



HILLINGDON  
LONDON



# Council

# To all Members of the Council

**Date:** THURSDAY, 5 JULY 2018

**Time:** 7.30 PM

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

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

**Published:** Wednesday, 27 June 2018

Contact: Lloyd White, Head of  
Democratic Services  
Tel: 01895 556743  
Email: [lwhite@hillington.gov.uk](mailto:lwhite@hillington.gov.uk)

This Agenda is available online at:

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

*Putting our residents first*

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

# Useful information for residents and visitors

## *Watching & recording this meeting*

You can watch this meeting on the Council's YouTube channel, live or archived.

Residents and the media are also welcome to attend in person, and if they wish, report on the public part of the meeting. Any individual or organisation may record or film proceedings as long as it does not disrupt proceedings.

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

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



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

## *Travel and parking*

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services. Please enter from the Council's main reception where you will be directed to the Committee Room.



## *Accessibility*

For accessibility options regarding this agenda please contact Democratic Services. For those hard of hearing an Induction Loop System is available for use.

## *Emergency procedures*

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer. In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.

# Agenda

## Prayers

To be said by Mr Chris Reverley

- 1 Apologies for Absence
- 2 Minutes 1 - 24  
To receive the minutes of the meetings of the Council held on 22 February, 12 April and 10 May 2018 (*attached*).
- 3 Declarations of Interest  
To note any declarations of interest in any matter before the Council
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 25 - 82
- 6 Members' Questions 83 - 84  
To take questions submitted by Members in accordance with Council Procedure Rule 11
- 7 Motions 85 - 86  
To consider Motions submitted by Members in accordance with Council Procedure Rule 12

This page is intentionally left blank

# Agenda Item 2

## Minutes

### COUNCIL

22 February 2018

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



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

	<p><b>MEMBERS PRESENT:</b></p> <p>Councillors: Shehryar Ahmad-Wallana Lynne Allen Teji Barnes Jonathan Bianco Mohinder Birah Wayne Bridges Tony Burles Keith Burrows Roy Chamdal Alan Chapman George Cooper Judith Cooper Philip Corthorne Brian Crowe Peter Curling Catherine Dann Peter Davis Nick Denys Kanwal Dheer</p> <p>Jazz Dhillon Jas Dhot Jem Duducu Janet Duncan Ian Edwards Tony Eginton Duncan Flynn Narinder Garg Dominic Gilham Raymond Graham Becky Haggard John Hensley Henry Higgins Patricia Jackson Allan Kauffman Judy Kelly Manjit Khatra Eddie Lavery Richard Lewis</p> <p>Douglas Mills Richard Mills Peter Money John Morse June Nelson Susan O'Brien John Oswell Jane Palmer Ray Puddifoot MBE John Riley Robin Sansarpuri Scott Seaman-Digby David Simmonds CBE Jagjit Singh Brian Stead Jan Sweeting Michael White David Yarrow</p>
	<p><b>OFFICERS PRESENT:</b> Fran Beasley, Jean Palmer, Paul Whaymand, Raj Alagh, Lloyd White, Morgan Einon, Beth Rainey, Andy Evans and Iain Watters and Neil Fraser</p>
41.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors East, Fyfe, Gardner, Jarjussey, Khursheed, Lakhmana and Markham.</p>
42.	<p><b>MINUTES</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 18 January 2018 be approved as a correct record.</p>
43.	<p><b>DECLARATIONS OF INTEREST</b> (<i>Agenda Item 3</i>)</p> <p>None.</p>

44.	<p><b>MAYOR'S ANNOUNCEMENTS</b> (<i>Agenda Item 4</i>)</p> <p>The Mayor welcomed the students from Brunel University who were in attendance.</p> <p>The Mayor went on to announce that she was nine months through her mayoralty and had attended more than 416 varied events and meetings, including the Holocaust Memorial Day Ceremony at City Hall, and 12 ground breaking and ribbon cutting events for the creation of, among other things, outside gyms and refurbished play parks within the Borough.</p> <p>The Mayor had welcomed two residents of the Borough to the Mayor's Parlour; a veteran of WW2 who was given a farewell tea before her impending residence as a Chelsea Pensioner, and the presenting of the Civic Medal to a gentleman as recognition of his 30 years work as a volunteer within the Borough.</p> <p>Fundraising for the Mayor's Charity was going well. The next Quiz Night would be held on 14 March 2018 and a Murder Mystery Supper was to be held on 1 March 2018. The Deputy Mayor would be taking part in the Annual London Mayor's Walk, on behalf of the Mayor. Members were encouraged to sponsor the Deputy Mayor.</p> <p>The Mayor concluded by thanking Councillor Lewis for persuading the prestigious Holland and Holland Shooting Club to arrange a clay pigeon shooting day, to raise money for the Mayor's Charities.</p>
45.	<p><b>REPORT OF THE HEAD OF DEMOCRATIC SERVICES</b> (<i>Agenda Item 5</i>)</p> <p><b>i) Urgent Implementation of Decisions</b></p> <p>Councillor Puddifoot moved, and Councillor Simmonds seconded, the recommendation as set out on the Order of Business</p> <p><b>RESOLVED: That the Urgency decisions detailed in the report be noted.</b></p> <p><b>ii) a) Members' Allowances 2018/19</b></p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds and put to a recorded vote:</p> <p>Those voting for: The Mayor (Councillor Melvin), the Deputy Mayor (Councillor Morgan), Councillors Ahmad-Wallana, Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, G Cooper, J Cooper, Corthorne, Crowe, Dann, Davis, Denys, Duducu, Edwards, Flynn, Gilham, Graham, Haggar, Hensley, Higgins, Jackson, Kauffman, Kelly, Lavery, Lewis, D Mills, R Mills, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, White and Yarrow.</p> <p>Those voting against: none.</p> <p>Those abstaining: Councillors Allen, Birah, Burles, Curling, Dheer, Dhillon, Dhot, Duncan, Eginton, Garg, Khatra, Money, Morse, Nelson, Oswell, Sansarpuri, Singh and Sweeting.</p> <p>The motion was carried and it was:</p> <p><b>RESOLVED: That the current Members' Allowances Scheme be revoked as of</b></p>

31 March 2018 and the new Scheme for 2018/19 be approved, as shown in Appendix A to these minutes, for implementation from 1 April 2018 including, for 2018/19 a Basic Allowance of £11,036.71 to be payable to all Councillors and Special Responsibility Allowances to be paid in equal monthly instalments to Councillors holding the responsibilities listed 1 to 16 in the following table:

The Basic Allowance and any SRAs agreed under this recommendation and b) below, to be increased each subsequent year in line with the annual Local Government Pay Settlement and to be paid in equal monthly instalments. The Basic Allowance includes intra borough travel and subsistence costs.

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

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

#### ii) b) Members' Allowances 2018/19

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

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

Those voting against: none.

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

The motion was carried and it was:

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

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

**iii) Waiver of 6 month Councillor attendance rule**

Councillor Puddifoot moved, and Councillor Simmonds seconded, the recommendation as set out on the Order of Business and it was:

**RESOLVED: That, pursuant to Section 85(1) of the Local Government Act 1972, Councillor Jarjussey's non-attendance at meetings of the authority due to ill health for a one month period up to 11 May 2018, be approved.**

46. **GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2018/2019** (*Agenda Item 6*)

Councillor O'Brien moved, and Councillor Denys seconded, the suspension of Council procedure rule 14.4 to allow unlimited speaking time for the mover and seconder of the motion and the principal speaker / mover of the amendment and seconder of the amendment from the Labour Group.

**RESOLVED: That the mover and seconder of the budget motion and the principal speaker / mover and seconder of the principal amendment from the Labour Group be allowed unlimited speaking time on this item.**

Councillor Bianco moved, and Councillor Puddifoot seconded, the budget recommendations, as set out on the Order of Business.

Councillor Eginton moved, and Councillor Dhillon seconded, the following amendment:

**a) That the Cabinet be invited to consider the Labour Group's amendments to the Cabinet's budget proposals set out in the Council Tax Resolution and report back to the Council. These amendments would result in a Council Tax Requirement of £110,257,975 and Hillingdon Share of Band D Council Tax of £1,112.93;**

**b) In relation to the General Fund Revenue Budget, the proposals are based on the budget proposals approved by Cabinet on 15 February 2018, subject to the following amendments:**

	2018/19 £'000	
<b>Council Tax Requirement based on Cabinet Proposals</b>		<b>110,258</b>
Remove Priority Growth for continued operation of Uxbridge Police Station	(250)	
Grant funding to Metropolitan Police to support additional police officers	250	<b>0</b>
Landlord Licensing Team (2x Full Time POA Posts)	100	
Minimum Level of Landlord Licensing Income	(100)	<b>0</b>
Additional Investment in Ward Budgets	220	
Reduction in Leader's Initiative for Older People	(100)	
Planned Drawdown from Earmarked Reserves (2018/19 Only)	(120)	<b>0</b>
Planning Enforcement Officers (2x Full Time POA Posts)	100	
Planned Drawdown from Earmarked Reserves (2018/19 Only)	(100)	<b>0</b>
Divert Priority Growth from Recycling Initiatives	(100)	
Fly Tipping Initiative	100	<b>0</b>
Targeted funding for Children's Centres	250	
Adult Social Care Assessments (2x Full Time POB Posts)	112	
ASBIT Enforcement Officers (2x Full Time POA Posts)	100	
Highways / Parking Management Scheme Officers (2x Full Time SO1 Posts)	80	
Housing Benefit Officers (2x Full Time SO1 Posts)	80	
Additional Homeless Prevention Officer (1x Full Time SO1 Post)	40	
Abolish Child Burial Charges	15	
Reduction of General Contingency to £323k	(677)	<b>0</b>
<b>Council Tax Requirement based on Labour Group Proposals</b>		<b>110,258</b>
<b>Change in Council Tax Requirement</b>		<b>0</b>

- c) In relation to the General Fund Capital Programme, the proposals are based on the budget proposals as approved by Cabinet on 15 February 2018, subject to the removal of the £5,000k provision for the Purchase of Uxbridge Police Station.

Following debate (Councillors Burles, Burrows, Curling, Dheer, Duncan, Money, Morse, D Mills, Nelson, Oswell, Puddifoot\*, Sansarpuri, Simmonds, Sweeting), the amendment was put to a recorded vote:

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

Those voting against: The Mayor (Councillor Melvin), the Deputy Mayor (Councillor

Morgan), Councillors Ahmad-Wallana, Barnes, Bianco, Bridges, Burrows, Chamdal, Chapman, G Cooper, J Cooper, Corthorne, Crowe, Dann, Davis, Denys, Duducu, Edwards, Flynn, Gilham, Graham, Haggar, Hensley, Higgins, Jackson, Kauffman, Kelly, Lavery, Lewis, D Mills, R Mills, O'Brien, Palmer, Puddifoot, Riley, Seaman-Digby, Simmonds, Stead, White and Yarrow.

The motion was lost.

\*During the debate, Councillor Puddifoot confirmed that he had requested that a report reviewing child burial charges be prepared for consideration at a forthcoming Cabinet meeting.

Following further debate (Councillors Allen, Burrows, Corthorne, Crowe, Curling, Denys, Dhillon, Lavery, Lewis, D Mills, Sansarpuri, Simmonds, Sweeting), the original motion was put to a recorded vote:

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

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

The original motion was carried and it was:

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

- 1. The General Fund revenue budget proposals made by Cabinet be approved, resulting in a Council Tax requirement for 2018/19 of £110,257,975;**
- 2. Council note that at its meeting on 18 January 2018 the Council calculated the amount of 99,070 as its Council Tax Base for the year 2018/19. This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year (*Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992*);**
- 3. The Hillingdon element of Council Tax be set at £1,112.93 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,407.16 for the borough;**
- 4. The following amounts have been calculated by the Council for the year 2018/19, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):**
  - a) £432,448,736 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act. (*Gross Expenditure including the amount***

*required for additions to working balances)*

b) £322,190,761 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act. *(Gross Income including reserves to be used to meet Gross Expenditure)*

c) £110,257,975 being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A (4) of the Act, as its council tax requirement for the year. *(Item R under Section 31B of the Act)*

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

e)

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

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

5. Council note that for the year 2018/19 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept			
Band A	Band B	Band C	Band D
196.15	228.85	261.54	294.23
Band E	Band F	Band G	Band H
359.61	425.00	490.38	588.46

6. The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2018/19 for each category of dwelling below:

<b>Total Council Tax 2018/19</b>			
<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>
938.10	1,094.46	1,250.81	1,407.16
<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
1,719.86	2,032.57	2,345.26	2,814.32

7. The Council Tax Discount for Older People be retained at 4.88% of Hillingdon's element of the Council Tax;
8. The Capital Programme for 2018/19 to 2022/23 as set out in Appendix 6 of the background report to Cabinet be approved;
9. The Housing Revenue Account budget proposals and housing rents set out in Appendix 7 of the background report be approved;
10. The proposed amendments to Fees and Charges set out in Appendix 8 of the background report to Cabinet be approved;
11. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2018/19 to 2022/23 as set out in Appendix 10 of the background report to Cabinet be approved;
12. The London Borough of Hillingdon Pay Policy Statement for 2018/19 as set out in Appendix 11 of the background report to Cabinet be approved;
13. Council agrees the Housing Revenue Account Rent Policy in Appendix 12 to the background report and provides for new delegated authority to the Leader of the Council and relevant Cabinet portfolio Member to agree affordable rent levels on a scheme by scheme basis for newly acquired or built properties;
14. Council note the Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003;
15. Council (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules) resolves that Cabinet may utilise the general reserves or balances or approve virements between the General Fund budget, Housing Revenue Account budget or Capital budgets during the MTF financial years 2018/19 to 2022/23 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution;
16. Council confirm that the Council's relevant basic amount of Council Tax for 2018/19 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered.

**APPENDIX A - MEMBERS' ALLOWANCES SCHEME 2018/19**

The meeting, which commenced at 7.30 pm, closed at 10.12 pm.

---

resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

## Minutes

### COUNCIL

12 April 2018

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



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

	<p><b>MEMBERS PRESENT:</b></p> <p>Councillors: Shehryar Ahmad-Wallana Teji Barnes Jonathan Bianco Mohinder Birah Wayne Bridges Tony Burles Keith Burrows Alan Chapman George Cooper Judith Cooper Philip Corthorne Brian Crowe Peter Curling Catherine Dann Peter Davis Nick Denys Jazz Dhillon</p> <p>Janet Duncan Beulah East Ian Edwards Tony Eginton Duncan Flynn Neil Fyfe Dominic Gilham Raymond Graham Becky Haggard John Hensley Patricia Jackson Allan Kauffman Judy Kelly Kuldeep Lakhmana Eddie Lavery Richard Lewis Michael Markham</p> <p>Douglas Mills Peter Money John Morse Susan O'Brien John Oswell Jane Palmer Ray Puddifoot MBE John Riley Robin Sansarpuri David Simmonds CBE Jagjit Singh Brian Stead Jan Sweeting Michael White David Yarrow</p>
	<p><b>OFFICERS PRESENT:</b> Fran Beasley, Jean Palmer, Tony Zaman, Lloyd White, Morgan Einon, Beth Rainey and Neil Fraser</p>
47.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors Chamdal, Dheer, Dhot, Duducu, Gardner, Garg, Higgins, Jarjussey, R. Mills, and Seaman-Digby.</p>
48.	<p><b>DECLARATIONS OF INTEREST</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
49.	<p><b>MOTIONS</b> (<i>Agenda Item 3</i>)</p> <p>Councillor O'Brien moved, and Councillor Denys seconded, the suspension of Council procedure rules 14.4 to allow unlimited speaking time for the mover of the motion, and 14.6 with the effect that no amendments to the motion may be moved.</p> <p><b>RESOLVED: That the mover of the motion be allowed unlimited speaking time on this item, and that no amendments to the motion may be moved.</b></p>

