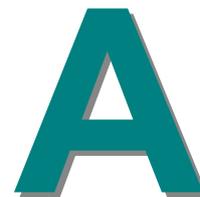




HILLINGDON  
LONDON



# CABINET

**Date:** THURSDAY, 24 OCTOBER  
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  
this meeting and observe the  
public business discussed.

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

## To all Members of the Cabinet:

Ray Puddifoot MBE (Chairman)  
*Leader of the Council*

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

Jonathan Bianco  
*Finance, Property & Business Services*

Keith Burrows  
*Planning, Transportation & Recycling*

Philip Corthorne  
*Social Services, Housing, Health & Wellbeing*

Douglas Mills  
*Community, Commerce & Regeneration*

Richard Lewis  
*Central Services, Culture & Heritage*

You can view the agenda  
at [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) or use a smart  
phone camera and scan the code below:



## Published:

Wednesday, 16 October 2019

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**Putting our residents first**

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

# Useful information for residents and visitors

## *Watching & recording this meeting*

You can watch the public part of this meeting on the Council's YouTube channel, live or archived after the meeting. 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. The officer shown on the front of this agenda should be contacted for further information and will be available to assist.

When present in the room, silent mode should be enabled for all mobile devices.

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Please enter from the Council's main reception where you will be asked to sign-in and then directed to the Committee Room.

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# Notice

## **Notice of meeting and any private business**

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

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

*24 October 2019 at 7pm in Committee Room 6, Civic Centre, Uxbridge*

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

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

## **Notice of any urgent business**

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

## **Notice of any representations received**

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

## **Date notice issued and of agenda publication**

16 October 2019  
London Borough of Hillingdon

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 14
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

## **Cabinet Reports - Part 1 (Public)**

- 5 Local Safeguarding Children Board: Annual Report 2018-2019 (Cllr David Simmonds CBE) 15 - 58
  - 6 Safeguarding Adults Partnership Board: Annual Report 2018-2019 (Cllr Philip Corthorne) 59 - 84
  - 7 Statement of Gambling Policy (Cllr Douglas Mills) 85 - 152
- TO RECOMMEND TO COUNCIL***
- 8 Monthly Council Budget Monitoring Report: Month 5 (Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco) 153 - 196
  - 9 School Capital Programme Update (Cllr David Simmonds CBE & Cllr Jonathan Bianco) 197 - 204
  - 10 Quarterly Planning Obligations Monitoring Report (Cllr Keith Burrows) 205 - 210

***APPENDIX CIRCULATED SEPERATELY***

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

- |           |   |           |
|-----------|---|-----------|
| <b>11</b> | Environmental Enforcement Service Contract<br>(Cllr Jonathan Bianco & Cllr Douglas Mills)     | 211 - 222 |
| <b>12</b> | Access to Frameworks for the Provision of Apprenticeship Training<br>(Cllr Richard Lewis)     | 223 - 232 |
| <b>13</b> | Property Transaction: The School House, 103 Judge Heath Lane,<br>Hayes (Cllr Jonathan Bianco) | 233 - 236 |

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

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

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## Minutes

### CABINET

Thursday, 26 September 2019

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



Published on: 27 September 2019

\*Decisions come into effect from: 4 October 2019

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

Ray Puddifoot MBE  
Philip Corthorne  
Jonathan Bianco  
Douglas Mills  
Keith Burrows

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

Henry Higgins  
Edward Lavery  
Nick Denys  
Simon Arnold  
Wayne Bridges  
Peter Curling  
Peter Money  
Kerry Prince

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

Apologies were received from Councillor David Simmonds CBE, Councillor Richard Lewis and Councillor Susan O'Brien.

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

For the agenda item on Northwood Conservation Area and Local List, Councillor Philip Corthorne declared a non-pecuniary interest due to the fact that his employer was engaged on a project in the locale. Councillor Corthorne left the room for the discussion and decision on the item.

#### **3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 25 JULY 2019**

The decisions and minutes of the Cabinet meeting held on 25 July 2019 were agreed as a correct record.

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

This was confirmed.

**5. HEATHROW EXPANSION - RESPONSE TO HEATHROW AIRPORT LIMITED'S AIRPORT EXPANSION STATUTORY CONSULTATION**

**RESOLVED:**

**That Cabinet:**

- 1. Notes the contents of the report.**
- 2. Endorses the Council's response dated 13 September 2019 to Heathrow Airport Limited's June 2019 Airport Expansion Statutory Consultation.**
- 3. Reaffirms the Council's commitment, working either alone, or in conjunction with partner authorities and others, to take all necessary action, including pursuing appeals to the appellate courts in relation to the current legal challenge, and commencing further separate legal challenges, if appropriate, to oppose the Government's proposals to expand Heathrow Airport and it confirms that the existing delegated authority to the Deputy Chief Executive and the Corporate Director of Residents Services and the Borough Solicitor to formally implement any actions directed by the Leader of the Council is to remain in place.**

**Reasons for recommendation**

Cabinet welcomed the Council's comprehensive response to Heathrow Airport Limited's June 2019 Airport Expansion Statutory Consultation. Cabinet re-iterated its long-standing view that Heathrow expansion would have a devastating impact on the Borough and its local communities.

Cabinet noted the Council's robust response had revealed significant flaws in their statutory consultation and the Council's response would evidence this in the Courts, should it prove necessary to do so in the event that a future legal challenge is pursued by the Council in relation to the Development Consent Order process.

The Leader of the Council informed Cabinet that the Council now had in place a contingency fund standing at £897,000 to fight Heathrow expansion. Describing the consultation, the Leader stated that Heathrow Airport Limited had comprehensively failed to set out an expansion project that could even remotely be described a sustainable development, citing that there was no clear strategy on surface access, along with air quality and noise issues entirely understated and vital information absent or not disclosed, such as on health impacts. Thanks were given to the Council officers involved in preparing the detailed consultation response for the Council.

**Alternative options considered and rejected**

Cabinet could have decided not to respond to this consultation. However, this was considered to not to be a feasible option due to the highly unsatisfactory nature of

the consultation and also the very significant adverse impacts the proposals would have on the Borough and its residents.

**Officer to action:**

Raj Alagh, Chief Executive's Office

**Classification: Public**

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

**6. CONSERVATION AREA APPRAISAL STATEMENT FOR NORTHWOOD TOWN CENTRE & GREEN LANE CONSERVATION AREA AND THE LOCAL LIST OF BUILDINGS OF ARCHITECTURAL OR HISTORIC IMPORTANCE**

**RESOLVED:**

**That the Cabinet:**

- 1) Considers the responses to the draft Appraisal for The Northwood Town Centre, Green Lane Conservation Area, as attached in Appendix 3 following the public consultation;**
- 2) Formally adopts the Northwood Town Centre, Green Lane Conservation Area Appraisal as attached in Appendix 1 and;**
- 3) Approves the addition of the 14 new entries to the Local List of Buildings of Architectural or Historic Importance as attached in Appendix 2, following the positive response to the public consultation.**

**Reasons for decision**

Cabinet noted that the Northwood Town Centre, Green Lane Conservation Area had come under increasing pressure from new development which had the potential to cause harm to its character and appearance. Following a six week public consultation on an updated draft Conservation Appraisal and Local List for the area, Cabinet approved the documents for formal adoption following due consideration of the responses received and the subsequent amendments recommended by officers.

**Alternative options considered and rejected**

Cabinet could have decide not amend or approve the Conservation Area Appraisal or Local List, which would have left buildings worthy of local designation unrecognised and vulnerable to insensitive development, and the concerns of residents unaddressed.

**Officer to action:**

James Rodger / Mark Butler, Residents Services

**Classification: Public**

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

**7. CONSIDERATION OF SETTING A LICENSED DEFICIT BUDGET IN 2019/20 FOR THREE SCHOOLS IN THE BOROUGH**

**RESOLVED:**

**That the Cabinet:**

- 1. Approves the application for a licensed deficit of £118k from Bishop Winnington-Ingram CE Primary School for 2019/20.**
- 2. Approves the application for a licensed deficit of £41k from Holy Trinity CE Primary School for 2019/20.**
- 3. Approves the application for a licensed deficit of £4,145k from Oak Wood School for 2019/20.**

**Reasons for decision**

Cabinet gave its approval for Oak Wood School and Holy Trinity CE Primary and Bishop Winnington-Ingram CE Primary Schools to hold a licensed deficit.

**Alternative options considered and rejected**

Cabinet could have decided to write-off the deficit, which would have required agreement from the Schools Forum, or alternatively withdrawn the governors delegated powers over their budgets.

**Officers to action:**

Dan Kennedy - Residents Services  
Peter Malewicz – Finance

**Classification: Public**

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

**8. TRANSPORT FOR LONDON LOCAL IMPLEMENTATION PLAN 3, ANNUAL SPENDING SUBMISSION 2019/20**

**RESOLVED:**

**That the Cabinet:**

- 1. Agrees the principles of the Council's Local Implementation Plan Three 2020/21 Annual Spending Submission to Transport for London, set out in the report;**

- 2. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling, to agree the final Annual Spending Submission before submission to Transport for London; and**
- 3. Notes that the subsequent progression of any individual scheme or programme in the Plan and funded by Transport for London budgets will also be subject to the Council's democratic capital release procedures requiring final sign-off by the Leader of the Council and Cabinet Member for Finance, Property and Business services.**

### **Reasons for decision**

Cabinet agreed the basis of the Council's proposed Local Implementation Plan and Spending Submission, which was used by London boroughs to locally deliver the Mayor's Transport Strategy through Transport for London funding. Cabinet noted the projects and programmes included that covered healthy streets, transport interchanges, north-south links, school and road safety, mobility and accessibility and parking management schemes benefiting residents.

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

Cabinet could have decided not to submit the Plans, but this would have put at risk a significant amount of funding that Transport for London had made available for the Council to invest on transport projects and programmes locally.

### **Officer to action:**

Alan Tilly, Residents Services

### **Classification: Public**

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

## **9. COUNCIL BUDGET 2019/20: REVENUE AND CAPITAL MONITORING - MONTH 4**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the budget position as at July 2019 (Month 4) as outlined in Table 1.**
- 2. Note the Treasury Management update as at July 2019 at Appendix F.**
- 3. Continue the delegated authority up until the October 2019 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority**

between the 25 July 2019 and 26 September 2019 Cabinet meetings, detailed at Appendix G.

4. Accept an award of £48k from Transport for London in respect of the Bridge Assessment and Strengthening Programme.
5. Approve the release of funding of £52k from the Heathrow/HS2 Contingency Earmarked Reserve to support the activities of the Stop Heathrow Expansion Group.
6. Approve an uplift on the existing charge levied for parking bay suspensions from £15 per bay per day, to £31.
7. Approve the introduction of two new charges in relation to parking bay suspensions, i) £30 cancellation fee, and ii) £30 amendment fee, when a request to cancel or amend a suspension is received at, or less than, 7 days prior to a suspension coming into force.
8. Approve to charge an affordable rent of £219.39 per week in 2019/20 (inclusive of a meals service charge of £30 per week based on one tenant) for each of the 57 one bed-roomed flats at the HRA new build Park View Court, and approve to charge a meals service charge of £30 per week for each additional tenant in the property as detailed in Appendix E.
9. Approve to charge an affordable rent of £263.01 per week in 2019/20 (inclusive of a meals service charge of £30 per week based on one tenant) for each of the 3 two bed-roomed flats at the HRA new build Park View Court, and approve to charge a meals service charge of £30 per week for each additional tenant in the property as detailed in Appendix E.
10. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
  - a. Unit 7B, Hayes Bridge Retail Park £20k.
11. Approve an allocation of £26,800 from unallocated priority growth to fund improvements to South Ruislip station railway bridges.
12. Approve the grant payment of £69,660 to Addictions Recovery Community Hillingdon (ARCH) and the associated capital release, in respect of the Public Health England Alcohol Capital Fund partnership bid.
13. Welcome the motion approved by Council on 12 September which resolved "that [this Council's] offer to purchase Uxbridge Police Station for £5M, to enable continued use by local officers, made in the 2018 budget should be remade to The Mayor of London as soon as possible." and agrees to provide for this, should the Mayor of London accept, by virement from the projected underspend in the 2019/20 capital programme resulting from rephasing of project expenditure or by addition to the 2020/21 capital budget.
14. Ratify two contract special urgency decisions taken on the 26 July 2019 and 3 September 2019, as set out in Appendix H on the following matters:
  - a. Managed Service for the Supply and Distribution of Materials for the In-House Repairs Team and;
  - b. Appointment of Contractor for the Refurbishment of Council Libraries.

**15. Agree to award the 2019/20 Community Safety Grant of £81,000 to the Metropolitan Police Service for activities aligned to local community safety priorities for Hillingdon residents.**

**Reasons for decisions**

Cabinet was informed of the latest Month 4 forecast revenue, capital and treasury position for the current year 2019/20 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a number of other financial related decisions, including the release of funding for the Stop Heathrow Expansion Group, updated parking bay suspension charges and affordable rent levels for the new Park View Court Supported Living development.

Cabinet welcomed the Council motion approved on 12 September 2019 which reiterated the Council's offer to the Mayor of London to purchase Uxbridge Police Station to enabled continued use by local officers. Cabinet agreed, subject to the Mayor's decision, the funding strategy to enable this.

Cabinet also ratified two urgent contractual decisions taken during the summer relating to the supply of materials for the Council's repairs service and the refurbishment of the Council's libraries.

An addendum to the report was tabled in order for the Cabinet to formally award a community safety grant to the Police to align to local priorities. The Cabinet Member for Community, Commerce and Regeneration also updated Members on concerns over match funding by the Mayor of London for the local Police Tasking Team.

**Alternative options considered and rejected**

None.

**Officer to action:**

Paul Whaymand, Finance

**Classification: Public**

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

**10. TENDER FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF NEW PAY AND DISPLAY PARKING PAYMENT MACHINES ACROSS THE BOROUGH**

**RESOLVED**

**That the Cabinet:**

- 1. Approves the installation of new Pay & Display parking payment equipment across the Borough which incorporates the HillingdonFirst card system, in order that residents receive preferential parking charges, and accepts coins and payment cards.**
- 2. Accept the tender from METRIC GROUP LTD for the Provision of the Supply, Installation and Maintenance of Pay & Display parking payment equipment to the London Borough of Hillingdon for a FIVE YEAR period from OCTOBER 2019 and at the value of £1,175,565.00.**
- 3. Furthermore, agrees that this includes the provision to extend the contract for a further FIVE YEAR period (TEN years in total), subject to the approval of the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling, in consultation with the Deputy Chief Executive & Corporate Director of Resident Services.**

**Reasons for decision**

Cabinet noted that the Council's 260 pay and display machines operating in the car parks and on-street had now come to the end of their serviceable life and were not able to accommodate modern payment features. This improvement had been identified in a review considered by Cabinet in May 2019 from the Residents, Education and Environmental Services Policy Overview Committee.

Cabinet accepted the most economically advantageous tender for new Pay & Display parking terminals, which would enable continued use of the HillingdonFirst Card for preferential resident discounts, but also allow for credit/debit card and contactless payments, along with cash. Cabinet welcomed that the terminals were to be solar powered, further contributing towards Council's green credentials.

**Alternative options considered and rejected**

None, given that the current machines only accepted cash and would soon be out the end of their serviceable and contract life.

**Officer to action:**

Roy Clark, Resident Services

**Classification: Private**

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

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

## **11. TENDERS FOR BANKING, CLIENT MONEY MANAGER AND MERCHANT SERVICES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Accept the Tender 1 (Lot 1) from The Royal Bank of Scotland Plc for the provision of Banking Services to the London Borough of Hillingdon for a five (5) year period from 1 April 2020 to 31 March 2025;**
- 2. Accept the Tender 1 (Lot 2) from Lloyds Bank Plc for the provision of Banking Service - Client Money Manager Account to the London Borough of Hillingdon for a five (5) year period from 1 April 2020 to 31 March 2025;**
- 3. Accept the Tender 2 from Global Payments UK Ltd for the provision of Merchant Services to the London Borough of Hillingdon for a five (5) year period from 1 April 2020 to 31 March 2025 and;**
- 4. Furthermore, agree that this includes the provisions to extend all the above contracts for a two (2) year period and a further two (2) year period, subject to the approval of the Leader of the Council and Cabinet Member for Finance, Property & Business Services, in consultation with the Corporate Director of Finance.**

#### **Reasons for decision**

Following competitive tender exercises conducted for the provision of banking and merchant services in accordance with the Procurement and Contract Standing Orders, Cabinet accepted the most economically advantageous tenders for key financial services to the Council.

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

None, as the Council would be unable to make or receive payments.

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

Annette Reeves - Finance  
Lisa Sharp - Finance

#### **Classification: Private**

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

## **12. TENDERS FOR THE COUNCIL'S FUEL SUPPLY**

### **RESOLVED:**

**That the Cabinet:**

- 1. Accepts the tender from Certas Energy UK Ltd for the supply and delivery of ULSD for a period of 2 years with no provision to extend and;**
- 2. Accepts the tender from New Era Fuels Ltd for the supply and delivery of ULS Gas Oil (Red Diesel) for a period of 2 years with no provision to extend.**

### **Reasons for decision**

Cabinet accepted the most economically advantageous tenders carried out via a Crown Commercial Service Framework for Ultra-Low Sulphur Diesel and ULS gas oil (Red Diesel) for the continued service provision and operation the Council's fleet.

### **Alternative options considered or rejected**

None, as the previous contract will expire.

### **Officers to action:**

Stephen Gunter – Residents Services  
James Patterson - Finance

### **Classification: Private**

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

## **13. EXTENSION OF THE INTEGRATED ADVOCACY CONTRACT**

### **RESOLVED:**

**That Cabinet:**

- 1. Agree to exercise the contract option to extend the current contract with POHWER Limited for the provision of Integrated Advocacy Service to the London Borough of Hillingdon for a three year period from 1st October 2019 to 30th September 2022 and an estimated cost of £717k for the period.**

- 2. Requests that the Chairman of the Executive Scrutiny Committee considers waive the scrutiny call-in period on this matter in light of the imminent contract start date and for continuity of service.**

#### **Reasons for decision**

Cabinet agreed the contract extension to ensure that the Council continued to meet its statutory obligations to deliver an effective integrated advocacy service, encompassing Independent Mental Capacity and Health Advocacy and Care Act Advocacy.

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

Cabinet could have considered a tendering of the contract; however, soft market testing did not support this approach.

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

Kate Kelly-Talbot, Social Care

#### **Classification: Private**

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

#### **14. PROPERTY TRANSACTION: DISPOSAL OF THE SCHOOL HOUSE, PHELPS WAY, HARLINGTON**

#### **RESOLVED:**

#### **That the Cabinet:**

- 1. Declare the property surplus to requirements;**
- 2. Authorise the disposal of the freehold of the property using a local estate agent and;**
- 3. Delegate authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services in consultation with the Deputy Chief Executive and Corporate Director of Residents Services for all subsequent decisions regarding the sale of the site.**

#### **Reasons for decision**

Cabinet noted that the current property was vacant and surplus to requirements. Therefore, it approved disposal of the property in order to optimise use of the

Council's property assets and provide a Capital Receipt for reinvestment in the Borough.

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

Cabinet had limited options, as it noted that the adjacent School's Academy Trust did not wish to rent or acquire the property.

### **Officer to action:**

Mike Paterson; Residents Services

### **Classification: Private**

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

## **15. VOLUNTARY SECTOR LEASE - EASTCOTE HORTICULTURAL SOCIETY**

### **RESOLVED:**

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

### **Reasons for decision**

Following a review, Cabinet agreed the rent for the Eastcote Horticultural Society for continued use of a building at Southbourne Gardens, Ruislip. Cabinet's decision enabled the organisation concerned to benefit from the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

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

None.

### **Officer to action:**

Michele Wilcox, Residents Services

### **Classification: Private**

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

*disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.37pm.

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

**When the Cabinet's decisions come into effect**

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

Cabinet's decision on the Integrated Advocacy Contract took immediate effect, following the waiver of the scrutiny call-in period by the Chairman of the Executive Scrutiny Committee, for the reasons set out in the report.

All remaining decisions of the Cabinet can, therefore, be implemented by officers upon the expiry of the scrutiny call-in period which is:

**From 5pm, Friday 4 October 2019**

Officers to action the decisions are indicated in the minutes.

The minutes are the official notice for any subsequent internal process approvals required by officers to action the Cabinet's decisions.

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

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

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

Democratic Services: 01895 250636

Media enquiries: 01895 250403

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

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## HILLINGDON LOCAL SAFEGUARDING CHILDREN BOARD (LSCB) ANNUAL REPORT 2018-2019

<b>Cabinet Member</b>	Councillor David Simmonds CBE
<b>Cabinet Portfolio</b>	Deputy Leader of the Council Cabinet Member for Education and Children's Services
<b>Officer Contact</b>	Zafer Yilkan, Social Care
<b>Papers with report</b>	Annual Report 2018-2019

### HEADLINES

<b>Summary</b>	It is a statutory requirement to publish the Local Safeguarding Children Board's (LSCB) Annual Report. The report reflects the work of the Local Authority and partner organisations engaged in children's safeguarding in the Borough.
<b>Putting our Residents First</b>	This report supports the following Council objective of: <i>Our People.</i>
<b>Financial Cost</b>	There are no direct financial implications arising from the publication of this Annual Report.
<b>Relevant Policy Overview Committee</b>	Social Care, Housing and Public Health
<b>Relevant Ward(s)</b>	The work of the Board covers the entire Borough.

### RECOMMENDATION

**That the Cabinet notes the content of the Annual Report and work of the Local Safeguarding Children Board during 2018/19.**

#### Reasons for recommendation

The Annual Report is a statutory requirement that requires publication on the Local Safeguarding Children Board's (LSCB) website and consideration by the Council.

#### Alternative options considered / risk management

None.

## Policy Overview Committee comments

At its meeting on 31 July 2019, the Social Care, Housing and Public Health Committee considered the last Local Safeguarding Children Board (LSCB) annual report under the current arrangements. The Committee considered the new governance arrangements to be a good opportunity to engage with partners in a more meaningful way, engage with senior bodies of organisations and add a whole new level of robust challenge. It was noted that two areas remained priorities namely child neglect and preventing the criminal exploitation of children and young people. Notwithstanding these priorities, Members welcomed the positive results so far and were pleased to see domestic violence being incorporated into day to day work. The Committee congratulated all bodies involved for their hard work and commitment with particular thanks to the LSCB's Independent Chairman.

## SUPPORTING INFORMATION

### LSCB Activity

1. This is the final annual report produced by the Independent Chairman of the Local Safeguarding Children Board, reflecting its 2018-19 activity, as new arrangements for partnership safeguarding arrangements are now in place. At this time next year, a report will be published following an independent assurance review by an independent party.
2. The Annual Report details work undertaken by the Board last year and includes specific reports from each of the agencies that make up the Board. The purpose of the annual report is to provide evidence about the standard to which the agencies responsible for safeguarding children in the London Borough of Hillingdon have performed.
3. The report illustrates that this year the partnership has continued to work on its priorities; the neglect of children remained a focus which resulted in the development of a neglect strategy with the appropriate tools to enable front line professionals to identify cases of neglect and put resources in place to support and help families and children. Related to this, the report captures that evidence that progress has been made in developing early help solutions.
4. Preventing the criminal exploitation of children and young people remained a priority in the last year and progress in the way partners are working together is illustrated in the report, In particular, a multi-agency group are able to identify vulnerable young people and put protection in place for them.
5. During the year, there have been two learning reviews undertaken, and one serious case review is due to be finalised in 2019. Single and multi-agency audits of safeguarding practice have been completed with strengths identified, and reinforced. The identified areas of learning have been addressed via training programmes, specialist learning events and further service development.

6. The Independent Chairman states that the work undertaken by partners over the last three years has been remarkable and he states his view that Hillingdon stands out as one of the most effective boroughs in London, in terms of the way it safeguards its children.

### **Future safeguarding arrangements**

7. In 2015, the Secretary of State for Education and the Minister of State for Children and Families commissioned Alan Wood to lead the review of Local Safeguarding Children Boards (LSCBs). The review recommended a fundamental reform of safeguarding arrangements, placing equal responsibility and freedom on the Local Authority, the Police and the Clinical Commissioning Group to organise their local arrangements according to local need.
8. The Children and Social Work Act 2017, Section 30, makes these recommendations statutory. Sections 16 to 23 introduce an equal duty on Local Authorities, Police and Clinical Commissioning Groups to make safeguarding arrangements for children within their geographical areas of responsibility.
9. In Hillingdon, the last LSCB meeting under the old arrangements took place on 1 May 2019 and the new arrangements are now implemented and the new Safeguarding Partnership arrangements will continue to focus on local priority areas, including neglect and young people affected by contextual risk factors.
10. The Act also places a duty on Child Death Review partners, Local Authorities and Clinical Commissioning Groups to review the deaths of children ordinarily resident in the local area. Hillingdon, alongside seven other West London Local Authorities, has formed a new partnership with the North West London Project in order to fulfil the new Child Death Review (CDR) legal requirements.

### **Financial Implications**

There are no direct financial implications arising relating to the publishing of this report.

## **RESIDENT BENEFIT & CONSULTATION**

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

The publication of this report will not directly affect service users; however, the work of the Board seeks to promote a joint multi-agency approach to safeguarding and protecting our most vulnerable residents.

### **Consultation carried out or required**

The report contains information from each of the agencies that form the partnership.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report, confirming that there are no direct financial implications associated with the recommendation that Cabinet note the content of the annual report.

### Legal

There are no legal implications arising from this report.

## BACKGROUND PAPERS

NIL



2018-  
2019

# LSCB ANNUAL REPORT



- @ [lscb@hillingdon.gov.uk](mailto:lscb@hillingdon.gov.uk)
- [@hillingdon\\_lscb](https://twitter.com/hillingdon_lscb)
- [www.hillingdonlscb.org.uk](http://www.hillingdonlscb.org.uk)

Heidi Henderson/Andrea Nixon  
Local Safeguarding Children Board  
2018-19

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## 1.0 Foreword: Independent Chair Steve Ashley

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This is the final annual report that will be produced by the Local Safeguarding Children Board. The Children and Social Work Act 2017 is now in force and new arrangements will be in place from July this year. These new arrangements mean that a senior member from the Local Authority, Police and Clinical Commissioning Group will be responsible for ensuring that child safeguarding in the borough is maintained at the very high standards we have come to expect. At this time next year, a report will be published by an independent scrutineer detailing the work conducted by partners in safeguarding and commenting on the standards achieved and where improvements may be required.



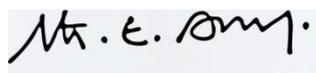
This year the partnership has continued to work on our priorities. Neglect of children remains a real concern and I am pleased that the partners have developed a neglect strategy with the appropriate tools to enable front line professionals to identify cases of neglect and put resources in place to support and help families and children. In order to achieve this there needs to be a clear Early Help offer. There is evidence that progress has been made in this area. It remains a critical area of business and there needs to be more partnership engagement if we are to make further progress.

Preventing the criminal exploitation of children and young people remains a priority for the borough. There has been progress in the way partners are working together. In particular, a multi-agency group are able to identify vulnerable young people and put protection in place for them. We have made progress in this area, but it remains a critical area of safeguarding business and should be a focus for all partners over the next year.

This report provides details of all the work undertaken by the partnership over the last year. I hope that it provides an interesting and informative view of safeguarding in the borough.

At the end of June, the LSCB will be dissolved and replaced by a new safeguarding partnership. The work undertaken by partners over the last three years has been remarkable and I take the view that Hillingdon stands out as one of the most effective boroughs in London, in terms of the way it safeguards its children. I have no doubt that the new partnership arrangements will result in further progress.

I would like to finish with thanks to all of the partners who have been engaged in our work over the last three years. I would also like to thank all of those who have helped and supported me on this journey. I am very proud to have been associated with such an effective group of professionals.

A handwritten signature in black ink, appearing to read 'Mr. E. Ashley'.

**Steve Ashley**

**Independent Chair**

**Hillingdon Local Safeguarding Children Board**

## 2.0 Hillingdon LSCB Governance and Accountability

**“Multi-Agency working is well developed and contributes to achieving good outcomes for children” (Ofsted, May 2018).**

The Hillingdon Local Children Safeguarding Board includes statutory and voluntary representatives from the Police, Health, Schools, Children Social Care, Early Help, Probation, the Youth Offending Services, the Fire Service, the Domestic Abuse Steering executive and the voluntary sector with the aim to provide bittersweet challenge to strengthen the partnership and achieve good outcomes of all our children.

Our primary role is to learn from strengths and developments locally and nationally to protect and promote the welfare of all children and young people in Hillingdon. We monitor the effectiveness of safeguarding arrangements and put things right when we identify areas for improvement. This is achieved through policy development, best-practice guidance and procedures, training and building stronger relationships.

### Introducing changes to Local Safeguarding Children Boards

In 2015 the Secretary of State for Education and the Minister of State for Children and families commissioned Alan Wood to lead the review of the role and functions of Local Safeguarding Children Boards (LSCBs). The review recommended a fundamental reform of safeguarding arrangements, placing equal responsibility on the Local Authority, the Police and the Clinical Commissioning group and giving freedom to organise local arrangements according to local need.

### Children and Social Work Act 2017

The Children and Social Work Act 2017, Section 30, makes these recommendations statutory. Sections 16 to 23 introduce an equal duty on Local Authorities, Police and Clinical Commissioning Groups to make safeguarding arrangements for children based on local need.

### Working Together 2018

Working Together to Safeguard Children 2018 sets out the requirements for safeguarding partners, allowing them freedom to determine how they organise collaborative working to meet statutory requirements and improve outcomes for children locally.

### Hillingdon’s future Governance and Delivery Model

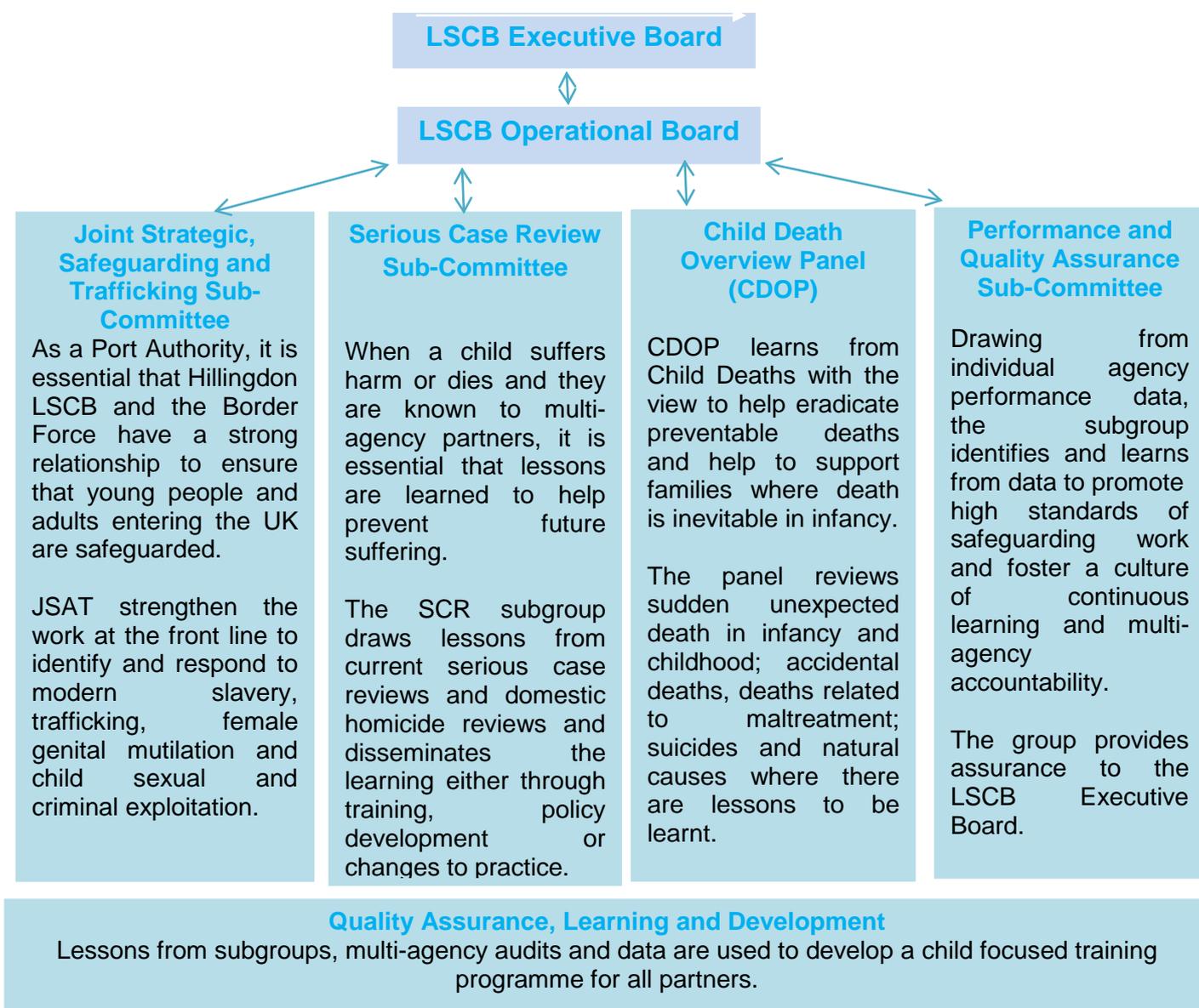
The Chief Executive, London Borough of Hillingdon, the Police and the Accountable Officer Clinical Commissioning group agreed on the governance structure of the Safeguarding Partner Arrangements in September 2018. Agencies are now in the process of finalising internal safeguarding arrangements for the structure to be published. The final LSCB will take place in April 2019. The new Hillingdon Safeguarding Partnership will be fully operational by the end of September 2019.

### Geographical Boundaries

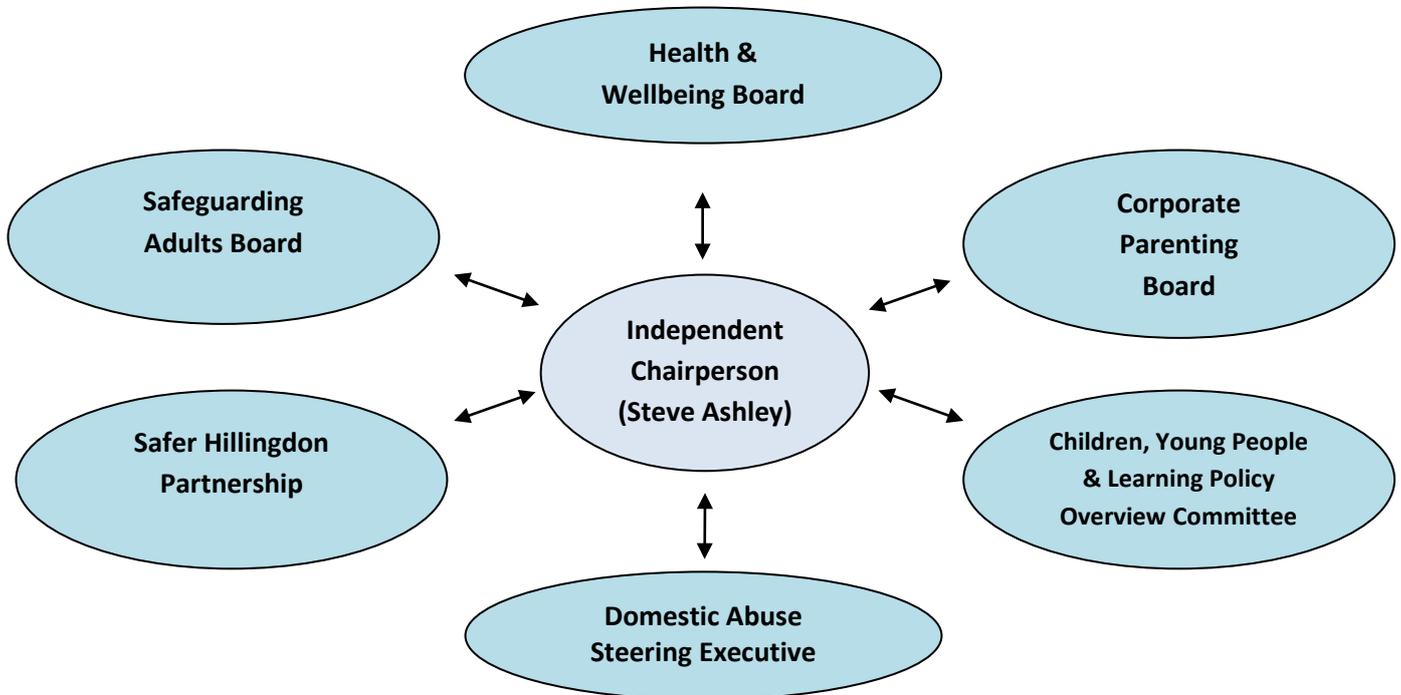
These Safeguarding Partnership Arrangements cover one local authority area, Hillingdon.

This annual report covers the period 2018/19 that was managed under the existing LSCB Governance. This will be the last annual report of the Hillingdon Local Safeguarding Children Board.

### 3.0 Hillingdon LSCB Structure Chart 2018-19



## 4.0 LSCB Partner Members and Linked Strategic Boards



### Hillingdon Safeguarding Adults Board:

The Safeguarding Adult Board is a statutory requirement for local authorities. Its focus is to ensure that adults, and especially vulnerable adults, are protected and partners work together to make sure this happens.

There are areas of overlap with the LSCB in areas such as Domestic Abuse, Modern Slavery and the Prevent agenda, for example, making it imperative that there are strong communication links between both Boards.

### Hillingdon Domestic Abuse Steering Executive:

The domestic abuse executive board brings together statutory and non-statutory agencies in order to ensure that the Mayor of London strategy, 'Violence against Women and Girls' is implemented.

### Safer Hillingdon Partnership:

The Community Safety Partnership Board is required by law to conduct and consult on an annual strategic assessment of crime, disorder and anti-social behaviour, substance misuse and re-offending within the borough. The findings are then used to produce the Safer Hillingdon Partnership's community safety plan.

### Hillingdon Children, Young People & Learning Policy Overview Committee:

The Policy and Overview Committee provides scrutiny and challenge to the Board by elected members.

### Hillingdon Health and Wellbeing Board:

The Health and Wellbeing Board is a statutory requirement for local authorities. The board brings together the NHS, the local authority and Health Watch to jointly plan how best to meet local health and care needs in order to improve the health and wellbeing of the local population, reduce health inequalities and commission services accordingly.

## 5.0 Local Demographics

The health and wellbeing of children in Hillingdon is mixed compared with the England average.

The level of child poverty is similar to the England average with 19.9% of children aged under 16 years living in poverty.

In Hillingdon, 43.1% of the 0 to 19 population are White British, 33.1% are from Asian or Asian British groups, 16.0% are from Black or Black British groups and 7.8% in mixed ethnic groups.

21.7% of the borough's population is under 16 years old.

*(Source: Hillingdon Council website.)*

There are over 80,000 children and young people aged 0-19 living in Hillingdon which represents 26.5% of the total population, compared with 24.5% in London as a whole. There are slightly more boys than girls at all ages, similar to the national picture. (Source: Joint Strategic Needs Assessment (JSNA) Children and Hillingdon Council website, Young People Demographics).

Hillingdon is situated in North West London and is the second largest borough of London's 33 boroughs.

Hillingdon sits on the outskirts of Greater London and is made up of 3 localities and 22 wards.

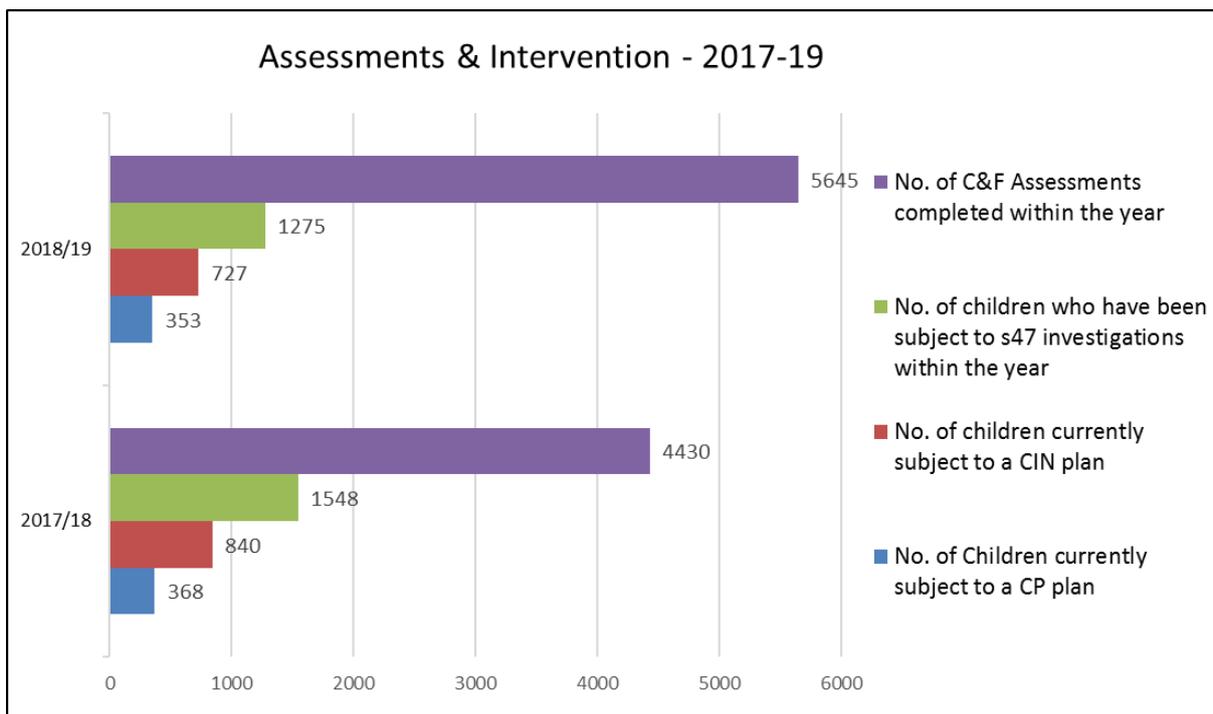
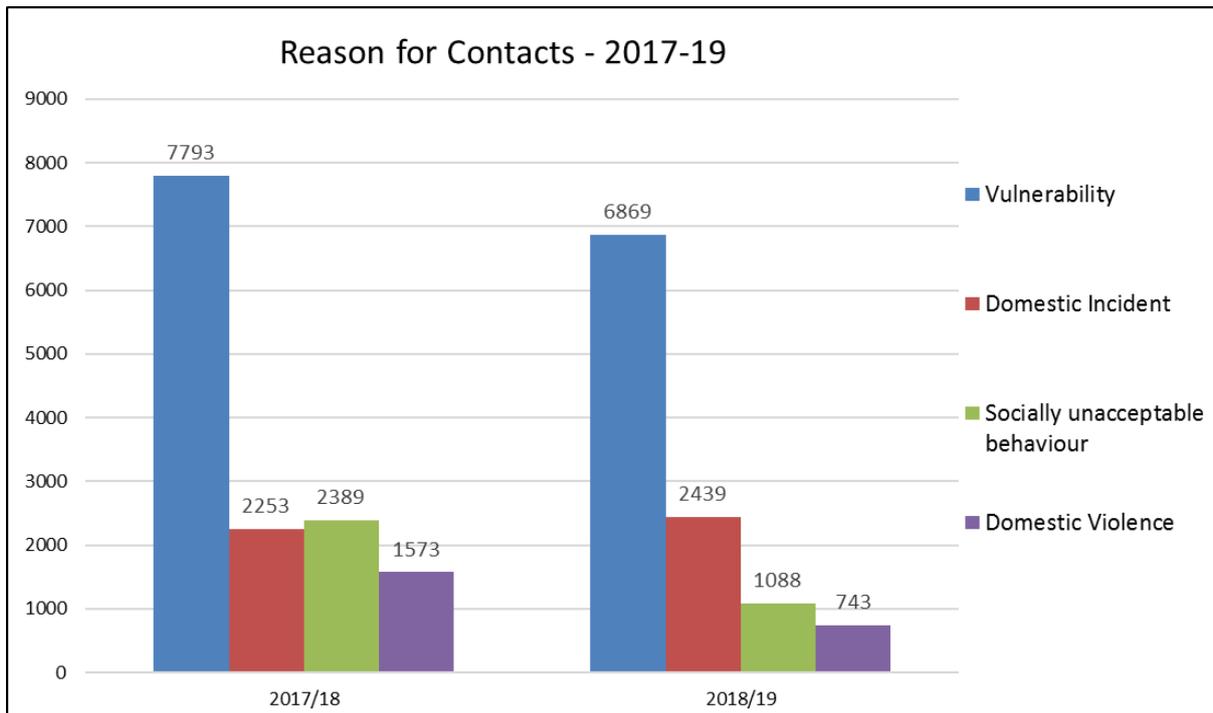
Hillingdon looked after 85 children who were seeking asylum in 2017.

