



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White, (Chairman)
Michael Markham, (Vice-Chairman)
Jas Dhot
Patricia Jackson
Allan Kauffman
Judy Kelly
Kuldeep Lakhmana
John Morse
Brian Stead

Date: WEDNESDAY, 26 APRIL
2017

Time: 5.30 PM

Venue: COMMITTEE ROOM 4 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

Published: Tuesday, 11 April 2017

Contact: Khalid Ahmed
Tel: 01895 250833
Email: kahmed@hillington.gov.uk

This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=114&Year=0>

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

Useful information for residents and visitors

Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services. Please enter from the Council's main reception where you will be directed to the Committee Room.

Accessibility

For accessibility options regarding this agenda please contact Democratic Services. For those hard of hearing an Induction Loop System is available for use in the various meeting rooms.

Attending, reporting and filming of meetings

For the public part of this meeting, residents and the media are welcomed to attend, and if they wish, report on it, broadcast, record or film proceedings as long as it does not disrupt proceedings. It is recommended to give advance notice to ensure any particular requirements can be met. The Council will provide a seating area for residents/public, an area for the media and high speed WiFi access to all attending. The officer shown on the front of this agenda should be contacted for further information and will be available at the meeting to assist if required. Kindly ensure all mobile or similar devices on silent mode.

Please note that the Council may also record or film this meeting and publish this online.

Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer.

In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



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 held on 22 March 2017 1 - 8
- 5 Residents' & Environmental Services Policy Overview Committee - Major Review 2016/17 - Shisha Bars, Lounges and Cafes 9 - 16
- 6 Discussion on Possible Review Topics for next Municipal Year
- 7 Forward Plan 17 - 20
- 8 Work Programme 21 - 24

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE



HILLINGDON
LONDON

22 March 2017

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

	<p>Committee Members Present: Councillors Michael White (Chairman), Michael Markham (Vice-Chairman), Lynne Allen, Patricia Jackson, Judy Kelly, Kuldeep Lakhmana, John Morse and Brian Stead.</p> <p>Apologies: Councillors Jas Dhot (Councillor Lynne Allen substituting) and Allan Kauffman.</p> <p>Officers: Bill Hickson (Anti-Social Behaviour Investigation Team Manager), Paul Richards (Head of Green Spaces, Sport & Culture) and Khalid Ahmed (Democratic Services Manager).</p>
41.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART I WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART II WILL BE CONSIDERED IN PRIVATE</p> <p>It was confirmed that all items on the agenda would be considered in public.</p>
42.	<p>MINUTES OF THE MEETING HELD ON 22 FEBRUARY 2017</p> <p>Agreed as an accurate record.</p>
43.	<p>SHISHA BARS, LOUNGES AND CAFES</p> <p>Members were reminded that at the last meeting of the Committee, Members received evidence from a number of offices from within the Council, who explained their role in relation the controls which should be in place for Shisha Bars, Lounges and Cafes.</p> <p>Reference was made to a report which had been commissioned by Westminster City Council which looked at the public health implications of Shisha Smoking.</p> <p>The Committee discussed the appropriateness of the recommendations to Hillingdon and it was agreed that consideration should be given to the following recommendations and that for the next meeting of the Committee, officers provide comments on these suggestions.</p> <p>1.LAs with a low number of shisha premises and mildly</p>

