



HILLINGDON
LONDON



Council

To all Members of the Council

Date: THURSDAY, 13 MAY 2010

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

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Agenda

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4 Election of Mayor 2010/2011 To elect a Mayor of the London Borough of Hillingdon to hold office from 13 May 2010 until his or her successor becomes entitled to act as Mayor.	
5 Acceptance of Office by the Mayor The Mayor to make the Declaration of Acceptance of office	
6 Appointment of Deputy Mayor To receive the Mayor's appointment in writing of a Councillor of the Borough to be Deputy Mayor for the coming year	
7 New Mayor's Announcements To receive announcements from the new Mayor	
8 Vote of thanks to outgoing Mayor Presentations of Past Mayor and Past Mayor's Escort badges	
9 Election of Leader of the Council To elect a Leader of the Council for the next four year period	
10 Appointment of Deputy Leader and Cabinet To note the appointment by the Leader of the Council of the Deputy Leader and Cabinet	

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15 Statement of the Leader of the Council In accordance with the provisions of the Constitution to receive, without comment, a statement by the Leader of the Council.	

MEETINGS OF COMMITTEES WILL BE HELD IMMEDIATELY FOLLOWING THE END OF THE ANNUAL MEETING FOR THE PURPOSE OF APPOINTING CHAIRMEN AND VICE-CHAIRMEN

ELECTION RESULTS 2010 AND POLITICAL BALANCE

Reporting Officer: Head of Democratic Services

1. The Borough Council elections were held on 6 May 2010 in conjunction with the Parliamentary elections. The results of the elections for all 22 wards are attached for information.
2. In addition the political balance of the Council which is used to calculate the number of Members on each Council committee etc is also detailed below for information.

RECOMMENDATION: That the election results and the subsequent political balance of the Council be noted.

INFORMATION

3. The Local Government and Housing Act 1989 provides a statutory basis for the rights of political groups to secure representation upon Council Committee and Sub-Committee meetings in proportion to their respective political strengths within the Council.
4. By definition a political group needs to be comprised of two or more Members who have indicated by notice to the Head of Democratic Services that they wish to constitute a named group, such notice also to indicate the identity of the Leader of the Group. The notice must be signed by all Members who wish to form the Group.
5. The Head of Democratic Services has been notified of two political Groups on the Council:
 - The Hillingdon Conservative Group comprising 46 Members with Councillor Ray Puddifoot as Group Leader
 - The Labour Group comprising 19 Members with Councillor Mo Khursheed as Group Leader
6. The political balance calculation below is based on these submissions and the number of Council and Committee places to be determined elsewhere on this agenda:

Group	seats	%
Conservative	46	70.77
Labour	19	29.23
Total	65	

Committee size	Conservative		Labour	
	nominal	actual	nominal	actual
3	2.12	2	0.88	1
4	2.83	3	1.17	1
5	3.54	4	1.46	1
6	4.25	4	1.75	2
7	4.95	5	2.05	2
8	5.66	6	2.34	2
9	6.37	6	2.63	3
10	7.08	7	2.92	3

London Borough of Hillingdon election results 6 May 2010

Barnhill

Name of Candidate	Description (if any)	Number of Votes
BLISS, Lindsay	The Labour Party Candidate	3253 Elected
CHOUDHARY, Tariq Ramzan	Conservative Party	1189
COPE, Jennifer Elizabeth	Liberal Democrat Focus Team	669
CRIPPS, Andrew Mark	National Front Putting Britain First	324
FEWKES, Gordon John Howard	Conservative Party	1273
GHEI, Roshan Lal	The Labour Party Candidate	3027 Elected
HEER, Sarwan Singh	Conservative Party	1221
MAJOR, John Robert	The Labour Party Candidate	3305 Elected
OUTHWAITE, Mary	Liberal Democrat Focus Team	544
VEITCH, Verna	Liberal Democrat Focus Team	400

Botwell

Name of Candidate	Description (if any)	Number of Votes
BAKHAI, Nigel	Liberal Democrat Focus Team	661
CHAMDAL, Labhaya Ram	Conservative Party	1574
GARDNER, Janet Elizabeth	The Labour Party Candidate	3282 Elected
HEALY, Michael James	Liberal Democrat Focus Team	816
HORN, Graham Ernest Moorhouse	Conservative Party	1671
JARJUSSEY, Phoday Saikouba	The Labour Party Candidate	2895 Elected
KHURSHEED, Mohammed	The Labour Party Candidate	2869 Elected
PARSONAGE, Neville George	Liberal Democrat Focus Team	644
SMALLWOOD, Peter William	Conservative Party	1570

Brunel

Name of Candidate	Description (if any)	Number of Votes
ABDUL-MOTALIB, Humam	Liberal Democrat Focus Team	815
ATUBO, Sharon Michelle	The Labour Party Candidate	1347
BANNISTER, Jason	Liberal Democrat Focus Team	1052
CAMPBELL, John	The Labour Party Candidate	1590
CHOPPING, Iain Robert	The Labour Party Candidate	1383
DAWE, Hazel Frances	Green Party	339
GRIGG, John	Liberal Democrat Focus Team	988
JENKINS, Sandra	Conservative Party	2542 Elected
MILLS, Richard James	Conservative Party	2219 Elected
MURRAY, Susan Jean	Green Party	323
STEAD, Brian	Conservative Party	2235 Elected

Cavendish

Name of Candidate	Description (if any)	Number of Votes
BIRAH, Mohinder Singh	The Labour Party Candidate	839
BLEACH, Martin James	Green Party	386
CAREY, Stephen John	Liberal Democrat Focus Team	1782
GRAHAM, Alan Stephen	Liberal Democrat Focus Team	1546
GRAHAM, Raymond Charles	Conservative Party	3048 Elected
LAVERY, Edward Francis	Conservative Party	3254 Elected
MCDONALD, Peter Lloyd	The Labour Party Candidate	891

Name of Candidate	Description (if any)	Number of Votes
OLIVER, Sarah Ann	The Labour Party Candidate	804
WEBB, Elaine	Liberal Democrat Focus Team	1570
WHITE, Michael Richard	Conservative Party	3134 Elected

Charville

Name of Candidate	Description (if any)	Number of Votes
BAMBER, Anwar	Conservative Party	2127
EAST, Beulah Mary	The Labour Party Candidate	2479 Elected
FYFE, Neil Gordon	Conservative Party	2296 Elected
HARLING, Michael Rodney Francis	Green Party	284
HORNE, David John	The Labour Party Candidate	2223
JACOBS, Geoffrey Alan	Liberal Democrat Focus Team	541
KITT, Ian Wallace	Liberal Democrat Focus Team	527
NEAL, Dianne	British National Party	618
O'CONNOR, Mary Aileen	Conservative Party	2336 Elected
PAYNE, Christopher George	The Labour Party Candidate	2176
WINTERBOTHAM, Melanie Margaret	Liberal Democrat Focus Team	444

Eastcote and East Ruislip

Name of Candidate	Description (if any)	Number of Vote
BAKER, Bruce Allen	Conservative Party	4248 Elected
BARRAND, Susan Michelle	Liberal Democrat Focus Team	1255
DANN, Catherine Sally	Conservative Party	4442 Elected
GARG, Abhilok	The Labour Party Candidate	745
HERRIOTT, David Robert	The Labour Party Candidate	974
KRAMER, Hilary Judith	Liberal Democrat Focus Team	1191
MAJOR, Lesley Ann Patricia	The Labour Party Candidate	784
PAYNE, David William	Conservative Party	4088 Elected
POCOCK, Ian	Green Party	303
REAP, Donald Wentworth	Liberal Democrat Focus Team	1118
REVIER, James Sidney Christopher	Green Party	353

Harefield

Name of Candidate	Description (if any)	Number of Votes
BARNES, Richard Michael	Conservative Party	1972 Elected
COSTARD, Ian Edward	National Front Putting Britain First	504
EGINTON, Anthony Charles Thomas	The Labour Party Candidate	542
FAULKNER, Anthony Peter Brian	Liberal Democrat Focus Team	804
HIGGINS, Henry Gary	Conservative Party	1703 Elected
MCNAMARA, Rowena Michele	The Labour Party Candidate	505
SCULTHORP, Hilary Margaret	Liberal Democrat Focus Team	634

Heathrow Villages

Name of Candidate	Description (if any)	Number of Votes
BENSON, David Scott	Conservative Party	1938 Elected
BRAR, Sukhpal Kaur	Conservative Party	1659 Elected
BURLES, Anthony	The Labour Party Candidate	1641
DHILLON, Santokh Singh	Conservative Party	1615
MACDONALD, Cheryl Ann	British National Party	596
NELSON, June Ingrid	The Labour Party Candidate	1696 Elected

Name of Candidate	Description (if any)	Number of Votes
PAGE, Russell Floyd	Independent	457
SINGH, Jagjit	The Labour Party Candidate	1604
TAYLOR, Christine Mary	Independent	539
TAYLOR, Jane Elizabeth	Independent	447

Hillingdon East

Name of Candidate	Description (if any)	Number of Votes
BARKER, Timothy Ronald James	Conservative Party	2595 Elected
BRIDGES, Wayne Paul	Conservative Party	2387 Elected
CHANDAR, Ram Richard	The Labour Party Candidate	1362
CLARK, Martin James	Liberal Democrat Focus Team	1823
DOLLIMORE, Peter John	Liberal Democrat Focus Team	1713
JACKSON, Patricia Margaret	Conservative Party	2345 Elected
NEW, Douglas Alfred	The Labour Party Candidate	1234
SCALLAN, John	The Labour Party Candidate	1201
STONEHAM, Victor Anthony	Liberal Democrat Focus Team	1670

Ickenham

Name of Candidate	Description (if any)	Number of Votes
BROWNSWORD, Graham Stanley	Green Party	339
BUCKINGHAM, John	The Labour Party Candidate	912
CLARK, Andrew	Liberal Democrat Focus Team	997
FOX, Kevin Francis	The Labour Party Candidate	728
HENSLEY, John Kenneth Edward	Conservative Party	3785 Elected
MASTERS, Alan Bruce Raymond	Liberal Democrat Focus Team	800
MASTERS, Michelle Helena	Liberal Democrat Focus Team	794
OSWELL, John Laurence	The Labour Party Candidate	694
PUDDIFOOT, Raymond John	Conservative Party	3999 Elected
SEDGWICK, Robert Philip	Green Party	250
SIMMONDS, David Timothy	Conservative Party	3268 Elected

Manor

Name of Candidate	Description (if any)	Number of Votes
COX, Michael Francis	Liberal Democrat Focus Team	2640
ESPLEY, Paul William	The Labour Party Candidate	811
GALVIN, David Martin	Liberal Democrat Focus Team	2017
LEE, Graham John	Green Party	378
MARKHAM, Michael John	Conservative Party	2753 Elected
MATHUR, Shashi Prabha	The Labour Party Candidate	592
MILLS, Douglas Stuart	Conservative Party	2869 Elected
O'BRIEN, Susan Catherine	Conservative Party	2770 Elected
O'SHEA, Anne	The Labour Party Candidate	675
SNELL, Susan Mary	Liberal Democrat Focus Team	1885

Northwood

Name of Candidate	Description (if any)	Number of Votes
GALLAGHER, Michael Patrick Scott	Liberal Democrat Focus Team	1039
HEDGES, Lesley Ann	Green Party	274
HUBERT, Edward Iain	The Labour Party Candidate	770
KLEIN, Alan Harry	Liberal Democrat Focus Team	1104

Name of Candidate	Description (if any)	Number of Votes
LEWIS, Richard Anthony	Conservative Party	3399 Elected
MALLICK, Saghaer Ahmad	Liberal Democrat Focus Team	862
MELVIN, Elizabeth Carol Ann	Conservative Party	3259 Elected
PEARSON, Roland William	The Labour Party Candidate	760
PEARSON, Sheila Constance Irene	The Labour Party Candidate	727
SEAMAN-DIGBY, Scott Michael	Conservative Party	2861 Elected
WRIGHT, Nicole Rosemary Cathryn	Green Party	335

Northwood Hills

Name of Candidate	Description (if any)	Number of Votes
BIANCO, Jonathan Philip Simon	Conservative Party	2906 Elected
BISHOP, David Albert	Independent	1646
BLUNDELL, Dorothy Joan	The Labour Party Candidate	1144
COLESHILL, Natalie Ann	Independent	560
GREEN, Victoria	Green Party	523
HALSALL, Philip	The Labour Party Candidate	857
HONEYGOLD, Derek John	Liberal Democrat Focus Team	1002
KENNEDY, Walter Declan	Independent	902
MORGAN, John Robert	Conservative Party	2645 Elected
MORGAN, Terence	The Labour Party Candidate	777
PINK, Stephen John	Independent	579
RETTNER, Andrew John	Conservative Party	2625 Elected

Pinkwell

Name of Candidate	Description (if any)	Number of Votes
BENNETT, Geoffrey	Liberal Democrat Focus Team	818
DHILLON, Jasvinder Singh	The Labour Party Candidate	3025 Elected
LAKHMANA, Kuldeep Kaur	The Labour Party Candidate	2810 Elected
LITTLE, Anthony John	Liberal Democrat Focus Team	926
MOFFATT, Nigel Peter	Conservative Party	1414
MONK, Audrey Patricia	Liberal Democrat Focus Team	732
NICHOLSON, Geraldine	Conservative Party	1524
SANDHU, Avtar Singh	The Labour Party Candidate	2981 Elected
SINGH, Malkiat	Conservative Party	1359

South Ruislip

Name of Candidate	Description (if any)	Number of Votes
CRYAN, Alister Simon	Liberal Democrat Focus Team	1340
GARDNER, Ingeld Thomas	The Labour Party Candidate	1270
HARPER-O'NEILL, Shirley Ann	Conservative Party	2517 Elected
JONES, Brenda Ann	The Labour Party Candidate	1237
KAUFFMAN, Allan George	Conservative Party	2499 Elected
KELLY, Judy Annette	Conservative Party	2450 Elected
KIRBY, Robin Edwin	U K Independence Party	611
LEONARD, Christine Ann	Liberal Democrat Focus Team	1151
MCALLISTER, Francis Samuel	National Front Putting Britain First	344
PATTENDEN, Clifford Dennis	The Labour Party Candidate	1163
WATTS, Nicholas Mark	Liberal Democrat Focus Team	1082

Townfield

Name of Candidate	Description (if any)	Number of Votes
ALLEN, Linda Joy	The Labour Party Candidate	3282 Elected
BRAR, Hardev Singh	Conservative Party	1471
CURLING, Peter Allan	The Labour Party Candidate	3054 Elected
HALL, Frederick George	Independent	363
LEIGHTER, Hilary Frances	Liberal Democrat Focus Team	688
PAL, Dharam	Conservative Party	1297
SANSARPURI, Robin	The Labour Party Candidate	3014 Elected
UPCOTT, David George	Liberal Democrat Focus Team	602
VERMA, Amit Pal	Conservative Party	1284
WINGROVE-OWENS, Diana Lesley	Liberal Democrat Focus Team	506

Uxbridge North

Name of Candidate	Description (if any)	Number of Votes
BARRETT, Josephine Mary	Conservative Party	3434 Elected
BARTLETT, Margaret Mary	The Labour Party Candidate	1281
COOPER, George Edward	Conservative Party	3177 Elected
EVANS, Richard Mark	Green Party	370
HOLLAND, Eileen	Liberal Democrat Focus Team	1279
MATHEN, Kim Mathulla	Liberal Democrat Focus Team	1015
MOORE, Norrette Pauline	The Labour Party Candidate	1226
RICHARDS, Trevor Anthony Thomas	The Labour Party Candidate	1060
VERNAZZA, Jennifer	Liberal Democrat Focus Team	960
YARROW, David Anthony	Conservative Party	2972 Elected

Uxbridge South

Name of Candidate	Description (if any)	Number of Votes
BURROWS, Keith Edward	Conservative Party	2423 Elected
COOPER, Judith Virginia	Conservative Party	2478 Elected
COX, Rebecca Elaine	Liberal Democrat Focus Team	1429
DHILLON, Mahan Singh	The Labour Party Candidate	1486
FORBES, Jayne Elizabeth	Green Party	427
LINTON, William Anthony	Green Party	315
MASON, Fiona Jane	Liberal Democrat Focus Team	1071
NUNN, Robert Patrick Martin	The Labour Party Candidate	1405
PENNY, Barry John	Liberal Democrat Focus Team	878
ROUTLEDGE, David Walton	Conservative Party	2334 Elected
TIWARI, Shiva	The Labour Party Candidate	1235

