



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

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

Date: WEDNESDAY, 1 JULY 2015

Time: 7.30 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: 23 June 2015

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This Agenda is available online at:

<http://modgov-int.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=2451&Ver=4>

Putting our residents first

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

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About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Administration and Finance Directorates and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider and comment on budget and service plan proposals for the Administration and Finance Directorates.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

To perform the policy overview role outlined above in relation to the following matters:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety
18. Any functions not included within the remit of the other Policy Overview Committees
19. Cross-cutting reviews that cover the remit of other Committees

Agenda

CHAIRMAN'S ANNOUNCEMENTS

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes of Meetings held on 28 April and 14 May 2015 (**Pages 1-8**)
- 4 Exclusion of Press and Public
To confirm the items of business marked Part II will be considered in public and that items marked Part II will be considered in private.
- 5 Business Rates - Information item
TO FOLLOW
- 6 Review Topics for Major Reviews (**Pages 9-12**)
- 7 Forward Plan (**Pages 13-18**)
- 8 Work Programme (**Pages 19-22**)

Minutes

Corporate Services and Partnerships Policy

Overview Committee

Tuesday 28 April 2015

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



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Nick Denys, Narinder Garg, Raymond Graham, Carol Melvin, John Oswell and Robin Sansarpuri.</p> <p>Apologies: Councillor Tony Burles (Councillor John Oswell substituting).</p> <p>Officers: Garry Coote (Corporate Fraud Investigations Manager) and Khalid Ahmed (Democratic Services Manager).</p>	
50.	<p>MINUTES OF THE MEETING HELD ON 19 MARCH 2015</p> <p>Agreed as an accurate record.</p>	
51.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>	
52.	<p>SECOND MAJOR REVIEW - SOCIAL HOUSING FRAUD</p> <p>The Committee was provided with a report which summarised the evidence which had been received during the review into Social Housing Fraud.</p> <p>Members were informed that since the Social Housing Fraud Project had started, 190 properties had now been recovered and would be let to people with a genuine housing need. Based on the Audit Commissions estimate this was a saving to the Council of £3.4m.</p> <p>Discussion took place on suggested recommendations for the review and the following were agreed for inclusion in the review's final report:-</p> <ul style="list-style-type: none"> • Congratulations be given to the Corporate Fraud Investigations Team for the work they have carried out in relation to the detection of Social Housing Fraud and the resultant housing resources which have been brought back to the Council. • Reference was made to other Registered Social Landlords (Housing Associations) within the Borough 	<p>Action By:</p>