	<p>perceived problem related to the shisha industry should develop a preventive approach to ensure uncontrolled proliferation of shisha premises does not occur.</p> <ol style="list-style-type: none"> 2. Managers of shisha premises should be encouraged to learn management techniques and attend workshops in an attempt to prevent their customers from creating antisocial behaviour. 3. Shisha premises should be monitored for alcohol use inside the pipe. While this is currently legal, LA staff should be aware of this practice and report it. 4. Shisha premises should be monitored for recreational drug use and use of other illicit substances. 5. Shisha premises that have an alcohol license should be monitored for this. 6. LAs should ensure they have adequate out of hours support for enforcing legislation on shisha premises, as non-compliance is likely to increase at unsociable hours of trading. <p>[Officers suggested that the Committee could consider recommending that the Anti-Social Behaviour Investigation Team's Out of Hours service, in partnership with Licensing Services, conduct regular patrols of existing & all new shisha premises to ensure compliance with legislation relating to nuisance & anti-social behaviour. These visits would also be utilised as an intelligence gathering tool to assist & support partner agencies across the enforcement services.</p> <p>Also consideration could also be given to recommending that additional suitably qualified, and/or experienced regulatory staff from existing services were authorised to enable the service of Fixed Penalty Notices on individuals smoking in a smoke free place.]</p> <ol style="list-style-type: none"> 7. Health warnings / Labelling of Shisha products is subject to legal requirements as with all tobacco products. The Trading Standards Service advises premises in the Borough on such matters in accordance to the guidance 'Implementation of smokefree legislation in England' produced jointly by the CIEH (Chartered Institute of Environmental Health) and CTSI (Chartered Trading Standards Institute). 	<p>Action By:</p>
--	--	--------------------------

	<p>8. Guidance and advice provided to shisha premises owners should include an emphasis on the current legal state of herbal (non-tobacco) shisha , that was it was covered by the Smokefree law, it can be sold to under eighteens, it was not liable for duty payments nor was it a requirement to display health warnings.</p> <p>9. Environmental health officers should maximise communication lines via Health & Safety Liaison Groups and Health & Safety Quadrants to raise shisha issues with colleagues across London and encourage a more consistent enforcement approach.</p> <p>10.A useful adjunct to evidence gathering was the use of carbon monoxide monitors. Whilst these should be used to ascertain the level of harm exposure in enclosed smoking venues, they could also be used to assess the quality of air outside shisha premises considering the large volumes of smoke (usually greater than one hundred litres per pipe per hour) produced by shisha smoking.</p> <p>[Officers reported that CO monitoring was achievable. There were a number of CO monitors within the department which could be installed using existing Health and Safety powers. The Committee could possibly recommend some targeted monitoring activities.]</p> <p>11.Environmental health officers could consider using Health and Safety Prohibition Notices if prosecutions for breaching the Smokefree law were too labour intensive.</p> <p>[Officers reported that would need to consult with liaison group and wider regulatory community on where or if in any circumstances Prohibition Powers have been used. The evidential test could include, for example confirming levels of CO in premises. This would require input from legal services.]</p> <p>12.Shisha premises should be provided with case examples of dangerous health and safety scenarios from other premises in order to educate and emphasise the need to comply.</p> <p>13. All LAs should include a suggested shisha pipe cleaning protocol as part of general advice and guidance to shisha premises.</p>	<p>Action By:</p>
--	---	--------------------------

	<p>14. All LA staff members involved in enforcement against the shisha industry should be made aware of the full extent of powers currently held by planning enforcement officers, including the use of Planning Contravention Notices and Stop Notices, and employ these powers where necessary.</p> <p>[Officers reported that consideration could be given to a recommendation to all regulatory service managers concerned to contribute to a shared regulatory service document the purpose of which would be to instruct all staff of the range of enforcement powers available to the Council.]</p> <p>15. LAs should identify and collaborate with ethnic community groups to provide a well-targeted, multi-lingual approach to shisha educational campaigns. To avoid widening of inequalities, LAs should also run a general campaign in schools or at events. One particularly effective avenue could be through the existing activities of the Stop Smoking Services. These campaigns should be evaluated for impact.</p> <p>16. Each enforcement officer should be trained on the health effects of shisha, especially areas surrounding herbal shisha, and contribute to health promotion activities whilst inspecting shisha premises. This underlies a need for public health staff and legislation enforcers to work closely.</p> <p>17. Secondary schools and colleges should be encouraged to incorporate shisha smoking into existing tobacco awareness lesson plans.</p> <p>18. All Stop Smoking Services should have their staff trained on providing cessation advice for shisha smokers, especially in regions where shisha premises were particularly prevalent. At the moment, there was no evidence base on nicotine replacement therapy so intervention should include behavioural support only.</p> <p>19. Shisha smoking prevalence should be incorporated on local and national health survey questions, including frequency and intensity of use, to gain better insight into smoking habits of the general population. Young people should also be asked about electronic shisha pipes as these appear popular in this age group.</p> <p>20. In boroughs where resources were strained, prosecution</p>	<p>Action By:</p>
--	--	--------------------------

