



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White (Chairman)
Teji Barnes (Vice-Chairman)
Mohinder Birah
Peter Davis
Patricia Jackson
Kuldeep Lakhmana (Labour Lead)
Judy Kelly
Brian Stead
Jas Dhot

Date: WEDNESDAY, 29 JULY
2015

Time: 5.30 PM

Venue: COMMITTEE ROOM 5 -
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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Published: Tuesday, 21 July 2015

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
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www.hillingdon.gov.uk

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Terms of Reference

A central role of a 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 people from a wide range of external organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. They therefore perform an important role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate.

This Committee undertakes the policy overview role in relation to the following matters:

- Highways, traffic, parking & street environment
- Local transport, including rail, cycling & London Underground
- Footpaths and Bridleways
- Road safety and education
- Planning & Building Control
- Libraries
- The Borough's heritage and history
- Sport & Leisure services
- Waste management & recycling
- Green spaces, allotments, woodlands, conservation and sustainable development
- Consumer Protection, Trading Standards & Licensing
- Registrars & Bereavement Services
- Local watercourses, drainage and flooding
- Environmental Health, Air & Noise Quality
- Local impacts of Heathrow expansion
- Local impacts of High Speed Rail

Agenda

Chairman's Announcements

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the previous meeting 1 - 4
- 5 Scoping Reports for both Reviews for the Municipal Year 5 - 12
- 6 Budget Planning for Residents Services 13 - 16
- 7 Forward Plan 17 - 22
- 8 Work Programme 23 - 24

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

25 June 2015



Meeting held at Committee Room 4 - Civic Centre,
High Street, Uxbridge UB8 1UW

| | |
|----|---|
| | <p>Committee Members Present: Councillors Michael White (Chairman), Teji Barnes (Vice-Chairman), Mohinder Birah, Peter Davis, Patricia Jackson, Jazz Dhillon (In place of Kuldeep Lakhmana), Judy Kelly, Brian Stead and Jas Dhot.</p> <p>LBH Officers Present: Susan Pollitt, Residents Services, James Rodger, Residents Services, Ainsley Gilbert, Democratic Services.</p> |
| 3. | <p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Councillor Kuldeep Lakhmana had sent apologies for absence. Councillor Jazz Dhillon was present as her substitute.</p> |
| 4. | <p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p> |
| 5. | <p>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items would be considered in Part 1.</p> |
| 6. | <p>TO AGREE THE MINUTES OF THE MEETINGS HELD ON 29 APRIL 2015 AND 14 MAY 2015 (<i>Agenda Item 4</i>)</p> <p>Minutes The minutes of the meetings held on 29 April 2015 and 14 May 2015 were agreed to be accurate.</p> <p>Matters Arising Members confirmed that with regard to the management of rivers, they wished to know what was done by LB Hillingdon, what was done by other agencies, what else ought to be done, and what the various agencies were actually responsible for.</p> |
| 7. | <p>UPDATE ON TRADING STANDARDS (<i>Agenda Item 5</i>)</p> <p>Officers introduced the report explaining that it set out briefly the work of the Trading Standards team, outlined their intelligence based approach to working, including the team's priorities for the next year, and highlighted the successes the team had had over the previous year. The team had recently been praised for their work in</p> |

intercepting unsafe goods entering the country at Heathrow Airport.

In response to questions from members, officers explained that:

- Days of action to tackle the problem of counterfeit and non-duty paid wine were planned for later in the year, as the issue had recently re-emerged.
- Proactive work was targeted based on both local and national trends.
- Prosecutions were brought where appropriate, depending on the nature of the offence.
- Internet shopping was a significant challenge for Trading Standards teams across the country.
- The Proceeds of Crime Act allowed the Council to take 37% of profits made by those caught breaking the rules, which might lead to more money being available to fund Trading Standards and other enforcement focussed teams.

8. **'BEDS IN SHEDS' - ENFORCEMENT AND IMPACT** (*Agenda Item 6*)

Officers introduced the report, explaining that there had been a previous review into 'Beds in Sheds' completed in 2010 and an update report to Cabinet in 2013. The recommendations of the previous review had been implemented, with the exception of the imposition of an Article 4 direction in some wards. There was now an interdepartmental working group which met on a fortnightly basis and had been successful in making the Council's work on 'Beds in Sheds' far more joined up, as well as regular joint raids with the Border Agency and frequent press releases designed to deter those thinking of renting outbuildings for residential use.

