

## Minutes

### **CABINET**

**Thursday, 12 March 2020**

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



**Published on: 13 March 2020**

**Decisions come into effect on from: 20 March 2020**

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

Ray Puddifoot MBE (Chairman)  
Jonathan Bianco (Vice-Chairman)  
Philip Corthorne  
Douglas Mills  
Susan O'Brien  
Jane Palmer  
Duncan Flynn (Ex-Officio Member of the Cabinet)

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

Henry Higgins  
John Riley  
Wayne Bridges  
Nick Denys  
Simon Arnold  
Peter Curling  
Peter Money

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

Apologies were received from Councillor Keith Burrows and Councillor Richard Lewis.

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

No interests were declared by Members present.

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

The decisions and minutes of the Cabinet meeting held on 13 February 2020 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. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 10**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the budget position as at January 2019 (Month 10) as outlined in Table 1.**
- 2. Note the Treasury Management update as at January 2020 at Appendix E.**
- 3. Continue the delegated authority up until the March 2020 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 13 February 2020 and 12 March 2020 Cabinet meetings, detailed at Appendix F.**
- 4. Agree to the appropriation of land at the former Great Benty garage site from the General Fund to the Housing Revenue Account to be developed as general needs housing.**
- 5. Approve a virement of £55k from the General Fund capital contingency budget to the ICT Equipment capitalisation budget for the purchase of 20 electronic point of sale (EPOS) tills at libraries throughout the Borough.**
- 6. Accepts the Environment Agency Grant of £25k for the implementation of minor flood alleviation measures at Pinn Meadows, Ruislip.**
- 7. Confirm that the following Fees and Charges for services at Breakspear Crematorium are to be implemented for all service users with effect from 1 April 2020:**
  - a. Scattering of Ashes: £57**
  - b. Trees & Shrubs – Rose Trees including five year lease:£352**
  - c. Trees & Shrubs – Ornamental Shrubs including ten year lease £433**
  - d. Memorial Cards – 2 line entry: £47**
  - e. Memorial Cards – 5 line entry: £68**
- 8. 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 B&M Yiewsley (£47,900).**

#### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2019/20 to ensure the Council achieved its budgetary and service objectives. Additionally, Cabinet made a property decision to increase local housing supply, accepted gift funding to assist with an upcoming development in the Borough, transferred monies for new electronic tills at libraries, accepted funding from the Environment Agency for minor flood measures at Pinn Meadow and re-confirmed the fees and charges at the Breakspear Crematorium.

#### **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.*

**6. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT**

**RESOLVED:**

**That the Cabinet notes the updated financial information.**

**Reasons for decision**

Cabinet noted the report which detailed the financial planning obligations received by developers and held by the Council.

**Alternative options considered and rejected**

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

**Officer to action:**

Nicola Wyatt, 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. CONTRACT AWARD: CCTV SERVICE, MAINTENANCE, REPAIR & UPGRADES**

**RESOLVED:**

**That Cabinet:**

- 1. Accept the tender from DSSL Group Ltd to undertake CCTV Service, Maintenance, Repair & Upgrades at Corporate and Housing sites across the Borough, inclusive of Town Centres, Libraries and Green Spaces for a 3 year period and at an estimated annual contract value of £121,908.**
- 2. Furthermore, agrees that this includes the provision to extend the contract for 1 + 1 year periods (up to 5 years in total), delegating approval of any extension to the Leader of the Council and Cabinet Member for Community, Commerce and Regeneration, in consultation**

**with the Deputy Chief Executive and Corporate Director of Residents Services.**

### **Reasons for decision**

Cabinet welcomed the Council's ambitious programme that had upgraded the Borough's CCTV infrastructure and cameras using the latest digital and high definition technology as a key tool to tackle anti-social behaviour and crime. To ensure the continued maintenance, repair and future upgrades required, Cabinet accepted the most economically advantageous tender following a procurement exercise.

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

Cabinet could have purchased any maintenance or repairs on an ad hoc basis, but this was not recommended.

### **Officers to action:**

Gary Penticost / Fran Gates, Residents Services

### **Classification: Private**

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## **8. CONTRACT AWARD: SERVICING, GAS SAFETY CHECKS AND MAINTENANCE OF THE COUNCIL'S DOMESTIC 'IN-DWELLING' HOUSING PROPERTIES**

### **RESOLVED:**

**That the Cabinet:**

- 1. Accept the tender from British Gas Social Housing Ltd trading as PH Jones to deliver the Servicing, Gas Safety Checks and Maintenance of the Council's Domestic (in-dwelling) housing properties for 4 year period at a value of £897k per annum.**
- 2. Furthermore, agrees that this includes the provision to extend the contract for 1 + 1 year periods (up to 6 years in total), delegating approval of any extension to the Leader of the Council and Cabinet Member for Finance, Property & Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services.**

## **Reasons for decision**

Cabinet accepted a tender for Gas Servicing Safety Checks and maintenance of the Council's Domestic housing properties.

## **Alternative options considered and rejected**

None, as the Council had a duty to maintain the gas installation in its tenanted properties in a safe condition.