West Drayton

Name of Candidate	Description (if any)	Number of Votes
AUCHOMBIT, Prakash Pravin Kumar	The Labour Party Candidate	1567
BANKS, Ann Frances	Independent	1194
BULL, Michael James Dudley	Conservative Party	2650 Elected
BUTTIVANT, Paul John	Conservative Party	2352 Elected
CHOUDHARY, Nadia Ramzan	Conservative Party	1979
COURTENAY, Geoffrey Denis	Independent	640
JOLLEY, Leslie William	British National Party	740
MACDONALD, Anita Grace	The Labour Party Candidate	2183 Elected
MALIK, Shajeel	Independent	349
SOWE, Mustapha	The Labour Party Candidate	1518

West Ruislip

Name of Candidate	Description (if any)	Number of Votes
CORTHORNE, Philip Nigel	Conservative Party	3285 Elected
COWAN-BATES, Vincent James	Green Party	414
CROWE, Brian Cyril	Conservative Party	3222 Elected
JONES, David Allan	The Labour Party Candidate	895
PATANKAR, Salil Sainath	Liberal Democrat Focus Team	946
PITROLA, Amritlal Chhaganlal	The Labour Party Candidate	618
RAWANA, Sabelo	The Labour Party Candidate	691
RILEY, Michael John	Conservative Party	3242 Elected
ROSAMAN, Debbie Ann	Green Party	302
TOWNER, Carolyn Julia	Liberal Democrat Focus Team	1129
WEISENBERGER, Nicola Ann Catherine	Liberal Democrat Focus Team	1021

Yeading

Name of Candidate	Description (if any)	Number of Votes
ALLAM, David Robert	The Labour Party Candidate	2734 Elected
BROWN, Maria	Conservative Party	1848
DUNCAN, Janet Susan Marion	The Labour Party Candidate	2651 Elected
GARG, Sidharath	The Labour Party Candidate	2571 Elected
MAND, Gursharan	Conservative Party	1693
MARSHALL, Alison Carol	Liberal Democrat Focus Team	741
RANDHAWA, Jaswinder Kaur	Conservative Party	1725
REAP, Margaret Beatrice	Liberal Democrat Focus Team	621
TOMS, Leonard Charles	Liberal Democrat Focus Team	578

Yiewsley

Name of Candidate	Description (if any)	Number of Votes
CAMPBELL-BROWN, Gaynor	Liberal Democrat Focus Team	830
CLUGSTON, James Paul	Green Party	256
GILHAM, Dominic	Conservative Party	1777 Elected
HARMSWORTH, Paul Kenneth	The Labour Party Candidate	1574 Elected
HOGG, Max Anthony	Green Party	173
JAFFER, Alnur Fazal	Liberal Democrat Focus Team	905
KEMP, Elizabeth Hellen	Conservative Party	1549
KEMP, Peter	Conservative Party	1716 Elected
KING, Deborah	Independent	193
KUMAR, Naresh	Liberal Democrat Focus Team	820
MACDONALD, Denis Norman	British National Party	580
MORSE, John Victor	The Labour Party Candidate	1351
RYERSON, Peter Michael	The Labour Party Candidate	1323

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REVIEW OF THE COUNCIL CONSTITUTION

Reporting Officers: Head of Democratic Services, Senior Democratic Services Manager

INFORMATION

1. The Constitution of the London Borough of Hillingdon sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Many of these processes are required by law, while others are a matter for the Council to choose. The Constitution contains 16 Articles, which set out the basic rules governing the Council's business.
2. The Constitution is reviewed on a regular basis to keep it up to date with legislative changes, best practice and to continue to meet the needs of the political interface, which is integral to the effective running of the Council.
3. The Leader of the Council has proposed the following changes to the Constitution;
 - a) to note the Council's new leadership arrangements;
 - b) updating the Cabinet scheme of delegations and Officer delegations;
 - c) additional financial controls in the current economic climate;
 - d) practical changes to planning delegations to improve decision-making and;
 - e) implementation of the Council's Business Improvement Delivery programme.

In addition, Council is asked to approve the policy framework documents.

RECOMMENDATION TO COUNCIL:

That the proposed amendments to the Constitution, as detailed below and in Appendices 1-3 be approved with immediate effect.

INFORMATION - PROPOSED AMENDMENTS TO THE CONSTITUTION:**The Council's new leadership arrangements (Articles 4 & 7)**

4. Members will recall that at its meeting on 10 December 2010, Council resolve to adopt a new leadership / executive model with effect on the third day after the date on which the 2010 local elections are held, as provided for by the Local Government and Public Involvement in Health Act 2007. These changes, whilst already approved, are set out in **Appendix 1** and Council is asked to note for information only that these changes will shortly be made to the Constitution.

Updating the Cabinet Scheme of Delegations and corresponding Officer delegations (Article 7 and Part 3)

5. The Leader has proposed a number of changes to the Cabinet scheme of delegations, i.e. the part of the Constitution which sets out the powers of the Cabinet and Cabinet Members. These changes are required in order to update the Constitution with the new leadership arrangements (as set out above), to delete delegations no longer in use, tighten up wording in certain areas or to add in new delegations to reflect new ways of working and new responsibilities. Corresponding changes to officer delegations set out in Part 3 of the Constitution are also

included. All these changes are set out in **Appendix 2** and Council is asked to approve them.

Additional financial controls in the economic current climate (*Article 7 and various sections, including Schedule H, Procurement Standing Orders*)

6. More accountability and tighter control over public resources in the current economic climate is vital. Two areas where the Leader feels additional Member oversight is required are on the acceptance of tenders and the appointment of consultants. It is proposed:
 - a) *Acceptance of tenders for goods, works and services* – it is proposed to amend the threshold for the acceptance of tenders at officer level so that tender decisions over £50k are made at Member level as set out below:
 - Corporate Director - to accept tenders up to £50k (*note: currently £100k*)
 - Cabinet Member – to accept tenders from £50k up to £250k
 - Cabinet – to accept all tenders over £250k
 - b) *Temporary and agency staff* – currently the Council uses agency staff for specialist skills that are unavailable in house. However, currently agency and temporary staff do not fall into the definition of a consultant. It is proposed to amend the definition set out in Schedule H of Procurement Standing Orders Code of Practice so that a consultant appointed to work for the Council includes agency and temporary staff.

To strengthen this, it is proposed that Council provides Cabinet Members with the authority to approve individual temporary and agency workers of a value between £5k and £50k and that Cabinet approve such workers at values of over £50k. In order to establish an appropriate mechanism for approving such appointments, Council is asked to delegate the final constitutional arrangements and amendments in regards to this to Chief Executive, in consultation with the Leader of the Council.

Practical changes to planning delegations to improve decision-making (*Part 3*)

7. Officers have suggested some changes to the Constitution that give clarity to the scheme of delegations and also safeguard the Council in many ways from making unlawful planning decisions. These have been endorsed by the current Planning Committee Chairmen and are set out in **Appendix 3**. Council is asked to approve them.

Implementation of the Council's Business Improvement Delivery Programme (*Article 12, Parts 3 and 7*)

8. Following along the lines of a similar decision at the Council meeting on 14 January 2010, full Council is asked to approve that existing Officer Delegations, Job Titles and delegations throughout the Constitution can be amended because of the Business Improvement Delivery Programme and that this be delegated to the Head of Democratic Services, in consultation with the Leader of the Council.

Policy Framework Documents

9. The Council's Constitution requires that the full Council will approve a number of policy and strategy documents, which together form the Council's Policy Framework. The Council's Annual Meeting is required to consider whether any additional plans or strategies (statutory and non statutory) should be adopted as part of the policy framework. No further plans are currently recommended to Council for addition to those listed in the table below:

1.	Budget and Council Tax, including Council Tax Base
2.	Community Strategy (Sustainable Community Strategy)
3.	Council Plan
4.	Best Value Performance Plan (Performance Plan)
5.	Children's Services Plan (Children's and Families Trust Plan)
6.	Community Care Plan
7.	Community Safety Strategy
8.	Development Plan. (Local Development Framework including Development Plan Documents and Statement of Community Involvement)
9.	Early Years Development Plan
10.	Education Development Plan
11.	Borough Transport Strategy
12.	Youth Justice Plan
13.	Housing Strategy Statement
14.	Statements of Licensing Policy and Gambling Policy

Updating and publication of the Constitution

10. The updated Constitution will be available electronically on the Council's intranet site HORIZON and the Council's public website www.hillingdon.gov.uk.

FINANCIAL IMPLICATIONS

9. There are no direct financial implications arising directly out of this report.

LEGAL IMPLICATIONS

10. The Borough Solicitor has checked the proposed amendments to the Constitution and confirms that they are compliant with relevant legislation.
11. Under the terms of the Constitution, it is for full Council to decide whether or not to approve the proposed amendments.

BACKGROUND PAPERS :none

The Council's new leadership arrangements (Articles 4 & 7)

(for noting only)

Part 2, Article 4.04 d) to be amended as follows (amendments shown in *italics*):

- (d) *at the annual meeting immediately following the ordinary election of Councillors to appoint annually the Leader of the Council, and consider the Leader's recommendations for the appointment of Members of the Cabinet and to consider any resolution to remove the Leader or a Member of the Cabinet from Office;*

An additional section be added into the Council Terms of Reference, Part 2, Article 4.04 e) as follows (the subsequent paragraphs to be re numbered):

- (e) *to consider a resolution to remove the Leader from office and appoint a replacement Leader.*

Article 7 – The Cabinet (Executive) 7.01 (b) to read:

- (b) The Cabinet comprises up to 10 Councillors including the Leader, but the Leader may ~~make a recommendation to full Council to reduce~~ this number at some future date.

Article 7 – The Cabinet (Executive) 7.02 (b) to read:

The Leader will be a councillor elected *at the annual meeting immediately following the ordinary election of Councillors* ~~annually~~ by the Council to the position of Leader of the Council. The Leader holds office until:

1. he or she resigns from office; or
2. he or she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he or she may resume office at the end of the period of suspension); or
3. he or she is no longer a councillor; or
4. he or she is removed from office by a resolution of the Full Council:
or
5. on expiry date of fixed term save that the Council may remove the Leader from office at an earlier date ~~but only in the event of a change in political control of the Council.~~

Any Leader appointed other than at the Annual Meeting *immediately following the ordinary election of Councillors* shall hold office until the next Annual Meeting *immediately following the ordinary election of Councillors.*

Article 7 – The Cabinet (Executive) 7.03 (b) to read:

- (a) The ~~Council~~ *Leader* shall ~~at its Annual Meeting~~ appoint other Cabinet Members ~~on the recommendations of the Leader of the Council~~. Cabinet Members hold office until:
1. they resign from office; or
 2. they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
 3. they are no longer councillors; or
 4. they are removed from office by the ~~full Council following a recommendation from the Leader~~;

~~Any Cabinet Member appointed other than at the Annual Meeting shall hold office until the next Annual Meeting.~~

- (b) As circumstances require and to cover planned and unplanned absences, the Leader may assign Cabinet portfolio responsibilities from one Cabinet Member to another and will notify the Head of Democratic Services where this arrangement is intended to last for more than four weeks.
- (c) The ~~Leader Council~~ will designate one of the Cabinet Members to be the Deputy Leader.

Article 7 – The Cabinet (Executive) 7.05 (b) to read:

The Leader of the Council is *name to be inserted*. The following Councillors have been appointed by the *Leader Council* ~~on the recommendations of the Leader~~ to be Cabinet Members with their respective portfolio responsibilities:

Article 7 – The Cabinet (Executive) 7.08 (e) introduction to read:

Based upon the portfolios approved by *the Leader* ~~full Council~~, individual Cabinet Members have responsibility for the following delegations:

Update of the Cabinet Scheme of Delegations and corresponding officer delegations (Article 7 and Part 3)

(additions shown in **'bold red'**)
(deletions shown ~~struck through~~)

Article 7 – The Executive (Cabinet)

7.01 The Executive

- (a) The Executive is responsible for undertaking all of the Council's functions, except for those functions (specified in Articles 4, 8 and 9) that are reserved to the Council and that are undertaken by the Full Council or delegated to committees, sub-committees, other bodies or officers. When the Executive meet collectively, it is known as "the Cabinet". Individual councillors that are members of the Executive are known as "Cabinet Members".
- (b) The Cabinet comprises up to 10 Councillors including the Leader, but the Leader may ~~make a recommendation to full Council to~~ reduce this number at some future date.

7.02 Leader

The Leader will be a councillor elected **at the annual meeting immediately following the ordinary election of Councillors** ~~annually~~ by the Council to the position of Leader of the Council. The Leader holds office until:

1. he or she resigns from office; or
2. he or she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he or she may resume office at the end of the period of suspension); or
3. he or she is no longer a councillor; or
4. he or she is removed from office by a resolution of the Full Council: or
5. on expiry date of fixed term save that the Council may remove the Leader from office at an earlier date ~~but only in the event of a change in political control of the Council.~~

Any Leader appointed other than at the Annual Meeting shall hold office until the next Annual Meeting.

7.03 Other Cabinet Members

- (a) The Council Leader shall ~~at its Annual Meeting~~ appoint other Cabinet Members ~~on the recommendations of the Leader of the Council~~. Cabinet Members hold office until:
1. they resign from office; or
 2. they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
 3. they are no longer councillors; or
 4. they are removed from office by a resolution of the Full Council; or
 5. they are removed from office by the ~~full Council following a recommendation from the Leader~~; or
 6. on expiry date of fixed term save that the Council can remove them from office, either individually or collectively, at an earlier date but only in the event of a change in political control of the Council.

~~Any Cabinet Member appointed other than at the Annual Meeting shall hold office until the next Annual Meeting.~~

- (b) As circumstances require and to cover planned and unplanned absences, the Leader may assign Cabinet portfolio responsibilities from one Cabinet Member to another and will notify the Head of Democratic Services where this arrangement is intended to last for more than four weeks.
- (c) The **Leader** ~~Council~~ will designate one of the Cabinet Members to be the Deputy Leader.

7.04 Cabinet Assistants

Other members of the Council may, from time to time, be designated by the Leader and notified as such to the Head of Democratic Services as a Cabinet Assistant for a particular activity or range of activities. Such a member will not be a Cabinet member and cannot make executive decisions, but will work with the relevant Cabinet Member. The Leader of the Council will make arrangements for, determine and review from time to time a protocol relating to the roles and responsibilities of Cabinet Assistants

7.05 The Cabinet Members

The Leader of the Council is **Councillor *******. The following Councillors have been appointed by the **Leader** ~~Council on the recommendations of the Leader~~ to be Cabinet Members with their respective portfolio responsibilities:

NAME	PORTFOLIO
------	-----------

- | | | |
|-----|-----|--|
| 1. | tbc | Leader of the Council |
| 2. | | Deputy Leader |
| 3. | tbc | Cabinet Member for Education and Children's Services |
| 4. | tbc | Cabinet Member for Improvement, Partnerships and Community Safety |
| 5. | tbc | Cabinet Member for Finance and Business Services |
| 6. | tbc | Cabinet Member for Planning and Transportation |
| 7. | tbc | Cabinet Member for Social Services, Health and Housing |
| 8. | tbc | Cabinet Member for Environment. |
| 9. | tbc | Cabinet Member for Culture, Sport and Leisure |
| 10. | tbc | Cabinet Member for Co-ordination and Central Services |

7.06 Proceedings of the Cabinet

This Article is to be read in conjunction with the Executive Procedure Rules set out in Part 4 of the Constitution.

