



HILLINGDON
LONDON



Virtual Social Care, Housing and Public Health Policy Overview Committee

Councillors on the Committee

Philip Corthorne (Chairman)
Heena Makwana (Vice-Chairman)
Judith Cooper
Alan Deville
Tony Eginton (Opposition Lead)
Janet Gardner
Becky Haggar
Paula Rodrigues
Steve Tuckwell

Date: TUESDAY, 9 FEBRUARY
2021

Time: 7.00 PM

Venue: VIRTUAL - LIVE ON THE
COUNCIL'S YOUTUBE
CHANNEL: HILLINGDON
LONDON

**Meeting
Details:** Virtual meeting.

This agenda is available online at:
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camera and scan the code below:



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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

Terms of Reference

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

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

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

1. Social care services for children, young persons and children with special needs
2. Oversee the Council’s Corporate Parenting responsibilities
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People’s Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
10. Encouraging a fit and healthy lifestyle
11. Health Control Unit, Heathrow
12. Encouraging home ownership
13. Social and supported housing provision for local residents
14. Homelessness and housing needs
15. Home energy conservation
16. National Welfare and Benefits changes

Agenda

- 1 Apologies for Absence and to report the presence of any substitute Members
- 2 Declarations of Interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 8
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 5 Housing Briefing (Update on Housing Stock and the Zero Carbon Commitment) Verbal Update
- 6 The Committee's Next Review Topic - Ideas/Selection Phase 9 - 16
- 7 Forward Plan 17 - 28
- 8 Work Programme 29 - 32

Minutes

SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

14 January 2021

VIRTUAL



HILLINGDON
LONDON

	Committee Members Present: Councillors Philip Corthorne, Heena Makwana (Vice-Chairman), Judith Cooper, Alan Deville, Tony Eginton (Opposition Lead), Janet Gardner, Becky Haggar, Paula Rodrigues and Steve Tuckwell
34.	ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>) RESOLVED: That Councillor Corthorne be elected as Chairman of the Social Care, Housing and Public Health Policy Overview Committee for the remainder of the 2020/2021 municipal year.
	The meeting, which commenced at 8.02 pm, closed at 8.12 pm.

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

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Minutes

SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

19 January 2021

Meeting held at VIRTUAL - Live on the Council's
YouTube channel: Hillingdon London



	<p>Committee Members Present: Councillors Philip Corthorne (Chairman) Heena Makwana (Vice-Chairman) Judith Cooper Alan Deville Tony Eginton (Opposition Lead) Janet Gardner Becky Haggar Paula Rodrigues Steve Tuckwell</p> <p>LBH Officers Present: Kate Kelly-Talbot, Assistant Director - Adult Social Work Gemma McNamara, Finance Manager - Transformation, Finance and Chief Executive's Office Melissa Murphy, Housing Register, Allocations and Lettings Manager Poppy Reddy, Head of Service - Court and Children with Disabilities Rod Smith, Service Manager - Tenancy Services Carole Lewis, SEND Advisory Service Manager Dominika Michalik, SEND Service Manager Tony Zaman, Corporate Director of Social Care Dan Kennedy, Director, Housing, Environment, Education, Performance, Health & Wellbeing</p>
35.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>No apologies had been received.</p>
36.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
37.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 26 November 2020 be approved as an accurate record.</p>

