early years settings, which is offset by a reduction in the number of post 16 pupils. The following table sets out the change in the number of pupils with an SEN statement over the last 4 years:

Difficulty	Actuals 31/03/11	Actuals 31/03/12	Actuals 31/03/13	Actuals 31/3/14	Yr end projection 2014/15
Autistic Spectrum disorder	315	355	405	440	492
Behaviour, Emotional and Social Difficulty	152	143	149	129	129
Hearing Impairment	37	31	38	42	45
Mild Learning Difficulty	295	290	298	298	305
Multi-Sensory Impairment	7	7	6	6	6
Other ie: (Medical/mental health)	34	32	37	39	39
Physical Disability	76	85	89	90	94
Profound & Multiple learning diffs	29	33	32	30	35
Speech Language and Communication Needs	237	247	259	272	282
Severe Learning Difficulty	108	115	114	117	118
Specific Learning Difficulty	23	28	32	37	38
Visual Impairment	18	18	21	26	27
Blank	9	3		8	35
Total	1,340	1,387	1,480	1,534	1,645
Change - Numbers		47	93	54	111
Change - Percentage		3.51%	6.71%	3.65%	7.24%

Year End Balances

127. 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 £2,264k.

PARKING REVENUE ACCOUNT (£16k in year surplus, £97k favourable movement)

128. 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.

Table 20: Parking Revenue Account

Original Budget	Budget Changes	Service	Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(4,153)	0	Income	(4,153)	(3,893)	260	260	0
4,061	0	Expenditure	4,061	3,783	(278)	(181)	(97)
(92)	0	In-year (Surplus) / Deficit	(92)	(110)	(18)	79	(97)
76	0	Unallocated Balances B/fwd	76	76	0	0	0
(16)	0	Unallocated Balances C/fwd	(16)	(34)	(18)	79	(97)

129. An in-year surplus of £110k is forecast for the 2014/15 financial year. There is a total shortfall of income of £260k (no change from month 10). The overall position reflects the continued lower level of Penalty Charge Notice (PCN) income relative to the historic income target.

130. The income pressure is offset by compensating savings totalling £278k (£97k favourable movement), as well as the budgeted surplus of £92k. The favourable movement is a result of a review of recharges to the PRA and a decrease in the cost of levies.

131. 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.

COLLECTION FUND (£2,197k surplus, no movement)

132. 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. Forecasts for both Council Tax and Non-Domestic Rates income are unchanged from Month 10, although there remains uncertainty in the Business Rates position due to continuing delays in the remaining areas of Heathrow Terminal 2 being added to the Rating List.

133. Overall performance within the collection fund remains strong, with a net surplus of £2,197k reported as a Council Tax surplus of £2,797k is partially off-set by a £600k deficit on Business Rates income. The Council's approved budget for 2015/16 reflects the full year effect of the compensatory elements of these variances.

Table 21: Collection Fund

Original Budget £'000	Budget Changes £'000	Service	Month 11		Variance (+ adv / - fav)		Movement from Month 10 £'000	
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 11) £'000	Variance (As at Month 10) £'000		
(114,070)	0	Council Tax	Gross Income	(114,070)	(115,634)	(1,564)	(1,564)	0
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
(102,937)	0		Sub-Total	(102,937)	(105,734)	(2,797)	(2,797)	0
(105,485)	(425)	Business Rates	Gross Income	(105,910)	(105,697)	213	213	0
(981)	98		Section 31 Grants	(883)	(883)	0	0	0
59,158	0		Less: Tariff	59,158	59,158	0	0	0
2,136	327		Less: Levy	2,463	2,463	0	0	0
0	0		B/fwd Deficit	0	387	387	387	0
(45,172)	0	Sub-Total	(45,172)	(44,572)	600	600	0	
(148,109)	0	Total Collection Fund		(148,109)	(150,306)	(2,197)	(2,197)	0

134. Council Tax revenues continue to grow strongly with the £1,564k additional yield arising from new development in the Borough and strong performance on collection. 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 captured in the Council's Medium Term Financial Forecast.
135. 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. There has been limited favourable movement on the rating list in relation to Heathrow as a result of continuing delays by the Valuation Office Agency, with the risk of a further shortfall in income for 2014/15 remaining.
136. 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 £213k is projected for 2014/15. 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.
137. 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

138. The Housing Revenue Account (HRA) forecast is a surplus of £4,987k, a movement of £14k from the previous month. The table below presents key variances by service area:

Table 22: Housing Revenue Account

Original Budget	Budget Changes		Month 11		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 11)	Variance (As at Month 10)	Movement from Month 10
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(56,975)		Rent Income	(56,975)	(56,774)	201	198	3
(5,717)	(513)	Other Income	(6,230)	(6,100)	130	171	(41)
(62,692)	(513)	Net Income	(63,205)	(62,874)	331	369	(38)
13,813	(198)	Housing Management	13,616	12,279	(1,337)	(1,223)	(114)
5,607	334	Tenant Services	5,941	5,338	(603)	(601)	(2)
4,801	351	Repairs	5,152	5,589	437	200	237
5,798	25	Planned Maintenance	5,823	2,419	(3,404)	(3,281)	(123)
15,691		Contribution to Works to Stock	15,691	15,691	0	0	0
15,412		Interest & Investment Income	15,412	15,000	(412)	(412)	0
1,570		Development & Risk Contingency	1,570	1,570	0	0	0
62,692	513	Operating Costs	63,205	57,886	(5,319)	(5,317)	(2)
0		(Surplus) / Deficit	0	(4,988)	(4,988)	(4,948)	(40)
(25,083)		General Balance 01/04/2014	(22,820)	(22,820)	0	0	0
(25,083)		General Balance 31/03/2015	(22,820)	(27,808)	(4,988)	(4,948)	(40)

Rental & Other Income

139. There were 176 RTB sales to the end of February. The current prediction for the year is now 190 sales (an increase of 10 from the January projection). The loss of rental income from the RTB's is almost wholly offset by a reduction in rent loss due to a decrease in the number of voids. The increase in other income is due to the increase in projected RTB sales to 190, with the additional 10 sales generating RTB admin capital receipts of £28.5k.

Housing Management

140. The Housing Management budgets shows a net underspend of £1,337k, a decrease of £65k from Month 10.

Tenant Services

141. Tenancy Services shows a net underspend of £603k mainly due to savings from the new leaseholders building insurance contract, plus staffing vacancies within a number of services.

Repairs

142. The repairs forecast show an increase in repairs and voids expenditure of £84k from the Month 10 position, and an increase against the revised budget of £437k. There is an overall saving on staffing costs of £207k which in the main is due to unfilled vacancies. There is also a projected increase in material costs of £100k for repairs. Projections also include an

estimated £165k works on short-term lets, and £414k for the repairs management contract and ICT implementation costs. The above figures do not include the repair contingency of £680k which is available if required and is contained within the development and risk contingency category.

Planned Maintenance

143. The Planned Maintenance forecast is a net underspend of £3,404k which is the same position as reported in Month 10.

Appendix D – GENERAL FUND CAPITAL PROGRAMME

144. Table 23 below sets out the latest forecast outturn on the current General Fund capital programme. Forecasts for future years include capital projects and programmes of works as included in the programmes for 2014/15 to 2018/19 approved by Council in February 2014.

Table 23 – General Fund Capital Programme Summary

	2014/15 £'000	Future Years 2015/16- 2018/19 £'000	Total Project £'000	Movement from Month 10 £'000
Original Budget	119,832	271,510	391,342	-
Revised Budget	92,537	307,490	400,027	96
Forecast Outturn	73,032	319,535	392,567	(1,055)
Total Capital Programme Variance	(19,505)	12,045	(7,460)	(1,151)
<u>Analysis of Programme Variances:</u>				
Schools Expansions Programme	(2,448)	(2,614)	(5,062)	(171)
Civic Centre Works Programme	(1,176)	-	(1,176)	(240)
Disabled Facilities Grants	(704)	-	(704)	36
Property Works Programme	(252)	-	(252)	(10)
Private Sector Renewal Grants	(233)	-	(233)	61
Adaptations for Adopted Children	(200)	-	(200)	-
Rural Activities Garden Centre	(184)	-	(184)	-
New Years Green Lane	(133)	-	(133)	(14)
Car Park Resurfacing	(64)	-	(64)	(25)
Empty Homes Programme	(63)	-	(63)	(32)
Childrens Centres	(59)	-	(59)	(21)
Street Lighting	(50)	-	(50)	-
South Ruislip Plot A	(41)	-	(41)	-
Bowls Clubs Refurbishment	(35)	-	(35)	(35)
Grounds Maintenance	(26)	-	(26)	-
Libraries Refurbishment	(20)	-	(20)	-
Libraries Refurbishment - Central Library	11	37	48	-
Hayes End Library Development	78	12	90	-
Harlington Road Depot Refurbishment	-	130	130	(70)
Yiewsley Health Centre & Sports Facility	-	695	695	-
Hillingdon Sports & Leisure Centre	470	530	1,000	470
Town Centre Initiatives	-	-	-	21
Cost Variance	(5,129)	(1,210)	(6,339)	(30)
General Contingency 2014/15 variance	(1,121)	-	(1,121)	(1,121)
Projected Re-phasing	(13,255)	13,255	-	-
Total Capital Programme Variance	(19,505)	12,045	(7,460)	(1,151)
<u>Financing Variance:</u>				
Council Resourced Variance	(15,851)	8,454	(7,397)	(1,119)
External Grants & Contributions Variance	(3,654)	3,591	(63)	(32)
Total Capital Programme Variance	(19,505)	12,045	(7,460)	(1,151)
Movement from Month 10	(1,824)	673	(1,151)	