- (a) The Cabinet will meet as often as required but will usually meet on a monthly basis. The Leader keeps this arrangement under review.
- (b) Councillors who are not members of the Cabinet cannot make any executive decisions, nor can they act as substitute or deputy Cabinet members. In the absence of Cabinet Members, the Leader and/or Deputy Leader will act on their behalf or determine which Cabinet Member will cover an absent colleague's responsibilities.
- (c) A Cabinet Assistant, **Champion or Borough Advocate** ~~or Advisory Member~~ may attend and speak (but not vote) at any Cabinet meeting on issues within the portfolio that are discussed. ~~A Champion may be invited to address the Cabinet with the approval of the Chairman (Leader)~~
- (d) The Chief Whip of the Majority Party ~~(or in their absence, the Deputy Chief Whip)~~ may attend Cabinet meetings and speak, but not vote on any item under discussion.
- (e) With the permission of the Chairman (Leader), Chairmen or in their absence Vice-Chairmen of Policy Overview and Scrutiny Committees may attend meetings of the Cabinet and speak (but not vote) on any item previously

considered by their Committee – to present the views of the Committee rather than a personal view

- ~~(f) Any other Member of the Council may attend meetings of the Cabinet to observe the proceedings and one Member from each Party Group with seats in a Ward may, with the permission of the Chairman (Leader), speak but not vote on a matter having a specific and direct effect on that Ward. The Chairman shall decide what constitutes a Ward issue.~~

7.07 Delegation of Functions

- (a) This part of the Constitution records the arrangements made by the Council for the allocation of responsibilities and the discharge of executive functions by the Leader, the Cabinet and Cabinet Members.
- (b) The Leader may review and make new arrangements for the discharge of the Cabinet scheme of delegations as set out in 7.08.
- (c) However, the Leader cannot approve alterations to the definition of key decisions, key financial decisions and any financial thresholds in this article, of which any decision to alter is reserved by full Council. The Leader cannot approve any other decision, including those that are statutory and legislative, which fall within the remit of full Council.
- (d) The Leader can make such new arrangements for the Cabinet scheme of delegations at any time on either a temporary or permanent basis, in accordance with the Executive Procedure Rules in Part 4 of the Constitution. Where this is the case, the Leader will notify the Borough Solicitor and Head of Democratic Services in advance of any proposed changes made. This will ensure that:
1. All Councillors are informed of those alterations;
 2. The Constitution is amended accordingly;
 3. The alterations are published; and
 4. A report is made annually to the Full Council on the changes that have been made during the previous twelve months.
- (e) Wherever arrangements are not specifically made in this article for the discharge of executive functions by Cabinet Members, those functions remain with the Leader.

7.08 Cabinet Scheme of Delegations

- (a) To underpin the principles of greater accountability and transparency in decision-making, all delegations to the Cabinet and Cabinet Members are set out in this section. All anticipated key decisions and other decisions, following from these delegations, will be set out in the Council's Forward Plan.
- (b) **KEY DECISIONS**

The Cabinet collectively will be responsible for taking the key decisions and key financial decisions as defined below:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:-
 - 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:-
 - where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
 - Where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

(c) CABINET DELEGATIONS

The Cabinet makes decisions in the following circumstances:

1. matters reserved to the Cabinet as set out in Article 7.08;
2. matters delegated to individual Cabinet members where, in any particular case, the Leader directs that the decision should be reserved to the Cabinet;
3. matters delegated to the individual Cabinet members where the relevant Cabinet member decides to refer any particular matter to the Cabinet for decision; and
4. matters referred to the Cabinet by individual Cabinet members following call-in by the relevant overview and scrutiny committee.

The General Responsibilities of the Cabinet

5. The Cabinet has overall responsibility for the preparation of the budget, and the policy and financial frameworks, which are to be adopted by the full Council. In discharging these overall functions and responsibilities, the Cabinet is responsible for the following:

Leadership in these areas:

- i. proposing policy development, changes and new policy;
- ii. articulating existing Council policy to other organisations;

- iii. commenting on proposals from others on behalf of the Council, including through the media;
- iv. influencing others, including the media, in order to promote existing Council policy or matters reasonably collateral to it;
- v. ensuring the Council has a programme for continuous improvement of its services, ~~including reviews of Best Value as required by law.~~

Partnership working with:

- vi. any or all other organisations who can assist the Council to achieve its stated objectives or where collaboration benefits those who live in, work or visit Hillingdon;
- vii. others involved in community planning and the formation of partnerships with other local public, private, voluntary and community organisations to address local needs.

Decision Making:

- viii. As indicated in Article 7.01 above the Cabinet will be responsible for undertaking all of the Council's functions, and making decisions accordingly, except for those listed in ix. below.
- ix. It will not have responsibility for those functions, which have been reserved to full Council as set out in Article 4. Neither will it have responsibility for the functions to be exercised by those Committees or other bodies outlined in Articles 8 and 9.
- x. The Cabinet will also exercise those 'local choice' functions which are set out in Appendix A to this Article.

Monitoring:

- xi. To regularly monitor the performance and development of Council services.

Other decisions to be taken collectively by the Cabinet:

- 6. Any decision having an impact on two or more wards, whether the impact is direct (e.g. where the decision relates to a road which crosses a ward boundary) or indirect (e.g. where the decision relates to the provision or withdrawal of a service which is or would be used by people from two or more wards).
- 7. Consideration of any report prepared by an external organisation (e.g. Audit Commission or CSCI) into the performance of the Council whether in general or in relation to a particular case, including the Council's response to it. Cabinet Member sign-off may be given to such inspections in urgent cases as set out under the delegations to Cabinet Members

8. Closure of, or significant reduction in provision of, any Council service.
9. Where the decision is one, which will involve a significant change in the manner of Council service provision.
10. The fixing of fees and charges for Council services.
11. Granting or withdrawing financial support to any external organisation in excess of ~~£10,000~~ **except where under agreed initiatives delegated to the Leader or Cabinet Member.**
12. Writing off any bad debt in excess of £50,000, unless the Council has within the last 3 years already written off debts for the person/organisation concerned totalling that amount in which case any further write off would be a key decision.
13. The disposal of any Council property for less than best consideration.
14. The disposal of any interest in Council property with a value of £500,000 or more.
15. The taking by the Council of an interest in land worth £500,000 in total.
16. The granting of any interest in land where the interest is valued at £500,000 or more.
17. The exercise of the Council's compulsory purchase powers.
18. Authority to apply for funding from any external body which if successful would require Council matched funding either revenue or capital, and agreement to the final scheme.
19. Consideration of any policy and budget framework documents which are to be the subject of a recommendation to full Council.
20. Where the Mayor on advice from the Head of Paid Service and/or Monitoring Officer and/or Chief Finance Officer is of the view that the matter is one which ought properly to be treated as a key decision, and informs the proper officer to that effect at least 6 weeks before the decision is in the opinion of the Monitoring Officer likely to be taken.
21. To accept tender for and appointment of consultants over the value of £50,000.

To approve individual temporary and agency workers of a value over £50k (Note: final constitutional arrangements and amendments in regards to this is delegated to the Chief Executive, in consultation with the Leader of the Council)
22. To accept tenders for contracts (other than contracts for the services of consultants and contracts relating to land) with a value of over £250,000.
23. To approve Planning Briefs for sites.
24. To determine school organisation proposals where objections have been received.
25. To adopt the Council's Local Area Agreement.

(d) **GENERAL CABINET MEMBER DELEGATIONS**

Preamble

There are occasions when matters affect more than one portfolio; on such occasions the Cabinet members concerned act in conjunction with one another.

In discharging any functions that have been delegated, a Cabinet member must act lawfully. This means that the Cabinet member must act within the scope of the authority that is delegated to him or her in accordance with any limits within the delegation, this constitution, Council policies, procedure rules and the Members Code of Conduct.

All Cabinet members have responsibility for the following functions:

Budget

1. To approve write-offs of income for their portfolio area of a value of £5,000 or over.
2. To receive monthly/regular reports on income written off by officers under delegated powers (i.e. sums under £5,000) for their portfolio area.
3. To recommend to Cabinet an appropriate level of fees and charges for services appropriate for their portfolio area.
4. To agree virements as set out in the Budget and Policy Framework Procedure Rules which can be found in Part 4 of the Constitution.
5. To receive regular reports on the budgets for their portfolio area
6. To recommend to Cabinet the submission of bids from their portfolio area for additional resources from Government and other agencies.
7. To recommend to Cabinet capital and revenue bids for their portfolio area.
8. To agree for their portfolio area and on the recommendation of the appropriate corporate director compensation payments above £1,000 under the Council's complaints procedure or the request of the Ombudsman. (below that level will be delegated to officers).
9. To make bids for external funding where there is no requirement for a financial commitment from the council, in consultation with officers.

Service Planning and Delivery

10. To determine which proposals for alterations to service provision within their portfolio area should be reported to Cabinet for a decision.
11. To agree service specific strategies and action plans and to agree proposals for enhancements and alterations to service provision within their portfolio area subject to being in-line with the council's policy framework and costs being contained within agreed budgets (where such strategies, plans and service changes cover more than one-portfolio, to also be agreed with the relevant cabinet member and the Leader of the Council)
12. ~~Jointly with the Cabinet Member for Improvement, Partnerships and Community Safety, to monitor on a regular basis the service plans approved by Cabinet for their portfolio area and to report to Cabinet annually on performance.~~
13. To determine priorities and where appropriate agree the reallocation of **approved** resources for the delivery of services in their portfolio area, in conjunction with the appropriate Corporate Director or Head of Service.
14. To make suggestions for future policy initiatives and for amendments for the policy framework in their portfolio area, for consideration by the Cabinet and Council.
15. To receive internal audit reports for their portfolio area and to make recommendations to Cabinet for changes to the service as appropriate.
16. ~~In consultation with the Cabinet Member for Improvement, Partnerships and Community Safety to agree Best Value reviews, determine and manage the Best Value programme with their portfolio and make recommendations to Cabinet where necessary.~~
17. To consider any inspection report by an external agency and make recommendations to the Cabinet where appropriate. In cases where an external agency requires the Council's urgent consideration of an inspection report and there is no Cabinet meeting scheduled, the relevant Cabinet Member and the Leader of the Council may receive and consider the inspection report, give signed approval to the Council's response and ensure Members are notified as appropriate. The Cabinet Member may also give permission for an alternative Member-level meeting or Policy Overview Committee to formally receive the inspection report on behalf of the Council, though such a meeting will not be able to sign-off the Council's response to the inspection.'
18. To call for monitoring reports on service development and performance within their portfolio responsibilities.

Land and Property

19. To determine whether land and properties in their portfolio area are to be declared surplus to requirements of the service and to report to the Cabinet.
20. To make recommendations to Cabinet for use within their portfolio area of properties declared surplus to requirements by other services.
21. Authority to submit planning applications for projects and proposals within their Portfolio area subject to the projects and proposals being in line with the policies of the Council.

Tenders and Contracts

22. To accept tenders for contracts (other than contracts for the services of consultants and contracts relating to land) in their portfolio area with a value of between ~~£100,000~~ **£50,000** and £250,000 except in those circumstances set out in the Procurement and Contract Standing Orders (which can be found in Part 4 of the Constitution) where tenders are not required. If such circumstances apply, officers shall obtain agreement from the appropriate Cabinet member that tenders should not be sought.
23. To accept tenders for contracts for the services of consultants in their portfolio area with a value of between £5,000 and £50,000.

To approve individual temporary and agency workers of a value between £5k and £50k (*Note: final constitutional arrangements and amendments in regards to this is delegated to the Chief Executive, in consultation with the Leader of the Council.*)

24. To accept tenders for works or services in their portfolio area in the following circumstances:
 - when the works or services are to be provided in accordance with ~~any of the Best Value~~ procurement options **rules**;
 - where there are workforce matters involved concerning the transfer of employees, and their terms and conditions under the TUPE Regulations 1981 as amended, and pensions;
 - where there is sensitivity surrounding the award of the contract;
 - where an extension to a term contract is proposed.
25. To approve, in conjunction with the **Leader, Cabinet Member for Finance and Business Services and** Director of Planning

and Community Services, major disposals of land and acquisitions of land, **reporting to Cabinet where required for decision.**

26. To receive monthly reports in the following circumstances:
- where tenders are accepted by officers within their portfolio areas;
 - where the minimum number of tenders required under the Procurement and Contract Standing Orders cannot be achieved by officers;
 - where the aggregated value of variations exceeds 15% of the contract price or £100,000, whichever is the lower;
 - where officers do not consider it practical or prudent to obtain competitive tenders in respect of the services of consultants.
 - where property transactions (apart from acquisitions), as defined in the Property Contract Standing Orders, take place.

Partnerships and Consultation

27. To review **resident** customer satisfaction, consultation with partners ~~stakeholders and the efficiency of service provision generally and agree arrangements for continuous improvements to be made~~ in their portfolio area.
28. In consultation/liaison with the Cabinet Member for Improvement Partnerships & Community Safety, to promote effective partnerships between the Council and all other bodies and agencies affecting the community for their portfolio area.

General

29. To deal with petitions in their portfolio area in accordance with Council procedure.
30. ~~To approve the holding of seminars for councillors on matters within their portfolio area and within the budget.~~
31. To recommend to the Cabinet, where there are implications for the policies of the Council, responses to be made to consultation documents from Government, GLA, LGA, ALG and other bodies affecting their portfolio area.

To approve and sign consultation responses on behalf of the Council in urgent cases where there is no Cabinet meeting timetabled to consider the responses, and in such cases to inform Party Leaders and the Chairman of the relevant Policy Overview Committee of the responses when signed off.

32. To make recommendations to Cabinet and Council for revisions to officer delegations within their portfolio area.
33. To make recommendations to Cabinet on **Policy** Overview and Scrutiny reports that are being presented in their portfolio area.
34. ~~To represent Cabinet at meetings of **Policy** Overview and Scrutiny Committees.~~
35. To attend **Policy** Overview and Scrutiny committee meetings when so required by these committees.
36. ~~To notify **Policy** Overview and Scrutiny committees of their proposed decisions to enable overview and scrutiny committee members to comment if they so wish. (Note: this is already done by way of the Forward Plan)~~
37. To meet all reasonable requests for information made by those Overview and Scrutiny committee members.
38. To determine and hear appeals against any decision made by or on behalf of Hillingdon Council as set out in Appendix A to the Cabinet Scheme of Delegations.
- 39. In conjunction with the relevant Officer, to sign off expenditure for approved Initiatives.**

(e) INDIVIDUAL CABINET MEMBER DELEGATIONS

Based upon the portfolios approved **by the Leader** full Council, individual Cabinet members have responsibility for the following delegations:

Leader of the Council

1. To be responsible for the principal policy direction of the Council within its statutory functions.
2. To be responsible for overseeing the development of the short, medium and long term financial strategies to be recommended for adoption by the Council.
3. To represent the Council in the community and in negotiations with the **Government** and regional, national and international **institutions** and organisations, reporting to Cabinet as necessary.
4. To be responsible for the overall management structure of the Council, in consultation with the Chief Executive.
5. To identify the need for new strategies and policies for the better discharge of the Council's functions insofar as specific policies and strategies fall within the remit of other Cabinet Members or the Cabinet.

6. To be responsible for the resolution of differences of opinion between portfolio holders acting within their delegated powers and reporting to Cabinet as necessary.
7. To take responsibility for or to assign responsibility to one or more Cabinet portfolio holders for issues not specifically allocated in these delegations or involving one or more portfolio holder.
8. **To exercise any executive function not otherwise allocated to either the Cabinet or any other individual Cabinet member, or to delegate such functions to another Cabinet member, a committee of the Cabinet, or to an officer.**
9. To monitor the operation of the modernised decision-making structure and make recommendations to the Cabinet and Council as appropriate.
10. To authorise another Cabinet member to deputise for any other Cabinet member in that person's absence.
11. Jointly with the Cabinet Member for Finance and Business Services, to make decisions on the release of monies for all capital projects.
12. To determine the flying of flags on the forecourt of the Civic Centre and agree the list of flags and dates
13. To champion the interests of Older People in the Borough. To ensure that their views are heard and taken into account by the Council. To work towards effective partnerships between Older People and our partner organisations.
14. Jointly with the Cabinet Member for Finance and Business Services to authorise the commissioning of work from internal and external audit following a request from the Audit Committee.
15. The Leader may appoint any Councillor or Member of the Public living in the Borough as a Borough Advocate to protect and promote single-issue interests on behalf of the council and where appropriate with partner organisations and beyond. Such a person should hold significant experience within their agreed area of appointment.

A protocol will be agreed between the Leader of the Council and a Borough Advocate to determine their exact role and length of appointment, however such a post cannot make formal decisions (which are reserved by the Cabinet or appropriate committee) and would undertake a more defined or temporary role than either a Cabinet Assistant or Champion.
16. To resolve any dispute over the spending of Ward Budgets after consultation with other Party Group Leaders, where appropriate. To also approve spending of the Ward Budget for the Ward represented by the Cabinet Member for Improvement, Partnerships and Community Safety.