	<p>In accordance with Council Procedure Rule 12, Councillor Puddifoot moved the following motion:</p> <p><i>“That, under the provisions of Section 249(5) of the Local Government Act 1972, the following persons be granted Honorary Freedom of the London Borough of Hillingdon, being the highest distinction in the power of the Council to bestow and that those persons so named be admitted to the Roll of Honorary Freemen of the Borough:</i></p> <ul style="list-style-type: none"> <li>• <i>George Edward Cooper of Derby Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.</i></li> <li>• <i>Catherine Sally Dann of Morford Way, Eastcote, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.</i></li> <li>• <i>Mohammed Khursheed of Harold Avenue, Hayes, (posthumously) in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.”</i></li> </ul> <p>The motion was seconded by:</p> <ul style="list-style-type: none"> <li>• Councillor Markham (for George Edward Cooper).</li> <li>• Councillor Simmonds (for Catherine Sally Dann).</li> <li>• Councillor Oswell (for Mohammed Khursheed).</li> </ul> <p><b>RESOLVED:</b> That, under the provisions of Section 249(5) of the Local Government Act 1972, the following persons be granted Honorary Freedom of the London Borough of Hillingdon, being the highest distinction in the power of the Council to bestow and that those persons so named be admitted to the Roll of Honorary Freemen of the Borough:</p> <ul style="list-style-type: none"> <li>• <b>George Edward Cooper of Derby Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.</b></li> <li>• <b>Catherine Sally Dann of Morford Way, Eastcote, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.</b></li> <li>• <b>Mohammed Khursheed of Harold Avenue, Hayes, (posthumously) in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.</b></li> </ul>
	<p>The meeting, which commenced at 6.00 pm, closed at 6.27 pm.</p>

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

## Minutes

### COUNCIL

10 May 2018

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



Councillor Carol Melvin (Mayor in the Chair - agenda items 1 to 4)

Councillor John Morgan (Deputy Mayor - agenda items 1 to 4)

Councillor John Morgan (Mayor in the Chair - agenda items 5 to 13)

Councillor David Yarrow (Deputy Mayor - agenda items 5 to 13)

#### **MEMBERS PRESENT:**

Councillors: Shehryar Ahmad-Wallana	Ian Edwards	Douglas Mills
Lynne Allen	Tony Eginton	Richard Mills
Simon Arnold	Scott Farley	Peter Money
Teji Barnes	Duncan Flynn	John Morse
Jonathan Bianco	Neil Fyfe	June Nelson
Mohinder Birah	Janet Gardner	Susan O'Brien
Lindsay Bliss	Martin Goddard	John Oswell
Wayne Bridges	Raymond Graham	Jane Palmer
Nicola Brightman	Becky Haggard	Ray Puddifoot MBE
Keith Burrows	John Hensley	Kerri Prince
Roy Chamdal	Henry Higgins	Devi Radia
Alan Chapman	Vanessa Hurhangee	John Riley
Farhad Choubedar	Patricia Jackson	Paula Rodrigues
Judith Cooper	Allan Kauffman	Robin Sansarpuri
Philip Corthorne	Kuldeep Lakhmana	Scott Seaman-Digby
Peter Curling	Eddie Lavery	David Simmonds CBE
Nick Denys	Richard Lewis	Jagjit Singh
Alan Deville	Heena Makwana	Brian Stead
Jazz Dhillon	Michael Markham	Jan Sweeting
Jas Dhot	Stuart Mathers	Steve Tuckwell
Janet Duncan	Carol Melvin	

#### **OFFICERS PRESENT:**

Fran Beasley, Jean Palmer, Paul Whaymand, Tony Zaman, Raj Alagh, Lloyd White, Mark Braddock, Morgan Einon, Beth Rainey and Nikki O'Halloran

#### 1. **APOLOGIES FOR ABSENCE** (*Agenda Item 1*)

Apologies for absence were received from Councillor Milani.

#### 2. **ELECTION RESULTS 2018, POLITICAL GROUPS ON THE COUNCIL AND CALCULATION OF POLITICAL BALANCE** (*Agenda Item 3*)

As a result of the Borough Council elections held on 3 May 2018, two political groups had been formed: the Hillingdon Conservative Group with Councillor Puddifoot as Group Leader and the Labour Group with Councillor Curling as Group Leader. It was moved by Councillor Puddifoot and seconded by Councillor Simmonds and:

	<p><b>RESOLVED: That the results of the recent elections and the resulting political balance of the Council be noted.</b></p>
3.	<p><b>ELECTION OF MAYOR 2018/2019</b> (<i>Agenda Item 4</i>)</p> <p>The Mayor thanked her Consort, her fellow Councillors, catering staff and officers for the support they had given her throughout her memorable year as Mayor. She provided the Council with some brief highlights of her Mayoral year and announced that she had raised over £45k for her charities.</p> <p>Nominations were invited for a Mayor to hold office for the 2018/19 municipal year. Councillor Morgan was nominated by Councillor Bianco and seconded by Councillor Flynn. There were no further nominations.</p> <p><b>RESOLVED: That Councillor John Morgan be elected as Mayor for the 2018/2019 municipal year.</b></p> <p><i>The Council adjourned for robing of the new Mayor at 7.48pm and reconvened at 8.02pm.</i></p>
4.	<p><b>ACCEPTANCE OF OFFICE BY THE MAYOR</b> (<i>Agenda Item 5</i>)</p> <p>The newly elected Mayor signed the declaration of acceptance of office.</p>
5.	<p><b>APPOINTMENT OF DEPUTY MAYOR</b> (<i>Agenda Item 6</i>)</p> <p>The Mayor informed the Council that he had appointed Councillor David Yarrow as Deputy Mayor and that his Deputy Mayoress would be Mrs Mary O'Connor.</p> <p><b>RESOLVED: That the Deputy Mayor and the Deputy Mayoress for the year be noted.</b></p>
6.	<p><b>NEW MAYOR'S ANNOUNCEMENTS</b> (<i>Agenda Item 7</i>)</p> <p>The new Mayor thanked those present for electing him. He advised that his wife, Mrs Fiona Morgan, would be his Mayoress for the year and that Mrs Pauline Bianco would be his Escort. The Mayor stated that his nominated charities for the year would be the Peter Pan and Wendy Ward at Hillingdon Hospital (to develop their new garden), PHAB and Grangewood School (for new IT equipment).</p>
7.	<p><b>VOTE OF THANKS TO OUTGOING MAYOR</b> (<i>Agenda Item 8</i>)</p> <p>Councillor Puddifoot moved a vote of thanks to the retired Mayor, Councillor Melvin, and her Consort, Mr Andrew Melvin. This was seconded by Councillor Curling.</p> <p>The Mayor (Councillor Morgan) presented a Past Mayor's badge to Councillor Melvin and Past Mayor's Consort badge to Mr Andrew Melvin. Councillor Puddifoot advised that, as the Council had come in under budget during the previous year, he would be recommending that Cabinet contribute to the funds raised by Councillor Melvin for her charities to take the total to £90k.</p> <p><b>RESOLVED: That the vote of thanks to the Outgoing Mayor, Councillor Melvin, be agreed.</b></p>

8. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 9*)

**(i) APPOINTMENT OF THE LEADER OF THE COUNCIL**

Nominations were invited for the position of Leader of the Council for the next four years. Councillor Simmonds moved, and Councillor D. Mills seconded, the nomination of Councillor Puddifoot. There were no further nominations and it was:

**RESOLVED: That Councillor Puddifoot be appointed as Leader of the Council for the next four year period.**

**(ii) APPOINTMENT OF CABINET**

The appointment by the Leader of the Council of Councillor Simmonds as the Deputy Leader and the following Members as Cabinet members for 2018/2019 was noted:

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

**(iii) APPOINTMENT OF COUNCIL CHAMPIONS**

It was moved by Councillor Puddifoot, seconded by Councillor Simmonds, and:

**RESOLVED: That the following Champions, as recommended by the Leader of the Council, be appointed:**

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

**(iv) REVIEW OF THE COUNCIL CONSTITUTION**

Councillor Puddifoot moved, and Councillor Simmonds seconded, the following recommendations:

- “a) the constitutional changes detailed in the report and Appendix A to:*
- Article 7 - Cabinet Scheme of Delegations;*
  - Article 6 - Policy Overview, Scrutiny and Select Committees; and*
  - Part 4 (E) - Policy Overview, Scrutiny and Select Committee Procedure Rules,*
- be approved.*
- “b) the Corporate Parenting Board be discontinued and its responsibilities be transferred to the Social Care, Housing and Public Health Policy Overview Committee, who may establish a Corporate Parenting Panel to provide effective oversight and improved integration of corporate parenting within the Council's governance arrangements.*
- “c) authority be delegated to the Head of Democratic Services, in consultation with the Leader of the Council, to update the Constitution, amend the Council's timetable of meetings and make any other necessary decisions required to*

*transition to and give effect to the new overview and scrutiny arrangements as set out in Appendix A of the report.”*

Councillor Curling moved an amendment to delete recommendation b). Following debate (Councillor Sweeting), the amended motion was put to a recorded vote:

Those voting for: Councillors Allen, Birah, Bliss, Curling, Dhillon, Dhot, Duncan, Eginton, Farley, Lakhmana, Mathers, Money, Morse, Nelson, Oswell, Prince, Sansarpuri, Singh and Sweeting.

Those voting against: The Mayor (Councillor Morgan), the Deputy Mayor (Councillor Yarrow), Councillors Ahmad-Wallana, Arnold, Barnes, Bianco, Bridges, Brightman, Burrows, Chamdal, Chapman, Choubedar, Cooper, Corthorne, Denys, Deville, Edwards, Flynn, Fyfe, Goddard, Graham, Haggard, Hensley, Higgins, Hurhangee, Jackson, Kauffman, Lavery, Lewis, Makwana, Markham, Melvin, D Mills, R Mills, O'Brien, Palmer, Puddifoot, Radia, Riley, Rodrigues, Seaman-Digby, Simmonds, Stead and Tuckwell.

Those abstaining: None.

The amended motion was lost.

The original motion was put to the vote and it was:

**RESOLVED: That**

- a) the constitutional changes detailed in the report and Appendix A to:
  - iv) Article 7 - Cabinet Scheme of Delegations;
  - v) Article 6 - Policy Overview, Scrutiny and Select Committees; and
  - vi) Part 4 (E) - Policy Overview, Scrutiny and Select Committee Procedure Rules,be approved.
- b) the Corporate Parenting Board be discontinued and its responsibilities be transferred to the Social Care, Housing and Public Health Policy Overview Committee, who may establish a Corporate Parenting Panel to provide effective oversight and improved integration of corporate parenting within the Council's governance arrangements.
- c) authority be delegated to the Head of Democratic Services, in consultation with the Leader of the Council, to update the Constitution, amend the Council's timetable of meetings and make any other necessary decisions required to transition to and give effect to the new overview and scrutiny arrangements as set out in Appendix A of the report.

9. **COMMITTEE ALLOCATIONS AND MEMBERSHIP 2018/2019** (*Agenda Item 10*)

It was moved by Councillor O'Brien, seconded by Councillor Denys, and:

**RESOLVED: That the appointment of Committees, Sub-Committees and their memberships as set out in Minute Annex A, be approved.**

10.	<p><b>COUNCIL MEMBERSHIP OF OUTSIDE ORGANISATIONS</b> (<i>Agenda Item 11</i>)</p> <p>Councillor O'Brien advised that the list of appointments to Outside Organisations was nearing completion and that the final list would be circulated once the Whips had confirmed the final appointments.</p> <p>It was moved by Councillor O'Brien, seconded by Councillor Denys and:</p> <p><b>RESOLVED: That finalising the appointment of Council representatives on outside bodies be delegated to the Head of Democratic Services in consultation with the Whips.</b></p>
11.	<p><b>POLICY OVERVIEW AND SCRUTINY COMMITTEES' ANNUAL REPORT</b> (<i>Agenda Item 12</i>)</p> <p>The Council received a report of the work covered by the Policy Overview and Scrutiny Committees in 2017/18. It was moved by Councillor Seaman-Digby, seconded by Councillor Riley, and:</p> <p><b>RESOLVED: That the Policy Overview and Scrutiny Committees' Annual Report 2017/2018 be endorsed.</b></p>
12.	<p><b>STATEMENT BY THE LEADER OF THE COUNCIL</b> (<i>Agenda Item 13</i>)</p> <p>The Leader noted that, at the previous week's election, residents had voted for a Conservative Administration to represent them over the next four years. The London Borough of Hillingdon was a well managed and financially stable organisation that focussed on what was best for local people. In the two weeks leading up to the election, John McDonnell MP had stated that he wanted Labour to win the local election with a significant majority. The result had given the Conservatives an increased majority.</p> <p>Councillor Puddifoot was aware that all Members wanted to make a difference and that this would be achieved through strong financial management and political leadership. He noted that he had a first class Deputy Leader in Councillor Simmonds and a highly competent Cabinet.</p> <p>The Leader advised that the London Borough of Hillingdon had a remarkable record of achievement with Council Tax continuing to be frozen, record investment in road maintenance, all libraries being rebuilt or refurbished at a time when other councils were closing theirs and record cash balances. As he approached his nineteenth year as Leader of the Council, Councillor Puddifoot recognised that it was important for the Council to make a difference for its residents by working together as a team to produce outstanding results. Councillor Puddifoot thanked the opposition for the part that they had played in the Council's achievements.</p> <p>Councillor Puddifoot acknowledged that the Administration had been measured on its past performance and he expected that these achievements would extend into the future by continuing to put Hillingdon residents first.</p>
	<p><b>MINUTE ANNEX A: COMMITTEE ALLOCATIONS AND MEMBERSHIP 2018/2019</b></p>
	<p>The meeting, which commenced at 7.30 pm, closed at 8.45 pm.</p>

---

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

## COMMITTEE MEMBERSHIP 2018/2019

### ORDINARY COMMITTEES

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

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

Other Voting Members (for education related items only):

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

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

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

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

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

Other Voting Members (for education related items only):

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

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

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

## COMMITTEE MEMBERSHIP 2018/2019

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

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

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

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

CONSERVATIVE	LABOUR
Edwards (Chairman)	Duncan (Lead)
Yarrow (Vice-Chairman)	Dhillon
Ahmad-Wallana	Birah
Chamdal	
Chapman	
Brightman	

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

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

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

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

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

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

**COMMITTEE MEMBERSHIP 2018/2019**

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

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

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

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

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

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

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

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

\*\*\*\*\*

## COMMITTEE MEMBERSHIP 2018/2019

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

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

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

Non-voting Independent Person:

Mr David Smith

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

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

Independent Member:

John Chesshire (Chairman)

**NO MEMBER OF CABINET OR EXECUTIVE SCRUTINY COMMITTEE MAY SIT ON AUDIT COMMITTEE.**

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

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

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

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

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

## COMMITTEE MEMBERSHIP 2018/2019

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

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

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

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

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

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

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

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

**COMMITTEE MEMBERSHIP 2018/2019**

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

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

## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

*Reporting Officer: Head of Democratic Services*

### (i) URGENT IMPLEMENTATION OF DECISIONS

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

#### Information

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

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
15/02/2018	Highways Programme 2017/18 Release no 3 – improvements to various roads across the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
23/02/2018	Bourne Farm, Breakspear Road North, Harefield – agricultural lease.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
27/02/2018	Property Works Programme 2017/18: Pembroke Health Centre Boiler Replacement.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
27/02/2018	Acquisition of Block E Union Park, Uxbridge and Associated Capital Release.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
28/02/2018	Housing Revenue Account: Better Neighbourhood Fund 2017/18 – various housing estate improvement projects suggested by tenants and Councillors.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
06/03/2018	Housing Revenue Account Works To Stock Programme 2017/18: Replacement Of Main Electrical Risers At Wellings House And Glenister House, Hayes - Release No 68.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
07/03/2018	Housing Revenue Account New General Needs Housing Stock 2017/18 (Housing Buy-Back Scheme) - Release No 8 – purchase of ex Right to Buy properties to supplement affordable housing provision in the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
13/03/2018	CCTV Programme 2017/18 and 2018/19 (Release No 2) – to enable CCTV upgrades at various locations.	Leader or the Council and Cabinet Member for Finance, Property & Business Services

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
14/03/2018	Award of Contract for Tenants Home Contents Insurance.	Leader or the Council, Cabinet Member for Finance, Property & Business Services & Cabinet Member for Social Services, Housing Health and Wellbeing
19/03/2018	Housing Revenue Account New General Needs Housing Stock 2017/18 (Housing Buy-Back Scheme) Release No 9 - purchase of ex Right to Buy properties to supplement affordable housing provision in the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
20/03/2018	Appointment of Consultancy for the Design and Build of the Hillingdon Outdoor Activities Centre (HOAC) and Associated Capital Release.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
11/04/2018	Contract for the full Maintenance and Repair of the Council's vehicle fleet at Harlington Road Depot.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
25/04/2018	Secondary School Expansion Programme - Vyners School - Contract Award for the construction of a new extension and associated remodelling works including Capital Release.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
25/04/2018	HRA Major Adaptations to Property 2018/19 Release No 2 – works to properties to assist disabled residents.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
15/05/2018	Housing Revenue Account Works To Stock Programme 2017/18: Urgent works to the roof At Rabbs Mill House, Uxbridge and associated Capital Release (Release No 74).	Leader or the Council and Cabinet Member for Finance, Property & Business Services
23/05/2018	Housing Revenue Account: Major Adaptations to Property 2018/19 Release No. 3 - works to properties to assist disabled residents.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
24/05/2018	The General Data Protection Regulation – approval of policies for the new data protection regime.	CABINET
31/05/2018	Housing Revenue Account New General Needs Housing Stock 2018/19 (Housing Buy-Back Scheme) – Release No.1 - purchase of ex Right to Buy properties to supplement affordable housing provision in the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
04/06/2018	Transport for London (TfL) Local Implementation Plan (LIP) 2018/19 - Capital Release No 1 – approval of transport projects across the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services