145. Actual capital expenditure is £57,999k for the eleven months to 28 February. The revised budget has increased by £96k due to approved allocations of Section 106 monies for Highways and Green Spaces projects. The main programme shows a favourable variance of £6,339k. The following paragraphs provide details of the reasons for movements in the other cost variances in the above table:

- Schools Expansions Programme - further net under spends of £171k are reported on four primary schools within Phase 2.
- Civic Centre Works Programme - a further £240k under spend is forecast as a number of projects are in early stages.
- Disabled Facilities Grants (DFG) - the forecast under spend has been reduced by £36k due to a further increase in the level of committed cases projected for the year.
- Property Works Programme - the under spend has increased by £10k for minor works which will not be completed until next financial year. An element of the budget remains unallocated resulting in an overall under spend of £252k.
- Private Sector Renewal Grants - the forecast level of commitments has increased by £61k based on recent activity.
- New Years Green Lane Civic Amenity Site - the final account with the main contractor has been agreed and the project is forecast to be completed with a £133k under spend.
- Car Park Resurfacing - works to three car parks have been completed with a forecast under spend of £64k. The remainder of the budget is projected as re-phasing as plans are being developed for a more extensive improvement of the Cedars & Grainges car park which serves the Pavilions shopping centre
- Empty Homes Programme - There have been two further late withdrawals from the programme by developers increasing the under spend by £32k. The uncommitted budget of £63k will not be able to be utilised by the end of the financial year. This is shown as a grant under spend variance.
- Childrens Centres Programme - there is a forecast under spend of £59k on completion of the children's centres refurbishment programme which commenced in previous years.
- Bowls Club Refurbishment - works have been completed to refurbish Bessingby and Cowley bowls clubs with an under spend of £35k. There is also forecast re-phasing of £50k for retentions.
- Harlington Road Depot - refurbishment works are expected to be complete early in the new financial year. The forecast over spend of £130k is due to essential and operational risk items that have been identified while on site.
- Hillingdon Sports & Leisure Centre - the forecast over spend of £1,000k is partly due to the additional costs around remedial and defect works to finally close the project. The forecast has increased by £470k due to costs arising from adjudication proceedings on contractual issues.
- Town Centres Initiatives - the previously reported under spend of £21k has been utilised to fast track shop front grants at Ruislip Manor earlier than planned.

146. A summary of the capital programme by type of project is provided in Table 24 below.

Table 24 - 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 10 £'000
Main Programme	59,962	50,242	(2,416)	(7,304)	86,130	82,504	(3,626)	169
Programme of Works	27,835	20,696	(2,678)	(4,461)	79,540	76,862	(2,678)	(164)
Future Projects	3,619	1,779	(35)	(1,805)	198,307	198,272	(35)	(35)
Total Main Programme	91,416	72,717	(5,129)	(13,570)	363,977	357,638	(6,339)	(30)
Development & Risk Contingency								
General Contingency	1,121	1,121			7,121	7,121		
Provision for Additional Schools Funding	-	-			28,929	28,929		
Total Capital Programme	92,537	73,838	(5,129)	(13,570)	400,027	393,688	(6,339)	(30)
Movement from Month 10	30	(988)	4	(1,022)	96	66	(30)	

147. The detailed General Fund capital programme is presented in Appendix 1 to this report. Projected re-phasing of £13,255k into future years is presented by scheme within this Appendix.

148. There are general contingency funds totalling £7,121k 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 current year remaining contingency budget of £1,121k will not be required by the end of the financial year and this is now reported as an under spend. Future years' contingency funding of £6,000k are forecast to 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. Details of performance for key projects and programmes of works are detailed in the paragraphs below.

MAIN PROGRAMME (SCHOOLS)

149. Over the life of the existing programme there is a forecast under spend of £5,063k due mainly to savings on completed schemes within Phase 2 of Primary Schools Expansions. This has improved by £171k after release of unused contingencies on two schools and receipt of final accounts on another school. The key issues and risks on performance of the overall Schools Expansions programme are outlined below. Further information can be found in the School Capital Programme update report.

Primary Schools

Phase 2

150. Cherry Lane - an over spend of £106k is forecast due to costs for a multi use games area and floodlighting, however this is offset by under spends elsewhere within the programme. The installation is scheduled to be completed in April.

151. Glebe school is fully operational however there are a number of remedial works issues that remain outstanding which are being pursued with the contractor.

152. Hermitage - completion of the external works has been delayed until May and there is a risk of over spend due to extension of time claims.

Phase 3 - New Schools

153. John Locke and Lake Farm Park Academies are operational and there is an overall forecast under spend of £418k due to savings on professional fees and highways works.

154. St Martin's - works remain on schedule for the construction of the new school to provide 3 Forms of Entry (FE) by August 2015.

Special Educational Needs

155. An under spend of £204k is reported on provision of temporary classrooms at Hedgewood and Cherry Lane Primary Schools and Meadow Secondary School.

Free School Meals

156. 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 has been provided to schools where the need has been demonstrated. Works at a further three schools will be implemented by September 2015.

FUTURE PROJECTS (SCHOOLS)

Primary Schools - Expansions Programme

157. An initial review has been undertaken of primary school sites in the north of the Borough where there is forecast to be an increase in school places in the future. Current indications are that an additional 3FE are required. The existing programme contains budget provision of £13,500k for the next phase of primary school expansions.

Secondary Schools - Expansions Programme

158. The forecast of future demand for secondary school places predicts a shortfall in places commencing from 2016/17. Detailed feasibility work has been undertaken on sites that have been identified as potentially suitable for expansion and options are being reviewed.

Secondary Schools - Replacement Programme

159. Northwood Academy - a planning application is due to be agreed before construction works proceed which are planned to commence in April for completion by September 2016.

160. Abbotsfield School - the Education Funding Agency (EFA) are managing the re-building of this school through the Priority Schools Building Programme (PSBP) with the Council making a contribution towards the overall costs. The Council is also funding an additional 12 place SRP and new vocational training centre. There will also be commitments for infrastructure works, furnishings fittings and equipment. Construction works will not commence until next year.

PROGRAMMES OF WORKS (SCHOOLS)

161. The 2014/15 Schools Conditions Programme is complete with projected re-phasing of £555k for retentions and under spends on completed schemes that can be reallocated. The 2015/16

programme has been prioritised following agreement in principle of schools' contributions. The agreed policy is that the schools make contributions to the cost of works no greater than 20% of their reserves. Consultants are in the process of being appointed to carry out feasibility and design work to enable works to be completed during the summer period.

MAIN PROGRAMME (NON-SCHOOLS)

162. 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). There is a forecast over spend of £977k (inclusive of £282k on the supported housing element reported in the HRA) based on tenders previously received. However, due to revisions to plans and ongoing negotiations with the NHS around the Health Centre lease it is likely that the scheme will have to be re-tendered increasing the risk of further costs. Works will not commence on site until next financial year.
163. Hayes End Library Development - 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 final liability will depend on the outcome of the dispute proceedings which are not expected to take place until later this year.
164. Highways Programme - a major programme of road improvements have been completed this year. An amount of £1,229k re-phasing is forecast for further works that are planned next financial year.
165. Vehicle Replacement Programme - the programme is forecasting slippage of £472k. A number of vehicles will not be purchased until next financial year due to lead times and specifications.
166. Grounds Maintenance vehicles - there is an under spend of £26k arising on tendered prices for the purchase of 35 ground maintenance vehicles. Re-phasing of £677k is forecast as the majority of vehicles will not be delivered until next financial year.
167. Eastcote House & Gardens - works are on site for this refurbishment project which is mainly funded by the Heritage Lottery Fund. There were earlier delays due to shortages of building materials resulting in slippage of £354k. The works will be completed early in the next financial year.
168. Queenswalk Development - construction works on site have been completed and the resource centre and sensory garden have opened. The final account has been agreed with the contractor and the project is within budget.
169. West Drayton Cemetery extension - investigations to assess ground conditions have been carried out at the request of the Environment Agency. Works are planned to commence on site in April. As a result there is forecast re-phasing of £494k.
170. CCTV Programme - contracts are in the process of being awarded for the installation of new CCTV cameras across the Borough and upgrade cameras in Yiewsley and Hayes. An amount of £333k is forecast as slippage as this programme will be completed next financial year.
171. Whiteheath Farmhouse Refurbishment - works are complete on replacement of doors and windows at the farmhouse but structural works are on hold resulting in re-phasing of £260k.

