



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: THURSDAY, 25 MARCH
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

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London Borough of Hillingdon,
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Terms of Reference

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

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

To perform the 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 - 4
- 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 Update on the Hillingdon Homelessness Prevention and Rough Sleeping Strategy 2019 - 2024 5 - 20
- 6 Committee Review: Making the Council more autism-friendly: Draft Report 21 - 50
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Minutes

SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE

9 February 2021



Meeting held VIRTUALLY - 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: David Haygarth, Climate Action Manager Dan Kennedy, Director of Housing, Environment, Education, Performance, Health & Wellbeing Steve Clarke, Democratic Services Officer</p>
44.	<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>
45.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
46.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meetings dated 14 January and 19 January 2021 be approved as an accurate record.</p>
47.	<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>
48.	<p>HOUSING BRIEFING (UPDATE ON HOUSING STOCK AND THE ZERO CARBON COMMITMENT) (<i>Agenda Item 5</i>)</p> <p>David Haygarth introduced himself as the Council's new Climate Action Manager.</p>

Members were provided with an outline of how the post sits within the Council's structure noting the cross departmental nature of the role.

A presentation was delivered to Members with a focus on housing energy and the activities being undertaken to reduce carbon emissions within the Council's housing stock. By way of outlining the policy environment for housing and carbon emissions, key strategies and policy drivers were highlighted including the Nottingham Declaration on Climate Change 2007 and the Climate Change Strategy 2009/12. In January 2020, the London Borough of Hillingdon declared a climate emergency which led to the impending development of a Climate Action Strategy; Members noted how the strategy was still at the drafting stage but would be coming before Cabinet in March 2021.

Giving an overview of fuel poverty across London, it was highlighted that as of 2018, Hillingdon had the ninth lowest proportion of households deemed to be fuel poor out of the 33 London Boroughs (including City of London). Further to this, Hillingdon had lower fuel poverty levels than all neighbouring boroughs and from 2010 to 2018, the proportion of fuel poor households had decreased from 11.2% to 10.1%. It was also highlighted that carbon emissions from Council operations had reduced by a total of 42% over the past decade. Members were informed that the concept of fuel poverty applied to where the fuel bill for a household exceeds 10% of the household's disposable income.

Key objectives of the new Climate Action Strategy would include: enabling residents, businesses and schools to reduce their own carbon emissions, becoming carbon neutral across the Council's services by 2030 and achieving 100% clean energy across the Council's services by 2030.

It was noted that the Council had a level of influence over the housing emissions with regard to freeholders and private sector rented properties, including Social Care settings such as sheltered homes and care homes. The Council had more direct control over housing emissions within Housing Revenue Account properties and in the design of new build developments in the Borough through Planning means. The Committee heard how £3,862k of Housing Revenue Account grant funding was allocated for thermal efficiency works such as boiler upgrades, double glazing and insulation.

In relation to the reduction of the Council's operational emissions, officers were examining methods of reducing demand in municipal buildings such as the Civic Centre, schools and social care facilities. Work had been done to improve the efficiency specifications of the Council's fleet vehicles and where possible, there was an intention to upgrade to hybrid or electric vehicles.

The Committee were encouraged to hear that for the first time, 100% of the Council's electrical supplies were from renewable sources such as solar and wind energy. To mitigate residual carbon emissions from space heating and hot water heating, officers were developing carbon offsetting initiatives such as tree planting, green space management and renewable power projects.

Members queried what impact the impending Future Homes Standard, and the subsequent proposed banning of fossil fuel burning boilers from 2025, may have on the objectives of the Council's Climate Action Strategy. Officers confirmed that any impending changes to the nationwide picture would be factored into the strategy and highlighted the zero-carbon commitment coming through in the new 2021 London Plan.

The Committee queried whether the Council, when letting its housing stock, adhered to the minimum energy efficiency standard, which related to EPC ratings for private rented accommodation. It was noted that the £3.8m of HRA funding was targeted at raising the EPC rating of properties currently with an 'E', 'F' or 'G' rating, this showed a clear intent to lift the SAP rating of the Council's HRA housing stock. Members also requested to see a breakdown of how many households were within each EPC rating in the Borough.

With regard to limits in social housing, Members asked what incentives could be brought to private let landlords to bring the energy efficiency of their properties up to standard. It was acknowledged by officers that was a perennial challenge with the private sector and enforcing or asking them to make improvements to energy infrastructure as the tenants are the ones usually paying the energy bills. It was suggested that Environmental Health may have a clearer idea of enforcement options if properties were deemed sub-standard; it was also stressed that communication of insulation incentives to private landlords, which were often free of charge, was of the utmost importance and the Council needed to be proactive in engaging with landlords. Members highlighted that private sector landlords were required to keep an EPC rating of 'E' or above.

The Committee commended officers on the impressive work being undertaken and were encouraged to start seeing the tangible effects of the declaration of a climate emergency in 2020.

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

- 1) Noted and commented on the officer's report; and**
- 2) Requested a more detailed report on the matter be brought to the Committee at an appropriate juncture.**

49. **THE COMMITTEE'S NEXT REVIEW TOPIC - IDEAS/SELECTION PHASE** (*Agenda Item 6*)

The Chairman introduced the item noting that, following the imminent conclusion of the Committee's review into making the Council more autism-friendly, Members were to start exploring topics for the next major review. The Chairman also informed the Committee that, following the AGM in May 2021, the structure and terms of reference for the Council's Policy Overview Committees was likely to be reorganised to better align with the new Cabinet Member portfolios. Although nothing was confirmed, it was noted that the Committee may be losing Housing from its scrutiny remit.

Prospective areas raised for consideration as the next major review topic were:

- Assistive Living Technology, including Telecare and Telehealth;
- Corporate Parenting responsibilities and early health interventions;
- Adoption and fostering;
- Children and young people's mental health services and improving mental health;
- The effect of Covid-19 on demand for Adult Social Care services;
- Promoting healthy lifestyles post Covid-19;
- The future of public health services.

It was also requested that, as scrutiny of Housing may no longer be part of the

	<p>Committee's remit post May 2021, officers explore whether a brief item on the outlook and enforcement of Houses in multiple occupation (HMOs) in the Borough could be brought before the Committee.</p> <p>Members discussed the prospect of lining up two reviews with an eye to the May 2022 local elections where the composition of the Council may change. It was confirmed that, if two reviews were pursued, they would not be able to take place concurrently and would need to be phased.</p> <p>The Chairman informed Members that scoping for the suggested areas would be carried out by officers and using the review topic scorecard, a number of feasible review topics would be reported back to the Committee in due course.</p> <p>RESOLVED That the Committee considered potential topic ideas for their next major review for officers to scope further and report back to the Committee.</p>
50.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>It was highlighted that, since the agenda for the meeting had been published, a new Forward Plan was made available, the Climate Change Action Strategy, noted by officers earlier in the meeting, was confirmed as scheduled for the March 2021 Cabinet meeting.</p> <p>RESOLVED: That the Social Care, Housing and Public Health Policy Overview Committee noted items going to Cabinet.</p>
51.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>The Chairman drew attention to the newly added item in relation to the integration of Public Health Services, it was noted that the date of this item would be subject to change to consider when was best appropriate for officers to report to the Committee. It was also highlighted that there was no date set for the regular service monitoring item of Looked After Children Performance Data, the Democratic Services Officer confirmed that this would be looked at and a date added to the work programme for the next meeting.</p> <p>RESOLVED That the Social Care, Housing and Public Health Policy Overview Committee noted the contents of the Work Programme and agreed any amendments to be made.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.03 pm.</p>

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.

UPDATE ON THE HILLINGDON HOMELESSNESS PREVENTION AND ROUGH SLEEPING STRATEGY 2019 - 2024

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Mark Billings, Residents Services Debby Weller, Residents Services
Papers with report	Homeless Strategy Action Plan January 2021
Ward	All

HEADLINES

This report provides an update on progress in implementing the Homelessness Prevention and Rough Sleeping Strategy 2019 – 2024 and an action plan for 2021.

RECOMMENDATIONS

That the Social Care, Housing and Public Health Policy Overview Committee note the progress made in delivering the Homelessness Prevention and Rough Sleeping Strategy 2019 – 2024.

SUPPORTING INFORMATION

Background

- Hillingdon's Homelessness Prevention Review and Strategy was approved by Cabinet on 17th December 2019. The Strategy has six priorities:
 - Priority One: Ensure that residents are able to access good quality, clear housing advice regarding their housing options
 - Priority Two: Prevent earlier
 - Priority Three: Eliminate the need to sleep rough in Hillingdon
 - Priority Four: Increase the availability of affordable rented housing
 - Priority Five: Manage the quantity, quality and cost of temporary accommodation
 - Priority Six: Bring greater purpose and improved clarity and focus to local homelessness partnership arrangements
- The Homelessness Act 2002 places a statutory obligation on the Council to produce a strategy to address homelessness at least once every 5 years. Annual updating of the Action Plan is an MHCLG requirement. The previous 2017 to 2022 strategy had been reviewed early due to the significant changes brought about by the Homelessness Reduction Act 2017 which was operational from April 2018.

Classification: Part 1 - Public

Social Care, Housing and Public Health Policy Overview Committee – 25 March 2021

Progress Update

Priority One: Ensure that residents are able to access good quality, clear housing advice regarding their housing options

3. Updates have been made to the Council website to ensure that clients and partners are aware of the services available and routes to access support. This has included the inclusion of separate information to assist rough sleepers and the organisations working with them. Updates in relation to housing services have been included in relation to changes resulting from Covid-19.
4. Contacts were made early in 2020 to key partner groups involved with vulnerable clients. These included hospitals, mental health and probation services. With the onset of Covid-19 there was an increase in the early release of prisoners, which meant that good contacts and processes working with probation were essential.
5. To improve the standard and consistency of homelessness advice, work was completed with the performance team to establish a quality assurance framework. A full training package has been created which has been rolled out to all homelessness prevention staff and the documentation and opportunity for discussion is made available to all new starters. This is aimed at ensuring good quality and consistent advice. All work processes and instructions have been reviewed to ensure that they are up to date.
6. Further improvements and revisions are being made to the quality assurance framework. A monitoring and review mechanism that includes reporting through to the homelessness prevention service management team will be incorporated.
7. Changes to Immigration Rules have been made as we prepare to leave the EU. Rough sleeping will be a ground for refusal or cancellation of permission to stay in the UK. Ensuring that partners and clients are aware of the new rules will be a priority for communication with partner agencies and homeless clients in 2021. Those affected will include EEA citizens who do not apply under the European Union Settlement Scheme (EUSS) in time for the 30 June 2020 deadline.

Priority Two: Prevent earlier

8. The amount data collected increased alongside the introduction of the Homelessness Reduction Act (HRA) at the individual client level. Analysis of this data is being used to help inform future service delivery.
9. The BID team has worked alongside the homeless prevention service to process map an end to end customer journey. This has assisted in identifying opportunities for prevention further upstream by identifying groups at risk of homelessness and where interventions have been successful. This process has helped in understanding where there is scope for improved service delivery by the council and where external partners can better assist in preventing homelessness amongst vulnerable groups.

10. Referral arrangements have been agreed with discharge teams at Hillingdon Hospital. It has been agreed that we will attend, when safe to do so for additional training to be provided. In the interim email and telephone support is being provided. A Point of Contact in the Homelessness Prevention Team has been agreed. This will provide a useful model to assist in reviewing our working arrangements with other partners such as probation and the RAF.
11. The strategy recognised the three most prevalent causes of homelessness are family and friend evictions, domestic abuse and private sector evictions. Family evictions have overtaken private sector evictions as the top cause of homelessness this year. Under normal circumstances face to face meetings would take place to discuss issues relating to family evictions and to negotiate to resolve issues where possible and appropriate. As a result of Covid-19 this is now dealt with over the phone and online.
12. There has been a decrease in private sector evictions as they were suspended as part of the response to Covid-19. There is however a significant number of cases that will work their way through the system over the next year or so and will add to homelessness approaches. We have proactively contacted landlords with households where the evictions process has been started. We have used the slowing down of the process as an opportunity to negotiate with landlords with a view to preventing their eviction proceeding any further and averting use of bed and breakfast accommodation.
13. Domestic abuse has continued to rise throughout the year. Lockdown due to Covid-19 has brought tensions to the fore and impacted negatively on domestic abuse. Domestic abuse advocates to assist with upskilling staff had been due to work with staff to raise awareness but unfortunately this has been held up due to Covid-19. The Council has agreed to work towards DAHA (Domestic Abuse Housing Alliance) accreditation and as a first step specialist homelessness prevention officers are being identified to lead on domestic abuse. Arrangements will be made for domestic abuse advocates to meet with staff.
14. Our young person housing advice service, currently run by P3, is to be significantly expanded in 2021 in order to meet the needs of young people facing homelessness.

Priority Three: Eliminate the need to sleep rough in Hillingdon

15. The strategy recognised Heathrow airport as being a hotspot for rough sleepers and to address this, funding has been secured under both the Rough Sleeper Initiative (RSI) and the Rapid Rehousing Pathway (RRP) which have now been combined into the RSI funding stream. There has been some very significant progress in relation to addressing rough sleeping Hillingdon. The first three months of 2020 concluded action under the 2nd year of the Rough Sleeping Initiative (RSI) and the Rapid Rehousing Pathway (RRP).
16. For 2020/21 the RSI and RRP funding streams were combined and Hillingdon's successful RSI3 bid was one of the largest at £2,186,646.66. The onset of Covid-19 saw some swift action around rough sleepers. In the interests of public health, the government's approach was to ensure that all rough sleepers were brought in off the streets and this prompted a large scale exercise at Heathrow at the beginning of April 2020. A total of 170 rough sleepers were housed including 142 into hotels across London arranged by the GLA/MHCLG.

