



HILLINGDON  
LONDON



# Annual Council

# To all Members of the Council

**Date:** THURSDAY, 10 MAY 2018

**Time:** 7.30 PM

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

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

**Published:** Tuesday, 1 May 2018

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

*Putting our residents first*

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

# Useful information for residents and visitors

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Watch a **LIVE** broadcast of this meeting on the Council's YouTube Channel: *Hillingdon London*

Those attending should be aware that the Council will film and record proceedings for both official record and resident digital engagement in democracy.



It is recommended to give advance notice of filming to ensure any particular requirements can be met. The Council will provide seating areas for residents/public, high speed WiFi access to all attending and an area for the media to report. When present in the room, silent mode should be enabled for all mobile devices.

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# Agenda

## Prayers

To be said by the Reverend Tim Meathrel

- 1 Apologies for Absence
- 2 Declarations of Interest 1 - 2

To note any declarations of interest in any matter before the Council - please see *attached* guidance note.
- 3 Election Results 2018, Political Groups on the Council and calculation of Political Balance 3 - 10

To note the results of the recent elections and the resulting political balance of the Council.
- 4 Election of Mayor 2018/2019

To elect a Mayor of the London Borough of Hillingdon to hold office from 10 May 2018 until his or her successor becomes entitled to act as Mayor.

  - i) The retiring Mayor, Councillor Melvin, to provide a summary of her year in office.
  - ii) Nominations for Mayor invited by the retiring Mayor - election (if necessary).
  - iii) Retiring Mayor declares the result.

## Adjournment for the robing of the new Mayor

- 5 Acceptance of Office by the Mayor
  - i) The newly elected Mayor to make and sign the declaration of acceptance of office.
  - ii) The Head of Democratic Services to declare the election of the Mayor to be complete.
- 6 Appointment of Deputy Mayor

To receive the Mayor's appointment in writing of a Councillor of the Borough to serve as Deputy Mayor for the coming year.
- 7 New Mayor's Announcements

To receive announcements from the new Mayor.

- 8** Vote of Thanks to Outgoing Mayor
- i) Vote of thanks to the outgoing Mayor to be moved and seconded.
  - ii) Presentation of Past Mayor's and Past Mayor's Consort's badges.
- 9** Report of the Head of Democratic Services 11 - 42
- 10** Committee Allocations and Membership 2018/2019 43 - 48
- To determine the number and size of Council committees and allocate Members to serve on those committees based on the political balance of the Council where required
- 11** Council Membership of Outside Organisations
- (Report to follow)* To consider appointments to outside organisations.
- 12** Policy Overview and Scrutiny Committees' Annual Report 49 - 70
- To receive the annual report.
- 13** Statement by the Leader of the Council
- In accordance with the provisions of the Constitution, to receive, without comment, a statement from the Leader of the Council.

**On the rising of the Annual Meeting of the Council, The Head of Democratic Services will convene special meetings of Committees for the purpose of appointing Chairmen, Vice Chairmen and Sub-Committees, where appropriate.**

## DECLARATIONS OF INTEREST

*Reporting Officers: Head of Democratic Services and Borough Solicitor*

### SUMMARY

When The Mayor asks at item 2 if any Member has any interest to declare you must consider the items on the agenda and declare if you feel you have either:

a) a Pecuniary interest (that you have not already declared to the Monitoring Officer and is therefore included in the General Register of Members' Interests) or

b) a Non-Pecuniary interest.

Pecuniary and Non-Pecuniary interests are covered by Part 2 of the Code of Conduct.

### **What is a Pecuniary interest and what should I do if one arises?**

A Member's pecuniary interests are their business interests (or those of their spouse or civil partner, or person with whom they are living as if spouse or civil partner). This would include their employment, trade, profession, contracts, or any company with which they are associated - and wider financial interests they might have (for example trust funds, investments, and assets including land and property).

If you consider that you have a Pecuniary interest in any item on the agenda and that interest has not already been entered onto the authority's General Register of Members' Interests, then you must disclose the interest under item 2 (or as it becomes apparent) as long as the matter is not a 'sensitive interest'. A 'Sensitive Interest' is one where disclosure of the details of the interest could lead to the Member or a person connected with the Member, being subject to violence or intimidation.

Unless dispensation has been granted, you must leave the Chamber when any item is being considered in which you have declared a Pecuniary Interest (whether already on the General Register or declared at the meeting) and may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest.

### **What should I do if a Non-Pecuniary interest arises?**

Any other type of interest is defined as Non-Pecuniary and must, similarly be disclosed under item 2 (or as it becomes apparent).

In declaring a Non-Pecuniary interest a Member must consider if the extent of that interest will be such that it would reasonably be considered by a member of the public, in possession of the full facts, to be so significant as to prejudice the Member's judgement of the public interest in the matter under consideration.

If you consider the Non-Pecuniary interest to be prejudicial, in that it would affect your impartial judgement on the matter under consideration, then you must leave the Chamber and may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have such an interest.

If you do not consider the Non-Pecuniary interest you have declared to be prejudicial, then you may remain in the Chamber, participate in any discussion of and vote on the item in question.

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## **ELECTION RESULTS 2018, POLITICAL GROUPS ON THE COUNCIL AND CALCULATION OF POLITICAL BALANCE**

*Reporting Officer: Head of Democratic Services*

1. The Borough Council elections were held on 3 May 2018. The results of the elections for all 22 wards are attached for information at Appendix A.
2. The Local Government and Housing Act 1989 provides a statutory basis for the rights of political groups to secure representation upon Council Committee and Sub-Committee meetings in proportion to their respective political strengths within the Council.

**RECOMMENDATION: That the election results, the formation of political groups and the subsequent political balance of the Council be noted.**

### **INFORMATION**

3. A 'political group' is one which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two Members. It is therefore separate from the concept of a political party, although it may well consist of members of the same political persuasion.
4. By definition a political group needs to be comprised of two or more Members who have indicated by notice to the Head of Democratic Services that they wish to constitute a named group, such notice also to indicate the identity of the Leader of the Group. The notice must be signed by all Members who wish to form the Group.
5. Changes in political groups can affect the calculation of the political balance on particular Council bodies. If the membership of a political group drops below two, the group ceases to exist. A Member will cease to be a member of a political group if they are no longer a councillor.
6. The Head of Democratic Services has been notified of 2 political Groups on the Council:
  - The Hillingdon Conservative Group with 44 members and Councillor Puddifoot as Group Leader,
  - The Labour Group with 21 Members and Councillor Curling as Group Leader
7. The political balance calculation below is based on these submissions and the number of Council and Committee places to be determined elsewhere on this agenda:

group	seats	%
Conservative	44	67.69
Labour	21	32.31
Total	65	

committee size	Conservative		Labour	
	%	actual	%	actual
3	2.03	2	0.97	1
4	2.71	3	1.29	1
5	3.38	3	1.62	2
6	4.06	4	1.94	2
7	4.74	5	2.26	2
8	5.42	5	2.58	3
9	6.09	6	2.91	3
10	6.77	7	3.23	3
11	7.45	7	3.55	4
12	8.12	8	3.88	4
13	8.80	9	4.20	4
14	9.48	9	4.52	5
15	10.15	10	4.85	5

		Conservative		Labour	
		notional	actual	notional	actual
Central & South Planning Committee	9	6.09	6	2.91	3
North Planning Committee	9	6.09	6	2.91	3
Major Applications Planning Committee	9	6.09	6	2.91	3
Major Application Planning Sub-Ctte	7	4.74	5	2.26	2
Registration & Appeals Committee	8	5.42	5	2.58	3
Pensions Committee	5	3.38	3	1.62	2
Appointments Committee	8	5.42	5	2.58	3
Executive Scrutiny Committee	8	5.42	5	2.58	3
External Services Select Committee	8	5.42	5	2.58	3
Residents', Education & Environmental Services POC *	9	6.09	6	2.91	3
Corporate Services, Commerce & Communities POC	9	6.09	6	2.91	3
Social Care, Housing & Public Health POC	9	6.09	6	2.91	3
<b>Total</b>	<b>98</b>	<b>66.34</b>	<b>64</b>	<b>31.66</b>	<b>34</b>

**NB: The total number of seats must relate back to the overall political balance on the Council. In this instance, therefore, the Conservative Group are entitled to 2 additional seats which they have chosen to have on the Residents, Education and Environmental Services POC (1) and the Social Care, Housing and Public Health POC(1). These bodies will, therefore have a membership of 7 Con' and 2 Lab'.**



**London Borough of Hillingdon election results  
03 May 2018**

**Barnhill**

Name of Candidate	Description (if any)	Number of Votes
BELL, Cameron	Conservative Party Candidate	741
<b>DHOT, Jas</b>	<b>Labour Party</b>	<b>2334 Elected</b>
DUDUCU, Jem	Conservative Party Candidate	593
<b>EGINTON, Tony</b>	<b>Labour Party</b>	<b>2027 Elected</b>
MOUSTAFA, Rachel	Green Party	252
<b>PRINCE, Kerri</b>	<b>Labour Party</b>	<b>1993 Elected</b>
XUEREB, Rachel	Conservative Party Candidate	565

**Botwell**

Name of Candidate	Description (if any)	Number of Votes
CIMASZKIEWICZ, Piotr	Duma Polska = Polish Pride	98
CRAMP, Jack	Conservative Party Candidate	874
<b>FARLEY, Scott</b>	<b>Labour Party</b>	<b>2404 Elected</b>
<b>GARDNER, Janet</b>	<b>Labour Party</b>	<b>2486 Elected</b>
MASSON, Isha	Conservative Party Candidate	941
MAYNE, Cat	Green Party	242
<b>OSWELL, John</b>	<b>Labour Party</b>	<b>2248 Elected</b>
STRONG, Rachael	Conservative Party Candidate	908

**Brunel**

Name of Candidate	Description (if any)	Number of Votes
BOND, John	Labour Party	1029
<b>CHAMDAL, Roy</b>	<b>Conservative Party Candidate</b>	<b>1712 Elected</b>
ESSAJEE, Huzaifa	Green Party	143
ISLAM, Mohammed	Labour Party	913
MAKIN, Beth	Green Party	230
<b>MILLS, Richard</b>	<b>Conservative Party Candidate</b>	<b>1740 Elected</b>
OSWELL, Gillian	Labour Party	1021
<b>STEAD, Brian</b>	<b>Conservative Party Candidate</b>	<b>1800 Elected</b>

**Cavendish**

Name of Candidate	Description (if any)	Number of Votes
<b>BARNES, Teji</b>	<b>Conservative Party Candidate</b>	<b>2761 Elected</b>
CAMPBELL, Ian	Labour Party	818
GREENHAM, Alice	Green Party	331
<b>LIVERY, Eddie</b>	<b>Conservative Party Candidate</b>	<b>2737 Elected</b>
LEE, Kay	Green Party	357
MAJOR, John	Labour Party	679
MAJOR, Lesley	Labour Party	681
<b>MAKWANA, Heena</b>	<b>Conservative Party Candidate</b>	<b>2595 Elected</b>
PYE, Richard	Green Party	362

### Charville

Name of Candidate	Description (if any)	Number of Votes
<b>BRIGHTMAN, Nicola</b>	<b>Conservative Party Candidate</b>	<b>1810 Elected</b>
DEXTERS, Job	Green Party	179
<b>FYFE, Neil Gordon</b>	<b>Conservative Party Candidate</b>	<b>1773 Elected</b>
GARELICK, Steve	Labour and Co-operative Party	1522
GIBBS, Andrew	Green Party	192
ROBERTS, Annelise	Labour and Co-operative Party	1690
<b>RODRIGUES, Paula</b>	<b>Conservative Party Candidate</b>	<b>1713 Elected</b>
WILLIAMS, David	Labour and Co-operative Party	1501

### Eastcote and East Ruislip

Name of Candidate	Description (if any)	Number of Votes
BANKS, Jonathan	Liberal Democrats	279
BLAKIE, Andy	Green Party	386
<b>DENYS, Nick</b>	<b>Conservative Party Candidate</b>	<b>3519 Elected</b>
DUKAT, Balazs	Green Party	245
<b>EDWARDS, Ian</b>	<b>Conservative Party Candidate</b>	<b>3442 Elected</b>
FONESKA, Fane	Labour Party	595
<b>HAGGAR, Becky</b>	<b>Conservative Party Candidate</b>	<b>3387 Elected</b>
MOHAMMED, Nadir	Labour Party	578
REAP, Margaret	Liberal Democrats	326
TURVEY, Mary	Labour Party	577
WYAND, Joseph	Green Party	319