The recommendation relating to an Article 4 direction had not been implemented as it was thought unlikely that the Secretary of State would grant an Article 4 direction requiring planning permission for outbuildings, whilst preparing the application would take a very large amount of resource away from tackling the existing beds in sheds. There was also a requirement that the direction be advertised for 12 months and it was feared that this would lead to a large increase in the number of outbuildings erected during that year. It was also noted that it was the use of the outbuildings rather than the buildings themselves which caused harm. Officers highlighted a recent case whereby, because the residential use of the building had been concealed, the Council had been able to force demolition.

In response to questions from members, officers said that:

- Most of the Council's enforcement work was in reaction to complaints from residents, although where officers noted problems whilst out and about in the borough these would be investigated.
- The Fraud Team were now active in 'Beds in Sheds' cases.
- Contact between planning enforcement officers and the Council Tax department was now good.
- The publicity in Hillingdon People led to more people reporting 'Beds in Sheds', and so a separate mailshot about them was unlikely to represent good value for money.
- The number of other types of enforcement complaint had dropped allowing more resource to be deployed on tackling 'Beds in Sheds'.

Officers agreed to look into the Council's relationship with HMRC and report back to members whether information was or could be shared.

Members did not seek to take forward a review into 'Beds in Sheds'.

| | |
|-----|--|
| 9. | <p>UPDATE ON THE 'USING OUR WATER - IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES' REVIEW (<i>Agenda Item 7</i>)</p> <p>The Clerk explained that a further update would be brought on recommendations 1 and 2 later in the year. Members noted the report.</p> |
| 10. | <p>FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>The report was noted.</p> |
| 11. | <p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>Councillors agreed to receive scoping reports on both the review of major developments in the Borough and the Council's approach to tackling hoarders whose activities were impacting on neighbours and the streetscene.</p> <p>The work programme was noted.</p> |
| | <p>The meeting, which commenced at 5.30 pm, closed at 6.35 pm.</p> |

These are the minutes of the above meeting. For more information on any of the resolutions please contact Ainsley Gilbert on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Residents and Environmental Services Policy Overview Committee Review Scoping Report 2015/16

The Council's approach to the problem of hoarding

BACKGROUND TO THE REVIEW

National Context

Hoarding is a recognised Mental Disorder, which has the potential to impact upon the families and neighbours of sufferers. The Council seeks to help hoarders manage their properties in a clean and safe condition, and where possible clearance and cleaning can be arranged by consent.

However, where consent can only be reluctantly obtained, the Council has a range of powers to deal with the effects of the disorder.

The powers for councils to deal with hoarding relate mostly to the exterior of properties, but not exclusively:

- Part 3 of the Environmental Protection Act 1990 provides powers for local authorities to require the abatement of a range of problems including 'any premises in such a state as to be prejudicial to health or a nuisance' and 'any accumulation or deposit' which meets the same test. The key test here is that the nuisance is experienced by another person or property to such an extent that statutory intervention is necessary. Examples would be smells, flies, pests, putrefaction etc
- Section 215 of the Town and Country Planning Act 1990 provides the power to require the owner or occupier of land which is adversely affecting the amenity of an area to return it to an appropriate condition. Land 'adversely affecting the amenity of an area' is generally held to mean land in full view of the public. Whilst this covers front gardens of properties, it may not cover hoarded goods in rear gardens that cannot be viewed from public areas, and will not cover goods stored within houses or outbuildings hidden from view.

- Anti Social Behaviour Crime and Policing Act 2014 allows a new flexible order known as a Community Protection Order to be served on an occupier, to prevent anything which is causing a significant and continuing harm to the neighbourhood, such as where land is defaced by litter or refuse so as to be detrimental to the locality.