17. In conjunction with the Chief Executive responsible for the operation of the London Borough of Hillingdon Civic Medal Award Scheme.
18. In consultation with the Mayor responsible for the operation of the London Borough of Hillingdon Volunteer Pin Scheme.
19. **To agree or amend service specific policies or official codes of practices and guidance.**
20. **Approve arrangements for significant civic ceremonies and Borough events and also key matters concerning the Mayoralty, in consultation with relevant Officers**
21. **To oversee the Hillingdon Improvement Programme and authorise expenditure on it, in conjunction with the appropriate officer.**
22. **To approve Initiatives, oversee their operation and approve grants issued by appropriate officers.**

Deputy Leader

1. To assist the Leader in the exercise of his or her functions, and to deputise in his or her absence.

Cabinet Member for Education & Children's Services

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - special needs,
 - school attendance,
 - grants and awards scheme,
 - careers service,
 - home and hospital tuition,
 - transport and travel concessions for school pupils,
 - school places,
 - raising standards of education.
 - all other education services to children.
 - drugs and substance abuse services (in consultation with the Cabinet Member for Social Services, Health and Housing),
 - the youth and community service,
 - young people's services,
 - youth centres,
 - Care services for children and families,
 - Provision of care for children,
 - child abuse,
 - juvenile justice,
 - corporate parenting,
 - Services to asylum seekers,
 - Services for children in need including children with a disability.
2. To represent or recommend to Cabinet, another Councillor to represent the Council on the Authority's Adoption and Permanency Panel and Fostering Panel.

3. To approve statements of purpose for Children's homes and establishments.
4. Jointly with the Cabinet Member for Culture, Sport and Leisure, to monitor the operation of Management Advisory Committees for projects / facilities managed by the education and youth service and to approve the establishment of any new Management Advisory Groups.
5. To approve variations to schemes for the Local Management of Schools.
6. To approve variations to constitutions of School Governing Bodies.
7. To exercise the LEA's powers of intervention including the suspension of delegated powers from a governing body in accordance with the School Standards and Framework Act 1998.
8. To receive monthly reports on the performance of schools.
9. To approve appointments of Council nominees to School Governing Bodies, within a local procedure allowing nominations from all political groups.
10. To monitor the performance of any schools where special measures have been applied.
11. To consider Ofsted reports on schools in the Borough as necessary
12. To determine school organisation proposals where no objections have been received.

Cabinet Member for Social Services, Health and Housing

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - care services for adults and older people
 - transport and travel for social services clients,
 - services for clients with disabilities,
 - mental health services,
 - local authority health services, ~~other than and public health~~
 - **public health, in conjunction with the NHS)**
 - alcohol, drugs and substance abuse services - in consultation with the Cabinet Member for Education and Children's Services
 - HIV/AIDS services,
 - Health promotion,
 - Working with the NHS,
 - housing need for the Borough,
 - housing development programme,
 - homelessness duties,
 - conditions of tenancies,
 - rent setting,
 - Housing Revenue Account budget,

- housing benefit scheme,
 - home ownership,
 - social housing grant,
 - private sector housing grants,
 - new homes initiatives,
 - maximising the use of empty homes.
2. To consider monthly reports on sensitive services and those with significant budget implications, e.g. placements in residential homes.
 3. ~~To provide link contact between the Council and the Joint Health and Social Care Executive.~~
 4. To provide link contact between the Council and the Primary Care Trust.
 5. To approve proposals for naming and re-naming of housing schemes and developments
 6. Jointly with the Cabinet Member for Finance and Business Services authorise the grant of extension of leasehold interests in properties where the Council is freeholder and to consider requests from leaseholders of Council properties for loft conversions.
 7. To approve systems for consultation with tenants and lessees.
 8. To act as the Council's representative for the purposes of the Management Agreement with Hillingdon Homes and to approve housing management arrangements and methods of procurement
 9. To recommend to the Cabinet the approval of the annual delivery plan of the Hillingdon Homes.

Cabinet Member for Culture, Sport and Leisure

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - libraries
 - leisure services
 - cultural activities
 - sports strategy
 - development of the arts
 - adult education
 - employment and training advice
 - management of meeting halls
2. Jointly with the Cabinet Member for Education and Children's services, to monitor the operation of Management Advisory Committees for projects / facilities managed by the education and youth service and to approve the establishment of any new Management Advisory Groups.

Cabinet Member for Improvement, Partnerships and Community Safety

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - partnerships,
 - seeking external funding,
 - promoting harmony between different cultures and races,
 - working with local organisations, including faith groups,
 - the Chrysalis programme of environmental improvements,
 - emergency planning,
 - performance improvement,
 - CCTV, including the CCTV control room,
 - ~~best value~~ **performance improvement**,
 - community safety,
 - internal and external communications
2. To agree proposals for methods of partnership working, in consultation with the appropriate Cabinet Member if this relates to specific service areas, e.g. transport.
3. In consultation with the Cabinet Member for the appropriate service area, to promote effective partnerships between the Council and all other bodies and agencies affecting the community.
4. To represent the Council on the Uxbridge Initiative and similar town centre partnerships.
5. To oversee proposed arrangements with public and other bodies for the delivery of partnership initiatives and to develop successful partnerships with the other private, public and voluntary agencies which affect the Borough.
6. To take the lead for the Council on civil emergencies and on the response to disasters.
7. To provide a link between the Council and the Community Trust.
8. **To oversee the Council's performance management arrangements** and to receive regular reports on the extent of achievement of targets and performance indicators for all service areas.
9. To make recommendations to the Cabinet on areas for **service** ~~best value~~ reviews, **in conjunction with the Leader**.
- ~~10. To approve variations to the Best Value review programme to agree Best Value Reviews with the relevant Cabinet Member(s).~~
11. In consultation with the Cabinet member for the service portfolio area, to make recommendations to Cabinet in respect of services where the in-house provision is to be subject to competition.
- ~~13. In consultation with the Cabinet Member for the service portfolio area, to monitor on a regular basis the service plans approved by Cabinet and to report annually to Cabinet on performance.~~

- ~~14. In consultation with the Cabinet Member for the service portfolio area, to consider the implications of Best Value reviews and inspection reports and to determine and manage the Best Value programme.~~
15. Within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the Chrysalis Programme, where appropriate taking into consideration any recommendations of the Environmental Improvements Panel, and to also approve specific alleygating schemes and alleygating policies and procedures.
16. To be responsible for developing awareness throughout the Council **and Borough** of community safety.
17. To develop partnership working with the community, the Police, probation service, health service and other stakeholders to develop solutions to community safety concerns.
18. To monitor the implementation of the community safety strategy, including the achievement of targets in the strategy.
- ~~19. To approve amendments to the community safety strategy, in the light of changes in circumstances. (Note: this power is reserved to full Council)~~
- ~~20. To recommend to the Cabinet a strategy for communications.~~
21. **Responsible for corporate communications and consultation arrangements**
21. To approve the spending of Ward Budgets.
22. To sign off all approved expenditure on external support, agency and consultancy advice for the Business Improvement Delivery programme.
- 23. To oversee the Member Development Programme and agree associated seminars and training.**

Cabinet Member for Finance and Business Services

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
- financial controls,
 - monitoring of the overall revenue and capital budgets
 - the management of industrial and business units,
 - economic development,
 - ~~single regeneration budget,~~
 - progressing regeneration through external funding,
 - examining ways of boosting local employment,
 - IT policy,
 - e-Government agenda,
 - land and property holdings,

- risk management
 - facilities management
 - major construction projects
2. To recommend, in consultation with other appropriate portfolio holders, to the Cabinet the priorities for the inclusion of projects in the Council's capital maintenance programme.
 3. In pursuance of the Council's objectives and on the recommendation of the Director of Planning and Community Services, the levels of authority for decisions on land and property will be as follows:-

Property Licenses and Leases

Length	Total Amount	Authority
Under 7 years	Under 10K	Director of Planning and Community Services
Under 7 years	10k - £100k	Cabinet Member
Under 7 years	Above £100k	Cabinet
7-25 years	0k to £250k	Cabinet Member
Over 25 years	All values	Cabinet

Other property matters

Acquisition and disposal of land and property	Under £10K	Director of Planning and Community Services
	£10k - £250k	Cabinet Member
Grant of easements and wayleaves	Under £10K	Director of Planning and Community Services
	£10k - £250k	Cabinet Member

4. To approve annually a report on the performance of the property portfolio
5. To receive monthly updates of the sales programme.
- ~~6. To recommend to the Cabinet the adoption of the statement on Implementing Electronic Government.)~~
7. To recommend to the Cabinet an Asset Management Policy and Plan and Capital Investment Strategy for the best use of the Council's land and property, in consultation with service portfolio holders.
8. Jointly with the Cabinet Member for Social Services, Health and Housing to authorise the grant of extension of leasehold interests in properties where the Council is freeholder and to consider requests from leaseholders of Council properties for loft conversions.

9. To report to the Cabinet on the development of information technology within the Council's organisation and the arrangements to promote e-Government in accordance with national strategies.
10. In consultation with the appropriate portfolio holder, to monitor the implementation of changes made as a result of recommendations from Internal Audit.
11. In consultation with the appropriate portfolio holder, to consider recommendations made by the External Auditor and to make recommendations to the Cabinet for service changes.
12. To approve virements between services if provided for in the budget framework.
13. To make recommendations to the Cabinet for the use of land and property, where there are competing service needs.
14. To approve terms for the appropriation between services, on the recommendation of the Director of Planning and Community Services.
15. To take the lead for the Council in health and safety at work legislation.
- ~~16. To receive progress reports on the single regeneration budget and to report to the Cabinet as necessary.~~
17. Jointly with the Leader of the Council to make decisions on the release of monies for all capital projects.
18. To be responsible for overseeing and reporting to Cabinet on **major construction projects and corporate landlord matters in conjunction with the Leader** ~~Leisure, community and educational initiatives and projects within the remit of the Asset Management Review.~~
19. Jointly with the Leader of the Council to authorise the commissioning of work from internal and external audit following a request from the Audit Committee.
20. **In conjunction with the Leader, to agree rent reviews, including rent free periods for tenants undertaking capital works or determine whether the Council carries out such capital works and agree to modify any future rent accordingly.**

Cabinet Member for Co-ordination and Central Services

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:
 - Legal services
 - Human Resources
 - Procurement policy
 - Learning & Development

2. To approve, on the recommendation of the Borough Solicitor, the appointment of Counsel.
3. Under the direction of the Leader of the Council, to assist in the delivery of the Council Plan and related initiatives and projects, where appropriate in consultation with other portfolio holders.
4. To be responsible for other portfolio responsibilities or specific delegations, which are agreed in advance by the Leader of the Council under existing delegations.
5. On the request of an Appropriate Delegated Officer within the meaning of the Procurement and Contract Standing Orders, to enter into negotiations, in conjunction with this officer or any other officers nominated by him/her, with those parties who have entered into contracts with the Council.

Cabinet Member for Environment

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:
 - animals,
 - trading standards,
 - mortuaries,
 - reservoirs,
 - land drainage,
 - crematoria,
 - cemeteries,
 - burial grounds,
 - environmental health,
 - weights and measures,
 - consumer protection,
 - parks,
 - open spaces,
 - woodlands,
 - allotments,
 - other amenity land,
 - provision and management of trees,
 - waste strategy,
 - ~~GCTV control room,~~
 - fleet and passenger services,
 - Colne Valley Park
 - Imported Food office, Heathrow,
 - Heath Control Unit, Heathrow,
 - ~~Entertainments licensing,~~
 - ~~other entertainments licensing,~~
 - **Licensing (other than that delegated to committees)**
 - ~~Local Agenda 21,~~ **sustainable development**
 - recycling,
 - civic amenity sites,
 - refuse collection,
 - street cleansing,

- trade waste.
2. To approve lettings of public open space for funfairs, circuses and other similar events.
 3. To monitor the operation of Management Advisory Groups for projects/facilities managed by the environment service and to approve the establishment of any new Management Advisory Groups.
 4. To take the lead for the Council on issues concerning sustainability issues, including ~~Local Agenda 21~~.
 5. Jointly with the Cabinet Member for Improvement, Partnerships and Community Safety, and within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the Chrysalis Programme which are for security works in parks and open spaces, where appropriate taking into consideration any recommendations of the Environmental Improvements Panel.

Cabinet Member for Planning and Transportation

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - designation of conservation areas,
 - Borough wide planning policies,
 - Planning enforcement policies,
 - highways,
 - purchase notices,
 - revocation of planning consents,
 - stop notices,
 - bus routes,
 - traffic,
 - transportation,
 - parking,
 - road safety
 - building control,
 - school crossing patrols,
 - conservation,
 - road naming,
 - promoting a high quality built environment,
 - local safety schemes.
2. Within the overall budget approved by the Cabinet and Council, to approve the inclusion of individual projects in the programmes for street lighting, highway maintenance, traffic management, London Cycling Network, London Bus Priority Network, Parking Revenue Account funded schemes, (in consultation with other Cabinet Members as appropriate) within the financial limits set out in the budget framework.
3. To receive monthly reports on numbers of parking penalty charge notices written off or cancelled by officers.

4. To approve variations to the cost of projects funded from the parking revenue account and other schemes, within the limits set out in the overall budget framework.
5. To approve or refuse requests for footway parking exemptions.
6. To consider comments received as a result of public consultation on traffic management proposals, including waiting and loading restrictions, clearways, controlled parking zones, local safety schemes and to approve the final form of schemes, including approval to the conditions of use for parking permits to e.g. traders, business users, residents.
7. To receive monthly progress reports on the completion of planning obligations (section 106) Agreements.
8. To consider representations made on proposals for modifications to the ~~UDP~~ **Local Development Framework** and to make recommendations to Cabinet as appropriate.
9. To consider representations made to proposals for supplementary planning guidance and to make recommendations to Cabinet as appropriate.

Part 3 – Officer Scheme of Delegation (corresponding changes)

New delegation to the Deputy Chief Executive

‘In conjunction with the Leader, to oversee the Hillingdon Improvement Programme and authorise expenditure on it.’

New general delegation to the Chief Executive, Deputy Chief Executive and all Corporate Directors

‘In conjunction with the Leader and relevant Cabinet Member, to sign-off expenditure for approved Initiatives.’

Amended general delegation to the Chief Executive, Deputy Chief Executive and all Corporate Directors

13. To accept tenders with a value of up to **£50,000** ~~£100,000~~. This excludes tenders for the appointment of consultants where tenders with a value of up to £5,000 can be accepted.

Amended specific delegation to the Director of Planning and Community Services (Corporate Landlord matters)

48. To **implement** ~~agree~~ Rent Reviews **following a decision by the Leader and Cabinet Member for Finance and Business Services**

Planning Committee & Officer Scheme of Delegations (Part 3)

(i) Certificates of Proposed or Existing use

The Planning Department receives various types of application. All bar one type of application (certificates of lawfulness) enable the Committee to exercise discretion in their decision making. There have been various recent cases of certificates of lawfulness being referred to Committee via the petition or other referral process where the Committee has been placed in a difficult situation. Councillors want to have some discretion in the decisions they make (re: Planning applications inevitably involve a matter of opinion in some form or other). However, Certificates of lawfulness do not involve discretion or matters of opinion, they involve legal fact. Either the proposal that is the subject of the certificate requires planning permission or it does not. As such members of the public believing they are going to see a certificate they object to debated by Councillors inevitably leave disappointed by the Committee process. There is a very strong case for Hillingdon to adopt the stance taken by many other Councils and to delegate determination of all certificate of lawfulness applications to officers. However, officers would report all their decisions on such matters to Planning Committee Members on a regular basis for information.

Proposed constitutional change: A new heading of 'Schedule of matters which will not be reported to Committee for Determination'. Under that new heading would be the text 'Existing and proposed certificates of lawful use and reporting to Committee on such decisions for information on a regular basis.'

(ii) Applications by Councillors or Staff

There is no reference in the current scheme of delegation to how the Council deals with applications from its own officers or Councillors. It is common practice (for obvious probity reasons and to ensure the planning process is seen as transparent) at other Councils for this matter to be included in the scheme of delegation. It is suggested that this be for all Councillors, all Chief Officers and those officers involved in planning applications.

Proposed constitutional change: This would be under the title which states 'Schedule of matters which will be reported to Committee for Determination' and would include the following text 'that personal planning applications from Councillors and Chief Officers and officers directly involved in the processing of planning applications be referred to Committee (excludes certificates of existing and proposed lawful use)'

(iii) That non material amendments to planning applications can be determined under delegated powers.

The reference to this is to add clarity to the scheme of delegation. It is common practice after building projects have commenced for minor, non-material changes to be identified. There are many possible examples of

these (a common example is when a brick is no longer manufactured and an alternative similar brick is used). The applicants want to receive written confirmation that the change is acceptable to the Council and does not require a fresh planning application. Officers have always dealt with such matters under delegated powers and this is not an area of planning which has been historically subject to complaints. The change to the constitution is merely to regularise this position.

Proposed constitutional change: New delegation to officers: 'That non-material amendments to planning applications can be determined under delegated authority'.

