

## Minutes

### Cabinet

Thursday, 18 February 2016

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



Published on: 19 February 2016

Come into effect on: Friday 26 February 2016 \*

#### **Members Present:**

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

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

Wayne Bridges  
Teji Barnes  
Nick Denys  
Neil Fyfe  
John Riley  
John Oswell  
Jane Palmer  
Jan Sweeting  
Henry Higgins  
Brian Crowe  
Beulah East  
Becky Haggard

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

Apologies were received from Councillor Scott Seaman-Digby and Councillor Susan, O'Brien.

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

No interests were declared by Members present.

#### **3. TO APPROVE THE PART 1 PUBLIC MINUTES OF THE CABINET MEETING HELD ON 21 JANUARY 2016**

The public minutes and decisions of the Cabinet meeting held on 21 January 2016 were approved as a correct record.

**4. TO APPROVE THE PART 2 CONFIDENTIAL MINUTES OF THE CABINET MEETING HELD ON 21 JANUARY 2016**

The private minutes and decisions of the Cabinet meeting held on 21 January 2016 were approved as a correct record.

**5. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THOSE MARKED PART 2 IN PRIVATE**

Item 12 had been withdrawn and the other items to be considered in both public and private were noted.

**6. POLICY OVERVIEW COMMITTEE REVIEW - EFFECTIVENESS OF EARLY HELP TO PROMOTE POSITIVE OUTCOMES FOR FAMILIES**

*The Chairman of the Children's, Young People and Learning Policy Overview Committee, Councillor Jane Palmer, presented the report of the Committee, which was warmly welcomed by Cabinet.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the report from the Children, Young People and Learning Policy Overview Committee on their review into The Effectiveness of Early Help to Promote Positive Outcomes for Families.**
- 2. Agrees the recommendations of the review, along with their implementation, as set out below:**
  - 1. That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.**
  - 2. That the Cabinet Member for Education and Children's Services considers the following recommendations in light of the Committee's review:**
    - a. That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:**
      - i. Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported.**

- ii. Identifying how the effectiveness of partnership and collaborative working can be enhanced.
  - b. That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.
  - c. Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.
  - d. That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.
  - e. That an assessment of the development and implementation of the new services 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 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.
3. That the Cabinet Member for Education and Children's Services recommends that the following areas be investigated further in light of the Committee's review:
- a. That a review be undertaken of Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.
  - b. That the concerns raised during the review in relation to levels of child obesity in Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.
  - c. That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.

### **Reasons for decision**

Cabinet considered the report of the Children's, Young People and Learning Policy Overview Committee which proposed ways in which the Council, working with its partners, could enhance Early Help provision to contribute to the achievement of positive outcomes for

families. Cabinet agreed the recommendations and welcomed the further review of local Child Mental Health Services at the earliest possible opportunity.

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

The Cabinet could have decided to reject some or all of the Committee's recommendations, or have pursued alternative routes in which to progress the objectives of the review.

Officer to action:

Jon Pitt, Administration Directorate

### **Classification: Public**

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

## **7. MONTHLY COUNCIL BUDGET MONITORING - M9**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the forecast budget position as at December 2015 (Month 9).**
- 2. Continue the delegated authority up until the 17 March 2016 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 21 January 2016 and 18 February 2016 Cabinet meetings, detailed at Appendix F.**
- 3. Accepts capital grant funding of £85,000 from British Cycling towards the development of the link roads and skills apron extension at Hillingdon Cycle Circuit, Springfield Road, Hayes.**
- 4. Approves the appointment of Wernick Buildings Limited as principal contractor for the replacement of the Ruislip Lido boathouse project with subcontractor to carry out demolition of the existing boathouse and the installation of the foundations for the new building, subject to costs being as approved by Cabinet in December 2015 (or less), with officers instructed to re-tender the project, should the cost increase.**

#### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives.

Cabinet accepted some grant funding towards the development of the Hillingdon Cycle Circuit, Springfield Road, Hayes and amended the appointment of a contractor to deliver the new Boat House at Ruislip Lido.

## **Alternative options considered and rejected**

None.

