



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 14 DECEMBER
2017

Time: 7.00 PM

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

**Meeting
Details:** Members of the Public and
Media are welcome to attend
this meeting and observe the
public business discussed.

This meeting will also be
broadcast live on the
Council's YouTube Channel.

To all Members of the Cabinet:

Ray Puddifoot MBE (Chairman)
Leader of the Council

David Simmonds CBE (Vice-Chairman)
Deputy Leader / Education & Children's Services

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Housing, Health & Wellbeing

Douglas Mills
Community, Commerce & Regeneration

Richard Lewis
Central Services, Culture & Heritage

Published:
Wednesday, 6 December 2017

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This Agenda is available online at:
www.hillingdon.gov.uk

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London Borough of Hillingdon,
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Putting our residents first

Useful information for residents and visitors

Watching & recording this meeting

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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.



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Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

14 December at 7pm in Committee Room 6, Civic Centre, Uxbridge

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

6 December 2017
London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 12
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 5 Review into Shisha Bars, Lounges & Cafes: report from the Residents' & Environmental Services Policy Overview Committee (Cllr Philip Corthorne) 13 - 50
- 6 Monthly Council Budget Monitoring Report: Month 7 (Cllr Jonathan Bianco) 51 - 94
- 7 The Council's Budget - Medium Term Financial Forecast 2018/19 - 2022/23 (Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco)
Report circulated on Agenda B
- 8 Grants to Hillingdon's local voluntary organisations (Cllr Douglas Mills) 95 - 178
- 9 Response to the revised draft Airports National Policy Statement consultation & the 4 Boroughs' response to the Parliamentary Select Committee Inquiries on Air Quality and Heathrow expansion (Cllr Ray Puddifoot MBE) *
Report to follow on Supplementary Agenda C
- 10 2017/19 Better Care Fund Plan Section 75 Agreement (Cllr Philip Corthorne) 179 - 260
- 11 Quarterly Planning Obligations Monitoring Report (Cllr Keith Burrows) 261 - 296

Cabinet Reports - Part 2 (Private and Not for Publication)

12	Software Support and Maintenance for the Council's Revenues, Benefits and Housing Systems (Cllr Jonathan Bianco)	297 - 302
13	Supplier Early Payment Programme (Cllr Jonathan Bianco) *	303 - 308
14	Voluntary Sector Leases (Cllr Jonathan Bianco)	309 - 318

The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 15** Any other items the Chairman agrees are relevant or urgent

** denotes urgent business item not previously on the Forward Plan*

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Minutes

Cabinet

Thursday, 16 November 2017

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge UB8 1UW



Published on: 17 November 2017

Decisions come into effect from: Friday 24 November 2017

Cabinet Members Present:

Ray Puddifoot MBE (Chairman)
David Simmonds CBE (Vice-Chairman)
Douglas Mills
Jonathan Bianco
Richard Lewis
Keith Burrows

Members also Present:

Susan O'Brien
Neil Fyfe
Henry Higgins
John Riley
Richard Mills
Nick Denys
John Morse
Peter Curling
Wayne Bridges
Peter Money

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Philip Corthorne.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

No interests were declared by Councillors present on matters to be considered at the meeting.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The decisions and minutes of the Cabinet meeting held on 19 October 2017 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

It was confirmed that the business of the meeting marked Part 1 public would be considered in public and that marked Part 2, considered in private. One report in public was deferred to the next Cabinet meeting.

5. REVIEW BY THE RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE INTO SHISHA BARS, LOUNGES & CAFES

Cabinet agreed to defer consideration of the report from the Policy Overview Committee to the next meeting.

6. HILLINGDON HOMELESSNESS PREVENTION STRATEGY 2017 TO 2022

RESOLVED:

That the Cabinet:

- 1. Notes the outcome of the consultation exercise undertaken in relation to the Council's Homelessness Prevention Strategy and has full regard to it in deciding whether to make changes to the policy.**
- 2. Approves a revised Homelessness Prevention Strategy as appended to the report.**
- 3. Agrees to update and revise the Homelessness Prevention Strategy within 18 months, in light of the implementation of the Homelessness Reduction Act 2017 and new statutory Homelessness Guidance.**

Reasons for decision

Cabinet gave consideration to the outcome of the consultation process and agreed to formally adopt the updated strategy. It was noted that the Council had a statutory obligation to produce a strategy to address homelessness.

It was further noted that the Homelessness Reduction Act 2017 and revised Homelessness Guidance, would be implemented from April 2018, so Cabinet agreed a further review at the appropriate juncture in time.

Alternative options considered and rejected

None.

Officer to action:

Dan Kennedy, Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

7. ESTABLISHMENT OF A COMMERCIAL PROPERTY AND TRADING COMPANY

RESOLVED:

That the Cabinet:

- 1. Approve the business case attached as Appendix 1 and resolve to establish and incorporate of a property company (the Property Company) to build, sell and manage houses for market sale and market rent.**
- 2. Delegate all necessary decisions regarding the detailed arrangements (including the completion of such legal documentation as is necessary) to allow the establishment of the Property Company, to the Leader of Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services and the Borough Solicitor, including the agreement of the:**
 - a) details of the Articles of Association and the shareholder agreement between the Council and the Property Company (having regard to the need to ensure that the Council's interests are safeguarded)**
 - b) name of the Property Company,**
 - c) heads of Terms for the Facility Agreement;**
 - d) process of incorporation of the Property Company; and**
 - e) governance arrangements including who shall be the directors and the representative for the Council as the sole shareholder; and;**
- 3. to then commission the Borough Solicitor to complete the appropriate legal documentation.**
- 4. Delegate to the Leader of Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, approval of the detailed business plan for the Property Company, once finalised.**

Reasons for decision

Cabinet agreed to the establishment of a Property Company that would contribute to delivering more quality housing to meet the needs of Hillingdon residents. Cabinet noted that this would provide a commercial delivery mechanism for developing new homes and would be designed to initially focus on the development of housing for market rent and / or market sale. Cabinet welcomed that this would increase investment in regeneration whilst creating capital assets for the Council and enable the Council to control housing mix through the planning and design process. It was noted that this was a modern approach solely related to the 'developer' role and not a return to old ways of delivering housing services.

Alternative options considered and rejected

Cabinet could have considered entering into a Joint Venture with a private developer or sell its land and sites to private developers but these were discounted on business grounds.

Officer to action:

Perry Scott, Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

8. OLDER PEOPLE'S PLAN UPDATE

RESOLVED:

That the Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during 2017-8 to improve the quality of life, health and wellbeing of older people in Hillingdon.

Reasons for decision

Cabinet reviewed the Council's commitment to the continued improvement of services and support designed to create a better quality of life for older people in Hillingdon. The Leader of the Council, also Older Person's Champion, noted that Hillingdon was the first place in the UK to make use of the Tovertafel light projection table to assist residents with dementia, learning disability and autism.

Alternative options considered and rejected

None.

Officer to action:

John Wheatley, Residents' Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

9. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 6

RESOLVED:

That Cabinet:

- 1. Note the forecast budget position as at September 2017 (Month 6).**
- 2. Note the Treasury Management update as at September 2017 at Appendix E.**

3. Continue the delegated authority up until the December 2017 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 19 October 2017 and 16 November 2017 Cabinet meetings, detailed at Appendix F.
4. Approve the release of the following sums from Development and Risk Contingency to Directorate Operating Budgets:
 - a. Waste Disposal Levy and Associated Contracts - £2,728k
 - b. Demographic Growth - Looked after Children - £5,038k
 - c. Demographic Growth - Transitional Children - £1,699k
 - d. Demographic Growth - Adults - £432k
 - e. Deprivation of Liberty Safeguards - £759k
5. Approve a virement of £5,195k in 2017/18 from the HRA capital major projects programme to the HRA capital works to stock programme to fund remedial works arising from the decision to expedite fire risk assessments and major adaptations.
6. Approve virements totalling £1,851k from unallocated capital programme budgets to the Highways Structural Works programme for additional investment in the Borough's roads and footways.
7. Approve a virement of £32k from the General Fund capital contingency budget to the Property Works Programme to support refurbishment works at Merchiston House, Uxbridge.
8. Award Harlington Hospice £10k from the voluntary sector core grants budget to review and continue the work of the former Yiewsley community cancer centre to March 2018.
9. Approve the purchase of mini-bus for 1381 Squadron Air Cadets to be financed from the Youth Fund Earmarked Reserve.
10. Approve the uprating of inspection fees at Heathrow Airport for Products of Animal Origin (3 categories up to 5,000kg), alongside the introduction of new fees, amendments to structures of existing fees and operational changes with effect from 27 November 2017 as detailed in Appendix G.
11. Agree to a virement of £250k from unallocated capital programme budgets to fund initial costs relating to the relocation of the Hillingdon Outdoor Activity Centre from its current site near Harvil Road to a new site at Denham Quarry, noting that this will be funded externally.

Reasons for decision

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2017/18 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made decisions to release contingency funds to assist with demographic pressures and vired monies to expedite already planned fire risk work and provide further investment in maintaining the Borough's roads. Notably, following the Leader of the Council's negotiation with HS2 Ltd to fund the relocation of the Hillingdon Outdoor Activity Centre, Cabinet agreed allocation of funds for initial work to progress the scheme.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

10. CONTRACT EXTENSIONS FOR THE MAINTENANCE OF THE CIVIC CENTRE AND OTHER CORPORATE PROPERTIES

RESOLVED:

That Cabinet approves:

- 1. The extension of the Mitie contract to provide planned and reactive maintenance and works to the Council's 200+ corporate sites for an additional 1 year in accordance with available contractual options.**
- 2. The extension of the Honeywell contract to provide planned and reactive Heating, Ventilation and Air Conditioning maintenance within the Civic Centre for an additional 1 year in accordance with available contractual options.**
- 3. The variation of the Honeywell contract to include additional statutory compliance elements previously carried out on a reactive basis into the core contract.**

Reasons for decision

Cabinet agreed to extend current contracts for the Council's Facilities Management and heating and cooling systems at the Civic Centre and other Council facilities.

Alternative options considered and rejected

Cabinet could have re-tendered the services, but this was discounted for reasons of practicality.

Officer to action:

Brian Colyer – Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that

information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

11. CONTRACT EXTENSION - PARKING ENFORCEMENT SERVICE

RESOLVED:

That the Cabinet approves the extension of the existing Parking Enforcement Contract with APCOA Parking (UK) Limited from 4th August 2018 to 3rd August 2021.

Reasons for decision

Cabinet agreed to extend the Parking Enforcement Contract with APCOA Parking (UK) Limited for 3 years. This would ensure the Council continued to provide a cost effective parking enforcement service at standards expected by residents. Cabinet welcomed the additional investment in the service, including in a new ICT system to further improve operational ability.

Alternative options considered and rejected

Cabinet could have decided to re-tender the contract.

Officer to action:

Roy Clark - Residents Services

Classification: Private

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12. MEALS ON WHEELS SERVICES

RESOLVED:

That Cabinet agree:

- 1. To accept the single tender from Apetito for a new 5 year contract (3 years +1+1) for the provision of a hot meals on wheels service to the In-House Day Services and community based hot meals service;**
- 2. That Apetito continue to lease the Council kitchen facilities, as shown on the attached map, for the life of the contract at no cost for the first three years, but with an option to reinstate the rental charge of £25k per annum from year 4 onwards, thus enabling a reduced meal price.**

Reason for decision

Cabinet agreed to enter into a new contract with Apetito to continue to provide a community based meals service with wellbeing checks for residents of the Borough and provide meals for in-house day services. Cabinet welcomed the service which helped vulnerable people remain more independent in their own home.

Alternative options considered and rejected

None.

Officers to action:

Sally Offin - Finance
Sandra Taylor – Social Care

Classification: Private

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13. PROCUREMENT OF THE COUNCIL'S FUEL SUPPLY

RESOLVED:

That the Cabinet:

- 1. Approves the award of a contract for the supply and delivery of ULSD to WFL (UK) Ltd trading as Hall Fuels for a period of 2 years with no provision to extend.**
- 2. Approves the award of a contract for the supply and delivery of gas oil to Certas Energy UK Ltd for a period of 2 years with no provision to extend.**

Reasons for decision

Following a tender exercise, Cabinet accepted the most economically advantageous tenders in terms for supplying the two types of fuel. Cabinet noted that diesel and gas oil fuel was required for the Council's fleet of vehicles used by key frontline services such as Waste, Street Cleansing, Housing Repairs and Highways.

Alternative options considered / risk management

None.

Officers to action:

Robert Williams – Residents Services.
Praveshika Chauhan –Finance

Classification: Private

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14. THE SUPPLY OF NEW LIBRARY STOCK

RESOLVED:

That Cabinet:

- 1. Welcome the continued investment in the Borough's library stock, benefiting residents with quality and popular books and media to meet their reading and information needs.**
- 2. Agree to join the London Libraries Consortium for the provision of adult and children's, teenage and young adult fiction, non-fiction and reference books and audio/visual materials in blu-ray, DVD and CD formats.**
- 3. Given the opportunity for a new library stock supply arrangement, agree to revoke the previous decisions taken by Cabinet for public library stock, namely:**
 - a) Revoke the decisions taken by the Cabinet at its meeting on 16 February 2017 to join the ESPO framework 376F for the supply of:**
 - i. Adult fiction and non-fiction to Askews & Holts Library Services Ltd;**
 - ii. Children's fiction and non-fiction and teenage and young adult fiction to Peters Bookselling Service;**
 - iii. Large print to WF Howes;**
 - iv. Foreign language stock to Books Asia;**
 - b) Revoke the decision taken by the Cabinet on 16 March 2017 to approve the tender from Askews & Holts Library Services for the Supply of music CD, DVD and blu-ray films and computer and console games.**

Reasons for decision

Following a review of procurement opportunities for the provision of library stock and other items, Cabinet agreed to join the London Libraries Consortium to continue the Council's investments in the Borough's library stock, benefiting residents with quality and popular books and media to meet their reading and information needs.

Alternative options considered and rejected

None, as the Council had previously undertaken tendering exercises which had shown value for money would not necessarily be achieved through this route.

Officers to action:

Paul Richards, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

15. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet agrees the rent and leases set out in the report, which are subject to negotiation with the voluntary sector organisations detailed in the report and instructs the Deputy Chief Executive and Corporate Director of Residents Services to then commission the Borough Solicitor to complete the appropriate legal documentation.

Reasons for decision

Cabinet agreed a lease renewal for the Sipson Community Centre, a rent review at Hayes End Community Centre and a lease renewal for the 1st Northwood Scouts Group. Cabinet's decisions enabled the organisations concerned to benefit from discounted rents as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

Alternative options considered and rejected

None.

Officer to action:

Mike Paterson, Residents Services

Classification: Private

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16. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.24pm.

Internal Use only - implementation of decisions

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

All decisions can, therefore, be implemented by officers upon the expiry of the scrutiny call-in period which is from 5pm, Friday 24 November 2017.

Officers to action the decisions are indicated in the minutes.

The public part of this meeting was broadcast on the Council's YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

democratic@hillingdon.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

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RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE: *REVIEW INTO SHISHA BARS, LOUNGES & CAFES*

Cabinet Member	Councillor Philip Corthorne
Cabinet Portfolio	Social Services, Housing, Health & Wellbeing
Officer Contact	Khalid Ahmed - Chief Executive's Office
Papers with report	Residents' & Environmental Services Policy Overview Committee review into Shisha Bars, Lounges & Cafes

HEADLINES

Summary	To receive the Residents' & Environmental Services Policy Overview Committee's review into Shisha Bars, Lounges and Cafes and to give consideration to the recommendations of the review.
Putting our Residents First	This report supports the following Council objective of: <i>Our People</i> .
Financial Cost	No additional cost above existing approved budgets.
Relevant Policy Overview Committee	Residents' & Environmental Services
Relevant Ward(s)	All

RECOMMENDATIONS

That Cabinet:

1. Welcome the Committee's findings from their review into Shisha Bars, Lounges and Cafes.
2. Delegate authority to the Leader of the Council and Cabinet Member for Social Services, Housing, Health & Wellbeing to take forward the implementation of the recommendations as part of the Council's wider public health / regulatory activity and subject to business priorities and requirements.

Reasons for recommendation

The review was undertaken by the Committee to assess the controls, this Council and its partners have in relation to Shisha Bars, Lounges and Cafes in the Borough and to look at developing a co-ordinated approach to deal with the health, nuisance and amenity impacts that can sometimes be caused by unregulated shisha smoking. The Committee's findings are aimed at enabling the Council and wider community to have better mechanisms to monitor and regulate shisha smoking.

Alternative options considered / risk management

The Cabinet could decide to reject some or all of the Committee's recommendations.

SUPPORTING INFORMATION

- 1) At the time of the Committee's review there were seven known, established Shisha Bars, Cafes and Lounges in the Borough. Additionally, through the Council's licensing, trading standards, planning and enforcement functions, both officers and Members were aware of a number of other premises which offered shisha smoking. It was noted that these unregulated establishments could have the potential to cause harm to residents through a lack of information on the health risks associated with shisha smoking, together with the potential of non-compliance with legislation and regulations by owners of such establishments. As businesses are not required to have a specific licence for shisha smoking, there is no definitive list of premises which provide shisha smoking in Hillingdon.
- 2) Shisha smoking is a way of smoking tobacco or herbal smoking product through a water pipe or hookah. Shisha pipes use burning pieces of charcoal which heats tobacco, sweetened with fruit syrup or molasses sugar (30% tobacco and 70% honey). The Committee noted the increased prevalence of shisha smoking, particularly among younger people over the last few years. Users sometimes mistakenly believe that smoking shisha is safer than cigarettes; however, studies have found that there are significant health risks associated with shisha, to users and to those in close proximity to the practice. Reports to the Committee showed that a Shisha session was potentially equivalent to 100 cigarettes worth of smoke.
- 3) 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.
- 4) 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.

- 5) Findings from the Committee's review point towards 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.
- 6) Given the public health concerns that were drawn to light, the Committee considered, as is practiced by some other local authorities, that it could be considered that shisha is included within general smoking cessation advisory services. Other recommendations are aimed at the Council in its role as Licensing Authority for further consideration on a case-by-case basis through the decisions Licensing sub-committees make.
- 7) A key part of the Committee's findings, in order to assist in a co-ordinated approach, was the development of cross-council guidance, which could be shared with owners of shisha premises. This is attached at Appendix A of the review.
- 8) The Terms of Reference of the Committee's review were as follows:
 - To understand the health and amenity impacts of Shisha smoking.
 - To examine the range of regulatory tools which could be used to help mitigate the impact of Shisha smoking, working with different services and partners.
 - To look at the extent of the problem of unauthorised Shisha bars, lounges and cafes in the Borough.
 - To assess the impact of Shisha bars, lounges and cafes on residents who live close to these premises.
 - To look at what other local authorities are doing in relation to regulating Shisha bars, lounges and cafes.
 - To look at options available, and the development of a strategy, if appropriate and report to Cabinet as appropriate.
- 9) Cabinet should note that whilst the Committee focussed on the impact of shisha on all communities within the Borough, it was accepted that shisha was more prevalent amongst certain ethnic groups. Equalities considerations were taken into account throughout the Committee's review.
- 10) The review considered best practice carried out by other local authorities and witness evidence from a range of individuals and service areas as set out in their report.

Officer Comments on Recommendations

The report from the Committee sets out the review in more detail, with a number of themed recommendations proposed. Officers advise Cabinet that further consideration of the implementation of the Committee's findings would be best taken forward with Cabinet Members as part of the Council's wider public health / regulatory activity, clearly subject to existing business priorities and service requirements.

Further comments from officers include:

- In cases of non-compliance or where enforcement is required, the Council has a range of powers that could be applied. For example, Planning Contravention Notices and Stop Notices can be applied for unlawful structures or practises which occurred on licensed premises. In relation to breaches of the Smoke free law, Health and Safety Prohibition Notices could be used. Also if the Council's Environmental Health Officers believed that activities on shisha premises could give rise to a risk of serious personal injury, they could issue a Health and Safety Prohibition Notice. The Local Authority Act 1990 can also be used in relation to the possible shisha smoking which takes place outside cafes and restaurants, on pavements.
- Any reports of anti-social behaviour associated with late night shisha smoking, would be dealt with by the Council's Anti-Social Behaviour and Environment Team's Out of Hours service.
- The Council has existing well-established arrangements in place to undertake joint efforts and patrols with other teams across the Council and partners, e.g. Licensing Services / Police, in order to take a broader approach to enforcement based upon a wider range of local intelligence received.
- As proposed by the Committee, improving education, awareness, guidance and support around shisha smoking would be best considered as part of the Council's public health duties. It is acknowledged that the health risks associated with shisha are not publicised to the same extent as smoking cigarettes.

Financial Implications

Any operational, enforcement and education actions implemented from the findings of the Committee's review will be carried out by the relevant teams, with the costs contained within existing approved resources.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The report aims to raise the awareness of the health effects of shisha to residents and to offer improved guidance to premises holders on the regulations relating to their operation of shisha establishments.

Consultation carried out or required

The Committee sought a wide range of local expert witness testimony as set out in Appendix B of its report.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and associated financial implications, noting that there are no direct budgetary implications arising from the recommendations above which can be managed within existing service budgets.

Legal

The implementation of any recommendations regarding the Council's role as Licensing Authority in this matter would additionally need to be considered by the Licensing Committee.

BACKGROUND PAPERS

NIL.

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Shisha Bars, Lounges and Cafes in Hillingdon



A review by the Residents' and Environmental Services Policy Overview Committee - September 2017

Councillors on the Committee: Michael White (Chairman); Michael Markham (Vice Chairman); Jas Dhot (Labour Lead); Patricia Jackson; Allan Kauffman; Kuldeep Lakhmana; Judy Kelly; John Morse; Brian Stead.



HILLINGDON
LONDON

Contents

Chairman's Foreword	3
Summary of recommendations to Cabinet	4
Background to the review	7
Evidence & Witness Testimony	10
Findings & Conclusions	17
Terms of Reference	23
Witness & Committee activity	24
References	25
Appendix A – Guidelines for Shisha Premises	26

Chairman's Foreword



Shisha smoking is a social activity which has increased in many urban areas of Western countries and many users are unaware of the risks to health of smoking shisha. Studies have identified growing shisha prevalence, especially amongst young people and University students.

There are misconceptions about the relative safety of shisha smoking – sometimes due to the misapprehension that smoking the tobacco through water is less harmful to health, as cigarette smoking. This is not the case and this needs to be communicated to users with health warnings at premises.

The Committee's review was undertaken to look at the regulatory controls the Council and its partners have in relation to Shisha Bars, Lounges and Cafes in the Borough and to examine the health impact and the nuisance and harm which can be caused by unregulated shisha smoking.

The review focussed on the impact of shisha on all the community and did not focus on one particular group within Hillingdon, although it was accepted that shisha was more popular amongst certain ethnic groups. It was found that this Council and its various services all have a level of control over aspects of shisha, but the review looked to pull together all these controls and to adopt a "One-Council" approach to ensure a co-ordinated effort to regulation.

An important aspect of the review was to look at how we could make the owners of shisha premises aware of their legal and safety responsibilities and to also emphasise the potential health risks associated with shisha, to people who smoked it. As part of this review, the Committee has worked with officers to prepare a guidance sheet for distribution to shisha businesses providing relevant health, legal, licensing and planning information.

I would like to thank officers for their support during the review, and also thank the witnesses and officers who assisted to help the Committee in preparing its findings for Cabinet.

Councillor Michael White

Chairman of the Residents' & Environmental Services Policy Overview Committee

Summary of recommendations to Cabinet

Through the witnesses and evidence received during the detailed review by the Committee, Members have agreed the following recommendations to Cabinet:

OPERATIONAL RECOMMENDATIONS

1

- a) That a definitive list / register of shisha premises be established and maintained to deal with the perceived problem related to the shisha industry and to develop a preventive approach to ensure uncontrolled proliferation of shisha premises does not occur.
- b) That the Council's Anti-Social Behaviour and Environment Team's Out of Hours service, in partnership with Licensing services, subject to capacity within the Teams, conduct regular patrols of existing and all new shisha premises to ensure compliance with legislation relating to nuisance and anti-social behaviour. These visits would also be utilised as an intelligence gathering tool to assist and support partner agencies across the enforcement services.
- c) Environmental Health Officers should maximise communication lines via Health and Safety Liaison Groups and Health and Safety Quadrants to raise shisha issues with colleagues across London and encourage a more consistent enforcement approach.
- d) All Council stop smoking staff should promote advice on shisha smoking and be included in smoking cessation information.
- e) The Council should seek to establish a positive and close relationship with shisha premises to encourage cooperation and compliance.

ENFORCEMENT RECOMMENDATIONS

2

- a) Environmental Health officers could consider using Health and Safety Prohibition Notices if prosecutions for breaching the Smoke free law were too labour intensive.
- b) All Council officers involved in enforcement regarding shisha premises should be made aware of the full extent of powers currently held by planning enforcement officers, including the use of Planning Contravention Notices and Stop Notices, and deploy these powers where necessary. This could take the form of a shared regulatory service protocol.
- c) Enforcement officers should be trained on the health effects of Shisha, especially areas surrounding herbal Shisha, and contribute to health promotion activities whilst inspecting Shisha premises.
- d) Enforcement should be a last resort and officers should liaise with other agencies to maximise legislative powers including powers of closure. Focus should therefore be a reactive response with monitoring of high risk shisha premises.
- e) Liaison should take place with neighbouring local authorities prior to initiating Shisha enforcement campaigns to ensure expansion of the industry does not occur in neighbouring boroughs.
- f) Powers of closure and seizure should extend to Environmental Health Officers if resources do not permit for a synchronised, multi-agency approach.
- g) That carbon monoxide monitors be used as evidence gathering. These should be used to ascertain the level of harm in enclosed smoking venues, as well as assessing the quality of air outside Shisha premises considering the large volumes of smoke (usually greater than one hundred litres per pipe per hour) produced by shisha smoking.
- h) Shisha premises should be monitored for alcohol use inside the pipe and for recreational drug use.
- i) Subject to the feasibility of enforcement, consideration be given by the Licensing Authority to the following:
 - Applying the Smoke free law to pavements considering the large volumes of smoke emitted by shisha smokers per session.
 - Adding a standard condition to street trading licences issued by the Authority for "tables and chairs licensing", whereby the tables and chairs required to be used outside Shisha premises on the public footways need to be licensed.

	<ul style="list-style-type: none"> • Adding a "Challenge 25" condition to a premises licence where Shisha smoking took place, which would encourage anyone who was over 18 years of age, but looked under 25 years of age, to carry acceptable ID when using Shisha.
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EDUCATION RECOMMENDATIONS

3	<ul style="list-style-type: none"> a) Owners and operators of Shisha premises should be encouraged to learn good management techniques and attend workshops in an attempt to prevent their customers from creating antisocial behaviour. b) Secondary schools and colleges should be encouraged to incorporate Shisha smoking into existing tobacco awareness lesson plans. c) Shisha premises should be provided with case examples of dangerous health and safety scenarios from other premises in order to educate and emphasise the need to comply. d) The Council should also include guidance to Shisha premises on a suggested Shisha pipe cleaning and mouthpiece protocol as part of general advice and guidance to shisha premises. e) That a guidelines for Shisha premises document be produced (Appendix A) and published on line which outlines all legislative aspects relating to opening and operating a Shisha premises.
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Background to the review

What is Shisha Smoking?

Shisha smoking is a way of smoking tobacco or herbal smoking product (which can be flavoured) through a water pipe or hookah. Shisha pipes use burning pieces of charcoal which heats tobacco and sweetened with fruit syrup or molasses sugar (30% tobacco and 70% honey).



Shisha's inauguration onto the British cafe scenes goes back to the 1990's, where large scale industrialisation of Mo'assel tobacco coincided with increased global immigration. Evidence suggests that only tobacco and non-tobacco (herbal) Mo'assel types are consumed in the UK.

Shisha smoking is a growing concern in urban areas of Western countries across the globe. In the UK, there has been a 210% rise in the number of shisha cafes in recent years, but little research has been conducted on the public health implications of this smoking practice.

Key London-based studies identify growing shisha prevalence, especially among young people, university students and those of ethnic backgrounds typically associated with shisha smoking.

Shisha premises are particularly attractive for young people who smoke under the allure that shisha is safer than cigarettes, and can be hubs for antisocial behaviour. Shisha emanates a cool, aromatic smoke that provides a sensory appeal to its users which contributes falsely to the perception that there is reduced harm in smoking Shisha.

Reason for the Review

The review was undertaken to assess the controls, this Council and its partners have in relation to Shisha Bars, Lounges and Cafes in the Borough and to look at developing a strategy to deal with the health impacts and the nuisance and harm which can be caused by unregulated shisha smoking.

The review focussed on the impact of Shisha on the whole of the community and did not focus on one particular group within the Hillingdon community.

Shisha was originally used by Middle Eastern, North African and Asian community groups. However, recent research has shown that since the introduction of the Smoke free Law in England in 2007, there has been a rise in Shisha consumption. This may be due to the increasing availability of Shisha, as a result of cheaper prices and a growing number of shisha-serving venues.

Shisha smoking is becoming increasingly popular amongst all ethnic groups in the UK and not just people of Middle Eastern descent.

According to the World Health Organisation (WHO), the growing rise of Shisha is due to several factors. These are;

- The introduction of flavoured shisha tobacco with its reduced harshness and perceived pleasant flavour and aroma.
- The misperception that it is “healthier” than cigarette smoke.
- Social acceptance and being an essential part of family, peer and public gatherings and cafes and restaurant culture.
- Internet mass and social media.
- Low cost.
- Lack of shisha specific policy and regulation towards its use.
- Immigration of people from Middle Eastern countries to the European region, the Region of the Americas and the Western Pacific region.

Surveys and research projects have been undertaken within boroughs of London, focusing on different population groups. It has been observed that, although rates were highest among those of Arabic or Asian ethnic origin, the majority of respondents to the survey were White British.

Furthermore, smoking shisha was highest amongst 18-24 years old. Further research from different Local Authorities between 2011-2013 has shown that there is high prevalence of smoking amongst university students, ethnic minorities and males.

Within this context, the approach taken for the review was to look at developing a strategy to:

Educate and Engage – To engage with both shisha smokers and businesses to raise awareness of the health and amenity impacts of shisha smoking, to help drive behaviour change.

Regulate the Activity – A range of regulatory tools could be used to help limit the impact of shisha smoking, involving different services and agencies. The Council needed to look at the best way of utilising its available powers in a coordinated and cost effective way.

Partnership – There is no specific regulatory system in place to manage public shisha smoking, so it is important to develop the Council's relationships with partner agencies, working jointly, sharing learning to ensure a consistent approach to shisha smoking.

Evidence & Witness Testimony

Shisha Bars, Cafes and Lounges in the Borough

Businesses are not required to have a specific licence for shisha smoking, and there is no definitive list of premises in Hillingdon. However, the Council is aware of a number of premises which offer shisha smoking through its licensing, trading standards, planning and enforcement functions.

There were seven established Shisha Bars, Cafes and Lounges in the Borough at the time of the review. However, the Committee was informed that there were probably others which the Council was unaware of. The importance of the local knowledge of Ward Councillors and of the Council's Out of Hours Team could provide information on other unregulated Shisha Lounges within the Borough.

Public shisha smoking and the premises in which it takes place can also give rise to, or contribute towards, a number of amenity and quality of life issues, such as unauthorised or dangerous structures, noise and smells, particularly late at night. In addition, shisha products sold in the UK are mainly illicit, with no duties paid. Whilst some of the health and amenity concerns can be managed using a range of existing regulatory powers, some areas of concern remain.

Public Health Implications of Shisha Smoking

Despite widely held misconceptions about the relative safety of shisha smoking – sometimes due to the misapprehension that smoking the tobacco through water ‘filters’ it of toxins – shisha smoking is at least as harmful to health as cigarette smoking.

The Council’s Director of Public Health reported that smoking shisha can cause high exposure to carbon monoxide (CO), but the amount of CO in water pipes or Shisha smoke depends on the size/ variety of tobacco and charcoal type. Some Shisha tobacco does not contain nicotine, but the reduction of tobacco would be replaced by higher levels of glycerine, which can cause poisoning in the body.

A summary of several studies enables the following estimates to be made: one shisha session, smoked alone for approximately 45 minutes, may produce 22-50 times more tar, 6-13 times more Carbon monoxide (CO) and 1-10 times more nicotine than a single cigarette. Shisha is also known to produce significant levels of cancer-causing chemicals (carcinogens), including 3-39 times more benzo[a]pyrene. Reports also reveal that a Shisha session was equivalent to 100 cigarettes worth of smoke.

There is a common misconception that the smoke passing through the bowl of water ‘filters’ the smoke. In actual fact, it cools the smoke making it more palatable and therefore users deeply inhale and are exposed to ‘longer’ puff sessions. Some evidence suggests the use of illicit drugs with Shisha as well as the water in the bowl being replaced by alcohol.

One of the most serious concerns of Shisha is cancer. The smoke increases the risk of various cancers such as lung cancer and cancer of the mouth. In addition to cancer, there are various gum diseases that are linked to Shisha as well as the development of COPD (chronic obstructive pulmonary disease).

According to a U.S. News & World Report, Shisha also carries a risk of addiction. Shisha is a danger to health because it can lead to daily water pipe use. In just one puff of shisha, the smoker inhales the same amount of smoke as they would inhale from a whole cigarette.

Water pipes or Shisha has the potential for spreading infectious disease (such as oral herpes, cold and flu and even possibly HPV, TB & Hep C) giving that smokers share the same mouthpiece and pipe.

Smoking Shisha while pregnant can cause breathing complication and lower birth weight is also reported among the newborns of Lebanese woman who smokes water-pipes. Shisha emits four times the amount of carcinogens in comparison to a single cigarette. A one hour session creates toxins equivalent to 2-10 cigarette smokers.

Current context and controls the Council has in relation to Shisha Bars

The review was made aware that the Council has a number of controls in relation to the operation of shisha bars which are enforced by various teams from across the Council, who gave an overview of their role and activity regarding shisha premises:

Trading Standards

The Committee was informed from a Trading Standards officer that the controls which Trading Standards had, were in relation to the use of tobacco and the sale of tobacco to under 18s, the labelling of the tobacco products and the enforcement of non-duty paid tobacco. Reference was made to Shisha Smoking requiring the same health warning labelling as on cigarette packaging. This could be achieved by putting a health warning on the menu of the establishment and could have similar labelling to cigarettes, to make people aware of the associated health risks for Shisha Smoking.

The use of non-duty tobacco in Shisha bars would ultimately be the responsibility of Her Majesty's Revenue and Customs (HRMC), however, close collaboration took place with Trading Standards and HRMC, on drawing attention to any concerns. Trading Standards controls over tobacco were as follows:

1. Sale of tobacco to under 18's

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

- Proxy sales are also illegal (whereby tobacco is sold to an adult purchasing on behalf of a young person).
- The manner in which shisha is used is such that the managers of a shisha business need to be particularly vigilant. Shisha customers will normally

share pipes and best practice would be that the age of EVERYONE smoking should be checked.

- (It may be a sensible precaution not to allow under-18s into the building but this is not a requirement under the legislation).
- The following notice must also be displayed anywhere that tobacco is served.



2. Labelling of the tobacco products

The legislation covering the labelling of tobacco products is detailed

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

3. Non-duty paid product

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

Food Health and Safety Team

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

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

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

space. Evidence must prove that the space is more than 50% open (non substantially enclosed).

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

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

3. Failure to display signage is an offence.

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

Environmental Protection Unit

The Environmental Protection Unit has input into controls through:

1. The Planning Process

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

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

2. Receipt of a complaint

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

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

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

Planning

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

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

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

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

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

Planning Enforcement

The Committee was informed that planning permission was required for the change of use of a property to a Shisha lounge, and for any structure which was built to accommodate Shisha pipe smoking.

In the absence of planning permission, such changes of use and structures were unauthorised and if they resulted in harm to the area, planning enforcement notices could be served on the owner and occupier.

The Council usually only became aware of such structures from complaints from residents. The Committee was informed that the structures became illegal after the expiry of the notice period.

Anti- Social Behaviour and Environment Team

The Committee was informed that the role of officers within the Team is to work with Shisha Bar owners if there had been anti-social behaviour outside establishments. With regard to licensed premises, most of the work of the team centred on noise nuisance and people congregating outside premises.

Licensing Authority

The Committee heard evidence from a Licensing Officer who reported that under Alcohol and Street Trading rules, Shisha premises should be monitored for alcohol use inside the Shisha pipe. Whilst this is currently legal, Council staff should be aware of this practice and report it.

The Committee considered what role the Licensing Authority could take under the Licensing Act 2003 and other relevant legislation. The Committee was informed that Shisha premises constructed on licensed premises could potentially have conditions contained within their licence which would enable Shisha Smoking to take place in an outside area. Joint-working with other Council services could take place regarding the structure which was used for Shisha smoking.

It was considered that there could be other possible conditions which could be added to licenses, on a case-by-case basis, such as:

- Extending the Smoke free law to pavements considering the large volumes of smoke emitted by Shisha smokers per session.
- Consideration could be given to adding a condition to street trading licences issued by the Authority for “tables and chairs licensing”, whereby the tables and chairs required to be used outside Shisha premises on the public footway.
- Adding a "Challenge 25" condition to a premises licence where Shisha smoking took place, which would encourage anyone who was over 18 years of age, but looked under 25 years of age, to carry acceptable ID when using Shisha.

Reference was made to the possible use of legislation such as the Local Authority Act 1990 in relation to the possible Shisha smoking which took place outside cafes and restaurants, on pavements. Conditions could possibly be applied to premises licences in relation to hygiene / cleanliness of shisha pipes.

Members Enquiries and Complaints

The Council has received a number of complaints through the Member Enquiries route regarding various issues relating to Shisha smoking at various establishments in the Borough.

These enquiries / complaints over the last five years are broken down into the following:

- Food, Health and Safety - 2 complaints regarding compliance with smoke free law in relation to an outside enclosure.
- Development Control and Planning Enforcement- 19 complaints relating to various issues concerning planning permissions, serving of enforcement notices, signage, the impact of extra parking from Shisha users and, unauthorised structures for shisha smokers.
- Licensing - 3 complaints regarding premises acting outside of their licensing terms, breaching conditions and issues relating to the close proximity to schools.
- Anti-Social Behaviour and Environment Team - 6 complaints to the Team in relation to late night shisha smoking causing disturbance and nuisance to local residents, the issuing of Noise Abatement Notices, loud music, shouting and threatening and aggressive behaviour.

Examples of current joint working within the Council

To give the Committee an understanding of the joint working which must take place from different services within the Council and other partner agencies, a case study was given on a Shisha Lounge in the Borough, where the Council's Anti-Social Behaviour and Environment Team had received a number of out of hour's complaints. The nuisance had been emanating from a new structure in the grounds of the licensed premises which Council officers had no knowledge of.

This structure was open in parts and had no sound insulation. Various Council services were involved in investigating the structure; planning enforcement, Food, Health and Safety, Licensing, Environmental Protection etc. The result was that it was found that the Shisha Lounge was an

unauthorised structure, there were dangerous electrical installations, and as a result the structure was closed down.

Reference was also made to other Shisha Bars which operated in cramped conditions which could cause a health and safety risk due to the wood, coal, or charcoal which was burned in the Shisha pipe to heat the tobacco and create the smoke.

Adopting a 'One-Council' approach

The Committee was informed that the development of a strategy / policy to enable a One-Council approach would benefit officers in terms of dealing with the public health and environmental issues pertaining to unregulated Shisha Bars.

In addition, there is a lack of information at present and to improve joint working within all areas of the Council, a shared updated list of Shisha Bars could be created. The involvement of the Anti- Social Behaviour and Environment Team's Out of Hours officers could help in terms of updating the list, as and when new Shisha Bars were located, whether regulated or unregulated.

The Committee agreed during the review, that education was important, to Shisha Bar owners and to users, to highlight the health and safety risks associated with Shisha Smoking. Included in this was also extending education to schools, to enable the potential dangers of Shisha Smoking to be communicated to young people.

Reference was made to studies which indicated that proximity between Shisha premises and educational establishments could influence the use of Shisha by young people. Research has found that many Shisha smokers had taken their first "puff" in a Shisha Cafe whilst underage. This reinforces the false public perception of the social acceptance surrounding Shisha smoking.

The Committee acknowledged that educational campaigns were required for schools and to the wider public on the risks associated with Shisha smoking.

Findings & Conclusions

Operational

As the Committee was informed during the review, there were seven known, established Shisha Bars, Cafes and Lounges in the Borough. However, through the Council's licensing, trading standards, planning and enforcement functions, officers were aware of a large number of premises which offered shisha smoking. These unregulated establishments could have the potential to cause harm to residents through lack of information on the health risks associated with shisha smoking, together with the potential to cause non-compliance with legislations and regulations by owners of such establishments.

The Council, through its many services, could build up a list of premises in Hillingdon, to enable these establishments to be monitored, to protect residents in the Borough.

Shisha premises do have the potential to being subject to noise-centred anti-social behaviour, with typical opening times extending into the late night and early mornings. There have been a number of complaints from residents regarding anti-social behaviour emanating from premises where shisha takes place.

The involvement of the Council's Anti-Social Behaviour and Environment Team's Out of Hours service, in partnership with licensing services could, as part of their normal patrols, visit shisha premises to ensure that there is compliance with legislation relating to anti-social behaviour and nuisance. This could serve as an information gathering tool, to inform both Council services and partner agencies, of any possible infringements.

The importance of the local knowledge of Ward Councillors and of the Council's Anti-Social Behaviour and Environment Out of Hours Team could provide information on other unregulated Shisha Lounges within the Borough. With this intelligence, a shared updated list of Shisha Bars could be created. The involvement of the Anti- Social Behaviour and Environment Team's Out of Hours officers could help in terms of updating the list as and when new shisha Bars were located, whether regulated or unregulated.

The health risks associated with shisha which are detailed earlier in this report are not publicised to the extent that smoking cigarettes and using tobacco is. The recommendations below ask that shisha smoking, and the potential risks associated, be included in the general advice which is given by the Council's Smoking Cessation service, in conjunction with the NHS. Some other local authorities already included shisha cessation as part of their Stop Smoking Service's marketing campaigns.

Hillingdon, does not have a shisha bar culture on the same level as some areas of the country, however, it is important that close working takes place between the Council and shisha establishments within the Borough which would encourage greater compliance and an

understanding of the requirement for regulation. What was needed was a co-operative approach, with better communication and education on shisha, to residents and users of it. On the basis of the above, it is recommended that:

1	<ul style="list-style-type: none"> f) That a definitive list / register of shisha premises be established and maintained to deal with the perceived problem related to the shisha industry and to develop a preventive approach to ensure uncontrolled proliferation of shisha premises does not occur. g) That the Council's Anti-Social Behaviour and Environment Team's Out of Hours service, in partnership with Licensing services, subject to capacity within the Teams, conduct regular patrols of existing and all new shisha premises to ensure compliance with legislation relating to nuisance and anti-social behaviour. These visits would also be utilised as an intelligence gathering tool to assist and support partner agencies across the enforcement services. h) Environmental Health Officers should maximise communication lines via Health and Safety Liaison Groups and Health and Safety Quadrants to raise shisha issues with colleagues across London and encourage a more consistent enforcement approach. i) All Council stop smoking staff should promote advice on shisha smoking and be included in smoking cessation information. j) The Council should seek to establish a positive and close relationship with shisha premises to encourage cooperation and compliance.
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Enforcement

The Committee was provided with evidence from a number of witnesses from across a number of Council services, all of which had a role to play in the regulating of shisha premises and smoking. There was an acknowledgement that greater joint working was required which would enable a One-Council consistent approach to dealing with shisha premises and any problems associated with them.

Shisha premises are not covered in any of the use classes as specified in the Town and Country Planning (Use Classes) Order 1987 (as amended) and as such constitute a unique use. The effective use of planning enforcement can often result in the resolution of the breach of planning control and result in the cessation of the unauthorised activity of shisha smoking.

An example of a breach of planning control could arise when premises changed from a restaurant with ancillary shisha use, to a composite use (shisha cafe). This change of use would likely constitute a material change of use for which planning permission may be required, and should the use change in advance of planning permission being granted, the use would be unlawful.

Planning enforcement officers had the use of Planning Contravention Notices and Stop Notices, for unlawful structures or practises which occurred on licensed premises. A Planning

Contravention Notice may only be served when it appears that a breach of planning control may have occurred and officers want to find out more information before deciding what, if any, enforcement action to take. Stop Notices, if served alongside a Planning Contravention Notice can prevent a business from trading within 72 hours.

Another enforcement option which could be used, for breaches of the Smoke free law was Health and Safety Prohibition Notices. If the Council's Environmental Health Officers believed that activities on shisha premises could give rise to a risk of serious personal injury, they may issue a Health and Safety Prohibition Notice. The Prohibition Notice normally requires that the activity should stop immediately. The activity must not resume until steps have been taken to remove or control the risk.

A shared document of enforcement tools could be shared amongst Council Officers who dealt with shisha to enable all possible options to be used if there were breach of regulations or conditions.

Consideration could be given to adding conditions to Premises Licenses to tighten the controls around shisha smoking and ensure shisha takes place in an outside area to premises. "Challenge 25" would be a means of ensuring young people would be prohibited from using shisha.

Other legislation such as the Local Authority Act 1990 could be used in relation to the possible Shisha smoking which took place outside cafes and restaurants, on pavements.

Shisha was included in the 2006 Health Act and subsequent Smoke free law. The Smoke free law appeared to encourage smoking on pavements and did not take into consideration the large plumes of tobacco smoke emitted from shisha pipes compared to the small volume emitted from a cigarette. Smoking on pavements could have inadvertently contributed to shisha's popularity due to unintentional advertising of the product to the general public who would inhale sweet smelling, fruit flavoured and aromatic smoke.

Research has found that smoking shisha puts the user at risk of carbon monoxide poisoning. Carbon monoxide is an odourless, tasteless and poisonous gas which is present in tobacco smoke, including smoke from shisha. Carbon monoxide reduces efficiency in breathing and makes blood stickier, increasing risk of coronary heart disease (CHD) and other circulation problems.

As shisha usually takes place in enclosed areas and the activity generates greater amounts of carbon monoxide than cigarette smoking, there is greater danger of harm to those in close proximity to shisha establishments. Carbon monoxide monitors could be used to assess the quality of air at shisha establishments and to provide evidence on the health risks associated with shisha.

The Committee heard evidence from a Licensing Officer who reported that under Alcohol and Street Trading rules, Shisha premises should be monitored for alcohol use inside the shisha pipe. Whilst this is currently legal, Council staff should be aware of this practice and report it. Related to this was the use of recreational drugs in shisha pipes. There was no local authority intelligence

that recreational drugs were ever being used in shisha pipes, or were used in shisha establishments, but this could be area which could be monitored.

As with many areas within the Council, liaison and co-operation should take place with other local authorities, to make them aware of the proposals of the review and to share best practice and intelligence.

On the basis of the above, it is recommended that:

2

- j) Environmental Health officers could consider using Health and Safety Prohibition Notices if prosecutions for breaching the Smoke free law were too labour intensive.
- k) All Council officers involved in enforcement regarding shisha premises should be made aware of the full extent of powers currently held by planning enforcement officers, including the use of Planning Contravention Notices and Stop Notices, and deploy these powers where necessary. This could take the form of a shared regulatory service protocol.
- l) Enforcement officers should be trained on the health effects of Shisha, especially areas surrounding herbal Shisha, and contribute to health promotion activities whilst inspecting Shisha premises.
- m) Enforcement should be a last resort and officers should liaise with other agencies to maximise legislative powers including powers of closure. Focus should therefore be a reactive response with monitoring of high risk shisha premises.
- n) Liaison should take place with neighbouring local authorities prior to initiating Shisha enforcement campaigns to ensure expansion of the industry does not occur in neighbouring boroughs.
- o) Powers of closure and seizure should extend to Environmental Health Officers if resources do not permit for a synchronised, multi-agency approach.
- p) That carbon monoxide monitors be used as evidence gathering. These should be used to ascertain the level of harm in enclosed smoking venues, as well as assessing the quality of air outside Shisha premises considering the large volumes of smoke (usually greater than one hundred litres per pipe per hour) produced by shisha smoking.
- q) Shisha premises should be monitored for alcohol use inside the pipe and for recreational drug use.
- r) Subject to the feasibility of enforcement, consideration be given by the Licensing Authority to the following:
 - Applying the Smoke free law to pavements considering the large volumes of smoke emitted by shisha smokers per session.
 - Adding a standard condition to street trading licences issued by the Authority for "tables and chairs licensing", whereby the tables and chairs required to be used outside Shisha premises on the public footways need to be licensed.

- **Adding a "Challenge 25" condition to a premises licence where Shisha smoking took place, which would encourage anyone who was over 18 years of age, but looked under 25 years of age, to carry acceptable ID when using Shisha.**

Education

One of the aims of the review was to look at ways of engaging with both shisha smokers and businesses to raise awareness of the health and amenity impacts of shisha smoking, and sometimes the anti-social behaviour which can occur, which impacts on residents. There is some misconception that shisha smoking is not as harmful as smoking tobacco. Studies have proved that this is not the case and in fact shisha smoking is even more harmful than smoking tobacco.

The recommendations in this report look at Council officers working with shisha premises owners and engaging with them, providing education and guidance on the "dos and don'ts" of operating shisha premises.

The Committee agreed that education was important, to Shisha Bar owners and to users, to highlight the health and safety risks associated with shisha smoking. Included in this was also extending education to schools, to enable the potential dangers of shisha smoking to be communicated to young people.

Reference was made to studies which indicated that proximity between shisha premises and educational establishments could influence the use of shisha by young people. Research has found that many Shisha smokers had taken their first "puff" in a Shisha Cafe whilst underage. This reinforces the false public perception of the social acceptance surrounding shisha smoking.

A recommendation was the production of a guidelines document which could be distributed to all shisha businesses, which would provide all the necessary guidance and advice, to enable the business to be operated in a responsible and legal manner. This guidance could be put on the Council's website to also inform residents of the health risks associated with shisha and the legal parameters to which shisha bars, cafes and lounges operate.

On the basis of the above, it is recommended that:

3

- f) Owners and operators of Shisha premises should be encouraged to learn good management techniques and attend workshops in an attempt to prevent their customers from creating antisocial behaviour.**
- g) Secondary schools and colleges should be encouraged to incorporate Shisha smoking into existing tobacco awareness lesson plans.**
- h) Shisha premises should be provided with case examples of dangerous health and safety scenarios from other premises in order to educate and emphasise the need to comply.**

- | | |
|--|--|
| | <ul style="list-style-type: none">i) The Council should also include guidance to Shisha premises on a suggested Shisha pipe cleaning and mouthpiece protocol as part of general advice and guidance to shisha premises.j) That a guidelines for Shisha premises document be produced (Appendix A) and published on line which outlines all legislative aspects relating to opening and operating a Shisha premises. |
|--|--|

Terms of Reference of the review

The following Terms of Reference were agreed by the Committee from the outset of the review:

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

Witnesses and Committee activity

The Committee received evidence from the following sources and witnesses:

Witness Session 1 –24 January 2017

Bill Hickson - Anti-Social Behaviour and Environment Team Manager - LBH

Session 2 – 22 February 2017

Bill Hickson - Anti-Social Behaviour and Environment Team Manager - LBH

Noel Kelly - Planning Enforcement - LBH

Ian Meens - Licensing - LBH

Kiran Seyan - Trading Standards - LBH

Nathan Welch - Anti-Social Behaviour and Environment Team - LBH

Viral Doshi - Public Health - LBH - (Written submission)

Session 3 – 27 June 2017

Cllr Dominic Gilham - Chairman of the Licensing Committee

References

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

The Growing Issue of Shisha Smoking in Barnet - March 2016

Appendix A

GUIDANCE SHEET FOR SHISHA PREMISES



Is Shisha covered by the smoke free legislation?

Yes. The Smokefree (Premises & Enforcement) Regulations 2007 prohibit the use of shisha pipes in all enclosed public places and workplaces. The law prohibits the smoking of tobacco and anything that contains tobacco and any other substance. Therefore it applies to all manufactured cigarettes, hand-rolled cigarettes, cigars, herbal cigarettes and pipes, including hookah water pipes, whether or not the particular product being smoked is tobacco or not. Anything that can be smoked is prohibited by this legislation, not just tobacco.

What are the health facts about shisha smoking?

Using a waterpipe to smoke tobacco (or smoke from non-tobacco mixtures) is NOT A SAFE alternative to cigarette smoking. Shisha smokers are at risk of the same kind of diseases as are caused by cigarette smoking, including cancer, heart disease and respiratory disease as well as adverse effects during pregnancy. In addition, the following can be attributed to shisha smoking: Using a waterpipe to smoke tobacco poses a serious potential health hazard to smokers and others exposed to the smoke.

- Shisha smoke (even if the shisha mixture does not contain tobacco) contains high levels of chemicals and poisons, including carbon monoxide and heavy metals.
- Many of these chemicals are known to cause mouth and lung cancers, heart disease, respiratory and other diseases.

- Even though it has passed through water, the levels of toxins in shisha smoke can be as high as or higher than in cigarette smoke.
- Shisha smokers may absorb higher concentrations of these chemicals because of higher concentrations in the smoke itself, or because they may smoke for several hours at a time and may inhale moisturized, less irritating smoke more deeply.
- In a Shisha session lasting 60 minutes, a smoker can inhale as much smoke as a cigarette smoker would inhale from 100 – 200 cigarettes. Shisha and second-hand-smoke.
- The owners of shisha premises, their customers and staff are at risk from second-hand-smoke.
- Non smokers, particularly pregnant women, children and the elderly are at risk from breathing in shisha smoke.
- Smoke free legislation was implemented to protect people from the harmful effects of second-hand-smoke in enclosed workplaces and public places. Second-hand smoke from shisha is an extremely harmful mixture of tobacco smoke (or smoke from non-tobacco mixtures) and smoke from the fuel (charcoal).

Legal Considerations

If you are considering purchasing or converting premises where shisha is to be carried out then we advise you to contact the Council, **BEFORE** you start trading or carry out any refurbishment work, to ensure that the premises meets with building, health and safety, fire, environmental, licensing, smoke free, trading standards and planning legislation. This will avoid unnecessary costs from the outset and also we may be able to assist with the planning and design of your premises.

Under the new Smokefree (Premises & Enforcement) Regulations 2006 nearly all public places and workplaces that are enclosed or substantially enclosed must be smoke-free.

The Health and Safety at Work etc Act 1974 also places a duty on businesses to protect employees, customers and others that come onto their premises to protect them from the harmful effects of second-hand-smoke.

For shisha premises both sets of legislation are equally important and have to be complied with at the proposal stage.

Definition of “enclosed premises” is as follows:

Premises will be considered to be “enclosed” if they have a ceiling or roof, and except for doors, windows or passage ways are wholly enclosed, whether on a permanent or temporary basis.

Definition of “substantially enclosed” is as follows:

- If 50% of the walls or more are missing then it is legal to smoke in the area.
- If more than 50% of the walls are present then it is illegal to smoke in the area.

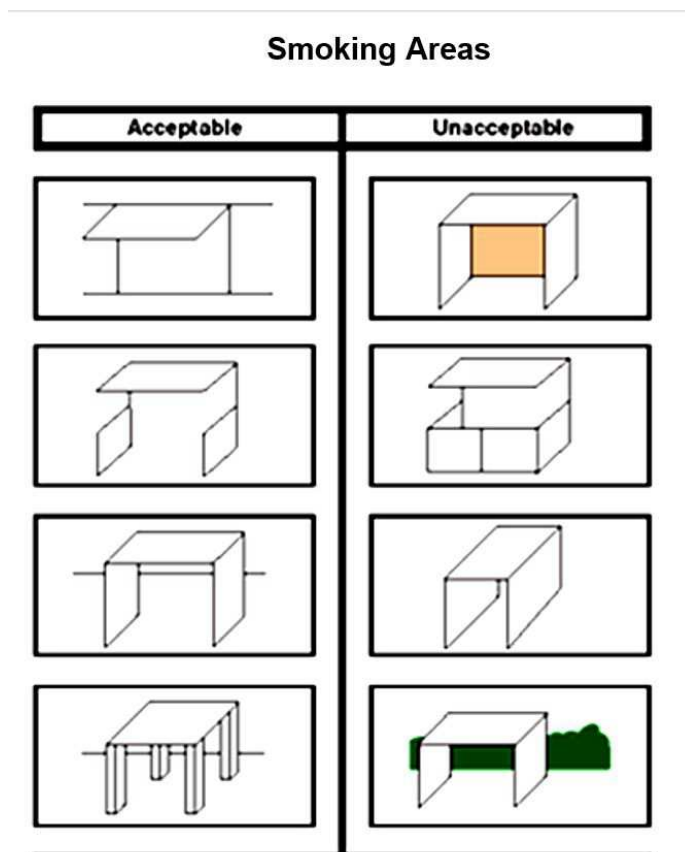
When determining the area of an opening, no account can be taken of openings in which there are doors, windows or other fittings that can be opened or shut.

A roof includes any fixed or movable structures, such as canvas awnings.

Any area used for ventilation must not be obstructed by drapes, curtains, etc.

Tents, marquees or similar constructions will also be classified as enclosed premises if they fall within the definition (note that tent/marquee side-panels will be classed as rolled down even when they are rolled up). In general if an opening or cover can be closed, the 50% rule will be calculated on the basis that those openings are closed.

Therefore, anyone considering starting-up a shisha business is advised to get clear and detailed advice **before** carrying out any refurbishment work or entering into legally binding contracts.



They must not be "enclosed or substantially enclosed". This means an area with a ceiling or roof - except for doors, windows and passageways - that is either enclosed (permanently or temporarily); or has an opening less than half of the area of its walls. This is commonly referred to as the 50% rule. A roof includes any fixed or movable structure, such as canvas awnings. Tents and marquees etc are also classified as enclosed premises if they fall within the above definition. "Substantially enclosed" premises have a ceiling or roof, but any openings in the walls have a total area which is less than half of the area of the walls, including other structures that serve the purpose of walls and constitute the perimeter of the premises.

When determining the area of an opening, no account can be taken of openings in which doors, windows or other fittings can be opened or shut. A roof includes any fixed or moveable structure or device that is capable of covering all or part of the premises, and includes, for example, a retractable canvas awning.

In summary, a smoking area with a roof and walls where the permanent openings have a total area that is less than the total area of walls will be classified as "substantially enclosed" and will not fall within the provisions of the health legislation as a smoking shelter.

Be aware: You need to make sure that your proposed smoking area is not "substantially enclosed" - if it is then it clearly would not comply with the smoke free regulations and you will be wasting your time and money.

You should also be aware that siting a smoking shelter too close to walls of adjacent buildings or fences could have the effect of enclosing the structure to the point where it would become "substantially enclosed."

The following factors should be considered carefully to ensure your proposal or premises comply fully with all relevant legislation (not just the Smokefree legislation):

Planning/Building Control Implications

Most shisha premises will require planning permission. Premises that are compliant with the Smoke free legislation are not guaranteed to get planning permission. Premises that have planning permission are not exempt from complying with Smoke free law. Also, approval under the Building Regulations may be required.

Trading Standards Implications

It is illegal to sell tobacco containing products to persons under 18 years of age and businesses need to take steps to ensure this does not happen. Refusals must be noted and be made available for inspection. Suitable signage also needs to be in place. Tobacco containing products need to be correctly labelled.

Licensing Implications

Shisha premises constructed on licensed premises for customers and staff should be aware of restrictions within their licence, particularly involving outside areas. It is strongly advised that the Premises Licence holder looks carefully through their licence **before** using the premises for shisha smoking as there may have conditions relating to its use. You are advised to look through your license carefully and check what you are licensed to do and also if you require a variation?

Access/Egress

The shisha premises must be suitable for everyone to use as stipulated in the Disability Discrimination Act 1995 requirements. The design must consider wheelchair users and therefore be safe for people to enter and leave the premises. It must also consider visual and hearing impairments, and consider the following:

- Any steps must have their edges highlighted with high visibility/contrasting Paint. Safety and information signs should be in large print or braille (where possible).
- Signs must be positioned where everyone can read them.

- Careful consideration should also be given to how your customers and employees will enter and leave the shisha premises.
- Consideration should also be given to vehicles – Have you made arrangements for car parking, deliveries etc.

Smoke free Areas

Measures should be taken to prevent smoke getting into smoke free areas by the provision of two sets of doors that are off-set. These doors should be fitted with closures. A minimum distance of 1.5m between shisha premises and adjacent properties or other smoke free areas must be maintained at all times to prevent second-hand smoke issues from arising.

Location Considerations

This is probably the most sensitive issue. The positioning of the shisha premises will have an effect on adjoining properties (this includes commercial premises as well as residential properties).

Location of the proposed shisha premises is extremely important to get right at the planning stage, as putting right any mistakes will be costly.

You also need to bear in mind when the premises will be open, i.e. evenings, at night, or at weekends, as this could lead to complaints of noise nuisance, car parking, antisocial behaviour.

Where possible shisha premises should be sited away from private housing where smoke and noise may become an environmental issue.

It is the responsibility of the business operator and their staff at the premises to ensure noise from all external areas is kept to a minimum. You should display posters asking customers to keep noise to a minimum.

To avoid problems with neighbours the following advice should be considered:

- Shisha premises should be sited away from domestic premises and if possible with some form of insulation between customers and residents to help mitigate the noise.
- Speak to your neighbours and advise them what you plan to do and get their suggestions.
- Display posters advising your customers to keep noise to a minimum in external areas.

Anti-Social Behaviour

Shisha premises will attract young people during evening periods. Try and ensure your premises are monitored and covered by CCTV. This will help ensure groups do not congregate in these areas. This will also avoid complaints to the police or the local authority by your neighbours.

Security and Lighting

You must ensure you have adequate lighting both inside and outside your premises to allow your customers to enter and leave safely, especially if your premises will be used at night. Lighting can also be a statutory nuisance. You should also think about the direction of lighting and where possible direct it away from any domestic premises.

Noise Nuisance

You must minimise (if not eliminate) noise as a result of loud music/TV's, customers entering or leaving, particularly late at night. This will prevent noise nuisance issues with adjoining premises. Where there will be regular entertainment, e.g. music, TV's, etc, be aware that this will increase the amount of noise emanating from your premises. Provision of lobby doors predominantly used as an entrance/egress will minimise any such issues. These doors should be fitted with self-closing devices to help minimise the amount of noise that escapes when people enter or leave your premises. This also has the added effect of limiting smoke getting back into your premises.

Heating

If you wish to provide heating in your smoking area then you must fully consider all the health and safety implications. Where possible you must provide permanently fixed radiant heaters positioned so that they cannot be tampered with or pose a burning danger to those within the smoking area. It would be preferable that the heating levels can be altered (by trained employees only), so a suitable temperature can be reached.

Where possible it is advised that gas heaters should not be used. These can be easily tampered with and pose an additional fire hazard. However, where there is no alternative the duty holder must complete a risk assessment in accordance with current legal requirements. Regular servicing and maintenance by a Gas Safe registered engineer will also be required.

Fire Safety

A fire risk assessment must be carried out by the business. You are advised to contact the London Fire Brigade.

Employees and Other Persons

Shisha businesses need to ensure that employees and any other persons, i.e. contractors, maintenance persons, local authority officers etc that come onto the premises are not exposed to the harmful effects of second-hand-smoke. This is a requirement under the Health and Safety at Work etc Act 1974. To this end, businesses will need to provide suitable and sufficient risk assessments, identify controls, how safeguards are to be implemented etc.

Overall

The onus is the business operator to comply with all of the above requirements

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COUNCIL BUDGET - 2017/18 MONTH 7 REVENUE AND CAPITAL BUDGET MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Report Author	Paul Whaymand, Corporate Director of Finance
Papers with report	Appendices A - F

HEADLINE INFORMATION

Purpose of report	<p>This report provides the Council's forecast financial position and performance against the 2017/18 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £980k is projected against 2017/18 General Fund revenue budgets as of October 2017 (Month 7) representing an improvement of £81k from the position previously reported to Cabinet.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Financial Management</i></p> <p>Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.</p>
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Note the forecast budget position as at October 2017 (Month 7).
2. Note the Treasury Management update as at October 2017 at Appendix E.
3. Continue the delegated authority up until the January 2018 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 16 November 2017 and 14 December 2017 Cabinet meetings, detailed at Appendix F.

4. Approve the re-phasing of £7,200k from the 2017/18 HRA capital major projects programme budget into later years.
5. Approves re-phasing of £16,925k capital expenditure and associated financing budgets into later years of the capital programme.
6. Approve virements from the general contingency capital budget to the Battle of Britain Heritage Pride Project (£449k) and Property Works Programme (£151k) for projects at Uxbridge Mortuary and Whiteheath Farm.
7. Approve acceptance of gift funding in relation to a Planning Performance Agreement on the following major development in accordance with the provisions of Section 93 of the Local Government Act 2003:
 - a. Malt House, 281 Field End Road, Eastcote (£15,000)
8. Approve a £20,000k grant award to the Willow Tree Centre to enable refurbishment works to the kitchen and disabled bathroom from Unallocated Priority Growth.
9. Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to progress the relocation of the Hillingdon Outdoor Activity Centre, including all necessary project, land, procurement and financial decisions, reporting back to Cabinet as required and for public information purposes.

INFORMATION

Reasons for Recommendations

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at Month 6 against budgets approved by Council on 23 February 2017. An update on the Council's Treasury Management activities is signposted in **Recommendation 2**.
2. **Recommendation 3** is intended to enable continued delegation of approval for appointment of consultancy and agency appointments over £50k to the Chief Executive, with final sign-off from the Leader of the Council. In addition, Appendix F reports back on use of this delegated authority previously granted by Cabinet.
3. There are several sites within the approved 2017/18 major projects housing programme that are in various stages of development and the proposed re-phasing of £7,200k in **Recommendation 4** reflects revised profiling of expenditure to complete these projects in future years.
4. In the Month 6 budget monitoring Cabinet report a forecast underspend of £23,523k was reported on the capital programme for the current financial year of which £23,104k was projected re-phasing on existing schemes. After reallocating uncommitted funding in respect of virements approved by Cabinet in Month 6 it is proposed to re-phase £16,925k expenditure budgets and associated financing on schemes excluding Programmes of Works as laid out in **Recommendation 5**. This is in order to reflect revised expenditure profiles on various projects that will be completed in future years.
5. During the construction of the new Battle of Britain Heritage Pride Visitors Centre a number of additional enhancements to the exhibition and flooring have been identified totalling £449k which were outside the scope of the original budget. In addition the Property Works Programme budget is fully committed to existing schemes and funding of £151k is required for two new schemes (Uxbridge Mortuary ventilation system and Whiteheath Farm milking parlour roof replacement) to be added to this programme. **Recommendation 6** proposes

virements are approved to reflect this. There are currently £1,468k remaining general capital contingency funds available for these proposed virements.

6. Gift funding has been offered by developers which if accepted by Cabinet will be utilised to fund dedicated staff to expedite their proposals and enter into dialogue to resolve all outstanding matters on the development proposal. **Recommendation 7** seeks authority from Cabinet to approve the acceptance of this sum in relation to Planning Performance Agreements.
7. **Recommendation 8** seeks authority to award a grant of £20,000 to the Willow Tree Centre, Ruislip to supplement monies already raised through fundraising to upgrade to disabled bathroom from the remaining £254k of Unallocated Priority Growth in 2017/18 budgets. The Willow Tree Centre is a Residential, Camp Site, Training and Outdoor Centre that forms part of Girl Guiding Middlesex North West.
8. In order to progress the relocation of the Hillingdon Outdoor Activity Centre, **Recommendation 9** seeks to provide the necessary delegated authority to progress the Project responsively given the timescales involved in delivery. The Council will lead on the project whilst funding for it will be from HS2 Ltd. Cabinet in November agreed to allocate an initial £250k to enable initial feasibility works.

Alternative options considered

9. There are no other options proposed for consideration.

SUMMARY

REVENUE

10. At Month 7 an underspend of £980k is projected against General Fund revenue budgets, with underspends against both Directorate and Corporate Operating Budgets continuing to be offset by a pressure on Development and Risk Contingency. For all material pressures identified across the General Fund, a range of initiatives are in place to contain them both in-year and in future years.
11. In March 2017 the Government announced supplementary funding to the Improved Better Care Fund, frontloading resources previously anticipated to be available from 2018/19 and 2019/20 in order to support local authorities in stabilising the Social Care provider market. The Council's 2017/18 Budget included provision within inflation allocations of £4,903k for this very purpose, which was originally to be funded from a planned £5,000k drawdown from General Reserves. As funding of £4,054k is now available in year, the planned drawdown from reserves can therefore be reduced to £946k by this exceptional item.
12. Assuming the balance of General Contingency and Unallocated Priority Growth monies are released in-year, the £946k planned drawdown from General Balances is utilised and the anticipated surplus is realised, General Fund Balances are expected to total £38,772k at 31 March 2018, an increase of £34k from the opening 2017/18 balance.
13. The 2017/18 revenue budget contains savings of £15,508k. £10,000k of savings are banked in full at Month 7 and £4,460k on track for delivery, with the remaining £1,048k reported as 'amber' primarily due to being at an early stage of delivery and are expected to be ultimately banked in full. £1,069k of savings have been promoted from 'amber' and 'green' to banked since Month 6, demonstrating continuing progress in the delivery of the 2017/18 savings programme.
14. With the exception of the Collection Fund, there are no material variances on other funds affecting the General Fund position. A surplus of £2,602k is reported within the Collection Fund which principally relates to a favourable position on Council Tax, which is predominantly driven by the 2016/17 outturn surplus and would be available to support the General Fund budget in 2018/19.
15. An in-year deficit of £1,675k is projected against the Schools Budget at Month 7, continuing the trend of the growing cost of funding placements for High Needs children. This increases the cumulative deficit to £2,811k, which is expected to be funded from the 2018/19 Dedicated Schools Grant and therefore not impact upon the General Fund position.

CAPITAL

16. The projected underspend against the General Fund Capital Programme for 2017/18 has increased to £25,662k due largely to re-phasing of project expenditure. The forecast outturn variance over the life of the 2017/18 to 2021/22 programme is an underspend of £437k. General Fund Capital Receipts of £14,500k are forecast for 2017/18, with a shortfall of £3,153k in total forecast receipts to 2021/22.
17. Prudential Borrowing required to support the 2017/18 to 2021/22 capital programme is forecast to be within budget by £6,249k. This is as a result of cost underspends of £437k and increases in grants and contributions of £12,366k, due mainly to the confirmed Basic

Needs grant allocation for 2019/20 being substantially higher than original budget estimates. However this is partly offset by a forecast shortfall of £6,554k in capital receipts.