### Harefield

Name of Candidate	Description (if any)	Number of Votes
BARNES, Richard	Independent	483
GREEN, Sarah	Green Party	425
<b>HIGGINS, Henry</b>	<b>Conservative Party Candidate</b>	<b>1125 Elected</b>
ISSA, Nas	Labour Party	249
MILLER-HOLLAND, David	Labour Party	308
<b>PALMER, Jane</b>	<b>Conservative Party Candidate</b>	<b>1396 Elected</b>
SAMUEL, Niki	Green Party	394

### Heathrow Villages

Name of Candidate	Description (if any)	Number of Votes
BISNAUTHSING, Sanjiv	Conservative Party Candidate	1037
KOCHAJ, Rafael	Conservative Party Candidate	999
<b>MILANI, Ali</b>	<b>Labour Party</b>	<b>1382 Elected</b>
<b>MONEY, Peter</b>	<b>Labour Party</b>	<b>1517 Elected</b>
<b>NELSON, Ingrid June</b>	<b>Labour and Co-operative Party</b>	<b>1475 Elected</b>
STEPHENS, Bill	Green Party	261
TAYLOR, Christine	Conservative Party Candidate	1133

### Hillingdon East

Name of Candidate	Description (if any)	Number of Votes
<b>BRIDGES, Wayne</b>	<b>Conservative Party Candidate</b>	<b>2200 Elected</b>
BROWNING, Gavin	Labour Party	1314
CAMPBELL, John	Labour Party	1333
<b>CHAPMAN, Alan</b>	<b>Conservative Party Candidate</b>	<b>2052 Elected</b>
GARDNER, Steve	Democrats and Veterans Party	153
<b>JACKSON, Patricia</b>	<b>Conservative Party Candidate</b>	<b>2053 Elected</b>
NYE, Lynda	Labour Party	1239

### Ickenham

Name of Candidate	Description (if any)	Number of Votes
ANNIBAL, Maria	Green Party	302
CLARK, Kevin	Green Party	314
COX, Michael	Liberal Democrats	191
HAGAN, Liam Andrew	Labour Party	571
<b>HENSLEY, John</b>	<b>Conservative Party Candidate</b>	<b>2550 Elected</b>
HOWES, Carl	Labour Party	494
JAMES, Peter	Labour Party	517
KAZI, Sofia	Green Party	278
<b>PUDDIFOOT, Raymond</b>	<b>Conservative Party Candidate</b>	<b>2827 Elected</b>
<b>SIMMONDS, David</b>	<b>Conservative Party Candidate</b>	<b>2540 Elected</b>

### Manor

Name of Candidate	Description (if any)	Number of Votes
CROOK, Peter	Green Party	316
ESPLEY, Paul	Labour Party	781
LEE, Graham	Green Party	263
<b>MARKHAM, Michael</b>	<b>Conservative Party Candidate</b>	<b>2603 Elected</b>
<b>MILLS, Douglas</b>	<b>Conservative Party Candidate</b>	<b>2576 Elected</b>
MOORE, Norrette	Labour Party	688
<b>O'BRIEN, Susan</b>	<b>Conservative Party Candidate</b>	<b>2593 Elected</b>
THORP, David	Labour Party	583
WILKINSON, Geoffrey	Green Party	257
WINTERBOTHAM, Melanie	Liberal Democrats	287

### Northwood

Name of Candidate	Description (if any)	Number of Votes
BARNES, Michelle	Green Party	313
COX, Fiona	Liberal Democrats	170
CROOK, Nicole	Green Party	168
HEINLA, Lagle	Liberal Democrats	231
HOLDING, Fiona	Green Party	246
<b>LEWIS, Richard</b>	<b>Conservative Party Candidate</b>	<b>2272 Elected</b>
<b>MELVIN, Carol</b>	<b>Conservative Party Candidate</b>	<b>2285 Elected</b>
READ, Linda	Labour Party	496
RIDLEY, Wendy	Labour Party	452
RYERSON, Peter	Labour Party	409
SABARWAL, Gautam	Liberal Democrats	203
<b>SEAMAN DIGBY, Scott</b>	<b>Conservative Party Candidate</b>	<b>2131 Elected</b>

### Northwood Hills

Name of Candidate	Description (if any)	Number of Votes
ABDUL-MOTALIB, Humam	Liberal Democrats	192
<b>BIANCO, Jonathan</b>	<b>Conservative Party Candidate</b>	<b>2056 Elected</b>
DOLLIMORE, Peter	Liberal Democrats	226
<b>FLYNN, Duncan</b>	<b>Conservative Party Candidate</b>	<b>2039 Elected</b>
MCDONALD, Kevin	Labour Party	636
<b>MORGAN, John</b>	<b>Conservative Party Candidate</b>	<b>2014 Elected</b>
RETTTER, Andrew	Independent	618
ROSS, Andy	Green Party	435
SACHEDINA, Shabbar	Labour Party	662
STUART, Dee	Labour Party	701

### Pinkwell

Name of Candidate	Description (if any)	Number of Votes
BISEEM, Shahid	Conservative Party Candidate	711
COLLINS, Phil	Conservative Party Candidate	731
<b>DHILLON, Jazz</b>	<b>Labour Party</b>	<b>2388 Elected</b>
KOTECHA, Resham	Conservative Party Candidate	595
<b>LAKHMANA, Kuldeep</b>	<b>Labour Party</b>	<b>2283 Elected</b>
<b>MORSE, John</b>	<b>Labour Party</b>	<b>2249 Elected</b>

### South Ruislip

Name of Candidate	Description (if any)	Number of Votes
CLOUTING, James	Labour Party	1207
CROWTHER, Nicky	Green Party	179
HOWES, Deborah	Green Party	300
<b>HURHANGEE, Vanessa</b>	<b>Conservative Party Candidate</b>	<b>1943 Elected</b>
<b>KAUFFMAN, Allan</b>	<b>Conservative Party Candidate</b>	<b>2119 Elected</b>
KHURSHEED, Imran	Labour Party	965
MONEY, Elisa	Labour Party	1019
<b>TUCKWELL, Steve</b>	<b>Conservative Party Candidate</b>	<b>2015 Elected</b>
YOUNG, Hazel	Liberal Democrats	232

### Townfield

Name of Candidate	Description (if any)	Number of Votes
<b>ALLEN, Lynne</b>	<b>Labour Party</b>	<b>2512 Elected</b>
BENNETT, Adam	Conservative Party Candidate	806
<b>CURLING, Peter</b>	<b>Labour Party</b>	<b>2247 Elected</b>
LANGLEY, Dean	Green Party	278
MARTIN, Kelly	Conservative Party Candidate	782
<b>SANSARPURI, Robin</b>	<b>Labour Party</b>	<b>2214 Elected</b>
SOWE, Mustapha	Conservative Party Candidate	688

### Uxbridge North

Name of Candidate	Description (if any)	Number of Votes
<b>GODDARD, Martin</b>	<b>Conservative Party Candidate</b>	<b>2563 Elected</b>
<b>GRAHAM, Raymond</b>	<b>Conservative Party Candidate</b>	<b>2415 Elected</b>
HOLYDAY, William	Green Party	312
MOONEY, Ann	Labour Party	936
MURPHY, Niall	Green Party	275
SIVARAMALINGAM, Siva	Green Party	246
SMITH, Andrew	Labour Party	901
SMITH, Jane	Labour Party	892
<b>YARROW, David</b>	<b>Conservative Party Candidate</b>	<b>2299 Elected</b>

### Uxbridge South

Name of Candidate	Description (if any)	Number of Votes
BEISHON, Jessica	Labour Party	1358
BOWMAN, John	Green Party	263
BURLES, Tony	Labour Party	1300
<b>BURROWS, Keith</b>	<b>Conservative Party Candidate</b>	<b>1756 Elected</b>
<b>CHOUBEDAR, Farhad</b>	<b>Conservative Party Candidate</b>	<b>1511 Elected</b>
<b>COOPER, Judith</b>	<b>Conservative Party Candidate</b>	<b>1770 Elected</b>
KIER, Mark	Green Party	212
SHAH, naz	Labour Party	1129
WEST, Chris	Green Party	306

### West Drayton

Name of Candidate	Description (if any)	Number of Votes
BRADBURY, Cameron	Conservative Party Candidate	1749
DEVILLE, Lesley	Conservative Party Candidate	1739
<b>DUNCAN, Janet</b>	<b>Labour Party</b>	<b>2013 Elected</b>
EVANS, Vincent	British National Party Local People First	143
HAMBLIN, James	Conservative Party Candidate	1737
JASKIEWICZ, Remigiusz	Duma Polska = Polish Pride	95
<b>MATHERS, Stuart</b>	<b>Labour Party</b>	<b>1843 Elected</b>
<b>SWEETING, Jan</b>	<b>Labour Party</b>	<b>1923 Elected</b>
TYSZLEWICZ, Sebastian	Duma Polska = Polish Pride	117

### West Ruislip

Name of Candidate	Description (if any)	Number of Votes
<b>CORTHORNE, Philip</b>	<b>Conservative Party Candidate</b>	<b>2622 Elected</b>
CUNLIFFE, Alexander	Liberal Democrats	313
DEVANI, Kishan	Liberal Democrats	290
HOOPER, Christine	Liberal Democrats	350
MCDONALD, Margaret	Labour Party	699
MCDONALD, Peter	Labour Party	605
PATEL, Shivalee	Green Party	337
<b>RADIA, Devi</b>	<b>Conservative Party Candidate</b>	<b>2274 Elected</b>
<b>RILEY, John</b>	<b>Conservative Party Candidate</b>	<b>2536 Elected</b>
WHITEHEAD, Craig	Labour Party	573

### Yeading

Name of Candidate	Description (if any)	Number of Votes
<b>BIRAH, Mohinder</b>	<b>Labour Party</b>	<b>2280 Elected</b>
<b>BLISS, Lindsay</b>	<b>Labour Party</b>	<b>2389 Elected</b>
BRIDGES, Kelly Marie	Conservative Party Candidate	767
OMISORE, Bolupe	Conservative Party Candidate	600
<b>SINGH, Jagjit</b>	<b>Labour Party</b>	<b>2206 Elected</b>
SMALLWOOD, Christopher	Conservative Party Candidate	699

### Yiewsley

Name of Candidate	Description (if any)	Number of Votes
<b>AHMAD-WALLANA, Shehryar</b>	<b>Conservative Party Candidate</b>	<b>1713 Elected</b>
<b>ARNOLD, Simon</b>	<b>Conservative Party Candidate</b>	<b>1539 Elected</b>
<b>DEVILLE, Alan</b>	<b>Conservative Party Candidate</b>	<b>1588 Elected</b>
HARRIS, Jordan	Green Party	203
MARTIN, Cayla	Labour Party	1210
NUNN, Robert	Labour Party	1084
RANA, Nav	Labour Party	1192
STEPHENS, David	Green Party	231
VIRDEE, Jai	Green Party	235

## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

### 9.1 APPOINTMENT OF LEADER OF THE COUNCIL

The Council Constitution stipulates that the Leader of the Council will be a Councillor elected at the annual meeting immediately following the ordinary election of Councillors. The Leader holds office for a four year period or until:

- he or she resigns from office or
- he or she is suspended from being a councillor under Part III of the Local Government Act 2000 (as amended) or
- he or she is no longer a councillor or
- upon expiry date of the fixed term save that the full Council may, by resolution, remove the Leader from office at an earlier date.

The Head of Democratic Services has been notified by the majority Group, the Hillingdon Conservative Group, that Councillor Ray Puddifoot will be nominated as Leader of the Council.

**RECOMMENDATION: That Councillor Puddifoot be appointed as Leader of the Council for the next four year period (until the Annual Meeting immediately following the ordinary election of Councillors).**

### 9.2 APPOINTMENT OF CABINET

Subject to the approval of 9.1 above, Members are asked to note the appointment by the Leader of the Council of the Deputy Leader and Cabinet for 2018/19 as follows:

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

### 9.3 APPOINTMENT OF COUNCIL CHAMPIONS

In accordance with Article 4 of the Constitution, Council is asked to consider the appointment of Members as Council Champions under the generic Terms of Reference approved by full Council on 29 June 2006, (revised February 2009) with additional guidance approved by the Leader of the Council to reflect specific responsibilities associated with the portfolios as shown.

