

## Minutes

### CABINET

Thursday, 14 November 2019

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



Published on: 15 November 2019

Decisions come into effect on from: 22 November 2019

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

Ray Puddifoot MBE

David Simmonds CBE

Jonathan Bianco

Douglas Mills

Keith Burrows

Richard Lewis

Susan O'Brien (Ex-Officio Member of the Cabinet)

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

Henry Higgins

John Riley

Wayne Bridges

Nick Denys

Simon Arnold

Jane Palmer

Peter Curling

Peter Money

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

Apologies were received from Councillor Philip Corthorne.

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

No interests were declared at the meeting.

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

The decisions and minutes of the Cabinet meeting held on 24 October 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. STATEMENT BY THE LEADER OF THE COUNCIL**

In relation to a report on the agenda, Councillor Ray Puddifoot MBE, the Leader of the Council, announced that a motion had been submitted by Councillor Jonathan Bianco to the January 2020 Council meeting seeking to declare a climate emergency. It was noted that a number of councils across the UK, along with Parliament itself, had made similar policy declarations.

The motion would propose that the Council adopts new, ambitious targets to become both carbon neutral and achieve 100% clean energy across its services by the year 2030. It would also set out how Hillingdon's Elected Members, staff and residents would be engaged in this important long-term objective to tackle climate change locally. It was noted that such a motion would support the views of over 1000 local residents who signed a petition on the matter, earlier in the year.

Councillor Puddifoot sought to invite all Members of the Council to consider their support for the motion in the New Year.

## **5. REVIEW BY THE SOCIAL CARE, HOUSING & PUBLIC HEALTH POLICY OVERVIEW COMMITTEE INTO UNIVERSAL CREDIT: LIKELY FAVOURABLE AND ADVERSE IMPACTS, RISKS AND LOCAL PARTNERSHIP RESPONSE**

*The Chairman of the Social Care, Housing & Public Health Policy Overview Committee, Councillor Jane Palmer, presented the Committee's review to Cabinet which was warmly welcomed.*

### **RESOLVED:**

- 1. That Cabinet welcomes the Committee's findings and recommendations from their review into the introduction of Universal Credit in Hillingdon, a national initiative led by the Department for Work and Pensions.**
- 2. That Cabinet notes the good preparations, effort and staff training in place which has enabled the Council to provide effective support to residents where Universal Credit rolled out by the Department for Work and Pensions has impacted on their housing and related budget management.**
- 3. Notes the Committee's concerns regarding the more vulnerable residents that apply for Universal Credit and requests that the Universal Credit Project Group considers the following areas for possible further investigation or improvement:**
  - I. Strengthen collaborative work between key partnerships such as the DWP, CA, MIND and Council Officers;**
  - II. Explore other opportunities that may lead to IT assistance for claimants who have a lack of access to IT to apply for Universal Credit and courses to develop basic IT skills that are relevant;**

- III. **Develop clear processes/ procedures for signposting people to the right services and agencies through liaison and establishing key accountabilities of each organisation;**
- IV. **Explore and develop further ways to increase awareness of debt management of claimants and ensuring that this is monitored by the relevant agencies appropriately.**
- V. **Appropriate training be provided to staff across the Council so that officers are able to refer residents to the right services and agencies.**

- 4. **Request that the Committee and relevant Cabinet Members receive a further report on the Council's efforts in 6 – 12 months, with regard to claimant statistics and their experience - this being one year on after its roll-out began.**

#### **Reasons for decision**

Cabinet considered the in-depth report of the Committee following its review into Universal Credit. Cabinet noted the Committee's findings, including the good preparation put in place by the Council, where the migration to Universal Credit had impacted on residents' housing and related budget management. Cabinet welcomed the recommendations aimed externally to better signpost and support claimants as part of their application and transition to Universal Credit. Cabinet Members welcomed a further review once Universal Credit had been fully implemented.

