

## Minutes

### Cabinet

Thursday, 15 February 2018

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



Published on: 16 February 2018

Decisions come into effect on: from 23 February 2018\*

#### **Cabinet Members Present:**

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

#### **Members also Present:**

Susan O'Brien  
Ray Graham  
Henry Higgins  
Jane Palmer  
Peter Money  
Peter Curling  
Wayne Bridges  
Richard Mills  
Ian Edwards

#### **1. APOLOGIES FOR ABSENCE**

All Members were present.

#### **2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

No interests were declared by Members present.

#### **3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The decisions and minutes of the Cabinet meeting held on 25 January 2018 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**

Cabinet confirmed the items to be considered in public and private as set out on the agenda.

**5. REPORT FROM SOCIAL SERVICES, HOUSING & PUBLIC HEALTH POLICY OVERVIEW COMMITTEE ON HOSPITAL DISCHARGE**

*The Chairman of the Social Services, Housing and Public Health Policy Overview Committee, Councillor Wayne Bridges presented the Committee's review which was welcomed by the Cabinet.*

**RESOLVED:**

**That Cabinet welcomes the Committee's findings from their review into Hospital Discharges and supports the following recommendations from the Committee as set out below:**

- (i) a) That clear information about the discharge process is developed for, and with people admitted to hospital and their families, so that they know what to expect.**  
**b) That this information is provided to patients on admission, as agreed through a joint working policy.**
- (ii) a) That a joint working policy across all partners involved in the hospital discharge process is developed to clarify the roles and responsibilities of the appropriate teams within each organisation and to ensure consistency of approach.**  
**b) That briefings with staff across organisations on the content of the agreed joint working policy are undertaken.**
- (iii) That partners explore options for delivering a more integrated intermediate care service that ensures that people admitted to hospital are supported to go home by the most appropriate professional first time and that the number of hand-offs between different organisations is reduced.**
- (iv) That partners explore affordable options to enable people who are medically fit for discharge are able to step down from hospital without the need to be admitted to a care home.**
- (v) That partners explore affordable options that will ensure an appropriate supply of care home places to address the needs arising from Hillingdon's changing population.**
- (vi) That partners explore affordable options for ensuring that people admitted to hospital and their families have access to advocacy to support them in making informed decisions about how their future care needs will be met, including the care setting.**
- (vii) That Healthwatch Hillingdon consider undertaking a further review of the patient experience of the discharge process at Hillingdon Hospital in a year's time.**
- (viii) That a progress report be provided to the Social Services, Housing &**

**Public Health Policy Overview Committee six months after the implementation of the review's recommendations, that includes an update on the above recommendations as well as:**

- **Number/% of Delayed Transfers Of Care in Hillingdon Hospital attributed to patient/family choice;**
- **% of Continuing Healthcare assessments taking place in a hospital setting;**
- **Number/% of patients discharged before midday 7 days a week.**

### **Reasons for decision**

Cabinet received the Committee's review which had examined the discharge process from Hillingdon Hospital for people over the age of 65 and how people were supported into the least restrictive care setting in order to maximise their independence and meet their needs. Cabinet endorsed the recommendations from the Committee which were aimed at making further improvements for patients and reducing costs associated with longer lengths of stay in hospital. Critical to the above, Cabinet stressed the importance of good communications between all parties during the process with patients and their families.

### **Alternative options considered and rejected**

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

### **Officers to action:**

Nikki O'Halloran – Democratic Services (monitoring)  
Gary Collier – Social Care (implementation)

### **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.*

**6. REPORT FROM THE CHILDREN'S, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE ON SUPPORTING CHILDREN WITH SEND IN THEIR EARLY YEARS**

*The Chairman of the Children, Young People and Learning Policy Overview Committee, Councillor Jane Palmer presented the Committee's review which was welcomed by the Cabinet.*

**RESOLVED:**

**That Cabinet:**

**A. Welcomes the Committee's findings from their review into Supporting Children with Special Education Needs and Disabilities (SEND) In Their Early Years.**