**RECOMMENDATION: That, subject to the approval of 9.1 above, the following Champions, as recommended by the Leader of the Council, be appointed:**

- **Older Persons - the Leader of the Council**
- **Carers - Councillor Haggar**

The Scheme of Members' Allowances includes provision for an allowance of £5,821.36 to be paid to each Champion and, in addition each position carries a £5,000 budget.

In addition the Leader has appointed Councillor Janet Gardner to continue in her role as DV Advocate.

## **9.4 REVIEW OF COUNCIL CONSTITUTION**

### **1. Background**

- 1.1 The Constitution of the London Borough of Hillingdon sets out how the Council is governed and operates, the various roles of the 65 Elected Councillors, how decisions are made and the procedures which are followed to ensure that everything the Council does is efficient, transparent, accountable, done with integrity and engages residents in the way it does business.
- 1.2 The Constitution helps set the tone in which the Administration seeks to run the Council, embodying an effective governance framework to deliver its manifesto policies, services, projects and to put Hillingdon residents first. As such, at the heart of the Constitution is how the Cabinet and Policy Overview & Scrutiny Committees operate, where Councillors both make decisions and review responsibilities in order to deliver first class services to residents each and every day.
- 1.3 Many of the Council's constitutional procedures are required by law, whilst others are a matter of local choice. Council regularly reviews the Constitution to ensure it meets local priorities and legislative changes.
- 1.4 For the 2018/19 Municipal Year and beyond, the Leader of the Council is proposing the following constitutional changes:
  - i) minor changes to Cabinet portfolios and;
  - ii) refreshed arrangements for overview and scrutiny (Article 6 & Policy Overview and Scrutiny Procedure Rules – Part 4, E).
- 1.5 If agreed by Council, a revised hard copy of the Council's Constitution will be made available to all Councillors, published online for residents and communicated internally to officers to implement within the timescales set out.

### **RECOMMENDATIONS: That**

- a) **the constitutional changes detailed in this report and Appendix A to:**
  - i) Article 7 - Cabinet Scheme of Delegations;**
  - ii) Article 6 - Policy Overview, Scrutiny and Select Committees and**
  - iii) Part 4 (E) - Policy Overview, Scrutiny and Select Committee Procedure Rules,**

**be approved.**



- b) the Corporate Parenting Board be discontinued and its responsibilities be transferred to the Social Care, Housing and Public Health Policy Overview Committee, who may establish a Corporate Parenting Panel to provide effective oversight and improved integration of corporate parenting within the Council's governance arrangements.
- c) authority be delegated to the Head of Democratic Services, in consultation with the Leader of the Council, to update the Constitution, amend the Council's timetable of meetings and make any other necessary decisions required to transition to and give effect to the new overview and scrutiny arrangements as set out in Appendix A.

## Information

### 2. Article 7 – Cabinet Scheme of Delegations - Cabinet portfolio changes

2.1 Both the full Council and the Leader of the Council may arrange for the discharge of Cabinet and Cabinet Member portfolio responsibilities across various service areas. This is set out in the Cabinet Scheme of Delegations. Council is being requested to agree the following minor changes to existing portfolios:

#### i) New delegation to the Leader of the Council:

*“Where there are extenuating medical or other circumstances, the Leader of the Council may review and consider amending, on an individual basis, the Housing Allocation Policy, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.”*

2.2 The Housing Allocation Policy is an executive function and this new delegation provides a mechanism for dealing with extenuating individual housing cases upon proper recommendations from officers. If agreed by Council, a similar corresponding delegation will be given to the Deputy Chief Executive and Corporate Director of Residents Services in the Officer Scheme of Delegations, as it is officers that then implement such decisions.

#### ii) Transfer of delegations:

*The transfer of the “sports” brief from the Cabinet Member for Social Services, Housing and Health & Wellbeing to the Cabinet Member for Central Services, Culture and Heritage.*

*The transfer of the “lead for health and safety at work legislation” brief from the Cabinet Member for Finance, Property and Business Services to the Cabinet Member for Central Services, Culture and Heritage.*

2.3 Placing sport within the portfolio of Central Services, Culture and Heritage, strengthens the link with other leisure services under this brief. Additionally, moving health and safety at work so it is under this portfolio connects with other human resource responsibilities.

**iii) New delegation to the Cabinet Member for Education and Children's Services:**

*"In consultation with the Leader of the Council, to agree the process and determine the award of student bursaries."*

- 2.4 The Administration's Manifesto and 2017/18 Council budget included funding for bursaries to support local children with the cost of university tuition, as part of plans to mark the centenary of the end of the First World War and as a tribute to the young people who gave their lives in that conflict. This delegation provides suitable Member authority and oversight to implement this initiative.

**iv) Amended delegation to the Cabinet Member for Community, Commerce and Regeneration:**

*To replace responsibility for "Streets Ahead" with "Feel Proud".*

- 2.5 This is the updated name for the Council's flagship community campaign celebrating pride in residents' neighbourhoods and streets.

**3. Article 6 / Part 4(E) Policy Overview and Scrutiny Procedure Rules - Refreshed arrangements for overview and scrutiny**

**Background to overview and scrutiny in Hillingdon**

- 3.1 Larger local councils are required to have more than one overview and scrutiny committee as part of their core governance arrangements. The structure is local choice and most unitary councils have a number of such committees usually structured around cross-cutting service areas, engaging Councillors not in the Executive in a variety of activities. Their role is similar to that of Select Committees in Parliament, broadly to:
- i) assist in the development of Council policy;
  - ii) question and evaluate the actions of the Executive, both before and after decisions are taken; and
  - iii) have the power to make reports and recommendations on such matters.
- 3.2 Since 2010, overview and scrutiny in Hillingdon has been separated into "scrutiny" and "policy overview" to provide clarity in exercising these functions.
- 3.3 Policy Overview and Scrutiny has shown the ability to make a difference. Over the years, Committees have undertaken successful in-depth reviews of Council services, policies and also on our external partners. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

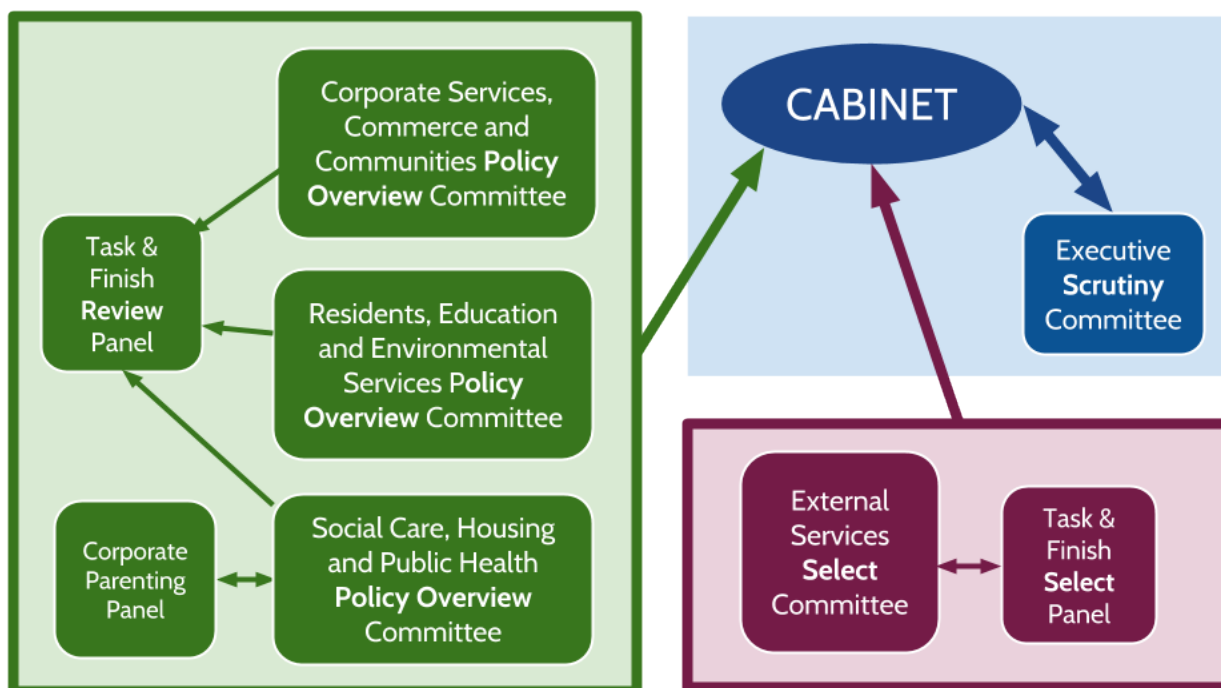
- 3.4 External scrutiny has been particularly strong in ensuring the local accountability of public bodies such as the NHS and Police. The ability for this Committee to also establish focussed working groups has added to the strength of both its dual scrutiny and policy development roles.
- 3.5 Ultimately, the Committees' efforts have been at their best when external witnesses and residents participate, adding value to their intelligence gathering and findings. In support of this, Committees have undertaken their own consultations, surveys, called expert witnesses, held site visits, informal networking events and, most importantly, have heard from residents, parents, children and other groups across the Borough.

### **National changes to overview and scrutiny**

- 3.6 On 15 December 2017, the then Communities and Local Government Select Committee finalised their inquiry into local authority overview and scrutiny arrangements and made a number of recommendations to improve their effectiveness, following feedback from a wide range of witnesses and local councils.
- 3.7 The Government has since published its response to the Select Committee's review and supports the main finding that overview and scrutiny committees should report to an authority's Full Council meeting rather than to the executive, mirroring the relationship between Select Committees and Parliament. The Government has proposed issuing formal guidance on this, which may require the Council to revisit its overview and scrutiny arrangements again during 2018/19.
- 3.8 Additionally, the recent review on Community Sentencing by the External Services Scrutiny Committee has shown difficulties in seeking information and attendance at meetings from certain external service providers and the Government's response to this offers some useful movement in this direction, promising updated guidance for overview and scrutiny to fully follow how the public purse is spent locally.
- 3.9 Members will be informed once further guidance is received from the Government.

### **Proposed changes to overview and scrutiny in Hillingdon**

- 3.10 The Leader of the Council is recommending for 2018/19 and beyond streamlining the number of Policy Overview Committees and refreshing and consolidating their terms of reference as set out in the diagram below, and in more detail in **Appendix A**.



- 3.11 No change is proposed to the role of the Executive Scrutiny Committee. However, it is proposed that the External Services Scrutiny Committee be re-classed as a “Select” Committee, to reflect that it undertakes both a policy review role and has unique statutory scrutiny responsibilities, unlike the other Policy Overview Committees.
- 3.12 It is proposed that the Chairmen of the three new Policy Overview Committees may jointly agree to establish a single Task and Finish Review Panel at any one time to undertake either a focussed review within a particular committee’s remit, or a cross-cutting review that covers the remit of more than one committee.
- 3.13 Similarly, the External Services Select Committee may establish a single Task and Finish Select Panel at any one time.
- 3.14 It is also proposed that a committee’s work programmes may span across multiple municipal years to provide more flexibility in undertaking in-depth reviews, timetabling and reporting of findings to Cabinet. As the conventional ‘deadline’ of completing reviews within a traditional municipal year will no longer exist, this opens up greater opportunities to engage with witnesses and residents, increasing the value of the Committee’s findings.
- 3.15 It is also proposed that oversight of the Council’s corporate parenting responsibilities transfer to the new Social Care, Housing and Public Health Policy Overview Committee from the current Corporate Parenting Board, which will be discontinued. Whilst to different degrees, over a number of years both Policy Overview Committees and the Board have undertaken similar overview activity in relation to children in the Council’s care and care leavers. It is considered that integration with the Policy Overview Committee will strengthen this important responsibility going forward within the Council’s core governance arrangements. To discharge this effectively, the Committee

will also have the ability to establish a Corporate Parenting Panel of 3 Members (any non-Cabinet Member). It is important to note that the Panel will not replace the duty of all Councillors as 'corporate parents'. Members of all committees have a responsibility to consider how reports before them impact upon children in care and care leavers.

- 3.16 The procedure rules currently provide for both formal and informal attendance of Cabinet Members and officers to attend committees as they undertake their investigations. The 'formal' process, as shown in paragraph 14 of the rules, is essentially a summons. This power has rarely been used and currently includes the ability for a committee to also summon junior officers, which it is felt is inappropriate. The revised procedures presented to Council restrict this power to Cabinet Members and Senior Officers. However, an updated paragraph has been added to ensure that on an informal basis there are no limitations whatsoever and that committees and panels can continue to invite Cabinet Members, senior and junior officers along to meetings, not to mention the wide variety of external witnesses they already involve.
- 3.17 Other minor changes have been made to the Procedure Rules in Appendix A to update headings, terminology and clarify attendance of education representatives at meetings.
- 3.18 Attached in **Appendix A** are the detailed changes to Article 6 and Part 4(E) of the Constitution giving effect to the proposals from the Leader of the Council. They provide more detail on how these arrangements will work, including the detailed Terms of Reference of the revised Committees and Panels.