	<p>should be a last resort and officers should liaise with other agents to maximise legislative powers including powers of closure. Focus should therefore be a reactive response with monitoring of high risk shisha premises.</p> <p>21. LAs should seek to establish a positive and close relationship with shisha premises to encourage co-operation and compliance.</p> <p>22. Powers of closure and seizure should extend to environmental health officers if resources do not permit for a synchronised, multi-agency approach.</p> <p>23. All boroughs should have an advisory document which outlines all legislative aspects related to opening and operating a shisha premises. These should be standardised across London boroughs to promote a consistent message to shisha premises owners.</p> <p>24. Due to the recurrent lack of compliance with legislation, LAs should consider periodical educational sessions/workshops/Q&A sessions for premises managers and staff. This could serve as an efficient way of educating shisha premises.</p> <p>25. LAs should liaise with their neighbouring LAs prior to initiating shisha enforcement campaigns to ensure rebound mushrooming of the industry does not occur in neighbouring boroughs.</p> <p>A number of comments from Council service areas were provided for the Committee which included details on possible initiatives and suggestions to control shisha smoking and to raise awareness of the dangers of shisha smoking.</p> <p>Discussion took place on the Council producing Guidelines for Shisha Premises which could provide information on smoke free legislation, the health facts, the legal considerations of converting premises for Shisha smoking and Planning / Building Control, Trading Standards and Licensing implications surrounding Shisha Bars.</p> <p>It was suggested that one of the recommendations of the review could be the production of guidelines which could cover some of the suggestions in the Westminster report.</p>	<p>Action By:</p>
--	--	--------------------------

	<p>Members asked that for the next meeting, officers be asked to provide an estimate on the number of Shisha Bars in the Borough.</p> <p>RESOLVED –</p> <p>1. That officers be asked to provide an at the next meeting of the Committee, on the feasibility of the suggested recommendation outlined above.</p>	<p>Action By:</p> <p>Khalid Ahmed / Bill Hickson</p>
44.	<p>UPDATE ON THE COMMITTEE'S REVIEW ON REGULATIONS AND BYELAWS RELATING TO CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON</p> <p>The Council's Head of Green Spaces, Sport & Culture attended the meeting and provided an update on the progress made in implementing this Committee's recommendation on the review undertaken in 2013 on the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon.</p> <p>Members were provided with details of the various works and initiatives which were taking place across the various sites within the Borough.</p> <p>Discussion took place on the recommendation relating to officers investigating introducing leaflets and a booklet, which would summarise key elements of the regulations which would be circulated to bereaved families via Funeral Directors.</p> <p>The Committee was informed that the key elements of the regulations were on the Council's website and these were communicated to Funeral Directors to communicate to bereaved families.</p> <p>There was concern expressed by Members that information on the website was not sufficient to enable the message to get across to all communities in the Borough. This was asked to be revisited again, should there still be a problem with non-compliance of the Regulations and Byelaws.</p> <p>RESOLVED –</p> <p>1. That the information provided be noted.</p>	<p>Paul Richards</p>
45.	<p>FORWARD PLAN</p> <p>Noted. Members were informed that both the Noise Supplementary Planning Document and the Accessible Hillingdon Supplementary Planning Document, would be brought to the Committee for comments.</p>	<p>Khalid Ahmed</p>

46.	<p>WORK PROGRAMME</p> <p>The Committee noted the report and that at the next meeting of the Committee, Members would be asked to consider possible review topics for the next Municipal Year.</p> <p>Areas mentioned included, Cycle paths / lanes, Road Safety, Pelican Crossings and Zebra Crossings.</p> <p>Noted.</p>	Khalid Ahmed
	<p>Meeting commenced at 5.30pm and closed at 6.45pm</p> <p>Next meeting: 26 April 2017 at 5.30pm</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.