**B. Supports the following recommendations from the Committee for implementation by officers, in consultation with the Cabinet Member for Education and Children's Services:**

- 1. That Cabinet welcome good collaboration between the Council and partners to work together in support of children with SEND.**
- 2. Identification, Intervention and Transition:**
  - a. That Cabinet notes the findings of the Children, Young People and Learning Policy Overview Committee that shows the importance of transition from the early years provision to the next stage.**
  - b. That officers continue to review the effectiveness of the tools used to support early identification.**
  - c. That officers monitor the effectiveness and timeliness of interventions; enabling families to have timely access to high quality interventions whilst ensuring best value for money.**
- 3. That officers further develop and promote communication channels such as the local offer; with a view to ensure that parents are well informed and aware of the opportunities available to them.**
- 4. That the outcomes and work of children's services in relation to SEND are monitored by officers, the Cabinet Member and Policy Overview Committee.**

**Reasons for decision**

Cabinet considered the report of the Children, Young People and Learning Policy Overview Committee into Supporting Children with Special Education Needs and Disabilities. Cabinet welcomed the Committee's findings which recognised the positive work already undertaken by the Council and partners and had identified

areas that could be strengthened to make sure every child with SEND in Hillingdon had access to the best start in life.

### **Alternative options considered and rejected**

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

### **Officers to action:**

Anisha Teji, Democratic Services (monitoring)  
Tom Murphy, Social Care (implementation)

### **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. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 9**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the forecast budget position as at December 2017 (Month 9).**
- 2. Note the Treasury Management update as at December 2017 at Appendix E.**
- 3. Continue the delegated authority up until the March 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 25 January 2018 and 15 February 2018 Cabinet meetings, detailed at Appendix F.**
- 4. Agree in principle a grant of £284k to provide funding for the rebuilding of the Guide Hut in Vernon Drive to be funded from the 2017/18 approved Youth Provision Capital Programme.**

### **Reasons for decision**

Cabinet was informed of the latest Month 9 forecast revenue, capital and treasury position for the current year 2017/18 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet received an update on the Council's Treasury Management activities, reviewed recent consultancy and agency appointments and agreed to provide funding for the rebuilding of the Guide Hut in Vernon Drive, Harefield.

### **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.*

**8. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2018/19 - 2022/23**

**RESOLVED:**

**That Cabinet approves for recommendation to Council:**

- 1) The General Fund and Housing Revenue Account budgets and Capital Programmes outlined in appendices 1 to 7;**
- 2) Proposed amendments to Fees & Charges included at Appendix 8;**
- 3) The Treasury Management Strategy Statement, Investment Strategy and Minimum Revenue Provision Statement for 2018/19 to 2022/23 as detailed in Appendix 10;**
- 4) The proposed London Borough of Hillingdon Pay Policy Statement for 2018/19 set out at Appendix 11;**
- 5) The proposed Housing Rents Policy set out at Appendix 12;**
- 6) That it resolves that Cabinet may utilise the general reserves or balances during 2018/19 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules).**

**That Cabinet notes:**

- 7) The Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.**

**Reasons for decision**

Following consultation and feedback from residents, Cabinet recommended its budget proposals to the Council meeting on 22 February 2018 for final consideration.

Cabinet welcomed the proposed continued freeze in Council Tax for all residents, which would be for the tenth successive year and twelfth successive year for the over 65s. In light of good financial management, Cabinet had also opted not to make

use of the Social Care precept whilst ensuring any fees and charges would continue to be kept 10% cheaper than neighbouring boroughs.

Cabinet noted the comments from the Policy Overview Committees and after discussion, recommended to Council a strong, balanced budget, which had been carefully developed to put residents first.

### **Alternative options considered and rejected**

The Cabinet could have chosen to vary the proposals in its budget before recommending it to Council on 22 February 2018.