FURTHER INFORMATION

General Fund Revenue Budget

18. An underspend of £980k is reported across normal operating activities at Month 7. This underspend is driven by underspends of £748k and £415k against Directorate and Corporate Operating Budgets, respectively, being off-set by a pressure across Development & Risk Contingency items of £183k.
19. The overall underspend across normal operating activities incorporates a number of pressures and risk areas which continue to be closely monitored and are discussed in detail within the appendices to this report. The more material variances are highlighted in the summary of Directorate positions below.
20. The Improved Better Care Fund grant item is being treated as an Exceptional Item as the announcement of the increase in funding was made in March 2017, after the budget was set. This funding represents an increase in Social Care funding of £4,054k for 2017/18 to be used to stabilise the Adult Social Care placements market.
21. The Council's General Fund revenue budget contains £15,508k savings, with £14,460k either banked or on track for delivery at Month 7, an improvement of £266k from Month 6. The projected underspend on operating budgets reflects the status of these savings, which are ultimately expected to be banked in full with alternative measures in place to mitigate the financial impact of any slippage in implementation schedules.

Table 1: General Fund Overview

Original Budget £'000	Budget Changes £'000	Service	Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
			Revised Budget £'000	Forecast Outturn £'000			
194,079	12,194	Directorate Operating Budgets	206,273	205,525	(748)	(643)	(105)
1,495	2,346	Corporate Operating Budgets	3,841	3,426	(415)	(405)	(10)
19,216	(10,656)	Development & Risk Contingency	8,560	8,743	183	149	34
454	0	Priority Growth	454	454	0	0	0
5,451	(3,884)	Unallocated Budget Items	1,567	1,567	0	0	0
220,695	0	Sub-total Normal Activities	220,695	219,715	(980)	(899)	(81)
0	(4,054)	Exceptional Items IBCF Allocation (announced March 2017)	(4,054)	(4,054)	0	0	0
220,695	(4,054)	Total Net Expenditure	216,641	215,661	(980)	(899)	(81)
(215,695)	0	Budget Requirement	(215,695)	(215,695)	0	0	0

5,000	(4,054)	Net Total	946	(34)	(980)	(899)	(81)
(38,738)	0	Balances b/fwd	(38,738)	(38,738)			
(33,738)	(4,054)	Balances c/fwd 31 March 2018	(37,792)	(38,772)			

22. General Fund Balances are expected to total £38,772k as a result of the forecast position detailed above, from an opening balance of £38,738k. The Council's current MTFE assumes that unallocated balances will remain between £15,000k and £32,000k to manage emergent risks, with any sums above that level earmarked for use to smooth the impact of government funding cuts.

Directorate Operating Budgets (£748k underspend, £105k improvement)

23. Table 2 provides an overview of the forecast outturn on Directorate Operating Budgets as at Month 7. Further detail for each directorate is contained within Appendix A to this report.
24. The Council is currently permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service transformation, including the BID team, being funded from this resource. Current projections include an estimate of £4,342k for such costs, which will remain under review over the remainder of the year and have been excluded from reported monitoring positions. It is anticipated that these costs will be financed from a combination of Capital Receipts and Earmarked Reserves.

Table 2: Directorate Operating Budgets

Original Budget	Budget Changes	Service		Month 7		Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
				Revised Budget	Forecast Outturn			
£'000	£'000			£'000	£'000	£'000	£'000	£'000
7,141	250	Chief Executive's Office	Expenditure	7,391	7,406	15	21	(6)
(1,103)	32		Income	(1,071)	(1,087)	(16)	(25)	9
6,038	282		Sub-Total	6,320	6,319	(1)	(4)	3
16,640	903	Finance	Expenditure	17,543	17,490	(53)	(53)	0
(3,517)	139		Income	(3,378)	(3,618)	(240)	(213)	(27)
13,123	1,042		Sub-Total	14,165	13,872	(293)	(266)	(27)
109,841	4,149	Residents Services	Expenditure	113,990	114,916	926	834	92
(36,991)	(4,589)		Income	(41,580)	(42,816)	(1,236)	(1,111)	(125)
72,850	(440)		Sub-Total	72,410	72,100	(310)	(277)	(33)
129,618	12,498	Social Care	Expenditure	142,116	141,782	(334)	(414)	80
(27,550)	(1,188)		Income	(28,738)	(28,548)	190	318	(128)
102,068	11,310		Sub-Total	113,378	113,234	(144)	(96)	(48)
194,079	12,194	Total Directorate Operating Budgets		206,273	205,525	(748)	(643)	(105)

25. The Chief Executive's Office is projecting an underspend of £1k at Month 7, a movement of £3k from the previously reported position. Across the Finance Directorate a £293k underspend is forecast, which represents a £27k improvement from Month 6, mainly driven by a reduction in external legal spend assumptions within Procurement. The overall underspend across the Directorate relates to staffing underspends arising from the early implementation of 2018/19 savings proposals, with additional performance based grant funding supporting additional investment in agency staff within Revenues and Benefits.

26. The projected Residents Services position at Month 7 is a £310k underspend, a £33k improvement on the previous month, due to a number of compensatory variances across the directorate. These movements include an anticipated reduction in CIL income, delays in recruitment within Administrative, Technical & Business Services, additional agency spend in Highways and minor variances across Green Spaces. Within the headline £310k underspend, a combination of staffing underspends totalling £1,163k and an improved outlook for income from on-street parking services are sufficient to contain expenditure pressures across ICT and Fleet Management, alongside income shortfalls reported on off-street parking, imported food sampling and cemeteries.
27. Month 7 Forecasts across the Social Care directorate result in an underspend of £144k, an improvement of £48k from the previously reported position. This favourable movement is largely due to an improvement in the projected income expected from external organisations being in part off-set by various compensatory staffing variances across the directorate and an increase in the cost of Occupational Therapy assessments within the Older People's Service. The total £144k underspend is largely as a result of underspends across workforce budgets off-set by the increased cost of agency social workers and reduced income from the DSG for the Educational Psychology Service.

Progress on Savings

28. The Council's 2017/18 General Fund revenue budget contains £15,508k savings, with all prior year savings delivered in full during 2016/17. £14,460k savings are reported as banked or on track for delivery at Month 6, with the remaining £1,048k savings being classed as Amber. Items reported as Amber are at an early stage of delivery, and no items are being reported as having serious risks of non-delivery.

Table 3: Savings Tracker

2017/18 General Fund Savings Programme	CE's Office & Finance	Residents Services	Social Care	Cross Cutting	Total Savings	
	£'000	£'000	£'000	£'000	£'000	%
B Banked	(1,025)	(4,336)	(4,441)	(198)	(10,000)	64.5%
G On track for delivery	(52)	(1,304)	(2,288)	(816)	(4,460)	28.8%
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(563)	(385)	(100)	(1,048)	6.8%
R Serious problems in the delivery of the saving	0	0	0	0	0	0.0%
Total 2017/18 Savings	(1,077)	(6,203)	(7,114)	(1,114)	(15,508)	100.0%

Corporate Operating Budgets (£415k underspend, £10k improvement)

29. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, the net impact of Housing Benefit Subsidy arrangements on the Council, externally set levies and income arising from the provision of support services to other funds and ring-fenced budgets.
30. An underspend of £401k is reported across Interest and Investment Income as a result of deferral of external borrowing and an improved outlook for investment income. Within Levies and Other Corporate Budgets, a £10k favourable movement due to reduced uptake of the Council Tax Older People's Discount supplements the previously reported compensatory variances on New Homes Bonus Refund grant and the West London District Coroners Services.
31. While there has been no material movement in the net impact of Housing Benefit Subsidy upon the Council's financial position, levels of benefit payments and associated subsidy income from the Department of Work and Pensions continue to exceed original estimates which were based upon DWP projections for claimant numbers.

Table 4: Corporate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
5,259	0		Non-Sal Exp	5,259	4,899	(360)	(360)	0
(104)	0		Income	(104)	(145)	(41)	(41)	0
5,155	0		Sub-Total	5,155	4,754	(401)	(401)	0
450	0	Levies and Other Corporate Budgets	Salaries	450	450	0	0	0
11,237	28		Non-Sal Exp	11,265	11,356	91	101	(10)
(14,788)	2,468		Income	(12,320)	(12,426)	(106)	(106)	0
(3,101)	2,496		Sub-Total	(605)	(620)	(15)	(5)	(10)
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0	0
144,372	(1,419)		Non-Sal Exp	142,953	146,957	4,004	1,269	2,735
(144,931)	1,269		Income	(143,662)	(147,665)	(4,003)	(1,268)	(2,735)
(559)	(150)		Sub-Total	(709)	(708)	1	1	0
1,495	2,346	Total Corporate Operating Budgets		3,841	3,426	(415)	(405)	(10)

Development & Risk Contingency (£183k overspend, £34k adverse movement)

32. The Council set aside £19,216k to manage volatile and uncertain elements of budgets within the Development & Risk Contingency, which included £18,466k in relation to specific risk items and £750k as General Contingency to manage unforeseen issues. £10,656k of this budget was released into base budgets during Month 7 to reflect growth which is no longer contingent. As expected with such potentially volatile areas of activity, these will continue to be closely monitored over the coming year.

Table 5: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
291	0	Fin.	Uninsured claims	291	291	0	0	0
1,736	0	Residents Services	Impact of Welfare Reform on Homelessness	1,736	1,736	0	0	0
3,522	(2,728)		Waste Disposal Levy & Associated Contracts	794	485	(309)	(309)	0
100	0		High Speed 2 Challenge Fund	100	100	0	0	0
200	0		Heathrow Expansion Challenge Fund	200	200	0	0	0
1,648	0	Social Care	Asylum Service	1,648	1,970	322	322	0
5,298	(5,038)		Demographic Growth - Looked After Children	260	1,243	983	994	(11)
277	0		Social Worker Agency Contingency	277	277	0	0	0
184	0		SEN transport - Contingency	184	251	67	0	67
2,910	(1,699)		Demographic Growth - Transitional Children	1,211	1,007	(204)	(138)	(66)
785	(432)		Demographic Growth - Adults	353	0	(353)	(371)	18
197	0		Winterbourne View	197	50	(147)	(147)	0
759	(759)	Corp. Items	Deprivation of Liberty Safeguards	0	0	0	(26)	26
559	0		Apprenticeship Levy	559	383	(176)	(176)	0
750	0		General Contingency	750	750	0	0	0
19,216	(10,656)	Total Development & Risk Contingency		8,560	8,743	183	149	34

33. The contingency provision for homelessness continues to be required in full at Month 7. This month has seen the anticipated reduction of households in high-cost B&B materialise, which is in line with MTFF assumptions. In addition to the full contingency provision, it remains forecast that Earmarked Reserve drawdowns will be required to secure appropriate and sustainable private sector accommodation
34. The contingency requirement for waste disposal continues to be forecast at £309k less than budget due to the Council receiving a one-off disbursement from the West London Waste Alliance in respect of excess reserves. The wider position on waste disposal costs continues to remain consistent with budget assumptions.
35. The projected drawdown from the Asylum contingency remains at £1,970k, a £322k pressure. This remains as a result of a reduction in income following confirmation from the Home Office that a number of supported individuals will no longer be eligible for funding.
36. A pressure of £983k is reported against the Looked After Children contingency item, a marginal improvement of £11k from Month 6. The service has seen a number of children placed in Residential placements during Month 7, which has slightly increased the cost of placements, however this has been off-set by an improved position in the cost of providing support for Children with Disabilities, following the implementation of a review of placements, particularly those which are high cost.

37. An adverse movement of £67k is reported against the SEN Transport contingency item due to continued growth in the Special Educational Need children population.
38. The contingency requirement for Transitional Children is forecast to be £204k lower than the budgeted £1,211k, a £66k improvement from Month 6. This improvement is as a result of transition clients entering the service at lower than anticipated costs as they are remaining in education settings for longer periods.
39. No drawdown is anticipated from the Adults Placements contingency, which results in the £353k underspend. The adverse movement reported against the DoLS contingency item is due to the budget being vired into the Social Care base budget and as such any variance in this service will be captured within the Learning Disability and Mental Health Service.
40. As in previous years, the Council retains a General Contingency to meet the costs of exceptional or emerging pressures which had not been specifically provided for at the time of budget setting. To date there have been no calls on this £750k provision, which will be available to further supplement General Balances at outturn if requirements are not identified during 2017/18.

Priority Growth

41. The 2017/18 General Fund revenue budget approved by Council in February 2017 set aside £254k of unallocated Priority Growth, in addition to £200k of base budget available to support HIP Initiatives. The 2017/18 HIP budget is supplemented by £954k brought forward balances, to provide £1,154k resources for HIP Initiatives. £158k of projects have been approved for funding from HIP resources, leaving £996k available for future release. Although the corporate monitoring position assumes all budgeted growth will be spent or committed during the current financial year, no priority growth has been allocated to services as at Month 7 although this report includes a recommendation for release of £20k.

Table 6: Priority Growth

Original Budget	Budget Changes	Priority Growth	Month 7		
			Revised Budget	Approved Allocations	Unallocated Balance
£'000	£'000		£'000	£'000	£'000
200	0	HIP Initiatives Budgets	200	0	(200)
0	954	B/fwd Funds	954	158	(796)
254	0	Unallocated Priority Growth	254	0	(254)
454	954	Total Priority Growth	1,408	158	(1,250)

Schools Budget

42. An in-year overspend of £1,675k is projected against the Dedicated Schools Grant in 2017/18, bringing the brought forward deficit on the centrally retained reserve to £2,811k. This position reflects pressures of £2,175k mainly due to a significant increase in the cost of placements as the service moves all children onto Education & Health Care Plans (EHCPs) being off-set by £500k contingency provision held back to manage such emerging pressures. Any residual deficit on the retained reserve remaining at the time of budget setting in February 2018 will be funded through a topslice on the 2018/19 Dedicated Schools Grant and therefore not impact directly upon the General Fund position.

Collection Fund

43. No movement is reported against the Collection Fund at Month 6, where a surplus of £2,602k for 2017/18 continues to be reported. This surplus is made up of a £2,671k surplus against Council Tax off-set by a forecast deficit of £69k against Business Rates. The position on Council Tax includes £2,004k from the release of historic provisions for doubtful debt following the adoption of an improved accounting methodology from 2016/17, alongside an in-year surplus of £667k primarily attributable to strong collection performance. The in-year surplus on Business Rates activity is not sufficient to off-set the £408k pressure against the brought forward £2,000k surplus from an increase in Empty Property Relief awarded during 2016/17, which results in an overall £69k deficit on Business Rates.
44. The combined surplus of £2,602k is expected to be available for release to the General Fund in 2018/19 and is reflected in the Council's draft 2018/19 budget.

Housing Revenue Account

45. The Housing Revenue Account (HRA) is currently forecasting an underspend of £1,314k against the budgeted deficit of £11,664k, an improvement of £482k from Month 6 and results in a projected closing HRA General Balance of £35,476k. This is above the £12,000k minimum level of HRA balances threshold, with sums over and above this minimum level earmarked for investment in new or existing stock.
46. As at Month 7, 40 properties have been sold under Right to Buy, with a further 55 completions anticipated during 2017/18. Sufficient expenditure on the acquisition of new properties was incurred to fully utilise the initial tranche of retained receipts and therefore avoid any repayment of receipts and penalty interest to DCLG during Quarter 1 and Quarter 2.

Future Revenue Implications of Capital Programme

47. Appendix D to this report outlines the forecast outturn on the 2017/18 to 2021/22 Capital Programme, with a £437k underspend projected over the five year programme. Prudential Borrowing required to support the Council's Capital Programme is projected to be £6,249k lower than the £102,775k revised budget, primarily as a result of a £12,366k favourable variance on Government Grants being off-set by a £6,554k shortfall in Capital Receipt forecasts over the medium term. This favourable variance on borrowing would ultimately result in a reduction in future revenue costs of approximately £340k per annum.
48. 2017/18 capital expenditure is projected to be £25,662k lower than the £79,186k budget, indicating that the Council will be able to defer new borrowing into later years and therefore deliver savings against capital financing budgets in 2018/19. Slippage in delivery of capital receipts will reduce any such saving; with current forecasts showing that £14,500k of the planned £23,927k will be secured during 2017/18.

Appendix A – Detailed Group Forecasts (General Fund)

CHIEF EXECUTIVE'S OFFICE (£1k underspend, £3k adverse movement)

50. The overall position for the Chief Executive's Office at Month 7 is an underspend of £1k, an adverse movement of £3k on Month 6. This includes covering a Managed Vacancy Factor (MVF) saving of £154k achieved through vacant posts, non-salary underspends and the over achievement of income across the Group.

Table 7: Chief Executive's Office Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
1,466	22	Democratic Services	Salaries	1,488	1,494	6	3	3
1,669	26		Non-Sal Exp	1,695	1,707	12	17	(5)
(596)	(58)		Income	(654)	(632)	22	13	9
2,539	(10)		Sub-Total	2,529	2,569	40	33	7
2,001	(101)	Human Resources	Salaries	1,900	1,923	23	22	1
89	234		Non-Sal Exp	323	284	(39)	(38)	(1)
(247)	90		Income	(157)	(175)	(18)	(18)	0
1,843	223		Sub-Total	2,066	2,032	(34)	(34)	0
1,833	69	Legal Services	Salaries	1,902	1,924	22	26	(4)
83	0		Non-Sal Exp	83	74	(9)	(9)	0
(260)	0		Income	(260)	(280)	(20)	(20)	0
1,656	69		Sub-Total	1,725	1,718	(7)	(3)	(4)
5,300	(10)	Chief Executive's Office Directorate	Salaries	5,290	5,341	51	51	0
1,841	260		Non-Sal Exp	2,101	2,065	(36)	(30)	(6)
(1,103)	32		Income	(1,071)	(1,087)	(16)	(25)	9
6,038	282		Total	6,320	6,319	(1)	(4)	3

Democratic Services (£40k overspend, £7k adverse movement)

51. An adverse movement of £7k is reported in Democratic Services from Month 6, mainly as a result of continuing income pressures, with a reduced demand for Citizenship Ceremonies and Nationality Checking activities. A reduction in Nationality Checking income is partly mitigated by a vacant post to provide the function, although revised staffing assumptions across the service are delivering the net adverse salaries movement.

Human Resources (£34k underspend, nil movement)

52. Human Resources is reporting an underspend of £34k at Month 7, nil movement from the position at Month 6. A forecast pressure on salaries reflects a fully staffed establishment, with a MVF of £52k being partly mitigated by maternity leave posts within the service. A favourable non-salaries position relates to learning and development expenditure, with ongoing underspends being captured as part Zero Based Reviews for 2018/19.

Legal Services (£7k underspend, £4k improvement)

53. At Month 7, Legal Services is reporting an underspend of £7k, representing a small improvement of £4k on the month due to revised staffing assumptions. No other changes are reported within the service, however, income continues to be monitored closely with a forecast overachievement of £20k primarily resulting from increased legal fees relating to planning work.
54. For 2017/18, the full £221k savings presented by the Chief Executive's Office have been banked. A further cross-cutting MTFF proposal of £559k for the council's contribution to the Apprenticeship Levy is being managed within HR, and at Month 7 £198k has been banked with the remaining £361k marked as on track for delivery. Up to Month 7, 19 Apprentice posts have been appointed to, with a further 25 posts in recruitment stages.

FINANCE (£293k underspend, £27k improvement)

55. The Finance Group is reporting an underspend of £293k at Month 7, an improvement of £27k on the position at Month 6, and includes covering a Managed Vacancy Factor of £376k.

Table 8: Finance Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
942	869	Business Assurance	Salaries	1,811	1,786	(25)	(38)	13
1,404	42		Non-Sal Exp	1,446	1,443	(3)	9	(12)
(659)	0		Income	(659)	(641)	18	21	(3)
1,687	911		Sub-Total	2,598	2,588	(10)	(8)	(2)
1,608	0	Procurement	Salaries	1,608	1,580	(28)	(26)	(2)
75	0		Non-Sal Exp	75	78	3	17	(14)
(31)	0		Income	(31)	(35)	(4)	(4)	0
1,652	0		Sub-Total	1,652	1,623	(29)	(13)	(16)
3,127	527	Corporate Finance	Salaries	3,654	3,524	(130)	(132)	2
(7)	2,030		Non-Sal Exp	2,023	2,022	(1)	(1)	0
(127)	(46)		Income	(173)	(178)	(5)	(3)	(2)
2,993	2,511		Sub-Total	5,504	5,368	(136)	(136)	0
4,382	(30)	Revenues & Benefits	Salaries	4,352	4,542	190	180	10
1,841	0		Non-Sal Exp	1,841	1,811	(30)	(33)	3
(2,360)	150		Income	(2,210)	(2,458)	(248)	(226)	(22)
3,863	120		Sub-Total	3,983	3,895	(88)	(79)	(9)
1,034	(531)	Pensions, Treasury & Statutory Accounting	Salaries	503	472	(31)	(31)	0
2,234	(2,004)		Non-Sal Exp	230	232	2	2	0
(340)	35		Income	(305)	(306)	(1)	(1)	0
2,928	(2,500)		Sub-Total	428	398	(30)	(30)	0
11,093	835	Finance Directorate	Salaries	11,928	11,904	(24)	(47)	23
5,547	68		Non-Sal Exp	5,615	5,586	(29)	(6)	(23)
(3,517)	139		Income	(3,378)	(3,618)	(240)	(213)	(27)
13,123	1,042		Total	14,165	13,872	(293)	(266)	(27)

Business Assurance (£10k underspend, £2k improvement)

56. Business Assurance is projecting an underspend at Month 7 of £10k, an improvement of £2k on the month. Mitigating movement across subjective expenditure headings reflects increased staffing costs, with an earlier than anticipated start date for a newly appointed Counter Fraud Manager post offset against reduced external legal spend estimates. A minor improvement is reported against income, however, an £18k pressure remains in the service primarily as a result of a reduction in the demand for fee earning Health and Safety courses.

Procurement (£29k underspend, £16k improvement)

57. The service is reporting an underspend of £29k at Month 7, an improvement of £16k on the month, primarily due to revised external legal spend assumptions. The overall underspend, which includes covering an MVF of £48k, is a result of favourable staffing variances with maternity leave in the service being managed within existing resources, part year vacancies as the newly established structure has been finalised and reduced working hours for an employee. The overachievement of income reflects rebates against pcard expenditure achieved in Month 6.

Corporate Finance (£136k underspend, nil movement)

58. Corporate Finance is reporting an underspend of £136k as at Month 7, representing nil movement on the month. A small increase in income is reported against S46 Receivership Fees, although this is offset against a minor adverse staffing movement. Staffing underspends reflect part year vacancies and implementation of the Finance BID review phase 1.

Revenues & Benefits (£88k underspend, £9k improvement)

59. Revenues and Benefits is reporting an improvement of £9k on the month, principally due to additional grant awards supporting Housing Benefit Real Time Information initiatives. Staffing pressures reflect the cost of agency workers employed on a performance based scheme which aims to cut down fraud and reduce errors in Housing Benefit claims, funded directly from grant monies. A favourable non staffing position reflects lower than anticipated print costs within revenues administration activities.

Pensions, Treasury & Statutory Accounting (£30k underspend, nil movement)

60. Pensions, Treasury and Statutory Accounting is reporting an underspend of £30k, nil movement from the Month 6 position. The underspend is primarily due a post vacancy held within the team, currently covered by a financial management trainee as part of the graduate rotation scheme across Finance.
61. At Month 7, £804k (94%) of the £856k savings proposed as part of the MTFF 2017/18 are classed as banked, with the remaining £52k classed as on track. Proposals are underway and good progress is being made against the targets.

Table 9: Finance Development & Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 7		Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
			Revised Budget	Forecast Outturn			
£'000	£'000		£'000	£'000	£'000	£'000	£'000
291	0	Uninsured claims	291	291	0	0	0
291	0	Current Commitments	291	291	0	0	0

62. The contingency budget for Uninsured Claims is forecast to breakeven at Month 7, reporting no movement from the position at Month 6. Contingency, along with base budget of £359k held in Business Assurance, is expected to fully cover the cost of General Fund claim payments below insurance deductible levels. Expenditure variances beyond this level will be managed from existing Insurance reserves.

RESIDENTS SERVICES (£310k underspend, £33k favourable movement)

63. Residents Services directorate is showing a projected outturn underspend of £310k at Month 7, excluding pressure areas that have identified contingency provisions.

Table 10: Residents Services Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
15,219	(221)	Infrastructure, Waste and ICT	Salaries	14,998	14,810	(188)	(154)	(34)
31,833	2,813		Non-Sal Exp	34,646	35,073	427	390	37
(9,790)	(2)		Income	(9,792)	(10,090)	(298)	(251)	(47)
37,262	2,590		Sub-Total	39,852	39,793	(59)	(15)	(44)
16,922	(1,010)	Housing, Environment, Education, Health & Wellbeing	Salaries	15,912	15,636	(276)	(225)	(51)
23,024	178		Non-Sal Exp	23,202	24,231	1,029	985	44
(16,874)	(243)		Income	(17,117)	(17,929)	(812)	(879)	67
23,072	(1,075)		Sub-Total	21,997	21,938	(59)	(119)	60
7,430	(515)	Planning, Transportation & Regeneration	Salaries	6,915	6,917	2	45	(43)
1,901	166		Non-Sal Exp	2,067	2,421	354	420	(66)
(6,397)	(214)		Income	(6,611)	(6,800)	(189)	(349)	160
2,934	(563)		Sub-Total	2,371	2,538	167	116	51
1,777	(252)	HR, Performance & Improvement	Salaries	1,525	1,513	(12)	(262)	250
160	0		Non-Sal Exp	160	167	7	8	(1)
(270)	252		Income	(18)	(21)	(3)	252	(255)
1,667	0		Sub-Total	1,667	1,659	(8)	(2)	(6)
10,766	845	Administrative, Technical & Business Services	Salaries	11,611	10,922	(689)	(639)	(50)
809	2,145		Non-Sal Exp	2,954	3,226	272	266	6
(3,660)	(4,382)		Income	(8,042)	(7,976)	66	116	(50)
7,915	(1,392)		Sub-Total	6,523	6,172	(351)	(257)	(94)
52,114	(1,153)	Residents Services Directorate	Salaries	50,961	49,798	(1,163)	(1,235)	72
57,727	5,302		Non-Sal Exp	63,029	65,118	2,089	2,069	20
(36,991)	(4,589)		Income	(41,580)	(42,816)	(1,236)	(1,111)	(125)
72,850	(440)		Total	72,410	72,100	(310)	(277)	(33)

64. The overall variance is a result of staffing underspends across the directorate, with these favourable variances offset in part by pressures in ICT and fleet management, as well as parking income shortfalls at Cedars and Grainges car parks and in Imported Food sampling.
65. The Council's 2017/18 contingency budget contains provision for areas of expenditure or income within Residents Services for which there is a greater degree of uncertainty. The position against these contingency items is shown in Table 11 below.
66. At month 7 projected calls on contingency are £309k below the budgeted provision (no change). The table below shows the breakdown for each contingency item.

Table 11: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
			Revised Budget £'000	Forecast Outturn £'000			
1,736	0	Impact of Welfare Reform on Homelessness	1,736	1,736	0	0	0
3,522	(2,728)	Waste Disposal Levy & Associated Contracts	794	485	(309)	(309)	0
100	0	High Speed 2 Challenge Fund	100	100	0	0	0
200	0	Heathrow Expansion Challenge Fund	200	200	0	0	0
5,558	(2,728)	Current Commitments	2,830	2,521	(309)	(309)	0

67. The month 7 data in Table 12 below shows a reduction from the previously reported B&B figures earlier in the financial year, following the impact of increased prevention work. The reducing number of Households in higher cost Bed & Breakfast accommodation is in line with MTFF assumptions made by officers in modelling Supply and Demand, with the fluctuation in demand managed with existing budgets.

Table 12: Housing Needs performance data

	2017		
	August	September	October
Homeless Threat, Priority Need & Eligible	109	113	119
Presenting As Homeless	52	38	36
Duty Accepted	27	21	19
<u>Households in Temporary Accommodation</u>	613	619	571
<u>Households in B&B</u>	224	229	198

68. As in previous years, a contingency has been set aside in 2017/18 to resource the need for Temporary Accommodation in the borough. The call on contingency relating to homelessness remains as per prior projections of £1,736k, which is as per the budgeted provision.
69. The Council will continue to closely monitor this risk, given the potential seasonal fluctuations which could materialise in the remainder of the financial year. It is expected that there will also be a requirement to draw on the Housing Incentives earmarked reserve given the costs of securing private sector accommodation, with any drawdown being subject to the usual approvals.
70. Drawdown of £2,728k has been approved by Cabinet from the contingency of £3,522k set aside to fund estimated increases in waste tonnages via the levy. There is a projected drawdown at year end of £485k from the remaining contingency of £794k, with the £309k variance a result of one-off disbursement of reserves from WLWA earlier in the year.

Infrastructure, Waste and ICT (£59k underspend, £44k favourable movement)

71. The overall forecast encompasses a significant quantum of management actions, mainly within ICT, Waste and Fleet services, which will be closely monitored during the financial

year. At month 7, the service is reporting a net favourable movement of £44k from the month 6 position.

72. The ICT service is progressing implementation of the recent BID review, with an associated MTFF savings target. As a result of recruitment delays, the staffing projection for ICT has been revisited. The forecast has been realigned giving a £204k favourable movement, following a number of posts being put on hold or re-evaluated. A review of all non-staffing spend is also progressing.
73. This favourable movement partially netted down by adverse movement attributable to the following service areas: Highways (£97k) relating to additional expenditure incurred in agency and overtime; Fleet (£38k) reflecting additional fuel and vehicle damage costs; Waste (£12k) in respect of two additional waste weekends and Property & Estates (£13k) relating to additional costs incurred for garage repairs.

Housing, Environment, Education, Health & Wellbeing (£59k underspend, £60k adverse movement)

74. The overall forecast contains a number of management actions which will be monitored closely throughout the financial year.
75. At Month 7 the service is reporting an underspend of £59k, a £60k adverse movement. Greenspaces & Culture is reporting net adverse movement of £17k relating to minor variances across a range of services, with the net impact a result of additional publicity costs and reduced income for Arts & Theatres (£13k), and maintenance costs for Golf (£4k).
76. There are also adverse movements this month for DFGs (£10k) and Community Safety (£8k) following revised staffing projections; Tenancy management (£5k) relating to additional recharges from the HRA for equipment and School Improvement Service (£13k).

Planning, Transportation & Regeneration (£167k overspend, £51k adverse movement)

77. At month 7 there is a projected overspend of £167k (£51k adverse) across the service area, with the main pressure relating to income in Imported Food sampling continuing the trend from previous years.
78. The adverse movement at month 7 relates to a reduced projection for LBH CIL admin income of £63k, with the forecast income reduced from £190k to £127k, to match the CIL receipts forecast.
79. The adverse movement is partially netted down by a small favourable movement across planning fee income streams of £12k.

Performance & Improvement (£8k underspend, £6k favourable movement)

80. There is a favourable movement of £17k relating to revised staffing projections for the Performance & Improvement team, as a result of holding a post vacant for the remainder of the financial year. The Communications team is reporting a £16k staffing pressure resulting from unachievable MVF due to a fully staffed structure.
81. There are minor non-staffing (£3k) and income (£2k) favourable movements totalling £5k.

Administrative, Technical & Business Services (££351k underspend, £94k favourable movement)

82. The service is reporting a £351k underspend at Month 7, representing a £94k favourable movement from the Month 6 position.
83. The net favourable movement is a result of staffing underspends across the service, with the movement of £49k favourable primarily owing to delays to recruitment to Business Support and Technical Administration roles. In addition there is a favourable movement of £30k relating to improved agency projections for the contact centre.
84. Parking services continue to forecast pressures relating to income shortfalls at Uxbridge car parks with the latest forecast at £481k (£15k favourable) plus further non-staffing pressures relating to repairs and maintenance costs. These are netted down by wider parking income streams including the PRA.

SOCIAL CARE (£145k underspend, £49k improvement)

85. Social Care is projecting an underspend of £145k as at Month 7, an improvement of £49k on the Month 6 position, due to an improvement in the projected income expected from external organisations. The underspend relates predominantly to staffing costs, where there are a number of vacant posts which are not being covered by agency assignments. However, there are still underlying pressures that are being managed across the service, which include the cost of Agency Social Workers in Children's Services, the cost of external legal counsel providing support for Children's Services and reduced income from the Dedicated Schools Grant for the Educational Psychology Service.

Table 13: Social Care Operating Budgets

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
13,299	455	Children's Services	Salaries	13,754	14,095	341	138	203
12,635	4,600		Non-Sal Exp	17,235	17,171	(64)	(70)	6
(7,804)	515		Income	(7,289)	(7,274)	15	15	0
18,130	5,570		Sub-Total	23,700	23,992	292	83	209
7,784	104	Early Intervention, Prevention & SEND	Salaries	7,888	7,659	(229)	(219)	(10)
6,257	24		Non-Sal Exp	6,281	6,265	(16)	(1)	(15)
(2,370)	(308)		Income	(2,678)	(2,363)	315	403	(88)
11,671	(180)		Sub-Total	11,491	11,561	70	183	(113)
4,597	(96)	Older People & Physical Disabilities Service	Salaries	4,501	4,355	(146)	(7)	(139)
34,209	3,417		Non-Sal Exp	37,626	37,912	286	39	247
(11,146)	(750)		Income	(11,896)	(12,015)	(119)	(78)	(41)
27,660	2,571		Sub-Total	30,231	30,252	21	(46)	67
11,537	(517)	Adult Social Care - Provider & Commissioned Care	Salaries	11,020	10,666	(354)	(331)	(23)
5,874	671		Non-Sal Exp	6,545	6,382	(163)	(5)	(158)
(590)	(32)		Income	(622)	(583)	39	37	2
16,821	122		Sub-Total	16,943	16,465	(478)	(299)	(179)
4,341	(603)	Learning Disability and Mental Health Service	Salaries	3,738	3,674	(64)	19	(83)
29,435	4,080		Non-Sal Exp	33,515	33,583	68	4	64
(5,264)	(989)		Income	(6,253)	(6,313)	(60)	(45)	(15)
28,512	2,488		Sub-Total	31,000	30,944	(56)	(22)	(34)
320	(110)	Directorate & Support Services	Salaries	210	217	7	19	(12)
(670)	473		Non-Sal Exp	(197)	(197)	0	0	0
(376)	376		Income	0	0	0	(14)	14
(726)	739		Sub-Total	13	20	7	5	2
41,878	(767)	Social Care Directorate Total	Salaries	41,111	40,666	(445)	(381)	(64)
87,740	13,265		Non-Sal Exp	101,005	101,116	111	(33)	144
(27,550)	(1,188)		Income	(28,738)	(28,548)	190	318	(128)
102,068	11,310		Total	113,378	113,234	(144)	(96)	(48)

SOCIAL CARE DEVELOPMENT AND RISK CONTINGENCY (£668k overspend, £34k adverse movement)

86. The Council's 2017/18 Development and Risk Contingency includes provision for areas of expenditure within Social Care for which there is a greater degree of uncertainty. In part, this is caused by in year demographic changes, including Asylum seekers and SEN Transport. At the Cabinet meeting in November 2017, it was agreed that £7,928k of this budget could be transferred into the Social Care base budget. Table 14 sets out the revised Risk Contingency budget for month 7, which takes into account this adjustment and an updated forecast spend against the Development and Risk Contingency, which is now projecting an overspend of £668k, an adverse movement of £34k on the Month 6 position. This is in part due to the transfer of the budget into the base.

Table 14: Social Care Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
			Revised Budget £'000	Forecast Outturn £'000			
1,648	0	Asylum Service	1,648	1,970	322	322	0
5,298	(5,038)	Demographic Growth - Looked After Children	260	1,243	983	994	(11)
277	0	Social Worker Agency Contingency	277	277	0	0	0
184	0	SEN transport - Contingency	184	251	67	0	67
2,910	(1,699)	Demographic Growth - Transitional Children	1,211	1,007	(204)	(138)	(66)
785	(432)	Demographic Growth - Adults	353	0	(353)	(371)	18
197	0	Winterbourne View	197	50	(147)	(147)	0
759	(759)	Deprivation of Liberty Safeguards	0	0	0	(26)	26
12,058	(7,928)	Current Commitments	4,130	4,798	668	634	34

Asylum Service (£322k overspend, no change)

87. This service is projecting a drawdown of £1,970k from the contingency, an overspend of £322k as at Month 7 and no change from the Month 6 position. This pressure reflects the impact of a drop in grant income as there are a high proportion of UASC who have and will turn 18 this year, where the grant funding is less than that provided for under 18's. Additionally, with the introduction of the National Transfer Agreement in 2016, the number of under 18 UASC is not anticipated to grow.
88. The service continues to review the support provided to UASC to identify where opportunities can be taken to reduce costs, which includes a review of accommodation and allowances costs. At this stage it is too early to confirm the benefit in this financial year given there will be some lead-in time associated with the mitigating actions. Additionally the service are undertaking a review of the status of Care Leavers to provide further clarity on those that do receive grant funding from the Home Office and those that do not, and where they do not that they have the relevant status that requires the Council to continue to provide support.

89. There are expected to be future changes to the funding regime as in August 2017, the Council received correspondence from the Home Office indicating they would be undertaking a review of the grant funding that they provide to support UASC for 2018/19.

Demographic Growth - Looked After Children (£983k overspend, £11k improvement)

90. The service is projecting a drawdown of £1,243k from the Contingency, £983k above the budget, an improvement of £11k on the Month 6 position. Over the last month the service has had to place a number of children in Residential placements, which has slightly increased the cost of placements, however this has been netted down by an improved position in the cost of support provided for Children with Disabilities (CWD), following the implementation of a review of placements, with a particular focus on those with a high cost. The overspend reported predominantly relates to the cost of CWD placements and the cost of adoption, where the Service is having to place children outside of the Borough. Both of these areas are being reviewed by the service.
91. The underlying position on the Placements budget continues to show an improvement on the 2016/17 position, especially with regards to the number of children placed in Residential placements, where the numbers have dropped, from a high of 36 at the beginning of 2016/17 to 20 as at the end of October 2017. Based on an annualised cost, this translates into a cost reduction and avoidance of £1,560k, reducing from £5,563k to £4,003k. However this position can fluctuate given the wide potential variation in Children's placements costs.

Social Worker Agency (Children's) (Nil variance, no change)

92. This contingency provides funding to cover the additional cost of using agency staff whilst the service undertakes recruitment activity. For the 2017/18 financial year it was assumed that the service will operate at a level of 90% of posts filled by permanent staff and 10% filled by agency staff. However the recruitment of Social Workers continues to be very competitive, and as a consequence the permanency rate is currently forecast at approximately 80% for this financial year. Therefore, the full drawdown of this contingency will be required.

Demographic Growth - SEN Transport (£67k overspend, £67k adverse movement)

93. The service is projecting a draw down of £251k from the SEN Transport contingency, £67k above the budget and an adverse movement of £67k on the month 6 position, which reflects the continued growth in the Special Educational Need children population. The main increase in this service is seen at the start of the new school year, where from September 2017 to November 2017 there has been a net growth of 68 clients. Although the majority of these new clients have been put on existing routes, several new routes have had to be added with additional passenger assistant costs. Over the last few months it is clear that the growth in the Special Educational Need children population continues to grow at an exponential rate, which is starting to feed through into the transport service. As stated, the service are ensuring that all existing routes are maximised, but it is clear that in the majority of cases there are no more spare places going forward.

Demographic Growth - Transitional Children (£204k underspend, £66k improvement)

94. The service is projecting a reduced drawdown of £1,007k from the Transitional Children contingency. The improvement is as a result of transition clients entering the service at lower than anticipated costs as they are remaining in education settings for longer periods. This factor partly explains some of the pressure noted in Children's placements relating to Children with Disabilities. The anticipation is that these clients will require higher cost care

packages in the future once they leave education and where possible this has been reflected in the MTFF forecasts. This will continue to be monitored closely during the year and the forecast revised to reflect actual placements as the year progresses.

Demographic Growth - Adults Placements (£353k underspend, £18k adverse movement)

95. The service is projecting no drawdown from the Adults Placements contingency, which results in the £353k underspend. However, this is an adverse movement of £18k on the month 6 position. The main reason for this is primarily due to ongoing process improvements for Placements, including timely assessment and recognition of external funding streams, combined with reduced demand for Physical Disability client placements. It should however be recognised that the adult population is still growing and that more eligible people still require care, however these care needs are being met in a different way, which in most cases will be at a lower cost than previous clients.

Winterbourne View (£147k underspend, no change)

96. The service is projecting a drawdown of £50k from the Winterbourne View contingency, £147k below the budget. The current assumption is that these clients will be funded by dowry payments, however, discussions at the Transforming Care Partnership (TCP) meetings are indicating that there may not be sufficient funding to cover this from NHS England. Officers are taking the stance that this is not an issue for the Council, as it should be a matter for the CCG to resolve with NHS England.

Deprivation of Liberty Safeguards (DoLS) (Nil variance, £26k adverse)

97. This budget has been transferred to the Social Care base budget and as such any variance in this service will be captured within the Learning Disability and Mental Health Service. As a result of this transfer, there is an adverse movement of £26k in the Risk Contingency.

DIRECTORATE OPERATING BUDGETS

Children's Services (£292k overspend, £209k adverse movement)

98. The service is reporting an overspend of £292k as at Month 7, an adverse movement of £209k from the Month 6 position, due to an increase in the staffing costs where permanent staff recruitment is still a significant challenge, resulting in an increase in the projected use of agency staff, where it has now been assumed that agency staff will be required up to the end of February 2018, a change of two months. Within this position there is still a significant legal cost pressure relating to a number of complex cases and the cost of staff recruitment from overseas, which is being managed through prior-year provisions that are no longer required.

Early Intervention, Prevention & SEND (£69k overspend, £114k improvement)

99. The service is reporting an overspend of £69k as at Month 7, an improvement of £114k on the Month 6 position, due to an expected improved position on income that can be achieved in the Educational Psychology Service. The overspend is due to a projected shortfall of £314k in income from the Dedicated Schools Grant for the Educational Psychology Service, where the service has had difficulties in recruiting Educational Psychologists, although recently this position has improved and statutory workloads have reduced, which will allow the service to provide a restricted non-statutory function for schools. This pressure on the income budget is in part netted down by a significant underspend on their staffing costs.

Older People and Physical Disabilities (£21k overspend, £67k adverse movement)

100. The service is reporting an overspend of £21k as at Month 7, an adverse movement of £67k on the Month 6 position, due to an increase in the cost of Occupational Therapy assessments, where the service have employed an external organisation to assist the service with clearing a backlog of cases, due to recruitment difficulties in this very specialised area of work.
101. The overspend relates to the cost of the Occupational Therapy contract, netted down by an underspend in staffing costs, and an overachievement of income from Health and client contributions.

Adult Social Care - Provider and Commissioned Care (£478k underspend, £179k improvement)

102. The service is reporting an underspend of £478k as at Month 7, an improvement of £179k on the Month 6 position, due to a review of all contracted spend, which has identified that there are some contracts that will not be renewed. The staffing budget is forecast to underspend by £354k, due to recruitment difficulties within the Reablement Team and posts that were vacant for part of the year in the Positive Behaviour Support Team. Additionally the non staffing budget is forecast to underspend by £163k, which relates to a review of a number of contracts.
103. It should be noted that the Transport Service is now reporting an in year overspend of £87k, due to an increase in the number of passenger assistants and vehicle drivers required to cover the increase in demand. However, this is a major improvement from the Outturn pressure of £1m in 2016/17 and has been delivered due to the investment in a major service review, which has introduced new and improved ways of working. It should be noted that a review is planned of the passenger assistant requirement on all SEN home-to-school routes to ensure the agency provision is at an optimum level. As a result of this review, rationalisation may result in this pressure reducing. As stated above, the Transport service has seen significant client growth for the 2017/18 academic year with an overspend currently projected on contingency. Further growth is expected throughout the year and this will be closely monitored.

Learning Disability and Mental Health (£56k underspend, £34k improvement)

104. The service is forecasting an underspend of £56k as at Month 7, an improvement of £34k on the Month 6 position, due to the ongoing review of historical placement costs and ensuring that these are being funded correctly by the appropriate organisation or directly by the client. The month 7 position relates to an underspend of £64k on staffing costs, where the service has a number of vacancies and an overachievement of £60k on income, due to an increase in external funding, netted down by an overspend of £68k on non staffing costs, which relates to an increase in the cost of Deprivation of Liberty Safeguard assessments.

Directorate & Support (£7k overspend, £2k adverse movement)

105. The Directorate budget is forecasting a marginal pressure of £7k as at Month 7, an adverse movement of £2k from the Month 6 position.

Appendix B – Other Funds

SCHOOLS BUDGET

Dedicated Schools Grant (£1,675k overspend, £372k adverse movement)

106. The Dedicated Schools Grant (DSG) is projecting an in-year overspend of £1,675k as at month 7, an adverse movement of £372k on the Month 6 projections. This adverse movement is due to a further increase in the projected cost of High Needs placements in relation to post-16 student placements. When the £1,136k deficit brought forward from 2016/17 is taken into account the deficit to carry forward to 2018/19 will increase to £2,811k.

Table 15: DSG Income and Expenditure 2017/18

Original Budget	Budget Changes	Funding Block	Month 6		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(148,436)	2,966	Dedicated Schools Grant Income	(145,470)	(145,470)	0	0	0
112,811	(2,766)	Delegated to Schools	110,045	110,045	0	0	0
3,971	(342)	Early Years	3,630	3,507	(123)	(123)	0
3,889	0	Centrally Retained	3,889	4,148	259	278	(19)
27,265	142	High Needs	27,406	29,445	2,039	1,648	391
(500)	0	Total Funding Blocks	(500)	1,675	2,175	1,803	372
500	0	Retained Balance	500	0	(500)	(500)	0
(0)	0	Total Schools Budget	0	1,675	1,675	1,303	372
0	0	Balance Brought Forward 1 April 2017	1,136	1,136			
0	0	Balance Carried Forward 31 March 2018	1,136	2,811			

Dedicated Schools Grant Income (nil variance, no change)

107. The expectation is that the Education & Skills Funding Agency (ESFA) will, in November, provide an update on the adjustments to the DSG to reflect the two school conversions to academy status which took place on the 1 September 2017. The budget and projections will be adjusted in Month 8 to reflect these changes.

Delegated to Schools (nil variance, no change)

108. The budget has been realigned following the adjustment to the high needs recoupment figure to take account of changes to planned place numbers from September 2017 in academy schools and further education colleges.

Early Years (£123k underspend, no change)

109. The Early Years funding block is projecting an underspend of £123k as at month 7 which is no change from the position reported at month 6.

110. The Early Years Psychology team are still projecting a £46k underspend where uncertainty continues regarding the delivery model and the capacity of the team to deliver service to the Early Years sector. The current projection is based on the amount of educational psychology time that was allocated to Early Years in 2016/17, though this may actually be lower given the current capacity of the team.

111. There is a £54k underspend across the Early Years Advisory and Family Information Services, where there are currently vacancies that are yet to be recruited to. The expectation is that these posts will be recruited to in the coming months.

Centrally Retained (£259k overspend, £19k improvement)

112. The Centrally Retained funding block is projecting an overspend of £259k as at month 7. The £19k decrease in projected spend relates to the Schools Procurement team, where one of the team is currently seconded to another department.
113. The overspend on the centrally retained relates to the Growth Contingency fund where the projected diseconomies funding requirement for one of the basic need academies has increased due to low pupil numbers. The local authority is working closely with the school to monitor the position and try to identify ways to reduce the cost and subsequent impact on the growth contingency fund. There is an expectation that the growth contingency requirement will reduce over the coming few years as the new schools and expansions work their way through the primary year groups.

High Needs (£2,039k overspend, £391k adverse movement)

114. The High Needs funding block is projecting an overspend of £2,039k as at Month 7, an adverse movement of £391k on the Month 6 projections, primarily due to a significant increase in the number and average cost of post-16 students with additional needs accessing a college placement from September 2017. Officers are challenging the increase in costs with providers in order to try and limit this pressure on the High Needs block.
115. There is a continuing budget pressure linked to the transfer of pupils in special schools from statements to Education & Health Care plans (EHCPs). As pupils are transferred to an EHCP they move onto the new banded funding model often resulting in a higher resource requirement.
116. The month 7 projections include a £50k pressure due to a number of special schools and specialist resource provisions being over their allocated planned place number. This has resulted in an adjustment to the funding for those settings as there is a requirement for the DSG High Needs block to fund any numbers over and above the agreed planned places.
117. The forecast includes additional projected expenditure to cover the cost of an increase in pupils attending the pupil referral unit. The unit currently has a planned place number of 70, however recent pupil numbers have been in excess of this following an increase in exclusions across the borough.
118. It is assumed that the anticipated savings target within the budget for Independent and non-maintained school SEN placements will not be achieved. The saving was dependant on a number of pupils leaving at the end of the summer term 2017 and new placements not being made. However, a number of placements have been made from September 2017, (the majority of these have been placed in local independent/non-maintained provision) resulting in the achievement of the planned saving being unlikely.
119. There is a projected overspend relating to the cost of young people being temporarily educated in independent hospital settings. The local authority has very little control over these placements as they often occur with short notice following emergency intervention.
120. The above budget pressures are off-set by a projected underspend in the DSG contribution to the non-statutory work of the Educational Psychology team. Currently recruiting and retaining

Educational Psychologists is proving very difficult (there is a national shortage of qualified Educational Psychologists) making it a significant challenge to deliver anything other than statutory work.

School Academy Conversions

121. The Academies Act 2010, allows schools to convert to academy status and by doing so will receive funding directly from the Education Funding Agency (EFA). Schools can convert at any point in the year, once they have converted, a number of adjustments are required to realign the DSG income budget and the amount delegated to maintained schools.
122. There are two maintained primary schools which converted on 1 September 2017. The local authority is not aware of any other schools planning to convert in the current financial year.

Maintained School Balances & Budgets

123. A review of balances at the end of the 2016/17 financial year identified three schools which ended the year in deficit. Any schools that fall into deficit are subject to more focused monthly monitoring by LA officers to ensure that everything possible is being done to address the situation.
124. Maintained schools ended the 2016/17 financial year with a cumulative closing surplus balance of £11.3m (revenue & capital). This was a £1.5m decrease from the previous year, though just under £1m of this was used to fund capital expenditure. Despite the relatively healthy total balance, there are a number of schools which have indicated they are beginning to experience financial difficulties due to funding being cash-limited and year on year increases in costs. However, the implementation of the National Funding Formula from April 2018 indicates that additional resources will be made available in 2018/19, and would provide at least an increase of 0.5%.
125. Of the 54 schools currently maintained by the local authority, two (one primary and one secondary) have been unable to set a balanced budget and will be requesting that the authority license a deficit. The expectation is that these schools work on a deficit recovery plan to demonstrate how they will achieve a balanced budget within at least the next three years.
126. A significant number of schools have submitted budgets with an in-year deficit, resulting in an anticipated budgeted reduction in school revenue balances of £6.1m for 2017/18. This is a concern as the use of balances is one-off and continued in-year deficits are unsustainable in the medium term. The Schools Finance team is working closely with schools to ensure that any financial concerns are addressed as early as possible.

COLLECTION FUND (£2,602k surplus, no movement)

127. The collection of local taxes is managed through the Council's Collection Fund in order to avoid short-term volatility in income impacting on provision of services. Sums quoted relate to the Council's own share of income and disregard monies collected on behalf of the Greater London Authority and Central Government. The projected surplus will be available to support the Council's General Fund budget in 2018/19. In line with the Month 6 projections, a headline surplus of £2,602k is projected on the Council's share of Collection Fund activity for 2017/18 at Month 7, with a £2,671k surplus on Council Tax and £69k pressure on the retained share of Business Rates.

Table 16: Collection Fund

Original Budget £'000	Budget Changes £'000	Service		Month 7		Variance (As at Month 7) £'000	Variance (As at Month 6) £'000	Movement from Month 6 £'000
				Revised Budget £'000	Forecast Outturn £'000			
(119,465)	0	Council Tax	Gross Income	(119,465)	(120,308)	(843)	(843)	0
11,266	0		Council Tax Support	11,266	11,442	176	176	0
(500)	0		B/fwd Surplus	(500)	(2,504)	(2,004)	(2,004)	0
(108,699)	0		Sub-Total	(108,699)	(111,370)	(2,671)	(2,671)	0
(105,520)	0	Business Rates	Gross Income	(105,520)	(106,023)	(503)	(503)	0
(2,350)	0		Section 31 Grants	(2,350)	(2,451)	(101)	(101)	0
51,412	0		Less: Tariff	51,412	51,412	0	0	0
6,217	0		Less: Levy	6,217	6,482	265	265	0
(2,000)	0		B/fwd Deficit	(2,000)	(1,592)	408	408	0
(52,241)	0		Sub-Total	(52,241)	(52,172)	69	69	0
(160,940)	0	Total Collection Fund		(160,940)	(163,542)	(2,602)	(2,602)	0

128. No material movements are being reported against Council Tax collection for 2017/18, representing continued strong collection performance. A £176k pressure continues to be reported on the Council Tax Support Scheme, which remains consistent with the assumption that current uptake to the scheme will continue to the end of the Financial Year. The £2,004k brought forward surplus on Council Tax relates primarily to the release of historic provisions following the adoption of an improved methodology in accounting for doubtful debts, which brings the total projected surplus available for release in 2018/19 to £2,671k. There is no movement from Month 6 reported against Business Rates income, with strong performance during 2017/18 sufficient to off-set the majority of the brought forward deficit.

Appendix C – HOUSING REVENUE ACCOUNT

130. The Housing Revenue Account (HRA) is currently forecasting an in-year overall deficit of £10,350k, which is £1,314k more favourable than the budgeted position. Therefore the 2017/18 closing HRA General Balance is forecasted to be £35,476k, this is above the £12,000k minimum level of HRA balances threshold, with sums over and above the minimum level earmarked for investment in new or existing stock. The table below presents key variances by service area:

Table 17: Housing Revenue Account

Service	Month 7		Variance (+ adv / - fav)		
	Revised Budget	Forecast Outturn	Variance (As at Month 7)	Variance (As at Month 6)	Movement from Month 6
	£'000	£'000	£'000	£'000	£'000
Rent Income	(55,064)	(55,577)	(513)	(513)	0
Other Income	(5,494)	(5,274)	220	0	220
Net Income	(60,558)	(60,851)	(293)	(513)	220
Housing Management	12,214	12,634	420	257	163
Tenant Services	4,973	4,606	(367)	(379)	12
Repairs	5,033	4,917	(116)	(80)	(36)
Planned Maintenance	4,906	3,845	(1,061)	(220)	(841)
Capital Programme Funding	28,237	28,237	0	0	0
Interest & Investment Income	15,121	15,224	103	103	0
Development & Risk Contingency	1,738	1,738	0	0	0
Operating Costs	72,222	71,201	(1,021)	(319)	(702)
(Surplus) / Deficit	11,664	10,350	(1,314)	(832)	(482)
General Balance 01/04/2017	(45,826)	(45,826)	0	0	0
General Balance 31/03/2018	(34,162)	(35,476)	(1,314)	(832)	(482)

Income

131. A favourable variance of £513k is forecast on rental income, representing no change from the Month 6 position. An adverse variance of £220k is on other income due to the reduction in the forecast for leaseholders income from capital projects.

132. The number of RTB applications received in the first seven months of 2017/18 was 101 compared to 172 for the same period in 2016/17, a reduction of 41%. There have been 40 RTB completions in the first seven months of 2017/18 compared to 65 for the same period in 2016/17, a reduction of 38%. The Month 7 forecast assumes RTB sales of 85, this reflects officers' expectation of a reduction in the numbers of completed RTB sales given current market conditions.

Expenditure

133. The Housing management service is forecast to overspend by £420k, an adverse movement of £163k on Month 6, due to a reduction in the repairs delivery team salaries that is forecast to be capitalised.

134. Tenant services is forecast to underspend by £367k, an adverse movement of £12k on Month 6, due to revised forecasts on running costs.
135. The overall repairs budget is forecast to underspend by £116k, a favourable movement of £36k on Month 6, due to increased income from rechargeable repairs.
136. The Planned Maintenance budget is forecast to underspend by £1,061k, a favourable movement of £841k on Month 6. The £1,000k external decorations budget is forecast to underspend by £850k, a favourable movement of £651k on Month 6, and there is a favourable movement of £190k on surveys. The key variances and movements are due to the validation, procurement and consultation timetables required to deliver these programmes.
137. The interest and investment income is forecast to be overspent by £103k, whilst no variance is reported for the capital programme funding and the development and risk contingency. This represents no change from the Month 6 position.

HRA Capital

138. The HRA capital programme is set out in the table below. The 2017/18 original budget is £71,425k and the 2017/18 revised budget is £85,896k. The revised budget includes the November Cabinet approval for the virement of £5,195k from major projects to works to stock to fund expediting fire risk assessment works and renewal of upgraded fire doors, which were already programmed, into the current financial year and to fund further major adaptations in the current financial year.

Table 18: HRA Capital Expenditure

Programme	2017/18 Original Budget	2017/18 Revised Budget	2017/18 Forecast	2017/18 Cost Variance Forecast V Revised Budget	2017/18 Project Re- Phasing	Total Project Budget 2017- 2022	Total Project Forecast 2017-22	Total Project Variance 2017-22	Movement 2017-22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Major Projects									
New General Needs Housing Stock	21,418	17,450	17,177	0	(273)	32,618	32,618	0	0
New Build - Appropriation of Land	8,635	8,635	8,635	0	0	8,635	8,635	0	0
New Build - Shared Ownership	1,720	1,720	119	0	(1,601)	7,948	7,948	0	0
New Build - Supported Housing Provision	21,434	26,293	19,199	(1,768)	(5,326)	37,506	33,831	(3,675)	(3,675)
ICT	0	0	0	0	0	162	162	0	0
HRA General Capital Contingency	9,500	9,500	9,500	0	0	9,500	9,500	0	0
Total Major Projects	62,707	63,598	54,630	(1,768)	(7,200)	96,369	92,694	(3,675)	(3,675)
Works to Stock									
Works to stock programme	7,626	19,964	17,156	0	(2,808)	48,996	48,996	0	0
Major Adaptations to Property	1,092	2,334	2,334	0	0	6,720	6,720	0	0
Total Works to Stock	8,718	22,298	19,490	0	(2,808)	55,716	55,716	0	0
Total HRA Capital	71,425	85,896	74,120	(1,768)	(10,008)	152,085	148,410	(3,675)	(3,675)
Movement on Month 6	0	0	1,321	0	1,321	0	0	0	0

Major Projects

139. The 2017/18 Major Projects programme revised budget is £63,598k and the forecast spend is £54,630k, with a forecast underspend of £1,768k and a re-phasing of £7,200k. The major works cost variance during the period 2017-22 remains an underspend of £3,675k.

New General Needs Housing Stock

140. The 2017/18 General Needs Housing Stock budget is expected to be largely utilised. Of the £17,450k budget, £4,029k has been earmarked towards the purchase and repair of buy back properties. To date all 9 buybacks have been approved and completed.
141. There is a forecast re-phasing of £273k being reported across the General Needs programme, a £57k adverse movement on Month 6. The overall re-phasing is resulting from a number of approved developments not commencing construction to expected project timescales.
142. Contractors have been appointed for all 3 elements of the housing programme. The building works with respect to the extensions and conversions are forecast to be complete by the end of December 2017. The new builds are expected to be delivered by September 2018.
143. Although approval has been obtained for the delivery of 19 units of General Needs Housing stock at Acol Crescent, a revised scheme is currently being reviewed leading to the project being rephased. A contractor has been appointed to demolish and secure the site prior to commencing development.
144. Lead Consultants and architects have been appointed for the three developments at Belmore allotments, Maple and Poplar Day Centre and Willow Tree. The employer's agents and appointed architects continue to work on finalising the design of the schemes.

New Build - Appropriation of Land

145. New Build - Appropriation of Land, the £8,635k has been included for New Build appropriation of land for 2 sites at the former Belmore allotments and Maple / Poplar day centre.

New Build - Shared Ownership

146. New Build Shared Ownership - the £1,720k set aside for the shared ownership budget is with respect to the developments currently being undertaken at the former Belmore Allotments and Maple / Poplar day centre. The schemes include the construction of 60 shared ownership units and the budget is to cover the costs of this element of the overall developments. The forecast spend is £119k, with a forecast re-phasing of £1,601k, an increased re-phasing of £41k compared to the Month 6 position. The schemes are being delivered concurrently with the General Needs units.

New Build - Supported Housing

147. The Supported Housing Programme comprises the build of 160 mixed client group units across three different sites. The development of 14 Supported Housing units at Acol Crescent has now been removed from the programme as there is no longer a requirement for the units. This has largely resulted in the forecast cost underspend of £3,675k being reported across the life of the programme, of which £1,768k is declared within the 2017/18 budget.

148. There has been an increased re-phasing movement of £968k on Grassy Meadow compared to Month 6, due to re-sequencing non-critical path items, this re-phasing does not impact on the target completion date.
149. Grassy Meadow and Parkview : The contractors continue to make progress on both sites.

HRA General Contingency

150. HRA General Contingency : A capital contingency of £9,500k is included within the HRA capital programme to ensure the Council retains sufficient flexibility to secure additional housing units where opportunities become available.

Works to Stock

151. The works to stock revised budget is £19,964k and the forecast spend is £17,156k, a re-phasing variance of £2,808k, of which £2,200k relates to the kitchen and bathrooms programmes and £608k relates to the lift renewals at sheltered housing schemes.
152. The major adaptations revised budget of £2,334k is forecast to be fully spent.

HRA Capital Receipts

153. There have been 40 Right to Buy sales of council dwellings as at the end of October 2017 for a total gross sales value of £6.7m and a total of a further 45 sales are forecast to bring the yearly total to 85, totalling £13.5m in 2017/18.
154. The application of retained Right to Buy receipts is limited by the retention agreement to a maximum 30% of the cost of replacement housing. In the event that expenditure does not meet the criteria, funds would be payable to the DCLG.
155. During 2017/18, the £11,733k receipts generated in 2014/15 could potentially become repayable unless the following expenditure profile is achieved: Q1 £10,527k, Q2 £10,663k, Q3 £10,180k and Q4 £7,740k. Cumulative expenditure on 1 for 1 replacement from previous quarters above the minimum requirement can be carried forward. The cumulative spend requirement has been met for June 2017 and September 2017, which is Q1 and Q2 in 2017/18.

Appendix D - GENERAL FUND CAPITAL PROGRAMME

156. As at Month 7 an underspend of £25,662k is reported on the £79,186k General Fund Capital Programme for 2017/18 due largely to re-phasing of project expenditure. The forecast outturn variance over the life of the 2017/18 to 2021/22 programme is an underspend of £437k.
157. General Fund Capital Receipts of £14,500k are forecast for 2017/18, with a shortfall of £3,153k in total forecast receipts to 2021/22.
158. Overall, Prudential Borrowing required to support the 2017/18 to 2021/22 capital programmes is forecast to be within budget by £6,249k. This is as a result of cost underspends of £437k and increases in grants and contributions of £12,366k due mainly to the confirmed Basic Needs grant allocation for 2019/20 being substantially higher than original budget estimates. However this is partly offset by a forecast combined shortfall of £6,554k in capital receipts and Community Infrastructure Levy.

Capital Programme Overview

159. Table 19 below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in annexes A - D to this report. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2017.

Table 19: General Fund Capital Programme Summary

	Revised Budget 2017/18	Forecast 2017/18	Cost Variance Forecast vs Budget	Project Re-phasing	Total Project Budget 2017-2022	Total Project Forecast 2017-2022	Total Project Variance	Move-ment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Schools Programme	22,747	8,954	(200)	(13,593)	90,783	90,583	(200)	(100)
Self Financing Developments	300	25	-	(275)	27,619	27,619	-	-
Main Programme	25,220	17,901	(30)	(7,289)	84,912	84,882	(30)	(13)
Programme of Works	29,451	25,176	(207)	(4,068)	83,821	83,614	(207)	95
Total Main Programme	77,718	52,056	(437)	(25,225)	287,135	286,698	(437)	(18)
General Contingency	1,468	1,468	-	-	7,468	7,468	-	-
Total Capital Programme	79,186	53,524	(437)	(25,225)	294,603	294,166	(437)	(18)
Movement	-	(2,139)	(18)	(2,121)	-	(18)	(18)	

160. The Schools Programme reports a re-phasing underspend in 2017/18 of £13,593k which is partly due to elements of the primary and secondary schools expansions programmes that are currently on hold and reflects revised expenditure profiles across financial years of the two primary school expansions that are underway. Planned expansions at two Secondary school sites are in various stages of the planning approval process. An underspend of £100k relates to unused contingency no longer required for the replacement of Northwood School and a further £100k underspend is reported on highways works at Oak Wood School.

161. The five year programme contains two major self financing mixed residential developments at the former Belmore Allotments and Yiewsley pool sites. As work is at early stages on the Yiewsley site redevelopment, forecast re-phasing has increased to £275k.
162. The main programme reports a small cost underspend of £30k on completion of projects which commenced in the previous financial year. Re-phasing has reduced to £7,289k after reallocating £1,176k uncommitted funding on other projects to the increased Highways programme. There are numerous projects and programmes that will continue into future financial years, including the New Theatre and Museum projects, Bessingby FC and Boxing Clubhouse refurbishment and Vehicle Replacement Programme.
163. Programmes of Works are forecast to have cost underspends of £207k which relates mainly to Social Care equipment capitalisation. Re-phasing has increased to £4,068k on various existing programmes that will continue into next year, such as the Transport for London Local Implementation Plan and School Conditions, Corporate Technology and Innovation and Civic Centre programmes. Uncommitted funding on other programmes of £675k has been vired to the Highways Programme.
164. The unallocated general contingency budget is £1,468k in 2017/18 following approval of a £32k virement to the Property Works Programme included in the Month 6 Cabinet budget monitoring report. A further £6,000k contingency funding over the period 2018-22 are forecast to be fully utilised as and when risk issues emerge.

Capital Financing - General Fund

165. Table 20 below outlines the latest financing projections for the capital programme, with a favourable medium term variance of £6,249k reported on Prudential Borrowing, due mainly to an increase in grant funding over original budget estimates.

Table 20: General Fund Capital Programme Financing Summary

	Revised Budget 2017/18 £'000	Forecast 2017/18 £'000	Variance £'000	Total Financing Budget 2017-2022 £'000	Total Financing Forecast 2017-2022 £'000	Total Variance £'000	Movement £'000
Council Resource Requirement	59,046	34,077	(24,969)	213,069	200,266	(12,803)	(607)
Financed By:							
Capital Receipts	23,927	14,500	(9,427)	83,393	80,240	(3,153)	-
CIL	5,151	2,500	(2,651)	26,901	23,500	(3,401)	(3,401)
Prudential Borrowing	29,968	17,077	(12,891)	102,775	96,526	(6,249)	2,794
Total Council Resources	59,046	34,077	(24,969)	213,069	200,266	(12,803)	(607)
Grants & Contributions	20,140	19,447	(693)	81,534	93,900	12,366	589
Total Programme	79,186	53,524	(25,662)	294,603	294,166	(437)	(18)

166. Capital receipts received as at the end of October amount to £753k which will be utilised towards financing costs of transformation in 2017/18. The 2017/18 forecast is £9,427k below

the revised budget due mainly to timing risk of completing several identified sales by the end of this financial year. The five year capital receipts forecast reports an under recovery of £3,153k which is due to a reduction in General Fund share of Right to Buy receipts. Forecast Right to Buy sales from 2017-2020 have been reduced by 95 from original budget estimates.

167. As at the end of October a total of £562k Community Infrastructure Levy (CIL) receipts (after administration fees) have been invoiced or received by the Council this financial year, a movement of £132k. The current year income forecast is an under recovery of £2,651k as there is increasing risk around the timing and level of receipts for existing planning applications and it is not certain this will be fully recovered in future years. There continue however to be Section 106 receipts in respect of previous planning applications which may partially mitigate this shortfall, where balances are applicable to finance existing capital expenditure in accordance with the specific S106 agreement. Budgeted eligible activity exceeds the CIL forecast with spend on Highways investment, community assets through the Chrysalis Programme and other major community infrastructure such as schools meeting the criteria for application of CIL monies.
168. Grants and contributions are £12,366k higher than the revised budget due mainly to the confirmed Basic Needs award for 2019/20 being £11,615k higher than the original budget estimate set before the announcement, although there remain £8,850k in assumed Basic Needs grant for the period 2020-22 that are not yet confirmed. There are further S106 contributions of £589k that have been identified for financing the existing capital programme, thereby saving on Council resources.
169. A favourable variance of £6,249k is reported on prudential borrowing due mainly to the increase in available grants and contributions noted above, partly offset by the forecast shortfall in other sources of funding. The reduced CIL forecast largely accounts for the adverse movement of £2,794k in month.

