



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Date: THURSDAY, 26 JUNE 2014

Time: 7.30 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 on the Committee

Richard Lewis (Chairman)
Richard Mills, (Vice-Chairman)
Robin Sansarpuri (Labour Lead)
Wayne Bridges
Tony Burles
Nick Denys
Narinder Garg
Raymond Graham
Carol Melvin

This agenda and associated reports can be made available in other languages, in Braille, large print or on audio tape on request. Please contact us for further information.

Published: 9 June 2014

Contact: Khalid Ahmed
Tel: 01895 250833
Fax: 01895 277373
Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CIId=243&MIId=2113&Ver=4>

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services

Please enter from the Council's main reception where you will be directed to the Committee Room. An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Please switch off any mobile telephones and BlackBerries™ before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

If there is a FIRE in the building the alarm will sound continuously. If there is a BOMB ALERT the alarm sounds intermittently. Please make your way to the nearest FIRE EXIT.



About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Administration and Finance Directorates and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider and comment on budget and service plan proposals for the Administration and Finance Directorates.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of Meetings held on 13 March 2014 and 5 June 2014 (**Pages 1-4**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Consideration of Review Topics (**Pages 5-6**)
- 6 Work Programme 2014/15 (**Pages 7-10**)
- 7 Appointment to Hillingdon Safer Neighbourhood Board
To note at the Council meeting held on 5 June 2014 that Councillors Richard Mills and John Riley were appointed to the Hillingdon Safer Neighbourhood Board.
- 8 Forward Plan (**Pages 11-18**)

This page is intentionally left blank

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Thursday 13 March 2014

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Lindsay Bliss, Wayne Bridges, Beulah East, Raymond Graham and Richard Mills.</p> <p>Officers: David Haygarth (Council's Energy Manager) and Khalid Ahmed (Democratic Services Manager).</p>		
44	<p>MINUTES OF THE MEETING HELD ON 4 FEBRUARY 2014</p> <p>Agreed as an accurate record.</p>		
45.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>		
46.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%; padding: 5px;"> <p>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT - CONSIDERATION OF RECOMMENDATIONS</p> <p>Consideration was given to a paper which provided Members with the main themes around the Committee's major review into how this Council could reduce its carbon footprint.</p> <p>Discussion took place on areas which consideration should be given to possible recommendations for the review. These were:-</p> <ul style="list-style-type: none"> • The development of a corporate energy policy statement and strategy to help the Council in its approach to carbon reduction • Publishing the good work that this Council was doing in relation to carbon reduction, in the form of a carbon balance sheet • That discussions take place with the Department of Energy and Climate Change on the feasibility of heat and power networks within the Borough • Looking at the feasibility of a small scale Anaerobic Digestion project in the New Years Green Lane area, if financially viable for the Council. <p>The Committee thanked the Council's Energy Manager for the excellent support he had given throughout the review and asked that the Democratic Services Manager produce a final report which would be circulated to Members for comments.</p> </td> <td style="width: 25%; padding: 5px; vertical-align: top;"> <p>Action By:</p> </td> </tr> </table>	<p>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT - CONSIDERATION OF RECOMMENDATIONS</p> <p>Consideration was given to a paper which provided Members with the main themes around the Committee's major review into how this Council could reduce its carbon footprint.</p> <p>Discussion took place on areas which consideration should be given to possible recommendations for the review. These were:-</p> <ul style="list-style-type: none"> • The development of a corporate energy policy statement and strategy to help the Council in its approach to carbon reduction • Publishing the good work that this Council was doing in relation to carbon reduction, in the form of a carbon balance sheet • That discussions take place with the Department of Energy and Climate Change on the feasibility of heat and power networks within the Borough • Looking at the feasibility of a small scale Anaerobic Digestion project in the New Years Green Lane area, if financially viable for the Council. <p>The Committee thanked the Council's Energy Manager for the excellent support he had given throughout the review and asked that the Democratic Services Manager produce a final report which would be circulated to Members for comments.</p>	<p>Action By:</p>
<p>MAJOR REVIEW 2013/14 – REDUCING OUR CARBON FOOTPRINT - CONSIDERATION OF RECOMMENDATIONS</p> <p>Consideration was given to a paper which provided Members with the main themes around the Committee's major review into how this Council could reduce its carbon footprint.</p> <p>Discussion took place on areas which consideration should be given to possible recommendations for the review. These were:-</p> <ul style="list-style-type: none"> • The development of a corporate energy policy statement and strategy to help the Council in its approach to carbon reduction • Publishing the good work that this Council was doing in relation to carbon reduction, in the form of a carbon balance sheet • That discussions take place with the Department of Energy and Climate Change on the feasibility of heat and power networks within the Borough • Looking at the feasibility of a small scale Anaerobic Digestion project in the New Years Green Lane area, if financially viable for the Council. <p>The Committee thanked the Council's Energy Manager for the excellent support he had given throughout the review and asked that the Democratic Services Manager produce a final report which would be circulated to Members for comments.</p>	<p>Action By:</p>		

