



HILLINGDON  
LONDON



# Corporate Services and Partnerships Policy Overview Committee

## Councillors on the Committee

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

**Date:** THURSDAY, 19 MARCH  
2015

**Time:** 7.30 PM

**Venue:** COMMITTEE ROOM 3 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE UB8  
1UW

**Meeting  
Details:** Members of the Public and  
Press are welcome to attend  
this meeting

**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: 11 March 2015

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This Agenda is available online at:  
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=2120&Ver=4>

***Putting our residents first***

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

# Useful information

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## **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 for Absence
- 2 Declarations of Interest
- 3 Minutes of Meeting held on 5 February 2015 (**Pages 1-6**)
- 4 Exclusion of Press and Public  
To confirm the items of business marked Part I will be considered in public and that items marked Part II will be considered in private.
- 5 Second Major Review - Social Housing Fraud (**Pages 7-14**)
- 6 Forward Plan (**Pages 15-22**)
- 7 Work Programme (**Pages 23-26**)

## Minutes

Corporate Services and Partnerships Policy

Overview Committee

Thursday 5 February 2015

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



HILLINGDON  
LONDON

	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Nick Denys, Narinder Garg, Raymond Graham, Carol Melvin, and Robin Sansarpuri.</p> <p><b>Officers:</b> Garry Coote (Corporate Fraud Investigation Manager), Niamh Hall (Investigator - Corporate Fraud Team), Debbie Leather (Investigator - Corporate Fraud Team) and Khalid Ahmed (Democratic Services Manager).</p>
39.	<p><b>MINUTES OF THE MEETING HELD ON 8 JANUARY 2015</b></p> <p>Agreed as an accurate record.</p>
40.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business would be considered in public.</p>
41.	<p><b>BUDGET PROPOSALS 2015/16 - COMMENTS FROM POLCIY OVERVIEW COMMITTEES</b></p> <p>The Committee considered the comments from this Committee and the Council's other Policy Overview Committees on Cabinet's budget proposals for 2015/16.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the full set of Policy Overview Committee comments on the budget proposals be submitted to the Cabinet meeting on 12 February 2015.</b></p>
42.	<p><b>SECOND MAJOR REVIEW - SOCIAL HOUSING FRAUD</b></p> <p>The Council's Corporate Fraud Investigation Manager, together with two Investigators from the Corporate Fraud Team, attended the meeting and provided Members with details of the work which was carried out by the Team in relation to the detection of social housing fraud.</p> <p><b>Investigations</b></p> <p>The Committee was informed that the Team received referrals from the Fraud hotline and from a variety of sources both within the Council, and outside the Council such as from Council contractors. For example contractors who were working on</p>

<p>behalf of the Council made the Team aware if there had been suspicions regarding the occupants of a property.</p> <p>Records were checked against the electoral register, Council Tax and Housing Benefit records. Members were informed that intensive and varied visits took place to check occupants of social housing and these visits took place at anytime during the day, evening and at weekends. The Team worked flexible hours to enable visits to be made to homes when occupants were likely to be at home, which proved the commitment of the Team.</p> <p>The Committee was provided with examples of the meticulous detail which the Investigators went to in terms of their investigations and Members were informed that in the majority of cases the actions of officers would be enough to either close cases because no further action was required.</p> <p>The Committee was informed that after three visits, investigations would be stepped up. There would be more IT checks and tenants could possibly be invited into the Council offices for an informal meeting. Members were informed that at this meeting, a tenant would be informed that housing fraud was a criminal offence and that a breach of tenancy was a civil offence.</p> <p>If tenants were adamant that they did live at the property, they would be asked to provide evidence in the form of bank statements, utility usage statements etc. Tenants would be advised to seek independent legal advice and the Council would write a Data Protection Act request to other agencies or local authorities.</p> <p>The Committee was informed that throughout an investigation officers within Housing, Council Tax and Housing Benefits were kept informed of anything that could impact on the person concerned claim or increased rent arrears.</p> <p>Members were informed that once a strong case had been built by the Council, it was hoped that the tenant would hand back the keys to the social housing property.</p> <p>Reference was made to weekly meetings which took place within the Corporate Fraud Team where advice was provided by a solicitor from Legal Services on the course of action to be taken based on the evidence which the Council had. This legal advice was vital in terms of making decisions on whether to progress further with investigations.</p> <p>Members were informed that if a case did go to court and trial, Investigating Officers attended court to provide evidence. If the court case was successful and a bailiff's warrant was obtained,</p>	<p><b>Action By:</b></p>
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Investigation Officers would attend the eviction to ensure that the property was ready to hand over to lettings to enable the property to re-house another family.