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

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

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

Mark Billings and Debbie Welller, Rod Smith, Residents Services (Implementation)  
Anisha Teji (Monitoring)

#### **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. OLDER PEOPLE'S PLAN UPDATE**

#### **RESOLVED:**

**That Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during the first half of 2019-20 to improve the quality of life, health and wellbeing of older people in Hillingdon.**

#### **Reasons for decision**

Cabinet welcomed the work undertaken as part of the Older People's Action Plan during the year, aimed at improving the lives of older residents in the Borough. The wide range of initiatives to support older people were mentioned by the Leader of the Council, including a more recent focus on people with dementia.

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

None.

### **Officer to action:**

Kevin Byrne, 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. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 6**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the budget position as at September 2019 (Month 6) as outlined in Table 1.**
- 2. Note the Treasury Management update as at September 2019 at Appendix E.**
- 3. Continue the delegated authority up until the December 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 24 October 2019 and 14 November 2019 Cabinet meetings, detailed at Appendix G.**
- 4. Approves re-phasing of £24,297k General Fund capital expenditure and associated financing budgets into later years of the capital programme.**
- 5. Accept the GLA grant of £1,700k (£100k per property) for the use on new build general needs housing stock within the HRA capital programme 2019-24.**
- 6. Accept an additional London Crime Prevention Fund (LCPF) grant allocation of £290k in 2019-2021 for Violence Reduction Unit funded activities.**
- 7. Accept various grant funding relating to Flood Protection as follows:**
  - a. Accept £100k and £25k from the Environment Agency, Thames Regional Flood and Coastal Committee.**
  - b. Accept £30k grant funding from the Greater London Authority.**
  - c. Accept £20k and £8k of grant funding from the Department for Environment, Food and Rural Affairs.**
  - d. And agree to delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the**

**Leader of the Council and Cabinet Member for Finance, Property and Business Services, to appoint contractors from the grant monies accepted.**

- 8. Approve the acceptance of funding for the Rough Sleeping Cold Weather Fund and EEA National Rough Sleepers of £354,039 (provisional allocation) for 2019/20.**
- 9. Release £6k from General Fund Contingency to refresh lamppost banner designs across the Borough.**
- 10. Release of £60k from Priority Growth for Patrol Officers at Little Britain Lake (£20k in 2019/20)**
- 11. Approve the introduction of a new charge for annual Car Parking Season Tickets at Grainges Basement Car Park of £1,500 (including VAT) for Residents and £1,680 (including VAT) for Non-Residents. A monthly charge, exclusively for Residents, of £125 (including VAT) is also proposed.**
- 12. Formally approves the allocation of the Strategic Investment Pot (SIP) 2019/20, part of the London Business Rate Pilot Pool, to the individual projects set out in the report and communicates this decision to the Lead Authority (City of London Corporation).**

### **Reasons for decisions**

Cabinet was informed of the latest Month 6 forecast revenue, capital and treasury position for the current year 2019/20 to ensure the Council achieved its budgetary and service objectives. Cabinet welcomed the projected underspend in the General Fund to-date and the Council's sound financial position.

Cabinet made a number of other financial related decisions, including the re-phasing of capital expenditure, acceptance of external grants for housing, community safety, flooding and rough sleeping. Cabinet also approved investment in new Park Patrol officers for Little Britain Lake and a new Annual Car Park Season Ticket at the Grainges Multi-Storey in Uxbridge, aimed at residents living in car free developments.

An addendum was tabled at Cabinet to provide for the Council's formal approval to economic development projects as part of the London Business Rate Pool Pilot Single Investment Pot.

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

None.