Date of Decision	Decision Type / Nature of Decision	Decision-Maker
12/06/2018	Award of Contract for Delivery of Social Care Efficiency and Improvement Programme – external support assist in transformation work.	Leader or the Council & Cabinet Member for Social Services, Housing Health and Wellbeing
13/06/2018	Housing Revenue Account New General Needs Housing Stock 2018/19 (Housing Buy-Back Scheme - Release No 2) - purchase of ex Right to Buy properties to supplement affordable housing provision in the Borough.	Leader or the Council and Cabinet Member for Finance, Property & Business Services
21/06/2018	Housing Revenue Account Works to Stock Programme 2018/19: Commercial Heating Gantry for Boiler Room at Barden Court, Harefield (Release No. 10).	Leader or the Council and Cabinet Member for Finance, Property & Business Services
22/06/2018	Housing Revenue Account Major Adaptations to Property 2018/19 - Release No 5 - works to properties to assist disabled residents.	Leader or the Council and Cabinet Member for Finance, Property & Business Services

BACKGROUND PAPERS: Decision Notices

## (ii) AUDIT COMMITTEE ANNUAL REPORT

### 1. Introduction

- 1.1 In line with good governance, it is essential that the Audit Committee not only meets and considers the reports and information within its remit, but also ensures that the wider Council is aware of the breadth and extent of the work it does on its behalf. The Annual Report of the Audit Committee 2017/18 contains information to be presented to Council, so that it can be assured that the Committee is acting appropriately on its behalf.
- 1.2 The Annual Report also provides an opportunity for Members to review the work of the Committee and comment on its contribution and performance. The terms of reference of the Committee are detailed in the Annual Report

**RECOMMENDATION: That the Annual Report of the Audit Committee 2017/18, attached at Appendix A, be noted.**

### 2. Information

- 2.1 The Annual Report summarises, for the Council, the work of the Audit Committee during 2017/18 and how it has undertaken its responsibilities for reviewing the key areas within its remit.
- 2.2 Specifically these include:
- Internal Control;
  - Risk Management;
  - Corporate Governance;

- Internal Audit;
- External Audit;
- Counter Fraud; and
- Financial reporting process of the Statement of Accounts.

2.3 The Audit Committee has a wide ranging brief that underpins the Council's governance processes by providing independent challenge and assurance of the adequacy of risk management, internal control including audit, anti-fraud and the financial reporting frameworks. The Audit Committee also approves the Annual Accounts and receives regular reports on the work of the external auditor.

### **Membership**

2.4 The Committee membership is shown below. They have a wide range of skills and bring both technical and professional experience to the role.

- Mr. John Chesshire - Independent Chairman - Appointed 2 November 2017;
- Cllr Scott Seaman-Digby - Vice Chairman;
- Cllr Martin Goddard;
- Cllr Tony Eginton
- Cllr Susan O'Brien

2.5 The current Independent Chairman has approximately 20 years' experience in the public and private sector working in the internal audit, risk management, business improvement and governance fields.

### **Activities**

2.6 During the course of meetings Members are briefed on relevant issues in relation to local government accounts, External Audit, Internal Audit, Use of Resources, Anti-Fraud arrangements, and Risk Management.

2.7 The role delegated by the Council to the Audit Committee is to provide independent assurance over the governance, risk management and the system of internal control in operation at the Council. The Audit Committee has fulfilled this role by undertaking the key activities including:

- Oversight of Internal Audit
- Oversight of External Audit
- Prevention and Detection of Fraud and Corruption
- Risk Management
- Approval of Financial Accounts
- Corporate Governance

Further information about these key activities are detailed in the report.

2.8 In line with best practice, an independent review of the Committee's effectiveness has been conducted by Internal Audit. This review provided 'reasonable' assurance that the Committee is operating effectively.

- 2.9 The Audit Committee considers that it has continued to make a significant contribution to ensuring that the key elements of the governance framework are given proper consideration and are appropriately challenged. It will continue to develop this role and contribute to strengthen internal control, risk management and governance throughout the authority.
- 2.10 Accordingly, in compliance with the Accounts and Audit (Amended) (England) Regulations 2015, the Audit Committee has reviewed the effectiveness of the systems of internal control by receiving regular reports from these areas above that contribute to the control framework.

## **FINANCIAL & LEGAL IMPLICATIONS**

There are no financial or legal implications arising directly from this report.

BACKGROUND PAPERS: None

### **iii) AMENDMENT TO THE COUNCIL CONSTITUTION**

#### **Health and Wellbeing Board Membership**

1. At the meeting of Council on 9 May 2013, the new Health and Wellbeing Board was formally approved as a Committee of the Council. The Board's Standing Orders specify that changes to its Statutory Membership must be determined by full Council.
2. A replacement is required for the Healthwatch Hillingdon statutory voting member. It is recommended that Ms Lynn Hill, Chair of Healthwatch Hillingdon, be named as the statutory voting member for Healthwatch Hillingdon.

**RECOMMENDATION: That Ms Lynn Hill, Chair of Healthwatch Hillingdon, be named as the statutory voting member for Healthwatch Hillingdon on the Health and Wellbeing Board.**

BACKGROUND PAPERS: None

### **(iv) REVIEW OF COUNCIL CONSTITUTION – PETITION SCHEME**

1. Part 5F of the Council's Constitution contains the Council's Petition Scheme which allows members of the public to have direct influence on the decision making process and to raise concerns that are important to them.
2. The well-established scheme enjoys high resident participation with circa. 200 petitions each year accompanied by thousands of signatories. The petitions process enjoys high satisfaction rates for those residents engaging directly in it; consistently at over 80% every year. This demonstrates a responsiveness by decision-makers to continually put residents first. As part of the petitions process the Council promises to:
  - **Value all petitions** – residents' views are important
  - **Give friendly advice** – how to best pursue the issue that residents have
  - **Make it easy** – lots of ways to submit a petition

- **Keep petitioners informed** – update the petition organiser about a petition’s progress
  - **Let residents have their say** – enable residents to speak to and directly influence Council decision-makers
3. This report considers some proposed changes to the Scheme to:
- Provide greater clarity on which petitions can and cannot be accepted and are feasible within the Council’s control. This will allow the Council to be more responsive to those petitions that are taken forward for action;
  - Adjust the Scheme to reflect the changing use of technology to provide more accessible ways in which residents can petition the Council.
  - Make it more fit for purpose and reduce duplication of wording.

**RECOMMENDATIONS: That the amended Hillingdon Council Petition Scheme, set out in Appendix B be approved, including:**

- **Increasing the threshold for valid e-petitions to Cabinet Members submitted using either the Council’s own e-petition facility or an alternative e-petition platform, to 100 valid ‘signatures’.**  
*[NB all petitions in relation to planning applications – and paper petitions to the Cabinet Member – will still require 20 valid signatories]*
- **Amending the sections relating to petitions that will not be considered as valid or that may not be taken forward.**
- **Other minor changes relating to GDPR requirements, information tabled at planning meetings and speaking rights at Licensing Sub-Committees.**

*Note – the changes above will only apply to new petitions received after 5 July 2018.*

**INFORMATION**

4. Anyone who lives in the Borough, including under 18s, can sign or organise an electronic (‘e’) or paper petition and the Council will treat as a petition anything which identifies itself as a petition, or which a reasonable person would regard as a petition, and which is signed by the appropriate qualifying persons.
5. To date the Council has set a requirement for at least 20 valid signatories before a petition is deemed to be valid. Where a communication contains less than 20 signatures, it is treated as a corporate complaint or service request. In certain circumstances, if agreed by the Cabinet Member, petitions with less than 20 signatories are accepted if it can be shown that the petition represents a significant amount of the people affected by the contents of a petition e.g. an issue in a small close with less than 20 residents.
6. In the case of paper petitions, a valid signature is classed as the name, address and signature of an individual that lives in the Borough and for e-petitions, a valid signature will be classed as the name, address and email address of an individual that lives in the Borough. Where an external petition system does not provide the full address, it is proposed that some indication of residency in the Borough be required.
7. In the current digital age it is recognised that compiling ‘signatures’ on an e-petition is very much easier than the more traditional method of asking people to

sign a piece of paper. This has the potential for the Borough to receive a number of such petitions, and indeed the number of electronic petitions submitted has been on the rise with 13 in 2016/17 to 37 in 2017/2018, nearly a 200% increase. It is, therefore, proposed to increase the limit for valid e-petitions submitted for Cabinet Member consideration to 100 signatories to ensure that petitions submitted in this manner have an adequate level of support. This would not relate to petitions for planning or licensing applications where it is proposed that the threshold remain the same.

8. Currently petitions are not be accepted in the following circumstances:
  - if they are received within six months of another petition having already been considered by the authority on the same matter;
  - if, in the opinion of the Head of Democratic Services, they are vexatious, frivolous, abusive or otherwise inappropriate or do not relate to a matter which is the responsibility of the authority, or over which the authority has some influence;
  - if they are statutory petitions or petitions where there is already an existing right of appeal or a separate complaints procedure, e.g., staffing, disciplinary or grievance matters;
  - if they require the disclosure of exempt or confidential information.
  
9. Whilst the Council accept petitions on a variety of matters under its remit, over recent years there have been some petitions received which are not within the Council's remit to make a difference or seek to overturn an existing democratically made decision, e.g. by a Planning Committee. For the benefit of clarity to petitioners, it is proposed that the section in the Appendix entitled 'Petitions that will not be accepted by the Council' also includes those:
  - That are not within the direct responsibility of the Council's services or Cabinet / Cabinet Members portfolios.
  - Upon receipt, directly seek to overturn a democratically approved decision by the Council upon which at statutory local public consultation has already taken place as determined by the Head of Democratic Services.
  - Where the petition relates to the powers of another body, that the Council will provide the necessary advice to the petitioner so they can refer it to that body at the most appropriate level.
  
10. It is important the Council considers each petition on a case-by-case basis, so the Council can respond to best effect. So, when some petitions are received, the Council may need to seek further clarification from the lead petitioner before taking forward. Additionally, the Council may wish to respond more proactively to the petition where the action requested is already planned to be implemented as part of the Council's approved service plans and capital projects, or if there is a more established route for progressing the action requested in the petition. Furthermore, where petitions are received that are fundamentally not possible within the Council's resources or legal powers, the Council may wish to respond to explain why this is the case. Occasionally, the Council may receive model or template petitions from residents that are sent out to them from organisations seeking to promote a particular cause on a large scale. As these will generally not be specific to Hillingdon, the Council may wish to best address its response in other ways.

11. It is therefore proposed that the section in the Appendix entitled 'Other Petitions that may not be taken forward' includes those:
- that do not contain specific proposals for action;
  - that relate to new or amended service policies, proposals or projects that are not legal, operationally feasible or financially affordable within the Council's approved service programmes or budget;
  - where the specific matter requested has already formally been agreed to be implemented within the Council's approved budget to the benefit of the petitioners, e.g. new bowls club refurbishment;
  - that could be considered through established alternative resident engagement programmes of the Council, e.g. Chrysalis or Ward Budget Scheme [unless these programmes have already been exhausted].
  - That are non-specific to Hillingdon and are about causes on a larger, possibly national, scale.
12. Other minor changes have been proposed to give petitioners more advice on how the Council handles and process petitions, including in relation to recent data protection changes. Additionally, amendments have been proposed to set in stone any existing conventions or requirements of other legislation as follows:
- Clarifying that additional information 'tabled' by petitioners, applicants or agents at Planning Committee meetings should be sent 48 hours before the meeting, unless the Chairman agrees otherwise. This ensures there is sufficient time for all parties to read the information.
  - Updating speaking arrangements for any licensing related petitions in-line with the relevant legislation, as these would also be classed as 'representations' under the relevant Act, which provides for different, established procedures for all parties involved to present their views at Sub-Committee hearings.

## **FINANCIAL IMPLICATIONS**

13. There are no financial implications arising directly from this report.

## **LEGAL IMPLICATIONS**

14. The Petitions Scheme forms a part of the Constitution and any changes must, therefore, be approved by Full Council.

BACKGROUND PAPERS: None

## **(v) LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF ELECTORAL ARRANGEMENTS**

### **1. Introduction**

- 1.1 The Local Government Boundary Commission for England (LGBCE) is undertaking a review of the London Borough of Hillingdon's local government electoral arrangements. The outcome of the review will be implemented for the May 2022 Council elections.
- 1.2 The purpose of an electoral review is to consider:
- the number of Councillors elected to the Council,
  - the number & names of wards,
  - the ward boundaries and
  - the number of Cllrs per ward.
- 1.3 The review will focus on local government arrangements. The outcome of the review of Parliamentary constituencies which concluded last year, is still awaited.
- 1.4 The Council has been invited to make a submission to the Commission regarding the proposed size of the Council (number of Councillors) from 2022 onwards. The purpose of this report is to ask Members to consider the contents of the proposed submission to the LGBCE regarding the potential future Council size.

**RECOMMENDATION: That the draft submission, attached as Appendix C, be approved for submission to the LGBCE and the Head of Democratic Services, in consultation with the Leader of the Council, be authorised to make any minor amendments prior to submission by the end of July 2018.**

### **2. Background**

- 2.1 Periodically the LGBCE will conduct a review of all local authority electoral arrangements using the following statutory criteria:-
- The need to secure electoral equality (a consistent number of electors per Councillor)
  - Community identity (strong ward boundaries that reflect communities); and
  - Securing effective and convenient local government (coherent wards)
- 2.2 The current LBH electoral arrangements were established after the previous review in 1999 and resulted in 22 wards and 65 Councillors.
- 2.3 The preliminary stage of the current review will determine future Council size; i.e. the number of elected Councillors. The decision on Council size by the LGBCE will inform the next stage of the review, which will consider size and number of wards, ward names, ward boundaries and the number of councillors to represent each ward.

- 2.4 The LGBCE will announce their decision regarding the number of councillors required to represent residents of the London Borough of Hillingdon at the end of August 2018 having considered evidence about:
- The governance arrangements of the Council and how it takes decisions across the broad range of its responsibilities;
  - The Council's scrutiny functions relating to its own decision making and the Council's responsibilities to outside bodies; and
  - The representational role of Members in the local community and how they engage with electors, conduct casework and represent the Council on local partner organisations.
- 2.5 Whilst the decision regarding the number of Councillors is not open to debate, there will follow a 2 month period of consultation during which the Commission will invite suggestions from all interested parties for the structure of electoral wards within the Borough i.e. number, names and boundaries of wards.
- 2.6 In January 2019 the Commission will then produce a first set of draft proposals based on the submissions received and a second period of consultation will commence until March 2019.
- 2.7 A final decision will then be expected in May 2019 for implementation at the Council elections in May 2022.

## **FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report. The decision of the LGBCE regarding the size of the Council may result in financial implications in 2022. The scale of these implications will not be quantified fully until the completion of the Stage Two part of the review process.

## **LEGAL IMPLICATIONS**

The Local Democracy, Economic Development and Construction Act 2009 sets out the duty placed on the LGBCE to undertake an electoral review of every principal local authority in England 'from time to time'. Decisions regarding electoral arrangements in the Borough are reserved to Full Council.

BACKGROUND PAPERS: None

## Annual Report of the Audit Committee 2017/18

21 March 2018

### Report Distribution:

<u>Meeting</u>	<u>Date</u>
Audit Committee	11 April 2018
Council	5 July 2018



## 1. Introduction

- 1.1 In line with best practice guidance, the Audit Committee is required to submit an annual report to Council, outlining the Audit Committee's activities over the previous year. This report summarises, for the Council, the work of the Audit Committee during 2017/18 and how it has undertaken its responsibilities for reviewing the key areas within its remit. Specifically these include:
- Internal Control;
  - Risk Management;
  - Corporate Governance;
  - Internal Audit;
  - External Audit;
  - Counter Fraud; and
  - Financial reporting process of the Statement of Accounts.
- 1.2 Accordingly, in compliance with the Accounts and Audit (Amended) (England) Regulations 2015, the Audit Committee has reviewed the effectiveness of the systems of internal control by receiving regular reports from these areas above that contribute to the control framework.
- 1.3 This report provides an opportunity for Council Members to review the work of the Audit Committee and comment on its contribution and performance.

