



HILLINGDON  
LONDON



# Council

# To all Members of the Council

**Date:** THURSDAY, 6 JULY 2017

**Time:** 7.30 PM

**Venue:** COUNCIL CHAMBER -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE UB8  
1UW

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

**Published:** Wednesday, 28 June 2017

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*Putting our residents first*

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW  
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# Agenda

## Prayers

To be said by Reverend Johnny Douglas

- 1 Apologies for Absence
- 2 Minutes 1 - 52  
To receive the minutes of the meetings held on 23 February and 11 May 2017  
(*attached*)
- 3 Declarations of Interest  
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 53 - 56
- 6 Members' Questions 57 - 58  
To take questions submitted by Members in accordance with Council Procedure Rule 11
- 7 Motions 59 - 60  
To consider Motions submitted by Members in accordance with Council Procedure Rule 12

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# Agenda Item 2

## Minutes

### COUNCIL

23 February 2017

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



Councillor John Hensley (Mayor)  
Councillor Carol Melvin BSc (Hons) (Deputy Mayor)

	<p><b>MEMBERS PRESENT:</b></p> <p>Councillors: Shehryar Ahmad-Wallana Lynne Allen Teji Barnes Jonathan Bianco Mohinder Birah Wayne Bridges Tony Burles Keith Burrows Roy Chamdal Alan Chapman George Cooper Judith Cooper Philip Corthorne Brian Crowe Peter Curling Catherine Dann Peter Davis Nick Denys Kanwal Dheer Jazz Dhillon</p> <p>Jas Dhot Jem Duducu Janet Duncan Beulah East Ian Edwards Tony Eginton Duncan Flynn Neil Fyfe Janet Gardner Narinder Garg Dominic Gilham Raymond Graham Becky Haggard Henry Higgins Patricia Jackson Allan Kauffman Judy Kelly Manjit Khatra Mo Khursheed Eddie Lavery</p> <p>Richard Lewis Michael Markham Douglas Mills Richard Mills Peter Money John Morgan June Nelson Susan O'Brien John Oswell Jane Palmer Ray Puddifoot MBE John Riley Robin Sansarpuri Scott Seaman-Digby David Simmonds CBE Jagjit Singh Brian Stead Jan Sweeting Michael White David Yarrow</p>
	<p><b>OFFICERS PRESENT:</b></p> <p>Fran Beasley, Jean Palmer, Paul Whaymand, Raj Alagh, Nancy LeRoux, Lloyd White, Mark Braddock, Morgan Einon, Beth Rainey and Neil Fraser</p>
42.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillors Jarjussey, Lakhmana and Morse.</p>
43.	<p><b>MINUTES</b> (<i>Agenda Item 2</i>)</p> <p>Councillor Duncan highlighted that an amendment to minute 40 was required, to confirm that the Member's Enquiry regarding Austin Road had been submitted by Councillor Curling.</p> <p><b>RESOLVED:</b> That the minutes of the meeting on 19 January 2017 be agreed as a correct record, subject to the above amendment.</p>

44.	<p><b>DECLARATIONS OF INTEREST</b> <i>(Agenda Item 3)</i></p> <p>None.</p>
45.	<p><b>MAYOR'S ANNOUNCEMENTS</b> <i>(Agenda Item 4)</i></p> <p>The Mayor welcomed a number of journalism students from Brunel University to the meeting.</p> <p>The Mayor conveyed his best wishes to Councillor Jarjussey for a speedy recovery from his recent operation.</p> <p>The Mayor congratulated Councillor Singh on recently completing seven consecutive marathons in seven days, across seven continents.</p>
46.	<p><b>REPORT OF THE HEAD OF DEMOCRATIC SERVICES</b> <i>(Agenda Item 5)</i></p> <p><b>i) Urgent Implementation of Decisions</b></p> <p>Councillor Puddifoot moved, and Councillor Simmonds seconded, the recommendation as set out on the Order of Business</p> <p><b>RESOLVED: The Urgency decisions detailed in the report be noted.</b></p> <p><b>ii) a) Members' Allowances 2017/18</b></p> <p>Councillor Puddifoot moved, and Councillor Simmonds seconded, the recommendation as set out on the Order of Business.</p> <p>The motion was put to the vote and it was:</p> <p><b>RESOLVED: That the current Members' Allowances Scheme be revoked as of 31 March 2017 and the new Scheme for 2017/18 be approved, as shown in Appendix A, for implementation from 1 April 2017 including, for 2017/18 a Basic Allowance of £11,036.71 to be payable to all Councillors.</b></p> <p><b>The Basic Allowance and any Special Responsibility Allowances (SRAs) agreed under recommendations b) &amp; c) below, will be increased each subsequent year in line with the annual Local Government Pay Settlement and will be paid in equal monthly instalments. The Basic Allowance includes intra borough travel and subsistence costs.</b></p> <p><b>ii) b) Members' Allowances 2017/18</b></p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds.</p> <p>The motion was put to the vote and it was:</p> <p><b>RESOLVED: That Special Responsibility Allowances (SRA) of the following amounts be paid in equal monthly instalments to Councillors holding the following responsibilities. The SRAs will be increased each subsequent year in line with the annual Local Government Pay Settlement and will be paid in equal monthly instalments:</b></p>

	(£)
1. Mayor	22,193.66
2. Deputy Mayor	8,655.39
3. Leader of the Council	54,910.84
4. Deputy Leader of the Council	46,255.45
5. Chief Whip of Largest Party	22,193.66
6. Cabinet Member	38,682.07
7. Chairman of Scrutiny and Policy Overview Committee	22,193.66
8. Chairman of Planning Committee	22,193.66
9. Chairman of Licensing Committee	9,474.86
10. Vice Chairman of Licensing Committee	6,255.25
11. Chairman of Standards Committee	3,127.63
12. Standards Committee Independent Person	1,563.81
13. Chairman of Audit Committee*	2,975.49
14. Champion	5,707.22
15. Council rep' on Adoption and Permanency Panel	12,510.51
16. Cabinet Assistant	8,655.39

\* Where a non-Councillor is Chairman or Vice Chairman a co-optees' allowance is payable as set out in the Scheme under section 9.

## ii) c) Members' Allowances 2017/18

Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds and put to a recorded vote:

Those voting for: Councillors Allen, Birah, Burles, Curling, Dheer, Dhillon, Dhot, Duncan, East, Eginton, Gardner, Garg, Khatra, Khursheed, Money, Nelson, Oswell, Sansarpuri, Singh and Sweeting.

Those voting against: none.

Those abstaining: The Mayor (Councillor Hensley), the Deputy Mayor (Councillor Melvin), Councillors Ahmad-Wallana, Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, G Cooper, J Cooper, Corthorne, Crowe, Dann, Davis, Denys, Duducu, Edwards, Flynn, Fyfe, Gilham, Graham, Haggard, Higgins, Jackson, Kauffman, Kelly, Lavery, Lewis, Markham, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, White and Yarrow.

The motion was carried and it was:

**RESOLVED:** That SRAs of the following amounts be paid in equal monthly instalments to Councillors holding the following responsibilities:

	(£)
17. Leader of 2nd Party	22,193.66
18. Deputy Leader of 2nd Party	5,707.22
19. Chief Whip of 2nd Party	5,707.22
20. 2nd Party Lead on Scrutiny and Policy Overview Committee	5,707.22
21. Party Lead on Planning Committee	5,707.22

	<p><b>iii) Programme of Meetings 2017/18</b></p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business, The motion was seconded by Councillor Simmonds and it was:</p> <p><b>RESOLVED: That, the timetable of meetings for 2017/18, as set out in Appendix A, be approved and the Head of Democratic Services, in consultation with the Chief Whip of the Majority Party, be authorised to make any amendments that may be required throughout the course of the year.</b></p>
47.	<p><b>GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2017 / 2018</b> <i>(Agenda Item 6)</i></p> <p>Councillor O'Brien moved, and Councillor Morgan seconded, the suspension of Council procedure rules 14.4 to allow unlimited speaking time for the mover and seconder of the motion and the principal speaker / mover of the amendment and seconder of the amendment from the Labour Group.</p> <p><b>RESOLVED: That the mover and seconder of the budget motion and the principal speaker / mover and seconder of the principal amendment from the Labour Group be allowed unlimited speaking time on this item.</b></p> <p>Councillor Bianco moved, and Councillor Puddifoot seconded, the budget recommendations, as set out on the Order of Business.</p> <p>During the debate, the Mayor adjourned the meeting for a period of ten minutes in accordance with Council Procedure Rule 24.5.</p> <p>Councillor Dhillon moved, and Councillor Khursheed seconded, the following amendment:</p> <ol style="list-style-type: none"> <li>1 <i>That the Cabinet be invited to consider the Labour Group's amendments to the Cabinet's proposals set out in the Council Tax report and report to Council. These amendments would result in a Council Tax requirement for 2017/18 of £106,199,055</i></li> <li>2 <i>Firstly, in relation to the General Fund revenue budget, the proposals are based on the budget proposals as approved by Cabinet on 16 February 2017, subject to the following amendments:</i></li> </ol>



<b>Labour Group Proposed Amendments</b>	<b>Budget 2017/18 (£000s)</b>
<b>Council Tax Requirement based on Cabinet Proposals</b>	<b>108,199</b>
Calculated from the <b>Budget Requirement</b> based on Cabinet proposals	220,695
<u><b>Budget Increases:</b></u>	
Removal of Children's Centre Savings Proposal from the 2017/18 budget	189
Planning & Anti Social Behaviour Investigations Team (ASBIT)	
Enforcement Officers (2x Full Time POA Posts)	98
Abolish child Burial Charges for Residents	15
<b>Total Increases</b>	<b>302</b>
<u><b>Budget Reductions:</b></u>	
Reduction of General Contingency to £500k	(250)
Reduction in Unallocated Priority Growth	(52)
<b>Total Reductions</b>	<b>(302)</b>
<b>Council Tax Requirement based on Labour Group proposals</b>	<b>108,199</b>
Calculated from the <b>Budget Requirement</b> based on Labour Group proposals	220,695

### Information:

- 3 Further explanation of the proposed amendments is provided below. The £320k resulting increase in expenditure budgets being funded through the reduction of General Contingency by £250k to £500k and release £52k from the Unallocated Priority Growth, which would leave £202k growth available of support new initiatives during 2017/18.
- 4 **Removal of Children's Centre Savings Proposals from 2017/18:** In order to provide time from broader consultation and further consideration of options, it is proposed to remove the £198k Review of Children's Centre Delivery Model from the 2017/18 budget.
- 5 **Planning and ASBIT Enforcement Officers (2x Full Time POA Posts):** In order to build capacity for the Council to respond to alleged breaches of planning control and Anti-Social behaviour in a more timely manner, growth of £95k is proposed to finance two additional posts.
- 6 **Abolish Child Burial Charges for Residents:** While cremations are provided free of charge for resident infants and children, the Council currently charges for infant and child burials, with the Cabinet's draft budget proposals including increases to these charges. It is proposed that those charges relating solely to the interment of an infant of child are abolished for residents, which is expected to reduce income by £15k per annum.

Following debate (Councillors Allen, Bianco, Dhillon, Dhot, Duncan, East, Khatra, D Mills, Oswell, Puddifoot, Sansarpuri, Simmonds and Sweeting), the amendment was put to a recorded vote:

Those voting for: Councillors Allen, Birah, Burles, Curling, Dheer, Dhillon, Dhot, Duncan, East, Eginton, Gardner, Garg, Khatra, Khursheed, Money, Nelson, Oswell, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Hensley), the Deputy Mayor (Councillor Melvin), Councillors Ahmad-Wallana, Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, G Cooper, J Cooper, Corthorne, Crowe, Dann, Davis, Denys, Duducu,

Edwards, Flynn, Fyfe, Gilham, Graham, Haggard, Higgins, Jackson, Kauffman, Kelly, Lavery, Lewis, Markham, D Mills, R Mills, Morgan, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, White and Yarrow.

The motion was lost.