This page is intentionally left blank

Agenda Item 5

Residents' & Environmental Services Policy Overview Committee - Major Review 2016/17 - Shisha Bars, Lounges and Cafes

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The report will provide the Committee with details of suggested recommendations for the review into Shisha Bars, Lounges and Cafes..

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to consider the information provided and discuss possible draft recommendations for the review.

INFORMATION

1. At the last meeting of the Committee, Members gave consideration to the report which had been commissioned by Westminster City Council which looked at the public health implications of Shisha Smoking.
2. The Committee considered the recommendations contained in that report and asked that officers give consideration to the appropriateness of the recommendations to Hillingdon.
3. Prior to the meeting, Members will be provided with possible recommendations of the review, after officers have considered the feasibility and appropriateness of them.

APPENDIX

Appendix A - Scoping report for the review.



Residents' & Environmental Services Policy Overview & Scrutiny Committee Review Scoping Report

Shisha Bars, Lounges and Cafes

1. REVIEW OBJECTIVES

Aim and background to review

To look at the controls this Council and its partners have in relation to Shisha Bars, Lounges and Cafes in the Borough and to look at developing a strategy to deal with the health impacts and the nuisance, amenity and harm caused by unregulated shisha smoking.

The review could look at ways of engaging with both shisha smokers and businesses to raise awareness of the health and amenity impacts of shisha smoking, to help drive behaviour change. Possible outcomes for a review could be:

Regulate the Activity – a range of regulatory tools can be used to help limit the impact of shisha smoking, involving different services and agencies. The Council needs to best utilise the available powers in a coordinated and cost effective way.

Lobbying and Partnership – with no specific regulatory system in place to manage public shisha smoking, there is could be an opportunity to lobby for changes to legislation to

Residents' & Environmental Services POC 26 April 2017

enable better regulation of commercial premises offering this service. Existing powers are used to good effect in some cases, but on their own they do not adequately support the Council to work with shisha businesses to ensure they are compliant within a reasonable timeframe.

Shisha smoking is a London and nation-wide issue and it is important to further develop the Council's relationships with partner agencies, working jointly, sharing learning and moving forward with a unified position on shisha smoking, ensuring the Council can get the best results from our collective efforts.

Terms of Reference

1. To understand the health and amenity impacts of shisha smoking.
2. To examine the range of regulatory tools which could be used to help mitigate the impact of shisha smoking, working with different services and partners.
3. To look at the extent of the problem of unauthorised shisha bars, lounges and cafes in the Borough.
4. To assess the impact of shisha bars, lounges and cafes on residents who live close to these premises
5. To look at what other local authorities are doing in relation to regulating shisha bars, lounges and cafes.
6. To look at options available, and the development of a strategy, if appropriate and report to Cabinet as appropriate.

2. INFORMATION AND ANALYSIS

Shisha smoking is a way of smoking tobacco or herbal smoking product (which can be flavoured) through a waterpipe or hookah. Businesses are not required to have a specific licence for shisha smoking, and there is no definitive list of premises within the Borough of Hillingdon. However, the Council is aware of a large number of premises which offer shisha smoking through its licensing, trading standards, planning and enforcement functions.