	<p>which the Team could undertake work for and it was suggested that approaches be made to enable other properties within Hillingdon to be recovered, if fraudulently used. The more properties recovered would help reduce the associated costs of temporary accommodation and reduce the numbers on the housing waiting list.</p> <ul style="list-style-type: none"> • Officers to investigate using the subtle branding of social housing to enable unsuspecting sub-letters to know that the property they had privately rented was social housing. Reference was made to the possibility of the use of stickers which could be used during annual inspections. • The Committee referred to those unsuspected sub-letters who had lost money as a result of Social Housing Fraud. It was suggested that a recommendation should be the Council should apply for Compensation Orders for sub-letters during court prosecutions. • The Committee praised the innovative use of social media which was used for investigations, together with the excellent joint working which took place across Council services. • Reference was made to the requirement to clearly communicate the terms and conditions of tenancy agreements and it was asked that consideration be given to tenancy agreements being countersigned to ensure that social housing tenants were aware of their tenancy legal obligations. • A suggested recommendation was that a reminder should be included in tenant's annual rent statements, reinforcing the terms and conditions of social housing tenancy agreements. • Reference was made to the need for people who were looking to rent property in the Borough being made aware of the status of properties. Officers to investigate if there could be a process whereby the Council could be contacted by residents to check if a property was Council owned, and therefore could not be sub-let. • The development of a policy on Social Housing Fraud to provide a framework for the Council to prevent, identify and address social housing fraud with the Council's social housing stock. <p>The Committee thanked the Corporate Fraud Investigations</p>	<p>Action By:</p>
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	<p>Manager for the support he had given the review.</p> <p>RESOLVED –</p> <p>1. That the Committee noted the suggested recommendations and officers be asked to prepare a draft final report in consultation with the Chairman of the Committee.</p>	<p>Action By:</p> <p>Khalid Ahmed</p>
<p>53.</p>	<p>UPDATE ON THE COMMITTEE'S REVIEW ON THE COUNCIL'S CORPORATE COMPLAINTS PROCEDURE</p> <p>Members were provided with an update with the progress of the Committee's review into the Council's Corporate Complaints Procedure.</p> <p>The Committee was provided with a paper which provided a breakdown of those complaints which had a policy related element which could be considered for a decision to exit the complaints process after stage 1 on the basis that they were unlikely to lead to a different outcome if considered at stages 2 and / or stage 3 of the process.</p> <p>Members were informed that the Council's Corporate Management Team had considered the findings of the Committee's review and suggested that officers at this stage would prefer to retain the current three stage complaints procedure. However, an updated Complaints Procedure would be reported to this Committee and to Cabinet in the autumn, after consideration of this Committee's suggestions to streamline the current three stage process by the Leader of the Council and the Cabinet Member for Community, Commerce and Regeneration.</p> <p>RESOLVED –</p> <p>1. That the Committee noted the information now reported and the suggested way forward for this Committee's review into the Corporate Complaints Procedure.</p>	<p>Khalid Ahmed</p>
<p>54.</p>	<p>REVIEW TOPICS FOR THE NEXT MUNICIPAL YEAR</p> <p>Discussion took place on possible review topics for the Committee to consider. Suggestions were:</p> <ul style="list-style-type: none"> • Business Rates - Members were informed that in the Budget, the Chancellor had said that the government would look at reforming the business rates system. As a trial four UK regions had been told they could collect and keep 100 per cent of business rates paid by local shops 	

please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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Minutes**CORPORATE SERVICES AND PARTNERSHIPS
POLICY OVERVIEW COMMITTEE****14 May 2015****Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW**

	<p>Committee Members Present: Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Nick Denys, Narinder Garg, Carol Melvin and Robin Sansarpuri (Labour Lead)</p> <p>Apologies were received from Cllr Raymond Graham</p>
1.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Richard Lewis be elected Chairman of the Corporate Services and Partnerships Overview Committee for the 2015/2016 municipal year.</p>
2.	<p>ELECTION OF VICE-CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Richard Mills be elected Vice-Chairman of the Corporate Services and Partnerships Overview Committee for the 2015/2016 municipal year.</p>
	<p>The meeting, which commenced at 8.42 pm, closed at 8.47 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 6

COPROPRATE SERVICES & PARTNERSHIPS POC - REVIEW TOPICS FOR FIRST MAJOR REVIEW OF 2015/16

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to agree a topic to be developed into a draft scoping report to be considered at the next meeting of the Committee.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to select a single area within its remit to be developed into a scoping report. This will require the Committee to provide specific rather than broad areas to focus on. By so doing, officers will be able to produce a scoping report that addresses Members' main concerns and put forward an effective plan for the review.

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the Administration and Finance area of the Council. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda. 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.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2015, which included reviews of:

2006/7

- Members' information needs concerning decision-making
- Members' role in Audit

2007/8

- Community cohesion
- Review of Voluntary sector grants

2008/9

- Wireless town centre in Hillingdon

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

2010/11

- Census 2011 – to look at how this Council can contribute to improving the population data for the Borough
- Personal Safety of Members of the Council when meeting with members of the public.