## **Officer to action:**

Gary Penticost – Residents Services

## **Classification: Private**

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## **9. CONTRACT AWARD: HOMECARE, OUTREACH, EXTRA CARE AND SPECIALIST SUPPORT SERVICES FOR ADULTS**

### **RESOLVED:**

**That the Cabinet:**

- 1. Accepts the tender from CCS Homecare Services Ltd for Lot 1 of the provision of Community Based Care and Support Services to the London Borough of Hillingdon for a five year period from the 1 May 2020 to the 30 April 2025 and at a value of £73,538,775;**
- 2. Furthermore, agrees that this includes the provision to extend the contract for a 2 year period (up to 7 years in total), delegating approval of any extension to the Leader of the Council and the Cabinet Member for Social Care, Health and Wellbeing, in consultation with the Corporate Director of Social Care;**
- 3. Agrees not to proceed with the award of a new contract for Lot 2 of the tender at this time and;**
- 4. Approves, in order to ensure continuity of care whilst further market and provider development is undertaken, the extension of the current contracts forming part of Lot 2, which has an annual value of £9.67m.**

### **Reasons for decision**

Following a competitive tender exercise for Homecare, Outreach, Extra Care and Specialist Support Services for Adults, Cabinet accepted a tender from CCS Homecare Services Ltd to be the primary provider for care services in the North of the Borough, including borough-wide specialist services and specialist extra care services.

Cabinet did not accept a new tender for such services in the South of the Borough and agreed to continue with the current contractual arrangements in place for continuity of service.

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

Cabinet could have continued with current contractual arrangements across the whole Borough, but this was not recommended.

### **Officer to action:**

Sandra Taylor / Darren Thorpe – Social Care

### **Classification: Private**

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## **10. CONTRACT AWARD: SEMI INDEPENDENT LIVING SERVICES FOR YOUNG PEOPLE**

### **RESOLVED:**

**That the Cabinet accepts the single tender (via direct call off from the West London Alliance Semi Independent Living framework list) from YMCA West London for the provision of Semi Independent Living Services to the London Borough of Hillingdon for a 3 year period from 1st April 2020 to 31st March 2023, and at a total value of £772,629.**

### **Reasons for decision**

Following a review of the Semi Independent Living services commissioned for 16-24 year olds, Cabinet accepted a single tender from YMCA West London for supported living services at St. Andrews, Uxbridge.

## **Alternative options considered and rejected**

Cabinet could have decided to exercise a full tender process for such services, but this was not recommended.

### **Officers to action:**

Sandra Taylor / Darren Thorpe – Social Care

### **Classification: Private**

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## **11. CONTRACT EXTENSION: COMMUNITY EQUIPMENT SERVICE FOR RESIDENTS**

### **RESOLVED:**

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

- 1. Agrees an extension of the current contract with Medequip Assistive Technology Ltd for the provision of a Community Equipment Service to the London Borough of Hillingdon for 1 year from 1st April 2020 to the 31st March 2021 at an approximate cost of £1.3m.**
- 2. Agrees for the continued participation of the London Borough of Hillingdon in the London Consortium during the tender process, noting that the market analysis, tender development, tender award and mobilisation to be completed during the 1 year extension at a cost of approximately £9.8k for Consortium fees; and that the tender process will be administered by the Westminster City Council.**

### **Reasons for decision**

Cabinet approved the one year extension to the existing Medequip contract for community equipment services in residents' homes. Cabinet also agreed to participate in an upcoming pan-London procurement exercise for such services going forward.

## **Alternative options considered and rejected**

None.

**Officer to action:**

Sandra Taylor / Darren Thorpe – Social Care

**Classification: Private**

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**12. PROPERTY TRANSACTIONS: DISPOSAL OF GARAGE SITES ADJACENT TO 1 EVELYNS CLOSE, YIEWSLEY AND REAR OF VERNON DRIVE, HAREFIELD**

**RESOLVED:**

**That Cabinet:**

- 1. Declare the following garage sites surplus to requirements:**
  - a) Land and garages adjacent to 1 Evelyns Close, Yiewsley including part of the front garden of 1 Evelyns Close.**
  - b) Land and garages rear of Vernon Drive, Harefield**
- 2. Authorise the disposal of the sites at auction, both sites having planning consent for the development of two residential properties on each site. The sites are to be sold as a long leasehold, on a 125 year lease, with the freehold transferred upon completion of the development.**
- 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, all subsequent decisions regarding the sale of both sites.**

**Reasons for decision**

Cabinet agreed to declare two garage sites in the Borough surplus to requirements and approved their disposal at auction, noting the sites had planning consent for housing use.

**Alternative options considered and rejected**

Cabinet could have developed the sites itself, or instead sold them to Hillingdon First Limited, the Council's Property Company.



**Officer to action:**

Julia Thompson - Residents Services

**Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.20pm.

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

**All decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet's decisions. Therefore, these decisions can be implemented by officers upon the expiry of the scrutiny call-in period which is from:

**5pm, Friday 20 March 2020.**

Officers to action the decisions are indicated in the minutes.

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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:

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Democratic Services: 01895 250636

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