172. Sports & Cultural Projects - the main project under this heading is the enhancement of Compass Theatre. The scope of works is currently under review to utilise the £270k Section 106 monies which must be spent by November 2015.
173. Telecareline Equipment - a re-phasing under spend of £480k is forecast because work to advertise the availability of this service to older people is ongoing.
174. Youth Centres Kitchen Replacements/Upgrades - works to upgrade or replace kitchens at four youth centres will commence early in the new financial year resulting in slippage of £138k.
175. Kings College Pavilion Running Track - Tarmac works are in progress reducing the forecast re-phasing to £33k. The project will be completed early in the new financial year.
176. Rural Activities Garden Centre - the new modular building, toilet block and path works have been completed. The forecast under spend is £184k as a separate budget for car parking has been approved for 2015/16.
177. Central Library Refurbishment - the forecast over spend is £48k on additional items that were required to finish the refurbishment. The library was re-opened in April 2014.
178. Environmental Assets - a number of projects at Ruislip Lido and other locations have been completed with under spends that can be reallocated to new schemes. There is forecast re-phasing of £371k into next financial year.
179. Libraries Refurbishment programme - the programme is fully completed with a residual under spend of £20k on the remaining budget.
180. South Ruislip Plot A development - further re-commissioning and servicing works have been carried out on the flats with a £41k under spend on the remaining budget for this scheme.

PROGRAMMES OF WORKS (NON-SCHOOLS)

181. Transport for London Programme - numerous schemes within the 2014/15 LIP programme are underway. There is total forecast re-phasing of £698k on the Principal Roads and Corridors & Neighbourhood programmes for schemes that will be completed early in the new financial year.
182. Town Centres Initiatives Programme - works at Hayes Town Centre have commenced as part of a major three year project to revitalise the town centre. Shop front grants at Harefield Village Centre are in the process of being rolled out. Total re-phasing of £308k is reported for Hayes Town Centre and further shop front grant schemes next year.
183. Chrysalis Programme - the majority of this year's budget has been allocated to new schemes. Some schemes will not be completed until next financial year resulting in £895k re-phasing.
184. ICT Single Development Plan - the programme consists of several projects which are in various stages of progress. An amount of £198k is projected re-phasing to complete a number of projects in 2015/16.
185. Street Lighting - a programme of works for column testing and replacement is underway however it is anticipated an element of the works will not be completed this financial year resulting in an under spend of £50k.

186. Road Safety - various schemes are in progress however there is forecast re-phasing of £145k for works that will be completed next financial year.

FUTURE PROJECTS (NON SCHOOLS)

187. ICT Infrastructure - work is underway to implement WiFi in specific areas of the Civic Centre which will be completed after the end of the financial year. Re-phasing of £280k is forecast as in addition to this an element of the budget is to be allocated.

188. Uxbridge Cemetery Gatehouse - this £1,000k project is to renovate the Gatehouse and Anglican chapel. Listed building planning consent has been granted and the tendering process will commence shortly. The delivery of the project will fall into 2015/16 and as a result the current year budget of £150k will be re-phased.

189. New Theatre - a feasibility study is underway for a new theatre in Uxbridge. An amount of £150k is forecast as re-phasing into next financial year.

190. New Museum - a feasibility study is underway on the development of the RAF cinema in Uxbridge as a Borough-wide museum. An amount of £150k re-phasing is forecast.

191. Youth Centres - the project relates to the building of three new youth centres. A feasibility study has commenced for the one identified site at Ash Grove. There is projected re-phasing of £390k.

192. Local Plan Requirement - there is forecast re-phasing of £197k as these works will not be carried out this financial year.

193. Community Safety Assets - the budget of £250k is forecast as re-phasing as there are currently no existing commitments.

CAPITAL FINANCING - GENERAL FUND

194. Table 25 sets out the latest capital financing forecast.

Table 25: 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 10 £'000
Council Resource Requirement	38,137	22,286	(15,851)	210,922	203,525	(7,397)	(1,119)
Financed By:							
Capital Receipts	15,647	5,310	(10,337)	31,719	45,190	13,471	1
CIL	3,000	-	(3,000)	23,000	15,000	(8,000)	-
Prudential Borrowing	19,490	16,976	(2,514)	156,203	143,335	(12,868)	(1,120)
Total Council Resources	38,137	22,286	(15,851)	210,922	203,525	(7,397)	(1,119)
Grants & Contributions	54,400	50,746	(3,654)	189,105	189,042	(63)	(32)
Total Programme	92,537	73,032	(19,505)	400,027	392,567	(7,460)	(1,151)

195. Forecast General Fund capital receipts are £5,310k for 2014/15. Actual capital receipts achieved this year as at the end of February total £1,374k, however, sales of two further sites have subsequently been completed in excess of £1,000 to secure the full £6,437k.
196. Due to the length of time new developments become liable for paying Community Infrastructure Levy (CIL) there is no income expected this year. There have been £7,000k liabilities issued since the implementation of the CIL on 1 August 2014 however liabilities are only payable if developments proceed. The removal of the sui generis charging band has also reduced the forecast over the life of the programme 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.
197. Over the life of the programme the prudential borrowing forecast shows a favourable variance of £12,868k due mainly to the overall cost under spends and increase in the capital receipts forecast, partially offset by the CIL reduction.
198. The under spend variance of £63k on Grants and Contributions is due to the unallocated grant funding for the Empty Homes Programme which will not be spent by the time limit at the end of this financial year.

HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME

199. The forecast outturn on the HRA capital programme is set out in Table 26 below:

Table 26 - 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 10 £000
Dwelling Components	9,657	2,537		(7,120)	43,319	43,319		
Estates / Blocks	2,586	231		(2,355)	8,916	8,916		
Welfare	2,540	714		(1,827)	11,632	11,632		
Other Projects	2,378	430	(1,424)	(524)	11,890	10,466	(1,424)	
Total Works to Stock	17,161	3,912	(1,424)	(11,826)	75,757	74,333	(1,424)	
Purchase & Repair	2,088	100		(1,988)	9,766	9,766		
Council New Build	1,000	24		(976)	37,376	37,376		
Supported Housing	2,876	370		(2,506)	13,042	5,474	(7,568)	
Total Major Projects	5,964	494	-	(5,470)	60,184	52,616	(7,568)	
Former New Build Schemes	227	245	18		227	1,144	917	
Total	23,352	4,651	(1,406)	(17,296)	136,168	128,093	(8,075)	
Movement from Month 10	-	(373)	-	(373)	-	-	-	

200. The Works to Stock programme is forecasting a phasing under spend of £11,826k as numerous schemes will not be implemented this financial year.
201. Dwelling Components - the forecast under spend of £7,120k is due to slippage on a number of programmes including double glazing, electrical upgrades and kitchen replacement. The boiler works programme is underway but will not be completed until next financial year.
202. Estates and Block Renewal - the forecast under spend is £2,355k due mainly to the bulk of the environmental and security works programme not commencing this year.
203. Welfare - the under spend of £1,827k is mainly due to sheltered scheme upgrades and conversions projects that are not yet developed. The Adaptations programme will not be fully delivered until next financial year.
204. Other Projects - a total of 66 vehicles are anticipated to be required at an estimated cost of £954k to be delivered over two financial years. There are no commitments for the remainder of the budget resulting in an under spend of £1,424k.
205. Purchase and Repair Programme - the current year forecast has been reduced to one purchase to be completed at a cost of £100k. Delays on the programme are due to the required timescale to obtain acceptance of offer, complete legal processes and gain vacant possession. A total of 70 purchases are planned over the life of the capital programme.
206. Council New Build - no further spend is forecast as schemes are in development and construction work will not commence this financial year.
207. Supported Housing Programme - consultants have undertaken feasibility work on several potential sites which are being reviewed. The above forecast includes only the three sites in the current approved budget resulting in a significant under spend of £7,568k however this will be subject to change once the new strategy is finalised and approved by Council.
208. The forecast over spend of £917k 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. The forecast has been re-phased to 2015/16 as the arbitration process will not be finished until then.

