



HILLINGDON
LONDON



Residents, Education and Environmental Services Policy Overview Committee

Councillors on the Committee

Wayne Bridges(Chairman)
Michael Markham (Vice-Chairman)
Vanessa Hurhangee
Allan Kauffman
Heena Makwana
Stuart Mathers
Paula Rodrigues
Jan Sweeting
Steve Tuckwell
Tony Little

Date: THURSDAY, 21 MARCH
2019

Time: 7.00 PM

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

**Meeting
Details:** Members of the Public and
Media are welcome to attend.

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Putting our residents first

Lloyd White
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London Borough of Hillingdon,
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Terms of Reference

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

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

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

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

Agenda

Chairman's Announcements

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the previous meeting 1 - 6
- 5 Past Review Monitoring - Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon 7 - 10
- 6 Review into Payment Modernisation Across Key Resident Services - Draft Final Report 11 - 12
- 7 Selecting a new Review topic - Review B 13 - 18
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Minutes

RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

26 February 2019



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

	<p>Committee Members Present: Councillors Wayne Bridges (Chairman), Michael Markham (Vice-Chairman), Vanessa Hurhangee, Heena Makwana, Stuart Mathers, Paula Rodrigues, Jan Sweeting, Steve Tuckwell and Brian Stead (In place of Allan Kauffman)</p> <p>LBH Officers Present: Sarah Phillips (School Place Planning Project Manager), Anthony Oloyede (Building Control Manager), James Rodger (Head of PLanning and Enforcement), Dan Kennedy (Director of Housing, Environment, Education, Performance, Health & Wellbeing) and Neil Fraser (Democratic Services Officer)</p>
55.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Kauffman. Councillor Stead was present as his substitute.</p>
56.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
57.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items were marked as Part I and would therefore be considered in public.</p>
58.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 4</i>)</p> <p>Regarding Minute 52: Standards and Quality in Education 2017-18, it was suggested that the statement of “strong” academic performance within Hillingdon be amended to “improving”. This was agreed, and it was:</p> <p>RESOLVED: That the minutes of the meeting held on 22 January 2019 be approved as a correct record, subject to the amendment as outlined above.</p>
59.	<p>BUILDING CONTROL IN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>Anthony Oloyede – Building Control Manager, introduced a report detailing Building Control within Hillingdon. Anthony was supported by James Rodger – Head of Planning and Enforcement.</p>

Members were shown a slide presentation, which set out the Building Control regulations and process within Hillingdon. It was confirmed that Hillingdon was a part of several groups, including the London District Surveyor's Association (LDSA), who regularly met to discuss issues.

Hillingdon provided a quality service to residents, which included site visits, review of site plans, provision of approved documentation, and advice, for which it had won several awards.

Building regulations were currently being reviewed post-Grenfell, and Dame Judith Hackett had been commissioned to undertake a review of these regulations, which was ongoing now.

Members asked a number of questions, including:

What was the criteria for site visits? Was it only large developments?

Hillingdon's market share was 60%, with the remaining 40% being dealt with by private inspectors. Of that 60%, most enquiries related to housing extensions. Larger scale developments were more likely to be covered within the private sector.

Was there any link between the Building Control teams and the Planning teams for enforcement action, in an instance when construction deviated from approved plans?

Building Control had limited powers to take enforcement action, in most cases only when there was a dangerous structures issue. Building Control did not do compliance checks of plans approved by Planning to check there were no planning breaches. Nonetheless, serious breaches of planning control did get notified to the Planning Enforcement team.

What was the Council doing to help keep the public safe from poor quality private inspectors?

Some residents were choosing to use private inspectors to avoid alerting the Council to any breaches. However, when things went wrong, the Council often had to intervene. As confirmed, a review of current building regulations was underway, and the Council was marketing itself as an alternative to the private inspectors in an effort to increase use of the service. It was worth highlighting that all new school building projects were being conducted through Hillingdon Building Control.

What were the advantages to using Hillingdon's service over private inspectors?

The advantages were many. For example, private inspectors did not carry out site visits, so there was no oversight of the project. Hillingdon provided a text service, which had proved very popular with residents. In addition, Hillingdon checked plans and issued comments and advice where required.

Were there any plans to increase market share?