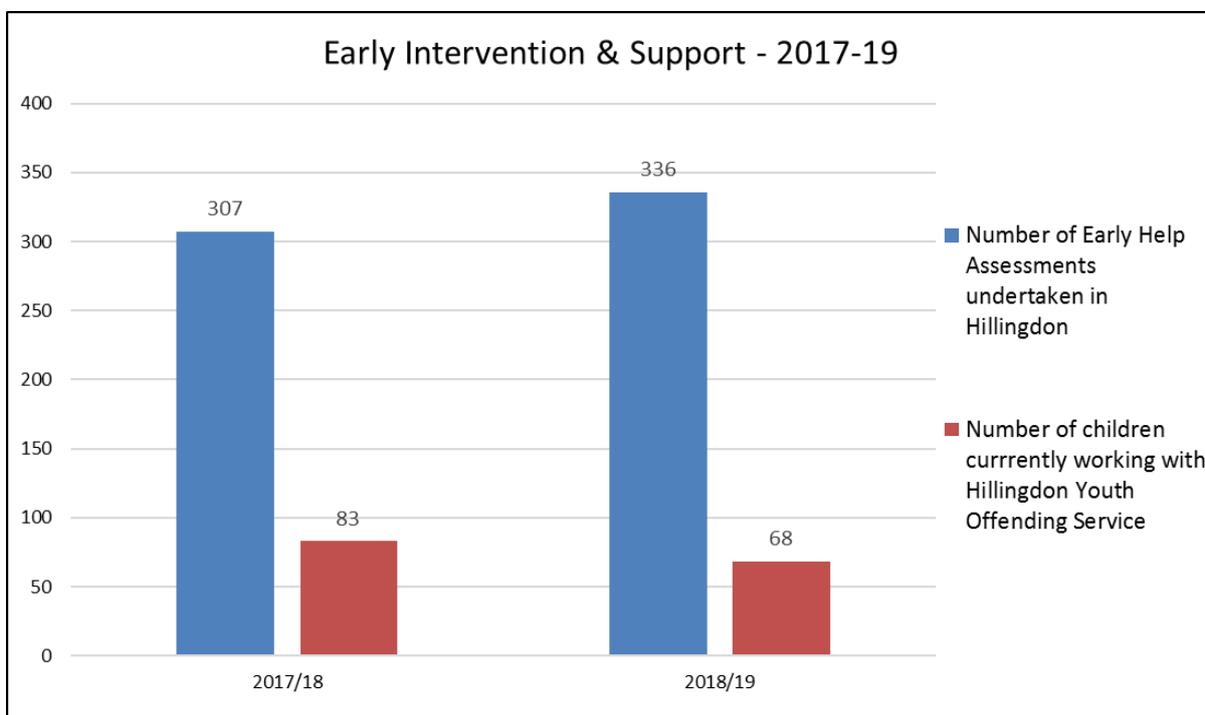
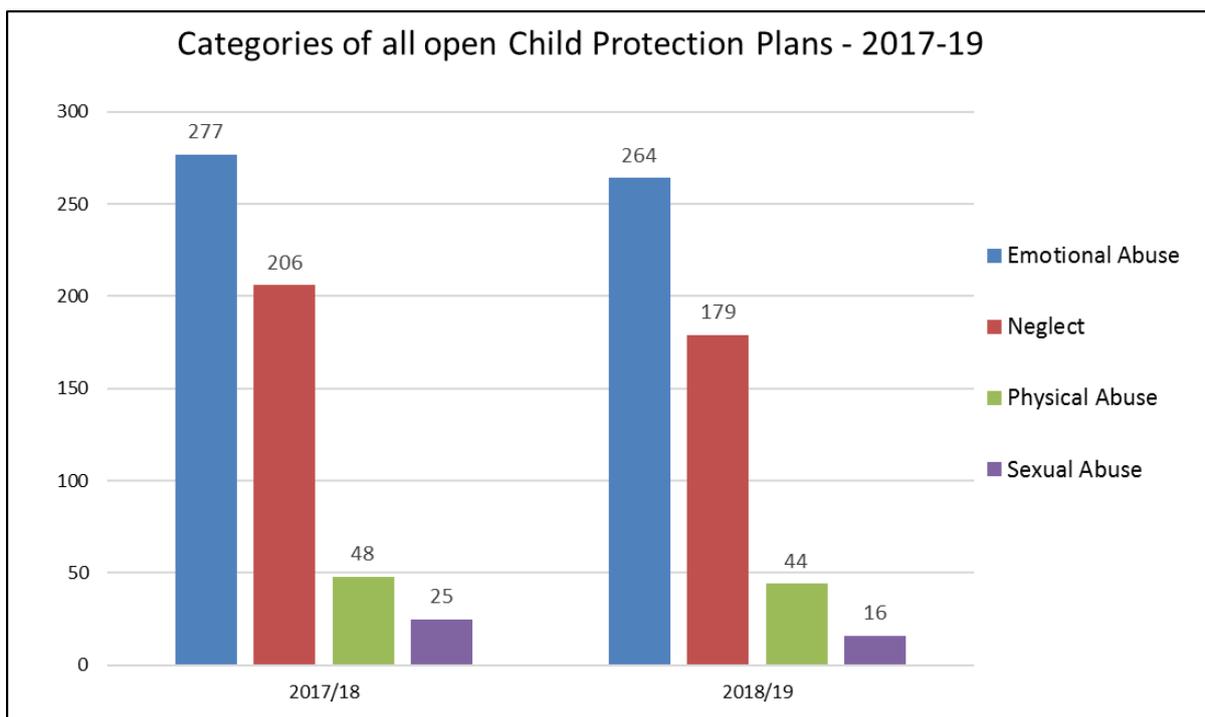
Croydon (390) was the only local authority to care for more children seeking asylum in the UK in 2017 in the greater London area.

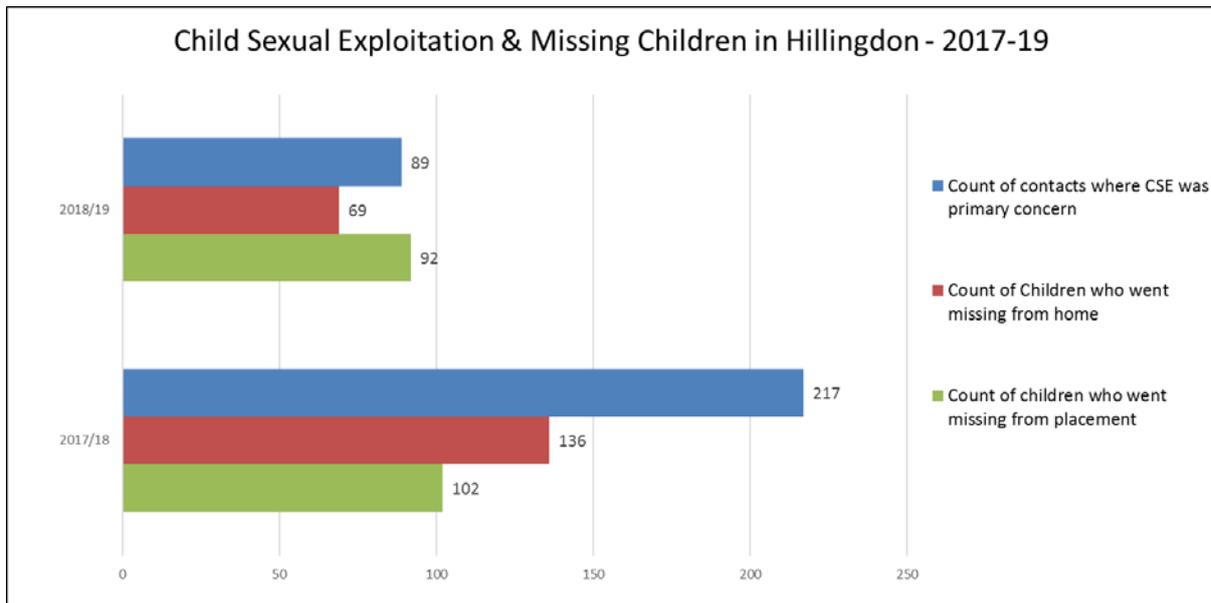
The largest single group of children (23,073) in Hillingdon are aged between 0 and 4yrs. In 2016, this group of children made up a projected 7.6% of Hillingdon's total population and approximately 28% of all children in the borough.

*(Note - projected statistics include 18-19yr old Hillingdon, residents in the same group as 15-17yr old children, which may mean that children aged 0-4 actually comprise a % of all children in Hillingdon).*

## 6.0 Safeguarding Children Performance Data









Hillingdon Children's Services received 23400 Contacts regarding potential children in need in 2017-18.

In 2018-19, this decreased to 15741 Contacts regarding potential children in need.



1275 children were subject to s47 (Child Protection) investigations in 2018-19.



Hillingdon continues to work to safeguard a number of children suffering harm from emotional abuse and neglect



Early Help Assessments are ensuring that support is offered to children and families at an earlier stage to reduce the likelihood of future involvement from other safeguarding services in Hillingdon.

## 7.0 LSCB Multi-Agency Audits

*Multi-Agency Audits are undertaken, either based on statutory requirement or when the LSCB identifies areas where we need to celebrate good practice or identify learning in multi-agency working.*

### Section 175 Schools Safeguarding Audit

s.175 of the Education Act (2002) notes that -

"The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school."

Hillingdon has 103 state-funded school settings. Hillingdon LSCB has an agreement to undertake bi-annual s.175 Safeguarding Audits in schools. The last audit was completed in 2016 with a 50% response rate. To improve on the response rate, the LSCB consulted with the schools during September 2018 and provided training on the audit tool. Forty three schools responded.

Of the forty three schools, all have trained Designated Safeguarding leads and Deputies. All regularly reviewed their safeguarding procedures and provided regular training for existing staff and new staff inductions. Schools had robust whistle blowing policies and were aware of the role of the Local Authority Designated Officer. Site security was outstanding in more than 50% of responses with all schools rating their record keeping as good to outstanding.

Our new Safeguarding in Education lead started in December 2018 with energy and vigour to re-ignite the buy in from schools. She has attended two terms' of cluster meetings and agreed additional work with schools around the role of Children's Social Care, having difficult conversations around safeguarding and improvement of child protection referrals. The Safeguarding in Education Lead, the LADO and the Head of Partnership and Quality Assurance make regular contributions to the Head Teacher's Newsletter.

Having greater visibility should help schools to actively participate in section 175 audits in the future.

### Joint UKBF/Children's Services Audit

The audit helped border agencies and social care staff to understand children's journeys into the country. It captured their experiences of being trafficked, harmed or displaced and creates empathy for their vulnerability. The audit helped to identify key points of intervention and the secondary trauma children experience through questioning and helps staff to be sensitive to their ongoing and future needs. The UKBF and Children Social Care are confident in identifying trafficking, modern slavery and exploitation and confidently make referrals to the National Referral Mechanism to avoid ongoing exploitation. Hillingdon led on developing a welcome pack in different languages as a result of the audit.

### Multi-Agency Neglect Audit

Further to the roll-out of a new multi-agency neglect policy, and associated training and tools, this audit sought to establish the effectiveness of implementation in practice. The audit is completed and the report is being prepared and will be published by June 2019.

## 8.0 Safeguarding Children Training Programme

*To ensure that partners have the most relevant and up to date opportunities for ongoing development, the LSCB based its training programme on:*

- An improved multi-agency auditing programme;
- An expanded multi-agency training programme providing learning about a wider range of safeguarding issues;
- Specialist learning events, such as the Sepsis Masterclass 2 and Safer Sleeping Practices based on learning from CDOP,
- Immediate Learning events based on learning from learning reviews and domestic homicide reviews,
- Continued development of the multi-agency scorecard to ensure that learning reflects the safeguarding needs in Hillingdon.

### Training and Impact upon Practice

1050 Multi-Agency Professionals and foster carers attended classroom based training offered by the LSCB, an increase by 288 people from 2017/18. An additional 277 E-learning courses were completed in the last year.

Our Multi-Agency Training Programme is self-sustaining. Non partner agencies make a modest contribution. This enables us to commission specialist training in emerging areas of safeguarding needs, for example the bespoke Trauma Informed Practice, Recognising and working with Child Neglect, the Impact of Domestic Abuse and established safeguarding courses. Feedback suggests that the LSCB has been effective in developing expertise in areas delegates have received little or no previous training.

The LSBC offers a varied training programme alongside the Council's Learning and Development Service, The West London Alliance, the West London Teaching Partnership and agency specific training. A review of different training offers will be undertaken by the new Safeguarding Partnership to ensure that training is cost-effective, avoids duplication and share resources with other Local Authorities with the aim to widen the training offer.

### Hillingdon LSCB Safeguarding Children Training Program Data

Course Title:	Total Attendees:	Total Places Offered:	%
Initial Working Together to Safeguard Children (Level 3)	300	300	100%
Refresher Working Together to Safeguard Children (Level 3)	182	200	91%
Early Help in Hillingdon	38	75	50%
Child Sexual Exploitation: A Trauma-Focused Approach	43	48	90%
Core Groups & Child Protection plans	48	75	64%
Domestic Abuse Awareness & Impact on Children & Young People	110	120	92%
Recognising and Working with Child Neglect	80	100	80%

Trauma Informed Practice	50	50	100%
True Honour: Female Genital Mutilation	58	60	97%
True Honour: Modern Slavery	46	60	77%
True Honour: Honour-Based Violence/Abuse	51	60	85%
True Honour: Forced Marriage	52	60	87%
<b>Direct Delivery Training Sub-Total:</b>	<b>1058</b>	<b>1208</b>	<b>87%</b>
Introduction to Safeguarding eLearning	240 complete	--	--
Refresher Safeguarding Children eLearning	20 complete	--	--
Early Help Assessment & Team Around the Family eLearning	17 complete	--	--
<b>E-Learning Subtotal:</b>	<b>277</b>	--	--
<b>Grand Total - Training Places Accessed:</b>	<b>1335</b>		

## 9.0 Hillingdon LSCB Partners' Achievements 2018-2019

For this year's annual report, each agency completed a self-assessment to evidence the greater achievements of the LSCB. The feedback below is a collation of individual agency self-assessments.

### **LONDON BOROUGH OF HILLINGDON - CHILDREN'S SERVICES**

*“Services for children in Hillingdon are good and have significantly improved since the previous inspection in 2013. A child-centred approach is woven into strategic and operational decision-making. The shared determination to improve outcomes for children is demonstrated by an impressive pace of change. This has resulted in services of consistently good quality provided by skilled and highly motivated staff, supported by purposeful corporate investment and commitment. Leaders know their services well and were already aware of and acting on the small number of weaker aspects of the service noted by inspectors.” (Ofsted, May 2018)*

Following the ‘Good with Outstanding Leadership’ rating, Children Services has the ambition to deliver a consistently outstanding service to every child and their family.

Children Services have reshaped the structure across the wider directorate to have it represent a single pathway to ensure a wraparound for children and families presenting needs. As well as the improved practice impact we consolidated improvements to ensure that key staff are retained, maximise opportunities to attract new staff following the positive inspection, and ensure we are well equipped to address the challenges of changes in children's primary legislation.

Two Assistant Director posts were created. One to oversee the safeguarding function; this area is concerned with assessment and intervention, which includes Children in Need, Child Protection and the Referral and Assessment Service including the Out of Hours Social Care function. This area also includes Partnership and Quality Assurance, which spans across both clusters. The other Assistant Director oversees the delivery of the corporate parenting functions and agenda. This area includes Looked after Children, Court Proceedings, Leaving Care, Fostering and Adoption. Both AD appointments were internal promotions.

Under the two Assistant Directors, the two core functions align to increase consistency and continuity in the children's pathway. As a result, local practice leadership structure has been strengthened.

Children Services' audit programme has continued with an evolving methodology. It is designed to address areas specifically identified by Ofsted, local need, and national themes. Bespoke audit questions alongside the existing framework help staff learn from history and make the necessary changes to achieve more ambitious outcomes for children. This financial year a total of 257 Case Management Audits (CMAs) have been completed. Overall, the quality of social work practice has remained consistently good with very little identification of inadequate work. Our last report, for October 2018, demonstrates that 59% of the work is good or better with 3% of the work requires improvement. Action on this work is monitored to ensure improved outcomes.

The Principal Social Worker has continued to develop the High 5 newsletter, now on its 42<sup>nd</sup> edition. It is shared with Brunel and Royal Holloway university students, Children Centres, Early Help, Community Safety and the Principal Social Work network. The High 5 includes information about national and local developments, learning from audits and serious case reviews, services available to children and their families and services for social workers to promote emotional resilience. 86% of

Social Care staff always read the High 5 of whom 97.2 find the content highly useful to outstanding. The top reason for reading High 5 are practice updates and research and 70% of staff felt it had a significant impact on their practice.

Through the Teaching Partnership, our team managers worked alongside the Royal Holloway University to develop teaching materials for practice educators, which will be available on their website. Advanced practitioners and team managers were trained in Reflective models of practice and team managers and social workers have been offered various opportunities to work with the University focussing on practice and research. Leaders have delivered training to Brunel university social work students on analytical assessments, Female Genital Mutilation, therapeutic intervention in neglect cases and court skills. All managers undertook training for on adaptive leadership.

25 social workers across all service areas are trained to undertake PAMS assessments. This ensures that they meet the needs of learning-disabled carers and parents, whilst keeping children central to safeguarding. Children Services are building on Signs of Safety to incorporate robust risk assessment, child impact analysis and parental capacity to change, to address the systemic breakdown of family functioning. 157 members of staff have completed training in the NSPCC Graded Care Profile 2 to ensure robust and thorough multi-agency assessment and intervention when children experience neglect. The Domestic Abuse Practice Approach further enhances evidence informed practice and multi-agency responses to the needs of our children.

In March 2019, Children Services invited an independent peer to audit the council's fostering activity. An 'Outstanding' Ofsted rated fostering provider audited fostering files, interviewed foster carers, supervising social workers and the fostering panel to help Children Services strengthen the multi-agency response to children in care.

As a 'Port' Authority, Children Services remain committed to intervening and safeguarding children and their families at their point of entry into the UK. The National Transfer Scheme remains a challenge for Hillingdon, with a slow update of dispersal by other Local Authorities. This means that Hillingdon continues to discharge corporate parenting duties to a high number of unaccompanied asylum seeking children (UASC). Hillingdon's population of looked after asylum seeking children is consistently above the nationally agreed limit, in part due to the challenges faced by the voluntary national transfer scheme.

Our Joint Strategic Safeguarding Children and Vulnerable Adults and Trafficking Committee (JSSAT), continue to meet quarterly to scrutinise multi-agency safeguarding arrangements for children and vulnerable adults arriving at Heathrow. Our Director of Children's Services has been invited to support EKPAT UK and Central Government in a programme of good practice exchange in working with authorities in Vietnam on issues linked to child trafficking. A delegation from Vietnam visited Hillingdon in April 2019 to further strengthen our practice in tackling child trafficking and exploitation.

Children and families continue to have access to universal and targeted early help. Action was taken to review the current provision and a program of modernisation is under way. Experts in the field are helping to transform children's centres into bespoke family hubs to meet the needs of different communities. The Ministry of Housing Communities and Local Government is satisfied that Hillingdon and its partners embrace the 'whole family approach' as part of transition planning under the Troubled Families Agenda.

Ofsted recommended better multi-agency participation in multi-agency meetings. Children Services have strengthened capacity to undertake initial strategy meetings by utilising technology such as POWWOW, to allow greater participation. In February 2019, the Child Abuse Investigation Team co located with the Multi-Agency Safeguarding Hub (MASH) and this will further strengthen the quality

and capacity for sit down strategy meetings. Further work is being done to increase multi-agency participation throughout the child's journey and where Children Services have been unable to address gaps, i.e. attendance of health, police and voluntary organisations at Review Child Protection Conferences, it has been escalated to the LSCB and Executive Leadership.

MASH performance continues to evidence swift multiagency decision making at the front door. The new Domestic Abuse Hub includes screening, Safer Lives and Perpetrator assessments prior to decision making. One of the Think Family Employment Advisers is linked to provide early support to 'lower-level' abuse victims or perpetrators, where financial exclusion may be a motivating factor for escalating violence. Children's Services secured a DfE training budget to provide key workers, children's centre staff, school staff and targeted support services with the knowledge and skill to manage cases of high parental conflict and prevent an escalation to domestic abuse.

In October 2018, Children Services undertook a thematic audit into risk and vulnerabilities of affecting adolescents. 40 case files were reviewed. Key learning around strategy meetings for missing children, as well as the use of risk and vulnerability assessments, and the impact of the young people risk management group led to an innovative Adolescents Team, trialling alternative models of engagement and intervention supported by the What Works Centre (WWC). This includes, but it is not limited to, young people choosing their social worker from profiles of the team, use of personal budgets, co-production of care plans, and young people chairing their own meetings.

An Operational High Risk Panel strengthens multi-agency activity to safeguard this group of young people. Operationally, most children known to this panel sit with the Adolescent team that provides greater oversight of the links the young people make with each other, and therefore provides greater opportunity to disrupt dangerous and harmful exploitation of children. The Strategic Panel remains and reviews emerging themes and patterns with a view to jointly commission intervention, support services and audits. This will further strengthen inter agency and cross boundary working. The Strategic Panel has launched cross-boundary partnerships with Hounslow and Ealing to ensure that young people are captured when they move between Local Authority areas, especially when they are not known to Children's Social Care or YOS. In response to emerging themes identified by the Strategic Panel around contextual safeguarding task and finish groups have been actioned to focus on a number of key areas. These include the needs of young people and their families who are rehoused into Hillingdon to protect them; education provision and safeguarding children at risk of contextual risk factors in our children's homes.

Children Services and the Youth Offending Service work closely to safeguard young people in their communities, manage the risk of harm young people may present to others, and co-ordinate interventions to divert young people from offending. The strategic management of the Youth Offending Service moved to Children Social Care in February 2019. This further enhances the opportunity for joint assessment, planning and decision making.

Prevent continues to fulfil its functions, with strong engagement of schools and local community groups. A trend in referrals relating to children and young people with learning disabilities, autistic spectrum disorders and mental health needs have been identified and the CNWL actively contributes to Channel Panel. The LSCB continue to offer and deliver WRAP training to LBH staff and partner organisations including updates and refresher sessions. The newly launched Home Office e-learning packages relating to referrals and Channel have been rolled out. A 2 year MOPAC (Mayor's Office for Policing and Crime) funded programme in collaboration with schools, the college, University and community, aimed at tackling hate crime and extremism is ongoing. This enables young people to have their say on these issues and develop materials to raise awareness and encourage further dialogue.

Senior Social Care managers attend MARAC (Multi Agency Risk Assessment Conference) and social workers contribute to decisions to safeguard children. MATAAC was introduced to map, intervene and disrupt high risk offenders of domestic abuse. The location of an additional Domestic Abuse Adviser (HIDVA) at Hillingdon Hospital A&E identified 15 women and girls who were in need of support in just two months (compared to 20 referrals from the hospital in the whole previous year), raising domestic abuse awareness at the point where it is needed most. HIDVA referrals have increased from 119 (Q3 2017/2018) to 173 in this financial year, evidencing a multi-agency response to domestic abuse. A newly appointed Domestic Abuse Adviser in Education starts in April 2019 to develop a cohesive response in schools where Encompass has been rolled out.

Our Family Group Conference (FGC) Service remains contracted to DayBreak. 88.83% of referrals lead to a successful FGC. Young people reported that they felt listened to. 89% of families felt that the FGC addressed their concerns. To support families at an earlier stage, Referral and Assessment social workers are considering FGC at the point of completing their assessments. FGCs are being used for Care Leavers to ensure that our young people have a community safety net around them as they develop independence. FGCs are offered as part of a support plan for kinship placements to promote placement stability and we are exploring a fostering FGC to support respite and placement stability.

CORAM VOICE was awarded the contract for return home interviews to help us develop a multi-agency response to children going missing from home, care and education. This contract has been in place since July 2018. Work with the Met Police is ongoing to ensure that children at highest risk are prioritised. The aim is to identify community 'hot spots' and disrupt potential exploitation.

In 2018/19, Children services received 15741 contacts relating to children. There was an increase in Early Help Assessments (336 in 2018/19). 5645 Child and Family Assessments lead to 1275 Child Protection Investigations and 353 children being made subject of Child Protection Plans. There are currently 727 children subject to Child in Need plans. The number of children receiving statutory intervention from the Youth Offending Service has decreased from 83 to 68 in 2018/19.

264 Children are the subject of child protection plans in the category of emotional abuse, due to witnessing domestic abuse, a slight reduction from 277 last year. This remains the highest level of risk to children in Hillingdon. Children experiencing neglect has increased from 179 to 206 in the last year. Sexual abuse and physical abuse have slightly decreased. The changes in Child Protection numbers may be due to more robust assessment at the front door and further work is being undertaken to understand the high levels of Child Protection Investigations not resulting in Child Protection plans.

More children are involved in developing their own plans and attending meetings. In the last year, 192 children were invited to their Child Protection Conference and 54 chose to attend and meet with the chair. This is something we are building on based on the feedback from the Child's Outcome Programme.

Children with disabilities (CWD) remain embedded within the wider children's social work service. We are engaged in further transformation work to improve upon the pathway for children and young people with disabilities and ensure meaningful transition planning. Our Think Family Coordinators work alongside CWD and SEND to help young people with disability needs achieve within employment, education or training.

Hillingdon is corporate parent to 332 children, an increase from 290 this time last year. The team of Independent Reviewing Officers (IROs) remains stable and the average caseload is much lower than the national average at 55. All IROs are permanent and have been in post for four or more years. 100% of our LAC have had the same IRO for 12 months or more. IROs have raised 19 informal

escalations to improve early permanence. Three formal escalations were resolved at stage 2 (Head of Service).

100% of LAC Reviews are on time. In the last 6 months there were 350 LAC reviews, 205 children attended the reviews in person, 47 were under the age of 4 years, but shared their views through direct work with their social worker. 98 children who chose not to attend were able to provide their views indirectly either in writing or via an advocate, and 179 children chaired their own LAC review.

Hillingdon's in-house specialist Multi-Agency Psychological Support (MAPS) team provides direct and indirect support to children, their key workers at our children's homes, foster carers, adoptive parents and social workers to help manage the emotional and behavioural difficulties of children aged 0-17 years old that are placed under the care of LBH.

Improving attendance continues to remain a priority for us, with more focussed work undertaken with Welfare Call, to ensure accurate data is available to inform practice and bring about the required improvements. Within the current academic year, average attendance for statutory school age LAC is 92%. A dedicated Virtual School Officer has oversight of attendance and is working with all professionals to address our concerns (Virtual Head Annual report to Corporate Parenting Board). To further support this work, all Virtual School Officers have LAC attendance as a professional target, with the intention to impact on attendance of young people on their caseload.

Through increased capacity, work has been undertaken to reduce the number of young people whose employment, education or training status is 'not known' with clear success resulting in a 15% reduction in 'unknowns' between August 17 and August 18 (NEET statistics as published by West London Partnership). However our current performance in relation to certain aspects of 16/17 NEET, in particular attendance and exclusions, identified a need for improvement in comparison to national, London and statistical neighbours, albeit marginal in some cases.

The Permanence Planning Meeting (PPM) process is now well understood by staff, PPMs are timely, purposeful and consistent. The PPM strategy include 14-16 year old young people. PPMs are chaired by a Head of Service. A positive impact has been evidenced in Agency Decision Maker meetings and feedback from panel.

The care leaver population stands at 387. All of our care leavers have a pathway plan and some are produced with young people. The timeliness and quality of the plans is a key focus for the leaving care service. PAs actively try to engage our care leavers to co-produce their pathway plans but this is not always possible and is dependent upon the level of engagement by the young person. Our aspiration remains that all pathway plans are co-produced and owned by young people. We are very proud of the academic achievements of our care leavers. 62 care leavers undertaking degree courses in universities.

### **Key Priorities for 2019/2020**

- Over the next 6 months we are embarking on a review of targeted services, which provide intensive support to families, in recognition and response to changing demographics and increased complexity.
- Strengthen multi-agency contribution to strategy meetings and child protection conferences throughout the duration of the child's involvement with Children Social Care.
- Strengthen multi-agency plans for children and their families, towards a whole-family approach, (one family, one plan with a clear pathway) reduced duplication and easy access to the right services at the right time.

- Strengthening Early Permanence for children, at home, with connected people or when needed, with foster carers and adopters.
- Ensuring that all children are aware of their right to participation and their right to complain.
- Participation and contribution to Child Practice Learning Reviews, Domestic Homicide Reviews and Child Death Reviews, including dissemination of learning as lessons become known.
- Chair the Strategic Risk and Vulnerability Panel to ensure that young people in Hillingdon are safe.
- Contribute to and participate in task-and-finish groups identified by the Safeguarding Partnership to enhance safeguarding across the partnership.

### **HILLINGDON CLINICAL COMMISSIONING GROUP (CCG)**

NHS Hillingdon Clinical Commissioning Group (CCG) is a statutory NHS body with a range of statutory responsibilities, including safeguarding children and adults. Like all CCGs, it is a membership organisation that brings together general practices to commission local health services for Hillingdon's registered and unregistered population. One of the advantages of being a clinically-led organisation is that the CCG is in the unique position of being able to take account of the experience of patients who are best placed as service users, to know the right services for the area and can comment objectively when new services are commissioned.

The CCG ensures that safeguarding is included in all contracts of the services from which it commissions NHS services and requires and obtains assurance from all provider organisations that they are meeting safeguarding requirements. This is interrogated through its contracting arrangements and is monitored at monthly contract, quality and risk meetings.

Safeguarding training for all CCG staff is monitored as part of the North West London Collaboration of CCGs Mandatory training arrangements.

- The CCG's Safeguarding Leads are compliant at the required Safeguarding Children training level (Named GP at 4; Designated Nurse and Doctor at Levels 4 and 5).
- The newly recruited Named GP is planning to deliver Level 2 training to CCG staff as well as GPs and Practice staff.

### **Commissioned Services Reviews**

The CCG regularly reviews and monitors Safeguarding Children activities of its Provider organisations through the Safeguarding Health Outcome Framework (SHOF) and will interrogate and review any gaps. It is expected that where there are gaps/concerns that a robust and SMART action plan is monitored at the monthly Contract Quality Group meeting.

### **Challenges in the Reporting Period**

*Child Protection Information System (CP-IS)* is now being used by all of unscheduled care providers as well as Maternity and Paediatric Units. However, a 'go live' date from a neighbouring borough (whose population of children and young people and ante-natal mothers use our Paediatric and Maternity Services) is awaited.

*Child Sexual Abuse (CSA) Hub* – following a commissioned Review (by NHS England) plans (led by Hillingdon CCG) are now in place to make a North West London CSA Hub a reality. The establishment of the Hub for medical assessment of non-acute sexual abuse cases, has presented many challenges

with the 'go live' date being delayed. However, alternative arrangements for this service, are in place. Linked to this new service, the CCG has secured a Mental Health and Wellbeing Service (provided by Barnardos) for the children.

### **Progress on Safeguarding Priorities in the Reporting Period**

- All Provider Trusts are organising or have systems and processes in place for Safeguarding Supervision for relevant staff (e.g. Policies and guidelines, training). Safeguarding Children training has been updated and includes Child Sexual exploitation (CSE); Child Criminal exploitation (CCE); Female Genital Mutilation (FGM); PREVENT and Domestic Abuse.
- All relevant staff members are encouraged to attend training, provided by the Local Safeguarding Children Board (LSCB), at the level that is suitable for their role. We continue to encourage recording and reporting of Interventions with victims of Domestic Violence and Abuse and like training, this is reported in the quarterly Safeguarding (Children) Health Outcomes Framework (SHOF) which has been updated for inclusion in the 2019/20 contracts.
- Safeguarding Children profile continues to be raised within the CCG and all relevant management and quality meetings. The CCG is represented on the LSCB (executive and operational) and LSCB subgroups, key pan-Hillingdon groups as well as relevant patch, regional, pan-London and national groups.

### **Good News Stories**

- A 2nd (1<sup>st</sup> in January 2018) successful Sepsis Masterclass (learning from our CDOP and adults' deaths from Sepsis) was held in November 2018 with national and local speakers including the Sepsis Trust, Child Death Overview Process Lead, our acute Hospital Trust and Local Primary Care lead GP for Education;
- Further learning from the CDOP has led to the planning of 2 Safer Sleep training Masterclasses sessions in March and April 2019, with plans for more training opportunities if required.
- Increased and improved contact from Primary Care regarding all aspects of Safeguarding Children, including the impact of Domestic Abuse;
- Child Sexual Abuse (CSA) Hub plans are being progressed; as part of this process, the CSA/CSE referral pathway has been updated and cascaded across the Health Economy and Children Social Care partners .
- Mental Health and Wellbeing Service, delivered by Barnardos in place for Children and Young People who present with history of sexual abuse.
- Full compliance with CP-IS from all of our unscheduled care providers;
- Successful recruitment of a new 'Named GP'
- The CCG pilot of a paediatric community integrated clinic (where a local consultant paediatrician works alongside a local GP to see children in the community as oppose to referring them to the hospital) has been successful and has now been rolled out across the borough. All GPs across the borough can refer children to the clinics.
- A second pilot of community paediatric phlebotomy clinics for children over the age of 2 years (children under age 2 years and emergencies are seen at the acute Hospital Trust) has been successful and is now being delivered in two of the three localities with plans for the service to be delivered in the north of the borough in the near future. The proximity of the clinics to the children's home address has led to a high uptake of the service.
- Extended Care Home/Nursery School Project has been set up between a local Nursery School and 2 local care homes. This not only benefits the small group of residents but also the children. The expectation is that this can be cascaded across the Borough.

### **Good Practice Examples**

- Better communication links with GPs and Practice Staff – the Named GP is establishing contacts with our GPs and will attend GP Practice meetings as requested.
- Visits to GP Practices to discuss safeguarding needs/gaps are well-received;
- Contribution to safeguarding meeting/supervision forum for Safeguarding GP Leads and relevant Practice staff;
- Safeguarding and Early Help Referral forms, Inter-Agency Referral form and the Case Conference Report template are now accessible to GPs via their electronic recording system;
- Successful monitoring of provider participation and completion of the DHRs and SCRs Action Plans as part of our Contract Quality and Risk Group;
- Relevant safeguarding children information continues to be cascaded to staff via CCG newsletter;
- Safeguarding children is now a standing agenda item at all Contract Quality Monitoring and Quality, Safety and Clinical Risk meetings;
- Safeguarding (requirements and assurance) is being included in all contracts.

### **Safeguarding Priorities for 2018/19**

- Active participation in planning of the Child Death Review process.
- Active participation in planning the changes from Local Safeguarding Children Board (LSCB) to the new Partnership Arrangements in line with the Wood Review;
- Safeguarding Training – maintain and update single and multi-agency training (including specific training for Commissioners);
- Engagement of all Primary Care staff;
- Reinforce recording and reporting of interventions with victims of Domestic Violence and Abuse, Child Sexual Exploitation, Child Criminal Exploitation and Female Genital Mutilation;
- Continue to seek assurance from provider organisations regarding safeguarding requirements, arrangements and priorities (e.g. Section 11 arrangements) and those set by the LSCB/Partnership arrangements;
- Continue to work towards the delivery of a North West London Child Sexual Abuse/Child Sexual Exploitation Hub services for local children.

### **METROPOLITAN POLICE SERVICE**

The Met has risen to significant challenges, using resources creatively and effectively to meet the safeguarding needs of Hillingdon's children. Specialist Units support social workers, the youth offending service, the anti-social behaviour team, education and health in the wider contextual safeguarding agenda.

The police are key to the safeguarding partnership and make an active contribution to all the subgroups. Due to an escalation in young people being criminally exploited, the Police co-chairs both the Strategic and Operational Risk and Vulnerability Panels.

The Met has been instrumental in training Hotels and B&Bs to identify and report suspicious behaviour relating to child sexual and other criminal exploitation. The Basic Command Unit (BSU) has completed a number of 'under cover' operations alongside the police cadets, where hotels and B&Bs have been tested against their safeguarding duties to ensure that those who allow exploitation

are sanctioned. These facilities are brought to the attention of the Strategic Risk and Vulnerability Panel, to ensure that they are not used for vulnerable families or adults.

The Met have significantly improved around response to child sexual exploitation leading to an increase in Child Sexual Exploitation reporting to Children Services, 217 in 2018/19 against the 89 in 2017/18. The team has developed over the last 12 months to proactively target Child Sexual Exploitation and provide safeguarding. Alongside the strong contribution from the Youth Offending Service and AXIS, the police has been enabled to disrupt Hot Spots. In the last year, the multi-agency response helped to disrupt a grooming ring from the Irish Travelling community, leading to arrests and safeguarding girls who were being groomed for exploitation. A recent review graded 90% of cases good, in line with HMICFRS, evidencing a good response to safeguarding and decision making.

The Complex Crime Unit has been instrumental in ongoing investigations and into historical sexual abuse and lessons to prevent further abuse. The work links a number of local authority areas and tracks the movement of perpetrators and adult victims to ensure that children are safeguarded.

The Community Safety Unit and Missing Unit works closely with Children Services Children's Homes to act swiftly when children go missing from children's homes. Relationships with the Units are strong and the police provide daily updates to Children Services around children who were missing/continue to be missing. Officers are trained to conduct return interviews, which are shared with social workers. The Missing Unit actively participates in work streams to safeguard children going missing from care.

In February 2019, the police aligned the Child Abuse Investigation Teams (CAIT) and Sapphire (Serious Sexual Abuse) teams into the Basic Command Unit (BCU) model for West Area. This incorporated specialist investigators with the existing 'Community Safety Unit'. These teams are now referred to as the **Safeguarding Investigations teams**. In addition, with the support of the Council, we have joined the CAIT referrals desk and Police Conference Liaison Officer (PCLO) into the MASH. This has improved the effectiveness and timeliness in responding to child safeguarding concerns. We acknowledge there is always improvements and are keen to develop staff understanding of when strategy discussion / meeting is required and ensure this is recorded correctly.

The Met are in the process of getting all staff trained on an initial safeguarding course (part 1 SCAIDP) which provides inputs around strategy discussions and meetings. However, courses are limited and the LSCB can support the police in providing bespoke training for police officers to ensure timely training. With the incoming staff from the Child Abuse and Sexual Offences Unit, they are sharing best practice.

The police as primary partner, trained a number of social workers in conducting joint Child Protection Investigations and Achieving Best Evidence Interviews. This will help the joint response to children, when ABE interviews are required and ensure that children are interviewed earlier, whilst their memories of abuse or neglect remains fresh.

The Borough Commander has signed off on the future Child Safeguarding Partnership and the police is developing a clear internal pathway for officers and staff to understand the role of policing in the partnership. Officers and staff have a distinct position in the community, their understanding should continue to be used to improve the multi-agency response to children.

We must ensure appropriate focus on the issues currently impacting on the service including the complex, contextualised and transitional risks which adolescents face from their peers, partners and adults outside the family home, including serious violence, knife carriage, gang involvement, drug crime, criminal and sexual exploitation.

**Key Priorities:**

- Getting the right officer involved at the right time, this is often more complex when being investigated by non BCU staff, i.e Trident.
- Continued co-chairing of the Strategic and Operational High Risk and Vulnerability Panels.
- Improved participation in strategy meetings, joint child abuse investigations and child protection conferences.
- Increase disruption activity around Child Sexual and other Criminal exploitation.

## **CENTRAL-NORTH-WEST LONDON NATIONAL HEALTH SERVICE FOUNDATION TRUST (CNWL)**

CNWL is committed to safeguarding children evidenced by Leadership and Workforce, Training, Safeguarding Children Supervision, Partnership Working, Vulnerable Groups, Adult Issues, Early Help, Learning from incidents and staffing every quarter. Safeguarding children is a standing agenda item on all levels of board meetings.

Safeguarding children updates are communicated to staff via the Trust's Weekly Bulletin and a 6 weekly safeguarding children topic is featured in the Clinical Message of the Week communication, both of which are circulated to all CNWL employees. There is a designated safeguarding section within the Trust's intranet site which is regularly updated with any new policies and guidance pertinent to safeguarding children. Links to the LSCB and children's social care in Hillingdon are available on the page. This has resulted in an increased awareness across CNWL and is evidenced in the number of calls to safeguarding children leads in the Trust seeking advice about a child.

Learning Reviews and Domestic Homicide reviews over the last year, have identified key learning around the interface between Child Safeguarding and Adult Mental Health, Domestic Abuse, Hierarchy in professional networks and working alongside health. CNWL, has disseminated learning and include additional development as follow:

**Safeguarding Learning Methods**

*Learning from safeguarding children cases is shared in a variety of ways:*

- Bespoke CNWL face to face learning sessions.
- Shared multi-agency learning.
- The Hillingdon Safeguarding Children team rolled out a quarterly newsletter "Spotlight on Safeguarding Children" that provides key safeguarding children messages and information in February 2019.
- Following an LSCB learning review, a guidance document on physical harm was distributed. The review was with regard to a baby that was seen with bruises that were not deemed a risk, the child was then seriously injured a few weeks later.
- Briefings via email and Trustnet.
- Inclusion of learning in Safeguarding Children Training.

**Integration of Learning into Practice**

- In Hillingdon, learning from relevant SCRs outside of CNWL is shared via the Children's Service Leads monthly meeting. Group safeguarding children supervision sessions are also used as a forum for disseminating learning from complex cases and serious incidents.

- CNWL is represented at MARAC and Risk and Vulnerability meetings. These multi-agency risk analysis and information sharing forms help to ensure that key health professionals respond to children's safeguarding needs. The safeguarding children team provide support to CNWL staff with regard to domestic abuse and all aspects of the criminal exploitation of children to increase their knowledge, skills and confidence in this challenging area of practice.
- Safeguarding children supervision for Community Health Services in Hillingdon is provided on a one to one basis for health visitors and school nurses every 12 weeks, as a minimum. The compliance rate is consistently over 90%.
- Supervisors are aware of cases that require escalation in good time and can effectively support staff with the process.
- CNWL adult mental health line managers are expected to discuss safeguarding as part of their monthly supervision. The Safeguarding Children Team facilitates group supervision sessions on a three-monthly basis with a focus on children. CNWL provide safeguarding children supervision to staff working in substance use settings and offender care.
- Compliance with all levels of safeguarding children training is consistently over 95%. CNWL clinical staff are trained to level 3 and the various courses delivered incorporate a wide variety of topics including Female Genital Mutilation, Child Sexual Exploitation and modern slavery.
- Domestic Abuse training is included in all CNWL mandatory Safeguarding Children and Adult training. The Trust is currently looking at a Domestic Abuse E learning package to be available to all staff via the Learning and Development Zone. This package will be compliant with NICE level 2 Domestic Abuse guidelines.
- CNWL continue to work with 'Standing Together' (specialist voluntary sector domestic abuse service) to provide additional in-house Domestic Abuse awareness throughout mental health services in the Trust. Their focus is more upon infrastructure work in order to ensure that awareness and management of domestic abuse is embedded across all services (as opposed to a focus upon delivering training).

### **Other Safeguarding Initiatives**

The CNWL Domestic Abuse Policy was rolled out in November via workshops and briefings alongside the White Ribbon Event, in the form of a mini conference and comprised a number of specialist speakers in the field – including the impact of domestic abuse upon children, child to parent domestic abuse, domestic abuse within the LGBTQ community and working with perpetrators. Every woman accessing the CNWL services is now screened for experiences of domestic abuse. CNWL recently offered a further two day training course around routine enquiry to assess Domestic Abuse. Train-the-trainer programmes are being rolled out to sustain the knowledge and expertise around Domestic Abuse within CNWL.

A number of key messages have also been circulated Trustwide via the Trust's Weekly Bulletin (including Routine Enquiry, Clare's Law and the Domestic Abuse Bill consultation which took place last year) The Hillingdon Safeguarding Children Team have organised a series of 0-19 safeguarding children workshops that are responsive to emerging themes and the needs of the 0-19 service. They include topics such as Assessing Risk, Domestic abuse, Information sharing and record keeping.

**CAMHS CNWL Hillingdon Crisis Team** - The three-hub model for the Crisis Team was established in 2018. This team supports young people and their families for intensive short spaces of time, to avoid the need for hospital admission or to support early discharge. Children are seen from across the 8 boroughs in NWL as well as from Camden. There is to be a separate Home Treatment team to work with young people who meet the Tier 4 threshold but could be safely treated and supported in their community.

**CAMHS Adolescent Inpatient Unit** opened towards the end of 2018 and is based in Nightingale Place (Chelsea and Westminster Hospital). It provides beds for young people aged between 13 and 18 from across North West London who need to be cared for in a safe and secure environment due to mental health difficulties. The unit is a joint project with West London NHS Trust. The ward has 12 beds. The service also has a 4 place 'Day Programme' available for young people who are in crisis but for whom admission is not the preferred option.

All safeguarding children training delivered by CNWL has been reviewed in line with the new Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff (Fourth edition: January 2019). A trust wide training strategy has been revised to meet the needs of CNWL staff and the new intercollegiate document.

#### **Key Priorities:**

- Working alongside Children Services to assess adult mental health as part of a whole family assessment at the front door.
- Contribution to the Domestic Abuse Hub in MASH.

### **THE HILLINGDON HOSPITAL**

Hillingdon Hospital is a key safeguarding partner, particularly in identifying young people at risk of sexual and criminal exploitation, safeguarding victims of domestic abuse, safeguarding mothers and babies, helping us learn from child deaths and safeguarding children who suffer physical harm. Regular communication between the Trust and Children Social Care, have resulted in an improved system to safeguard children who access the service, which include:

- Enhanced information sharing by use of electronic referrals to different services including Children's Social Care and Community Health. This is strengthened by the health professional in MASH, who now alerts different central health inboxes of safeguarding enquiries.
- Establishment of case-loading Complex Needs Midwifery Team has enabled increased attendances to statutory meetings such as Child Protection Conferences. The quality and continuity of care given to vulnerable pregnant women has greatly improved and the team has ensured that there is support for the women's psycho-social needs.
- Work is underway with regards to ensuring staff have access to Child Protection Plans and other safeguarding correspondence is available to staff via electronic records. Child Protection Plans are routinely shared with those who attend Child Protection Conferences, but it is essential that they are available to staff on duty at the hospital.
- Increased interagency working. This year saw close working Hillingdon Independent Domestic Violence Advocate (HIDVA). The basing of a HIDVA within the Trust has resulted in timely expert support for victims of domestic abuse and an increase in the number of referrals to MARAC.
- Children are also being referred to AXIS, an early help support system to young people at risk of criminal or sexual exploitation with positive feedback.
- Hillingdon Hospital is represented at the Risk Vulnerability Strategic and Operational Groups. A current task group are exploring better information gathering for young people who attend the hospital with knife wounds, under the influence and at risk of exploitation or harm.
- The NHS England Female Genital Mutilation Information Sharing system has been fully implemented. This system facilitates alerting GPs of pregnant/postnatal women who have suffered FGM and are expecting a female infant.