### **Officers 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.*

## **9. THE SCHOOLS BUDGET 2018/19**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agrees that the total Schools Budget for 2018/19 will be equal to the total of the Dedicated Schools Grant (as set out in paragraphs 83 to 84) provided to the Council.**
- 2. Approve the Early Years Single Funding Formula, as set out in paragraphs 13 to 16.**
- 3. Approve the base rate of funding for the Two Year Old Free Entitlement Offer, as set out in paragraphs 17 and 18.**
- 4. Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 19 to 23.**
- 5. Approve the Central School Services budget as agreed by the Schools Forum, as set out in paragraphs 62 to 66**
- 6. Approve the High Needs budget as agreed by the Schools Forum, as set out in paragraphs 67 to 70.**

### **Reasons for decision**

Following a recommendation from the Schools Forum, Cabinet agreed the distribution and confirmation of the funding arrangements for schools for 2018/19, including the final individual school budget shares, which are distributed to schools. Cabinet agreed to cover any potential subsidy in the short-term, regarding the Early Years Centres.

### **Alternative options considered and rejected**

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Cabinet could have made decisions contrary to the School Forum's advice.

**Officer to action:**

Peter Malewicz, 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. STANDARDS AND QUALITY OF EDUCATION IN HILLINGDON DURING 2016/17**

**RESOLVED:** That Cabinet note the key findings set out in the report.

**Reasons for decision**

Cabinet received a detailed paper on the local academic results and attainment by pupils in the Borough during the last school year, highlighting good progress, whilst also noting that Key Stage 5 was a particular area of concern where schools with the Council need to work harder to improve performance.

**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.*

**11. HILLINGDON'S RESPONSE TO THE DRAFT LONDON PLAN**

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## **RESOLVED:**

### **That the Cabinet:**

- 1. Notes the content of the draft London Plan and endorses, in principle, the Council's proposed response attached at Appendix A of this report.**
- 2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the response before submission, in conjunction with the Cabinet Member for Planning, Transportation and Recycling and the Leader of the Council.**
- 3. Agrees that officers should meet with representatives from the GLA to discuss the concerns raised and actively participate in the examination process to progress the Council's case.**

### **Reasons for decision**

Cabinet considered the Council's response to the draft London Plan out for consultation. Significant concern was expressed that the Mayor of London's proposals included an unsustainable annual increase in the provision of new housing, a shift in such development to outer London boroughs, whilst at the same time a severe reduction in car parking standards to levels Members found unacceptable. Cabinet considered that the proposals had wholly failed to recognise the difference between inner and outer London, would lead to the undermining of the Green Belt, had not compensated for additional pressures on public services and inadequately addressed local transportation patterns.

As the London Plan would be integral to local planning policies, Cabinet agreed that a robust response would be submitted, along with direct dialogue with the Greater London Authority, to ensure the interests of the Borough and residents could be fully represented.

### **Alternative options considered and rejected**

Cabinet could have decided not to submit a response to the draft London Plan, which would have meant that the Council's views would not be reflected in the final version of the plan, expected to be adopted in 2019.

### **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.*

## **12. DYNAMIC PURCHASING VEHICLE FOR CHILDREN'S RESIDENTIAL HOMES, SEN PROVISION AND INDEPENDENT FOSTERING AGENCIES**

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**RESOLVED:**

**That Cabinet:**

- 1. Agrees to enter into an Access Agreement and Call-Off from the WLA Dynamic Purchasing Vehicles for Children's Residential Homes, SEN Provision and Independent Fostering Agencies.**
- 2. Authorises Officers to access, call-off and award WLA contracts, as indicated in Table 1 in the report, from the Dynamic Purchasing Vehicle.**
- 3. Authorises Officers to select the various Call-Off options for the award of contracts in accordance with the rules of the Dynamic Procurement Vehicle (DPV), and also for any spot purchase awards made off the DPV where a suitable placement could not be found.**

**Reasons for decision**

Cabinet agreed to enter into new arrangements with the West London Alliance for Dynamic Purchasing Vehicles to procure independent fostering, special educational needs and children's residential homes services.