ANNEX A - Schools Programme

Prior Year Cost	Project	2017/18 Revised Budget	2017/18 Forecast	2017/18 Cost Variance	Proposed Re-phasing	Total Project Budget 2017-2022	Total Project Forecast 2017-2022	Total Project Variance 2017-2022	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Education and Children Services										
136,966	Primary Schools Expansions	1,066	100	0	(966)	1,565	1,565	0	1,565	0	0
786	New Primary Schools Expansions	12,599	5,078	0	(7,521)	26,614	26,614	0	12,817	13,797	0
482	Secondary Schools Expansions	6,073	867	0	(5,206)	55,418	55,418	0	34,483	20,935	0
42,721	Secondary Schools New Build	2,997	2,897	(200)	100	3,574	3,374	(200)	649	2,168	557
187	Hearing Impaired Resource Base (Vyners)	12	12	0	0	12	12	0	12	0	0
0	Additional Temporary Classrooms	0	0	0	0	2,400	2,400	0	2,400	0	0
0	Schools SRP	0	0	0	0	1,200	1,200	0	1,200	0	0
181,142	Total Schools Programme	22,747	8,954	(200)	(13,593)	90,783	90,583	(200)	53,126	36,900	557

ANNEX B - Self Financing Developments

Prior Year Cost	Project	2017/18 Revised Budget	2017/18 Forecast	2017/18 Cost Variance	Proposed Re- phasing	Total Project Budget 2017- 2022	Total Project Forecast 2017- 2022	Total Project Variance 2017- 2022	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Self Financing Developments										
	Finance, Property and Business Services										
237	Yiewsley Site Development	300	25	0	(275)	23,014	23,014	0	23,014	0	0
0	Belmore Allotments Development	0	0	0	0	4,605	4,605	0	3,397	0	1,208
237	Total Main Programme	300	25	0	(275)	27,619	27,619	0	26,411	0	1,208

ANNEX C - Main Programme

Prior Year Cost	Project	2017/18 Revised Budget £'000	2017/18 Forecast £'000	2017/18 Cost Variance £'000	Proposed Re-phasing £'000	Total Project Budget 2017-22 £000	Total Project Forecast 2017-22 £000	Total Project Variance 2017-22 £000	Project Forecast Financed by:		
									Council Resources £000	Government Grants £000	Other Cont'ns £000
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Community, Commerce and Regeneration										
1,702	CCTV Enforcement (SKC's)	40	40	0	0	40	40	0	40	0	0
561	Gateway Hillingdon	2,377	2,055	0	(322)	2,590	2,590	0	2,590	0	0
4,897	Hayes Town Centre Improvements	1,770	1,770	0	0	4,372	4,372	0	342	2,504	1,526
224	Inspiring Shopfronts	397	397	0	0	471	471	0	447	0	24
15	Uxbridge Cemetery Gatehouse Chapel	286	35	0	(251)	599	599	0	599	0	0
100	Uxbridge Change of Heart	946	946	0	0	1,896	1,896	0	1,071	738	87
	Central Services, Culture and Heritage										
883	Bowls Club Refurbishments	658	458	0	(200)	658	658	0	626	0	32
214	Haste Hill Golf Club	66	66	0	0	66	66	0	66	0	0
32,203	Hillingdon Sports & Leisure Centre	856	400	0	(456)	856	856	0	856	0	0
0	Ruislip Lido Railway Society Workshop	360	340	0	(20)	360	360	0	360	0	0
0	Mobile Library	117	117	0	0	117	117	0	117	0	0
	Finance, Property and Business Services										
2,282	Battle of Britain Heritage Pride Project	3,405	3,405	0	0	3,705	3,705	0	3,705	0	0
29	Battle of Britain Underground Bunker	571	75	0	(496)	1,024	1,024	0	1,024	0	0
0	Bessingby FC and Boxing Clubhouse	1,300	180	0	(1,120)	1,370	1,370	0	1,370	0	0
0	Uniter Building Refurbishment	400	50	0	(350)	400	400	0	400	0	0
0	New Museum	1,280	50	0	(1,230)	5,632	5,632	0	4,882	0	750
0	New Theatre	1,000	50	0	(950)	44,000	44,000	0	42,950	0	1,050
0	Youth Provision	1,000	250	0	(750)	3,000	3,000	0	3,000	0	0
	Planning, Transportation and Recycling										
57	Ruislip Lido Car Park Improvements	155	155	0	0	155	155	0	0	155	0
2,279	Cedars & Grainges Car Park	391	391	0	0	391	391	0	391	0	0
1,343	Harlington Road Depot Improvements	314	214	0	(100)	314	314	0	314	0	0
0	Purchase of Vehicles	600	600	0	0	2,600	2,600	0	2,600	0	0
0	RAGC Car Park	250	50	0	(200)	250	250	0	250	0	0
287	Street Lighting - Invest to Save	4,313	4,313	0	0	5,213	5,213	0	5,213	0	0
	Social Services, Housing, Health and Wellbeing										
0	1 & 2 Merrimans Housing Project	620	20	0	(600)	620	620	0	620	0	0
47	Grassy Meadow Dementia Centre	0	0	0	0	2,465	2,465	0	2,465	0	0
	Cross Cabinet Member Portfolios										
233	Environmental/ Recreational Initiatives	944	700	0	(244)	944	944	0	889	0	55
9,234	Projects Completing in 2017/18	554	524	(30)	0	554	524	(30)	524	0	0
56,590	Total Main Programme	25,220	17,901	(30)	(7,289)	84,912	84,882	(30)	77,961	3,397	3,524

ANNEX D - Programme of Works

Prior Year Cost	Project	2017/18 Revised Budget	2017/18 Forecast	2017/18 Cost Variance	Forecast Re-phasing	Total Project Budget 2017-2022	Total Project Forecast 2017-2022	Total Project Variance 2017-2022	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
N/A	Leaders Initiative	436	326	0	(110)	1,236	1,236	0	1,236	0	0
	Community, Commerce and Regeneration										
N/A	Chrysalis Programme	1,512	1,267	0	(245)	5,512	5,512	0	5,504	0	8
N/A	Playground Replacement Programme	250	125	0	(125)	1,000	1,000	0	1,000	0	0
	Education and Children Services										
N/A	Formula Devolved Capital to Schools	1,424	1,424	0	0	2,597	2,597	0	0	1,935	662
N/A	School Condition Building Programme	3,459	2,542	0	(917)	6,459	6,459	0	1,908	3,426	1,125
	Finance, Property and Business Services										
N/A	Civic Centre Works Programme	1,610	700	0	(910)	3,610	3,610	0	3,514	0	96
N/A	Corporate Technology and Innovation	671	354	0	(317)	4,527	4,527	0	4,527	0	0
N/A	Property Works Programme	770	770	0	0	2,690	2,690	0	2,690	0	0
N/A	Planning, Transportation and Recycling										
N/A	Highways Structural Works	7,369	7,369	0	0	11,369	11,369	0	11,369	0	0
N/A	Road Safety	150	120	(30)	0	750	720	(30)	720	0	0
N/A	Transport for London	7,923	6,492	(17)	(1,414)	24,702	24,685	(17)	0	24,305	380
	Social Services, Housing, Health and Wellbeing										
N/A	Disabled Facilities Grant	2,300	2,300	0	0	11,500	11,500	0	0	11,500	0
N/A	Adaptations for Adopted Children	17	17	0	0	17	17	0	17	0	0
N/A	PSRG / LPRG	100	100	0	0	1,000	1,000	0	1,000	0	0
N/A	Equipment Capitalisation - Adult Social Care	985	825	(160)	0	4,925	4,765	(160)	0	4,765	0
	Cross Cabinet Member Portfolios										
N/A	Section 106 Projects	112	82	0	(30)	112	112	0	0	0	112
N/A	Equipment Capitalisation - General	363	363	0	0	1,815	1,815	0	1,815	0	0
	Total Programme of Works	29,451	25,176	(207)	(4,068)	83,821	83,614	(207)	35,300	45,931	2,383
N/A	General Contingency	1,468	1,468	0	0	7,468	7,468	0	7,468	0	0
	Total GF Capital Programme	79,186	53,524	(437)	(25,225)	294,603	294,166	(437)	200,266	86,228	7,672

Appendix E – Treasury Management Report as at 31 October 2017

Table 21: Outstanding Deposits - Average Rate of Return on Deposits: 0.42%

	Actual (£m)	Actual (%)	Benchmark (%)
Up to 1 Month	51.6	53.31	40.00
1-2 Months	5.0	5.16	5.00
2-3 Months	15.0	15.50	5.00
3-6 Months	15.0	15.50	30.00
6-9 Months	5.0	5.16	10.00
9-12 Months	5.0	5.16	5.00
12-18 Months	0.0	0.00	5.00
18-24 Months	0.0	0.00	0.00
Subtotal	96.6	99.79	100.00
Unpaid Maturities	0.2	0.21	0.00
Grand Total	96.8	100.00	100.00

170. With the exception of the unpaid Heritable investments, deposits are held with UK or overseas institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating. UK deposits are currently held in AAA rated Money Market Funds, Pooled Funds, Lancashire CC, Northumberland CC, Stockport BC, Walsall Metropolitan Council, Coventry Building Society, Nationwide Building Society, Goldman Sachs International, Lloyds Bank and Santander UK plc. An overseas deposit is held with Svenska Handelsbanken in an instant access account.
171. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, due to the significant amount held in instant access facilities needed to manage daily cashflows, it is not possible to fully protect Council funds from bail-in risk. Currently at the end of October, 69% of the Council's total funds have exposure to bail-in risk compared to a September benchmark average of 64% in the Local Authority sector (latest benchmark provided quarterly by the Council's treasury advisors Arlingclose). The Council's exposure reduces to 27% once instant access facilities are removed from the bail-in total.
172. To ensure liquidity was maintained during the month, surplus cash was only placed in instant access accounts, and when required, funds were withdrawn from instant access accounts. There were also maturities of three fixed-term deposits with Blaenau Gwent BC, Lancashire CC and DBS Singapore.

Table 22: Outstanding Debt - Average Interest Rate on Debt: 3.38%

		Actual (£m)	Actual (%)
General Fund	PWLB	48.04	18.96
	Long-Term Market	15.00	5.92
HRA	PWLB	157.32	62.09
	Long-Term Market	33.00	13.03
	Total	253.36	100.00

173. There was one scheduled EIP debt repayment during October for £0.38m. Gilt yields ended the month around the same levels as it started. Therefore, premiums remained too high to make early repayment of debt feasible. There were no breaches of the Prudential Indicators or non-compliance with the Treasury Management Policy and Practices.
174. In order to maintain liquidity for day-to-day business operations during November, cash balances will be placed in instant access accounts. Looking forward, opportunities to place longer term deposits will be monitored. The benchmark target for investment maturities will be shortened to reflect the cashflow needs as we approach the end of the financial year.

Appendix F – Consultancy and agency assignments over £50k approved under delegated authority

175. The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information.

Table 23: Consultancy and agency assignments

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Residents Services						
Programme Manager (Planned Works)	26/07/2017	27/11/2017	26/02/2018	22	29	51
Air Quality Officer	21/09/2015	13/11/2017	31/03/2018	59	16	75
Project Manager (Acol & Yiewsley), Capital Programme Team	07/05/2017	20/11/2017	18/02/2018	57	31	88
CCTV Manager	25/09/2016	27/11/2017	25/02/2018	58	18	76
Major Applications (PPA) Planner	01/11/2015	30/10/2017	26/01/2018	144	24	168
Housing Lawyer	07/07/2014	27/11/2017	26/05/2018	182	33	215
Social Care						
Social Worker (0.5 FTE)	19/12/2016	04/12/2017	04/02/2018	43	8	51
Senior Educational Psychologist	24/01/2017	04/12/2017	04/02/2018	48	5	53
Training and Quality Assurance Officer	01/12/2015	04/12/2017	04/02/2018	43	14	57
Support Worker	20/12/2015	04/12/2017	04/02/2018	51	6	57
Social Worker	06/04/2017	04/12/2017	04/02/2018	43	14	57
Team Manager	17/07/2017	04/12/2017	04/02/2018	39	19	58
Early Years Practitioner	24/02/2014	04/12/2017	04/02/2018	59	3	62
Educational Psychologist	16/10/2016	04/12/2017	04/02/2018	54	8	62
Early Years Practitioner	23/02/2015	04/12/2017	04/02/2018	58	5	63
Special Needs Officer	01/12/2016	04/12/2017	04/02/2018	57	13	70
Senior Social Worker	06/06/2016	04/12/2017	04/02/2018	58	14	72
Team Manager	27/03/2017	04/12/2017	04/02/2018	59	17	76
Social Worker	07/11/2016	04/12/2017	04/02/2018	65	12	77
Social Worker	01/04/2013	04/12/2017	04/02/2018	64	13	77
Receptionist/ Administrative Assistant	01/09/2014	04/12/2017	04/02/2018	74	4	78

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Early Years Practitioner	02/03/2015	04/12/2017	04/02/2018	75	4	79
Early Years Practitioner	12/01/2015	04/12/2017	04/02/2018	75	5	80
Social Worker	16/12/2016	04/12/2017	04/02/2018	67	13	80
Social Worker	06/06/2016	04/12/2017	04/02/2018	68	12	80
Senior Social Worker	21/11/2017	04/12/2017	04/02/2018	72	15	87
Early Years Practitioner	06/10/2014	04/12/2017	04/02/2018	82	5	87
Social Worker	13/11/2016	04/12/2017	04/02/2018	75	14	89
Placement Officer	18/03/2016	04/12/2017	04/02/2018	79	11	90
Social Worker	21/11/2016	04/12/2017	04/02/2018	76	14	90
Social Worker	26/08/2016	04/12/2017	04/02/2018	81	13	94
Social Worker	27/10/2016	04/12/2017	04/02/2018	81	14	95
Social Worker	07/11/2016	04/12/2017	04/02/2018	84	14	98
Social Worker	26/09/2016	04/12/2017	04/02/2018	85	14	99
Social Worker	01/04/2013	04/12/2017	04/02/2018	87	14	101
Social Worker	07/11/2016	04/12/2017	04/02/2018	88	14	102
Senior Educational Psychologist	15/08/2016	04/12/2017	04/02/2018	88	16	104
Social Worker	11/07/2016	04/12/2017	04/02/2018	91	14	105
Social Worker	21/08/2016	04/12/2017	04/02/2018	94	14	108
Social Worker	01/09/2016	04/12/2017	04/02/2018	95	14	109
Social Worker	03/07/2016	04/12/2017	04/02/2018	101	15	116
Social Worker	05/10/2015	04/12/2017	04/02/2018	102	16	118
Social Worker	01/04/2013	04/12/2017	04/02/2018	104	14	118
Social Worker	04/07/2016	04/12/2017	04/02/2018	105	14	119
Social Worker	28/03/2016	04/12/2017	04/02/2018	109	12	121
Special Needs Officer	05/01/2015	04/12/2017	04/02/2018	113	17	130

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Domestic Violence Co-Ordinator	12/01/2015	04/12/2017	04/02/2018	129	9	138
Early Years Practitioner	01/05/2015	04/12/2017	04/02/2018	140	5	145
Social Worker	01/08/2015	04/12/2017	04/02/2018	133	16	149
Child Protection Chair	01/07/2015	04/12/2017	04/02/2018	137	17	154
Social Worker	04/05/2015	04/12/2017	04/02/2018	144	13	157
Quality Assurance Auditor (Social Work Cases)	08/05/2014	04/12/2017	04/02/2018	150	14	164
Social Worker	04/05/2015	04/12/2017	04/02/2018	155	14	169
Educational Psychologist	15/11/2015	04/12/2017	04/02/2018	175	17	192
Child Protection Chair	20/07/2015	04/12/2017	04/02/2018	180	15	195
Social Worker	13/04/2015	04/12/2017	04/02/2018	191	14	205
Senior Social Worker, Triage	19/06/2014	04/12/2017	04/02/2018	199	14	213
Educational Psychologist	01/03/2016	04/12/2017	04/02/2018	190	27	217
Senior Social Worker	30/04/2012	04/12/2017	04/02/2018	252	13	265
Social Worker	05/09/2014	04/12/2017	04/02/2018	253	14	267
Senior Social Worker	11/08/2014	04/12/2017	04/02/2018	260	14	274
Social Worker	01/01/2013	04/12/2017	04/02/2018	287	14	301
Social Worker	01/01/2013	04/12/2017	04/02/2018	301	14	315
Senior Social Worker	19/12/2011	04/12/2017	04/02/2018	333	15	348
Court Tracker Project Manager	07/04/2014	04/12/2017	04/02/2018	330	19	349
AMHP	01/06/15	04/12/17	04/02/18	178	10	189
AMHP	12/09/15	04/12/17	04/02/18	159	13	172
Approved Mental Health Worker	01/03/14	04/12/17	04/02/18	208	14	222
Approved Mental Health Worker	29/05/16	04/12/17	04/02/18	108	14	121
Lead Approved Mental Health Practitioner	01/06/12	04/12/17	04/02/18	265	11	276
Occupational Therapist	07/10/13	04/12/17	04/02/18	261	13	274

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Occupational Therapist	01/04/15	04/12/17	04/02/18	182	12	194
Occupational Therapist	03/12/15	04/12/17	04/02/18	133	12	146
Occupational Therapist	06/06/16	04/12/17	04/02/18	106	12	118
Residential Care Worker	01/04/12	04/12/17	04/02/18	154	5	159
Senior Social Worker	03/10/16	04/12/17	04/02/18	73	12	84
Social Worker / Senior Social Worker	30/01/17	04/12/17	04/02/18	53	13	65
Support Worker	04/04/16	04/12/17	04/02/18	47	5	52
Team Manager	26/06/16	04/12/17	04/02/18	101	15	115

GRANTS TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS - 2018/19 FINANCIAL YEAR

Cabinet Member	Councillor Douglas Mills
Cabinet Portfolio	Community, Commerce and Regeneration
Officer Contact	Kevin Byrne, Residents Services
Papers with report	Appendix A : Voluntary Sector Core Grant Recommendations 2018-19 Appendix B : Assessment of core grant applications 2018-19

HEADLINES

Summary	Cabinet is asked to agree the Council's Voluntary Sector core funding Grants budget for 2018/19 and also the Council's contribution to the London Councils Grants scheme 2018/19, along with delegated authority to agree Small Transport grants for the ensuing year.
Putting our Residents First	This report contributes to the Council's objectives of: <i>Our People; Our Natural Environment; Financial Management</i> . The grants budget is used to support a range of Voluntary Sector activity, which supports the Council in achieving its priorities and objectives.
Financial Cost	The report proposes the allocation of up to £1,984,150 core funding grants for the 2018/19 financial year. The report also proposes making provision to enable a contribution to the London Councils Grant scheme of £229,511 .
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All.

RECOMMENDATIONS

That the Cabinet agrees:

- 1. The overall allocation of grants to Voluntary Sector of up to £1,984,150 for the provision of core grant funding for the 2018/19 financial year and specific awards as set out in the schedule - Appendix A.**
- 2. The Council's 2018/19 contribution of £229,511 to the London Councils Grants scheme.**
- 3. To delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Community Commerce & Regeneration, the award of Transport Grants for the 2018/19 financial year, within the budget set out in the report.**

Reasons for recommendation

1. The Council has been an established financial supporter of the Borough's voluntary sector for many years. The core grant programme ensures that Hillingdon has a vibrant and thriving voluntary sector providing support, guidance and services for local residents.
2. The Council seeks to maximise the benefits from investment in the Borough's voluntary sector to encourage activity that supports residents, reduces demand on Council services and provides value for money.
3. The ongoing commitment of significant financial support to the Borough's voluntary sector has served to sustain a wide range of voluntary sector activity. The certainty of core funding provides a platform for many groups to expand activity, diversify to meet new demands, to pursue new initiatives and to bid for additional external funding.

Alternative options considered / risk management

4. The Cabinet has the following alternative options:
 - Agree the recommendations subject to any changes the Cabinet wishes to make or;
 - Reject one or more of the recommendations.
5. In respect of the Council's contribution to the London Councils Grant Scheme, the Council has the option of not approving its contribution. For the overall London grants scheme to be approved, however, at least two thirds of the 32 London Boroughs plus the City of London must approve their individual budget contribution.

If there is no agreement, under the legislation governing the grants scheme, the overall level of expenditure for the Grants Committee reverts back to the previous year's budget, which for Hillingdon in 2017/18 was £263,222.

Comments of Policy Overview Committee

6. As in previous years, the Corporate Services and Partnerships Policy Overview Committee will consider the grants proposed at its meeting on 4th January 2018 and report any comments back to the subsequent Cabinet meeting.

SUPPORTING INFORMATION

7. The voluntary sector core grants budget is unique in offering core funding to organisations that are key partners and provide services that contribute to the Council's priorities and support the wellbeing of residents. Recipients with stable core support are often able to attract additional income either via other funders or by securing contracts. Detail of the funding secured by each organisation is contained in the assessment of each application at Appendix B.

Current funding climate

8. Funding and finance issues highlighted last year, continue to impact on the sector:

- Organisations have experienced more competition in accessing funds resulting in less external funding being secured in some organisations, more being necessary to be devoted to fundraising and more social enterprise type initiatives being developed or small charges being made to clients where appropriate and affordable.
- This reflects the changing nature of voluntary sector funding; that of increased competition in a harsher financial climate. Organisations have responded accordingly, with larger ones working more collaboratively and in consortiums, restructuring to gain efficiencies and relying on reserves to cover shortfalls. For some especially smaller groups though this has given rise to cash flow issues. Officers will continue to work with organisations to see what strategies might assist them.

9. The most obvious strategy is to increase external funding. Over the summer a "meet the funders" event was organised with Heathrow Communities Fund and the Hillingdon Community Trust; where both funders set out how to access the funding they have available to groups from across the Borough. The aim is to continue such events in the coming year.

10. Hillingdon 4 All (H4All) is now well established as a Community Interest Company based on a consortium of Age UKH, Hillingdon Carers, Hillingdon Mind,

DASH and Harlington Hospice. The H4All wellbeing service is an integral part of the Hillingdon Better Care Fund Plan and is showing promising results. The Council has supported H4All partners through their core grants and sought to encourage greater collaboration across the sector including reaching out to community based groups.

11. In addition, the Council has supported H4All's ideas around encouraging more voluntary sector collaboration and networking across the Borough to improve the delivery of the prevention agenda and a seminar for voluntary sector groups will be jointly hosted. The seminar will explore the support needs of the sector, how they can support and engage with the health and social care agenda and how H4All can support the involvement of groups in delivering against this agenda. The outcome will be a co-produced proposal to strengthen groups in the Borough via the City Bridge Trust.

2017/18 Recommendations

12. While the majority of the recommendations on the level of funding to be offered to organisations are consistent with those offered for the 2017/18 financial year, there are a few exceptions and recommendations concerning those and three new bids are highlighted below.

13. An analysis of each application, together with financial comments is attached at Appendix B. Where applicable, in the individual assessment of applications, reference is made to issues that the organisation is asked to address in respect of the funding offered.

New Applications

14. The Council has received three new applications from organisations not previously funded by the Council: Outside Chance, who also applied in 17/18, Green Corridor and Value You. A detailed assessment of each of the applications is included in Appendix B. The comment is summarised below.

Outside Chance

Outside Chance is a small charity working in 7 boroughs with 2 full time staff and an impressive reach and record of delivery, especially in Hammersmith and Hounslow. They have attracted funding support from respective councils. Outside Chance delivers early intervention, anti-crime and anti-gang workshops in primary and secondary schools.

For the last couple of years they provided workshops in Hillingdon schools (funded from other sources) which have been well received by staff and pupils. They are now approaching the Council for a 40% contribution to their projected costs for next year. Outside Chance continue to successfully fundraise from major statutory and non statutory funders.

Advice from the Council's Early Intervention and Youth Offending teams considers, however, that similar workshops are proposed to be delivered internally by the Council next year and therefore it is not recommended to award the grant.

Green Corridor

The Grant requested is for a contribution towards Green Corridor to host the Crane Valley Partnership (CVP). CVP is a partnership of charities, communities, local authorities, businesses and government agencies in the five boroughs bordering the River Crane. Costs are to cover a share of the Catchment Development Manager post, which develops and implements the CV catchment plan and works to bring in additional funding for projects. Hillingdon covers 43% of the catchment area.

Green Corridor as CVP "host" is able to access external funding to support environmental improvements and sustainability along the River Crane. The investment sought of £10k towards the administration of the CVP offers good value for money and a recommendation is made to support.

Value you

Value you is a registered charity that provides a volunteer recognition scheme in over 12 London boroughs and would like to establish one in Hillingdon. The scheme provides a discount card and a gift voucher for use in donating shops to volunteers who give more than 100 hours of their time to charities.

Hillingdon already has a volunteer recognition scheme run with Uxbridge College and local partners and, whilst this does not provide gifts or discount cards, the Council has also developed its own Hillingdon First Card providing residents with preferential rates on Council Services such as parking and leisure and discounts with a wide range of local traders. Another discount scheme may prove confusing to residents and local businesses. Further, it is difficult to see how the scheme would be co-ordinated across the borough to reach all volunteers eligible. It is, therefore, not considered appropriate to recommend the award at this time.

Funding Levels

15. Officers, having assessed the applications, are making recommendations for levels of funding for the 2018/19 financial year at the same amounts as those for the 2017/18 as set out in Appendix B, with the exception of the following changes to awards:

Age UK Hillingdon

As a long standing key partner, the Council has been working with AgeUKH to consider ways to improve how Council support enables AgeUKH to better meet the needs of older people, to be more sustainable, and to reinforce shared aims on: early intervention and prevention, reducing loneliness and to help people to live well and longer in their own homes.

A new operating model has been developed to reflect the priorities identified by Age UKH and the Council's priorities regarding Better Care and the draft Health and Wellbeing Strategy (see Appendix B). The departure from a mixture of specific delivery contracts backed up by grant to a new single grant arrangement will offer greater flexibility and produce a streamlined offer which will reduce administrative overhead. It will strengthen Age UKH's ability to meet needs of older people and increase their reach into communities. To enable this to happen, the costs of the former contracts will transfer into the core grants budget and become a single grant to Age UKH. The total grant will amount to £582,400, consisting of £312,400 transferred from Social Care contracts into core grant budget and the ongoing core grant of £270,000.

Heathrow Travel Care

HTC's core work provides crisis social work at Heathrow Airport for anyone coming in or out of the airport, taking referrals from local, national and international agencies. Clients are given an initial assessment followed by interventions, advice or advocacy support, and referred to other services. HTC runs a number of targeted programmes such as for rough sleepers, provision of responsible adults for minors and advice to British nationals in need and emergency planning.

The organisation also co-ordinates and provides initial Humanitarian Assistance following any major incident or disaster affecting Heathrow Airport. It hosts the Liaison group for voluntary and public sector partners including the Council for ongoing emergency planning. HTC assists the Council to discharge its Emergency Planning duties as a Category 1 responder under the Civil Contingencies Act.

HTC provides value for money on a number of levels (set out in Appendix B) and demonstrably reduces demand on Council services, through provision of cost effective early intervention. Where cases are referred to Hillingdon services (estimated at about 2% of the total) they will have undergone appropriate preparatory work.

The full time trained Emergency Response officer assists the Borough for the first 12 hours of any large scale incident at Heathrow.

The majority of their income is secured from Heathrow Airport and the Foreign Office. Heathrow also provides their office and other in-kind support such as HR advice. While their income is relatively stable it has been static for a number of years whereas costs and demands have been continually rising.

In addition, 6 years ago, officers recommended reducing the grant from £45K to £30K based on their relatively high reserve levels. As a result HTC reserves have reduced year on year to a more prudent 3 month level. Deficits continue to be predicted, however and officers are recommending that, given the important contribution made towards the Borough in terms of prevention and discharge of its statutory duties, the grant should be reinstated at its previous level of £45K.

Hillingdon MIND

Hillingdon MIND has proven itself as a key local partner. It delivers a responsive and effective service as evidenced by their expansion in activities and in client numbers; which include employment support to people with mental health conditions to bring them closer to the labour market, work with children and addiction services that complements the Council's contract for addiction services.

MIND has opened a new office in the south of the Borough giving easier access to clients. MIND has expanded their counselling offer and is now restructuring it as part of a shared counselling offer for H4All. This will result in greater efficiencies and access for a wider range of Hillingdon residents.

Their expansion has increased their expenditure and stretched their core functions. MIND has responded by streamlining its senior management and making savings but is still incurring a deficit. MIND is therefore requesting an increase of £10K to strengthen their core and to help to stabilise their financial position. It is recommended to award the request.

Hestia

Hestia delivers a domestic abuse refuge and floating support service in the Borough, funded primarily through a substantial Council contract, with a corporate grant to support their work with children. The request is to continue to deliver a remodelled children's support service at the refuge and within the community, for children affected by domestic abuse.

The proposed programme would include an additional albeit, limited amount of counselling for children between ages of 11-18 and more structured interventions with mothers and children at the refuge as well as activities over holiday periods for clients at the refuge. They would continue to deliver a community programme of three groups per year, to include children from second stage housing and referred by social services.

The grant monitoring returns have raised concerns with the children's programme regarding staff retention and the model's effectiveness and efficiency.

While Hestia is working closely with the Council to address these issues and others raised via the contract, officers believe that in future the work with children would better be commissioned as part of the Council contract rather than as an add on service via the grants programme.

Officers are discussing internally the incorporation of the children's support service into the contract specification for next year. It is likely that the grant will become part of a wider contract for refuge support and approval is sought on the basis that the equivalent grant is transferred into the contracts budget.

Groundwork South

The Council has supported Groundwork South over several years through its core grant delivering a range of regeneration and community development projects with a focus on the environment and sustainability. In the past Groundwork South has proven to be a reliable partner to pick up potential projects as and when they arise.

Recently, however, Groundwork South's project delivery in Hillingdon has decreased having suffered financial difficulties and this year they handed their flagship project, funded by the Council - the Com Cafe, back. Other activities are the Healing Gardens project for older people, the Colne Valley Partnership, environmental projects with schools, a Charity Shop in Hayes, and managing the Heathrow Community Fund across six boroughs. The latter three projects could be considered as self supporting.

The Council recently started contributing directly towards the Colne Valley Partnership, under a memorandum of understanding, providing support to Groundwork South indirectly as the host. The Healing Gardens scheme, therefore, remains as the main project in terms of delivering Council priorities. It is understood that £7K of the core grant of £18K supports this scheme, which last year provided garden maintenance to 53 older people's gardens.

Given the reduction in activity in Hillingdon and Groundwork South's capacity, there is a case, therefore, for the core grant to be reduced to reflect the level of value provided to Hillingdon residents, i.e. to the healing gardens project.

Hillingdon Federation of Community Associations

The HFCA uses its core grant to distribute small grants to its membership of 19 community associations (CAs) to assist them in the maintenance and running of community buildings and activities. The majority of buildings are owned and leased from the Council.

Over a number of years the HFC had also organised summer playschemes and were awarded a grant of £23,500 in 2017/18 for this purpose. In the event the association decided not to proceed with the schemes and the grant was returned shortly before the summer.

The Federation currently hold nearly £35K in reserves and balances. This includes £7,000 as a revenue holding account in line with its reserves policy. The 2016 end of calendar year accounts identifies some £8,350 in unspent funds from the now defunct playschemes. The Federation has confirmed that the end of year accounts for 2017, are likely to contain similar figures.

Given that the Federation no longer intends to operate play or other schemes but to focus on its grant providing programme, it is suggested that the playscheme reserves of £8,350 make up part of the grant for next year. It is, therefore, recommended to

award a reduced amount of £7,000. This will still leave the Federation with substantial resources and reserves above its stated policy.

London Councils Grant Scheme

16. The scheme supports voluntary sector activity and specifically funds voluntary organisations across all 32 London authorities and the City of London. In November 2017, the London Councils Grants Committee proposed that its overall budget for the London Councils Grants scheme for 2017/18 would total £8,668,000.

17. Hillingdon's contribution for 2018/19 is proposed to be £229,511 a decrease of £33,711 over the Council's 2017/18 contribution of £263,222. As in previous years, this has been made possible by decreasing the amount of reserves the Grants Committee holds.

18. Individual borough contributions are based on the Office of National Statistics mid-year population estimates for June 2016, with Hillingdon's percentage of London's total population increasing slightly from 3.39% to 3.44%.

19. It is anticipated that the individual boroughs will agree to accept the recommendations on their contributions.

Transport Grants

20. In addition to the provision of core grants and the London Council's grant scheme, the Council has traditionally awarded grants to support some of the Borough's smaller voluntary groups which have been used to meet the transport needs of group members. The organisations supported from this budget cater for clients with disabilities who require specialist transport and who would find it challenging to travel by public transport.

21. The Council is in discussion with those who received transport grants for 2017-18 to confirm the level of need. These grants ranged from £500 to £8,500 in 2017. It is recommended that the authority to agree these grants for 2018/9 up to the budget of £50,513 is delegated to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Community Commerce & Regeneration.

Financial Implications

22. This report proposes the allocation of £1,984,150 core funding grants for the 2018/19 financial year. This is inclusive of £312,400 to be transferred from Social Care contracts in relation to Age UK. The draft 2018/19 budget presented to Cabinet on this agenda contains sufficient budgetary provision to fund the recommended level of award. A full review of the financial statements and application forms of each organisation has been undertaken and brief financial commentary has been included for each organisation in Appendix B to this report.

23. Recommendations also include a reduced contribution to the London Councils Grant Committee of £229,511, with the reduction relating to planned use of balances by the grants committee and sufficient funding included within the draft 2018/19 budget.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities?

24. The overall effect of these proposals will be to strengthen and support Hillingdon's voluntary sector with new growth and initiatives, which will directly benefit residents.

Consultation Carried Out or Required

25. No formal consultation has been undertaken on the proposals for agreement at this Cabinet.

CORPORATE CONSIDERATIONS

Corporate Finance

26. Corporate Finance has reviewed this report, noting that the 2018/19 draft budgets includes sufficient funding to support the level of grant award and contribution to the London Borough Grants Scheme detailed in this report. Alongside the broader support offered to the voluntary sector through the Council's voluntary sector leasing policy and non-domestic rate discounts, this programme of grants enables these groups to support delivery of services to residents

27. To ensure value for money is achieved, the current financial standing and longer term financial viability of recommended organisations, in conjunction with service provision provided to Hillingdon residents, have been reviewed and considered by Officers alongside grant bids.

Legal

28. Section 1 of the Localism Act 2011 gives the Council a power of general competence which provides local authorities with the power to do anything that individuals may generally do. It includes the power for Council to make grant payments to voluntary organisations.

29. With regard to the London Councils Grant Scheme, this Scheme is established under Section 48 of the Local Government Act 1985. As stated in the report, if two-thirds of the London boroughs do not approve their individual budget contribution, the previous year's budget will continue to apply to the Scheme.

Relevant Service Groups

30. Relevant teams in Residents Services, Finance, Adult Social Care and Children and Young Peoples Services have been consulted on the proposals.

BACKGROUND PAPERS

Appendix A Voluntary Sector core grant recommendations 2018-19

Appendix B Analysis and information on Core Grant applications

APPENDIX A

Organisations	Grant Award 17-18	Grant Requested 18-19	Recommended 18- 19
ADULT SOCIAL CARE		£	£
Age UK Hillingdon*	270,000	270,000	270,000
Community Cancer Service (delivered by Harlington Hospice)	20,000	20,000	20,000
Carers Trust Thames (previously Crossroads Care)	135,000	135,000	135,000
Crown Centre for the Deaf	10,000	12,000	10,000
DASH	98,000	98,000	98,000
EACH - Pukaar	30,000	36,043	30,000
Heathrow Travel Care	30,000	45,000	45,000
Hillingdon Aids Response Trust	15,000	15,000	15,000
Hillingdon Carers	105,000	105,000	105,000
Hillingdon Citizens Advice Bureau	280,000	280,000	280,000
Hillingdon MIND	70,000	80,000	80,000
Hillingdon Shopmobility	22,000	22,000	22,000
Hillingdon Women's Centre	25,000	27,000	25,000
Mencap Jubilee Pool	5,000	5,000	5,000
MHA - Northwood Live at Home	15,000	21,300	15,000
RELATE London North West	12,000	13,500	12,000
Samaritans Hillingdon	3,000	5,000	3,000
Victim Support Hillingdon	10,000	10,000	10,000
RVS (Royal Voluntary Service)	40,000	41,000	40,000
Recycle-A-Bike	13,000	13,000	13,000
CHILDREN & FAMILIES SERVICES			
Bell Farm Christian Centre	50,000	55,000	50,000
Centre of ADHD and Autism Support	10,000	24,771	10,000
Hestia	44,950	43,123	43,000
Hillingdon Autistic Care & Support	40,000	40,000	40,000
Hillingdon Federation of Community Association - Playschemes	23,500	0	0
Hillingdon Outdoor Activities Centre	54,500	54,600	54,500
Homestart Hillingdon	120,000	120,000	120,000
P3	42,000	42,000	42,000
Uxbridge Child Contact Centre	3,000	3,608	3,000
RESIDENTS SERVICES			
Friends of No 11(F) Group Operations Rm	6,000	12,000	6,000
Groundwork South	18,000	18,000	7,000
Herts & Middlesex Wildlife Trust	2,500	2,500	2,500
Hillingdon Community Transport	32,000	32,000	32,000
Hillingdon Federation of Community Association	15,000	15,000	7,000
Hillingdon Natural History Society	1,000	1,000	1,000

London Wildlife trust (Hillingdon)	10,000	10,000	10,000
Pinner & Ruislip Beekeepers" Assoc	750	750	750
NEW APPLICATIONS 2017/18			
Outside Chance	0	9,000	0
Green Corridor		10,000	10,000
Value You		6,067	0
Subtotal	1,681,200	1,753,262	1,671,750
*support for Age UKH to include transfer of former contract costs into grant.		312,400	312,400
Grand total			1,984,150

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Organisation: Age UK Hillingdon				Amount Requested and Use	
<p>Description As a long standing key partner, the Council has been working with AgeUKH to consider ways to improve how Council support enables AgeUKH to better meet the needs of older people, to be more sustainable, and to reinforce our joint aims on: early intervention and prevention, reducing loneliness and enabling people to live well and longer in their own homes.</p> <p>Age UKH has developed a new way of working which is based on developing a more holistic and person centred service. Existing projects and activities will be drawn together into distinct work streams:</p> <ul style="list-style-type: none"> – Information & Advice – Wellbeing Services – Practical Support <p>Rather than a menu of services, Age UKH propose a single point of access, a complete assessment which identifies goals, an agreed action plan and measurable outcomes.</p>				£270,000 from core grant budget plus £312,400 transfer from Social Care contracts into core grant to introduce new operating model. Total £582,400* (not including dining centre grant of £38.7k)	
				<p>Recommendation: £582,400*</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
16,305	225	33,750	Exceeded	£270k	£1,991,000
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <p>Information and Advice</p> <ol style="list-style-type: none"> The new first point of contact will assess need and triage requirements, moving away from topic specific advisors towards a more rounded assessment process. This will take the form of a guided conversation, supporting an individual to identify areas of help that will improve their quality of life. The assessment process will be based on the Age UK "Ambitions for later life toolkit" and will complement the H4All Wellbeing service (which prioritises support for long term conditions and frailty). Services will incorporate the successful financial health checks advice currently provided by via different Council funding streams. Age UKH will offer advice and information sessions within libraries and at the new extra care facilities at Grassy Meadows and Park View Court. <p>Wellbeing Services</p> <ol style="list-style-type: none"> Services in this category will support people to live independent, engaged and meaningful lives. Wellbeing support will be more closely aligned to services that support hospital discharge. Age UK will provide practical support to ensure that people return home safely from hospital into a safe, warm, well provisioned and comfortable environment. These services will also promote independence and create opportunities to engage in physical and social activities. The aim will be to remodel current activities to reduce the level of dependence on the service and promote a greater throughput, while fostering choice and personal resilience. Age UKH will work with voluntary user led groups to help create more social groups and help them to become self sustaining. <p>Practical Support</p> <ol style="list-style-type: none"> Age UKH propose a remodelling of how practical support is offered. Currently the following practical support service are funded and delivered separately, despite overlaps in service provision and client base. 					

- Help at Home - cost recovered domestic support of the clients choice
- Helping Hands - subsidised shopping service
- Handy Person service - subsidised small jobs service

6. Age UKH propose to expand the **Help at Home service** with new components including :
 - Odd job service - low level non-trade jobs in the home support
 - De-cluttering services
 - Bereavement - practical matters following bereavement
 - Enabling support to regain skills or confidence.
 - Support outside of home e.g. accompanying to appointments.
7. Evaluation of the **Helping Hands** service shows that it is has supported a small number of people (about 60 per year) and unit costs are high (about £90K from core grant). Services users have not been assessed based on need and the scheme has been closed to new users for a while. Current users will be transferred onto alternative support.
8. Age UKH have advised that the **Handy Person** service is already being wound down and is not sustainable for future service delivery. It would require ongoing investment to continue as it currently operates at a loss (charging £25 per hour whereas costs reach nearer £60). Capital investment for vehicle replacement would also be required. Age UKH are not seeking funding through contract or grant for this service.
9. In place of this service Age UKH propose to further develop a data base of "trusted traders" vetted by cost, customer service and local reputation.
10. These changes will enable Age UKH to reach further into communities and support a greater number of older people in need, rather than delivering high cost services to limited numbers. In this way services will become sustainable.
11. Fundamental to the move towards this new model is that Age UKH will now commit to working towards outcomes (in terms of reducing isolation, promoting quality of life and enable people to live independently longer in their homes), rather than output metrics in contracts. They will be positioned as the lead referral agency for support services for older people in Hillingdon.

Officer Comment

These proposals have been co-produced to reflect the priorities identified by Age UKH and the Council regarding Better Care and our draft Health and Wellbeing Strategy. The departure from a mixture of specific delivery contracts backed up by grant to a new single grant arrangement will offer greater flexibility and produce a streamlined offer which will reduce administrative overhead. It will strengthen Age UKH ability to meet needs of older peoples and increase their reach into communities.

*It should be noted the success of the social wellbeing work area will also need to take account of the £38,700 Age UKH receives through the ASC dining centre programme. This programme is currently under review and opportunities for Age UKH to work more closely with a wider network of providers will be explored.

Corporate Finance Comment

The organisation has suffered a substantive loss of £374k in 2016-17. Due to decrease in the income of £38k plus losses on its Handyperson and Help at Home services (social and practical home support). It is forecasting a loss in 2017-18 but subsequently a breakeven position in 2018-19

The value of unrestricted reserves is high and is held for statutory redundancy costs for employees, cost of winding/dissolving lease agreements, and pension liability in the event of closure of Age UK Hillingdon.

If the grant is not awarded, a financial strain could be put on the organisation, it will likely have to reduce services for Hillingdon residents.

Organisation: Harlington Hospice (Community Cancer Centre)				Amount Requested and Use	
<p>Description Harlington Hospice supports people with life-limiting and long term illness and their families. It provides a range of community based services including care at home, therapies to support well being, counselling and activities to promote self-management and empowerment.</p> <p>Earlier this year, the Community Cancer Centre closed due to funding and management issues. Sharing much in common with the Cancer Centre, Harlington Hospice stepped in to maintain a community cancer service in the borough.</p> <p>This bid is to continue provision of a community cancer service using the structures and facilities available to the Hospice.</p>				£20,000 part-time outreach worker and premises hire	
				<p>Recommendation:</p> <p>£20,000</p>	
No of Service Users (16/17)	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2016/17 (unverified)
174	28	5,000	Met	£20,000	£47,661 (Community cancer centre)
<p>NB. Figures above related to Community Cancer Centres 16/17 monitoring return for comparison purposes</p> <p>Planned Activities for 18/19 Highlights include:</p> <p>Having reviewed the Cancer Centre's offer, finances and premises, Harlington Hospice redesigned the service to achieve the following objectives:</p> <ul style="list-style-type: none"> • Continue to provide services within a non-medical model for people affected by cancer • Refocus services to reach a larger number of people • To extend services into other parts of the borough <p>Rather than operating out of a single Centre, the service will be available at different locations in the borough, including the Hospice, and in Uxbridge. The grant will fund a part time outreach worker whose role will be to set up and maintain additional peer support groups based on identified need. Currently two groups are running in Yiewsley Methodist church - weekly coffee morning and a Back to Work group.</p> <p>Targets for the first year include:</p> <ul style="list-style-type: none"> • Support 60 clients through existing and new peer support groups • Establish new peer support groups such as Men only group, weekly exercise and yoga groups • 400 free individual counselling sessions (up to 10 people at any one time) • 380 free complementary therapy sessions managed by the Hospice team and delivered by volunteers • Recruit and train 10 new volunteers <p>Through partnership with Hillingdon4All (H4A), the service will be able to deliver counselling sessions by volunteers, managed and supervised centrally and available at Uxbridge and other convenient sites. Clients will be able to make donations to the cost of counselling and therapy sessions. The service will be volunteer led with support and facilities provided by the Hospice and H4A. Roles will include trained counsellors, complementary therapists, workshop leaders, exercise leaders, and pre-support/listening ear.</p> <p>Referrals are expected to come from hospitals, GP's and H4A Wellbeing Service and a small amount of the grant will be used on publicity costs. Through membership to the cancer service, a sense of ownership, cohesion and belonging will be created with the outreach officer providing a link between services and establishing new ones.</p>					
Officer Comment					

Harlington Hospice is a well respected and established organisation in the borough and is a member of Hillingdon for All. Added value offered by this bid includes the hospice's experience in delivering non medical models of healthcare, and providing people at the end of their lives as result of their cancer with direct access to palliative care and psychotherapeutic support for the whole family.

The organisations finances are healthy and they are predicting small surpluses in this and next year. Their annual income (£1,781k) is mainly derived from CCG contracts and spot purchases (£800+k and earned income £687K. They aim to raise £200K in local fundraising and have a small contract with Adult Social Care (£50K). Given the resources and structures in place to support this bid, both through H4A and Harlington Hospice, it is recommended to award the grant and review progress in the coming year.

Corporate Finance Comment

The organisation has made a loss of £75k in 2016-17. There was a substantial increase in income raised £361k through diversifying revenue streams, however staffing costs have risen more than proportionately. The grant does appear to be integral to the plans for local expenditure during 2018-19 in order to maintain delivery of the service.

The grant applied for in 2017-18 represents less than 2% of its anticipated income. The organisation estimates a surplus in both 2017-18 and 2018-19. The organisations reserve policy is to hold three month of expenditure estimated at £400k, it is holding over 4 times this amount.

Organisation: Carers Trust Thames				Amount Requested and Use	
Description The Carers Trust Thames provides respite breaks to carers to help them to maintain their caring role. Care Support Workers look after the cared for in the home or community, while the carer attends to their own social, practical or emotional needs. The service is available 24 hrs x 7 days per week. It covers medical appointments, checking calls and a waking overnight service. Full domiciliary care is available in the home and trips etc are offered outside the home. Professional care support workers not only allow carers respite but actively engage with those they care for. They also provide Tier 1 Carers Assessments for new referrals as part of the Hillingdon Carers Partnership. In addition, they provide an out of hours telephone service.				£135,000 for management salaries, and service provision in Hillingdon	
				Recommendation: £135,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
179 with 23,000 care hours	5	520	Met	£135,000	£485,000
Planned Activities for 18/19 Highlights include: The organisation operates in Hillingdon, Ealing, Hounslow, North Bucks & Milton Keynes and Central and South Bucks. In Hillingdon it is part of the Hillingdon Carers Partnership (HCP) providing free respite care to carers most in need of support. In addition, they provide respite care to private clients who maybe in receipt of direct payments or private funding. Some clients who receive the free service, pay for additional support. The corporate grant contributes to the whole service in Hillingdon. It is projecting 21,000 hours of care support next year, a reduction of 2,000 care hours and aim to complete a proportion of carer assessments on behalf of the HCP. The Trust faces a number of challenges including a trend towards more frequent and shorter visits, more complex care and support required and pension auto-enrolment, changes in legislation around minimum wage. Care support workers now need to be paid for their travel times. In order the meet the demand for respite care within the HCP contract, the partnership has had to review its offer and establish a needs based criteria for allocating respite to those most in need. They are also developing alternatives to the resource intensive 1-1 home sitting service and are now providing support workers to a dementia group and carer cafes for group respite. It will also be focusing on recruiting and training volunteers to support at home sitting for lower need clients and through this are hoping to be able to exceed their target of 21,000 care hours. Officer Comment The Trust provides a quality professional service with high satisfaction rates among carers and cared for. Their staff are well trained (received 1,800+ training and work shadowing in 16/17) and remunerated and they are actively involved with the HCP, H4All and the wider community in Hillingdon. They participate in the Carers Strategy group and Carers forums providing respite so carers can attend. The structure of the organisation enables them to adapt responsively to the changing needs of the cared for, increasing support so families can manage despite complex health conditions. The Trust's income is mainly split between the combined contract (£197K), the corporate grant and £169K earned income and despite the challenges the organisation is facing including a deficit last year and forecasted for this year, the Hillingdon service is stable. It is recommended to award the requested amount this year.					

Corporate Finance Comment

The organisation as a whole (covering West London, Bucks and Milton Keynes) has achieved a deficit in 2016-17, this is the fifth time in the last six years it has suffered financial losses.

The level of reserves held comply with their policy to maintain sufficient funds to cover 3 months operational expenditure, to cover lease obligations and be able to meet the cost of staff redundancies in the event of closure. The reserve specific to Hillingdon stands at £50k. Although their aim is to break even in 2017-18, rising wages through the national living wage and general inflation will make it very challenging. There however continues to be a forecast surplus in relation to Hillingdon related activity £20k 17/18 and £1.5k in 18/19.

The grant requested represents 6% of the organisation's total income but is 26% of the Hillingdon area income, so if it were withdrawn the services the organisation provides may be curtailed.

<i>Organisation: Crown Centre for the Deaf</i>				<i>Amount Requested and Use</i>	
<i>Description</i> The aim of the Centre is to reduce isolation caused by this disability, by bringing people together for social events and other practical purposes. It facilitates 2 deaf activity clubs and hosts a deaf church meeting and provides one-to-one support for residents who require assistance with accessing universal services, form filling, telephone calls etc. Based at the Pavilions at Stockley Park, the organisation runs the building for its activities which are held in British Sign Language.				£12,000 for staffing and accommodation costs	
				Recommendation: £10,000	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
189	10	N/R	Met	£10,000	£20,500
<i>Planned Activities for 18/19 Highlights include:</i> The Crown centre is the only organisation dedicated to supporting the needs of the borough's deaf and hard of hearing community. It serves to reduce isolation by provision of weekly social activities and supports access to essential public services for the borough's deaf community. In addition, it coordinates group holidays, short breaks and events all held in British Sign Language for its members, encouraging mutual support. The client group tends in main to be older residents and over recent years there has been a noticeable decline in members. The Centre commits all of the £10,000 it receives from the Council on staff and accommodation costs. It has a part time co-ordinator and a part time administrator. The Centre continues to benefit from a small but dedicated number of volunteers who make up the management committee. <i>Officer Comment</i> The challenges the centre are experiencing with their accommodation continue. Despite being willing to move to alternative premises, nothing suitable has been identified. The premises are in urgent need of major repairs and members would consider a future shared use to meet the running costs of a renovated building. The Crown Centre is continuing to address the challenge of repaying 'historic debts associated with running costs and as a result, expenditure in 2017/18 will again outstrip income. The organisation holds relatively healthy reserves (£20.5K), although a deficit of £7K is anticipated for this financial year. Given the high running costs and increasing needs for refurbishment of the premises, it is important that a way forward is found to sustain the organisation.					
<i>Corporate Finance Comment</i> This charity has made a loss in 2016-17 and is expecting to suffer losses in 2017-18 and in 2018/19 as income decreases, even if the full grant is awarded. The grant requested is to pay for the charities staffing and accommodation costs, including an uplift of £2k. The charity is using its reserve to supplement its operating income, it is expected to continue in both 2017-18 and 2018-19 and would result in very low levels of reserves being held. The grant appears to be integral to the continued operation of the charity. Without identifying new income streams in the near future the charities current operating model will not be sustainable					

Organisation: Disability Association Hillingdon (DASH)				Amount Requested and Use	
<p>Description DASH supports people with disabilities to achieve their potential, and promote their independence and integration into mainstream life. Based in Hayes, it operates programmes throughout the borough.</p> <p>DASH provides a wide range of services/activities designed for/by disabled individuals to meet their identified needs. It covers assistance with direct payments/personal budgets, advocacy services, advice, representation and information, form filling, benefits applications etc to sporting & recreational activities, social groups, volunteering, employment support, work experience, outreach and activities in day centres.</p> <p>The organisation enables social inclusion, increased confidence, health and well being and financial stability of people with disabilities. In the wider community, DASH provides education and training to raise awareness of disability.</p>				<p>£98,000 Core salaries and Advice, Equality act support</p>	
				<p>Recommendation:</p> <p>£98,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
5,500 including tel & repeat visits	25	600	Met	£98,000	£399,000
<p>Planned Activities for 18/19 Highlights include:</p> <p>DASH aims to support:</p> <ul style="list-style-type: none"> • 700 clients receive AQS standard advice and support with Personal Independence Payments • 350 clients supported in managing personal budgets • 300 families supported on Education Healthcare Plans • 300 people benefit from sporting and recreational sessions across 6 days per week • 100 people referred from H4A receive support • Disability awareness sessions with local businesses <p>Next year is predicted to follow the trend of increasing demand for advice and support around benefit entitlements and Personal Independence (PIP) Claims but a decrease in numbers supported in managing personal budgets as this service is now competitively delivered alongside other providers. Funding for support for families on the transition from SEN statements to EHCP will also end in March 2018 as most families have now transitioned but the need for assistance to get awarded an Educational Health Care Plan will continue.</p> <p>In addition to general advice and form filling, DASH supported 9 clients to attend PIP/ESA tribunals with successful results. This has been achieved through securing funding for more in-depth advocacy with clients to challenge their PIP awards. Increasing demand for advice is also due to more referrals from Age UKH and MIND as people over 65 now will have to transition from Disability Living Allowance to be assessed for PIP.</p> <p>DASH engages with a number of strategic forums and has various partnership arrangements with different departments in the Council such as Sports Development, Youth Services delivering activities for the Fiesta programme in the summer holidays and provision of disabled youth clubs. It is represented on the Disability Forum, Learning Disabilities Partnership Board, Employment Strategy group as well as various departments with the Hillingdon Clinical Commissioning Group.</p> <p>Officer Comment DASH is an active member of Hillingdon 4 All (H4A) which has increased the effectiveness of their support for individual clients with more active referrals and better networking between partners. DASH</p>					

have two members of staff seconded to the Wellbeing Service. They are taking the lead with Hillingdon Carers for developing a voluntary sector infrastructure function which aims to extend the benefits of the H4All partnership to the wider sector. In addition, they are benefiting from sharing policies and procedures which is strengthening the governance of all the groups involved.

DASH has secured £180K from the Lottery's Reaching communities programme for advocacy/advice in the borough over the next three years, which will expand and then replace the Hillingdon Community Trust funding when it finishes next year. It also expects to raise £45K from personal budget support directly from clients following a restructure of the Personal budgets Support contract. Other income is secured through disability awareness raising and activities (£20K), HCCG and Council for Disabled Children. DASH is projecting a deficit next year but has some unspent restricted running costs and a planned bid to Children Need which if successful could reduce it.

Corporate Finance Comment

The charity has achieved a surplus of £33k in 2016-17. They have successfully delivered the LBH contract at a reduced rate for 2 years running and are anticipating a drop in disabled Children's grant of £30k in 2018-19. The organisation is anticipating a loss in 2017-18 and a surplus in 2018-19, any risk should be mitigated by the reserves held.

The grant received in 2017-18 represents 20% of the organisation's income in 2016-17. The policy of the organisation is to aim to keep 3 months running costs in unrestricted reserves, current reserves held meet this objective. The loss of the LBH grant would further diminish the charity's reserves, rendering them unable to provide the services currently offered and to develop new initiatives planned for the future.

Organisation: EACH (Pukaar)				Amount Requested and Use	
<p>Description Based in Ealing, EACH specialises in supporting ethnic minority groups through providing counselling, advice and information, particularly in the areas of drugs/alcohol abuse, mental health and domestic violence.</p> <p>In Hillingdon, they operate three projects; 1) 1-1 counselling for the Tamil community affected by mental health issues; 2) Ascent - a generic & BME 1-1 and group counselling for people affected by violence funded through London Council; 3) Pukaar - a specialist counselling for ethnic minority women affected by domestic violence.</p> <p>This grant request is for the Pukaar project that will deliver culturally appropriate support and counselling to BME women in their own language.</p>				£36,043 for a 4 day week BME counselling programme for Domestic Violence	
				<p>Recommendation:</p> <p>£30,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
132	2	432	Met	£30,000	£54,500
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> 80 BME women receive initial assessments, care planning, and referral links to appropriate agencies 70 clients go on to receive weekly 1-1 counselling (average 10 sessions) 25 clients benefit from weekly group support sessions (44 p.a) Women speaking Pashto and Dari will have an additional option of attending Afghani Support group Represent BME women at DV related forums in borough <p>EACH has provided a three day per week counselling service to BME women in various locations in the borough including Townfield Centre, Key House, and Hillingdon Women's Centre. Women are referred from a number of sources including Ascent project, Hillingdon IDVA's and voluntary sector groups and they are able to self refer. The project is unique in that it offers BME women the chance to have counselling in their own language and in culturally specific ways. The therapist speaks Hindi and Urdu as well as English and understands Punjabi, and there are options for Pashto and Dari speakers. The service uses clinical outcomes frameworks and therapists are BACP accredited and receive regular clinical supervision.</p> <p>In addition to counselling, an open weekly group session is run for on average 10 women covering a range of themes around domestic violence such as impact on children, self care, building resilience etc. This enables them to provide an intervention immediately following a client's initial assessment if there is a need to wait for a counselling slot. It also enables a much wider and practical exploration of the subject in a safe environment where women can identify with each other.</p> <p>Officer Comment This service is separate from the London Councils funded Ascent service which is based on a different therapeutic model and women are allocated to either service depending on their individual needs. Pukaar expect high satisfaction outcomes for each client which are measured pre, post and during interventions.</p> <p>The organisation receives funding from the CCG (£8k pa) to work with the Tamil community and have recently won a further 4 years funding from London Councils (£16k pa for Hillingdon) as part of the Ascent consortium. They have a planned bid to Hillingdon Community Trust for a small grant to develop volunteers to support the service.</p> <p>The accounts show the organisation made a substantial deficit last year even with a large reduction in the workforce. The application figures only relate to Hillingdon but the organisation is holding</p>					

substantial reserves.

The increased request is to add 1 day per week to the Pukaar service (currently 3 days per week) to include work with professionals in Hillingdon with a focus on BMER women, mental health and domestic violence. However it lacks detail on what the proposal would look like, what the demand is or what the take up is likely to be. This aspect of the service was part of the original plan of intervention a few years ago but was abandoned due to lack of uptake. Officers therefore do not recommend the increase.

Corporate Finance Comment

This organisation has made a loss this year of 42% of its income mainly due to the loss of a key contract with RISE, Harrow and Ealing. It however made a surplus over the previous four years. The income received from grants and contracts has decreased at a slightly lower rate than expenditure on charitable activities.

The grant requested this year represents just 3.7% of all income received. The organisation's balances are sufficient to fund the grant request, however this is an out of borough service and LBH is in effect buying in the services it receives.

Organisation: Heathrow Travel Care				Amount Requested and Use	
Description HTC's core work provides crisis social work at Heathrow Airport for anyone coming in or out of the airport, taking referrals from local, national and international agencies. Clients are given an initial assessment followed by interventions, advice or advocacy support, and referral to other services. It runs a number of targeted programmes such as rough sleepers, emergency planning, provision of responsible adults for minors and advice to British nationals in need. The organisation co-ordinates and provides initial Humanitarian Assistance following any major incident or disaster affecting Heathrow Airport. It hosts the Liaison group for voluntary and public sector partners including the Council for ongoing emergency planning. HTC assists LBH to discharge its Emergency Planning duties as a Category 1 responder under Civil Contingencies Act.				£45,000 contribution to staff salaries	
				Recommendation: £45,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,700	34	550	Met	£30,000	£350,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • Support a total of 1,700 clients (of which 1,200 attend HCT offices) • Provide 6 trainings sessions for emergency response volunteers in evenings and at weekends • Deliver 6 desktop emergency response exercises <p>Via the Social work advice project at Foreign and Commonwealth Office (FCO), HTC social workers assist vulnerable ex pat British clients with establishing local client connections in all parts of the UK <u>before arrival</u> to lessen the need faced at Heathrow. They will raise awareness with Embassies that Heathrow is not the only point of entry and support other ports to receive vulnerable people. This results in less use of LBH resources because only those with a proven connection would be referred to LBH services.</p> <p>As well as co-ordinating and providing initial emergency response, HCT provide a responsible adult service to unaccompanied children arriving at Heathrow and for the Metropolitan Police in Counter Terrorism interviews. It is chairing the newly established Responsible Gateway forum, which aims to improve the airport by bringing together stakeholders within the airport to identify gaps, share resources and arrange joint approaches when working with vulnerable people.</p> <p>Officer Comment</p> <p>HTC provides value for money on a number of levels:</p> <ul style="list-style-type: none"> • It estimates roughly that out of 1,200 people pa seen at the office only around 2% are referred on to LBH. Those that are referred to LBH have had appropriate preparatory work (assessment, research and liaison) before they reach Hillingdon Hospital, Riverside or LBH teams. • Added to this are 2 HTC workers at the Foreign office, who work with complex returnees; out of 1,000 worked with, 600 were directed to other ports, 400 returned to Heathrow, 200 were seen at HTC offices and of those referred to LBH services, are included in the 2% referred to above. • In terms of rough sleepers at the airport, HCT recorded seeing 220 at their office of which 5 in the end made an approach to LBH Housing. • They have a full time trained Emergency Response officer costing over £45K who assists the borough for the first 12 hours of any large scale incident as the airport. They can mobilise 32 trained volunteers in the event of an emergency. <p>Financially, the majority of their income is secured from Heathrow Airport (£165K) and the Foreign</p>					

Office (£125K). Heathrow also provides their office, and other in kind support such as HR advice. While their income is relatively stable it has been static for a number of years while costs and demand have been rising.

In addition, 6 years ago, officers recommended reducing their grant from £45K to £30K based on their reserve levels, which were above 6 months. As a result they have suffered deficits over the past few years, met from their healthy balances and are projecting similar over the next three years if solutions are not found. Their reserve level at March 2017 was £117K but is now lower. Should Members be minded to revert the grant to its pre 2011 level, officers believe this will contribute towards the sustainability and continuation of this prevention work. Officers in Social services and Emergency planning both endorsed HCT value to the Borough.

Corporate Finance Comment

The organisation experienced a deficit in 2015-16 and 2016-17 due to reductions in donations, rising costs, and staff members opting into the pension scheme. They anticipate similar losses in 2017-18 and 2018-19.

The grant awarded in 2017-18 9.5% of the organisation's income in 2016-17 and contributes towards the Service Manager's salary costs. The organisation has requested an increase of £15k to use towards staffing costs.

The charity considers the high value reserves to be necessary to continue operating in the event of any major streams of funding being withdrawn. It continue to use reserves to cover its ongoing cost pressures, if this trend continues in 2017-18 the charity will have around about 3 months of reserves to cover operating costs in any eventuality. The grant does appear to be integral to the plans for local expenditure during 2018-19 in order to maintain delivery of the service.

Organisation: Hillingdon Aids Response Trust (HART)				Amount Requested and Use	
<p>Description HART provides a unique community based service to people affected by and living with HIV/AIDS. From their premises in Uxbridge, services cover the social, financial, emotional and practical needs facing clients outside of their clinical needs. They work closely with the Tudor Centre and GP's who refer clients to them in recognition of the wider support required to encourage adherence to treatment regimes.</p> <p>Their offer includes peer support, information, advocacy and advice including welfare benefits and housing, treatment information and management, access to hardship grants, weekly and one off social events, complementary therapies and regular drop in sessions for 1-1 support.</p> <p>Services are available 3 days a week with an emphasis on creating the space for clients to develop peer support networks.</p>				£15,000 core running costs	
				Recommendation: £15,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
110	10	1,000	Met	£15,000	£92,000
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • Register and support 25 new members • 3 x weekly drop in days supporting 1,200 visits • 200 complementary therapy sessions • 200 counselling sessions • 72 specialist advice sessions via CAB + 190 general welfare appointments via drop in • 1 x week lunch club/peer support • Respond to individuals in crisis with bespoke support including hardship grants, advocacy, food bank vouchers, baby milk etc <p>HART aims to support people with HIV/AIDS and their families to manage their condition and when that fails act on their behalf to avert crisis. It is essentially a preventative service, assisting people where there are additional barriers experienced due to ill health, stigma and isolation. Peer support is prioritised where people can disclose their status and develop networks of support. Activities which facilitate social integration and a sense of belonging such as the daily 1-1 drop in, weekly lunches, family trips and events are crucial for creating the space for peer support to thrive and increase personal resilience.</p> <p>Alongside this runs practical support to address health and poverty issues associated with long term conditions: advocacy, counselling, health promoting therapy sessions, debt and welfare advice and access to solicitors for legal advice, hardship grants, food bank vouchers, food chain services, free baby milk, condoms etc.</p> <p>Clients are mainly referred from the Tudor Sexual Health Centre and GP's. HART will continue to raise the profile of HIV offering talks and materials to relevant communities such as schools, libraries and health centres.</p> <p>Officer Comment Last year HART lost their Hillingdon HIV/AIDS contract which was reconfigured to cover health interventions, and their Harrow AIDS grant. This represented 81% of their income and while a damaging outcome, has forced them to review their offer against resources, client needs and demand. As a result they are currently operating on reserves but have reduced staff and opening hours to 3 days per week instead of 5, are raising income, and developing new partnerships.</p>					

The new contract started in April 2017 and they have established relationships and joint working with the new providers, Terence Higgins Trust, NAZ and Spectra. This has resulted in a partnership with NAZ to establish a counselling service and weekly support sessions at their premises, along with hosting Spectra to deliver HIV testing and transgender support groups. This will benefit HART's existing members as well as increasing access for HIV+ people to HART services.

In addition a separate agreement is in place with Hillingdon for All, via MIND, to house their new shared counselling service 3 days per week. This will provide a good source of unrestricted income for HART (£20K +pa).

Although a considerable amount has been raised through income generation which will provide a sustainable income, the organisation is predicting deficits for the next two years and will need to articulate their unique offer in relation to the new providers, in order to fundraise successfully. It is recommended to award the grant requested.

Corporate Finance Comment

The organisation has achieved a loss in 2016-17 and anticipate suffering losses for the next 2 years. 2018-19 however has a few potential grants pending which if approved would lead to at least break even position.

The organisation receives 12% of its income from the LB Hillingdon VS grant. In 2016-17 it receives just under 62% of its income from LBH Public Health and Social Care contract funding and 19% from LB Harrow. The remainder was primarily raised from fundraising. The financial policy is to retain sufficient unrestricted balances to continue providing services for 6 months in the event of delay in receiving grants.

A reduction in any of the grants would impact on the services already provided and any new initiatives planned for the future. However it should be noted that provision of support for HIV residents is included in the Sexual, Reproductive and Contraceptive Health contract recently awarded to London North West Hospitals.

The high value of restricted reserves are the costs of land and buildings.

Organisation: Hillingdon Carers				Amount Requested and Use	
Description Hillingdon Carers provides a range of services to carers including: <ul style="list-style-type: none"> • Outreach, advice, information and education • Health and wellbeing including training & counselling • Services to support young carers • A carers centre based in Uxbridge • Carers assessments The organisation leads the Hillingdon Carers Partnership (HCP) established to deliver the Councils Combined Carers Services contract. It is also an active member of Hillingdon for All (H4A) Community Interest Company (CIC).				£105,000 for core salaries and rent	
				Recommendation: £105,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
6,800 carers	39	5,400	Met	£105,000	£1,013,000 (inc £280k subcontracted)
Planned Activities for 18/19 Highlights include: As the lead for the Council contract and Hillingdon Carers Partnership, they subcontract to MIND, Harlington Hospice, Alzheimers and Carers Trust Thames to deliver a co-ordinated response to carers needs in the borough of which £280K is subcontracted to these groups. Working together they have been able to re-design elements of carers support following extensive consultation with carers. The result is a single point of access for carers and standardisation of support across the borough. Through joint working they have a better understanding of gaps and needs, where efficiencies can be made and leveraging in more resources to respond to particular areas such as dementia and carer training. As well as delivering the first year of the Combined Carers Contract, the organisation has been busy adding to their offer. They have extended their premises to establish a Carers Centre which opened in May this year. This includes space for therapy and counselling, group activities and advice services. They are planning new drop ins to give carers access to mental health staff, dementia staff and social workers. For young carers, they are piloting a Family support service, targeting intensive support to complex families with substance abuse or mental health issues. And they have a bid pending with Henry Smith foundation to continue to support young adult carers transitioning to adult life and employment. As an active member of Hillingdon 4 All (H4A), Carers now leads on the development of volunteering and infrastructure support with DASH, with the aim to extend it to the wider sector in Hillingdon. Part of this will be a voluntary sector conference in December to ascertain the sectors priorities and secure funding to take it forward. Officer Comment The corporate grant has been significant in enabling the development of the combined services contract, the HCP and H4A. In addition to council funding (£752K combined), Carers has secured multi yr funding from the CCG, Children in Need (£100K over 3 yrs), Hillingdon Community Trust (£73K over 3 yrs), BUPA (£40K over 18 months) and has several bids pending. In addition, they lever in support in kind for carers including Turn to Us up to £1K for carers in need, and free legal advice from Turbervilles and IBB solicitors. They work closely with Adult Social Care contributing towards the development and delivery of the Hillingdon Carers Strategy and have established a Young Carers Strategy Group which has raised the profile of their needs in schools, Early intervention strategies and Children's services. They reach					

23.3% of Hillingdon's 26,000 carers supporting them according to their needs to avoid breakdown of the caring relationship and requirement of statutory intervention.

Financially, they have had planned deficits for the last couple of years to reduce reserves but are predicting further deficits for the next two years. Their unrestricted reserves are now at the required level and it is incumbent on them to raise further funds to maintain this level of delivery. It is recommended to award the grant.

Corporate Finance Comment

The organisation has suffered a further deficit in 2016-17, this was however due to a Board of Directors decision to spent historic restricted reserves

The grant received in 2017-18 represents almost 11% of the organisation's income.

The organisation has balances of unrestricted reserves which represent under 4 months' running costs as per their revised reserve policy. The restricted balances of over £57k are anticipated to be spent in the current financial year 2017-18. The plan for 2018-19 would have a net benefit to Hillingdon residents of £189k and represents around 11% of the organisations total income, if it were withdrawn the organisation would likely have to cease offering these services to Hillingdon residents.

Organisation: Hillingdon Citizens Advice Bureau (CAB)				Amount Requested and Use	
Description Provides qualified face to face generalist advice, with casework where necessary, at 3 bureaux across the borough. In addition to this core service, CAB run a number of projects that target specific needs including financial/money advice, and outreach services, and a pro bono solicitor offer and independent financial advice. Clients can access the service via a telephone helpline and website for a call back service, appointments and assessments as well as the traditional drop in service. Availability varies in different sites but 'drop in' totals 39 hours per week across the three sites and telephone call back totals 30 hours per week. Personal callers to the bureaux can also access 'assisted self help' advice through information kiosks.				£280,000 for core service costs	
				Recommendation: £280,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
8,398	34	16,000+	Met	£280,000	£526,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> 8,000+ clients in total receive advice from CAB 800 clients can access pro bono solicitor advice following referral from CAB assessments £1.3M in financial gains for clients as a result of CAB advice 400 non financial positive outcomes of client casework Of 500 client feedback questionnaires, overall satisfaction of over 95% Maintain trained volunteer hours at 16,000 per annum <p>To ensure accessibility to vulnerable groups, Hillingdon CAB runs an LBH funded outreach programme for people with mental health issues, a money advice for Council tenants in arrears and debt advice services. Alongside advice sessions, CAB has been able to secure non LBH funding for preventative financial capability training which they delivered to 242 clients to improve their money management skills and reduce debt problems. They see budgeting support for residents on universal credit as a growing area of need to help them manage reductions in benefits, and monthly payments including their housing benefit, in order to avoid potential eviction.</p> <p>CAB was able to co-ordinate 860 appointments for residents with local community legal services solicitors last year, ensuring that residents got access to pro bono legal advice when required. It will continue to deliver the enhanced gateway assessment service at Hayes which ensures that vulnerable clients get some same day support to meet their immediate needs.</p> <p>Next year, they are planning to increase their consumer advice service to guarantee residents can access best value in a given area. This will include local lettings agency fees and they will expand Energy Best Deal sessions to help combat fuel poverty.</p> <p>Through their partnership with Capitalise they will be delivering more debt advice to residents including access for severely disabled residents using technology such as Skype. CAB have recently introduced a new quality performance system in line with National Citizens Advice to improve efficiency and have upgraded their IT systems and cloud storage.</p> <p>Officer Comment</p> <p>CAB is a key partner for the local authority. Due to the high number of clients who access the service, CAB are able to spot trends and consequences of particular policies. Data is collected and made available locally and nationally and provision of evidence and data from Hillingdon residents serves both</p>					

the authority and the wider public. An example is monitoring the effect of the welfare reform programme and impact of universal credit, another is the partnership work with LBH on Energy Savings.