## 2. Key Activities of the Audit Committee

- 2.1 The Terms of Reference of the Committee are attached at **Appendix A**. These were amended at the Council meeting held on 11 May 2017, following an Internal Audit review of the Effectiveness of the Audit Committee. The updated Terms of Reference provides clarity and clearly outlines the different roles and responsibilities that surround the Council's wide ranging audit and governance activities, namely: strategy and policy (Leader/Cabinet Members), operational/service delivery (officers) and review and monitoring (Audit Committee).
- 2.2 During the 2017/18 year (1 April 2017 to 31 March 2018) the membership of the Audit Committee comprised as follows:
- Mr. John Chesshire - Independent Chairman - Appointed 2 November 2017;
  - Mr. Rajiv Vyas - Independent Chairman - Appointed on 6 November 2014 and left the Council on 11 May 2017;
  - Cllr Scott Seaman-Digby - Vice Chairman - Appointed 12 May 2016;
  - Cllr George Cooper - reappointed 5 June 2014;
  - Cllr Tony Eginton - Appointed 5 June 2014; and
  - Cllr Susan O'Brien - Appointed 5 June 2014.

The current Independent Chairman has approximately 20 years experience in the public and private sector working in the internal audit, risk management, business improvement and governance fields.

- 2.3 The role delegated by the Council to the Audit Committee is to provide independent assurance over the governance, risk management and the system of internal control in operation at the Council. The Audit Committee has fulfilled this role by undertaking the following key activities:
-

**a) Oversight of Internal Audit**

- The Audit Committee oversaw the activity of the Council's Internal Audit service to assist it in its role of monitoring the internal control, risk management and governance arrangements of the Council's operations. During the year, the Audit Committee has reviewed the 2016/17 Internal Audit Annual Report, received quarterly Internal Audit progress reports, scrutinised Internal Audit performance and approved the 2017/18 Internal Audit Plan.
- In addition, the Audit Committee received a report following the External Quality Assurance assessment of the Internal Audit Service, required by the Public Sector Internal Audit Standards (PSIAS) to be completed every five years. This report highlighted that Hillingdon's Internal Audit service was just one of a few across London to be provided with an independent opinion that the service **'fully conforms'** with the PSIAS.
- The Internal Audit Charter was last updated in December 2016. A slightly updated Charter is scheduled to be presented to the Audit Committee at its planned meeting on 11 April 2018.
- The Committee also reviewed the key findings from Internal Audit reviews and sought explanations from the Head of Internal Audit about the recommendations emanating from 'limited' or 'no' assurance audits. It monitored the number of outstanding recommendations and was pleased to note a substantial reduction in the number of high risk outstanding recommendations this year.
- The Committee played an important role in raising the profile of Internal Audit by supporting it in its role of assisting management in the Council. During the year it encouraged the continued development of the Internal Audit service.
- Internal Audit has now embedded a more collaborative approach in working with management to help achieve positive outcomes for the Council. The Audit Committee was informed of the increased amount of consultancy work carried out by Internal Audit during 2017/18.
- In keeping with good governance arrangements, Members of the Audit Committee have had a private meeting with the Head of Internal Audit this year.
- The Audit Committee is satisfied that Internal Audit is effective and adds value to the Council.

**b) Oversight of External Audit**

- The Audit Committee reviews the activity of the Council's External Auditors (Ernst & Young) to assist it in its role of monitoring the internal control, risk management and governance arrangements of the Council's operations. The Committee has received and considered the external audit plan, received progress updates and reviewed external audit performance.
- An unqualified audit opinion was provided by the external auditors on the Council's 2016/17 financial statements.
- In keeping with good governance arrangements, Members of the Audit Committee have had a private meeting with External Audit this year.

**c) Prevention and Detection of Fraud and Corruption**

- The Council operates a zero tolerance policy towards fraud and corruption. Responsibilities for the Council's anti-fraud and anti-corruption arrangements were transferred to the Business Assurance Counter Fraud Team (BACFT) on 1 August 2017. The BACFT carries out a range of criminal and non-criminal types of investigations, although predominantly its focus during 2017/18 has been on tenancy fraud.

- The National Fraud Initiative (NFI), detecting potential fraud by matching electronic data sets within and between public and private sector bodies is co-ordinated by the BACFT. Relevant service areas across the Council review the initial data matches and then refer them to the BACFT for investigation (where appropriate to do so).
- The Audit Committee has received consolidated quarterly progress reports from the Business Assurance Counter Fraud Team. The team has responsibility for the oversight of the effectiveness of the Council's policies and procedures to prevent and detect fraud and corruption and it was noted by the Committee that these are in the process of being updated by the team.
- A move to a risk based approach to counter fraud activities is in the process of being embedded across the team. Intelligence Officers within the team analyse and risk assess any referrals and pass them to the verification and investigation officers in the team then for further work (where appropriate to do so).
- The Audit Committee is generally satisfied with the effectiveness of the Council's counter fraud arrangements during 2017/18 and is looking forward to seeing an increased risk based approach taken during 2018/19.

**d) Risk Management**

- The Audit Committee received the annual risk management report in September 2017 as part of the Committee's role to independently assure the Council's corporate risk management arrangements.
- In addition, the Committee agreed the Council's Risk Management Policy and Guidance in November 2017. The Committee has monitored and reviewed the Council's risk management arrangements during the year through a quarterly risk management report, including the updated Corporate Risk Register. It sought assurances that action was being taken on risk related issues.
- The Audit Committee is satisfied that these arrangements enable it to provide sufficient challenge to officers around the identification and management of the key risks to the Council.

**e) Approval of Financial Accounts**

- In September 2017 the Audit Committee approved the Council's annual statement of accounts for 2016/17. This included considering whether appropriate accounting policies have been followed and whether there are concerns arising from the external audit of the financial statements that need to be brought to the attention of the Council. The Audit Committee scrutinised the accounts in some detail and challenged the officers where appropriate. As part of this process the Committee considered the External Auditor's Annual Report to those charged with governance on issues arising from the external audit of the accounts. An unqualified opinion was provided by Ernst & Young in September 2017.

**f) Corporate Governance**

- The Audit Committee successfully oversaw the production of the Council's Annual Governance Statement (AGS) for 2016/17 and approved it as part of the Statement of Accounts in September 2017. The Committee is currently in the process of providing oversight in relation to the production of the AGS for 2017/18.

### 3. Improvements in the Audit Committee's Effectiveness

- 3.1 In line with best practice, an independent review of the Committee's effectiveness has been conducted by Internal Audit. This review provided **REASONABLE** assurance that the Committee is operating effectively. The final report was issued on 18 November 2016 and was presented to the Audit Committee at its meeting on 15 December 2016.

- 3.2 Further to the final report, Democratic Services, in liaison with the Audit Committee, is in the process of developing a skills matrix and training and development plan for all Audit Committee members. These initiatives will continue to enable the Audit Committee to perform its duties even more effectively moving forward.
- 3.3 Following amendments to the Audit Committee's Terms of Reference, concern was expressed at the deletion of the power the Audit Committee had to require senior managers of Council services to attend meetings. The External Auditors have noted that it is unusual for the Audit Committee of a local authority not to have this power. As a consequence the Terms of Reference do not comply fully with best practice, potentially affecting the effectiveness of the Audit Committee. However, during the 2017/18 year there have been no occasions where the Audit Committee believes this lack of this power has hindered its effectiveness in any way. It is also noted that despite the deletion of the power of the Audit Committee to require senior managers to attend meeting, Members still have the authority to request senior management attendance at meetings.

#### 4. Conclusion

- 4.1 The Audit Committee considers that it has continued to make a significant contribution to ensuring that the key elements of the governance framework are given proper consideration and are appropriately challenged. It will continue to develop this role and contribute to strengthen internal control, risk management and governance throughout the authority.
- 4.2 I would like to thank all Members and officers who have been involved in the work of the Audit Committee throughout the past year.

**Mr. John Chesshire**

Independent Chairman of the Audit Committee  
London Borough of Hillingdon

21 March 2018

## **Terms of Reference**

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

### **Introduction**

The Audit Committee's role will be to:

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

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

### **Internal Audit**

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

### **External Audit**

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

**Governance Framework**

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

**Accounts**

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

**Review and reporting**

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

This page is intentionally left blank

## PART 5 - CODES

## F

### HILLINGDON COUNCIL PETITION SCHEME

Hillingdon Council's petition process enjoys high resident participation and satisfaction and, as a part of that process, the Council promises to:

- **Value all petitions** – residents' views are important
- **Give friendly advice** – how to best pursue the issue that residents have
- **Make it easy** – different ways to submit a petition
- **Keep you informed** – update the petition organiser about a petition's progress
- **Let you have your say** – enable residents to speak to and directly influence Council decision-makers

---

#### Petitions Overview

The petition process allows the residents of Hillingdon to have direct influence on the decision-making process and to raise concerns that are important to them. All petitions sent or presented to the Council will receive a written acknowledgement within 5 working days of receipt. This acknowledgement will set out what the Council plans to do with the petition and when the petition organiser can expect to hear from the Council again. The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition. More than one petition can be received on a particular issue, whether for or against that issue.

#### How will the Council respond to petitions?

The Council's response to a petition will depend on what the petition asks for and how many people have signed it, but may include one or more of the following:

- Taking the action requested in the petition
- Considering the petition at an appropriate Council / Committee meeting enabling the lead petitioner to speak on the matter before a decision is made
- Holding an inquiry into the matter
- Undertaking research into the matter
- Considering the petition at a Petition Hearing with the relevant Cabinet Member, enabling the lead petitioner to speak directly to the decision-maker
- Carrying out a consultation
- Holding an informal meeting with the petition organiser
- Writing to the petition organiser setting out the Council's views about the request in the petition and what the Council can or cannot do about it

In addition to these steps, the Council will consider all the specific actions it can potentially take with regard to the issues highlighted in a petition.

## **Privacy of information in a petition**

By signing a petition, every signatory provides the Council with their name, address and signature (and sometimes their contact details) in order to demonstrate support for an issue and influence the decisions the Council makes. The Council will ensure the personal data within a petition is not released for any purpose other than to consider the petition as set out in this Petition Scheme and the associated public-facing democratic process. The handling of petitions falls under the “public task” legal requirement for processing personal data under the Data Protection Act 2018, necessary for activities that support or promote democratic engagement. Details of the signatories to a petition will not be available for public inspection by any third party outside the Council or published on the Council website.

Should someone signing a petition wish for their name and address to be removed from a petition either a) because they no longer support it or b) wish for their personal details to be removed for privacy reasons, then this will be done upon receipt of a request in writing to the Head of Democratic Services.

## **Section A: submitting a petition**

### **Who can submit a petition?**

Anyone who **lives** in the Borough, including under 18s, can sign or organise a paper or electronic petition.

### **What makes a valid petition and how many signatures are needed?**

Petitions can be either paper or electronic. For the purposes of this scheme, the Council will treat as a petition anything which identifies itself as a petition, or which a reasonable person would regard as a petition, and which is signed by people that live within the Borough. The lead petitioner must also live within the Borough. If they do not, they may choose another representative who lives in the Borough to lead their petition.

*All paper petitions received; and electronic petitions that are on a current planning applications or licensing matters (minimum 20 valid signatories):*

For practical purposes, the Council has set a requirement for at least 20 valid signatories before it is treated as a valid petition. In the case of paper petitions, a valid signature will be classed as the name, address and signature of an individual that lives in the Borough (duplicate signatories will not be counted). For electronic petitions, the Council requires a name, valid email address and an indication of residency in the Borough as part of the electronic petition system being used.

Electronic petitions on Council services to the Cabinet Member (minimum 100 valid signatories):

Recognising that compiling 'signatures' on an electronic petition is very much easier than a paper petition, for petitions about Council service matters, these will require at least 100 valid signatories before it is treated as a valid petition. This must include a name, valid email address and an indication of residency in the Borough as part of the relevant electronic petition system being used. This includes the Council's own electronic petition facility.

Petitions under 20 signatures (or under 100 in the case of electronic cabinet member petitions)

Such petitions are not valid and will be treated as a corporate complaint, service request or representation, e.g. on a planning application, whichever is appropriate, and will be passed to the appropriate department to take forward and respond. The appropriate Ward Councillors will also be notified of these petitions.

However, in the case of a Cabinet Member petition, a Ward Councillor may request that the relevant Cabinet Member treat such petitions as valid. Upon their agreement, the petition will become valid and proceed forward through the democratic process.

For petitions under 20 signatures on planning applications, ward councillors may exercise their right to call-in the application to Committee, though speaking rights for the petitioner will not apply.

**What are the guidelines for submitting a petition?**

Before submitting a petition, petitioners are advised to first check with their Ward Councillors or with the Council to see if the Council is already acting on the concerns raised.

Petitions submitted to the Council must include a clear and concise statement covering the subject of the petition and should also state what action the petitioners wish the Council to take. If about a planning application it should state the application number. At least 20 of the signatories to a paper petition will be validated to ensure that they live in the Borough by comparing the names and addresses with records held by the Council. The Head of Democratic Services will determine the validity of signatories to an electronic petition.

Petitions should be accompanied by contact details for the petition organiser or lead petitioner (including an address and, where possible, a contact telephone number and/or email address). This is the person that will be contacted to explain how the petition will be responded to. If a paper petition does not identify a petition organiser, normally only the first person on the petition will be contacted.

If deemed appropriate by the Head of Democratic Services, a paper petition and an electronic petition that are on the same subject from the same petition organiser may be combined as a single petition and the lead petitioner will be advised accordingly.

## **Electronic Petitions**

Electronic petitions may be submitted through the Council's website ([www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)), although it is recognised that other online electronic petition facilities are available and the Council is happy to accept these where it can be identified that the people signing the petition live in the Borough.

When an electronic petition is created using the Council facility, it may take up to 7 working days before it is published on the Council's website. This is because of the need to check the content of the petition before it is made public and available for people to sign. If the Council considers that it cannot publish and must reject a petition, the petition organiser will be contacted within this period to explain why. Where possible, the petition organiser will have the opportunity to change and resubmit the petition within 15 working days, otherwise it may be rejected.

Once an electronic petition is accepted, the petition organiser will need to decide how long they want their petition to be open for signatories. Most petitions will run for a few weeks but the petition organiser can choose a shorter or longer timeframe, up to a maximum of 3 months. If no time is selected, the petition will automatically be kept active for 3 months.

The Council will advise further on timings in the case of electronic petitions on current planning applications so that they can be submitted before determining the matter.

When a resident wishes to sign an electronic petition using the Council facility, they will be asked to provide their name, address and a valid email address. Once this information has been validated, the petitioner's signature will be added to the petition.

### **How should a petition be submitted to the Council?**

The Democratic Services Team is responsible for receiving, managing and reporting all petitions sent to the Council. Paper petitions can be sent by post, hand delivered or scanned and emailed to:

Head of Democratic Services  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge  
Middlesex UB8 1UW  
Email: [petitions@hillingdon.gov.uk](mailto:petitions@hillingdon.gov.uk)

Completed electronic petitions using an alternative system to the Council's facility can also be printed off, posted, hand delivered or scanned and emailed.

## Section B: petition rules

### **Petitions which will not be accepted by the Council**

Petitions will be on a variety of matters under the Council's remit. However, in the following circumstances, petitions will not be accepted and thereby rejected if they:

- a) Are not within the direct responsibility of the Council's services or Cabinet / Cabinet Members portfolios.
- b) Are received within six months of another petition having already been considered by the authority on the same matter.
- c) Upon receipt, directly seek to overturn a recent democratically approved decision by the Council upon which statutory and/or local public consultation has already taken place, as determined by the Head of Democratic Services.
- d) Petitions, whereby there is an existing statutory appeals or higher complaints process, e.g., ombudsman, planning inspectorate
- e) Petitions that will require the disclosure of personal data, exempt or confidential information or relate to any specific council employee(s) or contracted member of staff.
- f) Petitions, that in the opinion of the Head of Democratic Services, are vexatious, frivolous, abusive, illegal or otherwise inappropriate.

If a petition is deemed unacceptable, the petition organiser will be contacted with an explanation why the petition will not be accepted.

If a petition is about something over which the Council has no direct control (for example the local railway or hospital) for which another authority is responsible, the lead petitioner will be provided with the necessary information and advice to refer their petition directly to the relevant authority concerned.