**Alternative options considered and rejected**

Cabinet could have considered purchasing such services directly, but this would not have ensured value for money and would have put the Council at risk of not delivering its statutory duties.

**Officers to action:**

Wendy Ukwu / Vanessa Strang – Finance / Social Care

**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.*

**13. DISPOSAL OF GARAGE SITE AT REAR OF 65 WORCESTER ROAD, COWLEY**

**RESOLVED:**

**That Cabinet:**

- 1. Declare the site at the rear of 65 Worcester Road, Uxbridge, surplus to requirements.**
- 2. Authorise the sale of the site on the open market without planning consent with a restriction that the site can only be used for maximum of**

- 4 dwellings or continued existing use. The method of sale is to be by auction.
3. **Agree the site is to be sold freehold as there is no planning consent on the site to enable the Council to enter into a development agreement.**
  4. **Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to take all subsequent decisions regarding the sales of the sites.**

#### **Reasons for decision**

Cabinet agreed to sell the garage site for housing development without a planning consent, noting that the area was under-utilised and had attracted anti-social behaviour and fly tipping in the past.

#### **Alternative options considered and rejected**

Cabinet considered various options for the development of the site.

#### **Officer to action:**

Mike Paterson; 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).*

## **14. ENVIRONMENTAL CLEANING CONTRACT**

#### **RESOLVED:**

**That the Cabinet agrees an extension to the current contract with Charman Environmental Services Ltd. for the provision of environmental cleaning services for a period of two (2) years from 1st February 2018.**

#### **Reasons for decision**

Cabinet agreed a contract extension for the provision of an environmental cleaning service covering, amongst other things, a weekly collection of clinical/offensive waste, the emptying and cleaning of dog fouling bins, the cleaning of public toilets and the collection and disposal of dead animals from the highways and asbestos from properties.

### **Alternative options considered and rejected**

Cabinet could have decided not to extend the existing contract or undertake a full tender exercise.

#### **Officers to action:**

Allison Mayo, Finance Directorate  
Stuart Pohler, Residents Services

#### **Classification: Private**

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## **15. CONTRACT FOR RESIDENT CARD PAYMENT SERVICES - HOUSING & REVENUES**

#### **RESOLVED:**

**That Cabinet approves the award of a 4 year contract from 1st April 2018 using the current card services provider Allpay for the provision of payment card services for Housing Rent & Council Tax payments via the Northern Housing Consortium Agreement.**

#### **Reasons for decision**

Using the Northern Housing Consortium Framework Agreement, Cabinet agreed to accept the tender from Allpay to provide a resident payment card facilitating the payment of Housing Rents and Council Tax in an efficient way.

### **Alternative options considered and rejected**

Cabinet could have directly tendered for the service, but this would not have provided value for money, compared to using a framework agreement.

#### **Officer to action:**

Rob Smith - Finance

#### **Classification: Private**

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## **16. 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 rent review of the Club House for the Hillingdon Abbots RFC Ltd at Pole Hill open space, Hayes. Cabinet also agreed a lease renewal of the car park used by the Charville Community Centre, Bury Avenue, Hayes.

Cabinet's decisions enabled the organisations concerned to benefit from heavily 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

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

No additional items were considered by the Cabinet.

The meeting closed at 7.40pm.

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### **\*Internal Use only - implementation of decisions**

**Decisions that take immediate effect:** Cabinet's decisions relating to Items 8 & 9 (MTFF and Schools Budget) were integral to the Council's budget proposals and were recommended to Council on 22 February 2018 in order to set a balanced budget. These decisions by Cabinet took immediate effect.

**All other decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet's decisions. Therefore, these decisions can

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be implemented by officers upon the expiry of the scrutiny call-in period which is from 5pm, Friday 23 February 2018.

Officers to action the decisions are indicated in the minutes.

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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](mailto:democratic@hillingdon.gov.uk)

Democratic Services: 01895 250636

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To find out more about how the Cabinet works to put residents first, visit [here](#).