HRA Capital Receipts

209. There have been 176 Right to Buy sales of council dwellings for the year as at end of February 2015 for a total sales value of £17,745k and a total of 190 sales are forecast totalling approximately £19,000k in 2014/15.
210. 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. The revised General Needs housing programme for 2015-2020 approved by Cabinet in February has been phased to utilise these receipts within the allowed timescales.
211. The table below sets out the total level of retained receipts since the inception of the agreement:

Table 27: Right to Buy Sales

Period	Number of Sales	Retained Right to Buy Receipt (£'000)	Deadline for Commitment of Retained Right to Buy Receipt
2012/13 Quarter 4 Actual	33	3,541	March 2016
2013/14 Quarter 1 Actual	13	910	June 2016
2013/14 Quarter 2 Actual	35	3,046	Sept 2016
2013/14 Quarter 3 Actual	24	1,918	December 2016
2013/14 Quarter 4 Actual	34	2,678	March 2017
2014/15 Quarter 1 Actual	56	4,817	June 2017
2014/15 Quarter 2 Actual	49	4,679	Sept 2017
2014/15 Quarter 3 Actual	50	4,583	December 2017
Total Retained Receipts	294	26,172	

212. Up to the end of the last quarter December 2014 there have been £26,172k retained Right to Buy receipts to be used for allowable debt purposes and one for one housing replacement. Of this amount provisionally £17,718k will be required to be utilised for general needs housing within the three year quarterly deadlines.

213. 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 although regulations also allow 50% of the cost of purchase and repairs expenditure to be financed from retained receipts however this is capped at 6.5% of the total level of receipts in that quarter.

214. There have been £74k in HRA non dwelling receipts for the year to date and the sale of one major site has recently been completed at auction for £800k. These funds will be used to support the capital programme or be applied for repayment of debt.

ANNEX 1a - General Fund Main Programme

Prior Year Cost	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Project Re-phasing to future years	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	£'000
	Main Programme										
86,411	Primary School Expansions	46,068	41,804	(4,264)	(1,816)	61,418	56,356	(5,062)	17,085	28,696	10,574
3,910	Purchase of Vehicles	1,617	1,145	(472)	(472)	3,458	3,458	0	3,458	0	0
144	Yiewsley Health Centre & Sports Facility Development	464	100	(364)	(364)	7,631	8,326	695	8,326	0	0
9,254	Libraries Refurbishment	248	239	(9)		248	276	28	276	0	0
1,138	Queenswalk Redevelopment	1,589	1,589	0		1,664	1,664	0	1,213	451	0
3,565	South Ruislip Development - Plot A	64	23	(41)		64	23	(41)	23	0	0
11	Harlington Road Depot Refurbishment	1,276	1,120	(156)	(156)	1,341	1,471	130	1,471	0	0
65	Car Park Resurfacing	1,079	95	(984)	(920)	1,079	1,015	(64)	1,015	0	0
5	Eastcote House Buildings and Gardens	1,142	788	(354)	(354)	1,242	1,242	0	0	0	1,242
251	Grounds Maintenance	777	74	(703)	(677)	777	751	(26)	751	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	120	(480)	(480)	600	600	0	480	120	0
0	Free School Meals Projects	609	609	0		1,086	1,086	0	0	1,042	44
124	CCTV Programme	363	25	(338)	(338)	363	363	0	288	0	75
0	West Drayton Cemetery & Resurfacing	522	28	(494)	(494)	522	522	0	522	0	0
0	Sports & Cultural Projects	63	31	(32)	(32)	625	625	0	317	0	308
0	Whiteheath Farm Refurbishment	310	50	(260)	(260)	310	310	0	310	0	0
0	Rural Agricultural Garden Centre	340	156	(184)		340	156	(184)	156	0	0
0	Youth Centres Kitchen Replacements / Upgrades	143	5	(138)	(138)	143	143	0	0	113	30
0	Kings College Pavilion Running Track	230	197	(33)	(33)	230	230	0	0	0	230
0	Natural England Fencing & Gating	0	0	0		29	29	0	0	29	0
52,847	Major Projects from previous years	1,391	1,320	(71)	(427)	1,893	2,793	898	2,793	0	0
158,447	Total Main Programme	59,962	50,585	(9,377)	(6,961)	86,130	82,505	(3,626)	39,550	30,452	12,503

ANNEX 1b - Programme of Works

Prior Year Cost	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Project Re-phasing to future years	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	£'000
	Programme of Works										
N/A	Leader's Initiative	437	114	(323)	(323)	1,237	1,237	0	1,237	0	0
N/A	Chrysalis Programme	1,895	1,000	(895)	(895)	5,895	5,895	0	5,699	0	196
N/A	Civic Centre Works Programme	1,387	211	(1,176)		2,887	1,711	(1,176)	1,711	0	0
N/A	Formula Capital Devolved to Schools	2,831	2,831	0		4,971	4,971	0	0	3,264	1,707
N/A	Highways Programme	6,169	4,940	(1,229)	(1,229)	11,001	11,001	0	9,951	0	1,050
N/A	ICT Single Development Plan	516	318	(198)	(198)	2,604	2,604	0	2,604	0	0
N/A	Property Works Programme	600	348	(252)		3,000	2,748	(252)	2,748	0	0
N/A	Road Safety	250	105	(145)	(145)	1,250	1,250	0	1,250	0	0
N/A	Street Lighting	180	130	(50)		900	850	(50)	825	0	25
N/A	Town Centre Initiatives	1,005	697	(308)	(308)	2,483	2,483	0	2,163	300	20
N/A	Transport for London	4,021	3,323	(698)	(698)	15,037	15,037	0	0	14,452	585
N/A	Urgent Building Condition Works	3,988	3,433	(555)	(555)	10,443	10,443	0	2,813	7,032	599
N/A	Disabled Facilities Grants	2,300	1,596	(704)		11,500	10,796	(704)	3,343	7,425	28
N/A	Adaptations for Adopted Children	200	0	(200)		1,000	800	(200)	0	800	0
N/A	Private Sector Renewal Grants	1,282	986	(296)		4,330	4,034	(296)	2,017	2,017	0
N/A	GF Supported Housing Programme	210	210	0		210	210	0	210	0	0
N/A	Section 106 Projects	564	426	(138)	(138)	792	792	0	0	0	792
	Total Programmes of Works	27,835	20,668	(7,167)	(4,489)	79,540	76,862	(2,678)	36,571	35,290	5,002

ANNEX 1c - Future Projects & Contingency

Prior Year Cost	Project	2014/15 Revised Budget	2014/15 Forecast	2014/15 Variance	Project Re-phasing to future years	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	£'000
	Future Projects										
N/A	Secondary Schools Expansions (Expansion)	500	100	(400)	(400)	76,900	76,900	0	17,733	57,604	1,563
N/A	Secondary Schools Expansions (Replacement)	882	1,094	212	212	44,170	44,170	0	32,501	11,669	0
N/A	New Theatre	150	0	(150)	(150)	44,000	44,000	0	42,950	0	1,050
N/A	New Primary School Expansions	0	0	0		13,500	13,500	0	4,049	9,451	0
N/A	New Years Green Lane EA Works	0	0	0		6,490	6,490	0	3,244	3,246	0
N/A	Youth Centres	400	10	(390)	(390)	5,100	5,100	0	5,100	0	0
N/A	Community Safety Assets	250	0	(250)	(250)	250	250	0	250	0	0
N/A	ICT Infrastructure	440	160	(280)	(280)	1,200	1,200	0	1,200	0	0
N/A	Uxbridge Cemetery Gatehouse & Anglican Chapel	150	0	(150)	(150)	1,000	1,000	0	1,000	0	0
N/A	New Museum	150	0	(150)	(150)	5,000	5,000	0	4,250	0	750
N/A	Bowls Clubs Refurbishment	500	415	(85)	(50)	500	465	(35)	465	0	0
N/A	Local Plan Requirement Works	197	0	(197)	(197)	197	197	0	197	0	0
N/A	Total Future Projects	3,619	1,779	(1,840)	(1,805)	198,307	198,272	(35)	112,939	81,970	3,363
	Development & Risk Contingency										
N/A	General Contingency	1,121	0	(1,121)	0	7,121	6,000	(1,121)	6,000	0	0
N/A	Provision for Additional Secondary Schools Funding	0	0	0	0	28,929	28,929	0	8,466	20,463	0
	Total Development & Risk Contingency	1,121	0	(1,121)	0	36,050	34,929	(1,121)	14,466	20,463	0
	Total Capital Programme	92,537	73,032	(19,505)	(13,255)	400,027	392,567	(7,460)	203,525	168,175	20,868

Appendix E – Treasury Management Report as at 28 February 2015

Outstanding Deposits - Average Rate of Return on Deposits: 0.57%

	Actual (£m)	Actual (%)	Bench-mark (%)
Up to 1 Month	72.1	61.99	60.00
1-2 Months	10.0	8.60	10.00
2-3 Months	7.0	6.02	10.00
3-6 Months	5.0	4.30	5.00
6-9 Months	9.0	7.74	5.00
9-12 Months	5.0	4.30	5.00
12-18 Months	7.4	6.36	5.00
18-24 Months	0.0	0.00	0.00
Subtotal	115.5	99.31	100.00
Unpaid Maturities	0.8	0.69	0.00
Total	116.3	100.00	100.00

215. With the exception of the unpaid Heritable investments, deposits are held with UK or overseas institutions, all of which hold at a minimum a Fitch or lowest equivalent of A-long-term credit rating. UK deposits are currently held with the following institutions; Aberdeen MMF, Bank of Scotland, BlackRock MMF, Goldman Sachs MMF, 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, Monmouthshire County Council, Moray Council, Salford City Council, and Wolverhampton City Council. The Council also holds three Certificates of Deposit, two with Standard Chartered and one with Barclays. There is also a balance of funds in an instant access facility with Swedish bank; Svenska Handelsbanken.