### **Officer to action:**

Paul Whaymand, Finance Directorate

### **Classification: Public**

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

## **8. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2016/17 - 2020/21**

### **RESOLVED:**

#### **That Cabinet approves for recommendation to Council:**

1. **The General Fund and Housing Revenue Account budgets and Capital Programmes outlined in appendices 1 to 7;**
2. **The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2016/17 to 2020/21 as detailed in Appendix 9;**
3. **The Efficiency Strategy for the 2016/17 year as detailed in Appendix 10;**
4. **The proposed London Borough of Hillingdon Pay Policy Statement for 2016/17 set out at Appendix 11;**
5. **The Fees and Charges included at Appendix 12;**
6. **That it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2016/17 to 2020/21 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules).**

#### **That Cabinet notes:**

7. **The Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.**

#### **Reasons for decision**

Following consultation and positive feedback from residents and others in the Borough, Cabinet put forward its set of budget proposals to the Council meeting on 25 February 2016 for approval.

It was welcomed that they would deliver an overall reduction in Council Tax this year for residents when the proposed Greater London Authority element of the bill was included, primarily achieved by Hillingdon through its Council Tax freeze for an eighth successive year and for the over 65s, a tenth successive year.

It was noted that all this was being realised without a reduction in service provision, whilst the budget also provided for priority service investment and the maintenance of strong balances and reserves, despite significant year-on-year reductions in central Government grant.

In particular, Cabinet welcomed the proposed capital programme of around £311m over the next 5 years, which included over £100m investment in school infrastructure, an additional £5.5m towards new cost-efficient street lighting and £2.6m towards camera enforcement of cars to keep areas outside schools safe for children. Cabinet noted that the vast majority fees controlled by the Council also continued to be frozen.

Cabinet considered the positive comments from the Policy Overview Committees and after discussion, recommended to Council a strong, balanced budget in difficult financial circumstances, which had been carefully developed to put residents first.

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

The Cabinet could have chosen to vary the proposals in its budget before recommending it to Council.

### **Officers to action:**

Paul Whaymand, Finance

### **Classification: Public**

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

### **Urgency Provisions**

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

## **9. SCHOOLS BUDGET 2016/17**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agrees that the total Schools Budget for 2016/17 will be equal to the total of the Dedicated Schools Grant (as set out in paragraphs 59 to 60) provided to the Council.**
- 2. Approve the Early Years Single Funding Formula, as set out in paragraph 11.**
- 3. Approve the base rate of funding for the Two Year Old Free Entitlement Offer, as set out in paragraphs 12 and 13.**
- 4. Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 14 to 18.**

### **Reasons for decision**

Based upon recommendations from the Schools Forum, Cabinet made the necessary decisions to enable the distribution and confirmation of the funding arrangements for schools for 2016/17, including the final individual school budget shares, which are distributed to schools by 29 February 2016.

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

Cabinet could have made decisions contrary to the School Forum's advice.

### **Officer to action:**

Peter Malewicz  
Finance

### **Classification: Public**

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

## **10. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS UPDATE**

### **RESOLVED:**

**That the Cabinet agrees the proposed grant reductions for 2016/17 for Age UK Hillingdon (AUKH), Hillingdon Autistic Care and Support (HACS) and Groundwork South noting their responses to consultation and, in the case of HACS, an Equality Impact Assessment of the potential impact this may have on residents.**

### **Reasons for decision**

Cabinet noted that at its December 2015 meeting, it had agreed a substantial grants programme for 2016/17 based on applications received and assessments provided to the Council. However, at that meeting Cabinet had requested supplementary consultation with three organisations where it had proposed to reduce their grant slightly from the previous financial year and to assess the impact of this, before making a final decision.

Following further consultation, Cabinet considered the responses back from Age UK Hillingdon, Hillingdon Autistic Care and Support (HACS) and Groundwork South and carefully reviewed the impact on the organisations and the residents they support, including an Equalities Impact Assessment and a detailed analysis of the accounts of HACS, which they had submitted.

In doing so, Cabinet agreed to reduce the grants to the level previously recommended, with the view that continued core service provision could still be achieved, without a direct

impact and that it would also provide the necessary assurances over value for money to taxpayers.

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

Cabinet carefully considered the assessments of reductions in the grants and in doing so, could have decided upon further grant reductions or to reinstate grants to previous levels.