Following further debate (Councillors Allen, Bianco, Corthorne, Curling, Barnes, Burrows, Eginton, Markham, D Mills, R Mills, Lewis, Puddifoot, Simmonds, Sweeting), the original motion was put to a recorded vote:

Those voting for: The Mayor (Councillor Hensley), the Deputy Mayor (Councillor Melvin), Councillors Ahmad-Wallana, Allen, Barnes, Bianco, Birah, Bridges, Burles, Burrows, Chamdal, Chapman, G Cooper, J Cooper, Corthorne, Crowe, Curling, Dann, Davis, Denys, Dheer, Dhillon, Dhot, Duducu, Duncan, East, Edwards, Eginton, Flynn, Fyfe, Gardner, Garg, Gilham, Graham, Haggard, Higgins, Jackson, Kauffman, Kelly, Khatra, Khursheed, Lavery, Lewis, Markham, D Mills, R Mills, Money, Morgan, Nelson, O'Brien, Oswell, Palmer, Puddifoot, Riley, Sansarpuri, Seaman-Digby, Simmonds, Singh, Stead, Sweeting, White and Yarrow.

The original motion was unanimously carried and it was:

**RESOLVED: That the Cabinet budget recommendations as set out below, be approved.**

- 1. The General Fund revenue budget proposals made by Cabinet be approved, resulting in a Council Tax requirement for 2017/18 of £108,199,055;**
- 2. Council note that at its meeting on 19 January 2017 the Council calculated the amount of 97,220 as its Council Tax Base for the year 2017/18. This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year (Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992);**
- 3. The Hillingdon element of Council Tax be set at £1,112.93 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,392.95 for the borough;**
- 4. The following amounts have been calculated by the Council for the year 2017/18, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):**
  - a) £422,948,055** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act. (Gross Expenditure including the amount required for additions to working balances)
  - b) £314,749,000** being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act. (Gross Income including reserves to be used to meet Gross Expenditure)

c) **£108,199,055** being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A (4) of the Act, as its council tax requirement for the year. (Item R under Section 31B of the Act)

d) **£1,112.93** being the amount at 4 (c) above divided by Item T (2 above). This is, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. (Council Tax at Band D for the Council)

e)

The London Borough of Hillingdon Council Tax			
Band A	Band B	Band C	Band D
£741.95	£865.61	£989.27	£1,112.93
Band E	Band F	Band G	Band H
£1,360.25	£1,607.57	£1,854.88	£2,225.86

being the amounts given by multiplying the amount at 4 (d) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D. This is calculated by the Council in accordance with Section 36 (1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

5. Council note that for the year 2017/18 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept			
Band A	Band B	Band C	Band D
£186.68	£217.79	£248.91	£280.02
Band E	Band F	Band G	Band H
£342.25	£404.47	£466.70	£560.04

6. The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2017/18 for each category of dwelling below:

Total Council Tax 2015/16			
Band A	Band B	Band C	Band D
£928.63	£1,083.40	£1,238.18	£1,392.95
Band E	Band F	Band G	Band H
£1,702.50	£2,012.04	£2,321.58	£2,785.90

7. The Council Tax Discount for Older people be retained at 4.88% of Hillingdon's element of the Council Tax;

	<ol style="list-style-type: none"> <li>8. <b>The Capital Programme for 2017/18 to 2021/22 as set out in Appendix 6 of the report to Cabinet, be approved;</b></li> <li>9. <b>The Housing Revenue Account budget proposals and housing rents set out in Appendix 7 of the report to Cabinet, be approved;</b></li> <li>10. <b>The proposed amendments to Fees and Charges set out in Appendix 8 of the report to Cabinet, be approved;</b></li> <li>11. <b>The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2017/18 to 2020/21 as set out in Appendix 10 of the report to Cabinet, be approved;</b></li> <li>12. <b>The London Borough of Hillingdon Pay Policy Statement for 2017/18 as set out in Appendix 11 of the report to Cabinet, be approved;</b></li> <li>13. <b>The Housing Revenue Account Rent Policy as set out in Appendix 12 to the report to Cabinet, be approved and the Leader of the Council and relevant Cabinet portfolio Member be authorised to agree affordable rent levels on a scheme by scheme basis for newly acquired or built properties during the financial year;</b></li> <li>14. <b>Council formally opt in to the national scheme for appointing local authority auditors, as detailed in Appendix 13 of the report to Cabinet;</b></li> <li>15. <b>The Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003, be noted;</b></li> <li>16. <b>As set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules, Cabinet may utilise the general reserves or balances or approve virements between the General Fund budget, Housing Revenue Account budget or Capital budgets during the MTF financial years 2017/18 to 2021/22 in respect of those functions which have been reserved to Cabinet in Article 7 of the Constitution;</b></li> <li>17. <b>Council confirm that the Council's relevant basic amount of Council Tax for 2017/18 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and 'therefore' a referendum will not be triggered.</b></li> </ol>
	<p>The meeting, which commenced at 7.30 pm, closed at 9.45 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## APPENDIX A

### MEMBERS' ALLOWANCES SCHEME 2017/18

#### 1. Introduction

In accordance with Local Authorities (Members Allowances) England Regulations 2003 No. 1021 (as amended) the London Borough of Hillingdon makes the following scheme: -

#### 2. Basic Allowance

For 2017/18 an allowance of **£11,036.71** will be payable to all Councillors. This figure will be increased each subsequent year in line with the annual Local Government Pay Settlement and it will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.

#### 3. Special Responsibility Allowances

Special responsibility allowances of the following amounts shall be paid in equal monthly instalments to Councillors holding the following responsibilities:

	(£)
1. Mayor	22,193.66
2. Deputy Mayor	8,655.39
3. Leader of the Council	54,910.84
4. Deputy Leader of the Council	46,255.45
5. Chief Whip of Largest Party	22,193.66
6. Cabinet Member	38,682.07
7. Chairman of Scrutiny and Policy Overview Committee	22,193.66
8. Chairman of Planning Committee	22,193.66
9. Chairman of Licensing Committee	9,474.86
10. Vice Chairman of Licensing Committee	6,255.25
11. Chairman of Standards Committee	3,127.63
12. Standards Committee Independent Person	1,563.81
13. Chairman of Audit Committee*	2,975.49
14. Champion	5,707.22
15. Council representative on Adoption and Permanency Panel	12,510.51
16. Cabinet Assistant	8,655.39
17. Leader of 2 <sup>nd</sup> Party	22,193.66
18. Deputy Leader of 2 <sup>nd</sup> Party	5,707.22
19. Chief Whip of 2 <sup>nd</sup> Party	5,707.22
20. 2 <sup>nd</sup> Party Lead on Scrutiny and Policy Overview Committee	5,707.22
21. Party Lead on Planning Committee	5,707.22

\* Where a non-Councillor is Chairman or Vice Chairman a co-optees' allowance is payable as set out in the Scheme under section 9.

Special Responsibility Allowances will be increased each subsequent year in line with the annual Local Government Pay Settlement.

#### 4. Limit on Payment of Special Responsibility Allowances

Individual Councillors may not claim a special responsibility allowance for more than one position for which they qualify.

#### 5. Renunciation

Councillors may elect to forego any of their entitlement to an allowance under the scheme by giving written notice to the Corporate Director of Finance.

#### 6. Part-Year Entitlements

- (a) This paragraph regulates Councillors' entitlement to allowances where the scheme is amended during the course of the year or where an individual ceases to be a Councillor or accepts or relinquishes a position of special responsibility.
- (b) If an amendment to this scheme is made during the year to which it refers and changes the amount which a Councillor may claim in basic allowances the annual entitlement shall be calculated using the following method:-

Annual entitlement to basic allowance	=	Days at unamended rate divided by 365	X	Annual payment at unamended rate	+	Days at amended rate divided by 365	x	Annual payment at amended rate
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- (c) Where the term of office of a Councillor begins or ends part way through the year the annual entitlement to basic allowance shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor divided by 365	X	Annual rate of allowance
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- (d) Where this scheme is amended during the year to which it refers the annual entitlement to basic allowance of Councillors beginning or ending their term of office part way through the year shall be calculated using the following method:

Annual entitlement to basic allowance	=	Days as a Councillor during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days as a Councillor during amended scheme divided by 365	x	Annual payment at amended rate
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- (e) Where Councillors hold positions of special responsibility during part of the year their annual entitlement to special responsibility allowance shall be calculated using the following method:

Annual entitlement for special responsibility allowance	=	Days holding position of special responsibility during unamended scheme divided by 365	X	Annual payment at unamended rate	+	Days holding position of special responsibility during amended scheme divided by 365	X	Annual payment at amended rate
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## **7. Out of Borough Travelling and Subsistence Allowances**

Councillors shall be entitled to claim for out of borough travelling allowances incurred in undertaking approved duties as agreed in advance by the Council.

The out of borough car mileage allowance for Councillors shall be paid at the same rate as those paid to officers for the Standard Mileage User Allowance.

The amounts paid for out of borough subsistence shall be in accordance with the maximum levels laid down from time to time by the Department for Communities and Local Government but claims may only be made for approved duties.

## **8. Dependent / Carers Allowance**

A dependent / carers allowance shall be payable at the National Minimum Wage for Adults hourly rate based on the following criteria:

- payments should be subject to a maximum weekly payment, equivalent to seven-and-a-half hours of care per week;
- the maximum rate should be set locally to reflect local costs, in accordance with social service departments levels;
- payment should be claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required;
- only one weekly payment should be claimable in respect of the household of each Member, except in special circumstances to be judged by the Council's Standards Committee;
- the allowance should be paid as a reimbursement of incurred expenditure against receipts;
- the allowance should not be payable to a member of the claimant's own household and;
- any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

## **9. Co-optees' Allowances**

Where a co-optee and non-Councillor is the Chairman of the Audit Committee, an annual entitlement allowance of £2,975.49 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. Where a co-optee is an Independent Person on the Standards Committee an annual entitlement allowance of £1,563.81 may be paid. Where a co-optee is one of the three statutory education co-optees on the Executive Scrutiny Committee, an annual entitlement allowance of £417.02 may be paid. This will be paid on a pro-rata basis if the appointment of the co-optee begins or ends otherwise than at the beginning or end of a year. These allowances will cover expenses, such as travel and subsistence, related to the duties of the postholder.

## **10. Claims and Payments**

- (a) All claims for out of borough travelling and subsistence and carers allowances must be submitted within two months of the date of the approved duty to which they relate, made on the standard form as used by officers and returned to the Head of Democratic Services.
- (b) Payments shall be made in respect of basic and special responsibility allowances subject to sub-paragraph (c) below in Instalments of one twelfth of the amount specified in this scheme on or before the 15<sup>th</sup> of the month direct to each Member's bank or building society account.
- (c) Where the payment of allowances in one-twelfth instalments would result in a Councillor receiving more than he or she is entitled to because of a part year effect (as defined in paragraph 9 above) the payment shall be restricted to the annual entitlement.

## **11. Withholding Members' Allowances**

Where there has been an adjudication, which suspends or partially suspends a Councillor from office following a breach of the Code of Conduct, the Council may withhold all allowances paid to that Councillor with immediate effect.

## **12. Records of Allowances and Publicity**

In accordance with the 2003 regulations a detailed record will be kept of the name of the recipient and the amount and nature of each payment made. This will be available for public inspection at all reasonable times or copies supplied following the payment of a reasonable fee.

As soon as is reasonably practicable after the end of the municipal year to which the scheme relates the total sum paid to each recipient in respect of basic allowances, special responsibility allowance, dependant carers allowance and out of borough travelling and subsistence allowance will be published on the Council's website and local newspaper.

## **13. Independent Remuneration Panel**

Hillingdon Council has had regard to the recommendations made by the Independent Panel for the Remuneration of Councillors in London in developing its Members' Allowances Scheme.