Despite widely held misconceptions about the relative safety of shisha smoking – sometimes due to the misapprehension that smoking the tobacco through water 'filters' it of toxins – shisha smoking is at least as harmful to health as cigarette smoking. Public shisha smoking and the premises in which it takes place can also give rise to or contribute towards a number of amenity and quality of life issues, such as unauthorised or dangerous structures, noise and smells particularly late at night. In addition, shisha products sold in

Residents' & Environmental Services POC 26 April 2017

the UK are mainly illicit, with no duties paid. Whilst some of the health and amenity concerns can be managed using a range of existing regulatory powers, some areas of concern remain.

Current context

The Council has a number of controls in relation to the operation of shisha bars which are enforced by various teams from across the Council:

Trading Standards

Trading Standards has controls over tobacco as follows:

1. Sale of tobacco to under 18's

Tobacco cannot be sold to persons under the age of 18.

- Proxy sales are also illegal (whereby tobacco is sold to an adult purchasing on behalf of a young person).
- The manner in which shisha is used is such that the managers of a shisha business need to be particularly vigilant. Shisha customers will normally share pipes and best practice would be that the age of EVERYONE smoking should be checked.
- (It may be a sensible precaution not to allow under-18s into the building but this is not a requirement under the legislation).
- The following notice must also be displayed anywhere that tobacco is served.

2. Labelling of the tobacco products

The legislation covering the labelling of tobacco products is detailed

- Where the product is supplied in a water pipe to the customer eg chosen from a "menu", then the water pipes themselves should be labelled with the same written health warnings and pictures that are required on conventional packs.
- There may be difficulties in labelling the pipes and it may be possible to comply with the spirit of the law by other means eg on menus, or on cards given with the pipes.

3. Non-duty paid product

Enforcement of non-duty paid product is the responsibility of Her Majesty's Revenue and Customs (HMRC). However, Trading Standards work closely with HMRC and would draw any concerns to their attention.

Food Health and Safety Team

The Food Health and Safety Team have controls around smoke-free places. Smoke free is governed by the Health Act and includes the following three powers:

1. A person who smokes in a smoke-free place commits an offence as follows:

- A smoke free place is either an enclosed or substantially enclosed premises used by members of the public or used in the course of paid or voluntary work.
- Shisha is a different way of smoking which poses a serious risk to health, and smoke free legislation applies in the same way whether or not the substance being smoked contains tobacco.
- Subject to other controls, shisha operators may set up at premises where smoking is carried out in the open air, or undercover in a partly enclosed space. Evidence must prove that the space is more than 50% open (non substantially enclosed.)

2. A person in management control of a smoke-free premise who fails to cause a person there to stop smoking commits an offence.

- Shisha operators often provide facilities for smoking shisha under cover claiming that they are non-substantially enclosed.

3. Failure to display signage is an offence.

- At least one non smoking sign must be displayed in a smoke free premises.

Environmental Protection Unit

The Environmental Protection Unit has input into controls through:

1. The Planning Process

During the planning application process, a noise assessment and a noise management statement would normally be required to demonstrate how noise would be mitigated and minimised.

Consideration would be given to the siting of a lounge, the hours of operation and what management controls would be in place.

2. Receipt of a complaint

Where complaints of noise and / or fumes are received about a premises, this can be dealt with under the Environment Protection Act 1990 as statutory nuisance.

There is no fixed level for nuisance defined in the legislation but it must seriously affect an individual's use or enjoyment of their property for a period of time and be a frequent problem.

The Council's Anti-Social Behaviour Investigation Team may get involved where there are issues of noise nuisance out of hours and will carry out monitoring visits where appropriate.

Planning

In the majority of cases, planning permission is required for the change of use of a property to a shisha lounge, and for any structure (extension or outbuilding / shelter) that is built to accommodate shisha pipe smoking.

In the absence of planning permission, such changes of use and structures are unauthorised. If they result in harm to the area, planning enforcement notices can be served on the owner and occupier.

There are two types of notices which could be served: A 'Material Change of Use' notice can require the cessation of the use, with the removal of shisha pipes etc. from the premises, and an 'Operational Development' notice can require the demolition of the structure.