#### **4. Implementation**

- 4.1 The changes proposed relate to the Articles and Parts in the Constitution detailed above. However, there may be other minor wording changes required across the wider Constitution to reflect these primary changes.
- 4.2 These changes will come into immediate effect for the 2018/19 Municipal Year. Following which, Democratic Services will work with Committee Chairmen and Members to review meeting timetables, work programmes and ensure a smooth transition to the new arrangements.
- 4.3 Delegated authority is, therefore, requested to ensure the Constitution and these new governance arrangements are updated and implemented effectively.

#### **5. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising directly out of this report. Council has previously approved budgetary provision for Special Responsibility Allowances related to the bodies and roles mentioned in the report.

## **6. LEGAL IMPLICATIONS**

- 6.1 The Borough Solicitor has checked the proposed amendments to the Constitution and confirms that they are compliant not only with the provisions of the Local Government Act 2000 and Regulations issued and Statutory Guidance made pursuant to it.
- 6.2 Under the terms of the Constitution, it is for full Council to decide whether or not to approve the proposed amendments.

BACKGROUND PAPERS: i) Communities and Local Government Select Committee review findings into the effectiveness of local authority overview and scrutiny arrangements  
ii) The Government's response to the Select Committee's findings

# APPENDIX A

## **ARTICLE 6 – POLICY OVERVIEW, SCRUTINY AND SELECT COMMITTEES**

### **6.01 Introduction**

- (a) The Council has appointed the following Policy Overview Scrutiny and Select Committees to discharge the functions conferred by section 21 of the Local Government Act 2000:
1. A **Corporate Services, Commerce and Communities** Policy Overview Committee
  2. **Residents, Education and Environmental Services** Policy Overview Committee
  3. A Social Care , Housing & Public Health Policy Overview Committee
  4. An Executive Scrutiny Committee
  5. An External Services Select Committee
- (b) The terms of reference for each of these Committees are set out in Table 1 of the Policy Overview,Scrutiny and Select Committee Procedure Rules which must be read together with the provisions of this Article. These Committees are collectively referred to as 'Policy Overview, Scrutiny and Select Committees'.
- (c) The Policy Overview Committees are predominantly service based **and the Chairmen of the Committees may jointly agree to establish a Task and Finish Review Panel to undertake detailed reviews. The External Services Select Committee may also establish a Select Panel to undertake detailed reviews.**
- (d) **The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to oversee the corporate parenting responsibilities of the Council.**

### **6.02 Role of Policy Overview, Scrutiny and Select Committees**

#### **(a) Policy development and review:**

Policy Overview Committees may:

1. conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet

- Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. monitor the performance of the Council services within their remit (including the management of finances and risk);
  3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
  4. consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints but will consider 'Councillor Calls For Action' submissions in accordance with the Local Government and Public Involvement in Health Act 2007.

#### **(b) Executive Scrutiny Committee**

The Executive Scrutiny Committee may

1. Call in key executive decisions made but not yet implemented in line with the call-in procedure outlined in Part 4 of the Constitution;
2. Review or scrutinise the impact of key decisions taken by the Executive after they have been implemented.

#### **(c) External Services Select Committee**

The External Services Select Committee may:

1. Undertake the powers of health scrutiny conferred by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
2. Work closely with the Health & Wellbeing Board & Local HealthWatch in respect of reviewing and scrutinising local health priorities and inequalities.
3. Respond to any relevant NHS consultations.
4. Scrutinise and review the work of local public bodies and utility companies whose actions affect residents of the Borough.



5. Identify areas of concern to the community within their remit and instigate an appropriate review process.
6. Act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

These roles will be undertaken in accordance with the terms of reference for each Committee outlined in Part 4 of the Constitution.

**(d) Finance**

The Policy Overview, Scrutiny and Select Committees may exercise overall responsibility for the finances made available to them. However, the Head of Democratic Services has responsibility for allocating finances to the individual committees.

**(e) Reporting to Council**

Policy Overview, Scrutiny and Select Committees must report at least annually to Full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

**(f) Officers**

Policy Overview and Scrutiny Committees may exercise overall responsibility for their work programmes and **will have dedicated officer support to assist them in carrying out their official business.**

**(g) Holding Office**

Committee members shall hold office until they resign, are removed from office or their successors are appointed.

**6.03 Proceedings of Policy Overview, Scrutiny and Select Committees**

As indicated in Article 6.01 above, the Policy Overview, Scrutiny and Select Committees will conduct their proceedings in accordance with the Policy Overview, Scrutiny and Select Committee Procedure Rules set out in Part 4 of the Constitution.

## **POLICY OVERVIEW, SCRUTINY AND SELECT COMMITTEE PROCEDURE RULES – SCHEDULE E**

### **1. What will be the Number and Arrangements for Policy Overview,Scrutiny and Select Committees?**

The Council's policy overview, scrutiny and select committee arrangements are set out in summary in Article 6. The Council has three Policy Overview Committees, one Select Committee with an external mandate and one Scrutiny Committee with an internal remit:

- Corporate Services, Commerce and Communities Policy Overview Committee
- Residents, Education and Environmental Services Policy Overview Committee
- Social care, Housing and Public Health Policy Overview Committee
- External Services Select Committee
- Executive Scrutiny Committee

Their detailed Terms of Reference are set out in Table 1 to this Schedule.

The Council will appoint to these committees as it considers appropriate from time to time.

Chairmen of the Policy Overview Committees may jointly agree to establish a Task and Finish Review Panel, subject to their Terms of Reference and operation set out in Table 1.

The External Services Select Committee may establish a Task and Finish Select Panel on matters within its remit, subject to their Terms of Reference and operation set out in Table 1.

The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to oversee the corporate parenting responsibilities of the Council, as set out in their Terms of Reference in Table 1.

## **2. Who may sit on Policy Overview, Scrutiny and Select Committees?**

All Councillors except Members of the Cabinet and Cabinet Assistants may be Members of a Committee. However, no Member may be involved in scrutinising a decision with which he/she has been directly involved or has a prejudicial interest.

All Councillors may attend any Policy Overview Scrutiny and Select Committee meeting and address the Chairman of that Committee only at his/her discretion. Members may not directly or indirectly question Members, Officers and individuals from outside the Council giving evidence unless they are members of the Committee concerned.

## **3. Co optees**

Each Policy Overview Committee and the External Services Select Committee shall be entitled to recommend to Council the appointment of non-voting co-optees, either as permanent members or for a limited duration to assist with a specific project from a panel of advisers set up for this purpose.

The Leader of the Council may appoint co-opted members to Policy Overview and Scrutiny Committees, determining the suitability and term of office of such appointments and reviewing the appointments on expiry of that term.

## **4. Education Representatives**

The Residents, Education and Environmental Services Policy Overview Committee shall include in its membership the following voting representatives:

- (a) 1 Church of England diocese representative;
- (b) 1 Roman Catholic diocese representative; and
- (c) Such other representatives of faiths and denominations as may be appointed by the Council subject to a direction being issued by the Secretary of State.
- (d) 3 parent governor representatives elected by parents.

These representatives will also be appointed to the Executive Scrutiny Committee when a decision has been made by the Cabinet or any decision called-in that relates wholly or in part to any education functions which are the responsibility of the authority's Cabinet.

Education representatives may only attend (in part) as members of a Committee meeting, for education related items / decisions on the agenda, which they may speak and vote on.

## **5. Meetings of the Policy Overview, Scrutiny and Select Committees**

Each Policy Overview, Scrutiny and Select Committee will determine its timetable of meetings in order to carry out its programme of work. The Chairman of a Committee may call a special meeting having consulted the Lead Members of the other Party Groups. A special meeting may also be called on the requisition of at least two thirds of the whole number of the Committee delivered in writing to the Head of Democratic Services.

## **6. Quorum**

The quorum for a Policy Overview, Scrutiny or Select Committee shall be half of the whole number of the Committee.

## **7. Who Chairs Policy Overview, Scrutiny and Select Committee Meetings?**

The posts of Chairmen of the Committees will be decided by the Membership of that particular committee.

## **8. Work Programme**

The Policy Overview Committees will be responsible for setting their own work programme, within their terms of reference. In doing so, they shall take into account the wishes of members on that Committee who are not members of the largest political group on the Council. **Work programmes will span across municipal years, to provide for in-depth reviews and ensure flexibility in reporting to Cabinet.**

## **9. Requests from Council / Cabinet to review specific matters**

Policy Overview and Scrutiny Committees shall respond, as soon as their work programme permits, to requests from the Council and the Cabinet, including individual Cabinet members for matters for which they have delegated authority, to review particular areas of Council activity. Where they do so, Policy Overview and Scrutiny Committees shall report their findings and any recommendations back to the Cabinet, or if it is outside the budget and policy framework, the Council. The Council and/or the Cabinet shall normally consider the report of the Policy Overview and Scrutiny Committee within one month of receiving it.

## **10. Undertaking their Policy Review and Development role**

- (a) The role of the Policy Overview and Scrutiny Committees in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, Policy Overview, Scrutiny and Select Committees may make proposals to the Cabinet for developments in so far as they relate to matters within their terms of reference.

- (c) Policy Overview,Scrutiny and Select Committees (or their Review Panels) may hold enquiries and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in this process. Such advisors and assessors would only be invited to speak on matters connected with their appointment. The Committees may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask external witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, provided that the budget provision is not exceeded. The Senior Democratic Services Manager will manage the overall budget, allocating amounts to individual Policy Overview and Scrutiny Committees to spend as necessary.

## 11. Reporting to Cabinet / Council

- (a) Once it has formed recommendations on proposals for development, the Committee will prepare a formal report and submit it to the Head of Democratic Services for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If a Committee cannot agree on one single final report to the Council or Cabinet as appropriate, then up to two minority reports may be prepared and submitted for consideration by the Council or Cabinet with the majority report.
- (c) The Council or Cabinet shall normally consider the report of the Committee within one month of it being submitted to the Head of Democratic Services.
- (d) Reports from Panels must be presented to Cabinet from and on behalf of their parent Committee(s) or as set out in Table 1.
- (e) Reports from Committees within the remit of the Health & Wellbeing Board or any other Council Committee shall be referred to Cabinet first with a recommendation that the report then goes to the Board/Committee concerned.
- (f) Policy Overview, Scrutiny or Select Committees and Panels may undertake reviews and submit reports spanning across municipal years, except in the year leading up to local council elections.

**12. Making sure that Policy Overview,Scrutiny and Select Committee reports are considered by the Cabinet**

(a) The Forward Plan / agenda for Cabinet meetings shall include an item entitled 'Issues arising from Policy Overview, Scrutiny and Select Committees'. The reports of Policy Overview, Scrutiny and Select Committees referred to the Cabinet shall, subject to Rule 2.5 of the Executive Procedure Rules, be included at this point in the agenda (unless they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda), normally within one month of the Committee completing its report/recommendations.

(b) Committee Members will, in any event, have access to the Cabinet's Forward Plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from a Committee following a consideration of possible policy/service developments, the Committee will be able to respond in the course of the Cabinet's consultation process in relation to any Key Decision, following formal consultation.**13. Rights of Committee Members to Documents**

(a) In addition to their rights as Councillors, Members of Policy Overview Scrutiny and Select Committees have the additional right to documents, and to notice of meetings, as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

(b) Nothing in this paragraph prevents more detailed liaison between the Cabinet and Policy Overview,Scrutiny and Select Committee as appropriate depending on the particular matter under consideration.

**14. Cabinet Members and Senior Officers Formally Giving Account to a Policy Overview Committee or Scrutiny Committee or Panel**

(a) In accordance with their terms of reference, a relevant Policy Overview Scrutiny, Select Committee or Panel may review or scrutinise any decisions made or actions taken in connection with the discharge of any Council functions, **subject to the matter being within their Terms of Reference.**

. As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer (third tier and above) to attend before it to explain in relation to matters within their remit:

- (i) any particular decision or series of decisions;
- (ii) the reasons for their action;
- (ii) the extent to which the actions taken implement Council policy; and/or
- (iii) their performance

and it is the duty of those persons to attend if so required.