Hillingdon was always looking to increase market share. However, this was challenging as fees were often undercut by private inspectors. Residents were being sign-posted to use Hillingdon's service via the Communications team and the Hillingdon website, while all decision notices included a 'pitch' for further services. The use of social media could be increased moving forward.

Were all LBH commissioned building work undertaken by Hillingdon's Building Control?

As far as was known. Further information on this could be requested outside of the meeting.

How did Hillingdon Building Control compare to neighbouring boroughs?

Hillingdon compared favourably to neighbouring boroughs, with a similar market share to other West London authorities. Market share was greater than within inner London, where many projects were dealt with by private inspectors.

RESOLVED:

- 1. That the report be noted;**
- 2. That the presentation be forwarded to all Members;**
- 3. That further information on building projects commissioned by Hillingdon be forwarded to the Committee via the clerk.**

60. **QUARTERLY SCHOOL PLACES PLANNING UPDATE** (*Agenda Item 6*)

Dan Kennedy - Deputy Director, Housing, Environment, Education, Health & Wellbeing, and Sarah Phillips – School Place Planning Project Manager, updated the Committee on the Council's School Places Planning.

The Committee was informed that following approximately ten years of growth in demand for school places within the Borough, recent years had shown a reduction in demand, which in turn had led to an increase in surplus places. These surplus places were more common in less popular schools, as parents exercised their right of preference for school places. To address this, conversations were ongoing between the Council and Head Teachers, and actions being considered included reducing the Planned Admission Numbers (PANs) at some schools.

This reduction in demand had a number of possible causes, including increased migration out of London, a change in exchange rate following the EU referendum (where UK earnings are in part sent elsewhere in the EU), and a slowing of the housing market. It was understood that surplus places could in some cases result in increased unit costs for schools, and so officers were working quickly to collect views from schools with the aim of recommending actions to Cabinet.

National Offer Day for places at secondary schools was 1 March 2019, and demand for these places had been seen to have increased. Officers were confident that all pupils would be offered a place for September 2019, and to accommodate this, several schools including Vyners and Ruislip High had increased their forms of entry. Therefore, very few surplus places were expected in Year 7 in September 2019, though a true picture would not be available until places were accepted and late applications were dealt with.

Members asked a number of questions, including:

Feedback from some primary school Head Teachers was that the Council was making too many places available at their schools, which were not being filled. Was this the case?

Places had been increased based on the information available at the time, two years ahead of the new pupil entry. Expansion had been seen at several primary schools, with quick completion. Forecasts had been seen to be mostly correct, though had been affected by the greater migration out of London, as well as the housing market changes and a lower 'yield' of children per household. Following discussions with Head Teachers, it had become apparent that the previously seen turnover within communities was no longer taking place to the same extent, house sales were down and new families not moving in as households remained for longer. Officers needed to plan carefully before any actions to avoid reducing PANs resulting in a shortage of places.

The report listed a 2.5% overestimate for reception intake in 2018. Was anything being done to correct this for future years?

Every year, officers undertake a review which assesses all actual intake vs. the forecasted intake, as well as 'soft' intelligence from meetings with the schools. This review results in refinements or tweaks for future modelling. The Department for Education (DfE) had commented that of the London boroughs, Hillingdon was one of the most accurate at forecasting demand for school places, however, it was important not to be complacent.

How was the planning for secondary school places changing moving forward?

Existing pupil numbers in primary schools were the key element in forecasts of secondary school places. Plans for secondary schools were under annual review. However, it was recognised that certain schools, particularly high achieving schools, were more popular and had more demand for places, and future modelling was accounting for this.

Was there an even spread of vacancies within primary schools, or were the vacancies localised in specific areas of the Borough?

Spaces were seen to be disproportionately high in a small number of schools. Evidence was showing that parents were prioritising popular, high achieving schools, and were not concerned by the distance between their homes and these schools. Demand was therefore greater in certain schools. In the north of the Borough, and close to the borders of Heathrow, some schools were seen to have vacancies. However, these schools were often situated close to a school that was full. It was worth highlighting that Hillingdon had some larger primary schools in comparison to other boroughs, and it would be normal for some of these schools to reduce their intake over the coming years, and be reviewed up and down.

What would happen if Hillingdon pupil numbers exceeded the places available?