With regards to the interior of properties, the following powers apply:

- Section 83 (aa) of the Public Health Act 1936 can require the cleansing of a premises which are either in such a 'filthy or unwholesome condition as to be prejudicial to health or are verminous'. Unwholesome is defined as "unhealthy" or "hazardous"
- Prevention of Damage by Pests Act 1949 can require the removal of harbourage for rodents and for pest control treatment, where pests have been or could be encouraged by hoarded material
- Housing Act 2004 and the associated Housing Health and Safety Rating Scheme (HHSRS) can require the owner or occupier of premises to remove hazards which are assessed on a sliding scale of seriousness, for example fire hazards or "domestic hygiene pests and refuse". Although the hazards are normally assumed to arise from the physical structure of the premises, Department of Communities and Local Government wrote to the Deputy Assistant Coronor in 2012 (in response to an enquiry about local authority powers to intervene with hoarders following a fatal fire in Derby) confirming that the Housing Act and HHSRS can be used to deal with the contents of properties to the extent that they are a "deficiency". The relevant standard for fire safety is that there should be "an adequate, appropriate and safe means of escape".

Hillingdon's Current Approach

In 2014 Hillingdon set up a "Vulnerable Persons Panel" chaired by the Fire Service and attended by a range of practitioners including LBH Social Care, Residents Services ASB Investigations Team and mental health services. The panel has met about 12 times and about 30 cases have been considered. Clearance work has been taken in some cases, but the gaps identified so far are a suitable budget for clearance where the person has no funds, and access to counselling to prepare the person for and deal with the aftermath of the "loss" of possessions, even if to an objective eye it is no more than rubbish. To the hoarder all the possessions appear to have some value and provide security otherwise missing in their life. Planning Enforcement have only had very limited involvement in dealing with hoarding to date, as neither legislation nor the practicalities of enforcement action support a larger role, especially when combined with the time consuming process of taking a report to Planning Committee.

TERMS OF REFERENCE

The following Terms of Reference are proposed:

1. To understand the prevalence of Hoarding in the Borough, and its impact on residents;
2. To understand, consider, and recommend improvements to, the Council's approach to resolving Hoarding Cases including identifying staff and budgetary resources to do this work;

3. To understand the relationship between Council officers dealing with hoarding and Mental Health Service providers.

INFORMATION & ANALYSIS

It is proposed that the review be broken into two key themes, in order that it is managed efficiently and covers all aspects of the review. The structure is offered as a broad outline in order to ensure that all key aspects of the review are covered. Members are welcome to revise this structure and to add additional themes as they see appropriate.

Setting the context

It is proposed that members will consider the problems created by hoarding, and understand the context in which enforcement action is undertaken. Dealing with Hoarders is acknowledged as being a complex issue and members will wish to understand the challenges faced in doing so before reviewing the existing approach in Hillingdon. Members will also at this stage wish to understand the extent of the problem in Hillingdon.

The Present Approach and its Effectiveness

Once members have a good idea of the problems caused by hoarding, and the difficulty of managing these, it is proposed that Hillingdon Council's current approach to enforcement be considered. Members will need to look at what action is taken by officers, how effective this action is in resolving the issue and preventing it from recurring. Members will at this stage be able to consider where improvements to ways of working could be made, and identify any gaps in service provision.

WITNESS, EVIDENCE & ASSESSMENT

The table below sets out the possible witnesses that could be invited to present evidence to the Committee. Members are reminded that this is not an exhaustive list and that additional witnesses can be requested at any point throughout this review.

| Meeting | Action | Purpose / Outcome |
|---|--|--|
| RESPOC: 29 July 2015 | The scoping report will be presented to the Committee. Members will have the opportunity to agree and/or propose alternative witnesses/topics. | Information and analysis |
| RESPOC: 1 st Meeting - 23 September 2015 | Witness Session 1 Setting the Context LBH Adult Social Care Anti Social Behaviour Investigation Team External expert witness | Evidence and enquiry |
| RESPOC: 2 nd Meeting - 15 October 2015 | Witness Session 2 Reviewing the Present Approach Fire Service Planning Enforcement Mental Health Service Anti Social Behaviour Investigation Team | Evidence and enquiry |
| RESPOC: 12 November 2015 | Agree Final Report and Recommendations | Consider Draft Final Report |
| Cabinet: TBC | The draft final report will be presented to Cabinet by the Chairman of the Committee. | Cabinet may approve, amend or reject as many of the report's recommendations as it wishes. |

ASSESSMENT

As is standard practice for a Policy Overview and Scrutiny Committee review, once a report's recommendations have been agreed by the Cabinet, officers will be asked to begin delivering the necessary changes. The monitoring of officers' work is a fundamentally important aspect of the Committee's work and, as such, regular reports on progress can be requested by Members and a full update report will be added to the future work programme of the Committee.