216. During February fixed-term deposits continued to mature in line with cashflow requirements. As cash-flow allowed, a six month deposit was placed with Aberdeen CC and a one year deposit was placed with Lancashire CC. A further six month forward dated deposit was agreed with Broxtowe District Council. To maintain liquidity all other surplus cash was placed in instant access accounts and shorter term deposits.

Outstanding Debt - Average Interest Rate on Debt: 2.99%

	Actual (£m)	Actual (%)
General Fund		
PWLB	68.63	20.83
Long-Term Market	15.00	4.55
HRA		
PWLB	212.82	64.60
Long-Term Market	33.00	10.02
Total	329.45	100.00

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

Ongoing Strategy

218. 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 3 months. Opportunities to place longer term deposits will be monitored.

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

219. 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
Administration & Finance						
Senior Accountant	15-Sep-14	20-Mar-15	29-May-15	38	14	52
ASC Strategic Development & Marketing Manager	29-Sep-14	30-Mar-15	26-Jun-15	65	30	95
Residents Services						
Electrical Services Officer	15-Jul-13	09-Mar-15	29-May-15	106	13	119
FM Soft Services Manager	17-Mar-14	16-Mar-15	12-Jun-15	63	16	79
Technical Administration Officer	11-Aug-14	21-Mar-15	17-Apr-15	54	2	56
Technical Administration Officer	30-Jan-12	21-Mar-15	17-Apr-15	65	2	67
Customer Service Advisor	17-May-14	16-May-15	07-Aug-15	47	6	53
Quantity Surveyor	13-Aug-12	23-Mar-15	20-Sep-15	313	74	387
Project Manager	6-Oct-14	27-Apr-15	25-Oct-15	290	72	362
Adult Social Care						
Senior Residential Worker	1-Dec-13	30-Mar-15	03-May-15	48	4	52
Floating Support Worker	2-Dec-13	30-Mar-15	03-May-15	52	3	55
Residential Care Worker	1-Apr-14	30-Mar-15	03-May-15	78	3	81
Residential Care Worker	4-Sept-12	30-Mar-15	03-May-15	55	2	57
Care Act Development Manager	2-Oct-14	30-Mar-15	30-Jun-15	54	17	71
Lead Approved Mental Health Practitioner	1-Jun-12	30-Mar-15	03-May-15	105	6	111
Team Leader	1-Apr-14	30-Mar-15	03-May-15	67	8	75
Occupational Therapist	3-Feb-14	30-Mar-15	03-May-15	54	7	61
Occupational Therapist	7-Oct-13	30-Mar-15	03-May-15	83	7	90
Occupational Therapist	3-Feb-14	30-Mar-15	03-May-15	47	7	54
Service Manager -	1-Sept-14	30-Mar-15	03-May-15	51	9	60

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
All Age Disabilities						
Children & Young People's Services						
Deputy Team Manager	1-Jul-14	30-Mar-15	03-May-15	55	7	62
Social Worker	20-Jan-14	30-Mar-15	03-May-15	66	6	72
Residential & Placements Manager	1-Jul-13	30-Mar-15	03-May-15	147	10	157
Care Progression Manager	7-Apr-14	30-Mar-15	03-May-15	93	8	101
Deputy Team Manager	5-Mar-12	30-Mar-15	03-May-15	214	8	222
Deputy Team Manager	17-Dec-14	30-Mar-15	03-May-15	70	8	78
Deputy Team Manager	1-Jan-13	30-Mar-15	03-May-15	128	8	136
Social Worker	1-Apr-13	30-Mar-15	03-May-15	104	7	111
Social Worker	5-Mar-14	30-Mar-15	03-May-15	94	7	101
Social Worker	1-Apr-13	30-Mar-15	03-May-15	116	7	123
Social Worker	11-Aug-14	30-Mar-15	03-May-15	47	6	53
Social Worker	4-Aug-14	30-Mar-15	03-May-15	50	7	57
Social Worker	19-Aug-14	30-Mar-15	03-May-15	53	6	59
Social Worker	8-May-14	30-Mar-15	03-May-15	66	7	73
Social Worker	27-May-14	30-Mar-15	03-May-15	54	6	60
Team Manager	9-Sep-13	30-Mar-15	03-May-15	79	9	88
LSCB Business Manager	9-Jul-14	30-Mar-15	03-May-15	63	9	72
Independent Reviewing Officer	12-May-14	30-Mar-15	03-May-15	68	8	76
Independent Reviewing Officer	27-May-14	30-Mar-15	03-May-15	62	8	70
Deputy Team Manager	2-Jun-14	30-Mar-15	03-May-15	59	8	67
Deputy Team Manager	28-Jun-11	30-Mar-15	03-May-15	123	8	131
Deputy Team Manager	1-Jan-13	30-Mar-15	03-May-15	140	8	148
MASH Manager	13-Jan-14	30-Mar-15	03-May-15	80	13	93
Social Worker	5-Mar-12	30-Mar-15	03-May-15	166	7	173
Social Worker	5-Mar-12	30-Mar-15	03-May-15	184	7	191
Social Worker	5-Sep-14	30-Mar-15	03-May-15	44	7	51
Social Worker	30-Apr-12	30-Mar-15	03-May-15	67	7	74
Social Worker	6-Jan-12	30-Mar-15	03-May-15	175	7	182
Social Worker	2-Dec-13	30-Mar-15	03-May-15	65	7	72
Social Worker	3-Mar-14	30-Mar-15	03-May-15	56	5	61
Social Worker	6-Jun-14	30-Mar-15	03-May-15	52	7	59
Social Worker	23-Dec-13	30-Mar-15	03-May-15	55	6	61

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Social Worker	1-Jan-13	30-Mar-15	03-May-15	103	6	109
Social Worker	19-Dec-11	30-Mar-15	03-May-15	175	7	182
Social Worker	19-Dec-11	30-Mar-15	03-May-15	134	7	141
Social Worker	19-Dec-11	30-Mar-15	03-May-15	159	7	166
Social Worker	19-Dec-11	30-Mar-15	03-May-15	127	7	134
Social Worker	1-Jan-13	30-Mar-15	03-May-15	118	7	125
Social Worker	1-Apr-13	30-Mar-15	03-May-15	103	7	110
Team Manager	29-Sep-14	30-Mar-15	03-May-15	43	9	52
Team Manager	1-Sep-14	30-Mar-15	03-May-15	45	9	54
Social Worker	19-Jun-14	30-Mar-15	03-May-15	52	7	59
Education Key Worker	14-Oct-13	30-Mar-15	03-May-15	57	4	61
Service Manager - Children in Care	7-Jul-14	30-Mar-15	03-May-15	86	15	101
Service Manager - Fostering & Adoption	10-Dec-14	30-Mar-15	03-May-15	43	14	57

Appendix G - NATIONAL NON DOMESTIC RATES – GUIDELINES FOR GRANTING PART OCCUPIED RATE RELIEF

BACKGROUND INFORMATION

Under the provisions of S44a of the Local Government Finance Act 1988 Act, a Local Authority can consider relief when part of a non domestic assessment is empty. The part of the building that is not in use should be empty for a temporary period only and any awards under this provision should be the exception rather than the rule. The issue of the temporary period is mitigated in certain scenarios as the period of benefit is determined by the type of hereditament. For example, a qualifying industrial unit could only benefit for a maximum of 6 months whilst a retail unit for only 3 - any certification beyond this period would derive a 100% liability by virtue of either occupied or unoccupied charge. Any awards are at the discretion of the council and are partly funded by the authority and its local taxpayers.

Government Guidelines

Advice from Central Government suggests that local authorities may not set predetermined or rigid criteria for the consideration of cases, but may adopt 'guidelines' by which they can consider each application on an individual basis.

