



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Date: THURSDAY, 16 JUNE 2016

Time: 7.30 PM

Venue: COMMITTEE ROOM 3 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

Councillors on the Committee

Scott Seaman-Digby (Chairman)

Richard Mills (Vice-Chairman)

Henry Higgins

Wayne Bridges

Raymond Graham

Duncan Flynn

Robin Sansarpuri (Labour Lead)

Tony Burles

Narinder Garg

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=243&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

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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 the meetings held on 10 March 2016 and 12 May 2016 1 - 4
- 4 Exclusion of Press and Public
To confirm the items of business marked Part I will be considered in public and that items marked Part II will be considered in private.
- 5 Review Topics for First Major Review of 2016/17 5 - 8
- 6 Business Rates Review - Verbal update
- 7 Forward Plan 9 - 14
- 8 Work Programme 2015/2016 15 - 18

Minutes

Corporate Services and Partnerships Policy Overview Committee

Thursday 10 March 2016

Meeting held at Committee Room 5 - Civic
Centre, High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Nick Denys, Narinder Garg, Raymond Graham, Henry Higgins and Robin Sansarpuri.</p> <p>Officers: James Rodger (Head of Planning and Enforcement), Perry Scott (Deputy Director of Residents Services, Development & Assets) and Khalid Ahmed (Democratic Services Manager).</p>
43.	<p>MINUTES OF THE MEETING HELD ON 2 FEBRUARY 2016</p> <p>Agreed as an accurate record.</p>
44.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>It was agreed that all items of business would be considered in public.</p>
45.	<p>CONSULTATION WITH PARTNERS (PUBLIC UTILITIES) ON PLANNING APPLICATIONS</p> <p>Members were provided with a presentation from the Head of Planning and Enforcement on the consultation which takes place with partners (Public Utilities) on planning applications.</p> <p>Reference was made to the Council's Strategic Infrastructure Plan (SIP) which looked at the energy, waste and utilities requirements to underpin identified growth in the Local Plan Part 1. This Plan provided information for developers on how to consult with Public Utilities.</p> <p>The Committee was informed that Public Utilities were not statutory consultees, therefore, it was a matter of local discretion as to whom and how Hillingdon chose to consult on planning applications.</p> <p>Discussion took place on the relationship this Council had with its partners and officers were asked to look at the possibility of</p>

	<p>looking at the relationship the Council had with Transport for London. Members asked that consideration be given to this Committee looking at this relationship as a possible review.</p> <p>RESOLVED –</p> <p>1. That the information provided by the Head of Planning and Enforcement be noted and officers be asked to investigate the possibility of the Committee looking at the relationship of the Council with Transport for London as a possible review topic.</p>	
46.	<p>PROCUREMENT IN THE COUNCIL</p> <p>The Deputy Director of Residents Services, Development and Assets, attended the meeting and provided the Committee with a presentation on the changes in the Council's Procurement and Commissioning functions which had resulted in savings to the Council.</p> <p>RESOLVED –</p> <p>1. That the information provided by the Deputy Director of Residents Services, Development and Assets be noted.</p>	
47.	<p>CABINET FORWARD PLAN</p> <p>Noted.</p>	
48.	<p>WORK PROGRAMME</p> <p>The Committee asked, subject to the responses being received to the Committee's enquiries in relation to Business Rates at Heathrow Airport, an update be provided at the next meeting of the Committee.</p> <p>Noted.</p>	
	<p>Meeting commenced at 7.30pm and closed at 8.30pm Next meeting: 26 April 2016 at 7.30pm</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.

Minutes

CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE

12 May 2016

Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW



	<p>Committee Members Present: Councillors Scott Seaman-Digby (Chairman), Richard Mills (Vice-Chairman), Wayne Bridges, Tony Burles, Duncan Flynn, Narinder Garg, Raymond Graham, Henry Higgins and Robin Sansarpuri</p>
1.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Scott Seaman-Digby be elected as Chairman of the Corporate Services and Partnerships Policy Overview Committee for the 2016/2017 municipal year.</p>
2.	<p>ELECTION OF VICE CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Richard Mills be elected as Vice Chairman of the Corporate Services and Partnerships Policy Overview Committee for the 2016/2017 municipal year.</p>
	<p>The meeting, which commenced at 9.05 pm, closed at 9.10 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 5

CORPORATE SERVICES & PARTNERSHIPS POC - Review Topics For First Major Review Of 2016/17

Contact Officers: Alex Quayle
Telephone: 01895 250692

REASON FOR ITEM

To enable the Committee to agree a topic or topics 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 an area or areas 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.

Members can select multiple review topics, as well as specify whether it should be a major or minor 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 topics for major and minor reviews.
4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2016, 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

2015/16

- Business Rates - Heathrow Cumulo

5. Members are asked to give consideration to possible review topics for this Municipal Year.

Review topic criteria

In selecting topics for possible reviews, please use as a minimum, the following criteria scorecard

Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group, e.g. young people)			
Correct remit - be conscious of the Terms of Reference of the POC so that any topic ideas do not cut across into the domain of others, or if they do then consider the possibility of a joint review, if the respective Chairmen and Committees agree.			
Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.			
New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 3 years, or which is not currently being reviewed by another Committee or internally. Does not relate specifically to an individual service complaint.			
Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year			
Wider organisational support - A topic that is likely to receive full organisational buy-in from the Committee, Chief Officers and relevant Cabinet leads - and assists in			
Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.			
Drives transformation and efficiency - in support of the Cabinet's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies VFM.			
Useful - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector.			