### **Safeguarding Learning Responses and Planning**

The Serious Incident /Learning review highlighted that the need for

- The update of the Trust Child Protection Guideline. This is in progress
- Regular peer review of safeguarding cases for Consultant Paediatricians. This is in place.
- Support of staff in Strategy Discussions. This is provided by the named professionals.

#### ***Plans for the next 12 months to maintain or improve safeguarding practice:***

- Incorporate learning from Serious incident /LSCB Learning Review into mandatory safeguarding children training
- In line with recommendations following a Trust serious incident investigation, Doctors Peer Review to be undertaken consistently for all cases of Non Accidental injuries to children
- Continued roll-out of Safeguarding Children supervision, with further training of more supervisors
- Commence the implementation of recommendations from the Intercollegiate Document: Safeguarding Children and Young People : Roles and Competencies (2019)
- Implement robust systems to safeguard 16 and 17 years olds being assessed and treated within adult services in the Emergency Department

### **LONDON BOROUGH OF HILLINGDON - YOUTH OFFENDING SERVICE**

The Hillingdon Youth Offending Service is exceptional in innovative practice and preventing young people from entering the Criminal Justice System. The Youth Offending Service is in on a journey of continuous improvement. Safety and well-being are central themes in its assessment process. Regular case file and themed audits are undertaken. Individual feedback is provided to staff but outcomes are also aggregated to identify shared training and development needs.

As awareness of what constitutes vulnerability, particularly for adolescents, continues to develop, the role of staff as Champions taking on lead roles in practice themes and issues, such as criminal and sexual exploitation, assumes a greater importance. The Service is an active contributor to the Operational and Strategic High Risk and Vulnerability Panels.

A number of service developments in 18/19 have supported the safety and well-being agenda. Through the Liaison and Diversion worker, funded by NHS England, all young people coming into the system are screened for a range of health and learning needs and signposted or referred to appropriate services. The YOS has also had the benefit of a speech and language therapist allocated to the team. The number of young people being picked up with previously unidentified speech and language needs has been significant, mirroring national research in this area.

All staff were trained to recognise potential signs of a speech and language issue and are supported by the therapist to adjust their resources and practice to accommodate young people's needs, thereby promoting more effective work. All staff also received Trauma training and the impact of that has been reflected in their assessments and intervention planning as identified in the audit process.

#### **The AXIS Project**

The AXIS Project continues to be our vanguard in the early identification of vulnerable young people at risk of Child Sexual Exploitation, criminal exploitation and serious youth violence. Partner agencies

have engaged with the process, sharing information of issues and concerns related to these areas. In response AXIS has been able to provide information which places the young person in a wider context which has a significant impact on assessments, intervention planning and risk management.

As a result of the patterns, trends and information shared through the AXIS monthly bulletin, professionals are better informed about the risks young people are having to navigate which enables them to develop more realistic and effective interventions.

The Mobile and Detached Youth Service has been aligned with AXIS. This has enabled their deployment to 'hot spot' areas as they are happening.

AXIS practitioners undertake an early help assessment with young people identified as at risk but who have no lead professional working with them or their family. Short term interventions are delivered which involve facilitating and sustaining their engagement in appropriate, ongoing support services. These cases are tracked for 12 months for further concerns regarding these risk areas. Since October 17, 119 young people have been approached by the AXIS team, 29 have declined to engage with the project.

### **Safeguarding Practice Improvement Initiatives**

In the next 12 months, YOS will undertake the following to maintain or improve safeguarding practice:

- Maintain mandatory training for staff;
- Commission training on Gangs and Serious Youth Violence
- Work to align YOS review processes with CIN, CP and LAC forums

### **PREVENT**

*We continue to deliver a programme of training and engagement with local agencies raising awareness to local referral pathways and support. Almost 5000 staff have received WRAP training delivered by the local authority.*

- The Channel panel in Hillingdon is well established. The panel is chaired by Hillingdon's Prevent Lead and has representation from health, mental health, children's services, early intervention, LADO, police, housing, youth offending, probation, schools/education and others as appropriate. As a port authority, we have introduced a protocol and continue to work closely with the counter terrorism police at Heathrow airport, to ensure timely sharing of information, in order to best assess needs.
- The threat to the UK from terrorism remains high and the activities of those who promote extremism with the aim of radicalising others continues to be a risk. As a borough we receive a steady stream of referrals, which is reflective of the national picture. Local agencies have worked effectively, in partnership, to manage these concerns and identify those who might be vulnerable; and put in place appropriate support. Learning and themes emerging from these referrals is shared via the local safeguarding boards and the local Prevent Partnership, in order to inform local priorities, interventions and practice.
- Schools and education establishments in the borough continue to share concerns and make referrals. The Borough Prevent lead provides training for school staff and attends the school safeguarding leads hub meetings on a regular basis to ensure schools are supported and

equipped in relation to the Prevent Duty. Feedback from schools locally has been very positive and they very much value this support;

- We work with local partners through the Stronger Communities Partnership to build resilience. Engagement with the community is a key aspect of the Prevent work. Local schools, the college and Brunel University London are pro-active partners in delivering against the aims of Prevent and the wider duty in relation to promoting British values;
- We have managed to secure a further 2 years funding from MOPAC to continue our work with schools, education establishments and the wider community aimed at tackling hate crime and extremism. The aim is to equip young people and members of community groups to challenge hate crime and extremism, keep themselves safe from negative influence, develop critical thinking skills, increase understanding of others and build positive relationships.

### **Key Priorities**

- Multi-agency audits to learn from Prevent interventions.
- Changes to the management for Prevent/Channel, pending further legislation
- Community education regarding Far Right Extremism and Right wing politics.

## **LONDON BOROUGH OF HILLINGDON - CHILDREN'S RIGHTS AND PARTICIPATION TEAM**

The voice of the child is central to Hillingdon's response to children. According to Ofsted, the ethos of child-focused, child-inclusive practice is evident from the top down and from the frontline up. The focus on children is enhanced by three established and well attended children in care council (CiCC) groups: Talkers; Step up; and Stepping Out, all of which meet monthly.

Our CiCC has a powerful collective voice in Hillingdon, and has taken part in a variety of service development opportunities in 2018. These include:

- The Young Inspectors project - inspecting our three residential homes
- Providing a workshop at an annual conference in July
- Being part of the re-tendering of the advocacy contract
- Feedback from children subject of Child Protection Plans.
- Take over of Whitehall and a planned take over of Hillingdon Council.
- Developing feedback/complaints documents and agendas for Child Looked After Reviews.
- Developing a video for Walking in Our Shoes. This was launched on World Social Work day with Brunel University and has been tweeted by Ofsted, the Principal Social work Network, the LSCB and other partners.

The CiCC's have developed and delivered Walking in Our Shoes training to 74 multi-agency professionals. This is an interactive and lively training event supported by the LSCB to help professionals understand the lived experiences of our children in care. 100% of attendees agree that the training has helped them empathise with children and young people in care, enabling them to understand the child's world and be an effective corporate parent. The learning is transferrable to the experiences of any child and adult, at any part of their journey through the statutory system.

Young people from the CiCC have an ongoing role in the recruitment of staff within children's services, including the recruitment of 15 newly qualified workers who joined Hillingdon to complete their ASYE's in summer 2018. The young people had an equal vote and contributed to the questions and recruitment campaigns. Their value is evident in the high quality of social workers who joined, and stayed with the council.

The CiCC's views are presented at social work team and management meetings and meet with our director and deputy director on a quarterly basis. A new and revised corporate parenting panel is being developed, with young people attending and co-chairing the panel. The Children's Rights and Participation Team contributes to the Principal Social Work News Letter, the High 5, to ensure that children and young people's views are heard throughout the year.

Our children in care councils are supported by two ambitious children's rights and participation workers who are part of the participation collaboration network. They supported in the design and delivery of the annual care leavers conference, which was developed and facilitated by young people from the stepping out group, supported by care experienced student ambassadors from Brunel University. 100% of young people that attended reported that they enjoyed the event, found it useful and would attend again next year.

Children and young people are celebrated with individual letters and vouchers sent to high achieving students. 278 children and young people were nominated for KICA 2018 (kids in care awards). The annual celebration for children in care is organised and presented by children in care with 26 young people being actively involved in the preparation, support, presenting and performing at the red carpet awards event.

### **Key Priorities**

- Learning from children subject of child protection plans: Activities planned during the summer to increase children's participation and learning from their experiences.
- Expanding Walking in Our shoes
- KICA 2019
- Recruitment
- Inspection of Children's Homes and regular support visits to our Children's Homes.

### **LONDON BOROUGH OF HILLINGDON - LADO AND SCHOOLS CHILD PROTECTION LEAD**

Having a consistent and strong LADO team ensures that Hillingdon remains vigilant in ensuring that any allegations against people who work with children are managed efficiently, proactively and with due diligence. Hillingdon's LADO has worked hard with multi-agency partners to ensure that partners are aware of referral criteria. Professionals are encouraged to seek advice and support when they are not sure about making referrals. The LADO team provides regular training to professionals including, schools, teachers, general practitioners, foster carers, voluntary setting, churches and other establishments that work with children.

**Themes for 2018/19**

- Number of Referrals which met the LADO threshold from April 2018 - March 2019 - 188, a 20% referral increase on last year. The LADO service also had 39 referrals regarding settings working with children.
- Staff and Volunteers referred include - child minders, nursery staff, school staff, sports coaches, police staff, doctors, nurses, religious staff, fire service staff, ambulance drivers, youth group staff, foster carers, drivers and passenger assistants, St John's Ambulance staff, Scouting and Guiding staff. This demonstrates the wide range of organisations that are aware of the LADO role;
- Second largest cohort of staff referred in April 2018-March 2019 were foster carers, both in-house and Independent Fostering Agencies in this area. The LADO, jointly with the Fostering Team has completed 4 training sessions in Level 1 Safeguarding and Child Protection and LADO awareness.

**Key successes**

- Child Abuse Investigation Team - Referral Team, Metropolitan Police are now co-located within the Civic Centre, thus improving joint working.
- Successful pilot of Operation Encompass - an information sharing system whereby police notify schools directly, via a secure web based system, that an incident of domestic abuse has occurred in a child's home.
- There has been an increased uptake in attendance and participation in the safeguarding clusters.
- The LADO Service is fully staffed with permanent LADO, Child Protection Lead for Education and Domestic Abuse Lead for Education.

**Key Priorities:**

- Next steps for Encompass, roll out to more schools and setting up domestic abuse leads and programmes within Encompass Schools.
- Supporting marginalised White British Boys in Education.
- The LADO service will be working with partner agencies including Licensing, to improve contextualised safeguarding.

**LONDON BOROUGH OF HILLINGDON - EARLY INTERVENTION AND PREVENTION SERVICE**

*Hillingdon invests in Early Intervention and Prevention with an extensive early help offer, which includes 17 children centres, a host of targeted intervention services for adolescents, robust health visiting and school nursing, investment in domestic abuse programmes and women's centres, healthy neighbourhoods, green spaces and outdoor gyms and safer community policing.*

Preventing children from needing statutory intervention remain a key priority in Hillingdon. Families are offered Team around the Child and Early Intervention when their needs do not require statutory intervention, but it is recognised that the family will benefit from additional support to meet their needs. An Early Help Adviser is collocated in the Hillingdon MASH. Alongside triage and MASH, decisions are made as to the most appropriate pathway to meet a family's needs, based on the content of the referral and MASH checks. Key working services are offered in a wide variety of needs, including, school attendance, physical chastisement, parenting difficulties, bereavement, family breakdown, harmful sexual behaviour, risk of child sexual exploitation, anti-social behaviour

and low level parental need, including parental conflict, learning needs, mental health needs and alcohol or other substance use.

The Early Intervention Key working service ensures that each TAF and EHA is scrutinised during monthly supervision. The Early Intervention Key working service, work with families for up to six sessions to help them reduce potentially dangerous needs and help the family find equilibrium with a good understanding of universal services available to them.

The Key working service work in line with the Troubled Family Agenda. The service has a 'whole family' approach and identifies the most appropriate resources to help families become independent sooner. They work alongside employment advisers to reduce financial exclusion, accessing housing and ensuring regular school attendance.

All Key working cases are recorded on a central electronic record keeping system, which is available to statutory and non-statutory staff when cases are stepped up or stepped down. There are clear working protocols to ensure that families are offered the step-down approach, once statutory services come to a safe end.

### **Evidence of Safeguarding Audits and Training**

- Six Key Work cases per month are audited for quality assurance purpose
- 3 external Early Help Assessments and 3 external TAFs are audited per month. Development and training opportunities are identified and actioned as a consequence.
- Children Missing Education (CME) was a key line of enquiry during the OFSTED inspection, as was Early Help and the interface with MASH/Triage.
- All Key Workers are signed up to the Graded Care Profile 2 programme training.
- Several Key Workers have completed the Mental Health First Aid training; all statutory safeguarding training is up to date.
- The Participation Key Work Team has delivered on two Attendance Network events for Key Workers and school colleagues. Through this route they have received updated training on ASD and LGBTQ.
- The Key Work Service is a partner in Troubled Families Leadership Group, High Risk Panel, MARAC, Managed Moves and Fair Access Panels;

### **Future Safeguarding Practice Initiatives**

*Plans for the next 12 months to maintain or improve safeguarding practice include:*

- The Key Work Service will be a partner at the High Risk Panel for young people at risk of sexual or other criminal exploitation;
- Harmful Sexual Behaviour will be a key focus;
- Truancy Sweeps to protect the most vulnerable are planned with Safer Schools Police colleagues for the forthcoming year;
- Key Workers who are not yet qualified will be offered the Level 4 Apprenticeship in Working with Vulnerable Children and Families;
- The High Conflict Programme will be rolled out to Key workers and Children Centre Staff.

## **LONDON BOROUGH OF HILLINGDON - DOMESTIC ABUSE STEERING EXECUTIVE**

In Hillingdon, we see domestic abuse occurring in all its forms and its many devastating impacts on victims, survivors and their children. Such consequences can be immediate, short, medium and much longer term with people suffering from psychological problems. There remains on average in excess of 5000 domestic abuse crime and incidents recorded by the police in Hillingdon. However, we also know from research that many more go un-reported too. Unreported domestic abuse means that victims and their children are not protected, may not be supported by specialist organisations and that they may be subject to further victimisation by the perpetrator.

Tragically, the domestic abuse crime statistics also relate to 16/17 year olds who are in intimate partner abusive relationship too.

The number of high risk domestic abuse cases being managed by the Hillingdon Domestic Violence Advocacy Service (HIDVA Service) and the Multi-Agency Risk Assessment Conference (MARAC) have been increasing year on year. In the last 12 months over 600 medium and high risk DA cases have been managed by the HIDVA Services, which has involved in excess of 500 children too. Not surprisingly then, there have been 413 cases (and increasing) have been referred to MARAC and at least 514 children have been part of those abusive households.

The Domestic Abuse Steering Executive is providing the governance, strategic direction and leadership to preventing and tackling domestic abuse and the many other crimes and abuses associated with it including Honour Based Abuse, Forced Marriage, Female Genital Mutilation. This strategic group is supported by 5 operational delivery groups made up of a diverse range of local professionals who are importantly supported by local community members and victims / survivors; who check and challenge and provide critical advice.

The Safer Hillingdon Partnership has now published its Domestic Abuse Strategy 2018 – 2021, which is accompanied by a delivery plan to ensure its main aims, objectives and commitments are achieved.

The work towards achieving the strategy's aims, objectives and commitment is underpinned by the 4 key priorities of;

1. Prevention and Early Intervention
2. Service Provision
3. Pursuing Perpetrators
4. Partnership Working

We are committed to engaging with, listening to and hearing victims and survivors of domestic abuse and local statutory and voluntary sector professionals. This has allowed us to:

- Shape our responses to domestic abuse
- Commission the right services
- Shape our services to prevent domestic abuse and ensure early intervention to prevent the abuse worsening
- Develop our training proposal and provision for local multi-agency statutory and voluntary sector professionals - approximately 1000 local professionals have now been trained in domestic abuse matters to further improve their capacity and capability

### **Key Priorities**

- Committed to continuing the cycle of regular training for local professionals
- Developing a hub of professionals to support families exposed to and experiencing domestic abuse by better identifying the risks and harms and the right things to do to better aid families
- Ongoing support to victim/survivors through the monthly support group

### **CHILD DEATH OVERVIEW PANEL (CDOP)**

CDOP is one of Hillingdon LSCB's four sub-groups and is chaired by the Director of Public Health. The Vice Chair is the Designated Paediatrician for child deaths in Hillingdon. The panel consists of multi-agency representation. The CDOP is notified of all deaths of children (expected and unexpected) who are residents within the London Borough of Hillingdon. Relevant information is collated for each case and is discussed to determine if the death was preventable. Where a death is unexpected, a rapid response meeting is convened. These meetings are held to ensure that all the relevant information is gathered as soon as possible and relevant actions are recommended. The current process for managing unexpected child deaths in Hillingdon is detailed on the LSCB website <https://hillingdonlscb.org.uk/what-we-do/cdop/>. The panel also has the role in identifying patterns or trends in local data and reporting these to the LSCB. The lessons and trends identified from the reviews are compiled and reported to the Board on an annual basis.

The CDOP met 3 times during 2018/19 to discuss and review child death cases and the group had good attendance and engagement from key partner organizations.

- Between 1 April 2018 and 31 March 2019, the CDOP were notified of the deaths of 16 children who were residents of Hillingdon at the time of their deaths. The panel reviewed a total of 20 deaths during this period;
- Since March 2018, bereaved parents have been sent an information leaflet about the Hillingdon CDOP review process inviting them to contact CDOP to share any information, which may help the review process. No families have contacted CDOP to share information.

A close working relationship between CDOP and the SCR sub-group continues. A process is in place to allow learning to be shared between both groups. Actions that have been implemented as a consequence of Hillingdon child deaths during this period include the following:

- A Sepsis 2 Masterclass was held in November 2018, following a significant rise in the number of cases reviewed at the CDOP panel where Sepsis had been the cause of death. The work from this second Masterclass will be taken forward by the Designated Paediatrician for child death;
- Minutes from Mortality Review meetings held at The Hillingdon Hospital are now shared with the CDOP;
- A quarterly CDOP newsletter has been developed for professionals, highlighting concerns from child deaths that practitioners need to be aware of and inform parents. This is published on the LSCB website;
- Improved contact with the regional Coroners Officer has meant that Coroner reports are received in a more timely manner;
- Hillingdon CDOP has fully participated in the planning and consultation process for a joined North West London CDOP following the publication of the new Child Death Review Statutory and Operational Guidance;

- A common theme that has been identified through child death reviews in Hillingdon is the increase in child mortality from unsafe sleeping. Hillingdon LSCB has promoted the work of [The Lullaby Trust](#), who provides expert advice on safer sleep for babies, emotional support for bereaved families and raises awareness of Sudden Infant Death Syndrome.



THE UK  
SEPSIS  
TRUST



## 10. Serious Case Reviews (SCR)

### Serious Case Review

A professional mother who was diagnosed with alcohol dependency syndrome and displayed controlling behaviour in relation to contact with professionals, murdered her child and her child in what appears to be a spite-killing. The final Serious Case Review report will be published in June 2019. Early Learning was identified in the following areas:

- Professional curiosity throughout the life of the work is needed.
- The role of Cafcass in work to first hearing and work after first hearing is not understood.
- Linking adult behaviours to risk to children
- Professional impotence when adults are professional
- Toxic Trio needs better communication and assessment between all agencies, including information sharing when assessments are not being undertaken.

### Learning Review 1

A young person was found guilty of manslaughter, leading to a learning review. The findings are:

- Professional impotence in working with young people who do not want to be helped
- Disguised compliance that was not challenged
- Lack of understanding of impact on young person living in a household of prolonged domestic abuse
- Escalating behaviours missed, possession with intent to supply, carrying a knife, gang involvement
- No significant relationship with the young person between professional agencies

### Learning Review 2

Baby received severe head injuries resulting in serious long-term brain damage. Court hearing into Findings of fact were that the injury had been caused 'inadvertently' with no findings against the parents. Learning Identified:

- Previous unexplained bruising that led to no further action from professionals
- Effectiveness of strategy meetings
- Professional hierarchy led to opinions not being challenged (confirmation bias)
- Lack of professional curiosity, did not question what was behind the information received
- Disguised compliance that was not challenged

Findings from the serious case review and the learning reviews will be published on the LSCB website. Learning events will be held for all professionals.

## 11. RECOMMENDATIONS FOR THE FUTURE SAFEGUARDING PARTNERSHIP

1. To finalise future Safeguarding Arrangements with the view to be fully operational by September 2019.

The Executive Leadership have agreed the future Safeguarding Arrangements with the view to publish arrangements no later than July 2019. Partners are now finalising internal scrutiny which will inform the operation of the Quality Impact Board and key priority areas. Transitional arrangements will maintain the Partnership in the interim. Work is ongoing to ensure the Business Unit is equipped to meet the needs of both the Adult Safeguarding Board and the Children's Safeguarding Partnership.

2. To finalise future Child Death Review arrangements alongside West London Partners

Hillingdon, alongside other West London Authorities are working towards a joined-up Child Death Review to ensure improved learning over a bigger geographical area. Arrangements are in draft and will be finalised in the near future.

3. To develop a Child Practice Learning Review protocol once national guidance is received.

The national panel is now in operation and an initial review into Contextual Safeguarding has been commissioned. Upon government sign off on national guidance, Hillingdon will need to develop local protocols.

4. To review and consolidate the training offer of LSCB, Community Safety, Learning and Development and West London Alliance with the view to identify savings and share cost with other local authorities.

The West London Alliance offers a Continued Professional Development and Knowledge and Skills accredited training. Between the LSCB, Learning and Development, WLA and internal training, there appears to be overlap. Resources can potentially be pooled to offer a wider range and availability.

5. To strengthen partnership working throughout the child's journey i.e. from Team around the Family, Early Help, Strategy Meetings, Child Protection Conferences and step down meetings.

Improved attendance at meetings and having the right professionals at meetings are identified by a number of partners as a key priority and is noted by Ofsted.

6. To further strengthen the partnership response for children and young people experiencing contextual risk factors, i.e. child sexual exploitation, child criminal exploitation, County Lines, gangs, honour based violence, female genital mutilation and children who do not have access to education.

Hillingdon's Risk Vulnerability Strategic Panel and the High Risk Operational Panel are identifying themes around contextual risk factors. Access to alternative provision, inclusion/exclusion and attendance are key to keeping children safe in Hillingdon.

## 12. Appendices

### Appendix 1 - Glossary

Acronym	Meaning	Acronym	Meaning	Acronym	Meaning
<b>ASB</b>	Anti Social Behaviour	<b>DHR</b>	Domestic Homicide Review	<b>SAB</b>	Safeguarding Adults Board
<b>BCUs</b>	Basic Command Units	<b>DSL</b>	Designated Safeguarding Lead	<b>SCR</b>	Serious Case Reviews
<b>CAIT</b>	Children Abuse Investigation Team	<b>FGM</b>	Female Genital Mutilation	<b>SHOF</b>	Safeguarding (Children) Health Outcomes Framework
<b>CAMHS</b>	Child & Adolescent Mental Health Service	<b>(H)LSCB</b>	(Hillingdon) Local Safeguarding Children Board	<b>SEND</b>	Special Educational Needs and/or Disabilities
<b>CASO</b>	Child Abuse & Sexual Offence Command	<b>IAR</b>	Interagency Referral Form	<b>SYV</b>	Serious Youth Violence
<b>CCE</b>	Child Criminal Exploitation	<b>ILACS</b>	Inspection of Local Authority Children's Services	<b>SAB</b>	Safeguarding Adults Board
<b>CCG</b>	Clinical Commissioning Group	<b>IRO</b>	Independent Reviewing Officer	<b>T &amp; F</b>	Task & Finish Groups
<b>CDOP</b>	Child Death Overview Panel	<b>LAC</b>	Looked After Child	<b>THH</b>	The Hillingdon Hospital NHS Foundation Trust
<b>CICC</b>	Children In Care Council	<b>LGA</b>	Local Government Association	<b>UKBF</b>	United Kingdom Border Force
<b>CIN</b>	Children in Need	<b>LADO</b>	Local Authority Designated Officer	<b>VYPRMG</b>	Vulnerable Young People Risk Management Group
<b>CNWL</b>	Central & North West London NHS Foundation Trust	<b>LBH</b>	London Borough of Hillingdon	<b>VAWG</b>	Violence Against Women and Girls
<b>CP - IS</b>	Child Protection Information System	<b>MARAC</b>	Multi Agency Risk Assessment Conference	<b>YOS</b>	Youth Offending Service
<b>CP</b>	Child Protection	<b>MASE</b>	Multi Agency Sexual Exploitation	<b>EET</b>	Education, Employment, Training
<b>CPPs</b>	Child Protection Plans	<b>MASH</b>	Multi Agency Safeguarding Hub		
<b>CSE</b>	Child Sexual Exploitation	<b>MOPAC</b>	Mayor's Office for Policy & Crime		
<b>CSE Hub</b>	Child Sexual Abuse Hub	<b>MPS</b>	Metropolitan Police Service		
<b>DA</b>	Domestic Abuse	<b>OFSTED</b>	Office for Standards in Education		

## Appendix 2 - Hillingdon LSCB Budget Summary 2018-2019

<b>Income 2017/2018</b>	
London Borough of Hillingdon	£144,578
CCG	£61,200
Contributions from Partner Agencies	£2,550
Revenue from Training Courses	£26,040
<b>Total</b>	<b>£243,586</b>
<b>Outgoings 2017/2018</b>	
Staffing	£160,911
Non-Staffing	£9,218
Training	£22,725
Chairman	£39,805
<b>Total</b>	<b>£232,659</b>
<b>Variance: £10,927 underspend</b>	

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## HILLINGDON SAFEGUARDING ADULTS BOARD (HSAB) ANNUAL REPORT 2018/19

<b>Cabinet Member(s)</b>	Councillor Philip Corthorne
<b>Cabinet Portfolio(s)</b>	Social Services, Housing, Health & Wellbeing
<b>Officer Contact(s)</b>	Claire Solley, Adult Social Care
<b>Papers with report</b>	Annual Report 2018/19

### HEADLINES

<b>Summary</b>	<p>This paper is to support the presentation of Hillingdon Safeguarding Adults Board's (HSAB) Annual Report for 2018/19.</p> <p>HSAB is a multi-agency arrangement with our statutory partners - the Police and Hillingdon Clinical Commissioning Group, along with other key partners across the Borough. HSAB members work collaboratively to meet the strategic objectives of HSAB, in order to optimise the safety, wellbeing and quality of life of adults with care and support needs, their carers and family.</p> <p>The Care Act 2014 placed a statutory duty on each Safeguarding Adults Board to produce an Annual Report, outlining the work undertaken to achieve its strategic objectives, the work of each member to implement the Safeguarding Adults Boards' strategy and detailing the findings of any Safeguarding Adult Reviews and subsequent required actions.</p> <p>HSAB's Annual Report outlines the work undertaken by HSAB across 2018/19. Further to ratification by HSAB, the 2018/19 Annual Report is submitted to the Cabinet for consideration; along with the relevant Policy Overview Committee, Health and Wellbeing Board and Chief Executive.</p>
<b>Putting our Residents First</b>	This report supports the following Council objective: <i>Our People</i> .
<b>Financial Cost</b>	There are no direct financial costs arising as a consequence of this report.
<b>Relevant Policy Overview Committee</b>	Social Care, Housing and Public Health.
<b>Relevant Ward(s)</b>	Safeguarding Adults activity is relevant to every Ward.

## RECOMMENDATIONS

**That the Cabinet notes the Hillingdon Safeguarding Adults Board Annual Report for 2018/19.**

### **Reasons for recommendation**

HSAB's Annual Report 2018/19 demonstrates the activity undertaken across the local partnership to meet HASB's strategic objectives, and to optimise the safety, wellbeing and quality of life of adults with care and support needs, their carers and family.

### **Alternative options considered / risk management**

None.

### **Policy Overview Committee comments**

At its meeting on 31 July 2019, the Social Care, Housing and Public Health Committee considered the last Safeguarding Adults Board (SAB) annual report under the current arrangements. The Committee welcomed the news that the SAB had made progress in a number of its priority areas including domestic abuse and modern slavery but accepted that there was still work to be done. Members noted that there had been a marked increase in the number of adult safeguarding concerns and enquiries, which had occurred as a result of a review of working and partnership arrangements to ensure that all information was accurately captured. Members therefore considered this increase to be a positive step. Members thanked all bodies for their work, applauded the new person centred approach and welcomed the information highlighting how domestic abuse services had improved. The Committee also wished to give a special thanks to the departing Chairman of the SAB.

## SUPPORTING INFORMATION

1. The Care Act 2014 received Royal Assent on 14th May 2014 and came into effect on 01 April 2015. It introduced a number of statutory duties related to Safeguarding Adults and is supported by "The Care and Support Guidance".

The Statutory Guidance, section 14.7, provides the following definition - "*Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.*"

2. Section 43(1) of The Care Act places a duty on Local Authorities to establish a Safeguarding Adults Board for its area and section 14.133 of the Care and Support Statutory Guidance states "*The main objective of a SAB is to assure itself that local*

*safeguarding arrangements and partners act to help and protect adults in its area who meet the criteria set out at paragraph 14.2."*

Section 14.2 states that safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the Local Authority is meeting any of those needs);
  - is experiencing, or at risk of, abuse or neglect;
  - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
3. Section 14.136 of the Statutory Guidance outlines the need for each Safeguarding Adults Board to produce an Annual Report outlining the work undertaken to achieve its strategic objectives, the work of each member to implement the Board's strategy, along with detailing the findings of any Safeguarding Adult Reviews and subsequent required actions. Please refer to the attached HSAB Annual Report for details of HSAB's activity for 2018/19, along with the agreed strategic objectives for 2019/20.
4. The HSAB Annual Report 2018/19 highlights activity undertaken by the partnership to work towards achieving HSAB's agreed priorities for 2018/19 including Modern Day Slavery and Domestic Abuse. Staff completed training to increase their skills and knowledge relating to these priority areas. A review of local operational pathways and guidance commenced to ensure our multi agency response is effective and in accordance with relevant legislation, policies and best practice. Moreover, Board Members participated in the development of the London Borough of Hillingdon Domestic Abuse Strategy 2018-2021 and supported the work required to complete agreed actions. The HSAB Annual Report also highlights that Modern Slavery and Domestic Abuse continue as HSAB priorities into 2019 as work is ongoing.

The HSAB Annual Report outlines that the number of Safeguarding Adult Concerns reported to the Local Authority in 2018/19 increased by 64% and the highest number of concerns reported related to neglect/acts of omission followed by physical abuse. The increase in concerns being reported is attributed to a greater awareness of Safeguarding Adults, enhanced collaborative working with key partners and developments in our recording systems.

Other key achievements include - a comprehensive Safeguarding Adults training offer, quality assurance activity within Adult Social Care to identify good practice along with areas for development, partners working collaboratively to optimise the quality of care and support provided to residents by Domiciliary Care Providers and Care Homes, the Deprivation of Liberty Safeguards Team meeting the demand of a 4% increase in applications, reviews taking place under the Learning Disabilities Mortality Review programme (LeDeR), attendance at the Channel Panel (related to radicalisation concerns), attendance at the Domestic Abuse Multi Agency Risk Assessment Conference - DA MARAC (related to Domestic Abuse concerns), along with the work of the London Fire Brigade to promote fire safety.

5. It is important to highlight that HSAB's structure is being revised to compliment the planned changes to our Safeguarding Children arrangements. Aligning with the Children's arrangements will provide greater efficiency and effectiveness of the time required by all partners. It will ensure greater consistency and joining up of information across the age ranges, as well as improving service delivery and practice focus. The new arrangements will also provide for stronger lines of enquiry, and as with the Children's arrangements, the role of the same Executive Leadership Group, the most senior statutory representatives, will provide stronger scrutiny and challenge to local safeguarding arrangements and take action when operational personnel are unable to resolve issues, or the matter in question is system-wide.

## Financial Implications

There are no direct financial implications arising as a consequence of publishing this report.

## RESIDENT BENEFIT & CONSULTATION

The publication of this report will not directly affect residents. However, HSAB's Annual Report demonstrates actions taken across the local partnership to prevent abuse, neglect and self-neglect; and to ensure that when it does occur our multi-agency response is timely, proportionate, coordinated, effective and in accordance with the key principles of Safeguarding Adults. This activity optimises the safety, wellbeing and quality of life of Hillingdon residents.

## Consultation carried out or required

The Annual Report contains summary reports from key members of HSAB.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report, confirming that there are no direct financial implications associated with the recommendation that Cabinet note the content of the annual report.

### Legal

The Borough Solicitor confirms that there are no specific legal implications arising from this report.

## BACKGROUND PAPERS

- The Care and Support Statutory Guidance, Department of Health and Social Care, October 2018 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>
- The Care Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/23/section/43/enacted>

2018 - 2019

# SAB Annual Report

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 [www.hillingdonsab.org.uk](http://www.hillingdonsab.org.uk)

Andrea Nixon

Dr Brickchand Ramruttun

Safeguarding Adults Board

2018 -2019

**Foreword: Independent Chair Steve Ashley**

I am pleased to present the Hillingdon Safeguarding Adults annual report for 2018/19.

The Board has made progress in a number of its priority areas over the last year but there is still more improvement required. Whilst partners have worked together to tackle issues around human trafficking, modern slavery and neglect, these are areas that need a continued focus. Neglect in particular is an area that continues to cause concern, as do all forms of abuse.

This report highlights the work of the safeguarding agencies and provides some performance information. The report is designed to be easy to read and hopefully you will find it interesting and informative.

This will be my final report as chair of the Board as I am standing down; the future will see new arrangements in place which strengthens the oversight of the most senior officers of the statutory partners and also provides for a more inclusive operational focus on impacts. I would like to thank all of the partners for their hard work and support over the last three years. I have been proud to be associated with a partnership that has sought to ensure everything is done to protect vulnerable adults.

**Steve Ashley**

**Independent Chair**

**Elected Member perspective: Cllr Philip Corthorne**

As an elected member with the portfolio responsibility for adult safeguarding, I take keen interest in the welfare and safety of all residents of Hillingdon, particularly adults who may be vulnerable or at risk of harm or abuse. I support the Safeguarding Adults Board through my attendance at quarterly board meetings and in doing so provide an essential link between residents and services in the borough. I have continued to champion safety for vulnerable adults by seeking urgent resolutions to any difficulties that are brought to my attention or to any concerns or opportunities which emerge from my many visits to services.

I commend the tireless work of our multi-agency professionals who work with adults at risk of harm and their families in a variety of circumstances to investigate concerns and seek to develop supportive plans in line with people's wishes. This work includes effective oversight by our Care Governance Board which constantly evaluates the performance of all care agencies responsible for delivering care services to residents.

As always there are improvements to be made to our arrangements and whilst we do this we are confident of the safeguarding oversight our arrangements provide.

**Cllr Philip Corthorne**

**West Ruislip Ward Councillor & Cabinet Member for Social Services, Housing, Health and Wellbeing**

## Hillingdon Safeguarding Adults Board Governance & Accountability Arrangements

**In Hillingdon we have developed and operated a Safeguarding Adults Board (SAB) in collaboration with statutory partners, including the Police and Clinical Commissioning Group (CCG) for a number of years. The Board has continued to:**

- Ensure that effective local safeguarding arrangements are in place as defined by the Care Act 2014.
- Prevent abuse and neglect, where possible.
- Provide timely and proportionate responses when abuse or neglect is likely or has occurred.

The SAB takes the lead for adult safeguarding across Hillingdon to oversee and co-ordinate the effectiveness of the safeguarding work of its partner organisations.

The Board has continued to strengthen professional collaborations to improve adult safeguarding with staff participating in the local Multi-Agency Public Protection Arrangements (MAPPA), the Domestic Abuse Multi Agency Risk Assessment Conference (DA MARAC) and the Community MARAC. Domestic Abuse risk assessment has been well embedded across the local partnership.

The Board and its partner organisations are committed to the six fundamental principles of adults safeguarding:

**Empowerment:** people being supported and encouraged to make their own decisions and give informed consent

**Prevention:** it is better to take action before harm occurs

**Proportionality:** the least intrusive response appropriate to the risk presented

**Protection:** support and representation for those in greatest need

**Partnership:** local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse.

**Accountability:** accountability and transparency in safeguarding practice

The Board has been focusing on improving the performance of completing adult safeguarding enquiries in a timely manner ensuring that protection plans are in place and that risks are reduced and where possible, eliminated.

## Hillingdon Safeguarding Adults Board Structure Chart

The Hillingdon SAB has three subcommittees that support the Board in meeting its objectives set out in the business plan. The three subcommittees are held regularly throughout the year and provide a report to each SAB Operational Board. The Performance and Quality subcommittee also present emerging themes to the SAB Executive Committee.

### Safeguarding Adults Board

### SAB Executive

#### Joint Strategic Safeguarding and Trafficking

This sub-committee is unique to Hillingdon Adult and Children Boards. The aim is to continue to strengthen the partnership that we have with Heathrow Airport, Her Majesty's Immigration Removal Centre and the Local Authority. Work is continuing on developing robust referral pathways regarding vulnerable adults who arrive at Heathrow.

There is improved engagement between UK Border Force and partner agencies. The SAB Business Unit attends safeguarding meetings that are held monthly at H.M.Colnbrook Immigration and Removal Centre. The Adult Safeguarding Team have continued to assess and respond to concerns raised in respect of new arrivals at the Heathrow Travel Centre

#### Safeguarding Adults Review (SAR)

This sub-committee considers the requirement for an independent Safeguarding Adult Review when an adult at risk dies, or is significantly harmed and for ensuring that lessons are learnt by all organisations and the recommendations are implemented to improve services.

Over the last year the sub-committee has considered two cases, both of which concluded that a review was not required. The lessons learnt from both have been shared.

#### Performance and Quality Assurance

This sub-committee is responsible for producing performance data on safeguarding across partner agencies in the form of a dashboard, which enables partner members to collectively interrogate information, influence service improvements and identify what is working well.

We have continued to review and consider alternative approaches to analysing and presenting adult safeguarding data in order to further clarify the safeguarding risks that residents face and improve the efficiency of statutory partners at addressing them.

## Hillingdon Safeguarding Adults Board Members organisations

- 
- London Borough of Hillingdon
  - Metropolitan Police Service
  - The Hillingdon Hospital
  - London Ambulance Service
  - London Fire Service
  - Hillingdon Clinical Commissioning Group
  - National Probation Service
  - UK Border Force
  - Age UK
  - Health Watch Hillingdon
  - Immigration Removal Centre (Colnbrook)
  - Hillingdon Carers
  - Central North West London Trust
- 

## Strategic Boards linked to The Safeguarding Adults Board

- 
- **Local Safeguarding Children Board** is responsible for ensuring that all children and young people in Hillingdon are protected from abuse or neglect. It has developed a future operating model for the safeguarding partnership which will strengthen multi-agency accountability, enhance learning and improve our joint responses to safeguarding.
  - **Safer Hillingdon Partnership** is required by law to conduct and consult on an annual strategic assessment of crime, disorder and anti-social behaviour, substance misuse and re-offending within the borough. Findings are used to produce the partnership's Community Safety Plan.
  - **Health and Wellbeing Board** brings together the NHS, Local Authority and Health Watch to jointly plan how best to meet local health and care needs to improve the health and wellbeing of the local population and commission services accordingly.
  - **Domestic Abuse Steering Executive** brings together statutory and non-statutory agencies in order to ensure that the Safer Hillingdon Partnership's Domestic Abuse strategy is implemented.
-

## Local Demographics

Life expectancy in Hillingdon for both men and women is higher than the England average.

However, life expectancy between wards varies by 8 years for men and 8.5 years for women

Hillingdon is the second largest of London's 32 boroughs covering an area of 42 square miles.

Hillingdon is ranked 23 out of 32 London boroughs for deprivation in London (excluding City of London) and 153 out of 326 Local Authorities in England (1 being the most deprived)  
Source: DCLG 2010 Indices of Multiple Deprivation

The population of Hillingdon has a different age structure when compared with London. In general, Hillingdon has a higher proportion of 0-4, 5-19 year olds and those aged 50+, but a smaller proportion of 25-39 year olds. Older people aged 65+ accounts for 13% of the population, with a higher prevalence in the north of the Borough

Hillingdon's male life expectancy from birth is 80.8 yrs and for female it is 83.8 yrs (based on 2015-17 data), which means that a baby born in Hillingdon can expect to live a similar number of years as the England average for both genders (79.6 & 83.1 respectively)

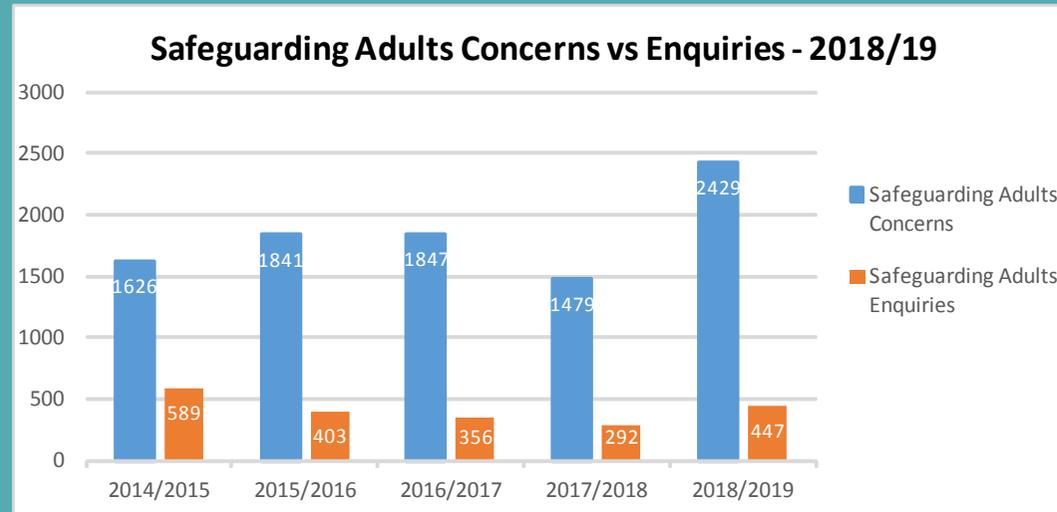
According to the Greater London Authority in 2019, in Hillingdon, 40.7% of the population are White British, 10.3% are White Other and 49% are from Black & Minority Ethnic (BME) groups (source: GLA 2016 Ethnic Group Population Projections ). 43.3% of the population are from BME groups in London

The Greater London Authority 2016 projections for 2024 estimate that Hillingdon will become more diverse with Black and Minority Ethnic (BAME) groups accounting for 52.2% of the usual resident population and White ethnic groups accounting for 47.8% of the population

## Safeguarding Adults Concerns and Enquiries 2018-19

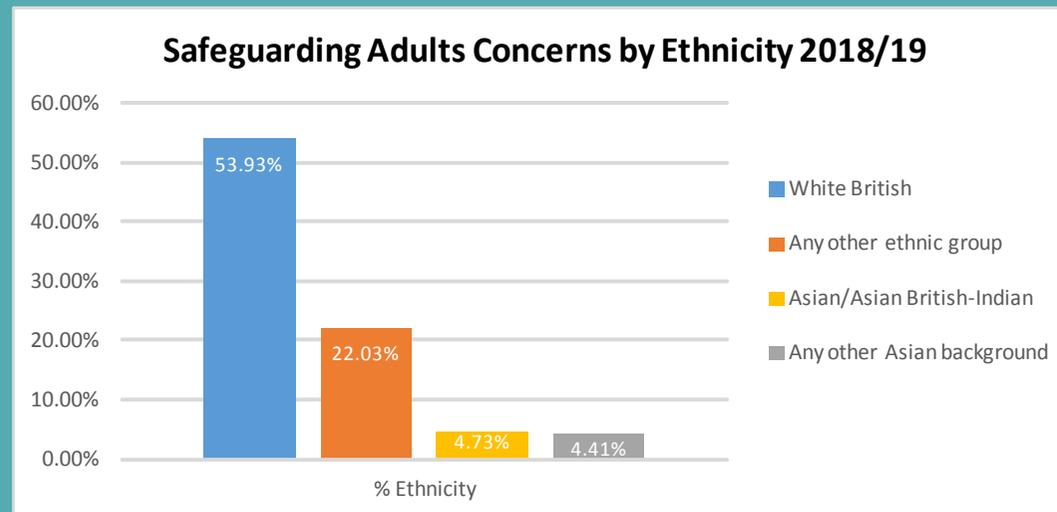
### Safeguarding Adult Concerns by Age

18-64	65+
55%	45%



### Safeguarding Adult Concerns by Gender

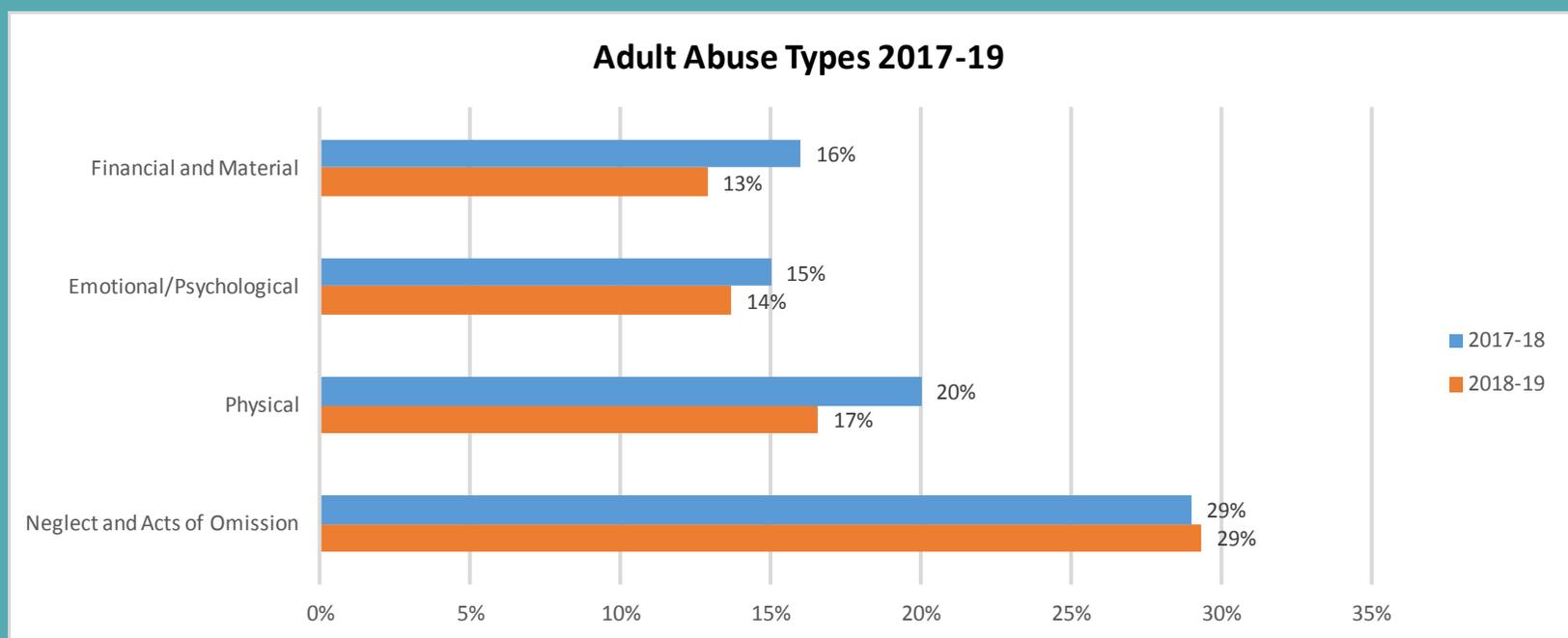
55%	45%
Women	Men



(Four most prevalent ethnic backgrounds reported in 2018-19)

**Reported Safeguarding Adult Concerns**

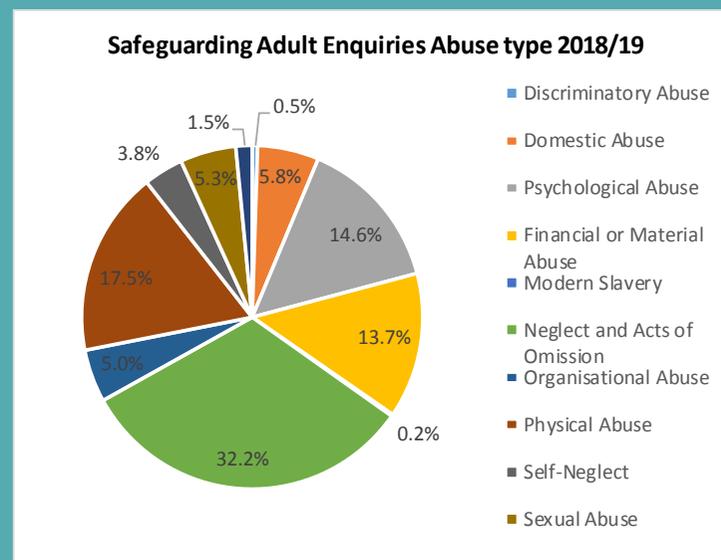
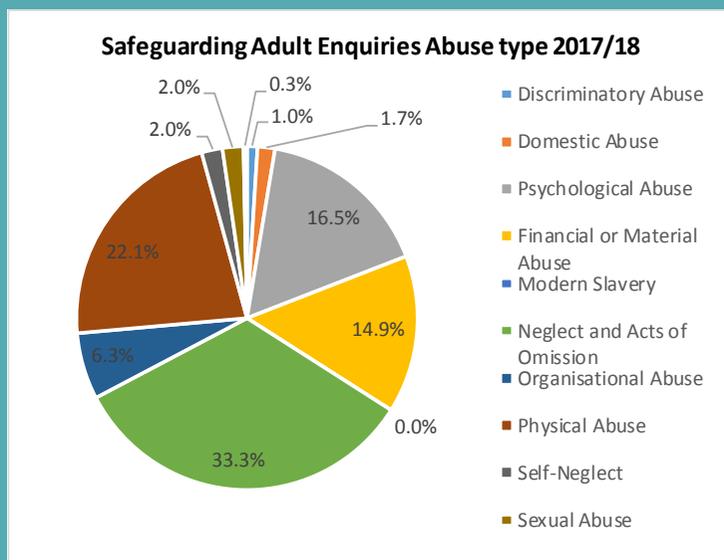
The graph below outlines the four most common types of abuse reported to Adult Services in both 2017-18 and 2018-19. Of these only neglect and acts of omission has seen an increase in 2018/19. Safeguarding concerns with a recorded abuse type of physical abuse has fallen to 17% in 2018/19.