Attention is drawn to a letter from the Department of the Environment dated 22 January 1993. In that letter, under a section entitled "Discretionary Rate Relief's", the Department says, "Some ratepayers have suggested that authorities are not always looking at the merits of individual cases when taking decisions on whether relief should be granted. Others have complained that they have not been given reasons for the refusal of relief. Ministers are in no doubt that the decision to grant relief is best taken locally. They have, however, asked us to remind authorities of the Department's advice, issued in August 1990, that the operation of a blanket policy and failure to take account of all the relevant information could be considered to be ultra vires and would risk legal challenge. In addition, ratepayers often wish to know the criteria authorities have adopted for granting relief, and we would remind authorities of our guidance suggesting that they should consider notifying organisations of the reasons for refusal".

In December 2002 the then Office of the Deputy Prime Minister issued revised guidance to authorities on the circumstances in which relief might be offered to ratepayers. Although much of the new guidance is materially identical to that issued by the Department of the Environment in August 1990, it does expand on certain issues. It is not intended to be a rigid set of rules; it is for each authority to consider whether the criteria in the guidance are applicable in each case, and what weight, if any, should be attached to them. The final decision in awarding relief is entirely at the authority's discretion.

The 2002 guidance note also comments upon the decision-making process and notification of decisions in respect of applications for relief. The procedure for notifying ratepayers of the outcome of their application already complies with good practice and it is not proposed to change the current procedures at this time.

Current Arrangements

In 2010 the Council outsourced the function of collecting the Business Rates due to Hillingdon. Since then Liberata have been responsible for administering all claims for Part

Occupied Rate Relief and have made recommendations to Council officers regarding the merits of each case. The feedback from the contractor has been that the existing guidelines which are set out in Annex 1 needed some clarification and given the changes brought about by the rate retention scheme, that the Council should consider the guidelines on which decisions to grant relief. Between 1 April 2014 and 5 March 2015 this Council has granted £1,215,375.03 in part occupied rate relief and increase of £577,476.09 on the total of £637,898.94 awarded in 2013/14.

Proposed Arrangements

Officers have researched the Part Occupied Rate Relief Guidelines used by other London Boroughs and Councils throughout the country and have adopted examples of best practice to make the proposed new guidelines robust, fit for purpose and suited to the needs of Hillingdon. The proposed new guidelines contained in Annex 2, in the form of general guidelines, announce and explain a more identifiable set of circumstances to be used by officers for making decisions and will protect the authority from legal challenge.

The main changes to the current scheme are as follows:

- Clarification of the process of application and the details to be included in the application.
- Examples of reasons for non-occupation that could be taken into account.
- Details of other factors that the Council may take into consideration
- The appeal process to the Cabinet Member for Finance, Property & Business Services has been removed.

Financial Implications

The current amount awarded for Part Occupied Rate Relief for 2014/15 is £1,215,375, of which £364,612 is attributable to the Council. Under the Business Rate retention system, net revenues over the DCLG set baseline are subject to a levy on growth at 50%, as the Council has experienced growth since the introduction of the system in 2013/14 the actual cost to the General Fund and local Council Taxpayers is limited to £182,306. The remainder of the cost is met by Central Government and the GLA. The revised guidelines are being adopted to assist officers and the Council's contractor to administer the relief and provide guidance to ratepayers and also to reduce the scope for challenge whilst ensuring that relief is given to organisations acting in the spirit of the legislation.

Business Rates income projections included within the 2015/16 budget approved by Cabinet and Council in February 2015 assume that the current, exceptionally high value of part occupied relief awards will not continue into the new financial year.

Legal

The new draft guidelines, which are attached as Annex 2, have been revised for the reasons set out in the body of the report. Although the draft guidelines are more tightly drawn, it does not follow that they will not be challenged if a decision made by the Council is not in favour of an applicant for relief, made under section 44a of the Local Government Finance Act 1988.

On the basis that a right of appeal against Council decisions to the Cabinet Member for Finance, Property & Business Services is no longer available, aggrieved applicants for relief

will have to apply directly to the High Court for a judicial review of any decision. It is important to note that entitlement to relief is not absolute and a High Court Judge is only likely to intervene if he consider that the Council's discretion has for example, been exercised unreasonably and or irrationally.

It is therefore important that the decision maker has proper regard to the guidelines and decides what weight to attach to each of the factors and principles set out within them. Furthermore, if an application for relief is to be refused, it is also important to set out full written reasons for the refusal as they will be carefully scrutinised by a High Court Judge in the event that legal proceedings are commenced.

Finally, the Borough Solicitor and his team will work with finance officers for the purpose of ensuring that the Council's decisions withstand successful legal challenges.

RATE RELIEF FOR PROPERTIES THAT ARE PARTIALLY OCCUPIED (EXISTING GUIDELINES)

INFORMATION AND CRITERIA

Legal Background

Under Section 44a of the Local Government Finance Act 1988 the Council has a discretionary power to allow rate relief where a property is partly occupied for a temporary.

Amount of Relief Awarded

Any relief awarded is calculated on the rateable value of the empty portion of the property. The Valuation Office Agency provides the certificate that apportions the appropriate rateable value for the empty portion.

Financial Impact

From 1 April 2013 any awards of relief under Section 44a will be shared between Central Government and Local Authority and preceptors. The split for London authorities is 50% Central Government, 30% local authority and 20% GLA.

The Council recognises that in most cases the awarding of this relief is beneficial and can play a part in the economic regeneration of an area. Section 44a relief will be awarded when the statutory criteria are met and all information requested by the Local Authority in support of an application has been supplied.

Applications

To qualify for Section 44a relief the ratepayer is required to make a written application detailing the circumstances surrounding the partial vacation/occupation of the premises and to supply a plan of the property with the unoccupied portions of the property clearly identified.

Verification of Claim and process

The Council will wish to verify any claim for Section 44a and will require accompanied access during working hours within 21 days of receiving an application to verify a claim.

Further access will be required on a monthly basis during normal offices hours throughout the relevant period for which relief is being awarded.

This will include non-airside properties at Heathrow. For airside property the Council will liaise with the specialist airport valuation team at the Valuation Office to ensure claims are verified.

Relief will not be awarded where it has not been possible to verify a claim. Where a back dated application is received the ratepayer will be required to produce evidence to prove that the area was unoccupied for the duration of the claim. The discretion to accept

evidence to substantiate backdated claims is the responsibility of the Head of Revenues and Benefits.

The Council will notify the applicant of the decision in writing and where the relief is refused the reason for refusal will be explained.

The Council will not consider applications where a customer has failed to provide information within timescales provided to them and will therefore notify them in writing that the application has been refused.

Authority to award relief

Authority to award relief has been delegated to officers of the Council. The Council's Business Rate contractor must seek approval from the Client Team.

Appeals

Although there is no statutory requirement for the Council to have a formal appeals process the Council has a process by which a ratepayer may appeal against a decision to refuse relief within 21 days of being notified of the decision to refuse relief.

Any appeal must be in writing and should set out the grounds for appeal.

Appeals will be considered by the Cabinet Member for Finance whose decision is final.

Period of relief

Relief will end under the following circumstances:

- a) At the end of a financial year regardless of the date it was applied
- b) All or part of the unoccupied area becoming occupied.
- c) A change of liable person
- d) Where all or part of the unoccupied area has remained unoccupied for a year.

A new application may be submitted immediately if relief ends for any of the reasons numbered a) to c) but the Council will not consider a new claim in respect of the same premises where relief has been given for a year.

PART OCCUPIED RATE RELIEF – **NEW GUIDELINES**

1. Introduction

The Council of the London Borough of Hillingdon can consider granting relief when part of a non-domestic assessment is empty under the provisions of section 44A of the Local Government Finance Act 1988. The part of the building that is not in use should only be empty for a temporary period only, and any awards under this provision should be the exception, rather than the rule. Any awards will be at the discretion of the Council, and will be partly funded by itself, and its local council tax payers.

2. Application

An application form is available; however, a written application will be accepted, as long as it contains the full details, and is supported by the appropriate proof. Further details on the relief type, and copy of the application form can be found on the Council's website www.hillingdon.gov.uk

The application should include the following details:

- a) part of the property that is not in use.
- b) a (to scale) map of the property clearly defining the areas in use/not in use.
- c) the dates or approximate dates that the unused area will be empty for.
- d) the reason for the area being unused (i.e. practical difficulties of occupation).
- e) plans for re-occupation of the whole property) any additional information which will assist the Council in making a decision.

With regard to point (d) above, relief can be given where it is not practical to occupy the whole premises. The following non exhaustive list gives examples of reasons that could be taken into account, however, the Council will consider each case on its individual merits:-

Part of the property is temporarily unable to be used due to –

- a) flood or storm damage
- b) fire damage
- c) building works
- d) phased occupation/vacation of the site (i.e. difficulty in totally occupying or vacating a large building in a single day)

Relief will not normally be allowed if the unoccupied area is simply surplus to requirements, or if any under occupation is part of the normal operational running of the business. However, all relevant circumstances will be taken into account when considering each individual application.

