

## Minutes

**Corporate Services and Partnerships Policy  
Overview Committee  
Thursday 7 January 2016  
Meeting held at Committee Room 5 - Civic  
Centre, High Street, Uxbridge UB8 1UW**



	<p><b>Members Present:</b> Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Nick Denys, Narinder Garg, Raymond Graham and Robin Sansarpuri.</p> <p><b>Apology for Absence:</b> Councillor Carol Melvin.</p> <p><b>Officers:</b> Rajesh Alagh (Borough Solicitor), Gemma McNamara (Group Finance Manager), Maureen Pemberton (Revenues Manager), Nancy Le Roux (Deputy Director, Strategic Finance), Robert Smith (Head of Revenues and Benefits) and Khalid Ahmed (Democratic Services Manager).</p>
26.	<p><b>MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2015</b></p> <p>Agreed as an accurate record.</p>
27.	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>It was agreed that all items of business would be considered in public, but that the evidence provided by the Borough Solicitor on Item 6 - Major Review - Rates Retention and the Rating of Heathrow Airport be considered in private.</p>
28.	<p><b>DRAFT BUDGET PROPOSALS REPORT FOR ADMINISTRATION AND FINANCE GROUPS 2016/17</b></p> <p>The report set out the draft revenue budget and capital programme of the Administration and Finance Groups for 2016/17, along with indicative projections for the following four years.</p> <p>The Committee was informed that the Council continued to operate within the constraints of the Government's deficit reduction programme which had seen a reduction of £67m in central government funding since 2010/11.</p> <p>Members were informed that the discussion on the budget proposals should be considered alongside the context of the Council's overall financial position. The revenue proposals have been developed to deliver a zero increase in Council Tax for 2016/17, inflation pressures of £3.4m and projected</p>

	<p>reduction in Government Grants of £6m.</p> <p>In relation to Administration and Finance Group Budget proposals, there were proposed savings which totalled £1.9m for 2016/17. Members were informed that the savings were a combination of reviews of staffing structures, service efficiencies and re-tendering of contracts. This ensured that levels of services provided would not be affected.</p> <p>Reference was made to the savings which had been made as a result of the re-tendering of the Revenues and Benefits Administration Contract, service transformations, the Council's Business Improvement Delivery Programme, effective procurement and savings made to the Council's insurance contract.</p> <p>Discussion took place on the various restructures which had taken place and Members were informed that these ensured that teams were robust and efficient to be able to deliver the service requirements to support front line services in the Council and not impact on service provision for residents.</p> <p>Particular mention was made of Teams which had vacant posts removed from the establishment with the workload being absorbed amongst existing team members.</p> <p>In response to a Member request, officers would send out organisational charts of Teams within Administration and Finance Groups to enable Members to understand the staffing structure.</p> <p>In relation to Fees and Charges, Members welcomed the increase in revenue from Registrars, particularly in relation to the increased revenue from weddings at the weekend.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the budget projections contained in the report be noted and officers be praised for their proactive efforts in terms of the work which has been carried out in relation to negotiation of contracts and getting better value for money for the Council, and for residents of the Borough.</b></p>	
29.	<p><b>MAJOR REVIEW 2015/16 - HEATHROW AIRPORT CUMULO RATEABLE VALUE</b></p> <p>Members were reminded that at the last meeting of the Committee, the witnesses from the Valuation Office Agency (VOA) agreed to give consideration to undertaking an audit of</p>	

	<p>the main Heathrow Airport Cumulo rateable value assessment, to ensure that it was correct.</p> <p>Members were informed that officers had been informed by the Valuation Office Agency that they had now had the opportunity to give consideration to the Committee's request for an audit, and had decided that an audit of the assessment was not necessary.</p> <p>The Committee was informed that the reason which had been given for declining to undertake an audit was that the VOA officers were confident that the actions taken by VOA staff on their regular inspections of the property when undertaking a review of the assessment were sufficient to ensure that all areas were correctly accounted for and assessed. The VOA reported that they had maintained close contact with the ratepayer who had provided updates on the changes that occurred.</p> <p><b>RESOLVED –</b></p> <p><b>1. That the information provided be noted and be taken into consideration as part of the review.</b></p>	<b>Action By:</b>
30.	<p><b>CORPORATE SERVICES &amp; PARTNERSHIPS POLICY OVERVIEW COMMITTEE - CONSIDERATION OF SECOND REVIEW TOPIC</b></p> <p>Discussion took place on possible review topics for the Committee's next major review.</p> <p>The Committee asked that consideration be given to officers looking at the consultation taken with Public Utilities during the planning process.</p> <p><b>RESOLVED –</b></p> <p><b>1. That an update be provided at the next meeting of the Committee on a possible review of looking at the consultation taken with Public Utilities during the planning process.</b></p>	
31.	<p><b>CABINET FORWARD PLAN</b></p> <p>Noted.</p>	
32.	<p><b>WORK PROGRAMME</b></p> <p>Noted.</p>	

<p><b>33.</b></p>	<p><b>PART II MINUTES - 10 NOVEMBER 2015</b></p> <p>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government [Access to Information] Act 1985 i.e. information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. [paragraph 5 of the schedule to the Act].</p> <p>Agreed as a correct record.</p>	<p><b>Action By:</b></p>
<p><b>34.</b></p>	<p><b>MAJOR REVIEW 2015/16 - HEATHROW AIRPORT CUMULO RATEABLE VALUE</b></p> <p>This item was discussed as a Part II item without the press or public present as the information under discussion contained confidential or exempt information as defined by law in the Local Government [Access to Information] Act 1985 i.e. information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. [paragraph 5 of the schedule to the Act].</p> <p>The Borough Solicitor attended the meeting and updated the Committee on the actions which had been requested of him at the last meeting.</p> <p>The Committee thanked the Borough Solicitor for the advice he had given.</p> <p><b>RESOLVED -</b></p> <p><b>1 That the information provided by the Borough Solicitor be noted and the recommended actions be taken forward.</b></p>	
	<p><b>Meeting commenced at 7.30pm and closed at 8.55pm</b>  <b>Next meeting: 2 February 2016 at 7.30pm</b></p>	

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