### **Sub-Letting**

Discussion took place on those social housing properties which had been found to be sub-let and Members were informed that there were cases where the tenant had been unaware that they had been renting a social housing property.

The Committee was given assurance that these victims were given professional support and advice from the Council's Housing Options Team to enable them to find suitable accommodation.

Members were provided with case study examples of investigations which had taken place and the detail and work which was carried out by officers to investigate.

Discussion took place on possible measures which could be introduced by the Council to make unsuspecting sub-letters aware of social housing properties.

Officers were asked to look into means of subtly branding social housing to enable unsuspecting sub-letters to know that the property was Council owned.

Officers were also asked to look into whether a list of Council property could be provided for public inspection.

In addition, Members asked about the Council applying for Compensation Orders for sub-letters during court prosecutions.

### **Use of Social Media and information from other agencies**

The Committee was informed that Investigators also used tools such as Facebook and other Social Media, Google searches, 192.com and Gum Tree to investigate potential fraudsters.

Liaisons took place with many outside agencies, Citizen Advice Bureaus within prisons, other fraud teams within other local authorities, housing associations, charities etc.

Reference was made to internal liaison which took place within the Council and examples were given of the work which took place with the Education Team, Social Services, Mental Health Team, Anti Social Behaviour Team, Housing Teams and Democratic Services Registrars.

The Committee noted the various sources of information and data which the Investigators used in their work and praise was

given to the innovative approach of this Council's work in this area.

### **Other Initiatives**

Members were also informed of some of the work which had been carried out in some of the Council's tower blocks and bungalows. The work on these schemes provided good publicity for the work being done and would also act as a preventative measure for any would be fraudsters.

Great emphasis was placed on working closely with residents on the schemes as this collaborative approach often provided Investigators with important information on suspected fraud.

Members made reference to possible work which could take place with hospitals, colleges, universities and officers would look at these areas.

### **Promotion and publicity**

Members were informed that the Social Housing Fraud project was promoted widely, with "Blow the whistle on Housing Cheats" posters appearing in every issue of Hillingdon People, which helped to generate calls to the Council's fraud hotline.

Examples of combating social housing fraud were also publicised in Hillingdon People. These articles often described the improved quality of life for Hillingdon residents who had been allocated the tenancy of a recovered property. This generated positive feedback from residents and encouraged reporting of suspected social housing fraud.

Reference was made to the Team promoting the social housing fraud work which was taking place at resident's association meetings from April 2015 as part of the forward work programme.

For the next meeting Members asked for a representative from Legal Services to attend to provide the legal context to the work which takes place in relation to social housing fraud.

In addition officers were asked to investigate the issues raised and detailed above and report back to the next meeting of the Committee.

### **RESOLVED –**

- 1. That the information provided be noted and officers be asked to report back to the next meeting on the actions requested.**

**Khalid  
Ahmed /  
Garry Coote**



		<b>Action By:</b>
<b>43.</b>	<p><b>CABINET FORWARD PLAN</b></p> <p>Reference was made to the item on Oracle HR &amp; Payroll "Phase 2" Planning which was to be considered at Cabinet on 19 March 2015 and Members asked that further information be provided to the Committee next Municipal Year on this project</p> <p>Noted.</p>	<b>Mike Talbot</b>
<b>44.</b>	<p><b>WORK PROGRAMME</b></p> <p>Noted.</p>	
	<p><b>Meeting commenced at 7.30pm and closed at 9.30pm</b></p> <p><b>Next meeting: 19 March 2015 at 7.30pm</b></p>	

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.

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## SECOND MAJOR REVIEW - SOCIAL HOUSING FRAUD

**Contact Officers:** Khalid Ahmed  
**Telephone:** 01895 250833

### REASON FOR ITEM

To be given a presentation from the Deputy Principal Lawyer for Housing on the work which is carried out by this Council in relation to social housing fraud.