### **Other petitions which may not be taken forward**

In the following circumstances, petitions will be responded to proactively, but may not be taken forward further by the Council, if in the opinion of the Head of Democratic Services (in consultation with the relevant Cabinet Member/Leader of the Council):

- a) They do not contain specific proposals for action;
- b) Relate to new or amended service policies, proposals or projects that are not legal, operationally feasible or financially affordable within the Council's approved service programmes or budget;
- c) Where the specific matter requested has already formally been agreed to be implemented within the Council's approved budget to the benefit of the petitioners, e.g. bowls club refurbishment in the capital programme;
- d) They could be considered through established alternative resident engagement programmes of the Council, e.g. Chrysalis or Ward Budget Scheme [unless these programmes have already been exhausted].
- e) Where the petition (including any adaptations made to it) has originated from international, national or regional bodies and organisations for their own

promotional purposes to canvass support for an issue that is not specific to Hillingdon

In such cases, the petitioner organiser will be contacted appropriately for any clarification, advice or further information on their petition.

Petitions which raise issues of alleged Member misconduct will be taken as complaints arising under the Local Government Act 2000 and the Localism Act 2011 and, where appropriate, will be reported to the Council's Monitoring Officer.

### **Multiple Petitions**

For issues of practicality, where the Council receives more than one petition in relation to the same issue (e.g., a planning application), the Cabinet Member / Chairman of the relevant Committee will have discretion to amend the speaking rights, the number of speakers and speaking timings. Please note that it is not an automatic right that each petition organiser will get 5 minutes to speak if there is more than one petition.

### **Petitions received during an Election Period**

Due to restrictions imposed in the period immediately before any election or referendum, the Council may need to deal with petitions differently. If this is the case, the petition organiser will be contacted to explain the reasons and discuss the revised timescale that will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, the petition organiser will be contacted to explain the reasons.

## **Section C: considering a petition**

### **What types of petition are there?**

In considering a valid petition, it will usually fall into one of the four categories below and the process for how the Council responds to it will be different:

- a. Cabinet Member Petitions
- b. Planning Petitions
- c. Licensing Petitions
- d. Petitions to be considered at another Council committee.

### **What will the Council do when it receives a valid petition?**

Whether paper or electronic, a written acknowledgement will be sent to the petition organiser within 5 working days of receiving the petition. This acknowledgement will let the petition organiser know what the Council plans to do with the petition and when they can expect to hear from the Council again. In addition, when an electronic petition, using the Council facility, has closed for signature and receives sufficient responses, a petition acknowledgement and response will be emailed to everyone who has signed the petition and has elected to receive this information.

### a. Cabinet Member Petitions

Such petitions are on matters relating to Council services within the remit of the Cabinet or relevant Cabinet Member.

If the petition needs more investigation, the Council will tell the petition organiser what steps the Council plans to take and how the matter can be resolved. The lead petitioner will be asked if they are satisfied with the proposed action or outcome and whether they would like to close their petition. If the lead petitioner is not satisfied, the Council will hold a petition hearing with the Cabinet Member at the earliest opportunity.

In the vast majority of cases, valid petitions will be considered by the relevant Cabinet Member at a Petition Hearing where s/he will decide what action (if any) will be taken.

A valid petition will entitle the petitioners to have their petition considered by the relevant Cabinet Member at a Petition Hearing to argue their case or promote a particular issue. Such petitions will be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities for the issue raised and the options for action.

The petitioner organiser of each petition, or their representative, may address the Petition Hearing for up to 5 minutes\* and may answer questions from the Cabinet Member for a further 3 minutes. Ward Councillors will also be permitted to speak for up to 3 minutes on each petition relating to their Ward. Extending these time limits is at the discretion of the Cabinet Member.

Where a petition organiser meets a Cabinet Member at a Petition Hearing, either by right or where the Cabinet Member has agreed to meet them, the following procedures shall apply:

- A written report from officers must be published at least 5 clear working days before the meeting;
- The meeting shall normally take place at the Civic Centre, unless the Cabinet Member decides otherwise;
- The meeting shall be open to the public and press (subject to the Access to Information Act rules);
- The meeting shall be attended by officers from the appropriate service area and by a representative of Democratic Services;
- The appropriate Ward Councillors shall be informed of the date and time of the meeting and may attend and have the right to speak at the meeting for up to 3 minutes;
- The lead petitioner or their nominated representative, where they have been either invited to attend by the Cabinet Member or where they have the right to attend, shall have the right to speak about the matter raised in the petition for a maximum of 5 minutes\* and the Cabinet Member may ask them questions about the petition. Where it is a single petition, the time limit may be extended with the consent of the Cabinet Member;
- The Cabinet Member shall either announce their decision once they have heard the petitioner (and this decision shall be recorded and published), or they may decide that they wish to consider the matter and make a decision at a later date.

Where the Cabinet Member decides to make a decision at a later date, the Member shall inform the Head of Democratic Services as soon as they have made a decision and this shall be recorded and published. There shall be no further right for a petition organiser to meet with the Cabinet Member;

- The petition organiser will be informed of the decision in writing, and if their request is agreed, subsequently kept informed of progress in implementing the matter.

The relevant Cabinet Member has the power to decide whether they wish the petition to be heard at a Cabinet meeting for decision instead of being considered at a Petition Hearing. Valid petitions may be presented to the Cabinet for decision where so decided by the Cabinet Member holding the appropriate portfolio relating to the matter raised in the petition. Such petitions shall be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities in relation to the issue raised and the options for action. One representative of any petition may address the Cabinet for up to 5 minutes \* and may answer questions from Cabinet Members for a further 3 minutes.

*\* Please note that the Cabinet Member (or Chairman of the Cabinet) reserves the right to vary all speaking time limits if there is more than one petition in relation to one issue.*

#### b. Planning Petitions

A valid petition will be relation to a live planning application before it has been determined and the Council will inform the petition organiser about their right to speak on the application to be considered by the Council and that they will be contacted again before the date of the relevant Planning Committee meeting about participating in the democratic process.

The petitioner organiser (or their nominated representative) will be invited to attend and speak for up to 5 minutes\* in relation to that matter at the meeting at which the application will be considered. The applicant (or their agent) will also get the opportunity to speak for 5 minutes\* where a valid petition has been accepted by the Council in relation to their application. Ward Councillors will be permitted to speak for up to three minutes in relation to an application if they have notified their intention to do so in advance to the Committee Chairman. Members of the Committee will also be able to ask questions of the petitioners for up to three minutes. Notification of the intention to speak and the name of the speaker must be supplied to the Head of Democratic Services at least 24 hours before the meeting.

All petitions in relation to Planning Committees should be received by the Head of Democratic Services no later than 48 hours prior to the meeting. Discretion to allow petitions after this deadline can only be approved by the Chairman of the relevant Planning Committee.

Any supplementary information to be presented by the petitioner, applicant or agent at the meeting should be provided to Democratic Services no later than 48 hours prior to the meeting, unless the Chairman of the Committee agrees otherwise.

If the organiser of a petition would like to address a second or subsequent meeting which is to consider the issue which gives rise to their petition (e.g. if the matter is deferred), they will need to organise another valid petition.

*\*Please note that the Committee Chairman reserves the right to vary all speaking time limits is more than one petition in relation to one issue.*

#### c. Licensing Petitions

Such petitions would be on matters, for example, in relation to street trading, entertainment, alcohol or premises related licensing, sex establishments, scrap metal or gambling.

In such cases, petitions may only be submitted to the Licensing Authority or Licensing Team as relevant representations and, if applicable, during any statutory consultation period on the matter. The lead petitioner / applicant (or their nominated representative) will then have the opportunity to address a Licensing Sub-Committee on the matter as set out in the relevant hearing protocol or legislation. The Council will advise the lead petitioner further on this different process upon receipt of such a petition.

#### d. Petitions to be considered at another appropriate Council Committee

In the case of petitions concerning subjects which would normally fall to be considered by a Council body other than those above, the Head of Democratic Services, in consultation with the Leader of the Council, will determine which Council decision making body should hear and determine the petition.

The petitioner organiser (or their representative) will be invited to attend and speak for up to 5 minutes\* in relation to that matter at the meeting at which the application will be considered.

*\*Please note that time limits may vary if there is more than one petition in relation to one issue.*

#### Petitions requesting a referendum

For further information on the submission of petitions to the Council requesting a referendum, please contact the Democratic Services Team at [petitions@hillington.gov.uk](mailto:petitions@hillington.gov.uk) or by calling 01895 250636.

---

## **Is there any other way to have a say?**

The Council will always try to identify and solve problems at an early stage. The Council is committed to receiving feedback as this helps to develop and review services. It is recognised that petitions are just one way in which people can let the Council know about their concerns. Other ways that people can have their say include:

- Making a complaint using the Council's Complaints System  
(<http://www.hillingdon.gov.uk/index.jsp?articleid=5881>)
- Contacting your local Councillor  
(<http://modgov.hillingdon.gov.uk/mgMemberIndex.aspx>)
- Contacting your local MP  
(<http://www.hillingdon.gov.uk/index.jsp?articleid=18212>)



## Electoral Review of the London Borough of Hillingdon

### 1. Introduction

The Local Government Boundary Commission for England (LGBCE) is undertaking a review of the London Borough of Hillingdon's local government electoral arrangements. The outcome of the review will be implemented for the May 2022 Council elections.

### 2. Scope

- 2.1 The review will cover the entire Borough. The statutory criteria that the LGBCE will apply when making its proposals are:-
- The need to secure electoral equality (a consistent number of electors per Councillor)
  - Community identity (strong ward boundaries that reflect communities); and
  - Securing effective and convenient local government (coherent wards)
- 2.2 The review was initiated in January 2018 and the preliminary stage will determine future Council size; i.e. the number of elected Councillors. The provisional decision on Council size by the LGBCE will inform the next stage of the review, which will consider size and number of wards, ward names, ward boundaries and the number of councillors to represent each ward.
- 2.3 The LGBCE will form its view about the right Council size by considering the following three areas:
- The governance arrangements of the Council and how it takes decisions across the broad range of its responsibilities;
  - The Council's scrutiny functions relating to its own decision making and the Council's responsibilities to outside bodies; and
  - The representational role of Members in the local community and how they engage with electors, conduct casework and represent the Council on local partner organisations.

### 3. SUMMARY OF PROPOSALS

- 3.1 This submission presents evidence in relation to each of the criteria and a proposal to reduce the number of Councillors from the current 65 in order to facilitate effective and convenient local government within the London Borough of Hillingdon
- 3.2 It is clear from all the evidence presented in this submission that, whilst the London Borough of Hillingdon is a lively, thriving, vibrant and popular place to live, work and do business, the fact that **the number of Members required to provide effective and convenient local government has not altered since 1999** is completely out of step with the way in which local government does business today.
- 3.3 This Council's decision-making structures are extremely efficient and effective with appropriate levels of delegation, demonstrating accountability and transparency in all matters.
- 3.4 Key decision making rests in the hands of a relatively small number of elected Members. There is clear overview and scrutiny of all decision-making and residents are able to rest assured of clear accountability. The Council has a structure that can operate equally as well, if not better, with a reduced level of Council membership.
- 3.5 The Borough shows a steadily increasing population, allied to a thriving number of developments across the Borough with particular focus in some areas, which will further increase the population (ref: Appendices 2a & b). This is, however, happening in tandem with greatly altered and improved methods of digital communication, which mean that a Council of this size and structure can operate more effectively with reduced levels of elected representation.
- 3.6 Residents are much more aware of their rights and representation and demand much more from their Council. Whilst they have every right to receive this, the way in which the world operates today means that the same amount of representation can be achieved through fewer Councillors.
- 3.7 This is not, however, an argument for drastic reductions in elected representation as there will always be a need for a democratic structure which can implement the wishes of the electorate and provide sensible, cost effective governance. In addition, the Council recognises that elected representatives come from vastly different walks of life and, therefore, will always have different levels and areas of expertise. Some Members' expertise is in the more 'hands-on', ward based approach, dealing with constituents' issues on a day-to-day basis, whilst the expertise of others may focus on the 'higher level' policy formulation, implementation and decision making. An example of this can be found in the fact that just over half of all the enquiries submitted each year through the Council's dedicated Member Enquiry system, come from just 17% (11) of the Members of the Council. This clearly shows that the significance of the role of Members in representing and resolving residents' concerns varies greatly from Member to Member.

- 3.8 It is the Council's considered view that the way in which the Council works, alongside the prospective increase in the electorate will mean that a minimum of two elected Members per ward will be required in most (but not all) areas. **The Council is proposing an overall reduction of twelve Members to 53.**
- 3.9 If this reduction were to be approved it would equate to 4,294 electors per elected member (currently 3,096).

#### 4. Background information relating to the Borough and its electors

##### 4.1 About the Borough

Hillingdon is an outer-London borough with a character all of its own. Created in 1965 by an amalgamation of the Borough of Uxbridge and the Urban Districts of Hayes & Harlington, Ruislip-Northwood and Yiewsley & West Drayton, it is the second largest of London's 33 boroughs and takes its name from a Parish recorded in the eleventh century.



- 4.2 Running from Harefield Hospital in the north to Heathrow Airport in the south, it is home to around 309,000 people. Over half of Hillingdon's 42 square miles is a mosaic of countryside including canals, rivers, parks and woodland which sit comfortably alongside classic tree-lined suburban streets, shopping centres and urban communities.
- 4.3 Many multi-national companies are based in Hillingdon. Partnership working between the Council and the commercial sector is actively promoted and relationships with major stakeholders, such as Brunel London University, are strong.
- 4.4 Hillingdon contributes greatly to the economic success of the capital, yet it remains one of London's greenest boroughs. As the home of Heathrow Airport, it is also London's foremost gateway to the world. It shares its borders with Hertfordshire, Buckinghamshire, Hounslow, Ealing, and Harrow. In addition to Heathrow Airport, Hillingdon is also home to the RAF airport at RAF Northolt.
- 4.5 **Hillingdon at a glance, the 2011 Census.**
- **Population** – since the 2001 Census, the borough's population has increased by approximately 12.7%. By comparison, London's population has increased by 13.97% and England by 7.75%. Hillingdon is a relatively dense borough with an average of 23.7 people per hectare; this places Hillingdon in the top 25% of boroughs in England with regard to population density.

- **Gender** – the Borough’s gender split is close to 50% with there being slightly more females than males.
- **Age** – 20.8% of the borough population is under 16, 6.2% over 75 and 73% aged 16-74 (this is defined in the 2011 Census as working age). The 16-24 age group has increased by 32% since 2001.
- **Ethnicity** - Hillingdon’s BAEM community has increased from 27% in 2001 to 47.8% in 2011, this is lower than across London (55%) but is considerably higher than across England (20%). In absolute figures the BAEM population in Hillingdon has increased by almost 100%, 66,762 to 131,020.
- **Religion** - the predominant religions in the Borough are Christian (49.2%), Muslim (10.6%), Hindu (8%) and Sikh (6.6%). There is also a large percentage of residents stating ‘no religion’ (16.9%).
- **Economic activity** – based on statistics for the 16-74 age group there has been very little movement in the % of the population in full time employment, from 80,180 in 2001 to 80,835 in 2011, a difference of 0.8%.

4.6 Whilst some of the statistical information from the 2011 census will, inevitably have altered over time, the basic trends are still consistent with the overall character of the Borough. Naturally the population of the Borough will have increased further and this is covered further later in the submission. The Council would contend, however, that a simple measure of the electorate figures is not a true reflection of the size of Council needed to govern such a population.

#### 4.7 **Current Arrangements**

The current Council size was determined by a previous electoral review in 1999, before the introduction in the Local Government Act 2000 of Executive Arrangements, which in itself streamlined local authorities' political management arrangements and significantly reduced the number of committees upon which Councillors are required to sit and related duties that they are required to perform.

4.8 Further streamlining has taken place over time and the way in which the Council ‘does business’ with residents has altered beyond all recognition in the 19 years since the last review. Residents’ ability to ‘self-serve’ operates in a way that would have been undreamt of in 1999.

4.9 The Council is currently comprised of 65 Councillors in 22 wards. In line with most London Boroughs, there is a uniform pattern of three-Member wards across the borough with the exception of Harefield Ward, which is represented by two Members.

4.10 Appendix 2a shows that Hillingdon has the third largest amount of elected Members amongst all the London Boroughs whilst having only the 11<sup>th</sup> largest electorate and is 19<sup>th</sup> in the ratio of Members to electorate.