17. The council quickly arranged to lease Olympic House, providing 33 units of accommodation for rough sleepers. A further 6 units at Micawber house were secured from December 2020. As of 10th March 2021, the council had 99 rough sleepers housed in temporary accommodation (this total does not include any rough sleepers housed by the GLA).
18. The changing situation in relation to Covid has resulted in some repurposing of the RSI3 grant agreed by MHCLG. This included funding for Olympic House rather than a proposed hub near the airport and additional HMO provision.
19. As part of the RSI3 commissioning an extra 40 HMO beds have been delivered through our commissioned partner, Trinity Homeless Projects. This has included 30 low support HMO spaces and 10 high support HMO spaces. All these bed spaces have now been delivered and are occupied.
20. Additional funding has been made available under the Next Steps Accommodation Programme (NSAP). This programme is aimed ensuring that rough sleepers brought in under the Covid-19 response, do not return to the streets. Funding has been secured to cover the cost of B&B / temporary accommodation for the rest of this financial year (Olympic House costs are already covered by RSI funding).
21. A successful bid has been submitted to Public Health England (PHE) for funding relating to rough sleepers with substance abuse issues and a separate successful joint funding bid has been made regarding health provision for rough sleepers to avoid unnecessary hospital admissions or delayed discharge. The latter is partnership bid by housing and health partners across North West London.
22. Additional funding has been made available via the Protect Programme (PP) and the Cold Weather Fund (CWF). The PP was announced in November to be provided to areas with high numbers of rough sleepers to support the ongoing efforts to provide accommodation for rough sleepers during the winter. This support is focused on those who are symptomatic or have tested positive for Covid-19, those sleeping rough who are clinically vulnerable or clinically extremely vulnerable due to Covid-19 and those who are long term or repeat rough sleepers.
23. An approach to enforcement at Heathrow was pushed forward due to Covid-19 and the major decant of the airport took place in Spring 2020 in line with Government guidance. Since the decant there has been an increased presence of security (delivered by the Airport) and Thames Reach (who run our rough sleeper outreach service) conducting nightly patrols. There has been a proactive approach to help assess and reconnect individuals to their area of origin whilst liaising with support services. Fortnightly and sometimes weekly discussions take place between all partners to review the current process and determine whether changes need to be made. The number of rough sleepers at Heathrow has dramatically reduced although there are still
24. The annual rough sleeper snapshot across England, including the excellent news that rough sleeping reduced by a greater number in Hillingdon over the period Oct 2019 to Nov 2020 than in any other borough in England. The official annual count took place on 26 November 2020 and recorded just 11 rough sleepers, 4 at Heathrow Airport and 7 in the remainder of the borough. This is an excellent result compared to the count last year when there was a total of

106 rough sleepers including 95 at the airport. During the first quarter of 2021 this had increased to around 150. Activity under the 'Everyone in' initiative that the government undertook in response to Covid-19 dramatically reduced the numbers of rough sleepers and a determined multi-agency approach subsequently has ensured that numbers have remained low.

25. The winter night shelter contract was let and operated by Trinity in early 2021. There is no need for a shelter for 2022 as rough sleepers have all been and continue to be temporarily housed as part of the Covid-19 response.

26. Work is ongoing to assist rough or those at risk of sleeping rough to access the private rental market. The service has proactively looked to secure accommodation to assist this cohort and provide suitable housing options. During April to December 2020/21 we have successfully assisted 34 individuals into privately rented accommodation with added floating support to ensure it is sustained.

27. A draft delivery plan for continued action in relation to rough sleepers was completed and sent to MHCLG in December 2020. The plan outlines:

- Our overall plan for ending rough sleeping;
- Our shorter-term/Interim Accommodation & Immediate Support Plan
- Our longer-term Move-on Accommodation Plan

28. A key priority is an increase in medium/high support needs Accommodation. Floating support provision will also need to be maintained. It is also important that there is movement on from HMOs, particularly those with low level support where rough sleepers would be expected to be able to move on to the private rented sector. To track that this is happening effectively and to address any barriers a move-on panel has been established. In conjunction with our partner Trinity, options to provide additional longer-term move on accommodation are being explored. This includes a large building that has been identified suitable for providing studio flats with low level support. Options for shared accommodation that can be provided within Local Housing Allowance (LHA) rates are also being explored. Repurposed RSI funding is contributing towards the conversion of Beechwood House, owned by the Council, into an HMO to be leased to Trinity Housing Projects.

29. A bid has been submitted for a fourth round of RSI funding for 2021/22. For the first three months of 2021/22 funding on the same basis as 2020/21 will be rolled forward. Hillingdon's MHCLG advisor has provided advice on proposals for funding for the following 9 months of 2021/22.

- This includes many of the existing interventions being rolled forward. Increased staff levels for London Borough of Hillingdon and Heathrow Travel Care are also included
- The HMO accommodation provided under RSI3, following set up, is now self-maintaining.
- Two further five bed HMOs providing a high level of support are proposed for 2021/22
- Further increases are proposed in relation to floating support, intervention at Heathrow Airport and costs concerned with accessing the private rented sector and personal budgets.

30. Proposed increases remain within the same overall cost envelope. The proposals are in line with Hillingdon's Rough Sleeper Delivery Plan for 2021/22. In particular they target accommodation for those with higher support needs; additional floating support to prevent tenancy breakdown and move on to settled housing.

Priority Four: Increase the availability of affordable rented housing

31. The following table shows private sector properties secured to house homeless households between April and January 2021. This includes lettings directly by private sector landlords and those that are leased to voluntary sector organisations working with homeless people.

2020/21	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
New private rented tenancies	6	37	32	29	27	32	27	15	17	12
New supported housing placements for single people	2	17	7	14	24	34	14	10	8	6
Total new tenancies	8	54	39	43	51	66	41	25	25	18

32. Following an increase in the number of asylum seeker placements in interim accommodation in Hillingdon, a closer relationship has been fostered with Clear Springs who hold the contract for asylum seeker placements. Data has been provided by Clear Springs on the number placed and future sourcing targets. The target for Hillingdon is now zero as they are no longer seeking additional interim accommodation in the borough. There have however been some hotels that have been used in Hillingdon as part of the emergency Covid-19 response. Officers are maintaining a close relationship with Clear Springs to monitor asylum seeker placements in the borough.

33. Between April 2020 and February 2021 there have been 291 lettings to homeless households owed a prevention, relief or main homelessness duty.

34. Tenants registered to downsize are offered support to facilitate their move into more suitable accommodation. Between April and November 2020, 18 under-occupiers have been supported with incentives to downsize.

35. There has been considerable delay in the provision of new build housing by both the council and housing associations due to the impact of Covid. The expectation is that in most instances, schemes will still deliver, albeit over a longer period of time.

36. There were substantial works carried out at YMCA accommodation which resulted in 5 units being converted from one bed to two bed and a further 4 units being converted to 4 bedrooms each. In total 13 additional bedrooms were created.

Priority Five: Manage the quantity, quality and cost of temporary accommodation

37. Trinity Homeless Projects continue to secure HMOs for use as shared housing. They now have a total of 270 units, of which 88 have been secured since between April and December 2020.

38. The Private Sector Housing Team prioritise work in relation to HMOs, which are often used as temporary accommodation, for inspection and where necessary enforcement work. During 2020 there has been disruption to inspections, with most of the work of the team taking place remotely.
39. A pan London initiative, Setting the Standard, inspects and shares information on standards in temporary accommodation. Hillingdon takes part in this initiative which has been completely revised and updated to assist in ensuring good standards in temporary accommodation.

Priority Six: Bring greater purpose and improved clarity and focus to local homelessness partnership arrangements

40. Regular strategy implementation meetings had been disrupted to some extent by Covid-19 however ad hoc practical meetings to deal with specific issues continued. Strategy implementation meetings recommenced and have subsequently been reorganised so that they occur quarterly with separate meetings for rough sleeping/single homelessness and family homelessness. Membership and agendas are to be focused on prioritisation and delivery.
41. Partnership for a with a wider group of participants i.e. homelessness forum and landlord forum have been on hold as a result of Covid-19. These are also now being restarted online with the initial meetings being scheduled for the new financial year.
42. Although the structure of partnership working arrangements have evolved over the last year, the overall level and constructiveness of partnership working has increased enormously during 2020. Work with partners concerned with rough sleeping in particular has developed well and the MHCLG rough sleeping advisor and the Homelessness Prevention Team have worked closely with voluntary sector partners, health and social care colleagues, the police and Heathrow airport to sustain the success in reducing rough sleeping. For much of 2020, meetings were held on a weekly basis, ensuring a hands-on, practical and rapid response to issues as they arose. These meetings continue to be held frequently. In addition, meetings between the council and MHCLG have focussed on planning future provision and associated funding applications.
43. Public Health England made available funding for ARCH to purchase a Fibroscan machine and refurbishment and upgrade a welfare room. This project is now complete.
44. Based on the Joint Strategic Needs Assessment (JSNA) and the Public Health Outcome Framework data and the priorities set by Hillingdon's Health and Wellbeing board, through the Joint Health and Wellbeing Strategy, areas identified for priority attentions during 2020/21 include: 'Reducing homelessness in the borough, assisting families to find permanent accommodation and addressing the challenge of rough sleeping'. Other priority areas also have links with homelessness i.e. 'Reducing alcohol and substance misuse, including smoking'; 'Improve mental health and wellbeing amongst vulnerable groups'.
45. Local authority public health profiles include a variety of indicators including, within the wider determinants of health, an indicator for the number of statutory homeless people not in priority

need. The majority of people under this cohort are single people who as a group have a high prevalence of mental and physical health needs.

46. A Homelessness Services Digest to bring together existing information regarding services into one document will be completed during 2021 and will be regularly reviewed to keep it up to date.

Action Plan

47. The draft Action Plan for the Homelessness Strategy for 2021 has been focussed on key actions to be achieved in 2021 and is attached at Appendix A.

Implications on related Council policies

The Homelessness Prevention and Rough Sleeping Strategy is a statutory requirement under the Homelessness Act 2002.

How this report benefits Hillingdon residents

Homelessness is a significant issue in Hillingdon as it is elsewhere, The Council will complete approximately 2,300 full homelessness assessments during 2020/21 and at the end of February there were 430 homeless households in temporary accommodation in addition to the 99 rough sleepers housed. The Homelessness Prevention and Rough Sleeping Strategy and associated action plan maintains a focus on delivering priority actions to prevent and alleviate homelessness.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Hillingdon Homelessness Prevention and Rough Sleeping Review and Strategy 2019 to 2024

APPENDIX A: DRAFT Homelessness Prevention and Rough Sleeping Strategy 2021 Action Plan

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
Priority One: Ensure that residents are able to access good quality, clear housing advice regarding their housing options					
1.1 Improve quality assurance framework	a) Complete improvements and revisions to framework	HP Team Leaders	March 2021		
	b) Establish regular reporting cycle to Homeless Prevention Service management	HP Team Leaders	Monthly	Performance reporting arrangements from Jigsaw are in place. Quality Assurance is now identified as a regular agenda item for Homelessness Prevention monthly Management Team meetings.	
	c) Complete review of framework	HP Management Team	Yearly		
1.2 Adopt new Immigration rules	a) Establish task group to develop actions needed to adopt new immigration rules	Rough Sleeper Coordinator / Housing Policy & Strategy Officer	January 2021	Task group established with Nadia Singh identified as lead officer.	
	b) Review internal processes in line with new guidance as it becomes available		March 2021 and ongoing if necessary	Government guidance on homelessness and allocations updated in relation to eligibility. Legal advice sought regarding any need for changes to the Social Housing Allocation Policy.	
	c) Raise awareness regarding new rules with internal staff and partner organisations		March 2021 and ongoing if necessary	Request made for legal to provide training for front line staff.	
Priority Two: Prevent earlier					
2.1 Roll out training with key partners regarding hospital discharge arrangements,	a) Visit in person, once safe, to train and discuss procedures for discharge with Hillingdon Hospital (A&E discharge, regular discharge & maternity), Mead House and Riverside.	Housing Policy and Strategy	June 2021 – timescales to be kept under review		

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
early preparation and duty to refer	b) Quarterly report to Homelessness Prevention Management Team on the customer journey for referral and discharge by relevant agencies and housing outcomes.	Homeless Prevention Manager	Quarterly		
2.2 Revise working arrangements concerning housing options for care leavers and other young persons	a) Re-tender the young person's housing advice and support service	Head of Housing Options, Homelessness & Standards	September 2021		
	b) Improve the joint working arrangements between housing and social care in relation to care leavers including a joint protocol	Housing Policy and Strategy Officer	June 2021		
2.3 Strengthening our approach to towards victims of Domestic Abuse with specialist support.	a) Work towards DAHA accreditation	Community Safety Service / Homeless Prevention / Housing Management	Ongoing through 2021		
	b) Support the GLA in meeting the proposed requirements contained in the Domestic Abuse Bill		Ongoing through 2021		
Priority Three: Eliminate the need to sleep rough in Hillingdon					
3.1 Complete Rough Sleeper Delivery Plan	a) Finalise draft plan	Head of Housing Options, Homelessness & Standards	January 2021	Draft plan completed. To be approved and signed off Cabinet Member	
3.2 Continue to deliver rough sleeping services funded via the MHCLG	a) Complete activities funded via RS13	Head of Housing Options, Homelessness & Standards	March 2021		
	b) Work with MHCLG Advisor to prepare funding bid or RS14		January 2021	Discussions are underway with MHCLG advisor regarding RSI funding for 2021/22.	