Hillingdon may wish to physically inspect the premises to verify the details of your application, prior to a final determination being made. If this is the case, we will discuss the arrangements for the visit with you.

Full rates remain payable pending the outcome of any application for part occupied relief.

3. Determination

As well as considering the reason why the unoccupied area is not in use, and the practical difficulties of occupying the whole property, the Council may have regard to other relevant factors. These factors may include:-

- a) the financial amount of the award (and cost to local taxpayers).
- b) the effect of awarding/not awarding the relief (i.e. local job losses, business unable to relocate into area).

It is for the Council to decide what weight to give to all the factors.

4. Process

If the Local Authority accepts the application, we will contact the Valuation Office for a formal apportionment of the rateable value of the property. The Valuation Office will issue the Local Authority with a certificate confirming a rateable value for the occupied and unused area of the assessment. This allows the Local Authority to calculate the relief award against the unoccupied portion of the building.

If your application is successful, you will be notified in writing, and a revised bill or refund will be issued. If your application is unsuccessful, you will be notified in writing giving reasons.

5. Length of Relief

Relief may only be given for a temporary period. It is envisaged that this would not normally exceed 3 to 6 months; however, the Council will take the individual circumstances of each case into account before making a decision. The relief will be limited where properties are only entitled to a time limited exemption; 3 months for commercial properties, and 6 months for industrial.

You may be asked to re-apply for relief, if the relief is required for separate financial years; however, this will be decided on a case by case basis. The Council may also contact you to review the circumstances of the property once an award has been agreed (i.e. to ensure that circumstances have not changed). If circumstances do change (i.e. either the unused area becomes occupied, or the size of the unused area changes), ratepayers will be required to notify the Council immediately. Failure to do so will result in the immediate withdrawal of the relief.

6. Backdating

Ratepayers are encouraged to submit their applications as soon as the part occupation occurs. This provides the Council with an opportunity to inspect the property if it so wishes, and also enables any relief to be applied to the account as soon as is practical. The Council appreciates that in some circumstances, a backdated claim cannot be avoided; therefore, any application must be supported with the appropriate proof, and an explanation of why the application was not made at the time. If the Council is not satisfied with the level of proof submitted with a backdated application, it reserves the right to refuse the application, although all efforts will be made to first discuss the details of the case with the ratepayer.

SCHOOL CAPITAL PROGRAMME - UPDATE

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

HEADLINE INFORMATION

Summary	This report provides an update on the primary and secondary school expansions, the school condition works programme and other school capital works.
Contribution to our plans and strategies	Putting our Residents First: <i>Our Built Environment; Our People; Financial Management</i> Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.
Financial Cost	As at Month 11 the forecast of the existing Primary Schools Capital Programme is £142,768k inclusive of £796k for Special Resources Provision. An additional £13,500k is forecast for new Primary School Expansions (Phase 4). The Secondary Schools Expansions and Replacement forecast is £150,000k.
Relevant Policy Overview Committee	Children, Young People and Learning
Ward(s) affected	All wards.

RECOMMENDATIONS

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.

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. Demand for new school places is arising due to 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, with some residual excess demand forecast in the north of the borough. The next refresh of the forecast will be undertaken in the summer.

Phase 2 - Permanent Primary Schools 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 16 schools. The remaining 3 schools are scheduled to be completed during 2015.

Appendix 1 provides a brief summary of the works carried out for each scheme as well as the current status. A number of the completed projects will require some remedial works to be carried out by the contractors during the next few months.

Updates on Projects Completing in 2015

Hermitage Primary School: The construction of the new single storey classroom block has been completed. The contractor is continuing to work on the completion of the remaining external areas which includes the removal of the temporary modular classroom units. The scheduled completion date is May 2015.

Cherry Lane Primary School, Multi Use Games Area (MUGA): Following the completion of the Specialist Resource Provision unit at the school work has commenced on constructing the MUGA. This is scheduled to be completed during May 2015.

Glebe Primary School: The main construction works at the school have now been completed. The remedial works required on the new school building has now started and will continue during school summer holiday to avoid disrupting the operation of the school.

Phase 3 - New Primary Schools

St Martin's CoE Primary School

The construction of the new school continues to progress well with the external envelope of the building now complete and watertight. The contractor has now moved onto completing the internal partition walls.

Phase 4 - Primary School Bulge Classes and Permanent Expansion Feasibility

The latest forecast for school places indicates a residual need for up to three additional forms of entry in primary schools 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).

To mitigate this remaining risk, officers have progressed discussions with schools regarding expansion. Recommendations for bulge year groups from September 2015 and for feasibility studies for possible permanent expansions have now been finalised. Final recommendations on bulge classes for September 2015 will be informed by the outcome of the primary allocations process.

2. SPECIAL EDUCATIONAL NEEDS (SEN)

Cherry Lane Primary School Specialist Resource Provision

The construction works consisted of relocating the existing school library in to a single modular classroom unit that will be installed on the school site adjacent to the existing school building. The area vacated by the library was then be remodelled into a Specialist Resource Provision (SRP) unit. These works were completed during the Easter school holidays in April 2015.

Vyners School Hearing Impairment Resource Base (HIRB) Expansion

This project consists of the relocation of the HIRB to a larger area within the existing school which will be remodelled. The function currently occupying this space will be moved in to the modular classroom unit which will be installed on the site. These works will need to be completed for September 2015.

The initial design work has been completed and the planning application for the modular classroom unit will be submitted during April 2015. This will be followed by the procurement of a works contractor for this project which will start in April 2015.

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.

Officers have been progressing discussions with a selection of secondary schools to explore options for expansion. Officers have finalised recommendations for Members to consider in the first instance.

Priority Schools Building Programme (PSBP)

The school buildings at Abbotsfield, Swakeleys and Northwood Secondary Schools require improvement and have attracted funding from the Priority School Building Programme for all three to be rebuilt. Abbotsfield and Swakeleys rebuilds are being managed by the Education Funding Agency and Northwood is being managed directly by the Council.

Northwood School: A potential risk on this project is the Sport England objection to the planning application which could impact on the planned start date of the construction works. Following Planning Committee on 24 March 2015, the planning application has been referred to the Secretary of State (Department for Communities and Local Government) due to the objection. The appointed contractor are currently progressing the detailed technical design that will be required for the early stages of the construction works such as the building foundations.

Abbotsfield and Swakeleys Schools: Officers are working closely with the Department for Education (DfE) to support the re-build of these schools. The DfE have advised that the project moved into the design phase during November 2014. During December 2014 and January 2015 the Education Funding Agency has sought decisions and input from the Local Authority about the final scope and specification of the new school building. The DfE have recently advised that the planned opening date for the rebuild of Abbotsfield School has been rescheduled to Easter 2017.

On 15 April, the EFA, in conjunction with Abbotsfield and Swakeleys is holding a public consultation event to provide details of the building proposals.

4. SCHOOLS CONDITION PROGRAMME

Preparation for the 2015/2016 Programme

The consultants have now been appointed to carry out the design work required to progress the projects in the 2015/2016 Programme. Once the designs have been completed the works contractor will need to be procured. Recommendation 2 seeks delegated approval for the appointment of the works contractors. The projects to be completed during 2015/16 will be included in the next Cabinet report

5. OTHER SCHOOL PROJECTS

Deansfield Primary School: The project consists of the installation of a double modular classroom unit which will be used as a Breakfast and Afterschool Club. The planning application will be submitted during April 2015 and the tender documents for the procurement of a works contractor has started to be prepared.

Bourne Primary School: To meet the curriculum needs of Bourne Primary School, officers are making preparations for the proposed installation of an additional modular classroom unit at the Bourne Primary School site. A planning application has been submitted.

Universal School Meals: On 26 March, the Department for Education (DFE) announced Hillingdon will receive an additional capital allocation of £714,751 to raise the level of take-up of the universal infant free school meal in the Borough. The DfE has been asked for further information.

6. FINANCIAL IMPLICATIONS

Month 11 Monitoring - Financial Summary

The Schools Expansion Capital Programme budget totals £311,328k for the period up to 2019/20 including prior years. It includes £147,828k for existing primary schools expansions, £13,500k for new primary schools expansions and £150,000k for secondary schools expansions and replacements.

The Month 11 forecast for the overall schools programme is an under spend of £5,062k stemming from cost savings within phases 1, 2 and 3 of the primary schools expansion programme. This represents a favourable movement of £170k from the last reporting period resulting largely from the release of final contingency sums across Highfield, Field End and West Drayton expansion schemes following officer assessment in reduction of potential risks.