A normal ratio was 30 pupils to 1 teacher per class. This could go up to around 32 pupils without issue (except in infant classes). If this was not sufficient to meet demand, further available options included the mobilisation of extra classes in certain schools, as and when needed.

What contingencies were in place to ensure choice for parents and capacity across the borough?

Plans in place included the expansion of schools such as Northwood, Swakeleys, Oakwood, Vyners and Ruislip High. In addition, the DfE had approved the creation of a new free school to open circa September 2022. Other options under consideration

included further school expansions, bulge classes, and temporary classrooms.

Were Looked After Children an issue for the Borough's schools?

The Admissions Code prioritised Looked After Children (LAC). Demand for places for these children still existed, though not all children entering the Borough would be educated within the Borough, as many would be placed outside of the Borough based on their specific needs.

What was the Council doing regarding higher education?

These places were outside of statutory school age, however officers tried to help and influence the take-up of higher education places, based on the local offer.

Within the officer's report, table 2 showed that there would be insufficient capacity for Year 7 pupils in September 2019. Could the officers comment on this?

Officers were confident that the demand for places would be met for September 2019. Figures would continue to be reviewed and refined based on the information available, including any increase in demand for independent schools and schools outside of the Borough. In addition, the DfE approved new school would be valuable, and the Council was pressing the DfE for confirmation of the site and the timetable for construction. Conversations with Head Teachers were ongoing, and schools had been asked whether they could help provide extra places, if and when required.

How long would families have to wait for a place?

National Offer Day would make places available for all pupils who had submitted a timely application. However, late applications were more complicated. The earliest the Council could make an offer for those pupils was the end of March, as places were dependant on the timely offers being accepted or declined. This was coordinated across London, and once offers were accepted, capacity could be assessed and further offers made.

RESOLVED: That the report be noted.

61. **REVIEW INTO PAYMENT MODERNISATION ACROSS KEY RESIDENT SERVICES: DISCUSSION ON FINDINGS** (*Agenda Item 7*)

The clerk tabled initial draft recommendations which were based on the information received during the Committee's review.

Members discussed the recommendations, and were particularly pleased that the recommendations specified a need to retain a cash payment option for residents. Members agreed that the draft recommendations were appropriate to take forward as part of the final report to Cabinet.

62. **CABINET FORWARD PLAN** (*Agenda Item 8*)

RESOLVED: That the Cabinet Forward Plan be noted.

63. **MULTI-YEAR WORK PROGRAMME** (*Agenda Item 9*)

Members discussed the forthcoming information items on Flooding and Highways Maintenance, to be brought to the Meeting on 16 April 2019. Members suggested topics to be addressed within the reports, which included:

Highways Maintenance:

- Dropped kerb enforcement
- Pavements, and how the Council determined which pavements were to be repaired
- Parking on roads with grass verges
- Traffic calming signage
- Pedestrian accessibility on roads/pavements
- Potholes

Flooding:

- Drainage in the event of flooding
- 3rd parties engaged by the Council, and what actions they take when reacting to flooding incidents
- Council learnings following previous instances of flooding

In addition, it was suggested that further information on Year 7 school placements be provided to the Committee.

The meeting, which commenced at 7.00 pm, closed at 8.18 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Neil Fraser on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

PAST REVIEW MONITORING: REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON

Committee name	Residents, Education and Environmental Services Policy Overview Committee
Officer reporting	Paul Richards, Residents Services
Papers with report	None
Ward	All

HEADLINES

Upon agreeing the Work Programme for the period 2018/19, the Committee requested an update on the regulations and byelaws relating to cemeteries and burial grounds within Hillingdon, following the review conducted in 2012/13.

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee notes and comments on the information presented as part of the presentation.

SUPPORTING INFORMATION

1. At the Cabinet meeting on 23 April 2013, approval was given to the recommendations of the review by RESPOC into the Regulations and Byelaws relating to Cemeteries and Burial grounds within Hillingdon.
2. The recommendations which were endorsed by Cabinet were:

Sustainability / Fairer Usage by All

- a) That Cabinet agree the revised set of Cemetery Regulations that have been updated to make the rules clearer and fairer for *all* residents and users of different religious beliefs. This includes the necessary promotion of the rules both to funeral directors and bereaved families in a suitable and sensitive manner.