4.11 With regard to the Council’s CIPFA designated, statistical neighbours, Appendix 2b shows that Hillingdon has the greatest number of elected

Members without having the largest population. In comparison to those statistical neighbours, Hillingdon's projected population growth is significant, as can be seen below. This can be attributed in part to the effect that the forthcoming Elizabeth Line (Crossrail) is having on increasing development in the South of the Borough:

Authority	2018 population	2024 population	Growth	% growth
Hillingdon	308,600	328,300	19,700	6.4%
Barnet	394,800	418,900	24,100	6.1%
Reading	165,400	170,500	5,100	3.1%
Sutton	205,900	217,300	11,400	5.5%
Coventry	366,200	396,300	30,100	8.2%
Redbridge	309,000	328,300	19,300	6.2%
Slough	149,900	154,800	4,900	3.3%
Hounslow	272,600	282,200	9,600	3.5%
Bedford	172,800	184,000	11,200	6.5%
Bexley	250,000	265,400	15,400	6.2%
Derby	259,000	265,600	6,000	2.3%

For comparison:				
England	55,997,700	57,937,200	1,939,500	3.5%
London	8,965,600	9,423,600	458,000	5.1%

#### 4.12 Business Improvement Delivery (BID)

Since 2010, the Council's Business Improvement Delivery (BID) transformation programme has enabled the Authority to deliver savings by completely changing the way it operates. Through BID the Council has established a common operating model and it continues to look at the business processes in every team in the Council, introducing a 'get it right first time' culture with more decision making at lower levels and better use of technology as well as realigning similar services and areas of work together.

- 4.13 The BID programme has driven transformation across the Council, reducing costs and improving efficiency to ensure the continued delivery of high quality services that put residents first. Since 2010 £118M of savings have been achieved.
- 4.14 Through sound financial management, the Council remains in a very strong financial position. However, going forward, it is recognised that tough financial challenges will remain and the emphasis continues to be on 'putting our residents first' by protecting front line services and, where possible, producing a more streamlined, effective management structure.
- 4.15 This aim is reflected in the fact that in 2010 there was a Chief Executive supported by 6 Corporate Directors and 39 Heads of Service. In 2018, the Chief Executive has a Corporate Team of only 3 Corporate Directors and 24 Heads of Service.

## 5. How the Council works

- 5.1 This section considers the current Councillor arrangements in Hillingdon and each of the key areas identified by the Commission, evidencing how the proposal to reduce the number of Councillors will result in better management of the Council.
- 5.2 Before the Local Government Act 2000, decisions in all English local authorities were taken by councillors serving on a series of Committees and Sub-Committees through authority delegated to them by Full Council. Sections 101 and 102 of the Local Government Act 1972 and, before that, the Local Government Act 1933, dictated the operation of the committees.
- 5.3 The Local Government and Housing Act 1989 required committees that made decisions to be made up of councillors from all political groups in proportion to their strength on the Council. This is still the statutory basis of committees set up under the Local Government Act 2000, which make decisions relating to planning or licensing applications, standards issues or carrying out overview and scrutiny functions.
- 5.4 The Local Government Act 2000 introduced four governance options for councils: they could be governed by
- a leader working with a cabinet,
  - a directly elected executive mayor,
  - a council manager working with a directly elected mayor (abolished in the Local Government and Public Involvement in Health Act 2007), or
  - a streamlined committee system (normally only open to shire districts with populations of less than 85,000).
- Note: The Localism Act 2011 re-introduced the option for authorities of adopting a committee system form of governance.
- 5.5 The London Borough of Hillingdon operates the 'strong' Leader and Cabinet model of governance. This was introduced in 2002 and, despite the considerable streamlining inherent in this system compared to the former committee system, the number of Members remains the same.
- 5.6 It is generally accepted that the current governance arrangements are less onerous than those that existed prior to 2000. In addition, demands on Councillors through their representational role have altered dramatically. Due to the developing role of the Council and the widespread use of ICT and other channels of communication, even the ever more complex cases with which Members can be tasked, can be handled quickly and efficiently.

## 5.7 The Council

Council meets in full six times a year, including the budget-setting meeting and the annual 'Mayor Making' meeting. Some functions must be delivered by the Full Council (known as 'Article 4' matters). In summary, these include:

- approval or adoption of key strategies, including the Constitution, development plans, crime and disorder reduction strategies, sustainable community strategy, and youth justice plan
- approval or adoption of council budgets
- approval of a scheme of allowances for elected councillors
- proposals for changes in electoral arrangements

5.8 In addition, each Council meeting (with the exception of the budget setting and annual meetings) affords the opportunity for both members of the public and non-Cabinet Members to submit questions directly to a Cabinet Member which are then answered in public. Members may also submit Motions for consideration and debate by the full Council. The table below clearly indicates that Members' questions, in particular, have declined over the last few years and the current level of business for the Full Council does not require an increase in the number of Council meetings or the workload of Members in relation to Full Council meetings:

	2014/15	2015/16	2016/17	2017/18
Questions to Cabinet Members from members of the public	0	1	5	3
Questions to Cabinet Members from other Members	37	41	23	13
Motions for consideration by Full Council	6	4	9	11
<b>Total</b>	<b>43</b>	<b>46</b>	<b>37</b>	<b>27</b>

5.9 All Meetings of the Full Council are broadcast 'live' on the Council's dedicated **You Tube** channel. This represents a major step forward in our engagement with residents. The Council Chamber has been equipped with specialist equipment and, in addition, two other committee rooms are also enabled for broadcasting and all meetings of the Cabinet, Planning and Licensing Committees are broadcast live along with the ability to broadcast other 'one-off' meetings as required.

5.10 This has proved to be an immensely popular feature for residents with viewings of the meetings growing steadily:

	2015/16 (commenced part way through year)	2016/17	2017/18
<b>No of meetings broadcast /</b>	11	94	86
<b>Number of views</b>	2,201	14,002	11,953

## 5.11 The Cabinet

The principal decision making body in the Council is the Cabinet, which currently consists of seven Councillors, including the Leader and Deputy Leader of the Council. The statutory maximum number for Cabinet membership is ten.

- 5.12 The Cabinet meets collectively eleven times a year. Cabinet members together and as individuals take all policy decisions along with the overwhelming amount of operational decisions made by the Council following consideration of reports on the matters concerned.

	2015/16	2016/17	2017/18
<b>No of Cabinet / Cabinet Member decisions taken:</b>	455	487	490

- 5.13 **The current governance arrangements facilitate smooth, fast and efficient decision making centred, as it is, on a small number of key Members supported by a dedicated officer corps.** This enables the Council to be highly responsive to the delivery of services to residents. The Democratic Services Team ensure that all Members are kept fully informed of all decisions taken in this manner without impeding the smooth process that now exists or the accountability and transparency of the decision making process.

- 5.14 It is important to understand that, whilst other, non-Executive Members are not in any way regarded as not having a key role to play, it is clear that the vast majority of operational, executive decisions are able to be taken by a relatively small core of key Members. Other Members carry out important roles in the area of regulatory or scrutiny functions and as Ward Councillors.

## 5.15 Regulatory and Advisory Committees

Other Members (excluding the Mayor) sit on a number of regulatory and operational committees as follows:

Committee and no. of serving Members 2017/18	No. of meetings 2015/16	No. of meetings 2016/17	No of meetings 2017/18	Projected No. of meetings 2018/19
Planning (Central & South) (9)	17	16	16	16
Planning (North) (9)	17	17	16	15
Planning (Major applications) (9)	17	18	17	15
Planning (Major applications sub-committee HS2) (7)	n/a	n/a	3	As required
Registration and Appeals (8)	0	0	0	As required
Pensions (5)	5	4	4	4
Standards (4)	1	1	1	4
Licensing (10)	4	4	3	4

<b>Committee and no. of serving Members 2017/18</b>	<b>No. of meetings 2015/16</b>	<b>No. of meetings 2016/17</b>	<b>No of meetings 2017/18</b>	<b>Projected No. of meetings 2018/19</b>
Licensing Sub-Committee (3)	22	8	10	11
Audit (4)	4	4	5	4
Appointments (8)	1	1	1	As required
Appointments Sub-Committee (4)	4	0	2	As required

5.16 Councillors also sit on a number of other bodies that are not Committees established under the Local Government Act 1972 but are required by statute, for example the Health and Wellbeing Board, Safer Neighbourhood Board, Pensions Board, Corporate Parenting Board etc. In 2017/18 these bodies met:

- Health and Wellbeing Board - 5
- Community Sentencing Working Group - 5
- Corporate Parenting Board - 6
- SACRE - 5
- Whips meeting – 5
- Safer Neighbourhood Board - 3

5.17 The Council is always striving to ensure that it operates in the most effective and efficient way possible – whilst at the same time meeting its statutory obligations and the aspirations of residents. There is no doubt that, with the exception of the Licensing Committee which, by law, has to have a membership of ten, membership of several of the bodies above could be reduced without having a significant effect on their effectiveness. Indeed, in several instances decision-making could become much more efficient.

5.18 The Council has already taken a step towards reducing the amount of meetings and bodies by amalgamating the work and responsibilities of the Corporate Parenting Board with one of the restructured Policy Overview Committees, below. This has been done in recognition of the need to ensure that the Council operates in a slimmed down and efficient democratic structure.

5.19 Similarly the Council recently deleted the Pensions Committee from its structure and this is now an officer led body and the Community Sentencing Working Group referred to above has ceased it's work, reported to Cabinet and been deleted.

5.20 The reduction in the number of Licensing-Sub Committees from 22 only a few years ago to just 10 last year is reflective, not only of an increased level of officer delegation, but also improved processes whereby Member involvement is only required for the most serious or significant of cases.

5.21 The Council currently has four Planning Committees, although the Major applications sub-committee (HS2) will obviously be time limited. Proposals have been considered in the past for reducing the number and frequency of

Planning Committee meetings and the Council would commit to examine this issue again should the Commission recommend a reduced number of elected Members. For example, only 25% of all the items considered by the Planning Committees in 2017/18, could be regarded as items upon which a decision was made with significant debate. A thorough review of such items and the associated Scheme of Delegations to Officers, could considerably reduce the number and length of such meetings.

## **5.22 Scrutiny**

This essential part of the Council's democratic arrangements allows Members (who are not in the Cabinet) to formulate policy proposals and scrutinise local matters and Council policies.

5.23 Until May 2018, six Policy Overview and Scrutiny committees carried out the scrutiny role at Hillingdon and undertook a combination of in-depth reviews, one-off meetings on particular issues, and regular strategic monitoring of the Council's and its partners' performance. Although Policy Overview and Scrutiny committees do not have the power to make decisions on the Council's policies, they can make recommendations to the Cabinet. This has proved to be an effective and inclusive way of working.

## **5.24 Policy Overview and Scrutiny Committees**

At the Annual Council meeting on May 10, 2018 Council reviewed the way in which Scrutiny and Policy Review was undertaken with a view, once again, to streamlining the process and ensuring it is fit for purpose. This was also a recognition of the way in which the officer structure is now operating as a result of the BID process referenced earlier in this submission.

As a result of this review, there are now only three policy overview committees with a focussed role of reviewing and recommending improvements to a range of the Council's services:

- Corporate Services and Partnerships
- Residents', Education & Environmental Services
- Social Care, Housing and Public Health

### **Scrutiny Committees**

Two Scrutiny Committees complement the review work undertaken by the policy overview committees:

- Executive Scrutiny committee is responsible for scrutinising the decisions taken by Cabinet, individual Cabinet Members and officers and a majority of the committee can 'call-in' a decision and ask the Cabinet or decision-taker to reconsider.
- External Services Select committee is responsible for scrutinising services provided by non-council organisations in the borough including the public, private and voluntary sectors. The committee holds the health scrutiny powers conferred by the Health & Social Care Act 2001.

The following table shows the structure of Scrutiny and Policy Overview Committees for the current and last three years, the number of non-executive Members involved and the frequency of meetings:

<b>Committee and no. of serving Members 2017/18</b>	<b>No. of meetings 2015/16</b>	<b>No. of meetings 2016/17</b>	<b>No of meetings 2017/18</b>	<b>Projected No. of meetings 2018/19</b>
<b>Executive Scrutiny Committee (8)</b>	11	11	11	11
<b>External Services Scrutiny Committee (now Select Committee) (8)</b>	11	9	9	9
Children, Young People and Learning Policy Overview Committee (9)	9	8	8	Discontinued
Residents' and Environmental Services Policy Overview Committee (9)	9	7	7	Discontinued
Corporate Services and Partnerships Policy Overview Committee (9)	7	7	8	Discontinued
Social Services, Housing and Public Health Policy Overview Committee (9)	9	9	9	Discontinued
<b>Corporate Services and Partnerships (9)</b>	n/a	n/a	n/a	9
<b>Residents', Education &amp; Environmental Services (9)</b>	n/a	n/a	n/a	9
<b>Social Care, Housing and Public Health (9)</b>	n/a	n/a	n/a	9
<b>Total</b>	<b>56</b>	<b>51</b>	<b>52</b>	<b>47</b>

## 5.25 Delegations to Officers and Cabinet Members

The Authority has a reasonable level of delegation to officers. Although the Scheme of Delegations contained within the Constitution details most routine operational matters as being delegated to officers, there remain a considerable number of operational and strategic matters delegated specifically to individual Cabinet Members. However, the Cabinet Member decision-making process is designed to ensure that decisions are made swiftly and transparently in keeping with the way in which Hillingdon operates to the benefit of the residents.

Non-Executive Members do not have any delegated authority.

## 6. The Representational Role of Councillors in the Local Community

### 6.1 Casework

Individual Councillors manage and progress their casework with advice and guidance from officers as appropriate. The Council provides officer support within the two main party group offices and operates a dedicated **Members' Enquiries team** to expedite and assist Members with resolving ward-based issues.

6.2 This system, along with improved use of email and other media has revolutionised the way in which residents' communication with Members and the subsequent resolving of issues is conducted, allowing, as it does, for faster, less time-consuming communication.

6.3 It does not, of course mean that the size of Members' caseloads has necessarily reduced but it does mean that the amount a Member can deal with has increased significantly. This in turn has reduced the need for the number of Members required to govern the Council and advocate on behalf of their residents.

6.4 This is one of the most obvious and significant differences that has occurred in the 19 years since the last review and is one of the strongest arguments for a reduction in the number of elected Members across the Council as a whole.

6.5 The deadline for responses to Members' Enquiries is ten days and the vast majority are resolved within this timescale, providing a fast, efficient resolution to service enquiries and residents' issues.

6.6 Similarly, the availability of on line information, services and ways of reporting issues for residents and Councillors alike has also reduced the time required to undertake casework. The consistently high level of usage of the Member Enquiry system (shown below) is a reflection of its popularity and efficiency at helping to resolve ward issues.

Ward	2016	2017	Ward	2016	2017
Barnhill	188	129	Northwood	206	245
Botwell	815	657	Northwood Hills	151	109
Brunel	170	233	Pinkwell	378	327
Cavendish	152	219	South Ruislip	182	196
Charville	754	705	Townfield	380	424
Eastcote & ER	267	287	Uxbridge North	388	447
Harefield	190	218	Uxbridge South	118	154
Heathrow Villages	396	302	West Drayton	556	433
Hillingdon East	939	1152	West Ruislip	519	379
Ickenham	221	218	Yeading	786	507

Ward	2016	2017	Ward	2016	2017
Manor	140	136	Yiewsley	306	219
			<b>Total:</b>	<b>8202</b>	<b>7696</b>

- 6.7 It is worth noting that just over half of all the Member Enquiries submitted each year come from just 17% (11) of the Members of the Council. This clearly shows that the significance of the role of Members in representing and resolving residents' concerns varies greatly from Member to Member.
- 6.8 The ability for members of the public to 'self-serve' on line or in person has dramatically increased in recent years and the Council constantly seeking ways to improve the ability of residents to resolve issues without the need to involve elected Members.
- 6.9 It is clear from the following that, whilst the telephone remains by far the most popular way of residents making contact with the Council, the nation is becoming increasingly digitalised and the typical person is beginning to use digital technology in all aspects of their daily lives. The Office for National Statistics measures the access residents have to the internet and for 2017, 93% of residents in London used the internet (*source Internet access quarterly update ONS*).
- 6.10 According to the Office of National Statistics, in 2017, 80% of adults in Great Britain used the internet at least every day, up from 35% in 2006. Increases in daily computer usage between 2006 and 2017 were seen for all age groups, with the largest relative increase being for those aged 65 and over (from 9% to 51%).
- 6.11 Technology will increasingly empower the public to resolve issues themselves online directly with the Council, rather than rely on assistance from others. This will naturally require fewer Councillors to act as intermediaries and see a reduction in the traditional ward councillor role.

#### All Resident Contacts with the Council:

	2014	2015	2016	2017
<b>Telephone</b>	429167	411042	408669	416808
<b>Face to Face</b>	137776	153867	210543	189589
<b>Website</b>	96110	92853	95913	107040
<b>E-Mail</b>	15357	23987	37508	50581
<b>Other</b>	10129	12696	10945	10298
<b>Web form</b>	231	219	430	570
<b>Social Media</b>			53	252
	<b>688770</b>	<b>694664</b>	<b>764061</b>	<b>775138</b>

- 6.12 The Council operates a robust Corporate Complaints Policy and Procedure with the vast majority of complaints being resolved at an early stage with relatively few proceeding to the Local Government Ombudsman. This

process has greatly reduced the traditional role that Councillors had in assisting residents with complaints and Councillor involvement is now minimal.