Phase 1 & 2 - Permanent Primary Schools Expansions

The main works on all eight schools within phase 1 of the primary school expansions have been completed with a forecast outturn under spend of £380k. This is predominantly due to a combination of effective final account negotiations on a number of schools and efficiency gains from close management of CCT fees.

All but three of the 19 primary schools (inclusive of bulge year) within the phase 2 expansions have now been completed. The forecast outturn position is an under spend of £3,906k as a result of final account settlement figures being less than anticipated at Field End, Rabbsfarm, Highfield Ruislip Gardens and Wood End Primary Schools. This has resulted in the release of contingency and consequential improvement budgets. The outstanding works at Glebe and Hermitage Primary Schools are expected to be contained within existing budgets. The costs for a multi use games area at Cherry Lane are contained within the overall programme under spend.

Phase 3 - New Primary Schools

John Locke and Lake Farm Academies have both now reached practical completion with a forecast underspend of £418k. This is due to savings on professional fees and highway works. Works continue to progress well at the 3FE St Martin's Primary school with the project forecast to be within its budget of £10,853k.

Phase 4 - Primary School Expansion

The indicated need for up to three additional forms of entry in primary schools is expected to be met through some provision of additional bulge year classes. This will be financed from the current remaining budget of £1,765k from the original phase 3a temporaries which remains uncommitted.

Any future permanent expansions will be funded through the phase 4 new primary expansions budget of £13,500k. The site assessment of possible permanent expansion sites have now concluded with recommendations now in progress for Members to consider.

Special Educational Needs (SEN)

Following completion of temporary classrooms at Hedgewood Primary School and Meadow Secondary School, works have now been completed at Cherry Lane Primary School. A modular

classroom has been installed accommodating the former library with the vacated space completely remodelled for SRP provision.

The above works are funded from the Special Resources Provision budget of £1,000k. The forecast outturn is an underspend of £204k, largely due to main contract costs being less than first anticipated for the works at both Hedgewood and Meadow schools.

The expansion of the Specialist Resource Provision (SRP) at Vyners Secondary School will be funded from the budget of £178k allocated to the project as part of the Council's MTFP planning process commencing 2015/16. The facility is a Hearing Impaired Resource Base and the proposal is for an expansion from 16 SRP pupils to 23 SRP pupils. A planning application is due for submission in April 2015.

Secondary Schools Expansions

The funding for the feasibility works for the secondary schools will be met from the Secondary Schools Expansion budget. Following the initial detailed feasibility on sites so far identified suitable for expansion, a briefing will be given to Cabinet Members.

The revised budget for Secondary School Expansions is £76,900k and is considered sufficient to meet the increased demand up to 2019/20. The financial position will become clearer once detailed costings have been undertaken as part of the aforementioned briefing paper. The crystallised position will be reported on in future reports.

The forecast demand beyond 2019/20 remains uncertain and volatile but will be reviewed annually as part of the pupil placement planning forecast and considered for accordingly as part of future MTFP strategies.

Secondary Schools Replacement

The secondary schools replacement budget of £44,170k provides for the replacement of Abbotsfield and Swakeleys Secondary Schools and Northwood School. Abbotsfield and Swakeleys will be delivered by the EFA through the Priority Schools Building Programme phase 1. The Council's contribution is £13,070k covering an additional 2.5 forms of entry, FF&E, vocational centre and additional SRP provision.

Northwood School is being project managed internally and has been allocated a budget of £31,100k to provide for 6 forms of entry. Farrans constructions have been appointed as the main contractor through a two stage tender process using the LHC procurement framework. There is an element of risk with respect to potential delays in the project resulting from a Sporting England objection to the planning application.

Other School Projects

The provision of a modular classroom at Bourne Primary School is estimated to cost £137k. This will be funded from the unused element of the 2014/15 overall capital contingency budget. The modular classroom is to be provided for music and intervention works for pupils with additional needs, to compensate for a lack of teaching space culminating from earlier expansion works at the school.

At Deanesfield Primary School there is a requirement to install a double modular classroom unit to be used for a breakfast/after school club. Estimations suggest that the budgetary requirement

is £168k. This will be funded from the remaining Phase 3a expansions budget of £1,933k which is currently unallocated leaving a balance of £1,765k.

Priority Schools Building Programme Phase 2 (PSBP 2)

The Council has been successful in securing funding for 5 schools as part of phase 2 of the Priority Schools Building Programme. Funding allocated to each project will depend on the detailed future scoping and feasibility studies to be completed by the Education Funding Agency (EFA). These will be undertaken between April and July 2015 allowing the EFA to determine the best value for money approach to address the condition need in the successful block(s). It is expected that the vast majority of the projects will be centrally managed by the EFA.

Universal Infant Free School Meals (UIFSM)

The Council was successful in securing additional Universal Infant Free School Meals funding amounting to £476k for kitchen facilities at 3 Schools, to be delivered by August 2015. Two of the approved projects will deliver hub kitchens to provide meals to neighbouring schools.

A further £715k has been allocated to the Council by the DfE to fund works at additional schools to support the implementation of the Government initiative. This will increase the 2015/16 UIFSM budget provision to £1,191k.

The Schools Expansion programme is funded from EFA grants totalling £197,933k, S106 £21,703k, other contributions £174k and council resources of £91,518k. The table below summarises the financial position:

Priority Schools Capital Programme	Prior Years	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	Total	Forecast	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Minor Works	953	201	0	0	0	0	0	1,154	1,154	0
Phase 1	21,924	1,064	583	0	0	0	0	23,571	23,191	(380)
Phase 1A (Inc. Rosedale)	2,074	42	0	0	0	0	0	2,116	2,078	(38)
Phase 2	51,604	26,716	6,061	0	0	0	0	84,381	80,475	(3,906)
Phase 2A	2,885	44	0	0	0	0	0	2,929	2,892	(37)
Phase 3	6,275	16,998	6,524	135	0	0	0	29,932	29,514	(418)
Special Resources Prov.	0	586	414	0	0	0	0	1,000	796	(204)
Phase 3A	698	416	1,633	0	0	0	0	2,747	2,668	(79)
Phase 4 (New Primary Schools Expansions)	0	0	1,710	4,645	4,105	2,760	280	13,500	13,500	0
Secondary Schools (Expansions)	0	500	2,188	10,750	21,000	21,500	20,962	76,900	76,900	0
Secondary Schools (Replacement)	0	882	22,651	19,012	1,625	0	0	44,170	44,170	0
Secondary Schools (Provision)	0	0	551	3,395	7,341	9,590	8,052	28,930	28,930	0
Total Expenditure	86,413	47,449	42,315	37,937	34,071	33,850	29,294	311,328	306,268	(5,062)

Schools Condition Programme

The 2014/15 budget for the Schools Conditions programme is £3,988k including an estimated £599k schools' contributions towards the works. Currently schools contributions of £347k have been agreed for nine schemes that have been implemented. Contributions for four other schemes are subject to agreement from the schools. 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.

As part of the Month 7 re-phasing exercise £1,422k has been re-phased into next year for schemes that are yet to be allocated or approved. It is anticipated that this will be fully required in addition to the 2015/16 budget to finance existing allocated schemes which will be completed next year subject to contribution agreements and new schemes arising from the feasibility exercise to be undertaken for next year's programme. Consultants are being appointed to carry out the design works for the 2015/16 programme and recommendation 2 seeks approval for delegated authority for appointing work contractors.

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 are also required 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 which organisations will be managing the schools.

CORPORATE IMPLICATIONS

Corporate Property and Construction

Corporate Property and Construction authored this report.

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications and monitoring position contained therein, noting that investment in the Borough's schools remains at

the heart of the Council's capital programme. Monies have been earmarked within the Council's Medium Term Financial Forecast to finance on-going revenue financing costs associated with the use of Prudential Borrowing to support this level of investment to 2019/20. Demand for school places continues to be closely monitored, with any relevant financial implications being captured through the Council's budget planning processes and reflected in the draft budget report also on this Cabinet Agenda. Corporate Finance further notes the additional allocation of grant monies to fund works supporting the implementation of the Universal Infant Free School Meals government initiative.

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
PHASE 2		
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.	All works complete
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.	All works complete
Hillingdon Primary	1 FE Expansion: Part demolition of existing school and construction of a new two storey classroom block and associated facilities.	All works complete
Glebe Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	Expansion works will be completed in 2015
Cherry Lane Primary	1 FE Expansion: Construction of a two storey building and associated facilities	Main Expansion Works completed 2014. MUGA be completed in 2015
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
PHASE 3		
Lake Farm site	New 3 FE primary school, nursery, a Special Resource Provision unit and other associated facilities.	All works complete
St Andrews Park site	New 3 FE primary school, nursery, a Special Resource Provision unit and other associated facilities.	All works complete
St Martin's CoE Primary School	New 3 FE Primary 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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