



HILLINGDON
LONDON

VIRTUAL Executive Scrutiny Committee

Date: THURSDAY, 25 JUNE 2020

Time: 7.15 PM

Venue: THIS IS A VIRTUAL
MEETING

**Meeting
Details:** Watch a live broadcast of this
meeting on the Council's YouTube
channel: [Hillingdon London](#)

To the Committee:

Cllr Henry Higgins (Chairman)
Cllr John Riley (Vice-Chairman)
Cllr Simon Arnold
Cllr Wayne Bridges
Cllr Peter Curling (Labour Lead)
Cllr Kerri Prince
Cllr Nick Denys
Cllr Peter Money
Mr Tony Little (Representative Member
for Education Issues)

Published:
Wednesday, 17 June 2020

Contact:
Mark Braddock
Statutory Scrutiny Officer
Tel: 01895 250470
Email: mbraddock@hillingdon.gov.uk

Putting our residents first

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

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 virtual meeting held on 21 May 2020 1 - 2
- 4 Exclusion of Press and Public

To confirm that the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.

- 5 Follow-up: Matters for clarification from the last meeting 3 - 6

To receive the responses on any information requests or clarifications on matters from the previous Cabinet meeting and associated reports.

- 6 Consideration of Executive Decisions Taken and any Call-Ins 7 - 14

To undertake the statutory scrutiny role of executive decision-making by the London Borough of Hillingdon, and in particular to review decisions made by the Cabinet prior to this meeting. Members should consider any other decision taken by a Cabinet Member(s) or key decision taken by an Officer published in the five working days before this meeting.



Minutes

VIRTUAL EXECUTIVE SCRUTINY COMMITTEE

21 May 2020

	<p>Committee Members Present: Henry Higgins (Chairman), John Riley (Vice-Chairman), Simon Arnold, Wayne Bridges, Peter Curling, Kerri Prince, Nick Denys, Peter Money and Tony Little (Representative Member for Education Issues)</p> <p>LBH Officers Present: Mark Braddock (Democratic Services)</p>
3.	<p>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS (<i>Agenda Item 1</i>)</p> <p>All Members were present.</p>
4.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>No interests were declared by Members present.</p>
5.	<p>TO RECEIVE THE MINUTES OF THE MEETING HELD ON 12 MARCH 2020 (<i>Agenda Item 3</i>)</p> <p>The minutes of the meeting held on 12 March 2020 were approved as a correct record.</p>
6.	<p>EXCLUSION OF PRESS AND PUBLIC (<i>Agenda Item 4</i>)</p> <p>All items were considered in public.</p>
7.	<p>CONSIDERATION OF EXECUTIVE DECISIONS TAKEN AND ANY CALL-INS (<i>Agenda Item 5</i>)</p> <p>All Members of the Committee had watched the live broadcast of the virtual Cabinet meeting held prior to their own virtual meeting. The Committee gave due consideration to the three public reports and the decisions made on them earlier by the Cabinet.</p> <p>The Committee universally welcomed the Council’s extensive response to coronavirus detailed in the special report presented to the Cabinet. Members sought clarification on a number of important aspects including the breakdown of deaths, the impact on social care, rough sleeping and schools. Officers sought to provide a timely response to the Committee on the specific matters raised.</p> <p>On the Carers Strategy report, the Committee agreed to submit feedback to improve the online self-assessment tool and also sought clarification on how schools are made aware of young carers they teach.</p> <p>RESOLVED: – That the decisions made by the Cabinet at their virtual meeting on 21 May 2020 be endorsed and that no call-in be made.</p>

The meeting, which commenced at 8.04 pm, closed at 8.21 pm.

This virtual meeting was broadcast live on the Council's YouTube channel [here](#) under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Regulations) 2020.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Mark Braddock - Statutory Scrutiny Officer. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

Agenda Item 5

FOLLOW-UP: MATTERS FOR CLARIFICATION FROM THE LAST MEETING

Contact: Mark Braddock
Statutory Scrutiny Officer
Telephone: 01895 250470

REASON FOR REPORT

To follow-up any clarifications and information requests agreed by the Committee undertaking their role scrutinising the decisions and reports from the last Cabinet meeting. These matters are for noting only and not for call-in. If a particular Member wishes for further clarification on the information provided below, this will be for the Committee to determine.