### OPTIONS OPEN TO THE COMMITTEE

- 1. The Committee is asked to receive the information provided in the presentation and ask for clarification or further information if required to help with the review.**

### BACKGROUND

1. At the last meeting of the Committee held on 5 February 2015, the Committee was provided with presentations from two Investigators from the Corporate Fraud Team. Details of the activities which the Team was involved in were reported to the Committee and helped form part of the evidence of the review.
2. Reference was made to the close working which took place with legal services, to enable the Council to investigate cases of social housing fraud and to take tenants to court.
3. Members will recall that it is estimated that at least 100,000 social housing properties are the subject of housing fraud. In response to this, the Government introduced the Prevention of Social Housing Fraud Act and made almost £10m available to tackle the issue. The legislation has seen tenancy fraud become a criminal matter and given local authorities the power to prosecute those who unlawfully sublet their social housing.
4. The Act applies to social housing tenants and introduces two new criminal offences. Firstly, where the tenant sublets or parts with possession of a property or ceases to occupy knowing that it is a breach of tenancy. The second, more serious offence is where a tenant dishonestly, in breach of tenancy, sublets without consent and ceases to occupy the property as their only or principal home.
5. The first offence only requires knowledge that the tenant sublet their home in breach of their tenancy agreement, the second requires proof this was done dishonestly. The maximum penalty for the first offence is a fine of up to £5,000. The second, more serious, offence is punishable by a jail sentence of up to 2 years and/or a fine of up to £50,000. The Court also has the power to make "unlawful profit orders" that require the tenant to pay back any profits "the court considers appropriate".

## Serious Housing Fraud

6. On 1 August 2014, the Leader of the Council and the Deputy Chief Executive and Corporate Director for Residents Services agreed the following as clarification to the Council's approved Anti-Fraud Strategies and Policies.
7. "Hillingdon Council has a 'zero tolerance' approach to fraud. The Council undertakes a robust programme to detect and investigate housing fraud and applies sanctions and recovery procedures where fraud is identified.

In cases of serious housing fraud Hillingdon will consider legal action in the form of prosecutions against offenders. Convictions for housing fraud frequently result in significant sentences or fines.

The types of serious housing fraud that could be pursued to prosecution include:

- Evidence of the presentation of false documents e.g. right to remain in UK documentation, false representation from landlords.
- Evidence of false representation of housing need by the housing applicant - it is established that the applicant does not have a genuine housing need. This could include failure to disclose alternative available accommodation and therefore the applicant is not homeless and the Council has no duty to provide housing.
- There is evidence that the offence was premeditated.
- There is evidence that the offence was carried out by an organised group.
- Evidence of habitual false information on application forms
- The housing applicant has previous Convictions or Cautions which are relevant to the present offence."

8. Sarah Glazebrook, the Council's Deputy Principal Lawyer for Housing will attend the meeting and provide the Committee with details of the legislative framework around social housing fraud.

Appendix A - Scoping report



**Corporate Services & Partnerships Policy  
Overview Committee  
Review Scoping Report 2014/15**

***Social Housing Fraud***

**1. REVIEW OBJECTIVES**

**Aim and background to review**

To examine the work which this Council carries out in relation to the detection of social housing fraud and to investigate other measures which could be used to save this Council money and to recover social housing which was being fraudulently used.

**Terms of Reference**

1. To review the current extent of social housing fraud within the Borough.
2. To assess the legislative framework which has been set up to tackle the problem of social housing fraud.
3. To examine the initiatives which the Corporate Fraud Investigation Team is involved in to tackle social housing fraud.

## **DRAFT**

4. To assess the cost benefits to the Council of the detection of social housing fraud.
5. To examine the joint working which takes place between the relevant agencies and Council services to ensure early detection of social housing fraud.
6. To examine best practice either in the private or public sector which could be used by this Council.
7. To report to Cabinet on any recommendations which arise out of the review.

## **2. INFORMATION AND ANALYSIS**

### **Strategic context**

The Government estimates that at least 100,000 social housing properties are the subject of housing fraud. In response to this, the Government has introduced the Prevention of Social Housing Fraud Act and made almost £10m available to tackle the issue.

This legislation had seen tenancy fraud become a criminal matter and local authorities have the power to prosecute those who unlawfully sublet their social housing.

The Act applies to social housing tenants and introduces two new criminal offences. Firstly, where the tenant sublets or parts with possession of a property or ceases to occupy knowing that it is a breach of tenancy. The second, more serious offence, is where a tenant dishonestly, in breach of tenancy, sublets without consent and ceases to occupy the property as their only or principal home.

The first offence only requires knowledge that the tenant sublet their home in breach of their tenancy agreement, the second requires proof this was done dishonestly.