# APPENDIX B

**Programme of Meetings 2017/2018** (NB. Times may occasionally vary from those shown in first column.)

MEETING (and start time)	May	June	July	Aug'	Sept'	Oct'	Nov'	Dec'	Jan'	Feb'	Mar'	April	May
COUNCIL (7.30pm)	11		6		7		2		18	22			10 (A)
CABINET (7pm)	18	22	27		28	19	16	14	25	15	15	19	17
Central & South Planning Committee (7pm)	16	7, 27	19	8, 30	19	10, 31	23	12	11	7	1, 20	10	24
North Planning Committee (7pm)	10, 30	20	13	2, 23	12	3, 25	15	5	10, 31	20	13	5	15
Major Applications Committee (6pm)	10, 30	20	13	2, 23	12	3, 25	15	5	10, 31	20	13	5	15
Whips Meeting (5pm)			4		5	31			16	20			
Pensions Committee (7pm)		13			25			6			21		
Pensions Board (5pm)		28				4			9			3	
Audit Committee (5pm)		29			27			13					
Health & Wellbeing Board (2.30pm)		27			26			7			8		
Health & Wellbeing Board Working Group (dates tbc)													
Petition Hearings with the Cabinet Member for Planning, Transportation & Recycling (7pm)	17	14	12		13	11	8	4	17	14	14		16
Petition Hearings with the Cabinet Member for Finance, Property & Business Services (7pm)		21			20		1		29	21			
Petition Hearings with other Cabinet Members (dates & times tbc)													
Licensing Committee (10am)			13			17			9			12	
Licensing Sub-Committee (2pm)	3, 23	7, 23	5, 19	3, 16	5, 19	4, 18	9, 22	1, 15	4, 23	6, 20	1, 19	4	18
Executive Scrutiny Committee (at the rising of Cabinet)	18	22	27		28	19	16	14	25	15	15		17
Social Services, Housing & Public Health Policy Overview Committee (POC) (7pm)		28	20		5	2	6		23	27	22		
Residents' & Environmental Services POC (5.30pm)		20	26		20	17	21		24	28	27		
Children, Young People and Learning POC (7pm)		12	31		27	18	28		9	8	19		
Corporate Services and Partnerships POC (7.30pm)		15	18		6	10	7		4	1	7		
External Services Scrutiny Committee (6pm)		14	11		14	11	14		11	13	14		
Hillingdon SACRE (7.30pm)		6					1				29		
Standards Committee (7pm)		5			11			13			5		
Corporate Parenting Board (5.30pm)	22		10		25		20		22		26		22
Registration & Appeals Committee (dates / times tbc)													

Minute Annex B

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# Minutes

## COUNCIL

11 May 2017



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

Councillor John Hensley (Mayor in the Chair - agenda items 1 to 3)

Councillor Carol Melvin (Deputy Mayor - agenda items 1 to 3)

Councillor Carol Melvin (Mayor in the Chair - agenda items 4 to 11)

Councillor John Morgan (Deputy Mayor - agenda items 4 to 11)

	<b>MEMBERS PRESENT:</b>		
	Councillors: Shehryar Ahmad-Wallana	Jem Duducu	Richard Lewis
	Teji Barnes	Janet Duncan	Michael Markham
	Jonathan Bianco	Beulah East	Douglas Mills
	Mohinder Birah	Ian Edwards	Richard Mills
	Wayne Bridges	Tony Eginton	John Morgan
	Tony Burles	Duncan Flynn	John Morse
	Keith Burrows	Neil Fyfe	June Nelson
	Roy Chamdal	Janet Gardner	Susan O'Brien
	Alan Chapman	Narinder Garg	John Oswell
	George Cooper	Dominic Gilham	Jane Palmer
	Judith Cooper	Raymond Graham	Ray Puddifoot MBE
	Philip Corthorne	Becky Haggar	John Riley
	Brian Crowe	Henry Higgins	Scott Seaman-Digby
	Peter Curling	Patricia Jackson	David Simmonds CBE
	Catherine Dann	Phoday Jarjussey	Jagjit Singh
	Peter Davis	Allan Kauffman	Brian Stead
	Kanwal Dheer	Mo Khursheed	Jan Sweeting
	Jazz Dhillon	Kuldeep Lakhmana	Michael White
	Jas Dhot	Eddie Lavery	David Yarrow
	<b>OFFICERS PRESENT:</b> Fran Beasley, Jean Palmer, Paul Whaymand, Tony Zaman, Raj Alagh, Lloyd White, Mark Braddock, Morgan Einon, Beth Rainey and Nikki O'Halloran		
1.	<b>APOLOGIES FOR ABSENCE</b> ( <i>Agenda Item 1</i> )		
	Apologies for absence were received from Councillors Allen, Denys, Kelly, Khatra, Money and Sansarpuri.		
2.	<b>ELECTION OF MAYOR 2017/2018</b> ( <i>Agenda Item 3</i> )		
	The Mayor gave a summary of his year in office and advised that it had been an honour and privilege to serve as Mayor of the London Borough of Hillingdon. He thanked the Mayoress for her support carrying out numerous functions and in visiting schools, hospitals, care homes, retail outlets and voluntary organisations at local and national events.		
	The Mayor thanked the past and present office staff for ensuring the smooth running		

	<p>of the mayoralty throughout the year. He also thanked those who had supported his charity fundraising during his term in office with particular thanks to Jam 2000 for the £6,000 that they had raised at the New Years Day Parade and London Heathrow Marriott Hotel, Brunel University and Uxbridge College who had raised £20,000 at a Gala dinner held at the hotel.</p> <p>Nominations were invited for a Mayor to hold office for the 2017/2018 municipal year. Councillor Melvin was nominated by Councillor Seaman-Digby and seconded by Councillor Lewis. There were no further nominations.</p> <p><b>RESOLVED: That Councillor Carol Melvin be elected as Mayor for the 2017/2018 municipal year.</b></p> <p><i>The Council adjourned for the robing of the new Mayor at 7.45pm and reconvened at 7.58pm.</i></p>
3.	<p><b>ACCEPTANCE OF OFFICE BY THE MAYOR</b> (<i>Agenda Item 4</i>)</p> <p>The newly elected Mayor signed the declaration of acceptance of office.</p>
4.	<p><b>APPOINTMENT OF THE DEPUTY MAYOR</b> (<i>Agenda Item 5</i>)</p> <p>The Mayor informed the Council that she had appointed Councillor John Morgan as Deputy Mayor and that the Deputy Mayoress would be his wife, Mrs Fiona Morgan, and his consort would be Mrs Pauline Bianco.</p> <p><b>RESOLVED: That the Deputy Mayor, the Deputy Mayoress and Consort for the year be noted.</b></p>
5.	<p><b>NEW MAYOR'S ANNOUNCEMENTS</b> (<i>Agenda Item 6</i>)</p> <p>The new Mayor thanked those present for electing her and advised that Reverend Johnny Douglas, Associate Vicar of Emmanuel Church, Northwood, would act as the Mayor's Chaplain. During her Mayoral year, the Mayor would be raising money for the following charities:</p> <ul style="list-style-type: none"> <li>• Lynda Jackson MacMillan Centre at Mount Vernon Hospital;</li> <li>• Halo Children's Foundation; and</li> <li>• 1<sup>st</sup> Northwood Scouting Centre.</li> </ul> <p>The Mayor thanked the staff in the Mayor's Office for the advice and support that they had provided during the past year. She also thanked her escort, Mr Andrew Melvin, for his patience and support and her friends and family for the love and support that they had given over the years.</p>
6.	<p><b>VOTE OF THANKS TO THE OUTGOING MAYOR</b> (<i>Agenda Item 7</i>)</p> <p>Councillor Puddifoot moved a vote of thanks to the retired Mayor, Councillor Hensley, and his Mayoress, Mrs Diane Hensley. This was seconded by Councillor Curling. Councillors Birah, Gilham, Lakhmana and Simmonds spoke in support.</p> <p>The Mayor (Councillor Melvin) presented a Past Mayor's badge to Councillor Hensley and Past Mayoress' badge to Mrs Diane Hensley.</p> <p><b>RESOLVED: That the vote of thanks to the outgoing Mayor, Councillor Hensley,</b></p>

be agreed.

7. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 8*)

**8.1 REVIEW OF THE COUNCIL CONSTITUTION**

Councillor Puddifoot moved the recommendations as set out on the Order of Business. The motion was seconded by Councillor Simmonds and it was:

**RESOLVED: That**

- i) the Terms of Reference of the Pensions Committee be amended as set out in Appendix A of the report;
- ii) the Terms of Reference of the Audit Committee be amended as set out in Appendix B of the report;
- iii) the updated Procurement and Contract Standing Orders, as set out in Appendix C of the report, be approved for inclusion within the Council's Constitution;
- iv) the changes to the tender value thresholds for Individual Cabinet Member and Cabinet decisions come into effect from 19 May 2017, after the May Cabinet meeting;
- v) the Terms of Reference of the Major Applications Committee be amended as set out in Appendix D of the report;
- vi) a Major Applications Sub-Committee be established consisting of seven Members of the Council (5 Con' & 2 Lab') to consider any matters listed in Appendix D of the report which are referred to it by the Chairman of the Major Applications Committee. All Members of the existing Planning Committees to be eligible for membership (and substitutes) of the Sub-Committee;
- vii) the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Cabinet Member for Planning, Transportation and Recycling be authorised to agree minor changes to planning approvals already given to HS2 Ltd; and
- viii) the delegations to the Deputy Chief Executive and Corporate Director of Residents Services and to the Leader of the Council be amended as set out in Appendix E of the report.

**8.2 APPOINTMENT OF THE CABINET**

Members noted the appointment by the Leader of the Council of the Deputy Leader and Cabinet for 2017/2018 as follows:

Position/Portfolio	Councillor
Deputy Leader and Education & Children's Services	Councillor Simmonds
Central Services, Culture and Heritage	Councillor Lewis
Finance, Property and Business Services	Councillor Bianco
Community, Commerce and Regeneration	Councillor D. Mills
Planning, Transportation and Recycling	Councillor Burrows
Social Services, Housing, Health and Wellbeing	Councillor Corthorne

8.	<p><b>COMMITTEE ALLOCATIONS AND MEMBERSHIP 2017 / 2018</b> (<i>Agenda Item 9</i>)</p> <p>The Committee Allocations and Membership 2017/2018 was moved by Councillor O'Brien, seconded by Councillor R Mills, and it was:</p> <p><b>RESOLVED: That the appointment of Committees, Sub-Committees and their memberships, as set out at Minute Annex A, be approved.</b></p>
9.	<p><b>POLICY OVERVIEW AND SCRUTINY COMMITTEES ANNUAL REPORT</b> (<i>Agenda Item 10</i>)</p> <p>The Council received a report of the work covered by the Policy Overview and Scrutiny Committees in 2016/2017. It was moved by Councillor Seaman-Digby, seconded by Councillor Riley, and:</p> <p><b>RESOLVED: That the Policy Overview and Scrutiny Committees' Annual Report 2016/2017 be endorsed.</b></p>
10.	<p><b>STATEMENT BY THE LEADER OF THE COUNCIL</b> (<i>Agenda Item 11</i>)</p> <p>The Leader of the Council advised that the London Borough of Hillingdon was in a sound position and continued to provide facilities, services and a level of financial and business management that was the envy of many other councils. Hillingdon provided outstanding leisure facilities, had had more Green Flags for parks and open spaces than any other council in the UK for four consecutive years, had rebuilt or refurbished every library, had one of the largest school building programmes in London, had a free to use weekly refuse and recycling programme and provided a raft of benefits for residents aged over 65, including free burglar alarms and allotments.</p> <p>Hillingdon had frozen Council Tax year on year for nine years (11 years for those aged over 65) and built up record levels of cash reserves to assist in dealing with the financial challenges that still lay ahead. Councillor Puddifoot also noted that Hillingdon had some of the best staff in local government.</p> <p>Nearly all Members became Councillors because they wanted to make a difference but it was the ability to work together as a team towards a common vision that was important. The ability to direct individual skills towards common objectives was the formula that allowed a collection of individuals to produce outstanding results. The Leader believed that it was this which made the Conservative administration so strong and successful.</p> <p>Councillor Puddifoot thanked the opposition for the part that they had played at Committee and Council level. He paid particular tribute to the former Leader of the Labour Group, Councillor Mo Khursheed. Despite his ill health, Councillor Khursheed had continued to serve the Borough well. Councillor Khursheed was an honest man and he was his own man who had the respect of the Leader and of the Council. His deputy, Councillor John Oswell, also had this respect and it was recognised that Councillor Oswell had shouldered the responsibility of Leader of the Opposition on occasion over the last year with honesty and professionalism. As the Leader believed that he had been a credit to his party and to the Council, he would be proposing that Councillor Khursheed be made a Freeman of the Borough in recognition of his hard work and dedication.</p>