### 6.13 **Community/neighbourhood representation**

Most Councillors conduct surgeries, which vary in nature and frequency according to the individual Councillor's assessment of need and demand. For example, some Councillors hold regular fortnightly meetings in such places as libraries, local community centres etc, whilst others prefer to make themselves available either through email, telephone conversations or by meetings with residents. Some Councillors find individual meetings a more personal and suitable way of engaging with people in their constituency than surgeries. The Council does not hold any data about the time spent by Councillors on the representation of individual electors.

- 6.14 The Council operates an innovative resident's involvement scheme known as the Street Champions initiative.



- 6.15 This network of volunteers actively report local issues and make a valuable contribution to the Council's aim to create safer, cleaner and greener neighbourhoods. Street Champions act as the 'eyes and ears' of the community. Recently the Council has improved channels of communication between Street Champions and the Council. As well as keeping Councillors informed of local issues being reported within the wards they represent, Champions enhance links with community safety including Neighbourhood Watch to quickly share important information with neighbours which could affect security and safety.

- 6.16 This scheme, which has a very encouraging and positive level of resident engagement does not require a Member involvement to operate and therefore, further reduces the workload of Members in some of the more 'day-today' issues of ward work.

### 6.17 **Appointments to outside bodies**

The number of outside bodies to which the Council nominates Councillors currently stands at 45. This is constantly being reviewed and has recently reduced from 75 due to a more robust approach being taken towards which organisations benefit from having Member representation and in turn, which organisations provide benefit to the Council and the community.

Several Members sit on a number of bodies due to their position as a Cabinet Member or a particular Ward Member, whilst some do not sit on any outside bodies at all.

- 6.18 The number of Councillors appointed as local authority school Governors has decreased significantly over recent years as more schools move away from local authority control. It is no longer the case that Members are expected to become governors or that schools are expected to have their local councillor as a Governor. Appointments are made from the local

community on merit and, therefore, this traditional element of the role of an elected Member has declined markedly.

6.19 In each aspect of the representational role, the workload of Councillors has reduced so that residents can be fully and effectively represented by the smaller number of Councillors now proposed.

#### **6.20 Other requirements of Councillors**

Councillors receive a comprehensive training programme annually. New Member induction includes key elements and essentials in undertaking the role of Councillor. Training is provided on standards & ethics, GDPR and regulatory matters such as planning and licensing. Other training is provided as required and the Council holds an annual Member Development Day at which training and briefings are given on a wide range of topics. Political Groups also provide ongoing development support to newer Councillors. Time required to be spent on training is limited.

## 7. Current and Projected Local Government Electoral Numbers

The table at Appendix 1a provides information about the Borough's wards and the number of electors within those wards as at June 2018. Despite the introduction of Individual Elector Registration (IER) in June 2014, which saw a significant drop in the number of adults on the Electoral Register, recent major electoral activities such as the EU Referendum and two General Elections has seen numbers recover and the overall number of electors currently on the Register has remained relatively stable.

The current number of local government electors is 201,209, as at June 2018, and the average number of electors per ward is 9,146.

This equates to an average number of electors per Member, across the Borough of 3,096. The biggest variations from the average are to be found in:

- Botwell with 3,815,
- West Drayton with 3,730 and
- Townfield with 3,412 (all over 10% above the average);
  
- Ickenham with 2,737,
- Heathrow Villages with 2,763 and
- Northwood with 2,759 (all below 10% of the average).

### 7.1 Projected Electoral Numbers

The Council has undertaken work to produce a projection of the number of electors in 2024. Appendix 1b provides information about the methodology and data used. In summary, it is projected that the number of electors will rise by approximately **13% across the Borough as a whole to a figure of 227,620.**

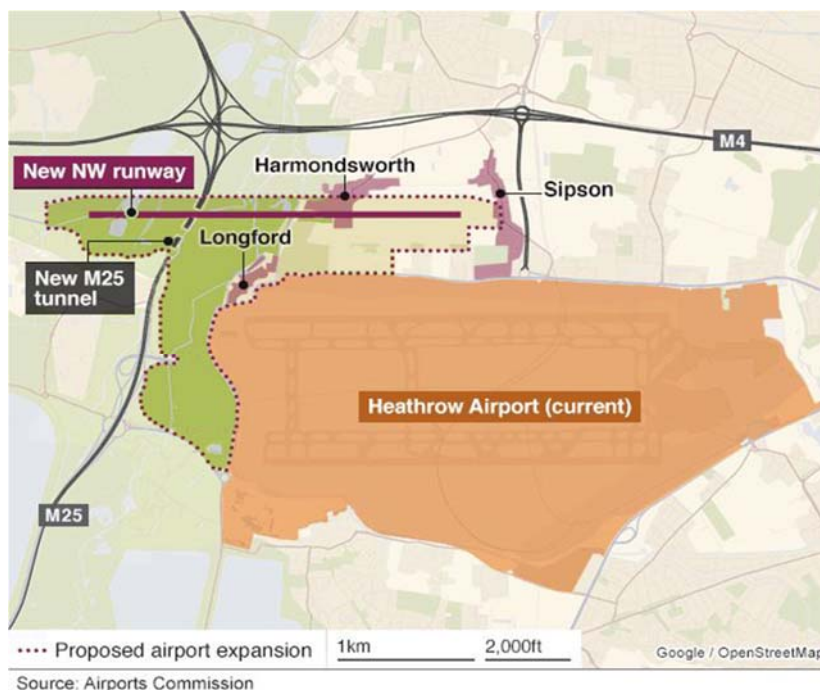
- 7.2 This projected increase can be attributed in part to the effect that the forthcoming Elizabeth Line (Crossrail) is having on increasing development in the south of the Borough. Other authorities on the Elizabeth Line route who are also undertaking an electoral review are indicating similar significant rises in their electorate, such as the Royal Borough of Windsor and Maidenhead (12.4%) and the London Borough of Redbridge (11.03%).
- 7.3 The projections show that, due to specific development that can be evidenced, a number of current wards will increase in size at a higher rate than the average during the period of projections. In accordance with London Plan methodology, all sites greater than 0.25 hectares have been taken into account when determining how the distribution of growth in the Borough will relate to individual wards and polling districts.
- 7.4 In addition, the Council has included a number of additional developments on sites without planning permission at this stage but which the Council can say with a large degree of certainty will commence development within the period of the review that should also be taken into account namely:

- those which we know will be developed based on the local plan and land use allocations including several sites where the Elizabeth Line (Crossrail) development has clearly influenced and encouraged development in the south of the Borough along a Hayes, Yiewsley, West Drayton corridor with services due to begin in full in December 2019, and
- a projection of the likely number of small developments based on the average number approved over the last 5 years (an annual average of 238.8 units per year).

## 7.5 Heathrow Airport Expansion

The Commission will be aware of the statement made by the Secretary of State for Transport, Chris Grayling in the House of Commons on 5 June and the subsequent vote in the House of Commons on 25 June, regarding the construction of a third runway at Heathrow Airport. The effect of the vote was to approve the Government's National Policy statement, which, in effect, grants outline planning permission.

- 7.6 The next step in to published detailed expansion plans and go through a planning inquiry. If implemented, this will have a significant effect on the residents of the Borough, which the Council maintains should be taken into account when considering future electorate numbers as well as the number of elected Members given that a large proportion of an existing ward will disappear.



- 7.7 The owners of the airport have said that they anticipate having final Oplanning permission by 2021 and to have the new runway operational between 2026 and 2030, which would mean that any change in the Borough's population caused by the development would take effect within the six-year period stipulated for this review.

- 7.8 Whilst the Council will continue its cross-party, united approach to put its residents first and provide robust opposition to this proposal, it would be remiss of the Commission not to consider the devastating effect this could have on the population of the Borough around Heathrow airport and, in particular, the villages of Longford, Harmondsworth and Sipson. In polling district HD1 almost 600 properties will be lost and the electoral register would be likely to be affected by the loss of somewhere between 900 and 1,000 Local Government Electors, on current levels.

## **8. Future plans or developments affecting the Council**

### **8.1 Challenges**

Balancing reductions in funding with the ever increasing demands on services continues to be a challenge. The period to 2022 will continue to be challenging and the Council will need to review continuously the services provided and the ways in which they are provided. It means being open to using the best way of securing service outcomes and thinking creatively about how to get the most from available resources.

- 8.2 A reduction in the number of elected Members allied to a potential further reduction in the decision making structure would, of course, produce consequential savings. Currently each Member receives a Basic Allowance of £11,257.44 per annum and Members holding significant positions (Leader, Cabinet Member, Chairmen etc.) receive Special Responsibility Allowances.

- 8.3 In addition, the costs of providing support in the form of equipment and staffing for Members would also be reviewed as a consequence of reducing the number of elected Members.

- 8.4 In summary, whilst it is accepted that there are ever increasing and varied demands on the time of elected Members, the way in which the Council operates allows for those competing demands to be met in a much more efficient and effective way with the result that there is a clear case, across the whole Council area for managing the workload of the Council with fewer Members.

## APPENDIX 1a

### London Borough of Hillingdon Local Government Electorate by Ward as at June 2018

		Divided by the Number of Cllrs	Current Ratio of electors to Cllrs:
BARNHILL	9,246	/3	3,082
BOTWELL	11,445	/3	3,815
CHARVILLE	9,039	/3	3,013
HEATHROW VILLAGES	8,288	/3	2,763
PINKWELL	10,099	/3	3,366
TOWNFIELD	10,237	/3	3,412
WEST DRAYTON	11,189	/3	3,730
YEADING	9,293	/3	3,098
EASTCOTE & EAST RUISLIP	10,032	/3	3,344
HAREFIELD	5,717	/2	2,859
ICKENHAM	8,210	/3	2,737
NORTHWOOD	8,276	/3	2,759
NORTHWOOD HILLS	8,936	/3	2,979
WEST RUISLIP	9,037	/3	3,012
BRUNEL	8,429	/3	2,810
CAVENDISH	8,912	/3	2,971
HILLINGDON EAST	9,134	/3	3,045
MANOR	8,760	/3	2,920
SOUTH RUISLIP	9,221	/3	3,074
UXBRIDGE NORTH	9,975	/3	3,325
UXBRIDGE SOUTH	8,378	/3	2,793
YIEWSLEY	9,356	/3	3,119
	<b>201,209</b>		<b>Average of 3,096</b>
	Average number of electorate per ward = <b>9146</b>	over 10% of average number of electors per Members	
		under 10% of average number of electors per Member	

**Projecting the London Borough of Hillingdon Local Government Electorate to 2024**

From the formation of the Borough in 1964 until 1993 there were minor population fluctuations but in the main the population of the Borough was fairly stable at around the 234,000 mark. From 1993 to 2006 there was a steady year on year increase (with the exception of a small dip in 2001) to 254,000.

The last decade has seen a steady increase in the growth of the number of residents within the Borough.

Below is a table showing the estimated increase in the population of the borough over the next 7 years according to the Office of National Statistics\*.

Year	Population	Growth	18+ population	Growth
2018	308,635		234,113	
2019	312,582	1.3%	236,713	1.1%
2020	316,217	1.2%	238,994	1%
2021	319,583	1.1%	241,149	0.9%
2022	322,682	1%	243,261	0.9%
2023	325,534	0.9%	245,366	0.9%
2024	<b>328,273</b>	0.8%	<b>247,519</b>	0.9%

\*ONS Sub National Population Projections (published May 2018)

In calculating the estimated Local Government electorate for the Borough in 2024 the following calculations have been undertaken:

- a) The ratio of the 18+ population now (234,113) to the number on the electoral roll (201,209) (see Appendix 1a) is 86%
- b) Projecting the same ratio forward to 2024 with an estimated 18+ population (above) of 247,519 would produce an electorate of **212,866**.
- c) To be added to this is the projection of new residential units to be completed on Major Sites (those greater than 0.25 ha) between 01/04/2017 and 31/03/2024 with planning approval / prior approval = 4,194 (shown on pages 24/25)
  - o The number of units is converted to an average household size of 2.67 per unit (Source: Census 2011, Taken from LBH SHMA 2016) = 11,198 people.
  - o The ratio of overall population to 18+ population is approximately 75%. This would, therefore, equate to approximately 8,398 additional over 18's
- d) Using the same ratio of 18+ population to numbers on the electoral roll of 86% would equate to 7,223 additional electors bringing the total to **220,089 - an increase of approximately 9.3%**
- e) The difference between the general electorate of 2018 (201,209) (Appendix 1a) and 2024 (212,866) is 11,657 which will be divided amongst the 22 wards and

their polling districts on the same proportion as at present, whilst the additional 7,223 electors produced by developments will be added to the specific polling districts in which those developments sit.

### Additional developments

However, the Council would contend that there are a number of additional developments on sites without planning permission at this stage but which the Council can say with a large degree of certainty will commence development within the period of the review that should also be taken into account namely:

- those which we know will be developed based on the local plan and land use allocations (shown on page 26) including several sites where the Elizabeth Line (Crossrail) development has clearly influenced and encouraged development in the south of the Borough along a Hayes, Yiewsley, West Drayton corridor with services due to begin in full in December 2019, and
- a projection of the likely number of small developments based on the average number approved over the last 5 years (an annual average of 238.8 units per year – shown on page 27).

Taking these into account equates to an additional 4,374 units

- 4,374 units converted to an average household size of 2.67 per unit (Source: Census 2011, Taken from LBH SHMA 2016), equates to an additional population of 11,678
- The ratio of overall population to 18+ population is approximately 75%. This, therefore would result in an 18+ population increase of 8,758

Using the same ratio this would produce an additional electorate of 7,531. Added to the 220,089 at d) above, equates to a total electorate of:

### **227,620 – an increase of approximately 13%**

#### Summary of calculation

						Electorate
A	2024 population (ONS)	328,273				
B	2024 18+ population (ONS)	(*75% of A)	247,519			
C	Projected 2024 electorate		*86% of B			<b>212,866</b>
D	Add Developments with planning permission up to 2024	4,194 units	= 11,198 pop'n	= 8,398 over 18 pop'n	= 7,223 electorate. Add to C =	<b>220,089</b>
E	Add additional developments	4,374 units	= 11,678 pop'n	= 8,758 over 18 pop'n	= 7,531 electorate. Add to D =	<b>227,620</b>

The additional developments outlined above have been allocated to wards and polling districts based on

- i) where it is known that the major developments greater than 0.25ha are due to take place and
- ii) for the additional small developments, on the same ratio per ward as developments have taken place in the last 5 years.

#### Notes

- Vacant Dwellings - Hillingdon does not have a major issue with vacant dwellings in new developments and the forecast of the electorate assumes that the rate of vacant dwellings will remain broadly similar.
- Where no development of greater than 0.25ha is anticipated, the population rise in the ward has been applied equally across all polling districts.