- (iv) That where a planning application has been refused and is appealed and upheld, officers have delegated authority to agree the heads of terms of any associated S106 agreement/Unilateral undertaking. This is provided the S106 agreement/unilateral undertaking covers all the planning obligations identified in the decision notice for the refused application.

The reference to this is to also to add clarity to the scheme of delegation. If an application requires a S106 agreement it is always referred to Committee. If an application is refused where we would have required S106 matters there is always a refusal reason listing those matters. When such an application goes to appeal the appellant will sometimes submit a legal agreement to overcome the refusal reason relating to S106 matters. It is not practical or in the Councils interest for each such case to be referred back to Committee to get the Committee to give delegated authority to the Head of Planning to agree the S106, especially given strict appeal timetables set by Government Inspectors. Clearly Councillors would not wish the Head of Planning and Enforcement to enter into an agreement that did not include all the planning obligations covered in the refusal of planning; the revision to the scheme of delegation would take account of this.

Proposed constitutional change: New delegation to officers: 'That where a planning application has been refused and is appealed and upheld, officers have delegated authority to agree the heads of terms of any associated S106 agreement/ Unilateral undertaking. This is provided the S106 agreement/unilateral undertaking covers all the planning obligations identified in the decision notice for the refused application.'

COMMITTEE MEMBERSHIP 2010/2011

ORDINARY COMMITTEES

EXECUTIVE SCRUTINY COMMITTEE 6(4-2)

CONSERVATIVE	LABOUR
E. Lavery (proposed Chairman)	M Khursheed
J. Riley (proposed Vice-Chairman)	A MacDonald
B. Crowe	
B. Stead	

Other Voting Members on Education issues only

Parent Governor (3)	3 vacancies
Church of England Diocesan Representative	vacancy
Roman Catholic Diocesan representative	Anthony Little

EXTERNAL SERVICES SCRUTINY COMMITTEE 5(4-1)

CONSERVATIVE	LABOUR
M. O'Connor (proposed Chairman)	P Jarjussey
M. White (proposed Vice-Chairman)	
J. Kelly	
P. Kemp	

EDUCATION & CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE 6(4-2)

CONSERVATIVE	LABOUR
C. Dann (proposed Chairman)	P Curling (Lead)
B. Crowe (proposed Vice-Chairman)	K Lakhmana
J. Cooper	
J. Hensley	

Other Voting Members

Parent Governor (3)	3 vacancies
Church of England Diocesan Representative	Vacancy
Roman Catholic Diocesan representative	Anthony Little

**RESIDENTS' AND ENVIRONMENT SERVICES POLICY OVERVIEW
COMMITTEE 6 (4-2)**

CONSERVATIVE	LABOUR
M. Markham (proposed Chairman)	J Duncan (Lead)
S. Harper-O'Neill (proposed Vice-Chairman)	J Nelson
S. O'Brien	
J. Kelly	

**CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW
COMMITTEE 6(4-2)**

CONSERVATIVE	LABOUR
R. Lewis (proposed Chairman)	R Sansarpuri (Lead)
M. White (proposed Vice-Chairman)	J Dhillon
R. Graham	
C. Melvin	

**SOCIAL SERVICES, HEALTH AND HOUSING POLICY OVERVIEW
COMMITTEE 6(4-2)**

CONSERVATIVE	LABOUR
J. Cooper (proposed Chairman)	J Major (Lead)
P. Kemp (proposed Vice-Chairman)	B East
P. Jackson	
D. Benson	

SUBSTITUTES FOR SCRUTINY AND POLICY OVERVIEW COMMITTEES ARE ALL COUNCILLORS EXCEPT THOSE IN THE CABINET, GROUP LEADERS AND CHIEF WHIPS.

CENTRAL & SOUTH PLANNING COMMITTEE 7 (5-2)

CONSERVATIVE	LABOUR
J Hensley (proposed Chairman)	J Duncan (Lead)
J. Cooper (proposed Vice-Chairman)	P Curling
M. Bull	
P. Buttivant	
B. Stead	

NORTH PLANNING COMMITTEE 7 (5-2)

CONSERVATIVE	LABOUR
E. Lavery (proposed Chairman)	D Allam (Lead)
A. Kauffman (proposed Vice-Chairman)	A MacDonald
M. Markham	
C. Melvin	
D. Payne	

SUBSTITUTE MEMBERS OF PLANNING COMMITTEES

CONSERVATIVE	LABOUR
T. Barker	All Labour Group Councillors
G. Cooper	
W. Bridges	
M. O'Connor	
N. Fyfe	
R. Graham	
S. Brar	
M. White	
D. Benson	
P. Jackson	
R. Mills	

IN ADDITION ALL PLANNING COMMITTEE MEMBERS TO BE SUBSTITUTES FOR EACH OTHER'S COMMITTEE.

PENSIONS COMMITTEE 6 (4-2)

CONSERVATIVE	LABOUR
P. Corthorne (proposed Chairman)	P Harmsworth (Lead)
M. Markham (proposed Vice-Chairman)	J Duncan
G. Cooper	
R. Lewis	
Substitutes	Substitutes
J. Barrett	P Curling
N. Fyfe	
P. Kemp	
R. Graham	

Advisory Members

UNISON	John Thomas
To be decided	Vacancy

APPOINTMENTS COMMITTEE 6 (4-2)

CONSERVATIVE	LABOUR
R. Puddifoot (proposed Chairman)	M Khursheed (Lead)
D. Simmonds (proposed Vice-Chairman)	A MacDonald
S. Jenkins	
D. Mills	
Substitutes	Substitutes
J. Bianco	P Jarjussey
K. Burrows	R Sansarpuri
J. Cooper	L Allen
P. Corthorne	P Curling
H. Higgins	J Major
E. Lavery	D Allam
S. Seaman-Digby	J Duncan

REGISTRATION & APPEALS COMMITTEE 6 (4-2)

CONSERVATIVE	LABOUR
G. Cooper (proposed Chairman)	L Allen (Lead)
J. Hensley (proposed Vice-Chairman)	A MacDonald
R. Lewis	
R. Mills	
Substitutes	Substitutes
J. Barrett	All Labour Group Councillors
J. Bianco	
K. Burrows	
P. Corthorne	
C. Dann	
H. Higgins	
S. Jenkins	
P. Kemp	
E. Lavery	
M. Markham	
D. Mills	
D. Payne	
R. Puddifoot	
S. Seaman-Digby	
D. Simmonds	
B. Stead	

SUBSTITUTES ON THIS COMMITTEE MAY COMPRISE CABINET MEMBERS FOR THE PURPOSES OF BEING MEMBERS OR SUBSTITUTE MEMBERS OF THE THREE SUB-COMMITTEES, BUT NO CABINET MEMBERS SHOULD SIT AS MEMBERS OF THE MAIN REGISTRATION AND APPEALS COMMITTEE

OTHER COMMITTEES / PANELS (OUTSIDE THE OVERALL CALCULATION BUT ALLOCATED ON THE BASIS OF OVERALL POLITICAL BALANCE)

STANDARDS COMMITTEE 8 (6-2)

CONSERVATIVE	LABOUR
J. Riley (lead)	M Khursheed
P. Corthorne	P Harmsworth
J. Hensley	
M. Markham	
R. Lewis	
J. Barrett	
Substitutes	Substitutes
R. Graham	S Garg
P. Kemp	A MacDonald
J. Kelly	J Duncan
C. Dann	P Curling
D. Gilham	
S. Harper-O'Neill	

Independent Members (3)

Mr Allan Edwards (Chairman)
Mr Malcolm Ellis (Vice-Chairman)
Mr James Keys

AUDIT COMMITTEE 4(3-1)

CONSERVATIVE	LABOUR
G. Cooper (lead)	P Jarjussey
R. Lewis	
R. Graham	
Substitutes	Substitutes
J. Hensley	P Harmsworth
R. Mills	
B. Crowe	

Independent Member (1)

Mr John Morley (Chairman)

LICENSING COMMITTEE 10 (7-3)

CONSERVATIVE	LABOUR
A. Retter (proposed Chairman)	L Allen (Lead)
J. Barrett (proposed Vice-Chairman)	D Allam
J. Kelly	J Gardner
M. Bull	
P. Kemp	
C. Melvin	
B. Baker	

N.B. NO SUBSTITUTES ALLOWED FOR LICENSING COMMITTEE

ENVIRONMENTAL IMPROVEMENTS PANEL 3 (2-1)

CONSERVATIVE	LABOUR
J. Hensley (proposed Chairman)	L Allen
J. Cooper (proposed Vice-Chairman)	
Substitutes	Substitutes
M. Bull	J Duncan
P. Buttivant	
D. Gilham	
D. Payne	
D. Routledge	
M. White	

HILLINGDON DOMESTIC VIOLENCE ACTION FORUM 3 (2-1)

CONSERVATIVE	LABOUR
M. O'Connor (proposed Chairman)	J Gardner
J. Hensley	
Substitutes	Substitutes
	A MacDonald

SUB-COMMITTEE MEMBERSHIP TO BE AGREED BY THE PARENT COMMITTEE IMMEDIATELY FOLLOWING THE END OF THE ANNUAL GENERAL MEETING

APPOINTMENTS SUB-COMMITTEE 4 (3-1)

CONSERVATIVE	LABOUR
D. Mills	M Khursheed
R. Puddifoot	
D. Simmonds	
Substitutes	Substitutes
J. Bianco	Relevant shadow portfolio holder
K. Burrows	
P. Corthorne	
H. Higgins	
S. Jenkins	
S. Seaman-Digby	

INVESTIGATING AND DISCIPLINARY SUB-COMMITTEE (SENIOR OFFICER) 4 (3-1)

CONSERVATIVE	LABOUR
D. Mills	M Khursheed
R. Puddifoot	
D. Simmonds	
Substitutes	Substitutes
J. Bianco	A MacDonald
K. Burrows	
P. Corthorne	
H. Higgins	
S. Jenkins	
S. Seaman-Digby	

APPEALS SUB-COMMITTEE (SENIOR OFFICER) 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	M Khursheed
Substitutes	Substitutes
	Appoint as required

GRIEVANCE SUB-COMMITTEE (SENIOR OFFICER) 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	M Khursheed
Substitutes	Substitutes
	Appoint as required

LICENSING SUB-COMMITTEE A 3 (2-1)

CONSERVATIVE	LABOUR
J. Barrett (proposed Chairman)	L Allen
P. Kemp	

LICENSING SUB-COMMITTEE B 3 (2-1)

CONSERVATIVE	LABOUR
M. Bull (proposed Chairman)	J Gardner
J. Kelly	

LICENSING SUB-COMMITTEE C 3 (2-1)

CONSERVATIVE	LABOUR
A. Retter (proposed Chairman)	D Allam
C. Melvin	

ALL MEMBERS OF SUB-COMMITTEES MUST ALSO BE MEMBERS OF THE LICENSING COMMITTEE. SUBSTITUTES FOR LICENSING SUB-COMMITTEES - ANY MEMBER OF THE LICENSING COMMITTEE

STANDARDS COMMITTEE ASSESSMENT SUB-COMMITTEE 3 (2-1)

CONSERVATIVE	LABOUR
J. Barrett	A MacDonald
J. Hensley	

Independent Members (1)

Mr Malcolm Ellis (Chairman)

STANDARDS COMMITTEE REVIEW SUB-COMMITTEE 3 (2-1)

CONSERVATIVE	LABOUR
J. Riley	S Garg
M. Markham	

Independent Members (1)

Mr James Keys (Chairman)

STANDARDS COMMITTEE HEARINGS SUB-COMMITTEE 3 (2-1)

CONSERVATIVE	LABOUR
P. Corthorne	M Khursheed
R. Lewis	

Independent Members (1)

Mr Allan Edwards (Chairman)

Agenda Item 13

APPOINTMENTS TO OUTSIDE BODIES

2010 – 2014

The number after each organisation is the number of places for Council representatives on that organisation. C = Conservative; L = Labour; LD = Liberal Democrat

+ indicates organisations where appointments will stand until terms of office shown have expired. Columns indicate whether the representative must be a Councillor and the approximate number and time of meetings a year, where known.

STATUTORY BODIES

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Committees			
Leaders' Committee (S.101 Joint Committee) 1 (usually Leader) + 2 named deputies	Yes		Cllr R Puddifoot Deputies: Cllrs D Simmonds, D Mills
Associated Joint Committee (London Councils Transport & Environment Committee) 1 (usually Lead member for transport and/or environmental issues) + up to 4 named deputies	Yes		Cllr K Burrows Deputy: Cllr S Jenkins
Grants Committee (Associated Joint Committee) 1 + up to 4 named deputies (who <u>must</u> all be a member of the nominating borough's cabinet)	Yes		Cllr D Mills Deputy: Cllr S Jenkins
Forums			
London Councils Health and Adult Services Forum (usually lead member for health/social services) 1 + 1 named deputy	Yes		Cllr P Corthorne Deputy: Cllr M O'Connor
London Councils Housing Forum (usually lead member for housing) 1 + 1 named deputy	Yes		Cllr P Corthorne Deputy: Cllr J Cooper
London Councils Culture, Tourism and 2012 Forum (usually lead member for culture, sport or 2012) 1 + 1 named deputy	Yes		Cllr H Higgins Deputy: Cllr J Barrett
London Councils Crime and Public Protection Forum (usually lead member for community safety) 1 + 1 Deputy	Yes		Cllr D Mills Deputy: Cllr S Jenkins
London Councils Economic Development Forum (usually lead member for regeneration/economic development) 1 + 1 named deputy	Yes		Cllr J Bianco Deputy: Cllr H Higgins

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
London Councils Children & Young People Forum (usually lead member for Children's Services where they exist or Education or Social care where they do not) 1 + 1 named deputy	Yes		Cllr D Simmonds Deputy: Cllr S Seaman-Digby
Greater London Employment Forum (usually lead member for human resources issues) 1 + 1 named deputy			Cllr S Seaman-Digby Deputy: Cllr P Corthorne
Local Government Association (LGA) 3(2C-1L)	Yes		Cllrs R Puddifoot, D Simmonds, M Khursheed
LGA Rural Commission (2)	Yes		Cllrs J Cooper, G Cooper
LGA Urban Commission (2)	Yes		Cllrs J Hensley, D Routledge
LHC Members Committee 1 + 2 named deputies	Yes		Cllrs P Corthorne, J Cooper, P Jarjussey
South-West Middlesex Crematorium Board 3(2C-1L)	Yes		Cllrs D Routledge, G Horn, Mr J Oswell
West London Waste Authority 1(C)	Yes		Cllr A Retter

OTHER OUTSIDE BODIES

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Age Concern Greater London 1(C)	No	1 p.a. Nov morning	Cllr D Simmonds
Brunel University Liaison Group 6(C)	Yes		Cllrs K Burrows, J Cooper, B Stead, G Cooper, R Mills, S Jenkins
CMSS Skills Development Centre 1(C)	Yes	monthly evenings	Cllr A Retter
Colne Valley Partnership 2(2C)	No	2 p.a. daytime	Cllrs G Cooper, D Payne
Denham Aerodrome Consultative Committee 1(C)	Yes	4 p.a. daytime	Cllr B Crowe
Disablement Association of Hillingdon (DASH) 4(3C-1L)	No	Every other month - pm	Cllrs J Barrett, P Kemp, P Jackson, P Harmsworth
Friends of Eastcote Coach House Gardens 3(C)	Yes		Cllrs C Dann, D Payne, B Baker
Greater London Enterprise 1(C)	No	4 p.a.	Cllr S Seaman-Digby
Groundwork Thames Valley Trust Ltd 1(C)	Yes	8 p.a. mornings	Cllr G Cooper
Heathrow Airport Consultative Committee 3(2C-1L)	No	6 p.a. afternoons	Cllrs D Gilham, S Seaman-Digby Mr J Oswell Deputies: M Khursheed
Heathrow Local Focus Forum 4(3C-1L) Ward Councillors	Yes	3 p.a. evenings	Cllrs P Buttivant, A MacDonald 2 vacancies
Heathrow Special Needs Farm 1(C)	Yes		Cllr D Benson