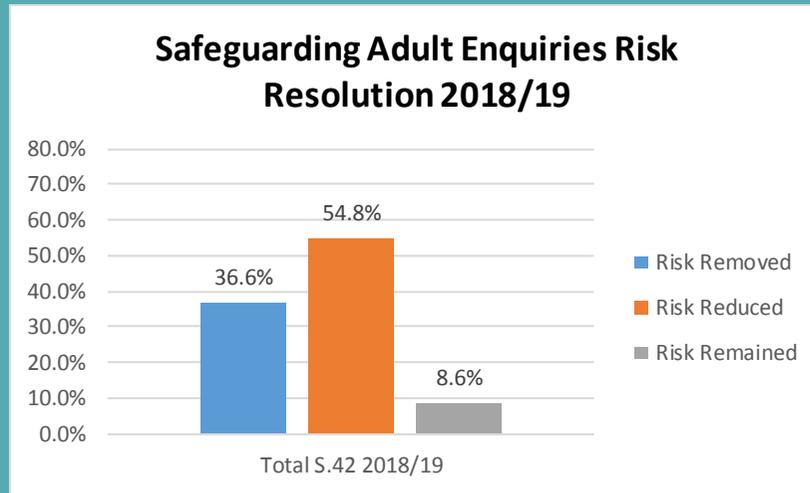
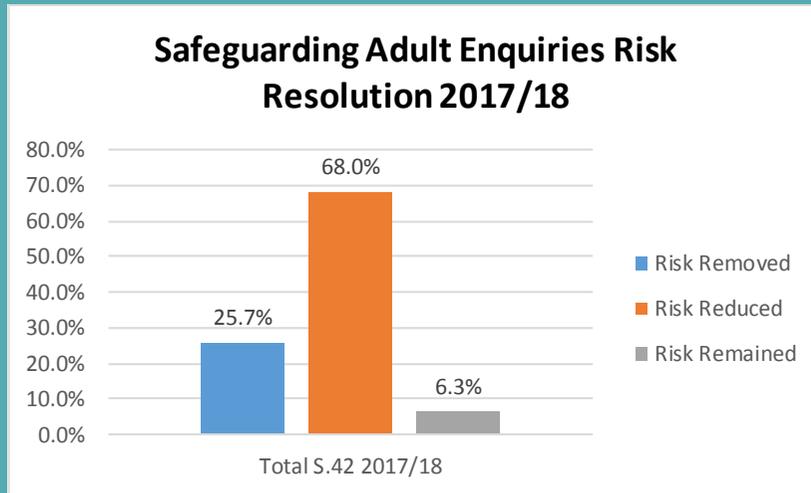
**Safeguarding Adult Enquiries**

Section 42 of the Care Act 2014 places a duty on Local Authorities to carry out a Safeguarding Adult Enquiry when it has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- has needs for care and support (whether or not the Local Authority is meeting those needs)
- is experiencing, or is at risk of, abuse or neglect;
- as a result of those care and support needs the adult is unable to protect themselves from either the risk of, or the experience of abuse or neglect.



The largest proportion has remained as neglect or acts of omission. This has decreased slightly by 1.1% from 33.3% to 32.2% in 2018/19. There has been a 4.6% reduction in the percentage of cases where the abuse type is recorded as physical abuse, 22.1% to 17.5%. Whereas the percentage of cases involving domestic abuse or sexual abuse has increased.



Safeguarding Adult Enquiries concluded in Hillingdon have consistently led to the reduction and removal of risk to vulnerable adults. In 2018-19 there has been an increase in the percentage of cases where the risk was removed. However there has also been a small increase in cases where the risk has remained.

## Safeguarding Adults Training

Standardised training across the health and social care system is key to promoting good evidenced based practice. The aim of training is to raise awareness of safeguarding, minimise the risk of safeguarding concerns and to ensure a timely, effective and proportionate evidence based response to optimise the safety and wellbeing of individuals when safeguarding concerns occur.

The Hillingdon Safeguarding Adult Board is working hard to ensure that providers of services to some of the most vulnerable people in Hillingdon are equipped to deal with the challenges which are presented to them effectively.

Links across the whole health and social care system in terms of training is imperative to support good outcomes for vulnerable people in Hillingdon.

The Safeguarding Adult Board, in conjunction with London Borough of Hillingdon Council, has offered training in the following areas

- Adults Safeguarding Level 3 - multi agency safeguarding
- Best Interests Assessor (BIA) annual refresher/legal update
- Chairing safeguarding meetings (SAMs)
- Deprivation of Liberty Safeguards (DoLS) e-learning 2018
- Deprivation of Liberty Safeguards (DoLS) e-learning refresher 2015
- DoLS Practical application and knowledge workshop
- DoLS Practice workshops for non BIAs
- Mental Capacity Act - MCA practical application
- Mental Capacity Act - MCA workshops
- Mental Capacity Act e-learning
- Mental Capacity Act e-learning refresher 2015
- SAB Level 1 Domestic Abuse Training (encompassing intimate partner and intra-familial family members)
- Modern Day Slavery
- Honour Based Violence
- Preventing Violent Extremism : Workshop to raise awareness of Prevent
- Safeguarding Adults - interview and investigation skills
- Safeguarding Adults e-learning.

## Hillingdon Safeguarding Adults Board Statutory Partners' Contribution to Priorities 2018 - 2019

### Adult Social Care: The London Borough of Hillingdon

Over last year, the Adult Social Care (ASC) Triage Team have worked closely with the Children Services MASH (Multi Agency Safeguarding Hub) and Hillingdon Social Care Direct (contact centre) to further develop adult safeguarding and social care triaging functions to provide high quality consistent responses to all referrals. The total number of adult safeguarding concerns received in 2018/19 was 2429, this is an increase of 64% over the last 12 months. 18% of the concerns raised progressed to a safeguarding adult enquiry, this is a reduction of 2% from 2017/18. 91% of safeguarding adult enquiries resulted in the assessed risk being reduced or removed.

The service has introduced Quality Practice Standards (QPS) for adult safeguarding and Deprivation of Liberty Safeguards (DoLS), which enable all staff to monitor their practice. A competency framework for both service areas has also been instigated in order to ensure that staff develop and maintain their practice.

Linking in with the Care Quality Commission (CQC), the Council's Quality Assurance Team continues to work with providers to monitor and improve standards and promote good practice. The ASC teams work closely with the Quality Assurance Team and Hillingdon Clinical Commissioning Group, as part of the Care Governance Framework. The Provider Risk Panel and the Care Governance Board work together to ensure that services provided to our residents meet the expected standards.

ASC continues to meet the challenge of a rising demand for Deprivation of Liberty Safeguards (DoLS), with an average of 391 applications per quarter processed over the last year. This represents a 4% increase from the previous year. The DoLS team has improved the timeliness of the DoLS applications being processed. For every assessment, the focus is on the voice of the adult at risk of deprivation, with the support of their family, friends and representatives. The take up of statutory independent mental capacity advocates (IMCAs) has increased, which shows that people are being formally represented where family and friends are not available to do so.

ASC staff have continued to identify service users in the community who may be at risk of their liberty being deprived and ensure representations are made to the Court of Protection as required.

### Police

There has not been any inspection in the reporting period for this report (2018/19). However a review of the new West Area (WA) Safeguarding Provisions will take place within the next 6 months and performance of all aspects of safeguarding are under continual scrutiny and assessment.

In addition to the merger of 3 Police Boroughs into one large Basic Command Unit (BCU) structure, the WA vulnerable adult safeguarding now sits within the Community Safety Unit (CSU), as the primary strand responsible for safeguarding, ensuring optimum resilience and effective supervision of investigations involving vulnerable adults. Police systems were previously less effective at ensuring the appropriate response to crimes involving vulnerable adults, because these were spread across the whole criminal investigation department remit rather than always the most appropriate unit. The changes following the 3 borough mergers are still very new and recently specialist sex offence and child abuse investigations have also been encompassed within the WA Community Safety Unit. This work is still in progress, but follows the principle of self-analysis and continuous improvement.

As a result of training and intervention from multi-agency safeguarding hub (MASH) police, Heathrow stakeholders have moved safeguarding to a higher priority within their byelaws so that safeguarding is considered first prior to any lawful ejection of an individual from Heathrow Airport.

The size of the MASH structure has been increased at Hillingdon and now includes staff from specialist crime investigation units from child abuse, who have brought invaluable knowledge and experience to the MASH. Further changes are needed to improve communication between all agencies involved in safeguarding vulnerable adults; however there exists a solid foundation within MASH and the strengthened CSU.

The changes being undertaken are the biggest in the last 30 years and will take time to bed in, however all the initial signs, including safeguarding performance, are positive.

## Prevent

Prevent is a multi-agency approach to identifying and providing support to individuals who are at risk of being drawn into any type of radicalisation. The work is undertaken by the Channel Panel in Hillingdon, which is well established.

- The Panel is chaired by Hillingdon's Prevent Lead and has representation from adult safeguarding, health, mental health, children's services, early intervention, police, housing, youth offending, probation, schools/education and others as appropriate. Many of the referrals relating to vulnerable adults are often complex in nature which requires all agencies to work together collaboratively to meet their needs.
- The threat to the UK from terrorism remains high and the activities of those who promote extremism with the aim of radicalising others continues to be a risk. As a borough we receive a steady stream of referrals, which is reflective of the national picture. Local agencies have worked effectively, in partnership, to manage these concerns and identify those who might be vulnerable; and put in place appropriate support. Lessons learnt and emerging themes from these referrals are shared via the local safeguarding boards and the local Prevent Partnership, in order to inform local priorities, interventions and practice.
- As a port authority, we manage any referrals relating to the safeguarding of children and vulnerable adults that come through the airport, including those relating to counter terrorism. We have introduced a protocol and continue to work closely with the counter terrorism police at Heathrow airport, to ensure timely sharing of information, in order to assess and meet the needs of vulnerable adults
- The Borough Prevent lead provides training and advice for staff and partner agencies to ensure they are supported and equipped in relation to the Prevent Duty. Feedback from partner agencies locally has been very positive and they very much value this support;
- We work with local partners through the Stronger Communities Partnership to build resilience. Engagement with the community is a key aspect of the Prevent work. We have managed to secure funding for 2 further years to continue our work with schools, education establishments and the wider community aimed at tackling hate crime and extremism. The aim is to equip young people and members of community groups to challenge hate crime and extremism, keep themselves safe from negative influence, develop critical thinking skills, increase understanding of others and build positive relationships.
- We continue to deliver a programme of training and engagement with local agencies raising awareness to local referral pathways and support. Almost 5000 staff have participated in "workshops to raise awareness of Prevent" (WRAP) training delivered by the local authority.

### **Adult Safeguarding NHS Hillingdon Clinical Commissioning Group (CCG)**

During 2018/19, adult safeguarding principles of the Care Act 2014 have been further embedded within practice. There have been closer partnership working with all statutory partners particularly, London Borough of Hillingdon, which has led to good practice within care homes in addressing adult safeguarding concerns. The CCG has also appointed a safeguarding GP lead to enhance both clinical practice and links between medical and local authority services. The Designated Safeguarding Adult Professional has also:

- Led on a number of Section 42 adult safeguarding enquiries;
- Supported the Accountable Care Partnership (ACP) for Older People Model of Care.
- Participated in a number of multi-agency subgroups to develop the Domestic Violence and Abuse Strategy for Hillingdon.
- Attended the Multiagency Risk Assessment Conference (MARAC) meetings on a monthly basis.
- Integrated into the Channel Panel meetings, providing updates on lessons learnt for CCG staff and working with primary care to develop resources for Practices. Prevent has also been an area of advancement over the last year.

Hillingdon CCG has been working with NHS England to develop a Mental Capacity Act Template for GPs to use when making a Mental Capacity assessment. This is now in the pilot phase. Hillingdon CCG has continued to monitor providers with the completion of the Safeguarding Health Outcomes Framework. They have worked collaboratively with Continuing Health Care staff and instigated NHS Provider lead groups and GP Practice leads group, in order to progress good practice further and devise solutions to difficult adult safeguarding situations.

During the past year, CCGs have been taking the lead role for the Learning Disabilities Mortality Review (LeDeR) programme within their areas which is led by NHS England in collaboration with the University of Bristol. The purpose of the programme of work is to study and review the factors that contributed to the death of individuals with a learning disability in hospitals. The LeDeR Programme aims to make improvements to the lives of people with learning disabilities. To support this process Hillingdon CCG has recruited two full-time complex case leads to review cases and a programme of reviews is in development.

The CCGs Designated Safeguarding Adults Professional and Safeguarding GP have committed to a programme of supporting local GPs around a range of safeguarding issues. This includes a combination of both training days and surgery visits. Hillingdon CCG remains committed to work with key strategic partners in order to safeguard residents from all forms of abuse.

### The Hillingdon Hospital

The Trust Safeguarding Arrangements are as follows:

The Executive Lead for Safeguarding Adults is the Executive Director of Patient Experience and Nursing, who is supported by the Deputy Nurse Director. There is also a Head of Safeguarding Adults in post (Registered Nurse), who is supported by the Safeguarding Administrator and Clinical Lead for Safeguarding (Elderly Care Consultant who performs this task as part of his role). The Trust works collaboratively with the Council to safeguard adults, actively engaging in the raft of strategic and operational meetings to address issues and improve services.

Prevent awareness training has been delivered as part of mandatory adult safeguarding training, which is every three years. A "train the trainer" day was facilitated by the NHS England (London) Prevent Lead. Twenty trust staff attended the training event which was well received. The percentage of eligible staff trained thereafter has increased significantly. The Trust is actively working towards the target of 85% compliance. On-line training will also be made available.

With regards to Mental Capacity Assessments (MCA) and Deprivation of Liberty Safeguards (DoLS), there is a continuous drive to robustly implement and improve the understanding of MCA and DoLS throughout the Trust. This includes:

- Regular enhanced (Level 2) training for MCA and DoLS for identified trust staff.
- Monthly nurses' induction sessions on MCA and DoLS and processes.
- Regular ward visits to assist staff in the application of MCA and DoLS in practice.
- Recent introduction of DoLS logs across all wards to ensure consistent approach.
- Strengthening of a central database to track DoLS applications and authorisations.
- DoLS applications and authorisations to support nursing staff in practising safe patient care.

### Central and North West London NHS Foundation Trust (CNWL)

The Trust continued to work with the Council to improve timeliness of completing adult safeguarding enquiries and has undertaken other service and system improvement as detailed below:

- Compliance with Prevent training currently stands at 91% for Mental Health (MH) and 92% for Hillingdon Community Health (HCH) services.
- Compliance with Adult Safeguarding training is at 96% for MH and 94% for HCH services.
- A Mental Capacity Act template has now been added to SystmOne (the Trust electronic record system) for MH services and will also be added to HCH services. This will enable staff to record Mental Capacity Act assessments easily using a standardised template
- We are in the process of getting a Domestic Abuse template added to SystmOne. Once established, there will be an expectation that staff routinely ask about Domestic Abuse at the first assessment for all female service users and there will be selective enquiry for male service users.
- In-patient Wards now have access to an independent domestic violence advocate (IDVA) who is based in A&E at The Hillingdon Hospital. CNWL initiated the first meeting with the Clinical Commissioning Group, IDVA service and The Hillingdon Hospital in July 2017 to establish an IDVA in the health setting and are now so pleased to have this resource in place.
- Safeguarding Adult concerns raised by MH staff were subject to an audit last year which highlighted that there were no concerns about the knowledge of Adult Safeguarding for any MH services.
- A Safeguarding Adult and Pressure Ulcer Decision tool is used for all patients who develop a category 3 or 4 pressure ulcer that originated within service. This ensures that Safeguarding Adult process is considered for all pressure ulcers that develop.
- The Adult Safeguarding and The Mental Capacity Act Specialist have developed a good relationship with the London Borough of Hillingdon Safeguarding Adult Triage Team and they frequently contact each other for information.
- Monthly safeguarding operational meetings are held where managers and practitioners from across Hillingdon meet to discuss practice improvements and share learning.

### The London Fire Brigade (LFB)

The London Fire Brigade has a Station Manager on the operational board and Borough Manager on the executive board providing advice on fire safety related issues. In November 2017 a Safeguarding Audit was undertaken to review the effectiveness of the London Fire Brigade's current safeguarding procedures. Following on from the safeguarding audit Hillingdon's Borough Commander and Station Manager have attended numerous Safeguarding Working Group meetings engaging with London Fire Brigade senior management to review and establish best practice with regard to internal safeguarding procedures.

The LFB has developed an adult safeguarding policy. LFB frontline staff continue to receive ongoing safeguarding training. The LFB may need to consider providing modern slavery, sexual exploitation and domestic abuse awareness for frontline operational staff in the borough. LFB engage in joint action days with Hillingdon Borough's community safety department, the Met Police and other partners. The LFB provide staff including the borough Commander, Station Manager's, fire safety inspecting officers and operational fire-fighters to participate in the action days. The LFB undertake the following roles at these events:

- Complete home fire safety visits for priority residents providing advice and installing smoke alarms.
- Fire safety inspecting officers visit commercial premises to conduct fire safety audits providing support and advice for business owners.
- Staff hand out fire safety leaflets and offer advice to members of the public

The LFB are available to support this work by attending seminars, training events to highlight recent safeguarding and welfare case studies. In 2018 in collaboration with SAB and Brunel University media department the LFB produced a fire safety video aimed at partners visiting vulnerable residents in their homes and providing fire safety awareness training. The six minute video highlights the eight areas the London Fire Brigade focus on during the home fire safety visit including: cooking, electrical safety, smoking, candle use, fire detection, fire places, escape route and bedtime routine. The video and presentation on the role of today's London Fire Brigade (focusing on prevention work) has been delivered to a number of partner agencies working within the Hillingdon Borough since summer 2018. This has resulted in an increase in referrals from partners for home fire safety visits to be conducted for vulnerable residents living in the Hillingdon borough.

Moving forward the LFB plan to continue working with partners to deliver fire safety awareness training and improve referral pathways from partners to continue supporting our most vulnerable residents.

## Domestic Abuse Steering Executive

In Hillingdon, we see domestic abuse occurring in all its forms and its many devastating impacts on victims and survivors, which can be immediate, short, medium and much longer term with people suffering from psychological problems.

The victims and survivors of domestic abuse in the borough come from diverse backgrounds; they are of different sexes, ages, ethnicities, and are people with/without disabilities, different sexual orientations, national origins and different relationship status.

There remains on average in excess of 6000 domestic abuse crime and incidents recorded by the police in Hillingdon. However, we also know from research and our experiences that many more incidences go un-reported too. Domestic abuse cases, which are un-reported means that victims may be subject to further victimisation by the perpetrator and without access to the right support.

The number of high risk domestic abuse cases being managed by the Hillingdon Domestic Violence Advocacy (HIDVA) Service and the Multi-Agency Risk Assessment Conference (MARAC) has been increasing year-on-year. In the last 12 months over 751 medium and high risk DA cases have been managed by the HIDVA Service, which represents a 23% increase on the previous year. In addition, there were 28 cases referred to HIDVA Service where the perpetrator was a family member (excluding adult child) and was not the intimate partner or ex-intimate partner and also there were 27 cases where an adult child was the perpetrator of the violence and abuse. In Financial Year 2018/19, 413 cases were referred to MARAC, which is a 26% increase on last year.

The Domestic Abuse Steering Executive is providing the governance, strategic direction and leadership to preventing and tackling domestic abuse and the many other crimes and abuses associated with it including, Honour Based Abuse, Forced Marriage, and Female Genital Mutilation. This strategic group is supported by 5 operational delivery groups made up of a diverse range of local professionals who are importantly supported by victims and survivors, who provide critical advice.

The Safer Hillingdon Partnership has now published its Domestic Abuse Strategy 2018 – 2021, which highlights the commitment "to preventing and eradicating all forms of violence and abuse against women, children and men in Hillingdon Borough and support those so victimised to achieve their full potential in life". The strategy is accompanied by a plan to drive and make certain that its main aims and commitments are achieved notably (but not exclusively) the priority of *Prevention and Early Intervention*.

Looking ahead, The Domestic Abuse Steering Executive and The Domestic Abuse Partnership are committed to:

- engaging and listening to victims and survivors and other affected by domestic abuse, gender based abuse and other forms of violence and abuse
- continuous learning and improvement
- continuing the cycle of regular training for local professionals (statutory and voluntary / charity organisations) and local communities
- researching a single access point for victims to enable them to receive advice and support.

## Hillingdon Safeguarding Adults Board

### Priorities for 2019 - 2020

The Board will continue to work on the following strategic priorities:

- **Human Trafficking & Modern Day Slavery:** To ensure that professionals and public are aware of human trafficking and modern day slavery and professionals work closely with all agencies to eradicate abuse and harm and support adults at risk through guidance and robust referral mechanisms.
- **Making Safeguarding Personal:** To ensure that a person centred approach to adult safeguarding is embedded into practice and service delivery, including mental capacity assessments, best interest decisions and advocacy support.
- **Domestic Abuse:** To support the Domestic Abuse Executive in ensuring that the Domestic Abuse Strategy's aims and objectives are achieved and implemented.
- **Adult Exploitation and Grooming:** To ensure that professionals and public are able to recognise and identify adult exploitation in all its forms and develop referral pathways for adults at risk to receive timely support.

### Adult Safeguarding Objectives

- Professionals to take a person centred and holistic approach to safeguarding.
- Advocacy for individuals who lack mental capacity or have difficulties in decision making.
- Minimise repeat safeguarding concerns.
- Robust risk assessment and management arrangements involving adults, their families and carers.
- Improving data analysis to measure outcomes.
- Increase engagement of the SAB with service users and vulnerable adults.
- Ensure effective holding of agencies to account.

## Some examples of adult safeguarding work in Hillingdon

### Case study 1

Last year the adult social work service supported a young women living with her family who was experiencing domestic abuse.

The team supported to her to make an application to the Court of Protection and to secure a place in supported living place where she is free from abuse, growing in confidence & independence and has her own friends.

### Case study 2

Last year the adult social work supported a man with profound physical and learning disabilities, who was not being given the specialist care and support that had been commissioned.

The team supported him to engage an advocate and together they helped him find an alternative accommodation and support. He is now thriving and happy in his new placement.

Action was also taken to address the concerns regarding the provider.

### SAB Public Profile & Communication:

Hillingdon residents are engaging with the SAB on:

**Twitter - @HillingdonSAB**

**SAB Website -**

**[www.hillingdonsab.org.uk](http://www.hillingdonsab.org.uk)**

A range of helpful links and information for adults at risk, professionals and carers around safeguarding issues.

### Newsletter

Send us a direct message on twitter or email

**[igosling@hillington.gov.uk](mailto:igosling@hillington.gov.uk)** - we will come right back to you.

## Glossary

Acronym	Meaning
MARAC	Multi Agency Risk Assessment Conference
SAB	Safeguarding Adults Board
SAR	Serious Adult Reviews
MASH	Multi Agency Safeguarding Hub
CNWL	Central & North West London (Trust)
DoLS	Deprivation of Liberty Safeguards
LSCB	Local Safeguarding Children Board
DASH	Disablement Association Hillingdon
CCG	Clinical Commissioning Group
MAPPA	Multi Agency Public Protection arrangements
CR MARAC	Community Risk Multi Agency Risk Assessment Conference
ASC	Adult Social Care
CID	Criminal Investigation Department
DA	Domestic Abuse
ACP	Accountable Care Partnership
LeDeR	The Learning Disabilities Mortality Review
LAC	Local Area Contact
LFB	London Fire Brigade
CDOP	Child Death Overview Panel
MH	Mental Health
HCH	Hillingdon Community Health
DA	Domestic Abuse
BCU	Basic Command Unit
CSU	Community Safety Unit
WA	West Area (merger of Ealing, Hillingdon and Hounslow)
WRAP	Workshop to raise awareness of Prevent

## STATEMENT OF GAMBLING POLICY (TO RECOMMEND TO COUNCIL)

<b>Cabinet Member(s)</b>	Councillor Douglas Mills
<b>Cabinet Portfolio(s)</b>	Community, Commerce & Regeneration
<b>Officer Contact(s)</b>	Stephanie Waterford, Residents Services
<b>Papers with report</b>	Appendix A - Officer proposed changes to the Policy Appendix B - Draft 2019 Gambling Policy

### HEADLINES

<b>Summary</b>	To seek Cabinet's approval of the draft Statement of Gambling Principles prior to adoption by Full Council on the 21st November 2019.  This Policy is deemed as 'Policy Framework' under the Council's constitution and so requires full approval by Cabinet and full Council.
<b>Putting our Residents First</b>	This report supports the following Council objectives of: <i>Our People; Our Natural Environment; Our Built Environment; Our Heritage and Civic Pride.</i>
<b>Financial Cost</b>	There are no additional costs arising from the proposed changes to the Statement of Gambling Principles.
<b>Relevant Policy Overview Committee</b>	Residents, Education & Environmental Services
<b>Relevant Ward(s)</b>	All

### RECOMMENDATIONS

**That Cabinet:**

- 1. Considers the comments and proposed changes to the Policy arising from the statutory consultation as set out in this report and;**
- 2. Recommends the updated Statement of Gambling Policy to full Council for adoption.**

### **Reasons for recommendation**

Under licensing legislation, Cabinet must approve the draft statement of gambling principles before it is submitted to full Council for adoption.

The amendments reflect changes to Gambling Act legislation that have occurred since the last review of local policy. The draft policy also incorporates suggestions put forward through the statutory consultation process.

The regular review and adoption of the Statement of Gambling Policy ensures that the gambling licensing framework are up to date and effective in ensuring a safe and regulated environment for service users of gambling establishments. It will also ensure that there are methods for robust enforcement and review of problem gambling premises.

### **Alternative options considered / risk management**

The Gambling Act 2005 requires the Council, as the Licensing Authority, to publish a statement of gambling principles, every 3 years. The Policy forms part of the Council's Policy Framework.

### **Democratic compliance / previous authority**

The draft statement of Gambling Policy is before the Cabinet to seek approval to put forward to full Council. The Council is obliged under gambling legislation to have a working Gambling Statement of Principles reviewed every three years.

### **Policy Overview Committee comments**

The Residents, Education and Environmental Services Policy Overview Committee considered the report on 18th July 2019 and made no formal comments to Cabinet.

## **SUPPORTING INFORMATION**

The Gambling Act 2005 requires the Council, as the Licensing Authority, to have in place a Statement of Gambling Principles (Gambling Policy). The Gambling Act 2005 regulates gambling activity such as betting shops, bingo halls and gaming machines. This legislation requires the Licensing Authority to promote the three prime licensing objectives under the Gambling Act 2005:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way and;
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Statement of Gambling Principles will, therefore, have an impact on local residents, service users, local businesses and communities.

The Council is required to review its gambling policy at regular intervals to ensure that it is carrying out licensing functions in accordance with current legislation. During this review, consideration has been given to how changes might improve the way in which services are being delivered, to make them more efficient and customer friendly.

There has been little change to gambling legislation since 2016, therefore very few changes are proposed to the policy. Should substantial changes to legislation occur, the Council may review the Gambling Policy at any time.

### The timetable for policy implementation

20 <sup>th</sup> June 2019	Draft Policy to Cabinet and approved for consultation
27 <sup>th</sup> June 2019	Consultation period started
11 <sup>th</sup> July 2019	Licensing Committee consulted
18 <sup>th</sup> July 2019	Residents Education & Environmental Services POC consulted
8 <sup>th</sup> August 2019	Consultation period ended
24 <sup>th</sup> October 2019	Final draft policy to Cabinet post-consultation
21 <sup>st</sup> November 2019	Statement of Gambling Policy considered and adopted at Full Council, subject to Cabinet recommending

Cabinet on 20 June 2019 agreed a revised policy for statutory consultation which incorporated minor amendments, primarily relating to legislation as set out in **Appendix A**.

Responses to the consultation are detailed later in this report. Two representations were received.

**Appendix B** sets out the final revised version for Cabinet to consider and recommend to full Council to adopt.

### Financial Implications

The costs to the Council of implementing the Statement of Gambling Principles are met from gambling licence fees and contained within the existing revenue budgets. Hillingdon Council's Licensing Service is able to recover costs through fees and charges relating to gambling licences. The rates of Gambling Licences are defined by statute.

## RESIDENT BENEFIT & CONSULTATION

### Consultation carried out or required

Full consultation on the minor amendments to the policy was carried out between 27th June to 8th August 2019. Consultees included:

- Licensing Committee / Elected Members
- Gambling trade representatives
- Responsible Authorities
- Neighbouring local authorities
- Local residents associations and local community groups
- Licensing Solicitors
- Licensed premises

The Licensing Committee met on 11 July 2019 and noted that the changes proposed were minor and mainly reflected updated legislation. The Committee resolved to support the revisions to the Statement of Gambling Policy proposed by Cabinet.

The Residents, Education and Environmental Services Policy Overview Committee considered the report on 18th July 2019 and made no formal comments to Cabinet.

During the statutory consultation period two formal representations were received. The first representation was from industry operator, Novomatic who are prominent in the gaming technology and gaming machine sector. Novomatic raise a number of suggestions which are summarised in the table below;

Section	Proposed amendment	Included in the final policy?
Para 1.42 - 1.48	In matters of regulation under the Gambling Act 2005, enforcement actions are subject to the Regulators' Code. We suggest that the Draft makes it clear that the Code applies to the Authority's activities generally under the Act.	Yes, included at Para 1.48
Para 2.14	As the Draft acknowledges, there are instances where it is perfectly lawful for children to gamble - i.e. on Category D machines. We suggest that this paragraph is therefore amended to insert " where they are not legally permitted to participate" after "gambling" in the second line.	Yes
Paras 2.18, 2.21 and 2.22:	There is no legal prohibition on gambling being in sight of children - in the same way that there is no such prohibition on children having sight of alcohol in the supermarket or seeing people drink alcohol in a café, pub or restaurant. Issues of siting machines might be something that is dealt with in a Local Risk Assessment (LRA) if relevant in a particular site. Indeed in relation to 2.22, many planning authorities are asking that the inside of gambling	No - the wording of the policy is intended to safeguard children from being exposed to adult gambling facilities in premises where children may be present i.e. pubs, restaurants

	establishments are visible from the outside.	etc. The siting of gaming machines is considered carefully for each application and adequate safeguards are applied.
Para 2.24	We suggest it would be helpful to refer here to the Local Risk Assessment. The proximity of the premises referred to would not in themselves prevent the grant of a premises licence, provided that any identified risks are adequately mitigated. Furthermore, with respect, as acknowledged at Para 5.6, moral objections to gambling are not relevant to an application for a premises licence. As such, the reference to places of worship is not appropriate, save if children are congregating there.	Yes, Para 2.24 has been amended to include reference to Local Risk Assessments and reference to 'places of worship' has been removed
Paras 5.15 and 5.16	An applicant may apply for a provisional statement if the building is not complete, but it does not have to do so and can instead apply for a licence. As such, we suggest that the wording of these paras be amended to make it clear that applications for premises licences can be made and granted	Yes, amendments incorporated in Para 5.15.
Paras 5.35 and 5.45:	We note that the list of possible measures/conditions set out for AGCs [Adult Gaming Centres] at Para 5.62 is not repeated for Bingo or Betting premises, despite the fact that such premises provide access to gaming machines as well as other activities, where stakes/prizes can be at least as great as in AGCs. The same issues apply. We suggest that these unjustified inconsistencies be remedied.	Yes, measures and conditions contained in Para. 5.62 are replicated in 5.36 and 5.49
Para 5.48:	We believe that this paragraph was intended to deal with premises with an alcohol licence with gaming machines (not betting machines) and not betting premises - where alcohol is not permitted.	Yes - 'betting' removed and 'gaming' inserted.

The second consultation response was received from GamCare who are a charity providing services for those persons negatively affected by Gambling services. Whilst the response did not offer specific suggestions, this consultation response offered some considerations about general safeguarding measures, the majority of which are contained within the main policy document. As a result, a new paragraph 2.17 has been proposed and inserted into the Policy:

*'2.17 Gambling operators will be expected to demonstrate that they have adequate training and staffing procedures in place to ensure that vulnerable persons are protected from gambling related harm. Staff working at gambling premises will also need to be aware of challenges present in the local area and vicinity of the licensed premises which may impact on the protection of children and vulnerable persons.'*

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed the recommendations to this report and concurs with the financial implications as set out above, noting that costs associated with this report will be contained within the existing revenue budgets.

### Legal

The Borough Solicitor confirms that the consultation process followed by the Council has complied with section 349 of the Licensing Act 2003 and the Licensing Authority Policy Statement (England and Wales) Regulations 2006. There are no legal impediments to Cabinet agreeing the recommendations set out in the report.

## BACKGROUND PAPERS

The Gambling Act 2005  
Gambling Commission Guidance to Local Authorities

## Overview of proposed policy changes

The Council is required by the Gambling Act 2005 to review the Statement of Gambling Policy every three years. The current policy was adopted by full council in 2016 and therefore requires updating and adopting in 2019.

In the intervening time there have been only minor changes to legislation and as such there are very few changes proposed to this policy. The suggestions received through the consultation process have also been included where necessary.

The current policy works well and acts as a valuable framework for ensuring the principles of the legislation are upheld.

Policy amendments are shown in ~~striketrough~~ text and additions are shown in **bold**.

- Para 1.8 - List of consultees has been updated
- Para 1.19 - Update to name of Government Department for Digital Culture, Media & Sport
- Para 1.38 - Data Protection Act 2018 legislation update
- Para 1.48 - Addition to mention compliance with 'Regulators Code'
- Para 2.14 - Amendment to acknowledge that children are permitted to gamble lawfully on Category D Gaming Machines
- Para 2.17 - New paragraph added to ensure safeguards are in place for vulnerable persons.
- Para 2.18 - Specific reference to 'airport terminals' included when assessing impacts of gaming machines in public places
- 2.24 - Reference to Local Risk Assessments and removal of 'places of worship'
- 5.15 - Clarification on the circumstances where Provisional Statements can be applied for
- 5.36 - List of conditions added for Bingo Premises
- 5.48 - Substitute the word 'gaming' for 'betting'
- 5.49 - List of conditions added for Betting Premises
- Para 6.7 - Categories of gaming machines amended to reflect new limit on B2 Stakes which came into force April 2019.
- Appendix B - Responsible Authority contact details updated

Page and paragraph numbers will be updated on the final policy document.

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# HILLINGDON

## LONDON

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### Statement of Gambling Policy The Gambling Act 2005

**DRAFT - 2019 - 2022**

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**PART 1  
THE GAMBLING ACT 2005**

**INTRODUCTION**

1.1 The London Borough of Hillingdon Council is the Licensing Authority under the Gambling Act 2005. This means that the Council is responsible for granting Premises Licences in respect of betting premises, bingo premises, casino premises, adult gaming centres and family entertainment centres as well as issuing a range of gaming permits and other authorisations for gambling within the Borough. As Licensing Authority, we are also empowered under the Act to impose conditions and review licences, as well as take enforcement action when an offence under the Act has been committed or when premises or activities are unlicensed, or licence conditions are not complied with. This is coupled with powers of entry and inspection to ensure compliance.

**The Licensing Framework**

1.2 In exercising most of our decision-making functions we **must** have regard to the three Licensing Objectives set out in Section 1 of the Gambling Act, namely:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

1.3 We are also bound by section 153 of the Act, which requires us, in making decisions concerning Premises Licences and Temporary Use Notices, to aim to permit the use of premises for gambling insofar as we think fit, subject to such decisions being:

- In accordance with any relevant code of practice issued by the Gambling Commission
- In accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives; and
- In accordance with this Statement of Licensing Principles

**The Policy**

1.4 Section 349 of the Act requires us to publish a *Statement of Principles* (or policy) that we will apply when exercising our various functions under the Act. This

Statement of Principles fulfils that statutory requirement and details throughout the document the Council's general approach to the making of licensing decisions.

- 1.5 Nothing in this policy will override the right of any person to make an application under the Act and have that application considered on its individual merits. Equally, nothing in this policy will undermine the right of any person to make representations on an application, or seek a review of a licence where there is a legal power to do so.
- 1.6 This document should be read in conjunction with the Act, Regulations made under the Act and Guidance issued by the Gambling Commission. Our Statement of Principles is designed to be a strategic (Gambling) Licensing Policy, not an operational guide to the Gambling Act or a guide to the application process.
- 1.7 This policy is supplemented by guidance documents for residents and the trade on the application and licensing process. These documents will assist applicants and objectors in understanding their rights and responsibilities under the Act in respect of:
  - Applying for licenses and other gambling permissions.
  - Making representations.
  - Complaints about a premises licensed under the Act and review rights.
  - Committee hearings and the decision making process.
  - The information is available on the Council's website or on request by contacting the Licensing Authority.

### CONSULTATION

- 1.8 The Council has, in accordance with the section 349(3) of the Gambling Act, consulted with:
  - a. London Borough of Hillingdon Council Licensing Authority
  - b. The Gambling Commission
  - c. The Chief Officer of Police for the London Borough of Hillingdon ~~(where relevant, Chief Officer of Police for Heathrow)~~London Fire & Emergency Planning Authority, Hillingdon Fire Station
  - d. London Borough of Hillingdon Council Planning Authority
  - e. ~~London Borough of Hillingdon Council Environmental Protection Unit (i.e. authority responsible for pollution and harm to human health)~~Hillingdon Local Safeguarding Board
  - f. HM Revenue and Customs
  - g. Authority for Vulnerable Adults

- h. A Licensing Authority in whose area the premises are situated (*i.e. the Council itself and also any adjoining Council where premises straddle the boundaries between the two*).
  - i. Persons who appear to this authority to represent the interests of persons carrying on gambling businesses in the borough of Hillingdon and neighbouring boroughs
  - j. Persons who appear to us to represent the interests of persons who are likely to be affected by the exercise of this authority's functions under the Gambling Act 2005
- 1.9 A comprehensive list of the persons and/or bodies we have consulted is attached at Appendix A. A summary of the consultation responses can be found on the Council's website. The full list of comments made and consideration given to those responses is available on request by contacting the Authority's Licensing Service.
- 1.10 Our consultation took place between **27<sup>th</sup> June and 8<sup>th</sup> August 2019** ~~5<sup>th</sup> October and 20<sup>th</sup> November 2015~~ the HM Government Code of Practice on Consultation (published July 2008) was followed.
- ~~1.11 This Policy was approved by Council. It was published on our website. Copies are available from the Council's Regulatory Services Team.~~

### DECLARATION

- 1.12 In producing the final Statement of Principles, this Licensing Authority declares that it has had regard to the Licensing Objectives and the Gambling Act 2005, the Guidance issued by the Gambling Commission and responses from those consulted on the policy statement.

### AUTHORISED ACTIVITIES

- 1.13 Gambling' is defined in the Act as either gaming, betting or taking part in a lottery:
- (i) Gaming means playing a game of chance for a prize
  - (ii) Betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not true
  - (iii) A Lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process that relies wholly on chance.

- 1.14 Private gaming in private dwellings and on domestic occasions is exempt from licensing or registration providing that no charge is made for participating; only equal chance gaming takes place; and it does not occur in a place to which the public have access. Domestic betting between inhabitants of the same premises or between employees of the same employer is also exempt.
- 1.15 Non-commercial gaming and betting (where no parts of the proceeds are for private gain) may be subject to certain exemptions. Further advice should be sought from the Council's Regulatory Service Team where appropriate.

### LICENSING AUTHORITY FUNCTIONS

- 1.16 Under the Act, the Council will be responsible for:
- Licensing of premises where gambling activities are to take place by issuing premises licences.
  - Issuing Provisional Statements.
  - Regulating Members' Clubs and Miners' Welfare Institutes who wish to undertake certain gaming activities via issuing club gaming permits and/or club machine permits.
  - Issuing Club Machine Permits to commercial clubs.
  - Granting permits for the use of certain lower stake gaming machines at unlicensed Family Entertainment Centres.
  - Receiving Notifications from Alcohol Licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines.
  - Granting licensed premises gaming machine permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required.
  - Registering Small Society Lotteries below prescribed thresholds.
  - Issuing Prize Gaming Permits.
  - Receiving and endorsing Temporary Use Notices.
  - Receiving Occasional Use Notices.
  - Providing information to Gambling Commission regarding details of Licenses issued (see section on Information Exchange).
  - Maintaining Register of Licenses and Permits issued under these functions.
  - Exercising its powers of enforcement under the Act in partnership with the Gambling Commission and other relevant responsible Authorities.
- 1.17 It should be noted that licensing authorities are not involved in licensing remote gambling at all, which is regulated by the Gambling Commission via operating licenses.