Resident Engagement

- b) Support any 'friends' groups that may wish to be established in relation to local cemeteries; additionally, that the Council continues to work closely with the Safer Neighbourhood Team (SNT) and ask officers to agree a local procedure on how to deal with anti-social behaviour, specifically within cemeteries.

Classification: Public

Residents, Education and Environmental Services Policy Overview Committee – 21 March 2019

- c) Ask officers to investigate the reintroduction of leaflets and a pictorial booklet to summarise key elements of the regulations to be circulated to bereaved families via Funeral Directors.

Good Maintenance

- d) Considers the best way for officers to inspect memorials in cemeteries and how to best achieve this in line with health and safety objectives;
- e) Welcome Cabinet's decision to bring cemetery grounds maintenance back 'in-house' as part of the award winning Green Spaces team.
- f) That Cabinet agree to the creation of a long-term (5 year minimum) rolling strategy for the Council's cemeteries, which should be published on the Council's website and at the cemeteries office. This should include, in particular, a winter rolling programme of works to cemeteries be publicised to residents so they are clear when essential works are taking place.
- g) Having reviewed the grounds and facilities across the Borough and following evidence received from witnesses, to note three particular service improvements, which Cabinet may wish to investigate further and consider as part of the service and budget planning process:
 - To explore more cost effective options of using machinery to break down clay soil used for graves;
 - The lack of toilet facilities and a shelters for families to congregate at any of the Borough's cemeteries with the exception of Hillingdon, noting that there is also a lack of places of prayer;
 - The condition of the Grade I arch at the entrance of Hillingdon & Uxbridge cemetery.
3. An update was brought to the Committee in March 2017, at which Members expressed concerns that information on the Council's website was not sufficient to enable the message to get across to all communities in the Borough. This was asked to be revisited again, should there still be a problem with non-compliance of the Regulations and Byelaws.
4. Paul Richards, Head of Green Spaces, Sport & Culture will be in attendance to update Members on progress made in implementing the review's recommendations.

Implications on related Council policies

The role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Classification: Public

Residents, Education and Environmental Services Policy Overview Committee – 21 March 2019

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

[Report of the Residents' and Environmental Services Policy Overview Committee 2012/13:
Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon](#)

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REVIEW INTO PAYMENT MODERNISATION ACROSS KEY RESIDENT SERVICES - DRAFT FINAL REPORT

Committee name	Residents, Education and Environmental Services Policy Overview Committee
Officer reporting	Neil Fraser, Democratic Services
Papers with report	None
Ward	All

HEADLINES

The Committee has considered evidence and information to support its review into payment modernisation across key resident services. This information is now contained in a draft report, for the Committee's consideration.

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee considers the draft report, and endorses the report for submission to Cabinet.

SUPPORTING INFORMATION

At the meeting on 26 July 2018, Members agreed that the Committee's first review topic would be 'Payment Modernisation Across Key Resident Services'. Following this agreement, witness sessions were conducted, and information was received from Roy Clark - Parking Manager, Annette Reeves - Finance Manager, Paul Richards - Head of Green Spaces, Jim Marsh - Transformation Manager, Rachel Mason - CAPITA Account Manager, and Andy Davies - CAPITA Product Director.

This information has now been set out within a draft final report, alongside the recommendations that were approved at the meeting on 26 February 2019. This draft final report will be circulated to the Committee prior to the meeting on 21 March 2019, and it is requested that the Committee consider the draft final report for endorsement to Cabinet.

Implications on related Council policies

The role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Classification: Public

Residents, Education and Environmental Services Policy Overview Committee – 21 March 2019

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

SELECTING A NEW REVIEW TOPIC - REVIEW B

Committee name	Residents, Education and Environmental Services Policy Overview Committee
Officer reporting	Neil Fraser – Democratic Services
Papers with report	None
Ward	All

HEADLINES

To provide Committee Members with information about:

1. How reviews are undertaken and ways in which Members can add value to their findings; and
2. Potential next review topic ideas.