	<p>Councillor Puddifoot advised that he had a first class Deputy Leader in Councillor Simmonds. As he approached his eighteenth year as Leader of the Council, during which time he had experienced nine changes in the Leader of the Opposition, Councillor Puddifoot was proud that Hillingdon was now recognised as one of the best run councils in the country. The administration had delivered a great deal for the residents of the Borough which had been achieved through strong political leadership, sound business procedures and good financial management.</p> <p>What had been achieved in Hillingdon had been amazing. The administration would be measured not only on its achievements to date but on its potential to do even better in the future. All Elected Members in the Chamber were there to serve and protect Hillingdon's residents, environment and heritage. The Leader thanked all Members of the Council for the part that they played in doing so.</p>
	<b>MEMBERSHIP OF COMMITTEES 2017/2018</b>
	The meeting, which commenced at 7.30 pm, closed at 8.30 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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**ORDINARY COMMITTEES****EXECUTIVE SCRUTINY COMMITTEE: 8 (5-3)**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Higgins (Chairman)	Curling (Lead)
Riley (Vice-Chairman)	Morse
Bridges	Money
Denys	
R Mills	

Other Voting Members on Education issues only:

Parent Governor (3)	Vacant
Church of England Diocesan Representative	Vacant
Roman Catholic Diocesan representative	Anthony Little

**EXTERNAL SERVICES SCRUTINY COMMITTEE: 8 (5-3)**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Riley (Chairman)	Jarjussey (Lead)
Edwards (Vice-Chairman)	Birah
Barnes	Burles
Crowe	
White	

**CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE: 9 (6-3)**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
Palmer (Chairman)	Sweeting (Lead)
Denys (Vice-Chairman)	Dheer
J Cooper	Oswell
Gilham	
Kauffman	
Haggar	

Other Voting Members:

Parent Governor (3)	Vacant
Church of England Diocesan Representative	Vacant
Roman Catholic Diocesan representative	Anthony Little

**RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE: 9 (6-3)**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
White (Chairman)	Lakhmana (Lead)
Markham (Vice-Chairman)	Burles
Jackson	Dhot
Kauffman	
Kelly	
Stead	

## COMMITTEE MEMBERSHIP 2017/2018

### CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Seaman-Digby (Chairman)	East (Lead)
R. Mills (Vice-Chairman)	Dhillon
Bridges	Sansarpuri
Flynn	
Graham	
Higgins	

### SOCIAL SERVICES, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Bridges (Chairman)	Money (Lead)
Palmer (Vice-Chairman)	Eginton
Ahmad-Wallana	Nelson
Barnes	
Davis	
Haggar	

*SUBSTITUTES FOR SCRUTINY AND POLICY OVERVIEW COMMITTEES ARE ALL COUNCILLORS EXCEPT THOSE IN THE CABINET, GROUP LEADERS AND CHIEF WHIPS.*

### CENTRAL & SOUTH PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Edwards (Chairman)	Khursheed (Lead)
Yarrow (Vice-Chairman)	Money
Ahmad-Wallana	Morse
Chamdal	
Chapman	
Stead	

### NORTH PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Lavery (Chairman)	Oswell (Lead)
Morgan (Vice-Chairman)	Dhillon
Flynn	Khatra
Graham	
Higgins	
Duducu	

### MAJOR APPLICATIONS PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Lavery (Chairman)	Dhillon (Lead)
Edwards (Vice-Chairman)	Duncan
Higgins	Oswell
Morgan	
Stead	
Yarrow	

### MAJOR APPLICATIONS PLANNING SUB-COMMITTEE: 7 (5-2)

CONSERVATIVE	LABOUR
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## COMMITTEE MEMBERSHIP 2017/2018

Edwards (Chairman)	Duncan (Lead)
Lavery (Vice-Chairman)	Oswell
Chamdal	
Stead	
Yarrow	

*(ALL PLANNING COMMITTEE MEMBERS AND ALL THAT HAVE RECEIVED APPROPRIATE PLANNING TRAINING TO BE SUBSTITUTES FOR ALL THREE COMMITTEES)*

### PENSIONS COMMITTEE: 5 (3-2)

CONSERVATIVE	LABOUR
Corthorne (Chairman)	Eginton (Lead)
Markham (Vice-Chairman)	East
Davis	
Substitutes	Substitutes
Fyfe	Jarjussey
O'Brien	

### PENSIONS BOARD: 3 (2-1)

CONSERVATIVE	LABOUR
Simmonds (Chairman)	Morse
Chapman (Vice-Chairman)	

Scheme Representatives:

Mr Roger Hackett
Mrs Venetia Rogers
Mr Andrew Scott

### APPOINTMENTS COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Puddifoot (Chairman)	Curling (Lead)
Simmonds (Vice-Chairman)	Duncan
Burrows	Morse
D. Mills	
Corthorne	
Substitutes	Substitutes
Bianco	East
Lavery	Lakhmana
Lewis	Money
Riley	Sweeting
Seaman-Digby	

## COMMITTEE MEMBERSHIP 2017/2018

### REGISTRATION & APPEALS COMMITTEE: 8 (5-3)

CONSERVATIVE		LABOUR
O'Brien (Chairman)		Allen (Lead)
R.Mills (Vice-Chairman)		Sansarpuri
Bridges		Singh
Flynn		
Seaman-Digby		
Substitutes		Substitutes
Bianco	D. Mills	All Labour Members except Group Leader, Deputy Leader and Chief Whip
Burrows	Puddifoot	
Corthorne	Lewis	
Dann	Simmonds	
Higgins	Stead	
Lavery		

*SUBSTITUTES ON THIS COMMITTEE MAY COMPRISE CABINET MEMBERS FOR THE PURPOSES OF BEING MEMBERS OR SUBSTITUTE MEMBERS OF THE THREE SUB-COMMITTEES, BUT NO CABINET MEMBERS SHOULD SIT AS MEMBERS OF THE MAIN REGISTRATION AND APPEALS COMMITTEE*

\*\*\*\*\*

**OTHER COMMITTEES / PANELS (OUTSIDE THE OVERALL CALCULATION BUT ALLOCATED ON THE BASIS OF OVERALL POLITICAL BALANCE)**

### STANDARDS COMMITTEE: 4 (3-1)

CONSERVATIVE		LABOUR
Riley (Chairman)		Duncan (Lead)
Denys (Vice-Chairman)		
Corthorne		
Substitutes		Substitutes
Bridges		Allen
		Morse

Non voting Independent Person:

Mr David Smith
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### AUDIT COMMITTEE: 4 (3-1)

CONSERVATIVE		LABOUR
Seaman-Digby (Vice-Chairman)		Eginton (Lead)
G Cooper		
O'Brien		
Substitutes		Substitutes
Graham		Dhillon
Davis		

Independent Member:

To be appointed (Chairman)
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*NO MEMBER OF CABINET OR EXECUTIVE SCRUTINY COMMITTEE MAY SIT ON AUDIT COMMITTEE.*

## COMMITTEE MEMBERSHIP 2017/2018

### LICENSING COMMITTEE: 10 (6-4)

CONSERVATIVE	LABOUR
Gilham (Chairman)	Allen (Lead)
Yarrow (Vice-Chairman)	Dhillon
Barnes	Gardner
Chamdal	Morse
Jackson	
Kauffman	

*N.B. NO SUBSTITUTES ALLOWED FOR LICENSING COMMITTEE*

### LICENSING SUB-COMMITTEE (2-1)

*The sub-committee to comprise three Members of the Licensing Committee (2 Conservative and 1 Labour) selected on a rota basis from the membership of the Licensing Committee. Meetings of the Sub-Committee must be chaired by either the Chairman or Vice-Chairman of the Licensing Committee.*

### APPOINTMENTS SUB COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
Puddifoot	Curling (Lead)
D.Mills	
Simmonds	
Substitutes	Substitutes
Bianco	Duncan
Burrows	East
Corthorne	Jarjussey
Seaman-Digby	Money
	Morse
	Sweeting

### INVESTIGATING AND DISCIPLINARY SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
Puddifoot	Curling (Lead)
D.Mills	
Simmonds	
Substitutes	Substitutes
Bianco	Allen
Burrows	Duncan
Corthorne	Morse
Seaman-Digby	Sweeting

### APPEALS SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	Curling (Lead)

### GRIEVANCE SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	Curling (Lead)

## COMMITTEE MEMBERSHIP 2017/2018

**HEALTH AND WELLBEING BOARD:** *Outside of the overall calculation and subject to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.*

Organisation	Name of Member	Substitute
<b>STATUTORY MEMBERS (VOTING)</b>		
Chairman	Councillor Corthorne	Any Elected Member
Vice-Chairman	Councillor Simmonds	Any Elected Member
Members	Councillor Puddifoot	Any Elected Member
	Councillor Mills	Any Elected Member
	Councillor Bianco	Any Elected Member
	Councillor Burrows	Any Elected Member
	Councillor Lewis	Any Elected Member
Healthwatch Hillingdon	Mr Stephen Otter	Mr Turkey Mahmood
Clinical Commissioning Group	Dr Ian Goodman	Dr Kuldhir Johal
For information Membership also includes:		
<b>STATUTORY MEMBERS (NON-VOTING)</b>		
Statutory Director of Adult Social Services	Mr Tony Zaman	Mr Nick Ellender
Statutory Director of Children's Services	Mr Tony Zaman	Mr Tom Murphy
Statutory Director of Public Health	Dr Steve Hajioff	Ms Sharon Daye
<b>CO-OPTED MEMBERS (NON-VOTING)</b>		
The Hillingdon Hospitals NHS Foundation Trust	Mr Shane DeGaris	Mr Richard Sumray
Central and North West London NHS Foundation Trust	Ms Robyn Doran	Ms Maria O'Brien
Royal Brompton and Harefield NHS Foundation Trust	Mr Robert J Bell	Mr Nick Hunt
LBH	Mr Nigel Dicker	N/A
Clinical Commissioning Group (Officer)	Mr Rob Larkman	Mr Neil Ferrelly
Clinical Commissioning Group (Clinician)	Ms Allison Seidler	Dr Kuldhir Johal

**Pensions Committee****(a) Membership**

Councillor membership of the Committee will be 5, will be politically balanced and have voting rights. In addition, the Independent Adviser and Investment Consultant would normally attend meetings along with relevant officers in an advisory, non-voting capacity.

**(b) Terms of Reference**

1. To review and approve all aspects of investment policy relating to the Pensions Fund, including agreeing the strategic asset allocation and authorisation or prohibition of particular investment activities.
2. To review the Investment Strategy Statement and amend it when necessary.
3. To agree benchmarks and performance targets for the investment of the Fund's assets and review periodically.
4. To agree to transfer funds into mandates managed by the London Collective Investment Vehicle (CIV) as soon as appropriate opportunities become available.
5. To receive regular reports from the London CIV and to agree and resultant actions from a review of the investments held with the London CIV.
6. To keep the performance of the investment managers under regular review and extend or terminate their contracts as required. To appoint new managers when necessary.
7. To agree policy guidelines for the exercise of voting rights attached to the Fund's shares.
8. To review the appointment of specialist advisors and service providers and make new appointments as necessary.
9. To consider the overall implications of the Council's policies for employment and benefits issues and their impact on the Pension Fund and agree any strategic changes.
10. To approve the appointment of persons to hear appeals under the Internal Dispute Resolution Procedure.
11. To consider issues concerning the administration of the Fund, including approving responses to consultation papers.
12. To consider and decide whether to approve proposals for discretionary enhanced early retirement packages for officers.
13. The Corporate Director of Finance be authorised to take urgent decisions in relation to the pensions fund and investment strategy on behalf of the Committee, reporting back to the Pensions Committee any exercise of these powers for ratification.

## **APPENDIX B**

The Constitution defines the terms of reference for the Audit Committee as:

### **Introduction**

The Audit Committee's role will be to:

- Review and monitor the Council's audit, governance, risk management framework and the associated control environment, as an independent assurance mechanism;
- Review and monitor the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and/or weakens the control environment;
- Oversee the financial reporting process of the Statement of Accounts.

Decisions in respect of strategy, policy and service delivery or improvement are reserved to the Cabinet or delegated to Officers.

