



HILLINGDON  
LONDON



# Corporate Services, Commerce and Communities Policy Overview Committee

**Date:** WEDNESDAY, 20 JUNE  
2018

**Time:** 7.30 PM

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

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

## Councillors on the Committee

Richard Mills, (Chairman)  
Wayne Bridges, (Vice-Chairman)  
Lindsay Bliss  
Nicola Brightman  
Farhad Choubedar  
Alan Deville  
Jazz Dhillon, (Labour Lead)  
Vanessa Hurhangee  
Kerri Prince

**Published:** Tuesday, 12 June 2018

**Contact:** Luke Taylor  
**Tel:** 01895 250693  
**Email:** [ltaylor3@hillington.gov.uk](mailto:ltaylor3@hillington.gov.uk)

This Agenda is available online at:  
<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=243&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)

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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. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services
6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety

# Agenda

## **CHAIRMAN'S ANNOUNCEMENTS**

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## Minutes

**Corporate Services and Partnerships Policy  
Overview Committee  
Wednesday, 7 March 2018  
Meeting held at Committee Room 4 - Civic Centre,  
High Street, Uxbridge**



**Published on:  
Come into effect on: Immediately (or call-in date)**

### **Members Present:**

Councillors Scott Seaman-Digby (Chairman)  
Richard Mills (Vice-Chairman)  
Beulah East  
Wayne Bridges  
Duncan Flynn  
Raymond Graham  
Henry Higgins  
Robin Sansarpuri  
John Oswell (substituting for Cllr Dhillon)

### **Apologies:**

Councillor Jazz Dhillon

### **Officers Present:**

Kevin Byrne, Head of Health Integration and Voluntary Sector Partnerships  
Brian Colyer, Building Manager for Council Properties  
Luke Taylor, Democratic Services Officer

## **60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Jazz Dhillon, with Councillor John Oswell substituting.

## **61. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **62. MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2018**

**RESOLVED:** That the minutes of the meeting held on 1 February 2018 were agreed as a correct record.

## **63. EXCLUSION OF PRESS AND PUBLIC**

It was agreed that all items would be considered in public.

## 64. VOLUNTEERING IN HILLINGDON

The Council's Head of Health Integration and Voluntary Sector Partnerships was in attendance to introduce the report into Volunteering in Hillingdon. Members heard that Hillingdon enjoyed a wide ranging voluntary and community sector, which depended greatly on volunteers to succeed. It was, however, difficult to quantify a lot of the good work undertaken across the Borough as volunteering was often based on the goodwill and support for others that cannot easily be recorded.

Much would depend on the type of volunteering being assessed and definitions used. Even with more formal volunteering there was a lack of good quality data at a local level. Data was only really obtainable via surveys, which can be expensive to conduct and tend to produce headline figures of levels of volunteering based on definitions; e.g. "once a week formal roles" or "once a year informal roles" would produce widely variable answers. Few authorities, therefore, see merit in investing in this type of work.

Responding to questioning from the Committee, the officer confirmed that a disclosure and barring process has replaced CRB checks, and it was up to each individual voluntary organisation to undertake their own assessments on use of potential volunteers. It was also confirmed that the former Palace Survey was no longer a mandatory requirement, and as it did not offer value to the Council, it was not undertaken.

Members asked whether charities would buy into a shared service led by the Council on volunteering, and heard that the Hillingdon For All consortium already had shared their volunteering, finance, and other functions across six of the largest local charities. This has been encouraged by the Council. Beyond this, it was not clear that the Council providing shared services then recharging would prove viable, and could potentially come at a cost to the Council, even if charities "bought in" to them.

Councillors commented that it could be useful for charities to work alongside the Council when purchasing items such as stationery, and questioned whether bulk purchases in areas such as this could be done using the Council's contracts with goods providers.

The Committee thanks the officer for their time, and noted that it was good to know the Council are keeping tabs on volunteering within the Borough.