RESOURCE REQUIREMENTS

This review will be undertaken within current resources. The plan set out above will be co-ordinated and delivered by Democratic Services. The additional resource of staff time required to present, collect and format evidence for witness sessions will also need to be considered.



Residents and Environmental Services Policy Overview Committee Review Scoping Report 2015/16

Mechanisms for Reviewing Major Developments in the Borough and Identifying Lessons to be Learned for the Planning Process

BACKGROUND TO THE REVIEW

Aim of the Review

The planning decisions made by the Council can have a fundamental impact on our residents. This is primarily through the change in environment that occurs through new development; ranging from impacts on everything from security, drainage, visual appearance, outlook, light, noise, traffic congestion, parking, through to the wider multi faceted impacts on neighbourhoods and town centres from very large scale redevelopments.

It is certainly the case that considerable effort is given to determining planning applications by Planning officers and the Councillors on Hillingdon's Planning Committees. But it is also the case that considerably less effort is given once a decision is made into considering whether the approved development is successful, or once built actually creates a high quality environment for occupiers, users or neighbours.

The review is intended to consider whether there firstly are any simple post development processes that could be introduced to analysis the successes or failures of major developments in the Borough and secondly how decision makers could try to learn lessons from any post development review processes introduced.

TERMS OF REFERENCE

The following Terms of Reference are proposed:

1. To understand how lessons are currently learned post approval from processing planning applications;
2. To look at suggested models of best practice (such as the Building for Life Standard) that stem from Governmental or professional bodies and to seek advice from local experts in the fields of planning or architecture.
3. To consider, and recommend to Cabinet any improvements to, the Council's present approach.

INFORMATION & ANALYSIS

It is proposed that the review be broken into two key themes, in order that it is managed efficiently and covers all aspects of the review. The structure is offered as a broad outline in order to ensure that all key aspects of the review are covered. Members are welcome to revise this structure and to add additional themes as they see appropriate.

Hillingdon's Current Mechanisms

It is proposed that Members will firstly gather evidence regarding the review mechanisms currently used by Hillingdon Council. Members will need to understand clearly the aims of the planning process in Hillingdon and identify how well these are met by the existing mechanisms.

- The Local Plan to an extent provides a mechanism whereby officer and public feedback regarding development is given, however, much of the feedback on planning issues of importance stems from views on development already undertaken. The Local Plan is also developed over many years and does not represent a targeted qualitative review of whether the Borough's planning decisions are resulting in high quality development.
- The Planning Department also undertakes occasional customer feedback exercises targeted at applicants and agents. However, this tends to result in customers focussing on whether they liked the service given by a particular officer or the merits or otherwise of phone calls going through a customer contact centre. The feedback given, however, does not tend to provide meaningful responses on the quality of developments arising from the planning process.
- Lastly there is individual site specific feedback from residents or Resident Associations on development which is being built. This is almost entirely focussed on potential breaches of planning control, rather than constructive feedback on schemes once built.
- Historically, the Council has undertaken annual mini-bus tours for Planning Committee members. These no longer occur. When they did occur they were structured only in so far that officers selected a range of sites and secured access to the sites. The developments were not reviewed by Councillors following a prescribed framework or process.

Alternative Approaches

An initial review of practices of nearby Councils has not identified any potential models of best practice or usage of post development review processes. There is literature available from professional bodies such as the RTPI (Royal Town Planning Institute), RIBA (Royal Institute British Architects) and RICS (Royal Institute Chartered Surveyors) and from the Design Council concerning post development review. There is a Housing Quality Indicator System used by affordable housing providers (but this has limitations).