The organisation use trained volunteers in a range of capacities from front line assessors, receptionists, social policy co-ordinators, telephone gateway assessors, form filling etc, usually between 30-40 at any one time. This frees up the time of paid advisers to work on more complex areas. In addition they have 3 Brunel student apprentices paid for by the university. Along with a concerted effort to encourage use of telephone and website for initial contact, the CAB has managed to achieve a much leaner, more efficient, convenient and accessible service.

The corporate grant makes up 53% of their expected expenditure for 17/18. A further £88K is derived from LBH contracts for particular projects and a total of £154K raised from external funders. In addition the Council provides 3 bureau offices rent free. As ever, their unrestricted reserve levels are high at £379K but are held to meet their pension deficit. As the only provider of generic advice in the borough combined with the high quality of services, and proven impact on poverty, health and wellbeing for residents, it is recommended to award the grant.

Corporate Finance Comment

The organisation has made a small surplus 2016-17 and is anticipates a small loss of just under £2k in 2017-18, before breaking even in 2018-19.

The reserves policy is to hold balances equal to 4 months running costs. The organisation states that it has achieved this, but it is in fact holding £200k more mainly in its designated funds with £110k held for it pensions fund deficit.

The requested grant represents 52% of the organisation's total income and would significantly curtail their activities if not received.

<i>Organisation:</i> Hillingdon MIND				<i>Amount Requested and Use</i>	
Description MIND provides support for clients with a range of mental health issues. It runs 12 social clubs including in the evenings and weekends to reduce social isolation. This includes 2 culturally specific support/peer groups, and a young people's offer, in different locations in the borough. Free meeting space is made available for 4 further peer support groups. For those more isolated, a 1-1 befriending service is available. Other services include trained volunteers representing vulnerable clients in police custody; a thriving counselling service, including specialist addictions counselling; an employment service and mental health awareness raising and training.				£80,000 core salary and rent	
				Recommendation: £80,000	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
1,456	252	23,000+	Met	£70,000	£520,000

Planned Activities for 18/19 Highlights include:

- 12+ x weekly social clubs/support groups
- 100+ clients receive either free or paying counselling
- 20 x mental health awareness and first aid trainings
- 3 x 10 week anger management courses
- 100 carers for people with mental health issues supported
- Up to 280 clients represented in police custody
- 45 particularly vulnerable clients befriended by 50 trained volunteers
- 50 clients receive work related support to increase their employability

Services are aimed at reducing isolation for individuals through the development of peer support, friendships and social networks which aids integration into mainstream services and the community. MIND has recently started to work with young people building their confidence and skills for employment, training and education and successfully established an addictions counselling service working collaboratively with ARCH. Their second office in Hayes is operational and provides easy access for people in the south of the borough.

MIND is negotiating a two year extension to its 3 year employment project with the Big Lottery which comes to an end in July 2018. Based on learning from the first two years MIND is redesigning and improving the scheme. It will continue to deliver the ESF employment programme in collaboration with regional MIND organisations.

The peer support groups which encourage users to act as volunteers in the group, provide a useful link between the traditional social clubs and employment, acting as a stepping stone to increased independence and confidence. They want to build on this approach, and will be seeking funding over the next year to develop it. In addition to a strong user led ethos, MIND aims to address discrimination and stigma surrounding mental health issues and works with diverse communities in culturally sensitive ways.

MIND collaborate with statutory and voluntary sector partners: police, CNWL, LBH mental health services, GP's, and community health services. It contributes to a number of Council boards and forums and their work addresses aspects of the Councils Health and Wellbeing Strategy and Mental Health Strategy. They are active in the Hillingdon for All partnership, taking the lead on combining and restructuring a shared counselling service resulting in efficiencies and potential for growth. They deliver for the H4A Wellbeing service and the Hillingdon Carers Partnership.

Officer Comments

MIND provides value for money with a range of provision creatively managed with the use of volunteers.

In addition to the corporate grant, they received approximately £95K from Adult Social Care. Other statutory funds are raised from the CCG (£114K) and the Lottery/ESF (£83K), and £85K from their own trading.

MIND has proven over the last few years that it provides a responsive effective service as evidenced by their expansion in activities, client and volunteer numbers, approaches, target groups and range of services. However, the development of new areas of activity has depleted their reserves. MIND has responded by streamlining its senior management to make savings, but is still anticipating a deficit this year.

MIND is therefore requesting an increase of £10K to strengthen its core and to help to stabilise its position. As MIND is a key partner in the delivery of Council priorities and strategies, it is recommended to award the increase requested. Officers will work with the organisation to identify suitable funders so they can continue to deliver their essential services.

Corporate Finance Comment

The organisation has requested an increase in grant funding representing an increase in contribution from the Council to cover its staffing and accommodation costs at Aston House.

The application anticipates it will make deficits of around £64k in 2017-18 (to be covered by HAGAM reserve) and a small surplus in 2018-19. The value of the current unrestricted reserves, £42k, is 10% of the annual income, 23% below the charity's target.

The grant request for 2018/19 is around 19% of the organisation's total anticipated income. If the application is unsuccessful, it would leave the service vulnerable and may cause disruption and potentially lead to service closure.

Organisation: Hillingdon Shopmobility				Amount Requested and Use	
Description Shopmobility provide mobility aids such as scooters and wheelchairs for use in and around Uxbridge Town Centre. They also hire manual and powered scooters for periods outside the town centre for holiday excursions or day trips. They hold individual events such as assisted shopping at Christmas and provide scooters at the local auto show and sell small mobility items. The service is available 6 days per week from 9.15am - 4.45pm and is staffed by 5 part time staff and 4 regular volunteers. Anyone who has a temporary or permanent disability or problems with their mobility is eligible for the service.				£22,000 core staff salaries	
				Recommendation: £22,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,098	13	1820	Met	£22,000	£71,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • Service 5,000 visits to Uxbridge Shopping Centre • 70 clients hire mobility equipment to use outside the town centre • Support 5 social events with provision of mobility equipment • Register 250 new clients over the year <p>Shopmobility averages 15-18 customers per day and has a well maintained and varied stock of mobility equipment. It has 24 electric scooters, 10 manual wheelchairs and 2 four wheeled walkers for use in the town centre. Insurance costs are covered by an annual registration fee of £18 and customers are asked to make a donation every visit. It operates a holiday hire scheme with 9 manual wheelchairs and 3 scooters which last year was used 59 times generating an income of £1,602.</p> <p>Officer Comment With a Council transport grant, Shopmobility has continued to help deliver the Christmas Shopping event in November which enables 70 housebound, elderly or disabled clients to have an escorted Christmas shopping trip followed by a meal at the Civic Centre. Shopmobility take a lead role in inviting guests, allocating equipment, managing helpers, fundraising, wrapping presents etc.</p> <p>As well as shopping, clients benefit from improved accessibility, being able to use the service to attend clubs, training courses or take up voluntary positions. They also undertake other fundraising activities such as present wrapping services and have a dedicated cohort of volunteers for these activities as well as covering 30 office hours per week. This enables the organisation to keep staff salaries low and provides good value for money. They stock small mobility items for sale at the office.</p> <p>The corporate grant makes up about 31% of the organisations expenditure. Other income is received from Intu Shopping Centre (£10K), LBH transport grant (£2K), membership fees (£13K) and local fundraising and trading. The organisation is projecting a deficit next year and incurred one for the past two years. This is in the main due to lack of fundraising for replacement mobility equipment and officers will be encouraging them to develop an equipment replacement plan in the coming year, now that their unrestricted reserves are at the trustees recommended level. It is recommended to award the group's request.</p>					
Corporate Finance Comment This organisation has suffered deficits in 2016-17, 2015-16 and in 2014-15. This is due to nil income raised from mobility products and increased expenditure on support costs due to a depreciation charge. The organisation is expected to breakeven in 2017-18 and as of now foresee a loss 2018-19 as a one of grant from Nexen Petroleum UK LTD has mitigated the 2017-18 position. Its unrestricted reserves are to cover over 4 months running expenses, to provide cash flow in the event of late funding payments and to cover unplanned repairs to the vehicle fleet. If the grant is withdrawn it will impact on the services provided.					

<i>Organisation: Hillingdon Women's Centre</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i></p> <p>HWC provides a space for women to access information, advice and guidance, signposting to appropriate agencies, drop-in support, domestic violence interventions, low cost legal advice, health and well-being and social related activities and training opportunities.</p> <p>It provides interpretation services and supported volunteering opportunities for women seeking to build their skills and experience to become job ready. HWC promotes self-empowerment, through provision of opportunities, advice and friendship, enabling women to find the next best step forward for their situation.</p> <p>The organisation plays a key role in the Women in the Community Network which seeks to bring together women's groups in Hillingdon and promote and improve their services.</p>				£27,000 core staff salaries	
				<p>Recommendation:</p> <p>£25,000</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
1,137	16+	4,500	Met	£25,000	£56,000
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <ul style="list-style-type: none"> • 1,000 women receive information, advice and guidance including form filling and benefits checks • Co-ordinate and host 600+ pro bono legal advice appointments • Provide 50 women with benefits assessments • Provide 50 women employment support including ESOL • Co-ordinate joint Women in the Community initiatives and events • Conduct 75 risk assessments and signposting for women suffering domestic abuse • Hold weekly support group/activity for 10 women recovering from domestic violence <p>Drop in support is provided on a daily basis with themed activities such as Job club, IT sessions and ESOL classes, and DV support groups held on specific days of the week. With a strong emphasis on domestic abuse, the Centre aims to support women after crisis intervention with a more long term empowerment focus aimed at developing economic independence, emotional resilience, peer support and skills. They hope to secure funding in the coming year to develop and implement a structured Domestic Abuse Recovery Programme.</p> <p>Activities are often delivered in partnership with organisations such as Belina Consulting, who support BME women to get job ready including ESOL classes, at their premises. The Belina work dovetails nicely with the Job club, and upskilling volunteers and IT training. The Centre is able to offer interpreting in Arabic, Punjabi, Farsi, Hindi, Urdu, and Somali through a relationship with REAP. HWC has 2 Brunel placements studying for their MSc with previous social work experience, which has enhanced the quality of training for volunteers and service for clients.</p> <p>This year has seen an extension of the legal services offer at the Centre with women being able to access new areas of housing and immigration. The Centre plans to further develop this offer in the coming year (funding pending) to increase accessibility for the wider community. Clients will be invited to pay a £10 donation if they can afford it to generate income. They are also launching a Female Genital Mutilation hub in partnership with Council's Community Safety team to help tackle institutional barriers and issues of low prosecution rates.</p> <p><i>Officer Comment</i></p> <p>Last year was difficult financially for the Centre with the loss of the Centre co-ordinator and a reduction in funding secured. The trustees have reacted positively, taking a much closer look at the organisation's</p>					

sustainability and developing all aspects of its work with sustainability in mind. This includes making full use of their premises, owned outright, to maximum potential. They anticipate bringing in £8K this year through earned and local fundraising and have pending bids with various trusts which if successful will enable them to remain viable and expand their offer.

Whilst they are at a critical juncture, officers are confident that their various partnership projects bode well for developing a more sustainable future and recommend the grant award at the previous year's level to avoid further dependence on core funding.

Corporate Finance Comment

This organisation suffered a deficit in 2015-16 and again in 2016-17 (£9k), despite reducing expenditure on charitable activities by £40k, due to a reduction in voluntary income.

The application form states that they are expecting to make a surplus in 2017-18 and 2018-19 from grants that have been applied for (pending approval).

They have requested a £2k increase in grant for 2018-19 towards staffing costs.

The LBH grant awarded for 2017-18 represents over 36% of total anticipated income and its withdrawal would impact severely on the ability to maintain current levels of service.

Organisation: Mencap Jubilee Pool				Amount Requested and Use	
<p>Description Mencap South Social club originally raised funds to build the pool for use by their service users with learning disabilities. The pool has since become autonomous with a separate committee affiliated with national Mencap. It is situated in the grounds of Moorcroft School.</p> <p>The hydrotherapy pool provides a warm, safe facility for Hillingdon's special needs schools as well as Mencap users to enjoy swimming and exercise. It also incorporates a wider community use, providing a warm water facility that is ideal for recuperating patients following hospital treatment and for teaching children to swim.</p> <p>It is run entirely by a small but active committee of volunteers that includes the owner of a swim school who undertakes much of the practical day to day management and pays rent for use by the school.</p>				£5,000 for pool running costs	
				Recommendation: £5,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,200 visits	12	N/R	Met	£5,000	£24,000
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • 5 x weekly swim sessions by Hillingdon special needs schools: Pied Heath, Moorcroft and Hillingdon Manor School • 2 x weekly sessions for Family groups with disabled children • 3 weekly sessions for Arthritic group + 1 x weekly for Hillingdon Hospital Physio sessions • 5 x extended weekly sessions for swim school <p>Each session is required to have a lifeguard present which can be sourced from Mencap. The swim school manage the health and safety and attend regular training to keep abreast of standards. Hillingdon Hospital uses it weekly as well as referring patients recuperating from operations or with certain conditions.</p> <p>Officer Comment The pool offers leisure and learning opportunities to those with disabilities and health conditions as well as young people resident in Hillingdon.</p> <p>This year, Mencap was successful in renegotiating a lease renewal from the Council for 20 years at a peppercorn rent. The grant is used for running costs of the pool, specifically as a contribution to heating and lighting.</p> <p>In addition to the grant, the pool receives income from membership fees and the swim school rent totalling around £13-14K pa. Historically the pool trustees have successfully fundraised from various trusts and foundations for major renovations and improvements. Last year they received a welcome £11K from the Mayor as one of their chosen charities and are planning to use it to build a new storage area beside the pool. The one off income accounts for the surplus achieved this year.</p> <p>The reserves are high at £50K but their income, apart from swim school (£13K) and the corporate grant is very variable. The same is true for their expenditure, which due to depreciation often requires substantial capital for replacement, and maintenance. In addition, the pool has a list of improvements, including upgrading the changing rooms, replacement roofing etc, which the committee are planning for to keep the pool functioning. Officers therefore recommend the grant.</p>					

Corporate Finance Comment

The organisation has achieved a surplus in 2015-16 and 2016-17 despite having suffered losses in the prior 2 years due to expenditure on the pool refurbishment (impacting reserves set aside for this purpose). The organisation is forecasting a surplus in 2017-18 around £12k and a further surplus of around £2k in 2018-19 on Hillingdon activity.

Organisation: MHA Northwood Live At Home Scheme				Amount Requested and Use	
<p>Description MHA provides much needed support to elderly people in Northwood Hills and Northwood to enable them to remain living independently, without the isolation often associated with getting older. Activities are aimed at promoting friendship, socialising, health and wellbeing and are all provided with the assistance of trained volunteers.</p> <p>Activities include befriending, singing, group and individual assisted shopping, lunches and social clubs, exercise classes, outings and holidays, transport and information.</p> <p>Northwood Live At Home Scheme (MHA) complies with Methodist Homes Association quality standards and operates out of various venues in Northwood.</p>				£21,300 Core salaries & running costs	
				Recommendation: £15,000	
No of Service Users in 16/17	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
173	68	5,000	Met	£15,000	£126,000
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • Weekly friendship groups • Weekly lunches x 25-30 people • 200 x 1-1 assisted shopping trips • 25 x 1-1 home befriending • 200 exercise classes • 20 x trips/outing/events • Monthly games group and walking group • Weekly singing and IPAD training <p>The scheme is supported by 5 part time staff, and a local support committee. Its membership has increased over the last two years by 40% with current figures standing at 180 members supported by 80 volunteers. The scheme estimates that two thirds of volunteers are older people themselves who are in turn meeting their need for social engagement. Last year they had 29 new members with a throughput of 23 members, 13 of which left the scheme having developed connections in their local community and no longer requiring NLA assistance.</p> <p>Referrals are made by the Falls Prevention Service, NHS, Hillingdon 4 All and Council's Older People's services. They are trialling gaming activities to attract more men who are less well represented among the members.</p> <p>Officer Comment The scheme provides value for money on many different levels. Firstly, through its highly committed volunteering team who support all of the activities. They operate as drivers, accompany people shopping, to GP's and hospital visits, help at events, act as befrienders to individuals at vulnerable times. Being well established locally and nationally, it has negotiated in-kind and financial support from local churches, groups and businesses. Its Local Support Committee established a fundraising sub-group last year. Activities are charged for as the majority of member's are related to loneliness and isolation rather than financial.</p> <p>Loneliness is associated with poorer physical and mental health and the scheme supports older people to make appropriate use of services, stay connected, remain physically and mentally active thus independent for longer. As such it contributes to the Council's priorities on prevention.</p> <p>The increasing demand and the number of referrals are stretching staff, who are required to manage activities and volunteers. This year has seen both an increase in activities and numbers of clients with new members being referred from Ruislip, Eastcote, and Harefield. In order for the scheme to continue</p>					

to meet this new demand, they are requesting an increase of £6,300. Their application also indicates an increased request to MHA their other main funder.

Last year the Council funding totalled £26K (corporate grants, dining centre grant and ward budgets) which combined with the MHA grant made up 50% of their income. Other income was received from membership charges, donations and local fundraising.

It should be noted that prior to last year, the organisation generally achieved a surplus and has therefore built up comfortable reserves. This situation is unlikely to continue due to the extension of their membership. The organisation states that without an increase in income, they will need to cap membership levels and restrict access to people living within Northwood and Northwood Hills wards.

The organisation's accounts run on a calendar year so the award, based on last year's amount, is recommended pending review of December 2017 accounts.

Corporate Finance Comment

The organisation has suffered a deficit for year ended 31st December 2016. The application form states that they are expecting to suffer £4k loss in 2017-18 and £6k loss in 2018-19 due to an increase in expenditure against reduced income levels. The organisation has asked for an uplift of £6.3k on the grant as further contributions towards staffing and admin costs.

The organisation's policy is to have 6 months full costs and to allow for staff redundancy costs in reserve, however they are currently holding over 8 months running costs in reserve to allow for the office refurbishment and to cover a further shortfall in the funding streams.

The grant represents around 14% of the organisation's income and if the grant was reduced or stopped it would impact on the activities that they carry out. Recommendation should be made subject to review of their December accounts in January 2018.

Organisation: Relate London North West				Amount Requested and Use	
<p>Description Relate North West provides counselling support to families in eight boroughs including Hillingdon. Counselling services in the borough include family, sexual, 1-1, training, mediation and relationship counselling. This helps clients to strengthen their marriages and/or families, avoid separations, support children and enables divorcing couples to go through the separation process without court intervention. It holds contracts with 2 Hillingdon schools to provide support to young people.</p> <p>Sessions are held at Dovetail Community Outreach and at their Harrow head quarters.</p> <p>They provide back office support to the Uxbridge Contact Centre, which provides opportunities for separated parents to meet their children in a safe neutral environment.</p>				£13,500 contribution to counselling costs	
				Recommendation: £12,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
812	N/A	N/A	Met	£12,000	£121,000
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • 900 counselling sessions • 240 initial consultations to assess needs • 54 psychosexual therapy sessions <p>Qualified and experienced counsellors used at Relate are required to continue with their professional development to maintain excellent standards. Relate provides supervision for practitioners and their supervisors. This year Relate recruited 6 new trainee counsellors to build up their workforce and train them to their standards.</p> <p>The effect of counselling sessions is measured using recognised evaluation tools that measure before and after change, communication scales and psychological distress scores. Together this provides a measure of the clients' journey and progress.</p> <p>Relate London North West are also operational in Harrow, Barnet, Brent, Camden, Ealing, Islington and Westminster. They are currently seeking a merger with Watford & Three Rivers Relate in order to establish themselves in Hertfordshire.</p> <p>Officer Comment The corporate grant subsidises the cost that clients have to pay for counselling in Hillingdon. Each session costs £65 which is made up of client contributions charged on a sliding scale based on income. This approach aims to make the service affordable to more clients. Only Harrow and Hillingdon currently provide grant funding.</p> <p>The management of the Uxbridge Contact Centre affords a financial oversight and structure to the volunteer run operation and benefits both groups as they can refer cases, particularly mediation clients between them for practical support.</p> <p>The majority of Relate income other than the grant comes from client contributions with contracts from the Legal Services Commission, CAFCAS and individual schools. This year they have a grant pending with Awards for All, for a new IT system to facilitate the forthcoming merger. They are predicting a deficit next year for the Hillingdon programme hence the increase in grant requested. However, overall the charity made a surplus last year of £19K and has unrestricted funding amounting to 6 months running costs. It is therefore recommended to fund the grant at last year's level.</p>					

Corporate Finance Comment

The organisation achieved a surplus in 2016-17 due to higher income level than expenditure on charitable activities (an overall 3% increase in income from 2015-16). The organisation is forecasting losses on Hillingdon activity benefitting residents in both 2017/18 and 2018/19.

The request for a grant increase of £1.5k would contribute towards the counselling sessions provided within Hillingdon.

They have large balances of unrestricted reserves which could be used to fund their grant request. The grant sum requested only makes up 1.5% of their total income, but the organisation is an out of borough service and currently estimates to subsidise the service in both 2017-18 and 2018-19, without the grant they may not be able to subsidise the costs of the service for those who cannot afford to pay.

<i>Organisation:</i> Samaritans Hillingdon				<i>Amount Requested and Use</i>	
<p><i>Description</i></p> <p>The Samaritans core service provides 24 hour emotional support by phone, email and text message, 7 days a week, for residents in need of acute emotional support. Their service is free and confidential and clients can access the Centre at specific drop-in times.</p> <p>The Samaritans aim to reduce suicides through work with local organisations including Brunel, Uxbridge College, Uxbridge Police, British Airways and local schools, raising awareness of and access to, the service. It delivers training in listening ear skills free to local groups including Street Angels.</p> <p>The organisation is entirely run by trained volunteers. Training takes 6 weeks and is scheduled 3 times a year.</p>				£5,000 for training volunteers and running costs	
				<p>Recommendation:</p> <p>£3,000</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
25,000	71	6,000	Met	£3,000	£16,880
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <ul style="list-style-type: none"> • Provide emotional support for in excess of 25,000 caller contacts • Recruit and train additional volunteers • Provide periodic support at Hayes and Harlington and West Drayton Railway stations • Increase their work with awareness raising in local schools of their services and emotional health issues • Provide listening skills training free of charge to various community groups <p>Clients can access the service through a range of means including directly at their premises which is manned by a minimum of 2 volunteers. They provide an out of hours service and are linked to the National Samaritans system giving 24/7 availability to Hillingdon residents.</p> <p>It is 100% volunteer led and managed and so doesn't incur any staff costs. Volunteers who work for Samaritans undergo thorough training. They are planning next year to establish ongoing mentoring for volunteers to maintain excellence in their service.</p> <p>The organisation participates on the Hillingdon Suicide prevention group and works with the local CCG on plans to develop urgent care services.</p> <p><i>Officer Comment</i></p> <p>As a purely voluntary group, Samaritans provide excellent value for money. As well as providing individuals with emotional support to reduce suicides by those in crisis, they also seek to prevent it by work with schools, colleges, businesses and community groups and services to increase understanding of emotional health and improve the quality of interventions provided for those in need.</p> <p>The corporate grant is the only statutory income Hillingdon Samaritans receive. The rest of their local funding comes from local fundraising efforts, church groups and businesses and small trusts. They own their premises and have designated reserves for property maintenance which appears prudent given that last year repairs totalled £8K, which accounted for a substantial proportion of their deficit. The organisation continues to experience deficits but has significant reserves, officers therefore recommend maintaining the award at last year's level.</p> <p><i>Corporate Finance Comment</i></p> <p>This organisation experienced a deficit for the second year running, it has seen its income from donations drop by around £2.5k and further drops in fund raising income £5k and grants £1k, while having increased costs on its charitable expenditure (specifically its premises overheads £8k). It expects to breakeven in 2017-18 and 2018-19 with the assumption that the requested grant is awarded. The</p>					

request for a grant increase of £2k is to cover training and of new and existing volunteers including publicity.

The organisation's policy is to hold reserves equivalent to 18 months running costs plus £30k contingency for property maintenance and repairs, however they are currently holding more in the reserve than required. A temporary suspension of the grant award in 2018-19 will not affect the organisations ability to deliver the services but may result in service disruptions going forward.

Organisation: Victim Support Hillingdon (VSH)				Amount Requested and Use	
<p>Description VSH provides support to victims of crime in Hillingdon, helping them to cope and recover from the effects of crime. Victims are referred by the police and they can access information, emotional, and practical support via trained volunteers, either by telephone or 1-1.</p> <p>Services are free and confidential and include advocacy support with statutory or community agencies. They can assist clients with the criminal injuries compensation process.</p> <p>Home visits are offered in Hillingdon Monday to Saturday 8am - 8pm and outreach sites are available for drop-ins.</p> <p>Alongside, VSH delivers Independent Domestic Violence Advocacy (IDVA) services in Hillingdon. Note that the figures given below do not include IDVA activities</p>				£10,000 project costs for DV group sessions	
				<p>Recommendation:</p> <p>£10,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,379	12	6,000	Met	£10,000	£81,000
<p>Planned Activities for 18/19 Highlights include: The last few years has seen a restructuring of Victim Support services nationally which has resulted in a more efficient multi-crime service which now has telephone services provided in hubs with local volunteer support for 1-1 support.</p> <p>The national organisation has also won the pan London IDVA service funded by MOPAC (Mayor's Office for Policing and Crime) and this runs alongside but separately to the multi-crime service. Hillingdon has 6 f/t and 2 p/t workers for IDVA and 2 f/t and 1 p/t plus 12 trained volunteers, for the multi-crime service. Both services are currently funded by MOPAC. The corporate grant last year was used to work with hard to reach communities to raise awareness of services available and to assist individual victims of crime to come forward and seek support.</p> <p>This year, the request is to deliver a project for women who have suffered domestic abuse to increase their resilience and reduce repeat victimisation. With the majority of resources devoted to the high end need of dealing with women in crisis, VSH have identified a gap for women after those services have been withdrawn where women still need support. Their proposal is to deliver medium term support in the form of structured groups delivered by a qualified professional:</p> <ul style="list-style-type: none"> • 5 empowerment programmes x 6 sessions, each in different wards throughout the Borough • Expect a minimum of 30 women to complete the programme in year 1 • 80% increase in women's Risk, Protective, Resilience Outcome star evaluation method <p>The project will be based on one already operational in Kingston and will take referrals from the multi-crime service and other providers. It will sit within the multi-crime Community Support Service.</p> <p>Victim support is represented on the Hillingdon Safer Neighbourhood Board, Domestic Violence Forum, Borough Criminal Justice Group, Multi Agency Risk Assessment conference, and Youth Offending Board.</p> <p>Officer Comment Traditionally the corporate grant has contributed to the multi-crime service and although this is now fully covered by MOPAC until March 2018, it is not known whether this will continue. Victim Support has developed specialist support services to victims of crime including a homicide service, child sexual exploitation, hate crime, fraud and terrorism. It works closely with local and national bodies to champion victims' rights and improve services. The local service benefits from the strength of the national body and value for money and quality is achieved through the training volunteers, access to commissioned services etc.</p>					

Currently, Hillingdon's community safety team are mapping the need for and provision of domestic abuse services in the Borough with a view to identifying gaps and better co-ordinate the services that are available. Their advice will be decisive in ensuring that services are effective and joined up. Officers are therefore recommending that the award is made, subject to the outcomes of the Council's DA services review and further examination of Victim Support's offer.

Corporate Finance Comment

This organisation operates nationally and the accounts provided reflect the consolidated position as at 31 March 2017. They suffered huge losses in 2016-17 due to the loss of the national Witness Service contract and a number of smaller contracts.

The request for a grant of £10k is to cover mainly group session facilitation costs. The grant requested represents only 0.03% of the organisation's income and could be funded from existing reserve balances, it anticipates receiving other income from MOPAC for Hillingdon services, which cover its costs of providing the service to Hillingdon residents. Withdrawal of the grant would likely lead to the service being reduced.

Organisation: Royal Voluntary Service (RVS)				Amount Requested and Use	
<p>Description</p> <p>This national organisation supports older people through a range of interventions provided by volunteers to enable them to have more active and fulfilling lives.</p> <p>In Hillingdon, RVS has established a Dementia Support service providing 1-1 befriending by volunteers and signposting service for their carers. The service is now in its 6th year.</p> <p>Volunteers are recruited, trained and allocated to an individual to support who they will visit regularly to socialise with and support. This improves the quality of life of the client, particularly those in early stages of dementia, who are not receiving services but who may be isolated and at risk of harming themselves. It also provides a short amount of respite for carers.</p> <p>The project supports the national dementia awareness campaign.</p>				£41,000 for delivery of the dementia service	
				<p>Recommendation:</p> <p>£40,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
263	45	3,500	Met	£40,000	£40,000
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <ul style="list-style-type: none"> • Befriending support to 70 individuals with dementia and regular beaks for their carers • 250 people receive advice and signposting via telephone • 50 volunteers are operational during the year, providing 3,600 hours <p>The aim of the service is to meet the need of people with early stages of dementia who are not eligible for statutory support yet, and to seek to prolong their independence, health and well being. Lack of support at the early stages of dementia risks a faster decline in the condition and the need for costly interventions. RVS volunteer befrienders reduce isolation and assist sufferers to remain looked after and part of the community.</p> <p>RVS Dementia service is staffed by one paid manager located at Key House. She is supported by a volunteer force of befrienders, an administrator, and customer service volunteer. All volunteers receive basic or advanced dementia training, Safe Home visits and Safeguarding and induction via RVS nationally.</p> <p>RVS is part of Hillingdon Dementia Action Alliance aiming to create dementia friendly communities. Through this alliance, RVS is aiming to develop partnerships to deliver other supporting activities. It is also piloting a small craft group of volunteers who knit fiddle blankets for people with dementia.</p> <p><i>Officer Comment</i></p> <p>The targets achieved last year as with previous years, were slightly below those agreed. RVS was aiming to support 60 people with 1-1 befriending but achieved 53. They were hoping to secure additional funds for new projects working in partnership with local groups but these were not successful.</p> <p>The dementia service is funded exclusively by the corporate grant and despite much encouragement to extend the project or the organisation's activities into the borough, it has failed so far to scale up its intervention. This is in part due to the befriending model which is resource heavy. Therefore with demand high, the service is often closed for referrals to avoid long waiting times to be matched with a befriender. However, the project continues to provide 45-50 dementia sufferers with weekly or fortnightly support with the backing of a large national organisation to provide quality infrastructure.</p> <p>RVS is in the process of recruiting a new member of staff for the service, and officers want to take this opportunity to review the structure of the service and explore with RVS the potential to scale up support</p>					

for people with dementia. Given the level of need and implications for older people, it is recommended to award this request.

Corporate Finance Comment

The accounts provided are the national charity accounts of the company.

The organisation's deficit has reduced by £1.75m in 2016-17 reaching its previous year's objective of bringing the deficit below £1.6m. Income in relation to services continued to decline due to the closure of retail units, however its expenditure was reduced at the higher rate. In addition voluntary income increased by £2.6m (trusts and lotteries).

Although its national reserve balances are considerable and could fund the activities in Hillingdon, this is an out of borough service and activities in LB Hillingdon are funded solely via the Council. Without the funding, the organisation may not be able to provide their services to Hillingdon.

Organisation: Recycle-A-Bike				Amount Requested and Use	
<p>Description</p> <p>Recycle-a-Bike (RAB) recycles abandoned and donated bikes for resale and provides a professional cycle repair service to the local community, at its relocated site in Fassnidge Park. Working in collaboration with the Council, NHS and the Job Centre, RAB supports unemployed people with mental health issues to gain employment and engage in mainstream life through employment related training and work experience.</p> <p>The non for profit company has developed a unique business model offering a variety of work experience, training and volunteering opportunities to unemployed residents with mental health conditions at its shop, the newly established cafe and in bike mechanics.</p>				<p>£13,000 part time cafe supervisor and training costs</p> <p>Recommendation:</p> <p>£13,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
40	40	8,640	Met	£13,000	£115,500
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • 5 client/volunteers achieve Level 3 Food & Hygiene training • 15 client/volunteers gain cafe work experience and Level 2 Food & Hygiene training • 5 client/volunteers complete Barista training courses • 20 client/volunteers complete cycle maintenance course • A further 2 complete the full Cytech qualifications in bicycle maintenance • Collect and recycle a minimum of 50 unwanted bikes from around the borough <p>This year RAB launched the successful Rusty Bike Cafe as part of their offer providing an excellent community facility in the park and expanding their work and training offer for volunteers. It has made considerable strides over the year converting the disused buildings in Fassnidge Park into a thriving shop, cafe, bike storage and workshops. A multitude of broken and unwanted bikes are collected, sorted, stripped of useful components and the remains painstakingly dismantled for scrap. The workshop boasts 6 training workstations for volunteers, a 3 station workshop for customer repairs, the shop and a bike showroom as well as storage sites for bikes in various stages of repair.</p> <p>RAB takes referrals from NHS mental health services for client/volunteers, and has developed various partnerships to support its work including with Brunel to provide students with low cost recycled bikes, the Council's sport development team to improve the bike loan scheme and Council's economic development team. Through them RAB is now offering volunteering opportunities to the Mental Health Employment Trailblazer and partnership work with JCP has been strengthened with both local Disability Employment Advisors aware of RAB for referrals. RAB works with the Metropolitan Safer Transport team to help reduce theft of cycles in the LBH area and recycle recovered stolen bikes.</p> <p>If RAB is successful in having its license renewed by the council it plans to launch a 'Bike Base' for commuters who want a safe place to store their bikes while at work. It will further promote the site as a destination for bike enthusiasts and aims next year to launch a female only cycle maintenance training session to encourage greater numbers of female clients.</p> <p>Officer Comment</p> <p>The grant request is for the 'not for profit' cafe to expand its current work experience offer with more formal training and accredited certificates for client/volunteers in customer service by recruiting a part time supervisor role. The newly established Rusty Bike Cafe builds on the ethos of Recycle A Bike with a strong local community focus, providing locally sourced delicious produce at affordable prices. They currently have 7 client volunteers who have completed Level 1 & 2 food & hygiene qualifications, gained barista skills and are now working towards their Level 3. The cafe is open 7 days a week and is widely used by families, cycle enthusiasts and the general public and is an excellent asset to Fassnidge Park.</p>					

The achievement of RAB this year, getting the site up and running is exceptional, with 1 paid staff member and a committed band of volunteers. Initiatives are underway to expand their operations to commercial businesses, which if successful will provide paid employment for client/volunteers. However, there is a pressing need to increase the number of paid staff across the core services to ensure its sustainability in the long term. The operation raises the majority of its income through sales (approx £100K), however the net profit from recycling bikes is low while the benefits to client/volunteers, to the local community and environment is great.

Cabinet agreed in principle (December 2015) to consider funding over the following two financial years, to enable the employment of a full time co-ordinator and support RAB to become self sufficient. The grant awarded was also bolstered by section 106 employment training funds. At the Council's request the RAB took over the operation of the cafe in Fassnidge Park and transformed a rundown building into an attractive facility and are using the cafe to offer further training for residents with mental health challenges. Based on the original proposal the 18/19 grant would be the last tranche of £13,000 required and Officers, therefore, recommend this payment and will continue to work with RAB on their plans to become self sufficient.

Corporate Finance Comment

This is the third time the organisation has applied for a grant. They achieved a surplus in the last two financial years and forecast a surplus in 2017-18 and a deficit in 2018-19. The organisation is asking for the same level of grant as 17-18. Estimated staffing costs for 2018-19 are £46k higher than 2017/18 reflecting a need to improve the organisation's sustainability by formalising its current voluntary working arrangements and creating paid posts.

It moved to a council owned property in Fassnidge Park in September 2016, paying a nominal rent of £1,500 pa. and receives 100% business rate relief.

The reserves are held to pay for the day to day running costs and renovation costs of the new premises. Award of the grant is subject to receipt of fuller 2016/17 accounts in order to satisfy finance officers' assessment.

Organisation: Bell Farm Christian Centre (BFCC)				Amount Requested and Use	
Description Bell Farm operates in a deprived area in West Drayton with a history of juvenile crime, providing early intervention and prevention services. Projects target children and families, travellers and older people, providing advice services, parenting support, social/recreational activities and training courses. Working with partner churches Bell Farm has successfully established a food bank and food share service that runs alongside advice provision for the UB7 area.				£55,000 contribution to salaries and advice work costs	
				Recommendation: £50,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
2,185	35	6,336	Met	£50,000	£259,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • 100 families access parent/toddler play sessions • 80 children access 5 day holiday playscheme • 125 older people access weekly lunch and social club • 25 housebound older people receive regular outreach support • 900 clients receive advice services • 36 adults access specialist courses on self esteem, parenting, men only courses • Fresh food produce distributed weekly to families in need, benefiting 200 clients <p>BFCC works particularly with the traveller community ensuring that they are integrated into the wider community. Of particular note has been the successful establishment of a new Food bank under a partnership of churches in the area. It is a Trussel Trust affiliated member operating a voucher scheme but with an advice service running alongside it. This gives people in crisis access to independent advice and solutions at the same point as receiving their emergency food aid.</p> <p>Advice is part of their core offer and the demand and need is ever on the increase. The organisation is finding its resources stretched and are exploring options to increase and sustain the service.</p> <p>New services planned for next year include; weekly dance and exercise sessions for young people after school; a health needs assessment with the traveller community; and training for staff to deliver 1-1 sessions for children experiencing depression and courses for adults with mental health issues.</p> <p>Officer Comment In addition to the corporate grant, BFCC receives £17K dining centre grant from the Council. It receives consistent support from Hillingdon Community Trust, this year primarily for the advice centre but also in small grants for the playscheme and transport (£59K total). It raised a further £60K from local fundraising and income generating activities. In its last year of advice funding from City Bridge Trust, BFCC has been busy seeking replacement funds with a number of bids pending for the service.</p> <p>The accounts for last year show a large surplus due to a major building project overrun restricted for that use in 2017. There has been a contraction of services over the last couple of years, largely due to finishing the building project, but also from changes in management and relinquishing the LBH triple P Parenting contract. The organisation is seeking to consolidate and develop existing services while seeking to take advantage of the extra space on completion of the building to deliver more preventative activities.</p> <p>BFCC is projecting deficits for the next couple of years and has a number of bids pending designed to mitigate them. If BFCC receives the increased request of £55k, the grant would then equal 25% of their projected income for 17/18, officers are of the view £50k should be a sufficient contribution to core costs. It will also need to start exploring alternative sources of income other than HCT beyond 2019.</p>					

Corporate Finance Comment

The organisation achieved a surplus for the past three years. This is due to an increase of funds received through numerous income streams and reduction in expenditure on charitable activities.

The majority of the grant will contribute towards staff salaries. The potential grant increase will go towards the centre's Advice Information and Care Service supporting users on a variety of issues such as housing, domestic violence, debt etc. with a particular focus on disadvantaged and vulnerable members of the community.

The unrestricted reserves equate to less than the minimum amount required to keep the organisation afloat for 1 to 2 months in case of a significant drop in funding. The grant requested represents 25% of the organisation's total projected income for 2017/18 and if it were withdrawn the services that the organisation provides may be curtailed.

Organisation: Centre for ADHD and Autistic Support (CAAS)				Amount Requested and Use	
<p><i>Description</i></p> <p>CAAS aims to support, educate and empower individuals with ADHD and/or autism, their families and the community. Originally based in Harrow, it moved to Eastcote and is working with Hillingdon residents although the majority of clients still come from Harrow.</p> <p>It is a parent led registered charity, offering a full menu of information, support and training for parents/carers and siblings, as well as for adults and young people with autism and/or ADHD. They work with schools and professionals to raise awareness of the conditions and offer specialist training and workshops.</p> <p>Young people can access counselling, 1-1 mentoring, individual transition support, training, and various social clubs and activities. The programme of support for adults includes training, peer and therapeutic groups and 1-1 coaching.</p>				<p>£24,771 contribution to core salary and running costs</p>	
				<p>Recommendation:</p> <p>£10,000</p>	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,735 (25% LBH residents) inc repeats	2	250	Met	£10,000	£277,000
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <p>While the majority of clients come from and are funded by Harrow, Hillingdon residents have again substantially increased this year from 87 in 15/16 to 251 individuals in 16/17 accessing activities at their offices and a further 175 through outreach to schools and professionals. It expects similar numbers next year.</p> <p>The charity records a range of successful outcomes (between 70-100%) including:</p> <ul style="list-style-type: none"> • Improved home/family environments through education and sleep support • Better parental understanding and management of the conditions alleviating stress, isolation and depression of families affected • Increased confidence and self esteem of young people and adults through shared learning/peer support and 1-1 engagement <p>They will work with families and individuals prior to diagnosis, which can take many years and run some unique programmes ie. Adults with ADHD and an autistic women's group. Having established a gap in provision for autistic adults they are planning to expand this element of work. Other planned activities for 2018 include lego therapy, a therapeutic siblings group, and more activity groups for young people. They will continue to offer regular sleep workshops and sleep support.</p> <p><i>Officer Comment</i></p> <p>This charity offers value for money on a number of levels, including financial, expertise and prevention. Most services are provided free of charge or at minimal cost. Hillingdon residents will benefit from 25% of their expected expenditure this year ie. £70K for an investment of £10K grant. The majority of their funding comes from trusts such as Children in Need, National Lottery, John Lyons and Global (total £140K), Harrow CCG and Council (£50K) and a further £60K from earned and local fundraising.</p> <p>Staff are highly trained with qualifications in counselling, special education, parenting support and training, group facilitation, as Sleep practitioners, specialist trainers in ADHD and Autism as well as having lived experience of the conditions. The organisation is developing links with Early Intervention and CCG in Hillingdon, including CAMHS. They participate on Hillingdon Autism Task and Finish group and its sub-groups and Short Breaks Working group. The Director of Autism serves as a governor at Grangewood school and has been invited to be a governor at Pied Heath.</p> <p>The organisation made a surplus last year and is in a fairly good financial position this year, therefore it is recommended to maintain the grant at the previous level.</p>					

Corporate Finance Comment

This is the third year the organisation has applied for a grant. They achieved a surplus of £15k in 2016/17.

The grant requested equates to almost 8.5% of the income achieved in 2016-17 and if awarded this will be used to send Hillingdon based clients on specialist courses and workshops as well as provide them with access to a family support worker for either 1:1 or group support. The unrestricted reserves held are less than 15% of annual running costs, this is the level required by the trustees.

The organisation is applying for an additional £15k in funding in 2018-19. However, if the grant approved remained the same at £10k there should be no significant change to Hillingdon services.

<i>Organisation: Hestia</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i> Hestia delivers a domestic violence refuge and floating support service in the borough, funded through a Council contract. This request is to continue to deliver a remodelled children's support service at the refuge and within the community, for children directly affected by domestic violence.</p> <p>In Hillingdon they also provide a human trafficking service, providing short term accommodation to male and female victims, funded by the Salvation Army. Their offices are based at Television House in Eastcote.</p>				£43,123 costs associated with children's support programme	
				<p>Recommendation:</p> <p>£43,000</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
62 children & 33 mothers in Children's programme	N/A	N/A	Partially Met	£44,950	£411,000
<p><i>Planned Activities for 18/19 Highlights include:</i> The organisation has requested funding to deliver the children's support programme to run alongside their contract to deliver a domestic violence service in Hillingdon. This includes running a Refuge for women with children, second stage housing and a floating support service. The children's programme has been redesigned following monitoring reviews, which highlighted blockages in delivery caused by the model they were using.</p> <p>The proposed programme will now feature a limited amount of counselling for children between ages of 11-18, more structured interventions with mothers and children and activities in the holidays at the Refuge. They will continue to deliver a community programme of three groups per year that will include children from 2nd stage housing and referred by social services.</p> <p><i>Officer Comment</i> The bulk of funding for the DV programme in Hillingdon is from a contract (£262K) with another £104K made up of charges levied on service users at the Refuges.</p> <p>Officers raised concerns related to the effectiveness and efficiency of the community programme which had long waiting lists and low through-put. Additionally, the project has experienced problems with recruitment and retention of experienced children's workers.</p> <p>Hestia is working closely with the Council to address concerns, and officers are of the view that in future, the service would benefit from being incorporated into the Council contract rather than as a stand-alone project. Officers are therefore proposing that the grant should be transferred to Community Safety budget to be retendered for next year as part of the domestic abuse support contract.</p>					
<p><i>Corporate Finance Comment</i> This organisation has achieved a surplus for the past 6 years. It operates across 22 London Boroughs and the South East, so despite the LBH grant representing 2% of organisation's total income, with regards to services within LB Hillingdon it represents 11% of income. This income is made up of statutory income from contracts/SLAs with LBH, rents and the LBH grant.</p> <p>Its balances are considerable and the organisation as a whole could sustain the grant funding being cut. However, as this is an out of borough organisation, LB Hillingdon may not be able to access such a wide range of services without awarding the grant.</p>					

Organisation: Hillingdon Autistic Care and Support				Amount Requested and Use	
Description Hillingdon Autistic Care and Support (HACS) provides support in five main areas to those affected by Autism: Family support, Training service for parents/carers and professionals, Recreation service, Employment training and support and Autism awareness. Services support people with the condition and their families. The organisation also works with schools, colleges, employers, social services and mental health services to improve the response to and, therefore, the experience of those with autism. In particular it offers practical and supported work experience for people with autism via two community cafes.				£40,000 for core staff salaries	
				Recommendation: £40,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,342	40	1,400+	Met	£40,000	£409,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • 12 x specialist workshops & 3 x 4 week parenting courses for parents/carers • 11 x awareness training for schools, businesses and community groups • 39 x autism surgeries • 3 x 4 day holiday playschemes • 10 x autistic adult support groups • 57 x age specific Saturday clubs & 66 x youth clubs • 60 young adults receive supported work placements & 25 gain accredited learning certificate <p>Activities support children, young people and adults affected by autism and their families, and professionals. Outcomes are aimed at increasing resilience and confidence of carers and reducing their isolation. For those with autism, the focus is on increasing access to social activities and thus improving their social interaction, enhancing confidence and independence.</p> <p>The employability programme provides supported placements for young people at two sites; the Rural Activities Garden Centre tea rooms and Brookfield Adult Learning Centre cafe. In addition, learners will be able to access job application/interview preparation. It is envisaged that a small cohort of adults with autism will benefit from employment support. A key achievement last year was the successful recruitment of a former learner on the Employability project to an assistant catering position at their Brookfields Cafe.</p> <p>The organisation recruited their first apprentice last year, and were proud to win West London college 'Employer of the Year' award this year. Working with Intu shopping centre they are helping launch a weekly 1 hour autism friendly shopping period with reduced lighting and music.</p> <p>Officer Comment HACS receives approximately £99k from LBH made up of the core grant and payments to run the Rural Gardens Tea Rooms, Brookfield Cafe and provision of short breaks. It enjoys significant support from Hillingdon Community Trust who currently fund two programmes; Employability and Family Support Service, the latter being extended for a further two years (up to Aug 19). Other income is sourced from Global Make Some Noise (£40K) and the Masonic Charitable Trust (£20K). Earned income is gained from the two Cafes (£50K) and charges/subscriptions (£40K) with local fundraising contributing £40K. The finances of the organisation are healthy with substantial surpluses achieved for the past two years and one predicted for 17/18. The organisation is holding approximately 5 months unrestricted reserves and another 5 months in restricted running costs. However, the group will need to start reducing their reliance on HCT funding after 2019 and exploring the potential of the cafes to generate income. Planned bids for next year include Lottery for Family Support service, Lloyds Bank for core costs and Awards for All for autism training programme.</p>					

Corporate Finance Comment

This organisation has made a surplus for the past three years and is expecting another surplus in 2017-18 (24k) and a small loss in 2018-19 (£8k) due to £77.5k increase in expenditure on staffing.

The application requests the grant as a further contribution towards staffing costs. The grant is estimated at 11% of their total annual income and based on current reserve levels and anticipated surplus in 2017-18 there are sufficient funds to allow for a one year withdrawal of the grant. This would not impact the organisations policy of holding £90k unrestricted reserve to cover 3 months operational costs.

Organisation: Hillingdon Outdoor Activity Centre				Amount Requested and Use	
<p>Description HOAC runs a unique and well established outdoor activities centre for the whole community with a focus on youth, that includes a range of activities for people with disabilities, schools, youth groups as well as for individuals and families.</p> <p>Located in Harefield, it boasts a 45 acre lake and provides a wide range of land and water based outdoor activities including sailing, canoeing, sculling, windsurfing, fencing, climbing, abseiling, caving, and archery, leadership training etc.</p> <p>The Centre is a registered youth charity set up originally in partnership with Hillingdon Council.</p>				£54,600 core staff salaries	
				Recommendation: £54,500	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
20,000 (40% estimated LBH residents)	50	2,000+	Met	£54,500	£690,000
<p>Planned Activities for 18/19 Highlights include:</p> <ul style="list-style-type: none"> • 20,000 users via group bookings from schools, colleges, youth groups etc • Summer and holiday courses for 1,500 children • 400 members • 1,000 day members • 1,400 holiday course bookings • 50+ young leaders involved in volunteering and training <p>HOAC provides a range of accessible water and land based sporting activities. It continues to be a popular site with a comprehensive list of well run courses and activities primarily for young people aged 8 upwards to learn new skills and gain qualifications. The Centre employs 7 f/t staff and 50 p/t instructors. They are supported by 50+ volunteers. Good staff and volunteer retention offers continuity and a high level of service so that school bookings remain stable year on year.</p> <p>To ensure accessibility, HOAC offer a number of special needs programmes and facilities. They host a disabled weekly sailing club and hold a special needs day. This year they started new adult 'have a go' sessions, stand up paddleboarding, yoga, and set up a new online bookings system.</p> <p>HOAC are quality controlled by inspections from various Associations and hold an Adventure Activities licence. They are a registered Royal Yachting Association training centre. Bookings are in demand despite all activities being charged for. The grant is used for the Centre Managers salary and therefore allows HOAC to charge less than full cost for group bookings.</p> <p>While HS2 debate continues, HOAC has received planning permission for the new Denham site and is negotiating costs for the move with HS2 and LBH.</p> <p>Officer Comment The corporate grant is the only grant funding received by the organisation with the rest of its income gained through trading and membership fees. It makes up approx 8% of the Centre's income. Accounts from 16/17 show trading income at £641K, making a considerable surplus of £98K. They pay a peppercorn rent of £115 per annum.</p> <p>HOAC has followed a policy in recent years of investing minimally in its equipment and site while the plans for HS2 continue to be debated. This has enabled it to build up substantial reserves to re-establish the Centre at an alternative site (probably Denham).</p>					

Corporate Finance Comment

The organisation has made a £98k surplus in 2016-17, the key driver being a reduction in staffing costs from the previous year of £120k. The requested grant will contribute towards the centre's staffing costs - specifically the Centre Principal and Office Manager.

The applicant requests the grant as a further contribution towards staffing costs. The grant is estimated at 7.4% of their total annual income and based on current reserve levels and anticipated surplus in 2017-18 there are sufficient funds to allow for a one withdrawal of the grant. This would not impact the organisations reserve policy.

The organisation holds unrestricted reserves of £817k, £300k is for a potential move due to HS2, and £185k is to cover operations activities, leaving excess reserves of over £300k. Due to the upcoming HS2 project this organisation is likely to be moving to new premises in Denham within the next year. This means that HOAC will become an out of borough organisation.

Organisation: Home-Start Hillingdon (HSH)				Amount Requested and Use	
Description Works with families experiencing difficulties that have at least one child under five. Assistance is tailored to the needs identified and provides both practical and emotional support. Support is flexible with the majority of families receiving home visits by volunteers on a weekly basis for as long as required. For families with additional needs, a Family Support worker is available to provide 1-1 support. Occasional support is also offered by a co-ordinator where the home visiting support is deemed inappropriate to the family's needs.				£120,000 Core salary and running costs	
				Recommendation: £120,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
79 families (inc 172 children)	34	1,120 hrs direct support	Met	£120,000	£151,911
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • A minimum of 60 families will receive ongoing home visiting support • A further 15-20 will receive intensive 1-1 from the family support worker and/or co-ordinator • Run one volunteer preparation course training for 10-14 new volunteers x 40 hours • Secure funding to recruit an additional post to specialise in Perinatal Mental Health support for families • Issue vouchers for Hillingdon FoodBank to families in need <p>Home-Start specialises in working with hard to reach families who face significant and complex challenges including mental illness, physical disability, children with additional needs, poverty and inadequate housing. The aim is to improve a family's resilience and ability to cope with their particular situation. Multiple issues and needs are common, so the service is tailored individually and is not time limited.</p> <p>They work with families referred by children's services, mental health teams, children's centres or health visitors, some of whom may have a child protection plan. Once families have been assessed by the co-ordinator and a plan of support is agreed, a trained volunteer with parenting experience provides support in the home to deliver the plan.</p> <p>Volunteers receive thorough training including safeguarding, understanding depression, listening and play skills, as well as ongoing supervision. They continue to have access to training throughout their time volunteering. In addition to the Volunteer supported service, Home-Start provide a Family support worker who deals with the more complex cases where the use of volunteers would be inappropriate.</p> <p>Officer Comment Home-Start offer a valued and structured service that aims to prevent family breakdown and intervention needed from statutory services. They comply with Home-Start UK Quality Assurance system which covers management, governance and service delivery. Volunteers receive on-going training, support and supervision while delivering to families.</p> <p>Links with statutory referrers are maintained during their contact including an end of support evaluation on the progress and achievements each family has made. They use a structured assessment and evaluation tool for each family enabling them to self assess their progress.</p> <p>The small team of 1 full time and 4 part time staff provide the training, management and supervision of the volunteers. Recruitment and retention of volunteers is a challenge due to the sizeable commitment required in time and training. Further, due to the vulnerability of the clients and necessity for close supervision, the staff are not able to manage more volunteers safely. So while there is more demand than the organisation can meet, they cannot expand operations without more paid staff.</p> <p>The organisation is largely dependent on the corporate grant and it is approximately 79% of the anticipated spend in 17/18. HSH is working hard to reduce this dependence and has established a</p>					

funding relationship with the CCG with a small contract worth £10K p.a. and has secured another year's funding from Hillingdon Community Trust for a grant of £16K for a part time Family Support Worker. Home-Start has identified an unmet need for a Peri-natal Mental Health Project and has applied for a grant of £85K over 3 years from Henry Smith Foundation. The application is supported by CNWL and local health visitors, and the outcome of the bid will be known in the new year.

Corporate Finance Comment

The organisation has suffered a small loss of less than £1k in 2016-17, an improvement on the loss suffered in 2015-16 of over £15k, it has done so by reducing its spend on charitable activities. They are also small losses in both 2017-18 and 2018-19, which will further reduce their reserves.

The LBH grant constitutes over 79% of its total income, so the organisation is heavily dependent on receiving the grant in order to continue its services to the community.

The unrestricted reserves are not enough to cover the loss of the grant and are currently held in order to pay staff redundancy and the termination of contracts. This will ensure the organisation is left debt free in the event of the scheme being forced to close.

Organisation: P3				Amount Requested and Use	
Description The group provides wrap around support to vulnerable young people who are at risk of or are homeless. They run 4 supported housing schemes, 3 move on flats, floating support, a young person's advice centre and a job shop within the borough. It conducts outreach work in schools and the community targeted at young people to prevent homelessness, unemployment and exclusion. P3 run a family advice service in children's centres across the borough, and a sexual health service operates from its advice centre.				£42,000 for staff and management costs	
				Recommendation: £42,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
1,202	1	165	Met	£42,000	£1,112,289
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • 600 young people gain advice around housing issues • Deliver 9 units of move on accommodation from 3 flats • 330 advice sessions in children's centres, raising £100K for clients in financial benefits • 40 young people receive floating support to enable them to manage their own tenancies • 23 units of medium/high supported housing to young people + further 10 with low support • 100 young people receive employment support with target of 40 into employment <p>P3 are also aware of the high crime rate relating to stabbings among young people across London and are exploring responses to be included in their offer next year. They aim to develop the young people's forum for professionals established this year.</p> <p>Officer Comment</p> <p>P3 offer a key prevention service for young people in the borough, working with those at risk of exclusion or facing not in employment, education or training (NEET) issues and under threat of homelessness. Assisting them to succeed not only benefits the individuals but the wider community with less crime and more active participation. They provide out of hours and crisis support as well as a no closure policy which means that clients can access support even after they have left the service, averting future crisis's from developing.</p> <p>This past year has seen an increase in partnership working with local organisations. P3 are now collaborating with ARCH for delivery of drug services to young people. They have been working closely with the CCG to review their services with young people. As ever P3 participate on a number of local forums and networks including Domestic Violence forum, MARAC, Child Sexual Exploitations meetings and Safeguarding Children's conference.</p> <p>The grant makes up approximately 4% of their total expenditure in the borough. P3 have successfully subcontracted from Prospects to deliver NEET outreach support locally making a total of employment contracts of just under £100K. Approximately £380K is raised from housing benefits and £600K from Council contracts to run supported housing, Navigator and Advice at Children's centres.</p> <p>The organisation has proved itself successful at winning and delivering contracts, and producing effective outcomes so although it is anticipating a deficit next year as various contracts come to an end, past performance is reassuring. Officers support their young people's forum initiative and will encourage them to build on this in the coming year. With that in mind, it is recommended to award the grant.</p>					

Corporate Finance Comment

The national organisation has achieved surpluses for the past four years.

The grant requested is primarily for local staffing and associated admin costs and as it represents around 0.2% of the income of the whole organisation. Although it could be funded from existing balances, the grant requested accounts to 4% of the income specifically relating to Hillingdon. The grant does appear to be integral to the plans for local expenditure during 2018-19 in order to maintain delivery of the service.

<i>Organisation: Uxbridge Child Contact Centre</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i> UCCC provides a safe and neutral space where separated parents can spend time with their children and maintain contact or be able to start to rebuild relationships where there is no other option available.</p> <p>Entirely volunteer run, it is affiliated to Relate who provide infrastructure support.</p> <p>Sessions are held on a Saturday, twice monthly in Uxbridge.</p>				£3,608 Rent and running costs	
				<p>Recommendation:</p> <p>£3,000</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
75 (45 families)	12	N/R	Met	£3,000	£5,700
<p><i>Planned Activities for 18/19 Highlights include:</i> The Centre will continue to provide twice monthly supervised contact for separated parents and their children with the aim of supporting families to manage their own arrangements in the long term. Contact sessions are up to 3 hours for the non resident parent and child. Grandparents and extended family members are also welcomed with the prior agreement of both parents, helping to sustain wider relationships that might otherwise not have the opportunity to flourish.</p> <p>Volunteers manage the sessions at the hall at Christchurch to ensure the smooth hand over from parents and supervise visits, providing refreshments, toys etc. The volunteer co-ordinator is responsible for recruiting and inducting the volunteers and co-ordinating and booking the sessions between the separated parents, prior to the visit.</p> <p>The co-ordinator is supported by Relate who carry out DBS checks on volunteers and manage the finances and fundraising for the service. They refer to and take referrals from the service and therefore it fits with their aims and supports their objectives. The National Association for Child Contact Centres (NACCC) is accessible to the co-ordinator who submits quarterly reports to them, and they provide the guidelines for running sessions, training volunteers and inductions etc. The co-ordinator can also refer to the CAFCASS officer for advice and safeguarding issues are reported to the Council and NACCC.</p> <p>They predict similar numbers of families to be supported in 2018/19 (between 45-50 families), having 12-14 families on their books at any one time.</p> <p><i>Officer Comment</i> The Centre benefited from a donation from the Mayors fund last year which allowed them to update all their toys and equipment as well as providing the service with some IT to assist with bookings and referrals. The majority of the grant is spent on rent at Christchurch for use of the main hall and waiting rooms. An annual grant from CAFCASS of £2,000 is applied for annually and makes up most of the additional expenditure.</p> <p>Relate are requesting an increase of £608 this year to meet a shortfall in income which has traditionally been absorbed by the organisation as unpaid management time. There is no separate information in the accounts relating to UCCC and coupled with Relates healthy reserves, it would be difficult to justify the increase requested.</p>					

Corporate Finance Comment

This organisation works in partnership with Relate London North West and it is their accounts that have been presented. They contain no specific information regarding the Uxbridge Child Contact Centre.

However, the application states that the requested grant of £3.6k is to be used towards; rents £2k, staffing £1k and the rest on utilities and office expenses, which compensates 63% of their annual expenditure for Hillingdon.

Relate NWL holds large balances of cash and unrestricted reserves and the grant requested is only a very small proportion of this organisation's total income. The Contact Centre however does not have access to these funds and is mainly funded from the grants received. It would therefore be very difficult to carry on providing the service in Hillingdon if the grant was reduced or withdrawn.

<i>Organisation: Friends of No.11 Group Operations Room</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i> No 11(F) Group Operations Rooms are now owned by the Hillingdon Council having been transferred from RAF ownership. The Friends work closely with the Council, RAF and their curator. Their role is to support the preservation of the Battle of Britain Bunker as a national heritage site.</p> <p>Friends' volunteers provide education and tours to the public for the site. In addition, they support research and raise funds to maintain and develop and preserve the site.</p>				£12,000	
				<p>Recommendation:</p> <p>£6,000</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
7,106	40	5000		£6000	£29,750
<p>Planned Activities for 18/19 Highlights include:</p> <p>The Battle of Britain bunker is now owned by the Council and the Borough Museum at St Andrews Park nearby and the Bunker share a curator. The Friends work to assist with education of the public on the role and functions of the bunker and the history of the Battle of Britain. They co-ordinate research, education, advertising, curatorial and other work in support of the bunker, including preserving it as a site of national heritage.</p> <p>Hosted tours of the Bunker are conducted and often carried out by the Friends Volunteers. They also carry out basic maintenance work. The recent opening up of the Bunker visitor centre will provide a significant number of additional visitors as well as making the experience accessible for people with disabilities. The Friends have been building up resources in order to equip the centre and to deal with the increased footfall. Whilst a significant amount of work is undertaken by volunteers, the application is to cover staff costs, tour guide expenses and administration.</p> <p>Officer Comment The reserves the organisation has secured have risen each year from £89,000 in 2014/15 to over £100,000 in 2016/17 and, subject to completion of final accounts, have been described in their application as currently standing at £119,090. Whilst it is anticipated that a considerable percentage of these reserves will be committed once the new centre opens, in view of the above, it is recommended to fund at last year's level.</p> <p>Corporate Finance Comment This is the fourth time that the organisation has applied for a grant. The increase in the grant request relates to funding for the additional staffing and administrative costs resulting from the new visitors centre (allowing the Bunker to open to residents outside of normal hours, including weekends and bank holidays).</p> <p>The reserves, £2k of which are restricted, will be utilised for the development/equipment of the new visitors centre, due to be fully open in Feb 2018.</p> <p>The application does not yet include accounts for 2016-17 or a full forecast expenditure plan and it is therefore difficult to assess whether there is need for the grant. Recommendation is to support at the same level pending receipt of further information allowing a fuller financial assessment.</p>					

Organisation: Groundwork South (GS)				Amount Requested and Use	
Description Groundwork's aims remain to provide a range of environmental community based projects in and around Hillingdon. Projects include the Colne Valley Park and the Healing Gardens project for older people. GS also manages grants for the Heathrow Community Fund and the Tesco Bags of Help fund.				£18,000	Healing Gardens and CEO and management costs Hillingdon
				Recommendation:	
				£7,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
5010 (80% Hillingdon residents)	10	1750	Met	£18,000	£575k
Planned Activities for 18/19 Highlights include: Last year GS has delivered the Healing gardens project weekly supporting elderly or frail clients to maintain their gardens, using volunteers and GS staff. In addition GS hosted 17 schools at its Iver Environmental Centre reaching 1,477 pupils. Groundwork South encountered a difficult year in 2017/18. Their estimated income did not materialise in the way they had hoped requiring the company to become a wholly owned subsidiary of Groundwork London to remain viable. In addition, their contract for delivering the Com.Cafe on the Glebe Estate in West Drayton was handed back to the Council, following some performance concerns and potential withdrawal of other funders. On the positive side, they were successful in securing a development grant of £107K for Colne Valley Partnership (CVP) as part of wider £1.7 HLF grant with final approval due in 2018 which if successful will benefit Hillingdon with environmental management and improvements along the Colne Valley. The Officer Comment The Council has supported Groundwork South over several years through its core grant and GS has been seen as a reliable partner to go to, to pick up potential projects as and when they arise. Earlier work on its former subsidiary Blue Sky, and providing host to the then Hillingdon Link were very positive projects that benefitted residents. However, with challenges of the Com.cafe and wider financial difficulties that GS has experienced their capacity to deliver in Hillingdon is less significant than previously and there have been fewer opportunities to commission GS. Further, the Council is funding the CVP (£12K pa) directly through a memorandum of understanding, providing indirect support to GS as the main partnership provider. Other projects such as running the charity shop, work with schools and servicing the grant applications for Heathrow Community Fund could be considered as self supporting. The key Hillingdon based project which remains is the Healing Gardens project and we understand that some £7k of the core grant has been allocated to this scheme, delivering some 53 garden improvements to older people with a unit cost of some £132 a garden. Beneficiaries are asked for donations to contribute to costs. Given the reduction in activity in Hillingdon, GS' capacity and the separately funded CVP, there is a case to reduce the core grant reflect the level of value now provided to Hillingdon residents i.e. predominately the healing gardens project.					
Corporate Finance Comment This organisation does not operate solely within Hillingdon. The accounts reflect the consolidated position, incorporating subsidiaries. The organisation has suffered substantial losses in 2016-17 £648k and 2015-16 £977k due to a					

substantial drop in Donations and Charitable Income.

The grant requested represents less than 1% of their income, they have currently exhausted all their reserves. The organisation works across boroughs in Southern England and services to LB Hillingdon will likely be curtailed if the grant was not awarded.

They are predicting a break even position on Hillingdon activity in 2017-18 and 2018-19. This does not address the group position which at the moment is not sustainable and presents a high risk of default on the terms of the grant.

Organisation: Herts and Middlesex Wildlife Trust				<i>Amount Requested and Use</i>	
Description The grant supports a programme of habitat management and conservation work at 3 Council owned nature reserves. The 4 th reserve works at Stockers Lake is funded by Affinity Water until 2020. HMWT provide a range of volunteering opportunities for Hillingdon residents as well as leading on a number of wildlife activities at the reserves.				£2,500 contribution towards Reserve Officer's salary	
				Recommendation: £2,500	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
Hillingdon only: Estimated 1,000 unique visitors per year 345 individual members	16 including 2 Trainee Reserves Officers	510	Met	£2,500	£47,130
Planned Activities for 18/19 Highlights include: In addition to the core activities above, HMWT will continue to support priorities to protect and enhance the environment, support health and wellbeing of residents and promote strong active communities. Targets include delivery of 20 volunteer work parties, 10 talks to local groups and 20 guided walks.					
Officer Comment HMWT activities support Hillingdon's Local Plan to improve quality and accessibility of green spaces, protect and enhance biodiversity and promote healthier lifestyles. It works actively with other groups and the Council to achieve the plan with the assistance of volunteers, which makes the arrangements cost effective.					
The Trust provides value for money since the corporate grant only represents 5% of its total anticipated local spend for 2017-18. It has recently secured 3 yr funding from Affinity Water for a reserve which has enabled them to recruit an additional part time management and community engagement officer. This has allowed them to extend their community activities in the Borough. Further, without the input of H&MWT, the Council would have to manage the reserves itself. The organisation has established a volunteer trainee reserve officer programme which will produce future Reserve Officers. These arrangements contribute to keeping the costs down whilst delivering efficiently.					
Corporate Finance Comment This organisation which covers a wider area than LB Hillingdon has achieved a surplus in 2015/16 due to a rise in income from donations, fees and contracts.					
The organisation holds a financial reserves policy at a level equivalent to 12 months operating expenditure in order to protect itself against changing membership and variable grant funding. Unrestricted funds have also been set aside for the expansion of their premises.					
The awarded LBH grant will support the continued management and improvement of nature reserves run by HMWT in LB Hillingdon. Although the organisation holds adequate funds to manage the nature reserves in the Borough, being an out of Borough organisation means that the level of service required in Hillingdon cannot be guaranteed without the grant.					

Organisation: Hillingdon Community Transport				Amount Requested and Use	
Description HCT provide affordable accessible transport and drivers for local community groups and statutory agencies, who can book vehicles in advance to support their activities. It uses volunteer and paid drivers and provides driving training and general advice for staff and external partners. Based at the Council Depot in Harlington Road, it has over 100 registered voluntary sector member groups who use the service regularly using volunteer drivers. In addition, it runs contracted services for schools and the Council using paid drivers. It runs a Shoppa Bus service in South of the Borough where transport options are limited. It provides training for bus drivers and provides advice and maintenance for groups using their own buses.				£32,000 core salaries	
				Recommendation: £32,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
33,558 of which 1,800 wheelchair users	20	5,000+	Met	£32,000	£294,000
Planned Activities for 18/19 Highlights include: <ul style="list-style-type: none"> • 33,500+ passengers in 2018/19 of which 1,800 are wheelchair users combined voluntary and contract work • 500 shoppa bus passengers • Deliver 1,000+ carriage requests using volunteer drivers • Deliver accredited minibus training to 150 trainees including Council workers • Deliver 6 contracts for special needs transport for the Council • Maintain 4 minibus sharing arrangements with individual groups • Maintain a fleet of 19 minibuses of which 14 are fully accessible <p>Last year the group was able to meet 1,258 requests for transport with volunteer drivers, while keeping costs affordable and accessible for community groups. Regular users include the Bell Farm Christian Centre, which hires 3 buses weekly for elderly and disabled passengers to enable them to attend their lunch and social club.</p> <p>The organisation has developed efficient partnerships with 4 groups who own their own minibuses, providing drivers, maintenance and parking. In return they are able to use the buses when they are not required by the owners.</p> <p>They have 10 part time drivers for contracted work and 20 volunteer drivers for community groups. All drivers (paid and volunteer) must have a Minibus Certificate and HCT provide accredited driver and passenger assistant training. Last year they won the Hillingdon volunteer team award in 2016 and report a high beneficiary satisfaction rate of "81% excellent".</p> <p>Officer Comment HCT maintains a collaborative approach with the Council, providing the transport for Older People's assembly, Sheltered housing and supplies buses and drivers for the Council's annual Christmas lunch. Recently, HCT was requested and took on the transport, including drivers, for a number of social clubs previously provided by the Council. It holds 6 paid contracts with the Council for special needs transport, and provide a good level of care. It was also able to advise LBH Procurement with regards to vehicle purchase, training etc.</p> <p>They have established a bus replacement programme which plans on average the renewal of 1 bus per annum to their fleet of 19 to ensure ongoing sustainability of the scheme. A bus replacement fund is designated in their reserves and a £2 charge is added to each booking. This may provide a total of £4-5K p.a. with the rest raised from external sources or trading surplus. A new bus costs approximately £45K, a good second hand between £18-20K. Recently they have secured £32K for a new minibus from</p>					

Uxbridge Rotary Club.