**RESOLVED: That the report on Volunteering in Hillingdon was noted.**

## 65. ENERGY EFFICIENT LIGHTING AT THE CIVIC CENTRE

The Building Manager for Council Properties introduced the report to Members, and noted that the new energy efficient lighting would result in a reduction of electricity costs for the Council, with Phase One of the programme already completed within budget, saving the Council £21,000 to date, and Phase Two taking place over the rest of the year, leading to further savings.

Responding to Members' questioning, it was confirmed by the officer that the percentage of the electric bill spent on lighting was comparatively low, but the changes made savings and gave the Council some quick wins, including savings of £2,000 per year in taxes under the CRC Energy Efficiency Scheme.

Members noted that while the savings made from the electricity bill were substantial, the new LED lights would not need replacing as often as the previous lights, and questioned what saving the Council would make on maintenance costs by not replacing the lighting so regularly. The Committee heard that the saving would be significant, but an exact figure was not known. Councillors asked if it would be possible to provide the figure, noting that it was another example of the good work that is being done by officers to make the Council more energy efficient.

The Committee noted that LEDs are currently more expensive than regular lights, but the cost gap is closing, and it was recognised that there would be savings in the longer-term. Councillors heard that in some areas, officers were considering refurbishments alongside the new LED lighting, as it could be more cost-effective to make changes related to the lighting at the same time; for example, in some areas, the ceiling may be replaced if a number of lights must be fitted, as this is the most economic way forward for the Council.

The Building Manager for Council Properties confirmed that feedback from staff has been overwhelmingly positive, and while limited issues had been raised, these were easily resolved.

Members commented that the LED lighting is an improvement for the Council and welcomed the savings made. The Committee thanked the officer for taking the time to produce and introduce the report.

**RESOLVED: That the report on Energy Efficient Lighting at the Civic Centre was noted.**

**66. UPDATE ON HOMOPHOBIC, BIPHOBIC AND TRANSPHOBIC BULLYING REVIEW**

An update on the review into "Homophobic, Biphobic and Transphobic (HBT) Bullying" was provided to the Committee, who noted that there had been two meetings between the Chairman and the Fountains Mill LGBT Youth Group regarding the review.

The Chairman informed the Committee of the issues arising from the two meetings, and confirmed that the Youth Group were very supportive of the recommendation to fly the Rainbow Flag on the weekend of London Pride.

The Committee also heard that the Youth Group stated that, with regards to the proposed recommendation to "follow up the five recommendations outlined in the 2012 assessment of HBT bullying in Hillingdon", it would be beneficial to bring extra attention to the recommendation "to explore the option of a designated equality youth support worker to proactively promote LGBT rights for young people and be a

support for relevant professionals, families and relatives", and this recommendation should be given greater weight.

The Youth Group also commented that at some schools, there is an anonymous box that could be used to leave comments or report bullying or homophobic language. It was suggested that this is a helpful tool for students who feel bullied but find it difficult to report such issues, and as such, it would be helpful to add such a suggestion to any potential guidance that was sent out to schools.

The Chairman also reported that the Youth Group commented that the Council has Champions for Domestic Violence and Equalities, and noted that a specific LGBT Rights Champion would be very welcome.

It was also noted that some members of the Youth Group expressed an interest in attending the Cabinet meeting when the report will be tabled.

The Committee were also presented with the responses that had been received from schools with regards to a survey regarding HBT bullying, which was sent out to all schools in the Borough. Members noted that the schools were happy to accept help from the Council in tackling the issue, but did not ask for specific help.

Members agreed that the report would be progressed, and agreed to delegate authority to the Chairman and Labour Lead to agree the final draft of the review.

**RESOLVED: That the Committee:**

- 1. Noted the update on the HBT Review;**
- 2. Delegated Authority to the Chairman, Labour Lead Member, and Democratic Services Officer to circulate a final copy of the report to Committee members, agree a final draft of the report, and schedule the review to be presented at a future Cabinet meeting.**

**67. CONSIDERATION OF FUTURE REVIEW TOPICS**

Members discussed potential topics for future Committee reviews, and noted that any suggestions can be discussed in further detail at the next Committee meeting in June.