OPTIONS OPEN TO THE COMMITTEE

That the Committee note the information provided.

CABINET – 21 MAY 2020

The Committee gave consideration to the reports and the decisions made by Cabinet at this meeting and sought further information or clarifications in the reports as set out below. The responses below are provided below by Council officers and, given the timely nature, these were also sent in advance to Committee Members on 8 June 2020:

Item 5: Hillingdon's Response to Coronavirus

Committee Clarification	Officer response
Can Members have a breakdown of the number of deaths in care homes, hospitals and community settings. (suggest use time period from when started recording this to say 26 May 2020)	The data including the weekly breakdown and comparisons to national and London are available here .
Is there a Council position on recommendation to schools whether to open on 1 June? Or is it down to each individual school?	The decision to extend the phased opening of schools is a decision for each school to make, based on the individual site and staff resources risk assessments undertaken by the school.
What proportion of the special Government Grant to local authorities for social care has been given to providers? It says that a lump sum has been provided to such providers equivalent to	At the end of March all bed based and homecare providers were paid a lump sum based on 10% of their estimated turnover with the Council over the 3 month period Apr-June 2020. These lump sum payments totalled £1.87m. In addition the Council has been providing homes with free PPE - the cost of Social Care PPE was £534k in April and this

<p>10% of their business turnover. Is that annual turnover?</p> <p>And have any providers had difficulties during this time?</p>	<p>support is continuing. The Council is also helping cashflow homes by paying in advance on plan rather than in arrears.</p> <p>All these costs are being funded from the £6.86m grant paid to the Council in late March as part of the initial £1.6bn funding package from Government.</p>
<p>How many EHCP (Education, Health and Care Plans) for Children with SEND have been produced during this time and what is the current backlog, if any?</p>	<p>As statutory functions were not relaxed at the beginning of the pandemic, officers continued to process Education, Health and Care needs assessments (EHCNA), which resulted in 84 EHCPs being finalised between the period of March-May 2020. Officers are still continuing to process the backlog of Education Health and Care needs assessments and reassessments. In November 2019 this number was 256 and at present is 81.</p>
<p>Rough Sleeping - after all the work that has been done to support rough sleepers, how long will the provision at Olympic House and other sites continue?</p>	<p>Like all Local Authorities the Council is working closely with rough sleepers and the Ministry for Housing, Communities and Local Government to support them to move on from emergency housing, to suitable, alternative settled accommodation. This will be a phased process and emergency accommodation will remain available, in line with government guidance.</p>
<p>The temporary £25 bulky waste collection fee, is that temporary during the pandemic?</p>	<p>The temporary charge of £25 was introduced on the 20/04. The Council stated on the website that this will be reviewed in 2 months.</p>
<p>The £150 reduction in Council Tax liability for all working age claimants in receipt of CTRS. Is this temporary for the pandemic only?</p>	<p>The £150 reduction in Council Tax liability for CTRS cases is for 2020/21 only. It covers existing CTRS claimants and any new claimants during 2020/21.</p>
<p>13 schools are closed at the moment, even to vulnerable children and critical workers - what is the reason for this?</p>	<p>The decision to open or close the school is made by the Governing Body of the school. The decision is based on the individual risk assessment undertaken by each school.</p>
<p>Will the Council be providing schools with advice on physical changes to the layout of schools when they start to re-open?</p>	<p>The decision to extend the phased opening of schools is a decision for each school to make, based on individual site and staff resources risk assessments. Local Authority officers have been in regular contact with Head Teachers to share the guidance from the Department for Education to support schools to prepare for extended opening arrangements.</p>

