



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

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

Date: WEDNESDAY, 26 JULY
2017

Time: 5.30 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

Published: Tuesday, 18 July 2017

Contact: Khalid Ahmed
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This Agenda is available online at:

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

Putting our residents first

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Terms of Reference

A central role of a Policy Overview Committees is to undertake in-depth policy reviews on specific issues. Reviews provide the opportunity to hear from members of the public and expert witnesses, including people from a wide range of external organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. They therefore perform an important role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate.

This Committee undertakes the policy overview role in relation to the following matters:

- Highways, traffic, parking & street environment
- Local transport, including rail, cycling & London Underground
- Footpaths and Bridleways
- Road safety and education
- Planning & Building Control
- Libraries
- The Borough's heritage and history
- Sport & Leisure services
- Waste management & recycling
- Green spaces, allotments, woodlands, conservation and sustainable development
- Consumer Protection, Trading Standards & Licensing
- Registrars & Bereavement Services
- Local watercourses, drainage and flooding
- Environmental Health, Air & Noise Quality
- Local impacts of Heathrow expansion
- Local impacts of High Speed Rail

Agenda

Chairman's Announcements

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the previous meeting - 27 June 2017 1 - 4
- 5 Accessible Hillingdon Supplementary Planning Document 5 - 6
- 6 Budget Planning Report for Residents Services 2018/19 7 - 10
- 7 Safety at Sports Grounds
To follow.
- 8 Residents' & Environmental Services Policy Overview Committee - Possible Review Topics and Information items
To follow.
- 9 Work Programme 11 - 14
- 10 Forward Plan 15 - 18

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

27 June 2017



Meeting held at Committee Room 3 - Civic Centre,
High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Councillors Michael White (Chairman), Michael Markham (Vice-Chairman), Tony Burles, Jas Dhot, Dominic Gilham, Kuldeep Lakhmana, Allan Kauffman and Brian Stead.</p> <p>Apologies: Councillors Patricia Jackson (Councillor Dominic Gilham substituting) and Judy Kelly.</p> <p>Officers: Chris Mansfield (Deputy Director, Planning & Transportation) and Khalid Ahmed (Democratic Services Manager).</p>
4.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART I WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART II WILL BE CONSIDERED IN PRIVATE</p> <p>It was confirmed that all items on the agenda would be considered in public.</p>
5.	<p>MINUTES OF THE MEETINGS HELD ON 26 APRIL AND 11 MAY 2017</p> <p>Agreed as accurate records.</p>
6.	<p>SHISHA BARS, LOUNGES AND CAFES - DRAFT FINAL REPORT</p> <p>Members were provided with a draft final report and suggested recommendation on the Committee's review into Shisha Bars, Lounges and Cafes.</p> <p>Discussion took place on the suggested recommendations of the review.</p> <p>In relation to recommendation 2, the Deputy Director, Planning and Transportation suggested that inspections by the Council's Anti-Social Behaviour Investigation Teams should be subject to the capacity within the Team.</p> <p>In relation to recommendation 13, and the monitoring of Shisha premises for alcohol use inside the pipe and for recreational drugs use, it was agreed that shisha mouthpieces be also included.</p> <p>In relation to Licensing, it was suggested that there should be a recommendation in the final report relating to "Challenge 25".</p>

	<ul style="list-style-type: none"> Information on the Council's alley gating scheme. <p>RESOLVED –</p> <p>1. That officers be asked to provide information on the areas outlined above to enable the Committee to decide on a review topic for a major review.</p>	Chris Mansfield
8.	<p>FORWARD PLAN</p> <p>Noted.</p> <p>Members were informed that the Accessible Hillingdon Supplementary Planning Document would be brought to the next Committee meeting for comments, prior to its submission to Cabinet.</p>	Khalid Ahmed
9.	<p>WORK PROGRAMME</p> <p>Noted.</p>	Khalid Ahmed
	<p>Meeting commenced at 5.30pm and closed at 6.30pm</p> <p>Next meeting: 26 July 2017 at 5.30pm</p>	

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

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ACCESSIBLE HILLINGDON SUPPLEMENTARY PLANNING DOCUMENT

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report provides an opportunity for the Committee to provide comments on Hillingdon's Draft Accessible Hillingdon Supplementary Planning Document (SPD), prior to its submission to Cabinet.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to provide comments on the Accessible Hillingdon Supplementary Planning Document before its consideration by Cabinet

INFORMATION

1. On 16th March 2017, Cabinet approved the Draft Revised Accessible Hillingdon Supplementary Planning Document for public consultation and instructed officers to report back to a future meeting of Cabinet on the outcome of the public consultation and recommendations for changes to the document prior to its consideration for adoption by full Council.
2. As part of the consultation, the Residents' & Environmental Services Policy Overview Committee is asked to provide comments to the document.
3. The Draft Revised Accessible Hillingdon Supplementary Planning Document is available for inspection in the Group Offices and is also available on the Council's website.
<https://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=115&MId=3070&Ver=4>
4. Ali Kashmiri, the Council's Principal Access Officer will be in attendance at the meeting to provide a summary of the report and to answer Member's questions.