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
Rough Sleeper Initiative (RSI)	c) Work with partners to deliver requirements of RSI4 in Hillingdon		March 2022		
3.3 Complete delivery of Next Steps Accommodation Programme (NSAP)	a) Provision of temporary accommodation for rough sleepers	Head of Housing Options, Homelessness & Standards	March 2021		
3.4 Deliver requirements of Rough Sleeping Substance Misuse Grant	a) Deliver project requirements funded by Public Health England Rough Sleeping Substance Misuse Grant	Public Health Team / ARCH / Homeless Prevention Service	March 2022		
3.5 Utilise Protect Funding	a) Complete delivery requirements of accommodation that enables self-isolation for symptomatic, clinically vulnerable/extremely vulnerable and most entrenched rough sleepers	Head of Housing Options, Homelessness & Standards	March 2021		
3.6 Utilise Cold Weather Fund (CWF)	a) Complete delivery requirements of temporary / move-on accommodation for those at risk of rough sleeping and not covered by other programmes	Head of Housing Options, Homelessness & Standards	March 2021		
3.7 Amend Winter night shelter contract	a) Extend the existing three-year contract for a further year to winter 2023	Head of Housing Options, Homelessness & Standards	March 2021		
3.8 Contributes to Out of Hospital Care	a) Deliver funding requirements for this North West London project	Head of Housing Options,	Programme development March 2021		

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
Model for Rough Sleepers	partnering with CCG and voluntary sector providers	Homelessness & Standards	Programme participation 2021/22		
3.9 Continue operational partner meetings regarding rough sleepers	a) Hold monthly case meetings	Rough Sleeper Coordinator	Monthly	January case conference held	
	b) Hold regular airport partner meetings with MHCLG and relevant agencies	Service Manager	Weekly / fortnightly / as appropriate	Diary appointments set for bi-weekly meetings.	
3.10 Establish and maintain move-on panel for rough sleepers	a) Weekly internal panel to identify and discuss appropriate move-on for rough sleepers currently accommodated.	Housing policy and strategy / rough sleeper coordinator	January 2021	Panel established and meetings are being held weekly.	
	b) Virtual panel referral arrangements with relevant internal and external partners to ensure movement through the homelessness pathway into sustainable accommodation with relevant support		Live virtual referral arrangements	Referrals shared as received with panel members to decide whether a referral to YMCA is appropriate.	
	6 monthly reviews		June 2021 December 2021		
Priority Four: Increase the availability of affordable rented housing					
4.1 Maintain provision of social housing lettings, for homeless households at current levels at	a) Deliver new affordable rented housing for homeless households– council and registered providers	Housing Register, Allocations and Lettings Manager	Ongoing	Nine units at Park Road are currently projected to complete in March 2021	
	b) Adopt a lettings plan for social lettings to homeless households and review plan on an annual basis	Housing Policy and Strategy	March 2021		

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG								
a minimum													
	c) Monitor overall levels of provision and lettings to homeless households.	Housing Policy and Strategy	Monthly	Total lets to homeless households (LBH + RPs) April 20 to Jan 21 = 187									
	d) Promote incentives to encourage the release of under-occupied social housing stock	Housing Register, Allocations and Lettings Manager	Ongoing	April to December 2020 30 family properties relinquished for use by other families (includes under occupiers and failed successions) 21 were via the Home Release Reward scheme									
4.2 Maintain current levels of access to the private rented sector for homeless households at a minimum	a) Continue to maximise access to the following: <ul style="list-style-type: none"> - Find Your Own - Conversion of temporary to settled accommodation - Trinity placements - YMCA placements 	Service Manager	Ongoing	Data to the end of January 2021 <table border="1" style="margin-left: 20px;"> <tr> <td>187</td> <td>Find Your Own</td> </tr> <tr> <td>47</td> <td>Conversion of temporary to settled accommodation</td> </tr> <tr> <td>96</td> <td>Trinity placements</td> </tr> <tr> <td>34</td> <td>YMCA placements</td> </tr> </table>	187	Find Your Own	47	Conversion of temporary to settled accommodation	96	Trinity placements	34	YMCA placements	
	187	Find Your Own											
47	Conversion of temporary to settled accommodation												
96	Trinity placements												
34	YMCA placements												
b) Monitor and review on a monthly basis	Housing Policy and Strategy	Monthly	Regular agenda item for Homeless Prevention Management Team meetings										
4.3 Develop and keep up to date commissioning plan to meet the needs of homeless households	a) Develop commissioning plan	Housing Policy and Strategy	February 2021										
	b) Monitor		Monthly										
	c) Review commissioning plan		Twice yearly										
Priority Five: Manage the quantity, quality and cost of temporary accommodation													
5.1 Acquire additional	a) Consider further conversions to short life accommodation	Service Manager / Allocations manager	Ongoing	One case specific request is being made.									

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
temporary accommodation to be held in the HRA					
	b) Purchase additional units for use as temporary accommodation within the HRA	Service Manager / LET / New Business Manager	Ongoing		
5.2 Explore options to increase supported accommodation provision	Pursue options for larger council owned accommodation to be used as supported housing in conjunction with a voluntary sector partner	Service Manager / Policy and Strategy	Ongoing	Capital release report to be submitted regarding conversion of family home to HMO	
	Pursue options for larger housing association owned accommodation to be used as supported housing in conjunction with a voluntary sector partner	Service Manager / Policy and Strategy	Ongoing		
5.3 Review current private sector licensing arrangements	Consider licensing options as a means of improving standards in the Private Rented Sector	PSH Manager	March 2021		
5.4 Drive up property and management standards in the private rented sector	Use landlord forum and other communications to promote good practice	PSH Manager	March 2021		
	Use enforcement action where necessary to improve standards	PSH Manager	Ongoing		
Priority Six: Bring greater purpose and improved clarity and focus to local homelessness partnership arrangements					
6.1 Hold regular meetings of Homelessness Strategy	Hold quarterly meetings of:	Service Manager Strategy Manager	Quarterly	Meeting held January 2020 Terms of Reference agreed	
	a) Homeless Strategy Delivery Single Homeless and Rough			Separate meetings to be set up regarding substance abuse project	

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
Implementation Groups	Sleepers Group			Review of draft action plan and agreed additional action regarding sustainability of projects beyond short term funding streams (see c) Progress expression of interest for Changing Futures initiative	
	b) Homeless Strategy Delivery Family Group			Meeting scheduled February 2020	
	c) Actively consider how to ensure the continued delivery of services beyond current projects and short-term funding sources, particularly in relation to rough sleepers.			Ongoing	
6.2 Homelessness Forum	a) Hold twice yearly meetings of the Homelessness Forum	Service Manager Strategy Manager	Twice yearly		
6.3 Landlord Forum	a) Hold twice yearly meetings of the Landlord Forum	Service Manager Strategy Manager	Twice yearly		
6.4 Continue to improve and share data and other intelligence in relation to homelessness	a) Continue monthly meetings to develop reporting regarding the single homeless pathway	Service Manager Strategy Manager	Monthly	Monthly meetings set. Improvements to data collection and analysis to inform the homelessness pathway are being made on an incremental basis.	
	b) Identify, monitor and review key performance metrics		February 2021 Monthly August 2021		
	c) Compile and keep up to date a digest of organisations and services relating to homelessness in Hillingdon.		Compile – May 2021 Review - October		

Actions	Detail	Lead(s)	Timeframe	Comments / Status	RAG
6.5 Update Action Plan	a) Update annually		December 2021		

COMMITTEE REVIEW - MAKING THE COUNCIL MORE AUTISM-FRIENDLY

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Draft Review Report – Making the Council more autism-friendly
Ward	All

HEADLINES

The Committee has been undertaking a review into making the Council more autism-friendly. Following conclusions for the review's recommendations to Cabinet, a draft report has been prepared by officers for the Committee's consideration.

RECOMMENDATIONS

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

- 1) Agrees the final report in principle and recommendations and endorses its submission to Cabinet for due consideration;**
- 2) Delegates any minor drafting changes required prior to the report's submission to the Cabinet to the Democratic Services Officer, in consultation with the Chairman and Opposition Lead as required.**

SUPPORTING INFORMATION

The agreed Terms of Reference for the review are set out below:

Terms of Reference

1. To understand the different types of autism and how residents' lives can be impacted by autism, including the direct views of local residents with autism;
2. To understand national legislation and guidance about autism and consider how the Council is currently complying with this;
3. To assess the work already taken across front-line services and other all-age council services areas, to be aware of and support autistic people when they access our services;
4. To review autism friendly actions and initiatives across the voluntary, private and public sector to improve customer experience when accessing services;
5. To consider feasible, practical ways the Council could, going forward, make its front-line services more autism friendly;

6. To influence or propose any emerging Council plans, guidance or policies with respect to autism;
7. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

Review update

At the meeting on 23 October 2019, Members agreed that the Committee's next major review topic would be 'Making the Council more autism-friendly'. Following this agreement, Members conducted a detailed review into the chosen topic.

This information has now been set out within a draft final report, alongside the recommendations that were discussed at the meeting on 19 January 2021. This draft final report will be circulated to the Committee prior to the meeting on 25 March 2021, and it is requested that the Committee consider the draft final report for endorsement to Cabinet.

Should any minor drafting changes to the report be suggested by the Committee at the meeting or otherwise prior to submission to Cabinet, the Committee is asked to delegate authority for this. This would be to enable minor textual changes only and not to the main body of the report or its recommendations.

Implications on related Council policies

The 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. These recommendations are aimed at improving the accessibility of Council services to Hillingdon residents with autism.

Financial Implications

The Committee's review recommendations are not expected to lead to any significant financial implications and are primarily aimed at supporting best practice within existing resources. However, a full financial review of the recommendations will be undertaken as part of the standard reporting process to Cabinet.

Legal Implications

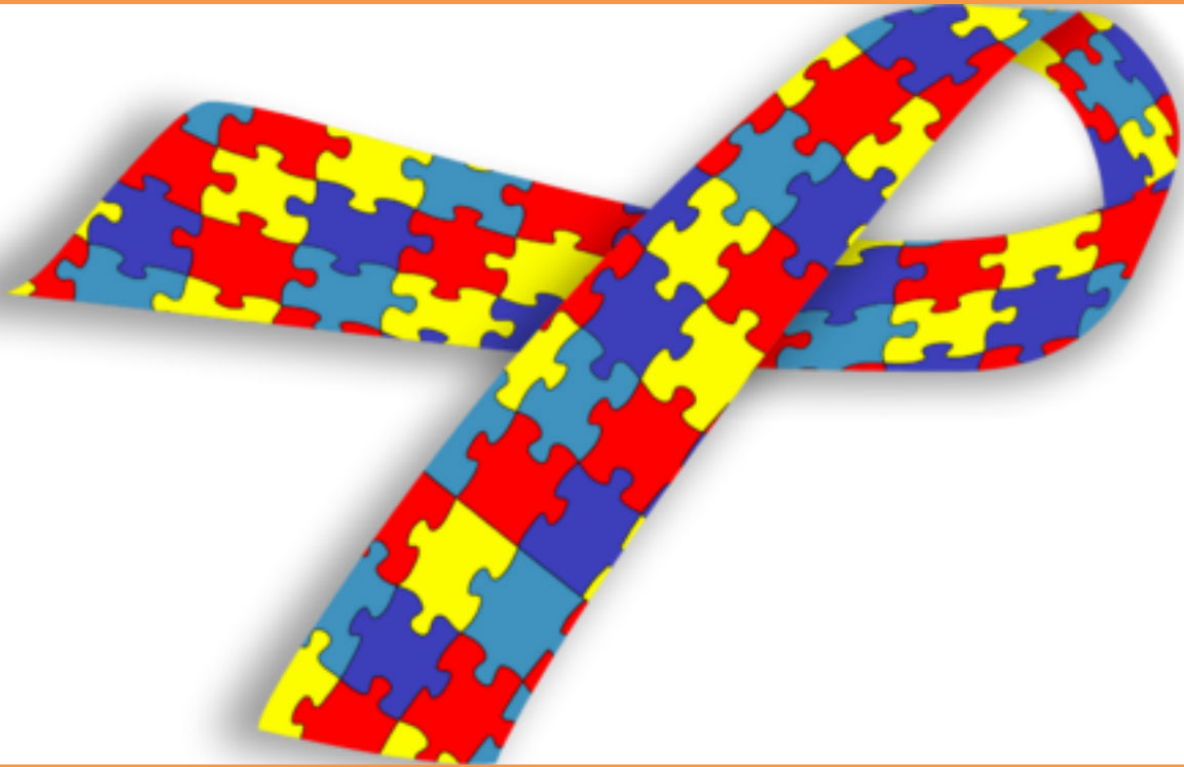
The Committee's review sets out the statutory background and emerging legislation in relation to Autism.

BACKGROUND PAPERS

Autism Review Scoping Report

Previous Committee papers on the review published on the Council's website

Making the Council more autism-friendly



A review by the 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, Janet Gardner, Becky Haggan, Paula Rodrigues and Steve Tuckwell

2020/21



HILLINGDON
LONDON

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Chairman's Foreword

Making the Council more autism-friendly



On behalf of the Social Care, Housing and Public Health Policy Overview Committee, I am delighted to present the outputs and recommendations of this review, which has sought to examine Hillingdon's front-line services and what opportunities may exist to create a more "autism friendly" service experience for our residents.

The Committee heard from Children's Services, Transitions and Preparation for Adulthood, and about wider Council service provision, including SEND and Inclusion Services, as well as from Hillingdon Autistic Care and Support. The Committee's discussions were also informed by the results of the internal Making the Council More Autism Friendly questionnaire. We were impressed by the candour of the officer team and the evident commitment to build on and apply existing good practice consistently across the range of relevant services.

The Committee noted opportunities to improve in terms of ease of access to services generally and creating a more autism friendly experience, but were pleased to note progress including the appointment of an Approved Social Work Practitioner with a focus on Autism, and on officer training and development. We also welcome the commitment of officers to a culture of continuous improvement. However, it is clear that impending changes to legislation and the publication of the National Autism Strategy, mean this by no means the end of the story, rather a staging post on the road to the evolving improvement of services in Hillingdon for people with autism. As such the Committee will need to revisit progress in these areas at an appropriate juncture.

The review has taken place against the backdrop of the most extraordinary set of circumstances, with the pandemic impacting on meeting schedules, not to mention changes of personnel on the Committee. For me, becoming involved at the tail end of the review fresh from Cabinet, has helped reinforce my own long held view of the value of the POCs, and the potential to contribute meaningfully to the scrutiny of service performance and standards, and the development of supporting recommendations to Cabinet. My thanks to my colleagues on the Committee for their contributions, not least to my two immediate predecessors, Councillors Jane Palmer and Ian Edwards.

I would also like to take this opportunity to thank those officers and witnesses who have given up their time to assist the Committee, and commend them for their continued hard work in providing support, advice and delivering services to the residents of the Borough in our name.

Councillor Philip Corthorne

Chairman of the Social Care, Housing and Public Health Policy Overview Committee

Summary of recommendations to Cabinet

Through the witness sessions and evidence received during the detailed review by the Committee, Members have agreed the following recommendations to Cabinet:

1	That the Council's public facing service environments adopt a practical corporate standard (checklist) to ensure a consistent approach to making these areas more autism friendly;
2	That Cabinet notes the rollout of training for front-line staff thus far and recommend that this becomes embedded in the new starter induction and ongoing learning and development targets for key front-line staff in reception-based areas;
3	That Cabinet explore the feasibility of improving online accessibility for residents with autism by providing further access to, and information about, Council autism services on the Council's website;
4	That Cabinet consider the merits of seeking Autism Accreditation for eligible Council services through the National Autistic Society;
5	That Cabinet welcome the culture of continuing improvement and such improvements 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 DDA;
6	Note the impending publication of the National Autism Strategy review and forthcoming changes to legislation with a report back to the POC at an appropriate juncture covering progress on the recommendations and Hillingdon's approach to meeting these requirements;
7	That appropriate front-line managers review their service's procedures whereby in formal contact environments, should a resident with autism unexpectedly remove themselves from a meeting or proceeding, it should not be taken as a withdrawal from the process in question, and



	that steps are taken to continue such formalities in a more appropriate or suitable matter; and
8	That Cabinet reaffirms the Council's strong partnership with Hillingdon Autistic Care and Support.