Will there be any reassurances from Council when we believe schools are ready to be re-opened safely?	The decision to extend the phased opening of schools is a decision for each school to make, based on individual site and staff resources risk assessments.
---	--

Item 6: Carers' Strategy

Committee Question	Officer response
The online self-referral form was mentioned as long winded and repetitive. Has there been any thought for feedback on this?	The council has been working with Hillingdon Carers to improve accessibility of the self-assessment. This is part of a broader project that is due for delivery in 2021.
The Council works with schools to make them aware of young carers. Can (or does) the Council when it comes across a young carer make their school aware of that responsibility they have?	If children are identified as Young carers during the assessment and planning process, all relevant/participant agencies/professionals (including schools) are informed.

This page is intentionally left blank

CONSIDERATION OF EXECUTIVE DECISIONS TAKEN & CALL-IN

Contact: Mark Braddock
Statutory Scrutiny Officer
Telephone: 01895 250470

REASON FOR REPORT

To provide information to Committee Members on their statutory scrutiny responsibilities and their power to call in decisions made by Cabinet and recent key decisions by Cabinet Members and Officers.

OPTIONS OPEN TO THE COMMITTEE

First meeting (directly after Cabinet)

That the Committee either:

1. Review the decisions taken and agree no call-in be made;
2. Consider the potential for any call-in, by requesting further information, which will be provided by midday the following Monday. At this point, a majority of the Committee (informally) would decide whether to call-in to a second meeting.
3. Resolve at the meeting, through a majority, to formally call-in a decision with relevant reasons and agree to hold a second meeting to hear the matter to determine whether it be referred back to the decision-maker.

Second meeting (if required)

If Members agree to Call-In an item, another formal meeting of the Committee will take place on the Tuesday (or the Thursday at the latest) of the following week after Cabinet, where relevant officers and the relevant Cabinet Member, if appropriate, will be invited to discuss the called-in item.

The options open to the Committee when considering a Called In decision is to:

- i. Refer it back to the Cabinet or Cabinet Member (whoever made the decision) for reconsideration, setting out in writing the nature of the Committee's concerns, or;
- ii. Refer the matter to full Council, but only in the circumstances set out in the rules of procedure (i.e. if it is contrary to the Council's policy framework or budget, or if it was a "key decision" that was not dealt with as such by the Cabinet or Cabinet Member), or;
- iii. Decide not to refer back the decision based on the information or assurances received. If the Committee wishes, it may give advice or feedback to the decision-maker and/or officers instead.

INFORMATION

Criteria and process for deciding a call-in

1. Advisory criteria agreed by the Committee for deciding whether or not to call in a decision are attached in Annex 2. If a decision is called in, the criteria will be referred to in the call-in notification, to give reasons for the Committee's decision.
2. The advisory criteria may be amended at any time, if the Committee feels they do not adequately reflect the range of reasons for calling in decisions.
3. Additionally, technical criteria is given on what can and cannot be called-in as per the Council's Constitution and also national guidance and regulations.
4. On areas where Members request further information or clarification prior to any potential call-in, officers will be asked to provide a response to the Committee queries by **midday on Monday 29 June 2020**.
5. These responses will be sent to Members of this Committee by email, and based on this information, Members will be asked to email or telephone Democratic Services on whether they are content with the information supplied or whether they recommend the calling –in of the particular item. The majority of the Committee Members will have to agree to the call-in request for it to proceed. The Chairman will then advise the Head of Democratic Services.
6. The full procedure is set out in Annex 1.

Calling in Cabinet decisions

7. All Members of this Committee are on the electronic and hard copy mailing list to receive copies of the Cabinet meeting agendas and decisions in order to scrutinise the decisions made. The Committee may only call in the specific formal resolutions made by the Cabinet, i.e. the recommendations in the report (or tabled or amended subsequently) that were agreed at the meeting. Any resolutions by the Cabinet "to note" or "to receive" or similar cannot be called in, as there is no technical decision taken. Cabinet resolutions on policy and budget framework documents that are referred direct to full Council cannot be called in. More detail is provided in Annex 2.