The Committee noted that a potential review into "Scrutiny and previous reviews" could be considered. This would focus on the role of scrutiny within the Council, what happens to reviews once they are completed, and how the recommendations of reviews are followed up by officers across the Council.

Members also suggested a review into looking at how the Council accept payments could be considered; for example, how the organisation could move towards electronic or contactless payments for services such as car parking.



Councillors agreed to consider both these topics further, and return to the issue in June with any further suggestions, and a more targeted potential scope for those reviews suggested at this meeting.

**RESOLVED: That the suggestions regarding future review topics were noted.**

**68. FORWARD PLAN**

The Committee questioned how many contracts were renewed with current service providers this year, in contrast with how many were put out for tender. Furthermore, Members asked for figures on how many times the contracts had been extended with the current service providers.

**RESOLVED: That the Forward Plan was noted.**

**69. WORK PROGRAMME 2017/2018**

**RESOLVED: That the work programme for 2018/19 was noted.**

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## Minutes

### CORPORATE SERVICES, COMMERCE AND COMMUNITIES POLICY OVERVIEW COMMITTEE

10 May 2018

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



	<b>Committee Members Present:</b> Councillors Richard Mills (Chairman), Wayne Bridges (Vice-Chairman), Lindsay Bliss, Nicola Brightman, Farhad Choubedar, Alan Deville, Jazz Dhillon, Vanessa Hurhangee and Kerri Prince	
1.	<b>ELECTION OF CHAIRMAN</b> ( <i>Agenda Item 1</i> )  <b>RESOLVED: That Councillor Richard Mills be elected as Chairman of the Corporate Services, Commerce and Communities Policy Overview Committee for the 2018/2019 municipal year.</b>	<b>Action by</b>
2.	<b>ELECTION OF VICE CHAIRMAN</b> ( <i>Agenda Item 2</i> )  <b>RESOLVED: That Councillor Wayne Bridges be elected as Vice Chairman of the Corporate Services, Commerce and Communities Policy Overview Committee for the 2018/2019 municipal year.</b>	<b>Action by</b>
	The meeting, which commenced at 9.00 pm, closed at 9.05 pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Luke Taylor on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## THE ROLE OF POLICY OVERVIEW COMMITTEES

<b>Committee name</b>	Corporate Services, Commerce and Communities Policy Overview Committee
<b>Officer reporting</b>	Luke Taylor, Democratic Services
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

To provide Committee Members with information about:

1. The general purpose and role of the Council's policy overview and scrutiny arrangements;
2. The Committee's updated remit, i.e. Terms of Reference, agreed by Council on 10 May;
3. How reviews are undertaken and ways in which Members can add value to their findings;
4. Considering potential next review topic ideas.

### RECOMMENDATIONS:

**That the Committee:**

- 1. Note the information within the report;**
- 2. Consider potential next review topic ideas; and,**
- 3. Provide any comments or feedback to Democratic Services.**

### SUPPORTING INFORMATION

Larger local councils are required to have more than one overview and scrutiny committee as part of their core governance arrangements. The structure is local choice and most unitary councils have a number of such committees usually structured around cross-cutting service areas, engaging Councillors not in the Cabinet in a variety of activity. Their role is similar to that of Select Committees in Parliament, broadly to:

1. To assist in the development of Council policy;
2. To question and evaluate the actions of the Executive, both before and after decisions are taken; and
3. Have the power to make reports and recommendations on such matters.