In addition to the corporate grant, HCT delivered £105k in transport contracts with the Council, and earned £150K in group transport and training. They pay a small annual rent at Harlington Depot to keep the fleet and office. Last year they suffered a deficit largely accounted for by depreciation. It is hoped that the planned replacement programme will offset the depreciation in real terms and officers will be encouraging their fundraising efforts for new vehicles. So while they are carrying large reserves this is required for unforeseen maintenance and a bus replacement programme. It is therefore recommended to award the grant.

Corporate Finance Comment

This organisation had a deficit of £14k in 2016-17 as a result of a notional charge for depreciation of £39k. It is anticipating it will achieve a small surplus in 2017-18 and 2018-19.

The organisation has a policy whereby it is required to maintain an unrestricted reserve of at least £60k due to the fact that the notice period for a cut in grant has been shortened from 6 to 3 months. This would enable them to continue providing a service whilst seeking alternative funding. It currently holds unrestricted reserves of over £242k (£73k contingency, £46k fixed asset, £26k bus replacement, and £97k general) which could be used to fund their activities in 2018/19.

Organisation: Hillingdon Federation of Community Associations				Amount Requested and Use	
Description The Federation uses the grant to distribute small grants to its membership of 19 community associations (CA's) to assist them in the maintenance and running of community buildings and activities. The majority of buildings are owned and leased from the Council. The Federation provides umbrella support to CA's through regular Meetings and briefings. Issues covered include legal, employment, funding, lease renewal and health and safety.				£15,000 small grants for maintenance of buildings	
				Recommendation: £7,000	
No of Service Users	Active Volunteers	Volunteer hours p.a.	Previous yr targets	Corporate Grant 17/18	Total Spend 2017/18 in Hillingdon
19 CA's (150,000 estimated footfall at centres)	3 plus those who run associations	300	Met	£15,000	£13,700
Planned Activities for 18/19 Highlights include: The Federation, run by a committee of 3 volunteers, now has 19 affiliated associations and acts as an umbrella organisation providing a range of practical support and advice as well as a focal point for the community associations to engage with the Council, the Police, local trusts etc. The Federation maintain a website which enables the public to access information on activities of individual CA's and therefore increases footfall. The grant scheme which is managed and delivered by the Federation, provides a mechanism for Community Associations to access small amounts of funding for capital items, repairs, equipment etc. The Federation itself holds a number of forums per year, an AGM, an annual fundraising quiz night, and occasional meetings are held for affiliated CA administrators/managers to discuss best practice, exchange information or collaborate to achieve efficiencies in procuring etc. The summer play scheme programme which had run for a number of years and for which a further core grant of £23.5K was agreed for 2017/18, was cancelled by the Federation shortly before the summer and the grant returned to the Council. In addition further projects on Activities 4 Kids and junior citizen project have also been wound up.					
Officer Comment The Federation has been in existence for some 50 years and is constituted as an unincorporated body. It relies heavily on the goodwill of its 3 member management committee to fulfil its functions. Efforts to increase the management committee from the network of CA groups has not yet proved successful. There is a risk that, were the remaining volunteers to further diminish for whatever reason that the Federation would struggle and perhaps need to close. The Federation currently hold nearly £35K in reserves and balances. This includes £7000 as a revenue holding account in line with its reserves policy. The 2016 end of calendar year accounts identifies nearly £8,350 in unspent grant and income from the now defunct play schemes. The Federation have confirmed that the end of year accounts for 2017 are likely to contain similar figures and are predicting surpluses for this and next year. Given that the Federation no longer intends to operate play or other schemes but to focus on provision of grants for the CA's, the Federation has been encouraged to add the £8,350 for this purpose. Officers therefore recommend that the grant this year be reduced accordingly to £7,000. This will still leave the Federation with substantial resources and reserves above its stated policy.					
Corporate Finance Comment The organisation has achieved a surplus in 2015-16 due to repayment of a loan from Charville and reduced expenditure on revenue grants and loan payments. The requested grant constitutes £14.6k funding for small grants for the 18 constituent member					

associations alongside £400 funding to pay for admin costs.

The requested grant from LBH constitutes over 95% of the organisation's projected income for 2017/18 and its unrestricted reserves are sufficient to fund the small grants awards at their existing levels.

<i>Organisation: Hillingdon Natural History Society</i>				<i>Amount Requested and Use</i>	
<i>Description</i> The Society manages the north and south nature reserves at Harefield Place. These are run on behalf of and in accordance with management plans and licence from LBH. The society maintains access to the reserves for the public and enhances the protection of wildlife, including water voles, glow worms and small teasel.				£1,000	For insurance and running costs
				Recommendation: £1,000	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
N/R	10	1050	Met	£1,000	£1,750
<i>Planned Activities for 18/19 Highlights include:</i> In addition to the practical reserve management, the group organises a winter and summer programme of events for the public and works with other local conservation groups, and developing the skills of the volunteers is an aim next year. The Society is actively trying to minimise the impact of the HS2 development by participating in local forums. Community events such as walks were held 30 times over the year for approx 80 Hillingdon residents.					
<i>Officer Comment</i> A dedicated complement of volunteers maintains the reserves and wildlife habitats and collects records of species as the reserves provide a habitat for some endangered species. The group aims to maintain a functioning reserve in a way that is suitable for its biodiversity whilst maintaining accessibility for the general public. Much of the work is practical like maintaining footpaths, bridges, hides etc. The group provides excellent value given it is totally run by volunteers who diligently manage the reserves and encourage the general public to enjoy them. The grant represents over half of the anticipated income for 2017/18 with the rest coming mainly from subscriptions. The organisation also fundraises locally to enable it to maintain healthy reserves to fund replacement tools and meet emergency costs. It currently has £5.5K in reserves which is held for costly external contractors such as tree surgeons where necessary, materials and replacement of tools.					
<i>Corporate Finance Comment</i> The organisation has achieved a breakeven position in 2016-17. It maintains unrestricted reserves to cover any of the following 3 years running costs, implementation of five year management plan, replacement of stolen/damaged equipment while insurance is being claimed. The grant represents 50% of the organisation's income in 2016-17. It could be covered from existing balances, but a reduction in grant could limit the organisation's activities and would not be sustainable in future.					

<i>Organisation:</i> London Wildlife Trust				<i>Amount Requested and Use</i>	
<i>Description</i> LWT manage 200 acres of reserves on behalf of the Council, covering 11 nature reserves. The group aims to: <ul style="list-style-type: none"> • increase public access • use the reserves as an educational tool • enhance wildlife in the area The practical maintenance work is carried out with the assistance of volunteers.				£10,000	For direct management of 11 Council owned reserves
				Recommendation: £10,000	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
N/A accessible by the public	12 active local & pool of 92 on staff-led projects	4,000	Met	£10,000	£175,340
<i>Planned Activities for 18/19 Highlights include:</i> <p>The prime aim of LWT is to protect London's green spaces for the enjoyment of people and the benefit of wildlife. LWT work with local communities through a network of borough groups, and Nature Reserves and educational services are central to all activities. Local examples include; specific volunteer activity days to manage the sites, organised walks, promotional work at events and festivals.</p> <p>The structure in Hillingdon consists of a local volunteer group of 12 who meet regularly at weekends for practical management of the reserves and where funding has been secured, staff led projects with volunteers working primarily during the week. 3 F/T staff and 3 trainees currently work on Hillingdon projects.</p> <p>During 2018/19, LWT will produce management briefs for Frays Farm Meadows, Denham Lock Wood, Gutteridge Wood, Ten Acre Wood and Yeading Brooks Meadows. LWT also sit on the HS2 mitigation panel to ensure that wildlife has a voice in response to the HS2 developments.</p> <p><i>Officer Comment</i> LWT has secured funding for Higher Level Stewardships from DEFRA at 6 of the 11 local sites, and the Council grant serves as match funding. Currently 3 F/T staff and 3 trainees work on Hillingdon projects in addition to the volunteers. The Trust works closely with the Council on management advisory groups and is active on the Biodiversity Partnership.</p> <p>The grant offers value, representing 6% of their total anticipated spend in the Borough this year. The use of volunteers enables LWT to deliver reserves management in a cost efficient manner, and the Trust has significantly increased the number of volunteers used through using staff members to lead reserve management sessions on top of the regular volunteer led programme. LWT has secured a Biffa Award of £52K towards woodland restoration at Denham Lock and the Suez Trust has provided £31K for restoration work at Gutteridge Wood.</p> <p>However, external funding for 2018/19 is anticipated to drop significantly as a number of discreet pieces of work come to an end in Hillingdon with the grant representing about 15% of their total expected income. In the past the Trust has been an active fundraiser and this trend is expected to continue.</p> <p><i>Corporate Finance Comment</i> The trust has achieved a higher surplus in 2016-17 for the third year running. Expenditure has reduced by 6.4% since last year due to a reduction in fund raising and charitable activities costs. The organisation's income level has reduced by 2.5% driven mainly by a reduction in grants and contract income.</p> <p>The application states that the trust has improved efficiency and reduced costs through the use of more volunteers as well as grazing partnerships with a local farmer. The trust is losing key grants in 2018-19 but anticipates a new grant from Thames water for £32k to help continue its activities within the Borough.</p>					

The grant requested represents 0.3% of the organisation's income and could be funded from existing balances, however London Wildlife Trust operates across the whole of Greater London and will be unlikely to continue to provide services to LB Hillingdon without financial support.

<i>Organisation: Pinner & Ruislip Beekeepers Association</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i></p> <p>Promotes safe and responsible beekeeping, responds to enquiries from Council and general public regarding swarms of bees and provides a swarm collection and re-housing service for the Borough.</p> <p>The Association provides training in beekeeping and speakers for community and school groups to raise awareness of the importance of bees as local pollinators. Members also sell honey at local events and fairs.</p>				<p>£750 contribution to improve the paths and tree management on the site</p> <p>Recommendation: £750</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
1000+	70	5000	Met	£750	£6,600
<p><i>Planned Activities for 18/19 Highlights include</i></p> <p>In 2017-18 the Association responded to approximately 400 calls and requests to deal with swarms of bees and wasps from the Council and general public free of charge, and is planning to offer the same level of service in 2018-19. PRBKA is focusing on rebuilding the number of bee colonies following a cold summer the previous year, and continuing to make improvements to the site. There are also plans to continue with the core activities listed above, including supplying most of the bees which pollinate much of the borough.</p> <p><i>Officer Comment</i></p> <p>The grant represents 12% of the group's anticipated income for 2017/18. The rest of the income is self generated through honey sales, member subscriptions and training, and varies considerably each year due to fluctuations in honey production due to weather conditions and the prevalence of disease which can wipe out the hives. The group holds cash reserves of approximately £16K of which £10,036 is held in a special fund made up of donations from members, for the purchase of land for their premises. The group's current premises are on loan and they are keen to own their premises and thus secure their future. Reserves are required also to fund unexpected repairs to the apiary and to cover potential loss of sales due to poor honey production some years.</p> <p>The Association is run entirely by volunteers, and all services they deliver are provided without charge. This represents a significant cost saving to the Council in terms of swarm collection. It is therefore recommended to award the grant.</p> <p><i>Corporate Finance Comment</i></p> <p>The organisation has achieved a reduced surplus of £2k in 2015-16 due to a decrease in gift aid, trade sales and honey sales and closing stock. The organisation successfully covers its running costs from members subscriptions and the sale of honey and other bee related products.</p> <p>The LBH grant represents 6.6% of the Association's income.</p> <p>The organisation has unrestricted balances of £29k, it intends to use the grant as a contribution towards works on its drive and cutting of trees. There are sufficient reserves to cover withdrawal of the grant.</p>					

<i>Organisation:</i> Outside Chance				<i>Amount Requested and Use</i>	
<p><i>Description</i></p> <p>Outside Chance delivers early intervention, anti-crime, anti-gang workshops in primary and secondary schools in 7 boroughs including Hillingdon. Workshops have been developed directly from the experiences of 15-17 yr old inmates at HM YOI Feltham, where the organisation delivers monthly workshops to deal with violence and anti-social behaviour.</p> <p>The organisation aims to reduce violence and crime among young people through sharing the experiences of those in the prison system and preparing students to transition safely into secondary school. The overall aim of the organisation is to reduce the numbers of young people who see crime and antisocial behaviour as a pathway of choice and being influenced by older students.</p>				£9,000 core staff costs	
				<p>Recommendation:</p> <p>£0</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
1,217	0	0	N/A	None	£21,000
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <ul style="list-style-type: none"> • 1,200 Hillingdon primary & secondary school students benefit from workshops addressing bullying, gangs and crime • 2 STI/Relationship workshops to Hillingdon secondary schools <p>Workshops cover a number of topics through role play, including bullying, racism, hate crime, how to avoid getting involved in gangs, how to make appropriate friends and avoid unwelcome behaviour. Emphasis is placed on the consequences of engaging with in anti social and petty criminal behaviour and peer groups.</p> <p>The organisation has been delivering workshops in Hillingdon schools for the last few years using funds raised from external sources. In 16/17 it delivered 10 workshops in Hillingdon. It is proposing that if the grant request is successful, it envisages delivering a similar figure plus a further 2 STI/Relationship workshops in secondary schools. Workshops covering the latter topic will become compulsory within the national curriculum from January 2019.</p> <p>Outside Chance consistently receives high satisfaction rates (96%- 99%) from students in evaluations of their core anti bullying/crime workshops and 98% for their STI/Relationship workshops.</p> <p><i>Officer Comment</i></p> <p>Outside Chance is a small charity with 2 full time staff, skilled Board of trustees and an impressive reach and record of delivery, in Hammersmith and Hounslow in particular, where they have attracted consistent funding support from respective Councils.</p> <p>Reserves, which have been used to continue work in Hillingdon schools are now finished and this is the second year that the organisation has applied for a corporate grant. They have successfully secured funding from the Tudor Trust, Leathersellers Company, Heathrow Communities Fund and John Lyons Charity and have been able to extend their delivery to 2 more authorities last year.</p> <p>The project provides good value for money at approximately £7.50 per attendee for the grant request. It is seeking 40% of Hillingdon projected costs from the Council with the rest subsidised from other funders. However, advice from Early Intervention and Youth Offending teams confirms that similar workshops are to be delivered internally by the Council next year, and for this reason it is not recommended to award the grant.</p>					

Corporate Finance Comment

This organisation had an unsuccessful application to the Council for a grant for 17/18. This is the second time it is applying having made a loss of £4k in 2016-17. Current projects for 2017-18 show a surplus of around £5k.

The grant requested equates to almost 12% of the income achieved in 2016-17 and if awarded will support staffing costs. The organisation holds a financial reserves policy at a level equivalent to 3 months operating expenditure in order to protect itself against financially challenging environment, it is currently around £7k short on this target

This is an out of borough organisation and LB Hillingdon may not be able to access the services without awarding the grant.

Organisation: Green Corridor (Brook Green Residents Association)				<i>Amount Requested and Use</i>	
<p>Description Green Corridor is hosting the Crane Valley Partnership (CVP), which is a partnership of charities, communities, local authorities, businesses and government agencies in the five boroughs bordering the River Crane. Its aim is to deliver environmental improvements to the river that will have a strategic catchment-wide benefit.</p> <p>As the host, Green Corridor can provide expertise in environmental management, partnership working, co-ordinate catchment activities, harness teams of volunteers for projects and access external funding.</p> <p>Hillingdon covers 43% of the catchment.</p>				£10,000 staff salary and administrative support for the CVP	
				Recommendation: £10,000	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
N/R	20	600	N/A	Nil	£455k of which £72.2k benefits Hillingdon
<p>To date, CVP have delivered the following:</p> <ul style="list-style-type: none"> • Development and implementation of the Crane Valley Catchment Plan including invasive species management • Feasibility study undertaken throughout the Crane Valley to improve the resilience of the river from further pollution events. Within Hillingdon, the study assessed the potential for rehabilitation works at Gutteridge Wood, Yeading Brook Meadows North, Shakespeare Ave, Brookside Open Space. Managed through the London Wildlife Trust (LWT). • Urban River Surveys (URS) across the catchment to produce a baseline of geomorphology and habitat across the catchment. Seven sites in Hillingdon were surveyed and managed through Green Corridor. • Accessed funding from Thames Water (approximately £400,000) to address the 2011 pollution incident that impacted the River Crane. Additional funding is being sought from Thames Water to continue with the works throughout the Yeading Brook to improve the 'moderate' and 'poor' status of the water body in terms of water quality, invertebrates and other biological quality measurements. • Development and implementation of the Citizen Crane water quality monitoring of which there are now five sites in Hillingdon. The project has been in implementation since 2014 and has funding to continue until 2020. Approximate spend catchment-wide £50k. • Assessment of barriers to fish migration across the catchment, managed through LWT with support from a number of partners, including Green Corridor. • Coordinating the volunteering activity throughout the Crane Corridor with local communities. Within Hillingdon, partners include Cranford Park Friends, Friends of Yeading Meadows, and Ickenham Marsh Partnership. <p>A major review of the strategy for the CVP has been undertaken with the report presented to the Partnership in January 2018. The CVP manager represents the Partnership at quarterly London catchment forums and projects will be planned in conjunction with Hillingdon Green Spaces.</p> <p>Officer Comment Green Corridor, as the CVP "host", is able to access external funding to support environmental improvements and sustainability along the river Crane. A contribution of £10k for the CVP manager salary and admin support is sought. Each of the local authorities (Richmond, Hounslow, Ealing, Harrow) in the CV catchment contribute to the salary (£50K) and each year approximately £300k to £500k is secured from Defra, Thames Water etc and spent on project work throughout the catchment. The intention is to maintain this level of spending. Green Corridor estimates this year's benefit to Hillingdon at approximately £72K and next year £47K (including this grant request).</p>					

Additionally Green Corridor estimate that of the 40% of their young people with special educational needs who volunteer on conservation projects are resident in Hillingdon. Given the recent SLA agreed for the Colne Valley Partnership and the benefit already gained from the Crane Valley Partnership, it is recommended to award the requested amount, subject to sight of their December accounts. .

Corporate Finance Comment

This is the first time the organisation has applied for a grant. It has suffered a deficit in both 2015 and 2016, mainly due to a reduced income from grants and donations. Forecast surplus of £11k 2017-18 (email response). The grant seems essential to the organisation, however this is pending review of their December accounts in Jan 2018.

The £10k grant requested is for a contribution towards Green Corridor's hosting of the Crane Valley Partnership (CVP), specifically to cover a share of the costs of the Catchment Development Manager. Hillingdon covers 43% of the catchment area

CVP projects planned for 2018 are anticipated to deliver a minimum benefit to Hillingdon residents valued at a minimum of £47k (email response).

<i>Organisation: Value You</i>				<i>Amount Requested and Use</i>	
<p><i>Description</i></p> <p>Value you is a registered charity that provides a volunteer recognition scheme in over 12 London boroughs and would like to establish in Hillingdon.</p> <p>The scheme provides a discount card and a gift voucher for use in donating shops to volunteers giving more than 100 hours of their time to charities.</p>				£6087 -mostly staff salaries plus sundry expenses	
				<p>Recommendation:</p> <p>Nil</p>	
<i>No of Service Users</i>	<i>Active Volunteers</i>	<i>Volunteer hours p.a.</i>	<i>Previous yr targets</i>	<i>Corporate Grant 17/18</i>	<i>Total Spend 2017/18 in Hillingdon</i>
Nil to date in Hillingdon	Nil to date in Hillingdon	Nil to date in Hillingdon	Nil to date in Hillingdon	Nil to date in Hillingdon	Nil
<p><i>Planned Activities for 18/19 Highlights include:</i></p> <p>To have added 50 volunteers in Hillingdon and establish 20 contacts with charities. To also recruit 40 businesses to offer discounts to volunteers through the scheme.</p> <p><i>Officer Comment</i></p> <p>Value you have developed a model of support to recognise volunteering in boroughs and seek to reward that volunteering with discount cards and gift vouchers donated by local businesses. They have also applied to Hillingdon Community Trust for support.</p> <p>Hillingdon already has a volunteer recognition scheme run with Uxbridge College and local partners, whilst this does not provide gifts or discount cards, the Council has also developed its own Hillingdon First Card providing residents with preferential rates on Council Services such as parking and leisure and discounts with a wide range of local traders. It is hard to see how the model for Value you would sit alongside Hillingdon existing schemes or how it would co-ordinate operations across the borough.</p> <p>In these circumstances without the necessary infrastructure available to support the scheme, it is not recommended to fund the Value you volunteer scheme for Hillingdon.</p>					
<p><i>Corporate Finance Comment</i></p> <p>This is the first time the organisation is applying for a grant. It has made a small profit of £5.6k in 2016. It is forecasting expenditure on Hillingdon residents in 2018-19 equal to the grant application but is anticipating another £3k of grant from Hillingdon Trusts.</p> <p>This organisation does not currently work in the Borough, the grant can be seen as a means to commission the service. If the grant is not awarded the organisation is unlikely to provide this service in Hillingdon.</p>					

BETTER CARE FUND SECTION 75 AGREEMENT

Cabinet Member(s)	Councillor Philip Corthorne
Cabinet Portfolio(s)	Social Services, Housing, Health and Wellbeing
Officer Contact(s)	Gary Collier, Social Care
Papers with report	Draft Better Care Fund Section 75 Agreement.

HEADLINES

Summary	<p>The Better Care Fund (BCF) is a mandatory process through which existing Council and Hillingdon Clinical Commissioning Group (HCCG) budgets will be pooled and then reallocated on the basis of an approved plan intended to achieve closer integration of health and social care activities. This is intended to lead to improved outcomes for residents.</p> <p>The main focus of Hillingdon's 2017/19 BCF Plan continues to be supporting the independence of the 65 and over population. The plan also considers the needs of broader population groups where it is logical to do so, e.g. Carers of all ages and all age provision of homecare and outreach services.</p> <p>The result of the assurance process is expected by the date of the Cabinet meeting but the next phase is to establish a formal agreement between the Council and HCCG under Section 75 of the National Health Service Act, 2006. This is in order to give legal effect to the financial arrangements within the plan.</p> <p>This report highlights the key terms and conditions of the proposed agreement and seeks Cabinet approval to enter into it with HCCG for the two year period of the plan.</p>
Putting our Residents First	The recommendation will contribute to the Council's objectives of: <i>Our People and Financial Management</i> . It also supports the joint delivery of the Health and Wellbeing Strategy.
Financial Cost	The pooled funds within the Section 75 total £36,814k in 2017/18 and £54,049k in 2018/19.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet agrees to:

- a) Enter into a pooled budget arrangement for the Better Care Fund with Hillingdon Clinical Commissioning Group (known as NHS Hillingdon) at a total value of £90,863k for the period 1st April 2017 to 31st March 2019 (£36,814k for 2017/18 and £54,049k for 2018/19) ; and
- b) Delegate authority to the Leader of the Council and the Cabinet Member for Social Services, Housing, Health and Wellbeing, in consultation with the Corporate Director of Finance and the Corporate Director of Social Care, to amend the Better Care Fund Section 75 agreement during the term of the agreement, where this will benefit residents.

Reasons for recommendations

1. *Section 75 agreement* - Using powers under the 2006 National Health Service Act, NHSE makes the release of the £16,854k in 2017/18 (and £17,175k in 2018/19) element of Hillingdon's Better Care Fund that is under its control conditional on a pooled budget being established between the Council and Hillingdon Clinical Commissioning Group (HCCG) under a section 75 (s.75) agreement.

2. *Amendments to the s.75 agreement* - The recommendation enables the Council to be more responsive to opportunities to deliver better outcomes for residents that may arise during the period of the s.75 agreement.

Alternative options considered /risk management

3. *BCF s.75 approval* - Cabinet could decide not to enter the agreement with HCCG for 2017/19 but this is not recommended as it would mean that the Council would not receive £6,085k additional protecting social care funding in 2017/18 (£6,201k in 2018/19). It could also impact on the £3,457k Disabled Facilities Grant in 2017/18 (£4,174k in 2018/19) that is paid directly to the Council by the Department of Communities and Local Government (DCLG) and also the £4,054k Improved Better Care Fund Grant (IBCF) that is paid directly to the Council by the DCLG (£2,947k in 2018/19). In both cases grant conditions require that the Council has an agreed BCF plan in place that meets national conditions, including having a s.75 in place.

4. *Amendments to the s.75 agreement* - Cabinet could decide that it wants any changes to the s.75 considered by a full meeting of Cabinet. This is not recommended as it increases the workload of Cabinet and reduces the responsiveness of the Council.

Policy Overview Committee comments

5. External Services Scrutiny Committee and Social Services, Housing and Public Health Overview and Scrutiny Committee have been informed of the content of the plan approved by the Health and Wellbeing Board. This provided both Committees with an opportunity to inform any potential amendments to the plan in 2018/19.

INFORMATION

Background

6. The Better Care Fund (BCF) is a national initiative intended to deliver integration between health and social care in order to improve outcomes for residents. It is the mechanism that is being used by Government to implement the new integration duty under the 2014 Care Act and the 2017/19 plan is the third year and builds on the achievements of the two previous years.

7. The minimum amount required to be included within the BCF pooled budget for 2017/18 is £16,854k and £17,175k in 2018/19. Both the Council and the CCG have agreed to an increase in the level of ambition and a resultant increase of £19.9m above the minimum required in 2017/18 to £36,814k and £36.8m to £54,049k in 2018/19.

8. The 2017/19 plan was approved at the Health and Wellbeing Board meeting on the 26th September and formally submitted on the 27th September. The plan completed the CCG's governance processes on 27th September. Notification was received from NHSE on 31st October that Hillingdon's plan had been approved without conditions.

Hillingdon's BCF Plan Summarised

9. The focus of the 2017/19 plan approved by the HWB and HCCG Governing Body in September will continue to be on the 65 and over population. The plan comprises of six schemes and the aims of these schemes are summarised in table 1 below.

Table 1: Better Care Fund Schemes Summary	
Scheme	Scheme Aim
<i>Scheme 1:</i> Early intervention and prevention.	To manage demand arising from demographic pressures by reducing the movement of Hillingdon residents/patients from lower tiers of risk into higher tiers of risk through proactive early identification and facilitating access to preventative pathways.
<i>Scheme 2:</i> An integrated approach to supporting Carers.	To maximise the amount of time that Carers are willing and able to undertake a caring role.
<i>Scheme 3:</i> Better care at end of life.	<p>To realign and better integrate the services provided to support people towards the end of their life in order to deliver the ethos of a 'good death.' The main goals of the scheme are to:</p> <ul style="list-style-type: none"> • Ensure that people at end of life are able to be cared for and die in their preferred place of care; and • To ensure that people at end of life are only admitted to hospital where this is clinically necessary or where a hospital is their preferred place of care or death.

<p><i>Scheme 4: Integrated hospital discharge.</i></p>	<p>This scheme seeks to prevent admission and readmission to acute care following an event or a health exacerbation and enabling recovery through intermediate care interventions with the aim of maximising the person's independence, ability to self-care and remain in their usual place of residence for as long as possible.</p> <p>A further objective of this scheme is to support discharge from mental health community beds in recognition of the impact of these delays on patient flow through Hillingdon Hospital.</p>
<p><i>Scheme 5: Improving care market management and development</i></p>	<p>This scheme is intended to contribute to the STP 2020/21 outcomes of achieving:</p> <ul style="list-style-type: none"> • A market capable of meeting the health and care needs of the local population within financial constraints; and • A diverse market of quality providers maximising choice for local people.
<p><i>Scheme 6: Living well with dementia</i></p>	<p>The objective of this scheme is that people with dementia and their family carers are enabled to live well with dementia and are able to say:</p> <ul style="list-style-type: none"> • <i>I was diagnosed in a timely way.</i> • <i>I know what I can do to help myself and who else can help me.</i> • <i>Those around me and looking after me are well supported.</i> • <i>I get the treatment and support, best for my dementia, and for my life.</i> • <i>I feel included as part of society.</i> • <i>I understand so I am able to make decisions.</i> • <i>I am treated with dignity and respect.</i> • <i>I am confident my end of life wishes will be respected. I can expect a good death.</i>

10. The main areas of progression from the 2016/17 plan include:

- **Joint market management and development approach** - This is the area that represents step-change for Hillingdon. It includes:

- Development of an all-age joint brokerage service. This service will arrange homecare packages, short and long-term nursing home placements and Direct Payments and Personal Health Budgets on behalf of the Council and the CCG as a pilot that will be reviewed after a year;
 - Commissioning of integrated, all-age homecare provision in 2017/18 on behalf of the Council and the CCG. This will be developed as a pilot of approximately two years and results from the pilot will help to inform the longer-term commissioning model;
 - Commissioning of integrated end of life care at home provision in 2017/18 on behalf of the Council and the CCG. Included within the homecare pilot mentioned above, this will also be subject to a review to inform the longer-term commissioning model;
 - Development of an integrated commissioning model for nursing home placements from 2019/20;
 - Supporting care homes - This is a combination of preventing emergency admissions that are avoidable and using different approaches to ensure sufficient supply of residential care homes and nursing care homes for people living with dementia as well as general nursing homes.
- **Getting hospital discharge right** - The plan is proposing to bring together the various services involved in facilitating discharge from hospital into the community into a more integrated model.
 - **Developing the Accountable Care Partnership (ACP)** - The Council will consider joining the ACP if the case can be made that this will result in better outcomes for residents.
 - **Developing a single point of access for older people** - The scope for developing a single point of access into third sector provided services for older people linked with the H4All Wellbeing Service will be explored.
 - **An integrated approach to supporting Carers** - The intention is to consolidate the work that has taken place so far in supporting Carers to ensure a shared commitment across partners to the identification and referral of people who are Carers so that they can access timely support.
 - **Exploring use of Disabled Facilities Grant flexibilities** - Options for using Disabled Facilities Grants more flexibly to meet anticipated needs of people with long-term conditions and also for supporting the hospital discharge process will be developed for Cabinet's consideration during 2017/18.

Section 75 Agreement: Key Features

11. The key features of the draft Agreement are as follows:

- **Agreement duration:** In compliance with Government requirements, the proposed agreement is for two years backdated to the start of 2017/18. This would be compliant with national conditions;
- **Hosting:** The practice for the last two years has been for the Council to host the pooled budget and it is proposed that this be replicated for the 2017/19 plan. This will once again be the equivalent of a joint bank account for 2017/19 and means that no existing contracts will transfer to the Council from HCCG and that therefore all provider payment arrangements will remain as during 2016/17;
- **Risk share:** The Council and CCG agreed that for both the 2015/16 and 2016/17 BCF plans both organisations would manage their own risks. It is proposed that a similar approach is taken during 2017/18 except for two specific service areas and these are:
 - *Community equipment* - It is proposed that the risks associated with under or over-performance would be shared proportionate to the financial contribution of each organisation. This was 50:50 in 2016/17 in reflection of established practice since 2010 and it is proposed that this arrangement continue for the duration of the agreement;
 - *Integrated homecare service* - During the period of the pilot it is proposed that shadow arrangements be put in place whereby the Council and HCCG are responsible for the costs of meeting the needs of their own referrals. This will help to determine the appropriateness of contributions by each organisation and this will then help to inform risk share arrangements as part of the agreed commissioning model from October 2019. In October 2019 the contracts with three main homecare providers will end, which creates an opportunity to have in place a longer-term model with consistent service standards across the Borough.
- **Dispute resolution:** Any disputes will be referred to the Leader of the Council and the Chairman of the HCCG Governing Body and will be final and binding.
- **Governance:** The delivery of the plans over the last two years was overseen by the Core Officer Group comprising of the Council's Chief Finance Officer, the CCG's Deputy Chief Finance Officer, the Corporate Director of Social Care (a statutory member of the HWB), the CCG's Chief Operating Officer and the Council's Head of Health Integration and Voluntary Sector Partnerships. This is reflected within the 2017/19 Agreement and aligned with the broader governance arrangements for the delivery of the Health and Wellbeing Strategy, which represents the local aspect of the North West London sector Sustainability and Transformation Plan (STP).
- **Review mechanism:** A provision is included within the agreement that allows for a review and variation during its term in order to respond to changed circumstances.
- **Service-specific schedules:** Reflecting the increased level of ambition within the 2017/19 plan with a more integrated approach to market management and development that can be seen with the integrated brokerage and integrated homecare pilots, there are specific schedules within the agreement that address how these services will operate. A schedule

has also been included that reflects a more integrated approach to the provision of Personal Health Budgets (PHBs) and Direct Payments.

Implementation and Performance Monitoring

12. Performance updates on the delivery of the BCF plan will continue to be a standing item on the agenda of the Health and Wellbeing Board during 2017/19 from Q3 and performance reports will also be considered by HCCG's Governing Body.

Financial Implications

13. The sources and allocation of funding is set out in table 2 below:

Table 2 : Overall draft Funding Summary 2016/19			
	2016/17	2017/18	2018/19
	£000's	£000's	£000's
Protecting Social Care	£5,937	£6,085	£6,201
CCG Share of Minimum Contribution	£10,619	£10,769	£10,974
Total Minimum Level of Pooled BCF funding	£16,556	£16,854	£17,175
Disabled Facilities Grant	£3,457	£3,815	£4,174
Additional Council Contribution	£1,172	£5,702	£11,646
IBCF Section 31 Grant	£0	£4,054	£5,258
Additional CCG Contribution	£1,346	£6,389	£15,796
Total BCF Funding 2017/18	£22,531	£36,814	£54,049

14. LB Hillingdon will host the Pooled Budget and will invoice HCCG for their total contribution to the Pool in 2017/19 (£23,243k in 2017/18 and £32,971k in 2018/19) and offset this by their allocation from the Pool (£17,158k in 2017/18 and £26,770k in 2018/19) resulting in a net payment of £6,085k to LB Hillingdon in 2017/18 and £6,201k in 2018/19.

15. LB Hillingdon's contribution to the Pooled Budget is contained within the overall budget for the Council and includes budgets from Social Care, Residents Service and Chief Executive's Office directorates.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

16. The Council and its partners will be able to proceed with the implementation of the BCF Plan, which should deliver better outcomes for residents through the closer integration of health and social care.

Consultation Carried Out or Required

17. Extensive consultation was undertaken as part of the development of the 2015/16 BCF plan, for which most of the proposals in the 2016/17 are a logical extension. There has been additional consultation with the Metrohealth GP network, Hillingdon Hospital, CNWL (community health and community mental health), the voluntary sector (H4All) and private residential and nursing care home providers through the Older People's Care Home Provider Forum. Residents have been consulted on the proposals through the Disabled Tenants' and Residents' Association and the Older People's Assembly.

18. HCCG has been consulted in the development of the s.75 agreement and HCCG's Governing Body approved the agreement at its meeting on the 3rd November 2017.

CORPORATE IMPLICATIONS

Corporate Finance

19. Corporate Finance has reviewed this report and the associated financial implications, noting that entering into local Better Care Fund arrangements for 2017/18 to 2018/19 will enable the Council to secure substantial grant funding to support Adult Social Care services. As in previous years, proposed Section 75 Agreement is not expected to expose the Council to additional financial risk as both parties will retain responsibility for their respective service areas.

20. The 2017/18 Better Care Fund proposals include the £4,054k Improved BCF grant which is being utilised to stabilise the Social Care Provider Market in response to a number of financial pressures, including the annual uprating of the London Living Wage and associated impact of workforce costs. Broader financial pressures impacting upon Social Care provision, including both population-led and inflationary pressures are expanded upon within the MTF report also being presented to Cabinet on this agenda.

Legal

21. The Borough Solicitor confirms that the proposed agreement between the Council and the CCG complies with the requirements of Section 75 of the National Health Service Act 2006 and the NHS Bodies 2nd Local Authorities Partnership Regulations 2000 (as amended).

22. There are no Legal impediments to prevent the agreement being concluded.

BACKGROUND PAPERS

2017/19 Better Care Fund Plan and supporting documents

<http://www.hillingdon.gov.uk/article/28647/Introducing-the-Better-Care-Fund>

Dated: _____ day of December 2017



Hillingdon London Borough Council

and

NHS Hillingdon

2017/19


Hillingdon
Clinical Commissioning Group

**FRAMEWORK PARTNERSHIP AGREEMENT RELATING TO
THE COMMISSIONING OF HEALTH AND SOCIAL CARE
SERVICES UNDER THE BETTER CARE FUND UNDER
SECTION 75 NATIONAL HEALTH SERVICE ACT, 2006**

Contents

Item	Page
PARTIES	4
BACKGROUND	4
1 DEFINED TERMS AND INTERPRETATION	5
2 TERM	11
3 GENERAL PRINCIPLES	11
4 PARTNERSHIP FLEXIBILITIES	11
5 FUNCTIONS	12
6 COMMISSIONING ARRANGEMENTS	13
7 ESTABLISHMENT OF A POOLED FUND	14
8 POOLED FUND MANAGEMENT	15
9 FINANCIAL CONTRIBUTIONS	15
10 NON FINANCIAL CONTRIBUTIONS	16
11 RISK SHARE ARRANGMENTS, OVERSPENDS AND UNDERSPENDS	16
12 CAPITAL EXPENDITURE	16
13 VAT	16
14 AUDIT AND RIGHT OF ACCESS	16
15 LIABILITIES AND INSURANCE AND INDEMNITY	16
16 STANDARDS OF CONDUCT AND SERVICE	17
17 CONFLICTS OF INTEREST	18
18 GOVERNANCE	18
19 REVIEW	18
20 COMPLAINTS	19
21 TERMINATION & DEFAULT	19
22 DISPUTE RESOLUTION	20
23 FORCE MAJEURE	21
24 CONFIDENTIALITY	21
25 FREEDOM OF INFORMATION AND ENVIRONMENTAL PROTECTION REGULATIONS	22
26 OMBUDSMEN AND INVESTIGATIONS BY REGULATORY BODIES	22
27 INFORMATION SHARING	22
28 NOTICES	22
39 VARIATION	23
30 CHANGE IN LAW	23
31 WAIVER	24
32 SEVERANCE	24
33 ASSIGNMENT AND SUB CONTRACTING	24
34 EXCLUSION OF PARTNERSHIP AND AGENCY	24
35 THIRD PARTY RIGHTS	24
36 ENTIRE AGREEMENT	24

37	COUNTERPARTS	25
38	GOVERNING LAW AND JURISDICTION	25
	SCHEDULE 1 – BETTER CARE FUND SCHEME DESCRIPTIONS	26
	SCHEDULE 1A - 2017/19 FINANCIAL CONTRIBUTIONS SUMMARY	38
	SCHEDULE 1B - OPERATION OF THE COMMUNITY EQUIPMENT SERVICE	43
	• ANNEX A - ELIGIBILITY CRITERIA	47
	• ANNEX B - EQUIPMENT LOANS SERVICE CONTRACT	48
	• ANNEX C - 2017/19 EQUIPMENT LOANS SERVICE BUDGET BREAKDOWN	48
	• ANNEX D - JOINT SERVICES EFFICIENCIES GROUP	48
	SCHEDULE 1C - OPERATION OF INTEGRATED BROKERAGE SERVICE	49
	SCHEDULE 1 D - OPERATION OF THE PERSONAL HEALTH BUDGETS SERVICE	52
	• ANNEX A - PERSONAL HEALTH BUDGET PATHWAY TO DIRECT PAYMENTS	56
	SCHEDULE 1E - OPERATION OF INTEGRATED HOMECARE SERVICE	57
	• ANNEX A - HOMECARE ZONES	60
	• ANNEX B - HOMECARE SPECIFICATIONS FOR ADULTS AND CHILDREN	60
	• ANNEX C - HOMECARE DPS CONTRACT MANAGEMENT	60
	• ANNEX D - HOMECARE DPS SPOT CONTRACT	60
	SCHEDULE 2 – FUNCTIONS	60
	SCHEDULE 3 – GOVERNANCE ARRANGEMENTS	62
	SCHEDULE 4 – RISK SHARE AND OVERSPENDS	70
	SCHEDULE 5 – BETTER CARE FUND PLAN	71
	SCHEDULE 6 - CONFLICTS OF INTERESTS	71
	SCHEDULE 7 - INFORMATION SHARING AGREEMENT	73
	• ANNEX A - NORTH WEST LONDON INFORMATION SHARING AGREEMENT	73

Acknowledgement: This agreement is based on a template developed by Bevan Brittan LLP
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THIS AGREEMENT is made on day of December 2017

PARTIES

- (1) **Hillingdon London Borough Council** of Civic Centre, High Street, Uxbridge UB8 1UW (the "**Council**")
- (2) **NHS Hillingdon** (the "**CCG**") of 2nd Floor, Boundary House, Cricketfield Road, Uxbridge, UB8 IQC

BACKGROUND

- (A) The Council is a Local Authority established under the London Government Act 1963 (as amended) and by virtue of Part 1 of the Care Act 2014 the Council is responsible for ensuring access to, commissioning and/or providing social care services on behalf of the population of the London borough of Hillingdon.
- (B) The CCG is established under Chapter A2 of Part 2 of the National Health Service Act 2006 as amended by section 25(1) of the Health and Social Care Act 2012 and is responsible for commissioning services to meet the health needs of persons who are patients of the providers of primary medical services in the London borough of Hillingdon.
- (C) The Better Care Fund has been established by the Government to provide funds to local areas to support the integration of health and social care and to seek to achieve the National Conditions and Local Objectives. It is a requirement of the Better Care Fund that the CCG and the Council establish a pooled fund for this purpose.
- (D) Section 75 of the 2006 Act gives powers to local authorities and clinical commissioning groups to establish and maintain pooled funds out of which payment may be made towards expenditure incurred in the exercise of prescribed local authority functions and prescribed NHS functions.
- (E) The purpose of this Agreement is to set out the terms on which the Partners have agreed to collaborate and to establish a framework through which the Partners can secure the future position of health and social care services. It is also means through which the Partners wish to pool funds and align budgets as agreed between the Partners.
- (F) The aims and benefits of the Partners in entering in to this Agreement are to:
 - a) improve the quality and efficiency of the Services;
 - b) progress towards closer integration between health and social care where this is demonstrably the most effective mechanism for delivering better outcomes for Service Users and the Partners.
 - c) meet the National Conditions and Local Objectives;
 - d) make more effective use of resources through the establishment and maintenance of a pooled fund for revenue and capital expenditure on the Services;
 - e) ensure that by 2019/20 we have in place a model of care and supporting enablers:
 - i. Where residents have easy access to information and advice about services, including care and support services;

- ii. That have a focus on improving health outcomes for residents with one or more health conditions or care needs, a personalisation of service provision and a collaborative approach between providers;
- iii. Where there is systematic early identification of susceptibility to disease or exacerbation in the population, alongside integrated management of conditions and a consistent approach to care provision;
- iv. Where better coordination of services are configured around Hillingdon's residents, including a much stronger focus on case management and prevention and integration of health and social care;
- v. Where residents and carers are actively involved in the planning of their care and recognised as expert partners in care;
- vi. Enablement of self-care and preventative services and promotion of independence for as long as possible
- vii. Where people are only admitted to Hillingdon Hospital when they are acutely ill;
- viii. Where a hospital admission is necessary and unavoidable their lengths of stay are reduced;
- ix. That enables people to be treated at or close to their home wherever possible;
- x. A reduction in the number of people living in residential care;
- xi. The most effective use of health and care resources is made to achieve best value for the Hillingdon £ by allowing for a flexible use of collective resources and reduction in transaction costs; and
- xii. IT interoperability and development of a sustainable workforce and a vibrant market offering residents/patients quality choices.

(G) The Partners have jointly carried out consultations on the proposals for this Agreement with all those persons likely to be affected by the arrangements.

(H) The Partners are entering into this Agreement in exercise of the powers referred to in Section 75 of the 2006 Act and/or Section 13Z(2) and 14Z(3) of the 2006 Act as applicable, to the extent that exercise of these powers is required for this Agreement.

(I) The Council and the CCG have approved the terms and conditions of this Agreement.

1 DEFINED TERMS AND INTERPRETATION

1.1 In this Agreement, save where the context requires otherwise, the following words, terms and expressions shall have the following meanings:

1998 Act means the Data Protection Act 1998.

2000 Act means the Freedom of Information Act 2000.

2004 Regulations means the Environmental Information Regulations 2004.

2006 Act means the National Health Service Act 2006.

Affected Partner means, in the context of Clause 23, the Partner whose obligations under the Agreement have been affected by the occurrence of a Force Majeure Event

Agreement means this agreement including its Schedules, Annexes and Appendices.

Approved Expenditure means any additional expenditure approved by the Partners in relation to an Individual Service above any Contract Price and Performance Payments.

Authorised Officers means an officer of each Partner appointed to be that Partner's representative for the purpose of this Agreement.

Better Care Fund (BCF) means the Better Care Fund as described in NHS England Publications Gateway Ref. No. **04437**.

Better Care Fund Plan means the plan attached at Schedule 5 setting out the Partners' plan for the use of the Better Care Fund.

CCG Statutory Duties means the duties of the CCG pursuant to Sections 14P to 14Z2 of the 2006 Act.

Change in Law means the coming into effect or repeal (without re-enactment or consolidation) in England of any Law, or any amendment or variation to any Law, or any judgment of a relevant court of law which changes binding precedent in England after the date of this Agreement

Commencement Date means 00:01 hrs on the 1st April 2017.

Confidential Information means information, data and/or material of any nature which any Partner may receive or obtain in connection with the operation of this Agreement and the Services and:

- (a) which comprises Personal Data or Sensitive Personal Data or which relates to any patient or his treatment or medical history;
- (b) the release of which is likely to prejudice the commercial interests of a Partner or the interests of a Service User respectively; or
- (c) which is a trade secret.

Contract Price means any sum payable to a Provider under a Service Contract as consideration for the provision of Services and which, for the avoidance of doubt, does not include any Default Liability or Performance Payment.

Default Liability means any sum which is agreed or determined by Law or in accordance with the terms of a Services Contract) to be payable by any Partner(s) to the Provider as a consequence of (i) breach by any or all of the Partners of an obligation(s) in whole or in part) under the relevant Services Contract or (ii) any act or omission of a third party for which any or all of the Partners are, under the terms of the relevant Services Contract, liable to the Provider.

Financial Contributions means the financial contributions made by each Partner to a Pooled Fund in any Financial Year.

Financial Year means each financial year running from 1 April in any year to 31 March in the following calendar year.

Force Majeure Event means one or more of the following:

- (a) war, civil war (whether declared or undeclared), riot or armed conflict;
 - (b) acts of terrorism;
 - (c) acts of God;
 - (d) fire or flood;
 - (e) industrial action;
 - (f) prevention from or hindrance in obtaining raw materials, energy or other supplies;
 - (g) any form of contamination or virus outbreak; and
 - (h) any other event,
- in each case where such event is beyond the reasonable control of the Partner claiming relief

Functions means the NHS Functions and the Health Related Functions set out in **Schedule 2**.

Health Related Functions means those of the health related functions of the Council, specified in Regulation 6 of the Regulations as relevant to the commissioning of the Services and which are set out in **Schedule 1**.

Host Partner means the Partner that will host the Pooled Fund.

Health and Wellbeing Board means the Health and Wellbeing Board established by the Council pursuant to Section 194 of the Health and Social Care Act 2012.

Indirect Losses means loss of profits, loss of use, loss of production, increased operating costs, loss of business, loss of business opportunity, loss of reputation or goodwill or any other consequential or indirect loss of any nature, whether arising in tort or on any other basis.

Individual Scheme means one of the schemes agreed by the Partners to be included within this Agreement using the powers under Section 75 as documented in a Scheme Description.

Integrated Commissioning means arrangements by which both Partners commission Services in relation to an individual Scheme on behalf of each other is exercise of both the NHS and Council Functions through integrated structures.

Joint (Aligned) Commissioning means a mechanism by which the Partners jointly commission a Service. For the avoidance of doubt, a joint (aligned) commissioning arrangement does not involve the delegation of any functions pursuant to Section 75.

Law means:

- (a) any statute or proclamation or any delegated or subordinate legislation;
- (b) any enforceable community right within the meaning of Section 2 (1) European Communities Act 1972;
- (c) any guidance, direction or determination with which the Partner(s) or relevant third party (as applicable) are bound to comply to the extent that the same are published

and publicly available or the existence or contents of them have been notified to the Partner(s) or relevant third party (as applicable); and

(d) any judgment of a relevant court of law which is a binding precedent in England.

Lead Commissioning Arrangements means the arrangements by which one Partner commissions Services in relation to an Individual Scheme on behalf of the other Partner in exercise of both the NHS Functions and the Council Functions.

Lead Commissioner means the Partner responsible for commissioning an Individual Service under a Scheme Description and Specification.

Losses means all damage, loss, liabilities, claims, actions, costs, expenses (including the cost of legal and/or professional services), proceedings, demands and charges whether arising under statute, contract or at common law but excluding Indirect Losses and "Loss" shall be interpreted accordingly.

Month means a calendar month.

National Conditions mean the national conditions as set out in the NHS England Better Care Fund Planning Guidance as are amended or replaced from time to time.

NHS Functions means those of the NHS functions listed in Regulation 5 of the Regulations as are exercisable by the CCG as are relevant to the commissioning of the Services and which may be further described in **Schedule 1**.

Non-Pooled Fund means the budget detailing the financial contributions of the Partners which are not included in a Pooled Fund in respect of a particular Service as set out in the relevant Scheme Specification.

Non-Recurrent Payments means funding provided by a Partner to a Pooled Fund in addition to the Financial Contributions pursuant to arrangements agreed in accordance with Clause 8.4.

Overspend means any expenditure from a Pooled Fund in a Financial Year which exceeds the Financial Contributions for that Financial Year.

Partner means either the CCG or the Council, and references to "**Partners**" shall be construed accordingly.

Partnership Board means the 'joint committee' established in accordance with paragraph 10 (2) of the Regulations, which will be responsible for the review of performance and oversight of this Agreement as set out in the governance arrangements in **Schedule 3**, where it is described as the 'Core Officer Group'.

Patients means the same as **Service Users**.

Performance Payment Arrangement means any arrangement agreed with a Provider and one or more Partners in relation to the cost of providing Services on such terms as agreed in writing by all Partners.

Performance Payments means any sum over and above the relevant Contract Price which is payable to the Provider in accordance with a Performance Payment Arrangement.

Permitted Budget means in relation to a Service where the Council is the Provider, the budget that the Partners have set in relation to the particular Service.

Permitted Expenditure has the meaning given in Clause 7.3.

Personal Data means Personal Data as defined by the 1998 Act.

Personal Health Budgets means an amount of money to support a person's identified health and wellbeing needs the application of which is planned and agreed between the individual, their representative, or, in the case of children, their families or Carers and the local NHS Continuing Healthcare Team.

Pooled Fund means any pooled fund established and maintained by the Partners as a pooled fund in accordance with the Regulations

Pooled Fund Manager means the Section 151 (Local Government Act, 1972) officer of the Council, who is the Corporate Director of Finance.

Provider means a provider of any Services commissioned under the arrangements set out in this Agreement.

Public Health England means the SoSH trading as Public Health England.

Quarter means each of the following periods in a Financial Year:

- 1 April to 30 June
- 1 July to 30 September
- 1 October to 31 December
- 1 January to 31 March

and "**Quarterly**" shall be interpreted accordingly.

Regulations mean the NHS Bodies and Local Authorities Partnership Arrangements Regulations 2000 No 617 (as amended).

Residents means people who live within the geographical boundaries of the London Borough of Hillingdon.

Scheme Description means the description of an Individual Scheme agreed by the Partners to be commissioned under this Agreement.

Sensitive Personal Data means Sensitive Personal Data as defined in the 1998 Act.

Services means such health and social care services as agreed from time to time by the Partners as commissioned under the arrangements set out in this Agreement and more specifically defined in each Scheme Description and Specification.

Services Contract means an agreement for the provision of Services entered into with a Provider by one or more of the Partners in accordance with the relevant Individual Scheme.

Service Users means those individual for whom the Partners have a responsibility to commission the Services.

SoSH means the Secretary of State for Health.

Term refers to the period of the Agreement as described in clause 2 of this Agreement.

Third Party Costs means all such third party costs (including legal and other professional fees) in respect of each Individual Scheme as a Partner reasonably and properly incurs in the proper performance of its obligations under this Agreement and as agreed by the Partnership Board.

Working Day means 8.00am to 6.00pm on any day except Saturday, Sunday, Christmas Day, Good Friday or a day which is a bank holiday (in England) under the Banking & Financial Dealings Act 1971.

- 1.2 In this Agreement, all references to any statute or statutory provision shall be deemed to include references to any statute or statutory provision which amends, extends, consolidates or replaces the same and shall include any orders, regulations, codes of practice, instruments or other subordinate legislation made thereunder and any conditions attaching thereto. Where relevant, references to English statutes and statutory provisions shall be construed as references also to equivalent statutes, statutory provisions and rules of law in other jurisdictions.
- 1.3 Any headings to Clauses, together with the front cover and the index are for convenience only and shall not affect the meaning of this Agreement. Unless the contrary is stated, references to Clauses and Schedules shall mean the clauses and schedules of this Agreement.
- 1.4 Any reference to the Partners shall include their respective statutory successors, employees and agents.
- 1.5 In the event of a conflict, the conditions set out in the Clauses to this Agreement shall take priority over the Schedules.
- 1.6 Where a term of this Agreement provides for a list of items following the word "including" or "includes", then such list is not to be interpreted as being an exhaustive list.
- 1.7 In this Agreement, words importing any particular gender include all other genders, and the term "person" includes any individual, partnership, firm, trust, body corporate, government, governmental body, trust, agency, unincorporated body of persons or association and a reference to a person includes a reference to that person's successors and permitted assigns.
- 1.8 In this Agreement, words importing the singular only shall include the plural and vice versa.
- 1.9 In this Agreement, "staff" and "employees" shall have the same meaning and shall include reference to any full or part time employee or officer, director, manager and agent.
- 1.10 Subject to the contrary being stated expressly or implied from the context in these terms and conditions, all communication between the Partners shall be in writing.
- 1.11 Unless expressly stated otherwise, all monetary amounts are expressed in pounds sterling but in the event that pounds sterling is replaced as legal tender in the United Kingdom by a different currency then all monetary amounts shall be converted into such other currency at the rate prevailing on the date such other currency first became legal tender in the United Kingdom.

- 1.12 All references to the Agreement include (subject to all relevant approvals) a reference to the Agreement as amended, supplemented, substituted, novated or assigned from time to time.

2 TERM

- 2.1 This Agreement shall come into force on the Commencement Date.
- 2.2 This Agreement shall continue until the 31st March 2019 or in accordance with Clause 21.

3 GENERAL PRINCIPLES

- 3.1 Nothing in this Agreement shall affect:
- 3.1.1 the liabilities of the Partners to each other or to any third parties for the exercise of their respective functions and obligations (including the Functions); or
 - 3.1.2 any power or duty to recover charges for the provision of any services (including the Services) in the exercise of any local authority function.
- 3.2 The Partners agree to:
- 3.2.1 treat each other with respect and an equality of esteem;
 - 3.2.2 be open and transparent with information about the performance and financial status of each scheme set out in Schedule 1; and
 - 3.2.3 provide early information and notice about relevant problems.
- 3.3 For the avoidance of doubt, the aims and outcomes relating to an Individual Scheme may be set out in the relevant Scheme Description.

4 PARTNERSHIP FLEXIBILITIES

- 4.1 This Agreement sets out the mechanism through which the Partners will work together to establish a single pooled budget.
- 4.2 The Council delegates to the CCG and the CCG agrees to exercise, on the Council's behalf, the Health Related Functions to the extent necessary for the purpose of performing its obligations under this Agreement in conjunction with the NHS Functions as described in **Schedule 2**.
- 4.3 The CCG delegates to the Council and the Council agrees to exercise on the CCG's behalf the NHS Functions to the extent necessary for the purpose of performing its obligations under this Agreement in conjunction with the Health Related Functions as described in **Schedule 2**.
- 4.4 Where the powers of a Partner to delegate any of its statutory powers or functions are restricted, such limitations will automatically be deemed to apply to the relevant Scheme Specification and the Partners shall agree arrangements designed to achieve the greatest degree of delegation to the other Partner necessary for the purposes of this Agreement which is consistent with the statutory constraints.

5 FUNCTIONS

- 5.1 The purpose of this Agreement is to establish a framework through which the Partners can secure the provision of health and social care services in accordance with the terms of this Agreement.
- 5.2 This Agreement shall include such functions as shall be agreed from time to time by the Partners.
- 5.3 Where the Partners add a new Individual Scheme to this Agreement a Scheme Description and Specification for each Individual Scheme shall be in the form set out in Schedule 1 and shall be completed and agreed between the Partners. The initial Scheme Description and Specifications are set out in **Schedule 1**.
- 5.4 The Partners shall not enter into a Scheme Description in respect of an Individual Scheme unless they are satisfied that the Individual Scheme in question will improve health and well-being in accordance with this Agreement.
- 5.5 The introduction of any Individual Scheme will be subject to approval in accordance with the governance process set out in **Schedule 3**.
- 5.6 The table below describes the delegation of functions attributed to the delivery of the Individual Schemes set out in **Schedule 1**.

Summary of Delegated Functions	
Scheme	Functions Delegated
Scheme 1	None
Scheme 2	None
Scheme 3	Delegation to the Council by the CCG to act as lead commissioner on behalf of the CCG for the provision of homecare for people at end of life as described in Schedule 1E of this Agreement.
Scheme 4	<ul style="list-style-type: none"> a. Delegation to the CCG by the Council authority to undertake assessment and prescription of community equipment to meet social care needs. b. Delegation to the Council by the CCG authority to undertake assessment and prescription of community equipment to meet health needs. c. Delegation to the Council by the CCG to act as lead commissioner on behalf of the CCG for the community equipment service as described in Schedule 1B. d. Delegation to the CCG, or agents acting on its behalf, by the Council authority to undertake assessment and prescription of

	<p>community equipment to meet social care needs.</p> <p>e. Delegation to the CCG, or agents acting on its behalf, by the Council authority to undertake assessment and prescription of standard minor adaptations (as defined in Paragraph 1.1 Schedule 1B of this Agreement) to meet social care need.</p> <p>f. Delegation to the CCG, or agents acting on its behalf, by the Council authority to undertake assessments for non-standard minor adaptations (as defined in Paragraph 1.1 Schedule 1B of this Agreement) to meet social care need.</p>
Scheme 5	<p>a) Delegation to the Council by the CCG to undertake the brokerage function for homecare placements for adults and children on behalf of the CCG as described in Schedule 1C of this Agreement.</p> <p>b) Delegation by the Council to the CCG to undertake the brokerage function for homecare placements for adults and children on behalf of the Council as described in Schedule 1C of this Agreement.</p> <p>c) Delegation to the Council by the CCG to manage the process for people registered with Hillingdon GPs to access Personal Health Budgets as described in Schedule 1D of this Agreement.</p> <p>d) Delegation to the Council by the CCG to act as lead commissioner on behalf of the CCG for homecare as described in Schedule 1E of this Agreement.</p>
Scheme 6	None

6 COMMISSIONING ARRANGEMENTS

- 6.1 For the duration of the Term each Partner shall retain Lead Commissioner responsibility for the Services within the Schemes described in **Schedule 1** for which they had Lead Commissioner responsibility prior to the Commencement Date. This shall include performance management and contract monitoring of all relevant Service Contracts and payment of the Provider of a Services Contract.
- 6.2 Both Partners shall be responsible for compliance with and making payments of all sums due to a Provider pursuant to the terms of each Service Contract.

- 6.3 Both Partners shall work in cooperation and endeavour to ensure that the relevant Services as set out in each Scheme Description and Specification are commissioned within each Partners Financial Contribution in respect of that particular Service in each Financial Year.
- 6.4 Each Partner shall keep the other Partner and the Partnership Board regularly informed of the effectiveness of the arrangements including the Better Care Fund and any Overspend or Underspend in the Pooled Fund.
- 6.5 The Partnership Board will report back to the Health and Wellbeing Board as required by its Terms of Reference.

7 ESTABLISHMENT OF A POOLED FUND

- 7.1 In exercise of their respective powers under Section 75 of the 2006 Act, the Partners have agreed to establish and maintain a pooled fund for revenue and capital expenditure as set out in **Schedule 1**.
- 7.2 The Pooled Fund shall be managed and maintained in accordance with the terms of this Agreement.
- 7.3 It is agreed that the monies held in a Pooled Fund may only be expended on the following:
 - 7.3.1 the Contract Price;
 - 7.3.2 where the Partners are to be the Providers as shall be described in Schedule 1A, the Permitted Budget;
 - 7.3.3 Third Party Costs;
 - 7.3.4 Approved ExpenditureThis shall be "Permitted Expenditure".
- 7.4 The Partners may only depart from the definition of Permitted Expenditure to include or exclude other revenue or capital expenditure with the express written agreement of each Partner.
- 7.5 For the avoidance of doubt, monies held in the Pooled Fund may not be expended on Default Liabilities unless this is agreed by all Partners.
- 7.6 Pursuant to this Agreement, the Partners agree to appoint the Council as Host for Pooled Funds set out in the Scheme Specifications. The Host Partner shall be the Partner responsible for:
 - 7.6.1 Managing and accounting for all monies contributed to the Pooled Fund on behalf of itself and the other Partners;
 - 7.6.2 Providing the financial administrative systems for the Pooled Fund; and
 - 7.6.3 Appointing the Pooled Fund Manager;
 - 7.6.4 Ensuring that the Pooled Fund Manager complies with its obligations under this Agreement.

8 POOLED FUND MANAGEMENT

- 8.1 The Partners agree that the Council shall act as host for the purposes of Regulations 7(4) and 7(5) and the Council shall appoint an officer to act as the Pooled Fund Manager for the purposes of Regulation 7 (4).
- 8.2 The Pooled Fund Manager shall have the following duties and responsibilities:
- 8.2.1 the day to day operation and management of the Pooled Fund;
 - 8.2.2 ensuring that all expenditure from the Pooled Fund is in accordance with the provisions of this Agreement and the relevant Scheme Description and Specification;
 - 8.2.3 maintaining an overview of all joint financial issues affecting the Partners in relation to the Services and the Pooled Fund;
 - 8.2.4 ensuring that full and proper records for accounting purposes are kept in respect of the Pooled Fund;
 - 8.2.5 reporting to the Partnership Board as required by the Partnership Board and the relevant Scheme Description and Specification;
 - 8.2.6 preparing and submitting to the Partnership Board Quarterly reports (or more frequent reports if required by the Partnership Board) and an annual return about the income and expenditure from the Pooled Fund together with such other information as may be required by the Partners and the Partnership Board to monitor the effectiveness of the Pooled Fund and to enable the Partners to complete their own financial accounts and returns. The Partners agree to provide all necessary information to the Pooled Fund Manager in time for the reporting requirements to be met.
 - 8.2.7 preparing and submitting reports to the Health and Wellbeing Board as required by it.
- 8.3 In carrying out their responsibilities as provided under Clause 8.2 the Pooled Fund Manager shall deliver the recommendations of the Partnership Board and shall be accountable to the Partners through the Partnership Board.

9 FINANCIAL CONTRIBUTIONS

- 9.1 The Financial Contribution of the CCG and the Council to the Pooled Fund for each Financial Year of operation of each Individual Scheme shall be as set out in the **Schedule 1**.
- 9.2 Financial Contributions will be paid as set out in the each Scheme Description.
- 9.3 With the exception of Clause 13, no provision of this Agreement shall preclude the Partners from making additional contributions of Non-Recurrent Payments to the Pooled Fund from time to time by mutual agreement. Any such additional contributions of Non-Recurrent Payments shall be explicitly recorded in Partnership Board minutes and recorded in the budget statement as a separate item.

10 NON-FINANCIAL CONTRIBUTIONS

- 10.1 The Scheme Specification shall set out non-financial contributions of each Partner including staff (including the Pooled Fund Manager), premises, IT support and other non-financial resources necessary to perform its obligations pursuant to this Agreement (including, but not limited to, management of service contracts and the Pooled Fund).

11 RISK SHARE ARRANGMENTS, OVERSPENDS AND UNDERSPENDS

Risk share arrangements

- 11.1 The Partners have agreed risk share arrangements as set out in **Schedule 4**.

Overspends in Pooled Fund

- 11.2 For the Term of the Agreement overspends in the Pooled Fund shall be managed as set out in **Schedule 4**.

Underspends

- 11.3 For the Term of the Agreement underspends in the Pooled Fund shall be managed as set out in **Schedule 4**.

Benefits

- 11.4 In the event cash savings are delivered, these will be retained by the partner generating the said saving.

12 CAPITAL EXPENDITURE

- 12.1 The Pooled Fund shall not be applied towards any one-off expenditure on goods and/or services outside of the remit of Schemes 1 and 4 of **Schedule 1**, specifically the use of Disabled Facilities Grants, without prior approval of the Partnership Board.

13 VAT

- 13.1 The Partners shall agree the treatment of the Pooled Fund for VAT purposes in accordance with any relevant guidance from HM Customs and Excise.

14 AUDIT AND RIGHT OF ACCESS

- 14.1 All Partners shall promote a culture of probity and sound financial discipline and control. The Host Partner shall arrange for the audit of the accounts of the relevant Pooled Fund in accordance with Section 7 of the Local Audit and Accountability Act, 2014.
- 14.2 All internal and external auditors and all other persons authorised by the Partners will be given the right of access by them to any document, information or explanation they require from any employee, member of the Partner in order to carry out their duties. This right is not limited to financial information or accounting records and applies equally to premises or equipment used in connection with this Agreement. Access may be at any time without notice, provided there is good cause for access without notice.

15 LIABILITIES AND INSURANCE AND INDEMNITY

- 15.1 Subject to Clause 16.2, and 16.3, if a Partner ("First Partner") incurs a Loss arising out of or in connection with this Agreement or the Services Contract as a consequence of any act or

omission of another Partner ("Other Partner") which constitutes negligence, fraud or a breach of contract in relation to this Agreement or the Services Contract then the Other Partner shall be liable to the First Partner for that Loss and shall indemnify the First Partner accordingly.

- 15.2 Clause 16.1 shall only apply to the extent that the acts or omissions of the Other Partner contributed to the relevant Loss. Furthermore, it shall not apply if such act or omission occurred as a consequence of the Other Partner acting in accordance with the instructions or requests of the First Partner or the Partnership Board.
- 15.3 If any third party makes a claim or intimates an intention to make a claim against either Partner, which may reasonably be considered as likely to give rise to liability under this Clause 16. the Partner that may claim against the other indemnifying Partner will:
 - 15.3.1 as soon as reasonably practicable give written notice of that matter to the Other Partner specifying in reasonable detail the nature of the relevant claim;
 - 15.3.2 not make any admission of liability, agreement or compromise in relation to the relevant claim without the prior written consent of the Other Partner (such consent not to be unreasonably conditioned, withheld or delayed);
 - 15.3.3 give the Other Partner and its professional advisers reasonable access to its premises and personnel and to any relevant assets, accounts, documents and records within its power or control so as to enable the Indemnifying Partner and its professional advisers to examine such premises, assets, accounts, documents and records and to take copies at their own expense for the purpose of assessing the merits of, and if necessary defending, the relevant claim.
- 15.4 Each Partner shall ensure that they maintain policies of insurance (or equivalent arrangements through schemes operated by the National Health Service Litigation Authority) in respect of all potential liabilities arising from this Agreement.
- 15.5 Each Partner shall at all times take all reasonable steps to minimise and mitigate any loss for which one party is entitled to bring a claim against the other pursuant to this Agreement.

16 STANDARDS OF CONDUCT AND SERVICE

- 16.1 The Partners will at all times comply with Law and ensure good corporate governance in respect of each Partner (including the Partners respective Standing Orders and Standing Financial Instructions).
- 16.2 The Council is subject to the duty of Best Value under the Local Government Act 1999. This Agreement and the operation of the Pooled Fund is therefore subject to the Council's obligations for Best Value and the other Partner will co-operate with all reasonable requests from the Council which the Council considers necessary in order to fulfil its Best Value obligations.
- 16.3 The CCG is subject to the CCG Statutory Duties and these incorporate a duty of clinical governance, which is a framework through which they are accountable for continuously improving the quality of its services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish. This Agreement and the operation of the Pooled Fund are therefore subject to ensuring compliance with the CCG Statutory Duties and clinical governance obligations.

- 16.4 The Partners are committed to an approach to equality and equal opportunities as represented in their respective policies. The Partners will maintain and develop these policies as applied to service provision, with the aim of developing a joint strategy for all elements of the service.

17 CONFLICTS OF INTEREST

- 17.1 The Partners shall comply with the agreed policy for identifying and managing conflicts of interest as set out in **Schedule 7**.

18 GOVERNANCE

- 18.1 Overall strategic oversight of partnership working between the partners is vested in the Health and Well Being Board, which for these purposes shall make recommendations to the Partners as to any action it considers necessary.
- 18.2 The Partners have established a Partnership Board to undertake responsibility for management of the pooled fund.
- 18.3 The Partnership Board is based on a joint working group structure. Each member of the Partnership Board shall be an officer of one of the Partners and will have individual delegated responsibility from the Partner employing them to make decisions which enable the Partnership Board to carry out its objects, roles, duties and functions as set out in this Clause 19 and **Schedule 3**.
- 18.4 The terms of reference of the Partnership Board shall be as set out in **Schedule 3**.
- 18.5 Each Partner has secured internal reporting arrangements to ensure the standards of accountability and probity required by each Partner's own statutory duties and organisation are complied with.
- 18.6 The Health and Wellbeing Board shall be responsible for the overall approval of the Individual Schemes, ensuring compliance with the Better Care Fund Plan and the strategic direction of the Better Care Fund, in accordance with the process set out in **Schedule 3**.

19 REVIEW

- 19.1 Save where the Partnership Board agree alternative arrangements (including alternative frequencies) the Partners shall undertake an annual review ("**Annual Review**") of the operation of this Agreement, any Pooled Fund and the provision of the Services within 3 Months of the end of each Financial Year.
- 19.2 The Partners shall within 20 Working Days of the annual review prepare a joint annual report documenting the matters referred to in this Clause 19. The annual report shall be subject to approval by the Health and Wellbeing Board.
- 19.3 In the event that the Partners fail to meet the requirements of the Better Care Fund Plan and NHS England, the Partners shall co-operate with NHS England to agree a recovery plan.
- 19.4 Any review undertaken in accordance with this Clause 19 shall reflect an intention to deliver the aims and benefits identified in Clause (F) of this Agreement.