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Hillingdon Action Group for Addiction Management 1(C) (HAGAM)	No	4-6 p.a. evenings	Cllr D Routledge
Hillingdon Asian Women's Group 1(C)	No	Monthly 10-1.00 pm	Vacancy
Hillingdon Association of Voluntary Services 3(2C-1L)	No	5 p.a. evenings	Cllrs D Routledge, S Seaman-Digby, J Major
Hillingdon Carers 2(1C-1L) (Carers Champion)	Yes		Cllrs J Major, J Cooper
Hillingdon Community and Police Consultative Group 6(4C-2L)	Yes	6 p.a. evenings	Cllrs J Riley, C Melvin, J Barrett, A Kauffman, J Gardner, A MacDonald
Hillingdon Community Trust 2(C)			Cllr D Mills, Ms I King
Hillingdon Crossroads Management Board 1(L)	Yes		Cllr J Major
Hillingdon & Ealing Citizens Advice Management Committee 3(2C-1L)	No, but preferred	7 p.a. late pm/early evening	Cllrs G Cooper, C Melvin, Mr T Burles
Hillingdon Equestrian Advisory Committee 1(C)	Yes		Cllr D Benson
Hillingdon Hospital NHS Foundation Trust Council of Governors 1(C)	No		Cllr P Corthorne
Hillingdon Inter Faith Network 1(C)	Yes		Cllr D Routledge
Hillingdon Law Centre 3 (2C-1L)			Cllrs M O'Connor, J Riley, Mr S Garg
Hillingdon Narrowboats Advisory Committee 3(2C-1L)			Cllrs G Horn, D Routledge, Mr P Ryerson
Hillingdon Shopmobility Board of Trustees 3(2C -1L)			Cllrs P Kemp, L Allen, Mrs E Kemp
Local Authorities' Aircraft Noise Council 2(1C-1L)	No	4 p.a 2.00 pm	Cllrs G Horn, J Duncan
London Accident Prevention Council 1(C)	No, but preferred	4 p.a. daytimes	Cllr B Baker
London Drug Policy Forum 1(C)	Yes	4 p.a. 11.30/2.00	Cllr D Routledge
London Youth Games Ltd 1(C)	No, but preferred	1 p.a. Oct evening	Cllr H Higgins
RELATE 2(1C-1L)	No, but preferred	4 p.a. evenings	Cllr S Seaman-Digby, Mr J Scallan
Reserve Forces and Cadets Association for Greater London 1(C)	Yes	2 p.a. evenings	Cllr B Crowe
Strategic Aviation Special Interest Group 1(C)	Yes	3-4 p.a. mornings	Cllr S Seaman-Digby
The Hillingdon Arts Association 2(1C-1L)	No	5 p.a. daytimes	Cllrs M Markham, A MacDonald

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Uxbridge Initiative Steering Group 3(3C)	Yes	12 p.a.	Cllrs G Cooper, J Cooper, D Routledge
Uxbridge Older People's Welfare Committee 2(C)			Cllrs J Barrett, D Routledge
West Drayton & Yiewsley Senior Citizens Welfare Association 2(C)	Yes		Cllr M Bull Vacancy
William Byrd Pool Trust 2(1C-1L)			Cllr S Dhillon, Mrs M Way
Yiewsley and West Drayton Community Association 3(C)	No	Every 6 weeks	Cllrs D Gilham, P Kemp, M Bull

INTERNAL MEMBER BODIES

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Adoption & Permanency Panel 1(C)	Yes	12 p.a. daytimes	Cllr M O'Connor
Barra Hall Management Advisory Group 2(1C-1L)	Yes		Cllrs N Fyfe, J Major
Bessingby & Cavendish Management Advisory Group 2(C)	Yes		Cllrs M White, R Graham
Corporate Parenting Group 5(4C-1L)			Cllrs J Cooper, M O'Connor, J Kelly, C Dann, J Gardner
Fassnidge Park Management Advisory Group 3(C)			Cllrs G Cooper, J Cooper, D Routledge
Hayes End Community Park Management Advisory Group 2(1C-1L)	Yes		Cllrs N Fyfe, P Curling
Hayes Town Partnership 2(1C-1L)	Yes	First Mon of every month	Cllrs D Routledge, M Khursheed
Heritage Builds Bridges 2(C)	Yes		Cllr G Cooper, D Routledge
Hillingdon Conservation, Archaeology and Urban Design Forum 4(3C-1L)	Yes	6 p.a.	Cllrs D Payne, J Barrett, D Routledge, Mr T Eginton
Hillingdon Forum for the Elderly 2(1C-1L)	Yes		Cllrs C Melvin, J Major
Hillingdon Fostering Panel 1(C)	Yes	12 p.a. daytimes	Cllr M O'Connor
Hillingdon Homes Board 5(4C-1L)	Yes		Cllrs A Retter, D Routledge, P Kemp, R Graham, A Way
Hillingdon Music Service Management Committee 1(C)			Cllr J Kelly
Hillingdon Outdoor Activities Centre Advisory Committee 2(1C-1L)	At least 1 must be a Cllr		Cllrs J Barrett, P Curling
Hillingdon Parent Carers Support Group 2(1C-1L)			Cllrs J Cooper, J Major

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Hillingdon Standing Advisory Council on Religious Education 5(4C-1L)	Yes	6 p.a. evenings	Cllrs K Burrows, M Bull, D Routledge, C Melvin, A Sandhu
Housing Consultative Forum 3(2C-1L)	Yes	4 p.a. evenings	Cllrs P Corthorne, P Kemp, P Jarjussey
Lake Farm Management Advisory Group 2(1C-1L)	Yes		Cllrs N Fyfe, P Jarjussey
Learning Disability Partnership Board 2(1C-1L)			Cllrs P Kemp, J Major
Minet Management Advisory Group 2(1C-1L)	Yes		Cllrs N Fyfe, L Bliss
Ruislip Lido Management Advisory Group 3(C)	Yes		Cllrs P Corthorne, J Riley, J Kelly
Ruislip Woods Management Advisory Group 2(C)		6 p.a. evenings	Cllrs D Payne Vacancy
Ruislip Youth Centre Advisory Committee 3(C)	No		Cllrs J Kelly, A Retter, E Lavery
Social Services Complaints Review Panel 6 (each panel will include 2 Cllrs) 4(C)	Yes	daytimes	Cllrs G Cooper, J Barrett, C Dann, P Jackson
Yeading Valley Park Working Party 3(2C-1L)			Cllrs G Cooper, S Jenkins, D Allam
Yiewsley Recreation Ground Management Advisory Group 2(C)	Yes		Cllrs D Gilham, P Kemp

COUNCIL REPRESENTATION ON CHARITIES

Name of Organisation	Councillor (Yes/No)	Number/Time of meetings	Council Representative(s)
Brigginshaw & Others Charitable Trusts 11(8C-3L)	No	2 p.a.	Cllrs T Barker, J Barrett, P Jackson, P Kemp, D Routledge, B Stead (to 13.5.2013) Cllrs L Allen, A MacDonald, Mr A Way (to 1.7.2013) 2 Vacancies
Charlotte Gell's Ickenham Charity 1(C)	No		Mrs Ann Dixon (20.10.2013)
Cranford Cottage Homes & Cranford Combined Charities 2(1L-1C)	Yes		Cllr M Khursheed (31.3.2013) Cllr A Retter (31.3.2013)
Fassnidge Memorial Trust 7(5C-2L)	No		Mr D Bishop (30.4.2011) Cllr D Routledge(C) (30.7.2011) Cllr D Yarrow(C) (21.1.2012) Cllr A Retter(C) (7.11.2012) Mr D Horne(L) (26.1.2014) Cllr P Curling(L) (3.3.2014) Cllr G Cooper(C) (tba)
Harefield Parochial 2(C)	No		Mr P Mander(C) (11.9.2012) Mr J Ross(C) (15.1.2013)
Hayes Amalgamated 3(1C-2L)	No		Mr A Preston(C) Mr M Craxton(L) Cllr L Allen(L) (tba)
Hoenigsberg Memorial Trust 9(6C-3L)	No		Mr M Gettleson(L/D) (25.3.2011) Mrs P Crawley(L) (19.10.2011) Cllr D Routledge(C) (16.3.2012) Mr G Courtenay(IND) (15.6.2012) Cllr J Barrett(C) (22.02.2013) Mr T Eginton(L) (22.02.2013) Cllr J Major(L) (7.6.2013) Cllr B Stead(C) (19.10.2012) Mr D Horne(L) (5.5.2014)
Ruislip Combined Charities 5(4C-1L)	No		Cllr D Routledge (C) (tba) Mr D Horne(L) (4.9.2010) Mr K T Guy(C) (18.6.2012) Mr T Eginton(L) (14.10.2013) Cllr J Riley(C) (tba)
Ruislip Northwood Old Folk's Association 2(C)	No	4 p.a.	Cllr C Dann (5.2010) Cllr A Retter (5.2010)
Uxbridge United Welfare Trusts 4(3C-1L)	No		Mrs G Driver(C) (1.9.2010) Mr P Ryerson(L) (14.11.2010) Mrs P Crawley(L) (10.6.2013) Cllr D Routledge(C) (10.7.2013)
West Drayton & Yiewsley Aid In Sickness Fund 1(C)	No		Vacancy

Policy Overview & Scrutiny

Annual Report

2009/10



Supported by Democratic Services

Find out more about Policy Overview & Scrutiny at Hillingdon on our website:
www.hillingdon.gov.uk/central/democracy/scrutiny/index.php



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Policy Overview Committees (POCs)

Policy Overview Committees (POCs) have been established to advise Cabinet on policy issues before the Executive takes decisions. Each of the following Policy Overview Committees is responsible for a specific range of Council services:

- Corporate Services & Partnerships POC
- Education & Children's Services POC
- Residents' & Environmental Services POC
- Social Services, Health & Housing POC

The Policy Overview Committees undertake this role through a series of activities.

A central role of the Policy Overview Committees is to undertake in-depth policy reviews on specific issues. Reviews provide the opportunity to hear from members of the public and expert witnesses, including officers from other councils and non-Council organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. POCs therefore perform a vital role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate in the formulation of Council policy. Further information on the reviews undertaken this year, including key outcomes, is presented later in the report.

Policy Overview Committees also undertake a number of other important activities, including monitoring the Council's performance. This is primarily through regular reports on progress in delivering the Council plan and meeting objectives to improve services for residents. Committees can also request further information in response to a particular concern. Policy Overview Committees therefore play a central role in ensuring that the Council's Cabinet and officers are providing high quality, value-for-money services.

Policy Overview Committees also comment on reports coming before Cabinet for decision. Policy Overview Committees can use the expertise gained through their in-depth reviews and strategic monitoring of performance to advise Cabinet on the issues being considered. In addition, each Policy Overview Committee subjects the annual budget proposals for its relevant Council services to challenge before Cabinet decides on its recommendations to Council.

Executive Scrutiny Committee

The Executive Scrutiny Committee is responsible for the post-decision scrutiny role. Its primary role is to closely examine key decisions taken by Cabinet, individual Cabinet Members and officers before they have been implemented. The Executive Scrutiny Committee meets immediately after the Cabinet meeting, and a majority of the Committee can 'call-in' a decision and, if not satisfied with the further information provided to them, ask the Cabinet or decision-taker to reconsider it.

External Services Scrutiny Committee

The External Services Scrutiny Committee is responsible for scrutinising services provided by non-Council organisations in the Borough, in the public, private and voluntary sectors. The Committee is responsible for identifying areas of concern to the community and instigating an appropriate review process. It is able to scrutinise any non-Hillingdon Council organisation whose actions impact on Hillingdon residents.

The Committee holds the health scrutiny role conferred by the Health & Social Care Act 2001, which requires senior managers of local NHS Trusts (including Hillingdon Hospital and Hillingdon Primary Care Trust) to attend the Committee and answer questions if required by Councillors. Local NHS Trusts must also consult the Committee about proposed significant changes to local services. The Committee's remit to scrutinise a wide range of organisations has been strengthened through the Local Government and Public Involvement in Health Act 2007 by extending its statutory powers to require local organisation to attend.

London Scrutiny Network

Councillor Mary O'Connor is Chairman of the London Scrutiny Network (LSN) that meets four to six times a year to consider London-wide developments and share information. Councillor O'Connor was also Chairman of the Project Steering Committee, which directed and organised the Capacity Building Programme and also comprised scrutiny officer representatives from Hillingdon, Hounslow, Lambeth, Merton and Newham.

The programme spanned two Council years (2007/8 and 2008/9) and culminated in the launch of a final publication on 21 May 2009 which brought together the various outcomes. The programme was made possible through the support of London Councils and, in particular, by Capital Ambition which provided the funding. Hillingdon provided project support for the first year of the programme.

Over the last municipal year, Councillor O'Connor has continued to chair the LSN meetings. The Network has given London authorities the opportunity to share best practice and discuss solutions to common problems. It had also enabled officers and Members to discuss developments (such as the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009) and their implications for overview and scrutiny. The network has also been useful in identifying issues of joint concern and providing a platform for discussing methods of scrutinising these issues.

Corporate Services & Partnerships Policy Overview Committee



Councillor Richard Lewis (Chairman)

Other Members of the Committee:

Councillor Michael White (Vice Chairman)

Councillor Sid Garg

Councillor Liz Kemp

Councillor Carol Melvin

Councillor Robin Sansarpuri

Officer support by Khalid Ahmed, Democratic Services

The Committee is chaired by Councillor Richard Lewis and is responsible for the policy overview role for a broad array of Council services provided by the Council's Finance & Resources Group and Deputy Chief Executive's Office. 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.

Impact of a Pandemic in Hillingdon and the Effects on Council Services

The POC undertook a review into the Impact of a Pandemic in Hillingdon and the Effects on Council Services. The review started at the time when the World had been affected by the outbreak of a Swine Flu Pandemic. The review was therefore timely and provided Members with an opportunity to review the existing procedures and planning which the Council had in place in the event of an emergency, such as a Pandemic. The review found that the Civil Protection Team of the Council had been making plans for a Pandemic for a number of years and was well prepared. However, the review came up with recommendations which added value to the Council's Business and Continuity Plans and ensured the Council was fully prepared should a major Pandemic impact on the Council and the staff of the Council.

One of the important recommendations which came out of the review related to the Council undertaking a skills audit to enable the transfer of staff with the necessary skills to Council front line services, if a Pandemic impacted on the Council's workforce. As a result of this review, the Head of Human Resources worked closely with the Civil Protection Service in identifying the relevant skills needed to maintain priority services and in identifying information sources that would enable the Council to draw up a list of actual employees possessing the required skills.

The review found that the Council had been proactive in its preparations for the recent Swine Flu Pandemic, working closely with the Primary Care Trust and the Hillingdon Influenza Pandemic Committee and the recommendations made, and which were adopted by the Cabinet, strengthened the Council's Business and Continuity Plans.

Witnesses for the Review

Mike Price – Civil Protection Manager, LBH

Steve Palmer – Head of ICT, LBH
Amanda Marsh – Head of Human Resources, LBH
John Purcell – Bereavement Manager, LBH
Lloyd White – Head of Democratic Services, LBH
Kevin Mullins – Executive Director for Flu Resilience, Hillingdon Primary Care Trust
Andrew Scott – Head of Human Resources, Uxbridge College
Sarah Harty – Head of Resources, Policy & Performance, Education and Children’s Services, LBH
Emma Marsh – Deputy Head of Communications, LBH
Steve Smith – Head of Facilities Management, LBH (written evidence)
Dr Neil Suggett – Head Teacher of Hayes Park Primary School
Dr Iran Adil-Smith – Head of Risk and Radiation, Brunel University
Sarah Morris – Head of Access and Assessment, Adult Social Care, Health & Housing, LBH

**The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon
&
How the Council could improve Business to Business Support with the Borough’s Industrial Estates**

The POC undertook this review at the time the world was in the grips of an economic recession. The Council with its key strategic partners has a role to play in mitigating the impact of the recession on local businesses and ultimately the residents of the Borough.

The aim of the review was to focus on the impact of Public Funded Business Support and the success of New Business Start up, with a particular focus on Hayes Business (HB) Studios. These studios were built from funding secured from the London Development Agency and the Hillingdon Community Trust and are located on Uxbridge College Hayes Campus. The studios consist of £1m ten unit facilities for new start up businesses and have been a great success during the difficult economic times.

The first witness session for the review took place at the HB Studios and gave Members an opportunity to have a look round the facility and see some of the new start businesses in operation.

The second area of the review looked at how the Council could improve business-to-business support with the Borough’s Industrial Estates. It was clear that the Council could do more to improve its links with businesses on the Industrial Estates within the Borough and the review, concentrating on the North Uxbridge Industrial Estate, looked at measures the Council and its partners could introduce to support these businesses and to facilitate business to business support on Industrial Estates. The review’s final report and recommendations will be considered at the Corporate Services & Partnerships POC meeting on 8 June 2010 before being sent to Cabinet.