The maximum penalty for the first offence is a fine of up to £5,000. The second, more serious, offence is punishable by a jail sentence of up to 2 years and/or a fine of up to £50,000. The Court also has the power to make "unlawful profit orders" that require the tenant to pay back any profits "the court considers appropriate".

In addition, local authorities have been given more powers to investigate social tenancy fraud by enabling better access to data from banks, building societies, telecoms companies and utility companies.

## **DRAFT**

### **Key Information**

With upwards of almost 1.7 million households on the waiting list for social housing and around 250,000 social households officially classed as overcrowded, social housing fraud needs to be stopped.

Many social landlords, including this Council, are increasing their efforts to stop fraud in their housing stock, and as a result more social homes have been recovered for their proper use. Whilst this progress is encouraging, the Government wants local authorities to do more to prevent and stop social housing fraud.

Preventing people from engaging in social housing fraud would reduce the number of unlawfully occupied social homes and free up more social housing for those in genuine need. This would be achieved by deterring people from engaging in social housing fraud, incentivising those already committing fraud to stop and making it easier for social landlords to detect and evict those who continue to commit fraud.

### **What's happening in Hillingdon?**

The Council's Social Housing Fraud Project commenced in October 2010 and was initially targeted at registered Council tenants who were either sub-letting the property or were not resident and properties were empty. Since the commencement of the project 177 properties have been recovered and re-let to people with genuine housing need.

The Audit Commission, in their report 'Protecting the Public Purse 2014' estimated that nationally it costs councils on average £18,000 a year for each family placed in temporary accommodation.

From April to November 2014 applying the Audit Commission 'Protecting the Public Purse' guidelines equates to a saving of £684,000 in Hillingdon through the detection.

The review will find out about projects which are taking place to improve detection rates and provide more savings to the Council.

### **Responsibilities**

The Council's Corporate Fraud Investigation Team is responsible for investigating social housing fraud and work closely with the Council's Housing Service and Revenues and Benefits.

### **Current intelligence, best practice and research**

Case studies will be provided during the review to highlight the work which is being carried out within Hillingdon

## **DRAFT**

In January 2012, the Government published a consultation paper on proposals to reduce the incidence of fraud relating to social housing in England.

The summary of responses to the consultation and next steps can be found here

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8408/2179472.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8408/2179472.pdf)

### **3. WITNESS EVIDENCE & ENQUIRY**

#### **Witness testimony**

Garry Coote - LBH Corporate Fraud Investigation Manager  
Team investigators from Corporate Fraud Investigation Team  
Officer from Council's Legal Services team  
Representatives from other social landlords  
Investigators from other local authorities  
A relevant officer from the Department for Communities and Local Government

#### **Key information required**

Statistics and data on the extent of the potential fraud in this area  
Cost effectiveness of investigations  
Potential savings for the Council  
Best practice from other organisations.

#### **Lines of enquiry**

1. What advice is given to social housing tenants on the rules of their tenancy and how often is it given?
2. What is the likely impact of social housing fraud on the availability of social housing?
3. What is Hillingdon doing to ensure that social housing provided in the Borough is lawfully occupied?
4. What practices and processes are used to gauge the extent of social housing fraud and is it cost effective?
5. What examples are there of joint working between Council services and other agencies to mitigate against social housing fraud?



**DRAFT**

6. How successful has the Council been in terms of prosecutions?

6. What publicity is given for residents of the Borough to "whistle-blow" and identify fraudsters in their neighbourhoods?

**4. REVIEW PLANNING & ASSESSMENT**

<b>Meeting Date</b>	<b>Action</b>	<b>Purpose / Outcome</b>
8 January 2015	Presentation from Corporate Fraud Investigation Manager	Information and analysis
5 February 2015	Draft Scoping Report  Witness Session 1  Investigators from Corporate Fraud Team	Evidence & enquiry
19 March 2015	Witness Session 2	Evidence & enquiry
28 April 2015	Draft Final Report	Proposals – agree recommendations and final draft report

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# Agenda Item 6

## **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 15<sup>th</sup> 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'.
2. The Forward Plan attached has not been updated since the last meeting of the Committee held on 26 June. However, an updated version of the Forward Plan published on 15 July will be distributed on the evening of the POC meeting.