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Background to the review

Aim of the review

In scoping and agreeing the review's Terms of Reference, which are set out in section six of the report, the Committee sought to gain an understanding of how residents with autism accessed day to day Council services and to establish ways in which to make the Council more autism-friendly. The aim of the review was to consider how the Council could improve its customer service and key services to support its residents with autism. The Committee has subsequently formed practical, feasible and supportive recommendations to promote inclusion for residents with autism when accessing our universal services.

Setting the scene

"All adults with autism will be able to live their lives within a society that understands and accepts them, they can get a diagnosis and access support if they need it, and they can depend on mainstream public services to treat them fairly as individuals, helping them make the most of their talents." (Department of Health and Social Care 2010: 'Fulfilling and Rewarding Lives: the strategy for adults with autism in England')

At the Social Care, Housing and Public Health Policy Overview Committee's meeting on 23 October 2019, it was unanimously agreed that a review into the way in which autistic residents interact with Council services be undertaken with the view that, it is the Council's responsibility to be autism-friendly.

Autism Spectrum Disorder (ASD) is being increasingly recognised within our society, with many organisations now being obliged to have proper awareness and support in place. A steady cultural shift has been taking place to help transform people's attitudes, understanding and perceptions of autism; this shift has been facilitated by the introduction of the Autism Act 2009 and the subsequent National Autism Strategy 2010. By increasing understanding and acceptance of autism, progress can be made to reduce health, education and socio-economic inequalities and improve positive life outcomes for autistic people.

Autism is a lifelong developmental disability which affects how people communicate and interact with the world. One in 100 people are on the autism spectrum and there are around 700,000 autistic adults and children in the UK. Autism is a spectrum condition and affects people in different ways. Like all people, autistic people have their own strengths and weaknesses. Barriers to inclusion can include:

- Social communication and social interaction challenges
- Repetitive and restrictive behaviour

- Over, or under, sensitivity to light, sound, taste or touch
- Highly focused interests or hobbies
- Extreme anxiety
- Meltdowns or shutdowns

ASD awareness has grown year on year, with the public and private sector steadily adapting to accommodating the needs of those with autism. The number of trials and initiatives designed specifically for those with ASD represents positive societal change; think autism-friendly cinema screenings, shopping hours and libraries, all environments which can cause problems for people with ASD who struggles with sensory overload, queues, crowds, displays, lighting and music.

It is of the utmost importance that the Council remains accessible and approachable for all residents. By adopting a variety of scrutiny techniques, the Social Care, Housing and Public Health Policy Overview Committee have considered whether the Council facilitates a supportive culture for autistic residents and to that end, have offered a set of supportive recommendations to Cabinet.

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Evidence & Witness Testimony

It should be noted that progress of the review was hindered by the onset of the Coronavirus Pandemic and nationwide lockdown in March 2020. When the Social Care, Housing and Public Health Policy Overview Committee resumed meetings in September 2020, Members embraced new methods of investigation through virtual means. As a result of the review's hiatus, the timeframe for completion of the review was pushed to Spring 2021.

Through a range of information gathering sessions, the Committee sought to understand the views of expert witnesses by exploring the current work being done with regard to autism in the Borough and how further initiatives could enhance the way the Council works to become autism friendly.

The following sections outline the evidence received and the witness testimony.

The Current National Autism Strategy

The Autism Act 2009 committed the Government to having a strategy for meeting the needs of adults in England with autistic spectrum conditions by ensuring that the local authority and NHS services they need are accessible for them.

Following on from the Autism Act, the government published the first National Autism Strategy for England, 'Fulfilling and Rewarding Lives' (2010), which was then updated with 'Think Autism' (2014).

The strategy for adults with autism in England sets out a vision that:

"All adults with autism will be able to live their lives within a society that understands and accepts them, they can get a diagnosis and access support if they need it, and they can depend on mainstream public services to treat them fairly as individuals, helping them make the most of their talents."

In December 2018, the Government announced plans to introduce an updated National Autism Strategy which is set to cover people of all ages in England for the first time. Publication of the updated autism strategy is anticipated in 2021. The National Autism Strategy underpins the Committee's review and lay the foundation for exploring avenues to make the Council more autism-friendly in its service delivery.

'Fulfilling and rewarding lives' 2010 set out the need for better:

- Autism awareness training
- Access to a diagnosis
- Assessments of people with autism

- Service and support
- Local leadership and planning.

'Think autism' 2014 retained these commitments and built on them, with key aims to:

- Increase awareness and understanding of autism
- Develop clear, consistent pathways for the diagnosis of autism
- Improve access for adults with autism to services and support
- Help adults with autism into work
- Enable local partners to develop relevant services.

The 15 Priority Challenges

'Think autism' outlined 15 'priority challenges' established through a consultation with autistic people, families, carers and professionals. These are laid out from the perspective of an individual with autism.

1)	I want to be accepted as who I am within my local community. I want people and organisations in my community to have opportunities to raise their awareness and acceptance of autism.
2)	I want my views and aspirations to be taken into account when decisions are made in my local area. I want to know whether my local area is doing as well as others.
3)	I want to know how to connect with other people. I want to be able to find local autism peer groups, family groups and low-level support.
4)	I want the everyday services that I come into contact with to know how to make reasonable adjustments to include me and accept me as I am. I want the staff who work in them to be aware and accepting of autism.
5)	I want to be safe in my community and free from the risk of discrimination, hate crime and abuse.
6)	I want to be seen as me and for my gender, sexual orientation and race to be taken into account.
7)	I want a timely diagnosis from a trained professional. I want relevant information and support throughout the diagnostic process.
8)	I want autism to be included in local strategic needs assessments so that person-centred local health, care and support services, based on good information about local needs, are available for people with autism.
9)	I want staff in health and social care services to understand that I have autism and how this affects me.
10)	I want to know that my family can get help and support when they need it.

11)	I want services and commissioners to understand how my autism affects me differently through my life. I want to be supported through big life changes such as transition from school, getting older or when a person close to me dies.
12)	I want people to recognise my autism and adapt the support they give me if I have additional needs such as a mental health problem, a learning disability or if I sometimes communicate through behaviours which others may find challenging.
13)	If I break the law, I want the criminal justice system to think about autism and to know how to work well with other services.
14)	I want the same opportunities as everyone else to enhance my skills, to be empowered by services and to be as independent as possible.
15)	I want support to get a job and support from my employer to help me keep it.

The 15 priority challenges were used to frame statutory guidance issued in 2015 for practitioners in England and Wales. The guidance clearly stated what local authorities and NHS bodies should and/or must do in relation to:

- Training of staff who provide services to adults with autism.
- Identification and diagnosis of autism in adults, leading to assessment of needs for relevant services.
- Planning in relation to the provision of services for people with autism as they move from being children to adults.
- Local planning and leadership in relation to the provision of services for adults with autism.
- Preventative support and safeguarding in line with the Care Act 2014 from April 2015.
- Reasonable Adjustments and Equality.
- Supporting people with complex needs, whose behaviour may challenge or who may lack capacity.
- Employment for adults with autism.
- Working with the criminal justice system.
- The guidance allows for local discretion in how the strategy is implemented, however health and wellbeing boards, formed through the Health and Social Care Act 2012, are expected to play a part in planning local services.

Hillingdon Adult Autism Partnership Board

The Committee heard how Hillingdon had an established Autism Partnership Board (APB), whose function was to improve outcomes for people with autism and their families. In 2019, the APB was reviewed and it was agreed by all stakeholders that the format would change to better support

participation of adults with autism. The revised Adult APB was launched in September 2019.

The following groups were regularly invited to attend the Adult APB: Adults with autism; CAAS (Centre for ADHD and Autism Support); the CCG Clinical Lead for Learning Disabilities (LD) and Autism; CCG Commissioners (Adults); CNWL Clinical Services; CNWL LD Health Team Lead; CNWL Lead for LD and Autism; DASH (Disablement Association Hillingdon); HACS (Hillingdon Autistic Care and Support); Hillingdon Healthwatch; Hillingdon Parent Carers Forum; LBH Adult Social Care; LBH Positive Behaviour Support; LBH Principal Educational Psychologist; Police representatives; Probation and the Hillingdon Hospital Learning Disability Liaison Nurse.

The Committee heard that the Adult Autism Partnership Board met quarterly and was now well attended by adults with autism and had a co-chairing arrangement. One co-chair being a person with autism or a parent/carer of someone with autism. The other being a representative from a statutory or third sector organisation. Members had sight of the Adult APB's Local Action Plan 2019/20 which demonstrated various workstreams and initiatives undertaken by the Council.

Members Site Visit to Uxbridge and Eastcote Libraries



Before the arrival of the nationwide lockdown and strict social distancing measures, Members conducted a site visit to Uxbridge and Eastcote Libraries to review the types of services available to residents with autism. Members met with the library managers and the following points were noted:

Uxbridge library engaged with a diverse range of people as it was located in the centre of the Borough, including people with autism and carers. Good practice was usually shared amongst different organisations. Uxbridge was the flagship library and its interaction with residents often identified areas where service improvements might be made.

Members were introduced to the Tovertafel Magic Table, an interactive projector and table set up designed for people with dementia. Although the Tovertafel had been introduced for dementia friendly purposes, it was found to be a good resource and worked really well for people with autism. Advertising for the service had increased and schools came in regularly to use the Tovertafel. It was noted that the service was not available without staff supervising and that its location in the library did not lend itself to informal supervision. Members heard how the library

service was exploring the employment of autistic staff to run dementia sessions on Tovertafel with Hillingdon Autistic Care and Support (HACS).

Lego therapy was another good service in place which was thoroughly enjoyed by children with autism. It currently ran well in Harefield as the only specialist trained member of staff was located at that library. An example case study was provided of a mother being pleased with her child's progress, as her child who did not talk often was really enthusiastic about the service. The ambition was to cascade the training to allow Lego therapy sessions at Uxbridge, Botwell and Ruislip Manor libraries.

Access to work for people with autism was being explored collaboratively with HACS. Members were encouraged to hear that there were already work experiences in place and there was work in the pipeline to make a more structured programme. It was noted that work experience, including for autistic children, was largely reactive to requests of schools and was considered on a case by case basis. An example case study was provided of a person who did work experience at the library, a significant difference could be seen in the development of their communication skills. This work was paid and made a significant contribution to the running of the library.

Staff recruitment procedures were explained to Members and what reasonable adjustments were made at interviews for people with autism. This included removing clocks and rephrasing questions, elements which had been known to cause anxiety for people with autism.

It was highlighted that support groups would regularly approach the library to run specific groups/sessions to meet needs e.g. craft, Tovertafel, IT. Library staff were always willing to support new groups but this was dependent on interest and the level of skills required as some activities required professional input. If there was a demand for services they usually started small and then became more established with time.

The library was also keen to develop partnership working with third sector organisations such as HACS, MIND and other different groups to consider how further support could be provided to service users. It was noted that there was not an equivalent group to the Dementia Action Alliance for people with autism.

Members Site Visit to the Centre for ADHD and Autism Support

Members met with the Director of Autism Services at the Centre for ADHD and Autism Support and were encouraged to hear that the centre's experience of working with both Hillingdon and Harrow Councils was positive. It was noted that the Centre helped people from diverse backgrounds and social demographics did not impact on the provision of autism services. It was highlighted that the Centre received funding from the London of Borough of Hillingdon to support residents but was commissioned by, and delivered the majority of its services to, the London Borough of Harrow to deliver health and social care services.

In 2019, the Centre supported 2000 people and delivered over 37 services. Some of the services provided by the Centre included drop-in sessions for support groups and three different parenting courses. Members heard how many parents were not aware of the support that schools and the centre could offer to support children with autism, this often led to miscommunications and complaints. It was, however, acknowledged that some peoples' expectations were unmanageable. Interestingly, it was noted that 70% of autism groups were male dominated and it was usually easier to recognise the signs in men. It was easier to mask symptoms with women.

Suggestions from the Centre on how publicly accessible service environments could be improved for individuals with autism included:

- Staff training that recognised triggers and general awareness.
- Communication and making it easier for people with autism to access services such as the Civic Centre. An example was given from Harrow Council where they had adopted a separate waiting area for residents who may experience distress in public places.

Hillingdon Parent Carer Forum (HPCF)

Expert witnesses representing Hillingdon Parent Carer Forum (HPCF) were invited to address the Committee and outline their experiences as carers for children with a diagnosis of ASD for the purposes of the review. The HPCF is a small statutory steering group in Hillingdon which aims to be the voice of parents of children with special educational needs and disabilities, and to offer information and advice for local residents.

The Committee heard that some of the statutory services for children and young people with autism, such as the Educational Psychology Service, Schools' Advisory Service and support in special schools for children with ASD was very good in the Borough. However, the Committee was advised that, when children first received a diagnosis of ASD, many parents struggled to cope and needed more guidance and help which was difficult to access. It was felt that more support should be made available to those children who did not meet the criteria for some of the statutory autism services, to ensure that they did not miss out.

Young People with ASD and Transitioning to Adulthood

The Committee also heard how the LBH SEND & Inclusion service had been active partners in local supported Internships since 2015. These internships have been provided to young people aged 17 -24 with an Education, Health and Care Plan who have a diagnosis of ASD or learning disability. The Supported Internship model was a pathway supported within the context of the Preparing for Adulthood agenda which promotes; employment, independent living, good health and community inclusion for young people with SEND.

Based on the information held for five cohorts of interns, approximately 50% of participants had

a diagnosis of ASD.

These programmes have provided daily structure and routine within a supportive host business environment, specifically aiming to provide young adults with the skills they need to achieve employment. Task analysis, job coaching, and performance of repetitive, familiar tasks helps to improve confidence and work skills. Employability Skills lessons explain the appropriate behaviours required in the workplace and encourage interns to transfer their learning into their everyday practice. Being fully immersed in a workforce on a full-time basis assists interns' understanding of what is required in the world of work and improves their self-confidence.