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BUDGET PLANNING REPORT FOR RESIDENTS SERVICES 2018/19

Contact Officer: Gregory Pike
Telephone: 01895 250562

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Residents Services. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2018 will need to be considered.

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the financial context in which the 2018/19 budget setting process will take place in advance of detailed savings proposals being developed and approved at Cabinet in December 2017.

INFORMATION

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2018/19. The focus of this report is the broader financial position of the Council, alongside signposting major issues within Residents Services budgets. The report to be considered in January 2018 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 14 December 2017.

Corporate Summary

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The budget report to Council in February 2017 identified the savings requirement for 2018/19 as £22.2m, with £5.0m planned drawdown from balances and £1.1m previously developed and approved savings initiatives reducing the remaining budget gap to £16.1m.
- 4 The announcement of £2.9m additional Social Care funding through the Improved Better Care Fund in March 2016 and an additional £1.6m released from the

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Council's Collection Fund at outturn following a review of the approach taken to accounting for doubtful debts further reduces the gap to be managed to approximately £11.6m.

- 5 In terms of external funding, there is expected to be limited scope for material movement as the Council will enter the third year of the Multi Year Settlement in 2018/19 under the terms of which Revenue Support Grant and baseline levels of funding from Business Rates are already determined. For locally raised income from Council Tax and Business Rates, taxbase growth projections are based upon a rounded assessment of likely growth and again are therefore expected to provide limited scope to further reduce the budget gap. Beyond 2018/19 the national political context following the EU Referendum and 2017 General Election presents considerable uncertainty, both in terms of Government policy that may impact upon local authorities and specifically the local government finance system.

Strategy to deal with the budget gap

- 6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and retain balances of £38.7m by the end of 2016/17, although £14.5m of that is expected to be drawn down from 2017/18 to smooth the impact of Government funding reductions. As in previous years, development of savings will fall under five broad themes:
 - Service Transformation - capturing the efficiencies delivered through the Council's well established Business Improvement Delivery Programme;
 - Effective Procurement - driving best value from both re-letting existing contracts and reviewing models for service delivery where appropriate;
 - Income Generation & Commercialisation - reviewing Fees and Charges while maintaining charges at 90% of neighbouring authorities, alongside initiatives to ensure the Council's commercial offer delivers Value for Money to the Council Taxpayer;
 - Preventing Demand - initiatives such as the Supported Living Programme where investment in early intervention and other support can avoid more costly intervention at a later date;
 - Zero Based Reviews - a range of projects including line-by-line reviews of 2016/17 outturn to ensure that service budgets reflect current levels of activity.

MTFF process update

- 7 The timetable for the budget process has been refreshed and the first MTFF sessions with Groups took place during early July to review the detailed budget proposals developed by each group. Progress on the development and delivery of these proposals will be monitored monthly by Business Transformation Board, HIP

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Steering Group and the Leader of the Council throughout the remainder of the year.

Timetable for 2016/17 Budget

8 The broad timetable is as follows:

Process	Timetable
Monthly BTB updates (March 2017 to Feb 2018)	Monthly
Zero Based Reviews & Review of 2016/17 Outturn	April - June
MTFF Scoping Sessions - BID & Procurement	June
MTFF Review (1) – 1st Challenge Sessions	July
Initial Draft MTFF Report to Leader	July
MTFF Review (2) – 2 nd Challenge Sessions	Sept/Early October
Leader review of MTFF	November
Provisional Local Government Finance Settlement	December
Draft MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Final Local Government Finance Settlement	January
Council Tax setting	February

Budget Planning in Residents Services

Summary of Key Financial Issues

- 9 Residents Services (excluding Housing & Education) have identified significant budget savings for 2017/18 totalling £6,072k. At month 2, £824k of these savings were reported as banked, £3,482k as on-track and £1,766k still at early stages.
- 10 The 2017/18 efficiency savings include a review of discretionary budgets across the group, plus a number of BID reviews including Highways/Street Lighting, ICT and Admin & Business support, as reported to this Committee as proposals in January.
- 11 The following information highlights key issues for Residents services identified in the 2017/18 budget setting report and subsequent monitoring activity, which will continue to be closely tracked through the 2018/19 budget setting process.
- 12 Waste Disposal Levy & Associated Contracts (£794k increase from 2016/17) - Underlying waste tonnages continue to grow in line with population growth and increasing economic activity is projected to drive on-going increases in the cost of waste disposal, with the latest modelling producing a £794k uplift in the contingency requirement for 2017/18. This movement is driven by projected growth in the West London Waste Authority Levy to reflect both population growth

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and the RPI-uprating of Landfill Tax, although final levy costs will remain subject to confirmation throughout 2017/18. Alongside the levy, there remains a level of risk around the Council's own waste disposal contracts which are expected to remain less expensive than WLWA provision but may vary according to prevailing market conditions.