The most well known post development quality review process is the Building for Life Standard. Linked to the Building for Life Standard is the 'Built for Life' website. This website allows potential house purchasers to see how a new development rates against 12 quality indicators. The nearest rated developments to Hillingdon are in the London Borough of Barnet, which has a handful of large major developments subject to the 'Building for life' quality standards.

Within the Borough of Hillingdon there are a small number of very experienced planning and architectural practitioners who it is considered would be willing to attend a witness session to share their expert views.

Members may also wish to consider how modern technology can be used in the review of developments, and engaging the public in this process.

Members will want to look at how the Council could constructively review its decisions, and what benefits such approaches could bring to Planning in Hillingdon. Members will wish to be mindful of the resource implications of different review mechanisms.

WITNESS, EVIDENCE & ASSESSMENT

The table below sets out the possible witnesses that could be invited to present evidence to the Committee. Members are reminded that this is not an exhaustive list and that additional witnesses can be requested at any point throughout this review.

| Meeting | Action | Purpose / Outcome |
|------------------------------------|--|--|
| RESPOC: 29 July 2015 | The scoping report will be presented to the Committee. Members will have the opportunity to agree and/or propose alternative witnesses/topics. | Information and analysis |
| RESPOC: 12 November 2015 | Witness Session 1 Hillingdon's Current Mechanisms Planning Policy Senior Planning Officers | Evidence and enquiry |
| RESPOC: 19 January 2015 | Witness Session 2 Alternative Approaches Expert Planning Consultant Expert Architect Consultant | Evidence and enquiry |
| RESPOC: 24 February 2015 | Agree Final Report and Recommendations | Consider Draft Final Report |
| Cabinet: TBC | The draft final report will be presented to Cabinet by the Chairman of the Committee. | Cabinet may approve, amend or reject as many of the report's recommendations as it wishes. |

It is also proposed that a tour of a few recent developments is undertaken at some point between the two witness sessions.

ASSESSMENT

As is standard practice for a Policy Overview and Scrutiny Committee review, once a report's recommendations have been agreed by the Cabinet, officers will be asked to begin delivering the necessary changes. The monitoring of officers' work is a fundamentally important aspect of the Committee's work and, as such, regular reports on progress can be requested by Members and a full update report will be added to the future work programme of the Committee.

RESOURCE REQUIREMENTS

This review will be undertaken within current resources. The plan set out above will be coordinated and delivered by Democratic Services. The additional resource of staff time required to present, collect and format evidence for witness sessions will also need to be considered.

BUDGET PLANNING REPORT FOR RESIDENTS SERVICES 2016/17

Contact Officer: Andy Evans
Telephone: 01895 250994

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Residents Services. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2016 will need to be considered.

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

INFORMATION

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2016/17. The focus of this report is the major issues that have been identified through the service and financial planning process for Residents Services. The report to be considered in January 2016 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 17 December 2015.

Corporate Summary

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The budget report to Council in February 2015 identified the savings requirement for 2016/17 as £20.3m and work is currently underway to refresh this figure. The finance settlement announced in December 2014 was only for the year 2015/16. Therefore, until the final settlement is announced towards the end of the year the final funding position will not be fully known, although an indication of the scale of funding reductions may be given in the Comprehensive Spending Round expected in Autumn 2015.

- 4 In addition, there is significant other uncertainty within the budget for next year from increasing demographic pressures; from ongoing welfare reforms; and from the second phase of the 2014 Care Act coming into effect from 1 April 2016.
- 5 Alongside this, any other emerging pressures which arise throughout this financial year will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2016/17 can be set.