Education decisions

8. Co-opted representative Members for Education may only sit on the Committee and speak and vote on education (or part education items where a resolution made specifically relates to education). On any other business, such co-opted members are welcome to remain in the room as an observer during Part 1 items / discussion only. For the benefit of the co-opted member, the agenda may be adjusted to allow education items first.

Cabinet Member and officers decisions

9. The Forward Plan, as far as possible, lists planned Cabinet Members' decisions and may be used to guide scrutiny of Cabinet Members' decisions. All Members of this Committee also receive an e-mail copy of all requests for Cabinet Members' decisions. All Councillors receive e-mail copies of Cabinet Members' decisions when made, which may be published at any time. Call-in on these decisions can only take place within 5 working days of the decision being published and only if they are deemed "key decisions" as outlined in Annex 2.
10. The Committee may also call-in any key decisions taken by officers (where they have been previously delegated to officers by Cabinet) and will be notified of such decisions. However, such decision-making by officers is extremely rare and key decisions are usually taken by Cabinet or Cabinet Members.
11. To call-in Cabinet Member and Delegated Officer Key Decisions, this requires the agreement of the Chairman of the Committee and lead representative of the other party within 5 working days of the decision being published by Democratic Services on the formal decision notice. These Members shall inform the Head of Democratic Services of the reasons for the call-in. The Executive Scrutiny Committee will meet within 5 days of the Head of Democratic Services being notified to consider the decision.
12. The Committee is advised that day-to-day administrative executive decisions by officers are excluded from the scrutiny call-in powers of the Committee. There is no central record of such decisions, but officers should act in accordance with their relevant Departmental Scheme of Delegations, which is published.

APPENDICIES AND BACKGROUND PAPERS

Annex 1 – Policy Overview, Scrutiny and Select Committee Procedure Rules [extract of Council Constitution]

Annex 2 - Criteria for call-in as agreed at the first meeting of the Committee in 2006, with supplementary technical notes.

Members should bring their copies of the Cabinet agenda and decisions and the Forward Plan to the meeting.

Annex 1 – Policy Overview, Scrutiny and Select Committee Procedure Rules [extract of Council Constitution]

Call-In by the Executive Scrutiny Committee

- (a) When a decision is made by the Cabinet, an individual Member of the Cabinet or a Committee of the Cabinet, or a Key Decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published, including by electronic means, and shall be available at the Civic Centre normally within 2 working days of being made.
- (b) The notice of the decision will bear the date on which it is published and notified to all Members of the Council and will specify that the decision will come into force, and will then be implemented, on the expiry of 5 working days after the publication of the decision, unless the decision is called-in by the Executive Scrutiny Committee.
- (c) The Committee will meet immediately after the conclusion of a meeting of Cabinet to consider which decisions the Members of the Committee might require further information about or to consider for potential call-in. At this meeting Members will review the decisions taken at the Cabinet meeting and give consideration to the potential for call-ins of items. On areas where further information or clarification is sought, officers will be asked to provide a response to the Committee queries by midday on the following Monday.
- (d) These responses will be sent to Members of the Committee by email, and based on this information, Members will be asked to email or telephone the Chairman on whether they are content with the information supplied or whether they recommended the calling –in of a particular item. The majority of the Committee Members will have to agree to the call-in request for it to proceed. The Chairman would then advise the Head of Democratic Services.
- (e) If an item is called in, another formal meeting of the Committee will take place by the Tuesday (or the Thursday at the latest) of the following week after Cabinet, where relevant officers and the relevant Cabinet Member, if appropriate, will be invited to discuss the called-in item.

Decisions made by an individual Member of the Cabinet or a Key Decision made by an officer with delegated authority from the Cabinet, can be called-in by agreement of the Chairman of the Committee and the lead representative of the majority party on the Committee within 5 working days of the decision being published. These Members shall inform the Head of Democratic Services of the reasons for the call-in. The Executive Scrutiny Committee will meet within 5 days of the Head of Democratic Services being notified to consider the decision.