### **Officer to action:**

Paul Whaymand, Finance

### **Classification: Public**

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

**8. THE COUNCIL'S ENERGY PROCUREMENT 2020-2024: MOVING TOWARDS NET ZERO CARBON EMISSIONS**

**RESOLVED:**

**That Cabinet:**

- 1. Authorise the Council to enter into a Customer Access Agreement for the Pan London Energy Project (LEP) / Laser Frameworks (Y18002 & Y18003) to procure the Council's gas and electricity for the supply period commencing April 2020. The framework end date is 30th September 2024 with an option to extend for a further year until 30th September 2025.**
- 2. Authorise the Council to enter into call off contracts with the suppliers under the framework: Corona Energy (gas) and Npower (electricity) for a supply period commencing 1st April 2020 for an initial period of two years and thereafter on a rolling basis until 31st March 2024 or framework end date unless terminated or extended under the provisions of the call off contract and framework customer access agreement. The estimated total cost of the contract is £18,399,246.**
- 3. Approve that the Council's total electricity requirement be supplied under the terms of the framework and call off contract from REGO (Renewable Energy Guarantees of Origin) certified renewable sources at an estimated cost of £12k per annum (this cost is included in the estimated contract figure in recommendation 2).**
- 4. Authorise the Corporate Director of Finance, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services, to allocate the Council's energy supplies to an appropriate 'risk product' (energy buying strategy) offered under the framework and select an appropriate framework service fee.**

**Reasons for decision**

Cabinet agreed to use the Pan London Energy Project Framework and energy contracts for its corporate energy supply that would mitigate the risk of increasing energy prices and deliver an enhanced service specification to support the Council's energy management objectives.

As part of this, Cabinet agreed the supply of 'green' certified 100% renewable electricity to support moving forward to meeting a net zero carbon emissions target and tackling climate change.

**Alternative options considered and rejected**

Cabinet could have decided not to renew energy contracts or that the Council undertake its own direct award, however, this would have exposed the Council to financial risk going forward and reduced benefits.

**Officer to action:**

Richard Coomber, 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).*

**9. TENDER FOR THE MANAGEMENT OF THE COUNCIL'S SPORT & LEISURE FACILITIES**

**RESOLVED:**

**That Cabinet:**

- 1. Accept the tender from Greenwich Leisure Limited and, subject to the delegation in recommendation 6, enter into the Management Agreement and all related and ancillary documents, for the provision of Leisure Centre Management to the London Borough of Hillingdon from the period 23rd February 2020 to 1st March 2030 (with permitted contract extensions up to a maximum of a further 5 years as referred to in recommendation 4 below) and at the management fee value set out in the report.**
- 2. Agree that this includes the operating sites of Hillingdon Sports and Leisure Complex, Botwell Green Sports and Leisure Centre, Highgrove Pool and Queensmead Sports Centre.**
- 3. Authorise the grant of a 10 year lease for the same period of time of the contract (including any agreed extension periods), in respect of the properties detailed in recommendation 2 above (excluding Queensmead Sports Centre), and upon terms finalised by the Head of Property and Estates under delegated authority, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services.**
- 4. Furthermore, agree that this includes the provision to extend the contract and lease with Greenwich Leisure Limited for a further period or periods of up to five years, and delegates approval for any extensions to the Leader of the Council and Cabinet Members for Finance, Property and Business Services and Central Services, Culture and Heritage, in consultation with the Deputy Chief Executive and Corporate Director of**

**Residents Services and subject to satisfactory performance and commercial terms.**

- 5. Agree that, subject to the agreement of a suitable proposal and management fee between the Council and Greenwich Leisure Limited, the option to vary the contract and lease to include the planned new leisure centre in West Drayton. That on the Council's side, that such a decision be agreed by the Leader of the Council and Cabinet Members for Finance, Property & Business Services and Central Services, Culture & Heritage, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services.**
- 6. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services and the Corporate Director of Finance authority to finalise the management agreement and all associated and ancillary documents (including the Agency Agreement referred to in recommendation 8) required to be entered into to give effect to the proposed arrangements, whilst noting the continued engagement of a specialist advisors.**
- 7. Agree in principle the application of capital investment of £2.25m for the projects detailed in the capital investment proposal appendix, Table 1, noting that capital projects remain subject to the Council's established capital release process.**
- 8. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services and the Corporate Director of Finance authority to finalise the Agency Agreement and all related warranties and construction documents to give effect to Greenwich Leisure Limited's capital works proposals.**
- 9. Delegates any further necessary decisions required on the implementation of the new leisure management contract and transitional arrangements to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Members for Finance, Property & Business Services and Central Services, Culture & Heritage.**