### **Internal Audit**

1. Review and approve (but not direct) the Internal Audit Strategy to ensure that it meets the Council's overall strategic direction.
2. Review, approve and monitor (but not direct) Internal Audit's planned programme of work, paying particular attention to whether there is sufficient and appropriate coverage.
3. Through quarterly Internal Audit summary reports of work done, monitor progress against the Internal Audit Plan and assess whether adequate skills and resources are available to provide an effective Internal Audit function. Monitor the main Internal Audit recommendations and consider whether management responses to the recommendations raised are appropriate, with due regard to risk, materiality and coverage.
4. Make recommendations to the Leader of the Council or Cabinet Member for Finance, Property and Business Services on any changes to the Council's Internal Audit Strategy and Internal Audit Plans.
5. Review the Annual Internal Audit Report and Opinion Statement and the level of assurance this provides over the Council's corporate governance arrangements, risk management framework and system of internal controls.
6. Consider reports dealing with the activity, management and performance of Internal Audit.
7. Following a request to the Corporate Director of Finance, and in consultation with the Leader of the Council or Cabinet Member for Finance, Property and Business Services, to request work from Internal Audit.



## **External Audit**

8. Receive and consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
9. Monitor management action in response to issues raised by External Audit.
10. Receive and consider specific reports as agreed with the External Auditor.
11. Comment on the scope and depth of External Audit work and ensure that it gives value for money, making any recommendations to the Corporate Director of Finance.
12. Be consulted by the Corporate Director of Finance over the appointment of the Council's External Auditor.
13. Following a request to the Corporate Director of Finance, and in consultation with the Leader of the Council or Cabinet Member for Finance, Property and Business Services, to commission work from External Audit.
14. Monitor arrangements for ensuring effective liaison between Internal Audit and External Audit, in consultation with the Corporate Director of Finance.

## **Governance Framework**

15. Maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations and where necessary bring proposals to the Leader of the Council or the Cabinet for their development.
16. Review any issue referred to it by the Chief Executive, Deputy Chief Executive, Corporate Director, any Council body or external assurance providers including Inspection agencies.
17. Monitor and review, but not direct, the authority's risk management arrangements, including regularly reviewing the Corporate Risk Register and seeking assurances that appropriate action is being taken on managing risks.
18. Review and monitor Council strategy and policies on anti-fraud and anti-corruption including the 'Raising Concerns at Work' policy, making any recommendations on changes to the relevant Corporate Director in consultation with the Leader of the Council.
19. Oversee the production of the authority's Annual Governance Statement and recommend its adoption.
20. Review the Council's arrangements for corporate governance and make recommendations to the Corporate Director of Finance on suggested actions to improve alignment with best practice.

21. Where requested by the Leader of the Council or Cabinet Member for Finance, Property and Business Services or Corporate Director of Finance, provide recommendations on the Council's compliance with its own and other published standards and controls.

### **Accounts**

22. Review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from financial statements or from the external auditor that need to be brought to the attention of the Council.
23. Consider the External Auditor's report to those charged with governance on issues arising from the external audit of the accounts.

### **Review and reporting**

24. Undertake an annual independent review of the Audit Committee's effectiveness and submit an annual report to Council on the activity of the Audit Committee.

**Proposed Procurement & Contract Standing Orders**Standing Order 1

## Compliance

1.1 Every contract awarded by or on behalf of the Council in respect of:-

- a) Goods;
- b) Works; or
- c) Services

Of any category or commodity, shall be procured and awarded, in accordance with:

- a) These Standing Orders
- b) The Public Contracts Regulations 2006 (amended 2009)
- c) EU directives and regulations or other applicable statutory regulation being in force in the United Kingdom
- d) The Council's Financial Regulations and Standing Orders,
- e) Corporate Procurement Strategy and any Procurement Standard Operating Procedures issued under paragraph 1.2.

1.2 The Chief Executive, in consultation with the Leader of the Council, the Cabinet Member for Central Services, Culture & Heritage and the Chief Finance Officer, may issue, from time to time, Procurement Standard Operating Procedures setting out, in further detail, procedures to be followed when awarding contracts under these Contract Standing Orders, together with guidance on relevant best practice for procurement.

1.3 Compliance with the procedures set out in the Procurement Standard Operating Procedures is mandatory under these Standing Orders, together with the application of best practice. Application of the Procurement Standard Operating Procedures is to be consistent across all Council Departments, including all areas where the procurement function is delegated. It is the responsibility of the Approved Officer to ensure compliance with the procedures is maintained where procurement is delegated to an external supplier or organization.

1.4 These Standing Orders shall be read together with the Procurement Standard Operating Procedures. The Procedures and Standing Orders carry equal weight, and therefore a breach of the Procedures will have the same effect as a breach of these Standing Orders.

1.5 Corporate Directors, Deputy Directors and Heads of Service shall ensure that all officers who procure goods, works or services comply with these Standing Orders and the Procurement Standard Operating Procedures. Only officers who are deemed to be qualified and competent by the Head of Procurement, in conjunction with the appropriate Corporate Director, may procure goods, works or services. These officers are to be identified within each Department's individual Scheme of Delegations, and known as "Approved Officers". The Head of Procurement and each Corporate Director shall maintain a register of Approved Officers.

1.6 An Approved Officer shall be designated for all contracts, irrespective of value, and be competent in managing the supply of goods, works or services as appropriate.

For the avoidance of doubt, this does not mean sourcing and placement of contracts.

- 1.7 The Head of Procurement shall be responsible for maintaining a register of all contracts where the total contract value is £50,000 or greater.
- 1.8 No contract shall be procured unless written approval is obtained in accordance with the Scheme of Delegations. Such written approval will confirm there is adequate provision within the appropriate capital or revenue budgets or other financial provision, i.e. grant funding.
- 1.9 Pursuant to paragraph 1.8, before obtaining written approval, Approved Officers shall consult the Register of Contracts to ascertain if the Council has a contract for the goods, works or services required. If such a contract is in existence, the Approved Officer shall use the appropriate contract in force, and not procure another.
- 1.10 It shall be the duty of every Officer of the Council placing contracts or committing expenditure to obtain and demonstrate value for money, and that the goods, works and services are fit for the intended purpose.

## **Standing Order 2**

### **Ethics & Probity**

- 2.1 Officers shall preserve the highest standards of honesty, integrity, impartiality and objectivity. This includes compliance with the Employees' Code of Conduct.
- 2.2 Pursuant to paragraph 2.1, breaches of compliance will be referred to the Chief Finance Officer and the Head of Procurement in the first instance, who in conjunction with the Head of Audit and Enforcement, will authorise any investigation. The outcome of any investigation may be referred to the Head of Human Resources to determine if disciplinary action should be taken, in accordance with the Employee's Code of Conduct.
- 2.3 In accordance with Section 117 of the Local Government Act 1972, The Borough Solicitor shall maintain a record of any officer who has a pecuniary interest in a contract with the Council, and notify in writing their Head of Service where, in the course of their work, have a personal financial or non-financial interest.
- 2.4 Any officer procuring goods, works or services must declare gifts and hospitality received or offered, in accordance with the Employees' Code of Conduct.

### **Standing Order 3**

#### **Member authority, Planning Ahead and the Decision-Making Process**

##### **3.1 Member authority**

Hillingdon's decision-making process requires for the majority of contract decisions to be determined by the Cabinet or a Cabinet Member(s) to provide for important Member oversight and accountability when using public monies. It is the prerogative of the Cabinet or Cabinet Member to decide to accept or not accept any tender recommended by Officers.

Council sets the financial thresholds by which tenders shall be accepted by Members as set out in Standing Order 6.

##### **3.2 Planning ahead**

Before any invitation to tender, Corporate Directors and their officers shall plan ahead and build into their project timetable the necessary informal approvals, notifications (via the Forward Plan) and the period of the formal decision-making process. Sufficient time should be planned to consider all service provision issues, including alternative decisions by the Cabinet or Cabinet Member.

Corporate Directors should first seek the informal approval of their Cabinet Member to invite tenders. For tenders that have a corporate impact, the Leader of the Council should also be consulted beforehand. Cabinet Members will expect officers to have considered all alternative options before presenting them with a proposal to tender a contract.

The Corporate Directors shall then ensure that the Forward Plan is updated with regard to forthcoming tender decisions which require formal approval by the full Cabinet or a Cabinet Member. Advance notice of at least 3-4 months should be given on the Forward Plan.

##### **3.3 Decision-making process and timings & transparency**

Any tender decision identified on the Forward Plan shall require a formal tender summary report to be prepared providing full tender evaluation information, using the sign-off procedures and templates approved by Democratic Services. For tender decisions to a particular meeting of the full Cabinet, officers should adhere to the report deadlines set out by Democratic Services. For tender decisions to a Cabinet Member(s), officers should ensure they are taken within the month notified.

From the time the report is ready, the formal decision-making process can take approximately 1 month before a decision is made. This time period is mainly for legal reasons, but also to ensure that Members have time to read the report. In addition, after any decision is made by the Cabinet or Cabinet Member, 5 days must expire for the 'scrutiny call-in' period before any decision can formally take effect and any contract can be signed, executed or sealed.

In exceptional circumstances to speed-up the democratic decision-making process, Special Urgency or Urgency procedures may be invoked to the relevant body

authorised to make the decision (Leader of the Council/Cabinet Member or the Cabinet) but only with the prior agreement of the Leader of the Council via the relevant Corporate Director. Such procedures are set out in Part 4 D - Access to Information Procedure Rules. For transparency, ordinarily all Cabinet and Cabinet Member decisions to accept (or not accept) a particular tender are made public immediately following the decision, including the name of the successful tenderer / organisation and the value of the contract.

#### **Standing Order 4**

##### **Invitations to Tender**

- 4.1 a) Tenders or quotations shall be invited for all proposed contracts with an estimated total contract value, equal to or exceeding the minimum thresholds as set out in the Procurement Standard Operating Procedures. These thresholds are as follows: -

<b>Total Value</b>	<b>Minimum number of quotations or tenders</b>	<b>Award criteria</b>
£0 – 10,000	3 Quotations	Lowest price to apply
£10,000 – 50,000	5 Quotations	Most economically advantageous quotation
£50,000 & above	5 Tenders	Most economically advantageous tender

Pursuant to paragraph 1.1, every invitation to tender shall comply with all regulations and directives in force at that time.

- b) Where the award criteria is based on most economically advantageous tender, unless agreed in writing by the Leader of the Council, in conjunction with the Head of Procurement, tender evaluations shall be based on a minimum of 80% weighting in favour of price.
- 4.2 EU directives and regulations shall apply to the procurement of contracts with an estimated aggregate value equal to or exceeding the EU thresholds listed below that are in force at the time of tender, as set out in the Procurement Standard Operating Procedures and pursuant to paragraph 4.3:-

<b>Goods and services</b>	<b>£164,176 or greater</b>	<b>Minimum 5 Tenders to be sought</b>	<b>Most economically advantageous tender or lowest price</b>
Works	£4,104,394 or greater	Minimum 5 Tenders to be sought	Most economically advantageous tender or lowest price

*\* The Head of Democratic Services may update the above OJEU figures in the Standing Orders, as and when prescribed from time to time.*

- 4.3 Unless it is in the best interests of the Council, or forms part of a provision of duty of care, no requirement for goods, works or services may be sub-divided into smaller contracts with the intention of circumventing the requirements of paragraph 4.1, or for the purpose of avoidance of EU statutory requirements, as stated in Regulation 8 of the Public Contracts Regulations 2006 (amended 2009).
- 4.4 Pursuant to paragraph 4.1 and the requirement for obtaining best value and adequate competition, competitive tenders or quotations shall not be required if the Approved Officer is satisfied, and has obtained written agreement from the Head of Procurement and the Leader of the Council, that:
- (i) it is not reasonably practicable or prudent in meeting the Council's objectives to obtain competitive tenders or quotations; or
  - (ii) there would be no effective or genuine competition; or
  - (iii) it is necessary to safeguard life or property; or
  - (iv) the works, services or goods will be obtained through an approved buying consortium, or from their nominated suppliers; or
  - (v) the works, services or goods will be obtained through a corporately tendered and managed contract that has been established for all officers of the Council to use, and
  - (vi) all such decisions are authorised by the Head of Procurement in writing.
- 4.5 Before proceeding in accordance with paragraph 4.1 in relation to any expenditure, the Approved Officer shall consult the Procurement Standard Operating Procedures, to confirm and determine how the goods, works or services should be tendered. Appropriate guidance shall also be sought from the Procurement Team.
- 4.6 Tenders for all proposed contracts with an estimated total contract value greater than £50,000 shall be conducted by the Procurement Team, unless otherwise instructed by the Head of Procurement. All such tenders shall be published on the appropriate eTendering portal as advised by the Procurement Team.