	RESOLVED – 1. That the information provided be noted and approval of the recommendations and the final report be agreed by the Chairman of the Committee in consultation with the Democratic Services Manager.	Action By: Khalid Ahmed
47.	WORK PROGRAMME Noted.	
48.	CABINET FORWARD PLAN Noted.	
	Meeting commenced at 7.30pm and closed at 8.10pm Next meeting: To be confirmed.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

Minutes

CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE

5 June 2014



Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Nick Denys, Raymond Graham, Carol Melvin, Robin Sansarpuri (Labour Lead), Tony Burles and Narinder Garg</p> <p>Also Present:</p> <p>LBH Officers Present:</p>
1.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Richard Lewis be elected Chairman of the Corporate Services and Partnerships Overview Committee for the 2014/2015 municipal year.</p>
2.	<p>ELECTION OF VICE-CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Richard Mills be elected Vice-Chairman of the Corporate Services and Partnerships Overview Committee for the 2014/2015 municipal year.</p>
	<p>The meeting, which commenced at 8.52 pm, closed at 8.53 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

Agenda Item 5

COPROPRATE SERVICES & PARTNERSHIPS POC - REVIEW TOPICS FOR FIRST MAJOR REVIEW OF 2014/15

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to agree a topic to be developed into a draft scoping report to be considered at the next meeting of the Committee.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to select a single area within its remit to be developed into a scoping report. This will require the Committee to provide specific rather than broad areas to focus on. By so doing, officers will be able to produce a scoping report that addresses Members' main concerns and put forward an effective plan for the review.

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the Administration and Finance area of the Council. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda. These are primarily strategic policy and internal functions such as finance, property, personnel, democratic services, legal services, ICT, economic development, as well as equalities and diversity.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2013, which included reviews of:

2006/7

- Members' information needs concerning decision-making
- Members' role in Audit

2007/8

- Community cohesion

- Review of Voluntary sector grants

2008/9

- Wireless town centre in Hillingdon

2009/10

- Impact of a Pandemic in Hillingdon and the Effects on Council Services
- The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and how the Council could improve Business to Business Support with the Borough's Industrial Estates

2010/11

- Census 2011 – to look at how this Council can contribute to improving the population data for the Borough
- Personal Safety of Members of the Council when meeting with members of the public.

2011/12

- Effectiveness of the Audit Committee and its Terms of Reference
- Operation and Function of Hillingdon First Card

2012/13

- Community Cohesion and the Accessing of Council Services
- Crime Prevention Resources

2013/14

- Crime Prevention Resources
- Reducing Our Carbon Footprint

Agenda Item 6

WORK PROGRAMME 2014/15

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
26 June 2014	CR 6
22 July 2014	CR 6
16 September 2014	CR 4
14 October 2014	CR 4
11 November 2014	CR 5
8 January 2015	CR 5
3 February 2015	CR 5
12 March 2015	CR 6
28 April 2015	CR 5

Corporate Services & Partnerships Policy Overview Committee

2013/14 DRAFT Work Programme

Meeting Date	Item
26 June 2014	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2014/15
	Work programme for 2014/15
	Cabinet Forward Plan

22 July 2014	Budget Planning Report for Administration and Finance Directorates
	Scoping Report for next Major Review
	Work Programme
	Cabinet Forward Plan

16 September 2014	Major Review - Witness Session 1
	Cabinet Forward Plan
	Work Programme

14 October 2014	Major Review - Witness Session 2
	Cabinet Forward Plan
	Work Programme

11 November 2014	Major Review - Draft Final Report
	Cabinet Forward Plan
	Possible Second Review Topics
	Work Programme

8 January 2015	Budget Proposals Report for 2015/16
-----------------------	-------------------------------------

	Scoping Report for next Major Review and Witness Session
	Cabinet Forward Plan
	Work Programme