The approval of the relevant Planning Committee is required to serve such notices. Notices take effect in 1 month unless an appeal is made against them to the Secretary of State, and after the effective date there is a period for compliance which is typically 1 to 3 months.

The use / structure only becomes illegal after the expiry of the notice period. Prosecution through the criminal courts is possible for non compliance.

Responsibilities

This review will concern a number of Council services within in Residents Services: Licensing, Trading Standards, Food Health & Safety, Environmental Protection Unit, Planning Enforcement and Public Health. The services which support the Licensing function are covered under the Portfolios of the Cabinet Member for Community, Commerce and Regeneration, the Cabinet Member for Planning, Transportation & Recycling and the Cabinet Member for Social Services, Housing, Health & Wellbeing. External organisations involved are other local authorities.

Current intelligence, best practice and research

A number of other local authorities have undertaken studies and reviews which could help the review in terms of consideration of recommendations and best practice.

Further information

Throughout the review, Members will be made of aware of publications and studies which will help inform Members during the review.

Public Health Implications of Shisha Smoking in London (2013) Dr Mohammed Jawad, Imperial College London. Published by Westminster City Council

3. EVIDENCE & ENQUIRY

Information will be provided on the number of shisha bars, lounges and cafes within the Borough, both regulated and unregulated. Information on the practices of surrounding Boroughs will also be presented to Members to help the review formulate suggested recommendations.

More detail will be provided on the health & safety impact of shisha bars, together with the controls the Council and its partners have in enforcing the regulations around these premises. Information will also be provided on the legislative framework around shisha premises.

Witness testimony

Witnesses will be invited from Council services such as Licensing, Trading Standards, Food Health & Safety, Environmental Protection Unit, Planning Enforcement and Public Health. In addition contact could be made with other neighbouring local authorities to look at their controls and to look at best practise which this Council could adopt.

Lines of enquiry

What is the extent of shisha smoking within the Borough?

What current control does this Council have in relation to enforcing the various implications of shisha smoking in the Borough?

What are the health risks to shisha smokers and to those who live in close proximity to shisha bars, lounges and cafes?

What education is provided by the Council in relation to informing residents of the potential health risks associated with shisha smoking?

What are other local authorities doing differently to this Council in terms of controlling the problems associated with shisha smoking?

Emerging conclusions or themes for development

These will emerge and become apparent as the review progresses.

4. REVIEW PLANNING & ASSESSMENT

Proposed timeframe & milestones for the review up to Cabinet and beyond in terms of monitoring:

Meeting Date	Action	Purpose / Outcome
24 January 2017	Agree Scoping Report	Information and analysis plus witness evidence from internal sources
22 February 2017	Witness Session 1	Evidence & enquiry - witness evidence from internal sources and other local authorities
22 March 2017	Witness Session 2	Evidence & enquiry - Final witness session and suggested outcomes for the review
26 April 2017	Draft Suggested Recommendations	Proposals – agree recommendations

Resource requirements

None.

Equalities impact

The review will give consideration to the impact of shisha smoking and the premises used for this practice. The effect on certain communities within the Borough will be considered.

Forward Plan

Contact officer: Khalid Ahmed
Telephone: 01895 250833

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.