These supported internships facilitated a smooth and gradual transition from education into work, which would otherwise not be possible for many young adults with ASD. An indicative study by the National Autistic Society indicated that only 16% of adults with ASD are in full time employment. This figure can be compared to the approximately 80% in full time employment who had graduated from the supported internships that the SEND & Inclusion service in Hillingdon were partners to.

As part of its further commitment to providing employment opportunities for young people with ASD, the Committee heard how the Council had become the host business to a Project Search transition to work programme, partnering with local organisation Hillingdon Autistic Care and Support (HACS) who provide the job coaching element of the programme.

Where a young person's needs were not eligible for adult services, families were provided with information and advice about how those needs may be met and the provision and support that young people could access in their local area. Guidance for 'Think autism' suggested that, even where young people with autism are not entitled to adult social care services, under the Care Act 2014 they should be signposted to other sources of guidance and support in the community.

Hillingdon Autistic Care and Support (HACS)

HACS is a charity founded in 1997 by a group of parents and carers in Hillingdon with an autistic family member. HACS have a Resource Centre in Hayes and facilities there include an administration suite, secure outdoor space, sensory room, conference/training room and two classrooms. The charity currently supports more than 1100 people and have developed a highly respected and professional reputation. They are committed to raising awareness, knowledge and understanding of autism and their mission is to improve quality of life by minimising disability and maximising ability.

Having been the Mayor's charity in 2019, services offered include advice and guidance, family support, educational workshops, an employability project started in 2015 and an adult support group. The age range of those supported by HACS ranges from 2 years 8 months to 59 years and grant funding from Hillingdon had been received over a number of years for the charity. HACS is one of the only autism specific short breaks providers in the Borough providing weekend

respite services for those aged 5 – 25 years. The Committee found the work of HACS to be of incredible value to residents of the Borough and that the charity had played a significant role in the progress made with regard to awareness of ASD in Hillingdon.

The representatives from HACS confirmed that greater clarity was needed regarding the services provided by the Council and how to access said services. It was reported that the information was currently not in a central location and was therefore not easy to locate. HACS received calls from GPs on a weekly basis asking how patients could get an autism diagnosis in Hillingdon.

In terms of physically navigating the Borough, the Committee was advised that this was extremely challenging for people with autism. Difficulties were encountered when accessing transport services and publicly accessible facilities, including venues such as the Civic Centre, high streets, libraries and parks.

Autism Training for Council Staff

The Committee sought to understand the methods and levels of training that Council staff received with regard to interacting with autistic residents. Through investigations, Members were informed that, within the Council, two levels of training were available to staff – a General Autism Awareness module and a 2-day specialist training course offered to those carrying out assessments; the latter had been undertaken by approximately 120 Adult Social Care staff members to date. It was also confirmed that all staff in the Learning Disabilities and Autism Service had completed the 2-day training course.

During the review, Members were invited to complete a basic autism awareness training module. The Committee felt that a number of front-line staff could benefit from the autism awareness training; e-learning Autism Awareness training had been developed and had been launched in February 2020. This training was available to all Council staff, but further work was planned to promote uptake.

LBH Manager's Autism Survey

Part of the Committee's review was to establish the level to which the Council's public facing service environments, e.g. receptions, facilities, venues etc., are made accessible for residents with autism. A questionnaire was distributed to the managers responsible for the Council's service areas with a public facing environment. Managers were asked to respond in a manner that reflected the delivery of their service area before the onset of the coronavirus pandemic i.e. before March 2020, unless they deemed the response specifically relevant. 13 responses were received.

Summary of responses

Respondents managed a variety of the Council's public facing service environments and engaged

with residents on a regular basis.

Pre coronavirus pandemic, face to face interaction with residents took place in a variety of settings; including publicly accessible areas such as reception areas and leisure centres as well as private settings such as schools, young people's centres and interview rooms. Telephone and email contact with residents were also a primary means of communication. It was noted that there was no uniform guidance or checklist from the Council ensuring that public facing environments were autism-friendly; however, there were instances of public spaces being reviewed by a Speech and Language Therapist.

Respondents were asked about the considerations taken to ensure their public facing service environments were accessible for residents with autism spectrum disorder (ASD), specifically in relation to potential levels of sensory stimulation i.e. noise levels, harsh lighting, strong smells and colour schemes. Although responses varied, it was noted that where there was an element of control over the aesthetics of the space, surroundings were tailored to facilitate muted colours and natural light where possible; this was found to foster a calming environment. There were several environments where responsibility for aesthetics lay with other departments, namely Facilities Management.

There was promising engagement with regard to considering the extent to which public information boards, notices, signage etc. were supported by the use of easily understood symbols, pictures, photos or objects. There were examples of managers and specialists reviewing correspondence templates, literature and signage with a wide range of service user needs in mind, including autism; however, this was an area where some managers requested further support and advice. Furthermore, there were few instances where a formal procedure was in place should a person with autism need to leave an environment unexpectedly.

There was a willingness to engage staff with the Council's latest Autism Awareness Training, some service areas had already taken the training and even expressed an interest in refresher training in future. Some respondents noted that simply by taking the survey, their attention had been drawn to areas where they could improve an autistic person's experience with their service. It was also noted that where reception areas were open to all residents, consideration should be given to ensure the safety of officers and offer a professional and welcoming area for visitors.

Multiple respondents expressed a readiness to receive ideas and recommendations for improving public facing service areas in an effort to become more autism friendly, particularly as many avenues of physical interaction were closed off currently due to the coronavirus pandemic.

Findings & Conclusions

Having considered a range of evidence from a variety of appropriate sources, the Committee has offered the following practical, feasible and supportive recommendations to promote inclusion for residents with autism when accessing Council services.

The Committee were mindful that a primary recommendation from the review would need to focus on the environment within which residents with autism may access services. Members concluded that there was a 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. A practical standard forms Appendix A to this report. Many people with Autism can experience severe difficulties with 'unfriendly' environments and an autistic person may have problems with sensory input from the world around them.

Therefore, the Committee is pleased to present the following recommendation:

1

That the Council's public facing service environments adopt a practical corporate standard (checklist) to ensure a consistent approach to making these areas more autism friendly.

Further to this, the Committee expressed particular interest in ensuring front-line staff were well equipped to provide Council services with a healthy understanding of the unique needs of residents with autism. Throughout the review, Members heard how autism training had started being delivered to some key public facing service areas; this led Members to recommend expanding the training offer to a wider range of staff. To this end, the Committee recommend the following:

2

That Cabinet notes the rollout of training for front-line staff thus far and recommend that this becomes embedded in the new starter induction and ongoing learning and development targets for key front-line staff in reception-based areas.

The Committee highlighted the importance of having one centrally located point for residents with

autism to learn about what kind of support is available to them. Further to this, Members were minded to improve the ease of access to services online by including information on referral pathways, not only to services provided by the Council, but for support offered by other bodies such as the NHS and local charities. On that basis, the Committee recommends the following:

3

That Cabinet explore the feasibility of improving online accessibility for residents with autism by providing further access to, and information about, Council autism services on the Council's website.

As a way of assuring quality in the way the Council delivers its services, and to bolster confidence in accessing Council services for residents living with autism, as well as the family and friends of those with autism, the Committee sought to explore the advantages of obtaining autism accreditation through the National Autistic Society. The Committee were minded to make the following recommendation to Cabinet:

4

That Cabinet consider the merits of seeking Autism Accreditation for eligible Council services through the National Autistic Society.

From the outset of the review, the Committee were ardent about helping to facilitate a culture of continuous improvement. Hearing from officers about different initiatives and workstreams such as the Local Autism Action Plan 2019/20 and the Autism Partnership Board have been particularly welcomed by the Committee. Through the review's findings, the Committee encourage Cabinet to acknowledge the progress made in universally making the Council more autism-friendly:

5

That Cabinet welcome the culture of continuing improvement and such improvements 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 DDA.

The Autism Act (2009) committed the Government to having a strategy for meeting the needs of adults in England with autistic spectrum conditions. Following on from the Autism Act, the government published the first national autism strategy for England, 'Fulfilling and Rewarding Lives' (2010), which was then updated with 'Think Autism' (2014). In December 2018, the Government announced plans to review and introduce an updated national autism strategy which covered people of all ages in England for the first time. Publication of the updated autism strategy was delayed but is due in 2021. The Committee are therefore making the following

recommendation to Cabinet:

6

Note the impending publication of the National Autism Strategy review and forthcoming changes to legislation with a report back to the POC at an appropriate juncture covering progress on the recommendations and Hillingdon's approach to meeting these requirements.

It is important to facilitate an environment whereby residents with autism can engage with day to day Council services. In unfamiliar and often formal environments, individuals with autism may be more sensitive to encountering difficulties. This may affect them in a variety of different ways, from being distracted, unable to concentrate and having mild discomfort, to symptoms of acute pain and deterioration in functioning. If the environment is distressing for the person, this may stop them from accessing it. The result could be that an individual may abruptly remove themselves from a formal situation, thereby limiting their opportunity to effectively take part in formal proceedings as well as Social, Health, Education and Leisure services. As a way of addressing this, the Committee propose the following recommendation:

7

That appropriate front-line managers review their service's procedures whereby in formal contact environments, should a resident with autism unexpectedly remove themselves from a meeting or proceeding, it should not be taken as a withdrawal from the process in question, and that steps are taken to continue such formalities in a more appropriate or suitable matter.

During the review, the Committee heard from representatives of Hillingdon Autistic Care and Support, a charity raising awareness, knowledge and an understanding of autism in the local community. HACS have been improving the quality of life for residents with autism for over two decades; the Committee felt it absolutely necessary to reaffirm the strong relationship with, and appreciation for, the work that HACS does:

8

That Cabinet reaffirms the Council's strong partnership with Hillingdon Autistic Care and Support.

Although it is noted that the scope of the review's recommendations are targeted primarily towards the way in which residents with autism access the Council's day to day services and not necessarily the statutory care services and packages offered to residents with autism, Members felt strongly that reliable support needed to be offered to parents and carers of children with



autism, specifically those who may fall short of the criteria for having an Education, Health and Care Plan (EHCP). During the review, Members heard from the SEND Advisory Service which 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. Further to this, the Committee noted that delivery of these programmes was scheduled to increase over the coming months and wished to highlight the importance of this work.

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Terms of Reference of the review

The following Terms of Reference were agreed by the Committee from the outset of the review:

1. To understand the different types of autism and how residents' lives can be impacted by autism, including the direct views of local residents with autism;
2. To understand national legislation and guidance about autism and consider how the Council is currently complying with this;
3. To assess the work already taken across front-line services and other all-age council services areas, to be aware of and support autistic people when they access our services;
4. To review autism friendly actions and initiatives across the voluntary, private and public sector to improve customer experience when accessing services;
5. To consider feasible, practical ways the Council could, going forward, make its front-line services more autism friendly;
6. To influence or propose any emerging Council plans, guidance or policies with respect to autism;
7. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

Witnesses and Committee activity

It should be noted that this review was initiated in late 2019 under the chairmanship of Cllr Jane Palmer and then in 2020 continued under the chairmanship of Cllr Ian Edwards until Cllr Philip Corthorne's appointment as Chairman of the Committee in January 2021.

The Committee received evidence from the following sources and witnesses:

Witness Session 1	<p>Kate Kelly-Talbot LBH Assistant Director of Adult Social Work</p> <p>Hazel Ashworth LBH Head of Service – Learning Disability and Mental Health</p>
Member Site Visits	<p>25 February 2020 The Committee conducted a site visit to Uxbridge Library and Eastcote Library to review the types of services available for people with autism.</p> <p>09 March 2020 The Committee visited the Centre for ADHD and Autism Support and met with the centre's Director of Autism Services.</p>
Online Training	Members were invited to complete an online Basic Autism Awareness training module.
Witness Session 2	<p>Poppy Reddy LBH Head of Service – Court and Children with Disabilities</p> <p>Georgie Bhad Leanne Williams Aisha Richardson-Long Hillingdon Parent Carer Forum</p>
Witness Session 3	<p>Toni Mullally Stephanie Mullally Hillingdon Autistic Care and Support</p>

	<p>Kate Kelly-Talbot LBH Assistant Director of Adult Social Work</p>
<p>LBH Manager Survey</p>	<p>To establish the level to which the Council’s public facing service environments, e.g. receptions, facilities, venues etc., were made accessible for residents with autism. A questionnaire was distributed to the managers of relevant service areas.</p>

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References

The following information is provided in order to signpost readers to useful contextual information to this review:

[Autism Act 2009](#)

['Fulfilling and Rewarding Lives: the strategy for adults with autism in England' – Department of Health and Social Care 2010](#)

['Think Autism: Fulfilling and Rewarding Lives, the strategy for adults with autism in England: and update' – Department of Health and Social Care 2014](#)

[Statutory guidance for Local Authorities and NHS organisations to support implementation of the Adult Autism Strategy](#)

['The Autism Employment Gap: Too Much Information in the Workplace' – National Autistic Society 2016](#)

[Autism Spectrum Disorder in Adults: diagnosis and management – NICE Guidance 2016](#)

Appendix A - LBH Checklist for Autism-Friendly Public Facing Service Environments

Many people with Autism can experience severe difficulties with ‘unfriendly’ environments. This can mean that a person may have problems with sensory input from the world around them. This can be simplistically hyper, hypo or perception sensitivity.

This may affect them in a variety of different ways, from being distracted, unable to concentrate and having mild discomfort, to symptoms of acute ‘pain’ and deterioration in functioning.’ If the environment is distressing for the person this may stop them from accessing it. The result could be that Social, Health, Education and Leisure opportunities become limited.

Other difficulties in the environment include unclear communication and a lack of awareness or understanding of autism. If environments become too stressful it is also important to have the option to escape from any situation. This corporate standard seeks to raise this as a factor to be considered within Council departments.

Everyone with autism is, of course, unique and they have their own specific ways and needs to be considered.

This document was developed for services (or individuals) to review whether they could make environments friendlier and raise awareness of how they might be able to make changes.