Strategy to deal with the budget gap

- 6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £40.4m by the end of 2014/15, although £5m of that has been committed to being drawn down during 2015/16. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

MTFF process update

- 7 The timetable for the budget process was refreshed in February 2015 and the first MTFF sessions with Groups took place during late June and early July to review the detailed budget proposals developed by each group. Progress on the development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

Timetable for 2016/17 Budget

- 8 The broad timetable is as follows:

| Process | Timetable |
|--|--------------------|
| Monthly CMT updates (March 2015 to Feb 2016) | Monthly |
| CMT discussion on options to address 2016/17 gap | February |
| SMT Briefing on budget position | February |
| Analytical review of 2014/15 outturn | April - June |
| MTFF Review (1) – 1st Challenge Sessions | June |
| Initial Draft MTFF Report to Leader | July |
| Spending Review | Summer / August |
| MTFF Review (2) – 2 nd Challenge Sessions | Sept/Early October |
| Leader review of MTFF | November |
| Provisional Local Government Finance Settlement | December |
| Draft MTFF reported to Cabinet | December |
| POC review of draft Group Plans and budget proposals | January |
| Final Local Government Finance Settlement | January |
| Council Tax setting | February |

Budget Planning in Residents Services

Summary of Key Financial Issues

- 9 Residents Services (excluding Housing & Education) have identified significant budget savings for 2015/16 totalling £3,222k. At month 2, £694k of these savings were reported as banked, £2,448k on track, £80k still at early stages.
- 10 The 2015/16 efficiency savings include a review of discretionary budgets across the group, plus reviews of Technical Admin & Business Support, ICT and Facilities Management. In addition, further income has been received through the New Homes Bonus grant and income has been increased in development control as the economic uplift has continued.
- 11 The 2016/17 MTFP proposals are continuing to develop a number of existing workstreams, and identifying new opportunities for savings and efficiencies emerging from the work undertaken through the Council's now well established HIP and BID processes. Examples of these include further widening of the Technical Support review, ICT modernisation and a number of restructures following on from the review of the Senior Management team responsibilities. The emphasis continues to be on generating savings through service improvement based on process efficiency, use of technology and consolidation of provision. This work will be supported by the detailed budget monitoring process, alongside the established and rigorous processes for challenging expenditure and recruitment decisions.
- 12 Where applicable, levels of non-residential fees & charges will be kept under review, in the context of usage and capacity levels. The Group will also continue to vigorously pursue any opportunities for additional grant income, where these are aligned to Council objectives.
- 13 Alongside development of further savings, the Group will continue to review all contract related and discretionary spend.

Next Steps

- 14 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 17 December 2015 and issued for consultation during the remainder of December 2015 and January 2016. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

SUGGESTED COMMITTEE ACTIVITY

To consider whether there are suggestions or comments the Committee wish to make.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2015/16 – reports to Cabinet 12 February 2015 and Council 26 February 2015.

PART I – MEMBERS, PUBLIC AND PRESS

Page 15

Residents' and Environmental Services Policy Overview Committee – 29 July 2015

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FORWARD PLAN

Contact officer: Ainsley Gilbert
Telephone: 01895 250692
Email: agilbert@hillingdon.gov.uk

REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision maker on key decisions that relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

INFORMATION

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider and comment on these items.
2. Committee Members are requested to send in any questions they have regarding the attached Forward Plan or on any reports going to the next meeting of Cabinet, and to notify any officers that they would like to attend to give advice.

SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision making.

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| Ref | Decision | Further information | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Officer Contact for further information | Consultation on the decision | NEW ITEM | Private decision? |
|--|---|---|----------------|-----------------------------------|-------------------------------------|--|---------------------------------|------------|----------------------|
| Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance Cabinet meeting - 23 July 2015 | | | | | | | | | |
| 41 | A Framework Agreement for the Provision of Countryside and Agricultural Services | Cabinet will be asked to consider the formation of a framework agreement to undertake a range of countryside maintenance and agricultural services in the Borough. | All | | Cllr Jonathan Bianco | RS/FD - Adrian Batten / Victoria Coady | | Def | Private (3) |
| 40 | Licensing of 2 storey Houses in Multiple Occupation (HMO) | Following consultation, Cabinet approval is sought to renew the Council's extended HMO licensing scheme, so that the Council can require 2 Storey HMO's to be licensed. | All | | Cllr Philip Corthorne | RS - Dave Youngs | Consultation with stakeholders | | |
| 37 | Darrell Charles Court Roof Refurbishment | Cabinet approval is required for the tender for the roof refurbishment works at Darrell Charles Court Sheltered Housing Scheme, Uxbridge. | Uxbridge North | | Cllr Jonathan Bianco | RS - Adriano Sapelli | | | Private (3) |