## **Standing Order 5**

### **Custody, Receipt & Opening of Tenders by Democratic Services**

- 5.1 The Approved Officer shall ensure that custody, opening and acceptance of tenders is in accordance with the Procurement Standard Operating Procedures.
- 5.2 Receipt and custody of tenders

- (a) Tenders shall be returned by the tenderer to the Civic Centre. Electronic tenders shall be returned to the email address specified in the tender instructions, or uploaded to the appropriate e-tendering portal as specified.
- (b) On receipt by the Council, tenders shall be date-and time-stamped on their envelope or outer wrapper. Each electronic tender received shall be electronically date stamped.
- (c) The Mail Room Supervisor, or equivalent officer responsible for receiving mail or online documents, shall:
  - (i) provide a receipt for tenders received, on request;
  - (ii) keep a record of the number of tenders received;
  - (iii) after the time and date specified for their return, hand all tenders received to the officer responsible for them, and obtain a receipt / signature.
- (d) Tenders shall be kept in secure custody until they are opened. Electronic tenders shall be stored in a secure folder.

### 5.3. Register of tenders

A register of tenders received shall be maintained by each Corporate Director and updated by each Approved Officer as necessary. The register should contain details of each tender, the signatures of the officer opening the tenders and the witness and the signature of the officer to whom the tenders were passed for custody after opening. Where tenders are received electronically this register shall be maintained within the appropriate eTendering portal as advised by the Procurement team.

### 5.4. Tender opening

- (a) Tenders shall be opened at one time and only in the presence of such officer or officers as the Head of Democratic Services and/or Approved Officer or the Corporate Procurement Unit may determine.
- (b) An officer from the Corporate Procurement Unit or Democratic Services should be present when tenders are opened.
- (c) The tenders shall be opened one at a time and the opening sequence recorded, together with any appropriate comments or notes.
- (d) As each tender is opened the name of each tenderer and the amount of the tender must be recorded in the tender register.

### 5.5 Late Tenders

- (a) A tender received after the last date and time when tenders should be received must be recorded as a late tender in the tender register.
- (b) Such a late tender shall only be opened and considered for acceptance on the authorisation of the Head of Procurement and the Head of Democratic Services.
- (c) The Head of Procurement and the Head of Democratic Services may consider that a tender received late should be considered for acceptance under the following circumstances:
  - (i) there is a bona fide reason, recorded in writing, for the tender being late; and
  - (ii) other tenders that have arrived on time have not been opened.
- (d) Where a tender received late is for a contract greater than £50,000, the Head of Procurement and Head of Democratic Services shall in addition seek approval from the Cabinet Member for Central Services, Culture and Heritage prior to considering it for acceptance.



- (e) Where a tender received late is for a contract value of greater than £250,000, the Head of Procurement and Head of Democratic Services shall in addition seek approval from the Leader of the Council prior to considering it for acceptance.
- (f) In circumstances where the Head of Procurement and the Head of Democratic Services are uncertain whether a late tender should be opened and considered for acceptance, the matter should be referred to the Borough Solicitor for legal advice.

## **Standing Order 6**

### **Acceptance of tenders and financial thresholds for authority**

#### **6.1 General Rules**

Where tenders or quotations have been received in accordance with the Procurement Standard Operating Procedures, they can only be accepted if the Approved Officer has satisfied themselves that: -

- a) All approvals required by Cabinet, Cabinet Member or Delegated Officers set out in these Standing Orders, the Council's Constitution and Financial Regulations have been obtained first;
- b) the tender is compliant;
- c) the tender offers best value in accordance with the Procurement Standard Operating Procedures.
- d) all appropriate risks have been assessed and mitigated, as required by Procurement Standard Operating Procedures.

#### **6.2 Acceptance of tenders or quotations**

A tender or quotation summary report recommending final contractor selection will be required prior to acceptance. This document will form the basis for decisions required as set out below.

- (a) In the case of a tender or quotation which does not exceed £9,999 for which budgetary provision exists, the Approved Officer shall be authorised to accept the most satisfactory tender.
- (b) In the case of a tender or quotation which is between £10,000 but is below £50,000 for which budgetary provision exists, the Approved Officer, with informal written acceptance provided by the relevant Cabinet Member portfolio holder and Leader of the Council shall be authorised to accept the most satisfactory tender.
- (c) In the case of a tender which exceeds £50,000 but is below £500,000 for which budgetary provision exists, the relevant Cabinet Member portfolio holder and the Leader of the Council shall be authorised to accept the most satisfactory tender.
- (d) In the case of a tender which exceeds £500,000 for which budgetary provision exists, the Cabinet shall be authorised to accept the most satisfactory tender.
- (e) Additional authority may be provided for (or required) as set out in section 6.3 in order to accept tenders outside the ordinary thresholds above or for those significant in nature.
- (e) A re-assessment of the Contractors financial stability shall be carried out where the tender value exceeds £100,000. This would normally be undertaken during the pre-qualification and/or at the tender submission stage of the

- process. This information should be presented in any report to the Cabinet or Cabinet Member.
- (f) Tenders or quotations can only be accepted in accordance with the agreed award criteria i.e. most economically advantageous or lowest price.

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

### 6.3 Authority levels for tender or quotation acceptance

- (a) Council has agreed the following financial thresholds for authority to accept a tender or quotation:

£0 – £9,999	Approved Officer *
£10,000 - £49,999	Approved Officer with <u>informal</u> written acceptance from relevant Cabinet Member and Leader of the Council *
£50,000 – £499,999	Formal democratic decision by the relevant Cabinet Member and the Leader of the Council *
£500,000 or greater	Formal democratic decision by the Cabinet */**

- (b) *\* Any tender, at any value, if deemed a 'key decision', must be indicated on the Forward Plan in advance and determined formally*

If any such decision on any tender is to have a significant impact upon communities, people or services within 2 or more wards and/or significantly outside the approved budget (by meeting the criteria for key decisions) then it must be taken by Leader & relevant Cabinet Member or the Cabinet, dependent on value as a formal democratic decision and prior details included within the Council's Forward Plan, except if taken under urgency rules. The Council's definition of a key decision is set out in Article 7.

- (c) *\*\* Tenders above £500,000 in the absence of a regular Cabinet meeting and if decision deemed urgent by the Leader of the Council*

Cabinet is the primary body where tenders over £500k in value are considered in the ordinary course of events. In the absence of a Cabinet meeting where a decision is required that if not taken may prejudice service or project delivery or if a decision is deemed urgent by the Leader of the Council, then the Leader of the Council and relevant Cabinet Member may take a formal democratic decision on the matter, with it being reported to a subsequent Cabinet for ratification via a formal report.

- (d) These thresholds and authority requirements shall also apply to single tender actions, contract extensions and variations.
- (e) In the case of a formal democratic decision required by the Leader of the Council / Cabinet Member or the Cabinet then the procedures in Standing Order 3.3 shall be followed.

## 6.4 Agency / Temporary Workers and Consultants

Council has agreed different financial thresholds for authority for appointing individual temporary workers and accepting tenders for appointment of consultants as follows:

Acceptance of tender for appointment of consultants	Less than £5000	Corporate Director	In writing
	£5000 - £50,000	Formal approval by the Cabinet Member	Report
	£50,000 or greater	Formal approval by the Cabinet	Report
Approval of individual temporary workers	Less than £5000	Corporate Director	In writing
	£5000 and £50,000	Cabinet Member (informal approval via HR and Director)	Report
	Over £50,000	Formal approval by the Cabinet	Report

In the case of decisions required by the Cabinet or Cabinet Member then the procedures in Standing Order 3.3 shall be followed.

- 6.5 Where individual orders for goods, works or services are placed with a single contractor independently of each other and the cumulative value over the period of a financial year moves between the authorisation levels in Standing Orders 6.3, officers should seek the necessary approval in accordance with the total cumulative value.

## **Standing Order 7**

### **Execution of Contracts**

- 7.1 Every contract that is entered into by the Council shall be in writing and executed in accordance with the following:-

<b>£10,000 – £49,999</b>	<b>Signed by, the Head of Procurement in writing.</b>  <b>As set out in 9.2 for purchases below £1,000 where no formal contract is in place, purchase orders shall be considered as a form of contract.</b>
£50,000 - £99,999	Signed by the Chief Finance Officer in writing
£100,000 or greater	Sealed with the Common Seal of the Council and attested by a Member of the Council and the Borough Solicitor or any other officer authorised by the Borough Solicitor and the Leader of the Council in writing.

- 7.2 Pursuant to Standing Order 1, a record of each contract executed in accordance with paragraph 7.1, shall be entered on a Register of Contracts maintained for that purpose by the Head of Procurement.
- 7.3 No Council officer may call off a contract for goods, works or services unless that contract is in writing and executed in accordance with paragraph 7.1.
- 7.4 Legal Services shall be responsible for ensuring that all contract executions are managed correctly, in accordance with paragraph 7.1. Sufficient copies of each contract shall be signed, and an electronic version will be passed to the Procurement Team, whereupon this will be stored in the Contracts Library.

## **Standing Order 8**

### **Contract Extension and Variation**

- 8.1 Before approval is granted to extend or vary contracts, Corporate Directors and their officers shall give due consideration to all potential options that may exist to repackage goods, works and services. An appraisal of such options shall be produced and provided to the appropriate Cabinet Member for review in accordance with the provisions of Standing Order 3. Only where the Cabinet Member approves the option that a contract shall be extended or varied shall such approval be sought.
- 8.2 Contracts may only be extended where the express provision in the agreement exists to do so and the appropriate approval to extend has been provided. This approval shall be sought in accordance with the levels of tender acceptance contained in Standing Order 6.3.
- 8.3 Contracts may only be varied where the express provision in the agreement exists to do so and the appropriate approval to vary the contract has been provided. This approval shall be based upon the approval required to execute the contract as contained in Standing Order 7.1.
- 8.4 Where any single proposed contract variation or cumulative value of agreed contract variations is likely to exceed the value originally approved then Officers should, at the earliest opportunity, seek approval to exceed the value from the relevant Cabinet Member and the Leader of the Council. If this exceeds 15% or more of the total contract value originally approved, a summary report shall be made to the Head of Procurement. Approval of the proposed contract variation shall be in accordance with Standing Order 8.2 and therefore may require either approved officer approval with informal written acceptance by the Cabinet Member, a formal Cabinet Member or Cabinet decision.

## **Standing Order 9**

### **Purchase Orders & Government Procurement Cards**

- 9.1 Where formal contractual arrangement are in place, purchase orders shall be considered as the method of commitment with a supplier and shall be required for all goods, works and services, irrespective of value, and raised in accordance with Procurement Standard Operating Procedures, pursuant to paragraph 1.1. No

goods, works or services shall be procured without the prior establishment of a legitimate purchase order, duly approved in accordance with the Council's Financial Regulations and the Scheme of Delegations.

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

- 9.2 For purchases below £1000 where no formal contract is in place, purchase orders shall be considered as a form of contract and shall be required for all goods, works and services, and raised in accordance with Procurement Standard Operating Procedures, pursuant to paragraph 1.1. No goods, works or services shall be procured without the prior establishment of a legitimate purchase order, duly approved in accordance with the Council's Financial regulations and the Scheme of Delegations.

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

- 9.3 The Council recognises the need to ensure efficient processes are used to procure lower value goods, works and services. Therefore Government Procurement Cards may be used to procure goods, works and services as follows:-
- a) Purchases less than £500
  - b) Single purchases where the supplier will not be used again
  - c) Urgent or emergency purchases where it is not possible to raise a purchase order, pursuant to paragraph 9.2

Exemptions to this shall be approved in writing by the Chief Finance Officer and Head of Procurement as appropriate.