In Hillingdon, our policy overview, scrutiny and select committees undertakes a wide range of work in support of the above role, including:

- Monitoring the Forward Plan / pre-decision input on the Cabinet's upcoming business
- Formal post-Cabinet decision scrutiny (call-in option undertaken by the Executive Scrutiny Committee only)

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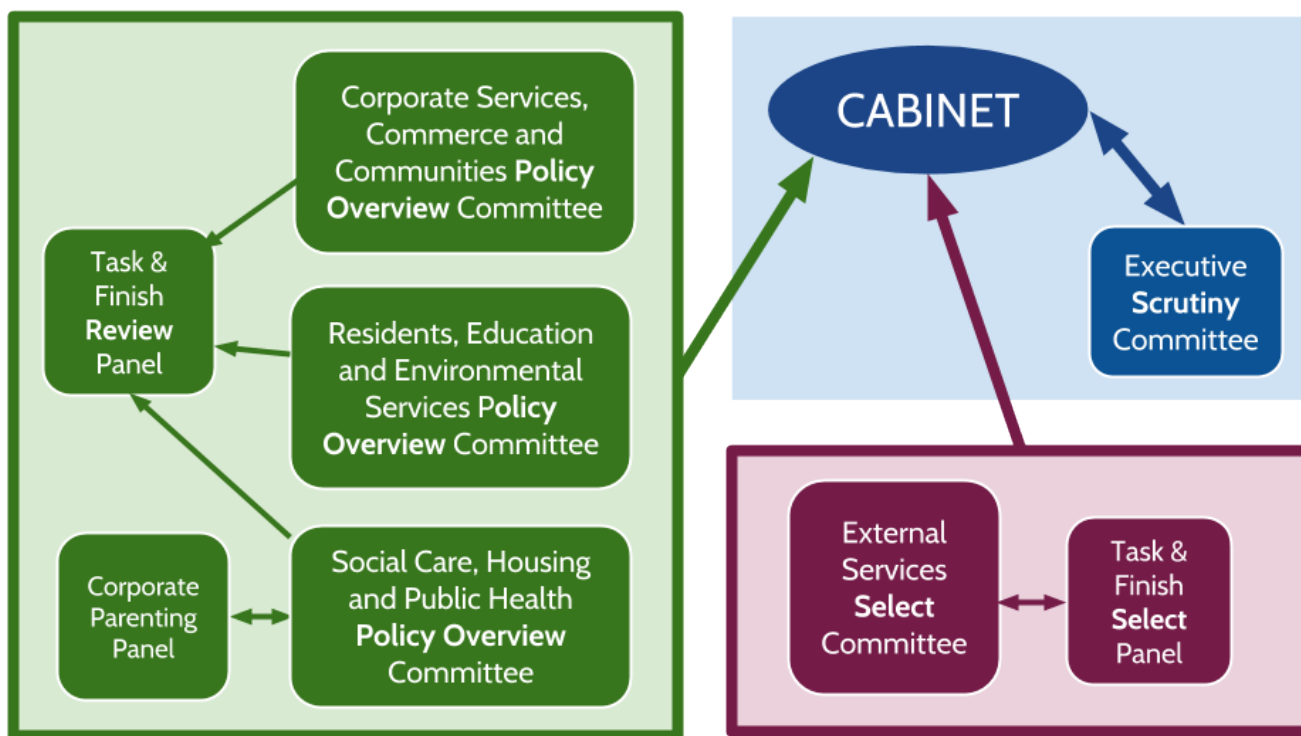
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- Undertakes statutory Health / Police scrutiny activity (this is by the External Services Select Committee only)
- Can review past decisions / Council actions
- Undertake policy reviews on topics within their remit
- Review implementation of previous reviews
- Comment on the annual budget before it's approval
- Provide comments on key policy framework documents before approval, e.g. Local Plan
- Monitors budget / performance / services / complaints twice a year
- Receives information reports on areas within their remit
- Oversees the statutory "Councillor Call for Action" (mechanism of last resort) which has not yet been used in Hillingdon.