### RESPONSIBLE AUTHORITIES

- 1.18 These are generally public bodies that must be notified of all applications and who are entitled to make representations to the Council if they are relevant to the licensing objectives.
- 1.19 Within the meaning of Section 157 of the Act, those authorities are:
- a) London Borough of Hillingdon Council Licensing Authority.
  - b) The Gambling Commission.
  - c) The Chief Officer of Police for the London Borough of Hillingdon (where relevant, Chief Officer of Police for Heathrow).
  - d) London Fire & Emergency Planning Authority, Hillingdon Fire Station.
  - e) London Borough of Hillingdon Council Planning Authority.
  - f) London Borough of Hillingdon Council Environmental Protection Unit (*i.e. authority responsible for pollution and harm to human health*).
  - g) Hillingdon Local Safeguarding Board.
  - h) HM Revenue and Customs.
  - i) Authority for Vulnerable Adults.
  - j) A Licensing Authority in whose area the premises are situated (*i.e. the Council itself and also any adjoining Council where premises straddle the boundaries between the two*).

For Vessels only:

Section 211(4) of the Act provides that the following are Responsible Authorities in addition to the authorities listed under section 157 of the Act:

- A. The Navigation Authority (*whose statutory functions are in relation to waters where the vessel is usually moored or berthed*)
- B. The Environment Agency,
- C. British Waterways and
- D. The Secretary of State for **Digital**, Culture, Media and Sport (DDCMS).

- 1.20 Subject to any other person being prescribed in Regulations by the Secretary of State. The contact addresses for these authorities are illustrated at Appendix C, or available via the Council's website.

### DESIGNATED BODY PROTECTING CHILDREN FROM HARM

- 1.21 The Council is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the Licensing Authority about the protection of children from harm.

- 1.22 The principles are that:
- (i) The designated body must be responsible for an area covering the whole of the Licensing Authority's area.
  - (ii) The designated body must be answerable to democratically elected persons, rather than any particular vested interest group etc.
- 1.23 In accordance with the Gambling Commission's Guidance for local authorities this authority designates the Local Safeguarding Children Board for this purpose.
- 1.24 The remit of the Board is to co-ordinate and scrutinise arrangements for safeguarding and promoting the welfare of Hillingdon's children. It operates throughout the Borough, is responsible for the area covered by the Licensing Authority and this Policy; and has specialist knowledge and experience in the protection of children to fulfil this role.

### **INTERESTED PARTIES**

- 1.25 Interested parties can make representations about licence applications, or apply for a review of an existing licence. (see annex A with regard to Councillors making representations). For the purposes of the Gambling Act 2005 interested parties will include persons who:
- (i) Live sufficiently close to premises carrying out gambling activities.
  - (ii) Have business interests that might be affected; and
  - (iii) Represent persons listed above.
- 1.26 We are required by regulations to state the principles we will apply in exercising our powers under the Gambling Act 2005 to determine whether a person is an interested party. This Licensing Authority's principles are set out in the following paragraphs:
- 1.27 Each case will be decided upon its merits. We will not apply a rigid rule to our decision- making. In the case of doubt, the benefit will be given to the party making the representation until the contrary can be shown.
- 1.28 Interested parties can include trade associations and unions; and residents' or tenants' associations, providing that they can show they represent someone who would be classed as an interested party in their own right. Within the meaning of the Act, interested parties can also be persons who are democratically elected such as Councillors and MPs.

1.29 Generally, the principles we will apply when deciding whether or not a person is an interested party will include looking at the size of the premises where larger premises may be considered to affect people over a broader geographical area compared to smaller premises offering similar facilities and the nature of the activities being conducted on the premises. As to the different elements of the definition of "Interested Party", the Licensing Authority will take into account the following specific matters of principle:

### **1.30 Persons living "Sufficiently Close"**

The Licensing Authority recognises "sufficiently close to be likely to be affected" could have a different meaning for, for instance, a private resident, a residential school for children with problems and a residential hostel for vulnerable adults and will therefore deal with each representation on its individual merits.

1.31 In determining whether someone lives sufficiently close to a particular premises as to likely to be affected by the authorised activities the Council may take account of the:

- (i) Size of the premises.
- (ii) Nature of the premises.
- (iii) Nature of the authorised activities being proposed.
- (iv) Distance of the premises from the person making the representation.
- (v) Characteristics of the complainant.
- (vi) Potential impact of the premises.

### **1.32 Persons with business interests likely to be affected**

With regard to those persons with business interests that could be affected, the Licensing Authority will (in addition to the factors set out in paragraph 1.38 above) need to be satisfied that the relevant business is indeed likely to be affected and the following factors will therefore be taken into account:

- i) The 'catchment' area of the premises (i.e. how far people travel to visit);
- ii) Whether the person making the representation has business interests in that catchment area that might be affected.
- iii) Whether or not the representation is purely based on 'competition' as the Licensing Authority does not consider this to be a relevant representation.

### **1.33 Persons/bodies representing persons named above**

With regard to persons representing persons living sufficiently close and persons having business interests that may be affected, the Licensing Authority will include trade associations and unions.

- 1.34 Where a Councillor represents an interested party, in order to avoid conflict of interest, the Councillor cannot be part of the Licensing Committee dealing with the licence application. When in doubt, Councillors are asked to contact the Council's Legal Services to gain further advice.
- 1.35 Other than Councillors and MPs, this authority will require written evidence that a person represents someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or business interests that might be likewise affected. A letter from one of these persons confirming their wish to be represented will be sufficient.

### Exchange of Information

- 1.36 Under the Gambling Act, we will have a key role in providing information to the Gambling Commission to assist it in carrying out its functions. This Licensing Authority recognises the need to work closely with the Gambling Commission in exchanging information as and when required.
- 1.37 As Licensing Authority we are required to include in our policy statement the principles we intend to apply in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between us and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between us and the other persons listed in Schedule 6 to the Act.

### Statement of Principles

- 1.38 This Licensing Authority will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the **General Data Protection Act 1998** ~~Regulations 2018~~ will not be contravened. The Licensing Authority will also have regard to any Guidance issued by the Gambling Commission to Local Authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
- 1.39 Details of applications and representations which are referred to a Licensing Sub-Committee for determination will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000. Personal details of people making representations will be disclosed to applicants and only be withheld from publication on the grounds of personal safety where the Licensing Authority is asked to do so.
- 1.40 The Licensing Authority will normally share the information it holds about licensed premises with the Gambling Commission, Local Police Enforcement in

Hillingdon; and with other Responsible Authorities where there is a need for exchange of information on specific premises.

- 1.41 We are aware that the Gambling Commission recommends in its Guidance to Local Authorities that a Protocol for the sharing of such information should be established between, us, the Licensing Authority, the Gambling Commission itself and relevant Responsible Authorities in order to target agreed problem and high risk premises that require greater attention while providing a lighter touch in respect of well-run, low risk premises.

### Enforcement

- 1.42 Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

- 1.43 This Licensing Authority's principles are that:

- (i) It will be guided by the Gambling Commission's Guidance for local authorities and it will endeavour to be:
- Proportionate: we will only intervene when necessary, remedies will be appropriate to the risk posed, and costs identified and minimised.
  - Accountable, with decisions being justifiable, and be subject to public scrutiny.
  - Consistent: rules and standards will be joined up and implemented fairly.
  - Transparent and Open: Licence conditions will be kept simple and user friendly.
  - Targeted: regulation will be focused on the problem, and minimise side effects.
- (ii) The Council will avoid duplication with other regulatory regimes so far as possible.
- (iii) This licensing authority will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- (iv) We note the Gambling Commission's guidance that: in order to ensure compliance with the law, this Licensing Authority must prepare a Risk - based Inspection Programme and that we carry out regular 'routine' day time programmed inspections, based on risk assessment in the categories

High, Medium and Low; and that we also carry out 'non routine' evening programmed inspections. Where one-off events are taking place under a Temporary Use Notice or Occasional Use Notice, the Licensing Authority may also carry out inspections to ensure the Licensing Objectives are being promoted.

- (v) High-risk premises are those premises that require greater attention with low risk premises needing only a lighter touch so that resources are effectively concentrated on problem premises.
- 1.44 Enforcement may include test purchasing activities to measure compliance of licensed operators with aspects of the Gambling Act. When undertaking test purchase activities, this licensing authority will undertake to liaise with the Gambling Commission and the operator to determine what other, if any, test purchasing schemes may already be in place. Irrespective of the actions of an operator on their overall estate, test purchasing may be deemed an appropriate course of action.
- 1.45 The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the Premises Licences and other permissions which is authorises.
- 1.46 The Gambling Commission will be the enforcement body for the Operator and Personal Licences. Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the licensing authority but will be notified to the Gambling Commission. This authority also understands that the Gambling Commission will be responsible for compliance as regards unlicensed premises.
- 1.47 In considering enforcement action, the Licensing Authority will bear in mind the Human Rights Act 1998, in particular:
- i) Article 1 of the First Protocol: that every person is entitled to the peaceful enjoyment of his or her possessions, including for example the possession of a licence.
  - ii) Article 6: that in the determination of civil rights and obligations everyone is entitled to a fair hearing within a reasonable time by an independent and impartial tribunal established by law.
  - iii) Article 8: that everyone has the right to respect for his or her home and private family life.
  - iv) Article 10: that everyone has the right to freedom of expression within the law.

- 1.48 Any decision to instigate **enforcement action and/or** legal proceedings will take account of the criteria set down in the **Regulators Code**, Code of Crown Prosecution and Attorney General Guidelines.

**PART 2  
PROMOTING THE LICENSING OBJECTIVES**

- 2.1 In exercising its functions under the Gambling Act 2005, London Borough of Hillingdon Council will have regard to the three statutory licensing objectives, which are:
- (i) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
  - (ii) Ensuring that gambling is conducted in a fair and open way.
  - (iii) Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 2.2 In promoting these objectives, the Council has considered the Gambling Commission's Guidance to Local Authorities and makes the following observations as to the principles it intends to apply when considering the three objectives:

**PREVENTING GAMBLING FROM BEING A SOURCE OF CRIME OR DISORDER, BEING ASSOCIATED WITH CRIME OR DISORDER OR BEING USED TO SUPPORT CRIME.**

- 2.3 The Gambling Commission will play a leading role in preventing gambling from being a source of crime and will maintain rigorous licensing procedures that aim to prevent criminals from providing facilities for gambling.
- 2.4 Anyone applying to the Council for a Premises Licence will have to hold an Operating Licence from the Gambling Commission before a licence can be issued. Therefore, the Council will not generally be concerned with the suitability of an applicant. However, if during the course of considering a Premises Licence application or at any other time, the Licensing Authority receives such information that causes it to question the suitability of the applicant; those concerns will be brought to the immediate attention of the Gambling Commission.
- 2.5 If an application for a licence or permit is received in relation to premises which are in an area noted for particular problems with organised crime or crime directly associated with gambling premises, the Council will, in consultation with the Police and other relevant Responsible Authorities, consider whether specific controls need to be applied to prevent those premises from being a source of crime. In appropriate circumstances, the Licensing Authority may consider appropriate conditions to be attached to the Licence, such as Door Supervisors.

- 2.6 Issues of disorder should only be dealt with under the Act if the disorder amounts to a form of activity, which is more serious and disruptive than mere nuisance and it can be shown that gambling is the source of that disorder. A disturbance might be serious enough to constitute disorder if police or ambulance assistance was required to deal with it. Another factor which could be taken into account is how threatening the behaviour was to those who could see or hear it, and whether those people live sufficiently close to be affected or have business interests that might be affected.
- 2.7 The Licensing Authority recognises that disorder may be focused on premises and therefore recommends an applicant takes such controls as necessary to prevent such disorder and nuisance. Examples may include thought given to the way that gambling is conducted on the premises, sighting of large payout machines, levels of noise from public address systems that should ideally be sited at the back of the premises away from residential areas.
- 2.8 Where there are persistent levels of disorder, the Licensing Authority will liaise closely with the Gambling Commission to consider the suitability of the applicant as an operator. In addition, the Licensing Authority will strive to have a good working relationship with the Police in accordance with any protocol that is currently in place.

### **ENSURING THAT GAMBLING IS CONDUCTED IN A FAIR AND OPEN WAY**

- 2.9 All gambling should be fair in the way it is played with transparent rules such that players know what to expect. Examples may include easily understandable information being made available on the rules and probability of winning/losing, ensuring the rules are fair and that advertising is not misleading. Further recommendations would be to ensure that the results of competitions/events are made public; and that machines, equipment and software meet the required standards set by the Gambling Commission.
- 2.10 Generally, it is for the Gambling Commission to ensure this Licensing Objective is complied with through the Operating and Personal Licence regime covering the management of a gambling business and the suitability and actions of an individual.
- 2.11 However, with regard to Race Tracks, where Betting Track Operators do not need an Operator's Licence from the Gambling Commission, the role of the Licensing Authority is more significant. The Licensing Authority, in certain circumstances, may seek to impose conditions to ensure that the environment in which betting takes place is suitable. The Licensing Authority may wish to know the nature of the venue, have sight of a plan of the track which would include access to the tent where gambling is to take place, where the operators will

conduct on course betting and whether or not there are any off course betting operators.

### **PROTECTING CHILDREN AND OTHER VULNERABLE PERSONS FROM BEING HARMED OR EXPLOITED BY GAMBLING**

- 2.12 Apart from one or two limited exceptions, the intention of the Act is that children and young person's should not be allowed to gamble and should therefore be prevented from entering gambling premises which are 'adult-only' environments.
- 2.13 This Authority notes and endorses the Gambling Commission statement that: "The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling".
- 2.14 In practice, steps will generally be taken to prevent children from taking part in, or being in close proximity to, gambling, **where they are not legally permitted to do so**, especially with regard to premises situated in areas where there may be a high rate of reported truancy. There may also be restrictions on advertising so that gambling products are not aimed at children or advertised in such a way that makes them particularly attractive to children. The advertising of Gambling services is regulated by the Gambling Commission under the Gambling (Licensing and Advertising) Act 2014. In relation to casinos only, the Gambling Commission will be issuing a code of practice about access to casino premises for children and young persons.
- 2.15 When considering whether to grant a premises licence or permit the Council will consider whether any measures are necessary to protect children or vulnerable young persons from being harmed or exploited by gambling, such as the supervision of entrances, the segregation of gambling from areas frequented by children and the supervision of gaming machines in non-adult gambling specific premises, such as pubs, clubs, betting tracks etc. These measures will be particularly relevant on mixed use premises, tracks where children have freedom of movement in betting areas on race days and in particular to the non-gambling areas of casinos. Other such measures may include appropriate signage, location of machines and numbers of staff on duty.
- 2.16 Whilst the Gambling Act does not prohibit vulnerable groups in the same manner as children and young persons, with regard to vulnerable people, the Licensing Authority will consider whether or not any measures have been taken to protect such a group. Any such considerations will be balanced against the Licensing Authority's aim to permit the use of premises for gambling; each application will be treated on its own merit. The term "vulnerable persons" has not been defined under the Act, but in seeking to protect vulnerable people the Council will consider that "vulnerable persons" include (but not limited to):

- (i) People who gamble more than they want to.
  - (ii) People who gamble beyond their means, and
  - (iii) People who may not be able to make informed or balanced decisions about gambling, perhaps due to a mental impairment, alcohol or drugs.
- 2.17 Gambling operators will be expected to demonstrate that they have adequate training and staffing procedures in place to ensure that vulnerable persons are protected from gambling related harm. Staff working at gambling premises will also need to be aware of challenges present in the local area and vicinity of the licensed premises which may impact on the protection of children and vulnerable persons.
- 2.18 Children (defined in the Act as under 16s) and young persons (16-17s) may take part in private and non-commercial betting and gaming but the Act contains a number of restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place. An adult is defined as 18 and over. In summary:
- i) Betting Shops cannot admit anyone under the age of 18.
  - ii) Bingo Clubs may admit those under the age of 18 but must have policies to ensure they do not gamble, except on category D machines.
  - iii) Adult Entertainment Centres cannot admit those under the age of 18.
  - iv) Family Entertainment Centres and premises with an alcohol premises licence such as pubs) can admit under-18s, but they may not play category C machines which are restricted to those over the age of 18.
  - v) Clubs with a Club Premises Certificate can admit under-18s, but they must have policies to ensure those under the age of 18 do not play machines other than category D machines.
  - vi) Tracks will be required to have policies to ensure that under 18s do not participate in gambling other than on category D machines.
- 2.19 With this Licensing Objective in mind, the Licensing Authority will take particular care when considering applications for more than one licence for a building and those relating to a discrete part of a building used for other non-gambling purposes, such as shopping malls **or airport terminals**. Where relevant, applicants will be expected to take measures to ensure young persons, and children are not in close proximity to gambling. Such measures could include sighting machines at the back of a premises so as to ensure young children do not have sight of such machines, not advertising gambling so as to encourage children and ensuring there is no accidental access to observe or enter premises used for gambling.
- 2.20 The Licensing Authority recommends that measures are taken to ensure entrances and exits from parts of a building covered by one or more licences are

separate and identifiable so that people do not drift into a gambling area in error. Such measures could include appropriate signage, physically separating Family Entertainment Centres and Adult Gaming Centres, and supervision of entrances.

- 2.21 The Licensing Authority will pay particular attention to applications where access to the licensed premises is through another premises and will consider whether or not children can gain access; the compatibility of the two establishments and its ability to comply with the requirements of the Gambling Act. The Licensing Authority will also consider whether the co-location of the licensed premises with other facilities will create an arrangement that is likely to be prohibited under the Act.
- 2.22 The Licensing Authority will consider multiple licences carefully and applicants are recommended to configure these buildings carefully if they seek to develop multipurpose developments and in particular consider how they will protect children from being harmed by gambling as well as preventing children from being in close proximity to gambling. Applicants are also requested to consider entrances and exits from parts of the building covered by one or more licences. These exits and entrances should be separate and identifiable to ensure children do not 'drift' into a gambling area.
- 2.23 The Licensing Authority recommends that all staff are suitably trained and aware of the Gambling laws, social responsibility and statutory requirements related to age restrictions on gaming machines. Appropriate measures should be taken to prevent under age use of such machines, including clear and appropriate signage, an approved Proof of Age scheme, a requirement for staff to be vigilant and aware at all times and ensuring the Adult Gaming area is not visible from the street.
- 2.24 The Council will always treat each case on its own individual merits and when considering whether specific measures are required to protect children and other vulnerable people it will balance its considerations against the overall principle of aiming to permit the use of premises for gambling.
- 2.25 When determining the location of proposed gambling facilities, this Licensing Authority in appropriate circumstances, will have regard to **any Local Risk Assessment detailed in this policy and will consider** very carefully the following factors when considering applications for Premises Licences, permits and other permissions:
- i) Proximity of premises to local schools.
  - ii) Proximity of premises to centres that pose a high risk to vulnerable and young persons.

- iii) Proximity of premises to residential areas where there is a high concentration of children and young people.
- iv) ~~Proximity of premises to places of worship, particularly where Sunday Schools are in operation.~~

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**PART 3**  
**INTEGRATING STRATEGIES AND OTHER REGULATORY REGIMES**

**INTEGRATING STRATEGIES**

- 3.1 The Council considers that the Licensing Statement of Principles should provide clear indications of how we, as Licensing Authority, will secure the proper integration of this policy with local crime prevention, planning, transport, tourism, equalities and diversity schemes together with other Council plans introduced for the management of town centres and the night-time leisure economy. Many of these strategies are not directly related to the promotion of the three licensing objectives, but indirectly impact upon them. Coordination and integration of such policies, strategies and initiatives, so far as is possible and consistent with the licensing objectives, is therefore important to us. We will liaise with the relevant authorities or its directorates with regard to this and in doing so adopt a multi-disciplinary approach to ensure proper integration of local and national strategies to promote the licensing objectives, including making arrangements for the Council's Licensing Committee to receive reports from time to time on the:
- i) Needs of the local tourist economy;
  - ii) Cultural strategy for the area;
  - iii) Employment situation in the area and the need for new investment and employment where appropriate;
  - iv) Local Crime Prevention Strategies;
  - v) Race Equality Schemes;
  - vi) Enforcement Policy.
- 3.2 Reports to the Licensing Committee from other relevant departments should enable the various agencies or departments with their own strategies, aims and objectives to keep the Licensing Committee aware of the wider picture in pursuance of the licensing objectives. It is our intention that we will, through the Council's Licensing Committee, monitor how the matters above set out impact on the licensing of gambling activities and facilities and other functions in order to achieve seamless integration of our licensing function with other relevant strategies and initiatives.
- 3.3 In order to avoid duplication with other statutory regimes, the Licensing Authority will not attach conditions to a licence unless they are considered necessary for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.
- 3.4 Similarly, where other legislation confers powers on inspection and enforcement agencies in relation to separate activities and concerns relating to licensed premises, this policy does not affect the continued use of such powers by the relevant agency.

- 3.5 This authority will seek to avoid any duplication with other statutory or regulatory systems where possible, including the statutory planning regime.
- 3.6 We emphasise that under section 210 of the Act this Licensing Authority is not entitled to have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building control.
- 3.7 The Planning Department are a Responsible Authority under this Act and have the opportunity to make representations should they desire so to do. The Licensing Authority will therefore consider relevant representations from the local planning authority about the effect of the grant of a premises licence on an extant planning permission where this relates to the licensing objectives, a Commission code of practice, or this Statement of Policy. This authority will also listen to, and consider carefully, any concerns about conditions that cannot be met by licensees due to planning restrictions, should such a situation arise. Otherwise the two regimes will be treated as completely separate.

PART 4

**LOCAL RISK ASSESSMENTS  
AND  
LOCAL AREA PROFILE**

**Local Risk Assessments**

- 4.1 The Gambling Commission's Licence Conditions and Code of Practice (LCCP) which were revised and published in February 2015 formalised the need for operators to consider local risks.
- 4.2 Social Responsibility (SR) code 10.1.1 requires licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate the risks. In undertaking the risk assessments, they must take into account the relevant matters identified in this policy statement.
- 4.3 Licensees are required to undertake a local risk assessment when applying for a new premises licence. There risk assessment must also be updated:
  - When applying for the variation of a premises licence.
  - To take account of significant changes in local circumstances, including those identified in this policy statement.
  - Where there are significant changes licensee's premises that may affect their mitigation of local risks.
- 4.4 The SR provision is supplemented by an ordinary code provision that requires licensees to share their risk assessment with the licensing authority when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise at the request of the licensing authority. Both provisions take effect from 8 May 2015
- 4.5 Where concerns do exist, perhaps prompted by new or existing risks, the licensing authority will request that the licensee share a copy of its own risk assessment which will set out the measures the licensee has in place to address specific concerns. This practice should reduce occasions on which a premises review and the imposition of licence conditions are required.
- 4.6 Where this policy statement sets out its approach to regulation with clear reference to local risks, the licensing authority will facilitate operators being able to better understand the local environment and therefore proactively mitigate risks to the licensing objectives. In some circumstances, it might be appropriate to offer the licensee the opportunity to volunteer specific conditions that could be attached to the premises licence.

### Local Area Profile

- 4.7 The licensing authority can complete their own assessment of the local environment as a means of 'mapping out' local areas of concern, which will be reviewed and updated to reflect changes to the local landscape. Such an assessment is known as the local area profile. There is no statutory duty on the licensing authority to complete a local area profile; however benefits for both the licensing authority and operators would be in having a better awareness of the local area and risks. Importantly, risk in this context includes potential and actual risk, thereby taking into account possible future emerging risks, rather than reflecting current risks only.
- 4.8 There is no mandatory requirement to have a local area profile and the licensing authority will, where appropriate, engage with responsible authorities ensure any new or variation application assessed taking the local area profile and any risks into account.

**PART 5  
PREMISES LICENCES**

**GENERAL PRINCIPLES**

- 5.1 Premises Licences authorise the provision of gambling facilities on the following:
- i) Casino Premises.
  - ii) Bingo Premises.
  - iii) Betting Premises, including race tracks used by betting intermediaries
  - iv) Adult Gaming Centres.
  - v) Family Entertainment Centres.
- 5.2 Except in the case of Tracks (where the occupier may not be the person offering gambling), Premises Licences will only be issued to people with the relevant Operating Licences.
- 5.3 Premises Licences will be subject to the permissions/restrictions set out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State.
- 5.4 We as the Licensing Authority will be able to exclude default conditions and also attach other conditions, where we believe it to be appropriate.
- 5.5 Under the Act the Hillingdon Council has no discretion to grant Premises Licences in circumstances where that would mean departing from the Gambling Commission Guidance and Codes of Practice and this Licensing Authority's own Statement of Licensing Principles. Therefore, our primary focus shall be to aim to permit the use of premises for gambling in so far as we think it is:
- i) In accordance with any relevant Code of Practice issued by the Gambling Commission.
  - ii) In accordance with any relevant Guidance issued by the Gambling Commission.
  - iii) Consistent with the Licensing Objectives.
  - iv) In accordance with this Statement of Licensing Principles.
- 5.6 The Council appreciates that gambling can be an emotive subject but acknowledges and endorses the Gambling Commission Guidance that "moral objections to gambling are not a valid reason to reject applications for premises licences " (except as regards any "no casino resolution") and also that unmet demand is not a criterion for a Licensing Authority.

- 5.7 We recognise that the responsibility for an individual's gambling is his or her own and that the responsibility to exercise a duty of care lies with the site operator. However, the Licensing Authority recommend applicants for Adult Gaming and Family Entertainment Centres to consider adopting BACTA's *Code of Social Responsibility and Good Practice* and where gaming machines are concerned, applicants are recommended to adopt BACTA's *Code of Practice for AWP's* in Family Entertainment Centres and Adult Gaming Centres.
- 5.8 Where there are age restrictions on entry to certain premises, the Licensing Authority recommends applicants consider and adopt BACTA's and GamCare's joint training initiative on a *Site Age-of-Entry Control Policy*.
- 5.9 We also recognise that most customers are able to enjoy and control their gambling, however, where there are those who are unable to control gambling, the Licensing Authority recommends that applicants adopt BACTA's and GamCare's *Site Self-Exclusion Policy* for those particular clients to request their exclusion for a fixed period.

### Definition of Premises

- 5.10 The Council will act in accordance with the gambling commission guidance on ensuring the primary activity of the licensed premises. Gaming machine may be available in licensed betting premises only at times when there are also sufficient facilities or betting operators. They will also need to demonstrate that betting will continue to be the primary activity of a premise when seeking variations to licences.

In making this determination, the licensing authority will have regard to the six indicators on betting as a primary gambling activity:

- The offer of established core product (including live events pictures and its range).
  - The provision of information on products and events.
  - The promotion of gambling opportunities and products.
  - The actual use made of inspecting facilities.
  - The size of premises.
  - The delivery of betting facilities.
- 5.11 Premises are defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premise at different times. It is however possible for a single building to be subject to more than one premises licence, providing that each licence is for a different part of the building and such different parts can reasonably be regarded as different premises.

5.12 The Council will judge each case on its individual merits to decide as a matter of fact, whether different parts of a building can be properly regarded as being separate premises.

In addition to other relevant factors, the Council will have regard to the Gambling Commission guidance which lists the following factors which may be taken into account:

- Do the premises have a separate registration for business rates?
- Is the premises' neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or public passageway?
- Can the premises only be accessed from another gambling premises?

5.13 We note that the Gambling Commission, in their guidance, do not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises. We support this view.

5.14 This licensing authority takes particular note of the Gambling Commission's Guidance for Local Authorities, which states that:

- i) Licensing Authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, they should be aware that entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area.
- ii) Licensing authorities should pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Clearly there will be specific issues that authorities should consider before granting such applications, for example, whether children can gain access; compatibility of the two establishments; and the ability to comply with the requirements of the Act. But in addition an overriding consideration should be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

### Provisional Statement

- 5.15 Under the Act an applicant **may apply for a Provisional Statement where a premises is under construction.** ~~cannot obtain a full premises licence until the premises in which it is proposed to offer the gambling are constructed.~~ The Gambling Commission has advised that reference to the term, “the premises” are to the premises in which gambling may now take place. Therefore a licence to use premises for gambling will ~~only~~ be issued in relation to premises that are ready to be used for gambling **or are intended to be used for gambling.**
- 5.16 It is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence. The Gambling Commission emphasises that requiring the building to be complete ensures that the Licensing Authority can, if necessary, inspect it fully, as can other responsible authorities, with inspection rights under the Act.
- 5.17 In deciding whether a premises licence can be granted where there are construction works, at existing premises, the Council will determine applications on their merits, applying a two-stage consideration process:
- First, whether the premises ought to be permitted to be used for gambling.
  - Second, whether appropriate conditions can be put in place to cater for that situation.
- 5.18 Applicants should note that the Council is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

### Location

- 5.19 The Gambling Commission Guidance stipulates that demand issues cannot be considered in relation to the location of premises but that considerations made in terms of the licensing objectives can.
- 5.20 In accordance with the Gambling Commission’s Guidance for Local Authorities, this Licensing Authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 5.21 This authority has not adopted any specific policy in relation to areas where gambling premises should not be located. Should any such policy be decided upon, this policy statement will be updated accordingly. It should be noted that any such future policy will not preclude any application being made with the onus upon the applicant showing how any potential concerns can be overcome.

5.22 Each case will be decided on its merits and will depend, to a large extent, on the type of gambling that it is proposed will be offered on the premises.

5.23 If an applicant can demonstrate appropriate measures to overcome concerns, that will be taken into account by the Council.

### Conditions

5.24 Any conditions attached to licences will be proportionate and will be:

- i) Relevant to the need to make the proposed building suitable as a gambling facility.
- ii) Directly related to the premises and the type of licence applied for;
- iii) Fairly and reasonably related to the scale and type of premises: and
- iv) Reasonable in all other respects.

5.28 Decisions upon individual conditions will be made on a case-by-case basis, although there will be a number of control measures this licensing authority will consider utilising should there be a perceived need, such as the use of door supervisors, supervision of adult gaming machines, appropriate signage for adult-only areas etc. There are specific comments made in this regard under each of the licence types below.

5.29 This policy acknowledges that there are conditions that the licensing authority cannot attach to premises licences:

- i) Any condition on the premises licence which makes it impossible to comply with an operating licence condition.
- ii) Conditions relating to gaming machine categories, numbers, or method of operation.
- iii) Conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated).
- iv) Conditions in relation to stakes, fees, winning or prizes.

### Door Supervisors

5.30 The Gambling Commission advises in its Guidance for local authorities that Licensing Authorities may consider whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime.

5.31 This policy recognises that door supervisors at bingo or casino premises cannot be licensed by the Security Industry Authority (SIA). This Licensing Authority

does not have specific requirements for door supervisors working at bingo or casino premises. Each case will be determined on its individual merits.

- 5.32 It is noted that for premises other than casinos and bingo premises, operators and licensing authorities may decide that supervision of entrances or machines is appropriate for particular cases but it will need to be decided whether these need to be SIA licensed or not. It will not be automatically assumed that they need to be.

### **CASINO PREMISES**

- 5.33 To date, the Licensing Authority has chosen not to pass a resolution under section 166 (5) of the Gambling Act to prohibit casinos in the Borough.
- 5.34 Should the Council choose to make such a resolution, this will be a resolution of full Council following considered debate and the reasons for making the resolution will be given.

### **BINGO PREMISES**

- 5.35 Bingo is a class of equal chance gaming and is permitted in alcohol licensed premises and in clubs provided it remains below a certain threshold, otherwise it will be subject to a bingo operating licence which will have to be obtained from the Gambling Commission.
- 5.36 The holder of a Bingo Operating Licence will be able to provide any type of bingo game including cash and prize bingo. Where bingo is permitted in alcohol licensed and non-gambling premises, this must not become a predominant commercial activity; otherwise a bingo operating licence will be required.
- 5.37 Commercial bingo halls will require a bingo premises licence from the Council. Amusement arcades providing prize bingo will require a prize gaming permit from the Council.
- 5.38 In each of the above cases it is important that where children are allowed to enter premises licensed for bingo, in whatever form, they are not allowed to participate in any bingo game, other than on category D machines. When considering applications of this type the Council will therefore take into account, among other things, the location of the games or machines, access to those areas, general supervision of the premises and the display of appropriate notices.
- 5.39 The Licensing Authority recognises that there is no ban on children or young people having access to Bingo premises, that it is illegal for Under 18s to play or use Category B and C machines and that they cannot be employed in providing

facilities for gambling or bingo premises. In any event, children under 16 cannot be employed in any capacity at a time when facilities for playing bingo are being offered. 16 and 17 year olds may be employed while bingo is taking place provided the activities on which they are employed are not connected with the gaming or gaming machines. Where children aged 16 and 17 are employed in bingo premises, the Licensing Authority would expect to see sufficient controls restricting access to Category B and C machines.

5.40 A limited number of gaming machines may also be made available at Bingo licensed premises. A list of categories of gaming machines is on page 32. Where category C or above machines are available in premises to which children are admitted, the licensing authority will seek to ensure that:

- i) All such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance.
- ii) Only adults are admitted to the area where these machines are located.
- iii) Access to the area where the machines are located is supervised.
- iv) The area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder and
- v) At the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under the age of 18.

5.40 **The Council will expect applicants to offer their own measures to meet licensing objectives however appropriate measures / licensing conditions may cover issues such as:**

- **Proof of age schemes.**
- **CCTV – this should be of sufficient quality that it will use evidence.**
- **the provision of entrances/machine areas**
- **physical separation areas**
- **location of entry**
- **notices/signage**
- **specific opening hours**
- **self exclusion schemes - these are schemes whereby individuals who acknowledge they have a gambling problem ask be barred from certain premises**
- **provision of information leaflets/helpline numbers for organisations such as GamCare**

**This list is not mandatory, nor exhaustive, and is merely indicative of example measures that the Council can consider implementing.**

- 5.41 With regard to segregation of Category B and C machines from Category D machines, there is a requirement that there must be clear segregation between these types of machine so that children do not have access to Category B or C machines and the Licensing Authority will take into account any guidance issued by the Gambling Commission in the light of any regulations made by the Secretary of State.

### **Members' Clubs and Commercial Clubs**

- 5.42 Bingo may be provided at clubs and institutes either in accordance with a permit or providing that the limits in section 275 of the Act are complied with. These restrictions limit the aggregate stake or prizes within any seven days to £2000, and require the Commission to be notified as soon as is reasonably practicable if that limit is breached. Stakes or prizes above that limit will require a Bingo Operators Licence and the corresponding Personal and Premises licences.
- 5.43 With regard to turnover, where the Licensing Authority is suspicious that a licensee or club exceeds the turnover in the required 7-day period, the Licensing Authority will inform the Gambling Commission accordingly.
- 5.44 The Licensing Authority will take into account any additional guidance issued by the Gambling Commission in relation to the suitability and layout of bingo premises.

### **BETTING PREMISES**

- 5.45 The Licensing Authority is responsible for issuing and monitoring Premises Licences for all betting premises. Anyone wishing to operate a betting office will require a Betting Premises Licence from the Council.
- 5.46 Children and young people will not be able to enter premises with a betting premises licence.
- 5.47 Betting premises will be able to provide a limited number of gaming machines and some betting machines. A table showing the number and category of gaming machines permitted in betting premises is on page 33.
- 5.48 In premises licensed for alcohol consumption, the Council has the power to restrict the number of ~~betting~~ **gaming** machines, their nature and the circumstances in which they are made available. It will not generally exercise this power though unless there are good reasons to do so taking into account, among other things: the size of the premises, the level of management, supervision and ability of staff to monitor the use of machines especially where children and young or vulnerable people are concerned; and the number of counter positions available for person-to-person transactions.

**5.49 The Council will expect applicants to offer their own measures to meet licensing objectives however appropriate measures / licensing conditions may cover issues such as:**

- **Proof of age schemes.**
- **CCTV – this should be of sufficient quality that it will use evidence.**
- **the provision of entrances/machine areas**
- **physical separation areas**
- **location of entry**
- **notices/signage**
- **specific opening hours**
- **self exclusion schemes - these are schemes whereby individuals who acknowledge they have a gambling problem ask be barred from certain premises**
- **provision of information leaflets/helpline numbers for organisations such as GamCare**

**This list is not mandatory, nor exhaustive, and is merely indicative of example measures that the Council can consider implementing.**

### **TRACKS**

- 5.49 Only one Premises Licence can be issued for any particular premises at any time unless the premises is a 'track'. A track is a site where races or other sporting events take place.
- 5.50 Track operators are not required to hold an 'Operators Licence' granted by the Gambling Commission. Therefore, premises licences for tracks, issued by the Council are likely to contain requirements for premises licence holders about their responsibilities in relation to the proper conduct of betting. Track operators will have an important role to play, for example in ensuring that betting areas are properly administered and supervised.
- 5.51 Although there will primarily be a betting premises licence for the track, there may be a number of subsidiary licences authorising other gambling activities to take place. Unlike betting offices, a betting premises licence in respect of a track does not give an automatic entitlement to use gaming machines.
- 5.52 Licensing authorities have a power under the Gambling Act 2005 to restrict the number of betting machines, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. When considering whether to exercise its power to restrict the number

of betting machines at a track the Council will consider the circumstances of each individual application and, among other things will consider the potential space for the number of machines requested, the ability of track staff to supervise the machines, especially if they are scattered around the site, and the ability of the track operator to prevent children and young persons and vulnerable people betting on the machines.

- 5.53 This Licensing Authority is aware that the Gambling Commission may provide further specific guidance as regards tracks. We have taken note of the Guidance from the Gambling Commission which highlights that tracks are different from other premises in that there may be more than one premises licence in effect and that the track operator may not be required to hold an operator licence as there may be several premises licence holders at the track which will need to hold their own operator licences.
- 5.54 There may be some specific considerations with regard to the protection of children and vulnerable persons from being harmed or exploited by gambling and this authority would expect the premises licence applicants to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young person's will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 5.55 Measures such as the use of self-barring schemes, provision of information leaflets and helpline numbers for organisations such as GamCare will be considered suitable in relation to the protection of children and vulnerable people.
- 5.56 Where appropriate, in order for the Licensing Authority to gain a proper understanding of what it is being asked to licence, applicants will be asked to:
- i) Provide a detailed plan of the grounds indicating where the betting is to take place and the location of the race track;
  - ii) In the case of dog tracks and horse racecourses, indicate the location of any fixed and mobile pool betting facilities operated by the Tote or track operator as well as any other proposed gambling facilities;
  - iii) Evidence measures taken to ensure the third Licensing Objective will be complied with;
  - iv) Indicate what arrangements are being proposed for the administration of the betting; the Gambling Commission and Licensing Authority recommend that betting takes place in areas reserved for, and identified as being for that purpose.
  - v) Define the areas of the track that will be used by on course operators visiting the track on race days.

- vi) Define any temporary structures erected on the track for providing facilities for betting.
  - vii) Define the location of any gaming machines (if any).
- 5.57 Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

### **Betting Machines at Tracks**

- 5.58 In addition to the comments above at betting machines in betting premises, similar considerations apply in relation to tracks, where the potential space for such machines may be considerable, bringing with it significant problems in relation to the proliferation of such machines, the ability of track staff to supervise them if they are scattered around the track and the ability of the track operator to comply with the law and prevent children betting on the machine. The licensing authority may consider restricting the number and location of betting machines, in the light of the circumstances of each application for a track betting premises licence.
- 5.59 This licensing authority notes the Commission's view, that it would be preferable for all self-contained premises operated by off-course betting operators on tracks to be the subject of separate premises licences. This would ensure that there was clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.

### **Condition on rules being displayed**

- 5.60 In line with guidance from the Gambling Commission the Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

### **ADULT GAMING CENTRES**

- 5.61 As no one under the age of 18 is permitted to enter an Adult Gaming Centre, this Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Licensing Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises. Applicants are recommended to consider this Licensing Objective very carefully when applying for an Adult Gaming Centre.

5.62 The Council will expect applicants to offer their own measures to meet licensing objectives however appropriate measures / licensing conditions may cover issues such as:

- Proof of age schemes.
- CCTV – this should be of sufficient quality that it will use evidence.
- the provision of entrances/machine areas
- physical separation areas
- location of entry
- notices/signage
- specific opening hours
- self exclusion schemes - these are schemes whereby individuals who acknowledge they have a gambling problem ask be barred from certain premises
- provision of information leaflets/helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures that the Council can consider implementing.

5.63 Where the Adult Gaming Centre is situated in a complex such as an airport, shopping area or motorway service station, the Licensing Authority will pay particular attention to the location of entry so as to minimise opportunities for children gaining access.

5.64 A table showing the number and category of gaming machines permitted in adult gaming centres is on page 33.

### **FAMILY ENTERTAINMENT CENTRES (FECs)**

5.65 There are two classes of family entertainment Centres. Licensed FECs provide Category C and D machines and require a Premises Licence. Unlicensed FECs provide Category D machines only and are regulated through FEC Gaming Machine Permits.

#### **(Licensed) Family Entertainment Centres**

5.66 Children and young persons may enter FECs but are not permitted to play Category C machines. This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to ensure that there will be sufficient measures to prevent under 18 year olds having access to the adult only gaming machine areas.

5.67 With regard to vulnerable persons, the Licensing Authority will consider measures such as the use of self barring schemes, provision of information leaflets/help line numbers for organizations such as GamCare as appropriate measures.

- 5.68 With regard to segregation of Category C machines in licensed FECs, there is a requirement that there must be clear segregation between the two types of machine so that children do not have access to Category C machines and the Licensing Authority will take into account any guidance issued by the Gambling Commission in the light of any regulations made by the Secretary of State.
- 5.69 Applicants are recommended to visit the Gambling Commission's website in order to familiarise themselves with the conditions applicable to these premises.

### Statement of Principles

- 5.70 As these premises are open to children and young persons, the Licensing Authority will wish to see additional information, such as:
- i) A plan of the premises showing clear segregation of Category C and D machines.
  - ii) Clear Notices excluding under 18 year olds from the designated areas where Category C machines are located;
  - iii) Age Restriction Policy;
  - iv) Evidence of ongoing staff training in administering all aspects of age restriction policy;
  - v) Solid physical barriers separating adult gaming area from the main floor, i.e. the barriers to be a min. of 1 metre in height from the floor;
  - vi) Completion of a training programme in social awareness in respect of gambling
  - vii) Evidence of compliance with BACTA's Code of Practice

### TRAVELLING FAIRS

- 5.71 Travelling fairs do not require any permit to provide gaming machines but must comply with the legal requirements on the way the machine operates. They may provide an unlimited number of Category D gaming machines and it will fall to the licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 5.72 The Licensing Authority will consider whether or not a travelling fair falls within the statutory definition of a travelling fair and recognises that the 27 day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Licensing Authority will work with neighbouring authorities to ensure that land that crosses joint boundaries is monitored so that the statutory limits are not exceeded.

### REVIEW OF PREMISES LICENCES

- 5.73 A premises licence may be reviewed by the Licensing Authority of its own volition or following receipt of an application for a review, which is essentially a request by a third party to the Licensing Authority to review a particular licence.
- 5.74 However, it is for the Licensing Authority to decide whether or not the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below as well as consideration as to whether the request is frivolous, vexatious, will certainly not cause the Authority to wish to alter/revoke/suspend the licence or whether it is substantially the same as previous requests for review.
- 5.75 The review will be:
- i) In accordance with any relevant Code of Practice issued by the Gambling Commission.
  - ii) In accordance with any relevant Guidance issued by the Gambling Commission.
  - iii) Reasonably consistent with the Licensing Objectives and
  - iv) In accordance with the Licensing Policy Statement.
- 5.76 Licensing Authority officers may be involved in the initial investigations of complaints leading to a review, or may try informal mediation or dispute resolution before a full review is conducted. An application for review must be granted, unless it decides to reject the application in accordance with the act.
- 5.77 The Licensing Authority can also initiate a review of a licence on the basis of any reason that it thinks is appropriate with regard to the licensing objectives. This can extend to a review of a class of licences where it considers particular issues have arisen.

**PART 6  
GAMING PERMITS**

**INTRODUCTION TO PERMITS**

- 6.1 Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premises.
- 6.2 The Licensing Authority is responsible for issuing the following permits:
- Family Entertainment Centre (FEC) Gaming Permits
  - Club Gaming Permits and Club Machine Permits
  - Alcohol –licensed Premises Gaming Machine Permits
  - Prize Gaming permits
- 6.3 The Licensing Authority may only grant or reject an application for a permit and cannot impose or attach any conditions.
- 6.4 There are different considerations to be taken into account when considering the different types of permit applications. Please refer to the relevant parts of this below.