- (b) When calling senior officers and/or Members to account, the Committee or Panel will remain bound by the Code of Conduct for Members and Co-opted Members. Any discussion concerning an employee's salary or conditions of service would normally be dealt with in the confidential part of the meeting.
- (c) Committees and Panels shall take care to ensure that the questioning of Members, officers and individuals from outside the Council is conducted in a fair and balanced manner.
- (d) Committees and Panels have the right to criticise the Council and its actions but this shall not extend to personal criticism of individuals.
- (e) Where any Member or officer is required to attend a Committee or Panel under this provision, the Chairman of that Committee will inform the Head of Democratic Services. The Head of Democratic Services shall inform the Member or officer in writing or by email giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee or Panel. Where the account to be given to the Committee or Panel will require the production of a report, then the



Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

- (f) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Committee or Panel shall in consultation with the Member or officer arrange an alternative date for attendance.

## **15. Informal attendance by Members, officers, officials and external witnesses**

Any Cabinet Member, Member, senior officer and also more junior officers may be invited to attend to assist any Policy Overview, Scrutiny or Select Committee or a Panel **on policy topics or any other matter within their work programme or remit.**

**The External Services Select Committee has the ability to request the attendance of local external officials from the Police and NHS under its statutory responsibilities and may also invite representatives from other public and private organisations providing services to the public in Hillingdon.**

An Policy Overview, Scrutiny and Select Committee or Panel may invite people other than those people referred to in paragraph 14 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, other stakeholders and shall invite such people to attend.

## **16. Call-In by the Executive Scrutiny Committee**

- (a) When a decision is made by the Cabinet, an individual Member of the Cabinet or a Committee of the Cabinet, or a Key Decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including by electronic means, and shall be available at the Civic Centre normally within 2 working days of being made.
- (b) The notice of the decision will bear the date on which it is published and notified to all Members of the Council and will specify that the decision will come into force, and will then be implemented, on the expiry of 5 working days after the publication of the decision, unless the decision is called-in by the Executive Scrutiny Committee.

- (c) *The Committee will meet immediately after the conclusion of a meeting of Cabinet to consider which decisions the Members of the Committee might require further information about or to consider for potential call-in.* At this meeting Members will review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items. On areas where further information or clarification is sought, officers will be asked to provide a response to the Committee queries by midday on the following Monday.
- (d) These responses will be sent to Members of the Committee by email, and based on this information, Members will be asked to email or telephone the Chairman on whether they are content with the information supplied or whether they recommended the calling –in of a particular item. The majority of the Committee Members will have to agree to the call-in request for it to proceed. The Chairman would then advise the Head of Democratic Services.
- (e) If an item is called in, another formal meeting of the Committee will take place by the Tuesday (or the Thursday at the latest) of the following week after Cabinet, where relevant officers and the relevant Cabinet Member, if appropriate, will be invited to discuss the called-in item.

Decisions made by an individual Member of the Cabinet or a Key Decision made by an officer with delegated authority from the Cabinet, can be called-in by agreement of the Chairman of the Committee and the lead representative of the majority party on the Committee within 5 working days of the decision being published. These Members shall inform the Head of Democratic Services of the reasons for the call-in. The Executive Scrutiny Committee will meet within 5 days of the Head of Democratic Services being notified to consider the decision.

- (f) If, having considered the decision, the Executive Scrutiny Committee are still concerned about it, then it may:
- refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns, or
  - refer the matter to full Council, but only in the circumstances set out below.

A decision will not be referred to full Council unless either the Committee believes it to be contrary to the Policy Framework or Budget, or considers that it was a Key Decision that was not dealt with as such by the Cabinet. If it is referred to the decision maker they shall then reconsider within a further 5 working days, amending the decision or not, before adopting a final decision.

- (g) If following an objection to the decision, the Executive Scrutiny Committee does not hold the two meetings within 10 working days of the date of the Cabinet meeting, the original decision shall take effect at the end of the 10-day period.

- (h) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below.
- (i) If the Council does object, it has no authority to make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole or a Committee of it, a meeting will be convened to reconsider within 10 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 10 working days of the Council request.
- (j) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

### **CALL-IN under urgent circumstances (urgency or special urgency)**

The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or executive member is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests or could lead to an (increased) risk of damage to people or property. The record of the decisions, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.

The Chairman of the Executive Scrutiny Committee (or Vice-Chairman in their absence) must be informed that the decision will be implemented immediately upon him/her agreeing that the decision is reasonable and to it being treated as a matter of urgency. In the absence of the Chairman or Vice-Chairman then the Mayor (or Deputy Mayor if required) can take this decision. Decisions taken as a matter of urgency must be reported to the next available meeting of Council, together with the reasons for urgency.

## **17. Procedure at Policy Overview and Scrutiny Committee Meetings**

- (a) Policy Overview, Scrutiny & Select Committees and any Panels shall consider the following business:
  - (i) minutes of the last meeting;
  - (ii) declarations of interest ;
  - (iii) referrals from Cabinet/Council for reviews by the Policy Overview Scrutiny and Select Committee if applicable; and
  - (iv) the business otherwise set out on the agenda for the meeting as determined by the Committee's Work Programme or the Chairman.

### **NEW PARA: Principles of undertaking reviews or investigations**

- (b) Where a Policy Overview Committee, Panel or the External Services Select Committee conducts reviews or investigations (e.g. with a view to policy development), the Committee may also ask people to attend to give evidence at Committee meetings which are to be conducted in accordance with the following principles:
  - (i) that the investigation be conducted fairly and all Members of the Committee be given the opportunity to ask questions of attendees, and to contribute and speak;
  - (ii) that those assisting the Committee by giving evidence be treated with respect and courtesy; and
  - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

## TABLE 1

### TERMS OF REFERENCE

**The Following Terms of Reference are Common to all Policy Overview Committees (referred to below as “The overview role”):**

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
7. In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

The CCfA is a process designed to help Councillors resolve issues and problems on behalf of their residents, acting as a last resort for people who have been unable to get issues resolved through other means. CCfA should not be regarded merely as a scrutiny process and **an issue can only become a CCfA once a Councillor has exhausted all other steps to resolve an issue in his or her ward such as a petition hearing, correspondence with elected Members and officers, questions to Council etc.**

Whilst CCfA's may be submitted by all Councillors on any issue, there are certain exceptions which are:

- (a) An issue relating to a planning appeal, licensing appeal or where a person has an alternative avenue to resolve an issue (e.g. through an appropriate complaints process)
- (b) Any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee

### Procedure

- (a) A Member may submit a CCfA in writing to the Head of Democratic Services who will seek to confirm with the Member concerned if all other potential avenues to resolve the issue in question have been exhausted and that the request does not fall within the exemptions detailed above. If necessary the Head of Democratic Services will discuss the matter with the Leader of the Council, the appropriate Cabinet Member and the Chief Whip.
- (b) If satisfied that the CCfA is valid the Head of Democratic Services will submit the request to the appropriate Committee Chairman for inclusion on the agenda for the next meeting of the Policy Overview Committee
- (c) Relevant officer(s) and / or representatives from partner organisations may be invited to attend and information can be requested from such organisations.
- (d) Discussion would take place at Committee to explore potential solutions and the item would end with the Committee recommending a course of action to the appropriate body – including detailed financial consequences and budgetary proposals.
- (e) The process may not necessarily resolve the issue immediately but the process will act as a spur for Members and officers to work together to jointly develop policies to overcome the problem.

Note: Policy Overview Committees will not investigate individual complaints.

## **CORPORATE SERVICES, COMMERCE & COMMUNITIES POLICY OVERVIEW COMMITTEE**

### ***Membership***

TBC Councillors appointed on a proportional basis

### ***Terms of Reference***

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

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety

## RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

### ***Membership***

TBC Councillors appointed on a proportional basis, and 2 voting church and 3 voting parent governor representatives (non-Councillor representatives only able to vote on education issues as defined in the Education Act). Attendance by education representatives shall be as set out in paragraph 4 of these rules.

### ***Terms of Reference***

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

1. Education Services and statutory education authority functions
2. School performance and attainment
3. School Transport
4. Relationships with Local Academies / Free Schools
5. Pre-School & Early Years Services
6. Youth Services & Careers Services
7. Juvenile justice & probation services
8. Adult Learning
9. Education and learning partnerships
10. Music & The Arts
11. Highways, traffic, parking & street environment
12. Local transport, including rail, cycling & London Underground
13. Footpaths and Bridleways
14. Road safety and education
15. Planning & Building Control
16. Libraries
17. The Borough's heritage and history
18. Sport & Leisure services
19. Waste management & recycling
20. Green spaces, allotments, woodlands, conservation and sustainable development
21. Consumer Protection, Trading Standards & Licensing
22. Registrars & Bereavement Services
23. Local watercourses, drainage and flooding
24. Environmental Health, Air & Noise Quality
25. Local impacts of Heathrow expansion
26. Local impacts of High Speed Rail



## **SOCIAL CARE, HOUSING & PUBLIC HEALTH POLICY OVERVIEW COMMITTEE**

### ***Membership***

TBC Councillors appointed on a proportional basis

### ***Terms of Reference***

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

1. Social care services for children, young persons and children with special needs
2. **Oversee the Council's Corporate Parenting responsibilities**
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People's Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
10. Encouraging a fit and healthy lifestyle
11. Health Control Unit, Heathrow
12. Encouraging home ownership
13. Social and supported housing provision for local residents
14. Homelessness and housing needs
15. Home energy conservation
16. National Welfare and Benefits changes

**The Social Care, Housing & Public Health Policy Overview Committee may establish a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee may appoint 3 Members to this Panel based on political balance. Membership may include non-Cabinet Members not on the Committee. The Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its chairmanship and operation.**

**In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.**

The above terms of reference will not apply to the Executive Scrutiny Committee and the External Services Scrutiny Committee. These Committees will have their own separate terms of reference outlined below:

## **EXECUTIVE SCRUTINY COMMITTEE**

## **Membership**

TBC Members, appointed on a proportional basis. 2 voting church and 3 voting parent governor representatives when the decision made by Cabinet or any decision called-in that relates wholly or in part to any education functions which are the responsibility of the authority's Cabinet. Attendance by education representatives shall be as set out in paragraph 4 of these rules.

*The Committee will normally meet in an informal capacity immediately after the conclusion of a meeting of Cabinet to consider which decisions the Members of the Committee might require further information about or to consider for potential call-in. Although meeting in an informal capacity, should there not be a consensus as to which decisions require such consideration then the matter will be determined by a majority vote of those Members of the Committee present and able to vote (with respect to the normal rules as set out in the Code of Conduct).*

## **Terms of Reference**

To exercise the right set out in the Policy Overview and Scrutiny Procedure Rules to call-in and recommend for reconsideration any key decisions made but not yet implemented by the Cabinet, a Cabinet Member, a Council Cabinet Sub-Committee or an officer. This would include any key decision that needs further information from the decision-maker to explain why it was taken.

## **EXTERNAL SERVICES SELECT COMMITTEE**

### **Membership**

TBC Councillors appointed on a proportional basis

### **Terms of Reference**

1. To undertake the powers of health scrutiny conferred by the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
2. To work closely with the Health & Wellbeing Board & Local HealthWatch in respect of reviewing and scrutinising local health priorities and inequalities.

3. To respond to any relevant NHS consultations.
4. To scrutinise and review the work of local public bodies and utility companies whose actions affect residents of the Borough.
5. To identify areas of concern to the community within their remit and instigate an appropriate review process.
6. To act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

### **TASK & FINISH REVIEW PANELS AND SELECT PANELS \***

#### **Membership:**

Membership of any Review Panel or Select Panel may include non-Cabinet Members not on the 'parent' Committee(s) or co-opted Members as set out in paragraph 3 above.

#### ***'Review' Panel Terms of reference:***

Chairmen of the Policy Overview Committees may jointly agree to establish Task and Finish Review Panels as set out in these Procedure Rules on the following matters:

1. Focussed reviews within a particular Committee's remit
2. Cross-cutting reviews that cover the remit of more than one Committee;
3. Any functions, but within the purview of the Council, not included within the remit of any Policy Overview Committee;

A single Task and Finish Review Panel may be in operation at any one time and co-ordination of this will be by the three Policy Overview Committee Chairmen.

The Chairmen will jointly agree the review topic, terms of reference, membership and chairmanship of any Panel. They will also agree the timescale for undertaking the review, including which Committee it will report back its findings to for consideration, prior to any report being presented to Cabinet.