## **Standing Order 10**

### **Delegated Authority / Local Authority Maintained School Procurement**

- 10.1 Delegated Authority to procure goods, works or services may be awarded only with the written approval of the Chief Executive, Chief Finance Officer and the Head of Procurement, and only when the application for Delegated Authority is supported by a detailed business case prepared in accordance with the Procurement Standard Operating Procedures.
- 10.2 Departments, Service Areas or Officers who have been awarded Delegated Authority shall comply with these standing orders and the Procurement Standard Operating Procedures at all times. Breaches of compliance will result in the removal of Delegated Authority, as required by the Head of Procurement, and possible disciplinary action may also be initiated.
- 10.3 Local authority maintained schools are required to abide by the Council's Standing Orders with respect to purchasing, tendering and contracting. Governing Bodies are also empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, and in most cases they do so on behalf of the Local Authority as maintainer of the school. The Council has therefore set the following delegated authority and criteria for the acceptance, consistent with the Financing Scheme for Schools approved by Cabinet:

<b>Value Range</b>	<b>Process to follow</b>	<b>Description</b>	<b>Approval</b>
Up to £3,000	Best Value	Officers to demonstrate best value has been achieved	Headteacher
£3,001 - £10,000	Quotes	Three written quotes required	Headteacher
£10,001 – £50,000	Quotes	Minimum of 5 written quotes	Governing Body
£50,001 - £100,000	Tenders	Minimum of 5 tenders	Governing Body
£100,000 and above	Tender	Minimum of 5 tenders	Governing Body and Local Authority
£164,176 and above *	OJEU notice	European tender (goods/services)	Governing Body and Local Authority

Governing Bodies are required to obtain a counter-signature on contracts with the Local Authority where the value of the contract exceeds £100,000. The only exceptions to this are:

- a) contracts of employment entered into by aided or foundation schools;
- b) contracts for the works or fees associated with building projects at aided schools where the project is the governors' liability;
- c) contracts for the works or fees associated with building projects at foundation schools where the funding (including DfE funding) provided via the Local Authority is less than £100,000 (i.e. in practice this exemption is likely to occur only where a foundation school has generated the funding for the project itself through land disposal, sponsorship or other fund-raising).

The Local Authority counter-signatory for the London Borough of Hillingdon will be the Corporate Director of Finance or as sub-delegated by the Director in the Directorate's Scheme of Delegations.

*\* The Head of Democratic Services may update the above OJEU figures in the Standing Orders, as and when prescribed from time to time.*

## **Standing Order 11**

### **Exemptions from Standing Orders**

- 11.1 In any circumstances not provided for by the preceding Standing Orders, an Approved Officer will consult with the Chief Finance Officer and the Head of Procurement, in the first instance, where an exemption is required.
- 11.2 These Standing Orders shall not apply to the following services or actions that are managed by separate policies and guidelines:
  1. Contracts for the acquisition or lease of land and/or real estate.

2. Contracts for permanent or fixed term employment.
3. Direct Payments to citizens following care assessment, for example, payments provided under Self Directed Support or individual budgets.
4. When the Chief Executive's Emergency Contract Delegation Protocol is invoked, with the agreement of the Leader of the Council (see Annex A for protocol). Such decisions will be reported to Cabinet for ratification.
5. When the Leader of the Council deems a decision urgent under his delegation in relation to extreme weather and incidents. Such decisions will be reported to Cabinet for ratification.

11.3 Where these Standing Orders may conflict with any separate rules or guidance, and the Procurement Standard Operating Procedures, the Head of Procurement, the Cabinet Member for Central Services, Culture and Heritage and the Borough Solicitor will determine which takes precedence.

## **Standing Order 12**

### **Property Standing Orders**

#### **12.1 Application**

1. This procedure rule applies where there is a Property (including land and/or buildings) transaction.
2. "Property transaction" means the acquisition or disposal of a freehold interest in property (including land and/or buildings) or a lease of greater than 7 years or other dealing with land, whether or not buildings, plant and equipment, fixtures and fittings, or other assets are included in that transaction. A transaction concerning only plant and equipment, fixtures and fittings, or other assets is not a Property transaction. The grant of a temporary licence to occupy is not a Property transaction.
3. "major disposal" means a Property transaction which consists of either a disposal of the freehold where the consideration exceeds £100,000, or the grant of a lease of greater than 7 years where the rent exceeds £30,000 per annum or where the premium exceeds £100,000.
4. "the property procedures" means the procedures adopted by Corporate Property and Construction from time to time for the management, use, acquisition and disposal of property, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services and the Borough Solicitor.
5. "best consideration" means the legal obligation upon the Council to achieve a consideration, which is the best that can reasonably be obtained.
6. Principles to be applied are that policy decisions on property, (e.g. property policies and decisions on what property to purchase or sell), should be made by the Cabinet or by the Cabinet Member for Finance, Property and Business Services. Professional decisions, (e.g. how to market, negotiations etc) should be delegated to officers.

#### **12.2 Approval of Major Disposals**

1. The principle and method of each major disposal must be approved by Corporate Property and Construction making recommendations to the

Cabinet Member for Finance, Property and Business Services or the Cabinet. When determining such matters they shall consider a report:

- a) specifying the property (land and buildings) to be disposed of;
  - b) confirming that the property has been declared surplus to the Services'/Council's requirements;
  - c) advising upon the proposed method of disposal, and providing the reasons for selecting that method;
  - d) in matters where the Council must achieve best consideration, confirming that the proposed method of disposal which has been selected, is most likely to achieve this;
  - e) in matters where it is proposed that the disposal should be for less than best consideration, giving reasons for and against seeking best consideration and, following consultation with the Borough Solicitor, specifying the relevant legal powers of the Council to accept less than best consideration.
2. The principal terms of major disposals (except where the approved method of disposal is by auction) must be approved by Corporate Property and Construction making recommendations to the Cabinet Member for Finance, Property and Business Services or the Cabinet as appropriate. When determining such matters, they shall consider a report confirming either that the consideration agreed represents 'best consideration', or, following consultation with the Borough Solicitor, specifying the relevant legal powers of the Council to accept less than best consideration.
  3. In major disposals where the approved method of disposal is the inviting of tenders or offers, the disposal must be advertised in at least one local, national, international or specialist newspapers or publications, as determined by Corporate Property and Construction.

### 12.3 Dealing with tenders and offers

1. The receipt and opening of tenders and offers will be conducted in accordance with Standing Order 5 and the Council's Procurement Standard Operating Procedures
2. In cases where the duty to achieve 'best consideration' (the best price that can reasonably be obtainable) applies, when a tender or offer representing 'best consideration' is received late, or is otherwise invalid as described in Standing Order 5, Corporate Property and Construction will consult with the Borough Solicitor and the Cabinet Member for Finance, Property and Business Services. If they agree that the tender or offer should be considered for acceptance and it is possible that other tenderers/offers will otherwise be prejudiced, all tenders/offers shall, at the Council's discretion, be given the opportunity to resubmit their tenders/offers within a given timescale.
3. In cases where the duty to achieve 'best consideration' does not apply, when a tender is late or contains errors, the provisions in the Council's Procurement Standard Operating Procedures will apply.



## 12.4 Disposals and Acquisitions by Auction

1. In disposals where the approved method of disposal is by auction, up to three auctioneers approved by Corporate Property and Construction must be invited to provide a written quotation as to service offered, commission and additional costs. The most advantageous quote, taking into account pricing and service level offered, must be selected.
2. A “reserve price”, when recommended by the auctioneer, will be set by Corporate Property and Construction in consultation with the Borough Solicitor and the Cabinet Member for Finance, Property and Business Services. The reserve price must be disclosed only to the auctioneer and the Council’s legal and property officers attending the auction. The legal officer shall, upon a sale being 'knocked down' be authorised to sign contracts or relevant papers on the day of the sale.
3. In the case of any acquisition of land, property and artefacts at auction, the price bands and/or limits for bidding and the authority for a particular officer to acquire on behalf of the Council, will be determined by the Deputy Chief Executive and Corporate Director of Residents Services, with the agreement of the Leader of the Council and (if land/property) Cabinet Member for Finance, Property & Business Services. Following the auction, any successful acquisition will need to be formally ratified by the relevant body within existing delegations and thresholds in the Constitution and if property/land related, those given to Officers, the Cabinet Member for Finance, Property and Business Services or the Cabinet as set out in section 12.6 below.

## 12.5 Approval of Property Transactions (including Land and Buildings) other than major disposals

1. The principal terms of property transactions (other than acquisitions which are dealt with below), for the disposal of a freehold or leasehold interest in property (except where the method of disposal is by way of auction) and also other than those defined as major disposals in these Standing Orders, must be approved by Corporate Property and Construction in accordance with the Scheme of Delegations. Corporate Property and Construction must report each approval to the appropriate Cabinet Member in their Portfolio area or the Cabinet.
2. The principle and method of each acquisition, irrespective of value, and whether it relates to the acquisition of a freehold or leasehold interest or a licence, must be approved by Corporate Property and Construction making recommendations to the Cabinet Member for Finance, Property and Business Services or the Cabinet.

## 12.6 Authority levels for property matters

Council has agreed the following financial thresholds for property matters:

<b>General Acquisition and disposal:</b> Acquisition and disposal of land and property and also grant of easements and wayleaves	Under £10k	DCE & Corporate Director of Residents Services	Informal - in writing
	£10k - £250k	Cabinet Member for Finance, Property & Business Services	Formal Democratic Decision - Report
	£250k or greater	Cabinet	Formal Democratic Decision - Report
<b>Purchase of Private Properties:</b> Acquisition and purchase of private properties in order to supplement affordable housing provision within the Borough	All Values	Leader of the Council and Cabinet Member for Finance, Property and Business Services <b>Note: formal democratic capital release approval is also required.</b>	Formal Democratic Decision - Report
<b>Private Sector Leasing Scheme</b> (which includes the Finders Fee and Guaranteed Rental Schemes): authority to take any necessary decision, including those on expenditure, property and/or leases, in order to implement this Scheme.	All Values	Deputy Chief Executive and Corporate Director of Residents Services, following informal sign-off by the Leader of the Council.	Informal - in writing
<b>Right to Buy - Housing Buy Back Scheme:</b> Authority to purchase and acquire properties, agree any necessary purchase prices and/or parameters and any other property transactions or decisions required to effectively implement the Scheme	All Values	Deputy Chief Executive and Corporate Director of Residents Services, following informal sign-off by the Leader of the Council. <b>Note: formal democratic capital release approval is also required.</b>	Informal - in writing

Disposal at Less than Best Value - <b>disposal of any property for less than best consideration, including discounted rent on any property or premises owned by the Council</b>	All Values	Cabinet	Formal Democratic Decision - Report
<b>Property Licenses and Leases:</b> (including any surrenders, alterations or variations)	Under 7 years and under £10K	DCE & Corporate Director of Residents Services	Informal - in writing
	Under 7 years and £10k - £100k	Cabinet Member for Finance, Property & Business Services	Formal Democratic Decision - Report
	Under 7 years and above £100k	Cabinet	Formal Democratic Decision - Report
	7-25 years and any value up to £250k	Cabinet Member for Finance, Property & Business Services	Formal Democratic Decision - Report
	Over 25 years and any value	Cabinet	Formal Democratic Decision - Report

Any proposed property or land decision that will have a significant impact on two or more wards in the Borough and where the well-being of the community or change to the service level provided will affect a significant number of people, then this decision must be reported to Cabinet for determination (or ratification to a subsequent Cabinet meeting following a decision being made by the relevant body).

In the case of a formal democratic decision required by the Leader of the Council, Cabinet Member or Cabinet then the procedures in Standing Order 3.3 shall be followed.

## 12.7 Application of the Property Procedures and Standards

All property (including land) transactions must be conducted in accordance with the property procedures and standards, except:

- a) When the Chief Executive's Emergency Contract Delegation Protocol is invoked, with the agreement of the Leader of the Council (see Annex A for protocol).
- b) When the Leader of the Council deems a decision urgent under his delegation in relation to extreme weather and incidents. Such decisions will be reported to Cabinet for ratification.