**GAMING MACHINES**

- 6.5 A gaming machine can cover all types of gambling activity, which can take place on a machine, including betting on virtual events. A machine is not a gaming machine if the winning of a prize is determined purely by the player's skill. However, any element of chance imparted by the action of the machine would cause it to be a gaming machine.
- 6.6 Where the Licensing Authority is uncertain of whether or not a machine is a gaming machine as defined under the Act, it will seek the advice of the Gambling Commission.
- 6.7 There are four classes of gaming machines: Categories A, B, C and D, with category B further divided into sub-categories B1, B2, B3, B3A and B4. The table below sets out the current maximum stakes and prizes that apply to each category:

## CATEGORIES OF GAMING MACHINES

CATEGORY	MAXIMUM STAKE	MAXIMUM PRIZE
<b>A</b>	Unlimited	Unlimited
<b>B1</b>	£5	£10,000*
<b>B2</b>	£100 (in multiples of £10) <b>£2 effective April 2019</b>	£500
<b>B3</b>	£2	£500
<b>B3A</b>	£2	£500
<b>B4</b>	£2	£400
<b>C</b>	£1	£100
<b>D**</b>	-	-
<b>D</b> non-money prize (other than crane grab machine)	30p	£8
<b>D</b> non-money prize (crane grab machine)	£1	£50
<b>D</b> money prize (other than a coin pusher or penny falls machine)	10p	£5
<b>D</b> combined money and non-money prize (other than coin pusher or penny falls machines)	10p	£8 (of which no more than £5 may be a money prize)
<b>D</b> combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)

**\* Category B1 where the prize value available through its use is wholly or partly determined by reference to use made of one or more other subcategory B1 machines, no more than £20,000**

**\*\*Category D machines with a 10p stake are entitled to offer prizes of up to £5 in cash, or up to £5 in cash and £3 in non-monetary prizes. Category D machines with a 30p stake can offer £8 in non-monetary prizes only.**

- 6.8 The Gambling Act also prescribes the maximum number and category of gaming machines that are permitted in each type of gambling premises. This includes premises with permit entitlements, as well as licensed premises (see table on page 35):

**NUMBER OF GAMING MACHINES BY PREMISES TYPE**

TYPE	GAMING MACHINES
BINGO PREMISES	<p>MAXIMUM OF 20% OF THE TOTAL NUMBER OF GAMING MACHINES WHICH ARE AVAILABLE FOR USE ON THE PREMISES FOR CATEGORIES B3 AND B4.</p> <p>NO LIMIT ON CATEGORY C AND CATEGORY D MACHINES</p>
BETTING PREMISES	<p>MAXIMUM OF 4 GAMING MACHINES CATEGORIES B2 TO D (EXCEPT B3A MACHINES)</p>
TRACK BETTING PREMISES WHERE POOL BETTING LICENCE HELD	<p>MAXIMUM OF 4 GAMING MACHINES CATEGORIES B2 TO D (EXCEPT B3A MACHINES)</p>
ADULT GAMING CENTRE	<p>MAXIMUM OF 20% OF THE TOTAL NUMBER OF GAMING MACHINES WHICH ARE AVAILABLE FOR USE ON THE PREMISES FOR CATEGORIES B3 AND B4.</p> <p>NO LIMIT ON CATEGORY C AND CATEGORY D MACHINES</p>
FAMILY ENTERTAINMENT CENTRE WITH PREMISES LICENCE	<p>NO LIMIT ON CATEGORY C AND CATEGORY D MACHINES</p>
FAMILY ENTERTAINMENT CENTRE WITH GAMING PERMIT	<p>NO LIMIT ON CATEGORY D MACHINES</p>
MEMBERS CLUB PREMISES	<p>MAXIMUM OF 3 GAMING MACHINES IN CATEGORIES B3A OR B4 TO D (ONLY ONE B3A MACHINE CAN BE SITED AS PART OF THIS ENTITLEMENT)</p>
COMMERCIAL CLUBS	<p>MAXIMUM OF THREE GAMING MACHINES IN CATEGORIES B4 TO D</p>
ON SALES ALCOHOL LICENSED PREMISES	<p>MAXIMUM OF 2 GAMING MACHINES IN CATEGORIES C TO D BY NOTIFICATION NUMBER OF</p>
ON SALES ALCOHOL LICENSED PREMISES WITH GAMING MACHINE PERMIT	<p>CATEGORY C TO D MACHINES AS SPECIFIED ON PERMIT</p>

**(UNLICENSED) FEC GAMING MACHINE PERMITS**

6.9 Where Premises do not hold a Premises Licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be

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noted that under section 238 the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

- 6.10 The Act states that a licensing authority may prepare a statement of principles that they propose to consider in determining the suitability of an applicant for a permit. In preparing that statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25.
- 6.11 A FEC gaming machine permit may be granted only satisfied that the premises will be used as an unlicensed FEC, and if the Chief Officer of Police has been consulted on the application. The Licensing Authority may grant or refuse a permit but cannot impose conditions upon the grant of a permit. Therefore the licensing authority will wish to be satisfied as to the applicant's suitability before granting a permit. Unlicensed FECs, by definition, will not be subject to scrutiny by the Gambling Commission as no operating (or other) licences will be applied for and issued.

### Statement of Principles

- 6.12 Applicants will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. However, they may include background checks on staff, training for staff in dealing with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.
- 6.13 Applicants will be expected to demonstrate:
- i) A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs.
  - ii) That the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act).
  - iii) That staff are trained to have a full understanding of the maximum stakes and prizes; and
  - iv) An awareness of local school holiday times and how to identify the local education office should truants be identified.
- 6.14 Compliance with the Code of Practice in relation to FECs, issued by BACTA, will be taken by the Licensing Authority as evidence that (apart from the criteria relating to criminal convictions) the applicant has met the above.
- 6.15 As these premises are open to children and young persons, the Licensing Authority will require additional information when an applicant applies for this Permit, as follows:

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- (i) A plan of the premises to a scale of 1:100. If a 1:100 scaled plan cannot be submitted the plans must be clear and legible in all material respects. All plans must show the exits/entrances to the premises, location of gaming machines, and the location of safety equipment such as fire extinguishers and indicating the location of appropriate clear and prominent notices and barriers, such Notices to state:
    - (a) That no unaccompanied child will be permitted to remain on the premises if that person is required by law to attend school;
    - (b) Highlighting the need to play responsibly;
    - (c) The number and location of Category D machines;
  - (ii) .Evidence of staff training by way of a Premises Log Book, covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises;
  - (iii) The amount of space around gaming machines to prevent jostling of players or intimidation;
  - (iv) Location and supervision of Automated Teller Machines;
  - (v) Proof of Age scheme;
  - (vi) Evidence that the applicant has complied with Health and Safety and Fire Safety legislation;
  - (vii) Details of opening hours;
  - (viii) Details of external appearance of premises;
  - (ix) Numbers of staff employed;
  - (x) Insurance documents and any other such information the Licensing Authority will from time to time require;
  - (xi) Any other policies or procedures in place to protect children from harm.
- 6.16 The above statement of principles will apply in relation to initial applications only and not renewals.
- 6.17 With regard to renewals, the Licensing Authority may refuse an application for renewal of a permit only on the grounds that an authorised local authority officer has been refused access to the premises without reasonable excuse, or that renewal would not be reasonably consistent with pursuit of the licensing objectives.
- 6.18 Where an applicant fails to comply with the above requirements, the Licensing Authority may refuse the application. Where there is such a refusal, the Licensing Authority will notify the applicant of its intention to refuse and the reasons for the refusal. The applicant will then have an opportunity to make representations orally, in writing or both and will have a right of appeal against any decision made.

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- 6.19 Where the Permit has been granted the Licensing Authority will issue the permit as soon as is reasonably practicable and in any event in line with the Regulations issued by the Secretary of State. The permit will then remain in effect for 10 years unless surrendered or lapsed.
- 6.20 As these premises particularly appeal to children and young persons, the Licensing Authority will give weight to child protection issues and will also consider an applicant's suitability for FEC permits and factors taken into account will include the Applicant's criminal record and previous history and experience of running similar premises, if any.

### **CLUB GAMING AND CLUB MACHINES PERMITS**

- 6.21 Members Clubs and Miners' Welfare Institutes (not Commercial Clubs) may apply for a Club Gaming Permit or Club Gaming Machine Permit.
- 6.22 **Club Gaming Permit**  
Club gaming permits allow the premises to provide:
- i) Up to three machines of categories B, C or D.
  - ii) Equal chance gaming; and
  - iii) Games of chance as set out in regulations.

- 6.23 **Club Gaming Machine Permit**  
A club gaming machine permit will enable the premises to provide up to three machines of categories B, C or D.
- 6.24 Before granting a permit, the Licensing Authority will wish to be satisfied that applicants for these permits meet the statutory criteria for members' clubs contained in sections 266 and 267 of the Gambling Act and may grant the permit provided the majority of members are over 18 years of age.
- 6.25 The Licensing Authority recognises that there is a 'fast track' procedure for premises holding a Club Premises Certificate under the Licensing Act 2003 and that there is no opportunity for objections to be made by the Commission or the Police and the grounds upon which the Licensing Authority can refuse a permit are reduced.

### **ALCOHOL LICENSED PREMISES GAMING MACHINE PERMITS**

- 6.26 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines, of categories C and/or D. The premises licence holders merely need to notify the Licensing Authority that they intend to exercise their automatic entitlement to gaming machines in their premises.

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- 6.27 Under section 284 the Licensing Authority can remove the automatic authorisation in respect of any particular premises if:
- i) Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives.
  - ii) Gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the Licensing Authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with).
  - iii) The premises are mainly used for gaming; or
  - iv) An offence under the Gambling Act has been committed on the premises.
- 6.28 Should it necessary to issue section 284 order, the licence-holder will be given at least twenty-one days' notice of the intention to make the order, and consider any representations which might be made. The authority will hold a hearing if the licensee requests it.
- 6.29 If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and "such matters as they think relevant."

### Statement of Principles

- 6.30 This Licensing Authority considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18 year olds do not have access to the adult-only gaming machines.
- 6.31 Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff that will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 6.32 The Licensing Authority will usually expect holders of gaming machine permits to ensure that the gaming machines are sited in accordance with any relevant code of practice issued by the Gambling Commission and to ensure that they can be adequately supervised whilst in use.

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- 6.33 It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be applied for, and dealt with as an adult entertainment centre premises licence.
- 6.34 It should be noted that the Licensing Authority is empowered to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than those restricting the number or category of machines) cannot be attached.
- 6.35 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

### PRIZE GAMING PERMITS

- 6.37 The licensing authority may prepare a statement of principles which they propose to apply in exercising their functions which may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit.
- 6.38 Prize gaming may be provided in bingo premises as a consequence of their bingo operating licence. Any type of prize gaming may be provided in adult gaming centres and licensed family entertainment centres. Unlicensed family entertainment centres may offer equal chance prize gaming under a gaming machine permit. Prize gaming without a permit may be provided by travelling fairs providing none of the gambling facilities at the fair amount to more than an ancillary amusement. Children and young people may participate in equal chance gaming only.
- 6.39 In making its decision on an application for this permit the Licensing Authority does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance.
- 6.40 Applicant should set out the types of gaming they are intending to offer and should be able to demonstrate:
- i) That they understand the limits to stakes and prizes that are set out in Regulations; and
  - ii) That the gaming offered is within the law.
- 6.41 It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the Licensing authority cannot attach conditions. The conditions in the Act are:
- i) The limits on participation fees, as set out in regulations, must be complied with.

- ii) All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played.
- iii) The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- iv) Participation in the gaming must not entitle the player to take part in any other gambling.

6.42 Applications may only be made by people who occupy or plan to occupy the premises, are aged 18 or over (if an individual), and no premises licence or club gaming permit under the Gambling Act 2005 may be in force.

### **Statement of Principles**

6.43 This licensing authority considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under-18 year olds do not have access to unequal chances prize gaming.

6.44 A plan must accompany applications indicating where, and what type, of prize gaming is to be provided.

6.45 The grounds for decision making as regards renewals are the same as for initial applications.

6.46 Where the Licensing Authority intends to refuse the application for a permit, it will notify the applicant of its intention to refuse it stating the reasons and offering the applicant an opportunity to make representations orally or in writing or both.

**PART 7  
TEMPORARY AND OCCASIONAL USE NOTICES**

**TEMPORARY USE NOTICES (TUN)**

- 7.1 A Temporary Use Notice (“TUN”) is a notice which authorises a person or an organisation to conduct gaming activities for a temporary period of time, at a particular premises. However, a TUN may only be granted if the premises user is already in possession of a relevant Operating Licence. The London Borough of Hillingdon is bound by a number of statutory limits as regards TUNs. Section 218 of the Act refers to a ‘set of premises’ and provides that a set of premises is the subject of a temporary use notice if ‘any part’ of the premises is the subject of a TUN.
- 7.2 The reference to a ‘set of premises’ prevents one large premise from having a temporary use notice in effect for more than 21 days in a year by giving notification in relation to different parts of the premises and re-setting the clock.
- 7.3 The Licensing Authority will decide what constitutes a ‘set of premises’ where Temporary Use Notices are received relating to the same building/site.
- 7.4 In considering whether a place falls within the definition of a ‘set of premises’ the Licensing Authority will look at the ownership/occupation and control of the premises and the Licensing Authority will consider whether different units are in fact different ‘sets of premises’. An example would be a large exhibition centre with different exhibition halls. This would be considered properly as one premise and would not be granted a temporary use notice for each of its exhibition halls.
- 7.5 A TUN must be lodged with the Licensing Authority not less than three (3) months and one (1) day before the day on which the gambling event will begin. The person who is giving the TUN must ensure that the notice and copies are with the Licensing Authority and named responsible authorities within seven (7) days of the date of the notice.
- 7.6 On receipt of a TUN the Licensing Authority will send a written acknowledgement as soon as is reasonably practicable and this may be by way of email.
- 7.7 If no objections are made within 14 days of the date of the temporary use notice, the Licensing Authority will grant and return the notice with an endorsement of validity.
- 7.8 If objections are received within 14 days of the date of notice, a hearing will be held to consider the issue of a TUN. Those who raise objections may offer modifications to the notice that will resolve their objections. If all participants to a hearing agree that a hearing is unnecessary, the hearing may be dispensed with.

- 7.9 The Licensing Authority may object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises. The Licensing Authority and other bodies to which the notice is copied may give notice of objection but they must have regard to the Licensing Objectives and where there are such objections, they must give a notice of objection to the person who gave the TUN, such notice will be copied to the Licensing Authority.

### **OCCASIONAL USE NOTICES (OUN)**

- 7.10 An Occasional Use Notice may be used where there is betting on a track on 8 days or less in a calendar year. The OUN dispenses with the need for a Betting Premises Licence for a track and the Licensing Authority will maintain a register of all applications.
- 7.11 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The licensing authority will need to consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.
- 7.12 Tracks are normally thought of as permanent race courses, but the meaning of track not only covers horse racecourses or dog tracks, but also any other premises on any part of which a race or other sporting event takes place or is intended to take place. Although the track need not be a permanent fixture, land used temporarily as a track providing races or sporting events may qualify.

### PART 8 REGISTRATION OF SMALL SOCIETY LOTTERIES

#### DEFINITION OF SMALL SOCIETY LOTTERY

- 8.1 The Gambling Act repeals the Lotteries and Amusements Act 1976. The Licensing Authority will register and administer smaller non-commercial lotteries. Promoting or facilitating a lottery will fall within 2 categories:
- i) Licensed Lotteries (requiring an Operating Licence from the Gambling Commission); and
  - ii) Exempt Lotteries (registered by the Licensing Authority).
- 8.2 Exempt Lotteries are lotteries permitted to run without a licence from the Gambling Commission and these are:
- i) Small Society Lotteries;
  - ii) Incidental Non-Commercial Lotteries;
  - iii) Private Lotteries;
  - iv) Private Society Lottery;
  - v) Work Lottery;
  - vi) Residents' Lottery;
  - vii) Customer Lotteries.
- 8.3 Societies may organise lotteries if they are licensed by the Gambling Commission or fall within the exempt category, and therefore registered by the Licensing Authority, because their proceeds are below specified levels. The Licensing Authority recommends those seeking to run lotteries take their own legal advice on which type of lottery category they fall within. However, guidance notes with regard to all lotteries, limits placed on small society lotteries and information setting out financial limits will be made available on the Council's website or by contacting the Licensing Authority.

#### THE LICENSING AND REGISTRATION SCHEME

- 8.4 Applicants for lottery licences must apply to the Licensing Authority in the area where their principal office is located. Where the Licensing Authority believes that the Society's principal office is situated in another area it will inform the Society as soon as possible and where possible, will inform the other Licensing Authority.
- 8.5 Lotteries will be regulated through a licensing and registration scheme, conditions imposed on licences by the Gambling Commission, Codes of Practice and any Guidance issued by the Gambling Commission. In exercising its functions with regard to small society and exempt lotteries, the Licensing Authority will have due regard to the Gambling Commission's Guidance.

## Appendix B

- 8.6 The Licensing Authority will keep a Public Register of all applications and will provide information to the Gambling Commission on all lotteries registered by the Licensing Authority. As soon as the entry on the Register is completed, the Licensing Authority will notify the applicant of his registration. In addition, the Licensing Authority will make available for inspection by the public; the financial statements/returns submitted by societies in the preceding 18 months and will monitor the cumulative totals for each society to ensure the annual monetary limit is not breached. If there is any doubt, the Licensing Authority will notify the Gambling Commission in writing, copying this to the Society concerned.
- 8.7 The Licensing Authority will refuse applications for registration if in the previous five years, either an Operating Licence held by the applicant for registration has been revoked, or an application for an Operating Licence made by the applicant for registration has been refused. Where the Licensing Authority is uncertain as to whether or not an application has been refused, it will contact the Gambling Commission to seek advice.
- 8.8 The Licensing Authority may refuse an application for registration if in their opinion:
- i) The applicant is not a non-commercial society;
  - ii) A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
  - iii) Information provided in or with the application for registration is false or misleading.
- 8.9 The Licensing Authority will ask applicants to set out the purposes for which the Society is established and will ask the Society to declare that they represent a bona fide non-commercial society and have no relevant convictions. The Licensing Authority may, however, seek further information from the Society.
- 8.10 Where the Licensing Authority intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration and supply evidence on which it has reached that preliminary conclusion. In any event, the Licensing Authority will make available on its website its procedures on how it handles representations.
- 8.11 The Licensing Authority may revoke the registered status of a society if it thinks that they would have had to, or would be entitled to; refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Licensing Authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

## Appendix B

- 8.12 Where a Society employs an external lottery manager, they will need to satisfy themselves that they hold an Operator's Licence issued by the Gambling Commission and the Licensing Authority will expect this to be verified by the Society.
- 8.13 The Licensing Authority will expect registered small society lottery societies to renew their registrations each year. It is not the responsibility of the Licensing Authority to issue reminders to small society lottery societies to advice of renewals. Registrations will expire if they are not renewed in a timely way. Cancellation of a small society lottery will be confirmed in writing by the Licensing Authority.

### **PART 9 DECISION MAKING**

#### **THE LICENSING COMMITTEE**

- 9.1 The Licensing Committee will consist of at least 10 Members. Licensing Sub-committees consisting of 3 Committee Members will hear any relevant representations from Responsible Authorities and interested parties. Any of these individuals or groups may specifically request a representative to make representations on the applicant's behalf. This could be a legal representative, a friend, an MP or a Ward Councillor.
- 9.2 Where a Councillor who is a member of the Licensing Sub-Committee is making or has made representations regarding a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision-making process affecting the licence in question.
- 9.3 Licensing Authorities must have regard to the licensing objectives when exercising their functions in relation to premises licences, temporary use notices and some permits.
- 9.4 The decision determined by the Sub-Committee will be accompanied with clear, cogent reasons for that decision, having had due regard to being reasonably consistent with the Licensing Objectives; the Human Rights Act 1998; any relevant code of practice under Section 24 of the Gambling Act 2005; any relevant guidance issued by the Commission under Section 25 of the Gambling Act 2005; and this Statement of Policy. The decision and the reasons for that decision will be sent to the Applicant and those who have made relevant representations as soon as practicable.

#### **DELEGATION OF DECISION MAKING RESPONSIBILITIES**

- 9.5 The Council will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.
- 9.6 Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, decisions on all licensing matters will be taken in accordance with an approved scheme of delegation, as attached at Appendix D.
- 9.7 Many of the decisions and functions will be purely administrative in nature and the grant of non-contentious applications, including for example, those licences and permits where no representations have been made, will be delegated to Council Officers.

PART 10

APPENDIX A

**SCHEDULE OF CONSULTEES TO DRAFT POLICY**

PERSONS OR BODIES  
REPRESENTING THE INTERESTS OF  
THOSE CARRYING ON GAMBLING  
BUSINESSES IN THE BOROUGH

Association of British Bookmakers  
Association of Licensed Multiple  
Retailers  
British Amusement Catering Association  
British Beer and Pub Association  
National Casino Industry Forum  
British Holiday & Home Parks  
Association  
Greyhound Board of Great Britain  
British Institute of Inn keeping  
Business in Sport and Leisure Ltd  
Casino Operators Association, UK  
Community Trade Union  
Federation of Licensed Victuallers  
Gamcare  
AGE UK  
Hillingdon Chamber of Commerce  
Remote Gambling Association  
Responsibility in Gambling Trust  
Rugby Football Union  
The Bingo Association  
The Football Association  
The Lotteries Council  
The Working Men's Club & Institute  
Union

PERSONS OR BODIES REPRESENTING  
THE INTERESTS OF THOSE WHO ARE  
LIKELY TO BE AFFECTED BY THE  
EXERCISE OF THE AUTHORITY'S  
FUNCTIONS

All Elected (Ward) Councillors, London  
Borough of Hillingdon Council  
All "Responsible Authorities" as defined  
under the Gambling Act (*see Appendix C for  
list and contact details*)  
Alcoholics Anonymous (AA)  
Gamblers Anonymous  
Government Organisations: (LGA, ODPM,  
LACORS)  
Hillingdon Action Group for Addiction  
Management (HAGAM)  
Hillingdon Association of Voluntary Services  
Hillingdon's Children and Young People's  
Partnership Board (CYPSPB)  
Hillingdon Community and Police  
Consultative Group  
Hillingdon Drug and Alcohol Services  
Hillingdon Law Centre  
Hillingdon Mind  
Hillingdon NHS  
Hillingdon Salvation Army  
Hillingdon Samaritans  
Hillingdon Youth Offending Service  
Hillingdon Tenants and Residents  
Associations  
Hillingdon Federation of Community  
Associations & similar bodies  
Local Licensing Solicitors in Hillingdon  
Local Strategic Partnership Uxbridge Initiative  
Uxbridge Magistrates Court

NEIGHBOURING LONDON, COUNTY  
AND DISTRICT COUNCIL'S

London Boroughs of: Brent, Ealing,  
Hammersmith & Fulham, Harrow and  
Hounslow  
(*West London Alliance Members*)  
And:

Slough Borough Council  
Spelthorne Borough Council  
Hertfordshire County Council  
South Bucks District Council  
Three Rivers District Council

Note: This list was not intended to be exhaustive. Comments and observations were welcomed from anyone affected by this policy.

APPENDIX B

SCHEDULE OF RESPONSIBLE AUTHORITIES

*For the purposes of the Act, Responsible Authorities are public bodies that must be notified of all applications and who are entitled to make representation in relation to Premises*

Hillingdon Licensing Authority  
c/o ~~Regulatory Services~~ **Licensing Service**

Residents Services  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

The Gambling Commission  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

Chief Officer of Police, London  
Borough of Hillingdon  
c/o Licensing Sergeant  
Uxbridge Police Station  
1 Warwick Place  
Uxbridge  
UB8 1PG

~~Chief Officer of Police, Heathrow  
Metropolitan Police,  
East Ramp  
London Heathrow Airport  
TW6 2DG~~

London Fire and Emergency  
Planning Authority  
Hillingdon Fire Safety Team  
Hillingdon Fire Station  
Uxbridge Road  
Hillingdon  
UB10 0PH

Hillingdon Planning Authority  
Head of Planning and Enforcement  
Residents Services  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

Authority for Pollution & Harm to  
Human Health  
~~c/o Divisional Environmental Health  
Officer~~ **Antisocial Behaviour &  
Environment Team**  
~~Environmental Protection Unit~~  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

Local Safeguarding Children Board  
c/o Director of Childrens Services  
London Borough of Hillingdon  
Civic Centre, Uxbridge  
UB8 1UW

HM Revenue & Customs  
Betting and Gambling Department  
Portcullis House  
21 India Street  
Glasgow  
G2 4PZ

Authorities for Vessels:  
Navigation Authority

**Appendix C**  
**SUMMARY OF DELEGATION OF POWERS**

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate	Cabinet		
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	

## Appendix B

Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Notifications and applications for two or three gaming machines			X
Applications for four to five gaming machines			Officers in consultation with the Chairman of the Licensing Sub-Committee
Applications for more than five gaming machines		<b>By way of a report</b>	
Decision to give a counter notice to a temporary use notice		X	
Section 284 Order to revoke the automatic entitlement for 2 gaming machine notifications		X	

### Annex A

#### **Clarification added by full Council on 7 September 2017 with respect to ward councillors making representations:**

Where a Ward Councillor makes representations upon an application within their ward, in writing, to the Head of Administrative, licensing, Technical and Business Services within the appropriate statutory period of consultation for the application, that application shall be submitted to the Licensing Sub-Committee for determination. The Ward Councillor must include in their representations the reasons why they wish the application to be determined by the Sub-Committee.

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## COUNCIL BUDGET - 2019/20 REVENUE AND CAPITAL MONTH 5 BUDGET MONITORING

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

### HEADLINE INFORMATION

<b>Purpose of report</b>	<p>This report provides the Council's forecast financial position and performance against the 2019/20 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £512k is reported against 2019/20 General Fund revenue budgets as of August 2019 (Month 5), representing an improvement of £138k on the position reported to Cabinet at Month 4. Unallocated reserves are projected to total £33,080k at 31 March 2020.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
<b>Contribution to our plans and strategies</b>	<p><b>Putting our Residents First: <i>Financial Management</i></b></p> <p>Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.</p>
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services, Commerce & Communities
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

That Cabinet:

1. Note the budget position as at August 2019 (Month 5) as outlined in Table 1.
2. Note the Treasury Management update as at August 2019 at Appendix E.
3. Continue the delegated authority up until the November 2019 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 26 September 2019 and 24 October 2019 Cabinet meetings, detailed at Appendix G.

4. **Approve the payment of a grant of £165k from the Special Provision Capital Fund to Hedgewood Primary School, in order to enable the school to increase accommodation for children with Social Emotional & Mental Health (SEMH) and children with Autism, with the associated capital release of £165k**

## **INFORMATION**

### **Reasons for Recommendations**

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at Month 5 against budgets approved by Council on 21 February 2019. An update on the Council's Treasury Management activities is signposted in **Recommendation 2**.
2. **Recommendation 3** is intended to enable continued delegation of approval for appointment of consultancy and agency appointments over £50k to the Chief Executive, with final sign-off from the Leader of the Council. In addition, Appendix G reports back on use of this delegated authority previously granted by Cabinet.
3. **Recommendation 4** is to approve the payment of a grant of £165k. The Special Provision grant payment is funded from the £4,950k Special Educational Needs and Disabilities (SEND) grant awarded to the Council from the Department for Education. The proposed scheme at Hedgewood Primary School enables the school to increase accommodation for children with Social Emotional & Mental Health (SEMH) and children with Autism who experience behavioural difficulties and further develop support to parents. This phase of work will provide 8 places with an overall total of 25 new places being created from this project.

### **Alternative options considered**

4. There are no other options proposed for consideration.

## SUMMARY

### REVENUE

5. General Fund revenue budgets are projected to underspend by £512k at Month 5, an improvement of £138k on the position reported at Month 4. An overspend of £151k is projected against Directorate Operating Budgets with reported pressures being partially offset by compensating underspends. An underspend across Corporate Operating Budgets of £661k offsets this pressure, with a slight under achievement against grant income of £2k being reported.
6. General Fund Balances are expected to total £33,080k at 31 March 2020, under the assumption that the balance of General Contingency and Unallocated Priority Growth monies are released in-year. This is a reduction of £7,264k from the opening balance of £40,344k.
7. Of the £8,141k being managed in year, £6,016k are either banked in full or classed as 'on track for delivery', while £2,125k classified as either higher risk or in the early stages of delivery. This is an improvement on the position reported in Month 4 with £400k being promoted to on track and £298k savings being banked. Ultimately, all £8,141k of the savings are expected to be delivered in full, with any items with potential issues being covered by alternative in-year savings proposals and management actions.
8. A surplus of £538k is reported within the Collection Fund relating to favourable positions on both Council Tax and Business Rates, which is predominantly driven by a carry forward surplus from 2018/19. Any surplus realised at outturn will be available to support the General Fund budget in 2020/21 and future years.
9. The Dedicated Schools Grant is projecting an in-year overspend of £3,453k at Month 5. This overspend is predominantly due to continuing pressures in the cost of High Needs and results in a forecast carry forward cumulative deficit at 31 March 2020 of £11,945k. Following new direction from the Department for Education, the Council submitted a Deficit Recovery Plan on 30 June 2019. The Deficit Recovery Plan is a three year plan and is being monitored in conjunction with Schools Forum.

### CAPITAL

10. At Month 5 the projected underspend against the 2019/20 General Fund Capital Programme is £19,665k, predominantly as a result of rephasing of project expenditure. The forecast outturn over the life of the programme to 2023/24 is an overspend of £206k. The planned investment will require £224,873k Prudential Borrowing, £198k lower than anticipated at budget setting in February 2019. This results from increased grants, contributions and capital receipts, although is not expected to materially impact upon the £11,788k per annum revenue financing charges ultimately required to support this level of investment.

## FURTHER INFORMATION

### General Fund Revenue Budget

11. An underspend of £512k is reported across normal operating activities at Month 5, with the most significant gross pressures relating to Early Years Centres, Education and ICT. The reduction in the pressures in these areas are primarily staffing costs being reduced in year. These pressures are driving a £151k pressure across Directorate Operating Budgets, which are offset by underspends against Interest and Investment Income and Levies and Other Corporate Budgets as detailed later in this report. A minor movement is reported on Corporate Funding as the exact levels of grant funding for the year are confirmed.
12. Savings of £8,141k are being managed within the 2019/20 budget. Currently £2,822k savings are banked, delivery is currently on track against £3,194k of savings, and £2,125k are either in the early stages of delivery or deemed higher risk although all savings are expected to ultimately be delivered in full. This is an improvement on the position reported in Month 4 with £400k being moved to on track for delivery and £298k of these savings being banked.

**Table 1: General Fund Overview**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
			Revised Budget £'000	Forecast Outturn £'000			
210,620	1,973	Directorate Operating Budgets	212,593	212,744	151	305	(154)
7,436	0	Corporate Operating Budgets	7,436	6,775	(661)	(677)	16
12,863	(2,789)	Development & Risk Contingency	10,074	10,074	(0)	(0)	0
(991)	0	Unallocated Budget Items	(175)	(175)	0	0	0
<b>229,928</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>229,928</b>	<b>229,418</b>	<b>(510)</b>	<b>(372)</b>	<b>(138)</b>
(222,152)	0	Corporate Funding	(222,152)	(222,154)	(2)	(2)	0
<b>7,776</b>	<b>0</b>	<b>Net Total</b>	<b>7,776</b>	<b>7,264</b>	<b>(512)</b>	<b>(374)</b>	<b>(138)</b>
(40,344)	0	Balances b/fwd	(40,344)	(40,344)			
<b>(32,568)</b>	<b>0</b>	<b>Balances c/fwd 31 March 2020</b>	<b>(32,568)</b>	<b>(33,080)</b>			

13. General Fund Balances are expected to total £33,080k at 31 March 2020 as a result of the forecast position detailed above, £512k higher than projected at budget setting in February 2019. The Council's Medium Term Financial Forecast assumes that unallocated balances will remain between £15,000k and £32,000k to manage emergent risks, with any sums above that level earmarked for use to smooth the impact of Government funding cuts.

## Directorate Operating Budgets

14. Directorate Operating Budgets represent the majority of the Council's investment in day-to-day services for residents, with more volatile or demand-led areas of activity tracked separately through the Development and Risk Contingency. Further information on latest projections for each service is contained within Appendix A to this report, with salient risks and variances within this position summarised in the following paragraphs.

**Table 2: Directorate Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
8,110 (1,207)	1 (1)	Chief Executive's Office	Expenditure	8,111	8,123	12	39	(27)
			Income	(1,208)	(1,216)	(8)	1	(9)
<b>6,903</b>	<b>0</b>		<b>Sub-Total</b>	<b>6,903</b>	<b>6,907</b>	<b>4</b>	<b>40</b>	<b>(36)</b>
19,069 (3,221)	67 (175)	Finance	Expenditure	19,136	19,194	58	50	8
			Income	(3,396)	(3,485)	(89)	(76)	(13)
<b>15,848</b>	<b>(108)</b>		<b>Sub-Total</b>	<b>15,740</b>	<b>15,709</b>	<b>(31)</b>	<b>(26)</b>	<b>(5)</b>
116,482 (43,966)	1,653 (807)	Residents Services	Expenditure	118,135	119,101	966	1,140	(174)
			Income	(44,773)	(45,585)	(812)	(884)	72
<b>72,516</b>	<b>846</b>		<b>Sub-Total</b>	<b>73,362</b>	<b>73,516</b>	<b>154</b>	<b>256</b>	<b>(102)</b>
148,761 (33,408)	1,299 (64)	Social Care	Expenditure	150,060	151,500	1,440	1,168	272
			Income	(33,472)	(34,888)	(1,416)	(1,133)	(283)
<b>115,353</b>	<b>1,235</b>		<b>Sub-Total</b>	<b>116,588</b>	<b>116,612</b>	<b>24</b>	<b>35</b>	<b>(11)</b>
<b>210,620</b>	<b>1,973</b>	<b>Total Directorate Operating Budgets</b>		<b>212,593</b>	<b>212,744</b>	<b>151</b>	<b>305</b>	<b>(154)</b>

15. An overspend of £4k is reported on Chief Executive's Office budgets at Month 5, an improvement of £36k on Month 4, from the delivery of vacancy management savings. Across Finance, a net underspend of £31k is projected as a result of staffing variances across the directorate with compensating variances on income from additional grant funding.
16. At Month 5 a net pressure of £154k is reported across Residents Services. There is a reduction in the pressure reported in Month 4 primarily relating to staffing forecasts improving in Administrative, Technical & Business Services by £185k. Within this position there is £499k forecast pressure in ICT due to contract costs, this is partially netted down by £164k staff costs underspend, to £335k. Education functions are reporting a £200k pressure which is subject to a BID review. These pressures are mitigated in the Residents Services position by the projected underspend in in Administrative, Technical and Business Services of £443k.
17. A net pressure of £24k is reported across Social Care budgets, with a pressure due to delays in securing additional health contributions towards placements meeting both social care and health needs, alongside the deficit on Early Years Centres transferred from the schools budget being offset through additional Troubled Families Grant and more efficient use of the Better Care Fund. There has been a marginal £11k improvement from the position reported at Month 4.
18. The Council is permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service

transformation, including the BID team, being funded from this resource. Current projections include an estimate of £2,322k for such costs, which will remain under review over the remainder of the year and have been excluded from reported monitoring positions. It is anticipated that these costs will be financed from a combination of Capital Receipts and Earmarked Reserves.

## Progress on Savings

19. The savings requirement for 2019/20 is £6,609k. In addition, there are savings of £700k brought forward from 2018/19 which gives an overall total of £7,309k. Within this position there are £832k of funding requirements, covering Troubled Families, Fleet and Parking Services. For reporting from Month 4 onwards the savings have been adjusted to remove the £832k of funding requirements, giving a restated gross savings target of £8,141k with the aim of improving the transparency on the progress of savings.
20. Of this sum £6,016k are either banked or on track for delivery in full during 2019/20. £2,125k savings are in the early stages of delivery or potentially subject to greater risk to delivery, however, ultimately all £8,141k are expected to be delivered in full, with any items with potential issues being covered by alternative in-year savings proposals and management actions.
21. In Month 5 £400k of savings were promoted to on track and £298k Annual promoted to banked.

**Table 3: Savings Tracker**

2019/20 General Fund Savings Programme	CEOs	Finance	Residents Services	Social Care	Cross-Cutting	Total 2019/20 Savings	
	£'000	£'000	£'000	£'000	£'000	£'000	%
B Banked	(282)	(359)	(477)	(500)	(1,204)	<b>(2,822)</b>	<b>34.7%</b>
G On track for delivery	(105)	(221)	(955)	(1,593)	(320)	<b>(3,194)</b>	<b>39.2%</b>
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(150)	(264)	(830)	(881)	<b>(2,125)</b>	<b>26.1%</b>
R Serious problems in the delivery of the saving	0	0	0	0	0	<b>0</b>	<b>0.0%</b>
<b>Total 2019/20 Savings</b>	<b>(387)</b>	<b>(730)</b>	<b>(1,696)</b>	<b>(2,923)</b>	<b>(2,405)</b>	<b>(8,141)</b>	<b>100.0%</b>

## Corporate Operating Budgets

22. Corporate Operating Budgets are currently forecasting a £661k favourable variance, which is an adverse movement of £16k on the Month 4 position. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, the net impact of Housing Benefit Subsidy arrangements on the Council, externally set levies and income arising from the provision of support services to other funds and ring-fenced budgets.
23. As a result of anticipated capital expenditure and associated borrowing being slipped from 2018/19, alongside proactive use of capital grants and alternative funding, a £308k underspend is reported on the revenue costs of debt financing. An ongoing review of the Council's balance sheet has identified up to £357k of historic credit balances, which are expected to be written on during 2019/20, delivering a one-off windfall underspend. Housing Benefit remains on

budget with no variance being reported. No material variances are reported across the remainder of Corporate Budgets, resulting in a headline underspend of £661k.

**Table 4: Corporate Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
7,777	0		Non-Sal Exp	7,777	7,469	(308)	(326)	18
(87)	0		Income	(87)	(47)	40	40	0
<b>7,690</b>	<b>0</b>		<b>Sub-Total</b>	<b>7,690</b>	<b>7,422</b>	<b>(268)</b>	<b>(286)</b>	<b>18</b>
490	0	Levies and Other Corporate Budgets	Salaries	490	487	(3)	(1)	(2)
12,570	0		Non-Sal Exp	12,570	12,537	(33)	(33)	0
(12,289)	0		Income	(12,289)	(12,646)	(357)	(357)	0
<b>771</b>	<b>0</b>		<b>Sub-Total</b>	<b>771</b>	<b>378</b>	<b>(393)</b>	<b>(391)</b>	<b>(2)</b>
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0	0
147,629	0		Non-Sal Exp	147,629	147,629	0	0	0
(148,654)	0		Income	(148,654)	(148,654)	0	0	0
<b>(1,025)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(1,025)</b>	<b>(1,025)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7,436</b>	<b>0</b>	<b>Total Corporate Operating Budgets</b>		<b>7,436</b>	<b>6,775</b>	<b>(661)</b>	<b>(677)</b>	<b>16</b>

## Development & Risk Contingency

24. For 2019/20 £12,863k was set aside to manage uncertain elements of budgets within the Development & Risk Contingency, which included £12,031k in relation to specific risk items and £832k as General Contingency to manage unforeseen issues.

**Table 5: Development & Risk Contingency**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
1,072	0	Residents Services	Impact of Welfare Reform on Homelessness	1,072	944	(128)	27	(155)
1,972	(772)		Waste Disposal Levy & Associated Contracts	1,200	669	(531)	(531)	0
0	0		Development Control - Major Applications	0	150	150	150	0
1,885	0	Social Care	Asylum Service	1,885	1,196	(689)	(622)	(67)
3,273	(403)		Demographic Growth - Looked After Children	2,870	2,581	(289)	(380)	91
1,017	(367)		Demographic Growth - Children with Disabilities	650	659	9	0	9
277	0		Social Worker Agency Contingency	277	250	(27)	(27)	0
997	(259)		SEN transport	738	1,796	1,058	978	80
1,938	(988)		Demographic Growth - Adult Social Care	950	1,735	785	785	0
0	0		Additional BCF Income	0	(331)	(331)	(331)	0
(400)	0	Corp. Items	Additional Investment Income	(400)	(400)	0	0	0
832	0		General Contingency	832	825	(7)	(49)	42
<b>12,863</b>	<b>(2,789)</b>	<b>Total Development &amp; Risk Contingency</b>		<b>10,074</b>	<b>10,074</b>	<b>0</b>	<b>0</b>	<b>0</b>

25. The Development Risk and Contingency is showing a reported variance of £128k, a movement of £27k from Month 4, on Impact of Welfare Reform on Homelessness. The Council will continue to monitor this risk, as following the introduction of the Homeless Reduction Act in April 2018, there are emerging pressures on the demand for Housing assistance. Waste Disposal Levy & Associated Contracts is forecasting a reduced call on contingency due to the distribution of £330k West London Waste Authority reserves, received in July. There is £150k call on contingency relating to a shortfall in Development Control Income.
26. Within Social Care there is forecast a £689k reduced call on contingency in Asylum Service due to an uplift in grant income following a Home Office review of funding rates. There was significant growth built into the Looked After Children budget in 2019/20 and this is currently reporting a variance on Development Risk and Contingency of £289k, a movement of £91k from Month 4.
27. Social Worker Agency Contingency has a reduced call on contingency from budget of £27k reflecting assumed recruitment to permanent posts and changes to agency arrangements. Adult Placements has a £1,735k call on contingency, which is £785k over contingency budget. This reflects the increase in the number of placements particularly in Mental Health.
28. SEN Transport is reporting a £1,796k call on contingency, £978k higher than the budgeted amount, reflecting the continued growth in the number of children that have an Education, Health and Care Plan (EHCP), which is currently running at approximately 10%, and is reflected in the MTFP for 2020/21. The demand for SEN places in schools is outstripping in-borough

supply, resulting in additional transport costs. There is a contribution to contingency from additional Better Care Fund grant announced in July 2019.

29. There is a net £7k pressure on identified specific contingency items will be funded from General Contingency. This leaves £825k provision to manage emerging issues over the remainder of this financial year. This position will be closely monitored.

### **Unallocated Priority Growth and HIP Initiatives**

30. There was a budget of £250k Unallocated Priority Growth in 2019/20, following allocation of £40k for CCTV in the borough, there remains £210k available to support investment in services. There is £200k of HIP Initiative funding included in the 2019/20 budget, funded from Earmarked Reserves, which is supplemented by £718k brought forward balances, to provide total resources of £918k. £232k of projects have been approved for funding from HIP resources as at Month 5, with £104k underspend relating to projects completed in 2018/19, there is £790k available for future releases.

### **Schools Budget**

31. At Month 5 the Dedicated Schools Grant position is an in-year overspend of £3,453k. This is predominantly due to continuing pressures in the cost of High Needs. When the £8,492k deficit brought forward from 2018/19 is taken into account, the deficit to carry forward to 2019/20 is forecast at £11,945k.
32. Following new direction from the Department for Education, the Council was required to submit a Deficit Recovery Plan by 30 June 2019. The three year plan was jointly approved by Council and Schools Forum and supported the broader lobbying effort to secure additional resources to recognise the unfunded implications of the Children's & Families Act 2014.

### **Collection Fund**

33. A £538k surplus is projected against the Collection Fund at Month 5, which is made up of a £37k deficit on Council Tax and a £575k surplus on Business Rates. The reported variance is primarily driven by the brought forward surplus on Business Rates with no material movements in 2019/20.

### **Housing Revenue Account**

34. The Housing Revenue Account is currently forecasting a £21k favourable position, resulting in a drawdown of reserves of £1,224k. This results in a projected 2019/20 closing HRA General Balance of £17,036k. The use of reserves is funding investment in new housing stock.

### **Future Revenue Implications of Capital Programme**

35. Appendix D to this report outlines the forecast outturn on the 2019/20 to 2023/24 Capital Programme, with a balanced position over the five-year programme. Alongside marginal variances on Government Grant income and Capital Receipts, Prudential Borrowing is projected to be £198k lower. The reduction in the borrowing requirement would result in a £11k per annum saving to revenue which represents a minor variance when set in the context of the current MTFE position on capital financing costs.

## Appendix A – Detailed Group Forecasts (General Fund)

### CHIEF EXECUTIVE'S OFFICE

36. The overall position for CEO at Month 5 is a forecast pressure of £4k. Vacancy management across the group has delivered a further £36k to the wider managed vacancy target accounting for the majority of the improvement across the two months.
37. Income is forecast to achieve budgeted levels at Month 5 and will be closely monitored through the year following statutory uplifts to existing fees and charges at the start of the financial year as well as the introduction of new fees within Democratic Services, to determine the impact of the changes upon demand.

**Table 6: Chief Executive's Office Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service		Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000
				Revised Budget £'000	Forecast Outturn £'000			
1,479	0	Democratic Services	Salaries	1,479	1,491	12	18	(6)
1,721	0		Non-Sal Exp	1,721	1,721	0	0	0
(701)	(1)		Income	(702)	(701)	1	1	0
<b>2,499</b>	<b>(1)</b>		<b>Sub-Total</b>	<b>2,498</b>	<b>2,511</b>	<b>13</b>	<b>19</b>	<b>(6)</b>
1,900	(146)	Human Resources	Salaries	1,754	1,779	25	26	(1)
830	147		Non-Sal Exp	977	988	11	4	7
(230)	0		Income	(230)	(239)	(9)	0	(9)
<b>2,500</b>	<b>1</b>		<b>Sub-Total</b>	<b>2,501</b>	<b>2,528</b>	<b>27</b>	<b>30</b>	<b>(3)</b>
2,124	0	Legal Services	Salaries	2,124	2,088	(36)	(10)	(26)
56	0		Non-Sal Exp	56	56	0	1	(1)
(276)	0		Income	(276)	(276)	0	0	0
<b>1,904</b>	<b>0</b>		<b>Sub-Total</b>	<b>1,904</b>	<b>1,868</b>	<b>(36)</b>	<b>(9)</b>	<b>(27)</b>
5,503	(146)	Chief Executive's Office Directorate	Salaries	5,357	5,358	1	34	(33)
2,607	147		Non-Sal Exp	2,754	2,765	11	5	6
(1,207)	(1)		Income	(1,208)	(1,216)	(8)	1	(9)
<b>6,903</b>	<b>0</b>		<b>Total</b>	<b>6,903</b>	<b>6,907</b>	<b>4</b>	<b>40</b>	<b>(36)</b>

## FINANCE

38. The overall position for Finance at Month 5 is a forecast underspend of £31k due mainly to the benefit of additional external grant funding for revenues inspections and Fleet asset disposals partly offset by increased expenditure within the Fleet Service.