### Changes agreed by Council on 10 May 2018

Full Council recently agreed structural changes to the way the Council's overview and scrutiny arrangements operate, streamlining the number of Policy Overview Committees and refreshing and consolidating their terms of reference as shown below:



### Multi-year work programmes

Fundamentally, and this will be outlined in a later report on the agenda, Council was agreed that individual Policy Overview Committee work programmes will span across multiple municipal years to provide more flexibility in undertaking in-depth reviews, timetabling and reporting of findings to Cabinet [or reporting to full Council should the Government introduce anticipated changes in guidance as set out in the Council report]. Also, as the conventional 'deadline' of completing

reviews within a traditional municipal year will no longer exist, this opens up greater opportunities to engage with witnesses and residents, increasing the value of the Committee's findings. Multi-year work programmes also enable the Committee to better plan ahead for monitoring purposes, e.g. past reviews and update reports on matters.

A report later in this agenda sets out the initial "draft" multi-year work programme that the Committee will update and refine as the months and years progress.

### **Task and finish review activity**

Council also enabled [only should it be decided] that the Chairmen of the three new Policy Overview Committees may jointly agree to establish a single Task and Finish Review Panel at any one time to undertake either a focussed review within a particular committee's remit, or a cross-cutting review that covers the remit of more than one committee.

### **New Terms of References**

All Policy Overview Committees have generic Terms of Reference as set out below:

- 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;
- To monitor the performance of the Council services within their remit (including the management of finances and risk);
- To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
- 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);
- To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
- 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.
- In accordance with the Local Government and Public Involvement in Health Act 2007, to consider 'Councillor Calls For Action' (CCfA) submissions.

### **The Committee's direct remit of activity**

This Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake reviews, present findings, request reports and provide direct input on matters. It is important and Committee remains wholly within their Terms of Reference and Democratic Services can advise further on this if required at meetings:

1. Democratic Services
2. Localism
3. Central Services, incl. Human Resources, ICT, Communications & Legal Services
4. Capital programme, property, construction & facilities management
5. Financial Planning & Financial Services

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6. Enforcement and anti-fraud activities
7. Procurement
8. Performance Improvement
9. Economic development & town centres and regeneration
10. Local commerce, employment, skills and job creation
11. Local Strategic Partnership and Sustainable Community Strategy;
12. Community engagement, partnerships and the voluntary sector
13. Equalities and Community Cohesion
14. Community Safety
15. Public Safety & Civil Protection
16. Energy use and carbon reduction
17. Health & Safety

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## 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;

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- 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 based 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 MTFP process;
- Based on a broad evidence base as possible;

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- 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.

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## **Possible next review topic ideas**

Below is a list of recent review topics over the last 3 years (within the Committee's revised remit) to give an example of what has already been done:

- Corporate Complaints Procedure;
- Staff Recruitment;
- Staff Induction & Retention; and,
- Homophobic, Biphobic & Transphobic Bullying

In discussion with the Chairman, and also suggestions raised through other sources, the following initial topic idea is presented to the Committee to consider. Clearly, Committee Members may also have their own ideas to suggest as part of this first stage in the review process. Further discussion of this topic will take place later in the meeting.

- Community Safety, Tasking Teams and the Impact of New Policing Structures in Hillingdon

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## **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**

Council Constitution

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## Appendix A - Review topic selection scorecard

<p><b>Resident-focused</b> - 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><b>Correct remit</b> - 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><b>Influence</b> - 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><b>New</b> - 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><b>Achievable</b> - 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><b>Wider organisational support</b> - 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><b>Drives improvement</b> - 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><b>Drives transformation and efficiency</b> - 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><b>National and local</b> - 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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## ICT OPERATIONS AT THE COUNCIL

<b>Committee name</b>	Corporate Services, Commerce and Communities Policy Overview Committee
<b>Officer reporting</b>	Louise Bateman, Residents Services
<b>Papers with report</b>	Hillingdon Council's ICT Structure – Appendix A

### HEADLINES

This report will outline the Council's IT structure, operations and future plans.

### RECOMMENDATIONS:

**That the Committee note the report regarding IT Operations at the Council.**

### SUPPORTING INFORMATION

1. This report will be in the form of a verbal update from the Interim Head of ICT, who will inform Members about the Council's ICT operations and future plans for technology and innovation in Hillingdon.