	Awareness questions-Core	ANSWER
	It is important that everyone in an organisation has some basic knowledge of autism and is up to date with their training needs. To be aware of the barriers to change can also be a catalyst for effective problem solving and solutions.	Yes No N/A
1	Are you able to make changes to the Core sensory environment? (E.g. are there practical or financial restraints – changes can include simple or free changes such as changing a room layout).	
2	Have you considered to what extent is the environment primarily ‘safe’ for people with Autism?	

3	Are you up to date with Autism Awareness training to support this checklist?	
<p>Communication questions</p> <p>In all walks of life effective communication is vital. For people on the autism spectrum this is perhaps essential. Clear unambiguous indicators in all forms can prevent stress. Like much of the general population there is a definite preference for sameness, for appropriate language and for an absence of sudden change.</p>		<p>ANSWER</p> <p>Yes No N/A</p>
1	<p>Does the environment have clear signs to indicate the use of each room? Many with ASC may require pictures as well as written words. Are direction arrows pointing in the correct direction? (Does the layout off the room and present equipment also give some suggestion as to what is expected such as where to sit etc.)</p>	
2	<p>Are there photographs used to aid recognition of people (Staff/unfamiliar) if needed? (These need to be kept up to date)</p>	
3	<p>Have you considered to what extent are communication systems supported by the use of symbols, pictures, photos or objects? (This should include any guides about how to externally access services or what to expect for e.g. when waiting in reception for housing – roughly how long it will take? What paperwork they might need? Who will they see? What questions might they be asked? Are there easy read versions of documents available? Have literal descriptions been used?)</p>	
<p>Sight / Visual questions</p> <p>Some people who have autism can struggle with visual stimulus that can be offensive. This could be at best distracting causing a lack of focus and concentration. At worse this could cause a person to avoid environments completely. One case example was where a young lady on the spectrum could not speak</p>		<p>ANSWER</p> <p>Yes No N/A</p>

	at a conference because the carpet leading to the stage was too patterned and she could not walk on it. (The definition of High Arousal relates to a high level of stimulus to the senses such as the above-mentioned carpet. Low Arousal would be the opposite, so some pattern but limited. No Arousal would involve no stimulus, i.e. bland in colour and no pattern)	
1	Have you considered the sensory needs when accessing the service e.g. it is a high/low arousal environment including decor? (Consider walls, carpets, notice boards, paintings, soft and hard furniture patterns etc)	
2	How well are the facilities of the service organised/signposted to make the purpose of each part obvious e.g. toilets, waiting area etc? Does the service have a break out area that can be used if needed?	
3	Have you considered if the environment has fluorescent or harsh lighting? (Is it possible to vary this easily? Does it change at different times of day? Are any surfaces in the area reflective?)	
Smell / Olfactory questions If you have ever walked through a perfume department in a store, then you may have experienced the effect on your senses. It can be offensive if you are hypersensitive to smell and can have significant physical responses such as headache and nausea. It is therefore important to minimize this distress.		ANSWER Yes No N/A
1	Have you considered the smells of cleaning materials used? (E.g. polish, air fresheners, bleach). Or are facilities near rooms that generate smells (e.g kitchen)	
2	Have you considered the smells of individuals (including pets) using the environment? (E.g. Deodorants, perfumes and aftershaves)	
3	Do 'offensive' smells drift around the building from room to room and have you considered how you might isolate them?	

	Hearing / Auditory questions Many people with autism seem to be hypersensitive to acute or high-pitched noise that they cannot control. This can feel like sharp pain and people either cover their ears with fingers or earphones/defenders. The other alternative is to hide the offensive sound by masking it with 'white noise'. Sometimes the slightest inconspicuous sound can be irritating and distracting such as a 'hum' or a 'ticking'	ANSWER Yes No N/A
1	Have you considered the general noise level in the environment? (Think about clocks, Squeaky doors and floorboards; squeaky chairs; printers; phones; lights etc.)	
2	Have you considered hypersensitive hearing and looked at specific noises that may irritate such as clocks ticking, water coolers; humming from lights, road noises or building/gardening work in the distance?	
3	Have you any specific quiet and louder areas that people can choose from? Have you considered the pitch of noises? Have you checked when any building alarm tests are due?	

London Borough of Hillingdon Corporate Checklist for Autism-Friendly Environments shortened version from NICE guidelines on Autism spectrum disorder in adults and Autism spectrum disorder.

SOCIAL CARE, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW COMMITTEE - CORPORATE PARENTING PANEL MINUTES

Committee name	Social Care, Housing and Public Health Policy Overview Committee
Officer reporting	Steve Clarke, Democratic Services Officer
Papers with report	Appendix A – CPP Minutes from 12 November 2020 Appendix B – Draft CPP Minutes from 11 February 2021
Ward	All

HEADLINES

The Corporate Parenting Panel met on 12 November 2020 and 11 February 2021.

RECOMMENDATION

That the Social Care, Housing and Public Health Policy Overview Committee note the Corporate Parenting Panel minutes.

SUPPORTING INFORMATION

The draft minutes from the Corporate Parenting Panel meeting on Thursday 11 February 2021 are included as Appendix B. For the POC's purposes, these minutes are for noting and will be approved by the panel at the next meeting on 22 April 2021.

Implications on related Council policies

The Panel provides an important voice for children in care and care leavers, ensuring their views are heard as part of the Council's policy making and decision-making processes.

How this report benefits Hillingdon residents

The Panel gives young people in Hillingdon a valued role within our democratic process and enables Councillors to work directly with them and hear their views.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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Minutes

CORPORATE PARENTING PANEL

12 November 2020

PRIVATE - this virtual meeting will be held without a Live Broadcast - VIRTUAL (PART 2)



HILLINGDON
LONDON

	<p>Voting Panel Members Present: Councillors Nick Denys (Co-Chairman), Heena Makwana (Vice-Chairman), and Tony Eginton</p> <p>Non-Voting Panel Members Present: Children in Care Council Member (Co-Chairman), Children in Care Council Members, Helen Smith (Principal Social Worker and Corporate Parenting Manager), Kathryn Angelini (Virtual School Head Teacher), Siobhan Appleton (Designated LAC Nurse), Alex Coman (Head of Service for Safeguarding and Partnership)</p> <p>LBH Officers Present: Tehseen Kauser (Interim Head of Service for Looked After Children and Leaving Care), Michelle Thomas (Lead Officer for Child Protection and Review), Ryan Dell (Democratic Services), Nikki O'Halloran (Democratic Services)</p>
1.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from a Children in Care Council Member.</p>
2.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
3.	<p>MINUTES OF THE MEETING ON 17 SEPTEMBER 2020 (<i>Agenda Item 3</i>)</p> <p>It was agreed that the minutes be amended to reflect the meeting being co-chaired by a Children in Care Council member and to include reference to apologies from the Foster Carer Representative.</p> <p>RESOLVED: That, subject to the agreed amendments, the minutes of the meeting held on 17 September 2020 be agreed as a correct record.</p>
4.	<p>SAFEGUARDING LOOKED AFTER CHILDREN (<i>Agenda Item 4</i>)</p> <p>Officers noted the importance of lockdown measures and the report described the safeguarding activities that occurred during lockdown periods. For example, LAC reviews had been conducted online, which had positives and negatives. Family contact with young people had continued virtually when face-to-face contact had not been possible. Officers also utilised outdoor spaces in the summer to enable contact between young people and families. Social Workers and PA's kept in regular contact with those who were isolating - 'Shout Out' newsletters were now part of the engagement with children.</p> <p>Supporting Social Workers and children's Social Workers continued to provide support</p>

to Foster Carers and residential units.

Due to the presence of Heathrow Airport in the Borough, Unaccompanied Asylum Seeker Children (UASC) regularly arrived in Hillingdon. 13 new UASC arrived during the summer, and been placed in the Borough's in-house children's home which had additional facilities for testing and isolation. It was noted that whilst isolation remained necessary, there was in-house provision for this for newly arrived UASC. It was noted that the Virtual Fostering Panel continued to operate, but did so online. Independent Regulation 44 visits also continued, and conducted virtually only in May.

Support had been provided by DfE in the form of 800 laptops and tablets which had been distributed to young people across the Borough. Councillor Eginton questioned whether the 800 laptops were all for LAC. Officers clarified that the laptops were for all children who required them for educational purposes, of which 350-400 were LAC.

Children's Services and Education teams met regularly to aid support to children. 91% had attended school in September; this was higher than the national average.

17 young people were currently living in 'Stay Put' arrangements (staying with foster carers beyond the age of 18).

It was noted that going forward a blended approach of virtual and face-to-face contact would be appreciated by children, as virtual contact could be used more frequently in between face-to-face visits. However, young people did prefer face-to-face contact. Councillor Makwana questioned the effectiveness of the blended approach, and noted that younger children often have difficulty with virtual contact. Officers clarified that they were increasing face-to-face visits where appropriate, with a case-by-case risk assessment. Officers noted that arranging family contact could be challenging due to managing COVID-19 risks, but efforts made to enable family contact were appreciated by young people.

Councillor Denys asked how social workers felt about the blended approach and officers noted that there were mixed feelings but they had adapted well to virtual methods. While it was natural to want face-to-face contact, both virtual and face-to-face methods had their merits.

RESOLVED: That the content of the report be noted.

5. **ANNUAL REPORT FOR LOOKED AFTER CHILDREN AND CARE LEAVERS**
(Agenda Item 5)

It was noted that this report contained information pertaining to the 2019-20 financial years and had been due to be presented to the Panel at earlier meetings, had these not been cancelled.

It was noted that, at the end of the financial year, the London Borough of Hillingdon was Corporate Parent to 337 children and young people in care and 459 care leavers (18-25 years old). 89 of the children looked after were UASC.

A new approach was noted whereby young people were allowed to choose the social worker they want to work with. This had a clear positive impact.

The Fostering Service had worked well to achieve greater stability for the children. 10% of children had placement moves over the year which was an improvement from 11% in 2018-19.

In terms of stability of young people, the average Children's Strengths and Difficulties Questionnaire (SDQ) score for Hillingdon was 12.5, reduced from 13.2 the previous year. (The lower the score, the more settled the children were).

Priorities going forward included ensuring that processes and practices for achieving formally approved permanence for LAC and Young People were achieved in a timely manner; ensuring children could choose their allocated worker; sustaining the great performance and enhancing understanding of the health profile of children.

Councillor Denys praised the achievements of children listed in the report, and it was noted that while the report detailed 2019-20, some of the events mentioned had been unable to take place this year due to lockdown.

Councillor Eginton suggested making employment support a priority such as through apprenticeships at the Council. Officers noted that this was being looked at and reference was made to the partnership with the national charity Drive Forward who worked with young people to support them in CV writing, interview skills, accessing training and finding employment. Reference was also made to Civil Service Care Leaver internships. Councillors would talk to their colleagues about additional possible opportunities.

RESOLVED: That the Panel noted the content of the report detailing the work with our Looked After Children during the financial year 2019-20.

6. **INDEPENDENT REVIEWING OFFICERS (IRO) ANNUAL REPORT** (*Agenda Item 6*)

It was noted that this report contained information pertaining to the 2019-20 financial year. It was noted that LAC had an IRO up to the age of 18, and that IROs were Council employees, not agency workers, which allowed them to build strong relationships with the children. Councillor Makwana noted that it was encouraging for IROs to be Council-employed, rather than agency workers, allowing continuity with LAC.

It was noted that, as defined by the Children Act, 1989, a child was deemed to be Looked After if:

- They were subject to a Care Order or an Interim Care Order (Section 31 and Section 38 of the Children Act 1989)
- They had been voluntarily accommodated under Section 20 of the Children Act 1989, including Unaccompanied Asylum Seeking Children (UASC)
- Secure Remand or those remanded into Local Authority's Accommodation in accordance with Section 21 of the Children Act 1989

It was noted that when a child became Looked After, an initial review of their Looked After Plan had to take place within 20 working days, a second review within three months and subsequent reviews within six months. For LAC, 'permanency' was defined as being in a framework of emotional, physical and legal conditions that gave a child a sense of security, continuity, commitment and identity.

It was noted that, during the reporting period 2019-2020, Hillingdon Council was a corporate parent to 337 children. 882 reviews were carried out during the year and, out of those, 751 were for children aged 4 and above. The rate of participation for children over 4 years old remained high at 93.9%.

Hillingdon was corporate parent for 89 Unaccompanied Asylum Seeking Children.

During the reporting year, 41 new UASC had entered care. Towards the end of the last year, in order to respond to the increasing need to support UASC arriving through Heathrow, an IRO had been allocated to take the lead on supporting the UASC cohort.

LAC by age continued to show a distinct pattern reflective of the Borough location and area of need. Children aged 12 and above still made up the majority of the LAC population with a marked increase in children aged 16-17 which appeared attributable to young people seeking asylum.

IRO's had an established escalation pathway. Many escalations could be (and were) resolved at the informal stage through discussion with the Social Worker and Team Manager, thereafter if necessary, the formal escalation process would commence. In the year ending March 2020, 24 escalations were made of which only two were not able to be resolved at the informal stage. These two formal escalations were resolved at Stage 1 of the formal process.

It was noted that the IRO service's objectives were focussed around three main areas: Participation; Effective Care and Permanency Planning; and Practice Leadership.

Councillor Denys questioned the '19.30% of children looked after at year end were in a long-term fostering arrangement' figure. It was clarified that this figure represented those that had been formally recognised, and was in line with previous years. It was agreed that permanency planning would be discussed at the next meeting for possible inclusion on the agenda in April 2021.

Councillor Denys asked officers to provide numbers of those placements in and out of Hillingdon. It was agreed that this information would be circulated to Members.

At the end of this item, Councillor Denys left the meeting and Councillor Makwana took over as chair.

RESOLVED: That the report be noted.

7. **VIRTUAL SCHOOL HEADTEACHER'S ANNUAL REPORT** (*Agenda Item 7*)

It was noted that this report contained information pertaining to the 2018-19 academic year. The end of KS2 and KS4 had showed strong results, with 67% of the KS2 cohort achieving Age Related Expectation in reading. Reference was made to TextNow, an innovative reading programme that increased young people's motivation and engagement in reading. Of the post-16s, 42% were studying at Level 3 and 83% had gone on to University.

It was noted that there had been a 1.5% improvement in school attendance for children of statutory school age and a 16% reduction in exclusions. Councillor Eginton questioned the figures of Persistent Absentees. It was clarified that the report should have referenced 17% (not 17 persistent absentees), representing a 3% increase.