2011/12

- Effectiveness of the Audit Committee and its Terms of Reference
- Operation and Function of Hillingdon First Card

2012/13

- Community Cohesion and the Accessing of Council Services
- Crime Prevention Resources

2013/14

- Crime Prevention Resources
- Reducing Our Carbon Footprint

2014/15

- Council's Corporate Complaints Procedure
- Social Housing Fraud

5. At the last meeting of the Committee held on 28 April, 2015, a number of suggestions were made for possible reviews:-

- **Business Rates** - Members were informed that in the Budget, the Chancellor had said that the government would look at reforming the business rates system. As a trial four UK regions had been told they could collect and keep 100 per cent of business rates paid by local shops and restaurants. Cambridgeshire, Peterborough, Greater Manchester and Cheshire East would start receiving all the rates paid in their areas from April in a trial that could possibly be rolled out across the country. It was agreed that an information item on this would be submitted to this Committee, and this is on the agenda for this meeting.

- **Financial Implications of Hillingdon Hospital Trust being in deficit** - The Committee was informed that Hillingdon Hospital would be in deficit for this coming year and consideration could be given to the implications of this for the Council.
 - **Town Centre Regeneration**- What has worked and what has not worked? Has it been cost effective?
 - **Blue Badges** and the abuse of the system - Members were informed that in 2015/16 the Corporate Fraud Investigation Team would be recruiting an additional Officer whose work would include targeted Blue Badge operations. These exercises would be conducted in partnership with the police in different areas of the Borough. It was noted that this would be a good area for the Committee to review in 2016/17.
 - **Single Person Discount (SPD) for Council Tax** - The Committee was informed that currently 30,500 people were registered for SPD in Hillingdon which equated to 28% of Hillingdon residents. Since January 2015 the Corporate Fraud Investigation Team had developed 3 work streams to match internal data sources against SPD claims. The Committee asked that consideration be given to this area being the subject of a single meeting review later in the year and would be included in the Committee's work programme.
6. An oral update will be given to Members at the meeting and Members are also asked to give further consideration to other potential areas which the Committee could review.

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Agenda Item 7

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

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

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Ref Decision Further information

Ward(s)

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

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

Cabinet meeting - 23 July 2015

47	Budget Management Software	Cabinet will be requested to procure a budget management tool for budget holders, streamlining the regularly reporting process.	N/A		Cllr Jonathan Bianco	FD - Nancy Le Roux			Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			

Ref Decision Further information

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	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
	<p>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.</p>	Various		Cllr Ray Puddifoot MBE	AD - Democratic Services	Various		Public and possibly private (1,2,3)

Ref Decision Further information

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

SI	Monthly Council Budget - monitoring report	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand		NEW	

Agenda Item 8

WORK PROGRAMME 2015/16

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
1 July 2015	CR 5
21 July 2015	CR 5
15 September 2015	CR 5
13 October 2015	CR 5
10 November 2015	CR 5
7 January 2016	CR 5
2 February 2016	CR 5
10 March 2016	CR 6
26 April 2016	CR 5

Corporate Services & Partnerships Policy Overview Committee

2015/16 DRAFT Work Programme

Meeting Date	Item
1 July 2015	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2014/15
	Business Rates - Information item
	Work programme for 2015/16
	Cabinet Forward Plan
21 July 2015	Budget Planning Report for Administration and Finance Directorates
	Scoping Report for next Major Review and presentation
	Work Programme
	Cabinet Forward Plan
15 September 2015	Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme
13 October 2015	Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme
10 November 2015	Major Review - Draft Final Report
	Cabinet Forward Plan
	Possible Second Review Topics
	Work Programme
7 January 2016	Budget Proposals Report for 2016/17
	Scoping Report for next Major Review and Witness Session

	Single Meeting Review - Single Person Discount for Council Tax - Project by Corporate Fraud Investigations Team
	Cabinet Forward Plan
	Work Programme

2 February 2016	Witness Session for Second Review
	Cabinet Forward Plan
	Work Programme

10 March 2016	Witness Session for Second Review
	Cabinet Forward Plan
	Work Programme

26 April 2016	Cabinet Forward Plan
	Work Programme

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