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## FUTURE REVIEW

<b>Committee name</b>	Corporate Services, Commerce and Communities Policy Overview Committee
<b>Officer reporting</b>	Luke Taylor, Democratic Services
<b>Papers with report</b>	None

## HEADLINES

This report provides Committee Members with information regarding a potential next review topic to be considered by the Policy Overview Committee.

## RECOMMENDATION

**That the Committee consider the selection of the review topic proposal set out in this report and a detailed scoping report for consideration at the next meeting.**

## SUPPORTING INFORMATION

1. 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.
2. Committees start by reviewing suitable topics for review and once selected, a draft Scoping Report on the subject will be prepared and tabled at the following Committee meeting, and will outline the aims of the review and how it could potentially be structured for Members' input. Members are asked to make use of the scorecard included earlier on this agenda.
3. During any review, the Committee will gather evidence from witness sessions, as well as other activities, and once the Committee is satisfied with the evidence it has received, it will draft a series of recommendations that will be presented to Cabinet within the final report.
4. Also, as the conventional 'deadline' of completing reviews within a traditional municipal year no longer exists, this opens up greater opportunities to engage with witnesses and residents, increasing the value of the Committee's findings.
5. Through research and discussions with officers, the Chairman has proposed that the Committee's first review topic could be on the subject of the **Community Safety, Tasking Teams, and the Impact of New Policing Structures in Hillingdon**. This topic fits neatly within the Committee's remit of Community Safety and Partnerships.

6. Draft Terms of Reference for the review's scope are proposed as below:

- a. The role played by, and, if required, what changes are necessary for, the Community Safety team to work alongside the new emerging West Borough Command Unit for the Metropolitan Police;
- b. Considering how interface works on a daily basis, how contact takes place at a strategic level, and what synergy comes from the Council's investment in upgraded CCTV, in particular, the use of town centre ANPR cameras by the Police;
- c. Confirming links to the Anti-Social Behaviour and Housing Teams, and defining clear lines of responsibility for the Police, Registered Social Landlords, and other external bodies from issues arising; and,
- d. How can the Council-funded Tasking Teams, both north and south of the A40, be managed going forward, and what good news results can be expected to reassure residents that Hillingdon is safe.
- e. Confirming that the Council is receiving value for money for its contributions to the West Borough Command Unit, and ensuring that money is not redirected away from Hillingdon to the other neighbouring Boroughs.

7. The Committee may wish to amend, or suggest additional objectives for the review.

### **Implications on related Council policies**

Policy Overview Committees' reviews scrutinise and analyse an area of Council policy or services, and are able to recommend service improvements to the Cabinet, where appropriate.

### **How this report benefits Hillingdon residents**

Scrutiny reviews undertaken by the Policy Overview Committees can recommend improvements to Council services and policies, which will benefit the local residents.

### **Financial Implications**

None at this stage.

### **Legal Implications**

None at this stage.

### **BACKGROUND PAPERS**

NIL.



## FORWARD PLAN

<b>Committee name</b>	Corporate Services, Commerce & Communities Policy Overview Committee
<b>Officer reporting</b>	Luke Taylor, Democratic Services
<b>Papers with report</b>	Appendix A – Forward Plan
<b>Ward</b>	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).

## RECOMMENDATION

**That the Committee note the Forward Plan, and comment on any items coming before Cabinet if they see fit.**

## SUPPORTING INFORMATION

The Forward Plan is updated on the 15<sup>th</sup> of each month. An edited version to include only items relevant to the Committee's remit is attached as Appendix A.