**Table 7: Finance Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
6,021	47	Exchequer and Business Assurance Services	Salaries	6,068	6,099	31	30	1
3,505	12		Non-Sal Exp	3,517	3,539	22	24	(2)
(2,683)	(174)		Income	(2,857)	(2,916)	(59)	(59)	0
<b>6,843</b>	<b>(115)</b>		<b>Sub-Total</b>	<b>6,728</b>	<b>6,722</b>	<b>(6)</b>	<b>(5)</b>	<b>(1)</b>
1,743	0	Procurement	Salaries	1,743	1,710	(33)	(36)	3
3,243	8		Non-Sal Exp	3,251	3,281	30	36	(6)
(93)	(1)		Income	(94)	(124)	(30)	(20)	(10)
<b>4,893</b>	<b>7</b>		<b>Sub-Total</b>	<b>4,900</b>	<b>4,867</b>	<b>(33)</b>	<b>(20)</b>	<b>(13)</b>
3,724	0	Corporate Finance	Salaries	3,690	3,693	3	(11)	14
136	0		Non-Sal Exp	170	168	(2)	8	(10)
(170)	0		Income	(170)	(167)	3	3	0
<b>3,690</b>	<b>0</b>		<b>Sub-Total</b>	<b>3,690</b>	<b>3,694</b>	<b>4</b>	<b>0</b>	<b>4</b>
489	0	Pensions, Treasury & Statutory Accounting	Salaries	489	479	(10)	(1)	(9)
208	0		Non-Sal Exp	208	225	17	0	17
(275)	0		Income	(275)	(278)	(3)	0	(3)
<b>422</b>	<b>0</b>		<b>Sub-Total</b>	<b>422</b>	<b>426</b>	<b>4</b>	<b>(1)</b>	<b>5</b>
11,977	47	Finance Directorate	Salaries	11,990	11,981	(9)	(18)	9
7,092	20		Non-Sal Exp	7,146	7,213	67	68	(1)
(3,221)	(175)		Income	(3,396)	(3,485)	(89)	(76)	(13)
<b>15,848</b>	<b>(108)</b>		<b>Total</b>	<b>15,740</b>	<b>15,709</b>	<b>(31)</b>	<b>(26)</b>	<b>(5)</b>

## RESIDENTS SERVICES

39. Residents Services directorate is showing a projected outturn overspend of £154k at Month 5, excluding pressure areas that have identified contingency provisions. The overall variance is a result of pressures across Residual Education and ICT partially netted down by an underspend in Administrative, Technical and Business Services.

**Table 8: Residents Services Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
17,619	(46)	Infrastructure, Waste and ICT	Salaries	17,573	18,026	453	437	16
32,237	768		Non-Sal	33,005	33,647	642	604	38
(10,590)	(58)		Exp	(10,648)	(11,374)	(726)	(702)	(24)
<b>39,266</b>	<b>664</b>		<b>Income</b>	<b>(10,648)</b>	<b>(11,374)</b>	<b>(726)</b>	<b>(702)</b>	<b>(24)</b>
			<b>Sub-Total</b>	<b>39,930</b>	<b>40,299</b>	<b>369</b>	<b>339</b>	<b>30</b>
19,221	642	Housing, Environment, Education, Health & Wellbeing	Salaries	19,863	19,770	(93)	182	(275)
24,490	233		Non-Sal	24,723	24,981	258	100	158
(18,024)	(539)		Exp	(18,563)	(18,556)	7	(129)	136
<b>25,687</b>	<b>336</b>		<b>Income</b>	<b>(18,563)</b>	<b>(18,556)</b>	<b>7</b>	<b>(129)</b>	<b>136</b>
			<b>Sub-Total</b>	<b>26,023</b>	<b>26,195</b>	<b>172</b>	<b>153</b>	<b>19</b>
4,324	25	Planning, Transportation & Regeneration	Salaries	4,349	4,352	3	6	(3)
1,240	181		Non-Sal	1,421	1,476	55	52	3
(4,534)	(206)		Exp	(4,740)	(4,742)	(2)	(2)	0
<b>1,030</b>	<b>0</b>		<b>Income</b>	<b>(4,740)</b>	<b>(4,742)</b>	<b>(2)</b>	<b>(2)</b>	<b>0</b>
			<b>Sub-Total</b>	<b>1,030</b>	<b>1,086</b>	<b>56</b>	<b>56</b>	<b>0</b>
13,486	(122)	Administrative, Technical & Business Services	Salaries	13,364	13,036	(328)	(143)	(185)
3,865	(28)		Non-Sal	3,837	3,813	(24)	(98)	74
(10,818)	(4)		Exp	(10,822)	(10,913)	(91)	(51)	(40)
<b>6,532</b>	<b>(154)</b>		<b>Income</b>	<b>(10,822)</b>	<b>(10,913)</b>	<b>(91)</b>	<b>(51)</b>	<b>(40)</b>
			<b>Sub-Total</b>	<b>6,379</b>	<b>5,936</b>	<b>(443)</b>	<b>(292)</b>	<b>(151)</b>
54,650	499	Residents Services Directorate	Salaries	55,149	55,184	35	482	(447)
61,832	1,154		Non-Sal	62,986	63,917	931	658	273
(43,966)	(807)		Exp	(44,773)	(45,585)	(812)	(884)	72
<b>72,515</b>	<b>846</b>		<b>Income</b>	<b>(44,773)</b>	<b>(45,585)</b>	<b>(812)</b>	<b>(884)</b>	<b>72</b>
			<b>Total</b>	<b>73,362</b>	<b>73,516</b>	<b>154</b>	<b>256</b>	<b>(102)</b>

40. The Council's 2019/20 contingency budget contains provision for areas of expenditure or income within Residents Services for which there is a greater degree of uncertainty. At Month 5, projected calls on contingency are forecast to be £509k less than the budgeted provision, a £155k favourable movement from Month 4. The following table shows the breakdown for each contingency item.

**Table 9: Development and Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 5		Variance (As at Month 5)	Variance as at Month 4	Movement from Month 4
			Revised Budget	Forecast Outturn			
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,072	0	Impact of Welfare Reform on Homelessness	1,072	944	(128)	27	(155)
1,972	(772)	Waste Disposal Levy & Associated Contracts	1,200	669	(531)	(531)	0
0	0	Development Control – Income	0	150	150	150	0
<b>3,044</b>	<b>(772)</b>	<b>Current Commitments</b>	<b>2,272</b>	<b>1,763</b>	<b>(509)</b>	<b>(354)</b>	<b>(155)</b>

41. The Month 5 data in the table below shows the use of Temporary Accommodation. The first three months of the financial year saw an increase in the number of Households in higher cost Bed & Breakfast placements, continuing the trend from quarter four of 2018/19. At Month 5, there was a reduction in the use of Temporary Accommodation overall, the majority of which was from reduced B&B placements. The total number accommodated is still currently higher than budgeted for in 2019/20; however, management actions to meet the targets continue to be progressed.

**Table 10: Housing Needs performance data**

	June 19	July 19	August 19
All Approaches	236	254	246
Full Assessment Required	146	176	170
New into Temporary Accommodation (Homeless and Relief)	44	23	37
Households in Temporary Accommodation	507	471	485
Households in B&B	198	171	188

42. As in previous years, a contingency has been set aside in 2019/20 to resource the procurement of Private Sector placements or the need for Temporary Accommodation in the Borough. The call on contingency relating to homelessness is forecast at £944k, £128k below the budgeted provision. The service is forecasting the number of clients in B&B accommodation will average 168 over the financial year. A planned reduction in numbers through increased prevention activity has resulted in a projected favourable outturn on accommodation budgets. The Month 5 position also includes the continued close monitoring of unit costs.
43. The Council will continue to closely monitor this risk, as following the introduction of the Homeless Reduction Act in April 2018, there are emerging pressures on the demand for Housing assistance.
44. The call on the Waste contingency is £669k, to fund estimated population driven increases in the cost of disposal via the West London Waste Authority (WLWA) levy and associated waste disposal contracts. This reflects a reduction of £531k compared with budget, comprising two key elements:
- The WLWA has recently disbursed excess reserves to boroughs, with Hillingdon having received £331k at the end of July.
  - The retendering of the Council's contract for the collection and processing of highways arising, bulky items and street litter has resulted in the appointment of a new supplier for that element relating to highways arisings and street sweepings, at a reduced cost.

45. The first five months of 2019/20 have seen a 5% increase in residual waste volumes compared to the same period last year. Additionally, market conditions are affecting sales prices for recyclables, impacting on costs of the Council's mixed dry recycling contract with Biffa (with some additional risk arising as a result of high contamination levels) and significant costs have been incurred in relation to fly tipping clearance and disposal. Current projections indicate that these factors can be managed within the remaining contingency sum, with the position expected to become clearer as the year progresses and the impact of seasonal fluctuations and wider market factors on variable contracts emerges
46. There was a marked downturn in volumes of major planning applications submitted to the Council during the first quarter of 2019/20, with income over this period £150k lower than that secured in the first quarter of 2018/19. While there has been an increase during Month 4 back to normal levels of activity, it is unlikely that income over the remaining eight months will be sufficient to offset the pressure experienced in quarter one and therefore a pressure of £150k is reported against General Contingency. This major revenue stream will continue to be closely monitored over the remainder of this financial year.

#### **Infrastructure, Waste and ICT (£369k overspend, £30k adverse movement)**

47. At Month 5, there is a £369k forecast overspend, an adverse movement of £30k from Month 4, arising from a number of variances across service areas, reflecting a combination of ongoing staffing and non-staffing pressures. The overall forecast encompasses a number of management actions, which will be closely monitored during the remainder of the financial year.
48. Earmarked reserve drawdowns totalling £363k are offsetting the gross pressure on Waste Services of £364k. The projected underlying pressure reflects a staffing overspend of £775k due to additional agency usage within Street Cleansing, high levels of overtime and an unachievable managed vacancy factor owing to the need to cover permanent staff absences across front-line teams. The underlying non-staffing pressure at Month 5 is £13k.
49. Overspends on refuse sacks, staff training costs and on public convenience costs owing to the timing of removal of several JCDecaux units are largely netted down by a £311k underspend on the budget for a second CA site, given expectations that the current monthly waste weekend operation will increase to weekly with effect from the half year. Offsetting these pressures is an anticipated £424k income over-achievement, reflecting buoyant trade tipping activity at the New Years Green Lane CA site and an uplift in commercial waste fees and charges as the service starts to implement changes arising from the recent BID review.
50. The Highways overspend at Month 5 is £146k, comprising staffing pressures resulting from an unachievable vacancy factor (staff turnover has been very low in recent years), street lighting electricity charges running above budget levels and advertising costs due to a high volume of temporary road closure notices.
51. ICT is reporting a net overspend of £335k. There is a forecast pressure on contract costs of £499k, though this is partly netted down by a £164k staff costs underspend, due to vacancies whilst the service progresses a recently approved restructure, more general staff turnover and several officers having left the pension scheme. The service continues to review contracts and the impact of the cloud migration in order to manage down this pressure.
52. ASBET's forecast overspend is £30k at Month 5, reflecting costs associated with the eviction of trespassers from Council owned green spaces under the remit of the borough wide injunction regarding prevention of encampments and fly tipping, car allowance pressures and an expected shortfall in works in default income.

53. There is a forecast £43k underspend reported within the Corporate Communications, largely reflecting a number of vacancies as the service progresses recruitment following the implementation of last year's BID review.

**Housing, Environment, Education, Health & Wellbeing (£172k overspend, £19k adverse movement)**

54. At Month 5 there is an overspend position of £172k across the service. Pressures within the Residual Education function and Business Performance are being mitigated by underspends within the wider Housing Options and Standards team.
55. Green Spaces is showing a forecast underspend against budget of £10k at month 5, including a drawdown of £25k earmarked reserve from the Youth Fund. This a favourable movement of £10k from month 4. Non staffing pressures are driven by the delay in the planned closure of Ruislip Golf from May to September when the next phase of HS2 works commences, in addition there are pressure in grounds maintenance for equipment maintenance and repair. The position is mitigated by additional income and HS2 compensation at Ruislip Golf course, under spends from hard to recruit vacant posts within Youth Centres, and forecast income to exceed targets at Battle of Britain Bunker and Visitor Center.
56. There continues to be a £200k pressure within the Residual Education service. The delivery of these functions is currently being reviewed as part of a BID workstream.
57. The Housing Options, Homelessness and Standards team is projecting an underspend of £55k, this is as a result of increased enforcement income.

**Planning, Transportation & Regeneration (£56k overspend, no movement)**

58. During 2019/20, external consultants have been commissioned to provide legal and other specialist technical support where posts have been vacant, accounting for the adverse variance across staffing and non-staffing expenditure of £56k. With the exception of Development Control income where a shortfall is reported against General Contingency, there are no material variances on income across the service.

**Administrative, Technical & Business Services (£443k underspend, £151k improvement)**

59. The £151k improvement on Month 4 primarily relates to staffing estimates, with revised recruitment assumptions in the Contact Centre and Technical Administration support teams. The adverse movement in non-staffing relates mainly to a number of repairs that have been identified with the existing CCTV cameras and quotations are awaited.
60. The favourable movement in income reflects improvements in income through the Council's Parking Enforcement supplier. An estimated overachievement of income in the service is largely realised by the sustained high volume, high value testing of import products at the Imported Food Office.

## SOCIAL CARE (£24k overspend, £11k improvement)

61. Social Care is projecting an overspend of £24k as at Month 5, a slight favourable movement of £11k on the Month 4 projections. Included in this position is an underspend in Children's Services and SEND staffing costs, additional Troubled Families Grant income through improved Payment by Results submissions and a reduction in income from the CCG relating to a number of clients previously fully funded by the CCG for Continuing Health Care needs. Additionally, the service are managing a number of ongoing pressures including a £548k net pressure in the running costs of the Early Years Centres, ongoing pressures on the cost of Legal Counsel, the provision of Temporary Accommodation for Section 17 cases and the above inflation increase in the cost of agency staff in the SEN Transport Service.

**Table 11: Social Care Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
18,442	(955)	Children's Services	Salaries	17,487	17,035	(452)	(346)	(106)
17,704	791		Non-Sal	18,495	19,092	597	444	153
(7,656)	(15)		Exp	(7,671)	(8,212)	(541)	(221)	(320)
<b>28,490</b>	<b>(179)</b>		Income	<b>28,311</b>	<b>27,915</b>	<b>(396)</b>	<b>(123)</b>	<b>(273)</b>
2,051	104	SEND	Sub-Total	<b>2,155</b>	1,872	(283)	(223)	(60)
186	262		Salaries	448	448	0	0	0
(427)	0		Non-Sal	(427)	(337)	90	17	73
<b>1,810</b>	<b>366</b>		Exp	<b>2,176</b>	<b>1,983</b>	<b>(193)</b>	<b>(206)</b>	<b>13</b>
7,720	0	Adult Social Work	Income	7,720	7,711	(9)	(2)	(7)
72,847	409		Salaries	73,256	74,059	803	303	500
(21,829)	224		Non-Sal	(21,605)	(21,619)	(14)	26	(40)
<b>58,738</b>	<b>633</b>		Exp	<b>59,371</b>	<b>60,151</b>	<b>780</b>	<b>327</b>	<b>453</b>
18,286	116	Provider and Commissione d Care	Income	18,402	18,085	(317)	(111)	(206)
11,525	572		Salaries	12,097	13,198	1,101	1,103	(2)
(3,496)	(273)		Non-Sal	(3,769)	(4,720)	(951)	(955)	4
<b>26,315</b>	<b>415</b>		Exp	<b>26,730</b>	<b>26,563</b>	<b>(167)</b>	<b>37</b>	<b>(204)</b>
46,499	(735)	<b>Social Care Directorate Total</b>	Income	45,764	44,703	(1,061)	(682)	(379)
102,262	2,034		Salaries	104,296	106,797	2,501	1,850	651
(33,408)	(64)		Non-Sal	(33,472)	(34,888)	(1,416)	(1,133)	(283)
<b>115,353</b>	<b>1,235</b>		Exp	<b>116,588</b>	<b>116,612</b>	<b>24</b>	<b>35</b>	<b>(11)</b>

**SOCIAL CARE DEVELOPMENT AND RISK CONTINGENCY (£516k overspend, £113k adverse movement)**

62. The Council's 2019/20 Development and Risk Contingency includes provisions for areas of expenditure within Social Care for which there is a greater degree of uncertainty and relates to in-year demographic changes across Adults and Children's, including Asylum seekers and SEN Transport. Table 12 sets out the Month 5 projected position for the Development and Risk Contingency, which is reporting a pressure of £516k, an adverse movement of £113k on the Month 4 position, due to emerging pressures across Adult Placements and SEN Transport. These are being partially offset by improvements in the cost of Looked After Children placements, increased grant income for Unaccompanied Asylum Seeking Children and the estimated additional Better Care Fund Income.
63. The overspend is due to pressures in the cost of Adult placements, where there are indications of significant underlying growth across Mental Health and lower than anticipated mortality rates during winter 2018/19. The service have put in place a range of management actions, including a further review of all high cost placements, a review of all of the block contracts to maximise occupancy rates and a review of all external income. The service are also experiencing a change in SEN Transport requirements, where an increase in single occupancy or lower occupancy routes is being seen, due to a continued high level of growth in the number of children that have an Education, Health and Care Plan. The September 2019 data indicates that there are 17 additional children that have been placed in Independent and Non-Maintained Special schools, the majority of which will not be able to join existing routes.

**Table 12: Social Care Development & Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 4		Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
			Revised Budget	Forecast Outturn			
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,885	0	Asylum Service	1,885	1,196	(689)	(622)	(67)
3,273	(403)	Demographic Growth - Looked After Children	2,870	2,581	(289)	(380)	91
1,017	(367)	Demographic Growth - Children with Disabilities	650	659	9	0	9
277	0	Social Worker Agency Contingency	277	250	(27)	(27)	0
997	(259)	SEN Transport	738	1,796	1,058	978	80
1,938	(988)	Demographic Growth - Adult Social Care	950	1,735	785	785	0
0	0	Additional BCF Income	0	(331)	(331)	(331)	0
<b>9,387</b>	<b>(2,017)</b>	<b>Current Commitments</b>	<b>7,370</b>	<b>7,886</b>	<b>516</b>	<b>403</b>	<b>113</b>

**Asylum Service (£689k underspend, £67k improvement)**

64. The service is projecting a drawdown of £1,196k from the contingency as at Month 5, an improvement of £67k on the month 4 position, due to a net increase in the projected level of grant income that will be received. This improved position reflects an agreed increase in the funding rate for all UASC aged 16 to 17, which has been increased from £91 per day to £114 per day with effect from 1 April 2019.

### **Demographic Growth - Looked After Children (£289k underspend, £91k adverse movement)**

65. The service is projecting a drawdown of £2,581k from the Contingency, an underspend of £289k as at Month 5, an adverse movement of £91k on the month 4 position, due to an increase in the number of Residential placements made over the last month. Additionally it is more evident that the length of stay in a Residential placement has increased, where most are now likely to be in their placement for a year or more. In order to try to mitigate significant increases in costs, the service are placing children in Council run Children's Homes, where no other viable option is available, thereby reducing the need to place in out of borough high cost residential placements.
66. The service continues to monitor this position through regular reviews of individual cases and where possible children are stepped down when it is safe to do so. Alongside this, the service has started to implement new ways of working, with the targeted use of a £400k grant, to support vulnerable children and prevent them from entering the care system. Early Indications are that this is having a significant impact on supporting young people and families to remain in their existing environment rather than being brought into the care system and could partly explain why the number of High Cost Placements has stabilised.

### **Demographic Growth – Children with Disabilities (£9k overspend, £9k adverse movement)**

67. The service is projecting the full drawdown of £659k from the Contingency, an improvement of £9k on the Month 4 position. It is evident that there continues to be an increase in the number of cases that have more complex needs, which in most cases, require a residential placement or more respite care. As a result, the service is planning a major review of the support being provided and the range of services on offer for Children with Disabilities, to identify opportunities to reduce the cost of placements.

### **Social Worker Agency (Children's) (£27k underspend, no movement)**

68. The service is projecting a drawdown of £250k from the contingency as at Month 5, no change on the month 4 position. The required drawdown of funds relates to the additional cost of using agency staff to cover essential Social Worker posts, where there is a premium cost of circa £18k for an agency worker, as the recruitment of Social Workers continues to be very competitive
69. At its meeting on 22 July 2019, Cabinet agreed to enter into a contract with Sanctuary Ltd for a specialist agency provision for qualified Social Workers and SEND staff. Based on the new rates proposed in this new contract, the premium cost of an agency worker reduces from on average of approximately £18k to £13k. This position will be closely monitored as the Social Care market remains highly competitive

### **Demographic Growth - SEN Transport (£1,058k overspend, £80k adverse movement)**

70. The service is projecting a drawdown of £1,796k from the SEN Transport contingency as at Month 5, an adverse movement of £80k on the Month 4 position. This reflects the continued growth in the number of children that have an Education, Health and Care Plan (EHCP), which is currently running at approximately 10% per annum and that it is becoming more challenging to avoid having to procure single occupancy or lower occupancy routes as children are being placed further away. It is now evident that the demographic growth is significantly higher than anticipated when the budgets were set in February 2019.

71. The latest data suggests that there has been a net increase in costs of £491k between September 2018 and May 2019 relating to new routes, and an additional cost of £177k for Passenger Assistants. Further analysis indicates that the average cost per route per day has increased from £117 in September 2018 to £135 in June 2019, an increase of £18 which equivalent to 15.4%. A further 17 children are currently indicated to be starting a new SEN placement in an Independent or Non-maintained special school in September 2019 and it is highly likely that these children will not be able to be placed on an existing route.

**Demographic Growth - Adult Social Care (£785k overspend, no movement)**

72. The service is projecting a drawdown of £1,735k from the Adult Social Care contingency, an overspend of £785k as at Month 5, no change on the Month 4 position. The overspend is due to pressures in the cost of Adult placements, where there are indications of significant underlying growth across Mental Health and lower than anticipated mortality rates during winter 2018/19. The service have put in place a range of management action, including a further review of all high cost placements, a review of all of the block contracts to maximise occupancy rates and a review of all external income to mitigate some of the gross pressure emerging.

**Additional Better Care Fund Income (£331k, no movement)**

73. Additional Better Care Fund Income of £331k is being reflected in the contingency position for Social Care, to enable Social Care to manage the pressures outlined.

**SOCIAL CARE DIRECTORATE OPERATING BUDGETS (£24k overspend, £11k improvement)**

**Children's Services (£396k underspend, £273k improvement)**

74. The service is projecting an underspend of £396k, as at Month 5, an improvement of £273k on the Month 4 position, due to a further review of the staffing costs, and an increase in the level of grant income that has been received relating to the Troubled Families programme and improved levels of claims that are being submitted to draw down Payment by Results funding. The salary budget is projecting an underspend of £452k, which also reflects the success of the recruitment of newly qualified Social Workers. However, the service are still having difficulties recruiting Senior Social Workers and will explore the best approach to addressing this over the coming months.

**Special Educational Needs & Disabilities (£193k underspend, £13k adverse movement)**

75. The service is projecting an underspend of £193k as at Month 5, an adverse movement of £13k on the Month 4 position. The majority of this relates to an underspend in the staffing budget, where the service put on hold staff recruitment, whilst it undertook a BID review, which has now concluded and has moved to the recruitment stage.

**Adult Social Work (£780k overspend, £453k adverse movement)**

76. The service is projecting an overspend of £780k as at Month 5, an adverse movement of £453k on the Month 4 position, reflecting delays in securing income from health partners. This includes the impact of a reduction in the amount of income that the Council will receive from a number of clients funded fully or partially from the CCG, as they met the Continuing Health Care (CHC) threshold, where a recent assessment has indicated that these clients have a reduced CHC need. Additionally, a review of all S117 clients (including those not previously funded by the CCG), has indicated that there will be a shortfall in the additional income

generated when compared to the saving proposal. This shortfall can be managed in year through one off management action across the Directorate.

**Provider and Commissioned Care (£167k underspend, £204k improvement)**

77. The service is projecting an underspend of £167k as at Month 5, an improvement of £204k on the Month 4 position, due to an in depth review of projected staffing costs. It should be noted that this position includes a projected overspend of £548k on the Early Years Centres and an overspend of £229k on SEN Transport agency staffing costs, which is being mitigated by implementing the new approach to managing the Better Care Fund capital grant, where the reported position reflects a £919k positive revenue impact in 2019/20.

## Appendix B – Other Funds

### SCHOOLS BUDGET

#### Dedicated Schools Grant (£3,453k overspend, £590k adverse movement)

78. The Dedicated Schools Grant (DSG) outturn position is an in-year overspend of £3,453k at month 5, an adverse movement of £590k on the Month 4 position. This overspend is due to continuing pressures in the cost of High Needs and alternative provision placements. When the £8,492k deficit brought forward from 2018/19 is taken into account, the cumulative deficit carry forward to 2020/21 is £11,945k.

**Table 13: DSG Income and Expenditure 2019/20**

Original Budget	Budget Changes	Funding Block	Month 5			Variance (at Month 4)	Movement from Month 4
			Revised Budget	Forecast Outturn	Variance		
			£'000	£'000	£'000		
(278,655)	(414)	<b>Dedicated Schools Grant Income</b>	(279,069)	(279,069)	0	0	0
215,155	0	<b>Schools Block</b>	215,155	215,075	(80)	(80)	0
24,821	107	<b>Early Years Block</b>	24,928	24,912	(16)	(12)	(4)
3,173	14	<b>Central School Services Block</b>	3,187	3,967	780	555	225
35,506	293	<b>High Needs Block</b>	35,799	38,568	2,769	2,400	369
<b>0</b>	<b>0</b>	<b>Total Funding Blocks</b>	<b>0</b>	<b>3,453</b>	<b>3,453</b>	<b>2,863</b>	<b>590</b>
0	0	Balance Brought Forward 1 April 2018	8,492	8,492			
<b>0</b>	<b>0</b>	<b>Balance Carried Forward 31 March 2019</b>	<b>8,492</b>	<b>11,945</b>			

#### Dedicated Schools Grant Income (no variance, no movement)

79. The DSG has been adjusted to reflect the actual uptake of the free entitlement for eligible two, three and four year olds. This adjustment was based on the January 2019 census and includes a retrospective change to the 2018/19 funding, as well as a recalculation of the 2019/20 Early Years block funding. This has resulted in an increase to the Early Years block allocation following an uptake in the number of eligible children accessing the additional hours free entitlement. There has also been an amendment to the High Needs block allocation following confirmation of the import/export adjustment for 2019/20 which updates funding to reflect the local authority in which pupils with SEND are resident.

#### Schools Block (£80k underspend, no movement)

80. The Schools Block includes all funding paid directly to mainstream schools as part of their delegated budget share, including the funding recouped by the ESFA and paid to mainstream academies.
81. There is also a growth contingency fund, which is funded from the Schools Block. Schools that are expanding, in agreement with the local authority, to meet basic need pupil population growth, receive additional funding to provide financial recompense to schools throughout the relevant financial year to cover the cost of this agreed and planned growth.
82. Schools Forum took the decision to withhold growth contingency allocations for two schools due to insufficient projected pupil growth in September 2019. Based on projected Reception class numbers for September, it is therefore anticipated that there will be an underspend

relating to this allocation, however, officers are still in negotiation with one school on the level of diseconomies of scale funding that is being requested; which could significantly affect this position.

### **Early Years Block (£16k underspend, £4k improvement)**

83. Two year old funding has been adjusted to reflect the number of children accessing the free entitlement recorded on the January 2019 census. This has resulted in a decrease in funding of £140k relating to 2019/20. This potentially could cause an additional pressure in the Early Years block if the number of children accessing the free entitlement increases, as any funding adjustment will be based on numbers recorded in the January 2020 census.
84. The 3 and 4 year old funding for both the universal and the additional free entitlement has also been adjusted in July following the January 2019 census. As anticipated the funding allocation has increased as the number of children accessing the additional free entitlement has increased significantly over the past year. There was also a retrospective adjustment relating to 2018/19, however, this was lower than anticipated.

### **Central School Services Block (£780k overspend, £225k adverse movement)**

85. The adverse movement is as a result of an increase in the number of placements of looked after children. These placements are generally high cost out of borough residential placements, and if the setting is providing education, a proportion of the cost is funded from the DSG.
86. There is also a projected overspend in relation to the number of young people accessing alternative provision. The local authority currently commissions fifty places at the in-borough alternative provision setting and the historic trend is for numbers at the start of the academic year to be below this number before gradually building up. Currently numbers are projected to be in excess of the commissioned number, resulting in an additional cost pressure. As a result of this, the local authority are working with the provider to review the number of commissioned places.
87. There is also a projected overspend in the Admissions team, where the additional workload as a result of the growth in the secondary pupil population along with a secondment covering a maternity, has resulted in a cost pressure.

### **High Needs Block (£2,400k overspend £738k adverse movement)**

88. There continues to be significant pressure in the High Needs Block in 2019/20, with an increase in the number of pupils with SEN resulting in an overspend of £2,769k being projected at month 5. Putting this into context, the Department for Education recently released the latest SEN 2 Data analysis, which indicates that across England the number of pupils with a plan has grown from a baseline of 287,290 plans in 2016/17 to 353,995 plans in 2018/19 an increase of 66,705 plans over the two year period, equivalent to an increase of 23%. Additionally, the proportion of the pupil population that have a plan has increased from 3.31% in 2016/17 to 4.1% in 2018/19. There is an expectation that this trend will continue into 2019/20.
89. September has seen a further increase in the number of in-borough special schools that are now over their commissioned place number. Where a special school is over its planned place number there is a requirement to fund £10k per place plus the agreed top-up funding which is placing additional pressure on the High Needs block.
90. There is a projected overspend in expenditure on the placement of pupils with SEN in independent or non-maintained schools. Due to a continuing lack of capacity in-borough, there

is a requirement to place pupils in more costly school placements, with seventeen children commencing new placements in Independent special schools from September 2019. This is resulting in significant additional pressure on the High Needs block.

91. There was a further increase in the cohort of post-16 SEN placements in 2018/19. This increase is expected to continue in the current year, though at this stage the projection does not include detail of all September 2019 placements as the full cost implication is not yet known.
92. There has been an increase in the number of mainstream schools applying for exceptional SEN funding to address the needs of pupils before and during the EHCP process. The increase is a consequence of the increasing complexity being seen in some cases with schools needing additional resource in order to maintain the placement in mainstream provision.
93. In addition to the cost of pupils with an EHCP, the High Needs Block is now funding Extra Support Funding (ESF) as an alternative to the allocation of statutory funding for children with SEN who experience significant barriers to learning. This funding allows schools to access funding quicker to enable them to intervene early and have the greatest impact. The current projected spend on ESF in 2019/20 is £325k.

## COLLECTION FUND

94. A surplus of £538k is reported within the Collection Fund relating to a favourable position on Business Rates, which is predominantly driven by a carry forward surplus. Any surplus realised at outturn will be available to support the General Fund budget in 2020/21.
95. The Council is participating in the 75% Business Rates Retention Pilot Pool for London, which provides scope for retaining additional growth while guaranteeing the level of income the Council would have received under the existing 50% Retention system. Business Rates projections below reflect this guaranteed minimum level of surplus, with any additional funds available from the pool to be captured separately in budget setting reports as appropriate.

**Table 16: Collection Fund**

Original Budget £'000	Budget Changes £'000	Service	Month 5		Variance (As at Month 5) £'000	Variance (As at Month 4) £'000	Movement from Month 4 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
(125,113)	0	Council Tax	Gross Income	(125,113)	(125,356)	(243)	(141)	(102)
10,613	0		Council Tax Support	10,613	10,751	138	40	98
(734)	0		B/fwd Surplus	(734)	(592)	142	142	0
<b>(115,234)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(115,234)</b>	<b>(115,197)</b>	<b>37</b>	<b>41</b>	<b>(4)</b>
(110,633)	0	Business Rates	Gross Income	(110,633)	(112,723)	(2,099)	(2,090)	(9)
(5,286)	0		Section 31 Grants	(5,286)	(4,499)	770	787	(17)
51,960	0		Less: Tariff	51,960	51,960	0	0	0
8,549	0		Less: Levy	8,549	9,872	1,336	1,323	13
(302)	0		B/fwd Deficit	(302)	(884)	(582)	(582)	0
<b>(55,712)</b>	<b>0</b>	<b>Sub-Total</b>	<b>(55,712)</b>	<b>(56,274)</b>	<b>(575)</b>	<b>(562)</b>	<b>(13)</b>	
<b>(170,946)</b>	<b>0</b>	<b>Total Collection Fund</b>		<b>(170,946)</b>	<b>(171,467)</b>	<b>(538)</b>	<b>(521)</b>	<b>(17)</b>

96. At Month 5 a deficit of £37k is projected against Council Tax, which is a favourable movement of £4k from Month 4, the movement includes an improvement in Gross Income of £102k, offset by an adverse movement of £98k in Council Tax Support. The deficit is predominantly as a result of the shortfall against the brought forward surplus of £142k, offset by the net forecast variance of £105k within the current year's activity. This in year surplus represents 78% of the overall surplus shown in Appendix 1. Within this position, potential volatility in Discounts, Exemptions and the Council Tax Reduction Scheme continue to be closely monitored.
97. A £575k surplus is reported across Business Rates at Month 5, which is a favourable movement of £13k from Month 4, the favourable movement is being driven by both an improvement in Gross Rates and Section 31 Grants totalling £26k, being offset by an increase in the pressure on the Levy Adjustment of £13k. The Gross Income favourable variance of £1,693 represents 30% of the surplus shown in Appendix 2. The net surplus is driven by growth in Gross Rates due to a number of new developments in the borough being brought into rating. Within this position, potential volatility in respect of Reliefs and Appeals continues to be closely monitored.

## Appendix C – HOUSING REVENUE ACCOUNT

98. The Housing Revenue Account (HRA) is currently forecasting a drawdown of reserves of £1,224k, which is £21k more favourable than the budgeted position, with a favourable movement of £10k on Month 4. The 2019/20 closing HRA General Balance is forecast to be £17,036k. The use of reserves is funding investment in new housing stock. The table below presents key variances by service area:

**Table 17: Housing Revenue Account**

Service	Month 5		Variance (+ adv / - fav)		
	Revised Budget	Forecast Outturn	Variance (As at Month 5)	Variance (As at Month 4)	Movement from Month 4
	£'000	£'000	£'000	£'000	£'000
Rent Income	(56,186)	(55,568)	618	618	0
Other Income	(5,224)	(5,367)	(143)	(143)	0
<b>Net Income</b>	<b>(61,410)</b>	<b>(60,935)</b>	<b>475</b>	<b>475</b>	<b>0</b>
Housing Management	13,230	13,199	(31)	(15)	(16)
Tenant Services	4,411	4,507	96	88	8
Repairs	5,294	5,285	(9)	(7)	(2)
Planned Maintenance	4,255	3,703	(552)	(552)	0
Capital Programme Funding	18,820	18,637	(183)	(183)	0
Interest & Investment Income	15,385	15,568	183	183	0
Development & Risk Contingency	1,260	1,260	0	0	0
<b>Operating Costs</b>	<b>62,655</b>	<b>62,159</b>	<b>(496)</b>	<b>(486)</b>	<b>(10)</b>
<b>(Surplus) / Deficit</b>	<b>1,245</b>	<b>1,224</b>	<b>(21)</b>	<b>(11)</b>	<b>(10)</b>
General Balance 01/04/2019	(18,260)	(18,260)	0	0	0
<b>General Balance 31/03/2020</b>	<b>(17,015)</b>	<b>(17,036)</b>	<b>(21)</b>	<b>(11)</b>	<b>(10)</b>

### Income

99. As at Month 5 the rental income is forecast to under recover by £618k and Other Income is forecast to over recover by £143k, a nil movement on Month 4.

100. The number of RTB applications received in the first five months of 2019/20 was 79 compared to 70 for the same period in 2018/19, an increase of 13%. There have been 19 RTB completions in the first five months of 2019/20 compared to 17 for the same period in 2018/19. The 2019/20 RTB sales forecast for the year is the same as the budget at 60 sales.

### Expenditure

101. The Housing management service is forecast to underspend by £31k, a favourable movement of £16k on Month 4 due to delays in recruiting staff.

102. Tenant services is forecast to overspend by £96k, an adverse movement of £8k on Month 4 relating to increased forecast expenditure on salary costs.

103. The repairs budget is forecast to underspend by £9k, a minor favourable movement of £2k on Month 4.

104. The planned maintenance budget is forecast to underspend by £552k, nil movement on Month 4.

105. As at Month 5 the forecast for the capital programme funding is an underspend of £183k and this is funding the overspend on interest and investment income of £183k, which is the interest payable to MHCLG on the 2019/20 quarter 1 repayable RTB 1-4-1 capital receipts. This represents nil movement on the Month 4 position.

106. The development and risk contingency budget is forecast to break even, nil movement on Month 4.

## HRA Capital Expenditure

107. The HRA capital programme is set out in the table below. The 2019/20 revised budget is £73,419k. The 2019/20 forecast expenditure is £57,631k with a net variance of £15,788k of which £15,829k due to rephasing and a net cost overspend of £41k. The net movement from Month 4 is a reduction of £2,464k due to an increase in rephasing of projects continuing into future years.

**Table 18: HRA Capital Expenditure**

Programme	2019/20 Revised Budget	2019/20 Forecast	2019/20 Cost Variance Forecast V Revised Budget	2019/20 Project Re-Phasing	Total Project Budget 2019-24	Total Project Forecast 2019-24	Total Project Variance 2019-24	Movement 2019-24
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Major Projects (Note 1)</b>								
New General Needs Housing Stock	39,025	32,021	241	(7,245)	143,374	143,615	241	0
New Build - Shared Ownership	10,028	4,549	0	(5,479)	14,798	14,798	0	0
New Build - Supported Housing Provision	3,960	2,525	(200)	(1,235)	6,418	6,218	(200)	0
<b>Total Major Projects</b>	<b>53,013</b>	<b>39,095</b>	<b>41</b>	<b>(13,959)</b>	<b>164,590</b>	<b>164,631</b>	<b>41</b>	<b>0</b>
<b>HRA Programmes of Work</b>								
Works to stock programme	17,755	16,274	0	(1,481)	59,501	59,501	0	0
Major Adaptations to Property	2,489	2,100	0	(389)	10,204	10,204	0	0
ICT	162	162	0	0	162	162	0	0
<b>Total HRA Programmes of Work</b>	<b>20,406</b>	<b>18,536</b>	<b>0</b>	<b>(1,870)</b>	<b>69,867</b>	<b>69,867</b>	<b>0</b>	<b>0</b>
<b>Total HRA Capital</b>	<b>73,419</b>	<b>57,631</b>	<b>41</b>	<b>(15,829)</b>	<b>234,457</b>	<b>234,498</b>	<b>41</b>	<b>0</b>
Movement on Month 2	0	(2,464)	0	(2,464)	0	0	0	

**Note 1: see Annex A for a detailed breakdown of the major projects by scheme**

## Major Projects

108. The 2019/20 Major Projects programme revised budget is £53,013k. The forecast expenditure is £39,095k, with a rephasing of £13,959k forecast in 2019/20, and a cost variance of £41k during the period 2019-2024. This represents an increase in rephasing of £1,674k compared to the Month 4 position.

## New General Needs Housing Stock

109. The 2019/20 General Needs Housing Stock revised budget is £39,025k. There is a forecast re-phasing of £7,245k across the General Needs programme partly due to the commencement of some projects being later than initially expected. There has been an increase in rephasing of forecasts of £1,302k compared to Month 4 mainly due to minor delays to start on site dates for Belmore Allotments, Maple & Poplar Day Centre and Willow Tree.
110. To date 26 buybacks have been or are pending approval with each acquisition at different stages of completion. The potential buybacks are estimated to cost up to £8,308k. Note the position has been updated to reflect any buybacks that were previously submitted for approval but are no longer progressing. The cost of the buybacks will be funded from the New General Needs Housing Stock uncommitted acquisitions budget.
111. The forecast includes the approved purchase of 7 new properties on the Coleridge Way development for a combined acquisition cost of £3,289k inclusive of SDLT. The legal exchange is now complete and deposit has been paid.
112. The development at Acol Crescent consists of 33 housing units being developed of which 19 are General Needs Housing with the remaining 14 being Shared Ownership housing. The contractor has been appointed and is currently on site with the project progressing as planned. The estimated programme duration is 12 months with completion expected in the first quarter of next year.
113. The Housing programme comprising seven units of new build properties and five extensions or conversions at various sites are all now complete. The final account position remains outstanding with the contractor for the new build developments. The project is however expected to be within the approved budget.
114. Approval has recently been obtained to appoint the contractor for the redevelopment of the former Willow Tree depot into general needs housing and works are expected to start on site shortly.
115. Approval is currently being sought to appoint the main contractor for the development at Maple and Poplar Day Centre. The development will comprise of 17 units for general needs social housing and 17 units for shared ownership. Works are expected to start on site towards the end of this year.
116. Planning permission has been obtained for the mixed residential development at the former Belmore Allotments site following the need for re-consultation after a petition being lodged. The tendering process for the appointment of the construction works contractor is expected to commence shortly
117. The contractor has recently been appointed for the construction of six general needs housing units at Nelson Road. Works are expected to be complete in August 2020.
118. The £756k budget for the development at Great Benty comprising the build of 2 bungalows includes £276k to appropriate the site back to the Council's Housing Revenue Account. Planning permission has been granted for the development. The next stage will be to procure detailed design for the two bungalows and once completed will go out to tender.
119. There is a forecast cost overspend of £241k with respect to the appropriation of Bartram Close to the Council's Housing Revenue Account.

#### New Build - Shared Ownership

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120. The New Build Shared Ownership 2019/20 revised budget is £10,028k. The forecast expenditure is £4,549k with a projected rephasing of £5,477k. This is predominantly stemming from the later than anticipated construction commencement date with respect to the Woodside and Belmore developments.
121. The new build shared ownership budget comprises schemes being delivered across five sites. These are expected to deliver 109 units in total.
122. Planning permission has been received for the former Woodside day centre development. The final agreement with the GP providers with respect to the Heads of Terms are close to resolution although remains outstanding. The appointed architects have completed the design of the scheme and the tendering process is commencing.

#### New Build - Supported Housing

123. The Supported Housing Programme comprises the build of 160 mixed client group units across three different sites. The approved scheme at Yiewsley is currently under review. The scheme at Parkview has run beyond its target completion date and is now expected to become operational in October 2019. Liquidated damages continue to be held against the contractor, although this along with other aspects of the project, remain subject to a legal adjudication process.
124. The scheme at Grassy Meadow completed last year and the final account position has now been agreed with the main contractor. Some further works will need to be carried out to the entrance to improve access for residents and there may be some minor dementia centre works required to get full accreditation following inspection. The additional costs if materialised are expected to be covered by the budget set aside for project contingency and are not expected to affect the projected underspend of £200k.

#### **HRA Programmes of Work**

125. The Works to Stock revised budget is £17,755k. The forecast expenditure is £16,274k with a rephasing variance of £1,481k, an increase in rephasing on Month 4 of £790k across various work streams due to the validation, procurement and consultation timetables required to deliver these works.
126. The major adaptations revised budget is £2,489k and there is forecast rephasing of £389k as the budget is partly uncommitted at this stage of the financial year.
127. The HRA ICT revised budget is £162k and the budget is forecast to be fully spent.

#### **HRA Capital Receipts**

128. There have been 19 Right to Buy sales of council dwellings as at the end of July 2019 for a total gross sales value of £3,441k and a further 41 sales are forecast to bring the yearly total to 60, totalling £11,678k in 2019/20.
129. The application of retained Right to Buy receipts is limited by the retention agreement to a maximum 30% of the cost of replacement housing. In the event that expenditure does not meet the criteria, funds would be payable to the MHCLG. However it is expected that these monies will be paid back to the HRA in due course as Hillingdon Council has opted in to the Mayor of London's Right to Buy Ring-Fence Offer, whereby Right to Buy 1-4-1 capital receipts and interest returned to MHCLG, is re-routed back to individual councils through the GLA as a grant.

130. During 2019/20, the £11,042k receipts generated in 2016/17 could potentially become repayable unless the following expenditure profile is achieved: Q1 £11,710k, Q2 £5,675k, Q3 £8,960k and Q4 £10,462k. Cumulative expenditure on 1 for 1 replacement from previous quarters above the minimum requirement can be carried forward.

## Annex A: HRA Capital Expenditure – Major Projects breakdown by scheme

Prior Years	Scheme	Unit Numbers	2019/20 Total Revised Budget	2019/20 Total Revised Forecast	2019/20 Variance	2019/20 Cost Variance	Proposed Re-phasing	Total Project Budget 2019-2024	Total Project Forecast 2019-2024	Total Project Variance 2019-2024
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1,347	Acol Crescent Development	33	5,504	5,573	69	0	69	6,223	6,223	(0)
2,486	Housing Programme	7	35	35	(0)	(0)	0	35	35	(0)
262	Belmore Allotments	86	5,075	883	(4,192)	0	(4,192)	10,556	10,556	(0)
271	Maple and Poplar Day Centre	34	3,398	2,029	(1,369)	0	(1,369)	4,949	4,949	0
181	Willow Tree	10	2,488	1,123	(1,365)	0	(1,365)	2,761	2,761	0
84	Housing Programme - Tranche 4	14	2,286	471	(1,815)	0	(1,815)	2,617	2,616	(1)
107	Nelson Road	6	1,938	648	(1,290)	0	(1,290)	2,201	2,202	1
0	Great Benty ( <b>Note 1</b> )	2	756	489	(267)	0	(267)	756	756	0
0	Coleridge Way Acquisition	7	3,289	3,289	0	0	0	3,289	3,289	0
0	Acquisitions Including Buybacks	TBC	10,747	10,747	0	0	0	60,756	60,756	0
0	Internal Developments	TBC	10,942	10,942	0	0	0	60,951	60,951	0
0	Bartram Close ( <b>Note 2</b> )	N/A	0	241	241	241	0	0	241	241
343	Woodside Development	20	2,594	100	(2,494)	0	(2,494)	3,077	3,077	0
20,149	Grassy Meadow	88	990	790	(200)	(200)	0	990	790	(200)
12,746	Parkview	60	2,641	1,735	(906)	0	(906)	2,641	2,641	(0)
3	Yiewsley	12	330	0	(330)	0	(330)	2,787	2,787	0
<b>37,979</b>		<b>379</b>	<b>53,013</b>	<b>39,095</b>	<b>(13,918)</b>	<b>41</b>	<b>(13,959)</b>	<b>164,590</b>	<b>164,631</b>	<b>41</b>
4,120	New General Needs Housing Stock	110	39,025	32,021	(7,005)	241	(7,246)	143,374	143,615	241
960	New Build - Shared Ownership	109	10,028	4,549	(5,477)	0	(5,477)	14,798	14,798	0
32,899	New Build - Supported Housing	160	3,960	2,525	(1,435)	(200)	(1,235)	6,418	6,218	(200)
<b>37,979</b>		<b>379</b>	<b>53,013</b>	<b>39,095</b>	<b>(13,918)</b>	<b>41</b>	<b>(13,959)</b>	<b>164,590</b>	<b>164,631</b>	<b>41</b>

Note 1: Includes £276k appropriation cost for the Great Benty Site

Note 2: Includes £241k appropriation cost for Bartram Close

## Appendix D - GENERAL FUND CAPITAL PROGRAMME

131. As at Month 5 an under spend of £19,665k is reported on the 2019/20 General Fund Capital Programme of £109,207k, due mainly to rephasing of project expenditure into future years. The forecast outturn variance over the life of the 2019/20 to 2023/24 programme is an over spend of £206k.
132. General Fund Capital Receipts of £7,329k are forecast for 2019/20, with a surplus of £545k in total forecast receipts to 2023/24.
133. Overall, Prudential Borrowing required to support the 2019/20 to 2023/24 capital programmes is forecast to be under budget by £198k. This is due to a combined forecast surplus of £45k on other sources of funding (capital receipts and CIL), and an increase in grants and contributions of £359k, partially offset by net cost over spend of £206k.