### **Officers to action:**

Kevin Byrne – Administration Directorate

### **Classification: Public**

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

## **11. CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the outcome of the consultation about proposed changes to the school admissions criteria.**
- 2. Consider and give full regard to the outcome of the consultation findings and the equalities and human rights impact assessment when making a decision on the proposals to amend the school admissions criteria.**
- 3. Agree to implement the amended admission arrangements for all Hillingdon Community schools from September 2017. In accordance with the School Admissions Code Admissions Authorities must determine the admissions criteria by 28 February 2016.**

### **Reasons for decision**

Cabinet considered the detailed responses following a full public consultation and review of the school admissions criteria for community schools in Hillingdon. The review had been precipitated by Cabinet in October 2015 because of a residual risk that in future years some children may not be prioritised for a school place by virtue of where they lived in the Borough relative to local schools.

In agreeing the proposed changes, Cabinet reiterated its objective to ensure priority is given to children to access places at schools as close to their home as possible. Cabinet noted that to be fair and reasonable, those children admitted to full time school prior to 31st August 2017 the existing sibling priority would still remain.



## **Alternative options considered and rejected**

Cabinet considered a range of option to address the risk that a small number of children living in Hillingdon may not be guaranteed a school place as close to their home as possible, including retaining the existing criteria or amending parts of the proposals put out to consultation.

### **Officer to action:**

Dan Kennedy, Residents Services

### **Classification: Public**

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

## **12. HILLINGDON RESPONSE TO LB HOUNSLOW'S 'WEST OF BOROUGH PLAN' ISSUES CONSULTATION \***

A report on this matter was not consider by Cabinet and referred for decision to the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling.

## **13. STANDARDS AND QUALITY OF EDUCATION IN HILLINGDON 2014/15**

### **RESOLVED:**

#### **That the Cabinet:**

- 1. Note the concerns set out in the report about the performance of Hillingdon Schools;**
- 2. Endorse the priorities to continue to raise the attainment and aspiration of Hillingdon's looked after children;**
- 3. Endorse action to continue to challenge underperforming schools and other education providers to raise attainment and aspiration for all children in Hillingdon and;**
- 4. Agree that officers review the Hillingdon School Improvement Plan (2015-18) with school leaders in light of the attainment results for 2014/15 to ensure the school-led plan addresses the concerns highlighted in this report.**

### **Reasons for decision**

Cabinet received its annual update on local academic results and attainment by pupils in the Borough during the last school year. Members present reviewed the Ofsted inspection results and noted there was a pressing need to improve achievement in key areas and

stressed the responsibility and accountability of schools themselves to raise school standards.

**Alternative options considered and rejected**

None.

**Officer to action:**

Dan Kennedy, Residents Services

**Classification: Public**

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

**14. DEED OF VARIATION OF A LEASE TO THE COUNCIL AT HARLINGTON COMMUNITY SCHOOL, HAYES**

**RESOLVED:**

**That the Cabinet agree to the variation of the terms of the existing lease dated 15 September 1998 agreed by officers as detailed in this report and instructs Legal Services to complete the appropriate legal documentation.**

**Reasons for decision**

Cabinet approved a necessary property transaction to reallocate rooms within Harlington School premises so that Adult and Community Learning classrooms were located more closely together to improve the learner experience and ensure improved safeguarding of children at the school. It was noted that this change was welcomed by all parties.

**Alternative options considered and rejected**

Cabinet could have chosen not to approve the property variations provisionally agreed by officers.

**Officer to action**

Susan Williams-Joseph, Residents Services

**Classification: Public**

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

## 15. SCHOOL CAPITAL PROGRAMME UPDATE

### RESOLVED:

#### That Cabinet:

1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.
2. Approve the installation of modular temporary classroom units at 2 primary schools to be used for bulge classes to meet the demand for additional primary school places from September 2016.
3. Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the installation of modular temporary classroom units required for bulge classes from September 2016.

#### Reason for decision

Cabinet received its monthly update on London's largest school building programme, aimed at ensuring that every child in the London Borough of Hillingdon would have a quality place at a local school.

Specific decisions were made to progress suitable additional accommodation required for the primary school bulge classes to ensure there would be sufficient pupil places to meet the expected demand from September 2016.

#### Alternative options considered and rejected

None.