For reviews that span across the remit of more than one committee, any findings from a Panel will be reported to the Corporate Services, Commerce

and Communities Policy Overview Committee, unless the Chairmen jointly agree otherwise.

Panel membership will be subject to the usual political balance rules.

***'Select' Panel Terms of Reference:***

The External Services Select Committee may establish, appoint members and agree the Chairman of a Task and Finish Select Panel to carry out matters within its terms of reference, but only one Select Panel may be in operation at any one time. The Committee will also agree the timescale for undertaking the review.

The Panel will report any findings to the External Services Select Committee, who will refer to Cabinet as appropriate.

*\*These Terms of Reference do not apply to the Corporate Parenting Panel, which are determined by the Social Care, Housing and Public Health Policy Overview Committee.*



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## COMMITTEE MEMBERSHIP 2018/2019

### ORDINARY COMMITTEES

#### EXECUTIVE SCRUTINY COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Higgins (Proposed Chairman)	Curling (Lead)
Riley (Proposed Vice-Chairman)	Money
Arnold	Morse
Bridges	
Denys	

Other Voting Members (for education related items only):

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

#### EXTERNAL SERVICES SELECT COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Riley (Proposed Chairman)	Lakhmana (Lead)
Denys (Vice-Chairman)	Nelson
Arnold	Milani
Barnes	
Radia	

#### RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE: 9 (7-2)

CONSERVATIVE	LABOUR
Bridges (Proposed Chairman)	Sweeting (Lead)
Markham (Proposed Vice-Chairman)	Mathers
Hurhangee	
Kauffman	
Makhwana	
Rodrigues	
Tuckwell	

Other Voting Members (for education related items only):

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

#### CORPORATE SERVICES, COMMERCE AND COMMUNITIES POLICY OVERVIEW COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
R.Mills (Proposed Chairman)	Dhillon (Lead)
Bridges (Proposed Vice-Chairman)	Bliss
Brightman	Prince
Choubedar	
Deville	
Hurhangee	

## COMMITTEE MEMBERSHIP 2018/2019

### SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE: 9 (7-2)

CONSERVATIVE	LABOUR
Palmer (Proposed Chairman)	Eginton (Lead)
Flynn (Proposed Vice-Chairman)	Gardner
Cooper	
Deville	
Edwards	
Haggar	
Rodrigues	

*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 (Proposed Chairman)	Duncan (Lead)
Yarrow (Proposed Vice-Chairman)	Dhillon
Ahmad-Wallana	Birah
Chamdal	
Chapman	
Brightman	

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

CONSERVATIVE	LABOUR
Lavery (Proposed Chairman)	Oswell (Lead)
Flynn (Proposed Vice-Chairman)	Sansarpuri
Haggar	Farley
Higgins	
Radia	
Tuckwell	

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

CONSERVATIVE	LABOUR
Lavery (Proposed Chairman)	Morse (Lead)
Edwards (Proposed Vice-Chairman)	Duncan
Chapman	Oswell
Radia	
Tuckwell	
Yarrow	

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

CONSERVATIVE	LABOUR
Edwards (Proposed Chairman)	Duncan (Lead)
Lavery (Proposed Vice-Chairman)	Oswell
Brightman	
Chamdal	
Yarrow	



**COMMITTEE MEMBERSHIP 2018/2019**

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

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

CONSERVATIVE		LABOUR
Corthorne (Proposed Chairman)		Morse
Goddard (Proposed Vice-Chairman)		Eginton
Barnes		
Substitutes		Substitutes
Fyfe		Dhillon
Markham		

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

CONSERVATIVE		LABOUR
Puddifoot (Proposed Chairman)		Curling (Lead)
Simmonds (Proposed Vice-Chairman)		Duncan
Burrows		Money
Corthorne		
D.Mills		
Substitutes		Substitutes
Bianco		Dhillon
Lavery		Eginton
Lewis		Sweeting
R.Mills		
Riley		

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

CONSERVATIVE		LABOUR
O'Brien (Proposed Chairman)		Allen (Lead)
R.Mills (Proposed Vice-Chairman)		Dhot
Bridges		Singh
Flynn		
Seaman-Digby		
Substitutes		Substitutes
Bianco	D.Mills	All Labour Members except Group Leader, Deputy Leader and Chief Whip
Burrows	Puddifoot	
Corthorne	Seaman-Digby	
Edwards	Simmonds	
Higgins	Palmer	
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*

\*\*\*\*\*

**COMMITTEE MEMBERSHIP 2018/2019**

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

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

CONSERVATIVE	LABOUR
Riley (Proposed Chairman)	Duncan(Lead)
Denys (Proposed Vice-Chairman)	
Flynn	
Substitutes	Substitutes
Bridges	Allen
	Money

Non-voting Independent Person:

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

CONSERVATIVE	LABOUR
Seaman-Digby (Proposed Vice Chairman)	Eginton (Lead)
Goddard	
O'Brien	
Substitutes	Substitutes
Graham	Dhillon
R.Mills	

Independent Member:

John Chesshire (Chairman)
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**NO MEMBER OF CABINET OR EXECUTIVE SCRUTINY COMMITTEE MAY SIT ON AUDIT COMMITTEE.**

**LICENSING COMMITTEE: 10 (7-3)**

CONSERVATIVE	LABOUR
Chamdal (Proposed Chairman)	Allen (Lead)
Barnes (Proposed Vice-Chairman)	Gardner
Arnold	Oswell
Jackson	
Kauffman	
Lavery	
Stead	

**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.*

## COMMITTEE MEMBERSHIP 2018/2019

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

CONSERVATIVE	LABOUR
Puddifoot	Curling (Lead)
D.Mills	
Simmonds	
Substitutes	Substitutes
Bianco	Duncan
Burrows	Money
Corthorne	
Lewis	

### 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	Money
Lewis	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 2018/2019

**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 D.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 Turkay 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



# Policy Overview & Scrutiny in Hillingdon



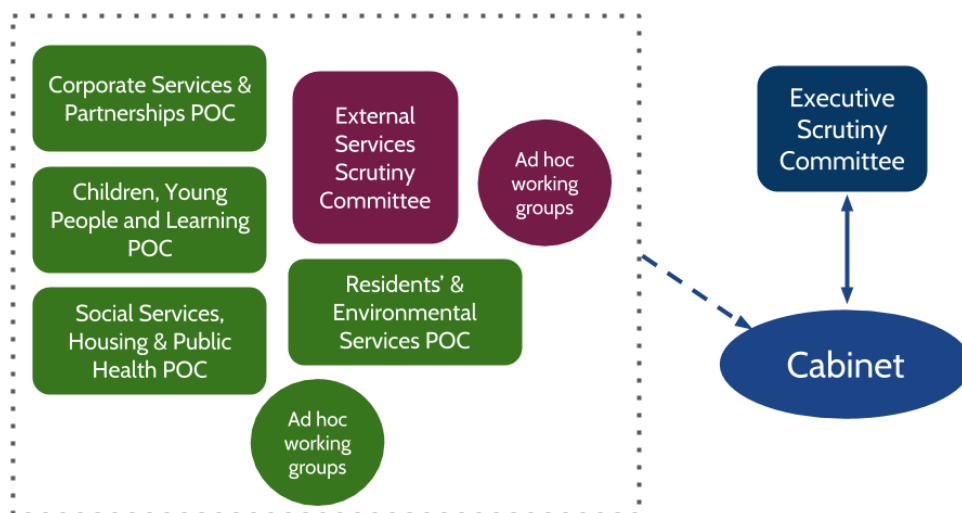
**Annual Report 2017/18**  
**Putting our residents FIRST**

# About Policy Overview & Scrutiny

**This annual report provides the opportunity to review the work and achievements of Hillingdon’s Policy Overview & Scrutiny Committees during the 2017/18 Municipal Year and to highlight key developments.**

In Hillingdon, Policy Overview Committees (POCs) are responsible for the monitoring of a specific range of Council services. In addition to these POCs, Hillingdon has an Executive Scrutiny Committee, which is responsible for post executive-decision scrutiny and call-in, and the External Services Scrutiny Committee, which is responsible for scrutinising those services provided by non-Council organisations, including health and crime and disorder related matters.

**Policy Overview and Scrutiny arrangements 2017/18**



Each of these Committees undertakes its role through a series of activities which include single meeting reviews and in-depth reviews on specific issues. These reviews provide the opportunity to hear from residents, members of the public and expert witnesses, including officers from other councils and external organisations.

Reviews usually make recommendations to the Cabinet on how the Council could further enhance its work. In addition, the Committees are able to request information in response to particular concerns, comment on reports to Cabinet for decision and provide useful input into Cabinet’s annual budget proposals before they are approved by Council each year. POCs therefore play an important role in ensuring that the Council continues to provide high quality, value-for-money services, putting our residents first.

Under the Local Government and Public Involvement in Health Act 2007, Policy Overview Committees can consider 'Councillor Calls For Action' submissions. These powers enable all Councillors to ask for discussions at POCs on issues where local problems have arisen and other methods of resolution have been exhausted. No such Calls for Actions have been considered to date.

# Corporate Services & Partnerships



**Councillor Scott Seaman-Digby (Chairman)**

**Councillor Richard Mills (Vice-Chairman)**

**Councillor Wayne Bridges**

**Councillor Tony Burles**

**Councillor Duncan Flynn**

**Councillor Narinder Garg**

**Councillor Raymond Graham**

**Councillor Henry Higgins**

**Councillor Robin Sansarpuri (Opposition Lead)**

**Officer Lead: Luke Taylor, Democratic Services**

## Overview

The Committee is responsible for the policy overview role for a broad array of Council services, provided mainly by the Council's Chief Executive's Office and Finance Directorate. These include strategy, policy and internal functions, such as finance, property, partnerships, personnel, democratic services, legal services, ICT and economic development. Further responsibilities also include localism, community engagement, partnerships, equality, public safety, civil protection and community safety. The Committee has undertaken two reviews this year.

## Employee Induction & Retention in Hillingdon

The aim of the review was to investigate ways in which Hillingdon Council was able to modernise and improve its staff induction and retention procedures to ensure the Council helps employees settle into their new roles at the Council quickly and efficiently, and encourage them to remain an employee, which helps the Council remain a successful local authority employer.

The review followed the 2017 review into "Recruitment in Hillingdon", which briefly touched on the subject of staff induction and retention, and the Committee agreed that by revisiting the issue, there was a further chance to comprehensively consider all aspects of staff recruitment and retention in greater detail.

This review examined how the Council conducted its staff induction process, and looked at ways this way carried out in both the public and private sector to help consider in what areas the Council could improve, with witnesses from within the Council, as well as from outside organisations.

The review noted that a new e-learning induction system was in place, and evidence from a new starter confirmed the Committee's view that the induction process was a notable improvement with recent changes to the system making it much more well-rounded and suitable for new staff members.

During 2016/17, the Council's total employee turnover was 17.7%, with 503 staff leaving the organisation, with the Council's voluntary turnover sitting at 10.3% with 293 resignations and non-voluntary departures accounting for 7.4%, with 210 leavers.

A healthy level of turnover can benefit an organisation, bringing in new ideas and approaches, but it is also important to retain high-performing staff, and the review sought to find ways to encourage such staff to remain at the Council.

However, too high a level of turnover can lead to added recruitment and training costs, and this is coupled with interruptions to the flow of work during handovers, which can lead to disruption to productivity. Therefore, it was fundamental to the review, that the Council continue to look at benefits and opportunities for employees to ensure that staff members feel well supported throughout their time at the organisation, thus reducing voluntary turnover and improving staff morale.

Evidence for the review was received from the Council's Workforce and Organisational Development Manager, a new starter at Hillingdon, and written responses from local businesses in reply to a survey regarding staff induction and retention.

The review's findings will soon be reported to Cabinet.

## **Combating Homophobic, Biphobic and Transphobic Bullying**

The review investigated the impact of homophobic, biphobic and transphobic (HBT) bullying on young people, to improve ways that the Council can both prevent and tackle these forms of bullying, as well as the personal and social problems that can arise from it.

The Committee agreed to review the issue after receiving evidence from Stonewall, which highlighted a number of worrying statistics regarding lesbian, gay, bisexual and transsexual (LGBT) young people. The Committee recognised that several thousand young people within the Borough could potentially be affected by the issue at some point in their young lives, and reviewed what actions schools, the Council and other organisations could take to tackle HBT bullying, as well as helping members of the LGBT community who were victims of it.