Witnesses for the Review

Martin Blandy – Manager of Hayes Business Studios
Lorraine Collins – Uxbridge College

Nas Khan – New Start Business, Hayes Business Studios
Rob Grover - Partnership Manager – Business Link for London
Neil Impiazzi - Partnership Development Manager - SEGRO.

Other work

The Committee has also considered the following:

- In-depth scrutiny of Deputy Chief Executives and Finance & Resources Groups' budget proposals for 2010/11 and coordination of responses from all the Policy Overview Committees to Cabinet.
- Setting High Ethical Standards – Implementation of Action Plan. Members were provided with details of the outcomes of an audit undertaken by the Audit Committee in January 2008 in relation to the Council's ethical governance arrangements
- Performance Information Reports for Deputy Chief Executives and Finance & Resources
- Deputy Chief Executive's and Finance & Resources Group Service Plans and Priorities for the year.
- A report back on the Restructure of Democratic Services 12 months on.

Education & Children's Services Policy Overview Committee



Cllr Catherine Dann (Chairman)

Other Members of the Committee:

Cllr Brian Crowe (Vice Chairman)
Cllr John Hensley
Cllr Judith Cooper
Cllr Peter Curling
Cllr Anita Macdonald

Representative Members for Education issues:

Anthony Little, Roman Catholic representative
Church of England representative vacant
3 Vacancies for Parent Governor representatives

Officer support by Natasha Dogra, Democratic Services

The Committee is chaired by Cllr Catherine Dann and is responsible for the policy overview role in relation to education, schools, the early years service, the youth service, and social care services for children and young people. The Committee has been particularly hard working and has completed two in-depth reviews.

Reviewing whether current arrangements and future plans to support inclusive practice in Hillingdon schools are effective.

This review was undertaken to establish whether current arrangements and future plans to support inclusive practice in Hillingdon schools are effective and to identify any key barriers to inclusion and potential areas for future development. Members felt that this important topic should be the Committee's first policy review. The Committee took evidence from a wide range of stakeholders including Minet Junior, The Willows School, Rosedale College and Chantry School. The Committee presented a report with recommendations on improving the service provision including how parents / carers could be made better aware of what is on offer. The report was fully accepted by Cabinet.

Reviewing current arrangements and future plans for safeguarding children at Heathrow Airport as a port of entry

The Committee's second review was to review the statutory safeguarding duties of the Council and other agencies with regard to young people who arrive in this country unaccompanied and looking at current practice. The Committee took evidence from a wide variety of stakeholders including UK Border Agency, Respite Unit managers, Asylum Service officers and Safeguarding Service managers. This information and evidence will be used to formulate recommendations to Cabinet in May.

Witnesses for Reviews

Steve Foot, Head Teacher, Minet Junior School

Gerry Foot, Language Manager, Minet School

Mrs X, Parent Witness

Mrs Y, Carer Witness

Child Z, Child Witness

Joanne Harper, Associate Principle, Rosedale College

Lesley Markham, Deputy Head Teacher, Chantry School

Pauline Nixon, Head of Access and Inclusion SEN, London Borough of Hillingdon

Clive Neathy, Executive Principal of Rosedale College

Sue O'Brien, Senior School Improvements Officer for Inclusion

Heenal Oza, Children's Services Practitioner, Rosedale College

Charlie Taylor, Head Teacher, The Willows school

Chris Spencer, Director of Education and Children's Services, LBH

Amanda Reid, UK Border Agency, Heathrow Operations

Detective Inspector Gordon Valentine, Metropolitan Police

Jane Graver, Head of Care, Respite Unit

Richard Nash, Manager, Children & Families Team, LBH

Paula Neil, Manager of Asylum Team, LBH

Debbie Haith, Head of Safeguarding, LBH

Residents' & Environmental Services Policy Overview Committee



Councillor Michael Markham (Chairman)

Other Members of the Committee

Councillor Kay Willmott-Denbeigh (Vice Chairman)
Councillor Lynne Allen
Councillor Paul Buttivant
Councillor Janet Duncan
Councillor Judy Kelly

Officer support by Nadia Williams and Gill Brice, Democratic Services

The Committee is chaired by Councillor Michael Markham and is responsible for the policy overview role for a diverse range of Council services provided by the Council's Environment & Consumer Protection and Planning & Community Services Groups. These services include libraries, leisure facilities, community safety, highways, planning, waste management, trading standards and others central to residents' quality of life. The Committee has had a busy – and successful – year and undertaken three mini reviews.

A Review of Street Lighting

In late 2009 and with the approaching winter, probable increasing financial pressures due to energy costs and general environmental pressures relating to the use of energy, the Committee decided that it would be timely to review the policies relating to the provision and maintenance of street lighting. It focused on energy efficiency, light pollution issues and the role and impact of new technology in making our streets lighter and safer. The Committee took evidence from various officers as well as an officer from a neighbouring borough. The evidence gathered formed the basis of the Committee's final report and the recommendations which were endorsed by Cabinet at its December 2009 meeting. Witnesses for this review included:

- Tim Edwards – Lighting Officer, London Borough of Hillingdon
- Jonathan Westell – Highways Maintenance, London Borough of Hillingdon
- John Bowdrey – Street Lighting Officer, London Borough of Harrow
- Bob Alabaster – Procurement Officer, London Borough of Hillingdon

A Review of Planning Enforcement ('Homes' in back gardens)

The Committee's second review was to look at the current situation regarding the construction of 'homes' in back gardens, the key issues the Council is faced with and what future policies and actions might be undertaken by the Council in relation to the Planning Enforcement of such unauthorised buildings. The Committee took evidence from key council officers and this information and evidence was used to formulate recommendations made to Cabinet in April 2010. Witnesses for this review were:

- James Rodger, Head of Planning and Enforcement Services, LBH
- Jim Lynn, Planning and Enforcement Manager, LBH
- Eddie Adamzyck, Planning Enforcement Officer, LBH

A Review of Counterfeit Cosmetics and Illegally Imported Foods

The Committee recognised public safety as a prime concern and decided to carry out this specific review of Trading Standards activities, not least because it had been a long time since this service area as a whole had been reviewed. Members sought to consider improvements to the Council's arrangements for combating the issue of illegal cosmetics and illegally imported foods. As part of the review, Members visited the Imported Food Office at Heathrow Airport and took evidence from officers from Trading Standards, Port Health, Food Health and Safety Team, Consumer protection and the UK Border Agency. The Committee's report and recommendations will be reported to Cabinet in May 2010. Witnesses for this review were:

- Sue Pollitt, Divisional Trading Standards Officer, LBH
- Shabeg Nagra, Port Health Manager, LBH
- Oliver Darius, Principal Environmental Officer, LBH
- Peggy Law, Consumer protection Manager, LBH
- Viv Pullha , Officer from the UK Border Agency (Freight)
- Joanna Kingdom, Officer from the UK Border Agency (Freight)
- Peter Howard, Officer from the UK Border Agency (The Channels)

Other work

The Committee has also monitored the performance of the Council's Environment & Consumer Protection and Planning & Community Services Groups, and commented on the budget proposals for these services. The Committee also provided comments to Cabinet and Cabinet Members regarding safety at sports grounds and the Gambling Act.

Social Services, Health and Housing Policy Overview Committee



Councillor Judith Cooper (Chairman)

Other Members of the Committee

Councillor Michael Markham (Vice Chairman)

Councillor Peter Kemp

Councillor Pat Jackson

Councillor John Major

Councillor Anthony Way

*Officer support by Charles Francis and Nav Johal,
Democratic Services*

The Social Services, Health & Housing Policy Overview Committee is chaired by Councillor Judith Cooper and is responsible for undertaking the policy overview role in relation to the Council's Adult Social Care, Health and Housing Group. It is also responsible for reviewing the work of Healthy Hillingdon and other health promotion work undertaken by the Council.

The Transformation Agenda and Direct Payments in Hillingdon

The Transformation Agenda and Direct Payments in Hillingdon review sought to evaluate the progress made in delivering the new agenda for self directed support in the delivery of Social Care. The Committee heard from Council officers as well as from *in Control* - a social enterprise of a number of partners including the Department of Health that was created to transform the current social care system into a system of Self – Directed Support. The Committee made a series of recommendations that aimed to build upon Hillingdon's approach to provide self directed support and meet the strong government expectation on all Local Authorities to provide more personalised services.

Self directed support will have a significant impact on the delivery of all elements of social care and beyond. Enhancing the delivery of self directed support will enable Hillingdon's social care customers to make informed life choices and choose the best package of support options for them.

The Committees report and recommendations were fully endorsed by Cabinet in March 2010 and was referred to as "*Policy Overview at its best and an excellent piece of work*".

Witnesses for Review

Liselotte Tork, Transformation Team Manager

Sam Taylor, Transformation Change Manager

Julia Woods, Regional Manager South East of England, in Control

Dave King, Interim Head of Transformation

Paul Feven, Head of Commissioning, Adult Social Care

Brian Doughty, Interim Director, Head of Adult Social Care
Nick Ellender, Adult Safeguarding Manager

The Hillingdon Centre for Independent Living

This review examined the Hillingdon Centre for Independent Living (HCIL) as a case study of the modernisation process and made recommendations to strengthen the delivery of services to people with physical and sensory disabilities. HCIL provides information, advice and support to people who experience difficulties with daily living because of illness, age, disability or an accident.

This new review set out the progress made since the last review in 2006/7. The review looked at how the existing HCIL arrangements in Hillingdon are working and has made recommendations that will help officers and partners address any identified gaps on the role and function of HCIL to improve access to services.

This review and recommendations will be considered by Cabinet in June 2010.

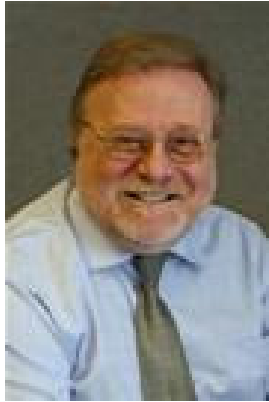
Witnesses for Review

Beverley Grayley, Joint Commissioning Manager
Grace Adjekum, Service User
Maureen Eames, Services User
Angela Wegener, Chief Officer DASH
Heather Russell, HCIL Manager
Gill Dickinson, Head of Adult Services HCIL
Naeem Arif - Executive Director, Ideal for All, Sandwell
Vicki Phipps - Lead Officer for Personalisation, Ideal for All, Sandwell
Chris Commerford - Chief Officer, Age Concern
Sam Taylor - Change Manager, Transformation Team
Steve Cross – E-Communications Manger, ICT

Other work

The Committee has also undertaken a broad range of other work including scrutiny of the Adult Social Care, Health & Housing Group's performance reports and budget proposals for 2009/10, and reviewed the annual star rating for adult social care. The Committee has also examined the Annual Complaints report and received briefings on Mental Health Assessments, the Carers Assessment and Disabled People's Plan, the Disabled Facilities Grant, and Valuing Employment Now, as well as revisiting the recommendations made during the Safeguarding Vulnerable Adults review.

Executive Scrutiny Committee



Councillor David Yarrow (Chairman)

Members of the Committee

Councillor Edward Lavery

Councillor Brian Crowe

Councillor John Riley

Two Councillor vacancies

Vacancy – Church of England Diocesan Representative

Vacancy – Parent Governor Representative

Anthony Little who is the Roman Catholic Diocesan representative from the Education & Children's Services POC also sits on the Committee when Education issues are being discussed.

Officer support by Khalid Ahmed, Democratic Services

Scrutinising Executive Decisions

The Executive Scrutiny Committee's role is to scrutinise decisions that have been taken by the Executive but have not yet been implemented. This is known as the 'call-in' power. If the Executive Scrutiny Committee considers any of these decisions to be deficient, they may refer the decision back to the Cabinet or individual decision-maker for further consideration. The Committee use a set of criteria to guide them in this process.

The Committee meets immediately after the conclusion of a meeting of Cabinet to enable Members to review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items.

On areas where Members request further information or clarification, officers will be asked to provide a response to the Committee queries by midday on the following Monday following the Cabinet and this Committee meetings. If the Committee is still concerned about the issue, then it may refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns.

In the Council year 2009/10 the Committee requested further information on 12 Cabinet reports. The Committee did not "call-in" any Cabinet decisions during this Council year

External Services Scrutiny Committee



Councillor Mary O'Connor (Chairman)

Other Members

Councillor Michael White (Vice Chairman)

Councillor Phoday Jarjussey

Councillor Judy Kelly

Councillor Peter Kemp

Officer support by Nikki Stubbs, Democratic Services

The External Services Scrutiny Committee is chaired by Councillor Mary O'Connor and has a broad remit to scrutinise all non-Hillingdon Council organisations whose actions affect Hillingdon Residents. This Committee also undertakes the health scrutiny role as required by the Health & Social Care Act 2001.

The Crime and Disorder (Overview and Scrutiny) Regulations 2009 came into force on 30 April 2009. The new arrangements created a statutory requirement for local government to establish crime and disorder scrutiny committees and reflect central Government's objectives to increase visibility and accountability of Crime and Disorder Reduction Partnerships (CDRPs) at local level.

The Committee has again used its role to undertake a varied programme of work this year.

Parent Abuse - Children & Young People Who Abuse Their Parents & Carers

One of the main pieces of work over the last 12 months was the report commissioned by this Committee on children and young people who abuse their parents and carers in Hillingdon. The purpose of the review was to assess what procedures are in place and to make improvements to these procedures as well as look at the provision of coordinated advice and support being made available to those families living with parent abuse. Recommendations for improving these procedures, which it is anticipated will lead to more joined-up cross-agency working, were adopted in full by Cabinet on 15 April 2010.

Crime & Disorder / Safer Hillingdon Partnership

On 24 February 2010, the Committee held a witness session with representatives from the Metropolitan Police Service, Metropolitan Police Authority, Hillingdon PCT, London Fire Brigade, Hayes Town Partnership and British Transport Police. Members were updated on the work that each of the Safer Hillingdon Partnership members had undertaken over the previous year. The Committee then agreed a protocol for the Crime and Disorder scrutiny function of the External Services Scrutiny Committee.

Hillingdon PCT's Provider Services

Representatives from Hillingdon PCT, Hillingdon Hospital and the Hillingdon Local Medical Committee (LMC) updated Members on provider services in the Borough at the meeting on 15 July 2009. All of the adult speech and language therapist vacancies had been filled despite there being a national shortage of professionals. Plans were also in place to further expand the physiotherapy service and patient waiting times would be reduced to a maximum of two weeks from receipt of referral through the introduction of initiatives such as Saturday clinics.

A 'home' intravenous antibiotic service was being developed, which could possibly be extended to other treatments. Further developments include a planned expansion to the phlebotomy service so that it can be accessed through the HESA Primary Care Centre.

The wheelchair service and community specialist dentistry have been identified as areas for further improvement. The wheelchair service waiting times have reduced from 21 weeks to 15 weeks but there is still a backlog of patients waiting for an Electrically Powered Indoor/Outdoor Chair (EPIOC).

Specialist community dentistry services, which includes orthodontics, prosthetics and paediatrics, were transferred to Hillingdon PCT from Hammersmith & Fulham OCT in 2007. Waiting times have subsequently reduced from 24 months to 4-10 months.

Although the majority of diabetic patients are cared for in the community, there are 38 diabetes clinics in the Borough as well as telephone and walk in services. As the standard of service provided by GP surgeries in relation to diabetes varies across the Borough, the PCT will be looking at improvements to bridge the gap.

It is anticipated that the growing elderly population, 40% of whom do not have anyone to check on them, will result in an increase in the demand on services. As there are currently no dementia nurses in the Borough, the PCT has committed to look into the issue and work with the Council to investigate Alzheimer's, dementia and Parkinson's under 'care of elderly'.

Safer Transport

Representatives from British Transport Police, Metropolitan Police Service, Safer Transport Team and Transport for London (TfL) attended the Committee's meeting on 23 September 2009 to discuss the issue of safer transport. Hillingdon is seen as one of the safest Boroughs in London and the issue of anti-social behaviour on the local transport network was not large.

The Hillingdon Safer Transport Team (STT) is seen to be one of the best performing teams in London. The STT has been proactive in its work and has been involved in the KICKZ and FIESTA programmes. The STT also has contact with the Youth Council and regularly attends early years, primary and secondary schools to talk to the pupils.

Serious youth violence has been identified as a Metropolitan Police priority, particularly during school journeys. As a result, Operation Safe Bus was launched and involved

significant police presence on buses. Additional measures were also put in place during the half term holidays and for Halloween.

