

## Minutes

### Cabinet

Thursday, 21 April 2016

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



Published on: 22 April 2016

Decisions come into effect from: Friday 29<sup>th</sup> April 2016 \*

#### **Cabinet Members Present:**

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

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

John Riley  
Wayne Bridges  
Brian Crowe  
Janet Duncan  
Beulah East  
Mo Khursheed  
Susan O'Brien  
Nick Denys  
Becky Haggar  
Henry Higgins  
Jane Palmer  
Jan Sweeting

*Before the start of the meeting, the Leader of the Council, Councillor Ray Puddifoot MBE, recorded the Cabinet's congratulations to HM The Queen on her 90<sup>th</sup> Birthday. On behalf of the people of Hillingdon, he praised the dedication and service she has given to the Country over many years. Members present echoed the tribute.*

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

All Members were present.

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

No interests were declared.

**3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The minutes and decisions of the Cabinet meeting held on 17 March 2016 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**

Items, as set out on the agenda listed in public and private, were confirmed.

**5. MONTHLY COUNCIL BUDGET MONITORING REPORT - M11**

**RESOLVED:**

**That Cabinet:**

1. Note the forecast budget position as at February 2016 (Month 11).
2. Agree that during the period of 21 April 2016 to the Cabinet scheduled in June 2016, delegated authority be given to the Corporate Director of Finance, in full consultation with the Leader of the Council, to make any necessary revenue or capital budget virements, allocate priority growth funds, release contingency, agree fees/charges or accept grants that may be required for service or project delivery within the overall budget framework approved by Council on 25 February 2016. Furthermore, that any such decisions made, be reported to the June 2016 Cabinet meeting for ratification.
3. Continue the delegated authority up until the June 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 17 March 2016 and 21 April 2016 Cabinet meetings, detailed at Appendix F.
4. Approve introduction of a fine of up to a maximum of £5,000 for any letting and property management agent refusing to join a Government approved redress scheme;
5. Approve to commit £50,000 to the Uxbridge BID Company to assist in securing a Business Improvement District for Uxbridge.
6. Approve acceptance of Planning Performance Agreement income in respect of the following applications:
  - 36-40 Rickmansworth Road, Northwood (£23,500)
  - Gatefold Development, Blyth Road, Hayes (£12,000)
7. Ratify the release of agreed funds from the 2016/17 development and risk contingency into the Residents Services Budget following the outcome of recent legal proceedings in relation to a planning matter in the Barnhill Ward and following the Cabinet Member decision taken by the Leader of the Council under special urgency on 1 April 2016 authorising expenditure.
8. Approve the introduction of the following planning fees from 3 May 2016:

- Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts (£196)
  - Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts (£196).
9. Approve the introduction of the following new registrars fees from 3 May 2016:
- Webcasting of wedding ceremonies (£70)
  - Conducting Civil Funerals (Civil Celebrants) (£180)
  - Passport Checking Service (£15)
10. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration, to make the necessary decisions for 2016/17 Community Safety Grant contributions to the Metropolitan Police Service for local community policing priorities, reporting back to Cabinet in June for ratification.

### **Reasons for decision**

Cabinet received the final latest forecast revenue, capital and treasury position for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives. Cabinet welcomed the strong financial position of the Council approaching year-end.

Cabinet agreed the introduction of a statutory fine for letting and property management agents who do not sign up to a Government approved redress scheme; new fees for planning enforcement and registrars services, granted funding towards the development of the Uxbridge Business Improvement District and accepted income to assist with large development projects in the Borough.

Cabinet received an addendum to provide delegated authority to make the necessary grant payments to the Metropolitan Police for local community safety activities.

### **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.*

## **6. 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) 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 Director of Residents Services, to make all necessary procurement and financial decisions, including approving which schools are to expand, the appointment of consultancies and the placing of building contracts required for the permanent expansion of 3 primary schools as part of phase 4 of the primary school expansion programme.**

### **Reasons for decision**

Cabinet received its regular update on London's largest school building programme to ensure that every child in the London Borough of Hillingdon would have a quality place at a local school. Delegated authority was given to expand further primary schools in the Borough to meet demand.

### **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.*

## **7. BUDGET MANAGEMENT SOFTWARE - CONTRACT AWARD**

**RESOLVED:**

**That Cabinet approves the award of a Budget Management Software contract to Advanced Business Software and Solutions Limited for an initial period of 3 years to commence from June 2016, with the options to extend for a further 2 x 1 year periods upon mutual agreement.**

### **Reasons for decision**

Following a competitive tender exercise, Cabinet agreed the most economically advantageous tender for budget management software to further strengthen the gathering, analysing, reporting and planning of key budget and business information for individual services and officer budget holders.

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

Cabinet could have decided to continue with the current traditional system of internal spreadsheet accounting methodology, but considered that this would impact upon the quality of financial information and limit future efficiency savings as a result.