The review examined the various steps that have already been taken by local organisations combat this form of bullying, including a report in 2013 that identified a range of concerns among LGBT young people and the consequential programmes initiated by the Council, alongside other Borough-wide initiatives, that have helped members of the LGBT community who have been affected by bullying.

The Committee also recognised the work undertaken by organisations, such as Stonewall, Hillingdon-based services, and other local authorities in the UK. Fundamental to the review, however, was evidence received from local schools and young members of the LGBT community themselves. A survey of local schools helped identify action that was currently being taken by schools to combat HBT behaviour, as well as areas where schools would appreciate further support or guidance. In addition, a series of meetings with LBGT young people helped shape the review along with evidence from those who had been affected by this form of bullying personally. This gave the Committee a real insight into the matter and to formulat ideas to tackle such bullying.

The review's findings will soon be reported to Cabinet.

# Children, Young People & Learning



**Councillor Jane Palmer (Chairman)**

**Councillor Nick Denys (Vice-Chairman)**

**Councillor Judith Cooper**

**Councillor Dominic Gilham**

**Councillor Becky Haggar**

**Councillor Allan Kauffman**

**Councillor John Oswell**

**Councillor Kanwal Dheer**

**Councillor Jan Sweeting (Opposition Lead)**

**Mr Anthony Little - Roman Catholic Diocesan representative (on education related matters only)**

**Officer Lead: Anisha Teji, Democratic Services**

## Overview

The Committee is responsible for the policy overview role in relation to education, schools, the early-years service, the youth service and social care services for children and young people.

## Major review of the Council's Current and Future Relationship with Academies and Free Schools

With the recent changes in education, there are a number of different types of schools within the Borough, which cannot always be easy to distinguish. These schools vary in the way that they are set up, the curriculum, governance, the structure of management, the management of finances and the responsible authorities to whom they are accountable. It is within this context that the Committee decided to undertake a review into the Council's current and future relationship with academies and free schools.

The Committee heard from headteachers, Council officers and other representatives, along with the Council's Deputy Leader and Cabinet Member for Education and Children's Services. The Committee also sent surveys to headteachers within the Borough seeking their opinions and perspective on the Council's relationships with Maintained Schools along with Academies and Free Schools. Members of the Committee were encouraged from the positive feedback by schools participating in the survey. This was particularly important, considering the Council's changing and diminishing role providing strategic education support and advice. It was welcomed that over 80% of free schools and academies, independent from the Council, indicated they had a positive relationship with the Council.

After considering all the evidence before it, the Committee identified a number of areas where it recommended that improvements should be made. Some of these areas included providing clear contact details for all school enquiries, building on the good relationship between the Council and the Regional Schools Commissioner, encouraging schools and the Council to continue to work together to ensure that there are clear and accountable plans in place, encouraging school governing bodies to have satisfactory inductions and training, and continuing to assist schools with the conversion transition to academies.

The Committee's findings and recommendations was considered and endorsed by Cabinet in June 2017.

### **Supporting Children with Special Education Needs and Disabilities (SEND) In Their Early Years**

Also during 2017/18, the Committee explored the identification, intervention and transition processes in place for children with SEND in their early years. The purpose of this review was to consider how children with SEND had their needs identified and to understand and explore the current interventions in place to address these needs. This was notwithstanding the significant work already undertaken by the London Borough of Hillingdon and other partners to engage with parents and children with SEND.

To investigate this topic, the Committee held a number of meetings with a variety of witnesses including a number of key officers within the Council that specialised in this area, staff from child development centres, assistant head teachers, parents that had children with SEND and members of staff that worked in nurseries. The Committee found meeting with the parents to be extremely insightful as it was a great opportunity to meet, engage and seek their views on what worked well and how areas could be improved.

During the course of the review, it was evident to the Committee that a wide variety of work was already underway by the Council to support its residents in this regard. However, the review recommended exploring better channels of communications particularly in relation to the Local Offer to ensure that parents were well informed and aware of all the options and opportunities that were available to them.

Recommendations made by the review were approved by Cabinet in February 2018.

# Residents' & Environmental Services



**Councillor Michael White (Chairman)**

**Councillor Michael Markham (Vice-Chairman)**

**Councillor Kuldeep Lakhmana (Labour Lead)**

**Councillor Lynne Allen**

**Councillor Tony Burles**

**Councillor Patrica Jackson**

**Councillor Allan Kauffman**

**Councillor Judy Kelly**

**Councillor Brian Stead**

**Officer Lead: Khalid Ahmed / Anisha Teji, Democratic Services**

## Overview

The Committee is responsible for the policy overview role for a diverse range of Council services often central to residents' quality of life. This remit extends to highways, transport, footpaths, green spaces, planning, heritage, waste and recycling, sport and leisure, environmental health and beyond. Over the year, the Committee received information reports on Safety at Sports Grounds and the Accessible Hillingdon Supplementary Planning Document. As well as commissioning one new major review this year, the Committee also finalised one further review from the previous municipal year.

## Review of Air Quality in Hillingdon

This review was undertaken on account of the increasing concern about air quality across the capital and the Borough. Although the Council has come a long way in terms of recognising the triggers and regulating air quality, Members considered that there was still work to be done to meet the changing demands of technology and community concerns.

The review aimed to ascertain the extent of air pollution in Hillingdon, the way that the Council has managed air quality since the last Air Quality Action Plan (AQAP) was agreed in 2004 and to assist in the development of a revised AQAP for the Council during 2018, which the Council is obliged to undertake.

The Committee heard from a number of expert witnesses that specialise in air quality. The positive work already undertaken by the Council to seek to mitigate air pollution was recognised. However, the review identified a number of areas that could be strengthened including focusing on collaborative working with schools and local businesses, further promotion of the Air Text service, exploration of measures to tackle car/coach idling emissions and promoting healthier and greener alternatives to driving, where feasible. That Committee hopes that its findings would

be supported by Cabinet during 2018, in the as it embarks on the upcoming review of the Air Quality Action Plan for Hillingdon.

The final report and recommendations of the review will be submitted to Cabinet during 2018.

### **Shisha Bars, Lounges and Cafes**

The Committee undertook a detailed looked at the controls the Council and its partners have in relation to Shisha Bars, Lounges and Cafes in the Borough and the health impacts, nuisance, amenity and harm caused by unregulated shisha smoking.

The Committee noted that like some other licensed premises, shisha establishments have also been associated with anti-social behaviour, with typical opening times extending into the late night and early mornings. There have been complaints from residents and Members regarding anti-social behaviour emanating from premises where shisha smoking takes place.

The Committee acknowledged that whilst Hillingdon does not have a shisha bar culture on the same scale as some areas of the country, smoking of shisha was on the rise and there were public health concerns, along with complaints from residents and Members, to merit a preventative approach now on how the Council could respond to this activity.

Findings from the Committee's review looked at developing a proactive, one-council approach to better identify and work with shisha premises in a constructive way to ensure health and safety compliance and community impacts are addressed.

The final report and recommendations were considered by Cabinet in December 2017 and given the number of recommendations, Cabinet delegated authority to the Leader of the Council and Cabinet Member for Social Services, Housing, Health & Wellbeing to review and take forward the Committee's findings, as appropriate.

# Social Services, Housing & Public Health



**Councillor Wayne Bridges (Chairman)**

**Councillor Jane Palmer (Vice-Chairman)**

**Councillor Shehryar Ahmad-Wallana**

**Councillor Teji Barnes**

**Councillor Peter Davis**

**Councillor Beulah East (Opposition Lead)**

**Councillor Tony Eginton**

**Councillor Becky Haggar**

**Councillor Peter Money**

**Co-Opted Member: Mrs Mary O'Connor (Health, Disabilities and Wellbeing Champion)**

**Officer Lead: Neil Fraser, Democratic Services**

## Overview

The Social Services, Housing & Public Health Policy Overview Committee is responsible for undertaking the policy overview role in relation to the Council's Adult Social Care, Housing and Public Health responsibilities. In addition to monitoring performance, considering the Budget and receiving several overview reports on Public Health, the Committee has commissioned one new review, and completed two further reviews from the previous municipal year.

## Loneliness and Social Isolation in Older Residents

With a growing and vibrant elderly population, the London Borough of Hillingdon has had a long standing commitment to improve the quality of life for older residents.

The new review commissioned by the Committee recognised that social isolation and loneliness can be a particular issue for older people for a variety of reasons. Members sought to better understand this, along with the varied activities and services the Council and other partners undertake to encourage social interaction among older people.

This matter has also gained national momentum in recent years. In early 2018, the Prime Minister appointed the first ever Minister for Loneliness, as part of the Commission for Loneliness formed by the late MP Jo Cox. The Commission has been working with 13 charities including Age UK and Action for Children to come up with ideas to address the problem of loneliness, and includes lunch clubs, activities, and workshops as well as a new Community Connections Programme to 'match up' volunteers with lonely people in the area.

During its information gathering and call-for-evidence sessions, the Committee considered it vital to take into account a wide range of views from the Council, partners, the voluntary sector and, most importantly, older people. This included a Member visit to Bell Farm Christian Centre to meet older residents and learn more about the activities they undertake to increase social engagement.

Concluding its review, the Committee was satisfied that London Borough of Hillingdon was supporting its older residents through an exceptionally robust and comprehensive portfolio of services and activities, which could be clearly seen in the Council's continued support of the Tele Care Line, community centres and its championing of older residents through the Leader's Initiative.

However, by its very nature, the difficulty in identifying and engaging with the most lonely and isolated residents of the Borough had been recognised as a challenge. As such, the Committee understood the importance of promoting services, activities and events in the hope that their raised profile would better inform older residents and encourage more social interaction with others.

The Committee has made some practical recommendations, including a possible Awareness Week, along with the exploration of some new activities to further engage older people as part of the Older People's Action Plan. Analysing the attendance at various activities, the Committee also recommends that the Council seeks to better incentivise male attendance to ensure we are doing all we can to ensure we reach out to as many older people as possible.

The review will be considered by Cabinet at a future meeting.

## **Changes to Housing Benefits**

The Committee's review into Housing Benefits focussed on the changes to housing benefits mandated by Government, and how these impact on residents and the work of the Council.

The Committee noted that the introduction of welfare reforms has had some effect on residents across the Borough, and more reforms are to be implemented. The Welfare Reform Act 2012 saw the start of a significant change to welfare provision in Britain, which continued with the welfare announcements made in the summer budget of July 2015 and the Welfare Reform and Work Bill. From April 2016, further reforms have been implemented, with suggestions for additional changes set out in the Homelessness Reduction Bill 2016/17.

At the time of the review, Hillingdon had 23,500 households claiming housing benefit and/or Council Tax Reduction. In 2015/16, Hillingdon paid £151 million in housing benefit and £14.8 million through the council tax reduction scheme. The Benefits Service also operates two reception areas, which see an average of 5,000 customers a month.

As the policies that govern changes to housing and other benefits are national in nature, it was recognised that the opportunity to influence what happened at a local level was small. With this in mind, the review looked at what operational changes were required, how the Council was supporting residents through these changes, and what impact the required implementation of these changes was having on the working practices of the Council.

The review was considered and endorsed by Cabinet at its meeting in October 2017.

## **Hospital Discharges**

The Committee's review into hospital discharges examined the discharge process from hospital and how people are supported into the least restrictive care setting, in order to maximise their independence and safely meet their needs. The focus of the review was on Hillingdon Hospital where around 80% of people admitted are resident within the Borough. Of those admitted as emergencies, almost 30% are people aged 65 and over and registered with Hillingdon GPs, and for these reasons the Committee agreed that this age profile would be the focus of the review.

The Committee identified that the most effective method for addressing a hospital admission was to prevent it from occurring in the first place. To achieve this, the Committee was provided with details of initiatives such as the anticipatory model of care for older people, the Better Care Fund Plan (BCF), and Discharge Pathway plans.

Recommendations resultant from the review included the need to explore affordable options to: enable people to leave hospital without the need to be admitted to care a home; ensure an appropriate supply of care home places; and ensure better communications and access for patients and their families to advocacy, in order to support them in making informed decisions about future care for their relatives.

The review was considered and endorsed by Cabinet at its meeting in February 2018.



# Executive Scrutiny



**Councillor Henry Higgins (Chairman)**

**Councillor John Riley (Vice-Chairman)**

**Councillor Wayne Bridges**

**Councillor Nick Denys**

**Councillor Richard Mills**

**Councillor Peter Curling**

**Councillor John Morse**

**Councillor Peter Money**

**Mr Anthony Little - Roman Catholic Diocesan representative  
(on education related matters only)**

**Officer Lead: Mark Braddock, Democratic Services**

## Scrutiny of decision-making

A period of 5 working days must elapse before any formal key decision taken by the Cabinet or Cabinet Member can be implemented by officers. The Executive Scrutiny Committee's primary role is therefore to scrutinise such decisions that have been taken but have not yet been implemented.