38.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items were in Part I and would be considered in public.</p>
39.	<p>COMMITTEE REVIEW: MAKING THE COUNCIL MORE AUTISM FRIENDLY: FINDINGS AND SURVEY RESULTS (<i>Agenda Item 5</i>)</p> <p>The Chairman introduced the item and summarised the progress made thus far with the review. It was noted that the scheduling of the review had been heavily impacted by the onset of the Covid-19 pandemic in March 2020, leading to an extended review schedule; there had also been changes to the Committee’s membership which presented further challenges. The Chairman drew attention to the witness sessions which had taken place over the course of the review and the minutes from previous meetings; further to this, it was noted that the following discussion of ideas was to form the basis for the Committee’s recommendations arising from the review. Key officers were present to advise Members if required.</p> <p>An initial idea for one of the primary recommendations arising from the review was the need for the Council’s public facing service environments to adopt a practical corporate standard, or checklist, to ensure a consistent approach in making those areas more autism friendly. Having autism friendly signage in publicly accessible areas was highlighted as an important measure to take. Members were in agreement that this would give uniformity to the places in which residents with autism access day to day Council services.</p> <p>The Committee expressed particular interest in the rollout of autism training for front line staff and were minded to explore the possibility of making it a mandatory part of the training offer for staff who regularly interact with residents. Members welcomed the training that had already taken place for front line staff but noted that this would ideally be expanded to more staff, Councillors were inclined to have officers examine the prospect of different forms of training, when circumstances allowed.</p> <p>There was interest in the support offered to parents and carers of children who may fall short of having an Education, Health and Care Plan (EHCP). It was noted that the SEND Advisory Service offers training and workshops to parents and carers through their ‘Early Bird’ and ‘Signet’ programmes; the Signet programme was not only accessible to families with children with a diagnosis of autism but also children who presented social communication needs without a formal autism diagnosis. The delivery of these programmes was scheduled to increase over the coming months. It was noted that the scope of the review’s recommendations were targeted primarily towards the way in which residents with autism access the Council’s services and not necessarily the statutory care services and packages offered to residents with autism.</p> <p>Members were minded to explore the feasibility of providing access to, and information about, the Council’s services at one centrally located point to improve accessibility for residents with autism. This could minimise the need for residents with autism to repeatedly access different locations, be it physically or online, to contact the Council’s services.</p> <p>The Committee sought information on the feasibility and the merits of seeking Autism Accreditation for the Council as a whole, or particular Council services, through the National Autistic Society. Further to this, the idea was raised of possibly having an</p>

autism ambassador within each department, this was linked to the discussion around mandatory training for front line staff.

Members highlighted the need for robust procedures in relation to any formal environments whereby a resident with autism may become overwhelmed and need to leave the setting urgently; it was noted that, by leaving the setting spontaneously, it should not be taken as an unwillingness to access the particular Council service or a withdrawal from the process in question. There should be processes in place to continue formalities in an appropriate manner.

It was noted that the results of the autism questionnaire posed an opportunity for the Committee to receive feedback from the managers of the Council's various public facing service environments on the measures that had already been taken, and potential measures that could be adopted, to facilitate an autism friendly environment. Members highlighted the prospect of using the autism questionnaire as a tool to track and monitor the progress of the review's recommendations going forward, as a before and after snapshot.

The Committee highlighted the importance of welcoming the culture of continuing improvement such as the appointment of an Advanced Social Work Practitioners with a focus on autism, the development of e-learning training and a clear Council wide policy on reasonable adjustments under the Disabilities Discrimination Act.

The Chairman noted that officers would use the ideas produced by the Committee for the review's recommendations to explore the feasibility and compatibility of the suggestions with Council services and a draft report would be scheduled to come before the Committee in March 2021.

RESOLVED That the Social Care, Housing and Public Health Policy Overview Committee:

- 1) **Noted and commented on the results of the autism questionnaire directed at managers of the Council's public facing service environments; and**
- 2) **Noted the Committee's review into making the Council more autism friendly and explored findings and ideas for recommendations arising from the review.**

40. **2021/2022 BUDGET PROPOSALS FOR SERVICES WITHIN THE REMIT OF THE SOCIAL CARE, HOUSING & PUBLIC HEALTH POLICY OVERVIEW COMMITTEE**
(Agenda Item 6)

Gemma McNamara, Finance Manager - Transformation, presented the report which laid out the draft revenue budget and capital programme for the services within the remit of the Social Care, Housing and Public Health Policy Overview Committee for the financial year 2021/22.

Members queried the development of risk contingency in paragraphs 31 – 35 of the report which was based on the 2020/21 data. The Committee were informed that the figures were based on the current financial year with growth added on to that. Members noted that the impact of the Covid-19 pandemic was still being calculated and due to the volatility and uncertainty of the current situation, the impact would need to be factored into longer-term financial planning.