## 12.8 Formalities

- 1. All contracts and other documentation entered into pursuant to all land transactions shall be in writing, and shall be signed or sealed with the Common Seal of the Council, as appropriate.
- 2. The Common Seal of the Council shall be attested by a Member of the Council and the Borough Solicitor or any other officer authorised by the Borough Solicitor in writing.
- 3. An entry of every sealing of a contract shall be made and consecutively numbered in a book kept for that purpose.

## **ANNEX A**

### **Chief Executive's Emergency Contract Delegation - Protocol**

In respect of a Council capital project or revenue service, where an emergency or exceptionally urgent situation arises in relation to a commercial contract where:

- a) The Leader and Chief Executive agree the urgency;
- b) There is no Cabinet meeting imminent;
- c) Any delay would seriously jeopardise the Council's finances or its ability to deliver services and;
- d) A previous executive decision has been made or proposed in respect of the capital project or service provision concerned,

authority is granted to the Chief Executive, subject to the written agreement of the Leader of the Council, to incur expenditure and make any new and necessary contractual decisions in order to secure the successful delivery of the project or service.

In such instances, the Council's Procurement and Contract Standing Orders can be waived. Any decisions taken must be reported to a subsequent Cabinet meeting for formal ratification.

This delegation is also set out in Part 3 - Officer Scheme of Delegations. The Deputy Chief Executive is authorised to invoke this power in the Chief Executive's absence.

### Major Applications Planning Committee Terms of Reference

*The following terms of reference are to be added to the Major Applications Committee:*

#### HS2

1. To approve the detail design of works.
2. To control and enforce construction arrangements and works.
3. To determine restoration schemes.
4. To determine and if necessary impose conditions in relation to the bringing into use of any scheduled work or depot.
5. To consider and if necessary determine any matters arising out of context reports submitted by HS2 Ltd.
6. To authorise enforcement action to be taken where it is considered to be expedient to do so.
7. To determine any other matter arising under Schedule 17 of the High Speed Rail [London - West Midlands] Act 2017 where HS2 Ltd require the Council's consent or approval.

\*\*\*\*\*

## APPENDIX E

*The following to be added to the delegations to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with the Cabinet Member for Planning, Transportation and Recycling:*

### Highways

to determine whether approval should be given in relation to the following matters:

- access to highways affecting traffic
- stopping up, diversion and interference with a highway
- details of works affecting highways
- trial holes in a carriageway or footway

to take all necessary steps in relation to the making of a traffic regulation order under Schedule 25 of the High Speed Rail [London - West Midlands] Act 2017.

### Heritage

To approve Heritage Method Statements relating to works to listed buildings authorised to be demolished, altered or extended and also for any such works for heritage or monitoring purposes under Schedule 18 of the High Speed Rail [London - West Midlands] Act 2017.

### **Waterways, land drainage, flood defence, water discharge**

To take all necessary steps in relation to any proposals or applications submitted by HS2 Ltd in relation to the construction of any works affecting drainage, flood storage and flood defence, the flow or purity of water and conservation of water resources arising under Schedule 33 of the High Speed Rail [London - West Midlands] Act 2017.

### **Control of Noise Generated by Construction Works**

To determine whether consent should be given under Section 61 of the Control of Pollution Act 1974.

*The following to be added to the delegations to the Leader of the Council:*

49. To determine if any of the delegations to the Deputy Chief Executive and Corporate Director of Residents Services in consultation with the Cabinet Member for Planning, Transportation and Recycling, as set out above, should be referred to full Cabinet for decision.

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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

*Reporting Officer: Head of Democratic Services*

### (i) URGENT IMPLEMENTATION OF DECISIONS

**RECOMMENDATION:** That the Urgency decisions detailed below be noted.

#### Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting.
2. Since the 23 February 2017 Council meeting, the following decisions have been made using urgency procedures:

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
16/02/2017	Chrysalis Programme 2016/17 (Release No 8) - installation of fencing for the rugby pitch at Uxbridge Sports Club, installation of the skate park at Fassnidge Park, the extension at Hayes and Harlington Community Centre, installation of a Zip Wire at Swakeleys Park and a composting toilet at Western Avenue Allotment site.	Leader of the Council / Cabinet Members for Finance, Property & Business Services and Community, Commerce and Regeneration
07/03/2017	Award of Contract to Healthwatch Hillingdon	Leader of the Council / Cabinet Member Social Services, Housing, Health & Wellbeing
20/02/2017	Property Works Programme 2016/17: Merrifield House, Burns Close and Hatton Grove - New Specialist Disability Baths	Leader of the Council / Cabinet Member for Finance, Property & Business Services
21/02/2017	Contract Award for the Provision of Care and Support for Supported Living at Glenister Gardens	Leader of the Council / Cabinet Member Social Services, Housing, Health & Wellbeing
21/02/2017	Award of contracts for Supported Living services at Church Road and Honeycroft Hill	Leader of the Council / Cabinet Member Social Services, Housing, Health & Wellbeing
22/02/2017	Award of Contract For the delivery of the Council's Revenues & Benefits Services	Leader of the Council / Cabinet Member for Finance, Property & Business Services
02/03/2017	Housing Revenue Account Major Adaptations to various properties 2016/17	Leader of the Council / Cabinet Member for Finance, Property & Business Services
03/03/2017	Improvements To Ruislip Lido Car Park And Associated Lease Agreement And Capital Release	Leader of the Council / Cabinet Member for Finance, Property & Business Services

<b>Date of Decision</b>	<b>Decision Type / Nature of Decision</b>	<b>Decision-Maker</b>
06/03/2017	Hayes Town Centre CCTV	Leader of the Council / Cabinet Member for Community, Commerce and Regeneration
16/03/2017	Cabinet's decision relating to the revocation and acceptance of tenders for the library supply contract	Cabinet
17/03/2017	Management Services at Berkeley Park - the Council's Bed & Breakfast establishment	Leader of the Council / Cabinet Member for Finance, Property & Business Services
29/03/2017	Chrysalis Asset Enhancement Programme 2016/17: Award of Grant to Harefield Cricket Club and associated Capital Release	Leader of the Council / Cabinet Members for Finance, Property & Business Services and Community, Commerce and Regeneration
03/04/2017	HRA Major Adaptations to various properties 2016/17	Leader of the Council / Cabinet Member for Finance, Property & Business Services
20/04/2017	Cabinet's decision relating to the purchase of carbon allowances prior to the 28 April 2017 Government deadline	Cabinet
24/04/2017	Upgrade and Replacement of Fire Doors and Emergency Lighting to Hatton Grove - Residential Care Home and associated capital release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
25/04/2017	Housing Revenue Account Works to Stock Programme 2016/17: Warm, Safe and Dry - CCTV Upgrades at Missouri Court, Eastcote and Skeffington Court, Silverdale Road and Austin Road, Hayes	Leader of the Council / Cabinet Member for Finance, Property & Business Services
25/04/2017	Private Sector Renewal Grant 2016/17 (Essential Repairs Grants)	Leader of the Council / Cabinet Member for Finance, Property & Business Services
26/04/2017	Upgrade and replacement of Fire Doors to Packet Boat House and associated capital release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
11/05/2017	Transport for London Local Implementation Plan 2017/18 - Principal Road Renewal Programme	Leader of the Council / Cabinet Member for Finance, Property & Business Services
11/05/2017	Borough Highways Programme 2016/17 for carriageway resurfacing, various streets	Leader of the Council / Cabinet Member for Finance, Property & Business Services
19/05/2017	Primary School Capital Programme - Hillside Infant & Junior and Warrender Primary Schools delegated award of Design and Build Building Contracts along with the Extension of Consultancy Appointment including Capital Release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
23/05/2017	Transport for London Local Implementation Plan 2017/18 Capital	Leader of the Council / Cabinet Member for Finance, Property

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
	Release for various projects	& Business Services
26/05/2017	Award of Contract: Passenger Transport Transformation (ratified also by Cabinet)	Leader of the Council / Cabinet Members for Education & Children's Services and Community, Commerce and Regeneration
26/05/2017	Results of Statutory Consultation for the proposed Introduction of Parking Charges for Non-Hillingdon Residents at Ruislip Lido (ratified also by Cabinet)	Leader of the Council / Cabinet Member for Planning, Transportation and Recycling
26/05/2017	Transport for London Local Implementation Plan 2017/18 Capital release for South Ruislip Transport Interchange & Crossrail Complementary Measures West Drayton.	Leader of the Council / Cabinet Member for Finance, Property & Business Services
02/06/2017	Approval to Appoint Skellon Studio as the Design and Build Contractor for the Battle of Britain Bunker Visitor Centre Exhibitions	Leader of the Council / Cabinet Member for Central Services, Culture & Heritage
06/06/2017	Fees and Charges - Revisions to various Current Fees 2017/18 (ratified also by Cabinet)	Leader of the Council / Cabinet Member for Finance, Property & Business Services
20/06/2017	Housing Revenue Account Works to Stock Programme 2017/18: The Replacement of Fire Doors at Barr Lodge, Yiewsley, Missouri Court, Eastcote and Mandela Court, Uxbridge Sheltered Housing Schemes and associated Capital Release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
23/06/2017	Housing Revenue Account Works to Stock Programme 2017/18: The Replacement of Communal and Emergency Lighting Systems at Darrell Charles Court, Uxbridge, Missouri Court, Eastcote and James Court, Northwood Sheltered Housing Schemes and associated Capital Release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
23/06/2017	Housing Revenue Account Works to Stock Programme 2017/18: The Replacement of Fire Doors at Yiewsley Court, Yiewsley and Drayton Court, West Drayton Sheltered Housing Schemes and associated Capital Release	Leader of the Council / Cabinet Member for Finance, Property & Business Services
23/06/2017	Award of Contract for Fire Risk Assessments: 2017/2018	Leader of the Council / Cabinet Member for Finance, Property & Business Services

BACKGROUND PAPERS: Decision Notices

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## QUESTIONS FROM MEMBERS

### **6.1 QUESTION SUBMITTED BY COUNCILLOR BRIDGES TO THE LEADER OF THE COUNCIL - COUNCILLOR PUDDIFOOT:**

Following the tragic incident at Grenfell Tower in Kensington and Chelsea and the actions of Camden Council to evacuate tower blocks now considered to be a danger to the lives of tenants and leaseholders, would the Leader of the Council please inform Council of the current situation relating to tower blocks in Hillingdon?

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## MOTIONS

### 7.1 MOTION FROM COUNCILLOR EGINTON

That this Council supports the independence of the committee system from the executive and, in order to further establish that independence, resolves that the Overview and Scrutiny committees need to be rigorous to ensure that the executive can both be supported and held to account. Council confirms that the decision as to which matters are to be considered by all such committees should not be subject to informal consideration or veto by members of the Cabinet.

### 7.2 MOTION FROM COUNCILLOR BURROWS

That Hillingdon Council acknowledges that car ownership is vital to our residents as a means of going about their daily business, especially if having to travel across the Borough north/south.

The Council therefore reaffirms its current planning policy relating to car parking spaces for new developments and will resist attempts to reduce this standard at the cost of higher density of future developments.

Council therefore instructs the Chief Executive to write to the Mayor of London reminding him of the importance of the car to Hillingdon residents and our intention to maintain the existing parking standards policy.

### 7.3 MOTION FROM COUNCILLOR NELSON

That, since this Council took away the dedicated caretakers from our tower blocks etc, and replaced them with a team of off-site cleaners, residents have noted that they are not receiving the same good service that they did previously. General maintenance which ensured buildings were once clean and free from dumped rubbish, is not been carried out.

This is giving rise to fire hazards and vermin damaging to residents' health and wellbeing. For this reason Council asks the Social Services, Housing and Public Health Scrutiny Committee to investigate reinstating dedicated caretakers to assist in implementing the planned maintenance programme for council buildings.

### 7.4 MOTION FROM COUNCILLOR MORSE

That this Council welcomes the Leader's use of emergency powers in respect of fire safety and prevention in Council owned blocks of flats, including the replacement of fire doors.

Council requests that the Leader and Cabinet consider that approval be given to the installation of sprinkler systems in the Council's high rise housing and community (LEA) schools so that our residents are put first when it comes to being safe in their homes and their children are safe at school. Insurance cost savings can be calculated and offset against the reduction in risk to the loss of the Council's assets.

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