### Capital Programme Overview

134. Table 19 below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in Annexes A-D to this report. Forecast for future years include capital projects and programmes of work approved by Cabinet and Council in February 2019.

**Table 19: General Fund Capital Programme Summary**

	Total Project Budget 2019-2024	Total Project Forecast 2019-2024	Total Project Variance	Movement
	£'000	£'000	£'000	£'000
Schools Programme	52,607	52,607	-	-
Self Financing Developments	79,490	79,490	-	-
Main Programme	114,682	114,982	300	-
Programme of Works	152,783	152,689	(94)	(74)
General Contingency	7,500	7,500	-	-
<b>Total Capital Programme</b>	<b>407,062</b>	<b>407,268</b>	<b>206</b>	<b>(74)</b>
<b>Movement</b>	<b>108</b>	<b>34</b>	<b>(74)</b>	

135. The revised budget has increased by £108k due to a recent award of £48k funding from Transport for London for Bridge Assessment and Strengthening and an allocation of £60k Section 106 monies for a new Highways scheme.
136. The Schools programme includes works on two primary schools expansions at Hillside and Warrender primary schools. The new buildings are complete including external works and final accounts with the contractor are under negotiation. Further adaptation works of the existing building at Hillside primary school are expected to be complete by the end of September 2019. Two secondary schools expansions are currently in progress. The new building at Vyners Secondary School is expected to be complete by October half term and the re-modelling of the existing school by the end of this year. Works at Ruislip High are underway and expected to be completed in the summer of 2020.

137. The Department for Education have awarded Hillingdon with an additional £1,356k SEND grant funding taking total funding to £4,950k over three years. Grant payments to two schools have been approved totalling £290k for the provision of extra SEND places, and other identified plans are in various stages of development.
138. The Self-Financing development programme includes £50,000k prudential borrowing to finance the housing company Hillingdon First with construction work in progress at the residential development site in South Ruislip. The programme also includes two major mixed residential developments at the former Belmore Allotments and Yiewsley pool sites. Architects have undertaken design work on the Yiewsley sites redevelopment, which includes discounted market sale housing and the provision of a new library and community centre. Options for each site are under review. A revised planning application has recently been approved for the mixed residential scheme at the former Belmore Allotments site and works are anticipated to commence on site in spring of next year, following completion of the tender process.
139. The Main programme includes major schemes such as the re-provision of Hillingdon Outdoor Activity Centre, for which options are being considered and works are not anticipated to commence on site this year. A forecast over spend of £300k is reported on the Gateway Hillingdon town centres project, due to construction costs of a rain garden in Eastcote being higher than initial design estimates. A planning application is due to be submitted shortly for the new Yiewsley leisure centre with works planned to commence on site next year. Works on various other projects are in early stages of development and forecast to continue into future years.
140. Programmes of Works include £3,000k for the new libraries refurbishment programme that has commenced at Ruislip Manor in September 2019 and two other sites are planned later in 2019/20. Refurbishment or rebuild of all other sites will be completed in future years. There are numerous schemes in various stages of progress within the Schools Conditions Building Programme and Civic Centre Works Programmes with some projects continuing into next year. There is a net under spend of £44k on completed schemes within the Environmental and Recreational Initiatives budget. An under spend of £30k is forecast on the ICT equipment capitalisation budget based on the level of commitments so far this financial year.
141. There are £1,500k contingency funds per annum over the period 2019-24 available as and when risk issues emerge.

### **Capital Financing - General Fund**

142. Table 20 below outlines the latest financing projections for the capital programme, with a favourable medium term variance of £198k reported on Prudential Borrowing.

**Table 20: General Fund Capital Programme Financing Summary**

	Revised Budget 2019/20 £'000	Forecast 2019/20 £'000	Variance £'000	Total Financing Budget 2019-2024 £'000	Total Financing Forecast 2019-2024 £'000	Total Variance £'000	Movement
Council Resource Requirement	73,250	59,684	(13,566)	297,672	297,519	(153)	(74)
<b>Financed By Prudential Borrowing</b>							
Self Financing	22,000	21,150	(850)	77,946	77,946	-	-
Invest to Save projects	3,670	3,220	(450)	8,090	8,090	-	-
Service Delivery	34,782	23,985	(10,797)	139,035	138,837	(198)	40
<b>Total Borrowing</b>	<b>60,452</b>	<b>48,355</b>	<b>(12,097)</b>	<b>225,071</b>	<b>224,873</b>	<b>(198)</b>	<b>40</b>
<b>Financed By Other Council Resources</b>							
Capital Receipts	8,298	7,329	(969)	47,101	47,646	545	(114)
CIL	4,500	4,000	(500)	25,500	25,000	(500)	-
<b>Total Council Resources</b>	<b>73,250</b>	<b>59,684</b>	<b>(13,566)</b>	<b>297,672</b>	<b>297,519</b>	<b>(153)</b>	<b>(74)</b>
Grants & Contributions	35,957	29,858	(6,099)	109,390	109,749	359	-
<b>Capital Programme</b>	<b>109,207</b>	<b>89,542</b>	<b>(19,665)</b>	<b>407,062</b>	<b>407,268</b>	<b>206</b>	<b>(74)</b>
Movement	108	(3,318)	(15,465)	108	(34)	(74)	

143. Forecast capital receipts in 2019/20 amount to £7,329k after financing transformation costs. This amount includes £1,942k General Fund share of Right to Buy (RTB) sales based on a forecast 60 RTB sales this year and sales of several identified sites, including former garages. This year's forecast has reduced by £922k due mainly to three sites now likelier to be sold in 2020/21.
144. As at the end of August, a total of £1,699k Community Infrastructure Levy (CIL) receipts (after administration fees) have been invoiced or received this financial year. This is a movement of £1,647k due mainly to two relatively large developments. The forecast for 2019/20 is an under recovery of £500k, as the profile of CIL varies depending on the timing and scale of external developments. Budgeted eligible activity exceeds the CIL forecast with spend on Highways investment, community assets through the Chrysalis Programme and other major community infrastructure such as schools meeting the criteria for application of CIL monies.
145. Forecast grants and contributions are £359k higher than the revised budget, due mainly to Capital Maintenance grant award being higher than original budget assumptions. There are £7,500k assumed Basic Needs grant for the period 2021-24 in the financing budget that are not yet confirmed.
146. The adverse movement of £40k reported on prudential borrowing is due to a reduction in forecast capital receipts, offset by under spends on Council resourced programmes.

## ANNEX A - Schools Programme

Prior Year Cost	Project	2019/20 Revised Budget	2019/20 Forecast	2019/20 Cost Variance	Forecast Re-phasing	Total Project Budget 2019-2024	Total Project Forecast 2019-2024	Total Project Variance 2019-2024	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Education and Children Services</b>										
137,159	Former Primary School Expansions	10	10	0	0	10	10	0	10	0	0
12,952	New Primary Schools Expansions	3,359	2,876	0	(483)	3,592	3,592	0	1,430	2,144	18
5,097	Secondary Schools Expansions	14,040	12,032	0	(2,008)	40,688	40,688	0	21,704	18,984	0
0	Additional Temporary Classrooms	600	0	0	(600)	4,000	4,000	0	4,000	0	0
0	Schools SRP	2,610	1,000	0	(1,610)	3,958	3,958	0	0	3,874	84
45,742	Secondary Schools Replacement	119	119	0	0	119	119	0	119	0	0
0	Meadow School	240	240	0	0	240	240	0	240	0	0
<b>200,950</b>	<b>Total Schools Programme</b>	<b>20,978</b>	<b>16,277</b>	<b>0</b>	<b>(4,701)</b>	<b>52,607</b>	<b>52,607</b>	<b>0</b>	<b>27,503</b>	<b>25,002</b>	<b>102</b>

## ANNEX B - Self Financing Developments

Prior Year Cost	Project	2019/20 Revised Budget	2019/20 Forecast	2019/20 Cost Variance	2019/20 Forecast Re-phasing	Total Project Budget 2019-2024	Total Project Forecast 2019-2024	Total Project Variance 2019-2024	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Self Financing Developments</b>										
68	Yiewsley Site Development	2,000	1,150	0	(850)	22,946	22,946	0	22,946	0	0
0	Belmore Allotments Development	0	0	0	0	4,605	4,605	0	3,061	0	1,544
0	Housing Company Financing	20,000	20,000	0	0	50,000	50,000	0	50,000	0	0
0	Woodside GP Surgery	0	0	0	0	1,939	1,939	0	1,939	0	0
<b>68</b>	<b>Total Main Programme</b>	<b>22,000</b>	<b>21,150</b>	<b>0</b>	<b>(850)</b>	<b>79,490</b>	<b>79,490</b>	<b>0</b>	<b>77,946</b>	<b>0</b>	<b>1,544</b>

## ANNEX C - Main Programme

Prior Year Cost	Project	2019/20 Revised Budget £'000	2019/20 Forecast £'000	2019/20 Cost Variance £'000	2019/20 Forecast Re-phasing £'000	Total Project Budget 2019-24 £000	Total Project Forecast 2019-24 £000	Total Project Variance 2019-24 £000	Project Forecast Financed by:		
									Council Resources £000	Government Grants £000	Other Cont'ns £000
	<b>Community, Commerce and Regeneration</b>										
7,294	Hayes Town Centre Improvements	1,980	980	0	(1,000)	1,980	1,980	0	306	318	1,356
542	Inspiring Shopfronts	253	253	0	0	353	353	0	282	0	71
3,092	Gateway Hillingdon	58	358	300	0	58	358	300	358	0	0
1,466	Uxbridge Change of Heart	530	530	0	0	530	530	0	530	0	0
27	Uxbridge Cemetery Gatehouse	134	45	0	(89)	547	547	0	547	0	0
0	New Museum	500	50	0	(450)	5,632	5,632	0	4,882	0	750
0	New Theatre	1,000	50	0	(950)	44,000	44,000	0	42,950	0	1,050
57	Battle of Britain Underground Bunker	997	747	0	(250)	997	997	0	997	0	0
0	Botwell Leisure Centre Football Pitch	0	0	0	0	200	200	0	200	0	0
0	Yiewsley and West Drayton Pool	1,300	1,300	0	0	32,000	32,000	0	31,512	0	488
723	Hillingdon Outdoor Activity Centre	3,537	850	0	(2,687)	25,777	25,777	0	0	0	25,777
23	RAGC Expansion	540	340	0	(200)	1,391	1,391	0	1,391	0	0
2	1 & 2 Merrimans Housing Project	544	100	0	(444)	619	619	0	619	0	0
10,879	Projects Completing in 2019/20:	598	559	0	(39)	598	598	0	598	0	0
<b>24,105</b>	<b>Total Main Programme</b>	<b>11,971</b>	<b>6,162</b>	<b>300</b>	<b>(6,109)</b>	<b>114,682</b>	<b>114,982</b>	<b>300</b>	<b>85,172</b>	<b>318</b>	<b>29,492</b>

## ANNEX D - Programme of Works

Prior Year Cost	Project	2019/20 Revised Budget	2019/20 Forecast	2019/20 Cost Variance	Forecast Re-phasing	Total Project Budget 2019-2024	Total Project Forecast 2019-2024	Total Project Variance 2019-2024	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
N/A	Leader's Initiative	329	329	0	0	1,129	1,129	0	1,129	0	0
N/A	Chrysalis Programme	1,124	1,124	0	0	5,124	5,124	0	5,124	0	0
N/A	Playground Replacement Programme	250	252	0	2	750	750	0	750	0	0
N/A	Libraries Refurbishment Programme	1,000	750	0	(250)	3,000	3,000	0	3,000	0	0
N/A	Leisure Centre Refurbishment	500	200	0	(300)	3,101	3,101	0	3,101	0	0
N/A	Devolved Capital to Schools	759	759	0	0	1,696	1,696	0	0	1,586	110
N/A	School Building Condition Works	4,358	2,062	0	(2,296)	10,758	10,758	0	2,164	7,600	994
N/A	Civic Centre Works Programme	2,686	2,000	0	(686)	5,428	5,428	0	5,428	0	0
N/A	Corporate Technology and Innovation	4,289	3,909	(30)	(350)	8,645	8,615	(30)	8,615	0	0
N/A	Property Works Programme	1,805	1,500	0	(305)	4,527	4,527	0	4,327	200	0
N/A	Car Park Pay & Display Machines	520	520	0	0	1,040	1,040	0	1,040	0	0
N/A	Highways Structural Works	11,537	11,202	0	(335)	43,537	43,537	0	41,263	0	2,274
N/A	Road Safety	189	189	0	0	789	789	0	789	0	0
N/A	Transport for London	5,342	4,970	0	(372)	19,234	19,234	0	0	18,488	746
N/A	Disabled Facilities Grant	2,852	2,365	0	(487)	14,560	14,560	0	0	14,560	0
N/A	PSRG / LPRG	100	80	(20)	0	500	480	(20)	250	230	0
N/A	Equipment Capitalisation - Social Care	1,172	1,172	0	0	5,860	5,860	0	0	5,860	0
N/A	Equipment Capitalisation - General	921	921	0	0	3,721	3,721	0	3,721	0	0
N/A	Public Health England Alcohol Fund	70	70	0	0	70	70	0	0	70	0
N/A	Bowls Club Refurbishments	1,034	882	0	(152)	1,034	1,034	0	1,034	0	0
N/A	CCTV Programme	503	503	0	0	1,153	1,153	0	1,153	0	0
N/A	Youth Provision	1,425	1,416	0	(9)	1,425	1,425	0	1,425	0	0

N/A	Harlington Road Depot Improvements	439	239	0	(200)	639	639	0	639	0	0
N/A	Purchase of Vehicles	7,585	5,359	0	(2,226)	10,765	10,765	0	10,765	0	0
N/A	Street Lighting Replacement	547	547	0	0	2,876	2,876	0	2,876	0	0
N/A	Environmental/Recreational Initiatives	889	750	(44)	(95)	889	845	(44)	805	40	0
N/A	Section 106 Projects	533	383	0	(150)	533	533	0	0	0	533
	<b>Total Programme of Works</b>	<b>52,758</b>	<b>44,453</b>	<b>(94)</b>	<b>(8,211)</b>	<b>152,783</b>	<b>152,689</b>	<b>(94)</b>	<b>99,398</b>	<b>48,634</b>	<b>4,657</b>

## Appendix E – Treasury Management Report as at 31 August 2019

**Table 21: Outstanding Deposits – Average Rate of Return 0.67%**

Period	Actual (£m)	Actual (%)	Benchmark (%)
Call Accounts and MMF's*	14.1	48.45	70.00
Up to 1 Month Fixed-Term Deposits	0.0	0.00	0.00
Over 1 Month Fixed-Term Deposits	0.0	0.00	0.00
<b>Total</b>	<b>14.1</b>	<b>48.45</b>	<b>70.00</b>
Strategic Pooled Funds	15.0	51.55	30.00
<b>Total</b>	<b>29.1</b>	<b>100.00</b>	<b>100.00</b>

\*Money Market Funds

147. Deposits are held with UK institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating and AAA rated Money Market funds. UK deposits are currently held in Lloyds Bank plc. There is also an allocation to Strategic Pooled Funds.
148. The average rate of return on day-to-day operational treasury balances is 0.67%. As part of the Council's investment strategy for 19/20 the Council continues to hold a total of £15m in three long-dated strategic pooled funds (£5m in each). The strategic pooled funds have a 3-5 year investment horizon with dividends being distributed periodically.
149. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, with average balances being lower than historic levels, the majority of funds need to be held in instant access facilities to manage daily cashflow. It is therefore not possible to fully protect Council funds from bail-in risk. At the end of August, 100% of the Council's day-to-day operational treasury investments had exposure to bail-in risk compared to a June benchmark average of 61% in the Local Authority sector (latest benchmark provided quarterly by the Council's treasury advisors Arlingclose). The Council's exposure reduces to 3.55% once instant access facilities are excluded from the total bail-in percentage.
150. Liquidity was maintained throughout August by placing surplus funds in instant access accounts and making short-term deposits with the DMADF. To ensure minimum cash levels were maintained, £5m short-term temporary borrowing was arranged. Cash-flow was managed by ensuring deposit maturities with the DMADF were matched to outflows and where required, funds were withdrawn from instant access facilities.

**Table 22: Outstanding Debt - Average Interest Rate on Debt: 3.21%**  
**Average Interest Rate on Temporary Borrowing: 0.63%**

	Actual (£m)	Actual (%)
<b>General Fund</b>		
PWLB	51.63	20.11
Long-Term Market	15.00	5.84
Temporary	5.00	1.95
<b>HRA</b>		
PWLB	152.07	59.24
Long-Term Market	33.00	12.86
<b>Total</b>	<b>256.70</b>	<b>100.00</b>

151. There were no scheduled debt repayments during August. Gilt yields fell further this month, which reduced the cost of potential new PWLB borrowing. However to reduce interest costs temporary borrowing was taken from a Local Authority. With the ongoing need to take further borrowing and with restrictive premiums, early repayment of debt remains unfeasible.

152. There were no breaches of the Prudential Indicators or non-compliance with the Treasury Management Policy and Practices. In order to maintain liquidity for day-to-day business operations during September, cash balances will be placed in instant access accounts and short-term deposits. In addition opportunities to take further borrowing will be monitored and taken if required.

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

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

**Table 31: Consultancy and agency assignments**

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
<b>Chief Executive's Office and Finance Directorate</b>						
Benefit Officer (HB)	03/04/2017	03/04/2017	31/03/2020	114	12	126
Senior Lawyer (ECS)	14/05/2018	14/05/2018	31/01/2020	84	57	141
Senior Lawyer(ASC)	01/10/2019	30/09/2020	30/09/2020	0	58	58
Finance Business Partner(ASC)	29/04/2019	29/04/2019	22/12/2019	29	47	76
Assistant Buyer (Procurement)	17/06/2019	17/06/2019	01/03/2020	54		54
<b>Residents Services</b>						
Senior Programme Manager	06/08/2018	23/09/2019	22/12/2019	119	30	148
Programme Manager, Capital Programme Work	14/08/2016	09/09/2019	08/12/2019	183	25	208
Housing Options and Homeless Prevention Officer	11/03/2019	14/10/2019	05/04/2020	27	26	53
Private Sector Housing Officer	01/03/2018	09/09/2019	08/12/2019	76	18	94
Housing Options and Homeless Prevention Officer	24/09/2018	19/08/2019	10/11/2019	52	10	62
Planning Service Manager	01/07/2019	01/10/2019	30/12/2019	26	29	55
Housing Options & Homeless Prevention Officers * 3	30/07/2018	21/10/2019	12/01/2020	124	31	155
Interim Pre-Applications Manager	04/06/2018	01/10/2019	23/12/2019	139	26	165
<b>Social Care</b>						
Senior Residential Worker	03/09/2018	30/09/2019	03/11/2019	48	4	53
Support Worker	03/04/2017	30/09/2019	03/11/2019	85	4	89
Support Worker	03/10/2016	30/09/2019	03/11/2019	71	2	73
Support Worker	03/04/2017	30/09/2019	03/11/2019	71	3	74
Care Worker	06/07/2016	30/09/2019	03/11/2019	93	3	96
Social Worker	26/07/2017	30/09/2019	03/11/2019	158	7	165
Approved Mental Health Worker	05/02/2018	30/09/2019	03/11/2019	86	5	91
Approved Mental Health Professional (AMHP)	03/09/2018	30/09/2019	03/11/2019	91	8	99
Approved Mental Health Worker	01/06/2015	30/09/2019	03/11/2019	287	6	293
Care Worker	05/06/2017	30/09/2019	03/11/2019	53	2	56
Care Worker	06/03/2017	30/09/2019	03/11/2019	73	3	76

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Support Worker	04/04/2016	30/09/2019	03/11/2019	99	3	102
Social Worker	05/06/2017	30/09/2019	03/11/2019	139	6	145
Social Worker	29/10/2018	30/09/2019	03/11/2019	67	7	74
Social Worker/Senior Social Worker	04/09/2017	30/09/2019	03/11/2019	150	7	157
Social Worker	04/06/2018	30/09/2019	03/11/2019	112	8	120
Night Care Worker	04/06/2017	30/09/2019	03/11/2019	65	3	68
Approved Mental Health Professional (AMHP)	04/02/2019	30/09/2019	03/11/2019	50	7	58
Nursery Practitioner	01/10/2017	30/09/2019	03/11/2019	65	3	68
Early Years Practitioner	12/09/2014	30/09/2019	03/11/2019	67	1	68
Early Years Practitioner	24/02/2014	30/09/2019	03/11/2019	81	1	82
Early Years Practitioner	06/02/2017	30/09/2019	03/11/2019	66	3	69
Early Years Practitioner	25/03/2016	30/09/2019	03/11/2019	74	3	76
Nursery Officer	05/09/2016	30/09/2019	03/11/2019	68	3	71
Early Years Practitioner	23/02/2015	30/09/2019	03/11/2019	100	3	102
Service Development & Quality Assurance Officer	01/04/2019	30/09/2019	03/11/2019	58	11	70
Social Worker (CHC)	03/01/2017	30/09/2019	03/11/2019	132	5	137
Programme Lead-Urgent & Emergency Care	01/03/2018	29/07/2019	29/09/2019	215	27	242
Team Manager	17/07/2017	30/09/2019	03/11/2019	227	10	237
Senior Social Worker	01/04/2013	30/09/2019	03/11/2019	189	8	197
Social Worker	06/04/2017	30/09/2019	03/11/2019	104	8	112
Social Worker	23/10/2017	30/09/2019	03/11/2019	137	6	143
Social Worker	16/12/2016	30/09/2019	03/11/2019	216	8	224
Social Worker	21/08/2016	30/09/2019	03/11/2019	218	8	226
Social Worker	10/07/2017	30/09/2019	03/11/2019	148	8	156
Social Worker	07/11/2016	30/09/2019	03/11/2019	227	8	235
Social Worker	04/05/2015	30/09/2019	03/11/2019	277	7	284
Social Worker	13/04/2015	30/09/2019	03/11/2019	320	8	328
Social Worker	11/07/2016	30/09/2019	03/11/2019	239	8	247
Social Worker	01/08/2015	30/09/2019	03/11/2019	271	9	280
Team Manager	27/03/2017	30/09/2019	03/11/2019	218	9	227
Social Worker	27/10/2016	30/09/2019	03/11/2019	210	8	218
Social Worker	01/12/2016	30/09/2019	03/11/2019	192	7	199
Educational Psychologist	04/02/2019	30/09/2019	03/11/2019	95	14	109
Educational Psychologist	15/11/2015	30/09/2019	03/11/2019	308	10	318
Special Needs Officer	01/12/2016	30/09/2019	03/11/2019	181	7	188
Social Worker	11/08/2014	30/09/2019	03/11/2019	410	8	418
Social Worker	01/01/2013	30/09/2019	03/11/2019	429	8	437
Social Worker	01/04/2013	30/09/2019	03/11/2019	224	8	232
Social Worker	26/08/2016	30/09/2019	03/11/2019	210	7	217
Support Worker	20/12/2015	30/09/2019	03/11/2019	100	4	104
Social Worker	04/07/2016	30/09/2019	03/11/2019	262	8	270
Social Worker	03/07/2016	30/09/2019	03/11/2019	259	9	268
Social Worker	21/11/2016	30/09/2019	03/11/2019	200	8	208
Social Worker	01/01/2013	30/09/2019	03/11/2019	425	8	433

<b>Post Title</b>	<b>Original Start Date</b>	<b>Approved From</b>	<b>Proposed End Date</b>	<b>Previous Approval £'000</b>	<b>Approved £'000</b>	<b>Total £'000</b>
Senior Social Worker	29/06/2017	30/09/2019	03/11/2019	190	8	198
Education Health and Care Officer	01/07/2017	30/09/2019	03/11/2019	105	6	111
Principal Educational Psychologist	01/08/2015	30/09/2019	03/11/2019	266	14	280
Senior Educational Psychologist	15/08/2016	30/09/2019	03/11/2019	236	14	250
Educational Psychologist	01/03/2016	30/09/2019	03/11/2019	289	15	304
Social Worker	02/07/2017	30/09/2019	03/11/2019	141	8	149
Independent Domestic Violence Advocate	01/10/2018	30/09/2019	03/11/2019	50	5	55
Senior Social Worker	30/04/2012	30/09/2019	03/11/2019	238	8	246
Practice Improvement Practitioner	08/05/2014	30/09/2019	03/11/2019	188	8	196
Child Protection Chair	01/07/2015	30/09/2019	03/11/2019	145	9	154
Senior Social Worker	21/11/2017	30/09/2019	03/11/2019	42	8	50
Senior Social Worker	19/12/2011	30/09/2019	03/11/2019	45	9	54
Social Worker	01/04/2018	30/09/2019	03/11/2019	119	8	127

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## SCHOOL CAPITAL PROGRAMME - UPDATE

<b>Cabinet Member(s)</b>	Councillor David Simmonds CBE Councillor Jonathan Bianco
<b>Cabinet Portfolio(s)</b>	Deputy Leader of the Council / Education & Children's Services Finance, Property & Business Services
<b>Officer Contact(s)</b>	Bobby Finch, Residents Services
<b>Papers with report</b>	None

## HEADLINES

<b>Summary</b>	This report provides an update on the primary and secondary school expansions, the school condition works programme and other school capital works.
<b>Putting our Residents First</b>	This report supports the Council objectives of: Our Built Environment; Our People; Financial Management  Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.
<b>Financial Cost</b>	The revised budget and forecast expenditure on the existing Schools expansions capital programme from 2019-2024 is £52,607k. Including expenditure of £200,950k incurred in prior years, total investment on the existing programme amounts to £253,557k.
<b>Relevant Policy Overview Committee</b>	Resident, Education & Environmental Services
<b>Relevant Ward(s)</b>	All Wards

## RECOMMENDATIONS

**That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

## Reasons for recommendation

School expansions will meet the changing need for school places in the Borough. Progressing the School Condition Programme will allow the necessary repair or replacement works to be progressed in the schools' to avoid the potential impact on their daily operations due to parts of the building fabric being beyond repair, or equipment which is at the end of its life. Ensuring these works are undertaken will minimise the risk of health and safety related issues or the possibility of a school closure occurring.

Developing the range and capacity of local, specialist education provision in the Borough will reduce the need to place children in out of borough schools, often at high cost and will better meet the education needs of Hillingdon children with complex needs and challenges.

## Policy Overview Committee Comments

None at this stage.

## SUPPORTING INFORMATION

### SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

#### Development of Proposals for Department for Education SEND Provision Fund

The need for additional capacity to meet the needs of children and young people with SEND is under continued consideration within the review of the Additional Needs Strategy. As previously reported, this activity is being aligned to the development of a plan to utilise capital funding which is being made available by the Department for Education (DfE) to improve and increase SEND provision. Hillingdon was originally allocated £3,594k for the Special Provision Capital Fund and this includes £678k top up which was confirmed in May 2018. The DfE in December 2018 announced that it will make an additional £100m top up to the Special Provision Capital Fund for local authorities in 2019/20. This funding is for places needed up to 2021 and the specific amount for each local authority has now been published with Hillingdon receiving a further top up of £1,356k, bringing the overall total allocation to £4,950k.

Following the review the current SEND Capital Provision Plan which was informed by the outcomes of the Additional Needs Strategy review work and the recently announced increase in SEND provision Capital Funding, the updated SEND Provision Capital Plan was published by the 31 May 2019 deadline.

Expansions using this grant include;

- Expansion of Hedgewood Special School
- Expansion of Moorcroft Special School
- Creation of 2 x SRPs at Ruislip High School (ASD & PD)
- Creation of a low arousal/sensory breakout space at Uxbridge College
- Creation of a Satellite Special School hub

## **PRIMARY SCHOOLS**

### School Places Forecast

The demand for school places in Hillingdon has been rising in recent years and is forecast to continue to change in line with national and London-wide predictions. This has largely been driven by rising birth rates, new housing developments and families moving into the Borough. Overall there is evidence of a slowdown in the demand for additional primary school places although there remain localised pockets of forecast pressure in the Uxbridge and Hayes / Yeading area. Officers are exploring options with schools to respond to the slowdown in demand for primary school places.

### Hillside Infant School

The school expansion works at Hillside Infant School consisted of adapting the existing Infant and Junior school building into a building which will be used solely by the Infant School to accommodate its increased pupil numbers. These adaptation works were completed in September 2019.

## **SECONDARY SCHOOLS**

### School Places Forecast

The forecast for secondary school places shows a longer-term sustained demand for additional places.

National Offer Day for Secondary School Places was on 1st March 2019. All residents received an offer of a school place with Hillingdon's results for school preferences the best in West London and well above average compared to London overall. In total 3,703 offers were made, an increase of 7.6% compared to last year. The recently expanded schools (Northwood, Oakwood, Swakeleys, Vyners and Ruislip High) were all full at National Offer Day.

The arrangements for the rebuild of Harlington School with an addition 1.5 forms of entry by the Education and Skills Funding Agency (ESFA) are progressing.

Officers are reviewing the refreshed annual school places forecast and will be presenting proposals to Members in the Autumn to meet future forecast needs.

### Vyners

Construction works are currently progressing well with the new classroom block due to be completed by the end of October 2019 and the overall completion date for the project is December 2019. An event to mark the official opening of the new classroom block is planned for November 2019.

## Ruislip High

The construction works to expand Ruislip High School are now well underway. The new-build element of the expansion is due to complete before the school summer holidays 2020. The internal remodelling works in the existing building and well as other remaining works are due to be completed by the start of the new school year in September 2020.

## **SCHOOLS CONDITION PROGRAMME**

### Phase 2

Phase 2 projects are being progressed, subject to the payment of the initial school contribution instalment by each school as outlined in the Management of School Maintenance Policy Document and liaison with school to agree start date with minimal disruption:

**Table 1:** School Condition Works Programme

School	Works	Status
Newnham Infants & Juniors	M&E (Heating) and Roof Lights	Completed
Oak Farm	Heating	Completed
Yeading Infants	M&E works	Completed
Lady Bankes Infants & Juniors	Horsa Huts and Canteen renovation	On site
Lady Bankes Infants & Juniors	Windows Replacement	Programme being discussed with the school
Ruislip Gardens	Roofing	Out to tender for contractor
Yeading Infant	Roofing	Out to tender for consultant
Field End Infants & Juniors	Roofing	Out to tender for consultant

**Lady Bankes Infant and Junior Horsa Hut and Canteen renovation works:** The project consists of one part of the building used as a nursery and the second and larger part a canteen and kitchen. The internal building works and works to the roof of the canteen building were completed in August 2019 in time for the start of the autumn term in September. The works to the exterior of the building will be completed at a later date to be agreed with the school.

**Lady Bankes Infant and Junior Window Replacement:** The procurement of a contractor to carry out the window replacement has been completed. The dates for the works which minimise disruption to the operation of the school are in the process of being agreed.

**Ruislip Gardens Primary Roofing Works:** The tender responses for a works contractor have been received and are currently being evaluated.

**Field End Infant and Juniors and Yeading Infant Roofing Works:** Responses to the tender to appoint a consultancy for roofing works have been received and are currently being evaluated.

### Phase 3

Officers have assessed requests received from schools for assistance with condition works that are required on their premises. Proposals have been presented to Members for consideration on potential projects that could be taken forward as part of Phase 3 of the School Condition Programme. Table 2 lists the projects where agreement to proceed was received and where the school has agreed to the contribution policy.

**Table 1:** School Condition Works Programme

School	Works	
Whiteheath Junior	Modular classroom - replacement and refurbishment	Completed
Whiteheath Junior	Roof replacement works	Out to tender for consultant
Harmondsworth Primary	Fire safety works and emergency lighting	Tender documents being prepared
Yeading Infant	Refurbishment of canteen building	Tender documents being prepared

**Whiteheath Junior Modular Classroom:** The works have been completed for the start of the school year in September.

**Whiteheath Junior Roof Replacement Works:** Responses to the tender to appoint a consultancy for roofing works have been received and are currently being evaluated.

**Harmondsworth Primary Fire Safety Works and Yeading Infant Canteen Refurbishment:** Tender documents being prepared for the works contractor.

### **PRIORITY SCHOOLS BUILDING PROGRAMME PHASE 2 (PSBP2)**

The ESFA has recently confirmed that they have re-considered options for Harlington School and are progressing the demolition and replacement of the existing school building, given the high cost to replace the existing roof. Members have agreed in principle to fund the expansion of Harlington School as part of the rebuilding of the school, by 1.5FE, a SRP and enhanced circulation space.

The desktop feasibility studies have been completed at Minet Infant/Junior and Meadow High by the ESFA appointed consultants and the control option from feasibility studies has been signed off by the ESFA PSBP Board. The ESFA are now starting to look at procurement options for the works.

### **FINANCIAL IMPLICATIONS**

The School Expansions Capital Programme revised budget is £253,557k for the period up to 2023/24 including prior years comprising £137,169k for former primary school expansions, £16,544k for new primary school expansions and £91,646k for secondary school expansions and replacements. Additionally £4,000k has been included within the programme for the provision of temporary classrooms as and when required. Further to this, £4,198k budget has

also been earmarked to support meeting the increasing demand for placements for pupils with special needs including £240k towards the provision for a larger dining hall at Meadow School.

As at month 5 the overall School Expansions Capital Programme is forecast to spend to budget, although there is a reported rephasing under spend of £4,701k in 2019/20. This is primarily resulting from works on the Secondary Schools expansions programme continuing into next year and the expectation that the 2019/20 budget set aside for temporary classrooms will not be required this year. Additionally some schemes within the SEND capital plan will be completed in future years.

The forecast for primary school places points to a reduced demand for additional places across the Borough overall. At this stage there is no proposed additional investment in primary school places beyond the expansions currently being delivered.

Previously identified additional requirement for Secondary School places are expected to be delivered through a combination of installing bulge classes, possible expansion of existing schools and a potential new free school to be delivered by the ESFA. The strategy will be updated taking into consideration the final Schools Capacity forecast for 2019.

The DfE has made £4,950k available over the financial years 2018/19 to 2020/21 to support improved SEND provision. In July, Cabinet approved grant payments of £40k to Uxbridge College and £250k to Moorcroft School. At Uxbridge College a social/sensory area will be provided and an additional classroom will be provided at Moorcroft School. Plans for the creation of a special school satellite hub are in early stages of development. It is expected that this will increase capacity and reduce out of borough placements in the future.

The 2019/20 revised budget for the Schools Condition Building Programme is £4,358k following June Cabinet approval to re-phase £2,386k from the 2018/19 programme. The funding will be utilised to deliver various schemes within Phases 2 and 3 of the programme with some works continuing into next financial year.

The Council has been successful in securing condition works to be carried out by the ESFA for five schools as part of phase 2 of the Priority Schools Building Programme. Included within this was condition works at Harlington School. The ESFA have subsequently confirmed their intention to replace the whole school building given the high cost associated with replacing the roof. Following negotiations it has now been agreed that the ESFA will re-provide the Adult Education Facility and the Community Library on the school site.

As part of the rebuild the Council has taken the opportunity to propose an expansion of the school by an additional 1.5 FE and provide additional SRP places to be created concurrent to the ESFA rebuild. The total cost of the expansion is being finalised and will be funded from the £45,785k secondary expansions budget.

## RESIDENT BENEFIT & CONSULTATION

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

Completion of the school expansion projects will result in the provision of additional school places needed for local children, which the Council has a statutory duty to provide. In addition, the completion of the other school capital projects will result in the provision of quality, fit for purpose school facilities.

Progressing the School Condition Programme allows the necessary repair or replacement works to be progressed in the school's, avoiding the potential impact on their daily operations due to parts of the building fabric being beyond economic repair, or equipment which is at the end of its life. Ensuring these works are undertaken will minimise the risk of health and safety related issues or the possibility of a school closure occurring.

### **Consultation carried out or required**

A statutory process is required for expansion of local authority maintained school premises if this will increase the capacity of the school by more than 30 pupils and by 25% or 200, whichever is the lesser. The statutory process includes publication of proposals and a statutory consultation period. Statutory proposals for the expansion of Hillside Infant and Junior schools and Warrender Primary were published for consultation on 18 January 2017 and were approved by Cabinet on 16 March 2017.

Under the School Admissions Code, the local authority as admissions authority for community schools must consult at least the school governing body on the admission number. Foundation schools and academies are their own admissions authority and set their own admission number, subject to consultation.

## CORPORATE CONSIDERATIONS

### **Corporate Finance**

Corporate Finance have reviewed this report and associated financial implications, noting that budgeted investment in this programme is to be financed through a combination of Department for Education Grant and local resources. With the majority of local investment expected to be met from Prudential Borrowing and therefore ultimately chargeable to the local Council Taxpayer.

Specific investment in additional SEND capacity through expanding the Borough's SRP capacity is expected to contribute towards the Council's broader efforts to manage the significant, unfunded pressure in High Needs expenditure within the Dedicated Schools Grant arising from the introduction of the 2014 Children's and Families Act. This forms part of the Deficit Recovery Plan jointly agreed by the Council and Schools Forum.

## **Legal**

The Borough Solicitor confirms that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary, in particular cases, to ensure that the Council's Interests are protected.

## **Infrastructure / Asset Management**

Asset Management authored this report.

## **BACKGROUND PAPERS**

NIL

## PLANNING OBLIGATIONS QUARTERLY FINANCIAL MONITORING REPORT

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning, Transportation and Recycling
<b>Officer Contact</b>	Nicola Wyatt Residents Services
<b>Papers with report</b>	<b>Appendix 1 – <u>circulated separately in A3</u></b>

### HEADLINES

<b>Summary</b>	This report provides financial information on s106 and s278 agreements up to 30th June 2019 against respective portfolio areas.
<b>Putting our Residents First</b>	<p>This report supports the following Council objective of: <i>Our Built Environment; Our Heritage and Civic Pride; Financial Management</i></p> <p>Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms and achieving the aims of the Community Strategy and other strategic documents that make up the Local Development Framework.</p>
<b>Financial Cost</b>	As at 30 June 2019 the Council holds £14,819k relating to s106 and s278 agreements. Of this £4,130k is allocated/earmarked for projects and £3,788k relates to funds that the Council holds but is currently unable to spend directly, leaving a residual balance of funds that the Council holds of £6,826k that is currently spendable and not yet allocated towards specific projects and £75k interest on interest bearing schemes. In Quarter 1, the Council has received additional income of £332k and spent £318k.
<b>Relevant Policy Overview Committee</b>	Residents, Education and Environmental Services
<b>Ward(s) affected</b>	All

### RECOMMENDATIONS

**That the Cabinet notes the updated financial information attached at Appendix 1.**

## Reasons for recommendation

Planning best practice guidance encourages local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. This report details the financial planning obligations held by the Council and what progress has and is being made in allocating and spending those funds.

## Alternative options considered / risk management

The alternative is to not report to Cabinet. However, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

## Policy Overview Committee comments

None at this stage.

## SUPPORTING INFORMATION

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 31 March 2019 (which was the subject of the report in June 2019) as well as up to 30 June 2019. Text that is highlighted in bold indicates key changes since the Cabinet report of 20 June 2019. Figures indicated in bold under the column headed 'Total income as at 30/06/19' indicate new income received and shaded cells indicate where funds are held in an interest bearing account. The table shows expenditure between 1 April and 30 June 2019 of £318k (compared to £2,814k during the previous quarter) and income of £332k (compared to £3,182k during the previous quarter) within the same period.
2. The balance of s278/106 funds that the Council held at 30 June 2019 is £14,819k. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 30 June 2019 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 30 June 2019 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.
3. In summary, of the 'total balance of funds' that the Council held at 30 June 2019 (£14,819k) £3,788k relates to funds that the Council is unable to spend and £4,130k is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of £6,826k that is currently spendable and not yet earmarked/allocated towards specific projects and £75k that relates to interest on the interest bearing schemes.

## Financial Implications

4. As at 30th June 2019 the s106/278 balance is £14,819k. This is inclusive of £3,788k which the Council holds on behalf of its partners who are responsible for project delivery e.g. NHS Property Services (formerly PCT) and TFL. A further £4,130k has been earmarked to specific projects. The residual balance of £6,826k represents amounts yet to be allocated for any specific use although projects are being put in place to utilise this balance and £75k relates to interest on the interest bearing schemes. As and when a specific interest bearing Section 106 balance is required to be returned to a developer the amount of cumulative interest since the balance was received is transferred to the scheme from the total balance of accumulated interest on interest bearing schemes and then repaid to the developer.

**Table 1 – S106/278 contributions by service area**

Service Area	Balance b/f (01/04/19)	Income Received	Total	Spend	Balance c/f (30/04/19)	Earmarked Balances	Balance Spensible not allocated
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>S278</b>							
Planning & Transportation	1,945	39	1,984	(92)	1,892	1,892	0
<b>S106</b>							
Planning & Transportation	4,409	183	4,592	(182)	4,410	2,974	1,436
Central Services, Culture & Heritage	155	0	155	(0)	155	88	67
Community, Commerce & Regeneration	2,555	0	2,555	(0)	2,555	1,177	1,378
Education & Children Services	180	0	180	(0)	180	0	180
Environment	2,378	110	2,488	(44)	2,444	540	1,904
Housing, Social Services & Health	3,108	0	3,108	(0)	3,108	1,245	1,863
Interest on interest bearing schemes	75	0	75	(0)	75	75	0
<b>Sub-Total (S278/106)</b>	<b>14,805</b>	<b>332</b>	<b>15,137</b>	<b>(318)</b>	<b>14,819</b>	<b>7,993</b>	<b>6,826</b>
Less: Sums held on behalf of partners	3,780	8	3,788	(0)	3,788	3,788	0
<b>Total LBH Balances</b>	<b>11,025</b>	<b>324</b>	<b>11,349</b>	<b>(318)</b>	<b>11,031</b>	<b>4,205</b>	<b>6,826</b>

5. Table 1 provides additional detail of the s106/278 contributions in accordance to service area. In Quarter 1, additional income received in s106/278 monies was £332k, whilst expenditure totalling £318k was financed by the contributions.

6. The unallocated balance of £6,826k represents amounts yet to be formally allocated for specific projects and this has increased by £96k from the previous quarter due to recent

contributions received that have not been allocated to specific schemes. Proposals are in various stages of development to utilise the unallocated balances. These are generally required to be spent towards the following areas and within the specific terms identified in the individual agreements:

**Table 2 - S106 unallocated balances breakdown**

<b>Category</b>	<b>£'000</b>
Affordable Housing	1,863
Air Quality	608
Carbon Reduction	384
Community Facility	631
Economic Development	231
Libraries	21
Nature Conservation	606
Public Realm / Town Centres	649
Schools	180
TFL / Highways	584
Training Schemes	1,069
<b>Total</b>	<b>6,826</b>

7. From the above formally unallocated balances, those relating to affordable housing can potentially be utilised towards the planned residential development at the former Belmore Allotments site and other housing developments. Other balances are expected to be used towards the TFL LIP programme, town centre initiatives and schools expansion programme.

8. Officers will continue to review the applicability of unallocated balances within existing and proposed capital and revenue budgets in order to minimise the impact on the Council's internal resources.

9. Contributions which are not spent within the designated time frame may need to be returned to the developer. As at end of June 2019 it has been identified that £117k needs to be spent within twelve months, i.e. 30th June 2020.

10. There is a balance totalling £6k for which the time limit has expired and was not able to be spent within the terms of the existing agreement. This may, therefore, need to be returned.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate Finance has reviewed this report, noting that schemes have not yet been identified to utilise £6,826 Section 106 / 278 Contributions received from developers to support investment in local infrastructure. As outlined in the financial implications above, proposals are in various stages of development to utilise these balances and officers will continue to review the

applicability of these unallocated balances to ensure that where appropriate these are deployed to support existing or planned expenditure.

## **Legal**

There are no specific legal implications arising from the recommendation which asks the Cabinet to note the current status on the receipt and expenditure of S106 monies. The monies referred to in this report are held by the Council for the purposes specified in each of the relevant legal agreements. Such monies should only be spent in accordance with the terms of those agreements. Where monies are not spent within the time limits prescribed in those agreements, such monies and interest accrued should be returned to the payee. Where officers are unsure whether monies held pursuant to particular agreements can be used for particular purposes, Legal Services should be consulted for advice on a case by case basis.

## **Corporate Property and Construction**

There are no Corporate Property and Construction implications arising from the recommendation in the report.

## **BACKGROUND PAPERS**

District Auditor's "The Management of Planning Obligations" Action Plan May 1999  
Monitoring Officers Report January 2001  
Planning Obligations Supplementary Planning Document Adopted July 2008 and revised 2014  
Planning Obligations Quarterly Financial Monitoring Report to Cabinet June 2019

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