20 COMPLAINTS

- 20.1 During the term of the Agreement, the Partners will explore establishing a joint complaints system. The application of a joint complaints system will be without prejudice to a complainant's right to use either of the Partners' statutory complaints procedures where applicable.
- 20.2 Prior to the development of a joint complaints system or after the failure or suspension of any such joint complaints system the following will apply:
- 20.2.1 where a complaint wholly relates to one or more of the Council's Health Related Functions it shall be dealt with in accordance with the statutory complaints procedure of the Council;
 - 20.2.2 where a complaint wholly relates to one or more of the CCG's NHS Functions, it shall be dealt with in accordance with the statutory complaints procedure of the CCG;
 - 20.2.3 where a complaint relates partly to one or more of the Council's Health Related Functions and partly to one or more of the CCG's NHS Functions then a joint response will be made to the complaint by the Council and the relevant NHS organisation, in line with local joint protocol;
 - 20.2.4 where a complaint cannot be handled in any way described above or relates to the operation of the arrangements made pursuant to this Agreement or the content of this Agreement, then the Partnership Board will set up a complaints subgroup to examine the complaint and recommend remedies. All complaints shall be reported to the Partnership Board.

21 TERMINATION & DEFAULT

- 21.1 The termination and default provisions as set out in clauses 21.2 to 21.8 of this Agreement shall apply.
- 21.2 Each Individual Scheme may be terminated in accordance with the terms set out in the relevant Scheme Description and Specification (where applicable) provided that the Partners ensure that the Better Care Fund requirements continue to be met.
- 21.3 If any Partner ("Relevant Partner") fails to meet any of its obligations under this Agreement, the other Partner may by notice require the Relevant Partner to take such reasonable action within a reasonable timescale as the other Partners may specify to rectify such failure. Should the Relevant Partner fail to rectify such failure within such reasonable timescale, the matter shall be referred for resolution in accordance with Clause 23.
- 21.4 Termination of this Agreement (whether by effluxion of time or otherwise) shall be without prejudice to the Partners' rights in respect of any antecedent breach.
- 21.5 In the event of termination of this Agreement, the Partners agree to cooperate to ensure an orderly wind down of their joint activities and to use their best endeavours to minimise disruption to the health and social care which is provided to the Service Users.
- 21.6 Upon termination of this Agreement for any reason whatsoever the following shall apply:
- 21.6.1 the Partners agree that they will work together and co-operate to ensure that the winding down and disaggregation of the integrated and joint activities to the

separate responsibilities of the Partners is carried out smoothly and with as little disruption as possible to service users, employees, the Partners and third parties, so as to minimise costs and liabilities of each Partner in doing so;

- 21.6.2 where either Partner has entered into a Service Contract which continues after the termination of this Agreement, both Partners shall continue to contribute to the Contract Price in accordance with the agreed contribution for that Service prior to termination and will enter into all appropriate legal documentation required in respect of this;
- 21.6.3 the Lead Commissioner shall make reasonable endeavours to amend or terminate a Service Contract (which shall for the avoidance of doubt not include any act or omission that would place the Lead Commissioner in breach of the Service Contract) where the other Partner requests the same in writing Provided that the Lead Commissioner shall not be required to make any payments to the Provider for such amendment or termination unless the Partners shall have agreed in advance who shall be responsible for any such payment.
- 21.6.4 where a Service Contract held by a Lead Commissioner relates all or partially to services which relate to the other Partner's Functions then provided that the Service Contract allows the other Partner may request that the Lead Commissioner assigns the Service Contract in whole or part upon the same terms mutatis mutandis as the original contract.
- 21.6.5 the Partnership Board shall continue to operate for the purposes of functions associated with this Agreement for the remainder of any contracts and commitments relating to this Agreement; and
- 21.6.6 Termination of this Agreement shall have no effect on the liability of any rights or remedies of either Partner already accrued, prior to the date upon which such termination takes effect.

- 21.7 In the event of termination in relation to an Individual Scheme the provisions of Clause 21.6 shall apply mutatis mutandis in relation to the Individual Scheme (as though references as to this Agreement were to that Individual Scheme).

22 DISPUTE RESOLUTION

- 22.1 In the event of a dispute between the Partners arising out of this Agreement, either Partner may serve written notice of the dispute on the other Partner, setting out full details of the dispute.
- 22.2 The Authorised Officer shall meet in good faith as soon as possible and in any event within seven (7) days of notice of the dispute being served pursuant to Clause 22.1, at a meeting convened for the purpose of resolving the dispute.
- 22.3 If the dispute remains after the meeting detailed in Clause 22.2 has taken place, the matter shall be referred in writing to the Chairman of the CCG Board and the Leader of the Council in his capacity as chairman of the Health and Wellbeing Board. The Chairman of the CCG Board and the Leader of the Council shall meet within fourteen (14) days of the date of the referral for the purpose of resolving the dispute.
- 22.4 The decision of the Chairman of the CCG Board and the Leader of the Council as described in clause 22.3 shall be final and binding on both Partners.

- 22.5 Nothing in the procedure set out in this Clause 22 shall in any way affect either Partner's right to terminate this Agreement in accordance with any of its terms or take immediate legal action.

23 FORCE MAJEURE

- 23.1 Neither Partner shall be entitled to bring a claim for a breach of obligations under this Agreement by the other Partner or incur any liability to the other Partner for any losses or damages incurred by that Partner to the extent that a Force Majeure Event occurs and it is prevented from carrying out its obligations by that Force Majeure Event.
- 23.2 On the occurrence of a Force Majeure Event, the Affected Partner shall notify the other Partner as soon as practicable. Such notification shall include details of the Force Majeure Event, including evidence of its effect on the obligations of the Affected Partner and any action proposed to mitigate its effect.
- 23.3 As soon as practicable, following notification as detailed in Clause 23.2, the Partners shall consult with each other in good faith and use all best endeavours to agree appropriate terms to mitigate the effects of the Force Majeure Event and, subject to Clause 23.4, facilitate the continued performance of the Agreement.
- 23.4 If the Force Majeure Event continues for a period of more than sixty (60) days, either Partner shall have the right to terminate the Agreement by giving fourteen (14) days written notice of termination to the other Partner. For the avoidance of doubt, no compensation shall be payable by either Partner as a direct consequence of this Agreement being terminated in accordance with this Clause.

24 CONFIDENTIALITY

- 24.1 In respect of any Confidential Information a Partner receives from another Partner (the "**Discloser**") and subject always to the remainder of this Clause 24, each Partner (the "**Recipient**") undertakes to keep secret and strictly confidential and shall not disclose any such Confidential Information to any third party, without the Discloser's prior written consent provided that:
- 24.1.1 the Recipient shall not be prevented from using any general knowledge, experience or skills which were in its possession prior to the Commencement Date; and
- 24.1.2 the provisions of this Clause 24 shall not apply to any Confidential Information which:
- a) is in or enters the public domain other than by breach of the Agreement or other act or omission of the Recipient; or
- b) is obtained by a third party who is lawfully authorised to disclose such information.
- 24.2 Nothing in this Clause 24 shall prevent the Recipient from disclosing Confidential Information where it is required to do so in fulfilment of statutory obligations or by judicial, administrative, governmental or regulatory process in connection with any action, suit, proceedings or claim or otherwise by applicable Law.
- 24.3 Each Partner:

- 24.3.1 may only disclose Confidential Information to its employees and professional advisors to the extent strictly necessary for such employees to carry out their duties under the Agreement; and
 - 24.3.2 will ensure that, where Confidential Information is disclosed in accordance with Clause 24.3.1, the recipient(s) of that information is made subject to a duty of confidentiality equivalent to that contained in this Clause 24;
 - 24.3.3 shall not use Confidential Information other than strictly for the performance of its obligations under this Agreement.
- 24.4 Information provided in accordance with the Partners' respective Whistleblowing Policy shall not constitute a breach of this Clause 24.

25 FREEDOM OF INFORMATION AND ENVIRONMENTAL PROTECTION REGULATIONS

- 25.1 The Partners agree that they will each cooperate with each other to enable any Partner receiving a request for information under the 2000 Act or the 2004 Act to respond to a request promptly and within the statutory timescales. This cooperation shall include but not be limited to finding, retrieving and supplying information held, directing requests to other Partners as appropriate and responding to any requests by the Partner receiving a request for comments or other assistance.
- 25.2 Any and all agreements between the Partners as to confidentiality shall be subject to their duties under the 2000 Act and 2004 Act. No Partner shall be in breach of Clause 24 if it makes disclosures of information in accordance with the 2000 Act and/or 2004 Act.

26 OMBUDSMEN AND INVESTIGATIONS BY REGULATORY BODIES

- 26.1 The Partners shall co-operate with any investigation undertaken by the Health Service Commissioner for England or the Local Government Commissioner for England (or both of them) or any other regulatory body in connection with this Agreement.

27 INFORMATION SHARING

- 27.1 The Partners shall follow the Information Sharing Agreement set out in **schedule 7** as may be amended from time to time, and in so doing shall ensure that the operation this Agreement complies with Law, in particular the 1998 Act.

28 NOTICES

- 28.1 Any notice to be given under this Agreement shall either be delivered personally or sent by facsimile or sent by first class post or electronic mail. The address for service of each Partner shall be as set out in Clause 28.3 or such other address as each Partner may previously have notified to the other Partner in writing. A notice shall be deemed to have been served if:
- 28.1.1 personally delivered, at the time of delivery;
 - 28.1.2 sent by facsimile, at the time of transmission;
 - 28.1.3 posted, at the expiration of forty eight (48) hours after the envelope containing the same was delivered into the custody of the postal authorities; and

28.1.4 if sent by electronic mail, at the time of transmission and a telephone call must be made to the recipient warning the recipient that an electronic mail message has been sent to him (as evidenced by a contemporaneous note of the Partner sending the notice) and a hard copy of such notice is also sent by first class recorded delivery post (airmail if overseas) on the same day as that on which the electronic mail is sent.

28.2 In proving such service, it shall be sufficient to prove that personal delivery was made, or that the envelope containing such notice was properly addressed and delivered into the custody of the postal authority as prepaid first class or airmail letter (as appropriate), or that the facsimile was transmitted on a tested line or that the correct transmission report was received from the facsimile machine sending the notice, or that the electronic mail was properly addressed and no message was received informing the sender that it had not been received by the recipient (as the case may be).

28.3 The address for service of notices as referred to in Clause 28.1 shall be as follows unless otherwise notified to the other Partner in writing:

28.3.1 if to the Council, addressed to the **Corporate Director of Adult and Children and Young People's Services**;

Tel: 01895 250506
E.Mail: tzaman@hillingdon.gov.uk

and

28.3.2 if to the CCG, addressed to **Chief Operating Officer**;

Tel: 01895 203005
E.Mail: cmorison@nhs.net

29 VARIATION

29.1 No variations to this Agreement will be valid unless they are recorded in writing and signed for and on behalf of each of the Partners.

30 CHANGE IN LAW

30.1 The Partners shall ascertain, observe, perform and comply with all relevant Laws, and shall do and execute or cause to be done and executed all acts required to be done under or by virtue of any Laws.

30.2 On the occurrence of any Change in Law, the Partners shall agree in good faith any amendment required to this Agreement as a result of the Change in Law subject to the Partners using all reasonable endeavours to mitigate the adverse effects of such Change in Law and taking all reasonable steps to minimise any increase in costs arising from such Change in Law.

30.3 In the event of failure by the Partners to agree the relevant amendments to the Agreement (as appropriate), the Clause 22 (Dispute Resolution) shall apply.

31 WAIVER

- 31.1 No failure or delay by any Partner to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same or of some other right to remedy.

32 SEVERANCE

- 32.1 If any provision of this Agreement, not being of a fundamental nature, shall be held to be illegal or unenforceable, the enforceability of the remainder of this Agreement shall not thereby be affected.

33 ASSIGNMENT AND SUB CONTRACTING

- 33.1 The Partners shall not sub-contract, assign or transfer the whole or any part of this Agreement, without the prior written consent of the other Partners, which shall not be unreasonably withheld or delayed. This shall not apply to any assignment to a statutory successor of all or part of a Partner's statutory functions.

34 EXCLUSION OF PARTNERSHIP AND AGENCY

- 34.1 Nothing in this Agreement shall create or be deemed to create a partnership under the Partnership Act 1890 or the Limited Partnership Act 1907, a joint venture or the relationship of employer and employee between the Partners or render either Partner directly liable to any third party for the debts, liabilities or obligations of the other.
- 34.2 Except as expressly provided otherwise in this Agreement or where the context or any statutory provision otherwise necessarily requires, neither Partner will have authority to, or hold itself out as having authority to:
- 34.2.1 act as an agent of the other;
 - 34.2.2 make any representations or give any warranties to third parties on behalf of or in respect of the other; or
 - 34.2.3 bind the other in any way.

35 THIRD PARTY RIGHTS

- 35.1 Unless the right of enforcement is expressly provided, no third party shall have the right to pursue any right under this Contract pursuant to the Contracts (Rights of Third Parties) Act 1999 or otherwise.

36 ENTIRE AGREEMENT

- 36.1 The terms herein contained together with the contents of the Schedules constitute the complete agreement between the Partners with respect to the subject matter hereof and supersede all previous communications representations understandings and agreement and any representation promise or condition not incorporated herein shall not be binding on any Partner.
- 36.2 No agreement or understanding varying or extending or pursuant to any of the terms or provisions hereof shall be binding upon any Partner unless in writing and signed by a duly authorised officer or representative of the parties.

37 COUNTERPARTS

- 37.1 This Agreement may be executed in one or more counterparts. Any single counterpart or a set of counterparts executed, in either case, by all Partners shall constitute a full original of this Agreement for all purposes.

38 GOVERNING LAW AND JURISDICTION

- 38.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and Wales.
- 38.2 Subject to Clause 22 (Dispute Resolution), the Partners irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to hear and settle any action, suit, proceedings, dispute or claim, which may arise out of, or in connection with, this Agreement, its subject matter or formation (including non-contractual disputes or claims).

IN WITNESS WHEREOF this Agreement has been executed by the Partners on the date of this Agreement

THE CORPORATE SEAL of **THE**)
LONDON BOROUGH COUNCIL OF).
HILLINGDON
was hereunto affixed in the presence)
of:

Signed for on behalf of **HILLINGDON**
CLINICAL COMMISSIONING GROUP

Authorised Signatory

SCHEDULE 1 – BETTER CARE FUND SCHEME DESCRIPTIONS

Unless the context otherwise requires, the defined terms used in this Scheme Description and Specification shall have the meanings set out in the Agreement.

Scheme 1: Early Intervention and Prevention

a) Strategic Objectives

This scheme seeks to manage demand arising from demographic pressures by reducing the movement of Hillingdon residents/patients from lower tiers of risk into higher tiers of risk through proactive early identification and facilitating access to preventative pathways, that includes a focus on promoting self-care. It builds on the work undertaken under Hillingdon's 2015/16 and 2016/17 BCF plans and also the broader programme of integration to taking forward the anticipatory model of care and applies a more preventative approach to addressing health and social care need.

b) Scheme Overview

As with previous iterations of the Hillingdon's BCF plan, the focus of this scheme will be people living with dementia, people susceptible to falls and/or who are socially isolated and also people at risk of stroke as these long-term conditions are disproportionately represented in our non-elective admissions and admissions to long term residential care.

Initiatives under this scheme include:

- Access to information and advice - Access to good information and advice is fundamental to people being able to self-manage their own health and wellbeing. Over the last two years the Council has developed and promoted the online resident portal called Connect to Support. In 2017/18 platform supplier arrangements will be subject to competitive tender and service specification development will include accessibility through portable technology options. Partners will work on the links between the resident portal and the development of a directory of services to support the hospital discharge process referred to further in scheme 4: *Integrated Hospital Discharge*. A key objective here is to reflect synergies and avoid unnecessary duplication.
- Risk stratification - Much work has taken place over the last two years in applying risk stratification tools within primary care, e.g. Qadmissions, PAR30, the Electronic Frailty Index (EFI) and the Patient Activation Measure (PAM), as a means of early identification of people at risk of escalated needs. The development of fifteen Care Connection Teams (CCTs) across the borough comprising of a guided care matron and care coordinator working alongside GPs, will support more proactive interventions to prevent or delay what might otherwise be an inevitable trajectory towards escalated need. Proactive work between social care and, initially, CCTs in the north of the borough to identify people receiving both social care and health support and explore opportunities for a more efficient and effective means of addressing need will be explored. Involvement of Adult Social Care in multi-disciplinary team (MDT) meetings: the weekly 'huddles', where appropriate will ensure a multi-agency approach to addressing the needs of people on the cusp of escalated needs. The allocation of social care resources to support CCTs that have extra care schemes and a concentration of care homes within their catchment area will be explored. See scheme: 5: *Improving care market management and development*.
- Developing the preventative role of third sector - 2016/17 has seen the successful implementation of the Wellbeing Service provided by the third sector consortium H4All. People referred to this service have benefitted from an assessment using the Patient Activation Measures (PAM). This assessment is intended to identify people needing support to engage more actively in the management of their own condition(s). During 2017/18 the model of investment in the third sector by both the Council and CCG will be reviewed with voluntary and community sector partners to see

how the successes of the H4All Wellbeing Service can be built on to most effectively support Hillingdon's older residents, e.g. by improving access to information, addressing social isolation and keeping people active, through the creation of a single point of access for older people. Any enhancements to the model will be implemented in 2018/19, subject to approval through governance processes.

- *Keeping older people physically active* - Keeping people active is a contributory factor in preventing stroke and preventing or delaying the onset of dementia. During 2017/18 the Council and ACP partners will work together to develop a physical activity strategy, ensuring integration with existing services and the Council's new Sport and Physical Activity Team will continue to deliver a range of activities to keep older people physically active and also prevent social isolation, e.g. tea dances, chair exercise classes and healthy walks.
- *Stroke prevention*: As set out in the 2016/17 plan, the key components of a stroke prevention strategy are: increasing physical activity, addressing excess weight issues and early detection. During 2017/19 the following initiatives will be undertaken:
 - ❖ *Increasing physical activity* - Alluded to above, an existing physical activity programme targeted at people aged 55 and over carrying excess weight will continue due to the beneficial outcomes for this group of people.
 - ❖ *Early detection* - Atrial fibrillation (AF), a disturbance of heart rhythm, is a major cause of stroke and is not tested as part of the health check programme. In late 2016/17 a pilot started using detection equipment in six community pharmacies in the borough. The results from this will be used to inform possible expansion of screening programmes in 2017/18.
 - ❖ *Stroke risk and stroke prevention campaign* - During 2017/18 the Council's Communications Team will develop a proposal for a campaign intended to promote the uptake of the health checks programme for people most at risk of stroke and also signpost residents to physical activities and groups, social engagement activities, and facilities such as leisure centres, green spaces, and libraries.
- *Making best use of assistive technology* - The work of the CCTs referred to above, as well as the integrated approach to hospital discharge described in scheme 4: *Integrated Hospital Discharge*, provide opportunities to identify people who may benefit from assistive technology, e.g. telecare and telehealth, and to make referrals. This technology can help to provide the residents/patients and their families with greater confidence about them remaining in their own home.
- *Flexible use of Disabled Facilities Grants* - A business case will be developed for a six month early intervention pilot to provide a non-means-tested grant to people aged 75 and over for installation of a level-access shower where they have disability/medical condition that significantly restricts their mobility; they have reported difficulty with getting in and out of the bath; and they have no intention of leaving the property for at least 5 years. This is about proactively anticipating needs.

c) **Intended Outcomes/Success Measures**

This scheme will contribute to the following key BCF metric:

- a) Reduction in non-elective admissions.

The following measures that link to the Hillingdon outcomes framework for older people will also be used to identify whether the scheme is working:

- Increase in utilisation rates for Connect to Support (new and repeat users);
- Contributing towards a 5% reduction in falls-related non-elective admissions on 2016/17 outturn;

- % of users of Adult Social Care who have found it easy or difficult to access information and advice about services and/or benefits (test through the Adult Social Care Survey);
- Proportion of patients (among all those with a PAM score) whose PAM score has improved in the last 12 months.
- % of people aged 55 and over participating in screening programmes.

Scheme 2: An integrated approach to supporting Carers.

a) Strategic Objectives

The strategic objective of this scheme is to maximise the amount of time that Carers are willing and able to undertake a caring role. This will be contributed to by Carers being able to say:

- *"I am physically and mentally well and treated with dignity"*
- *"I am not forced into financial hardship by my caring role"*
- *"I enjoy a life outside of caring"*
- *"I am recognised, supported and listened to as an experienced carer"*

b) Scheme Overview

This scheme continues the priority given in 2016/17 to support Carers and reflects the implementation of legal duties on local authorities under the Care Act, 2014 and the Children and Families Act, 2014 respectively to support Adult and Young Carers. It also reflects policy directives on NHS bodies as directed by NHSE. The health and wellbeing of Carers will be supported through the following actions:

- *Maintaining capacity to deliver Carer's assessments through the Carers in Hillingdon contract that provides a single point of access for Carers in the borough* - Under this contract a triage assessment will continue to be promoted so that Carers can make informed decisions about whether to go through the full assessment process. In addition the online self-assessment facility through Connect to Support will be promoted and supported by Hillingdon Carers.
- *Implementation of NHS England's integrated approach to assessing Carer health and wellbeing* - This will entail the development of a Memorandum of Understanding (MoU) between the Council and Health partners, which will set out how partners will work together to support Carers.
- *Identifying "hidden" and "young" Carers* - This will entail using existing networks and materials e.g. Hillingdon People, social media, local press, street champions newsletter, Public Health initiatives and voluntary sector promotional event, etc, to identify people who do not necessarily consider themselves to be Carers. It will also entail the development of a consistent mechanism for identifying and recording Carers in primary care.
- *Developing the remit of the Young Carers Strategy Group* - This group was launched in 2016/17 to embed Young Carer initiatives at a strategic level, e.g. Healthy Schools Strategy; developing an early intervention and prevention strategy. A key role for the group in 2017/18 will be to develop a Young Carers Plus programme for Young Carers affected by parental drug, alcohol or mental health issues;
- *Health checks and flu prevention* - GP Health Checks and Flu Jab programmes for Carers will be promoted;

- Hospital admissions and discharge - Partners will work together to ensure that Carers are supported throughout the hospital admission and discharge care planning processes;
- Personalisation for Carers - Awareness of and access to Carer Personal Budgets and the individual's Personal Health Budgets will be maximised;
- Social activities for Young Carers - A range of social activities for Young Carers will be developed;
- Extending availability of services for Adult Carers - Options to extend services for Adult Carers, particularly working Carers who cannot access weekday provision, will be explored;
- Social Worker drop-in sessions - Social Worker drop-in sessions at the Hillingdon Carers Partnership Carers' Centre will be delivered.

c) **Intended Outcomes/Success Measures**

This scheme will contribute to the following BCF national metrics:

- b) Reduction in non-elective admissions.
- c) Reduction in permanent admissions to care homes of 65 + population.

The following measures that link to the Hillingdon outcomes framework for older people will also be used to identify whether the scheme is working:

- Number of Carers' assessments completed.
- Number of Carers' self-assessment completed.
- Number of Carers receiving respite or a carer specific service following an assessment.
- Through the National Carers' survey in 2018/19:
 - Proportion of Carers who have found it easy or difficult to find information and advice about support services or benefits
 - Carer quality of life questions about:
 - Getting enough sleep and eating well
 - Having sufficient social contact
 - Receiving encouragement and support.
- Increasing the number of Carers identified and registered on the Hillingdon Carers' Carers' Register.
- Number of Carers in receipt of a Direct Payment or an individual with Personal Health Budget to contribute to the local trajectory by 2021 (303 to 607).

Scheme 3: Better care at end of life

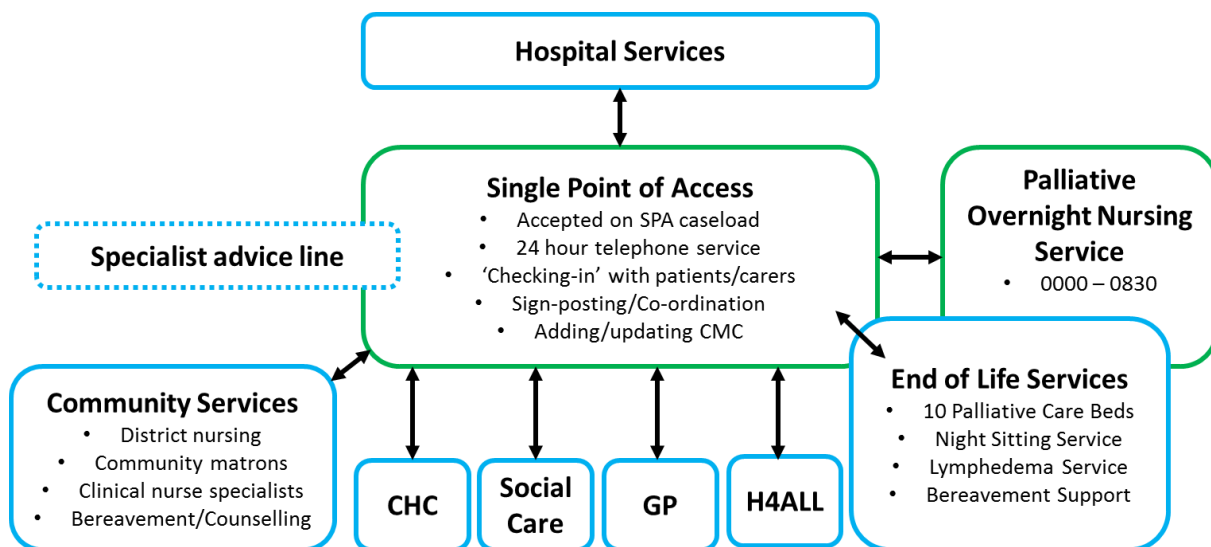
a) Strategic Objectives

This scheme seeks to realign and better integrate the services provided to support people towards the end of their life in order to deliver the ethos of a 'good death.' The main goals of the scheme are to:

- Ensure that people at end of life are able to be cared for and die in their preferred place of care; and
- To ensure that people at end of life are only admitted to hospital where this is clinically necessary or where a hospital is their preferred place of care or death.

b) Scheme Overview

Building on work undertaken during 2016/17, activity under this scheme will be aligned to the development of a new single point of access for people diagnosed as being within their last year of life. The SPA will act as a central information and advice hub for end of life/palliative care patients and services, whilst providing a co-ordination on behalf of patients, Carers and staff and giving the wider generalist workforce 24/7 access to specialist palliative advice. This will be supported by the palliative overnight nursing function (PONS) which, in addition to telephone advice will be able to assess and provide hands on care and support at the patient's place of residence if required. The intended model is shown below.



The key initiatives under this scheme intended to deliver better outcomes for people at end of life are:

- Facilitating seamless care provision between health and social care - The specialist homecare needs of people at end of life will be reflected in the integrated homecare service model tender referred to in scheme 5: *Improving care market management and development*. The intention behind this and a clear benefit of having the BCF pooled budget in place is to remove the possibility of disruption in care being caused by a transition in funding responsibility between health and social care, except in cases where the existing provider is unable to meet the escalating needs of the person at end of life.
- Reviewing charges for Council funded services - The Council will also explore the feasibility of removing the potential charge for people diagnosed as likely to have only six months to live and whose needs are primarily social care. This would help to avoid the complexities and potential disputes that can arise when trying to determine at what point a person's care should be health funded.
- Utilisation of multi-disciplinary care and support planning - In 2016/17 Adult Social Care gained read and write access to Coordinate My Care (CMC), an advanced care planning tool used in London primarily to support people at end of life. The intention and expectation is that there will be increased use of this tool by social care staff in line with the expected increase in use by other professionals and service providers across the borough.
- Reviewing hospice bed provision requirements - This is linked into the bed-based services requirements review action contained outlined in scheme 5: *Improving care market management and development*. The intention would be to identify future requirements and provision options.

c) Intended Outcomes/Success Measures

This scheme will contribute to the following key BCF metric:

- Reduction in non-elective admissions.

The following measure that links to the Hillingdon outcomes framework for older people will also be used to identify whether the scheme is working:

- Proportion of people on an end of life pathway on CMC who achieved their preferred place of death.

Scheme 4: Integrated hospital discharge

a) Strategic Objectives

This scheme seeks to prevent admission and readmission to acute care following an event or a health exacerbation and enabling recovery through intermediate care interventions with the aim of maximising the person's independence, ability to self-care and remain in their usual place of residence for as long as possible.

A further objective of this scheme is to support discharge from mental health community beds in recognition of the impact of these delays on patient flow through Hillingdon Hospital.

b) Scheme Overview

This scheme seeks to consolidate the move to a discharge home to assess model that expedites the flow out of hospital of people whose medical needs no longer require them to be there. This assumes that most people will recover more quickly from the cause of their admission in their usual home environment. The scheme is also seeking to establish an integrated hospital discharge service with a single point of referral to eliminate the existing fragmentation that exists between services and organisations.

Under Hillingdon's Discharge to Assess model there are three pathways:

- *Pathway 0 (Simple Discharges)* - This is for people whose needs can safely be met at home and need no additional assessment. The patient is functionally fit or at functional baseline when they are declared medically optimised. The patient can go directly home either without care or with a care package restart. The patients for this pathway are identified and their discharges managed by ward staff. It is envisaged that the majority of patients will be discharged on this pathway.
- *Pathway 1 (Home to Assess)* - This is for people who are not at their functional baseline when they are declared medically optimised. Following a risk assessment, their needs can be safely met at home (including a residential or nursing care home), where an assessment will be undertaken. Any care, equipment or rehabilitation will be provided at home, including a Continuing Healthcare assessment where appropriate. The discharge will be managed by the Discharge Coordinators or the Integrated Discharge Team (IDT) when required. At present needs are met either by the Council's Reablement Service for up to six weeks or Community Homesafe provided by CNWL for up to 10 days for people who have had a Comprehensive Geriatric Assessment (CGA). The intention is to get to a point where there is a community-based single point of referral and discharge coordinated by community-based staff, including arranging transport and community equipment. The assessment to determine ongoing care needs would then take place in the person's usual place of residence.

- *Pathway 2 (Cannot return home)* - This is for people who are unable to return home as they require a period of further rehabilitation, their care needs are not able to be safely met in their usual place of residence or their home needs preparation or adaptation. It is intended that people will be identified by ward staff and the discharge managed by the Discharge Coordinators or the IDT. The onward route from hospital will either be to the 22 bed Hawthorne Intermediate Care Unit (HICU) for people who require rehabilitation, the 5 step-down beds in a private nursing home commissioned by the CCG for people who require a bed based service on discharge and will be non-weight-bearing for more than 3 weeks or require a full continuing healthcare (CHC) assessment. The Council also has a step-down flat available in an extra care scheme where a person's home is unsuitable to meet their immediate needs.

Improvements to hospital discharge processes, including early identification of people with complex needs likely to impact on timely discharge and transport and medication issues are captured within the Urgent and Emergency Care Work Plan and the Delayed Transfers of Care (DTC) action plan.

Other actions that will be taking place under this scheme include:

- *Reviewing the Integrated Discharge Team (IDT)* - Within the context of the Discharge to Assess model, the role and function of a multi-agency IDT will be undertaken by the Leadership Centre, an independent organisation that supports the public sector to address complex issues.
- *Emergency Care Improvement Programme (ECIP) undertaking a review of mental health discharges processes and causes of delay* - Delayed discharges of people with mental health needs represent the largest proportion of delayed transfers of care in Hillingdon.
- *Establishing regular liaison meetings between Mental Health and Housing* - Housing-related issues present one of key causes of delays in supporting the discharge from hospital of people with mental health needs. The Council and the community mental health provider, CNWL, will establish more structured referral routes and escalation pathways to ensure early identification of people with complex needs.
- *Developing a business case for establishing a Hospital Discharge Grant* - A business case will be developed to use flexibilities in the use of the Disabled Facilities Grant permitted under the Regulatory Reform Orders to establish a non-means tested grant of up to £4k to pay for the following in order to expedite a resident's discharge from hospital:
 - Home/garden clearance.
 - Home deep cleaning.
 - Home fumigation.
 - Furniture removals to establish a micro-environment.
 - Heating repairs, e.g. repairing or replacing boilers.
 - Repairs to, or replacement of, essential appliances, e.g. cooker, refrigerator/freezer.

c) **Intended Outcomes/Success Measures**

This scheme will impact on the following BCF metrics:

- Reduction in the number of non-elective admissions.
- Reduction in permanent admissions of older people aged 65 years and over to residential and nursing care homes, per 100,000 population.
- 88% of older people aged 65 years and over who are still at home 91 days after discharge from hospital into reablement
- % reduction in delayed transfers of care (delayed days), including:
 - % reduction in delays attributed to the NHS
 - % reduction in delays attributed to Adult Social Care

The following measure will also be used:

- 85% of new clients who received reablement where no further request was made for ongoing long term support;
- Less than 15% of Continuing Healthcare assessments completed in a hospital.

Scheme 5: Improving care market management and development

a) Strategic Objectives

This scheme is intended to contribute to the STP 2020/21 outcomes of achieving:

- A market capable of meeting the health and care needs of the local population within financial constraints; and
- A diverse market of quality providers maximising choice for local people.

b) Scheme Overview

The focus of this scheme is the following areas:

- Pilot of an integrated brokerage;
- Integrated homecare for adults and young people;
- Care home market development; and
- Support for extra care sheltered housing.

The scheme represents both a logical progression from work undertaken in 2016/17 and also step-change in the integration between health and social care, which can be seen with the establishing of lead organisation/commissioner arrangements in respect to tendering of homecare and the potential to develop this further for nursing care home provision. By taking the step on the road to integration between health and social care this scheme seeks to address private provider market capacity and service quality issues that have a significant impact on Hillingdon's health and care system. This scheme is therefore also critical to the delivery of the objectives of several other schemes within the BCF plan, e.g. scheme 3: *Better care at end of life*, scheme 4: *Integrated hospital discharge* and scheme 6: *Living well with dementia*.

The key objectives of this scheme will be achieved through the following initiatives:

Integrated Brokerage

- Expanding utilisation of e-brokerage facility in Connect to Support to include nursing care home and homecare placements for Continuing Healthcare patients.
- Trial of co-locating both Council and CCG brokerage teams from September 2017.
- Developing affordable options for Council and CCG approval to expand scope of joint brokerage to include self-funders.
- Expanding take-up of Personal Health Budgets (PHBs) and integrated budgets, e.g. combination of Direct Payments (DPs) and PHBs in order to achieve the defined trajectory by 2021.
- Reviewing the impact of the brokerage pilot and consequent closer alignment of teams to inform a decision about any structural integration in 2018/19.

Integrated homecare for adults, children and young people

- The Council will lead for itself and the CCG in the tendering for an integrated, tiered service model of homecare through a Dynamic Purchasing System (DPS), e.g. a type of framework agreement that allows new providers to the market place to enter at any time if certain specified criteria are met. The DPS will become operational in October 2017 for two years. For the Council the tender will provide coverage for a part of the borough where a contract is currently not in place; it will also provide additional capacity in other parts of the borough. The model is intended to address NHS capacity requirements in all parts of the borough.
- Homecare placements will be made through the piloted integrated brokerage team through an electronic process.
- The integrated homecare model will include specialist palliative provision for people whose final preferred place of care is at home. The investment element for this provision is reflected in scheme 3: *Better care at end of life*, although delivery will be through work undertaken as part of this scheme 5.
- A review of the impact of the model in 2018/19 will inform the approach taken by both the Council and the CCG to respond to the expiry of the Council's other homecare contracts at the end of 2019.

Care home market development

- Developing and launching a market position statement following a joint health and social care bed based services demand exercise to advise the market of Council and NHS supply requirements over the next 10 years.
- Exploring with providers increasing local capacity for residential dementia and nursing (inc dementia) care home capacity through conversion of spot purchases to block arrangements and seeking approval for other affordable options to meet supply needs.
- Developing an integrated nursing care home specification, e.g. to meet social care and CHC requirements.
- Determining the agreed procurement route for delivery in 2019/20, including the possibility of the Council being included within the NHS Any Qualified Provider (AQP) contract.
- Expanding the existing weekend GP advice and visiting service across the Borough and establish a Monday to Friday GP with specialist interest pilot to provide an emergency response, e.g. advice and/or visits as appropriate, for a defined number of care homes from October 2017 to March 2018.
- Based on the outcomes of the pilot, commission a GP advice and visiting service in an integrated way with existing and planned services in community/primary care through the ACP to support care homes.
- Developing a range of training opportunities for care home staff supported through the ACP and Council, e.g. falls prevention, deprivation of liberty and mental capacity assessments, prevention of pressure ulcers, continence care, palliative care and respiratory conditions.
- Developing a business case for additional community dietician to specifically work with care homes.

- Exploring the development of a career pathway for nursing care home staff through the ACP to contribute to addressing shortage of qualified nurses in this setting.
- Developing a '*Red Bag*' scheme pilot scheme with local care homes. The '*Red Bag*' keeps important information about a care home resident's health in one place, easily accessible to ambulance and hospital staff. contains standardised information about the resident's general health, any existing medical conditions they have, medication they are taking, as well as highlighting the current health concern. This means that ambulance and hospital staff can determine the treatment a resident needs more effectively.
- Developing a care home dashboard to be shared with care home managers that shows the number of hospital attendances and admissions from care homes and also London Ambulance call outs to care homes and conveyances to hospital.

Support for extra care sheltered housing schemes

- Developing a model of in-reach health and social care support for extra care schemes linked to Care Connection Teams. This will include dedicated social work support and it is proposed will entail the reallocation of Protecting Adult Social funding from contributing to the mental health nurse in Rapid Response to resourcing a dedicated social work post to support extra care.
- Delivering a new care and wellbeing service at Cottesmore House and Triscott House in 2017/18 and at two new schemes called Grassy Meadow Court and Park View Court in 2018.
- Delivering a model of primary care, e.g. GP, support for extra care schemes. This links into the proposed service for care homes referred to above.

c) Intended Outcomes/Success Measures

This scheme will contribute to the following national BCF metrics:

d) Reduction in non-elective admissions

- Reduction in permanent admissions to care homes of 65 + population.
- Reduction in delayed transfers of care and specifically for those attributed to the lack of care home placement or package of care reasons.

The following measures that link to the Hillingdon outcomes framework for older people will also be used to identify whether the scheme is working:

- Reduction in non-elective admissions from care homes.
- Reduction in inappropriate non-elective admissions from extra care sheltered housing schemes.
- Proportion of people on an end of life pathway on CMC who achieved their preferred place of death.

The following targets will be set for people in receipt of a combination of PHBs, integrated health and social care budgets, e.g. a combination of PHBs and Direct Payments, and people with a managed Personal Health Budget, which is where the actual sum of money allocated is identified but it is managed on behalf of the individual by the CCG:

PHB Target by Quarter 2017/19 (Cumulative)				
	Q1	Q2	Q3	Q4
2017/18	38	58	83	113
2018/19	148	183	223	263

Scheme 6: Living well with dementia

a) Strategic Objective

The objective of this scheme is that people with dementia and their family carers are enabled to live well with dementia and are able to say:

- *I was diagnosed in a timely way.*
- *I know what I can do to help myself and who else can help me.*
- *Those around me and looking after me are well supported.*
- *I get the treatment and support, best for my dementia, and for my life.*
- *I feel included as part of society.*
- *I understand so I am able to make decisions.*
- *I am treated with dignity and respect.*
- *I am confident my end of life wishes will be respected. I can expect a good death.*

b) Scheme Overview

Dementia is primarily a condition associated with old age and as Hillingdon's population ages the numbers of people living with this condition is likely to increase significantly, with a consequential impact on the local health and social care economy. This scheme represents a continuation of work undertaken in 2016/17 and many of the key actions required to support people living with dementia and their families are addressed within other schemes in the plan. These include the following actions:

- Preventing or delaying the onset of dementia - This action links in with the work being undertaken under scheme 1: *Early intervention and prevention*, as the actions intended to prevent stroke will also assist in preventing or delaying the onset of dementia, e.g. promoting physical activity, nutrition guidance, smoking cessation and early detection of conditions such as hypertension and high cholesterol.
- Securing care home provision for people living with dementia with challenging behaviours – The current limited availability of this provision is the cause of people with dementia staying in inappropriate care settings for longer than is desirable and can contribute to delayed transfers of care. The work being undertaken under scheme 5: *Improving care market management and development* is intended to address this gap in provision.
- Securing care provision for people living with dementia at end of life – The work being undertaken under scheme 5: *Improving care market management and development* will ensure that appropriate service provision is available to address need at this particularly sensitive time.
- Developing dementia-friendly alternatives to care home settings - Linked to scheme 5: *Improving care market management and development*, two extra care sheltered housing schemes that have been built to the University of Stirling's Gold Standard, an internationally renowned design standard for dementia-friendly environments, will open in 2018. These are Grassy Meadow Court with 88 self-contained flats and Park View Court with 60 flats. Both schemes are intended as a realistic alternative to residential care for older residents and tenants will have access to 24/7 on site care and support provision.

The following action is specific to this scheme:

- *Developing a local dementia resource centre model* - A dementia resource centre will be included in the Grassy Meadow Court extra care scheme referred to above that is due to open in early 2018. This resource is primarily intended to meet the social care needs of people living with dementia in the community with family carers, but during 2017/18 health and social care partners will work together to identify how the maximum benefit can be obtained from this facility.

c) **Intended Outcomes/Success Measures**

This scheme will impact on the following BCF metrics:

- Reduction in permanent admissions to care homes.

SCHEDULE 1A - FINANCIAL CONTRIBUTIONS SUMMARY

Table 1: BCF Funding Summary 2017/19			
	2016/17	2017/18	2018/19
	£,000s	£,000s	£,000s
Protecting Social Care	5,937	6,085	6,201
CCG Share of Minimum Contribution	10,619	10,769	10,974
TOTAL MINIMUM LEVEL OF BCF POOLED FUNDING	16,556	16,854	17,175
Disabled Facilities Grant	3,457	3,815	4,174
Additional Council Contribution	1,172	5,702	11,646
IBCF Section 31 Grant	0	4,054	5,258
Additional CCG Contribution	1,346	6,639	15,796
TOTAL BCF FUNDING 2017/19	22,531	36,814	54,049

Table 1A: Payment Arrangements Summary		
	2017/18	2018/19
Funding to be transferred to LBH from HCCG	23,243	33,971
Funding to be repaid to HCCG to cover contract/service obligations shown in Table 2 below.	17,158	26,770
Funding retained by LBH to cover contract/service obligations shown in Table 2 below.	6,085	6,201

Table 2: Contract and Provider Breakdown								
Scheme 1: Early intervention and prevention								
Service	Provider	Funder 2017/18			Funder 2018/19			
		LBH £000's	HCCG £000's	Total £000's	LBH £000's	HCCG £000's	Total £000's	Total 2017/19 £000's
a) Connect to Support	Shop-4-Support	45	-	45	46	-	46	91
b) Online Service Co-ordinator	LBH	49	-	49	50	-	50	99
c) Wellbeing Service	H4All	543	334	877	543	334	877	1,754
d) Information Advice Welfare and Benefits Service	Age UK	150	-	150	150	-	150	300
e) Social Wellbeing Service	Age UK	100	-	100	100	-	100	200

f) Practical Support Service	Age UK	76	-	76	76	-	76	152
g) Falls Prevention Service	Age UK	-	143	143	-	143	143	285
h) Older People Wellbeing Initiatives	LBH	20	-	20	20	-	20	40
i) Telecare	LBH	262	-	262	267	-	267	529
j) Disabled Facilities Grant	LBH	3,815	-	3,815	4,174	-	4,174	7,989
k) Integrated Care Programme	CCG	-	1,062	1,062	-	1,062	1,062	2,124
l) Care Connection Team	CCG	-	759	759	-	759	759	1,518
j) Primary Care		-	56	56	-	56	56	112
SCHEME 1 TOTAL		5,060	2,353	7,413	5,426	2,353	7,779	15,193

Scheme 2: An integrated approach to supporting Carers								
Service	Provider	Funder 2017/18			Funder 2018/19			TOTAL 2017/19 £,000
		LBH £,000	HCC G £,000	TOTAL £,000	LBH £,000	CCG £,000	TOTAL £,000	
a) Carers' hub, assessments and review	Hillingdon Carers (lead)	649	0	649	661	0	661	1,310
b) Services to Carers (inc respite)	Various P & V	213	0	213	217	0	217	430
c) Carer Support Worker	Hillingdon Carers	0	18	18	0	18	18	36
SCHEME 2 TOTAL		862	18	880	878	18	896	1,776

Scheme 3: Better care at end of life								
Service	Provider	Funder 2017/18			Funder 2018/19			TOTAL 2017/19 £,000
		LBH £,000	HCCG £,000	TOTAL £,000	LBH £,000	CCG £,000	TOTAL £,000	
a) Palliative home care.	Various P & V	50	884	934	51	884	935	1,869
b) Community Palliative Team.	CNWL	0	108	108	0	108	108	216
SCHEME 3 TOTAL		50	992	1,042	51	992	1,043	2,085

Scheme 4: Integrated hospital discharge								
Service	Provider	Funder 2017/18			Funder 2018/19			Total 2017/19 £000's
		LBH £000's	HCCG £000's	Total £000's	LBH £000's	HCCG £000's	Total £000's	
a) Rapid Response	CNWL	-	1,669	1,669	-	1,669	1,669	3,338
b) Hawthorn Intermediate care Unit	CNWL	-	1,603	1,603	-	1,603	1,603	3,206
c) Community Rehab	CNWL	-	1,198	1,198	-	1,198	1,198	2,396
d) Prevention of Admissions and Readmission (PATH)	Age UK	29	74	103	29	74	103	206
e) Take Home and Settle	Age UK	-	63	63	-	63	63	126
f) Reablement and Hospital Assessments	LBH	2,638	-	2,638	2,689	-	2,689	5,327
g) Reablement Physio	CNWL	51	-	51	51	-	51	102
h) Community Equipment	Medequip	756	715	1,471	761	715	1,476	2,947
i) Community Homesafe	CNWL	0	688	688	0	688	688	1,376
j) Packages of care	Various P&V	1,044	0	1,044	1,064	0	1,064	2,108
k) Step Down beds (Franklin House)	Care UK	0	198	198	0	198	198	396
l) Pressure Mattresses	CCG	0	206	206	0	206	206	412
m) Continence Service	CNWL	0	582	582	0	582	582	1,164

n) Community Matrons	CNWL	0	599	599	0	599	599	1,198
o) District Nursing	CNWL	0	3,346	3,346	0	3,346	3,346	6,692
p) Twilight Service	CNWL	0	124	124	0	124	124	248
q) Tissue Viability	CNWL	0	288	288	0	288	288	576
r) Support to step down Beds	CNWL	0	53	53	0	53	53	106
s) Cottesmore Reablement Flat	Paradigm Housing Group	49	0	49	50	0	50	99
t) Mental Health Nurse in Rapid Response	CNWL	40	0	40	0	0	- 0	40
SCHEME 4 TOTAL		4,607	11,406	16,013	4,643	11,406	16,049	32,062

Scheme 5: Improving care market management and development								
Service	Provider	Funder 2017/18			Funder 2018/19			Total 2017/19 £000's
		LBH £000's	HCCG £000's	Total £000's	LBH £000's	HCCG £000's	Total £000's	
a) Quality Assurance team	LBH	168	-	168	171	-	171	339
b) Adult Safeguarding	LBH	260	-	260	265	-	265	525
c) Brokerage Team	LBH	315	62	377	315	62	377	754
d) Home Care	Various P&V	7,952	251	8,203	7,952	251	8,203	16,406
e) Care Home Prescriber	HCCG	0	32	32	0	32	32	64
f) Older peoples care Home	Various P&V	0	1,968	1,968	7,149	1,968	9,117	11,085
g) EMI over 65 Residential	Various P&V	0	0	-	0	2,913	2,913	2,913
h) EMI over 65 Domicillary	Various P&V	0	0	-	0	199	199	199
i) Physical Disability (Under 65)	Various P&V	0	0	-	0	2,370	2,370	2,370

j) Pallative Care - Residential	Various P&V	0	0	-	0	509	509	509
k) Pallative Care - Domiciliary	Various P&V	0	0	-	0	596	596	596
l) Funded Nursing Care	Various P&V	0	0	-	0	3,025	3,025	3,025
m) Extra Care Social Work Post	LBH	0	0	-	41	0	41	41
n) Medication Admin		0	24	24	0	24	24	48
o) Community Matron	CNWL	0	52	52	0	52	52	103
SCHEME 5 TOTAL		8,695	2,389	11,084	15,893	12,001	27,894	38,978

Scheme 6: Living well with dementia								
Service	Provider	Funder 2017/18			Funder 2018/19			TOTAL 2017/19 £,000
		LBH £,000	HCCG £,000	TOTAL £,000	LBH £,000	CCG £,000	TOTAL £,000	
Wren Centre (dementia resource centre)	LBH	300	0	300	306	0	306	606
SCHEME 6 TOTAL		300	0	300	306	0	306	606
PROGRAMME MANAGEMENT TOTAL								
a) Programme Manager	LBH	82	0	82	81	0	82	164
PROGRAMME MANAGEMENT TOTAL		82	0	82	81	0	82	164
TOTAL PLAN VALUE 2017/19		19,656	17,158	36,814	27,279	26,770	54,049	90,864

SCHEDULE 1B - OPERATION OF THE COMMUNITY EQUIPMENT LOANS AND MINOR ADAPTATIONS SERVICE

1. DEFINITIONS SPECIFIC TO THIS SCHEDULE 1B

- 1.1 Defined terms and interpretation for this Schedule 1B shall be as described in Clause 1.1 of this Agreement unless otherwise stated below:
- a) **Community Services Quality Assurance Manager** means the person appointed by the Council to oversee the day to day operation of the Contract.
 - b) **Contract** means the contract with the Service Provider.
 - c) **Door entry systems** refer to systems that facilitate authorised access to the homes of Hillingdon residents where the resident is unable to directly open their front door because of a disability.
 - d) **Eligibility criteria** means the criteria agreed between the Partners to determine access to the Service as described in **Annex A** of this Schedule.
 - e) **Minor adaptations** refer to adaptations costing under £1k.
 - f) **Standard minor adaptations** refer to minor adaptations available through the Service Provider's equipment catalogue.
 - g) **Non-standard minor adaptations** refer to minor adaptations that are not available through the Service Provider's equipment catalogue and for which a procurement process is required to be undertaken.
 - h) **Prescribers** refer to qualified staff from all Stakeholder Teams who are authorised to prescribe equipment.
 - i) **Prescribing Teams** refer to teams across Social Care and the NHS who have prescribers authorised to prescribe equipment to people who are residents of the borough or who are registered with a Hillingdon GP.
 - j) **Service** means either the Equipment Loans Service under Part 1 of this Schedule or the minor adaptations and door entry systems services under Part 2 of this Schedule.
 - k) **Service Provider** means Medequip Assistive Technology Ltd

Part 1 - EQUIPMENT LOANS SERVICE

2. SERVICES UNDER PART 1 OF THIS SCHEDULE 1B

- 1.1 The Service that is the subject of this **Schedule 1B** is daily living equipment provided from the Equipment Loans Service under the Contract with the Service Provider.
- 1.2 Access to the Services funded under Parts 1 and 2 of this Schedule of the Agreement shall be based on the Eligibility Criteria set out in **Annex A** of this Schedule.

2. SERVICE AIM

- 2.1 The Hillingdon Community Equipment Service (HCES) shall provide value for money by being a high quality, well co-ordinated, cost effective loan equipment service for Service Users registered

with General Practitioners based in Hillingdon who are contracted with NHS England to provide general medical services in Hillingdon or to people resident in the London Borough of Hillingdon who may not be registered with a GP in Hillingdon.

3. CONTRACT

3.1 The Council shall hold the Contract with the Service Provider for the delivery of the Services set out in **Annex B**.

3.2 The Service Provider will carry out the day-to-day requirements of the Services as outlined in **Annex B**. As Host Authority the Council shall have the responsibility for managing the Contract.

3.3 This Agreement includes those current budgets identified under the following headings for Hillingdon Community Equipment Services:

- the Council's equipment staffing and non staff budgets for the Equipment Loans Service.
- the CCG's Equipment Loans purchasing budgets.

3.4 Resources allocated for the 2017/2019 period are as follows:

	2017/18	2018/19	TOTAL
Council	756	761	1,517
HCCG	715	715	1,430
TOTAL	1,471	1,476	2,947

3.5 A detailed breakdown of the 2016/17 budget can be found in **Annex C**.

3.6 Services will be provided in line with the Eligibility Criteria for services as set out in **Annex A**.

3.7 Ownership of equipment loaned to Service Users for use in their homes rests jointly with the Partners. At the point of termination of the Agreement, separate negotiations will be undertaken regarding the distribution of ownership of loaned equipment provided.

3.8 Where there are issues of service costs rising beyond the additional contributions of each Partner, (e.g. due to differences in pay settlements, failure of budgets to be centrally uplifted, or any other factors), these will be addressed within the CCG and the Council in the first instance, and an attempt made to resolve them within the overall budgetary framework. Ongoing budget monitoring is expected to pay close attention to issues such as staff pay awards, superannuation agreements, registration requirements, legislative changes and any other factors that might potentially lead to cost pressures, and to plan accordingly wherever foreseeable. Where the contributions of each Partner are insufficient to meet the service requirements, agreement will be reached by the Core Officer Group to either increase funding or offer different, less costly options to ensure financial probity and that the Services are delivered within the budgetary constraints.

3.9 Definition of management costs and any shared overheads shall be as agreed between the Partners.

4. BUDGET SETTING

4.1 The budget for the Equipment Loans Service for 2017/19 shall be as set out in Clause 3.4 above.

4.2 The Council shall propose a base budget for consideration by the Partners by end of Q3 2018/19 and a proposed base budget for 2019/20 shall be determined by the end of February 2019 and Stakeholder Teams funded from the Pooled Budget shall be notified of their allocation.

- 4.3 The amount to be provided will cover service developments, inflation and cost pressures.
- 4.4 The VAT regime of the Council will apply as laid out in the CIPFA guidance on Pooled Funds.

5. MONITORING ARRANGEMENTS

- 5.1 The Council shall employ a Community Services Quality Assurance Manager who shall manage the relationships between Prescribing Teams, the Service Provider and the Partners.
- 5.2 Activity, expenditure and quality of service delivery of the Services under this **Schedule 1B** shall be overseen by the Joint Services Efficiency Group, the role and responsibility of which is set out in **Annex D**.
- 5.3 The Integrated Services Quality Assurance Manager shall provide monthly updates of activity information, expenditure and projected year-end expenditure as directed by the Equipment Joint Efficiency Group or the Partnership Board.
- 5.4 Prescribing teams shall be given notional budgets against which they will prescribe and their activity will be monitored.
- 5.5 The Council shall provide quarterly financial monitoring reports and year-end accounts showing funds received, funds spent, funds committed and any unspent resources, to the Partnership Board. The Council shall also provide such other reports as deemed necessary to ensure compliance with Audit requirements.
- 5.5 The pooled budget shall not pay the Service Provider for any expenditure above, or different from that previously agreed unless so authorised in advance by the Partners.

6. CHANGES TO FINANCIAL CONTRIBUTIONS TO THE EQUIPMENT LOANS SERVICE

- 6.1 The contributions to the pooled budget arrangements shall be based on the following ratios:

A.	Council	a) Equipment	50%
		b) Activity	50%
B.	HCCG	a) Equipment	50%
		b) Activity	50%

7. OVER AND UNDER SPENDS

- 7.1 Provisions concerning over and under-spends are addressed in **Schedule 4** of this Agreement.

8. AUDIT ARRANGEMENTS

- 8.1 In addition to the provisions in Clause 14 of this Agreement, the Council may in respect of this **Schedule 1C** arrange for an audit of assessments for equipment and the application of the Eligibility Criteria. The costs arising from this audit shall be shared equally by the Partners.

9. PRESCRIBING AUTHORITY

- 9.1 The Project Manager shall enable Prescribers to prescribe equipment under this **Schedule 1B** up to a value as directed by the appropriate team manager or service leads from the Partners. Team managers and service leads shall have authority to remove prescribing authority or alter the value to which a Prescriber can prescribe equipment under the Whole Agreement.

- 9.2 The Pool Manager may, in consultation with the Chair of the Partnership Board, remove the authority of any prescribing team to prescribe equipment under this **Schedule 1B**. This may only take place where there has been persistent and demonstrable failure to comply with the Eligibility Criteria and that has not been remedied following written notice.

Part 2 - MINOR ADAPTATIONS AND DOOR ENTRY SYSTEMS

10. SERVICES UNDER PART 2 OF THIS SCHEDULE

- 10.1 The Services that are under Part 2 of this **Schedule 1B** shall be minor adaptations and door entry systems.

11. FUNDING RESPONSIBILITY

- 11.1 The Council shall contribute the funding for the minor adaptations and door entry systems services to the Pooled Budget for 2017/19 as follows:

	2017/18	2018/19
Minor adaptations	£50,000	£50,000
Door entry systems	£37,000	£37,000

- 11.2 Only prescribers within the Council shall have authority to prescribe minor adaptations and door entry systems.

ANNEX A - ELIGIBILITY CRITERIA FOR ACCESS TO SERVICES UNDER THE EQUIPMENT LOANS SERVICE

1. The person must be deemed to be ordinarily resident in the London Borough of Hillingdon to which they have applied for assistance or they are registered with a GP practice that is a member of NHS Hillingdon CCG.

And

2. The adult's needs arise from or are related to a physical or mental impairment or illness.

And

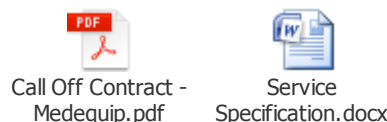
3. The person is eligible under the Care Act 2014 (adults), the Chronically Sick and Disabled Persons Act 1970 (children and young people, National Health Service Act 2006 with consideration as needed to the Human Rights Act 1998, Equalities Act 2010, Moving and Handling Operations Regulations 1992 and Lifting Operations and Lifting Equipment Regulations 1998.

GENERAL CONSIDERATIONS

4. A Therapist, Nurse or trained member of staff, as agreed by the NHS Hillingdon CCG or the London Borough of Hillingdon, may supply equipment following a proportionate and appropriate assessment.
5. Where appropriate the first choice is for the person is to receive rehabilitation or training in alternative techniques to carry out a daily living activity rather than rely on equipment/minor adaptation.
6. Equipment/minor adaptation provision needs to follow the process mapping as for that equipment type detailed below. In addition, equipment and minor adaptations must be considered to prevent, delay or reduce the needs of adults for care and support as outlined in the Care Act 2014.
7. Identified equipment/minor adaptation must focus on minimising risk to and maximising independence of the Service User.
8. Plans must be made by the prescriber to undertake an appropriate review the equipment/minor adaptation and to ensure its safe usage by the Service User and their Carers.
9. Staff must be aware which pieces of equipment require an annual review, e.g. manual handling equipment and make arrangements for this.
10. The Service User must be informed at the time of assessment that the equipment provided through the Loan Model (excluding Minor Adaptations), is on loan for their and their Carer's exclusive use. All equipment should be looked after and used as instructed by the practitioners and information contained in manufacturers publications as provided at the time of issue. The Conditions of Loan document must be issued to each service user (family member) and a record of this made against the service user's file/case notes.
11. Managers should ensure that the equipment and services prescribed do not exceed the annual budget allocation and work within their budget limits.

12. Carer's needs should be assessed at the same time as the person. Equipment may be issued with the primary aim of meeting the carer's needs e.g. transfer belt to prevent back injury.
13. It is expected that nursing and residential care homes will provide their residents with a range of equipment to meet the variety of care needs that is appropriate to their registration status with the Care Quality Commission, including variations in height, weight and size. The Council and CCG are not responsible for the general provision of equipment unless there is an emergency whereby a temporary item can be supplied for a short period time, for example, to facilitate an urgent hospital discharge or where there is a safeguarding concern. Standard equipment should not be supplied to residential or nursing care homes; however, standard special and bespoke special equipment will be considered on a case by case basis following the special equipment request process.
14. A hospital bed for a Service User in residential care homes will be allowed where their needs have escalated to the extent that they require nursing care and the provision of this type of bed will allow them to remain in their current care setting.

ANNEX B - CONTRACT WITH THE SERVICE PROVIDER



ANNEX C - EQUIPMENT LOANS SERVICE DETAILED BUDGET BREAKDOWN 2017/19

EQUIPMENT LOANS SERVICE BUDGET BREAKDOWN 2017/19		
Item	2017/18 (£,000)	2018/19 (£,000)
Equipment purchase	1,113	1,113
Staff	52.5	52.5
Equipment Maintenance	52	52
Lead authority role LB H & F	19.5	19.5
Overheads - Directly attributable	19.1	19.1
Net Cost/Budget	1,250	1,256

ANNEX D - JOINT SERVICES EFFICIENCY GROUP TERMS OF REFERENCE



SCHEDULE 1C - OPERATION OF INTEGRATED BROKERAGE SERVICE

1. BACKGROUND

- 1.1 The Service that is the subject of this **Schedule 1C** is Integrated Brokerage Service.
- 1.2 The Council and CCG are seeking to bring together the expertise developed within existing health and social care brokerage teams under a pilot that will see the co-location of teams. The ultimate remit of an integrated brokerage service will include:
 - 1.2.1 All age homecare placements
 - 1.2.2 Nursing home placements
 - 1.2.3 Short-term placements, e.g. respite, step-down/step-up
 - 1.2.4 Management of Personal Health Budgets

2. PILOT SCOPE

- 2.1 The scope of the pilot shall include Personal Health Budgets as described in **Schedule 1D** of this Agreement and Integrated Homecare as described in **Schedule 1E** of this Agreement.

3. INTENDED OBJECTIVES

- 3.1 The intended objectives of the integrated brokerage service:
 - 3.1.1 Improving market intelligence, including about capacity, capability, standards and price;
 - 3.1.2 Supporting the delivery of more consistent quality standards and improving the approach to the management of provider risk, including provider failure;
 - 3.1.3 Making it easier for providers to navigate the local health and care landscape by creating a single point of access;
 - 3.1.4 Supporting a more integrated approach to addressing need as people's needs escalate from being primarily a social care responsibility to an NHS responsibility, thus improving the experience of care.

4. SERVICE DELIVERY

Referrals

- 4.1 Referrals into the brokerage service will come either via social care teams for Council funded services or through the CHC Team for NHS funded services. The clinical and professional staff making the referrals will determine the service required or, in the case of Direct Payments (Council or NHS) determine the level of the personal or notional budget.
- 4.2 Any amendment or variation to the details of a referral shall only be made following consultation with the referrer.

Nursing Home Placements

- 4.3 For the duration of this Agreement the Council and HCCG shall secure nursing home placements to meet both short and long-term need through separate commissioning frameworks. For the Council this shall be through the West London Alliance Dynamic Purchasing System or other spot purchases as may from time to time be required. For HCCG this shall be through the London Any Qualified Provider framework or other spot purchases as may from time to time be required. This

practice shall continue unless both Parties agree alternative arrangements, in which case this Agreement shall be amended in accordance with Clause 29 (Variations) of this Agreement.

- 4.4 The Council and HCCG shall collaborate in the monitoring and maintenance of quality standards within the care home market and HCCG's CHC Lead Nurse and Safeguarding Nurse shall be a member of the Council's Provider Risk Panel. This is intended to help secure the safety of people admitted to care homes through early identification of interventions required to support providers. It is also intended to assist in the early identification of potential provider failure and notification to neighbouring boroughs and/or CCGs of provider concerns..

PHBs

- 4.5 The support provided by the Council to HCCG for the administration of PHBs shall be as described in **Schedule 1D** of this Agreement.

Homecare

- 4.6 The operation of the integrated homecare dynamic purchasing system, including care at home for people at end of life, shall be as described in **Schedule 1E** of this Agreement.

5. STAFFING

- 5.1 The intention is to co-locate staff from both brokerage teams. However, at the start of the pilot one member of CCG brokerage team will be based with the Council brokerage team three days a week. A target date for co-locating all staff will be set in accordance with the governance and review arrangements for this Schedule 1C (see Clauses 9 and 11).
- 5.2 There shall be no transfer of staff for the duration of the Agreement and for the avoidance of doubt, management of Council brokerage staff will remain the responsibility of the Council and management of HCCG brokerage staff will remain the responsibility of HCCG. This is subject to any changes agreed in accordance with Clause 29 (Variation) of the Agreement.
- 5.3 The HCCG CHC Lead Nurse shall notify the Council's Service Manager, Early Intervention & Prevention, in the event that a CHC Team brokerage officer is unable to attend the Civic Centre as scheduled for whatever reason. This is to comply with health and safety requirements. A defined roster will also be available for both the Council and HCCG.
- 5.4 It is intended that in order to maximise the effectiveness of an integrated brokerage service staff from the respective brokerage teams will be able to broker access to appropriate providers for either health or local authority referrals and a target date for achieving this will be set in accordance with the governance and review arrangements for this Schedule 1C (see Clauses 9 and 11).

6. IT

- 6.1 The Council shall arrange for HCCG brokerage team staff to have access free of charge to the Council's care management database system called Protocol and also the online brokerage facility within Connect to Support.
- 6.2 HCCG shall arrange for Council brokerage team staff to have access free of charge to HCCG's case management database called Caretrak.

7. TRAINING

- 7.1 The Council shall provide training to HCCG brokerage team staff in the use of Protocol and the Connect to Support online brokerage facility.
- 7.2 HCCG shall provide training to Council brokerage team staff in the use of Caretrak.
- 7.3 The training needs of staff within the respective Council and HCCG brokerage teams shall be identified through the application of good staff management practice. Both the Council and HCCG shall cooperate to ensure that the training needs of the respective staff members are met in order to deliver the objectives of the Service.

8. METRICS

- 8.1 The following measure shall be used to determine the value of the integrated brokerage pilot:
 - 8.1.1 *Positive use of market intelligence:* Identification of what shared market intelligence has enabled partners to do that was either not possible or was more difficult before;
 - 8.1.2 *Positive experience of a single point of access for providers:* Following the establishment of a SPA, the views of providers will be canvassed to test their experience and judgement about value;
 - 8.1.3 *Period between referral and placement:* The number of days between a referral for a homecare placement and it being secured will be measured;
 - 8.1.4 *Positive experience for Service Users:* The views of Service Users and/or their families will be tested to confirm their experience of care.

9. GOVERNANCE

- 9.1 There shall be monthly meetings between the HCCG CHC Team Lead Nurse and the Council's Service Manager, Early Intervention and Prevention. The purpose of the meetings shall be to review progress and outcomes and identify issues.
- 9.2 The delivery of the integrated brokerage pilot shall be overseen by the BCF Core Officer Group and Transformation Group as described in **Schedule 3** (Governance) of this Agreement.

10. FINANCIAL ARRANGEMENTS

- 10.1 Any change in the financial contribution by HCCG to the Council's on-costs for supporting HCCG staff based at the Civic Centre shall be subject to the governance arrangements set out in Schedule 3 (Governance) of this Agreement.
- 10.2 The Council shall provide to HCCG brokerage staff access to a desk, telephone, computer and software at no cost.

11. REVIEW

- 11.1 The pilot shall be reviewed on a two monthly basis by HCCG's Deputy Director Quality & Safety and the Council's Assistant Director, Provided and Commissioned Services and the outcomes reported to the groups as described in Clause 9.2 above.

SCHEDULE 1D - OPERATION OF THE PERSONAL HEALTH BUDGETS SERVICE

1. BACKGROUND

- 1.1 The Service that is the subject of this **Schedule 1D** is the Personal Health Budgets Service for Adults and Children.
- 1.2 A Personal Health Budget (PHB) is an amount of money spent to meet the health and well-being needs of Hillingdon people eligible for NHS CHC or those with a defined long-term condition. PHBs centre on a care plan, which sets out the service user's health outcomes, the amount of money in the budget, and how the money will be used. The support plan will be developed by the individual with support from a support worker additional to the Continuing Healthcare Team, employed by Hillingdon Clinical Commissioning Group (HCCG).
- 1.3 Personal health budgets can take three forms:
 - 1.3.1 A notional budget - This is the identification of the amount of money that the NHS will contribute to meeting a person's assessed healthcare needs;
 - 1.3.2 A budget held by a third party - Where the sum of money determined by the NHS to fund service provision to meet assessed health need is paid to another person at the direction of the Service User. This may be the Carer, another family member or another individual. In Hillingdon our preferred option is to administer Direct Payments via a prepaid card, however other options can be explored on a case by case basis; or
 - 1.3.3 A Direct Payment (DP) - Where the sum of money determined by the NHS to fund service provision to meet assessed health need is paid to the individual. As described in Clause 1.2.2 above, the preferred method of payment in Hillingdon is through a pre-paid card.
- 1.4 Budgets will be approved by the Continuing Healthcare Commissioning Lead for Hillingdon CCG. PHBs may be used for the purchase of care in a person's own home or in a nursing care home setting.

2. COMMISSIONING ARRANGEMENTS

- 2.1 The Council is being commissioned by HCCG to provide the administration, financial monitoring and on-going direct payment support for service users of all ages entitled to be offered a PHB and request a direct payment, a notional budget, a budget held by a third party, or a mixed budget (e.g. notional and direct payment).
- 2.2 Funding the full cost of care packages for the people eligible for PHBs remains the statutory responsibility of HCCG. The funding of an integrated PHB will be a joint responsibility between the Council and HCCG.

3. KEY SERVICE ELEMENTS, PHILOSOPHY AND BUDGET

- 3.1 The Service to be provided by the Council to people eligible for a PHB shall:
 - 3.1.1 Access to creative support planning;
 - 3.1.2 Access to the Approved Provider List of Personal Budget Support Services for managing a PHB DP, payroll services, recruitment services for Personal Assistants (Pas) and ongoing support and advice on DPs;
 - 3.1.3 Support to case managers to aid creative care planning;

- 3.1.4 Support to case managers and/or service users and/or Carers once budgets and care plans are agreed by HCCG and the CHC Case Managers to explain prepaid cards;
- 3.1.5 Arrangement and implementation of prepaid cards for service users/carers;
- 3.1.6 Financial monitoring of Service User/Carer spending
- 3.1.7 Reporting to HCCG of Service User/Carer spending
- 3.2 The Service provided by the Council shall not include the following functions:
 - 3.2.1 Assessment of financial contributions, as the NHS will fully fund the services required to meet health needs following a CHC assessment or Children's Continuing Care assessment or review of an individual with a long-term condition;
 - 3.2.2 Clinical case management and reviews;
 - 3.2.3 Support to people receiving a PHB through an HCCG notional budget; and
 - 3.2.3 Assessment of the continued eligibility for NHS CHC.
- 3.3 The Service shall be offered and delivered based on an 'enabling' model and philosophy, the emphasis will be on facilitation to encourage confidence and creativity in choice of support. Service Users shall be assisted to access services and community networks through the online resident portal Connect to Support or other such similar system.
- 3.4 The Council shall support case managers to encourage take up of PHBs by eligible adults and children.