Members highlighted paragraph 45 of the report, specifically the £200k uplift in the

£250k budget established in February 2016 for autism respite accommodation on the 1 & 2 Merrimans site and queried the extended period of time that the project had taken so far. It was highlighted that a range of technical issues with the suitability of the build and ensuring the right design for the intended clients had been the main factors in the length of time associated with the project.

The Committee emphasised the Better Care Fund and the utilisation of the funding to better support health and social care integration as a positive move for residents, although it was noted that there could be a challenge in terms of seeking agreement between health partners, especially in what has been a difficult year for all services. Officers stated that the work done in light of moving towards an integrated care pathway, known as Hillingdon Health and Care Partners, would start to materialise in the coming year; it was also noted that within this change there would be a shift in funding towards the preventative care provision.

The Committee congratulated officers on the well-balanced budget proposals, especially given the constantly shifting environment. The following comments were proposed by the Chairman to be submitted to Cabinet on behalf of the Committee:

“The Social Care, Housing and Public Health Policy and Overview Committee commends officers on the budget proposals, maintaining services for residents, with appropriate contingency provision for service pressures. Proposals for priority growth within Domestic Abuse are welcomed, as are proposals within the capital programme for autism respite accommodation and the investment in general needs housing within the HRA. The committee also welcomes the approach to innovation, delivering service transformation.”

The Committee gave general agreement to the proposed comments and were encouraged by reference to the proposed priority growth within Domestic Abuse services. A question in relation to budget setting and the number residents in receipt of Adult Social Care services was raised, with reference to the long-term impact of the Covid-19 pandemic. Officers noted that the headcount of residents in receipt of services was usually fairly stable and it was the cost of care delivery which tended to increase; this year however there had been more of a fluctuation in headcount due to the impact of the pandemic, specifically with regard to residential and nursing care. Officers advised that the base budgets and contingency was set using the same approach as previous years and any impact that Covid-19 may have on the base budgets for 2021/22 was to be managed using the Council’s Covid-19 contingency budget.

Although general approval was given for the proposed comments, Members were minded to receive further clarification officers before giving formal agreement to the comments. The Chairman agreed to consult with the Opposition lead on the final approved comments.

RESOLVED: That the Committee gave general agreement to the proposed comments and that, upon receiving clarification from the Corporate Director of Social Care, the Chairman agree the final comments to be submitted to Cabinet in consultation with the Opposition lead.

41. **VOIDS MANAGEMENT UPDATE** (*Agenda Item 7*)

Rod Smith, Service Manager – Tenancy Management and Melissa Murphy, Housing Register and Allocations Manager, were present for this item. The report was presented summarising the key processes and interfaces within the management of Voids and some key points were highlighted. It was noted that, in 2020, over half of empty homes required major works and improvements to be brought up to a habitable standard, this was a significant driver of costs.

A number of changes to the void property management process had been delivered since 2019, notably the development of a tracking system to notify the Lettings team of the expected return date and any changes to said date, this aided the Lettings team to forward plan key parts of their process. Further notable changes included a pilot initiative in relation to viewings whilst void repair works were in progress and the retendering of the Voids Repairs Service's void repairs contract which moved towards a one stop shop for works of a varied nature and value, reducing the need to employ multiple contactors to complete a single void.

The Committee highlighted the need to make the most of the Council's housing stock and the importance of this work area. Members also noted how the management of void properties was a challenging work area and commended officers on their efforts.

Members were minded to explore the challenges with regards to letting sheltered housing; officers informed the Committee that the vast majority of sheltered housing voids were one bedroom properties which limited the amount of work that needed to be done and as such generally indicated a shorter empty property time. However, there were challenges involved with letting sheltered schemes, some schemes were considered very popular whereas some were less so and would take multiple viewings leading to a longer empty property time.

Regarding the condition of voids properties, the general underlying issue was investment in the general stock with the major impact on the voids turnaround time being the number of properties requiring major works such as rewiring, new kitchens and new bathrooms.

Members queried the number of photographs used when advertising void properties, the Committee had noted that only a small number of photographs, two to three, were used. Officers informed Members that the service generally advertised properties when they were notified that the previous tenant would be leaving, however the tenant would usually still be occupying the property. The limited number of photos used was to not identify the exact whereabouts of the property as there had been instances of people arriving unannounced to attempt viewing the property.