This is known as the 'call-in' power. If the Executive Scrutiny Committee considers any of these decisions to be deficient, they may refer the decision back to the Cabinet or Cabinet Member(s) for further consideration. The Committee use a set of criteria to guide them in this process. The Committee meets immediately after the conclusion of a meeting of the Cabinet to enable Members to review the decisions taken and, if agreed by a majority, give consideration to the potential for the call-in of a particular matter.

**During 2017/18, no call-in of any Cabinet or executive decision was made.**

The Chairman of the Executive Scrutiny Committee has the constitutional role of being able to waive the 'call-in' power where a decision is deemed urgent by the Cabinet or Cabinet Member and any delay would prejudice the Council's or the public's interest or could lead to an (increased) risk of damage to people or property. This enables such decisions to be implemented with immediate effect. They are otherwise known as "urgency" or "special urgency" decisions depending on the necessity of the matter.

During 2017/18, out of approximately 525 executive decisions, the Chairman carefully considered and agreed to the waiver of the call-in power for approximately 70 such decisions to assist critical service delivery.

The Chairman also plays a constitutional role in being notified of any future key decisions, primarily to the Cabinet, where it has been impracticable to give sufficient notice of a decision in the Forward Plan.

To assist in their deliberations, the Committee requested clarification on a number of matters within individual Cabinet reports, which were responded to by officers either at or after the meeting.

# External Services Scrutiny



**Councillor John Riley (Chairman)**

**Councillor Ian Edwards (Vice Chairman)**

**Councillor Phoday Jarjussey (Opposition Lead)**

**Councillor Teji Barnes**

**Councillor Mohinder Birah**

**Councillor Tony Burles**

**Councillor Brian Crowe**

**Councillor Michael White**

**Officer Lead: Nikki O'Halloran and Liz Penny, Democratic Services**

## The role of external scrutiny

The External Services Scrutiny Committee has a broad remit to scrutinise all non-Hillingdon Council organisations whose actions affect Hillingdon residents. This Committee also undertakes the health scrutiny role as required by the Health & Social Care Act 2001 and acts as the Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

Over the past year, Members have continued to develop the reputation of this important scrutiny committee so that the highest, most senior and influential members of outside agencies regularly attend. These witnesses will often seek assurances that they will be included in the meetings so that the Committee can hear what they have to say. They have become used to the Committee's in-depth challenging questioning and commentary and welcome a forum where external agencies can meet in a calm but probing atmosphere in order to demonstrate how their service can improve the lives of residents.

As well as undertaking light touch reviews and receiving update reports (in relation to the NHSE's consultation on congenital heart disease services, utility company service provision and the Safer Hillingdon Partnership), the Committee has also monitored the performance of the local NHS Trusts (with a view to later providing evidence to the CQC during its inspections).

The Committee is pleased that partners' value its scrutiny role and that its work appears to be held in high regard. The strength of the Committee's approach to scrutiny enables it to investigate those aspects of service provision within the Borough that are important to residents and the Council.

## **Major Review: Community Sentencing**

The Committee set up a Member Working Group to consider the effectiveness of community sentencing in the Borough. Community sentences were introduced as a means by which courts could both punish and rehabilitate an individual who had been convicted of committing an offence.

A number of articles had appeared in the press reporting that magistrates appeared to have lost confidence in community punishments and highlighting concerns regarding both the reduction in the use of community sentences and the delays between sentencing and the commencement of orders.

The review considered the local implementation of the Government's Transforming Rehabilitation programme initiated in June 2014 which saw a fundamental re-organisation of services to a new National Probation Service responsible for the supervision of high-risk offenders, and a number of private regional Community Rehabilitation Companies (CRCs) responsible for the supervision of medium and low-risk offenders. Regrettably, the lack of participation of one of the principal organisations involved in community sentencing restricted the Working Group's ability to conduct a thorough review of the effectiveness of community sentences within the Borough. Hence it swiftly became apparent that the review's objective was largely unachievable and the Working Group was unable to determine whether the rehabilitation services provided to offenders in the Borough were effective; this was equally concerning as it indicated that offenders may not be receiving the help that they need to prevent their reoffending.

Given the lack of engagement of the local CRC, Members' focus necessarily shifted towards broader concerns regarding the lack of scrutiny and accountability of the London CRC, in addition to valid questions about its operation. Coincidentally, the lack of participation of external service providers was one of the issues raised by the Communities and Local Government Select Committee in its 2017/18 inquiry into the effectiveness of local authority overview and scrutiny arrangements. The Select Committee made a number of recommendations and, in March 2018, the Government published its response to the Select Committee's review.

In view of the significant concerns highlighted within the Working Group's report, Members have recommended that their findings be forwarded to the Ministry of Justice requesting that action be taken to amend the existing CRC contracts to compel them to co-operate with local partners, specifically in terms of scrutiny. It was also recommended that the Working Group's findings be forwarded to the Secretary of State for Housing, Communities and Local Government and the Chairman of the Parliamentary Select Committee requesting that action be taken to improve the local accountability of CRCs specifically in terms of scrutiny.

The report and recommendations from the Committee are to be considered by Cabinet in due course.

## **Single Meeting Review: Criminalisation of Looked After Children**

The Committee undertook a single meeting review into the criminalisation of looked after children (LAC) and, as the issue was cross-cutting, the Chairman and Labour Lead from the Children, Young People and Learning Policy Overview Committee were invited to join the Committee. The review looked at the over-representation of children in care (CiC) in the criminal justice system and the barriers that criminalisation could create.

To address the issues, a strategy and protocol had been developed with the aim of reducing the criminalisation of CiC. The report recognised the work that was already being undertaken as well as the challenges. However, the Committee stressed that criminalisation was not an inevitability for LAC and it was recommended that increased opportunities for participation in activities deemed 'normal' by other children would provide LAC with the opportunity of experiencing the camaraderie of a functional group.

Recommendations made by the review were agreed by Cabinet in January 2018.

## **Single Meeting Review: Heathrow Villages GP Service Provision**

The Committee undertook a single meeting review to look at action that had been taken regarding GP service provision in Heathrow Villages. The 2011 Census shows Heathrow Villages population as 12,199 residents, an increase of 19.4% since 2001 (10,217). Heathrow Villages ward is one of the least densely populated wards of the Borough with 5.2 people living per hectare which is well below the Borough average of 23.7 people living per hectare. Currently, residents (especially those in Sipson, Hamondsworth and parts of Longford) are experiencing difficulties in registering with a GP and then getting to the practice (Heathrow Airport is in the middle of the Ward).

Although Healthwatch Hillingdon and Hillingdon Clinical Commissioning Group have liaised with NHE England on a case-by-case basis, this is not a long term resolution to the issues faced by the residents of Heathrow Villages. To resolve the matter, the Committee believes that consideration needs to be given to identifying a suitable premises as well as the human resources to set up an accessible GP practice in the Ward.

The Committee's findings from the review are to be incorporated into a report which will be considered by Cabinet in due course.

## **Utility Company Service Provision in the Borough**

Representatives from utility companies attended one of the Committee's meetings where Members took the opportunity to question those present about plans that they had in place to accommodate population growth in Hillingdon. Members were advised that a flood alleviation scheme had been planned for Parkwood by Affinity Water. Scottish and Southern Electricity Networks was not anticipating any

major projects in the Borough in the near future but would continue to monitor the network to ensure that the minimum need was met.

Insofar as fibre broadband is concerned, Hillingdon coverage was 97.4% which was slightly better than the London figure of 96.2%. Openreach had committed to deploy FTTP (fibre to the premises) free of charge to all new housing developments comprising 30 or more homes that are registered from November 2016. For any areas of major regeneration proposed in the Borough (such as retail parks, large commercial and residential development) , Openreach has suggested that the company be included in the early stages of the work.

The Committee suggested that Openreach is made aware of approved new developments of 30 or more homes, which was taken forward by Democratic Services. There are not specific findings for the Committee to report to Cabinet on this topic.

## Involving residents & local organisations

Members on Policy Overview and Scrutiny Committees actively seek to involve residents, interest groups, private and public organisations in the policy reviews their respective Committees undertake.

Strong witness testimony has, and continues to provide added value to the Committee's findings presented to the Cabinet for approval. 2017/18 was no exception, with the following external witnesses engaging in this important aspect of Hillingdon's democratic process:

- Metropolitan Police Service
- Hillingdon Clinical Commissioning Group
- Healthwatch Hillingdon
- The Hillingdon Hospitals NHS Foundation Trust
- Royal Brompton and Harefield NHS Foundation Trust
- Central and North West London NHS Foundation Trust
- Hillingdon Local Medical Committee
- London Ambulance Service NHS Trust
- Stonewall UK
- Hillingdon CAMHS
- Hillingdon School Nursing Services
- London Fire Brigade
- National Probation Service
- NHS England
- NHS England (London)
- Safeguarding Adults Partnership Board
- Local Safeguarding Children Board
- HM Courts & Tribunals Service
- Openreach
- Affinity Water
- Scottish and Southern Electricity Networks
- Heathrow Villages resident
- Hillingdon 4 All
- General Practitioners
- Yiewsley & West Drayton Community Centre
- Slough Borough Council
- Nursery nurses
- Various members of staff from the Child Development Centre
- Assistant Head Teachers
- Parents of children with SEND
- Committee on the Medical Effects of Air Pollution
- LBH Director of Public Health
- Independent Air Quality Expert
- Environmental Specialist
- Arts and Health Researchers
- Hillingdon MINDBath & North East Somerset Council
- Fountains Mill LGBT Youth Group

## Past and completed reviews

Policy Overview and Scrutiny Committees have undertaken comprehensive reviews of local service provision since 2002, with their findings incorporated into the core work the Council and its partners do to put residents first. Details of past reviews over the last 5 years are set out below. Copies of all reviews are available to read on the Council's website.

### 2016/17

- Hospital Discharges
- Tackling Child Sexual Exploitation in Hillingdon
- Shisha Bars, Lounges and Cafes in Hillingdon
- Housing Benefit Changes in Hillingdon
- Stroke Prevention in Hillingdon
- Review of the Council's Current and Future Relationship with Academies and Free Schools
- Disposal of Charity Shop Waste
- Recruitment in Hillingdon
- Supporting Educational Aspiration for Disadvantaged Children

### 2015/16

- Raising Standards in Private Rented Accommodation
- The Effectiveness of Early Help to Promote Positive Outcomes for Families
- Alcohol Related Admissions Amongst Under 18s
- Hoarding in Hillingdon
- Diversifying the Street Champions Initiative
- The Effectiveness of Early Help to Promote Positive Outcomes for Families
- Supporting Educational Aspiration for Disadvantaged Children

### 2014/15

- Tackling Social Housing Fraud
- Review into Family Law Reforms
- Children's Oral Health
- A Review of Hillingdon's Corporate Complaints Procedure
- Policing and Mental Health Services
- Hillingdon's Implementation of the Special Educational Needs and Disability (SEND) Reforms
- The Cleaning and Maintenance Schedule for Hillingdon's Footpaths and Bridleways
- Hillingdon Child Sexual Exploitation Strategy
- Reducing the Risk of Young People Engaging in Criminal Activity and Anti-Social Behaviour
- Hillingdon's Shared Lives Scheme

### 2013/14

- Stigma: The Effect on Residents' Mental and Physical Health in the Borough
- Review of Anti-Social Behaviour Partnership Working in the Borough
- The Causes of Tenancy Failure and how it can be Prevented



- Using Our Water: Improving Efficiency and Developing Long-Term Strategies
- Improving Outcomes for Care Leavers Not in Education, Employment or Training (NEET)
- Strengthening the Council's Role as a Corporate Parent
- Reducing our Carbon Footprint

### **2012/13**

- Community Cohesion and the accessing of Council services
- Crime Prevention Resources provided for Hillingdon Police and the free Older People's Burglar Alarms Scheme
- Leaving Care Grant
- Safeguarding of Children that go Missing
- Access to Education for Hillingdon's Vulnerable Children and Young People
- Review of the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon
- Review of local pest control services and the impact of waste management processes on them
- Review of Adult Community Mental Health Services
- Special Constables

### **Democratic Services**

London Borough of Hillingdon  
Council AGM 10 May 2018

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