4. SERVICE PROCESS AND RESPONSE TIMES

- 4.1 The referral process is summarised in **Annex A** to this **Schedule 1D**. Referrals will come via the CHC Commissioning Lead for HCCG and can be either a new or existing Service User.
- 4.2 If the Service User is known to the Council and in receipt of Direct Payments from the Council:
 - 4.2.1. Referral from CHC Commissioning Lead to Direct Payments Team via secure email including a care plan and indicative budget signed off through HCCG Expenditure Control Procedures;
 - 4.2.2 Referral reviewed by LBH Direct Payments team - Target time: 2 days;
 - 4.2.3 Budget adjusted and documented by the Council - Target time: 2 days;
 - 4.2.4 The Council shall provide on-going financial monitoring and reporting;
- 4.3 If a Service User is not known to the Council and has never received Direct Payments:
 - 4.3.1 Referral from CHC Commissioning Lead to the Direct Payments Team via email including a care plan and indicative budget signed off through Hillingdon CCG Expenditure Control Procedures;
 - 4.3.2 Referral to be reviewed by the Council's Direct Payment's Team Leader - Target time: 2 working days);

- 4.3.3 Service User details documented by the Council on Protocol - Target time: 10 working days;
- 4.3.4 The Council's Direct Payments Team Leader will allocate the case to a Direct Payments Worker and they will make contact with Service User confirming referral. They will initiate the discussion about creating a support plan and explain direct payment financial monitoring and employment set up and on-going support;
- 4.3.5 The Council will make a referral through the Council's Direct Payments Support Framework Agreement where the Service User requires employment support, for example with employing a personal assistance - Target time: 1 working day;
- 4.3.6 The Council's Direct Payments Team will set up a pre-paid care for the Service User/Carer.
- 4.4 Where during financial monitoring processes the Council identifies any anomalies such as no spend or evidence to suggest misuse of funds, HCCG shall be notified immediately and all relevant information shall be provided to HCCG to undertake further investigations as to NHS Fraud guidance. In such circumstances HCCG shall advise the Council on what action to take in regards to the continued payment and administration of the Direct Payment
- 4.5 The CHC Commissioning Lead shall notify the Direct Payments Team via secure email where there are changes to NHS CHC funding or long-term conditions funding or where this eligibility ends, which may result from a reduction in the Service User's health needs or their death.

5. SERVICE QUALITY AND OUTCOMES

- 5.1 Quality assurance and monitoring will be built into individual service delivery, monitored and tracked through existing Hillingdon CCG systems and technology. This will include:
 - 5.1.1 Identifying the number of service users receiving a personal health budget through direct payments;
 - 5.1.2 Identifying the number of service users using a pre-paid card; and
 - 5.1.3 Equality and diversity profiling
- 5.2 HCCG shall retain responsibility for clinical care, through its Continuing Care Case management team based at Harefield Health Centre or as notified to the Council by HCCG.

6. INFORMATION SHARING

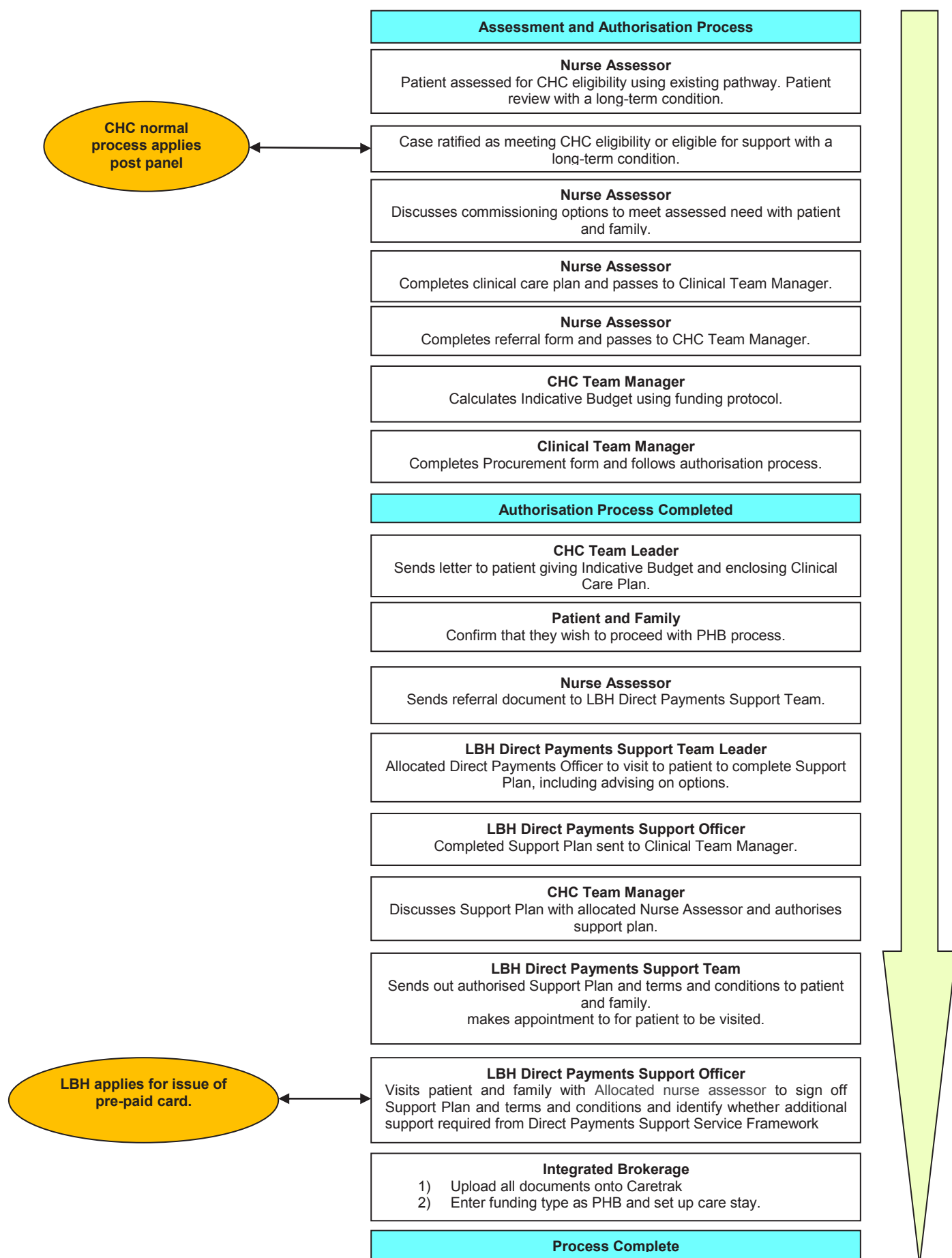
- 6.1 Arrangements for the sharing of information as required for the delivery of the Service under this **Schedule 1D** shall be governed by the provisions of **Schedule 7** of this Agreement.

7. FUNDING

- 7.1 HCCG shall pay a fixed rate per case to the Council for the administration of PHBs for the duration of the Agreement. The fixed rate per new case for 2017/18 and 2018/19 shall be £765 with an annual support cost charge of £260 per case thereafter.
- 7.2 The estimated number of new Service Users to be supported by the Council is 24 in 2017/18 and 24 in 2018/19.

- 7.3 Service Users will be set up on the Council's case management database called Protocol and an estimate of the value of business for HCCG commissioned packages that will be paid directly by the Council, as well as the related support charges, will be made at the beginning of each year. This estimate will be incorporated into the amount HCCG pays to the Council as part of the quarterly billing for the whole BCF. This value will be regularly reviewed and adjusted as necessary during the course of the pilot project.
- 7.4 Monthly reports of actual spend on NHS commissioned packages will be provided to HCCG to enable HCCG to monitor the costs of the Service.

ANNEX A - PERSONAL HEALTH BUDGET PATHWAY TO DIRECT PAYMENTS



SCHEDULE 1E - OPERATION OF THE INTEGRATED HOMECARE SERVICE FOR ADULTS AND CHILDREN

1. BACKGROUND

- 1.1 The Service that is the subject of this **Schedule 1E** is the Integrated Homecare Service for Adults and Children. The Council shall commission the Service in accordance with the delegation of functions described in Clause 5.6 of this Agreement.
- 1.2 The Integrated Homecare Service for Adults and Children is intended as a pilot to operate for a period of two years from October 2017 but with the option to extend for a period of up to two further years. The pilot is intended to assist in informing the longer term model of homecare provision to be implemented from October 2019, subject to any decision about the extension of the pilot.
- 1.3 Home Care is the provision of person centred, personal care, enabling care and/or other services that are necessary to maintain a Service User's quality of life, enabling them to remain living in their own home and achieve their specified outcomes. Home Care is not about doing things for people in a way that increases dependency, but about supporting people to do things for themselves as far as they are able.

2. SERVICE AIM

- 2.1 The integrated homecare model is intended to support the sustainability of a fragile but increasingly critical area of care provision that will assist in ensuring the availability of quality services to meet the needs of Residents and Patients through the following:
 - A single, joint specification.
 - A single point of contact for providers.
 - Common and consistent quality assurance process.
 - Common key performance indicators.
 - A single contract management process.
- 2.2 The Service will achieve a primary objective of enabling Service Users to remain living at home safely for as long as possible and maintaining a good quality of life which meets the Service User's identified outcomes.

3. SERVICE SCOPE

- 3.1 For the duration of the pilot the Service is intended to address demand for homecare provision:
 - a) For Adults referred by a Social Care professional within the central zone shown in **Annex A** to this **Schedule 1E**;
 - b) For Adults referred by a Social Care professional in all other parts of the borough where current lead providers lack capacity;
 - c) For Children referred by a Social Care professional in all areas of the borough;
 - d) For all Adults and Children referred by an NHS clinician in all areas of the borough.
 - e) For Adults and Children across the borough at end of life who have been referred either by a Social Care professional or an NHS clinician.

4. SERVICE DELIVERY

Homecare Model

- 4.1 The Integrated Homecare pilot is based on a Dynamic Purchasing System (DPS) model. A DPS is like a framework agreement with the exception that new providers can join at any time if they satisfy admission criteria. For admission to the DPS a Service Provider must have:
- a) A CQC rating which is of a minimum standard of *Requires Improvement* and a demonstrable commitment to achieving a *Good* or *Outstanding* Rating;
 - b) A commitment to having in place an Electronic Call Monitoring System (ECMS) to monitor care hours delivered that is linked to the Council's electronic system by 31st March 2018. Payment will be based on information from ECMS and will be for actual care delivered.
 - c) A local office for the management of Service Provision which must be within approximately five miles of the borough boundary.
 - d) A commitment to a pay rate of at least £9.75 per hour for Care Workers.
- 4.2 The Hillingdon DPS will be an entirely electronic process and as such all call-offs will be made through the Council's Connect to Support e-brokerage solution. There will be a phased implementation of the e-brokerage solution which is not anticipated to be fully operational until January 2018.
- 4.3 There is no limit on the number of Service Providers who can be admitted to the DPS.

Care Tiers

- 4.4 Service Providers admitted to the DPS have been required to identify which levels of care they are qualified and able to deliver against four tiers of care. The Service Specifications for Adults and Children are appended to this **Schedule 1E** as **Annex B** and describe the tiers in detail. However, the tiers can be summarised as follows:
- a) **Home Care Tier 1: Non-specialist Care** - This includes basic tasks such as prompting to take medication, assistance with personal care tasks, meal preparation and assistance with eating/ drinking;
 - b) **Home Care Tier 2: Non-specialist Care** - In addition to the above, this includes administration of medication, use of feeding tubes, more complex moving and handling;
 - c) **Home Care Tier 3: Specialist Care** - In addition to tier 1 and 2 this would include administration of medication using specialist techniques, care for people with ventilator dependency; and
 - d) **Home Care Tier 4: Registered Nursing Specialist Care** - This applies where care must be provided by a registered nurse and delegated care workers.

Call-off Process

- 4.5 The electronic call-offs against the DPS through Connect to Support will be made against the following domains:

- a) **Domain 1: Meeting the requirements of the care package as per the referral** - Service Provider confirmation that the Service can be provided in accordance with the commissioned tasks and outcomes.
- b) **Domain 2: Urgency** - Service Provider confirmation that Services can be commenced in accordance with the proposed start date.
- c) **Domain 3: Duration/Time Critical** - Service Provider confirmation that it has available capacity to meet the commissioned times and durations of each call.
- d) **Domain 4: CQC Rating** - Service Provider's current CQC rating will be referenced for evaluation purposes.
- e) **Domain 5: Quality Rating** - This relates to the Council/CCG appointed quality rating arising from the contract management process as described in **Annex C** of this **Schedule 1E**.
- f) **Domain 6: The Price** - This relates to the price for the specific tiers provided as part of the process of admission to the DPS.
- g) **Domain 7: Continuity of Care Requirements** - Continuity of care is considered where there may be risks to the Service User by changing agency, disruption and other risk based factors.
- h) **Domain 8: Location/Geographical Area** - Service Provider confirmation of available capacity in the required location.
- i) **Domain 9: Gender or Age Specific Requirements** - Service Provider confirmation that Care Workers are available to meet these requirements.
- j) **Domain 10: Service User Choice** - Where Service Providers equally meet all of the Call-off requirements for the package of care being commissioned, the Service User will be given the option of choosing the preferred Service Provider.

5. CONTRACT

- 5.1 Contracts with Service Providers will be held by the Council.

6. MONITORING ARRANGEMENTS

- 6.1 Monitoring and management of homecare providers shall be undertaken by the Council in partnership with the HCCG in accordance with the homecare DPS contract management arrangements described in **Annex C** of this **Schedule 1E**.

7. FINANCIAL ARRANGEMENTS

- 7.1 An estimate of the value of business for HCCG commissioned packages that will be paid directly by the Council will be made at the beginning of each year. This estimate will be incorporated into the amount HCCG pay to the Council as part of the quarterly billing for the whole BCF. This value will be regularly reviewed and adjusted as necessary during the course of the pilot project.
- 7.2 Monthly reports of actual spend on NHS commissioned packages will be provided to HCCG to enable HCCG to monitor the costs of the service.

ANNEX A - HOMECARE ZONES



Schedule 1E Annex A
- Homecare Zones.pdf

ANNEX B - HOMECARE SPECIFICATIONS FOR ADULTS AND CHILDREN



Schedule 1E Annex B Schedule 1E Annex B
- Home Care Spec Ad- Home Care Spec Ch

ANNEX C - HOMECARE DPS CONTRACT MANAGEMENT



SCHEDULE 1E ANNEX
C - DPS CONTRACT M

ANNEX D - HOMECARE DPS SPOT CONTRACT



SCHEDULE 1E ANNEX
D SPOT DPS HOMECA

SCHEDULE 2 - FUNCTIONS

1. Functions of NHS Bodies included in the Section 75 are:

- a) The functions of arranging for the provision of services under sections 3, 3A and 3B of, and paragraphs 9 to 11 of Schedule 1, to the 2006 National Health Service Act, including rehabilitation services and services intended to avoid admission to hospital;
- b) The functions of making direct payments under:
 - i. Section 12A (1) of the National Health Service Act, 2006 (direct payments for health care)
 - ii. The National Health Service (Direct Payments) Regulations, 2013

2. Excluded NHS functions are:

- a) Surgery, radiotherapy, the use of Class 4 laser treatments and other invasive treatments and emergency ambulance services.

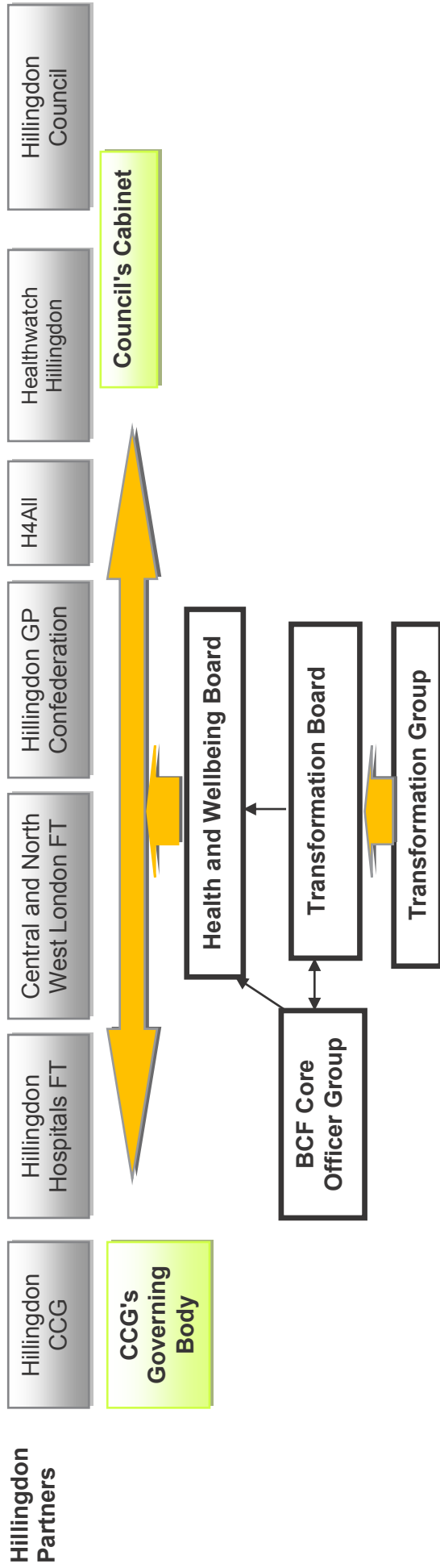
3. Health-related responsibilities of the Council included in the BCF Plan are:

- a) Functions under Part 1 of the Care Act, 2014.
- b) Functions under Schedule 1 of the Local Authority Social Services Act, 1970 (as amended).
- c) Functions under Part 1 of the Housing Grants, Construction and Regeneration Act, 1996, specifically the provision of Disabled Facilities Grants.

4. Excluded Council functions include:

- a) Functions under sections 4 (providing information and advice), 5 (promoting diversity and equality in provision of services), 14 to 17 (charging and assessing financial resources), 34 to 36 (deferred payment agreements), 42 to 47 (safeguarding adults), 48 to 52 (provider failure) and 69 to 70 (enforcement of debts) of the Care Act, 2014.




SCHEDULE 3 - BETTER CARE FUND GOVERNANCE ARRANGEMENTS



STP Delivery Areas	DA1 Prevention & Wellbeing			DA2 Long-term Conditions		DA3 Older People		DA4 Mental Health	DA5 Sustainable Acute Services		Enablers
Supporting Groups & Scheme Delivery Responsibility (BCF Scheme Number)	Prevention Group (1)	Primary Care	Children & Young People Mothers & Babies	Long- Term Conditions	Cancer	Clinical Design & Delivery Group	End of Life Forum (3)	Mental Health & Learning Disabilities	Planned Care	A & E Delivery Board	<ul style="list-style-type: none">Digital.Estates.Workforce.Provider market (5).Medicines.Statutory targets.
							Dementia Working Group (6)			Integrated Hospital Discharge Group (4)	

SCHEDULE 3 - BETTER CARE FUND GOVERNANCE ARRANGEMENTS

1. BETTER CARE FUND GOVERNANCE STRUCTURE SUMMARY

Key to Summary of Governance Arrangements	
	<i>Use of resources decision authority</i>
	<i>Line of accountability</i>
	<i>Reporting line</i>

2. BETTER CARE FUND GOVERNANCE STRUCTURES TERMS OF REFERENCEe

a) Health and Wellbeing Board

- 2.1 The key purpose of the Health and Wellbeing Board is to fulfil statutory requirements under the 2012 Health and Social Care Act to improve the health and wellbeing of the local population.
- 2.2 The Board is also responsible for:
- a) Providing leadership in developing a strategic approach for health and wellbeing in Hillingdon;
 - b) Developing the statutory Health and Wellbeing Strategy;
 - c) Ensuring that the Health and Wellbeing Strategy is informed and underpinned by the Joint Strategic Needs Assessment (JSNA) and is focused upon:
 - Improving the health and wellbeing of the residents of Hillingdon;
 - The continuous improvement of health and social care services;
 - The reduction of health inequalities;
 - The involvement of service users and patients in service design and monitoring; and
 - Integrated working across health and social care where this would improve quality;
 - d) Reviewing performance on delivering the Health and Wellbeing Strategy and other key strategic targets;
 - e) Holding partner agencies to account for performance on agreed priorities in conjunction with the External Services Scrutiny Committee of the Council;
 - f) Influencing and approving the Clinical Commissioning Group (CCG) commissioning plan and annual update;
 - g) Collaborative working to develop social care and health related commissioning plans to improve the health and wellbeing of residents of the Borough and monitor implementation and performance;
 - h) Agreeing and monitoring delivery of the BCF plan (as shown in governance structure summary); and

- i) Monitoring the performance of Public Health and reviewing services in conjunction with the External Services Scrutiny Committee.

Board Membership

2.3 The Chairman of the Board is the Cabinet Member for Social Services, Housing, Health & Wellbeing.

2.4 Statutory members of the Board include:

- Cabinet Members from the London Borough of Hillingdon
- A representative from Hillingdon Clinical Commissioning Group
- A representative from Healthwatch Hillingdon
- The statutory Director of Adult Social Services
- The statutory Director of Children's Services
- The statutory Director of Public Health

2.5 In addition there are co-opted members from three NHS provider trusts and these are:

- The Hillingdon Hospitals Foundation Trust
- Central and North West London Foundation Trust
- The Royal Brompton and Harefield Foundation Trust

Frequency of Meetings

2.6 The Board meets in public every two months and its agenda and reports are published on the Council's website a week before its meetings. Dates of meetings are also published on the Council's website and can be found by following this link

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=322&Year=0>

2.7 Although the public can attend meetings, there is no public right to speak.

b) Better Care Fund Core Officer Group

2.8 The key purpose of the Core Group is to:

- a. Provide day to day management of the BCF pooled budget established under Section 75 of the National Health Service Act, 2006, in accordance with delegated authority provided by the Council's Cabinet and the CCG's Governing Body;
- b. Undertake the role of '*Partnership Board*' as described in the Section 75 Agreement; and
- c. Act as the executive arm of the BCF Delivery Forum.

2.9 The Core Officer Group will be responsible for:

- a. Considering the development of the BCF within the context of the priorities of the democratically elected administration of the Council and also of the statutory CCG Board;
- b. Making decisions on financial expenditure in accordance with the agreed BCF Plan and agreement of both Partners;
- c. Considering the strategic issues arising from the delivery of the Plan and consulting with the Transformation Board accordingly;
- d. Taking directions from the elected administration of the Council and the statutory CCG Board where required in order to make informed recommendations to the Transformation Board;
- e. Translating recommendations from the Transformation Board into action.

2.10 The Core Officer Group will also:

- a. Be the escalation point for performance issues requiring urgent remedial intervention;

- b. Report on issues arising from the management of the pooled budget to the Health and Wellbeing Board;
- c. Consider opportunities for joint commissioning that may be reflected in the future scope of the BCF and section 75 agreement, subject to approval by the Health and Wellbeing Board, the Council's Cabinet and the HCCG Board.

Group Membership

- 2.11 The BCF Core Group is chaired jointly by the Council's Director of Adult and Children and Young People's Services and the CCG's Chief Operating Officer.
- 2.12 Other members include:
- Corporate Director of Finance – LBH
 - Chief Finance Officer – HCCG
 - Head of Health Integration and Voluntary Sector Partnerships – LBH
 - Others by invitation or cooption

Accountability

- 2.13 The BCF Core Group is accountable to the Health and Wellbeing Board and informs the Transformation Board.
- 2.14 Council officers who are members of the Core Group will be accountable to the Council's Cabinet and CCG officers will be accountable to the CCG's Governing Body.

Frequency of Meetings

- 2.15 The BCF Core Group meets monthly. Its meetings are not open to the public due to the confidential and sensitive nature of the information discussed.

Commitment of Resources

- 2.16 The Core Group has no authority to commit resources to the BCF other than those approved by either the Council's Cabinet or the CCG's Governing Body.

c) Transformation Board

- 2.17 The key purpose of the Transformation Board is to:
- To transform how local health and care services are commissioned and delivered to achieve care services that are integrated around the needs of the patient / resident in a manner that also delivers financial stability and resilience in the local health and care economy.

2.18 The Transformation Board will be responsible for:

- a) Developing transformation programmes across partners to benefit the local health and social care system and therefore Hillingdon residents / patients, acknowledging that transformation programmes may be led by different member organisations;
- b) Ensuring that all programmes are aligned;
- c) Sourcing relevant external resources to support transformation programmes;
- d) Monitoring the Hillingdon Transformation Board's achievements and accounting for its collective actions;
- e) Ensuring integration between health and social care where it adds benefit to patients/residents and contributes to the delivery of value for money;
- f) Ensuring that pathway plans are supported by workforce redesign, optimum use of IT and estate rationalisation plans;

2.19 The Board will also be responsible for:

- a. Developing and delivering a system-wide financial recovery plan and transformation programmes.
- b. Identifying any additional support/resource required to deliver the plan.
- c. To ensure appropriate communication with stakeholders, including consultation issues.
- d. To ensure robust clinical engagement within primary, community, secondary, mental health and social care, as well as with the third sector, is in place to support the delivery of the Hillingdon recovery plan and transformation programmes.

Membership

2.20 The Transformation Board will be chaired by the Chair of HCCG's Governing Body.

2.21 Membership of the Board will include the following:

- **HCCG:** Accountable Officer, Chief Operating Officer, Chief Financial Officer.
- **THH:** Chief Executive, Medical Director/Director of Patient Experience and Nursing, Chief Operating Officer, Director of Finance
- **CNWL:** Chief Executive, Medical Director, Managing Director, Director of Finance.
- **Primary Care:** Chair, Hillingdon GP Confederation, Managing Director, Hillingdon GP Confederation.
- **Council:** Cabinet Member for Social Services, Housing, Health & Wellbeing, Director of Adults and Children and Young People's Services, Director of Finance, Director of Public Health
- **Others:** by invitation.

Accountability

- 2.22 Each member of the Board shall be accountable through the governance structures of their respective organisations.

Frequency of Meetings

- 2.23 The Board meets every two months and its meetings are not open to the public due to the confidential and sensitive nature of the information discussed.

Commitment of Resources

- 2.24 The Board has no authority to commit resources to the BCF other than those approved by either the Council's Cabinet or the CCG's Governing Body.

d) Transformation Group

- 2.25 The key purpose of the Transformation Group is to:
- Be the vehicle for driving delivery of transformation projects and programmes required to deliver the aspects of the North West London Sustainability and Transformation Plan (NWL STP) reflected in Hillingdon's Joint Health and Wellbeing Strategy.
- 2.26 The Transformation Group aims to:
- a) Support the Hillingdon Transformation Board in delivering the vision set out in the NWL STP and the local priorities for Hillingdon as described in the Joint Health and Wellbeing Strategy; and
 - b) Work closely with Hillingdon health and care commissioning and provider partners to deliver a whole systems approach to health and care planning in Hillingdon.
- 2.27 The Transformation is responsible for:
- a) Providing regular progress and update reports to the Hillingdon Transformation Board and to other committees and boards as required;
 - b) Ensuring a whole-system perspective, communication, engagement and alignment to delivering health and care transformation in Hillingdon;
 - c) Oversee the production of needs assessments and business cases which will inform priority service developments, guide service redesign, and support decisions to invest in new models of care;
 - d) Monitoring the delivery of the Better Care Fund Plan;
 - e) Overseeing the production of workforce needs assessment to inform education and training opportunities;
 - f) Support the development and delivery of 'at scale' primary care and out of hospital care closer to home;
 - g) Drive the development of accountable care in Hillingdon;
 - h) Overseeing implementation of an estates strategy;

- i) Overseeing the implementation of an IT strategy.

Membership

2.28 The Transformation Group will be chaired by the Chair of HCCG's Governing Body.

2.29 Membership of the Transformation Group will include:

- *HCCG*: Chief Operating Officer, Chief Finance Officer, Associate Director of QIPP, Transformation & Planning, Commissioning and Governing Body Transformation Leads.
- *LBH*: Director of Public Health, Head of Health Integration and Voluntary Sector Partnerships, Health and Social Care Integration Manager.

2.30 Occasional members of the Transformation Group will include:

- NHS provider trust representatives.
- NWL Primary Care Strategy and Transformation Team.
- NHS England Primary Care Contracting Team.
- Local Medical Committee Representative.
- NHS Property Services.

Accountability

2.31 The Group is accountable to the Transformation Board.

Frequency of Meetings

2.32 The Transformation Group meets monthly and its meetings are not open to the public due to the confidential and sensitive nature of the information discussed.

Commitment of Resources

2.33 The Group has no authority to commit resources to the BCF other than those approved by either the Council's Cabinet or the CCG's Governing Body.

3. Roles and Responsibilities: Programme Manager and Scheme Leads

a) Programme Manager

3.1 The responsibilities of the Programme Manager will be to:

- a) Identify, analyse and communicate to the Core Officer Group and/or the Transformation Group and other key stakeholders all interdependencies between the different schemes in the BCF programme, plus any external dependencies and how they will be managed.
- b) Monitor progress of the schemes and take action to deal with any exceptional situations that might jeopardise achievement of the plan and its benefits.
- c) Actively manage identified risks and issues arising from schemes.
- d) Provide direct support to scheme leads as required.
- e) Escalate to the Transformation Group and/or Core Officer Group risks or issues that cannot otherwise be managed and recommend mitigation.

- f) Produce performance reports on a quarterly basis for the Health and Wellbeing Board and HCCG's Governing Body.
- g) Manage the delivery of the stakeholder engagement strategy.

b) Scheme Leads

3.2 The responsibilities of Scheme Leads will be to:

- a) Establish and lead a project group of relevant stakeholders.
- b) Define and agree with relevant stakeholders best practice pathways for individual schemes that will contribute to the delivery of BCF benefits.
- c) Identify baseline positions and identify gaps against best practice standards.
- d) Undertake a risk analysis of pathway options, identify mitigation and recommend preferred option that will deliver BCF objectives and contribute to the delivery of BCF benefits.
- e) Develop implementation plans and provide updates to the Programme Manager highlighting delivery risks.

SCHEDULE 4 – RISK SHARE AND OVER AND UNDER PERFORMANCE

1. RISK SHARE

- 1.1 The Partners have agreed that they shall each manage their own risks under this Agreement unless otherwise stated in this **Schedule 4**.
- 1.2 During the period of the integrated homecare shadow arrangements shall be put in place whereby HCCG and the Council are responsible for the costs of meeting the needs of their own referrals. This will help to determine the appropriateness of contributions by each organisation, which will then help to inform risk share arrangements as part of the agreed commissioning model from October 2019.

2. OVERSPENDS

- 2.1 The Partners in their capacity as Lead Commissioners for the Service Contracts at the Commencement Date shall be responsible for managing any overspends in those Service Contracts that may occur during the Term.
- 2.2 Liability for any overspends for the service described in **Schedule 1B** (Equipment Loans Service) shall be on the following basis:
 - a. Where an overspend is incurred because of budget maladministration, the liability for this will rest with the Council. Maladministration is defined as expenditure outside the terms of this Agreement and without proper authorisation.
 - b. Where over expenditure occurs as a result of failure of one or more of the Partners to abide by the terms of the Agreement, or an action by one or more of the Partners which is prohibited or against the terms of this Agreement, the liability shall rest with that Partner, (for example, unauthorised capital expenditure; failure to meet contractual obligations to an employee resulting in a claim for compensation; agreement to a particular placement for which formal funding through the right process has not yet been agreed: etc). In these cases it is expected that individual agencies shall already have indemnity or other arrangements for meeting expenditure arising from such failures.
 - c. Where overspends occurs due to unforeseen circumstances that are not due to maladministration, or as a result of failure of one or more of the Partners to abide by the terms of this Agreement, or an action by one or more of the Partners which is prohibited or against the terms of this Agreement, liability shall be shared in proportion to the Partners individual contributions to the pooled budget for the service that is the subject of **Schedule 1B**.
- 2.3 The Partners shall inform the Partnership Board in accordance with Clause 8 where the remedial actions to address any overspend may impact on one or more of the Individual Schemes set out in **Schedule 1**.
- 2.4 The Partnership Board shall use its best endeavours to preserve the integrity of Individual Schemes.
- 2.5 Where remedial action is proposed to address over performance that may jeopardise the integrity of an Individual Scheme, a report shall be provided to the Health and Wellbeing Board before any such action is implemented.

3. UNDERSPENDS

- 3.1 Each Partner shall have regard to the aims of this Agreement as set out in Clause F of this Agreement in determining how any such underspend on their contribution to the Pooled Fund

shall be spent. In any event, the value of the plan approved by NHSE shall not be reduced during the lifetime of this Agreement.

SCHEDULE 5 – BETTER CARE FUND PLAN



SCHEDULE 6 – CONFLICTS OF INTEREST

1. DEFINITION OF A CONFLICT OF INTEREST

- 1.1 A conflict of interest occurs where an individual's ability to exercise judgement or act in one role is or could be impaired or otherwise influenced by his or her involvement in another role or relationship. The individual does not need to exploit his or her position or obtain an actual benefit, financial or otherwise. A potential for competing interests and/or a perception of impaired judgement or undue influence can also be a conflict of interest.

2. PRINCIPLES FOR MANAGING CONFLICTS OF INTEREST

- 2.1 Conflicts of interest can be managed by:

- **Doing business properly.** If commissioners get their needs assessments, consultation mechanisms, commissioning strategies and procurement procedures right from the outset, then conflicts of interest become much easier to identify, avoid or deal with, because the rationale for all decision-making will be clear and transparent and should withstand scrutiny;
- **Being proactive not reactive.** Commissioners should seek to identify and minimise the risk of conflicts of interest at the earliest possible stage, for instance by considering potential conflicts of interest when electing or selecting individuals to join the governing body or other decision-making roles, and by ensuring individuals receive proper induction and understand their obligations to declare conflicts of interest. They should establish and maintain registers of interests, and agree in advance how a range of different situations and scenarios will be handled, rather than waiting until they arise;
- **Assuming that individuals will seek to act ethically and professionally, but may not always be sensitive to all conflicts of interest.** Most individuals involved in commissioning will seek to do the right thing for the right reasons. However, they may not always do it the right way because of lack of awareness of rules and procedures, insufficient information about a particular situation, or lack of insight into the nature of a conflict. Rules should assume people will volunteer information about conflicts and, where necessary, exclude themselves from decision-making, but there should also be prompts and checks to reinforce this;
- **Being balanced and proportionate.** Rules should be clear and robust but not overly prescriptive or restrictive. They should protect and empower people by ensuring decision making is efficient as well as transparent and fair, not constrain people by making it overly complex or slow.

- 2.2 The Partners shall manage conflicts of interest as follows:

- HCCG - as set out in the *Managing conflicts of interests: Guidance for clinical commissioning groups* (NHS England March 2013)

- LBH – as set out in the *Code of Conduct for Council Employees* (LBH March 2010)

SCHEDULE 7 - INFORMATION SHARING AGREEMENT

1. NORTH WEST LONDON INFORMATION SHARING AGREEMENT

- 1.1 The Partners shall be signatories to the North West London Integrated Care Digital Information Governance Agreement (NWL ISA) as set out in **Annex A** of this **Schedule 7** and as may be amended from time to time with agreement of the Partners.
- 1.2 The purpose of the information sharing agreement shown in **Annex A** of this Schedule is to support integrated care and care planning. The Council became a signatory to the NWL ISA on 14th July 2017. The other signatories to the NWL ISA are set out in **Annex A** of this Schedule.

2. ENTERING INTO SEPARATE INFORMATION SHARING AGREEMENTS

- 2.1 It is acknowledged that it may be necessary during the term of this Agreement for the Partners to enter into information sharing agreements that are separate and external to the NWL ISA. This may be required in order to comply with the requirements of the 1998 Act in circumstances where it is required to use electronic systems that are outside of the scope of the NWL ISA.
- 2.2 In the circumstances described in Clause 2.1 of this Schedule, the Partners shall follow their respective governance processes in order to seek approval for any such agreements.

ANNEX A - NORTH WEST LONDON INFORMATION SHARING AGREEMENT



North West London
Information Sharing



NWL ISA TZ

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PLANNING OBLIGATIONS QUARTERLY FINANCIAL MONITORING REPORT

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Nicola Wyatt Residents Services
Papers with report	Appendix 1 - attached

HEADLINES

Summary	This report provides financial information on s106 and s278 agreements up to 30th September 2017 against respective portfolio areas.
Putting our Residents First	<p>This report supports the following Council objective of: <i>Our Built Environment; Our Heritage and Civic Pride; Financial Management</i></p> <p>Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms and achieving the strategic documents that make up the Local Development Framework.</p>
Financial Cost	As at 30 September 2017 the Council holds £12,835k relating to s106 and s278 agreements. Of this £3,665k is allocated/earmarked for projects and £3,110k relates to funds that the Council holds but is currently unable to spend directly, leaving a residual balance of funds that the Council holds of £6,017k that is currently spendable and not yet allocated/earmarked towards specific projects and £43k interest on interest bearing schemes. In Quarter 2, the Council has received additional income of £1,476k and spent £131k.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

RECOMMENDATIONS

That the Cabinet notes the updated financial information attached at Appendix 1

Reasons for recommendation

Planning best practice guidance encourages local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. This report details the financial planning obligations held by the Council and what progress has and is being made in allocating and spending those funds.

Alternative options considered / risk management

The alternative is to not report to Cabinet. However, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

Policy Overview Committee comments

None at this stage.

SUPPORTING INFORMATION

Supporting Information

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 30 June 2017 (which was the subject of the report in October 2017) as well as up to 30 September 2017. Text that is highlighted in bold indicates key changes since the Cabinet report of 19 October 2017. Figures indicated in bold under the column headed 'Total income as at 30/09/17' indicate new income received and shaded cells indicate where funds are held in an interest bearing account). The table shows expenditure between 1 July and 30 September 2017 of £131k (compared to £9k during the previous quarter) and income of £1,476k (compared to £991k during the previous quarter) within the same period.

2. The balance of s278/106 funds that the Council held at 30 September 2017 is £12,835k. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 30 September 2017 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 30 September 2017 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.

3. In summary, of the 'total balance of funds' that the Council held at 30 September 2017 (£12,835k) £3,110k relates to funds that the Council is unable to spend and £3,665k is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of

£6,017k that is currently spendable and not yet earmarked/allocated towards specific projects and £43K that relates to interest on the interest bearing schemes.

Financial Implications

4. As at 30th September 2017 the s106/278 balance is £12,835k. This is inclusive of £3,110k which the Council holds on behalf of its partners who are responsible for project delivery e.g. NHS Property Services (formerly PCT) and TFL. A further £3,665k has been earmarked to specific projects. The residual balance of £6,017k represents amounts yet to be allocated for any specific use although projects are being put in place to utilise this balance and £43k relates to interest on the interest bearing schemes. As and when a specific interest bearing Section 106 balance is required to be returned to a developer the amount of cumulative interest since the balance was received is transferred to the scheme from the total balance of accumulated interest on interest bearing schemes and then repaid to the developer.

5. Table 1 provides additional detail of the s106/278 contributions in accordance to service area. In quarter 2 additional income received in s106/278 monies was £1,476k, whilst expenditure totalling £131k was financed by the contributions.

Table 1 – S106/278 contributions by service area

Service Area	Balance b/f (01/07/17)	Income Received	Total	Spend	Balance c/f (30/09/17)	Earmarked Balances	Balance Spendable not allocated
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
S278							
Planning & Transportation	1,187	169	1,356	(88)	1,268	1,268	0
S106							
Planning & Transportation	3,704	466	4,170	(0)	4,170	2,629	1,541
Central Services, Culture & Heritage (CSL)	138	9	147	(10)	137	78	59
Community, Commerce & Regeneration (PPR)	2,331	0	2,331	(0)	2,331	1,159	1,172
Education & Children Services	295	263	558	(0)	558	0	558
Environment	1,246	488	1,734	(33)	1,701	343	1,358
Housing, Social Services & Health	2,546	81	2,627	(0)	2,627	1,298	1,329
Interest on interest bearing schemes	43	0	43	(0)	43	43	0
Sub-Total (S278/106)	11,490	1,476	12,966	(131)	12,835	6,818	6,017

Less: Sums held on behalf of partners	2,854	256	3,110	(0)	3,110	3,110	0
Total LBH Balances	8,636	1,220	9,856	(131)	9,725	3,708	6,017

6. The unallocated balance of £6,017k represents amounts yet to be formally allocated for specific projects, however, proposals are in various stages of development to utilise these balances. The unallocated balances are generally required to be spent towards the following areas and within the specific terms identified in the individual agreements:

Table 2 - S106 unallocated balances breakdown

Category	£'000
Affordable Housing	1,329
Air Quality	479
Carbon Reduction	195
Community Facilities	815
Economic Development	259
Libraries	12
Nature Conservation	366
Public Realm / Town Centres	763
Schools	558
TFL/Highways	535
Training schemes	646
Travel Plans	60
Total	6,017

7. From the above formally unallocated balances, those relating to affordable housing can potentially be utilised towards the planned residential development at the former Belmore Allotments site. It is also anticipated that Schools balances will be utilised towards financing the existing Schools Expansions Programme. Other balances are expected to be used towards the TFL LIP programme and town centre initiatives.

8. Officers will continue to review the applicability of unallocated balances within existing and proposed capital and revenue budgets in order to minimise the impact on the Council's internal resources.

9. Contributions which are not spent within the designated time frame may need to be returned to the developer. As at end of September 2017 it has been identified that £53k needs to be spent within twelve months, i.e. 30th September 2018.

10. In addition, there are balances totalling £32k which were not able to be spent within the terms of the existing agreements and may therefore need to be returned. Negotiations with relevant developers to secure alternative schemes for these contributions are currently on-going.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report, noting that schemes have not yet been identified to utilise £6,017k Section 106 / 278 Contributions received from developers to support investment in local infrastructure. As outlined in the financial implications above, officers will continue to review the applicability of these unallocated balances to ensure that where appropriate these are deployed to support existing or planned expenditure.

Legal

There are no specific legal implications arising from the recommendation which asks the Cabinet to note the current status on the receipt and expenditure of S106 monies. The monies referred to in this report are held by the Council for the purposes specified in each of the relevant legal agreements. Such monies should only be spent in accordance with the terms of those agreements. Where monies are not spent within the time limits prescribed in those agreements, such monies and interest accrued should be returned to the payee. Where officers are unsure whether monies held pursuant to particular agreements can be used for particular purposes, Legal Services should be consulted for advice on a case by case basis.

Corporate Property and Construction

There are no Corporate Property and Construction implications arising from the recommendation in the report.

BACKGROUND PAPERS

- District Auditor's "The Management of Planning Obligations" Action Plan May 1999
- Monitoring Officers Report January 2001
- Planning Obligations Supplementary Planning Document Adopted July 2008 and revised 2014
- Planning Obligations Quarterly Financial Monitoring Report to Cabinet October 2017

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Page 267

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT278/48	Various	No Legal Agreement Various	AS AT 30/09/17 418,230.68	AS AT 30/06/17 384,326.14	AS AT 30/09/17 338,191.56	AS AT 30/08/17 271,790.23	To 30/09/17 66,401.33	AS AT 30/09/17 80,039.12	AS AT 30/09/17 0.00	No Legal Agreement - consultancy fees. £14,000 to be transferred to a PPR (08/09) for construction training secured from the s106 agreement for Budgens Site, South Ruislip. ECU fees claimed in relation to Bishop Ramsey school S278 works. £5,200 security deposit received for car park at Mount Vernon Hospital. Security deposit returned following completion of highway works at Mount Vernon Hospital. £25,448 received and £22,247 claimed by ECU this quarter as fees associated with 278 highways works. £3,201 is a security deposit for heavy duty crossing (Gaterfold Building, Blyth Road). Deposit received for highway works (Aifa Foods)/fees claimed. Further engineering fees received and claimed.
PT278/49/117 *23	Yeadon	Grand Union Village Southall 327/APP/2000/2106	77,331.55	77,331.55	55,222.89	55,222.89	0.00	22,108.66	0.00	Security deposit (£5K + interest) for highways works involving traffic calming to the junction with Glencoe Rd and a cycleway/footway on Broadmead Rd to Hayes Bypass. £52,363.10 for TfL costs for Broadmead Road Toucan Crossing proposed as part of works. Additional income is £1K of engineering fees. Detailed plans of works and design agreed. Consultation undertaken during February 2007 for traffic calming and toucan crossing. Officers chasing TfL for implementation. Following consultation Cabinet Member agreed to works to be carried out. Works completed Aug 09. Further £11,447 received for LBH fees. £43,775.89 paid towards TfL signal costs.
PT278/57/140 A	Pinkwell	MOD Records Office Stockley Road Hayes 18399/APP/2004/2284	419,128.68	419,128.68	325,719.61	325,719.61	0.00	93,409.07	0.00	£188,737.70 (including £170,027.34 for Transport For London signals unit) for installation of two sets of traffic signals, one at the entrance to the site the other at Lavender Rise on Stockley Road and £190,686.91 received in respect of the Council's costs for supervision of the works (to be carried out by the owner). Works complete. Stage 3 road safety audit now agreed await completion of remedial works. Remedial works completed. Additional item of works being sought by officers who are chasing the developer for this. Council's costs of £205,686.71 claimed. TTS invoice for signals at Lavender Rise paid. Funding for additional items of works (removal of right turn lane) and BT cabling received. Design work and public consultation completed- Removal of right turn lane completed Sept 09. Scheme in maintenance period awaiting financial completion.
PT278/60/147B	West Drayon	DERA Site, Kingston Lane, West Drayon - Highways 45658/APP/2002/3012	56,816.26	56,816.26	0.00	0.00	0.00	56,816.26	0.00	£55,000 was received towards the total cost of highway works for the purchase and installation of traffic signals at Station Road/ Porters Way Junction and any such other incidental work as identified by the Council to support the development. Funds not spent by February 2014 are to be refunded together with interest accrued. These works to be performed by developer of RAF Porters Way (see PT278/62/148A). Funds to be retained as a contingency for these works.
PT278/62/149A *51	Botwell	Hayes Goods Yard 10057/APP/2004/2996&2999	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	The Council's costs due upon lodgement of documents by the developer for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £5,000 received as a security deposit for the due and proper execution of the highways works by the developer.
PT278/63/175A *49	South Ruislip	BFPO, R.A.F Northolt 189/APP/2006/2091	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	£5k received as the security deposit for the due and proper implementation of junction works at the White House Gate entrance to the development. Signals complete and in operation. Currently within 12 month maintenance period. Date of final completion to be confirmed.
PT278/64/173	Eastcote & East Ruislip	R.A.F. Eastcote 10189/APP/2004/1781	19,200.00	19,200.00	12,201.13	12,201.13	0.00	6,998.87	0.00	Engineers fees paid prior to the execution of an agreement to secure access works associated with this application. Waiting restriction in Lime Grove undertaken. Elm Ave/Lime Grove junction improvement pending. Elm Ave Pedestrian crossing technical approval pending (£5,500) design fees received plus further £6,700 for temporary footpath works carried out by LBH. £7,500 engineering fees claimed. Funds spent towards temporary footpath works. Further £5,000 security deposit for proper execution of highway works.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/278/65/182 *52	Heathrow Villages	Longford Roundabout - Fifth Arm, 63369/APP/2007/2294	AS AT 30/09/17 9,521.00	AS AT 30/06/17 9,521.00	AS AT 30/09/17 4,521.00	AS AT 30/06/17 4,521.00	To 30/09/17 0.00	AS AT 30/09/17 5,000.00	AS AT 30/09/17 0.00	Remaining balance is a security deposit for developer implementation of bus only access to Terminal 5 Heathrow. Spend on supervision costs. Works complete, security to be refunded following maintenance period.
PT/278/72/231A *66	West Ruislip	R.A.F West Ruislip (Ickenham Park) Design check on S278 Designs 38402/APP/2007/1072	53,986.57	53,986.57	45,486.57	45,486.57	0.00	8,500.00	0.00	Fees received for design checks, Peitan crossing and signals on Long Lane. S278 agreement and technical approval pending. Further £18,000 returnable deposit received to ensure reinstatement of temporary crossover on Alysham Drive. Further fees received towards inspection fees and traffic orders. Spend towards fees & inspection. Works completed, deposit returned.
PT/278/73	South Ruislip	R.A.F Northolt., South Ruislip Main Gate 189/APP/2007/1321	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Fees received for design checks, Junction improvements at West End Road/ Bridgewater Road. S278 agreement and technical approval pending.
PT/278/74/209C	Yiewsley	Proposed Tesco development, Trout Road, Yiewsley 609/APP/2007/3744	120,300.26	120,300.26	117,300.26	117,300.26	0.00	3,000.00	0.00	Fees received for design checks for proposed junction works and carriageway widening at Trout Road. S278 agreement and technical approval pending. Further fees received & claimed for inspection works.
PT/278/76/198A *60	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as a security deposit for due and proper execution of highways improvements. S278 agreement.
PT/278/77/1197 *62	Ruislip Manor	Windmill Hill Public House, Pentbroke Road, Ruislip 11924/APP/2632	24,000.00	24,000.00	1,000.00	1,000.00	0.00	23,000.00	0.00	Fees received for design checks (£1,000). £23,000 received as a security deposit to ensure works are carried out to a satisfactory standard. £1,000 engineering fees claimed.
PT/278/78/238G *76	West Ruislip	Fmr Mill Works, Bury Street, Ruislip 6157/APP/2009/2069	19,782.00	19,782.00	14,782.00	14,782.00	0.00	5,000.00	0.00	Fees received for design checks and monitoring & supervision. £5,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring (£14,752).
PT/278/81/249E *84	Townfield	Fmr Glenister Hall, 119 Minet Drive, Hayes., 40169/APP/2011/243	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	Fees received for design checks and monitoring and supervision. £4,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring.
PT/278/82/273A *87	Uxbridge South	Autogild House (Ltd), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	99,115.00	99,115.00	7,920.00	7,920.00	0.00	91,195.00	0.00	Fees received and claimed for design checks & monitoring of S278 works. £19,195 received towards upgrading of traffic lights at junction of Cowley Mill Road. £72,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. £5,920 received & claimed for design checks.
PT/278/83/283A *90	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge 585/APP/2009/2752	203,636.00	203,636.00	172,136.00	150,596.00	21,540.00	31,500.00	0.00	£40,000 received and claimed for design checks & monitoring of 278 highway works. £31,500 received as a security deposit to ensure highway works are carried out to a satisfactory standard. £94,596 received and claimed by ECU towards fees associated with S278 agreement. Further £15,000 received and claimed towards design fees. £21,540 engineering fees received and claimed for design checks. £5,000 received as a security deposit to ensure highway works are carried out to an acceptable standard.
PT/278/85 *93	Yiewsley	GSK Stockley Park, 5 Iron Bridge Road. 3057/APP/2012/2573	6,210.00	6,210.00	1,210.00	1,210.00	0.00	5,000.00	0.00	Funds received for the completion of remedial highway works and fees associated with the 278 agreements. £7,993.58 claimed towards remedial works & fees 13/14. Further £307.63 claimed.
PT/278/86/237E	Eastcote & East Ruislip	Bishop Ramsey School (lower site), Eastcote Road, Ruislip - High Grove access 19731/APP/2006/1442	14,146.46	14,146.46	10,729.21	10,729.21	0.00	3,417.25	0.00	Funds received as a returnable bond to ensure the satisfactory completion of the highway works associated with the development. £4,936.53 fees claimed for design for design checks.
PT/278/89/349 *115	Harefield	West London Composting, New Years Green Lane, Harefield. 1279/APP/2012/2366	106,884.18	106,884.18	0.00	0.00	0.00	106,884.18	0.00	Funds held as a returnable bond to ensure the satisfactory completion of the highway works associated with the development. £4,936.53 fees claimed for design for design checks.
PT/278/103/370A *118	Uxbridge	Belmont House (formerly Senator Court.), Belmont Road, Uxbridge. 68385/APP/2012/2398	56,171.39	56,171.39	4,936.53	4,936.53	0.00	51,234.86	0.00	£5,000 received as a returnable deposit and £871,000 received as a bond deposit for the completion of highway works. Funds to be returned with interest on satisfactory completion of the works. Further £73,310 received and claimed by ECU for fees and checks. £2,500 to be used for payment of traffic orders. £2,500 spend towards required traffic orders for highway works. £654,301.76 (75% of bond) returned on satisfactory completion of works.
PT/278/105/350C *122	South Ruislip	Fmr Avia Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	951,810.00	951,810.00	727,611.76	727,611.76	0.00	224,198.24	0.00	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/278/95/40J *131	Botwell	Land at Thorn EMI Complex (Old Vinyl factory) - Gatefold Building 51588/APP/2011/2253	AS AT 30/09/17 33,397.13	AS AT 30/06/17 33,397.13	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 0.00	AS AT 30/09/17 33,397.13	AS AT 30/09/17 0.00	£33,397.14 received as a returnable deposit sum. Funds to be returned with interest on satisfactory completion of the works.
PT/278/107/355E *132	Botwell	Former EMI site, Dawley Road (Prologis) Hayes. 8294/APP/2015/1406	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	£5,000 received as the highways deposit sum to ensure satisfactory completion of the works. Any unspent funds to be returned to the developer on completion.
PT/278/108/378C *133	Townfield	27 Uxbridge Rd (Hayes Gate House) 2385/APP/2013/2523	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	£5,000 received as the highways deposit sum to ensure satisfactory completion of the works. Any unspent funds to be returned to the developer on completion.
PT/278/109/403 *144	Botwell	Former Hayes Swimming Pool, Botwell Lane, Hayes (Lidl) 1942/APP/2015/4127	135,000.00	0.00	0.00	0.00	0.00	135,000.00	0.00	£135,000 received as the highways deposit sum to ensure satisfactory completion of the works. Any unspent funds to be returned to the developer on completion.
		SECTION 278 SUB - TOTAL	3,412,377.23	3,243,472.69	2,143,393.58	2,055,452.25	87,941.33	1,268,983.65	0.00	
		SECTION 106								
PORTFOLIO : PLANNING TRANSPORTATION AND RECYCLING										
PT/05/04a *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	339,111.08	339,111.08	212,469.24	212,469.24	0.00	126,641.84	0.00	The balance is for improvements to public transport serving the south side of London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum sought in determining any scheme. No time limits. BAA proposal for upgrade of bus services to the south side of Heathrow. S106 funding from this case and PT/05/4b) would be used to 'pump prime' these services. £210,000 allocated to enhancements to 350 and 423 bus services (Cabinet Member decision 21/10/09). Enhanced services commenced December 09. £70,084 payment to London Buses (bus service agreement 09/10). Year 2 & 3 payments to London buses (£70,084). £23.5k allocated towards a pedestrian crossing facility on the A4 Colnbrook By-Pass (Cabinet Member Decision (29/03/2012). £2,217 paid towards upgrade of crossing facility on A4.
PT/05/04b *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	406,331.57	406,331.57	173,645.35	173,645.35	0.00	232,686.22	0.00	The balance is for improvements to public transport serving London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. See update to PT/05/04a above regarding the remainder of the balance. No time limits.
PT/25/56 *24	South Ruislip	J Sainsbury, 11 Long Drive, Ruislip 33667/17/97/0684	37,425.09	37,425.09	0.00	0.00	0.00	37,425.09	0.00	Highway improvements adjacent to the site. Legal advice stated that because of time that has elapsed, it would not be reasonable to proceed without Sainsbury's agreement. Officers investigating the potential to utilise these funds for traffic congestion mitigation at that junction to complement current works that have been commissioned for that location. A portion of land owned by Sainsbury's would need to be dedicated as public highway for the scheme to be feasible. Traffic congestion mitigation scheme is fully funded. Officers investigating whether improvements could be tied into 114 bus route project. Excess funds are to be refunded to the developer following the date of the Final Account.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/37/40B-C (see: PPR/29)	Botwell	Land at Thorn EMI Complex - Highways Works & Environmental Improvements 51588/APP/2000/366&1418 (Old Vinyl Factory 5987/APP/2012/1893)	AS AT 30/09/17 559,443.43	AS AT 30/06/17 559,443.43	AS AT 30/09/17 378,904.27	AS AT 30/06/17 378,904.27	To 30/09/17 0.00	AS AT 30/09/17 180,539.16	AS AT 30/09/17 0.00	Project 40B- Environmental improvements in Blyth Road. Funds committed to highways works on Blyth Road and subway CCTV. Unspent funds at 6 months of occupation to be refunded. New agreement signed 19/04/13. Funds to be used towards public realm improvements in the vicinity of the site and Hayes Town Centre (see agreement for further details). No time limit for spend. £838.48 (remaining balance from PT/37/40F) transferred to PT/278/47. £12,500 allocated towards lighting scheme in Blyth Road. £100,000 allocated towards Hayes Town Centre Improvements (Cabinet Member Decision 19/06/2015). Remaining balance (£74,928) allocated towards public realm improvements in Blyth Road area (Cabinet Member Decision 28/08/2017).
PT/37/40E *47	Botwell	Land at Thorn EMI Complex - Parking 51588/APP/2000/366&1418 (Old Vinyl Factory 5987/APP/2012/1838)	32,805.42	32,805.42	0.00	0.00	0.00	32,805.42	0.00	Project 40E - £30,000 received for controlled parking in Blyth Road area. New agreement signed 19/04/13. Funds held to be used towards controlled parking zones in the vicinity of the development or if not required, towards the same purpose as PT/37/40B above. Allocated towards public realm improvements in Blyth Road area (Cabinet Member Decision 28/08/2017). No time limit for spend.
PT/42/41	Heathrow Villages	Temp Stockpiling at Bedford Court. 47853/SPP/2003/113	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	£50,000 for landscape enhancement on specified land around the development. Unexpended funds at 19 June 2006 were to be repaid to the developer. Following consultations with BAA it has been agreed to spend the funds as part of the Colne Valley project. Deed of variation has been secured to remove time limits.
PT/44/03	Various	S278 Surplus	167,047.48	167,047.48	95,545.86	95,545.86	0.00	71,501.62	0.00	Income is from underspends on s278 projects where surplus funds do not have to be refunded. First priority for use of funds is to address otherwise irresolvable deficits from overspent projects. A further £1,391,64 transferred to reconcile overspend on PT/278/26/127. £1,945.35 used towards zebra crossing scheme at PT/105/175B. Balance transferred from PT/21/03A (£2,165.41). Spend towards consultants for cycle scheme at PT/103/174A and footpath scheme at PT/88/140B. £500 spent towards Kingsend study at PT/120/241A. Remaining balance transferred from CSL/21/47E. Remaining balance transferred from PT/109. Deminimus balances transferred from PT/130/277B and PPR/67/265C and PT/88/140C
PT/54/21C	Botwell	Former EMI Site, Dawley Road - Landscaping 6198/BS/98/1343	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	0.00	£50,000 for Landscaping on adjacent land and £7,000 for maintenance of the landscaping works. Funds to be held for landscaping in accordance with the agreement subject to Crossrail. No time constraints.
PT/61/69B (see: E/35)	West Drayton	LHR Training Centre, Stockley Close / 51458/97/1537	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	£25,000 for improvements at the junction of Stockley Road & Stockley Close / Lavender Rise, West Drayton. Scheme provided using TfL funding. Further improvements to area have been implemented as part of the MOD development. Funds to be held as contingency for any works required to the junction arising out of the MOD development. No time constraints.
PT/65/74A (see EYL/40, E/20 & E/21)	Uxbridge North	Land at Johnson's Yard (former garage site), Redford Way, Uxbridge - Street Lighting 53936/APP/2002/1357	18,893.88	18,893.88	17,871.38	17,871.38	0.00	1,022.50	0.00	Street lighting according to the agreement drawing. No time constraints. Expenditure due to commencement of project for street lighting on Redford Way at Johnson's Yard. Columns & lanterns installed and working. Unable to install column in footpath leading to the high Street. Last column installed. Connection by Southern Electric were programmed for July 07. Columns all connected but require painting. Officers chasing painting contractor to progress. Painting completed - final invoices paid. Final balance to be confirmed after closure of 08/09 financial year accounts.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT176/119	Northwood	Land at 64 Ducks Hill Road Northwood/ 26900L/99/1077	AS AT 30/09/17 35,253.56	AS AT 30/06/17 35,253.56	AS AT 30/09/17 28,119.15	AS AT 30/06/17 28,119.15	To 30/09/17 0.00	AS AT 30/09/17 7,134.41	AS AT 30/09/17 0.00	To provide a speed camera, anti-skid surface and associated road markings in Ducks Hill Road. Speed camera cannot be installed in this location, as the accident rate in this location is below the threshold established by TfL. Deed of variation not required site included in vehicle activated sign (VAS) forward programme. Officers looking into feasibility of 'Driver Feedback Sign'. Implementation due Spring 2007. Subject to feasibility. Quoties being sought with the view to possible purchase of signs. Interest accrued. No time constraints. Utilities works completed Nov 08. Scheme programmed for implementation April/May 2010. Spend towards the provision of anti skid and electrical work. VAS signs installed, scheme complete, awaiting invoices.
PT180/112 (formerly PT278/05)	Uxbridge South	Grand Union Park, Packet Boat Lane, site ref: 1197 (various applications)	47,774.85	47,774.85	2,228.56	2,228.56	0.00	45,546.29	0.00	No time constraints. Officers looking into project for spend of balance at junction of Packet Boat Lane & Cowley High Street. Cabinet Member for P&T concerned with affect of proposal and blind road bend heading towards Uxbridge. Funds to be held until sight lines are resolved.
PT182/114 (formerly PT278/23)	Uxbridge South	Waterloo Road, Uxbridge - Highway Works / 332BD/99/2069	13,169.44	13,169.44	11,577.00	11,577.00	0.00	1,592.44	0.00	Highway Works for alternative traffic management on Waterloo Road. No time limits. Cabinet Member for Planning & Transportation has approved use of funds to extend the Uxbridge South Parking Management Scheme approved. Implementation occurred in the Autumn. £11k spend on Waterloo Road from the Parking Revenue Account to be recharged to this case for next quarter. Recharge completed.
PT184/87B-D (Formerly part of PT278/44)	Brunel	Brunel s106 16 April 04 532/SPP/2002/2237	27,614.47	27,614.47	15,164.48	15,164.48	0.00	12,449.99	0.00	£3,000 + interest for monitoring of landscape management plan (87B), £10,000 + interest for monitoring of green travel and public transport obligations (87D), and £200 + interest initial payment associated with footpath works to be undertaken by Council (87C). Engineers inspected site to ascertain whether works are required & whether further payments are due late Jan 2006. Officers chasing Brunel to provide a disabled ramp from the back of the privately owned footway at Hillingdon Hill. Interest accrued. £10k plus interest received for improvements (including lighting) to the footpath alongside the River Pinn linking 'Site 2' to Uxbridge Road. Footpath works complete, security deposit plus interest returned.
PT188/140C *38	Pinkwell	MOD Records Office, Stockley Road, Hayes - Prologis Park 18399/APP/2004/2284	754,006.52	754,006.52	754,006.52	754,006.52	0.00	0.00	0.00	Funds received as the public transport contribution to enhance the level of public transport to and from the area of the development site. Funds allocated towards the extension of the U4 bus route on to the site for a 5 year period (Cabinet Member Decision 29/05/2012. DOV completed to extend time limit to spend funds to March 2017. Bus extension operational from end of Sept 2012. £24,756 paid towards the provision of bus stop on the Prologis site. Payment to TFL for first year of operation 12/13. £33,513 further TFL costs. £48,289 allocated towards upgrading A10 bus stops. Stockley road, adjacent to Prologis Park (Cabinet Member Decision 08/11/2016). Final TFL payment for year 5 of bus operation and all outstanding invoices paid. Deminimus balance £737.30 to be moved to PT144 S278 Surplus.
PT188/140F *46	Pinkwell	MOD Records Office, Stockley Road, Hayes - Parking 18399/APP/2004/2284	74,089.77	74,089.77	64,089.77	64,089.77	0.00	10,000.00	10,000.00	Funds received for parking management system in Bourne Avenue and surrounding streets of the new and existing estate roads. There are currently no plans to consult with residents of the area on a Parking Management Scheme. However, any resident objections to increases in commuter parking on residential roads generated by the development may give reason to spend these funds. Officers continue to monitor the parking situation. Funds must be spent within 7 years following date of receipt i.e. Dec 2013. No parking scheme has been requested and time limit has now passed. Officers in contact with developer. Contribution required to be returned. Funds returned to developer as agreed towards a transport study on Stockley Road, to assess the traffic impact of their developments. £10,000 retained, earmarked towards lighting improvements in Bourne Avenue, subject to formal allocation.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/101/170A	Botwell	11 - 21 Clayton Road, Hayes 56840/APP/2004/630	AS AT 30/09/17 30,527.21	AS AT 30/06/17 30,527.21	AS AT 30/09/17 12,974.24	AS AT 30/08/17 12,974.24	To 30/09/17 0.00	AS AT 30/09/17 17,552.97	AS AT 30/09/17 0.00	Funds received for parking management in the area. Funds not spent by 31 August 2014 are to be refunded. £13,000 from this contribution allocated towards the implementation of a parking management scheme in Blyth Road, Clarendon Road & Clayton Road (Cabinet Member Decision 16/03/2012). Scheme completed April 2012, £10,000 can be retained towards other schemes related to the development. £10,000 allocated towards a lighting scheme in Clayton Road (Cabinet Member Decision 17/05/2016). Developer has confirmed that remaining balance £7,552.97 can also be retained by the Council to be spent towards the Hayes Town Centre Scheme (Cabinet Member Decision 05/04/2017).
PT/102/161D	Yewlsley	Honeywell Site, Trout Road Yewlsley 335/APP/2002/2754	77,151.50	77,151.50	68,448.16	68,448.16	0.00	8,703.34	8,703.34	Funds received towards public transport and community facilities initiatives in the West Drayton area. Funds to be spent by September 2014. Funds allocated towards public transport initiatives in the West Drayton area to include bus stop accessibility and enhancement of the pedestrian link along Tavistock Road to West Drayton Station and bus interchange (Cabinet Member Decision 22/04/2014). Scheme completed September 2014, £10,000 can be retained towards other schemes related to the development.
PT/104/147H	West Drayton	DERA Site, Kingston Lane, West Drayton 45658/APP/2002/3012	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the installation and maintenance of CCTV cameras on the site as specified in the relevant planning permission. Cameras to be installed by the developer. Funds to be retained as security. No time constraints.
PT/110/198B *61	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge - Bond 3114/APP/2008/2497	14,240.00	14,240.00	0.00	0.00	0.00	14,240.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the travel plan. To be refunded after 10 years.
PT/111/204A *63	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2338	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Travel Plan Bond received to ensure compliance by the tenant of its monitoring and reporting obligations in accordance with the travel plan. Returnable.
PT/114/209A *67	Yewlsley	Tesco, Trout Road, Yewlsley. 60929/APP/2007/3744	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the Travel Plan. To be refunded five years following first occupation.
PT/115/209B	Yewlsley	Tesco, Trout Road, Yewlsley. 60929/APP/2007/3744	4,850.00	4,850.00	0.00	0.00	0.00	4,850.00	0.00	Contribution received for the purpose of the purpose of setting up a car club. Funds to be spent within 5 years of receipt (March 2016). Allocated towards setting up Herz car club in Trout Road (Cabinet Member Decision 7/02/2014).
PT/122/248A	Uxbridge	97 Oxford Road, Highbridge Park, Uxbridge. 38074/APP/2008/1418	54,486.29	54,486.29	28,957.67	28,957.67	0.00	25,528.62	0.00	Contribution received towards street scene improvements within the vicinity of the land. Funds to be spent within 5 years of receipt (July 2016). Funds allocated towards phase 2 of Uxbridge gateway scheme (Cabinet Member Decision 17/12/2015). Scheme substantially completed July 2016. balance due to cost savings made, remaining funds be used to upgrade street lighting in line with original scheme.
PT/124/261	West Drayton	Land at Stockley Close Estate, West Drayton. 56244/APP/2003/1437	60,000.00	60,000.00	52,855.44	52,855.44	0.00	7,144.56	0.00	Contribution received towards providing accessibility improvements including public transport in the vicinity of the land. Funds to be committed within 3 years of receipt (Dec 2014). Funds committed towards accessibility improvements to bus stops on Lavender Rise and towpath improvements between Stockley Road and West Drayton Station (Cabinet Member Decision 17/10/2014). £6,755.44 spent towards access to bus stops 14/15. Towpath works programmed for Sept 2015. Scheme substantially complete March 2016. Remaining towpath work to be completed as part of a larger scheme 2016/17.
PT/125/242C	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2346	457,092.63	369,910.54	0.00	0.00	0.00	457,092.63	82,092.63	£210,000 received as the phase 2 & 3 payments towards improvements and additions to TfL bus services within vicinity of the development (see legal agreement for further details). No time limits for spend. £159,910.54 received as the Phase 4 payment. £87,182 received this quarter as the final payment. £375,000 allocated towards improvements to the the U5 bus services (Cabinet Member Decision 14/09/2017).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/126/242D *82	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	AS AT 30/09/17 20,000.00	AS AT 30/06/17 20,000.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 0.00	AS AT 30/09/17 20,000.00	0.00	Travel plan bond received to ensure compliance by the owner of its monitoring and reporting obligations. To be refunded after 10 years.
PT/128/276A	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	22,155.20	22,155.20	0.00	0.00	0.00	22,155.20	0.00	Contribution received towards the provision of public transport infrastructure in the vicinity of the site. Measures considered include upgrade to bus stops, improvements to bus services and cycle ways (see agreement for further details). Funds to be spent within 7 years of receipt (9/7/2019). Funds allocated towards upgrading two bus shelters in Church Road (Cabinet Member Decision 22/06/2017).
PT/129/277A	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	0.00	Funds received towards co-ordinating and monitoring the green travel plan associated with the site. No time limits for spend.
PT/131/273B	Uxbridge South	Autoguild House (Ltd), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as the Travel Plan bond to be used by the Council to cover the Council's expenses in monitoring compliance by the owner with the Travel Plan for a ten year period. Balance to be refunded after 10 years (2022).
PT/132/149J *88	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	Travel Plan bond received to ensure the completion by the owner of 3 travel surveys. £5,000 to be returned on completion of each survey.
PT/133/149K	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	62,500.00	62,500.00	0.00	0.00	0.00	62,500.00	0.00	Contribution received towards the establishment of parking management areas within the area no further than 800m from the boundary of the site. Funds to be spent within 7 years of receipt (Nov 2019). Funds allocated towards "Stop & Shop" parking scheme in Crown Close, Hayes (Cabinet Member Decision 05/04/2017)
PT/134/149L	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00	Contribution received towards the maintenance of the towpath directly opposite the site (as defined in the agreement). Funds to be spent within 7 years of receipt (Nov 2019). Funds allocated towards appropriate maintenance works (Cabinet Member Decision 07/05/2015).
PT/136/297A	Heathrow Villages	Fmr Technicolor Site, 276 Bath Rd, Sipson, West Drayton. 35293/APP/2009/1938	34,541.66	34,541.66	0.00	0.00	0.00	34,541.66	34,541.66	Contribution received towards the cost of upgrading the bus stops and the installation of drop kerbing / tactile paving to enable pedestrian access over Bath Road in the vicinity of the site. Funds to be spent within 7 years of receipt (May 2020).
PT/138/300B *102	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Contribution received to be used by TfL to carry out required improvement works to the junction at The Parkway and Bulls Bridge Roundabout. No time limits
PT/139/300C	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	15,000.00	Contribution received towards improvements to the grand Union Canal frontage within the vicinity of Bulls Bridge. No time limits.
PT/140/315A	Pinkwell	Asda Unit 4 Westlands Estate, Millington Road, Hayes 32157/APP/2011/872	458,800.00	458,800.00	0.00	0.00	0.00	458,800.00	0.00	Contribution to be used towards (but not limited to) the provision of footway and public realm improvements between the land and Hayes Town Centre. No time limits for spend. Funds allocated towards works to improve the link between the Asda store & Hayes Town Centre (Cabinet Member Decision 24/08/2017).
PT/141/315B	Pinkwell	Asda Unit 4 Westlands Estate, Millington Road, Hayes 32157/APP/2011/872	20,000.00	20,000.00	8,852.24	8,852.24	8,852.24	11,147.76	0.00	Contribution received towards the provision of a new bus stop outside the store and "real time" bus travel information (see agreement for details). No time limits for spend. Funds allocated towards bus stop improvements outside the store (Cabinet Member Decision 19/01/2017).
PT/143/323A	Cavendish	150 Field End Road, (initial House), Eastcote, Pinner 25760/APP/2013/3632	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards improving town centre facilities in the Authority's Area. No time limits for spend.
PT/144/198H	Uxbridge South	Former Gas Works site (Kier Park) Cowley Mill Road, Uxbridge 3114/APP/2012/2881	40,635.00	40,635.00	0.00	0.00	0.00	40,635.00	0.00	Funds received as the "reduced public transport contribution" to be applied towards the hopper bus service or other public transport links relating to the site (see legal agreement). Funds to be spent within 7 years of receipt (May 2021). Funds allocated towards footway improvements on Cowley Mill Road to improve pedestrian access to bus stops (Cabinet Member Decision 02/06/2017)