### **SUGGESTED COMMITTEE ACTIVITY**

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

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**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

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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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?
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Council Departments: RS = Residents Services CYPs =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

### Cabinet meeting - 23 April 2015

34	<b>Award of an Extension to the Security Contract</b>	Cabinet will be asked to consider an extension of the current security contract for various Council premises, based upon good performance to-date.	N/A		Cllr Jonathan Bianco	RS - Chris Tuohy		<b>NEW</b>	Private (3)
25	<b>Award of contract for integrated mobile solutions</b>	Following a strategic procurement exercise and looking forward to the Council's future requirements, Cabinet will consider the award of contract(s) for supply of Council mobile telecommunications and data services.	N/A		Cllr Jonathan Bianco	RS - Shirley Clipp			Private (3)

### Cabinet meeting - 21 May 2015

SI Page 18	<b>School Capital Programme Update</b>	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 Jonathan Bianco and Cllr David Simmonds	RS - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	<b>Voluntary Sector Leases Report</b>	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	<b>Reports from Policy Overview &amp; Scrutiny Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Academy Conversions</b>	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (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?
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Council Departments: RS = Residents Services CYPs =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

## Cabinet Member Decisions - May 2015

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		
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## CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		Private (3)
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	RS - Corporate Property			Private (1,2,3)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	RS - Mike Patterson			Private (1,2,3)
SI	School Governing Bodies and Governors	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Officer or Member to be a Governor or Director of an Academy			Cllr David Simmonds	AD - Democratic Services			

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Members(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYP5 =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
SI	<b>Appointment of Consultants &amp; agency staff</b>	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management and agency posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			Private (1,2,3)
SI	<b>Release of Capital Funds</b>	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.			as appropriate	AD - Democratic Services			
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities			Cllr Keith Burrows	RS - David Knowles			
SI	<b>To approve debt / write offs</b>	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.			Cllr Jonathan Bianco	various			Private (1,2,3)
SI	<b>To approve compensation payments</b>	To approve compensation payments in excess of £1000.			as appropriate	various			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 FD= Finance AD = Administration									
SI	<b>Transport - Local Implementation Programme</b>	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.			Cllr Keith Burrows	RS - David Knowles			
SI	<b>Acceptance of Tenders</b>	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets.			Cabinet Member and Cllr Scott Seaman-Digby	various			Private (3)
SI	<b>All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions</b>	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.			as appropriate	various			Public / Private (1,2,3)
SI	<b>Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act</b>	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	RS - Mike Paterson / David Ollendorf			Private (1,2,3)
SI	<b>Chrysalis Programme of Environmental Improvements</b>	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Douglas Mills	RS - Helena Webster			
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			

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	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	various			

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

# Agenda Item 7

## 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*

<b>Meetings</b>	<b>Room</b>
<b>26 June 2014</b>	<b>CR 6</b>
<b>16 July 2014</b>	<b>CR 5</b>
<b>16 September 2014</b>	<b>CR 4</b>
<b>29 October 2014</b>	<b>CR 4</b>
<b>11 December 2014</b>	<b>CR 4</b>
<b>8 January 2015</b>	<b>CR 5</b>
<b>5 February 2015</b>	<b>CR 6</b>
<b>19 March 2015</b>	<b>CR 3</b>
<b>28 April 2015</b>	<b>CR 5</b>

Corporate Services & Partnerships Policy Overview Committee

**2014/15 DRAFT Work Programme**

<b>Meeting Date</b>	<b>Item</b>
<b>26 June 2014</b>	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2014/15
	Work programme for 2014/15
	Cabinet Forward Plan
<b>16 July 2014</b>	Budget Planning Report for Administration and Finance Directorates
	Scoping Report for next Major Review and presentation
	Work Programme
	Cabinet Forward Plan
<b>16 September 2014</b>	Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme
<b>29 October 2014</b>	Major Review - Witness Session and consideration of draft recommendations
	Single Meeting Review - Members Enquiries
	Cabinet Forward Plan
	Work Programme
<b>11 December 2014</b>	Major Review -Consideration of recommendation
	Second Review Topic - To agree
	Cabinet Forward Plan
	Work Programme
<b>8 January 2015</b>	Budget Proposals Report for 2015/16
	Second Review - Scoping Report and Witness Session

	Major Review -Consideration of recommendations
	Cabinet Forward Plan
	Work Programme

<b>5 February 2015</b>	Witness Session for Second Review
	Budget comments from other Policy Overview Committees
	Cabinet Forward Plan
	Work Programme

<b>19 March 2015</b>	Witness Session for Second Review - Social Housing Fraud
	Cabinet Forward Plan
	Work Programme

<b>29 April 2014</b>	Cabinet Forward Plan
	Draft Final Report for Second Review - Social Housing Fraud
	Work Programme

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