### **Officers to action:**

Nancy Leroux, Finance  
Jo Allen, Finance

### **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.*

## **8. CARERS SUPPORT SERVICES - CONTRACT AWARD**

### **RESOLVED:**

**That the Cabinet approves the appointment of Hillingdon Carers for a period of five years at a total cost of £3,100k commencing on 1st September 2016 to provide Carers services to Carers.**

### **Reasons for decision**

Following a competitive tender conducted under OJEU rules, Cabinet awarded a contract to Hillingdon Carers, as the lead organisation, for a new Carers Support Service. The service will increase support to Carers within the Borough, make it easier for them to access advice, information and support, whilst also delivering savings.

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

Cabinet could have extended the existing contract or sought an alternative procurement route, but discounted these options because they would not have delivered the necessary changes required under the Care Act 2014 or value for money services.

**Officers to action:**

John Higgins, Social Care  
Elizabeth Harris, Finance

**Classification: Private**

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**9. ROYAL BRITISH LEGION SITE, STATION ROAD, WEST DRAYTON**

**RESOLVED:**

**That Cabinet:**

- 1. Authorise the lifting of the restrictive covenant to allow the Royal British Legion to sell the site at Station Road, West Drayton for residential use and;**
- 2. Delegate authority to the Deputy Chief Executive and Corporate Director for Residents Services, in consultation with the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, to make all subsequent decisions about the future of the property transaction.**

**Reasons for decision**

Cabinet agreed to lift a restrictive covenant on the site owned by the Royal British Legion Club House in West Drayton to enable them to develop the site for residential use going forward, helping to meet housing demand in the Borough whilst also raising funds for the Royal British Legion itself. Cabinet praised the work of the organisation in providing lifelong support to the Armed Forces community.

During the meeting, Cabinet also noted the wider investment the Council had made in West Drayton's community facilities.

**Alternative options considered and rejected**

Cabinet could have not allowed the restriction to be lifted, limiting opportunities for the Royal British Legion going forward.

**Officer to action:**

John McKenna, Residents Services

**Classification: Private**

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**10. PROPERTY ON SWAKELEYS ROAD, ICKENHAM**

**RESOLVED:**

**That the Cabinet:**

- 1. Declare the site surplus to requirements;**
- 2. Authorise the disposal of the site on the open market on a long leasehold basis;**
- 3. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in conjunction with the Deputy Chief Executive and Corporate Director for Residents Services, to make all subsequent decisions about the future of the site.**

**Reasons for decision**

Cabinet declared two vacant Council properties, nos. 236 and 234A Swakeleys Road, Ickenham UB10 8AU, surplus to requirements and approved their disposal without planning consent on the open market to ensure best value would be obtained.

**Alternative options considered and rejected**

Cabinet could have decided to not sell the site or sell the site with planning permission or convert the properties for affordable or discounted sale housing. However, Cabinet determined that the strategic priority for this site was to obtain a receipt to support the Council's wider capital and housing investment programme.

**Officers to action:**

J Markwell & J McKenna, Residents Services

**Classification: Private**

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*under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

## **11. REFUSE & RECYCLING SACKS - CONTRACT AWARD**

### **RESOLVED:**

**That Cabinet agrees to award a 3 year contract, with the option of a one year extension, to JPK Trade Supplies Ltd, for the supply of the full range of refuse and recycling sacks and bags to the London Borough of Hillingdon, with a contract commencement date of 1st June 2016.**

### **Reasons for decision**

Following the conduct of an OJEU compliant competitive tender process, Cabinet approved a three year contract to one supplier, to provide the full range of recycling, garden waste and waste sacks used by the Council. Cabinet noted the bags and sacks had been independently tested for durability, whilst also being competitively priced.

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

None. Cabinet chose the most economically advantageous supplier which would also assist the Council delivering savings through higher recycling rates and the diversion of waste away from final disposal through landfill or energy from waste.

### **Officers to action:**

Colin Russell, Residents Services  
Allison Mayo, Finance Directorate

### **Classification: Private**

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## **12. VOLUNTARY SECTOR LEASES**

### **RESOLVED:**

**That Cabinet agrees the leases as out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this report, and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.**



### **Reasons for decision**

Cabinet agreed to the renewal of leases for a car workshop at the West Drayton Young People's Centre to develop skills locally and to the West Drayton Youth Football and Sports Club used for a variety of community activities.

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

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

### **Officer to action:**

Michelle Wilcox, Residents Services

### **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.25pm.

### **\* IMPLEMENTATION OF CABINET'S 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 29<sup>th</sup> April 2016 upon the expiry of the scrutiny call-in period, unless notified otherwise.

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

**The public part of this Cabinet meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making. These minutes remain the official definitive record of proceedings.**