Reference was made to Jamie's Farm, a new programme that consisted of a visit four times per year. Reference was also made to the Designated Teacher Forum. A Children in Care Council member questioned the involvement of care leavers in trips to Jamie's Farm, and it was clarified that funding for the virtual school was only for children in care up to the age of 16, and so the virtual school were able to offer fewer trips for care leavers than younger children. It was noted that care leavers were invited on trips as mentors.

Reference was made to the Pupil Premium Plus - a grant received for the 232 Hillingdon LAC who had been in care for at least one day or more and were in full time education. It was noted that there was a large number of those in KS4 living semi-independently whilst studying for GCSEs.

Councillor Makwana questioned the EHCP spend on SEN, and it was clarified that the EHCP funding might not be enough to meet their needs so this shortfall needed to be made up from PPP.

Councillor Makwana questioned the 'Average PPP Spend by Borough Type' graph, and it was clarified who the comparison was made with. It was noted that in future, a key may be useful for these graphs.

Councillor Eginton questioned the financial viability of the activities listed under Resources/ Support Intervention. Officers clarified that the release of funding happened in two stages, and the second could be withheld if progress was not satisfactory. It was also noted that it could be difficult to measure soft results, such as the benefit of trips to Jamie's Farm.

RESOLVED: That the Panel noted:

- 1. the positive attainment outcomes for Looked After Children at the end of Key Stages Two and Four in comparison with LAC nationally.**
- 2. the increase in young people at Post 16 studying at Level Three and consequently going on to study at University.**
- 3. the ongoing focus on attendance and exclusions for all Hillingdon LAC, but particularly those studying at Key Stage Four.**
- 4. the use and impact of Pupil Premium Plus funding to achieve positive outcomes for Hillingdon LAC.**
- 5. the continuing success of a varied enrichment and intervention programme to benefit Hillingdon LAC.**
- 6. the strong and continued joint working with social care teams, Designated Teachers in schools, young people and carers in achieving outcomes for Hillingdon LAC.**

8. CHILDREN'S SERVICES PERFORMANCE DATA (Agenda Item 8)

It was noted that there were five desired outcomes: to be the best version of themselves; to enjoy good physical and mental health; to have pride in their unique identities; to live somewhere where they felt they belonged; and to be and feel safe.

It was noted that 100% of PEPs had been completed within timescales. It was also noted that average attendance was 93.6%, which was higher than the previous year. The percentage of LAC with 1+ Fixed Term Exclusions had reduced from 2.4% to 1.8%. The percentage of LAC NEET reduced from 11% to 5%.

The Strengths and Difficulties Questionnaire (SDQ) was noted. The average score of the last SDQs as at the end of September 2020 was just under 12. This compared positively with the latest figures reported by England (14.2) and Hillingdon's Statistical Neighbours (13.75), (the lower the SDQ score the better). The SDQ score had decreased during lockdown which indicated that, despite the pressure created by COVID-19, all carers and professionals continued to provide the best care. It was also noted that children who had medium and high scores (17 or above) were referred to the Council's in-house Multi-Agency Psychology Service (MAPs) for consultation and/or early therapeutic intervention.

	<p>It was noted that 90% of children had their health assessments completed and that there remained a small number of young people who were repeat refusers of an annual health assessment. All children under 18 had had their LAC reviews in the last 12 months.</p> <p>It was noted that 22% of the total LAC population was UASC. It was noted that the percentage of LAC accommodated under Section 20 was slightly higher than the national average, which reflected the high percentage of UASC in the LAC population. 86% of LAC statutory visits were up to date. Many of those LAC visits that were not reported as up to date may have been undertaken but, if the child or young person failed to keep the appointment and was not seen as part of the visits, the visit was not recorded as completed.</p> <p>Most of Hillingdon's care leavers aged 19-21 were living independently, which included shared houses, University accommodation, privately rented accommodation, or those with their own Council tenancy. 9 young people remained with their foster carers under the Staying Put arrangement. There was an appointed Senior Personal Advisor who was working with young people at risk of homelessness. There were no care leavers who were street homeless or rough sleeping.</p> <p>It was noted that Hillingdon was the first London Council to offer social worker apprenticeships and 5 social worker apprentices had now been allocated to front line teams as part of their 3 years social work apprenticeship.</p> <p>Councillor Eginton questioned the figure of seven children without a school place. It was clarified that this had reduce to five since the report was written.</p> <p>RESOLVED: That the content of the report be noted.</p>
9.	<p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>It was suggested that the next Virtual School Annual Report be presented to the panel in February 2021, not April.</p> <p>It was noted that the LAC Health Team Annual Report should be available for the February meeting to coincide with the end of the financial year.</p> <p>RESOLVED: That the Work Programme, as amended, be agreed.</p>
	<p>The meeting, which commenced at 5.30 pm, closed at 7.32 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Ryan Dell on 01895 25 0833. Circulation of these minutes is to Councillors and officers.

Minutes

CORPORATE PARENTING PANEL

11 February 2021



PRIVATE - this virtual meeting will be held without a Live Broadcast - VIRTUAL (PART 2)

	<p>Voting Panel Members Present: Councillors Nick Denys (Chairman), Heena Makwana (Vice-Chairman), and Tony Eginton</p> <p>Non-Voting Panel Members Present: Children in Care Council Members x2, Helen Smith (Principal Social Worker and Corporate Parenting Manager), Kathryn Angelini (Virtual School Head Teacher), Beverley O'Dwyer (Senior Virtual School Practitioner), Georgia Watson-Polack (Senior Virtual School Practitioner), Siobhan Appleton (Designated Nurse, Safeguarding Children and Looked After Children/ Care Leavers), Alex Coman (Assistant Director, Safeguarding, Partnership and Quality Assurance)</p> <p>LBH Officers Present: Tehseen Kauser (Interim Head of Service for Looked After Children and Leaving Care), Ryan Dell (Democratic Services), Nikki O'Halloran (Democratic Services)</p>
1.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>No apologies were received.</p>
2.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
3.	<p>MINUTES OF THE MEETING ON 12 NOVEMBER 2020 (<i>Agenda Item 3</i>)</p> <p>It was agreed that, going forward, the number of Children in Care Council Members attending would be noted under the 'Non-Voting Panel Members Present'.</p> <p>RESOLVED: That the minutes of the meeting held on 12 November 2020 be agreed as a correct record.</p>
4.	<p>KICA 2020 REPORT (VIDEO AND FOLLOW-UP DISCUSSION) (<i>Agenda Item 4</i>)</p> <p>Councillor Denys noted the KICA 2020 celebration video that was watched prior to the meeting.</p> <p>Officers noted the creation of the video as an attempt to re-create the usual KICA celebrations, in order to acknowledge the achievements of the young people. Officers also noted their thanks to colleagues for their work during recent times, and feedback from a young person on the KICA 2020 celebration video was noted.</p>

Councillor Denys noted that the video was a great adaptation for KICA to the COVID-19 situation, and the Panel put on record their thanks to everyone involved in the creation of the video.

RESOLVED: That the video be noted.

5. **ANNUAL REPORT FOR LOOKED AFTER CHILDREN HEALTH TEAM, AND NWL CCG SAFEGUARDING REPORT** (*Agenda Item 5*)

Officers explained that the report demonstrated the role of North West London Clinical Commissioning Groups during the 2019/20 financial year.

The report also explained the role of the Designated Nurse for Looked After Children, and that this was a new role within Hillingdon.

It was noted that the report was brief, due to the impact of Covid-19 and the re-deployment of nurses.

A change in ways of working was referenced, with a more blended approach of virtual and face-to-face assessments. It was noted that virtual assessments were more popular among the Looked After Children, as they were seen as less intimidating. Good completion rates of health assessments were noted.

A new initiative from the CCG regarding the transition to adult services was referenced, including the use of a new transition nurse who will be taking the lead in the development of initiatives including a 'health passport'. Officers further mentioned the involvement of young people in the recruitment of the transition nurse. Cross-team alignment on implementation of projects including the 'health passports' was also noted.

Councillor Denys asked about the method of virtual health assessments, and their efficiency in comparison to face-to-face assessments. Officers clarified that there was always a face-to-face component to initial assessments, and with review assessments there was a choice between face-to-face and virtual. A 'triage document' was referenced in regard to holding face-to-face assessments where necessary. It was further noted that virtual assessments may continue in the longer-term, but the provider preferred a return to face-to-face assessments.

It was noted that the report 'Headlines' suggested that the CNWL Trust Board requested some additions to the report – these additions were clarified by officers to refer to the effect of the pandemic on young people, such as the need to pool resources, and 2-Borough paediatricians, to complete assessments.

95% of Looked After Children had their health assessments up to date, which represented a 5% increase on the previous quarter. The issue of persistent non-attendance was noted, and that while there were very few persistent non-attendees, contact continued in multiple forms as required.

Councillor Denys questioned whether standards had dropped due to Covid-19, and whether there were any areas for improvement. Officers clarified that despite original concerns, there was no drop in standards, in part due to the implementation of the blended approach to assessments, and the hard work of doctors/ nurses/ officers.

A focus on mental health was suggested as a possible agenda item for upcoming

Panel meetings.

RESOLVED: That the Panel noted and discussed the reports.

6. **VIRTUAL SCHOOL HEADTEACHER'S ANNUAL REPORT 2019-20** (*Agenda Item 6*)

It was noted that this report pertained to the 2019-20 academic year, and several key points were addressed:

First, the success in academic attainment, despite the pressures of Covid-19. The school year finished in lockdown, and so there was a lack of national data for comparison purposes. It was noted the results of pupils in Key Stage 4 were not adversely affected, with a 5% increase in achievement of Grade 5 English and Maths. There were 203 Post 16 learners this academic year. Level 3 learners accounted for 11% of the cohort – an increase from last year. There was also a reduction in Looked After Children (LAC) who were not in education, employment, or training (NEET).

Second, attendance. Again, it was noted that there was no national year-by-year data for comparison due to lockdown. However, average attendance figures from March 2020 compared to the same period of the previous academic year showed an increase from 91.5% to 92.3%. School/ college was seen to be a protective factor.

Third, the overall response to Covid-19. It was noted that there had been a change to an online platform. 100% of Personal Education Plans (PEPs) had been completed, and the virtual running of PEPs had improved. Some of the usual enrichment programmes were not possible due to Covid-19, although visits to Jamie's Farm did take place in October and February – later visits were postponed. There were 10 young people on the Brunel mentoring programme (partnered with Brunel University London), and the Virtual School supported those who wished to complete the Duke of Edinburgh Award either through Hillingdon DofE Award centres or through schools using Pupil Premium Plus (PPP).

Priorities for the future included continuing to learn lessons from the first lockdown, which had led to better preparation for the current lockdown (e.g. more laptops were available), and plugging any gaps that arose.

Councillor Denys noted Appendix C (attainment case studies), and noted that it may be a good idea to have more personal journey case studies shared with the Panel going forward.

A Children in Care Council Member asked about the discussions that took place to ensure that the young people achieved their best grades/ performance. Officers noted the Personal Education Plans (PEPs) and discussions between young people/ teachers/ foster carers. The achievements of the young people were commended.

A Children in Care Council Member asked about the replacement enrichment programmes. Officers noted shout-outs to achievers in team meetings. Vouchers, books, and post cards were also used to highlight recognition of achievement.

Councillor Makwana thanked the report author for the compilation of the report, and it was noted that alternative literacy interventions were being looked into as TextNow has ceased.

The virtual nature of schooling was noted, while some socially-distanced learning had

taken place within school.

Councillor Eginton noted that acknowledging individual progress was important and questioned whether there had been any changes to protocol regarding Pupil Premium Plus. Officers clarified that protocols had not changed, and the report noted that protocols around the Pupil Premium Plus were regularly reviewed.

Officers noted feedback from young people, including that the third lockdown was more difficult than previous lockdowns; there was a 'virtual fatigue' and that physical schooling was preferred.

A Children in Care Council member asked if there was any additional support for younger people. Officers clarified that a consultant had been employed one day per week to provide support to young people, as well as a careers guidance counsellor, also one day per week. A Virtual After School club was also to be set up in the near future to provide extra-curricular activities.

RESOLVED: That the Panel noted:

1. The increased numbers of young people achieving Grade 5+ in English and Maths at GCSE;
2. The improved engagement in education of young people in Key Stage 5;
3. The increase in the average attendance of our Statutory School Age children, as well as the positive attendance trend during the restrictions of summer 2020;
4. The significant reduction in the number of school changes made as a result of a change in care placement.
5. The continued impact and value brought by our training programme, the Designated Teacher Forum;
6. The maintenance of our high-quality service and standards throughout the year despite the challenges of COVID-19; and
7. The strong and continued joint working with social care teams, Designated Teachers in schools, young people and carers in achieving positive outcomes for Hillingdon's LAC.

7. HEALTH AND EDUCATION (VERBAL REPORT) (Agenda Item 7)

An additional report on Children's Services Performance Data was presented to the Panel, based on data as of 31 December 2020 in support of this presentation. As of this date, the London Borough of Hillingdon was Corporate Parent to 355 Looked After Children and 500 Care Leavers.

It was noted that 100% of Personal Education Plans (PEPs) for the autumn term were undertaken and written up within timescales.

An increase in A and E attendances was noted, and so bespoke support packages had been initiated for Looked After Children and Care Leavers, ensuring that they were given priority when referred.

95% of Looked After Children (LAC) had their health assessments up to date. This represented a 5% improvement since the last quarter.

38% of LAC had had a dental check within the previous 12 months. This was being kept under review. Councillor Denys noted the potential impact of Covid-19 on the figures.

66% of LAC at the end of Q3 were placed within a 20-mile radius from home (this was better than the 31% national average), with 49% of children being placed inside the Borough. It was noted that the 20-mile radius was a large distance, and cross-Borough comparisons were suggested. Officers clarified that the 20-mile radius was a statutory measure, and that although it was a large distance, sometimes it was necessary as needs vary. Councillor Eginton noted the possible difficulties in arranging education for those out of the Borough, though officers clarified that there were good connections between Boroughs to suit the needs of the young people. In addition, the virtual nature of current schooling eased the pressures of longer distances.

21 young people remained with their foster carers under the Staying Put arrangement, this was an increase of 4 from the previous quarter.

98% of young people had a LAC review within the previous 12 months.