| Ref | Decision | Further information | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Officer Contact for further information | Consultation on the decision | NEW ITEM | Private decision? |
|---|---------------------------------|---|---------|--------------------------------|-------------------------------|---|------------------------------|----------|-------------------------------------|
| Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance > August 2015 No Cabinet is currently scheduled during August 2015 | | | | | | | | | |
| SI | Interim Cabinet-level decisions | During the intervening summer period where there is no Cabinet meeting scheduled, the Leader of the Council may be granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of executive decision-making, if and when required. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible. | Various | | Cllr Ray Puddifoot MBE | AD - Democratic Services | Various | | Public and possibly private (1,2,3) |

| Ref | Decision | Further information | Ward(s) | Final decision by Full Council | Cabinet Member(s) Responsible | Officer Contact for further information | Consultation on the decision | NEW ITEM | Private decision? |
|---|---|--|---------|--|-------------------------------|---|------------------------------|----------|-------------------|
| Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance | | | | | | | | | |
| Cabinet meeting - 24 September 2015 | | | | | | | | | |
| 38 | Local Plan - Part 2 | Cabinet will consider additional amendments to the Local Plan - Part 2: Draft Development Management Policies, Sites Allocation and Designations and the Policies Map for a further round of consultation, before the Local Plan is submitted to the Secretary of State for examination. | All | Date in 2016 TBC after examination stage | Cllr Keith Burrows | RS - James Gleave | Various consultees | Def | |
| 45 | Hayes Village and Harlington Village Conservation Area Appraisals | Following consultation, Cabinet will be asked to approve the Hayes Village and Harlington Village Conservation Area Appraisals for planning purposes. | Various | | Cllr Keith Burrows | RS - Sarah Harper / Mark Price | Local consultation | | |
| Cabinet meeting - 22 October 2015 | | | | | | | | | |
| 53 | Corporate Complaints Procedure | Following a review by the Corporate Services and Partnerships Policy Overview Committee and endorsement of their findings by Cabinet in May 2015, a report will be presented recommending modifications to the 3-stage process to further streamline the way in which the Council handles any complaints, putting residents first. | All | | Cllr Ray Puddifoot MBE | AD - Daniel Kennedy | | NEW | |

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Agenda Item 8

Work Programme and Review Topics for the Next Municipal Year

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REASON FOR ITEM

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

MEETINGS

| | |
|---|---|
| 25 Jun 2015 Venue: CR4 | Major Review 1 – discuss potential review topics for first major review |
| | Update on implementation of recommendations from past reviews |
| | 'Beds in Sheds' – Enforcement and Impact |
| | Trading Standards Update |
| | Work Programme – review the annual work programme |
| Cabinet Forward Plan – review forthcoming decisions | |
| 29 Jul 2015 Venue: CR5 | Major Review 1 and Review 2 – consideration of scoping report |
| | Consideration of Budget Planning Report for Residents Services |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |
| 23 Sep 2015 Venue: CR5 | Major Review 1 – First witness session |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |
| 15 Oct 2015 Venue: CR6 | Major Review 1 – Second witness session |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |
| 12 Nov 2015 Venue: CR3a | Major Review 1 - consideration of draft final report |
| | Review 2 - First Witness Session |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |
| 19 Jan 2016 Venue: CR5 | Major Review 2 - Second Witness Session |
| | Annual Safety at Sports Grounds Report |
| | Budget Report for consideration |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |
| 24 Feb 2016 Venue: CR4+4a | Review 2 - consideration of draft final report |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |

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| 23 Mar 2016 Venue: CR5 | Update on the Council's and other bodies' responses to flooding in the Borough |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |

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|---|---|
| 27 Apr 2016 Venue: TBC | Consideration of topics for major reviews for the next Municipal Year |
| | Update on implementation of recommendations from past reviews |
| | Work Programme – review the annual work programme |
| | Cabinet Forward Plan – review forthcoming decisions |

OPTIONS OPEN TO THE COMMITTEE

1. To note dates for meetings
2. To make suggestions for future working practices, reviews, and updates.