- (e) If, having considered the decision, the Executive Scrutiny Committee are still concerned about it, then it may:

- refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns, or
- refer the matter to full Council, but only in the circumstances set out below.

A decision will not be referred to full Council unless either the Committee believes it to be contrary to the Policy Framework or Budget, or considers that it was a Key Decision that was not dealt with as such by the Cabinet. If it is referred to the decision maker they shall then reconsider within a further 5 working days, amending the decision or not, before adopting a final decision.

- (f) If following an objection to the decision, the Executive Scrutiny Committee does not hold the two meetings within 10 working days of the date of the Cabinet meeting, the original decision shall take effect at the end of the 10-day period.
- (g) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below.
- (h) If the Council does object, it has no authority to make decisions in respect of a Cabinet decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Cabinet as a whole or a Committee of it, a meeting will be convened to reconsider within 10 working days of the Council request. Where the decision was made by an individual, the individual will reconsider within 10 working days of the Council request.
- (j) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.

1. CALL-IN under urgent circumstances (urgency or special urgency)

The call-in procedure set out above shall not apply where the decision being taken by the Cabinet or executive member is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests or could lead to an (increased) risk of damage to people or property. The record of the decisions, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.

The Chairman of the Executive Scrutiny Committee (or Vice-Chairman in their absence) must be informed that the decision will be implemented immediately upon him/her agreeing that the decision is reasonable and to it being treated

as a matter of urgency. In the absence of the Chairman or Vice-Chairman then the Mayor (or Deputy Mayor if required) can take this decision. Decisions taken as a matter of urgency must be reported to the next available meeting of Council, together with the reasons for urgency.

Annex 2 – Criteria for call-in agreed by the Executive Scrutiny Committee

Mandatory

- a. A majority of the Committee agrees to call-in the decision (this is required by the Constitution)

Advisory

- b. The expenditure or savings resulting from the decision are £25,000 or greater (to stop trivial call-ins)

and one or more of the following:

- c. The recommendations that lead to the decision do not adequately reflect the evidence contained in the report.
- d. There is evidence that does not appear to have been considered in reaching the decision.
- e. There is a high level of public interest or concern, perhaps evidenced by many complaints or a petition to Councillors.
- f. The decision appears to be contrary to an Auditor's or an Inspector's recommendation.
- g. Cabinet has not accepted a recommendation from a Policy Overview or Select Committee.

Supplementary Technical Notes from Democratic Services:

What decisions can be called-in?

1. Cabinet decisions (key and non-key decisions)
2. Cabinet Member decisions (key and non-key decisions)*
3. Officer decisions (key decisions only, i.e. when delegated by Cabinet)

**The law only requires key decisions can be called-in by Cabinet Members, however, Hillingdon's Constitution extends this to non-key decisions, for increased accountability.*

If a decision above is considered contrary to any strategic policy or the approved budget (that are part of the Council's policy and budget framework) - or if it was a "key decision" that was not dealt with as such by the Cabinet or Cabinet Member, then the Committee may consider referral of the matter to full Council instead.

Decisions that cannot be called in include:

- Any decision relating to a non-executive (Cabinet) function, e.g. licensing or planning decision;
- Non-key decisions delegated by Cabinet to Council officers (e.g. operational, i.e. to implement the Cabinet's decision);
- Decisions taken under urgency or special urgency provisions (where the Chairman of the Committee has already waived the scrutiny call-in period);
- A decision that has already been the subject of a call-in during the previous 6 months;
- Any decision that is required to be taken by the full Council (e.g. Annual Budget, Policy Framework documents, or reports to Cabinet making recommendations to full Council);
- Decisions that are not technically decisions, i.e. "to note" or "to receive";
- Previously taken decisions by Cabinet Members that are later 'ratified' by Cabinet.

KEY DECISIONS DEFINITION (Article 7, Council Constitution)

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:-
 - 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
 - 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:-
 - 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.
 - Where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.