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/145/198J	Uxbridge South	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	AS AT 30/09/17 20,317.00	AS AT 30/06/17 20,317.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 20,317.00	AS AT 30/09/17 20,317.00	Contribution received towards the provision or improvement of cycling in the vicinity of the site in accordance with the Council's adopted cycleway strategy. Funds to be spent within 7 years of receipt (May 2021).
PT/146/198K	Uxbridge South	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	66,031.00	66,031.00	58,375.63	58,375.63	0.00	7,655.37	0.00	Funds received towards the reconstruction of the footway and kerbing on both sides of Cowley Mill Road between the site access and Cowley Road, together with minor improvements to the footway and kerbing on the eastern side of Waterloo Road. Funds to be spent within 7 years of receipt (May 2021). Funds allocated towards footpath scheme (Cabinet Member Decision 01/03/2016). Scheme substantially complete.
PT/148/327 *105	Northwood Hills	Northwood School, Potter Street, Northwood. 12850/APP/2013/1810	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Contribution received as the travel plan bond to ensure compliance by the owner to its monitoring and reporting obligations. Funds to be returned at the end of the monitoring period (2024).
PT/149/325C	West Drayton	Stockley Close Units 1623 & 1685 51458/APP/2013/2973	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan contribution. For use by the Council to co-ordinate and monitor the Occupier Green Travel Plans (see agreement for specific terms of use). Funds to be spent within 5 years of receipt (December 2019).
PT/150/344A	Uxbridge South	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	45,000.00	45,000.00	11,855.00	11,855.00	0.00	33,145.00	0.00	Contribution to be used by the Council to offset the shortfall in energy savings and enable the Council to make annual energy carbon savings elsewhere in the Authority's area. Funds to be spent within 5 years of receipt (July 2020). £11,500 used towards Compass Theatre scheme as part of end of year financing (retrospective Cabinet Member Decision 23/05/2016).
PT/151/345A	Uxbridge South	Charter Place, Vine Street, Uxbridge 30675/APP/2014/1345	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Contribution received towards improvement of the area from the High Street through to Windsor Street to Charter Place (see agreement for details). No time limits for spend.
PT/152/334B	Uxbridge South	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan contribution. For use by the Council to co-ordinate and monitor the Occupier Green Travel Plans (see agreement for specific terms of use). Monies to be returned at the end of the monitoring period.
PT/153/345B	South Uxbridge	Charter Place, Vine Street, Uxbridge 30675/APP/2014/1345	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan bond, to be used to ensure that the obligations outlined in the approve travel plan are satisfactorily carried out.
PT/154/350A	South Ruislip	Fmr Aria Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	135,000.00	135,000.00	0.00	0.00	0.00	135,000.00	0.00	Contribution towards the provision of public transport infrastructure improvements and related initiatives in the authority's area including bus priority measures, improvements to bus services, public transport interchanges and cycle provision (see legal agreement for details). Funds to be spent within 7 years of receipt (Sept 2022). Funds allocated towards a scheme to improve the public transport interchange in vicinity of South Ruislip Station (Cabinet Member Decision 07/11/2017).
PT/155/283D	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge. 585/APP/2009/2752	63,366.34	63,366.34	0.00	0.00	0.00	63,366.34	63,366.34	Contribution received as the first of two instalments towards the provision of bus stops serving the development, in line with the S106 Planning Obligations SPD 2008. Funds to be spent within 10 years of receipt (Oct 2025).
PT/157/355A *119	Botwell	Former EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned 10 years from occupation.
PT/158/371A *123	Heathrow Villages	272-276 Bath Rd, Hayes 464/APP/2014/2886	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation).
PT/159/372A	Yewstey	Phase 3, Stockley Park, Stockley Road. 37977/APP/2015/1004	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Contribution received to fund a flood attenuation feasibility study for packet Boat Lane (see agreement for details). Funds to be spent within 7 years of receipt (Jan 2023).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/160/354C *124	Botwell	Land on west side of Dawley Road, Hayes (EC House) 38065/APP/2014/2143	AS AT 30/09/17 20,000.00	AS AT 30/06/17 20,000.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 20,000.00	AS AT 30/09/17 0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation).
PT/161/373 *125	Townfield	Airlink House, 18-22 Pump Lane, Hayes 5505/APP/2015/1546	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation). Further £4,000 received as the second bond payment.
PT/162/249G	Townfield	Fmr Glenister Hall, 114 Minnet Drive, Hayes 40169/APP/2011/243	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00	Funds received towards the implementation of passing bays in Hunters Grove (if required). See agreement for details.
PT/163/401	Botwell	Old Vinyl Factory, Blyth Rd. Hayes. 51588/APP/2000/1827 & 5987/APP/2012/1838	20,390.78	20,390.78	0.00	0.00	0.00	20,390.78	20,390.78	Contribution received towards the cost of upgrading the bus stops on Clarendon Road and providing Legible London signage in the vicinity of the site. Funds to be spent within 7 years of receipt (March 2023)
PT/164/374A	Botwell	Global Academy, Old Vinyl Factory, Blyth Road, Hayes. 59872/APP/2015/1798	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	120,000.00	Contribution to be used by TFL towards bus service improvements made necessary by the development, namely additional bus service provision on specified route serving the development and related infrastructure. Funds to be spent within 7 years of receipt (March 2023).
PT/165/374B *126	Botwell	Global Academy, Old Vinyl Factory, Blyth Road, Hayes. 5505/APP/2015/1546	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation).
PT/166/359B	Yiewsley	26-36 Horton Rd, Yiewsley 3507/APP/2013/2327	50,500.00	50,500.00	0.00	0.00	0.00	50,500.00	50,500.00	Contribution to be used by the Council towards the provision of CCTV; provision of lighting, closure/gating of paths and links; safety improvements to public transport interchanges; facilities and car parks; enhanced night bus networks to and from major new facilities and leisure uses within the Authority's area (see agreement for details). Spend within 7 years of receipt (Jan 2023).
PT/167/382A	West Drayton	Kichener House, Warwick Rd, West Drayton. 18218/APP/2013/2183	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Contribution received towards the provision of improvements to West Drayton Railway Station and its surroundings, arising from the Cross Rail development. Funds to be spent within 10 years of receipt (April 2026).
PT/168/383A *127	Uxbridge North	Pavilions Shopping Centre, Chequers Square, Uxbridge (Primark). 35214/APP/2014/2232	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation).
PT/169/383B	Uxbridge North	Pavilions Shopping Centre, Chequers Square, Uxbridge (Primark). 35214/APP/2014/2232	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards the enhancement of hard landscaping outside the entrance points of the building located on the land. Funds to be spent within 7 years of receipt (May 2023).
PT/170/383B	Uxbridge North	Pavilions Shopping Centre, Chequers Square, Uxbridge (Primark). 35214/APP/2014/2232	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	Contribution received towards off site carbon reduction measure, schemes and initiatives in order to mitigate the impact of the development. Funds to be spent within 7 years of receipt (May 2023). Funds allocated towards Civic Centre lighting scheme (Cabinet Member Decision 05/04/2017).
PT/172/384A	Yiewsley	Caxton House, Trout Road, Yiewsley. 3678/APP/2013/3637	15,304.81	15,304.81	0.00	0.00	0.00	15,304.81	15,304.81	Contribution received towards the cost of improvement works to the Grand Union Canal. No time limits for spend.
PT/173/386	Yiewsley	Stockley Country Park, Stockley Golf Course, Uxbridge. 37850/APP/2012/2739	6,660.00	6,660.00	0.00	0.00	0.00	6,660.00	6,660.00	Contribution received towards providing a digital topographically measured survey of the site, prior to importation of materials. (see agreement for details). No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/174/387A	Uxbridge North	Norwich Union House, 1-3 Bakers Road, Uxbridge 8218/APP/2011/1853	AS AT 30/09/17 52,725.45	AS AT 30/06/17 52,725.45	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 52,725.45	AS AT 30/09/17 52,725.45	Funds received as the public realm/recreational open space contribution towards CCTV, provision of lighting ; rerouting of underused paths & links; safety improvements to public transport interchanges; safer town centres; night bus networks ; improvement to recreational open space in the Local Authority's area (see agreement for details). Funds to be spent within 7 years of receipt (Sept 2023)
PT/175/388 *134	Yiewsley	21 High Street, Yiewsley. 26628/APP/2014/675	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned at the end of the monitoring period (10 years from occupation).
PT/177/283F	Uxbridge North	Former RAF Uxbridge. Hillingdon Road, Uxbridge. 585/APP/2009/2752	287,124.74	287,124.74	0.00	0.00	0.00	287,124.74	287,124.74	Funds received as the first instalment of the St Andrews Roundabout contribution, to be used towards the works shown on plan number 2152-sk 52 attached to the agreement. Funds to be spent within 10 years of receipt of the last relevant payment.
PT/178/394A	Yiewsley	Padcroft Works, Tavistock Road, Yiewsley. 45200/APP/2014/3638	22,330.64	22,330.64	0.00	0.00	0.00	22,330.64	22,330.64	Funds received to be used towards canal side signage (£2000) and £20,000 towards improvements to the Grand Union Canal frontage. Funds to be spent within 7 years (Oct 2023).
PT/179/360C *138	Heathrow Villages	Former Unitair Centre, Great South West Road, Feltham. 49559/APP/2014/334	20,578.80	20,578.80	0.00	0.00	0.00	20,578.80	0.00	Funds to be used by the Council towards securing compliance with the Green Travel Plan and to co-ordinate and monitor the occupier Green Travel Plan for a period of 10 years.
PT/180/400	Heathrow Villages	World Business Centre, Newall Road, Heathrow Airport. 71487/APP/2015/4718	46,000.00	46,000.00	0.00	0.00	0.00	46,000.00	0.00	Contribution received to be used by the Council to seek carbon reduction measures off site to mitigate the shortfall of the development. Funds to be spent within 7 years of receipt (Oct 2023). Funds allocated toward Civic Centre lighting scheme (Cabinet Member Decision 05/04/2017).
PT/181/395 *139	Northwood	Land at Northwood School, Potter Street, Northwood. 12850/APP/2014/4492	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received to be used by the Council to secure compliance with the travel plan if required. Any unspent funds to be returned at the end of the monitoring period (10 years).
PT/182/396A	Pinkwell	Unit 3, Millington Road, Hayes 32157/APP/2016/1696	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	Funds received as the "Highways Contribution" towards a study/transport/highway capacity improvements in the surrounding area. No time limit for spend.
PT/183/350E *140	South Ruislip	Fmr Aria Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00	Funds received as the Travel Plan bond to ensure compliance with the travel plans required under schedules 2 & 3 of the agreement. Unspent funds to be returned at the end of the monitoring period (10 years).
PT/184/399B	Townfield	Unit A Bulls Bridge Centre, North Hyde Gardens, Hayes 13226/APP/2015/4623	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	Funds received as the "Transport Contribution" for the provision of transport matters related to the development. No time limits for spend.
PT/185/402A	Yiewsley	21 High St, Yiewsley 26628/APP/2014/675	22,620.29	22,620.29	0.00	0.00	0.00	22,620.29	22,620.29	Funds received towards improvements to the Grand Union Canal frontage within the vicinity of the site. No time limits for spend.
PT/186/402B	Yiewsley	21 High St, Yiewsley 26628/APP/2014/675	11,310.15	11,310.15	0.00	0.00	0.00	11,310.15	11,310.15	Funds received towards initiatives to improve Yiewsley Town Centre, located within the Authority's area. No time limit for spend.
PT/187/403A *141	Botwell	Fmr Hayes Swimming Pool, Botwell Lane, Hayes (Ltd) 1942/APP/2015/4127	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received to be used by the Council to secure compliance with the travel plan if required. Any unspent funds to be returned at the end of the monitoring period (10 years).
PT/188/404A	Botwell	The Gatefold Building, land east of the former EMI site, Blyth Rd, Hayes 51888/APP/2011/2253	111,554.62	111,554.62	0.00	0.00	0.00	111,554.62	111,554.62	Funds received as the public realm contribution towards CCTV, provision of lighting, rerouting/closure of underused paths and links; safety improvements to public transport interchanges; environmental projects which contribute to safer town centres; enhancement night bus networks to and from major new facilities and leisure uses in the Authority's area. Funds to be spent within 7 years of receipt (April 2024)

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PT/189/405	Pinkwell	Mercury House, Westlands Estate, North Hyde Road, Hayes (Premier Inn)	AS AT 30/09/17 50,000.00	AS AT 30/06/17 50,000.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 50,000.00	AS AT 30/09/17 50,000.00	Funds received as the highways contribution to be used towards highway capacity improvements in the surrounding road network. Such improvements to incorporate air quality monitoring of the relevant road network. Funds to be spent within 7 years of receipt (June 2024)
PT/191/396C *145	Pinkwell	Unit 3, Millington Road, Hayes 32157/APP/2016/1696	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00	Funds received as the travel plan sum (£20k each unit) to secure compliance with the travel plan. Unspent funds to be returned at the end of the monitoring period (10 years).
PT/192/242H	West Drayton	Fmr NAT's Site, Drayton Garden Village, Porters Way, West Drayton 5107/APP/2009/2348	31,136.46	0.00	0.00	0.00	0.00	31,136.46	31,136.46	Funds received as the parking management contribution, to be used towards the cost of establishing a parking management scheme in the West Drayton Area. No time limits for spend.
PT/193/242I	West Drayton	Fmr NAT's Site, Drayton Garden Village, Porters Way, West Drayton 5107/APP/2009/2348	249,091.68	0.00	0.00	0.00	0.00	249,091.68	249,091.68	Funds received as the "British Waterways contribution", to be used towards the cost of improvement works to the Grand Union Canal. No time limits for spend.
PT/194/403D	Botwell	Former Hayes Swimming Pool, Botwell Lane, Hayes (Lidl) 1942/APP/2015/4127	59,000.00	0.00	0.00	0.00	0.00	59,000.00	59,000.00	Funds received as the "Traffic Impact contribution", to be used by the Council towards bus service improvements, installation of land mark bus shelters on Church Road, installation of road signs in the vicinity of the development (see agreement for details). No time limits for spend.
		PLANNING TRANSPORTATION & RECYCLING SUB - TOTAL	6,166,568.22	5,700,157.99	1,995,939.96	1,995,939.96	8,852.24	4,170,628.26	1,541,270.59	
		PLANNING TRANSPORTATION & RECYCLING TOTAL	9,578,945.45	8,943,630.68	4,139,333.54	4,051,392.21	96,793.57	5,439,611.91	1,541,270.59	
PORTFOLIO: EDUCATION AND CHILDREN'S SERVICES										
EYL/230/283C	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge. 585/ APP/ 2009/2752	2,545,734.13	2,545,734.13	2,545,734.13	2,545,734.13	0.00	0.00	0.00	Contribution received as the first instalment towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces. Contribution to be spent within 10 years of receipt (Oct 2025). Funds spent towards Council's School Expansion Programme as part of end of year financing 2015/16 (Cabinet Member Decision 06/01/2017 (retrospective)).
EYL/243/402C	Yiewsley	21 High Street, Yiewsley 26628/APP/2014/675	140,047.88	140,047.88	0.00	0.00	0.00	140,047.88	140,047.88	Funds received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion to playground and external leisure spaces (see agreement for details). No time limit for spend.
EYL/244/404B	Botwell	The Gatefold Building, land east of the former EMI site, Blyth Rd, Hayes 51588/APP/2011/2253	155,239.41	155,239.41	0.00	0.00	0.00	155,239.41	155,239.41	Funds received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion to playground and external leisure spaces (see agreement for details). Funds to be spent within 7 years of receipt (April 2024).
EYL/245/40K	Botwell	Old Vinyl Factory (Boiler House & Materials Store), Blyth Rd, Hayes. 59872/APP/2012/1838 & 59872/APP/2013/3775	249,970.00	0.00	0.00	0.00	0.00	249,970.00	249,970.00	Funds received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion to playground and external leisure spaces (see agreement for details). Funds to be spent within 7 years of receipt (July 2024).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
EYL/247/408	Ickenham	228 Swakeleys Rd (Gospel Oak), Ickenham 11246/APP/2013/827	AS AT 30/09/17 12,683.73	AS AT 30/06/17 0.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 12,683.73	AS AT 30/09/17 12,683.73	Funds received towards providing educational improvements or facilities in the Authority's area to included new school facilities, improvements to existing school facilities to accommodate extra children, improvement and expansion to playground and external leisure spaces (see agreement for details). No time limits for spend.
		EDUCATION, YOUTH AND LEISURE SUB - TOTAL	3,103,675.15	2,841,021.42	2,545,734.13	2,545,734.13	0.00	557,941.02	557,941.02	
PORTFOLIO: COMMUNITY, COMMERCE AND REGENERATION										
PPR/47/26A (formerly PT/56/26A)	Botwell	Trident Site, Phase 3 Stockley Park - Hayes Hub/H50 & Botwell Common Road Zebra Crossing 37577/P/94/335	2,601,600.00	2,601,600.00	1,808,071.42	1,808,071.42	0.00	793,528.58	0.00	See Cabinet report 18 December 2003. Balance allocated to Hayes & Harlington Station Improvements and associated interchange initiatives. Project on-hold due to design issues. Officers investigating alternative improvements to area around the station. No time limits. Funds earmarked towards improvements to the public transport interchange and public realm improvements as part of the Crossrail/Hayes Town Centre Scheme. Funds allocated towards Hayes Town Centre Complementary Measures (Cabinet Member Decision 24/08/2017).
PPR/49/174C	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	550,000.00	550,000.00	393,021.80	393,021.80	0.00	156,978.20	92,376.20	Contribution towards the Local Labour Strategy, as defined in the agreement. No time limits. £200,000 allocated to the delivery of the Strategy (Cabinet Member decision 27/10/10). £88,000 allocated and £42,900 spent towards support for Economic Development post within LBH 12/13 (Cabinet Member Decision 19/3/13). £44,100 spent towards Economic Development post 2013/14. Further £91,323 allocated towards the continuation of the Economic Development Officer Post. (Cabinet Member Decision 10/9/2014). £46,321 Spent towards Economic Development Officer Post 2015/16. £150,000 received towards the same purpose (T2 instalments 2014/15, 15/16 and 16/17 to be confirmed). £110,902 allocated towards support for Senior Economic Development Officer Post (Cabinet Member Decision 10/02/2017). £46,300 spent towards Officer post 2016/17. Final T2 instalment (£50k) received (2017/18).
PPR/49/174D	Heathrow Villages	Terminal 2, Heathrow Airport. 62360/APP/2006/2942	531,426.00	531,426.00	450,000.00	450,000.00	0.00	81,426.00	0.00	Funds received towards the Local Labour Strategy, as defined in the agreement. No time limits. A total of £450,000 due to be received under this agreement has been allocated towards the Heathrow Academy Programme (Cabinet Member decision 19/11/12). Total of £261,000 paid towards Academy Programme 2012/13. Further £270,246 received towards the Programme. Total match funding towards Heathrow Academy Programme received and spent (2014).
PPR/53/149H	Botwell	Former Hayes Goodyard site. 10057/APP/2005/2996&299	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	£2,000 received towards the maintenance and operation by the Council of the station approach cameras. Funds spent towards operation of station cameras 09/10. Further £4,000 received as 2nd & 3rd annual instalments.
PPR/57/238D	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	20,679.21	20,679.21	12,826.25	12,826.25	0.00	7,852.96	0.00	Contribution towards construction training initiatives within the Borough. Funds to be spent within 7 years of receipt (February 2018). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13). £7,852.96 spent towards work place co-ordinator 2016/17.
PPR/58/239C	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	9,667.50	9,667.50	0.00	0.00	0.00	9,667.50	0.00	Contribution received towards construction training and the provision of a work place co-ordinator within the Borough. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PPR/61/247	Townfield	Former Hayes Sports and Social Club, 143 Church Road, Hayes. 65797/APP/2010/1176	AS AT 30/09/17 7,663.99	AS AT 30/06/17 7,663.99	AS AT 30/09/17 0.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 7,663.99	AS AT 30/09/17 0.00	Contribution received towards the cost of providing construction training courses delivered by the provision of a construction work place co-ordinator within the Authority's Area. Funds to be spent within 10 years of receipt (June 2021). Funds allocated towards the services of a Construction Workplace Coordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/64/262C	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	9,360.44	9,360.44	0.00	0.00	0.00	9,360.44	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/65/263C	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	9,782.64	9,782.64	0.00	0.00	0.00	9,782.64	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/69/276D	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	54,107.14	54,107.14	0.00	0.00	0.00	54,107.14	54,107.14	First instalment (£21,111.11) towards improvements to local community facilities within the Authority's area. Funds to be spent within 7 years of receipt (July 2019). £16,322 received as second instalment towards the same purpose (spend July 2020). Final instalment £16,673.28 received (spend by February 2022). Earmarked towards extension at Hayes & Harlington Community Centre, subject to formal approval.
PPR/70/267C	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	10,000.00	10,000.00	3,742.97	3,742.97	0.00	6,257.03	0.00	Funds to be used for the purpose of improving community facilities in the vicinity of the development. No time limits for spend. Funds allocated towards upgrading cinema equipment at The Beck Theatre (Cabinet Member Decision 28/08/2014). Scheme complete, contribution not required, funds to be reallocated. Balance allocated towards accessibility improvements at the Beck Theatre (Cabinet Member Decision 28/06/2017).
PPR/71/277C	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	20,579.41	Contribution received towards public realm improvements in the vicinity of the development including, CCTV, footpath safety, safer town centres, public transport interchange facilities (see agreement for details). Further contribution received towards the same purpose. No time limits for spend.
PPR/72/277D	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	51,609.49	51,609.49	0.00	0.00	0.00	51,609.49	51,609.49	Contribution received towards training persons within the locality of the development for jobs of a nature to be carried out within the development. Further contribution received towards the same purpose. No time limits for spend.
PPR/75/291A	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	13,699.22	13,699.22	6,269.05	6,269.05	0.00	7,430.17	0.00	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. No time limits. £1,939 spent towards Civic Centre apprentice scheme and £4,330.05 towards Partnership Team to support construction training in the Borough (Cabinet Member Decision 10/05/2017).
PPR/76/282C	West Ruislip	Lyon Court 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	47,950.86	47,950.86	23,975.00	23,975.00	0.00	23,975.86	0.00	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019). £47,950 allocated and £23,975 spent towards Civic Centre Apprentice Scheme and core funding for Partnership Team (Cabinet Member Decision 10/05/2017).
PPR/77/282D	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 66985/APP/2011/3049	25,330.03	25,330.03	0.00	0.00	0.00	25,330.03	25,330.03	Contribution received towards the provision of CCTV, lighting, safety improvements to public transport facilities and car parks or safer town centres (see agreement for details). Funds to be spent within 5 years of completion of the development (Feb 2019).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PPR/79/299E	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	AS AT 30/09/17 16,353.04	AS AT 30/06/17 16,353.04	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 16,353.04	AS AT 30/09/17 0.00	Contribution received towards construction training courses delivered by recognised providers and the provision of a construction work place co-ordinator for Hillingdon Residents. No time limits for spend. Funds allocated towards Partnership Team to support construction training in the Borough and the Civic Centre Apprentices Scheme (Cabinet Member Decision 10/05/2017)
PPR/80/297B	Heathrow Villages	Fmr Technicolor Site, 276 Bath Rd, Sipson. 35293/APP/2009/1938	46,055.55	46,055.55	0.00	0.00	0.00	46,055.55	46,055.55	Funds received towards public realm improvement works to be delivered within the vicinity of the land. Funds to be spent within 7 years of receipt (May 2020).
PPR/81/81/297C	Heathrow Villages	Fmr Technicolor Site, 271 Bath Rd, Sipson. 35293/APP/1938	16,695.14	16,695.14	0.00	0.00	0.00	16,695.14	16,695.14	Contribution received towards the provision of training in the hospitality and leisure industry (see agreement for further details). Funds to be spent within 7 years of receipt (May 2020).
PPR/82/301B	Northwood	3745 Ducks Hill Rd, Northwood 59214/APP/2010/1766	22,192.63	22,192.63	0.00	0.00	0.00	22,192.63	22,192.63	Contribution received towards public realm improvements in the vicinity of the development including, CCTV, footpath safety, safer town centres, public transport interchange facilities in the locality of the site (see agreement for details). Funds to be spent within 5 years of receipt (July 2019)
PPR/87/303C	Botwell	70 Wood End Green Rd, Hayes 5791/APP/2012/408	7,731.96	7,731.96	0.00	0.00	0.00	7,731.96	0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's Area. No time limits. Funds allocated towards Partnership Team core budget to support construction training in the Borough (Cabinet Member Decision 10/05/2017)
PPR/85/306B	Hillingdon East	Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838	7,875.62	7,875.62	0.00	0.00	0.00	7,875.62	0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits. Funds allocated towards Partnership Team core budget to support construction training in the Borough (Cabinet Member Decision 10/05/2017)
PPR/88/325A	West Drayton	Stockley Close Units 1623 & 1685 51458/APP/2013/2973	20,713.00	20,713.00	0.00	0.00	0.00	20,713.00	0.00	Funds received as the "construction training scheme shortfall costs" & the "co-ordinator costs" towards construction training courses delivered by recognised providers and provision of a construction work place co-ordinator within the Authority's Area. Funds to be spent within 5 years of receipt (April 2019). Funds allocated towards on site construction training schemes at Grassy Meadows and Parkview (Cabinet Member Decision 14/06/2017)
PPR/90/331B	Cavendish	216 Field End Road, Eastcote. 6331/APP/2010/2411	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Contribution received towards the costs of providing construction training schemes within the London Borough of Hillingdon. No time limit for spend.
PPR/91/331C	Cavendish	216 Field End Road, Eastcote. 6331/APP/2010/2411	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Contribution to be used by the Council towards community facilities in the Authority's area. No time limit for spend.
PPR/92/333B	Yiewsley	39 High Road, Yiewsley 24485/APP/2013/138	22,543.13	22,543.13	0.00	0.00	0.00	22,543.13	0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits. Funds allocated towards Partnership Team core budget to support construction training in the Borough (Cabinet Member Decision 10/05/2017)
PPR/93/333C	Yiewsley	39 High Road, Yiewsley 24485/APP/2013/138	25,010.10	25,010.10	0.00	0.00	0.00	25,010.10	25,010.10	Contribution received as the "public realm contribution" towards the provision of CCTV, lighting, closure/gating of paths and links, safety improvements to public transport interchanges, facilities, and car parks, enhanced night bus networks to and from major new facilities and leisure uses within the authority's area. No time limits for spend. Earmarked towards public realm improvements at West Drayton Station as part of Crossrail Project.
PPR/94/346B	Northwood	4246 Ducks Hill Road, Northwood 49987/APP/2013/1451	8,026.42	8,026.42	0.00	0.00	0.00	8,026.42	0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits. Funds allocated towards Civic Centre Apprentices Scheme (Cabinet Member Decision 10/05/2017).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PPR/96/347B	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	AS AT 30/09/17 24,335.69	AS AT 30/06/17 24,335.69	AS AT 30/09/17 0.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 24,335.69	AS AT 30/09/17 0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent/committed within 7 years of receipt (May 2022). Funds allocated towards on site construction training schemes at Grassy Meadows and Parkway (Cabinet Member Decision 14/06/2017)
PPR/97/314C	Pinkwell	Hyde Park Hayes, Dawley Road, Hayes (HPH4 & 5) 40652/APP/2012/2030	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend. Funds allocated towards on site construction training schemes at Grassy Meadows and Parkway (Cabinet Member Decision 14/06/2017)
PPR/99/344C	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	0.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend. Funds allocated towards Civic Centre Apprentice Scheme (Cabinet Member Decision 10/05/2017).
PPR/100/351B	Northwood	103, 105 & 107 Ducks Hill Rd, Northwood 64345/APP/2014/1044	10,959.04	10,959.04	0.00	0.00	0.00	10,959.04	0.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend. Funds allocated towards on site construction training schemes at Grassy Meadows and Parkway (Cabinet Member Decision 14/06/2017)
PPR/101/348D	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	3,331.89	3,331.89	0.00	0.00	0.00	3,331.89	3,331.89	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/102/354A	Botwell	Land on west Side of Dawley Road, Hayes (E C House). 38065/APP/2014/2143	9,644.70	9,644.70	0.00	0.00	0.00	9,644.70	9,644.70	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (Sept 2022)
PPR/103/356B	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	31,792.72	31,792.72	0.00	0.00	0.00	31,792.72	31,792.72	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/104/355B	Botwell	Formr EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	82,800.00	82,800.00	0.00	0.00	0.00	82,800.00	82,800.00	Contribution received towards investment in local energy efficiency and carbon reduction measures within the Authority's area. Spend within 7 years of receipt (Nov 2022).
PPR/105/355C	Botwell	Formr EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	9,600.00	9,600.00	0.00	0.00	0.00	9,600.00	9,600.00	Funds received towards the provision of a construction work place co-ordinator. Funds to be spent within 7 years of receipt (Nov 2022).
PPR/106/360A	Heathrow Villages	Fmr Unitair Centre, Great South West Rd, Feltham, 49559/APP/2014/334	9,984.00	9,984.00	0.00	0.00	0.00	9,984.00	9,984.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/108/371B	Heathrow Villages	272-276 Bath Rd, Hayes 464/APP/2014/2886	19,600.00	19,600.00	0.00	0.00	0.00	19,600.00	19,600.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/109/378A	Townfield	Hayes Gate House, Uxbridge Road, Hayes 2385/APP/2013/2523	138,774.29	138,774.29	0.00	0.00	0.00	138,774.29	138,774.29	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 5 years of receipt (Jan 2021).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PPR/110/372B	Yewlsley	Phase 3, Stockley Park, Stockley Road. 37977/APP/2015/1004	AS AT 30/09/17 9,600.00	AS AT 30/06/17 9,600.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 9,600.00	AS AT 30/09/17 9,600.00	Funds received as the "Phase 1" payment towards the provision of a construction workplace coordinator within the Authority's area. Funds to be spent within 7 years of receipt (Jan 2023).
PPR/111/379A	Townfield	1-3 Uxbridge Rd, Hayes. 1911/APP/2012/3185	99,175.00	99,175.00	0.00	0.00	0.00	99,175.00	99,175.00	Funds received towards the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (March 2023).
PPR/113/274C	Botwell	Global Academy, Old Vinyl Factory, Byth Road, Hayes. 5505/APP/2015/1546	9,600.00	9,600.00	0.00	0.00	0.00	9,600.00	9,600.00	Funds received towards the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (March 2023).
PPR/114/380A	Ickenham	211-213 Swakeleys Rd, Ickenham. 70701/APP/2015/3026	9,600.00	9,600.00	0.00	0.00	0.00	9,600.00	9,600.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/115/381	South Ruislip	555 Stonefield Way, Ruislip	14,600.00	14,600.00	0.00	0.00	0.00	14,600.00	14,600.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/116/382C	West Drayton	Kitchener House, Warwick Rd, West Drayton. 18218/APP/2013/2183	16,769.78	16,769.78	0.00	0.00	0.00	16,769.78	16,769.78	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 10 years of receipt (April 2026).
PPR/117/283E	North Uxbridge	Pavilions Shopping Centre, Chequers Square, Uxbridge (Primark). 35214/APP/2014/2232	13,150.00	13,150.00	0.00	0.00	0.00	13,150.00	13,150.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (May 2023).
PPR/118/384C	Yewlsley	Caxton House, Trout Road, Yewlsley. 3678/APP/2013/3637	35,415.97	35,415.97	0.00	0.00	0.00	35,415.97	35,415.97	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/119/385A	Northwood Hills	Frank Welch Court, High Meadow Close, Pinner. 196/APP/2013/2958	26,307.20	26,307.20	0.00	0.00	0.00	26,307.20	26,307.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/120/350D	South Ruislip	Former Aria Dairy site, Victoria Road, Ruislip. 6619/APP/2014/1600	9,600.00	9,600.00	0.00	0.00	0.00	9,600.00	9,600.00	Funds to be used by the Council towards a work place co-ordinator payable per phase (phase 1 payment received). Funds to be spent within 7 years of receipt (September 2023).
PPR/121/391	Brunel	Brunel University (AMCC2), Kingston Lane, Uxbridge. 532/APP/2015/350	24,559.38	24,559.38	0.00	0.00	0.00	24,559.38	24,559.38	Funds received towards the cost of providing construction training to residents in the local vicinity of the land. No time limits for spend.
PPR/122/387C	Uxbridge North	Norwich Union House, 1-3 Bakers Road, Uxbridge 8218/APP/2011/1853	32,443.83	32,443.83	0.00	0.00	0.00	32,443.83	32,443.83	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (September 2023).
PPR/123/390E	West Drayton	Former Angler's Retreat PH, Crickfield Road, West Drayton 11981/APP/2013/3307	13,111.01	13,111.01	0.00	0.00	0.00	13,111.01	13,111.01	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 5 years of receipt (September 2021).
PPR/124/398A	Heathrow Villages	Building 717, Located Between Sheffield Way & Southern Perimeter Road, Heathrow. 50657/APP/2013/2214	24,000.00	24,000.00	0.00	0.00	0.00	24,000.00	24,000.00	Funds to be used towards (but not limited to) the cost of assisting relevant hotel and leisure industry related training course offered by recognised and accredited organisations such as Uxbridge College or other training providers in the Authority's area. Funds to be spent within 5 years of receipt (Nov 2021).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
PPR/125/398B	Heathrow Villages	Building 717, Located Between Sheffield Way & Southern Perimeter Road 50657/APP/2013/2214	AS AT 30/09/17 65,984.00	AS AT 30/06/17 65,984.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 65,984.00	AS AT 30/09/17 65,984.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 5 years of receipt (Nov 2021).
PPR/126/396B	Pinkwell	Unit 3, Millington Road, Hayes 32157/APP/2016/1696	18,012.29	18,012.29	0.00	0.00	0.00	18,012.29	18,012.29	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/128/399A	Townfield	Unit A Bulls Bridge Centre, North Hyde Gardens. 13226/APP/2015/4623	12,100.00	12,100.00	0.00	0.00	0.00	12,100.00	12,100.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/130/403B	Botwell	Fmr Hayes Swimming Pool, Botwell Lane, Hayes (Lidl) 1942/APP/2015/4127	16,388.00	16,388.00	0.00	0.00	0.00	16,388.00	16,388.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/133/407	Heathrow Villages	IAQ Cargo Campus, Sealand Road, Heathrow Airport 50045/APP/2016/2081	47,100.00	47,100.00	0.00	0.00	0.00	47,100.00	47,100.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
		COMMUNITY, COMMERCE & REGENERATION TOTAL	5,030,791.31	5,030,791.31	2,699,906.49	2,699,906.49	0.00	2,330,884.82	1,171,999.55	
PORTFOLIO: CENTRAL SERVICES, CULTURE & HERITAGE										
CSL/6/189A	Ruislip	30 Kings End, Ruislip. 46299/APP/2006/2165	7,674.48	7,674.48	0.00	0.00	0.00	7,674.48	0.00	Towards the provision of community facilities in the immediate vicinity of the land. No time limits. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/9/199A	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	9,338.43	9,338.43	32.50	32.50	0.00	9,305.93	0.00	Funds received towards the provision of community facilities in the Borough. No time constraints. Earmarked towards Manor Farm Library. £782 from this contribution has been allocated towards new equipment at Manor Farm Library (Cabinet Member decision 29/03/2016)
CSL/10/200B	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	Funds received towards improvements to nearby community facilities. Earmarked towards Ruislip Manor Library and Community Resources Centre. Subject to formal allocation of funding.
CSL/12/215A	Ruislip	5 - 11, Reservoir Road, Ruislip 61134/APP/2006/260	13,338.00	13,338.00	0.00	0.00	0.00	13,338.00	13,338.00	Contribution received towards the provision of community facilities in the locality. No time limits on spend.
CSL/14/220	Townfield	Trescott House, Hayes . 36261/APP/2010/215	1,599.00	1,599.00	0.00	0.00	0.00	1,599.00	1,599.00	Funds received towards additional or improved library facilities in the vicinity of the site. No time limits.
CSL/17/238A	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	31,645.25	31,645.25	0.00	0.00	0.00	31,645.25	0.00	Funds received as 50% of the community facilities contribution towards community facilities schemes or measures within the Borough. Funds to be spent by February 2018. Further £16,135.84 received as remaining 50% of community facilities contribution. Funds allocated towards an extension to Ruislip Bowls club (Cabinet Member Decision 07/11/2017)
CSL/24/244A	Townfield	505 to 509 Uxbridge Road, Hayes. 9912/APP/2009/1907	2,150.96	2,150.96	71.28	71.28	0.00	2,079.68	0.00	Funds received towards the provision of or improvement to library facilities and/or library books within LBH. Funds to be spent by June 2018. Funds allocated towards the provision of additional resources at Botwell Library (Cabinet Member Decision 22/07/2016). Scheme complete. Balance available to be reallocated towards another eligible scheme.
CSL/26/249B	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/2011/243	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received towards the provision of necessary capacity enhancements at the Townfield Community Centre. No time limit for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
CSL/35/282E	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	AS AT 30/09/17 2,263.48	AS AT 30/06/17 2,263.48	AS AT 30/09/17 1,163.88	AS AT 30/06/17 1,163.88	To 30/09/17 0.00	AS AT 30/09/17 1,099.60	AS AT 30/09/17 0.00	Contribution received towards the provision of library facilities and/or library books within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019). £1,163.88 allocated and spent towards eBooks scheme (Cabinet Member Decision 22/12/2015).
CSL/43/313	South Ruislip	Queenswalk Resource Centre, Queens Walk, Ruislip 12059/APP/2012/2570	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00	Funds received as a contribution towards sports and leisure facilities at Deansfield Primary School. Funds to be used towards sports items such as goal posts, rounders equipment, training kit and other sporting equipment (see agreement for details). No time limit for spend. Funds allocated towards the provision of a trim trail/outdoor gym at Deansfield Primary School (Cabinet Member Decision 16/03/2017). Scheme complete.
CSL/68/404C	Botwell	The Gatefold Building, land east of the former EMI site, Blyth Rd, Hayes 51588/APP/2011/2253	33,466.39	33,466.39	0.00	0.00	0.00	33,466.39	33,466.39	Funds received as a contribution towards community facilities in the vicinity of the development. Funds to be spent within 7 years of receipt (April 2024).
CSL/69/404D	Botwell	The Gatefold Building, land east of the former EMI site, Blyth Rd, Hayes 51588/APP/2011/2253	2,057.74	2,057.74	0.00	0.00	0.00	2,057.74	2,057.74	Funds received towards the provision or improvement to library facilities and/or library books within the Authority's area. Funds to be spent within 7 years of receipt (April 2024).
CSL/70/40L	Botwell	Old Vinyl Factory (Boller House & Materials Store), Blyth Rd, Hayes. 59872/APP/2012/1838 & 59872/APP/2013/3775	8,633.28	0.00	0.00	0.00	0.00	8,633.28	8,633.28	Funds received towards the provision of library facilities within the Authority's area. Funds to be spent within 7 years of receipt (July 2024)
		CENTRAL SERVICES, CULTURE & HERITAGE - TOTAL	147,367.01	138,733.73	11,267.66	1,267.66	10,000.00	136,099.35	59,094.41	
PORTFOLIO: FINANCE PROPERTY & BUSINESS SERVICES										
E/02/18	West Drayton	Old Mill House, Thorney Mill Road, West Drayton 41706C/91/1904	59,556.42	59,556.42	52,577.45	52,577.45	0.00	6,978.97	0.00	Revenue cost (12K) spent. The balance is required for the establishment and management of a nature reserve on nearby land. Works identified and now awaiting quotations from contractors. Officers have liaised with London Wildlife Trust and contractors with regards to phasing of the works (access and conservation improvements) required to improve the nature reserve. Works have now been scheduled by the area officer. Spend towards tree and footpath works. Further spend towards maintenance works. There are no time constraints upon the expenditure of the funds.
E/28/71 (Formerly PT/40)	Botwell	Land at Hendrick Lovell, S.W of Dawley Road, Hayes 43554/C/92/787	12,692.00	12,692.00	267.81	267.81	0.00	12,424.19	0.00	Landscaping works (12.69K). Limited to specific area of land. Delays caused by land being in Stockley Park Consortium ownership. Green Spaces team is looking into the potential for a scheme within the parameters of the legal agreement. Site overgrown preventing planting trees in preferred location. The trees officer has suggested two locations on the site where they could be planted instead. Officers currently considering feasibility. No time constraints.
E/38/153B	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 & 1437	10,000.00	10,000.00	7,764.09	7,764.09	0.00	2,235.91	0.00	Funds received towards Air Quality initiatives within the vicinity of the site. No time constraints. Funds allocated towards two monitoring stations in vicinity of the site. (Cabinet Member Decision 22/6/2010). £7,764.09 spent towards air quality monitoring.
E/47/177B	Manor	41-55, Windmill Hill, Ruislip planning ref:48283/APP/2006/2353	38,258.39	38,258.39	32,124.97	32,124.97	0.00	6,133.42	0.00	Funds received towards open green space and recreational open space within a 3 mile radius of the land. This sum includes approximately £8k for bins and benches and £30k for children's play space. Funds not spent within 5 years of receipt (24 December 2012) are to be refunded. Officers currently drawing up a programme of works for Warrender Park. Funds allocated towards a scheme of improvements at Warrender Park (Cabinet Member Decision 3/9/2010). Works complete Dec 12. Accounting adjustment made, scheme to be closed.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
E/59/155F	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	AS AT 30/09/17 20,000.00	AS AT 30/06/17 20,000.00	AS AT 30/09/17 9,291.00	AS AT 30/06/17 9,291.00	To 30/09/17 0.00	AS AT 30/09/17 10,709.00	AS AT 30/09/17 0.00	Funds received towards the maintenance of play facilities at Stockley Recreation Ground (Mulberry Parade). £10,415 allocated towards costs incurred in maintaining the playground (Cabinet Member Decision 7/11/2012). Developer has agreed that the remaining balance can be retained and spent towards the continued maintenance of the play equipment (letter received June 2015).
E/62/231E	Ruislip	Former RAF Ruislip (Ickenham park), High Road, Ickenham. 38402/APP/2007/1072	146,879.75	146,879.75	44,059.48	44,059.48	0.00	102,820.27	0.00	Funds received as a commuted sum towards the maintenance of the playing fields as part of the scheme for a period of 10 years. Spend subject to conditions as stipulated in the legal agreement. £44,063 allocated towards the annual cost of maintaining the playing fields provided at Ickenham Park development (Cabinet Member Decision 7/11/2012). £15,191.56 Spend towards maintenance costs 2012/13. Maintenance costs claimed 2014/15. Maintenance costs claimed 2015/16.
E/66/239D	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	10,000.00	10,000.00	9,614.17	9,614.17	0.00	385.83	0.00	Contribution received towards the cost of enhancement and/or nature conservation works at Highgrove Woods. No time limits. Funds allocated towards conservation works at Highgrove Woods Nature Reserve (Cabinet Member Decision 16/3/12). Works on going.
E/69/246B	Botwell	561 & 563 Uxbridge Road, Hayes. 63060/APP/2007/1385	20,175.83	20,175.83	18,410.35	18,410.35	0.00	1,765.48	0.00	Contribution received towards the cost of improving Rosedale Park which adjoins the land. No time limit on spend. Funds allocated towards improvements at Rosedale Park (Cabinet Member Decision 08/06/2016). Scheme completed August 2016. Invoices paid. Scheme to be closed.
E/71/250	South Ruislip	Land adjacent to Downe Barns Farm, West End Road, Northolt. 2292/APP/2006/2475	30,000.00	30,000.00	20,000.00	20,000.00	0.00	10,000.00	0.00	Funds received as maintenance instalments to assist with the management of Ten Acres Wood Nature Reserve including, staffing, tree & river Maintenance and volunteers' tools & equipment. Funds to be spent within 11 years of receipt (August 2021). £15,000 allocated towards ongoing management works at the reserve (Cabinet Member Decision 7/11/2012). Spend towards stock fencing and ditch restoration at the reserve. £5,000 spent towards access improvements at the reserve. Further £15,000 allocated towards the management of Ten Acre Woods (Cabinet Member Decision 22/07/2016). £5,000 spent towards essential tree works 2016/17.
E/76/276E	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	199,656.76	199,656.76	0.00	0.00	0.00	199,656.76	199,656.76	First instalment (£64,740) of a contribution received towards improvements to local recreation and sports facilities within the vicinity of the land. Funds to be spent within 7 years of receipt (July 2019). £66,741 received as the second instalment towards the same purpose (spend July 2020). Final instalment £68,174 received (spend by Feb 2022).
E/77/276F	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	27,018.91	27,018.91	0.00	0.00	0.00	27,018.91	0.00	First instalment (£8,761) of a contribution received towards air quality improvements in the Authority's area including, measures to reduce emissions, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (July 2019). £9,031 received as the second instalment towards the same purpose (spend by July 2020). Final instalment received this quarter (spend Feb 2022). Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016).
E/78/282A	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 68895/APP/2011/3049	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	Contribution received as the first instalment towards the cost of providing a scheme to protect and enhance the off site nature conservation interest in the locality of the site. Estimated time limit for spend 2019 (see agreement for details). Funds allocated towards ecological improvements at Fm Meadows (Cabinet Member Decision 31/10/13). Scheme complete.
E/80/249F	Townfield	Glenister Hall, 119 Minet Drive, Hayes 40169/APP/2011/243	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Contribution received towards the provision and maintenance of junior football pitches/ refurbishment of cricket wicket at Grassy meadows (see agreement for details). No time limits.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
E/83/198G	Uxbridge	Fmr Gasworks Site, Cowley Mill Road, Uxbridge (Kier Park). 3114/APP/2012/2881	AS AT 30/09/17 15,000.00	AS AT 30/06/17 15,000.00	AS AT 30/09/17 14,945.98	AS AT 30/06/17 14,945.98	To 30/09/17 0.00	AS AT 30/09/17 54.02	0.00	Contribution received towards undertaking an assessment of air quality within the vicinity of the site. Funds to be spent within 7 years of receipt (March 2020). Funds allocated towards Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014). £5,945 spent towards the operation of air quality monitoring stations in the Borough (2015/16). £7,100 spent towards the operation of air quality monitoring stations 2016/17.
E/84/297D	Heathrow Villages	Fmr Technicolor Site, 271 Bath Rd, Sipson. 35293/APP/1938	17,270.83	17,270.83	0.00	0.00	0.00	17,270.83	17,270.83	Funds received to be used by Hillingdon Council towards initiatives to improve air quality within LBH. Funds to be spent within 7 years of receipt (May 2020).
E/85/300D	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Contribution received to be used towards reducing emissions, tree & other planting, vehicle restrictions, use of cleaner fuels, environmental management and air quality strategy (see legal agreement for details). No time limits.
E/86/305B	Northwood	London School of Theology, Green Lane, Northwood 10112/APP/2012/2057	30,609.90	30,609.90	0.00	0.00	0.00	30,609.90	0.00	Contribution received towards the provision of tennis courts within Northwood Recreation Ground. No time limits.
E/87/314A	Pinkwell	Building 5, Hyde Park Hayes, Millington Road, Hayes 45753/APP/2012/2029	12,500.00	12,500.00	12,500.00	2,861.25	9,638.75	0.00	0.00	Contribution towards initiatives to improve air quality in the Borough including: use of low fuel technology, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Dec 2018). Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016). £2,861 spent towards air quality monitoring 2016/17. £9,638.75 spent towards air quality monitoring 2017/18.
E/89/315C	Pinkwell	Asda Unit 3 Westlands Estate, Millington Rd, Hayes 32157/APP/2011/872	26,323.47	26,323.47	0.00	0.00	0.00	26,323.47	0.00	Contribution received as the "air quality contribution", to be used by the Council towards air quality monitoring in the Authority's area. No time limits for spend. Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016).
E/90/325B	West Drayton	Stockley Close Units 1623 & 1685 25760/APP/2013/3632	25,000.00	25,000.00	17,553.72	0.00	17,553.72	7,446.28	0.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (April 2019). Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016). £17,553.72 spent towards air quality monitoring 2017/18.
E/91/323B	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	0.00	Funds received towards the costs of improvements to public open space in the Authority's Area. No time limits for spend. Funds allocated towards the provision of a skate park at Field End Recreation Ground (Cabinet Member Decision 24/03/2017).
E/92/333E	Yiewsley	39 High Street, Yiewsley 24485/APP/2013/138	6,262.53	6,262.53	6,262.53	0.00	6,262.53	0.00	0.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (April 2019). Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016). £6,262.53 spent towards air quality monitoring 2017/18.
E/93/326	Pinkwell	Prologis Park, Stockley Road, Hayes 18399/APP/2013/3449	21,789.00	21,789.00	0.00	0.00	0.00	21,789.00	21,789.00	Contribution received as the "allowable solutions" (energy) contribution. Funds to be used towards local carbon emissions reduction initiatives in the London Borough of Hillingdon. No time limit for spend.
E/94/338B	Uxbridge South	37 St John's Road, Uxbridge 15811/APP/2012/2444	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards the cost of environmental and ecological mitigation measure and enhancements at the Little Britain site of Metropolitan Importance for Nature Conservation as made necessary by the development. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
E/95/344D	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	AS AT 30/09/17 25,000.00	AS AT 30/06/17 25,000.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 25,000.00	AS AT 30/09/17 25,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (July 2020).
E/96/344E	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	5,750.00	5,750.00	0.00	0.00	0.00	5,750.00	5,750.00	Contribution received towards the maintenance of the footpath works as shown on a plan attached to the agreement. Funds to be spent within 5 years of receipt (July 2020).
E/97/344F	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	5,000.00	5,000.00	3,000.00	3,000.00	0.00	2,000.00	0.00	Contribution received towards the cost of tree works to those trees sited in the adjoining nature reserve. Funds to be spent within 5 years of receipt (July 2020). Funds allocated towards tree works at Uxbridge Moor Nature Reserve (Cabinet Member Decision 24/11/2016). £3,000 spent towards tree works within the reserve 2016/17.
E/98/354B	Botwell	Land on west Side of Dawley Road, Hayes (EC House). 38065/APP/2014/2143	12,558.21	12,558.21	0.00	0.00	0.00	12,558.21	0.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (Sept 2022). Funds allocated towards the Borough's air quality monitoring network (Cabinet Member Decision 26/10/2016).
E/99/350B	West Ruislip	Fmr Aria Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Sept 2022).
E/100/40H	Botwell	Land at Thorn EMI Complex (Old Vinyl Factory). 51588/APP/2000/1827 &5987/APP/2012/1838	25,361.47	25,361.47	0.00	0.00	0.00	25,361.47	25,361.47	Contribution received towards initiatives to improve air quality within the Authority's area. Funds to be spent within 7 years of receipt (Nov 2022)
E/101/355D	Botwell	Fmr EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	12,500.00	12,500.00	10,050.30	10,050.30	0.00	2,449.70	0.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Nov 2022). Funds allocated and £10,050 spent towards a scheme of tree planting in the Borough (Cabinet Member Decision 05/04/2017).
E/102/360B	Heathrow Villages	Fmr Unitar Centre, Great South West Rd, Feltham. 49559/APP/2014/334	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	26,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.
E/103/359D	Yiewsley	26-36 Horton Rd, Yiewsley 3507/APP/2013/2327	12,625.00	12,625.00	0.00	0.00	0.00	12,625.00	12,625.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (Jan 2023).
E/104/371C	Heathrow Villages	272-276 Bath Rd, Hayes 464/APP/2014/2886	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
E/105/378B	Townfield	Hayes Gate House, Uxbridge Road, Hayes 2385/APP/2013/2523	AS AT 30/09/17 12,625.00	AS AT 30/06/17 12,625.00	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 12,625.00	AS AT 30/09/17 12,625.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Jan 2021).
E/106/732C	Yiewsley	Phase 3, Stockley Park, Stockley Road. 37977/APP/2015/1004	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (Jan 2023).
E/107/356C	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	15,450.00	15,450.00	0.00	0.00	0.00	15,450.00	15,450.00	Contribution received towards the maintenance and provision of open space; the maintenance and provision of children's play spaces; the provision of off-site community facilities to be used for the benefit of residents within the Authority's area. No time limit for spend.
E/108/380B	Ickenham	211-213 Swakeleys Rd, Ickenham 70701/APP/2015/3026	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.
E/109/382E	West Drayton	Kitchener House, Warwick Rd, West Drayton. 182118/APP/2013/2183	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 10 year of receipt (April 2023).
E/110/384E	Yiewsley	Caxton House, Trout Road, Yiewsley. 3678/APP/2013/3637	25,508.01	25,508.01	0.00	0.00	0.00	25,508.01	25,508.01	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limits for spend.
E/111/385C	Northwood Hills	Frank Welch Court, High Meadow, Pinner. 196/APP/2013/2958	31,369.64	31,369.64	0.00	0.00	0.00	31,369.64	31,369.64	Contribution received to improve the ecological facilities at Pinn meadows including; access for river dipping, creation of an Ox-bow pond, creation of wildflower meadow (see agreement for details). No time limit for spend.
E/112/382	Brunel	82A-86 Pield Heath Road, Hillingdon. 70060/APP/2014/2070	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	Contribution to be used to plant and maintain an appropriate tree within the landscaping enhancement area described in the agreement. No time limits for spend. Funds allocated toward a suitable scheme (Cabinet Member Decision 24/11/2016).
E/113/393	West Drayton	Land West of Laurel Lane (Laurel Lane School), West Drayton. 70019/APP/ 2014/1807	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Funds received as the tree planting and landscape improvement contribution, to be used towards the cost of landscaping works to The Closes Recreation Ground (see agreement for details). No time limits for spend.
E/114/390C	West Drayton	Former Angler's Retreat PH, Crickfield Road, West Drayton 11881/APP/2013/3307	12,937.65	12,937.65	0.00	0.00	0.00	12,937.65	12,937.65	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Sept 2021).
E/115/394B	Yiewsley	Padcroft Works, Tavistock Road, Yiewsley. 45200/APP/2014/3638	25,375.72	25,375.72	0.00	0.00	0.00	25,375.72	25,375.72	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (Oct 2023).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
E/116/345C	Uxbridge South	Charter Place, Vine Street, Uxbridge. 30675/APP/2014/1345	AS AT 30/09/17 81,000.00	AS AT 30/06/17 81,000.00	AS AT 30/09/17 0.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 81,000.00	AS AT 30/09/17 81,000.00	Funds received as an off-site contribution to be used by the Council towards reducing carbon emissions within the London Borough of Hillingdon. No time limits for spend.
E/117/398C	Heathrow Villages	Building 717, Located Between Sheffield Way & Southern Perimeter Road 50657/APP/2013/2214	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds received towards initiatives to improve air quality within the Authority's area. Funds to be spent within 5 years of receipt (Nov 2021).
E/118/399C	Townfield	Unit A Bulls Bridge Centre, North Hyde Gardens, Hayes. 13226/APP/2015/4623	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.
E/119/402D	Yiewsley	21 High St, Yiewsley 26628/APP/2014/675	28,275.36	28,275.36	0.00	0.00	0.00	28,275.36	28,275.36	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.
E/120/403C	Botwell	Fmr Hayes Swimming Pool, Botwell Lane, Hayes (Lld) 1942/APP/2015/4127	9,900.00	9,900.00	0.00	0.00	0.00	9,900.00	9,900.00	Funds received to be used by the Council towards off site carbon reduction measures, schemes and initiatives to mitigate the development. No time limits for spend.
E/121/404E	Botwell	The Gatefold Building, land east of the former Elm site, Blyth Rd, Hayes 51588/APP/2011/2253	27,888.66	27,888.66	0.00	0.00	0.00	27,888.66	27,888.66	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (April 2024).
E/122/406	South Ruislip	23 Stonerfield Way, South Ruislip 25508/APP/2014/3570	15,355.00	15,355.00	0.00	0.00	0.00	15,355.00	15,355.00	Funds received as the air quality contribution to be used towards air quality improvements in the Borough. No time limits for spend.
E/123/242J	West Drayton	Fmr NATs Site, Drayton Garden Village, Porters Way, West Drayton 5107/APP/2009/2348	488,493.68	0.00	0.00	0.00	0.00	488,493.68	488,493.68	Funds received as the "indoor/outdoor sport & recreation contribution", to be used by the Council towards the provision of indoor & outdoor sports and recreation facilities within the Authority's area. No time limits for spend.
		FINANCE PROPERTY & BUSINESS SERVICES SUB-TOTAL	1,968,967.19	1,480,473.51	268,421.85	234,966.85	33,455.00	1,700,545.34	1,357,631.78	
PORTFOLIO: SOCIAL SERVICES, HOUSING, HEALTH & WELLBEING										
H/11/195B *57	Ruislip	Highgrove House, Eascole Road, Ruislip. 10622/APP/2006/2494	3,156.00	3,156.00	0.00	0.00	0.00	3,156.00	0.00	Funds received towards the provision of local health care facilities in the vicinity of the site. No time limits.
H/13/194E *59	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	12,426.75	12,426.75	0.00	0.00	0.00	12,426.75	0.00	Funds received towards the provision of healthcare facilities in the Borough. No time limits.
H/18/219C *70	Yeadon	Land rear of Sydney Court, Perth Avenue, Hayes. 6593/6APP/2009/2629	3,902.00	3,902.00	0.00	0.00	0.00	3,902.00	0.00	Funds received towards the cost of providing health facilities in the Authorities Area. No time limits. £1,800 earmarked towards conversion of existing office space to an additional consulting room at the Pine Surgery, Hayes, subject to formal approval.
H/20/238F *72	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	31,441.99	31,441.99	0.00	0.00	0.00	31,441.99	0.00	£15,409 received as 50% of the health contribution towards providing health facilities in the Borough (see legal agreement for further details). First instalment to be spent by February 2018. £16,032 received as remaining 50% health contribution. Funds to be spent by June 2018.
H/22/239E *74	Eastcote	Highgrove House, Eascole Road, Ruislip. 10622/APP/2006/2494 & 10622/APP/2009/2504	7,363.00	7,363.00	0.00	0.00	0.00	7,363.00	0.00	Funds received towards the cost of providing health facilities in the Borough (see legal agreement for further details). No time limits.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
H/27/262D *80	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	AS AT 30/09/17 5,233.36	AS AT 30/06/17 5,233.36	AS AT 30/09/17 0.00	AS AT 30/06/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 5,233.36	AS AT 30/09/17 0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H/28/263D *81	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	3,353.86	3,353.86	0.00	0.00	0.00	3,353.86	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H/30/276G *85	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	104,319.06	104,319.06	68,698.26	68,698.26	0.00	35,620.80	0.00	First instalment of a contribution (£33,826) received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). Funds to be spent within 7 years of receipt (July 2019). £34,871 received as the second instalment towards the same purpose (spend July 2020). £68,698.86 allocated towards phases 2-5 of the HESA extension (Cabinet Member Decision 4/12/2014). Final instalment (£35,620.80) received this quarter (spend by Feb 2022). £68,698.86 transferred to NHS Property Services 24/02/2015.
H/32/284C *89	Yiewsley	Former Honeywell site, Trout Road, West Drayton (live/work units). 335/APP/2010/1615	5,280.23	5,280.23	0.00	0.00	0.00	5,280.23	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/33/291C *91	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	5,416.75	5,416.75	0.00	0.00	0.00	5,416.75	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/34/282F *92	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip. 66985/APP/2011/3049	15,031.25	15,031.25	0.00	0.00	0.00	15,031.25	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/35/282G	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip. 66985/APP/2011/3049	40,528.05	40,528.05	0.00	0.00	0.00	40,528.05	40,528.05	Funds received as the affordable housing contribution to be used by the Council to provide subsidized housing through a registered social landlord to persons who can't afford to rent or buy houses generally available on the open market. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/36/299D *94	Caverdish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	9,001.79	9,001.79	0.00	0.00	0.00	9,001.79	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/37/301E *95	Northwood	37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766	12,958.84	12,958.84	0.00	0.00	0.00	12,958.84	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 5 years of receipt (July 2018).
H/39/304C *97	Yeading	Fmr Tasman House, 111 Maple Road, Hayes 38097/APP/2012/3168	6,448.10	6,448.10	0.00	0.00	0.00	6,448.10	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 7 years of receipt (August 2020).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
H/42/242G *100	West Drayton	West Drayton Garden Village (north site) off Porters Way, West Drayton. 5107/APP/2009/2348	AS AT 30/09/17 337,574.00	AS AT 30/06/17 337,574.00	AS AT 30/09/17 0.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 337,574.00	AS AT 30/09/17 0.00	Contribution received towards providing additional primary health care facilities in the West Drayton area including; expansion of existing premises to provide additional facilities and services to meet increased patient numbers, new health premises on the land or in the local area (see agreement for details). No time limits.
H/43/319C	Northwood Hills	117 Pinner Road, Northwood 12055/APP/2006/2510	221,357.83	221,357.83	0.00	0.00	0.00	221,357.83	221,357.83	Contribution to be used towards the cost of providing affordable housing in the Authority's area. No time limits for spend.
H/44/319D *103	Northwood Hills	117 Pinner Road, Northwood 12055/APP/2006/2510	24,312.54	24,312.54	0.00	0.00	0.00	24,312.54	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/45/323F	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	86,000.00	86,000.00	0.00	0.00	0.00	86,000.00	86,000.00	Contribution received towards subsidised housing available through a Registered Provider to persons who cannot afford to rent or buy houses generally available on the open market. No time limit for spend.
H/46/323G *104	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	14,126.88	14,126.88	0.00	0.00	0.00	14,126.88	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/47/329E *106	Townfield	Land at Pronto Industrial Estate, 565-591 Uxbridge Road, Hayes 4404/APP/2013/1650 4404/APP/2008/3558	14,066.23	14,066.23	0.00	0.00	0.00	14,066.23	0.00	Contribution received towards the cost of providing healthcare facilities in the London Borough of Hillingdon. Funds to be spent within 10 years of receipt (July 2024).
H/48/331E *107	Cavendish	216 Field End Road, Eastcote 6331/APP/2010/2411	4,320.40	4,320.40	0.00	0.00	0.00	4,320.40	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits.
H/49/283B *108	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge 585/APP/2009/2752	624,507.94	624,507.94	177,358.31	177,358.31	0.00	447,149.63	0.00	Contribution received towards the provision of healthcare facilities serving the development, in line with the S106 Planning Obligations SPD 2008. Funds to be spent within 10 years of receipt (August 2024). £177,358 from this contribution is allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Decision 12/06/2015). Funds transferred to HCCG (July 2015).
H/50/333F *109	Yiewsley	39 High street, Yiewsley 24485/APP/2013/136	12,444.41	12,444.41	0.00	0.00	0.00	12,444.41	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits.
H/51/231H *110	Ruislip	Fmr RAF West Ruislip (Ickenham Park), High Road, Ickenham 38402/APP/2013/2685 & 38402/APP/2012/1033	17,374.27	17,374.27	0.00	0.00	0.00	17,374.27	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/52/205G	Eastcote	Former RAF Eastcote (Pembroke Park), Lime Grove, Ruislip 10189/APP/2014/3354 & 3359/3358 & 3360	298,998.00	298,998.00	0.00	0.00	0.00	298,998.00	298,998.00	Funds received as the affordable housing contribution to be used by the Council to provide subsidized housing through a registered social landlord to persons who can't afford to rent or buy houses generally available on the open market. No time limit for spend.
H/54/343D *112	Harefield	Royal Quay, Coppermill Lock, Harefield 43159/APP/20131094	17,600.54	17,600.54	0.00	0.00	0.00	17,600.54	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits. Second instalment (£8,901.77) received towards the same purpose.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
H/53/346D *113	Northwood	42-46 Ducks Hill Road, Northwood 49987/APP/2013/1451	AS AT 30/09/17 8,434.88	AS AT 30/06/17 8,434.88	AS AT 30/09/17 0.00	AS AT 30/09/17 0.00	To 30/09/17 0.00	AS AT 30/09/17 8,434.88	AS AT 30/09/17 0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/55/347D *114	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	12,162.78	12,162.78	0.00	0.00	0.00	12,162.78	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to spent/committed within 7 years of receipt (May 2022).
H/56/348A	North Uxbridge	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	390,564.64	390,564.64	0.00	0.00	0.00	390,564.64	390,564.64	Contribution received to be used by the Council to provide subsidised housing available through a Registered Social Landlord to persons who cannot afford to rent or buy houses generally available on the open market. No time limits for spend. Index linking received.
H/57/351D *116	Northwood	103, 105 & 107 Ducks Hill Road, Northwood. 64345/APP/2014/1044	6,212.88	6,212.88	0.00	0.00	0.00	6,212.88	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/58/348B *117	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	7,587.72	7,587.72	0.00	0.00	0.00	7,587.72	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/59/356E *120	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	14,997.03	14,997.03	0.00	0.00	0.00	14,997.03	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/60/359E *121	Yiewsley	26-36 Horton Rd, Yiewsley 3507/APP/2013/2327	25,273.45	25,273.45	0.00	0.00	0.00	25,273.45	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Spend within 7 years of receipt (Jan 2023).
H/61/382F *128	West Drayton	Kitchener House, Warwick Rd, West Drayton. 18218/APP/2013/2183	8,872.64	8,872.64	0.00	0.00	0.00	8,872.64	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Spend within 10 years of receipt (April 2026).
H/62/384F *129	Yiewsley	Caxton House, Trout Road, Yiewsley. 3678/APP/2013/3637	15,482.07	15,482.07	0.00	0.00	0.00	15,482.07	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/63/385D *130	Northwood Hills	Frank Welch Court, High Meadow Close, Pinner. 186/APP/2013/2958	10,195.29	10,195.29	0.00	0.00	0.00	10,195.29	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.

[illegible]

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
			AS AT 30/09/17	AS AT 30/06/17	AS AT 30/09/17	AS AT 30/06/17	To 30/09/17	AS AT 30/09/17	AS AT 30/09/17	
'23: PT17/849										
'24: PT125										
'32: PT17/846										
'38: PT1/88140C										
'46: PT1/88140F										
'47: PT13740E										
'49: PT17/863										
'51: PT17/862/149A										
'52: PT17/865										
'57: H11/198B										
'59: H13/194E										
'60: PT17/876										
'61: PT110/198B										
'62: PT17/877/197										
'63: PT111/206A										
'67: PT114/209A										
'70: H18219C										
'72: H120238F										
'74: H22239E										
'76: PT17/878/238G										
'80: H421262D										
'81: H128263D										
'82: PT17/26242D										
'84: PT17/818/1249E										
'86: H130276G										
'87: PT17/818/2273A										
'88: PT132146J										
'89: H32284C										
'90: PT17/863/292										
'91: H133291C										
'92: H134282F										
'93: PT17/865										
'94: H136299D										
'96: H137301E										
'97: H1391304C										
'100: H42242G										
'102: PT133600B										
'103: H441319D										
'104: H46632G										
'105: PT1148/327										
'106: H47329E										
'107: H48/331E										
'108: H49/283B										
'108: H50333F										
'110: H517231H										
'112: H51/343D										
'113: H53346D										
'114: H55347D										
'115: PT17/869/249										
'116: H57/351D										
'117: H58/348B										
'118: PT17/8103/370A										
'119: PT157/355A										
'120: H59356E										
'121: H60359E										
'122: PT17/8105/350C										
'123: PT158/371A										
'124: PT150/364C										
'125: PT151/373										
'126: PT165/374B										
'127: PT168/383A										
'128: H61382F										
'129: H62384F										
'130: H63385D										
'131: PT17/896/40J										
'132: PT17/8107/355E										
'133: PT17/8108/378C										
'134: PT171/508E										
'136: H64387E										
'137: H66390D										

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2017 / 2018 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at November 2017)
				AS AT 30/09/17	AS AT 30/06/17	AS AT 30/06/17	To 30/09/17	AS AT 30/09/17		
138: PT179/380C			£20,578.80	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)	AS AT 30/06/17					
139: PT181/39S			£40,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)						
140: PT183/35OE			£40,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)						
141: PT187/403A			£20,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)						
142: H67/40ZE			£18,789.72	funds received to provide health care facilities in the borough.						
143: H69/40AE			£19,384.77	funds received to provide health care facilities in the borough.						
144:PT172/8/109/403E			£135,000.00	is to be held as a returnable security deposit for the highway works (to be later refunded).						
145:PT191/2996C			£40,000.00	funds to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)						
146:H70/40M			£81,329.25	funds received to provide health care facilities in the borough.						
			£3,109,723.53							

PART II by virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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