RECOMMENDATIONS:

That the Committee:

- 1. Note the information within the report; and**
- 2. Consider potential topics for Review B.**

SUPPORTING INFORMATION:

Undertaking policy reviews

Over the years, Policy Overview Committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Review phases

The typical phases of a review are as follows:

1. Selection of topic
2. Scoping the review / setting out objectives
3. Witness & evidence stage (this is the main activity)
4. Draft recommendations considered / early draft of review report
5. Final report approved by Committee
6. Referred to Cabinet for consideration
7. Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

Selecting review topics

It is always best to sound out potential review topics early on. In respect ideas of areas to review these can come from a variety of sources e.g.: Committee Members; Council officers; External partners / residents and Cabinet Members. When a Committee considers a potential review topic, we recommend running it past the following criteria as part of our scorecard (see Appendix A); i.e. topics that are:

- Resident-focused
- Under the correct remit of the Committee
- Matters the Council has influence over
- New issues
- Achievable for the Council
- Can gain wider organisational buy-in and support
- Drive improvement / efficiency
- Provide early warning or resilience for national changes
- Investigate the 'big issues' locally or nationally within Hillingdon

Witness and evidence stage

Ultimately, any Policy Overview Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence base for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

Drafting recommendations

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings. Any final recommendations that come to Cabinet ideally should:

- Meet the initial aims / objectives of the review
- SMART: Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Affordable or can be aligned neatly with the MTFF process
- Based on a broad evidence base as possible
- Seek to review or amend existing approved policies (as opposed to new ones)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible
- Consider 'conclusions' as well as specific recommendations

Nearer this time, Democratic Services staff supporting the Committee will advise further on drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and witness activity that Members wish to undertake. They also draft alongside the Chairman, the final report for the Committee to consider.

Possible next review topic ideas

Below is a list of recent review topics over the last 4 years (within the Committee's revised remit) to give an example of what has already been done.

2015/16

- Hoarding in Hillingdon
- The mechanism for reviewing major developments in the Borough and identifying lessons to be learned for the planning process

2016/17

- Charity Waste
- The Council's current and future relationship with Academies and Free Schools
- Supporting educational aspiration for disadvantaged children

2017/18

- Shisha Establishments
- Air Quality

2018/19

- Review A: Payment Modernisation across Key Resident Services

At the meeting held on 27 June 2018, the Committee discussed potential topics for future reviews. Suggestions included:

- School places

- Youth Services
- Impact of HS2 and Crossrail

It is requested that the Committee suggest and discuss potential topics for Review B, for further consideration by the Chairman and relevant officers.

Implications on related Council policies

The role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Council Constitution.

Appendix A - Review topic selection scorecard

<p>Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group or area, e.g. young people or a particular town centre)</p>	
<p>Correct remit - is it covered in the Committee's Terms of Reference and does it cut across into the domain of other Committees? If it does, narrow the topic or consider suggesting the Corporate Services POC considers it, or perhaps a joint Committee working group review if the respective Chairmen and Committees agree.</p>	
<p>Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.</p>	
<p>New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally.</p>	
<p>Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year. Is the review ToR too wide and need to be narrowed to be achievable? Will the Committee's work programme accommodate the review?</p>	
<p>Wider organisational support - A topic that is likely to receive organisational buy-in from the Committee and wider Council. Possibly support from partner organisations to add value to existing work.</p>	
<p>Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.</p>	
<p>Drives transformation and efficiency - in support of the Council's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies and VFM.</p>	
<p>National and local - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector. A topic relevant to Hillingdon's residents that seeks to lobby change in national legislation, policy or practice.</p>	

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CABINET FORWARD PLAN

Committee name	Residents, Education and Environmental Services Policy Overview Committee
Officer reporting	Neil Fraser, Democratic Services Officer
Papers with report	Appendix A – Forward Plan
Ward	All

HEADLINES

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

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee notes and comments on items going to Cabinet.

SUPPORTING INFORMATION

The latest published Forward Plan is attached.

Implications on related Council policies

Policy Overview Committees are at the heart of how the Council shapes policy at Member level.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

None.