- 13 High Speed 2 & Heathrow Expansion Challenge Funds (£100k reduction from 2016/17) - This budget includes £200k to meet costs associated with the Council's on-going opposition to the expansion of Heathrow Airport, with a further £100k included to meet costs relating to High Speed 2.
- 14 Where applicable, levels of residents and non-residents fees & charges will be kept under review, in the context of usage and capacity levels. Compliance with the authority's 90% rule will be checked and where applicable realignment will be proposed to stay within the confines of the rule.

Next Steps

- 15 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 14 December 2017 and issued for consultation during the remainder of December 2017 and January 2018. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

SUGGESTED COMMITTEE ACTIVITY

To consider whether there are suggestions or comments the Committee wish to make.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2017/18 – reports to Cabinet 16 February 2017 and Council 23 February 2017.

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Agenda Item 9

WORK PROGRAMME 2017/18

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 5.30pm

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

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Residents & Environmental Services Policy Overview Committee

2017/18 DRAFT Work Programme

Meeting Date	Item
27 June 2017	Residents & Environmental Services Policy Overview Committee Possible Review Topics 2017/18
	Shisha Bars, Cafes and Lounges - Draft final report and recommendations
	Work programme for 2017/18
	Cabinet Forward Plan
26 July 2017	Budget Planning Report for Residents Services
	Accessible Hillingdon Supplementary Planning Document
	Safety at Sports Grounds
	Review Topic and information reports for this municipal year
	Work Programme
	Cabinet Forward Plan
20 September 2017	Major Review - Scoping Report and Witness Session
	Single meeting Review
	Cabinet Forward Plan
	Work Programme
17 October 2017	Major Review - Second witness session
	Update Report on past reviews
	Cabinet Forward Plan
	Work Programme
21 November 2016	Major Review - Witness Session
	Single meeting review

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	Cabinet Forward Plan
	Work Programme

24 January 2018	Draft Budget Proposals Report for Residents Services 2018/19
	Major Review - Consideration of suggested recommendations
	Cabinet Forward Plan
	Work Programme

28 February 2018	Major Review - Consideration of draft final report
	Single meeting review
	Cabinet Forward Plan
	Work Programme

27 March 2018	Update on past review
	Single meeting review
	Cabinet Forward Plan
	Work Programme

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Forward Plan

Contact officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision maker on key decisions that relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

INFORMATION

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider and comment on these items.
2. Committee Members are requested to send in any questions they have regarding the attached Forward Plan or on any reports going to the next meeting of Cabinet, and to notify any officers that they would like to attend to give advice.

SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision making.

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
Council Departments: RS = Residents Services SC = Social Care CEO = Chief Executive's Office FD= Finance SI = Standard Item each month									
Cabinet - 27 July 2017									
203	Mixed Rubble Contract	It is proposed to let a contract for the receipt and processing of mixed rubble from Highways arisings, hard core material and also bulky waste. The recommended tenderer(s) will be forward to the Cabinet for approval.	All		Clir Keith Burrows	RS - Robert Williams / Allison Mayo		NEW	Private (3)
176b	Accessible Hillingdon Supplementary Planning Document - POLICY FRAMEWORK	Following approval by Cabinet in March 2017 to consult, Cabinet will review the responses to the consultation and recommend a revised 'Accessible Hillingdon' Supplementary Planning Document to Council for formal adoption.	All	07/09/2017	Clir Keith Burrows	RS - Ali Kashmiri / Charmian Baker	Statutory consultation, Policy Overview Committee and residents		Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Clir Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)
Cabinet Member Decisions - July 2017									
204	Collections care, access and exhibitions policies to the Arts Council	Cabinet Members will approve a further range of policy documents for submission to the Arts Council England, including the Council's Collections Care, Access and Exhibitions policies. These will ensure the required accreditation of the Council's heritage service and the wider benefits that brings to visitors.	N/A		RS - Daniel Stirland	Clir Ray Puddifoot MBE / Clir Richard Lewis		NEW	Public

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