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Agenda Item 7

Cabinet Forward Plan

Contact Officer: Alex Quayle
Telephone: 01895 250692

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	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 – 23 June 2016									
79	Provision of Temporary Recruitment relating to 'Blue Collar' workers	The existing contract for the provision Temporary Recruitment relating to 'Blue Collar' workers expires in September 2016. Cabinet approval will be sought for the recommendation to appoint the contractor from September 2016 onwards.	N/A		Cllr Richard Lewis	FD - Daniel Tilbury		NEW	Private (3)
123	Uxbridge High Street Pedestrian Zone / Enforcement of Moving Traffic Contraventions	The report seeks approval to a series of measures which will improve the resident and visitor experience of Uxbridge High Street and at the same time address persistent vehicular transgressions of the pedestrianised area of Uxbridge High Street. The report will also seek to address any future Moving Traffic Contraventions by CCTV, via delegated authority to Members on a case by case basis.	Uxbridge North / Uxbridge South		Cllr Keith Burrows	AD / RS - Nigel Cramb	Statutory consultation	NEW	Public
124	Contractual arrangements relating to services provided by Mencap, Life Opportunities Trust and Comfort Care Services	Cabinet will be asked to consider contracts for the provision of care and support services provided by Mencap and Learning Opportunities Trust to reflect changes in provision from residential to supported living and to regularise contract end dates. Cabinet will also be requested to consider the extension of the care and support services provided by Comfort Care at 26-38 Glenister Gardens until 31 March 2017.	All / Townfield		Cllr Philip Corthorne	FD / SC - Clare Harris	Internal	NEW	Private (3)
101	Grounds Equipment Maintenance Contract	Cabinet will be requested to consider the award of the Grounds Equipment Maintenance tender within Green Spaces.	All		Cllr Jonathan Bianco	FD / RS - Paul Richards / Robert Cox	Internal	NEW	Private (3)
125	Green Spaces: Vehicle maintenance contract	Cabinet will be requested to consider the award of the Vehicle Maintenance Contract within Green Spaces for grass cutting and other machinery.			Cllr Jonathan Bianco	FD / RS - Paul Richards / Robert Cox	Internal	NEW	Private (3)
120	Budget 2015/16 Outturn	The Cabinet will receive the details of the budget outturn for 2015/16.	All		Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand			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
	SI = Standard Item each month								
	Reports from Policy Overview & Scrutiny Committees								
SI	Reports from Policy Overview & Scrutiny Committees	This month, Cabinet will receive a report from the Children, Young People and Learning Policy Overview Committee on "Supporting Educational Aspiration for Disadvantaged Children". Recommendations will be put forward to Cabinet to improve local services in these areas.	All		TBC	AD - TBC	TBC		Public
Cabinet Member Decisions - June 2016									
98	Framework Agreement for Hire of Mobile Elevating Work Platforms Vehicles	Cabinet Members will be asked to award a tender to up to 3 suppliers onto a Framework Agreement for hire of Mobile Elevating Work Platform vehicles.	Various		Clr Ray Puddifoot MBE / Clr Jonathan Bianco	FD / RS - Richard Burnham			Private (3)
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		Public
Cabinet - 21 July 2016									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Clr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	All		TBC	AD - TBC	TBC		Public
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting of long leases to schools who wish to convert to Academy Status.	Various		Clr Jonathan Bianco	RS - Michael Patterson			Public
Cabinet Member Decisions - July 2016									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		Public
No scheduled Cabinet in August									

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
	SI = Standard Item each month Interim Cabinet-level decisions								Public / Private Decision & reasons
		During the summer, the Leader of the Council has the necessary constitutional authority to make decisions that would otherwise be reserved to the Cabinet. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification.	Various		Cllr Ray Puddifoot MBE	AD - Democratic Services	Various	NEW	Public / Private
Cabinet Member Decisions - August 2016									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		Public

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Agenda Item 8

WORK PROGRAMME 2016/17

Contact Officer: Alex Quayle
Telephone: 01895 250692

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
16 June 2016	CR3
19 July 2016	CR4
26 September 2016	CR3
11 October 2016	CR3
8 November 2016	CR4
5 January 2017	CR4
7 February 2017	CR4
9 March 2017	CR4
25 April 2017	CR4

Corporate Services & Partnerships POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

Corporate Services & Partnerships Policy Overview Committee

2016/17 DRAFT Work Programme

Meeting Date	Item
16 June 2016	Corporate Services & Partnerships Policy Overview Committee Possible Review Topics 2014/15
	Business Rates Review - Update
	Work programme for 2016/17
	Cabinet Forward Plan
19 July 2016	Budget Planning Report for Administration and Finance Directorates
	Scoping reports for reviews
	Update item
	Work Programme
	Cabinet Forward Plan
26 September 2016	Update item
	Witness Session for First Major Review
	Cabinet Forward Plan
	Work Programme
11 October 2016	Major Review - Witness Session
	Update item
	Cabinet Forward Plan
	Work Programme
8 November 2016	Major Review - Consideration of recommendations and final report
	Minor Review A - witness session
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

5 January 2017	Draft Budget Proposals Report for Administration & Finance 2017/18
	Minor Review A - Consideration of recommendations and final report
	Update Item
	Cabinet Forward Plan
	Work Programme

7 February 2016	Second Major Review - Witness Session
	Comments from Policy Overview Committees on Draft Budget Proposals for forwarding to Cabinet
	Minor Review B - witness session
	Cabinet Forward Plan
	Work Programme

9 March 2017	Minor Review B - Consideration of recommendations and final report
	Update item
	Cabinet Forward Plan
	Work Programme

25 April 2017	Consideration of future review topics
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

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