Regarding the level of decorating required to meet the minimum lettable requirements, the Committee were informed that under the conditions of tenancy, the decorative standard was the responsibility of the tenant, although there were exceptions to this. With regard to floor coverings, basic flooring was provided generally for bathrooms and kitchens where properties required it, however, new carpets for circulation areas were not typically provided. Members queried what support may be given to residents in terms of furnishing and decorating; officers highlighted that every person using the service has an initial support assessment and there is the availability of vouchers for second-hand furniture through Trinity.

RESOLVED: That the Committee noted the content of the report and the ongoing work to make best use of the Council's available housing stock and the mitigate the extent of rent loss.

42.	<p>FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>The Chairman highlighted that, under the Council’s new leadership, the Forward Plan was likely to undergo some changes to ensure it contained further detail on items to be heard by Cabinet and that it looked further ahead than the current four months.</p> <p>RESOLVED: That the Social Care, Housing and Public Health Policy Overview Committee noted items going to Cabinet.</p>
43.	<p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>The Chairman highlighted that the Public Health Integrated Services report that was to be heard by Cabinet on 21 January 2021 would be of particular interest to the Committee.</p> <p>RESOLVED That the Social Care, Housing and Public Health Policy Overview Committee:</p> <ol style="list-style-type: none"> 1. Considered the Work Programme and noted its contents; and, 2. Added an item to receive an update from officers on the progress of the integration of Public Health Services later in the year.
	<p>The meeting, which commenced at 7.00 pm, closed at 8.43 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke on 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

THE COMMITTEE'S NEXT REVIEW TOPIC - IDEAS/SELECTION PHASE

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Steve Clarke – Democratic Services
Papers with report	Appendix A - Review topic selection scorecard
Ward	All

HEADLINES

To discuss ideas on suitable next major review topics by the Committee. To assist, this report gives guidance on the Committee's remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess.

RECOMMENDATIONS

That the Committee consider potential topic ideas for their next major review for officers to scope further and report back to the Committee.

SUPPORTING INFORMATION

The Committee's direct remit of activity

This Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake reviews, present findings, request reports and provide direct input on matters:

1. Social care services for children, young persons and children with special needs
2. Oversee the Council's Corporate Parenting responsibilities
3. Adoption and Fostering
4. Family Services
5. Adult Social Care
6. Older People's Services
7. Care and support for people with physical disabilities, mental health problems and learning difficulties
8. Asylum Seekers
9. Local Authority Public Health services
10. Encouraging a fit and healthy lifestyle
11. Health Control Unit, Heathrow
12. Encouraging home ownership
13. Social and supported housing provision for local residents
14. Homelessness and housing needs
15. Home energy conservation
16. National Welfare and Benefits changes

Undertaking policy reviews

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

Review phases

The typical phases of a review are as follows:

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

Selecting review topics

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

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

Witness and evidence stage

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

- Surveys / social media

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

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

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

Drafting recommendations / final report

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

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

Nearer this time, Democratic Services staff supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee before it is scheduled to Cabinet.

Possible next review topic ideas

This section of the report lists potential review topics for discussion, along with details of past reviewed. Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

Topic ideas from the Committee that were not selected (incl. from previous meetings)

1. "County lines" and "cuckooing" *
2. The Council's housing stock and home energy
3. Dementia Care
4. Child Obesity
5. Homelessness and housing needs
6. Life expectancy
7. Encouraging homeownership
8. Supported Living for adults
9. Semi - independent living for young people
10. Youth services *

**Not directly within the Committee's remit*

Topic ideas suggested from previous witnesses / externally

TBC

Topic ideas suggested by the Chairman, Officers or Cabinet Member to consider

TBC

Previous reviews undertaken

Below is a list of recent reviews (within the Committee's revised remit) that have been undertaken and submitted to Cabinet. It is advised not to review an area that has been reviewed recently, unless there have been substantial changes in service provision.