3 February 2015	Witness Session for Second Review
	Cabinet Forward Plan
	Work Programme

12 March 2015	Witness Session for Second Review
	Cabinet Forward Plan
	Work Programme

29 April 2014	Cabinet Forward Plan
	Work Programme

This page is intentionally left blank

Agenda Item 8

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

This page is intentionally left blank

Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet - 19 June 2014

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
003	Procurement of Energy Supplies 2014	Cabinet will be asked to delegate contract approval to the Leader and relevant Cabinet portfolio holder in relation to the Council's Electricity Supplies under a Fixed Term Fixed Price contract with a commencement date of 1 October 2014	N/A		Cllr Jonathan Bianco	FD / RS - Allison Mayo / Richard Coomber	Corporate Consultees		Private (3)
SI	Budget 2013/14 Outturn	The Cabinet will receive the details of the budget outturn for 2013/14.	All		Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand			

Ref Decision Further information

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet Member Decisions - June 2014

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
005	Use of Trickle Transfer funds	Leader and Cabinet Member approval will be sought to use trickle transfer funding on two supported housing projects: Church Road & Honeycroft.	Brunel, Uxbridge North		Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	RS - Marcia Gillings		NEW	Private (3)
006	Grant of a lease to occupy kitchen and office space to Apetito Limited	Cabinet Member authority will be sought to lease the kitchen and office space with the right to use the adjoining parking spaces within the Civic Centre Uxbridge to Apetito Limited to provide meals to day and dining centres and service delivery for community meals.	Uxbridge South		Cllr Jonathan Bianco	RS - Susan Williams-Joseph		NEW	Private (3)
Page 14	Interim Cabinet-level decisions	Up until the 19th June, where there is no Cabinet meeting scheduled, the Leader of the Council has been granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of executive decision-making, if and when required. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible.	Various		Cllr Ray Puddifoot MBE	AD - Democratic Services	Various		Possibly Private (1,2,3)

Ref Decision Further information

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
--------------------------------------	-------------------------------------	--	------------------------------------	----------	----------------------

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet - 24 July 2014

010	Award of Contract: Young People Housing Advice and Support Services	Approval from Cabinet will be sought to award the contract for the provision of Young People's Housing Advice and Support Services for a three year term from 1st October 2014.	All	Cllr David Simmonds	FD - Richard Robbins / Sam Taylor	Service Users, Corporate Consultees	NEW	Private (3)
015	Purchase of Carbon Allowances	Phase I of the Carbon Reduction Committee Energy Efficiency Scheme ended on 31st March 2014. Approval is sought for the purchase of Carbon Allowances for the final compliance year of the phase 2013-14.	N/A	Cllr Jonathan Bianco	RS - Richard Coomber		NEW	
012 015	Government Procurement Cards - Approval of Contract	Approval from Cabinet will be sought to award the contract for the provision of our Government Procurement Card (GPC) in use by Council employees conducting Council business.	N/A	Cllr Scott Seaman-Digby	FD - Tracy Tully	Corporate consultees		Private (3)
013	Provision of Agency & Temporary Worker Resources	Cabinet will be asked to make the necessary procurement decisions with regard to the provision of agency and temporary workers.	N/A	Cllr Scott Seaman-Digby	AD - Mike Talbot / Sue McNeill	Corporate consultees		Private (3)

Ref Decision Further information

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet Member Decisions - July 2014

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		

> August 2014

No Cabinet is currently scheduled during August 2014

SI	Interim Cabinet-level decisions	During the intervening summer period where there is no Cabinet meeting scheduled, the Leader of the Council may be granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of executive decision-making, if and when required. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible.	Various		Cllr Ray Puddifoot MBE	AD - Democratic Services	Various		Possibly Private (1,2,3)
----	---------------------------------	---	---------	--	------------------------	--------------------------	---------	--	--------------------------

Page 16

Cabinet Member Decisions - August 2014

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
----	---	--	---------	--	-----	--------------------------	---------	--	--

Ref Decision Further information Ward(s)

Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet meeting - 25 September 2014

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr David Simmonds & Cllr Jonathan Bianco	RS - David Murnaghan	Corporate consultees		Public / Private (3)
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		TBC	AD - Democratic Services			
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

This page is intentionally left blank