This page is intentionally left blank

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance Cabinet - 18 May 2017									
192	Yiewsley, former swimming pool site	Cabinet authority will be sought to proceed with development proposals for this site, agree budget and delegate authority to progress.	Yiewsley		Cllr Jonathan Bianco	RS- Michael Naughton		NEW	Private (3)
195	Hayes Town Centre Major Scheme & Crossrail Complementary Measures Scheme	Cabinet will receive a report to consider the procurement and construction of the 'Board Walk' extension for the side of Botwell Bridge, Station Road Hayes (facing Western View and the Grand Union Canal), as part of planned environmental improvements for the area.	Townfield / Botwell		Cllr Keith Burrows / Cllr Douglas Mills	RS - Helena Webster		NEW	Private (3)
181	Heathrow expansion: consultation on a Draft Airports National Policy Statement	The Government have issued a consultation on a Draft Airports National Policy Statement titled: 'new runway capacity and infrastructure at airports in the south-east of England'. Hillingdon Council will provide a robust response and Cabinet will be asked to agree it before submission.	All		Cllr Ray Puddifoot MBE	RS / AD - Val Beale / Chris Mansfield / Raj Alagh			Public
187	Receipt and processing of collected kerbside co-mingled recyclables	Cabinet agreement is sought for a tender for the service provision for the receipt and process the Borough's co-mingled dry recycling.	All		Cllr Keith Burrows	RS - Robert Williams / Iain Willcocks			Private (3)
Cabinet Member Decisions - May 2017									
193	Accreditation of the Museum, Archives and Local Studies Service & approval of related policies	Member approval is sought to enable the Museum, Archives and Local Studies Service to achieve full accreditation as a museum service by the Arts Council for England. This requires approval of the Council's Collections Management Policy 2015-2020 and an associated service Forward Plan. This will enable the service to continue its work to preserve and promote the heritage of Hillingdon for all its residents.	All		Cllr Ray Puddifoot MBE / Cllr Richard Lewis	RS - Daniel Stirland	Various	NEW	Public

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance Cabinet - 22 June 2017									
184	Budget 2016/17 Outturn	Cabinet will review the Council's budget outturn position for the previous financial year.	All		Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Nicola Wyatt			Public
Cabinet - 27 July 2017									
176b	Accessible Hillingdon Supplementary Planning Document - POLICY FRAMEWORK	Following approval by Cabinet in March 2017 to consult, Cabinet will review the responses to the consultation and recommend a revised 'Accessible Hillingdon' Supplementary Planning Document to Council for formal adoption.	All	07/09/2017	Cllr Keith Burrows	RS - Ali Kashmiri / Charmian Baker	Statutory consultation, Policy Overview Committee and residents	NEW	Public

Agenda Item 8

WORK PROGRAMME 2017/18

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans for the next Municipal Year. 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 5.30pm

Meetings	Room
20 June 2017	CR3
26 July 2017	CR6
20 September 2017	CR6
17 October 2017	CR3
21 November 2017	CR3
24 January 2018	CR3
28 February 2018	CR3
27 March 2018	CR3

Residents' & Environmental Services POC 26 April 2017

PART I – MEMBERS, PUBLIC & PRESS

Residents & Environmental Services Policy Overview Committee

2017/18 DRAFT Work Programme

Meeting Date	Item
20 June 2017	Consideration of Review Topics
	Single Meeting Review
	Accessible Hillingdon Supplementary Planning Document - Policy Framework
	Noise Supplementary Planning Document - Policy Framework
	Work programme for 2017/18
	Cabinet Forward Plan
26 July 2017 -	Budget Planning Report for Residents Services
	Scoping Report and witness session for First Major Review
	Update on Implementation of recommendations of previous review
	Work Programme
	Cabinet Forward Plan
20 September 2017	Witness Session for First Major Review
	Single meeting review
	Cabinet Forward Plan
	Work Programme
17 October 2017	Second Major Review Scoping Report and Witness session
	Draft Final Report of First Major Review
	Single Meeting Review
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 26 April 2017

PART I – MEMBERS, PUBLIC & PRESS

21 November 2017	Second Major Review - Witness Session
	Update on Implementation of recommendations of previous review
	Cabinet Forward Plan
	Work Programme
24 January 2018	Draft Budget Proposals Report for Residents Services 2018/19
	Second Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme
28 February 2018	Second Major Review - Witness Session (if required)
	Single meeting Review -
	Cabinet Forward Plan
	Work Programme
27 March 2018	Second Major Review - Draft Report and suggested recommendations
	Update on Implementation of recommendations of previous review
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 26 April 2017

PART I – MEMBERS, PUBLIC & PRESS

This page is intentionally left blank