**The breakdown of the projected TOTAL local government electorate in 2024 by wards / polling districts is as follows:**

Ward Total Local Government Electorate 2024	Polling District	Electors per Polling District
<b>Barnhill</b> 10,036 (Currently 9,246)	HA1	2517
	HA2	3855
	HA3	3664
<b>Botwell</b> 16,288 (Currently 11,445)	HB1	5193
	HB2	2960
	HB3	4166
	HB4	3969
<b>Brunel</b> 9,081 (Currently 8,429)	UA1	2291
	UA2	3861
	UA3	2928
<b>Cavendish</b> 9,623 (Currently 8,912)	UB1	2924
	UB2	3220
	UB3	3479
<b>Charville</b> 9,668 (Currently 9,039)	HC1	3997
	HC2	1261
	HC3	4410
<b>Eastcote&amp; E Ruislip</b> 10,647 (Currently 10,032)	RA1	2887
	RA2	2734
	RA3	1613
	RA4	3413
<b>Harefield</b> 6,116 (Currently 5,717)	RB1	2046
	RB2	2445
	RB3	1626
<b>Heathrow Villages</b> 8,860 (Currently 8,288)	HD1	1572
	HD2	2825
	HD3	4463
<b>Hillingdon East</b> 10,100 (Currently 9,134)	UC1	3156
	UC2	2493
	UC3	4451
<b>Ickenham</b> 8,831 (Currently 8,210)	RC1	3029
	RC2	3985
	RC3	1817
<b>Manor</b>	UD1	2824

Ward Total Local Government Electorate 2024	Polling District	Electors per Polling District
<b>9,361</b> (Currently 8,760)	UD2	3370
	UD3	3166
<b>Northwood</b> <b>8,990</b> (Currently 8,276)	RD1	3446
	RD2	2028
	RD3	3516
<b>Northwood Hills</b> <b>9,541</b> (Currently 8,936)	RE1	3817
	RE2	3111
	RE3	2612
<b>Pinkwell</b> <b>11,000</b> (Currently 10,099)	HE1	5886
	HE2	5114
<b>South Ruislip</b> <b>10,395</b> (Currently 9,221)	UE1	4378
	UE2	3242
	UE3	2775
<b>Townfield</b> <b>11,635</b> (Currently 10,237)	HF1	3205
	HF2	4343
	HF3	4087
<b>Uxbridge North</b> <b>12,887</b> (Currently 9,975)	UF1	3742
	UF2	4736
	UF3	2677
	UF4	1732
<b>Uxbridge South</b> <b>10,232</b> (Currently 8,378)	UG1	3652
	UG2	3750
	UG3	2830
<b>West Drayton</b> <b>12,749</b> (Currently 11,189)	HG1	1896
	HG2	3582
	HG3	4311
	HG4	2960
<b>West Ruislip</b> <b>9,850</b> (Currently 9,037)	RF1	3680
	RF2	3552
	RF3	2619
<b>Yeading</b> <b>10,188</b> (Currently 9,293)	HH1	3047
	HH2	3748
	HH3	3394
<b>Yiewsley</b> <b>11,541</b> (Currently 9,356)	UH1	1063
	UH2	6117
	UH3	4361
<b>Total</b>		<b>227,620</b>

		<b>Projection of new residential units to be completed on Major Sites (&gt;0.25 ha) between 01/04/2017 and 31/03/2024 (By Site)</b>	2017/	2018/	2019/	2020/	2021/	2022/	2023/
			18	19	20	21	22	23	24
Ward	PD	<b>Strategic Sites With Planning Permission/Prior Approval (&gt;0.25 ha)</b>							
Botwell	HB1	Enterprise House, Botwell (96 Units)				48	48		
Botwell	HB1	The Old Vinyl Factory, Botwell (562 Units)		243	107	106	106		
Botwell	HB1	Eastern End of Blyth Road Site A, Botwell (120 Units)		60	60				
Cavendish	UB1	Audit House, Cavendish (35 Units)		35					
Northwood	RD3	36-40 Rickmansworth Road, Northwood (21 Units)			11	10			
Pinkwell	HE1	Building 3, Hyde Park Hayes, Pinkwell (157 Units)					79	78	
South Ruislip	UE2	Braintree Road (Arla), South Ruislip (116 Units)	96	20					
South Ruislip	UE1	*Bourne Court, South Ruislip (69 Units)				35	34		
South Ruislip	UE1	Eagle House, South Ruislip (22 Units)				11	11		
South Ruislip	UE1	*Acol Crescent, South Ruislip (33 Units)			33				
Uxbridge North	UF2	RAF Uxbridge, Uxbridge North (995 Units)	56	85	250	301	193	110	
Uxbridge North	UF3	297 - 299 Long Lane, Uxbridge North (33 Units)						17	16
Uxbridge South	UG1	Grand Union Office Park, Uxbridge South (251 Units)		118	60	73			
Uxbridge South	UF1	Fassnidge Memorial Hall, Uxbridge South (80 Units)		40	40				
Uxbridge South	UG3	Waterloo Wharf, Uxbridge South (52 Units)			26	26			
Uxbridge South	UG2	Randalls Building, Uxbridge South (58 Units)				29	29		
Uxbridge South	UG3	Bridge House, Riverview House & Waterside House, Uxbridge South (237 Units)			123	57	57		
Uxbridge South	UG3	Dolphin Bridge House, Uxbridge South (41 Units)				41			
West Drayton	HG3	RAF West Drayton, West Drayton (204 Units)	204						
Yiewsley	UH2	Trout Road Site B (Caxton House), Yiewsley (44 Units)	44						
Yiewsley	UH2	Padcroft Works Site B, Yiewsley (100 Units)						50	50
Yiewsley	UH2	Trout Road Site C , Yiewsley (24 Units)						12	12
Yiewsley	UH2	21 High Street, Yiewsley (51 Units)	51						

		<b>Projection of new residential units to be completed on Major Sites (&gt;0.25 ha) between 01/04/2017 and 31/03/2024 (By Site)</b>						2017/	2018/	2019/	2020/	2021/	2022/	2023/
								18	19	20	21	22	23	24
Ward	PD	<b>Strategic Sites With Planning Permission/Prior Approval (&gt;0.25 ha)</b>												
West Drayton	HG3	The Blues Bar, West Drayton (38 Units)							19	19				
West Drayton	HG3	Former West Drayton Police Station, West Drayton (53 Units)							27	26				
West Drayton	HG3	Former British Legion, West Drayton (13 Units)							7	6				
West Ruislip	RF3	RAF West Ruislip, West Ruislip (105 Units)						53	52					
Yeading	HH1	*Maple & Poplar Day Centre, Maple Road, Yeading (34 Units)								34				
Yiewsley	UH2	Padcroft Works Site A, Yiewsley (315 Units)								105	105	105		
Yiewsley	UH2	Trout Road Site A (Kirby and Rainbow Industrial Estates), Yiewsley (149 Units)								50	50	49		
Yiewsley	UH2	Land to Rear of Horton Road, Yiewsley (86 Units)									43	43		
							<b>504</b>	<b>706</b>	<b>950</b>	<b>935</b>	<b>754</b>	<b>267</b>	<b>78</b>	

Ward	PD	Projection of new residential units to be completed on Major Sites (>0.25 ha) between 01/04/2017 and 31/03/2024 (By Site)	2019/	2020/	2021/	2022/	2023/
			20	21	22	23	24
Barnhill	HA3	Former Allotments and Melrose Close Car Park, Barnhill (83 Units)		42	41		
Botwell	HB1	Eastern End of Blyth Road Site B, Botwell (93 Units)				47	46
Botwell	HB1	Fairview Business Centre Sites A & B, Botwell (260 Units)				87	87
Botwell	HB2	Land to South of the Railway, including Nestle Site A (1,386 Units)			355	132	179
Botwell	HB2	Land to South of the Railway, including Nestle Site B (300 Units)				100	100
Botwell	HB2	Land to South of the Railway, including Nestle Site C (500 Units)				100	100
Botwell	HB1	Crown Trading Estate, Botwell (197 Units)				66	66
Cavendish	UB2	281 - 285 Field End Road, Cavendish (27 Units)				14	13
Charville	HC2	Charles Wilson Engineers, Charville (34 Units)				17	17
Hillingdon East	UC3	Master Brewer and Hillingdon Circus Site B, Hillingdon East (250 Units)				84	83
Manor	UD2	Royal Mail Sorting Office, Manor (22 Units)				11	11
Northwood	RD2	London School of Theology, Green Lane, Northwood (12 Units)			12		
South Ruislip	UE1	West End Road, South Ruislip (30 Units)				15	15
Townfield	HF3	Chailey Industrial Estate Site A, Townfield (198 Units)				66	66
Townfield	HF3	Silverdale Road/Western View Site A, Townfield (122 Units)	41	41	40		
Townfield	HF3	Silverdale Road/Western View Site B, Townfield (119 Units)				40	40
Townfield	HF3	Silverdale Road/Western View Site C, Townfield (122 Units)				25	25
Townfield	HF3	Benlow Works, Townfield (36 Units)				18	18
Townfield	HF1	401 Uxbridge Road, Hayes, Townfield (20 Units)	20				
Uxbridge North	UF2	St Andrew's Park (Annington Homes Site), Uxbridge North (330 Units)				66	66
Uxbridge North	UC3	Master Brewer and Hillingdon Circus Site A, Uxbridge North (140 Units)				47	47
Yeading	HH2	Former Vehicle Testing Station, Yeading (84 Units)				42	42
Yeading	HH3	Hayes Bridge, Yeading (40 Units)				20	20
Yiewsley	UH2	Potential scheme (confidential)			72		
			<b>61</b>	<b>83</b>	<b>520</b>	<b>997</b>	<b>1041</b>

The annual average completions on Small Sites = 238.8 units

Estimated Proportion of Annual Average to be Applied to Each Ward After Indexation (<0.25ha)

Wards	Annual Average * Index based on the previous 5 years	Rounded	Pop'n	18+ pop'n	electorate	x7 years
Barnhill	9.2	9	25	18	16	111
Botwell	26.4	26	70	53	45	318
Brunel	13.6	14	36	27	23	164
Cavendish	7.4	7	20	15	13	89
Charville	3.8	4	10	8	7	46
Eastcote and East Ruislip	2.8	3	7	6	5	34
Harefield	5.6	6	15	11	10	68
Heathrow Villages	7.6	8	20	15	13	92
Hillingdon East	12.4	12	33	25	21	149
Ickenham	12	12	32	24	21	145
Manor	4.6	5	12	9	8	55
Northwood	14.8	15	40	30	25	178
Northwood Hills	7.2	7	19	14	12	87
Pinkwell	3.8	4	10	8	7	46
South Ruislip	14.4	14	38	29	25	174
Townfield	4	4	11	8	7	48
Uxbridge North	14.4	14	38	29	25	174
Uxbridge South	10.8	11	29	22	19	130
West Drayton	18.2	18	49	36	31	219
West Ruislip	9	9	24	18	15	108
Yeading	7	7	19	14	12	84
Yiewsley	29.8	30	80	60	51	359
<b>Total</b>	<b>238.8</b>					<b>2879</b>

## APPENDIX 2a

### Electoral Arrangements in London Boroughs

	Total electorate at 1/12/2017	Number of Wards/ Divisions	Council Size	Electors per Councillor	Area (Hectare)	Density (Electors per Hectare)
Croydon	267,312	24	70	3,819	8,652	30.9
Ealing	235,295	23	69	3,410	5,553	42.4
<b>Hillingdon</b>	<b>202,646</b>	<b>22</b>	<b>65</b>	<b>3,118</b>	<b>11,570</b>	<b>17.5</b>
Barnet	260,290	21	63	4,132	8,674	30.0
Brent	224,176	21	63	3,558	4,323	51.9
Enfield	214,761	21	63	3,409	8,083	26.6
Harrow	185,183	21	63	2,939	5,047	36.7
Lambeth	224,625	21	63	3,565	2,682	83.8
Redbridge	212,374	21	63	3,371	5,641	37.5
Southwark	213,495	21	63	3,389	2,885	71.7
Bromley	240,586	22	60	4,010	15,015	15.8
Hounslow	189,982	20	60	3,166	5,598	34.1
Merton	152,167	20	60	2,536	3,761	39.8
Newham	204,757	20	60	3,413	3,622	53.2
Waltham Forest	183,310	20	60	3,055	3,881	47.6
Wandsworth	234,186	20	60	3,903	3,426	68.0
Westminster	140,987	20	60	2,350	2,148	64.3
Hackney	176,936	19	57	3,104	1,906	91.0
Haringey	173,359	19	57	3,041	2,959	59.2
Camden	155,613	18	54	2,882	2,180	71.3
Havering	192,564	18	54	3,566	11,227	16.8
Lewisham	199,524	18	54	3,695	3,515	55.8
Richmond Upon Thames	141,430	18	54	2,619	5,742	24.2
Sutton	151,382	18	54	2,803	4,385	34.5
Barking & Dagenham	132,549	17	51	2,599	3,609	36.7
Greenwich	184,823	17	51	3,624	4,735	39.0
Kensington & Chelsea	99,213	18	50	1,984	1,213	87.8
Islington	154,346	16	48	3,216	1,486	103.9
Kingston Upon Thames	118,621	16	48	2,471	3,725	31.8
Hammersmith & Fulham	130,152	16	46	2,829	1,640	79.4
Bexley	175,368	17	45	3,897	6,056	29.0
Tower Hamlets	191,897	17	45	4,264	1,977	97.1

## APPENDIX 2b

### Electoral Arrangements in CIPFA designated LBH Statistical Neighbours

Electoral arrangements	Total electorate at 1/12/2017	Number of Wards/ Divisions	Council Size	Electors per Councillor	Area (Hectare)	Density (Electors per Hectare)
<b>Hillingdon</b>	<b>202,646</b>	<b>22</b>	<b>65</b>	<b>3,118</b>	<b>11,570</b>	<b>17.5</b>
Barnet	260,290	21	63	4,132	8,674	30.0
Redbridge	212,374	21	63	3,371	5,641	37.5
Hounslow	189,982	20	60	3,166	5,598	34.1
Sutton	151,382	18	54	2,803	4,385	34.5
Coventry	230,239	18	54	4,264	9,864	23.3
Derby	175,878	17	51	3,449	7,803	22.5
Reading	112,362	16	46	2,443	4,040	27.8
Bexley	175,368	17	45	3,897	6,056	29.0
Slough	94,683	15	42	2,254	3,254	29.1
Bedford	129,657	27	41	3,162	47,641	2.70

This page is intentionally left blank

## QUESTIONS FROM MEMBERS

**6.1 QUESTION SUBMITTED BY COUNCILLOR CHAMDAL TO THE CABINET MEMBER FOR EDUCATION & CHILDREN'S SERVICES - COUNCILLOR SIMMONDS:**

Can the Cabinet Member please provide an update on the outcome of the recent full Ofsted inspection of Children's Services in Hillingdon?

**6.2 QUESTION SUBMITTED BY COUNCILLOR GODDARD TO THE CABINET MEMBER FOR COMMUNITY, COMMERCE AND REGENERATION - COUNCILLOR D.MILLS:**

Does the Cabinet Member agree with me that the Council's offer to buy Uxbridge Police station, so that it can remain operational, was well received by local residents and can he update us on the response to our letter sent to MOPAC?

**6.3 QUESTION SUBMITTED BY COUNCILLOR ARNOLD TO THE LEADER OF THE COUNCIL - COUNCILLOR PUDDIFOOT:**

Would the Leader of the Council please provide an update on the Government proposal to expand Heathrow Airport?

This page is intentionally left blank

## MOTIONS

### 7.1 MOTION FROM COUNCILLOR PRINCE

That Council recognises the positive record of championing older residents in this Borough, and celebrates the positive effect of older person engagement and support that they receive here in Hillingdon.

Council acknowledges that young people in Hillingdon face increasingly difficult challenges, and that they require specific and dedicated attention to address them.

Council, therefore calls upon the Leader to recommend the appointment of a Youth Champion which will be a role held by a sitting Hillingdon Councillor and would be the lead on exploring opportunities to increase engagement between the Council and young people in the Borough, and would be responsible for championing young people's issues here in Hillingdon.

### 7.2 MOTION FROM COUNCILLOR ALLEN

That this Council notes that, quite rightly, much is talked of anti-social behaviour, the owners of Heathrow Airport's proposal for a 3rd runway, about the fumes residents breathe in from tarmac companies in Townfield, hot wheel cars taking over local car parks and of residents causing problems for their neighbours.

The issues, however, that we never hear, here in the Council chamber is the other type of ASB - the lack of proper street cleaning, the lack of proper maintenance of shrubbery or the removal of weeds in a timely manner to stop them seeding.

This Council calls upon Environmental Services to investigate what actions they can take regarding the areas for which they are responsible, to bring the weeds under control and to improve our environment and make the residents proud to say they live in Hillingdon.

### 7.3 MOTION FROM COUNCILLOR DHILLON

That this Council is concerned with increased anti-social behaviour associated with car street racing and their meets, and requests Cabinet to address this issue immediately to prevent further danger and ASB to residents and investigate ways, with other agencies such as the police, to help prevent future events on other venues.

### 7.4 MOTION FROM COUNCILLOR CURLING

That this Council recognises the value that the RAFA Battle of Britain Club provides to the local community and its historic significance in both its building and its location. With the redevelopment of the RAF base, including the new bunker museum and visitor centre, Council recognises that the Battle of Britain Club's profitability has a very good chance of improving substantially over the next few years. Its continued presence would also add to the proud heritage of the St Andrews Park estate.

Council further expresses its disappointment that this club is destined to close within the next few days. Council requests that the Leader of the Council uses his good offices to intervene and do everything in his power to persuade the Royal Air Force Association to hold off their closure plans and then enable the Council and community groups to work with the Battle of Britain Club on initiatives to secure the club's future.

## **7.5 MOTION FROM COUNCILLOR MONEY**

That this Council notes that it conducted a local referendum in which 66%, of those who took part, opposed Heathrow Expansion. This Council, therefore, expresses its disappointment that Boris Johnson MP and Nick Hurd MP didn't stand by their election pledges to put our residents first, and vote against a 3rd Runway at Heathrow.

That this Council calls upon the Leader of the Council to use his influence to persuade Boris Johnson MP and Nick Hurd MP to consider their positions, do the honourable thing and resign, to make way for MPs who will put our residents before their own self-interest.