The British Transport Police (BTP) holds monthly meetings with users of the public transport system to identify issues of concern. BTP also adopts a proactive approach to enable problems to be resolved before they become too big an issue. These actions, along with the significant work undertaken by the SNT, TfL and other organisations, are credited with helping to reduce crime rates across the board and have contributed to the increase in the number of detections. It is believed that any reduction in the resources committed to this work will see an increase in the instances of crime.

Work is being undertaken by TfL into a scheme called “Earn Your Travel Back” whereby young people who have had their Oyster Cards permanently removed can earn them back. This scheme is still in the developmental stages.

An Information Sharing Protocol is being drawn up between TfL and the Council's Youth Offending Team to promote early intervention. The Protocol will enable the two organisations to share information regarding individuals that have been acting inappropriately.

Provision of Health Services in the Borough

The Care Quality Commission published the results of its performance assessments of 392 NHS Trusts on 15 October 2009. At the Committee meeting on 29 October 2009, Hillingdon PCT advised Members that it had been assessed as *fair/fair* for quality and financial management. This score is in the bottom five in the country (previously, Hillingdon PCT was in the bottom 25% in London) and is, in part, thought to be a result of the poor patient experience. The PCT is now working with GP practices to improve the patient experience by introducing locality primary care advisors to target areas that mattered to the practices and provide support. Other measures are also going to be put in place.

The introduction of a Drop In Centre in Hayes was formally opened in November 2009. The Centre has improved access for many residents as a lot of patients seen there were from Hayes and had previously had to travel to Hillingdon hospital – the Centre is much closer to their homes.

Royal Brompton & Harefield NHS Foundation Trust achieved Foundation Trusts status on 1 June 2009 and has been rated as *excellent/excellent* in the CQC assessment. The Trust has made further improvements in a bid to reduce the number of cancelled operations.

Central & North West London NHS Foundation Trust (CNWL) has been rated as *good/excellent* in the 2008/09 CQC assessment which was slightly down from the previous year's rating of *excellent/excellent* and is thought to partly result from in-patients being surveyed for the first time. A series of improvements are planned which include the possibility of residential placements with the Council to resolve delayed transfer of care. CNWL will also be sending the same CQC questionnaire to the same respondents in 2010 to highlight whether there have been any improvements.

The Hillingdon Hospital NHS Trust achieved a *good/good* rating in the CQC assessment. Work being undertaken includes improvements to discharge planning and the creation of a patient involvement group.

The London Ambulance Service has increased the number of frontline ambulance service staff by 24%. The Service has a sophisticated automatic vehicle detection system which identified where ambulances should be parked based on predictions of where and when they would be needed. The system ensures the shortest travelling distances for ambulances.

Provision of Podiatry & Footcare Services in the Borough

At its meeting on 25 November 2009, the Committee had a witness session with Age Concern and Hillingdon PCT to examine the provision of podiatry and footcare services in the Borough. Members were keen to ensure that elderly residents received adequate podiatry and footcare services to enable them to remain as mobile as possible for as long as possible.

The NHS podiatry service is prioritised on those with a known medical condition and/or podiatric risk factor using a 'Triage Model of Care'. Those patients that are eligible using this Model receive a full treatment plan and a medication review which prevents hospital admissions and helps to achieve a better quality of life for the patient. Those patients that are not eligible for an assessment are discharged and referred for podiatry and footcare services in the private sector or to organisations such as Age Concern.

The NHS podiatry service is provided in community clinics and Mount Vernon and Hillingdon Hospitals as well as at the Grassy Meadows Day Centre. The Podiatry Department also has a fast track system into the acute setting for any diabetes related foot complications. Emergency appointments are set aside for each clinic and patients are usually seen within seven working days. The Podiatry Department also undertakes a training programme with nurses in residential homes every 12-18 months.

Age Concern ran a campaign in 2007 to improve access to podiatry services for older people. Following this campaign and subsequent discussions with Hillingdon PCT, Age Concern staff have been trained to provide a toe nail cutting service. Age Concern has set up a clinic at Fassnidge Memorial Hall which receives referrals from GPs. Users of the service are charged a £20 registration fee and then £7.50 per appointment. Home visits are also scheduled but for a higher charge. This service has also enabled staff to talk to residents about other services provided by Age Concern such as the handyman service.

Impact of Utility Road Works on Borough Residents

On 12 January 2010, Members met with representatives of the utility companies and the Metropolitan Police Service. Utility companies are given at least three months notice of resurfacing work being undertaken by the Council. The Council then has the option of invoking a Section 58 notice which prevents the utility companies from digging the road up again for a period of between one and five years.

Although Hillingdon is not currently involved in the London roadworks permit scheme, officers would be monitoring its effectiveness in its first three months before recommending to the Cabinet whether to adopt the scheme at a later date. Whilst joined up working is successfully practiced by the utility companies in Hillingdon (where work programmes permit), it does result in a longer period of continual disruption. The utility companies incur additional costs for redoing reinstatement work when it was not of a good enough standard, so they tried to get it right first time.

The North West London Traffic Management Unit of the Metropolitan Police looks at the utility works from a traffic management perspective to ensure that road closures would not adversely affect the ambulance and fire services.

UK Border Agency

The Committee, at its meeting on 12 January 2010, had a witness session with representatives from the UK Border Agency (UKBA). The organisation has moved from a regional structure to a local immigration team structure to enable it to respond to issues relevant to the area that it covers. The dedicated Hillingdon Local Immigration Team covers the Colnbrook immigration removal centre and Heathrow Airport; the Asylum Team deals with new cases of unaccompanied asylum seeking children as well as existing residents in the Borough; the Legacy Team is tasked with concluding all cases by 2011; the Enforcement Team deals with illegal working; the Compliance Team deals with the points based visa system; and the Removals Team covers outstayers and failed asylum seekers.

A representative from the Hillingdon Local Immigration Team sits on the Local Safeguarding Children's Board which is chaired by the Council. The Board has drawn several agencies together and has resulted in being awarded a green flag by the Audit Commission. The UKBA is also working closely with the Council's Benefit Fraud Team and Adult Social Care Team.

The bulk of enforcement work undertaken by the UKBA is done by officers that have a similar training to police officers. These officers gain intelligence from a variety of sources and have the power of arrest. Although the prime impact of illegal workers is on the labour market, there is a tendency for employers to exploit them. Between February 2008 and November 2009, 4,165 notices of liability were issued to employers that employed illegal workers (1,435 of these were in London). These notices resulted in fines of approximately £14½m.

The immigration system has an appeals system built in. The asylum and human rights aspects of the appeals system have recently been combined into one appeals process. Further changes to the system mean that the UKBA is able to continue any removal action/procedure/investigations whilst a challenge is underway. Every effort is made to conclude 75% of these cases within six months.

Although enforcement is a large part of the UKBA's work, progressive enforcement has been introduced. This looks into helping people who have not settled well in this country to settle in another country.

The new e-borders system is being developed to count people in and out of the country. It will also flag up those people who should not be in the country and would stop them in the first place. Intelligence relating to the prevention of child trafficking and smuggling could also be gathered by the system.

Joint Meeting with the Royal Borough of Kensington & Chelsea – 29 January 2010

On 29 January 2010, the Committee had a joint meeting with the Royal Borough of Kensington & Chelsea's Health Scrutiny Committee. Representatives from the Royal Brompton & Harefield NHS Foundation Trust gave a presentation to the Members regarding recent developments at the Trust and plans for the future.

Performance Review of Local NHS Trusts – 31 March 2010

The Committee, at its meeting on 31 March 2010, had a witness session with the Care Quality Commission (CQC), Hillingdon PCT, Hillingdon Hospital NHS Trust, Royal Brompton & Harefield NHS Foundation Trust and Central & North West London NHS Foundation Trust to examine their performance over the last year.

The CQC has advised the Council that the Annual Health Check report has been replaced with the ability for local authorities to submit evidence on the local health and social care providers on an ongoing basis. The findings of the Committee at this meeting will be submitted to the CQC along with other evidence gathered throughout the year.

The Department of Health has introduced a requirement for Trusts to produce an annual set of Quality Accounts (QA). These Accounts focus on the quality of the service provided and are focussed around patient safety, clinical effectiveness and patient experience. The Council's External Services Scrutiny Committee has the ability to include a 500 word narrative on each Trust which must be included verbatim in the Trusts' final QA reports.

Londonwide Joint Health Overview and Scrutiny Committee (JHOSC)

Councillor Mary O'Connor was the Council's representative on the second Joint Health Overview and Scrutiny Committee (JHOSC) which considered the 'Healthcare for London' proposals with regard to stroke and major trauma care across London. This Committee was set up in 2008, following the success of the first JHOSC which considered the 'Healthcare for London' proposals for delivering healthcare to Londoners.

The JHOSC consultation response was considered by the Joint Committee of PCTs (JCPCT) on 20 July 2009. The JHOSC held its last meeting on 28 October 2009. Following the consultation process, the JCPCT identified Hillingdon Hospital as one of the 8 Stroke Units (24 bed) which became effective from 1 April 2010 – the nearest Hyper Acute Stroke Units are situated at Northwick Park and Charing Cross Hospitals.

Major trauma patients from Hillingdon (of which there are an average of one a week) will be taken to St Mary's Hospital. Although this facility at St Mary's is not expected to be at

full capacity until October 2010, each of the four trauma centres has a mobile trauma team. Blue light and non blue light ambulance journeys have been measured by the London Ambulance Service and broadly support the Healthcare for London model.

Local Involvement Network (LINK)

The Committee, received presentations by HAP UK and Hillingdon LINK on 17 June 2009 in relation to progress made following the introduction of the LINK in April 2008. The LINK was set up as part of the Local Government and Public Involvement in Health Act 2007 and replaced the Patient & Involvement Forums. It comprises a network of local people, organisations and groups that want to improve Health and Social Care services. A working tripartite protocol was established setting out the roles and responsibilities of each party as well as a protocol setting out the relationship between the Committee and Hillingdon LINK which will be monitored and amended as required.

Other issues

The Committee has also considered a number of other issues and submitted a response to the Department of Communities and Local Government consultation document on *Strengthening Local Democracy: Consultation*.

External Witnesses Giving Evidence in 2009/10

- David McVittie (Hillingdon Hospital)
- David Searle (Hillingdon Hospital)
- Dr Roni Saha (Hillingdon Hospital)
- Jacqueline Totterdell (Hillingdon Hospital)
- Jenny Barlow (Hillingdon Hospital)
- Dr Abbas Khakoo (Hillingdon Hospital)
- Professor Yi-Mien Koh (Hillingdon PCT)
- Kevin Mullins (Hillingdon PCT)
- Maria O'Brien (Hillingdon PCT)
- Colin Peel (Hillingdon PCT)
- Helen Woollett (Hillingdon PCT)
- Gill Dickinson (Hillingdon PCT)
- Ronak Lakhani (Hillingdon PCT)
- Barbara North (Hillingdon PCT)
- Dr Tony Grewal (Hillingdon Local Medical Committee)
- Noreen Rice (Central & North West London HNS Foundation Trust)
- Ela Pathak-Sen (Central & North West London NHS Foundation Trust)
- Claire Murdoch (Central & North West London NHS Foundation Trust)
- Sandra Brookes (Central & North West London NHS Foundation Trust)
- Jo Bell (HAP UK)
- Mark Hammond (HAP UK)
- Catherine Herriott (HAP UK)
- Fiona Ford (HAP UK)
- Borough Commander Gerard Hollingworth (London Fire Brigade)
- Inspector Darren Malpass (British Transport Police)
- Inspector Mark Lawrie (British Transport Police)
- Superintendent Iestyn Prosser (Metropolitan Police Service)
- Chief Inspector Maurice Hartnett (Metropolitan Police Service)
- Sergeant Caroline Young (Metropolitan Police Service)
- Neil Corfield (Metropolitan Police Service)
- Tamsin Kelland (Metropolitan Police Authority)
- Kevin Dulling (Transport for London)
- Chris Commerford (Age Concern)
- John Lang (UK Border Agency)
- Dick Stratton (UK Border Agency)
- Paul Mooney (Veolia Water)

- Anthony Scrafton (Central & North West London NHS Foundation Trust)
 - Mark Lambert (Royal Brompton & Harefield NHS Foundation Trust)
 - Richard Connett (Royal Brompton & Harefield NHS Foundation Trust)
 - Nick Hunt (Royal Brompton & Harefield NHS Foundation Trust)
 - Adam Crosby (London Ambulance Service)
 - Ian Diamant (Local Involvement Network)
 - Joan Davis (Local Involvement Network)
 - Trevor Begg (Local Involvement Network)
 - John Kingdon (Veolia Water)
 - Steve Mason (National Grid Gas)
 - Neil Jackson (National Grid Gas)
 - Mick Morris (National Grid Gas)
 - Ian Rudd (EDF Energy)
 - David Brough (Hayes Town Partnership)
 - Julian Sainsbury (CQC)
 - Jill Patel (Hillingdon MIND)
 - Kiran Seth (Hillingdon MIND)
 - Melanie Parrish (Crown Prosecution Service)
 - Sue Lewis (Relate)
- Abused Parent – “Carol”

Appendix A

Policy Overview & Scrutiny Reviews from 2003 to 2010

Details of all Policy Overview and Scrutiny Reviews undertaken over the last 7 years by the London Borough of Hillingdon. Copies of reviews are available on the Council's website or on request to Democratic Services.

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
- Reviewing whether current arrangements and future plans to support inclusive practice in Hillingdon schools are effective
- Reviewing current arrangements and future plans for safeguarding children at Heathrow Airport as a port of entry
- A Review of Street Lighting
- A Review of Planning Enforcement ('Homes' in back gardens)
- A Review of Counterfeit Cosmetics and Illegally Imported Foods
- The Transformation Agenda and Direct Payments in Hillingdon
- The Hillingdon Centre for Independent Living
- Parent Abuse – Children & Young People Who Abuse Their Parents & Carers

2008/9

- CCTV Strategy
- Heritage in Hillingdon
- Safeguarding Adults
- Developing the 14 – 19 education provision
- Developing the Short Breaks Provision
- Wireless town centre in Hillingdon
- Child to adult mental health service
- The nature and role of the private rented sector in Hillingdon

2007/8

- Review of highways maintenance
 - Community engagement
 - Cleanliness of the environment
 - Establishing children's trust agreements
 - Review of Meeting the Needs of Troubled Young People
 - Community cohesion
 - Review of Voluntary sector grants
 - Review of customer involvement
-

- Update on the review of Council's support to carers
- Development of a customer focus strategy for Council

2006/7

- Anti-social behaviour strategy
- Hillingdon's strategy for a sustainable economy
- Hillingdon's approach to meeting special educational needs
- Safer Neighbourhoods Team
- The Council's property and estates waste reduction and recycling
- Establishing a Domestic Violence Court
- Hillingdon Independent Living Centre
- Housing support for vulnerable people
- Members' information needs concerning decision-making
- Members' role in Audit
- Transition from primary to secondary schools
- Widening the scope of the Education Service: Hillingdon's approach

2005/6

- Council's housing strategy
- Frontline service delivery
- Impact of Heathrow Airport on the Hillingdon Health and Social Care Economy
- Local strategic partnership – Hillingdon Partners
- Progression from Primary to Secondary school
- Sport & physical education strategy
- Customer Access (complaints)
- Hillingdon Homes' performance
- Information given to residents about Council Tax
- Planning Performance – continuous improvement
- Road safety
- Wider participation in Overview & Scrutiny

2004/5

- Anti-social behaviour
- Business continuity
- Health promotion in Hillingdon
- Recruitment in Hillingdon
- Recruitment and retention in Education Services
- Review of the National Service framework for Older People in Hillingdon
- Budget planning process
- Choice based lettings
- Local development framework
- Regeneration and economic development strategy
- Supporting people
- Town centre partnerships

2003/4

- Air quality action plan
- Engaging young people
- Houses in multiple occupations
- Innovative affordable housing
- Review of Hillingdon's performance@ delayed discharged
- Role of community Councillors
- Transport strategy
- Domestic violence and children
- Heathrow city growth strategy
- Incineration: waste to energy
- Joint committee report on cancer services
- Rigorous inspection of contracts
- Standards at Key Stage 3
- Vision for health: Overview programme
- Voluntary sector grants review

Appendix B

Criteria for Selecting Policy Overview Reviews

1. Strong public interest
2. Government pressure
3. Included in Council Plan/Hillingdon Improvement Programme
4. Inspection report recommendation e.g. performance standards poor/below target
5. Area within Council's control/influence
6. High impact on residents
7. Expertise available on which to draw
8. Good practice available elsewhere

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