### **Reasons for decision**

Cabinet received a comprehensive report, detailing the outcome of the tendering exercise for the management of all the Council's Sports & Leisure facilities across the Borough. Cabinet reviewed the tender evaluation process undertaken, the financial implications, the outcome and the recommended bid put forward by officers. After due consideration of all the information, Cabinet agreed to accept the tender from Greenwich Leisure Limited for an initial ten year period, with the option for a further five years.

Cabinet agreed to delegate the later decisions required for the efficient operational implementation of the new contractual and lease arrangements with Greenwich

Leisure Ltd. Cabinet welcomed the proposed new capital investment in all the Borough's leisure centres, along with the ability for contractual arrangements to later incorporate the planned new state-of-the-art facility in West Drayton.

Cabinet noted that the provider would support the sport and health priorities of the Council and continue the provision of core community services, such as free swimming for older residents, disability groups and medical referrals.

Cabinet welcomed the Council's continuing investment in sport and leisure.

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

Cabinet could have decided to bring all such services in-house, but considered this not a viable option economically in the current climate. Having multiple operators for the Leisure sites was discounted by Cabinet in order for the Council to achieve economies of scale and generate a better financial return whilst delivering a consistency of service to residents across all sites.

### **Officers to action:**

Paul Richards & Nicky McDermott - 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).*

## **10. IMPORTED FOOD OFFICE AT HEATHROW AIRPORT: LEASE RENEWAL**

### **RESOLVED:**

**That the Cabinet authorises the renewal of a lease of offices at 550 Building Shoreham Road East, Heathrow Airport to enable the Imported Food Office to continue to deliver the service from these premises. The lease is to be for a term of 5 years from 1st January 2020 at a fixed, all inclusive rent of £102,000 per annum and on the same main terms as the existing lease.**

### **Reasons for decision**

Cabinet noted the Council's statutory duty to clear imported food arriving into the United Kingdom at Heathrow Airport which has been delivered from offices on Shoreham Road East. Cabinet agreed the renewal of the lease to enable the Imported Food Office to continue to deliver the service from the premises, noting that such costs would be reimbursed by the Government.

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

Cabinet could have considered alternative accommodation located either elsewhere on the airport or at a fringe location.

**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.*

**11. SEMI-INDEPENDENT LIVING SERVICES CONTRACT**

**RESOLVED:**

**That the Cabinet accepts the single tender (via direct call off from the West London Alliance (WLA) Semi Independent Living framework list) from P3 for the provision of Semi Independent Living Services to the London Borough of Hillingdon for a three and a half year period until 31 March 2023 at a value of £2,034,158.**

**Reasons for decision**

Cabinet noted the Council's statutory role under the Children Act 1989 and Children (Leaving Care) Act 2000, to help young people in the Council's care make successful transitions to adulthood and independent living. Cabinet agreed a contract for the provision of good quality accommodation and support to discharge the Council's duties.

**Alternative options considered and rejected**

Cabinet could have decided to go out to full tender for the Semi-Independent Living service but discounted this for the reasons set out in the report.

**Officer to action:**

Darren Thorpe – 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.*

## 12. VOLUNTARY SECTOR LEASE: HILLINGDON NEIGHBOURHOOD WATCH

### RESOLVED:

*That Cabinet agrees the rent and terms set out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this 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 a licence for Hillingdon Neighbourhood Watch to part use the Farmhouse at the Manor Farm Complex, 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:

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).*

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

No additional items were considered by the Cabinet.

The meeting closed at 7.29pm.

---

### **\*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.

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

**from 5pm, Friday 22 November 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.

---

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](#).