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
SI = Standard Item each month									
Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance									
Cabinet – 23 May 2019									
288	Air Quality Action Plan	Following public consultation, Cabinet will be asked to approve the Council's updated Air Quality Action Plan aimed at tackling air pollution in Hillingdon.	All		Cllr Philip Corthorne / Cllr Keith Burrows	RS – Val Beale	Residents' & Environmental Services Policy Overview Committee in 2017/18		Public
Expected March 2019									
302	In-cab technology for the Waste and Recycling Service	Cabinet will consider a tender for the provision of a waste management application with associated hardware to deliver new In-cab technology to the Council's fleet of waste vehicles.	All		Cllr Ray Puddifoot MBE / Jonathan Bianco / Cllr Douglas Mills / Cllr Keith Burrows	RS/FD - Louise Bateman / Jo Alle			Private (3)

		This will support the continued modernisation of the waste and recycling service, maximising collection operations and providing further benefits to residents.							
304	Home to School Transport Policy	The Leader and Cabinet Member will consider approval of an updated Home to School Transport Policy.	All		Cllr Ray Puddifoot MBE / Cllr David Simmonds CBE	SC- Nina Durnford	TBC		Public
Cabinet Meeting – 23 May 2019									
315	Contract for the Collection and Treatment of Co-mingled Dry Recycling	Cabinet will be asked to consider extending the current contract with Biffa Waste Services Limited to undertake the collection and treatment of the Borough's co-mingled dry recycling for an additional 12	All		Cllr Keith Burrows	RS - Nicola Herbert / Allison Mayo		NEW	Private (3)

		months in accordance with options available within the contract.							
288	Air Quality Action Plan	Following public consultation, Cabinet will be asked to approve the Council's updated Air Quality Action Plan aimed at tackling air pollution in Hillingdon.	All		Cllr Philip Corthorne / Cllr Keith Burrows	RS - Val Beale	Residents' & Environmental Services Policy Overview Committee in 2017/18		Public
Cabinet Meeting – 25 July 2019									
317	Collection and Recycling of Highways arisings, assorted rubble and hardcore materials	Cabinet will consider a tender for the collection and recycling of highways arisings, assorted rubble and hardcore materials.	All		Cllr Ray Puddifoot MBE / Cllr Jonathan Bianco	FD - Paul Whaymand		NEW	Public

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RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - WORK PROGRAMME

Committee name	Residents, Education and Environmental Services Policy Overview Committee
Officer reporting	Neil Fraser, Chief Executive's Office
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The meeting dates for this municipal year are as follows:

Meetings	Room
27 June 2018	CR 6
19 July 2018	CR 6
04 September 2018	CR 6
08 October 2018	CR 6
05 November 2018	CR 6
22 January 2019	CR 5
26 February 2019	CR 6
21 March 2019	CR 6
16 April 2019	CR 6
June 2019 meeting	TBC
July 2019 meeting	TBC
September 2019 meeting	TBC
October 2019 meeting	TBC
November 2019 meeting	TBC
December 2019 meeting	TBC

Classification: Public

Residents, Education and Environmental Services Policy Overview Committee – 21 March 2019

Implications on related Council policies

The role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

Multi year work programme

Residents, Education & Environmental Services

2018

2019

Meeting Month	June	July	September	October	November	January	February	March	April	May	June	July	September	October
Date	27	19	4	8	5	22	26	21	16	N/A	TBC	TBC	TBC	TBC

REVIEW A: User payment experience and modernisation across key resident services

Topic selection / scoping stage	Agree topic		Scoping report													
Witness / evidence / consultation stage						Witness Session			Witness Session		Witness Session 3					
Findings, conclusions and recommendations								Findings								
Final review report agreement									Final Report							
Target Cabinet reporting											CABINET					
Post review monitoring														X		

Title of Review B

Topic selection / scoping stage														
Witness / evidence / consultation stage														
Findings, conclusions and recommendations														
Final review report agreement														
Target Cabinet reporting														
Post review monitoring														

Regular business items

Quarterly School Places Planning Update	X				X					X					X	
Annual complaints & service update report			X													
Standards & Quality in Education (Attainment) report (incl. School Improvements)						X										
Budget Planning Report for Residents Services	X															
Cabinet's budget proposals for next financial year						X										
Cabinet Forward Plan monitoring	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

One-off business items

Introductory report on overview and scrutiny	X														
Information item on Restorative Justice (young offenders)				X											
Information item on Building Control								X							
Information item on Flooding									X						
Information item Highways Maintenance										X					
Information item on Fly Tipping					X										

Past review monitoring

Regulations & Byelaws: Cemeteries & Burial Grounds								X						
Street Lighting (2009/10)			X											

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