### 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, and 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.

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Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee – 20 June 2018

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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 GEO = Chief Executive's Office FD= Finance									
Cabinet - 21 June 2018									
253	<b>New contract for the Advocacy, Independent Visitor and Return Interview Services within Children's Services</b>	Cabinet will consider the award of a new two year contract for Advocacy Services for Looked After Children, Young People and Care Leavers in Hillingdon; the provision of an Independent Visitor Scheme and Return Interviews for Children and Young People within Hillingdon's Children's Services.	All		Cllr David Simmonds CBE	SC/FD - Janice Altenor / Sally Offin		NEW	Private (3)
254	<b>Purchase of Four Refuse Collection Vehicles</b>	Approval is sought for the purchase of four new refuse collection vehicles to replace the existing vehicles at Harlington Road Depot.	All		Cllr Jonathan Bianco	RS - Bobby Funch		NEW	Private (3)
223	<b>Support to youth football in the Borough</b>	To meet the need for the demand in youth football, Cabinet will consider the relocation of the former Yiewsley Bowls Club House (not in use) to Sipson Recreation Ground to provide changing rooms and facilities for the West Drayton Explorers FC.	Yiewsley / Heathrow Villages		Cllr Jonathan Bianco	RS - Neena Singh / Michael Naughton	Petition Hearing with residents		Private (3)
242	<b>Budget 2017/18 Outturn</b>	Cabinet will review the Council's budget outturn position for the previous financial year.	All		Cllr Ray Puddifoot MBE / Cllr Jonathan Bianco	FD - Paul Whaymand			Public
Cabinet - 26 July 2018									
244	<b>Cleaning Service for the Civic Centre and other Hillingdon Properties</b>	Following competitive tender, Cabinet will consider the contract for the provision of cleaning services at the Civic Centre and premises across the Borough, comprising, internal cleaning, window cleaning and porter services. The scope of the contract includes 77 facilities across the Borough including libraries, children centres and other facilities used by residents.	All		Cllr Jonathan Bianco	RS / FD - Brian Colyer / Michael Breen			Private (3)

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## WORK PROGRAMME 2018 - 2020

<b>Committee name</b>	Corporate Services, Commerce and Communities Policy Overview Committee
<b>Officer reporting</b>	Luke Taylor, Democratic Services
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

### HEADLINES

To enable the Committee to track the progress of its work in 2018-2020 and forward plan its work for the current, and next, municipal year.

### RECOMMENDATIONS:

**That the Committee note the Work Programme 2018 – 2020 and agree any amendments.**

### SUPPORTING INFORMATION

The Committee’s meetings start at 7.30pm (unless stated otherwise below), and the meeting dates for the next municipal year are as follows:

Meetings	Room
20 June 2018	CR6
24 July 2018	CR4
20 September 2018	CR4
9 October 2018	CR4
6 November 2018	CR4
8 January 2019	CR4
5 February 2019	CR4
6 March 2019	CR4
9 April 2019	CR4
June 2019 - Date TBC	TBC
July 2019 - Date TBC	TBC
September 2019 - Date TBC	TBC
October 2019 - Date TBC	TBC
November 2019 - Date TBC	TBC
January 2020 - Date TBC	TBC
February 2020 - Date TBC	TBC
March 2020 - Date TBC	TBC
April 2020 - Date TBC	TBC

Classification: Public

Corporate Services, Commerce & Communities Policy Overview Committee – 20 June 2018

### **Implications of 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, and 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

Corporate Services, Commerce & Communities

2018

2019

Meeting Month	June	July	September	October	November	January	February	March	April	June	July	September	October
Date	20	24	20	9	6	8	5	6	9	TBC	TBC	TBC	TBC

## Review I (TBC)

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

## Review II (TBC)

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

## Regular business items

Mid year Budget Update	x													
Annual complaints & service update report			x								x			
Cabinet's budget proposals for next financial year							x	All POCs						
Cabinet Forward Plan monitoring	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													
Annual Safety Review - Sports Grounds			x											
Officer Report - Overview of ICT operations	x													
Officer Report - Use of Space in Civic Centre			x											
Past Review monitoring - Recruitment							x							
Past Review monitoring - Staff Induction & Retention											x			
Past Review monitoring - Homophobic, Biphobic & Transphobic Bullying													x	

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