#### Officer to action:

Bobby Finch, Residents Services

#### Classification: Public

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

## **16. AWARD OF CONTRACT: VEHICLE HIRE FRAMEWORK AGREEMENT**

### **RESOLVED:**

#### **That the Cabinet:**

- 1. Approves the use of the Framework Agreement for Vehicle Hire, as set out in the report and;**
- 2. Approves that the suppliers listed in the report be invited to join the Framework Agreement.**

#### **Reasons for decision**

Cabinet gave its approval for the use of a Framework Agreement to secure the lowest costs for vehicle hire for its fleet of specialist vehicles. Cabinet noted that there were instances where there was a need for a short term vehicle hire to cover for when vehicles that would be off road for maintenance, repair or testing and to cover for any remaining peaks and troughs in service demand.

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

None.

#### **Officers to action:**

Colin Russell, Waste Services Manager.  
Mohammed Ladha, Procurement Executive.  
Nigel Dicker, Deputy Director Residents Services.

#### **Classification: Private**

*Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it 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.*

## **17. PROCUREMENT OF SEXUAL HEALTH CONTRACTS \***

### **RESOLVED:**

#### **That the Cabinet agrees:**

- 1. That the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Social Services, Health and Housing:**

- a) Renegotiate costs/contract value for the potential extension of current contractual arrangements for GUM (delivered by the Hillingdon Hospitals (THH) NHS Foundation Trust) for a further 12 months (until April 30th 2017). Furthermore, noting that potential cashable savings are dependent on the outcome of the negotiations.
  - b) Renegotiate costs/contract value for the potential extension of current contractual arrangements for Contraception and Sexual Health (CaSH) with the Central & North West London (CNWL) NHS Foundation Trust for a further 12 months (until April 30th 2017). Furthermore, noting that no cashable savings are anticipated; however, inflationary costs are expected to be controlled.
2. That Public Health undertakes a Sexual Health Needs Assessment to inform scoping for a new Integrated Sexual and Reproductive Health Service;
  3. That Category Management and Public Health lead on a competitive tender process for an Integrated Sexual and Reproductive Health Service to start on 1st May 2017 (recommended 4 years, with option to extend up to a further 3 years).

### **Reasons for decision**

Cabinet received an update on Public Health contracts in relation to sexual health and genito-urinary medicine and gave approval to progress short term extensions of current contractual arrangements and put in place for plans for future competitive tendering of services going forward.

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

Cabinet could have sought alternative solutions for sexual health services.

### **Officers to action:**

Steve Hajioff, Statutory Director of Public Health,  
Sharon Daye, Consultant in Public Health  
Steve Powell, Category Manager – Public Health  
Nigel Dicker, Deputy Director - Residents Services

### **Classification: Private**

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## **18. MANNED GUARDING, CCTV MONITORING AND GENERAL SECURITY CONTRACT**

**RESOLVED:**

**The Cabinet approves:**

- 1. The award of a contract to Kingdom Security Limited to deliver the security provision at the Council's Civic Centre and other corporate properties for 3 years with the possibility to extend by a further 1+1 years and;**
- 2. The TUPE transfer of the CCTV Monitoring Facility Operatives from The London Borough of Hillingdon to Kingdom Security Services.**

### **Reason for decision**

Cabinet noted that the current security contract was due to expire and that through a competitive tender process, it had extending the specification for the contract to include CCTV monitoring, which had previously been undertaken in-house.

Following due consideration, Cabinet approved the most economically advantageous bid to deliver Manned Guarding, CCTV Monitoring and General Security services for at least the next three years to the Civic Centre and a range of other corporate sites across the Council's non-housing property portfolio.

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

Cabinet could have re-tendered the contract with the same or reduced specification.

### **Officers to action:**

Perry Scott - Residents Services

Michael Breen - Finance

### **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.49pm.

## **\* IMPLEMENTATION OF CABINET'S DECISIONS**

**Decisions that take immediate effect:** Cabinet's decisions relating to Items 8 & 9 (MTFF and Schools Budget) are integral to the Council's budget proposals and will be recommended to Council on 25 February 2016 in order to set a balanced budget. These decisions take immediate effect.

**All other decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Friday 26<sup>th</sup> February 2016 upon the expiry of the scrutiny call-in period, unless notified otherwise.

The officers to implement the decisions are indicated in the minutes.