80% of LAC statutory visits were up to date. It was noted that many of those LAC visits that are not reported as up to date may have been undertaken but if the child or young person has failed to keep the appointment and was not seen as part of the visits, the visit was not recorded as completed.

More Care Leavers in Hillingdon were in Education, Employment or Training (EET) than the national average.

Following a successful pilot rolled out by the Adolescents Team in the previous year, the service has now started to offer even more control and independence to our children and young people, by allowing them to choose who they want to be as their Social Worker or Personal Advisor.

A Children in Care Council Member asked about the relationship with universities, as Care Leaver support is available up to the age of 25. Officers clarified that support continued regardless of whether the young person was at university or not. The Virtual School kept connections with universities, and universities had designated support of their own to provide for those who needed it.

RESOLVED: That the Panel noted the verbal report.

8. **WORK PROGRAMME** (*Agenda Item 8*)

It was noted that the Cabinet Member and Policy Overview Committee Chairman would be invited to the April meeting.

Councillor Eginton asked about informing other Councillors of the work of the Panel and it was suggested that a document could be produced to be shared at Group Meetings.

RESOLVED: That the Corporate Parenting Panel considered the report and agreed any amendments.

The meeting, which commenced at 5.30 pm, closed at 18:54pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Ryan Dell on 01895 25 0833. Circulation of these minutes is to Councillors and officers.

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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HILLINGDON
LONDON

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Decisions

over the next few months...

Residents FIRST

→ HOUSING SERVICES
RECEPTION

Cabinet Forward Plan: February 2021 onwards

About the Cabinet & this Forward Plan

The Cabinet is Hillingdon Council's Leadership Team, overseeing the provision of Council services and putting our residents first. Chaired by the Leader of the Council, the Cabinet comprises 7 other Councillors (known as Cabinet Members) who are each responsible and accountable for a range of Council services, e.g. Finance, Children's Services, Transportation etc... The full Cabinet meets monthly in public (part private) to take the more significant decisions about the Borough (Cabinet decisions). Cabinet Members also take decisions individually on a daily basis (known as Cabinet Member decisions). The purpose of this Forward Plan is to highlight these upcoming decisions over the next few months, providing advance information to residents in a transparent way. The Forward Plan is published every month to ensure it is kept up-to-date. It also provides the 'online' public notice of future decisions under the relevant UK regulations.



Cabinet Members from 14 January 2021

You can click on the links below to find out more about a particular Cabinet Member:

[Councillor Ian Edwards - \(Chairman of the Cabinet\) Leader of the Council](#)

[Councillor Jonathan Bianco - Deputy Leader of the Council and Cabinet Member for Property & Infrastructure](#)

[Councillor Douglas Mills - Cabinet Member for Corporate Services & Transformation](#)

[Councillor Jane Palmer - Cabinet Member for Health & Social Care](#)

[Councillor Eddie Lavery - Cabinet Member for Environment, Housing & Regeneration](#)

[Councillor Susan O'Brien - Cabinet Member for Families, Education & Wellbeing](#)

[Councillor John Riley - Cabinet Member for Public Safety & Transport](#)

[Councillor Martin Goddard - Cabinet Member for Finance](#)

More information

Residents, the public and media are welcome to attend Cabinet meetings. For more information about when Cabinet meets, [click on this link](#).

You can also watch Cabinet meetings live or on demand on our YouTube channel here.  YouTube

For more information about the Forward Plan, please contact Democratic Services: Tel: 01895 250636 Email: democratic@hillingdon.gov.uk

Intention to conduct business in public, but also consider some matters in private

This notice below is to inform the public that whilst Cabinet meetings are held in public, they also include a private session for dealing with confidential matters and what this means.

NOTICE

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at Cabinet meetings in public and private are set out in a list on this Forward Plan. If they are marked "private", it includes a number next to it, indicating the reason why the decision will be taken in private based on the categories set out below:

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- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating 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.

If you would like to make representations about any particular decision to be conducted in private at a Cabinet meeting then please email: cabinet@hillingdon.gov.uk. Such representations must be received in advance of 5 clear working days before the date of the Cabinet meeting itself, normally before the preceding Wednesday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision where deemed urgent.

Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods. Whilst meetings may be held in public, they are not public meetings and those attending are kindly asked to quietly observe proceedings. There are no public speaking rights, as the Council provides this opportunity through its petitions process: www.hillingdon.gov.uk/petitions

About the upcoming decisions listed and the timeframes for them

This notice is to inform the public about the timeframes we are required to give in relation to the more significant decisions to be made by the Council and when more information about them will be available.

NOTICE

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why.

Key decisions

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:
 - a. 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - b. variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:
 - a. where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
 - b. where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

Other decisions

A range of other decisions may be listed on this document which are not key decisions. This will include a range of "standard items", i.e. decisions to be taken each month on regular topics, .e.g school governor appointments, release of capital funds for projects etc...

When will more information be available about these decisions?

Documents in relation to upcoming decisions shown on this Forward Plan will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email democratic@hillingdon.gov.uk. All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW. Public reports are also available for inspection here.

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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SI = Standard Item each month

Council Departments: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

Cabinet meeting - Thursday 18 February 2021

009	Government Planning Consultation: Supporting housing delivery and public service infrastructure	Cabinet will receive the Council's response to the Government's latest planning consultation regarding a new permitted development right for a change of use to residential to create new homes, measures to provide public service infrastructure more quickly, a new streamlined planning application process for hospitals, schools and prisons and the approach to simplifying and consolidating existing permitted development rights following changes to the Use Classes Order. Given the submission deadline of 28 January, the Leader and Cabinet Member will agree the Council's response prior and this will be reported to Cabinet for noting and due public record.	All		Cllr Eddie Lavery	PE - Julia Johnson / James Rodger			Public
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			Private (3)
012	Contract for the Collection, Sorting, Processing and Sale of Dry Recyclables	Cabinet will consider a contract for the Collection, Sorting, Processing and Sale of Dry Recyclables for a three year period with the option to extend for a further 2 years subject to agreement and satisfactory performance. The contract relates to the dry mixed recyclable materials collected by the Waste Services team from businesses and residents throughout the Borough.	All		Cllr Eddie Lavery	IT - Nicola Herbert			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: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building 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)
013	Hillingdon's Elective Home Education Policy	Following consultation, Cabinet will consider approval of an updated Elective Home Education Policy.	All		Cllr Susan O'Brien	PE - Jenny Chalmers/ Laura Palmer	Public consultation and the Residents, Education and Environmental Services Policy Overview Committee.		Public
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 Ian Edwards & Cllr Martin Goddard	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		Public
016	The Schools Budget 2021/22	Cabinet will asked to agree the Schools Budget for the next financial year, following a recommendation from the Schools Forum.	All		Cllr Susan O'Brien & Cllr Martin Goddard	FD - Graham Young	Schools Forum		Public
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
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 Martin Goddard	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

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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: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD= Finance

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

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			Private (3)
019	Refurbishment of Civic Centre Mezzanine Floor	Cabinet will be requested to consider the appointment of a works contractor for the refurbishment of Civic Centre Mezzanine Floor to provide accommodation for key council services and to facilitate the relocation of The Abacus Centre in West Drayton to the Civic Centre.	Uxbridge South		Cllr Jonathan Bianco	IT - Bobby Finch		NEW	Private (3)
023	Multi lot tender for the digitalised Cloud based telephony system, LAN, WAN and Wireless communications	Cabinet will consider a major ICT contract for the support, maintenance and transformation of the Council's main IP (Internet Protocol) Telephony and Contact Centre communications systems, its Local Area Network including Wireless (LAN), its Wide Area Network (WAN) and the provision and support of Internet Security services. These cloud-based ICT systems form the backbone of how the Council communicates with residents and others in a modern, secure and efficient way.	All		Cllr Douglas Mills	IT / FD - Michael Clark / Jo Allen		NEW	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: PE = Planning, Environment, Education & Community Services IT = Infrastructure, Transport & Building Services SC = Social Care CR&S = Corporate Resources & Services FD = Finance

024	Climate Change Action Plan	Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. This will be the first action plan to Cabinet to monitor progress to towards those goals.	All		Cllr Eddie Lavery	PE - David Haygarth / Ian Thynne		NEW	Public
029	Grant of Lease for Electrical substation	In light of the refurbishment of Meadow High School, Hillingdon which includes a new building and sports block extension, Cabinet will consider the grant of a long-term lease for an electrical substation to provide sufficient power to the school site going forward.	Brunel		Cllr Jonathan Bianco	IT - Michael Paterson / Michele Wilcox		NEW	Private (3)
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Eddie Lavery	PE - Nicola Wyatt			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 Martin Goddard	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 - March 2021

026	Provision of homelessness services - younger people	The Leader and Cabinet Member will consider a low value contract for the approval of a service provider to continue to deliver the Council's statutory advice and homelessness responsibilities to young people.	All		Cllr Ian Edwards / Cllr Eddie Lavery			NEW	Private (3)
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Upcoming Decisions

Further details

Ward(s)

Final decision by Full Council

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028	Social Housing Allocation Policy & Local Lettings Policy	The Leader and Cabinet Member will consider updates to the Council's Social Housing Allocation Policy to reflect recent legal changes required, along with a Local Lettings Policy regarding the regeneration of Avondale and Austin Road in Hayes to establish specific lettings arrangements.			Cllr Ian Edwards / Cllr Eddie Lavery	PE - Mark Billings / Debbie Weller		NEW	Public
020	Lettings Agents - Trading Standards Enforcement Policy	Lettings agents must join a client money protection scheme when letting or acting as a property management agent in the private rented sector and they hold clients' money. Trading Standards is the responsible body to carry out any enforcement and the Leader and Cabinet Member will be requested to approve the Council's enforcement policy in this regard.			Cllr Ian Edwards / Cllr John Riley	PE - Martin King		NEW	Public
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

006	Licensing scheme for outdoor fitness instructors and tennis coaches in parks and open spaces	Cabinet on 22 October 2020 received a report proposing consultation on a new licensing scheme for outdoor fitness instructors and tennis coaches using Hillingdon's parks and open spaces and to operate this on a commercial basis with an associated Public Space Protection Order (PSPO) should enforcement be required. This report considers the consultation responses and seeks Cabinet approval whether to implement such a scheme.	All		Cllr Eddie Lavery & Cllr Susan O'Brien	PE - Priscilla Simpson	Public consultation, e.g. residents, ward councillors, fitness instructors and tennis coaches. Statutory consultation on any PSPO.		Public
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Upcoming Decisions

Further details

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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: PE = Planning, Environment, Education & Community Services IT - Infrastructure, Transport & Building 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)
017	Standards and quality of education in Hillingdon during 2019/20	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Cllr Susan O'Brien	PE - Daniel Kennedy / Rani Dady	Residents, Education & Environmental Services Policy Overview Committee		Public
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 Martin Goddard	FD - Muir Laurie			Private (3)
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community.	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
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 Martin Goddard	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

018	Borough Wide Weed Control	Cabinet Members will consider a contract for the safe and effective control of vegetation on hard surfaced areas of the Highway and housing estates, including Tree Boxes within the Borough using largely contact herbicides, with the restricted use of residual treatments for public safety.	All		Cllr Ian Edwards / Cllr Eddie Lavery	PE / FD - James Patterson / Jamie Bell			Private (3)
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Upcoming Decisions

Further details

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Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

NEW ITEM

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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 6 May 2021 (provisional date)

021	Carers Strategy 2018-21: Update	Cabinet will receive a progress report on the Carers Strategy and Delivery Plan for 2018-21.	All		Cllr Jane Palmer	SC - Kate Kelly-Talbot		NEW	Public
022	Older People's Plan update	Cabinet will receive its twice yearly progress update on the Older People's Plan.	All		Cllr Ian Edwards / Cllr Jane Palmer	SC - Kevin Byrne	Older People, Leader's Initiative	NEW	Public
022	Contract for the supply and delivery of refuse and recycling sacks	Cabinet will consider a contract for the supply and delivery of refuse and recycling sacks for a two year period with the option to extend for a further 2 years + 1 year subject to agreement and satisfactory performance. The contract relates to a range of sacks used to carry out waste and street cleaning activities, including those provided to residents to utilise the dry mixed recycling, textiles, food and garden waste services.	All		Cllr Eddie Lavery	IT - Nicola Herbert		NEW	Private (3)
SI	Voluntary Sector Leases	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	IT - Michael Patterson / Michele Wilcox			Private (3)
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

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Upcoming Decisions

Further details

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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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Cabinet Member Decisions expected - May 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 - 17 June 2020 (provisional date)

027	Budget Outturn 2020/21	Cabinet will review the Council's budget outturn position for the previous financial year.	All		Cllr Martin Goddard	FD - Paul Whaymand		NEW	Public
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Eddie Lavery	RS - Nicola Wyatt			Public
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Wilcox			Private (3)
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 - June 2019

	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these 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

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Ward(s)

Final decision by Full Council

Cabinet Member(s) Responsible

Officer Contact for further information

Consultation on the decision

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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	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary 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. 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 Ian Edwards	CR&S - Democratic Services	TBC		Public / Private
SI Page 79	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 Martin Goddard	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 Ian Edwards (if in Manor ward)	IT - 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	IT - Mike Paterson			Private (3)

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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	To consider rent reviews	To consider rent reviews of commercial and other premises.	tbc		Cllr Ian Edwards / Cllr Jonathan Bianco	IT - 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 80	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 Ian Edwards	various	This decision is temporarily delegated by Cabinet to the Chief Executive to take in consultation with the Leader of the Council		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 Martin Goddard in conjunction with relevant Cabinet Member	various	Corporate Finance		Public but some Private (1,2,3)

Upcoming Decisions

Further details

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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	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 Ian Edwards / Cllr Jonathan Bianco	IT - Perry Scott			Private (1,2,3)
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 John Riley	IT - David Knowles	Traffic Liaison Group		Public
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities	TBC		Cllr John Riley	IT - 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 John Riley	IT - 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)

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Upcoming Decisions

Further details

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Final decision by Full Council

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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	PE - 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 Eddie Lavery / Cllr Jonathan Bianco	IT - 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 Eddie Lavery	IT - 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 Martin Goddard	FD - Maureen Pemberton			Private (1,2,3)

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Upcoming Decisions

Further details

Ward(s)

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
25 March 2021, 7pm	Virtual
13 April 2021, 7pm	Virtual

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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