2015/16	2016/17	2017/18	2018/19	2019/20/21
Raising Standards in Private Sector Rented Accommodation	Hospital Discharges	Loneliness and Isolation in Older Residents	Universal Credit	Making the Council more autism friendly
Stroke Prevention in Hillingdon	The Impact of Changes to Housing Benefits on Residents and the Council			

Implications on related Council policies

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

How this report benefits Hillingdon residents

None at this stage, pending any findings approved by Cabinet.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Council Constitution

Appendix A – New review topic selection scorecard

Scores showing 1-5 (5 being the highest, 1 the lowest)

Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider organisational support	Drives improvement	Drives transformation and efficiency	National and local	Score

Page 14

Detailed criteria to assess review scoring

Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group or area, e.g. young people or a particular town centre)

Correct remit - is it covered in the Committee's Terms of Reference and does it cut across into the domain of other Committees? If it does, narrow the topic or consider suggesting the Chairman of the POCs consider setting up a task and finish review panel for this and which Committee to report back to.

Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.

New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally.

Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year. Is the review ToR too wide and need to be narrowed to be achievable? Will the Committee's work programme accommodate the review?

Wider organisational support - A topic that is likely to receive organisational buy-in from the Committee and wider Council. Possibly support from partner organisations to add value to existing work.

Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.

Drives transformation and efficiency - in support of the Council's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies and VFM.

National and local - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector. A topic relevant to Hillingdon's residents that seeks to lobby change in national legislation, policy or practice.

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SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE - FORWARD PLAN

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Steve Clarke - Democratic Services
Papers with report	Appendix A – Forward Plan
Ward	All

HEADLINES

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

RECOMMENDATION

That the Social Care, Housing and Public Health Policy Overview Committee notes and comments on items going to Cabinet.

SUPPORTING INFORMATION

The latest published Forward Plan is attached, with items relevant to the Committee's brief.

Implications on related Council policies

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

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet meeting - Thursday 21 January 2021

003	Public Health Integrated Services	Cabinet will receive a report regarding the continuation of the existing public health contracts and co-termining the end date of all such contracts to July 2022 which are currently let to the provider CNWL, as part of a transformation project. The time period will allow for the rationalisation of assets and management, and enable a move towards an integrated model.	All		Cllr Jane Palmer	RS / FD - Sally Offin / Dan Kennedy / Sharon Daye / Tony Zaman		NEW	Public
004	2020/21 Better Care Fund Section 75 Agreement	A report to Cabinet regarding the agreement under section 75 of the National Health Service Act, 2006, that will give legal effect to the 2020/21 Better Care Fund plan, including financial arrangements.	All		Cllr Jane Palmer	SC - Gary Collier			Public
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Cabinet Member Decisions expected - January 2021

007	Occupational Therapy Services for Adults and Children	Cabinet Members will consider procurement matters in relation to this service which undertakes a number of assessments for residents' social care requirements.	All		Cllr Sir Ray Puddifoot MBE / Cllr Jane Palmer / Cllr Susan O'Brien	SC / FD - Darren Thorpe / Sally Offin			Private (3)
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Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet meeting - Thursday 18 February 2021

010	Community Equipment contract extension for two years 1 April 2021 to 31 March 2023	Cabinet will consider the Community Equipment contract extension for two years 1 April 2021 to 31 March 2023. The current supplier is Medequip Assistive Technology. Hillingdon are part of a London consortium group and the call off contract arrangement is administered by Westminster City Council.	N/A		Cllr Jane Palmer	FD / SC - Sally Offin / Darren Thorpe		NEW	Private (3)
011	Contract extension award for Carer Support Services	Cabinet will consider a contract extension for Carer Support Services for adults, children and young people for a two year period from 1 September 2021 to 31 August 2023. The current provider is the Carers Trust Hillingdon.	N/A		Cllr Jane Palmer	FD / SC - Gavin Fernandez / Sally Offin		NEW	Private (3)
014	Contract extension - Revenues and Benefits Service	Cabinet will consider an extension to the current contract for the Revenue and Benefits service, which undertakes the collection and recovery of Council Tax, business rates, the processing of benefits claims and related queries.	All		Cllr Jonathan Bianco	FD - Muir Laurie			Private (3)

Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

015	The Council's Budget - Medium Term Financial Forecast 2021/22 - 2025/26 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2021/22 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	TO FULL COUNCIL 25/2/21	Cllr Sir Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		Public
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI Page 21	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Cabinet Member Decisions expected - February 2021

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet meeting - Thursday 18 March 2021

SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Upcoming Decisions

Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet Member Decisions expected - March 2021

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet meeting - Thursday 22 April 2021

SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Reports from Policy Overview, Scrutiny & Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		TBC	CR&S - TBC	TBC		Public

Cabinet Member Decisions expected - April 2021

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	CR&S - Democratic Services	Various		Public
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Cabinet Member Decisions: Standard Items (SI) that may be considered each month

Upcoming Decisions

Further details

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

SI = Standard Item each month

Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary constitutional authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Sir Ray Puddifoot MBE	CR&S - Democratic Services	TBC		Public / Private
SI	Expenditure Approval: ICT Equipment, Furniture and General Equipment	To approve or not, the release of funds for certain types of discretionary expenditure, following new expenditure approval controls agreed by Cabinet on 21 January 2016 to enable greater scrutiny of expenditure in these areas, further enhancing the Council's strong financial management.	N/A		Cllr Sir Ray Puddifoot MBE and Cllr Jonathan Bianco	FD - Corporate Procurement	None		Public
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Sir Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		Public
SI	Business, shops and commercial rents, leases, surrenders and renewals	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	RS - Mike Paterson			Private (3)

Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

Public or Private (with reason)

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Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	RS - Mike Patterson			Private (1,2,3)
SI	School Governing Bodies and Governors / Authorising Academy Appointments	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien	CR&S - Democratic Services			Public
SI Page 24	Appointment of Consultants & agency staff	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.	N/A		Cllr Sir Ray Puddifoot MBE	various			Private (1,2,3)
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)
SI	The purchase of ex Council properties or new private properties for the Council's housing supply	The Leader of the Council may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Sir Ray Puddifoot MBE / Cllr Jonathan Bianco	Jean Palmer OBE			Private (1,2,3)

Upcoming Decisions

Further details

Ward(s)

Final decision by Full Council

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	CR&S - Democratic Services			Public
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action	TBC		Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr Keith Burrows	RS - David Knowles			Public
SI	To approve debt / write offs	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.	n/a		Cllr Jonathan Bianco	various			Private (1,2,3)
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	various			Private (1,2,3)
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Keith Burrows and Cllr Sir Ray Puddifoot MBE	RS - David Knowles			Public
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		All	various			Private (3)

Upcoming Decisions

Further details

Ward(s)

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SI = Standard Item each month									
Council Departments: RS = Residents Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance									
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	various			Public / Private (1,2,3)
SI	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien	RS - Daniel Kennedy			Private (1,2,3)
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		Cllr Philip Corthorne / Cllr Jonathan Bianco	RS - Mike Paterson			Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Douglas Mills	RS - Helena Webster / Perry Scott			Public
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	various			Public
SI	Appeals in relation to business rates (NNDR)	To determine appeals in relation to business rates following a decision by the Council.	TBC		Cllr Jonathan Bianco	Maureen Pemberton			Private (1,2,3)

Ref

Upcoming Decisions

Further details

Ward(s)

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public or Private (with reason)
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	various			Public

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SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE - WORK PROGRAMME

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Steve Clarke, Democratic Services
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to track the progress of its work in 2020/21 and forward plan its work for the current municipal year.

RECOMMENDATION

That the Social Care, Housing and Public Health Policy Overview Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

1. The Committee's meetings tend to start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. At present, meetings are being held virtually due to the Covid-19 pandemic. The meeting dates for this municipal year are as follows:

Meetings	Room
9 February 2021, 7pm	Virtual
25 March 2021, 7pm	TBC
13 April 2021, 7pm	TBC

Implications on related Council policies

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

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents and external partners in the work they do.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

Classification: Public

Social Care, Housing and Public Health Policy Overview Committee – 9 February 2021

BACKGROUND PAPERS

NIL.

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